

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	William Nguyen, co-chair	Ben Hager (a)	Omeline Garcia (a)	Mark Reynoso	Tracie Green
Jim Kennedy	Roy Shahbazian (a)	Andy Gonis	Jimmy Nguyen (a)	Brenda Furlong	
Madeline Grant	John Zarske	Monica Zarske (a)		Ana Diaz	
John Steffens			Student Representatives		
Jeffrey Lamb			Juan Briseño (a)		
Vaniethia Hubbard					
				(a) = absent	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:37pm Meeting adjourned at 3:00pm	
	Welcome and introductions were made				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	None				
3. MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of the Dec. 3, 2019 minutes			Motion to approve the minutes of Dec. 3, 2019 was moved by Madeline Grant and 2 nd by John Zarske. Motion carried unanimously.	
4. NEW BUSINESS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	<p>Faculty Obligation Number (FON) Tracie Green reported that its the middle of the recruitment season. The FON is a number that is provided by the Chancellors office. Currently we are 1.9 over our FON, which means that we met our obligation and there were no penalties. If we fall below the FON we would have to pay \$80,250 per position. However, hiring a full-time faculty would cost us well over \$100,000. There are different ways to determine how many faculty to hire. Many facets are considered. We are currently getting ready to produce the 2020 FON. The FON takes into consideration all of the full-time faculty that are on the books. If a full-time faculty is released for another position (i.e. sabbatical, leave, coordinator position, etc.), they are still a full-time faculty and now there's a need to backfill their teaching position. There is no penalty when an adjunct</p>				

	<p>faculty is hired to backfill a position. We are working on developing one report that will give us all the information we need. It is important to have everyone's loads in the system. We need to determine if a retiree counts against the FON. Title 5 allows us not to count faculty that resign or retire prior to spring break. Those that resign or retire around November/December, don't count against us, because they have worked partially in the fall semester. It's better to stay as close to FON as possible. All instruction counts, except for non-credit instruction.</p> <p>Tracie Green added that we want to aim for 366 minus the late retirees. We should be close to where we need to be if we stick to this plan.</p>	
5. BUDGET UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Budget Update – Dr. Hoffman Dr. Hoffman recommended to view the following reports:</p> <ul style="list-style-type: none"> ○ The 2020 Economic Outlook Presentation – (linked) ○ Governor's 2020/2021 Proposed Budget – (linked) – William Nguyen added that Slide 5 shows that the District is going to receive additional revenue of \$4M from COLA. However, there will be a projected \$12M in expenditures, leaving a \$8M deficit. This gives a better picture of how the deficit amount was determined. ○ Budget Adjustment Plan 2020/2021 Tentative Budget – identifies the amount of money the District predicts that must be cut to stay within budget. In Phase 1 – SACs share is \$1.713M. The target adjustments deadline is February 28, 2020. President's Cabinet will begin discussions on the adjustments. Phase 2 – the same amount is to be cut and the deadline date is April 24, 2020. We proceed with following the objectives we receive. 	
6. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	
	<p>Dr. Lamb reported that compared to last year's spring term, we are slightly down on overall enrollment. There was an aggressive target number of 19,789 FTES for the year, however, we will reach between 19,400-19,600 FTES. These numbers are about 600 FTES more than last year. We will be in a restoration period. We have hired consultants to assist in our scheduling processes and improving our FTES numbers. The Chancellor has a great interest in enrollment management. He has asked for data reports from us regarding enrollments. We will be working on block scheduling and on the data used for schedule building. Our goal is to find out what reports Deans and Department Chairs need to make decisions when building their schedules and how to track and monitor their current schedules.</p>	
7. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
8. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS

	John Steffens reported that SACTAC met in December. They discussed their committee goals, forming work groups and examining their membership. They conducted an exercise entailing the searching of the web as a student for support. Several issues came up during the exercise. They will reach out to the new Digital Media Specialist, Young Kim, to assist with the issues. The Committee reviewed reports on their big initiatives, such as; the computer replacement plan which will be reviewed by IT and taken back to SACTAC for final recommendations and the state-wide library services platform system which all the community college libraries utilize.	
9. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Lamb invited all to the accreditation orientation/training. They will discuss the accreditation process, standards, goals, timelines and background. This training is for faculty, staff and administration. Organizational structure, the accreditation standards and the way colleges are being evaluated have changed since our last accreditation visit. Microsoft Teams will be used for organizing and communicating outcomes. A Steering Committee meeting will be held at the end of the month and it will establish the work for the semester and the tools used to establish positive steps during the spring term.	
10. OLD BUSINESS		
	<p>Budget Allocation Model (BAM) - Section 4</p> <p>This section was provided to all committee members for review and comments. Comments will be shared with consultants consider changes to the BAM.</p> <p>A concern was discussed regarding any SAC carryover monies that are been spent down to assist other colleges.</p>	<p>Comments to be forwarded to Maria Cardona no later than February 11, 2020.</p> <p>Mark Reynoso to review the BAM to find the language regarding spending down any carryover monies. This language is to be sent to the committee members.</p>
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Student Success & Supplemental Information – Dr. Hubbard • How is the Data Collected that Determines Funding and at What Time of the Year Will there be meaningful data? • Purchasing Deadlines – Linda Melendez 	
GENERAL INFORMATION		
	https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-ResourcesCommittee.aspx	
NEXT MEETING	Mar 3, 2020 – S-215	

Submitted by Maria Cardona