

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

| Administrators                | Academic Senate  |                       | Classified              | Guests  |                      |
|-------------------------------|--|-----------------------|-------------------------|---|----------------------|
| <b>Bart Hoffman, co-chair</b> | <b>William Nguyen, co-chair</b>  | <b>Monica Zarske</b>  | <b>Omelina Garcia</b>   | <b>Jorge Forero</b>   | <b>Denise Bailey</b> |
| <b>Jim Kennedy</b>            | <b>Jim Isbell</b>  | <b>Brandon Rocke</b>  | <b>Mark Ou</b>          | <b>William Reardon</b>  | <b>Kelvin Leeds</b>  |
| Jeffrey Lamb                  | <b>John Zarske</b>   | <b>Jennie Beltran</b> |                         | <b>Mark Reynoso</b>   | <b>John Steffens</b> |
| <b>Vaniethia Hubbard</b>      | <b>Merari Weber</b>  | <b>Joshua Mandir</b>  | Student Representatives | <b>Mark Liang</b>   |                      |
| Robert Manson                 | <b>Kelly Nguyen</b>  |                       | <b>Elizabeth Rocha</b>  |   |                      |
| Madeline Grant                |  |                       |                         |   |                      |
|                               |  |                       |                         | <b>Bold = present</b>   |                      |
| 1. WELCOME and INTRODUCTIONS  |  |                       |                         | Meeting called to order 10:06 am<br>Meeting adjourned at 11:30 am   |                      |
|                               | Welcome and introductions were made.   |                       |                         | Motion moved to amend agenda to begin with the Mediation Equipment Presentation was moved by Monica Zarske and 2 <sup>nd</sup> by Jim Isbell. |                      |
| 2. PUBLIC COMMENTS            | DISCUSSION/COMMENTS  |                       |                         | ACTIONS/ FOLLOW UPS   |                      |
|                               | None   |                       |                         |   |                      |
| 3. APPROVAL OF MINUTES        | DISCUSSION/COMMENTS  |                       |                         | ACTIONS/ FOLLOW UPS   |                      |
|                               | Approval of April 15, 2022 minutes   |                       |                         | Motion was moved to approve April 15, 2022 minutes by Monica Zarske and 2 <sup>nd</sup> by John Zarske  |                      |
| 4. UPDATES/REPORTS            | DISCUSSION/COMMENTS  |                       |                         | ACTIONS/ FOLLOW UPS   |                      |
|                               | <b>COVID 19 Updates – CARES ACT/HEERF</b><br>Dr. Hubbard shared the <a href="#">HEERF Balances &amp; Important Dates</a> report. She mentioned that everyone has been given an extension to spend down the funds until June 30, 2023. She stated that the HEERF Fund III balance is not accurate as of today because the report she shared was dated March 31, 2022. Additional requests have been approved and funded. Cabinet is |                       |                         |   |                      |

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|                 | <p>reviewing the loss revenue allocation requests to see which are HEERF allowable. The recent Cash-for-Credit campaign will be paid out of the HEERF II Student Emergency Aid funds. Mark Reynoso added that the SB 85 funds will be allocated for different projects.</p> <p>William Reardon asked to share any projects that have been previously approved for HEERF funding to be used as reference when applying for HEERF funding. Dr. Hubbard reported that all the Vice Presidents have access to the documents in Teams. A summary can be created and shared with all the VPs and made available to this committee as well.</p> <p><b>Budget Updates</b><br/> Dr. Nguyen shared a <a href="#">Budget Update</a> that highlighted Federal level budget, State level budget, Fiscal Resources Committee (FRC) meeting dates FY 22-23, FRC approval of revised Budget Allocation Model, FTES declines and Standards of District Reserves.</p> <p>John Zarske shared his concern of the District’s \$60M reserve. He stated that it does not feel very responsible to keep \$60M in an account and not use it on student instruction. He also asked where this direction is coming from. Dr. Nguyen will ask at the next FRC to get more input on this concern.</p> <p>It was discussed that an outside agency may be the one directing the amount of the reserve for the District. Other committee members were also concerned with the reserve amount.</p> |                     |
| 5. SCFF REPORTS | DISCUSSION/COMMENTS   |                     |
|                 | <b>FTES Metrics</b> – No report due to Dr. Lamb’s absence.  |                     |
| 6. OLD BUSINESS | DISCUSSION/COMMENTS   | ACTIONS/ FOLLOW UPS |
|                 |   |                     |
| 7. NEW BUSINESS | DISCUSSION/COMMENTS   | ACTIONS/ FOLLOW UPS |
|                 | <p><a href="#">Mediation Equipment Presentation</a></p> <p>Jorge Forero’s presentation highlighted the following items:<br/> 2022-2023 Refresh/Upgrade Planning<br/> 2022-2023 Forecast</p> <p>The amount that is being asked to this committee is \$285K. These monies are to be used to:</p> <ul style="list-style-type: none"> <li>• refresh/upgrade equipment for the I Building</li> <li>• A-128</li> <li>• Extron Switcher replacement throughout campus</li> </ul>   |                     |

- replace Crestron to Utelogy in F-102, F-103 and C-104
- replacement/spare parts of projector lamps and AV components

Dr. Weber asked if this would include Continuing Education mediation. Jorge explained that this ask is only for the projects listed above. Continuing Education is included in their 5-Year Plan.

However, the \$20K that is being asked for spare parts does include Continuing Education.

John Zarske asked if all components in each classroom will be replaced. Jorge stated that each classroom varies based on the needs of the classroom, but this will bring them up to current standards.

Dr. Hoffman asked what is currently allocated on an annual basis for replacement, spare parts, projector lamps and AV components? Jorge reported that anywhere from \$15K to \$25K has been allocated annually in the past for replacement parts.

Dr. Nguyen stated that from a planning and budget perspective, the Budget Office will decide how much can be allocated. SACTAC can then decide how much will go to media or computing depending on the needs for each year. He added that Continuing Education's needs should also be a part of this plan because it affects their instruction.

Dr. Kennedy asked if an analysis was conducted that included CEC to see what classrooms qualified as highest priority for replacement. He added that at CEC, there are several projectors that are not functioning correctly that are in need of repair or replacement. Jorge reported that this report was before Media Services was placed under ITS and he does not know how these classrooms were prioritized. He added that he is working on the 5-Year plan which will include all of the campuses.

John Steffens reported part of what has played into these projects being prioritized is the fact that the approvals necessary from DSA and Facilities Modification have been obtained for the projects to move forward. This is one of the factors of the prioritization.

Dr. Hoffman added that Santa Ana College is inclusive of all the sites such as Continuing Education, Criminal Justice and the other campuses that fall under Santa Ana College.

**FY 22-23 Tentative Budget Summary, Fund 11 and Fund 13**

Mark Reynoso shared the [Fund 13 Tentative Budget Report](#). This tentative budget report has been submitted to the District for approval.

Dr. Nguyen explained that this report is for the committee to review and bring any

recommendations to College Council and Cabinet so that those recommendations can be brought up before the Adopted budget in August.

Monica Zarske voiced a concern that the items shown on the Fund 13 Tentative Budget have already been approved and not brought to this committee for discussion before approval to the Board. Dr. Hoffman explained that the Tentative Budget is just a placeholder that is submitted to the District and changes can be made to it.

Dr. Nguyen recommended that either Dr. Hoffman or Mark Reynoso report to this committee any significant positions or commitments that are being discussed so that this committee can have a discussion.

John Steffens asked why is hiring coming out of one-time funds for the Director of International Education. Dr. Hoffman explained that this is like an investment or seed funding that was presented by President Nery. A number of operating expenses had to be moved over when cuts needed to be made into Fund 13.

Dr. Weber asked for confirmation that there was proof or documentation that this position would bring in revenue. Dr. Hoffman confirmed that this was something that came up relatively quick and an expenditure plan was supported for this position.

Monica Zarske recommended a recap of the position information at the next meeting. Mark Reynoso added that this is only a Tentative Budget, and any recommendations can be taken to Cabinet before the Adopted Budget is approved in August.

It was pointed out that lines 18 through 24 will be moved to Fund 13 to be tentatively spent next fiscal year.

Dr. Nguyen commented that there has been a lot of concerns in Academic Senate about the cuts in Support Services. For example, in the Assessment Center, there is not a dedicated space for students to come in to take make up exams. This was to be addressed but no additional funding appears in the Tentative Budget list. Was there a request submitted for this and if so, was it denied? He added that faculty have been told that funding was not approved. Mark Reynoso reported that this is the first time he has heard about this request. Dr. Hoffman will bring up this issue at the next College Council meeting.

Mark Reynoso shared a [Fund 11 Summary](#). The salary benefit percentage continue to be around 95% and 5% for non-salary budget. \$96M is the current expenditure budget for FY 22-23.

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|-------------------------|--|---------------------|
|                         | <p><b>Revenue &amp; Expenses Analysis of Non-Instructional Centers</b></p> <p>Dr. Nguyen reported that there are non-instructional centers on campus that do not generate FTES, such as the Bookstore, Child Development Center and the Planetarium. He recommended that this committee look at these centers to see if they are generating revenue but not to make any decisions on cutting any programs. He shared that we need data on each center to be able to make good decisions. Dr. Hoffman reported that the Planetarium can be a center to start with and the committee can see the data. Dr. Nguyen added that we do not need to see all the details but only if this center is bringing in money or causing us to lose money. Dr. Nguyen asked for any input from the committee. No input was received.</p> <p>It was asked if the non-instructional centers were meant to be standalone. Per Dr. Hoffman, not all these centers are standalone. If a non-instructional center is not bringing in revenue, Administration would decide to have layoffs or privatize or shut it down.</p> <p>Regarding the Planetarium, Dr. Weber suggested that a discussion should happen with the faculty of that discipline to determine if it could be funded on a part-time basis.</p> <p>Kelvin Leeds added that this will require a lot of discussion and work to get to a place where the faculty members will feel supported.</p> <p>Dr. Nguyen asked Dr. Hoffman for a list of non-instructional centers that currently exist at SAC and CEC. Conversation will take place with Dr. Hoffman and Dr. Nguyen to further discuss what non-instructional centers are to be on the list.</p> |                     |
| 8. STUDENT UPDATE       | DISCUSSION/COMMENTS  | ACTIONS/ FOLLOW UPS |
|                         | Elizabeth Rocha reported that the ASG elections closed on April 20 <sup>th</sup> . Campaigning began on April 25 <sup>th</sup> . On May 4 <sup>th</sup> the candidates will have a Coffee with Candidates event outside the Johnson Student Center. The election ballot opens on May 11 <sup>th</sup> and will close on May 12 <sup>th</sup> at 12:59pm. The results will be posted on Friday, May 13 <sup>th</sup> .  |                     |
| 9. SACTAC               | DISCUSSION/COMMENTS  | ACTIONS/ FOLLOW UPS |
|                         | John Steffens reported that at the last SACTAC meeting they adopted a technology plan for the college for the next three years. You can read the technology plan by using the link on their website.   |                     |
| 10. ACCREDITATION       | DISCUSSION/COMMENTS  | ACTIONS/ FOLLOW UPS |
|                         | Monica Zarske had no report today.   |                     |
| 11. FUTURE AGENDA ITEMS |  |                     |

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|---------------------|---|--|
|                     | <ul style="list-style-type: none"> <li>Strategies to improve revenue of Student Centered Funding Formula (SCFF) Metrics</li> </ul>  |  |
| GENERAL INFORMATION |   |  |
|                     | <a href="https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx">https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx</a> |  |
| NEXT MEETING        | May 31, 2022  |  |

Submitted by Maria Cardona