

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	Omeline Garcia (a)	Mark Reynoso	John Steffens
Jim Kennedy (a)	Roy Shahbazian	Monica Zarske	Jimmy Nguyen (a)	Doug Manning	Marilyn Flores
Jeffrey Lamb	John Zarske	Claire Coyne (a)		Mark Liang	Jesse Gonzalez
Vaniethia Hubbard			Student Representatives		
Robert Manson			Claire Lyle		
Madeline Grant					
				Bold = present	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:30pm Meeting adjourned at 3:00pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Jesse Gonzalez conveyed the importance of the computer replacement plan and budgeting for it appropriately. He stated that if this plan does not continue, it will affect SAC in a great way. He added that it is better to partially fund the plan than to not fund it at all. SAC has done a great job in catching up with years of not replacing computers and this directly affects our students.				
3. APPROVAL OF MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of September 1, 2020 and October 6, 2020 minutes			<p>Motion was moved to approve the September 1, 2020 minutes, as amended by Monica Zarske and 2nd by Dr. Hubbard.</p> <p>Motion was moved to approve the October 6, 2020 minutes as amended by Monica Zarske, 2nd by Dr. Kennedy.</p> <p>Motions were carried unanimously.</p>	

4. BUDGET UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Budget Updates Dr. Hoffman reported that at the last Fiscal Resources Committee (FRC) meeting, the approval of the District’s Student Centered Funding Formula Budget Allocation Model (BAM) was postponed due to language to be added regarding hold harmless. Dr. Hoffman asked for a motion to add to the agenda, “Language Regarding Hold Harmless for Inclusion in the Budget Allocation Model”, under New Business.</p> <p>1st Quarter Financial Statements Mark Reynoso shared the attached 1st Quarter (Q1) reports. He reported that so far, where we have used 21% of our budget. The Allocated Budget for FY20/21 is approximately \$92M. In Q1 totals we have spent about \$19M, leaving a balance of \$72M. Compared to Q1 of FY 19/20, we roughly spent about \$20M. He reported that some of our costs are down compared to last FY in certain categories. Our utilities costs are down as well. Overall, the budget reflects being down about 3% from last year. From the \$92M Allocated Budget, about 95% is used for salary accounts, and 5% for non-salary accounts.</p> <p>Fund 13 Mark Reported that only about 6% has been spent, year-to-date of the \$6.3M allocated budget. This will change as the Resource Allocation Requests (RAR) are close to being finalized. We will see more costs coming in the 2nd quarter. We will be transferring roughly \$68,000 for Distance Education costs to our block grants, which will save us money in Fund 13.</p> <p>Mark reported that about \$10M has been requested from the RARs. Discussions and questions followed.</p>	<p>Motion moved to approve adding the “Language Regarding Hold Harmless for Inclusion in the Budget Allocation Model” by Roy Shahbazian, 2nd by Dr. Hubbard. Motion was carried unanimously.</p>
5. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
6. NEW BUSINESS		ACTIONS/ FOLLOW UPS
	<p>SCCF Supplemental Metrics Robert Manson reported that the teams in his area assist students in areas of Financial Aid, Educational Plans and the enrollment in to math and English courses during their first year.</p> <p>Dr. Hubbard added that each team, Financial Aid, Educational Plan and Math and English all have the same goals. They follow up with students to make sure they are on track to meet their goals.</p> <p>SCFF Success Metrics William Nguyen shared the attached report. He explained that there are three sources of revenue (FTES, Supplemental Allocation and Student Success). From the attached report, SAC receives about \$115M and SCC receives about \$52M. If you add the two amounts, the District generated about</p>	

\$167M last year. The District is guaranteed hold harmless of about \$175M. These funds are then distributed. The District receives about \$35M and the remainder is split between SAC and SCC. SAC receives approximately 70% and SCC receives approximately 30%. He added, that due to the current pandemic, FTES have dropped. SACs numbers show more dropped FTES than SCC. This could impact SAC's percentage and the dollar amount it receives. The goal is to increase our FTES on base allocation, supplemental allocation and student success allocation. Under the SCFF, each degree or certificate that is earned, generates money for SAC. SCFF also pays additional money to each degree that receives Pell Grant or Cal Promise Grant.

Mark Liang shared the [attached](#) student success allocation metrics for 2019/2020 reporting year. The totals are directly from the report repository from the District. Discussions and questions followed. William Nguyen also reported on the Success Metrics which are included in his attached report. Discussion and questions followed.

Language Regarding Hold Harmless for Inclusion in the Budget Allocation Model

Dr. Hoffman reported that SAC members of the FRC were concerned about the hold harmless language in the revised BAM that would have been approved at the prior FRC meeting. The approval of the BAM was put on hold to add the following language:
"For that period of time that the District's funding is held harmless by the State, the Colleges funding will also be held harmless based on the proportionate share of funding each college earned for that fiscal year that serves as the basis for the District's hold harmless funding".

Purchasing Deadline Update

Mark Reynoso shared the history of purchasing deadlines ([attached](#)). The deadline dates are set by the Chancellor with communication with the CBO. The deadlines are set after the Governor's proposed budget workshop which takes place in January. There is no deadline set for FY 2021 yet. Purchase Requests should be submitted early to prepare for a potential February deadline again in FY 20/21. Madeline Grant suggested working with Administrative Services in putting together a purchasing plan to better inform the District of when things can be purchased and why need to be purchased at certain times.

COVID-19 Updates: CARES ACT/Block Grant

Dr. Hubbard reported on the status of the COVID-19 grants. She stated that there are four grants; Student Portion (\$2.7M), Institutional portion (\$2.7M), Minority Serving Institution (MSI) (\$379,000), and Block Grant (\$440,896). The grant funds were received around Spring of this year, and in October the funds for the Block Grant were received. Some CARES ACT institutional portion expenditure had to be shifted to our Block Grant to ensure we spend down our allocated balance by December 30, 2020. There is a balance of \$2M in the institutional portion of the grant. Discussions took place to strategize on how to spend down the \$2M. Instructional needs were also discussed. The MSI grant has now a balance of \$69,000. MSI Funds were used to cover revenue reimbursement for our bookstore, planetarium and Community Service programs.

Mark Reynoso reported on the District-wide funds. The block grant has two portions, a state and a

Motion for discussion and approval to add the draft language for inclusion in the BAM was moved by John Zarske and 2nd by Roy Shahbazian. The committee unanimously passed the motion.

	federal portion. The federal portion has a deadline of December 30, 2020. The state portion has a deadline of June 30, 2022. The total balance for this grant is \$1.4M. There will be discussions on how to split the funds between the District, SAC and SCC. Dr. Hubbard added that the \$2.7M student portion has all been spent on students. Discussion and questions followed.	
7. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
8. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	No report at this time	
9. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	John Steffens reported that SACTAC had no action at their last meeting, just standard reports and committee goals. Discussion regarding the funding of the computer replacement program funding was initiated. John Steffens reported that Michael Hoang reviewed the number of replacement computers and submitted that number to the Budget Office. SACTAC is waiting for direction from this Committee regarding funding. John Steffens added that \$1M amount that was proposed for the computer replacement program, is only for the current cycle, not an ongoing amount. There have been years that replacements were not done, this is a catch-up attempt. Dr. Hoffman stated that 10% of the \$1M (\$100K) could be funded at this time due to current financial challenges. John Steffens replied that the \$100K would not cover the computers that are already out of warranty.	
10. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Monica Zarske reported that they received good feedback on the presentation by Catherine Webb as well as the writing workshop. She reported that rubrics, best practices on writing and evidence writing tips were provided to the teams. There is substantial information posted in the team site. Monica reviews the information and provides support where needed. She added that there are three SAC faculty that participate as editors (Matthew Beyersdorf, Brandon Rocke & Ashly Bootman). There is an upcoming Accreditation Steering Committee meeting where they will regroup and discuss the next steps. There is about 5-6 weeks left to continue the work on the accreditation document.	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Budget Allocation Assessment & Recommendation Work Group – Dr. Hoffman • Strategic Planning – Dr. Hoffman • How Are Transfer Students Completing Transfer Level Math and English? – Janice Love • Student Survey – Janice Love • Awarding of Certificates – Dr. Hubbard 	
GENERAL INFORMATION		

	https://www.rscgd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx	
NEXT MEETING	February 2, 2021	

Submitted by Maria Cardona