

# FINANCIAL RESOURCE COMMITTEE MEETING

11/12/20

12:50pm to 1:50pm

ZOOM Remotely

MINUTES

**Attendees:** Amber Casolari, Asatar Bair, Elia Blount, Megan Bottoms, Sendy Powel, David Olukoju, Liz Tatum, Leo Truttman, Alice Awe

**Approved Meeting Minutes:** Minutes from the 10/15/20 meeting were approved by consensus

## Business Services

In late October the District sent out a message to students for 20FAL regarding EW's, grade changes and P/NP with a deadline of December 21, 2020. The impact of this change is being monitored closely between Student Account and Admission & Records to see how this will affect the student and both offices. The EW for 20FAL with a refund is going to be different from the blanket EW's of the Spring and Summer and will go through the ECP process. Students have been calling and emailing us regarding EW's for fall. Our offices will have more information of the outcome of this process closer to the December deadline. An impromptu meeting was held with the student government last week regarding student debt attended by Megan, Liz, Elia, Elizabeth Hilton and others from the colleges. Questions were brought up and answered relating to financial aid and communications to students, and what is being done to facilitate that. Student Accounts and Admission & Record are working closely to staunch any sort of obstacles or challenges our students may have during the registration process and provide assistance. Overall, it was a good informative meeting. Student Account is still processing 20SPR EW's, our goal is to finish them by November 30, before priority registration is open for 21SPR.

## DBAC (subgroup)

With new employees coming into the District Office, a training exercise was put forth to make sure there is consistency and the base methodology in terms of the FTS worksheets. All three colleges were given the task to make the worksheets less challenging in regard to information that is needed in terms of the budget. The Fiscal year FTS spreadsheets are used to get the total cost of each program for each college. What is being looked at right now is what is considered unique disciplines. It was characterized as any course that is taught at one college is considered unique. But if it's taught at two colleges, it's no longer unique, and it gets moved up on the spreadsheet. In the past, the idea was that unique disciplines were funded one for one. If it costs that discipline, for example, the Nursing lab \$14,000, per FTS, that's how much it would be funded or budgeted. What was realized is that RCC has a lot of unique programs. There were a lot of disciplines and courses on our spreadsheet that were receiving a one to one budget ratio and don't really qualify as unique. For example, the college has Arabic and Russian, as a unique program, but really, it's a foreign language. The college is trying to stay away from any courses that are only taught at one college, to more of what is accredited, what is required for that particular program, that is different from the others. The idea is that they want to be able to provide a base dollar amount for those courses and then have some type of mechanism built in place to adjust for any additional costs. The District office didn't want to just fund because it was more expensive, but identify why it was more expensive. In the case of Nursing, equipment is expensive and there is a need for many additional adjunct faculty members as teachers. The argument at the DBAC sub meeting is that the full picture of what the total cost to run the Nursing program isn't being realized. Nursing has over \$8 million in grants that supplements or offsets the general fund. If those grants go away the general fund will have to absorb those additional costs. Once the 19/20 FTS spreadsheet is done, we're going to work on folding in other resources to get a better idea of what each program really costs. CT is another program where strong workforce backfilled for the general fund, if strong workforce went away, which is starting to be reduced now, it's going to have a big impact on our budget. Last fiscal year, they used the FTS spreadsheets to fund our revenue budget, they went with the median cost of courses, and applied what our goal FTS was. And that's how they budgeted for us for the new fiscal year. Unfortunately, because of the budget crisis, and resources were in a negative, those costs had to be covered first and all the additional COVID expenses. There wasn't any carryover balance and the COVID crisis is still here. The 19/20 spreadsheet will be used to inform the revenue budget for 2122 it will be two fiscal years behind. We can't really project what our current budget shortfall will be until maybe February or March.

## CARES ACT

Quarter One report was due October 30, and it was provided to the district office and since it is required to be visible to the public it is available on the website. For quarter one, we were able to report \$424,000 in expenses. That is expenses that have posted not just encumbrances or requisitions. It is a little misleading, because it looks like we're sitting on money, but a lot is already been earmarked for the different initiatives on campus, like technology, software training, that is in the works. At quarter two, the report will be closer to what is actually happening on campus. CARES ACT funding created the WIFI in the college parking lot and PPE and other items that were purchased that are on backorder right now. With ASRCC the CARES ACT funded a \$600 stimulus targeted to DACA and international students who have a zero balance. The 150 students who can apply received an email today and they can apply for the next two weeks. After that it will be opened to students who have a zero balance but did not previously receive CARES Act funds. Since the federal block grant had to be spent by December 31, or else we were going to lose funding it was decided purchases that were applied to the CARES ACT, that were allowable expenses were transferred into the federal block grant. As to CARES Act funding the college is not in jeopardy of losing those funds. It is well on tract to be spent out before it's due in the next fiscal year.

## DATABASES

The databases were given to the Deans to work with their respective departments, on reviewing and updating what was reported last year. It was noticed that items that have changed or need added components to work properly, had to be updated. Once those databases are disseminated, it will be consolidated into one large database. When the databases of all respective areas are all up to date, then Dr. West will have this information to be used for financial or strategic planning or for year-end purchases. Definition of Nonacademic, Academic mechanical equipment, which is all equipment that has a lifecycle. It has \$1,000 or over, it must be a three-year life cycle or more. In knowing, which is Instructional versus non instructional supplies and equipment, instructional is anything to be used in the classroom with students during instruction. Anything that's classified as non-instructional, it's outside of the classroom. A professor may have his or her office hours, any new equipment in that particular office, that is not being used in the classroom, although it's there to support the students, doesn't mean that it's instructional, that means that it's non instructional. And as far as funding for those types of initiatives, those are the types of items that might be purchased through the strategic planning process. If it's something that's an emergency and needs to be repaired, that's something that gets directed towards Chip West, and we have a discussion on how where we find the funding for those items, and then it gets coded to get purchased. As far as a flow chart goes for equipment, whether it's instruction or supply there is one that can be emailed out and shared in the next meeting. Sherry DiSalvio, though retire is back till December 31<sup>st</sup> is currently working on short videos that are going to be put on the website, with quick answers that are needed, were hoping by January.

At the last meeting we were going to **ask Cynthia Gonzalez to come and give us a promise program update** but due to time constraints we will hopefully have her at our next meeting.

The date for our next meeting should be Thursday, December 10th and that is finals week, which will hamper getting grades in for the term. Our next meeting will be on Thursday, December 3, which is the last week of the term.