

*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	Omeline Garcia	Mark Reynoso	Brenda Furlong
Jim Kennedy	Elliott Jones	Brian Sos	Jimmy Nguyen	Ana Diaz	
Madeline Grant	Roy Shahbazian	Monica Zarske			
John Steffens	John Zarske	William Nguyen			
Jeffrey Lamb	Ray Hicks		STUDENT REPRESENTATIVE		
Vaniethia Hubbard			Alyna Suarez		
			Sara Valencia	(a) = absent	
1. WELCOME				Meeting called to order 1:35pm Meeting adjourned at 3:05pm	
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	None				
3. MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of the <a href="#">Feb 5, 2019 minutes</a> .			<u>ACTION</u> Approval of Feb. 5, 2019 minutes was moved by Monica Zarske, 2 <sup>nd</sup> by Madeline Grant. Motion carried unanimously.	
4. BUDGET UPDATE	DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS	
	<p><b>Student Center Funding Formula (SCFF) Update: Cambridge West Partnership</b> – Dr. Hoffman spoke to the <a href="#">state data</a> sheet that was distributed. One of Cambridge West’s tasks is to find out the split between SAC and SCC, based on the new SCFF. On the data sheet, SAC is at 69.9% and SCC at 30.1%. This reflects the split we have currently have. However, this may change as we continue to work under the new SCFF. He also pointed out that there are some discrepancies in the numbers from the state compared to SAC numbers.</p> <p><b>Data Integrity Project Steering Committee Update</b> – Dr. Hoffman reported Cambridge West employees are working with this Steering Committee to unearth any problems on our submission of data to the state. Their first area of focus will be on financial aid. Jesse Gonzalez will hire a consultant to review the financial aid data from beginning to end. Dr. Hoffman pointed out a discrepancy related to the California Promise Grant Recipients numbers the State vs District Total numbers. There is a need to get accurate numbers submitted to the state. John Steffens explained</p>				

	<p>that some discrepancies may be based on the enrollment records being stripped from the data due to various issues.</p> <p><b>Resource Allocation Request (RAR) Review Update</b> - Mark Reynoso reported that all the Areas have submitted their RARs to the budget office. The Budget Office has compiled these into one spreadsheet based on categories. The RARs will be posted to the Administrative Services webpage and distributed back to each area VP for further review. The tentative budget is due on April 26th. Once the tentative budget is prepared, there will be a better idea of our ending balance to be able to fund RAR items. Most of last year's RARs were funded out of instructional equipment, fund 12 project. Per the District Office, based on FY 2019/2020, budget assumptions, there will be no instructional equipment budget for 2019/2020.</p> <p>He further explained that we will still be getting monies for lottery. An email was sent to all Managers and Deans with their available balance in funds 11, 12, &amp; 13. It was noted that April 1<sup>st</sup> is the deadline for purchase requests.</p> <p>Roy Shahbazian asked if students could fill the personnel requests. He feels that having students work on campus will help fill our campus goals. It would help students get through the pipelines of graduating faster, and it fits with Guided Pathways and also improves student success. It may help get the students through English and Math classes quicker. Ultimately, it will help students chose their pathway to a career. This will also look good on their resume. It was pointed out that there are Student job placement programs on campus to support students and place them in open positions. Dr. Hoffman suggested that we look into making the student workers program more robust. Madeline Grant added that through the internship program, they justify the need for positions in the field, find a student that qualifies for FAFSA and place them in a position.</p> <p>Mark Reynoso added that they will review the 2019/2020 instructional equipment and lottery funds to see if the rollover funds can be used this Spring.</p>	
<b>5. ENROLLMENT UPDATE</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>Dr. Lamb reported that our Spring 2019 FTES are about 30 less from last year. The overall total academic year is about 3%-5% less from last year. Our productivity has slightly increased. These numbers do not reflect any positive attendance from academies, tutoring or labs. We did a significant borrow of FTES from last summer to get to a higher base. This helped stabilize our funding. SAC offers many online courses and online degrees. Fall schedules are almost completed. We are building the schedules actively in the system. Both the Fire and Sheriffs academies have positive attendance. The advantage is that the instructional is either no cost or low cost. Employees from both academies are paid through the Sheriff's Department. The negative component is that we cannot predict how many FTES hours or dropouts there will be. The academies are running as they should based on curriculum offerings by meeting the contact hours and requirements. Some hour changes are forthcoming. The academies help us go over the 20,000 FTES college status which brings us to the \$800,000 to \$1M mark.</p>	
<b>6. STUDENT UPDATE</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>

	None	
<b>7. SACTAC</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	Dr. Hoffman reported that SACTAC has been very instrumental in getting our current media equipment system replacement. They have asked to use \$200,000 of the \$500,000 that was received though the SCFF for the media system equipment needs.	Motion to use \$200,000 from fund 13 for media system equipment needs. Jimmy Nguyen, 1 <sup>st</sup> , Dr. Lamb 2 <sup>nd</sup> . Motion carried.
<b>8. ACCREDITATION</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>Dr. Lamb reported on the following items:</p> <ol style="list-style-type: none"> <li>1) <b>Directory Update</b> – we are updating our directory and it will be used as a head count of our students. This will allow them to charge us our accreditation annual subscription. This is due on March 15, 2019.</li> <li>2) <b>Annual Report</b> – this report is a Fiscal solvency report handled by the District it also includes institutional effectiveness numbers. This is due on April 15, 2019.</li> <li>3) <b>Formative/Summative Comprehensive Review Process</b> – the Accrediting Commission for Community and Junior Colleges (ACCJC) approved a proposal to enhance and re-envision the Commission’s comprehensive review process. Our Chancellor volunteered our District to engage in this pilot phase of new vision for institutional reviews. This will be a comprehensive review. They will look at areas that they have identified where there is a need for improvement. This process will consist of a team review and a focus visit. A follow up will take place only on the items they had questions on after their visit.</li> <li>4) <b>The Outcomes Assessment Workgroup</b> met to identify areas of deficiency in the process. The process has very good structure. The group that met was primarily administrators and some faculty. In order for this discussion to work, it has to be primarily faculty. A meeting will be scheduled to develop an Outcomes Assessment Committee. Nuventive is scheduled to present to us this week. It is a key component to train on the Nuventive tool. It would be beneficial for all committees and the Senate group to attend this presentation.</li> </ol>	
<b>9. OLD BUSINESS</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<a href="#">Revise Planning and Budget Committee Goals for 2020-2022</a> – <a href="#">Results College-wide RARs Effectiveness Survey</a> <a href="#">Results Annual Self Evaluation Survey of Effectiveness of P &amp; B Committee Work</a>	Goals will be sent out to committee members before the next scheduled meeting to gather edits/comments.
<b>10. NEW BUSINESS</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
<b>11. FUTURE AGENDA ITEMS</b>		
	Facility Modification Request (FMR) Process Update – Mark Reynoso	
<b>12. Informational Handouts</b>		
	<p>General Information  TracDat/Nuventive Presentation – Integration of Planning &amp; Budget  March 6, 2019, 9am-12noon, S-215</p>	

	<p><a href="https://www.rscsd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx">https://www.rscsd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx</a></p>	
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Next meeting – April 2, 2019

Submitted by Maria Cardona