



**SAC PLANNING & BUDGET MEETING**  
**MINUTES – March 7, 2023**  
**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	
<b>Bart Hoffman, co-chair</b>	<b>Jorge Lopez, co-chair</b>	<b>Monica Zarske</b>	<b>Omelina Garcia</b>	<b>Bill Reardon</b>	<b>Kevin Leeds</b>
<b>Jim Kennedy</b>	<b>Jim Isbell</b>	<b>Jenny Beltran</b>	<b>Mark Ou</b>	<b>Mark Reynoso</b>	<b>Madeline Grant</b>
<b>Jeffrey Lamb</b>	<b>John Zarske</b>	<b>Kelly Nguyen</b>	Jimmy Nguyen	John Steffens	<b>Marvin Gabut</b>
<b>Vaniethia Hubbard</b>	<b>Merari Weber</b>	<b>Reza Mirbeik</b>			
Robert Manson	<b>Doug Benoit</b>	<b>Brandon Rocke</b>	Student Representatives		
<b>Mark Liang</b>			<b>Georgina Galindo</b>		
				<b>Bold = present</b>	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:32 pm Meeting adjourned at 2:45 pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
3. APPROVAL OF MINUTES	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Approval of February 7, 2023 minutes			Motion was moved to approve the minutes by Monica Zarske, 2 <sup>nd</sup> by John Zarske. Motion passed unanimously.	
4. UPDATES/REPORTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	<p><b>Tentative Budget Update</b> – Dr. Hoffman reported that the Tentative Budget is due on April 28, 2023. There are dollar amounts that are still unknown to us, but there is funding on the table that has to do with the Supplemental Retirement Program (SRP) holding account and these funds will b0e released, but we do not know what amount the college will receive. Now that the district is expected to be out of hold harmless, we are not sure how much the college will receive as a form of one-time allocation of the restoration money.</p> <p>Madeline Grant assumed regarding the SRP funds, the monies should go back to the facility the employee retired from, and in regard to the restoration and other funds, those should be</p>			Motion moved to amend agenda to discuss item #5 SCFF Reports before item #4 Updates/Reports by Monica Zarske, 2 <sup>nd</sup> by Reza Mirbeik.	

	<p>distributed based on the Budget Allocation Model (BAM). Dr. Hoffman responded that it should be based on the BAM but not sure if it will be above the line or below the line. We think it should be below the line. The BAM is not clear on how it should be paid out.</p> <p>Dr. Hoffman reported that there have been increases in our general apportionment revenue. But we are working on this to get clarification and determine what our revenue is going to look like in the coming year.</p> <p><b>COVID Recovery Block Grant/HEERF Update</b> – Dr. Hubbard reported that we are no longer accepting one-on-one requests. A decision was made in Cabinet to utilize those funds to provide direct support to students. Some of the initiatives are the Cash for Credit program, and by paying off debts that the students owed the college using the COVID Recovery Block Grant. Another initiative that is being looked at is the health and wellness benefits for our Centennial Education Center (CEC) students. The funds will be used for students directly as well as for commencement which will be held again at Angel Stadium.</p>	
5. SCFF REPORTS	DISCUSSION/COMMENTS	
	<p><b>FTES Metrics</b> – Dr. Lamb reported that the headcount is up to about 3.5% to 4% and the FTES are up to about 11% - 12% compared to last year at this time. These are strong indicators from a credit perspective about enrollment. We anticipate that these percentages will remain until the end of the semester which would mean that we will end up at about 10% above prior years. The college will probably end around 13,600 FTES for credit. Our goal is to get back up to 15,000 FTES as we have done historically. There are a lot of important initiatives happening to support this goal. The summer schedule is completed, and the fall schedule is currently being built. The schedule is being built to handle growth. The eight-week course offerings are currently being reviewed and evaluated. A bottleneck study was conducted, and it identified students that have completed about 80% of their coursework and are now in need of their General Education classes needed for completion. We are assuring that those General Education courses are available in late start, and Deans are actively adding in sections to meet that demand. Students that have received an “EW” are being contacted and informed about the course offering opportunities.</p> <p>Another innovation that is coming is called the “Fast Forward” program which is designed for students that can take a series of short-term, four-week long classes leading towards a liberal arts degree in humanities and a communications degree. It would be one class every four weeks and the student would complete a degree in two years. The Fast Forward program is already built into the fall semester and a marketing campaign will be launched.</p> <p><b>SCFF Reports – End of Semester Metrics</b> – Mark Liang shared a <a href="#">report</a> of a 5-year comparison of SAC production data. The data showed comparison numbers from year to year for Baccalaureate Degrees, Associate Degrees for Transfer, Associate Degrees, Credit Certificates,</p>	

	<p>Nine or More CTE Units, and Transfer Level Math and English. Mark Liang reported that he does not have access to clearing house numbers for students that transfer to a 4 year university. He suggested that Dr. Daniel Martinez may have access to the clearing house. Mark Liang stated that the numbers on the report are unduplicated (i.e., if a student completes an Associates Degree and Associates Degree for Transfer, it would just be counted as the degree with the most units). Certificates are counted one per year.</p> <p>Dr. Lamb recommended that Mark Liang share this report with the Enrollment Management Committee so that they can brainstorm and identify the reasons for the highs and lows of the numbers and identifying strategies to increase the numbers.</p> <p>Mark Liang shared <a href="#">Financial Aid numbers</a> provided by Robert Manson. The chart shows total numbers on CCPG Fee Waivers, Pell Grants, and AB-540 Students.</p> <p>Dr. Weber asked if there was a way of separating campus classes versus online classes impact on completion. Mark Liang stated that he does not have the numbers by classes but has the numbers by major. Dr. Weber further asked if with the numbers by major, can race and gender be identified. Mark Liang reported that he does have the student ID numbers, and maybe Dr. Daniel Martinez can separate the information requested.</p>	
6. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
7. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p><b>Approval of Meeting Calendar (First Reading) for Next AY</b> – Jorge Lopez shared the proposed <a href="#">Meeting Calendar</a> for discussion. It was proposed to change the February 6<sup>th</sup> meeting, as it falls during Flex Week, to February 13, 2024.</p> <p><b>Presentation – Technology Replacement Plan</b> – Dr. Hoffman presented the <a href="#">5 Year Aging Report for Computers</a>.</p> <p>Dr. Hubbard suggested that the presentation should be clarified to identify if the numbers include both credit and non-credit. She also asked if laptops for students were considered for Digital Dons.</p> <p>Mark Ou pointed out on Slide 3, the dollar amounts are the same in the first column ('22-'23) and the last column ('27-'28). Dr. Hoffman stated that the dollars amount should change for the '27-'28 years.</p> <p>Kelly Nguyen asked if the dollar amounts shown on the presentation include laptops for instructors that teach via zoom. Dr. Hoffman added that these questions will be forwarded to</p>	<p>The calendar will be brought back to the next committee meeting for approval.</p> <p>Clarification on whether numbers include both credit and non-credit.</p> <p>All questions regarding the IT Presentation will be forwarded to Ron Gonzalves so he can answer at SACTAC.</p>

	<p>Ron Gonzalves and he should be invited to the next committee meeting to answer these questions.</p> <p>Dr. Kennedy would like to see the status on the '22-'23 implementation of the computer replacements and find out when we can anticipate getting the computers replaced.</p> <p>Jorge Lopez added that not only do some computers need to be replaced because of old age, but because needs change and they may need to be upgraded.</p> <p>Mark Liang asked if there is a breakdown of what areas are getting the replacement computers? Dr. Hoffman stated that this would be a question to ask Ron Gonzalves.</p> <p>Dr. Hubbard answered a question from the chat regarding the use of the HEERF funds being utilized for student computers. She stated that the HEERF funds have been used for Digital Dons laptops, instructional desktops and laptops. We are looking to sustain this effort, as there has been a increased demand. We are trying to look for funding to sustain this effort for both credit and continuing education.</p> <p>Madeline Grant commented that she would like explore opportunities to support faculty with robust laptops especially in growth areas in need of technology upgrades at both CEC and SAC.</p> <p>Dr. Hoffman presented the <a href="#">2023 – 2024 Refresh/Upgrade Planning</a> slides. The first slide highlighted:</p> <ul style="list-style-type: none"> <li>• Replace/upgrade outdated A/V equipment in 16 classrooms in the I Building</li> <li>• Replace/upgrade outdated A/V equipment in F-102, F103, F-126, V-150 and V-151 and Child Development Center Conference Room</li> <li>• Purchase spare A/V equipment to help quickly troubleshoot equipment failure</li> </ul> <p>The second slide reflected the costs:</p> <ul style="list-style-type: none"> <li>• 16 classrooms - \$400,000</li> <li>• 6 Rooms - \$150,000</li> <li>• Replacement Spares - \$ 19,988</li> <li>• Total: <b>\$569,988</b></li> </ul> <p>Jenny Beltran asked if the iPads for the Child Development Center are included in this budget. This is a question to ask Ron Gonzalves.</p> <p>Dr. Weber suggested that a survey be sent out to faculty regarding technology issues and/or needs.</p>	
8. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	No report.	
9. SACTAC	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS

	No report.	
10. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Monica Zarske reported that the annual Accreditation Report is due in April and it's one of ACCJC's tools to monitor an institution's strength, stability, and ongoing alignment with the standards. This report is self reported data regarding our institution's headcount to look at institutional growth and data regarding our set standards for key indicators of student achievement, licensure, exam pass rates and job placement rates. Data will cover a three-year period FY 2020-2022.	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> <li>• Presentation – SAC/CEC Marketing Plan</li> </ul>	
GENERAL INFORMATION		
	<a href="http://rscdd.edu">Physical Resources Committee (rscdd.edu)</a>	
NEXT MEETING	April 14, 2023	

Submitted by Maria Cardona