

Santa Barbara City College

Budget Resource Allocation Committee (BRAC)

Agenda

February 23, 2018

A121

9:00 AM - 11:00 AM

MINUTES

Members

Budget Resource Allocation Committee 2017: Present unless indicated not

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

1. Approve minutes of November 30, 2017 meeting [Nov. Minutes](#) **Approved**
2. Review Budget Requests - none at this time.
3. YTD Hourly budget update from James Zavas.
 - a. **Budget owners not allowed to go over budget, this will be new practice for coming year. Deans to be notified by Fiscal dept of their actual spending / budget as a courtesy. Lyndsay will bring to PC again as reminder.**
 - b. **Discussed the concept of splitting the hourly account codes into three types (3 buckets concept): Split tutorial, readers, and all other hourly. Agreed it's a good idea to separate tutorial from other hourlies.**
 - c. **James proposes following our budgets for student versus non student budgets within hourlies as well; this creates potential challenges, specific to IT and tracking. Scott and Dan stated that if we could get all items aligned it would be helpful for many reasons across the campus. This topic will need to be re-addressed at a later time to determine how to create a system to properly note when a student is a student worker or a non student worker.**
4. Review Budget Development Timeline (2018-19)

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- a. Dates set for forum, campus wide email announcement needed

Action Item: Lyndsay and James

5. 18-19 Budget Development Considerations:

- a. 18-19 Revenue - New Funding Formula (our assumptions) **The New Formula will include transfer numbers as well. Lyndsay is hesitant on believing the new estimated funding using this new formula will be what is currently estimated, as many schools are taking large cuts. Its expected the new formula will change over the next few months and to ignore the estimate and using the new formula method for now, and to use the old formula for budgeting for the next year. This means we are not exactly sure on how much we will get but is likely the old method is most appropriate for budgeting for this coming year.**
- b. Lottery Fund process - best method for allocating these funds **Background on Lottery Fund: Separate from general fund. Several departments have always received a set budget (Bio \$40-90k, PE \$40-50k, Chemistry \$20-30k, Library \$130-170k, and remainder would go to EVP Ed Programs \$100-200k). Sometimes program review items would get funded by lottery. Estimated around \$480,000 per year, consistently. About \$400,000 would be spent, and the balance was growing over \$1 million. It would need to be spent, for instructional supplies. In the past, large expense projects or giving to bookstore etc to spend the funds. Lottery Fund Guidelines were created, with reserve balance being about one year. As comparison, other schools all take instructional supplies from lottery. (Lottery funds come from consistent state funding based on lottery purchase and formula loosely based on FTES)**
- c. However going forward, Lottery cannot be budgeted the same way: *Issues:* **Program Review, Major departments that are used to getting money, and instructional supplies. Agreed that everything in lottery is instructional supplies or electronic subscriptions generally already. Proposed to change Geo, Bio, PE, Library to receive their funding from general fund, the EVP wouldn't receive leftovers that way, and all other campus instructional supplies for everyone would be from lottery. This would show savings in general fund. Program Review process would need to have a statement of this process being changed, where**

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lottery would no longer be a “slush” fund, but rather non instructional supplies only. Large ticket items in UGF and the remainder NIS from lottery.

- d. Need to address process of requesting non instructional supplies (such as office chair replacements); James said this was discussed last year where a budget would be put in Dean or VP org but agreed it would make more sense to have it in one area such as Administration or Facilities, need to figure out best process still.
- e. Dan requests that we need to address a process of multiple subscriptions and standardizing one main one and budget for things such as Lynda.com, Tableau, etc.
- f. Hourly 10% cut concept for 18-19 to be discussed in PC 3/7/18 Propose to PC to cut non-student hourly budgets for next year, the percentage is still being determined by Lyndsay and James and depends on departments. James said this would also be connected to being able to enforce the “buckets” idea. Its estimated around 8% savings of using non students versus student hourly compared. Goal of eliminating non student hourly as much as possible as we must be mindful that hourly work that is permanent work needs to be completed by staff. Lyndsay wants to revisit with Dr. Beebe the serious hourly positions that may necessitate requesting a staff person instead based on actual budget spending history.
Action Item: Lyndsay and Liz will meet to review the top departments that may need this hourly to full time conversion. WRAP would need to review. This notion was reviewed by WRAP before.
- g. Requests for more hourly dollars in budget (possibility of doing a google form for managers to request more hourly) The hourly form will be seperate. James says this would be opportunity to rectify a “straight across” cut, and make sure departments who have been reducing do not keep cutting if other departments who have not yet would have to reflect the cut. Some departments may actually need to request more money. Hourly needs will be encouraged to only use federal works study or student hourly only (no longer non student hourly). BRAC will discuss with each Dean / Budget owner during the spring sessions regarding changes with hourly and budget spending, as part of request to review budget make sure that requests are brought to BRAC for discussion (James will email).

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- h. Non Labor spreadsheets going out to managers **This will be going out February 23, 2018**
- 6. Next BRAC Meeting: **March 9, 2018**
- 7. Adjourn