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

<table>
<thead>
<tr>
<th>Administrators</th>
<th>Academic Senate</th>
<th>Classified</th>
<th>Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bart Hoffman, co-chair</td>
<td>William Nguyen, co-chair</td>
<td>Ben Hager (a)</td>
<td>Mark Reynoso</td>
</tr>
<tr>
<td>Jim Kennedy (a)</td>
<td>Roy Shahbazian (a)</td>
<td>Andy Gonis</td>
<td>Heather Gillette</td>
</tr>
<tr>
<td>Madeline Grant</td>
<td>John Zarske</td>
<td>Monica Zarske</td>
<td></td>
</tr>
<tr>
<td>John Steffens (a)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeffrey Lamb (a)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vaniethia Hubbard</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(a) = absent

1. **WELCOME and INTRODUCTIONS**

Welcome and introductions were made.

Meeting called to order 1:40pm
Meeting adjourned at 3:02pm

2. **PUBLIC COMMENTS**

Heather Gillette requested to be added to the agenda to discuss concerns in her area. She will be added to next month’s agenda.

**DISCUSSION/COMMENTS**

**ACTIONS/ FOLLOW UPS**

3. **MINUTES**

Approval of the [Mar. 3, 2020](#) minutes

Unable to approve due to lack of quorum.

**DISCUSSION/COMMENTS**

**ACTIONS/ FOLLOW UPS**

4. **BUDGET UPDATE**

**DISCUSSION/COMMENTS**

**ACTIONS/ FOLLOW UPS**
Fund 11 & 13 Quarterly Update (3rd Qtr.) – Mark Reynoso reported the following:

1. We are projecting to have a positive year-end Fund 11 balance (currently $1,150,706).
2. Much of our Fund 11 saving this FY was due to vacant funded full time faculty positions (19).
3. $97,585,578 is our current Fund 11 Allocated Budget. $4,549,421 was budget COLA. This budgeted COLA has been released by the District, due to completed collective bargaining negotiations.
4. We have allocated this budgeted COLA amount to salary accounts and any leftover amounts were used to cover negative balances.
5. Due to this COLA allocation - account 1310 (Part-Time Instructors) is now projected to have a positive ending balance. Budget increased from $11,702,575 to $12,859,908.
6. Because of the savings due to vacant funded faculty positions we are including in our projections (as a holding place) a transfer of $2.5 million to Fund 41. This transfer will be for our Health Science Building unfunded liability.
7. The Fund 41 transfer will be reviewed again towards the end of the year, for final $ amount.
8. We are using a 4% COLA for management in our projected expenses.
9. Fund 13 is projected to have a positive year-end balance (currently $3,017,431).

COVID -19 Update
We estimate the COVID-19 stay at home order to have the following financial effect on our college:

1. Lost revenue for The Bookstore (Fund 31), Community Services (Fund 76) and The Planetarium (Fund 79).
2. We still are responsible for all fixed cost (salary & benefits, etc.) for the 3 programs mentioned above.
3. $234,300 of unforeseen distance learning equipment & supplies needed for F&P Arts.

These are the three known items at the time of P&B (4/3/20) but anticipate much more to come.

<table>
<thead>
<tr>
<th>5. ENROLLMENT UPDATE</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS/ FOLLOW UPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. STUDENT UPDATE</th>
<th>DISCUSSION/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juan Biseño reported that ASG was unable to have a meeting, but plan to meet virtually in the near future. They will focus on assisting students that are having a hard time during the COVID19 pandemic and show them how to navigate the websites to get help. He added that they have not voted on next year’s budget due to what is going on.</td>
<td></td>
</tr>
</tbody>
</table>
## 7. SACTAC

**DISCUSSION/COMMENTS**

None

**ACTIONS/ FOLLOW UPS**


## 8. ACCREDITATION

**DISCUSSION/COMMENTS**

None

**ACTIONS/ FOLLOW UPS**


## 9. OLD BUSINESS

**DISCUSSION/COMMENTS**

**Updated P & B Governance Structure** – William Nguyen

William shared the First Draft P & B Governance Structure with the members ([attached](#)).

Due to lack of quorum, the Committee was not able to vote on the First Draft P & B Governance Structure. Discussion followed and Madeline Grant made the following suggestions to the Governance Structure:

- Add the following management representatives under Membership:
  - Director, Campus Budget & Accounting
  - Dean, Academic Affairs
  - Manager, Student Services

**ACTIONS/ FOLLOW UPS**


## 10. NEW BUSINESS

None

**ACTIONS/ FOLLOW UPS**


## 11. FUTURE AGENDA ITEMS

- Purchasing Deadlines – Linda Melendez
- Increasing Our Ability to Improve the Awarding of Certificates – Dr. Hubbard

**GENERAL INFORMATION**

[https://www.rscd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx](https://www.rscd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx)

**NEXT MEETING**

May 5, 2020 – Zoom meeting

Submitted by Maria Cardona