



**SAC PLANNING & BUDGET MEETING**  
 MINUTES – OCT. 2, 2018  
 1:30P.M. – 3:00P.M.

*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    | Ed Fosmire, co-chair  | Gabe Shweiri   | Omelina Garcia | Esmeralda Abejar  |  |
| Jim Kennedy               | Elliott Jones   | Brian Sos      | Jimmy Nguyen   | Brian Kehlenbach  |  |
| Madeline Grant            | Roy Shahbazian  | Monica Zarske  |                |   |  |
| Ray Hicks                 | John Zarske   | William Nguyen |                |   |  |
| John Steffens             |   |                | Student Rep.   |   |  |
| Jeffrey Lamb              |   |                | Alyna Suarez   |   |  |
| Vaniethia Hubbard         |   |                | Sara Valencia  | (a) = absent  |  |
| <b>1. WELCOME</b>         |   |                |                |   | Meeting called to order 1: 36p.m.<br>Meeting adjourned at 3:32p.m. |
| <b>2. PUBLIC COMMENTS</b> | <b>DISCUSSION/COMMENTS</b>  |                |                | <b>ACTIONS/ FOLLOW UPS</b>  |  |
|                           | None  |                |                |   |  |
| <b>3. MINUTES</b>         | <b>DISCUSSION/COMMENTS</b>  |                |                | <b>ACTIONS/ FOLLOW UPS</b>  |  |
|                           | Approval of the Sept. 4, 2018 minutes.  |                |                | <b>ACTION</b><br>Moved by <u>Monica Zarske</u> to approve the Aug. 7, 2018 Planning & Budget Committee minutes, 2 <sup>nd</sup> by <u>Jim Kennedy</u> . Motion carried. |  |
| <b>4. BUDGET UPDATE</b>   | <b>DISCUSSION/ COMMENTS</b>   |                |                | <b>ACTIONS/ FOLLOW UPS</b>  |  |
|                           | <p><b>Recap of 2018/19 Computational Revenue &amp; Recommended SCFF Allocation</b> – Dr. Hoffman explained that the District is holding the \$2.4M and we need to hold off on spending this money until 17/18 data is submitted and P1 allocations are received. SAC is getting 3.5M and SCC 1.5 m. FRC will discuss how the funds will be spent. Monica Z. suggested the pool of money can be possibly used for the campus data clean up.</p> <p><b>IEPI – Institutional Innovation &amp; Effective Plan</b> – a consultant will be hired to conduct internal review of the Budget Allocation Model (BAM) and its processes.</p> <p><b>Allocation of \$3.5M</b> – Dr. Hoffman presented the Budget allocation plan for additional funding (SCFF) handout and the intend to fund ongoing positions such as the Director of Student and Information Support, the Dean of Academic Affairs, the Electronic Media Specialist and 2 positions</p> |                |                |   |  |

|                             |   |  |
|-----------------------------|---|--|
|                             | <p>from Dr. Kennedy’s area; these items were approved by college council for funding. The District sent a cautionary message about funding ongoing positions with the additional funding received by the state due to the implementation of the SCFF.</p> <p>The plan includes moving 1.4 million dollars in ongoing cost (currently funded with fund 13 funds) to the general fund. It also includes a 2.5% increase in the utilities and preventative maintenance budget and \$1.1 million allocation to match the unfunded liability for the constructions of the Health Science Center.</p> <p><b>Funded RARs</b> – Esmeralda Abejar reported that the allocation of funds for 18/19 Resource Allocation Requests (RARs) is still in progress. They should be out by the end of next week.</p>  |  |
| <b>5. ENROLLMENT UPDATE</b> | <b>DISCUSSION/COMMENTS</b>  | <b>ACTIONS/ FOLLOW UPS</b>   |
|                             | none  |  |
| <b>6. STUDENT UPDATE</b>    | <b>DISCUSSION/COMMENTS</b>  | <b>ACTIONS/ FOLLOW UPS</b>   |
|                             | <p>Student Alyna Suarez reported events ASG is having this week. Homecoming game pep rally Thursday; Homecoming football game Saturday at the Santa Ana bowl. Don Spirit days are on Wednesdays wear SAC apparel. ASG had a connection day two weeks ago at SCC, they talked about what each campus should improve on. Students are requesting the refund date to be pushed back to 4 to 5 weeks to avoid having a “W” on their transcripts. Dr. Hubbard will look into it.</p>   |  |
| <b>7. SACTAC</b>            | <b>DISCUSSION/COMMENTS</b>  | <b>ACTIONS/ FOLLOW UPS</b>   |
|                             | <p><b>Computer &amp; Technology Replacement Plan</b><br/> Dr. Kennedy reported that SACTAC recommended moving forward with the computer technology replacement plan. One of SACTAC goals is to replace every computer every 5 years within its warranty time fame to stay within the computer replacement plan. Originally, \$500K in one-time funds were approved. The 3.5 million allocation includes \$850K in ongoing funds (fund 11) to meet this goal. \$770k will be used for desktop computer replacement only, laptop replacement is not included in this figure. The rest of the funds is for projector replacements. The SACTAC meeting is held every 4<sup>th</sup> Thursday of every month from 2:30 - 4pm</p> <p>SACTAC made a formal recommendation to bring to Planning and Budget an Electronic Media Specialist position to fix significant issues with the SAC website, this position will be funded with Guided Pathways funds. Melissa and John presented to SACTAC a proposal for the job description of the position.</p> <p>Bart suggested that this position to be budgeted from fund 11 since it is an ongoing position, and spend grant money if it’s available.</p> | <p><b>ACTION</b><br/> Dr Lamb moved to approve Endorsement of \$850K for computer replacement and the new position-Electronic Media Specialist, Madeline Grant 2<sup>nd</sup>. Roy voted no. Motion carried.</p> |

| <b>8. ACCREDITATION</b>           | <b>DISCUSSION/ COMMENTS</b>  | <b>ACTIONS/ FOLLOW UPS</b>                                     |
|-----------------------------------|--|--|
|                                   |  |  |
| <b>9. OLD BUSINESS</b>            | <b>DISCUSSION/ COMMENTS</b>  | <b>ACTIONS/ FOLLOW UPS</b>                                     |
|                                   | Administrative services will be sending out two surveys (Tentative date 10/8/18), one to evaluate the RARs Effectiveness campus wide and one for the Annual Self-Evaluation of Effectiveness of P & B Committee Work just for the committee.   |  |
| <b>10. NEW BUSINESS</b>           | <b>DISCUSSION/ COMMENTS</b>  | <b>ACTIONS/ FOLLOW UPS</b>                                     |
|                                   | <p>2019/20 – SAC Budget Priorities were presented and approved. Committee suggested to add Enrollment Management tools and Technology and AB705</p> <p>The committee feels sustainability initiatives will need to be discussed in Planning and Budget such as LED Lighting, Bus Pass, curriculum offerings. Are we making progress on the existing initiatives? What is the financial impact on budget?</p> | Approved by Dr. Lamb (1 <sup>st</sup> ) Roy (2 <sup>nd</sup> ) |
| <b>11. FUTURE AGENDA ITEMS</b>    |  |  |
| <b>12. Informational Handouts</b> |  |  |
|                                   | <p><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></p> <p>Next meeting – Nov. 6, 2018 – F-126</p>  |  |

Submitted by Veronica Citron