

PAC MISSION: To inspire, empower, and educate our community for leadership and success.
VISION: The Alamo Colleges will be the best in the nation in Student Success and Performance Excellence.
CORE VALUES: Students First, Community-engaged, Can Do Spirit, Respect for All, Collaboration, Data-informed

Time	Topic	Action-Next Steps-Follow-up
3:30 PM	Virtual Roll Call <ul style="list-style-type: none"> • Quorum at least 5 members <ul style="list-style-type: none"> ○ Majority student members ○ At least 1 faculty member 	
	2/16/22 Minutes (Voting Item)	
	2021-2022 Budget Report (review)	
	2022-2023 Budget Proposal (voting item) <ul style="list-style-type: none"> • FY23 Projections are not available as of 2/11/22, will use FY22 projections for now • Per F.2.3.1 (Procedure) Student Services Fee Advisory Committee annual request due by Feb. 15 and shall be approved by April 15.- 	
	Request for Funding (voting item) <ul style="list-style-type: none"> • Career and EL Team \$300.00 for raffle prizes at career fair 3/24/22 	
	Upcoming Activities & Events <ul style="list-style-type: none"> • 3/26/22 Cesar Chavez March • 3/30/22 WHM: Resource Fair • 4/7/22 PACFest • 4/9/22 Evening Parade 	

STANDING ITEMS:

- *Items and updates for weekly discussion*

UPCOMING EVENTS/DEADLINES:

Next Meeting: **April 20, 2022**

Meeting Title: SAFAC

MINUTES

Date: 2/16/22 Time: 3:35 pm Location: Zoom

FACILITATOR	Jennifer Flores, Director of Student Success
NOTE TAKER	Jennifer Flores

ATTENDEES	Students: Katana Balboa, Steve Lara, Nichole Hou Faculty: Alexis Lowe Staff: Jennifer Flores, Angelica Martinez, David Mancha Guests: None
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Agenda topics

ITEM 1: TOPIC TITLE: Virtual Roll Call OWNER: Jennifer Flores

DISCUSSION	Students Present: Katana Balboa, Nichole Hou, Steve Lara Faculty Present: Alexis Lowe Staff Present: David Mancha, Angelica Martinez Non-Voting Members Present: Judith Menchaca, Jennifer Flores Guests: None	
CONCLUSIONS	Quorum met	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

ITEM 2: TOPIC TITLE: 12.15.22 & 1.19.22 Minutes OWNER: Jennifer Flores

DISCUSSION	12/15/21 Minutes were reviewed with SAFAC 12/15/21 Minutes were reviewed with SAFAC Non-voting item as quorum for meeting not met	
CONCLUSIONS	12/15/21 Minutes 1 st motion Katana 2 nd motion Nichole All in Favor None Opposed	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
o N/A		

ITEM 3:		TOPIC TITLE: 2021-2022 Budget Report		OWNER: Jennifer Flores	
DISCUSSION	Jennifer reviewed the current budget status and explained that there will be an increase of expenses as return to campus events occur for Spring.				
CONCLUSIONS	N/A				
		PERSON RESPONSIBLE	DEADLINE		
N/A					

ITEM 4:		TOPIC TITLE: 2022-2023 Budget Proposal		OWNER: Jennifer	
DISCUSSION	Jennifer revisited the F.2.3.1 (procedure) Student Activities Fee Advisory <ul style="list-style-type: none"> • FY23 Projections are not available as of 2/11/22, advised by budget office to use the FY22 projections for now • Annual request submitted by Feb. 15 <ul style="list-style-type: none"> ○ National Poetry Month (April) \$2,000.00- Historically Library has asked each year for funding this event therefore asking to make part of annual Student Life Programming ○ Onsite registration swag \$6,000- This is to assist with enrollment for students. • The budget is for review and may change if the FY23 projections come before March meeting. • Only budget line item that exceeds the 10% increase is the Salaries which was a 12% increase. This is due to the July 2021 Board of Trustee implementing Offer Equity which resulted in increase in wages. • The Intramural budget for \$500,000 will roll over due to a 18-24-month timeline to complete project. • The 2022-2023 (FY23) Budget must be approved by April 15. • Jennifer asked the committee to review and reach out for any further questions. 				
CONCLUSIONS	N/A				
		PERSON RESPONSIBLE	DEADLINE		
N/A					

ITEM 5:		TOPIC TITLE: Request for Funding		OWNER: Jennifer	
DISCUSSION	Request for Funding (review) <ul style="list-style-type: none"> • Catch the Next \$490.00 for Don Quixote Play 3/5/22 <ul style="list-style-type: none"> ○ Will be using Student Activities Fee Club allocations 				
CONCLUSIONS	N/A				
		PERSON RESPONSIBLE	DEADLINE		
N/A					

ITEM 6:		TOPIC TITLE: Upcoming Events and Activities		OWNER: Jennifer	
DISCUSSION	<ul style="list-style-type: none"> • Student Trustee <ul style="list-style-type: none"> ○ Extended until March 2022 • 2/23/22 Chatting with Counselors • 2/24/22 BHM: Saul Paul in Legacy Room 				
CONCLUSIONS	Meeting adjourned at 3:47 pm				
		PERSON RESPONSIBLE	DEADLINE		
N/A					

ITEM 7:		TOPIC TITLE: Open Forum		OWNER: Jennifer	
DISCUSSION	None				
CONCLUSIONS	Meeting adjourned at 3:55 pm				

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

Palo Alto College				
2021-2022 Projected SAF Revenue				
Fall 2021	\$167,109.00			
Spring 2022	\$133,848.00			
Summer I & II 2022	\$72,123.00			
Student Activities Roll Over	\$510,000.00			
2020-2021 Est. Student Activities Fee Revenue of PAC	\$883,080.00			
Student Life Programming and Events: Co-Curricular, Extra-Curricular, Leadership, Experiential Learning, Alamo Institutes, etc.	Projected 2021-2022 Expenses	Encumbrances	Actuals	Balance
Student Life Programming Expenses	\$ 172,776.76	\$ 23,313.24	\$ 19,685.65	\$ 129,777.87
Pre-Approved Student Leadership & Diversity Programming/Conferences	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -
Pre-Approved Logistics Travel (Institutes-Advanced Manufacture & Logistics)	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Pre-Approved Horticulture Travel (Institutes-Science & Technology)	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
Pre-Approved Tri-Beta Anatomy Labs Travel (Institutes-Health & Bioscience)	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Pre-Approved Phi Theta Kappa Catalyst Travel (Leadership)	\$ 1,100.00	\$ 1,100.00	\$ -	\$ -
1 Pre- Approved Alternative Spring Break/Service Learning (Institutes-Public Service & Health & Biosciences)	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Total	\$ 205,876.76	\$ 34,413.24	\$ 19,685.65	\$ 151,777.87
Registered Student Organization Allocation	Projected 2021-2022 Expenses	Encumbrances	Actuals	Balance
Registered Student Organization Allocation	\$ 20,000.00	\$ 903.85	\$ 1,001.00	\$ 18,095.15
Total	\$ 20,000.00	\$ 903.85	\$ 1,001.00	\$ 18,095.15
Allocation for SAF Requests (Alamo Institute Programming, Student Travel, Events, etc.)	Projected 2021-2022 Expenses	Encumbrances	Actuals	Balance
Open request	\$ 15,000.00	\$ 8,416.39	\$ 3,449.48	\$ 3,134.13
Total	\$ 15,000.00	\$ 8,416.39	\$ 3,449.48	\$ 3,134.13
Intramural/Extramural Sports	Projected 2021-2022 Expenses	Encumbrances	Actuals	Balance
Intramural/Extramural Sports (including Baseball and Softball Fields)	\$ 530,000.00	\$ 6,427.02	\$ 15,899.91	\$ 507,673.07
Total	\$ 530,000.00	\$ 6,427.02	\$ 15,899.91	\$ 507,673.07
Salaries & Benefits Paid from Student Activities Fee	Projected 2021-2022 Expenses	Encumbrances	Actuals	Balance
FT Employee Salary & Benefits - Admin Services Specialist	\$ 42,230.00	\$ -	\$ 14,275.95	\$ 27,954.05
FT Employee Salary & Benefits - Certified Advisor	\$ 57,973.24	\$ 25,496.55	\$ 1,202.78	\$ 31,273.91
PT Volley Ball Coach Salaries	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
PT Softball Coach (Spring)	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
PT Baseball Coach (Spring)	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Total	\$ 112,203.24	\$ 25,496.55	\$ 15,478.73	\$ 71,227.96
Total SAF Expenses	\$ 883,080.00	\$ 75,657.05	\$ 55,936.27	\$ 751,486.68
Estimated Rollover	\$0.00			
Total 2021-2022 Budget	\$ 883,080.00	\$ 75,657.05	\$ 55,936.27	\$ 751,486.68

Palo Alto College 2022-2023 Projected SAF Revenue		Palo Alto College 2021-2022 Budget		% Variance
Fall 2022	\$167,109.00	Fall 2021	\$167,109.00	
Spring 2023	\$133,848.00	Spring 2023	\$133,848.00	
Summer I & II 2023	\$72,123.00	Summer I & II 2023	\$72,123.00	
Student Activities Roll Over	\$700,000.00	Student Activities Roll Over	\$510,000.00	
2022-2023 Est. Student Activities Fee Revenue of PAC	\$1,073,080.00	2020-2021 Est. SAF Revenue of PAC	\$883,080.00	18%
Student Life Programming and Events: Co-Curricular, Extra-Curricular, Leadership, Experiential Learning, Alamo Institutes, etc.	Projected 2022-2023 Expenses	Student Life Programming and Events: Co-Curricular, Extra-Curricular, Leadership, Experiential Learning, Alamo Institutes, etc.	Projected 2021-2022 Expenses	
Student Life Programming Expenses	\$ 180,400.00	Student Life Programming Expenses	\$ 172,776.76	
Pre-Approved Student Leadership & Diversity Programming/Conferences	\$ 16,000.00	Pre-Approved Student Leadership & Diversity Programming/Conferences	\$ 10,000.00	
Pre-Approved Logistics Travel (Institutes-Advanced Manufacture & Logistics)	\$ 5,000.00	Pre-Approved Logistics Travel (Institutes-Advanced Manufacture & Logistics)	\$ 5,000.00	
Pre-Approved Horticulture Travel (Institutes-Science & Technology)	\$ 6,000.00	Pre-Approved Horticulture Travel (Institutes-Science & Technology)	\$ 6,000.00	
Pre-Approved Tri-Beta Anatomy Labs Travel (Institutes-Health & Bioscience)	\$ 2,000.00	Pre-Approved Tri-Beta Anatomy Labs Travel (Institutes-Health & Bioscience)	\$ 1,000.00	
Pre-Approved Phi Theta Kappa Catalyst Travel (Leadership)	\$ 2,000.00	Pre-Approved Phi Theta Kappa Catalyst Travel (Leadership)	\$ 1,000.00	
2 Pre- Approved Alternative Spring Break/Service Learning (Institutes-Public Service & Health & Biosciences)	\$ 16,000.00	2 Pre- Approved Alternative Spring Break/Service Learning (Institutes-Public Service & Health & Biosciences)	\$ 10,000.00	
Total	\$ 227,400.00	Total	\$ 205,776.76	10%
Registered Student Organization Allocation	Projected 2022-2023 Expenses	Registered Student Organization Allocation	Projected 2021-2022 Expenses	
Registered Student Organization Allocation	\$ 22,000.00	Registered Student Organization Allocation	\$ 20,000.00	
Total	\$ 22,000.00	Total	\$ 20,000.00	9%
Allocation for SAF Requests (Alamo Institute Programming, Student Travel, Events, etc.)	Projected 2022-2023 Expenses	Allocation for SAF Requests (Alamo Institute Programming, Student Travel, Events, etc.)	Projected 2021-2022 Expenses	
Open request	\$ 16,600.00	Open request	\$ 15,000.00	
Total	\$ 16,600.00	Total	\$ 15,000.00	10%
Intramural/Extramural Sports	Projected 2022-2023 Expenses	Intramural/Extramural Sports	Projected 2021-2022 Expenses	
Intramural/Extramural Sports (including Baseball and Softball Fields)	\$ 550,000.00	Intramural/Extramural Sports (including Baseball and Softball Fields)	\$ 530,000.00	
Total	\$ 550,000.00	Total	\$ 530,000.00	4%
Salaries & Benefits Paid from Student Activities Fee	Projected 2022-2023 Expenses	Salaries & Benefits Paid from Student Activities Fee	Projected 2021-2022 Expenses	
FT Employee Salary & Benefits - Admin Services Specialist	\$ 41,185.58	FT Employee Salary & Benefits - Admin Services Specialist	\$ 42,230.00	
FT Employee Salary & Benefits - Sr. Advisor	\$ 60,630.20	FT Employee Salary & Benefits - Certified Advisor	\$ 57,973.24	
FT Employee Salary & Benefits - Sr. Coordinator	\$ 80,000.00			
PT Volley Ball Coach Salaries	\$ 7,000.00	PT Volley Ball Coach Salaries	\$ 6,000.00	
PT Softball Coach (Spring)	\$ 4,000.00	PT Softball Coach (Spring)	\$ 3,000.00	
PT Baseball Coach (Spring)	\$ 4,000.00	PT Baseball Coach (Spring)	\$ 3,000.00	
Total	\$ 196,815.78	Total	\$ 112,203.24	43%
Total SAF Expenses	\$ 1,012,815.78	Total SAF Expenses	\$ 882,980.00	
Estimated Rollover	\$60,264.22	Estimated Rollover	\$0.00	
Total 2022-2023 Budget	\$ 1,073,080.00	Total 2021-2022 Budget	\$ 882,980.00	

PAC Student Activities Fee Committee Application for Funding- 2021/2022

Kiana Piña - Mon, Feb 28, 2022 8:59 AM

PAC Student Life

General Information

Name of event, project, program, or activity for which you are seeking funds:

2022 PAC Career Fair (f2f)

Please indicate if you are:

Faculty or Staff not applying on behalf of a student organization nor AlamoINSTITUTE Program.

What are you seeking to fund?

Student Supplies, Promotional Items, Student Prizes, etc.

Total Amount Requesting:

\$300

Total cost of event, project, program, or activity:

\$2,000

Additional Funding: List all sources of funding for this event/ program (i.e. fundraisers, institutional funding, grant funding, student organization funding, etc.) and total amounts for each.

Follow this format: Funding Source:_____ Total Amount: \$_____

Funding Source: Project Listo Total Amount: \$ TBD- grant does not cover student prizes

Contact Person First Name

Kiana

Contact Person Last Name

Pina

Contact Person Email Address

kpina18@alamo.edu

Please describe what you are requesting

The Career and Experiential Learning Team is requesting funds to purchase student raffle prizes. Students that visit 3+ employers at the career fair will be entered into a raffle to potentially win one of the following: Fujifilm Camera, Waterproof Speaker, Fit Bit, or Phone/Laptop Ring Light. Our grant does not support this type of expense (approx \$300 needed).

Describe Student Learning Outcomes (SLOs).

Attendance to the 2022 PAC Career Fair aligns to three of the eight NACE Career Readiness Competencies: career & self development, communication, and professionalism. The NACE Competencies support the Experiential Learning Model at PAC.

Student Supplies, Promotional Items, Student Prizes, etc.

Please list the quantity of each item you are requesting?

1- Fujifilm Camera 1- Fit Bit 1- Waterproof Speaker 1-Set of Ring Lights for phone/laptop

Upload any designs, quotes or items relevant to your request (optional):

n/a

Upload any designs, quotes or items relevant to your request (optional):

n/a

Upload any designs, quotes or items relevant to your request (optional):

n/a

Discussion



Jennifer Flores

Write a message

 [Add an Attachment](#)

CANCEL

POST

Reviewers



There are no reviewers on this submission.