SANTA ANA COLLEGE

Santa Ana College Mission Statement: *Santa Ana College inspires, transforms, and empowers a diverse community of learners.*

Administrators	Academic Senate		CLASSIFIED	GUESTS	
Bart Hoffman, co-chair	Ed Fosmire, co-chair	Gabe Shweiri (a)	Omelina Garcia	Esmeralda Abejar	
Jim Kennedy	Elliott Jones (a)	Brian Sos (a)	Jimmy Nguyen	Brian Kehlenbach	
Madeline Grant	Roy Shahbazian	Monica Zarske		Selina Urquiza	
Ray Hicks (a)	John Zarske (a)	William Nguyen		Doug Manning	
John Steffens (a)			Student Rep.		
Jeffrey Lamb			Alyna Suarez		
Vaniethia Hubbard			Sara Valencia	(a) = absent	

1. WELCOME		Meeting called to order 1: 40p.m. Meeting adjourned at 3:38p.m.
2. PUBLIC COMMENTS	**DISCUSSION/COMMENTS**	**ACTIONS/ FOLLOW UPS**
	None	
3. MINUTES	**DISCUSSION/COMMENTS**	**ACTIONS/ FOLLOW UPS**
	Minutes for the October 2nd P&B minutes will be presented for approval in the December 4th meeting.	ACTION No action taken
4. BUDGET UPDATE	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
	Funded 2018/19 RARs –Esmeralda Abejar reported funded RARs for FY 18/19 were sent to all deans and managers, and should have been forwarded to all department chairs. She explained how much money was approved, and the different sources of funds. Roy Shahbazian asked how decisions are based as to how much money will go to each category such as equipment and personnel, as well as priority. Dr. Hoffman explained, funds are allocated based on ranking, available funds, and different funded sources. Dr. Lamb added that, it is mainly more about how much available funding there is, in the general fund, fund 12 and fund 13 to be allocated. **Summary of SAC 2018-19** - This report was presented by Esmeralda Abejar, she reported there was a total request of 13 million dollars, the requests includes personnel, facilities, and items such as, supplies and classroom technology, etc. Dr. Hoffman added, of those requests, 2.4 million were actually funded.	

| | • Budget Performance Quarterly Report and budget recapitulation reports as of 9/30/18. Fund 11, Fund 12, Fund 12: Ms. Abejar reported 19.4% has been used in the first quarter of 18/19 in fund 11. College is operating under budget. The budget recapitulation report for the first quarter was presented as well, this report is 66 pages long, therefore it will be posted in the planning and budget website instead of printing it. Esmeralda mentioned budget training were provided in June for managers to learn how to run and read reports. There will be another training session scheduled for December 6th & 11th, an email will be sent out regarding this training. Esmeralda informed everyone there is a link in the agenda to the quarterly performance reports.

• 2019/20 resource allocation request form: Esmeralda presented the 2019/20 RAR form and explained the changes made to the form are highlighted in yellow. She also communicated to the committee members the links to the many references available in the RAR form that could be utilized to prepare the RAR form for submittal. Dr. Hoffman added that the Visions for success, Guided pathways, and college strategic planning, the educational master plan, and all needs to be tied to the CA community college system. Information about the Student Center Funding Formula (SCFF) is also linked to website for reference. Monica Zarske asked for clarification, how the vision for success pertains to faculty, and how they can utilize them to prepare for their RARs. Dr. Hoffman replied, by January 2019, the district should be able to submit a plan of goals, and come May, adhere to those goals for them to be measurable.

• Bart discusses the SB361 funding model the district adopted, it will look significantly different from the new student center funding formula. | |
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| **5. ENROLLMENT UPDATE** | **DISCUSSION/COMMENTS** | **ACTIONS/ FOLLOW UPS** |
| | Dr. Lamb reported noncredit numbers are a bit under, (actually a wash), optimistic of the numbers ahead, but with credit, the numbers were 200 for FTES above from last year. However, 942 FTES were borrowed from the summer to meet target. He also mentioned we are working on a pre-priority registration (Electronic version), which is a 3-part plan, aimed for mid-March rather than April. This 3-part plan consists of paper process, data entry, and build better schedules, which helps increase efficiencies and builds better schedules. We are also exploring a new software called Horseleaf, it is a scheduling software, that allows to build schedules outside the system and helps avoid paper usage. | |
| **6. STUDENT UPDATE** | **DISCUSSION/COMMENTS** | **ACTIONS/ FOLLOW UPS** |
| | Alyna S. added there are about 2 events happening this week, the first one is Nov 7th, International festival, which includes cultural education and cuisine. And the second one is, Family Fun Night on Nov 8th, we will be proving free popcorn and selling snacks, this event is intended for students who have families, as well as for the general public. Student Sara Valencia added, there is a concern and there needs to be a change to represent unrepresented | |

	students, the engineer and computer science students feel they are not being represented well through the college website or catalog, they need to be more prominent. Recommendation: Dr. Hoffman suggested attending open houses. Dr. Lamb also suggested speaking with Kathy Patterson at humanities.	
7. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Kennedy, noted today's meeting will be a quick review of the goals and reviewing of the goals, if anyone has any questions or feedback, contact him (Jim) or Elliot Jones. These goals will be adopted in the next meeting set for: Nov 15th @ 2:30 in room S215.	
8. ACCREDITATION	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	No report at this time.	
9. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	• Results College-wide RARs Effectiveness Survey The main response from the survey was, there is a lack of communication during the RAR process, Ms. Abejar reported. Jim Kennedy added, this year a funding rationale was added for requestors to know why funding was not allocated. Dr. Lamb added, SAC can evaluate the RAR process and integrate the outcomes for program review, and assessments, as well as, input, prioritize and allocate those resources. The RAR procedures will be discussed in the next meeting. • Results Annual Self Evaluation Survey of Effectiveness of P&B committee work. – Dr. Hoffman restated to look into the survey, ensuring managers to complete training, there is much concern about meeting goals, and people not understanding the budget process and how resources flow into the college.	
10. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
11. FUTURE AGENDA ITEMS		
	Bart asked if anyone would like to add any information for new business. No comments added.	
12. Informational Handouts		
	https://www.rsccd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx Next meeting – Dec 4, 2018	

Submitted by Veronica Cintron