

THE PLANNING AND BUDGET COMMITTEE is the participatory governance committee responsible for recommending budget priorities, procedures, and processes to the College Council. The Planning and Budget Committee also functions as a community liaison for fiscal affairs with the college community.

Santa Ana College Participatory Governance Structure Handbook (May 27, 2015)

Agenda

1. Welcome and Introductions	
2. Public Comments	
3. Approval of Minutes March 5, 2024	ACTION
4. Updates/Reports <ul style="list-style-type: none"> Budget Update – Mark Reynoso 	INFORMATION
5. Periodic Reports	INFORMATION
6. Old Business <ul style="list-style-type: none"> Media Technology Refresh Recommendations – Jorge E. Lopez <ul style="list-style-type: none"> Technology Performance (SSD Cards) Second Read of 2024-2025 Planning & Budget Meeting Calendar 	RECOMMENDATION/ACTION DISCUSSION/RECOMMENDATION TO SACTAC ACTION
7. New Business <ul style="list-style-type: none"> Marketing Plan – Dalilah Davaloz Digital Dons – Dr. Greg Toya First Read of Administrative Regulations: <ul style="list-style-type: none"> 6100 – Delegation of Authority, Business & Fiscal Affairs 6200 – Budget Preparation 6250 – Budget Management 6300 – Fiscal Management 6303 – Fiscal Accountability 6305 – Reserves 6320 – Investments 6400 – Financial Audits 	INFORMATION
8. Student Update (5 min)	INFORMATION
9. Accreditation – Monica Zarske (5 min)	INFORMATION
Future Agenda Items <ul style="list-style-type: none"> Assess Tasks on Committee Calendar – to be assessed by the Goals Workgroup Discrepancies between SCFF Metrics and MIS Data – Dr. Martinez Exhibit C – Dr. Annebelle Nery 	INFORMATION
General Information https://www.rscgd.edu/Departments/BusinessServices/Pages/Fiscal-Resources-Committee.aspx	INFORMATION
Next Meeting: May 7, 2024	

**Planning and Budget Committee
AY 23-24**

Membership

- VP, Admin Services Co-Chair or voting alternate – Bart Hoffman
- Academic Senate Co-Chair – Jorge Lopez
- VP, Academic Affairs or voting alternate – Jeff Lamb
- VP, Student Services or voting alternate – Vaniethia Hubbard
- VP, Continuing Education or voting alternate – Jim Kennedy
- Academic Senate President – Claire Coyne
- Senate VP Community Operations – Merari Weber
- Up to 6 faculty representatives appointed by Academic Senate President, 3 in even years and 3 in odd years.

Kelly Nguyen

Kelvin Leeds (Fall 2023)

Brandon Roche (Spring 2024)

John Zarske

Jennie Beltran

Reza Mirbeik

Luis Pedroza

- Up to 4 Classified representatives – Omelina Garcia, Mark Ou, Jimmy Nguyen
- Student Representative – Julia Guerrero
- **A Dean or Manager from Academic Affairs** –
- A Dean or Manager from Student Services – Robert Manson

**Planning & Budget Committee
Meeting Schedule
AY 23-24
(1:30pm -3:00pm)**

September 5, 2023

- Membership for Current Academic Year
- SCFF Reports – End of Semester and Year Metrics
- Budget Reports – (Year End Budget & Adopted Budget)

October 3, 2023

- Review P&B Committee Goals

November 7, 2023

- Quarter 1 Budget Performance Report
- Budget Priorities for RAR Process (1st read)
- Resource Allocation Request (RAR) Summary

December 5, 2023

- Budget Priorities for RAR Process (2nd read)

February 6, 2024

- SCFF Reports – End of Semester Metrics
- Quarter 2 Budget Performance Report

March 5, 2024

- First Read of Meeting Calendar for next AY
- Presentation – Technology Replacement Plan

April 2, 2024

- Presentation – SAC/CEC Marketing Plan
- Approval Meeting Calendar for Next AY
- Technology Replacement Plan Update
- Digital Dons

May 7, 2024

- Tentative Budget & Fund 13 Expenditure Plan presented (recommendations discussed for AB)
- Quarter 3 Budget Performance Report
- Assessment of Committee Goals

May 28, 2024

- State Budget Update (May revision)