

Santa Barbara City College

Budget Resource Allocation Committee (BRAC)

Agenda

March 9, 2018

A121

9:00 AM - 11:00 AM

MINUTES

Members

Budget Resource Allocation Committee 2017: Present unless indicated not

- Lyndsay Maas, VP Business Services **present**
- James Zavas, Controller **present**
- Alan Price, Dean Educational Programs
- Dan Watkins, Director of Technology **present**
- Liz Auchincloss, Technology Services Specialist **present**
- Mike Gonella, Instructor and Chair **present**
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator
- Student Representative
- Student Representative
- Lisa Saunders, Accountant (non voting) **present**
- Alexandra Thierjung, Administrative Assistant IIC (minutes) (non voting) **present**

1. Approve minutes of February 23, 2018 meeting [Feb. Minutes](#) **approved**
2. Review Budget Requests (james)
 - a. **Review item - LRC Program Review item paid for out of Lottery (Academia). Just for this year. Next year will only be instructional supplies paid for out of Lottery**
 - b. **Review item - Film and Television needs Licensing for software update, james recommends using Lottery funds to pay for \$7600 this year and determin if there is an ongoing fee to be reviewed.**
 - c. **Review Item - Academic Technology Support needs new software to monitor labs usage (Casper Statsware/Labstats). Additional \$9300. This cannot be covered by Lottery and will be paid for out of ending fund balance. Ongoing cost to be determined and add to their budget for next year**
3. Follow up on YTD Hourly budgets
 - a. **Lyndsay updated CPC with the process so that budgets are spent accordingly next year; this year there still exists some flexibility because of current status and**

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practice. CPC feedback said for Finance to continue efforts reminding departments without a "hardline" this year for budget. James said that Music is a specific example of overspending budget, and they have a trust fund to consider using. James will be requesting a budget for each person that is hired so that it is reserving those funds and helping departments establishing a budget plan (thinking ahead).

- b. Discussion about hourly work being done by students who have access to employee information (Ex processing EPAFs in HR) Dan told HR they need to monitor access accordingly. James said to keep approval access from setting up employees is different. Lyndsay said this issue maybe specific to HR and not a campus issue, chairs and supervisors should be doing this work. Liz said that FWS student work should be learning something and not processing regular office work.
4. [Budget Development Timeline \(2018-19\)](#) has been updated since last meeting, review new version. **approved**
5. 18-19 Budget Development Considerations:
 - a. 18-19 Revenue - Tentative Budget assumptions will be based on current funding formula of FTES **Lyndsay confirmed we will be using regular current funding formula for 2018-19.**
 - b. Lottery Fund process -
 - i. All instructional supplies will be coded to lottery fund in 18-19 departments budget. **Lyndsay confirmed Instructional Supplies will be coded to Lottery fund in 2018-19 as there is funds expected to cover this.**
 - ii. No funds will be available from lottery to cover program review eligible items. All program review items will need to remain in program review ranking process. **Lyndsay confirmed Program Review eligible items to be funded by Lottery will just stay in the Program Review process for 2018-19. Discussed issue with Refresh list and the budget shrinking to accomodate items on the refresh list; long term goal to confirm those items if they are ongoing, who is managing, implementation plan etc., these factors need to be included into the program review process. Will**

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ELumens be used for program review eventually? If so this will help in planning how to review those factors needed for each item. Discussed WRAP ranking and funding overview and its process with Program Review.

- c. Review PC discussion from 3/7/18 on Hourly 10% cut previously included in financial projections. No cut for 18-19 budget, instead focus on shifting hourly staff budget dollars to hourly student budgets. Lyndsay said that cutting 10% is really only about \$100,000 and would create more turmoil than savings. How about idea of shifting staff to student hourly/FWS wherever possible to start transitioning their budget. James said some will and some wont. Mike said that process is feasible. Discussed how the message could be sent out then, Dan said to say that the cut wont happen but to stick to your budget for next year and to evaluate getting the support they need without increasing regular hourly. Liz said have them hire hourly according to the rules of short term worker hourly, this is already in Ed Code and should be obeyed. Group agreed this is the direction we are headed but not there yet. Lyndsay Gave an example of reduction plan that was discussed (below chart)

Hourly (includes tutors)	16-17 Actual	17-18 Budget	18-19	19-20	20-21	21-22	22-23
Staff	\$2.6m	\$2.1m (50)	40	30	20	10	0
Student	\$2.6m	\$3m (50)	60	70	80	90	100

Group discussed the idea of there being one budget for FWS shared across campus. The student hourly and FWS process needs clarified so that all departments could be educated about having access to a FWS budget, not everyone understands this process either event hose who are the primary users of the FWS and Student Hourly dollars. Also need to make sure a student that could be paid out of FWS isnt paid by gen fund when they could be paid from FWS, because there is consistent monies in the FWS fund left over. Action Item: Lyndsay recommends creating a Guidelines for Student Hourly and Federal

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Works Study funds. Hourly spending of over \$50k Lyndsay wants to meet with those departments (EOPS for example). Lyndsay also wants to look at department shift to student workers (for example Tutorial and maybe Cosmetology). Group discussed including hourly position requests into the WRAP process; group agreed to eventually create an Hourly Ranking process as this would ensure sure their is compliance and falls into criteria of "ongoing work".

- d. Program Review ranking complete. Discuss funding and using same process as last year with summer review. Discuss split between instructional and deferred maintenance. January Governor's budget estimate of \$3m in instructional vs. deferred maintenance funds for 18-19. Lyndsay noted that last summer program review ranking list was pushed back and requested departments to reevaluate their actual priorities, about 80% was reduced. Lyndsay said this created a real list for PR instructional items to be paid for with this budget, and the rest of the split items paid for out of deferred maintenance. If this process is repeated for the next summer, she estimates a small amount again from this budget and most expense would be paid for out of deferred maintenance. Liz asked if we can use the budget for deferred maintenance in time? Lyndsay said the Deferred maintenance funds dont have a strict deadline to spend and there is even some left over from previous years. James said we may experience a "lull" in requests since some items were approved several years ago and may not need for several more years. Discussed presenting Facilities items to CPC first before discussing this process so that the facilities needs would become more focused (specific discussion about comparing individual air conditioning units for LRC/IDC versus the HVAC design system estimated at \$1.5million). Program Review does help to document repeated requests from departments.
6. Next BRAC Meeting: **March 23, 2018**, 9:00 AM to 11:00 AM
7. Adjourn