

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	Omelina Garcia	Mark Reynoso	
Jim Kennedy	Roy Shahbazian	Andy Gonis	Jimmy Nguyen	Brenda Furlong	
Madeline Grant	John Zarske	Monica Zarske		Ana Diaz	
John Steffens (a)			Student Representatives		
Jeffrey Lamb (a)			Juan Briseño		
Vaniethia Hubbard					
				(a) = absent	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:36pm Meeting adjourned at 3:02pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Madeline Grant thanked the Budget Office for supporting all departments and divisions to meet the purchasing deadline of February 28th.				
3. MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of the Feb. 4, 2020 minutes			Motion to approve the minutes of Feb. 4, 2020 was moved by Madeline Grant and 2 nd by Vaniethia Hubbard. Motion was carried with one abstention. Abstention was due to being absent at the last meeting.	
4. BUDGET UPDATE	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	

Budget Presentation – William Nguyen

William Nguyen presented the SAC Budget and Planning presentation ([attached](#)). He briefly reviewed the sources of revenue; FTES, Supplemental (Promise, Pell Grants and AB540), Success (degrees, certificates, etc.), and Grants. The goals are to maximize our revenue and spend expenses smartly to maximize institutional effectiveness. He also touched on types of SAC expenses; construction/renovation projects, campus operations, full-time personnel and others (SI, PT personnel, supplies, etc.).

The Budget Allocation Model (BAM) is up for review and there are specific items that we need to be mindful of. We also need to maintain a large college status, meaning 20,000+ FTES. Protecting the BAM is important to manage our ending fund balance. Attending the Fiscal Resources Committee (FRC) meeting would help you understand the BAM better.

The last slide in William’s presentation displayed the RSCCD Estimate 2019-20 Revenue Allocation Simulation for Unrestricted General Fund, which displayed an estimated ending balances using the current budget model, \$1,304,963 for SAC/CEC and \$504,619 for SCC/OEC on 6/30/2020. William mentioned that SCC is proposing to change the model so that the funding for Centers (base allocation) not be placed into one pot, but each campus receive 100% of its shares. If this happens, SAC will end up shifting \$300k to SCC in 2019-2020. The current model is to put the base allocation into one pot then pay expenses and the District, then the rest gets distributed to SAC and SCC. Discussion followed. It was mentioned that we would like to have control of the ability to borrow FTES. It was also discussed that there was no wording in the BAM that the two colleges get to keep their ending balance. We need to support and protect our current BAM.

\$1.713M Budget Reductions – Dr. Hoffman

We looked for positions we no longer have a need for because they have been funded in other ways. These positions totaled \$268,836. Other reductions fell in the following categories; Repair & Replacement Parts, Non-Instructional Supplies, Conference Expenses, Inst. Dues and Memberships, Electricity, Maintenance & Operations Service Agreements, ISA’s-Fire and ISA’s -CJA. The reductions totaled approximately \$1,431,164, giving us a total of \$1,700,00 in reductions.

Fund 13 Update and BAM Language Recommendations - Mark Reynoso

Mark Reynoso reported that last year’s Fund 11 had an ending balance and was rolled into our Fund 13 (one-time fund). Last year we started with \$6.7M in our Fund 13. Academic Affairs, Student Services, Administrative Services and SCE received a one-time allocation of \$100,000 for each area. We currently still have our Institutional Contingency Reserve of \$1.3M. We had a furniture and carpet replacement project which this committee approved \$450,000 to spend on this project. We were able to get to all the different Division’s top three prioritized items, which will cost \$240,000. SACTAC brought \$550,000 for computer replacement, software and media systems equipment. He pointed out the other projects that are listed on the spreadsheet ([attached](#)). The balance after actuals and estimated encumbrances is about \$3.2M.

5. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Kennedy mentioned that we are a little down compared to last spring by about 100 FTES. He guessed that we will be at about 19,500 FTES. However, it will put us below the 20,000 goal at the end of this school year.	
6. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Juan Biseño reported that ASG focusing on getting things ready for the new ASG branch members and looking forward to supporting student next semester.	
7. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Kennedy reported that SACTAC adopted the following goals: create a strategic planning workgroup and create an accessibility workgroup and review and update the membership.	
8. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Monica Zarske reported that last week there was a steering committee kick off meeting where we doled out the standards to the teams, we have chairs, co-leads and faculty co-leads. The teams will help with evidence gathering this semester. Our goal is to have some evidence by the end of April. I will be working with Dr. Lamb and Madeline Grant on professional development for faculty. It was requested that some professional development be done online and not face-to-face.	
9. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
10. NEW BUSINESS		
	<p>Student Success & Supplemental Information</p> <p>Dr. Hubbard shared the Financial Aid Component of the Student Centered Funding Formula (SCFF) document (attached). This document depicts the number of students who receive Financial Aid based on grants (i.e., Pell, Promise Grant, etc.). She added that they are doing more outreach efforts on campus and at our high schools. They are working with our Foundation Office to create financial literacy for our local community partners. We want students at SAC to use their financial aid dollars during their first 2-3 years.</p> <p>How is the Data Collected That Determines Funding and at What Time of the Year Will There be Meaningful Data?</p> <p>She added, regarding to the SCFF data, financial aid data is collected ongoing and submitted at the end of the year. Admissions and Records data is submitted four times per year, 90 days after each term ends. To ensure that the data is accurate, at the District, there is a data integrity group that meets with our consultant, Cambridge West. They review our data collection procedures and how we store our data. They also have been looking at our gaps in our data collection storage and accountability. They prepared a report that they shared with us. The findings in the report will help us address the gaps and make necessary corrections. Financial Aid and Admissions and Records have regular audits. The District works with a company that does our internal audits. They look at our data collection, storage and process but it does not look at our data counts and the State Chancellor's Office data counts to see if they match. We have asked all our categorical areas to do their own</p>	

	<p>internal audits by using the audit tools within Colleague. Some issues that we have are the areas that use their own audit tools such as DSPS and Veteran’s Center, there is no audit trail.</p> <p>What if a student is one or two classes away from certificate? What are you doing to reach out or inform them? Through Guided Pathways there is an entry level group that is working on addressing the near completers. They reach out to them through outreach efforts, there is also counseling efforts and scholarship efforts.</p> <p>How are we informing students of the Pell Grant, Promise, AB540 programs? Through Financial Aid there is outreach work to incoming freshman informing them of these opportunities. They also use out texting campaign to reach them. There is also a financial aid awareness event that takes place in the Fall and Spring that has food, raffles and giveaways. There are also workshops for students regarding financial aid opportunities.</p> <p>How are the transfer students completing transfer level Math and English? This is not a part of the Financial Aid or Admissions and Records area. It falls under Janice Love’s area. Janice should be invited to present this information for this committee.</p> <p>She added that a Data Governance Committee will be formed on campus. And they will be able to answer the questions regarding data, data collection and data storage.</p>	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Purchasing Deadlines – Linda Melendez • How Are Transfer Students Completing Transfer Level Math and English Courses? – Janice Love • Increasing Our Ability to Improve the Awarding of Certificates 	
GENERAL INFORMATION		
	https://www.rscsd.edu/Departments/Business-Operations/Pages/Fiscal-ResourcesCommittee.aspx	
NEXT MEETING	April 3, 2020 – Zoom meeting	

Submitted by Maria Cardona