



SAC PLANNING & BUDGET MEETING
MINUTES – November 1, 2022
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	Mark Reynoso	Bill Reardon
Jim Kennedy	Jim Isbell	Jennie Beltran	Mark Ou	William Nguyen	Claire Coyne
Jeffrey Lamb	John Zarske	Kelly Nguyen		Kelvin Leeds	
Vaniethia Hubbard	Merari Weber	Reza Mirbeik	Student Representatives		
Robert Manson	Doug Benoit		Georgina Galindo		
Mark Liang					
				Bold = present	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:37 pm Meeting adjourned at 2:25 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 October 4, 2022 minutes			Motion was moved to approve October 4, 2022 minutes by Monica Zarske, 2 nd by Jim Isbell. Motion passed unanimously.	
4. UPDATES/REPORTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Resource Allocation Request (RAR) Summary – Mark Reynoso reported that the RAR process has been completed. All the approved requests have been posted on the Administrative Services website. The requests totaled about \$86.4M. One of the larger requests came from CEC for renovations at roughly \$73M. To date, there is a balance of about \$2.4M for funded RARs. The Budget Office works closely with Career Education and Workforce Development (CEWD). CEWD approved about \$2.9M for the campus and Equity approved about \$400,000. When you combine RARS, CEWD and Equity, the college received roughly \$5.8M in funding			In the future, the outlier items will be shown with an asterisk (*) as to not distort the actual funding amounts. Add CEC Facilities Improvement	

	<p>approvals. RAR funding came from a variety of funding sources such as, Fund 13, one-time funds, instructional equipment funds, and SB 85 funds. SAC and CEC received some marking funds for RARS. From the lottery funds, \$50,000 was designated for Student Services. These funds can be used for food/emergency aid for students. This will be decided on by Dr. Hubbard. Funding totals per each division are shown on the reports.</p> <p>John Zarske asked why the \$77M is showing in the RAR process spreadsheet. This should probably be shown on a capital fund budget. Dr. Hoffman reported that this amount was placed here just to make a point that the facilities need improvements and to bring it to this committee's attention.</p> <p>Dr. William Nguyen added that it is a bad practice to include the facilities improvement amounts in this report, because it distorts the view of how much is funded for RARs. He suggested to not include this amount in the totals of how much is requested and how much is truly funded.</p> <p>Monica suggested to possibly add this topic to a future agenda to discuss the best place to add facilities improvement amounts and discuss if there should be a separate process for these types of items. Dr. Hoffman added that this is as a prioritized need in the Master Plan.</p> <p>Dr. Weber added that the facilities need on-going improvement support instead of seeing it as a huge support only once a year. Dr. Kennedy reported that CEC needs facilities improvements. They have been working with the city of Santa Ana and the District's Facilities and Planning Department. There is a plan in place for the renovation of CEC and this is where the \$77M figure came from. The next step would be to start the programming of the CEC, this would mean to hire an architect and develop the needs of the departments. That study would cost around \$500,000. This would be the preparatory work that would need to be done when the funding becomes available. The college should be committed to renovating with or without a bond. Dr. Kennedy recommends this be a future agenda item for discussion.</p> <p>Mark Ou commented that we are need of more Skilled Maintenance workers. Dr. Hoffman reported that two additional Skilled Maintenance workers were just hired.</p> <p>Dr. William Nguyen asked how is the CEC renovation project going to be funded? Dr. Kennedy proposed that CEC generate the funds to pay for the renovations. He added that last year they generated \$10M net revenue for Santa Ana College. Next year it projected to be \$13M and continue to grow. Dr. Hoffman added that we need to budget the \$500,000 for the programming of this project. The programming phase would take about a years' worth of time.</p> <p>Quarter 1 Budget Performance Reports-Funds 11 and 13 – Mark Reynoso reported that the year-to-date budget for Fund 11 is roughly \$97M, about \$21M has been spent during the first quarter. Compared to last year, \$20M was spent during the first quarter. Planned</p>	<p>as future agenda item.</p>
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	<p>expenditures for the rest of the year add up to \$94M in total. Compared to last year, which was about \$90M. A rough estimate of an ending balance is about \$2.4M. Mark reviewed other items that are listed on the attached Fund 11 report.</p> <p>Bill Reardon noted that the message relayed today regarding adjunct faculty budget is that we are on pace to come in on or slightly below budget, however, Academic Affairs is telling us to gear up with more adjunct faculty. Dr. Hoffman added that we are in a growth mode and more adjunct should be added.</p> <p>Mark Reynoso reported that Fund 13 has a balance of \$6.8M. That budget comes from funds 11 and 13 last fiscal year’s carryover amounts. There is a \$1.3M Institutional Contingency budget set aside. That leaves around \$5.5M to spend this fiscal year. To date, about \$854,000 has been spent. Compared to last fiscal year, same period, \$285,000 was spent. That can be accounted to earlier submission of Purchase Requisitions. We are on pace to spend about \$4.1M for fiscal year 22.23.</p> <p>FY23.24 Budget Priorities – Mark Reynoso shared the 22.23 Budget Priorities compared to the 21.22 Budget Priorities. The following items were added for FY23.24 Priorities:</p> <p style="padding-left: 40px;"><u>General Priorities</u></p> <p style="padding-left: 80px;">b. Student Experience & Retention Online, Weekend and Evening</p> <p style="padding-left: 40px;"><u>FTES Support</u></p> <p style="padding-left: 80px;">2. Assessment Center 6. Quick Copy Merger with Graphic Communications</p> <p>Discussion was generated to needing resources open for students on Saturdays such as, the Library, Bookstore, as well as Quick Copy services for faculty.</p> <p>COVID-19 Updates: CARES ACT/HEERF – No report at this time. Dr. Hoffman stated that there are not current HEERF requests at this time. However, if you did receive an allocation you need to spend it.</p>	<p>Additions were made to the Budget Priorities. Additions can be viewed here.</p> <p>Mark Liang will be the Student Services Representative for the rest of this year then Robert Manson will be the Representative the beginning of next year.</p>
5. SCFF REPORTS	DISCUSSION/COMMENTS	
	FTES Metrics – 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>Strategies to Improve Revenue of Student Centered Funding Formula (SCFF) Metrics</p> <p>A suggestion was made to describe/explain acronyms and programs to those that are either new to this committee or do not know about the programs.</p>	Add SCFF program description as a future agenda item
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
	No report.	
11. FUTURE AGENDA ITEMS		
GENERAL INFORMATION		
	https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx	
NEXT MEETING	December 6, 2022	

Submitted by Maria Cardona