



SAC PLANNING & BUDGET MEETING
MINUTES – February 6, 2024
1:30PM – 3:00PM
Zoom Meeting

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	Jorge Lopez, co-chair	Monica Zarske	Omelina Garcia	Bill Reardon	Daniel Martinez
Jim Kennedy	Claire Coyne	Jennie Beltran	Mark Ou	Mark Reynoso	
Jeffrey Lamb	John Zarske	Kelly Nguyen	Jimmy Nguyen		
Vaniethia Hubbard	Merari Weber	Reza Mirbeik			
Robert Manson	Luis Pedroza	Kelvin Leeds	Student Representatives		
	Brandon Rocke		Julia Guerrero		
				Bold = present	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:30 pm Meeting adjourned at 2:21 pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	None				
3. APPROVAL OF MINUTES	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Approval of December 5, 2023			Motion moved to approve the December 5, 2023, minutes by Jim Kennedy and 2 nd by John Zarske.	
4. UPDATES/REPORTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	<p>Quarter 2 Budget Performance Report – Mark Reynoso shared the FY23.24 Budget Performance Report for Fund 11. The report reflected a year-to-date (YTD) budget of approximately \$118M. As of December 31, 2023, about \$56M was spent, this is equivalent to 47% of the budget spent. The report also reflected a beginning balance of about \$7.3M in a holding account received from SRP and Growth dollars. The estimated YTD balance in Fund 11 is roughly \$992K. Last year the ending balance in Fund 11 was about \$1M. The instructional hourly accounts currently show a \$5.2M deficit by year end. Mark also shared the SAC & CEC LHE Summary Report. This report shows a 1,942.83 YTD Lecture Hour Equivalent increase from FY22.23.</p>				

	<p>Dr. Hoffman reminded the committee that the District would tell us to cut costs each year. It got to a point where there was nothing more to cut. Other than doing things that would cut someone’s salary, we started taking on-going expenses in Fund 11 and moving them into Fund 13, which is the one-time fund account. We are taking things that are on-going expenses and appropriately funding them in Fund 11 as opposed to Fund 13. Fund 11 is on-going, non-restricted dollars.</p> <p>Claire Coyne asked what items fall under Other Operating Expenses and Services, 5XXX account? Mark reported that some of the items that fall under the 5XXX accounts are, software, advertising, licensing fees, lease agreements and conferences.</p> <p>Mark shared FY23.24 Budget Performance Report for Fund 13. YTD, we have spent \$1.6M. There was a starting budget of \$7.3M, of the \$7.3M, \$1.4M is set aside for our institutional contingency. Therefore, we are left with about \$5.9M in this budget. There is an estimated expense of about \$2.4M for the remainder of the year, leaving an ending balance of \$3.2M. Comparing to last year, we estimate to spend 55% of our budget compared to spending 87% in FY 22/23. This was due to 13XX overruns. Mark added that funds that are not spent in Fund 13 are not lost, they stay in Fund 13 for the next fiscal year.</p> <p>COVID 19/Block Grant Update – Mark Reynoso reported that currently Cash for Credit, Emergency Aid for CEC students as well as assisting CEC students with access to the Health and Wellness Center are being paid out with the COVID Block Grant. It is also being used for some District-wide IT costs. Mark added that a reconciliation will be completed shortly to see how many funds are left in this grant and how long it will last. There are no fixed or ongoing costs tied to this grant. Dr. Kennedy stated that he would like to see access to the Health and Wellness Center continue for the non-credit students at CEC. Dr. Merari Weber added that she would like to see the bus pass program continue as well.</p>	
5. SCFF REPORTS	DISCUSSION/COMMENTS	
	<p>SCFF Metrics Reports – Robert Manson shared the Supplemental Allocation report.</p> <p>SACTAC – Dr. Hoffman reported that the SACTAC report will no longer be a standing item. It will be a periodical report in the future.</p>	
6. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Goal Setting Template Workgroup Status – Meeting scheduled for February 22, 2024. They have made significant progress in completing the template form.</p>	
7. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS

	None	
8. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	None	
9. SACTAC	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	None	
10. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	None	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Assess Tasks on Committee Calendar • FTES 101 PowerPoint – Dr. Nery, Presenter • Discrepancies between SCFF Metrics and MIS Data – Dr. Martinez 	Correction to committee calendar noted. Change April 12, 2024, meeting to April 2, 2024, at 1:30pm.
GENERAL INFORMATION		
	Physical Resources Committee (rscdd.edu)	
NEXT MEETING	March 5, 2024	

Submitted by Maria Cardona