Program Reviews are essential to the BRAC in determining appropriate allocation of funds. BRAC has looked at Program Reviews from 2013 and on. It has tried to address as many of the requests as possible. Last fiscal year 2016/17, the BRAC requests came to $1,764,760. While not all requests were filled, BRAC successfully allocated funds for most of the requests.

Departments have raised questions on how to view budgets and accounts in Banner. A training for department and division chairs will be held on Friday, October 21, 2016 (location TBD). This will enable people to look at budgets before doing requisitions, stipends, etc. Pat will schedule additional sessions, as needed.

Banner does not display the funds/accounts in budgets the same way as Colleague. As a result, people are not seeing everything that is allocated. While not a comprehensive list, one helpful resource for account number conversion is the Banner Crosswalk. It shows most of the former Colleague account numbers matched to the new Banner account number. This document can be found by going to the District website, under District Services, then Fiscal Services. (Banner Crosswalk 10.6.16).

There are two pathways in Banner: SSB (Self Service Banner) and INB (Internet Native Banner). SSB shows all funds in programs. It is used for budget queries and budget/expense transfers. It will show: encumbrances; year-to-date; available balance and other account details. INB (Internet Native Banner) is where the requisitions and purchase orders are generated, tracked and edited. Budgets can also be reviewed in the INB pathway.

Pat distributed a handout to the BRAC to show an example of one ORG and how fund allocations are determined. He explained to the committee the various funds that have restrictions and others which might be more flexible. Pat gave a brief fund overview of account numbers beginning with the numbers 11, 12 and 13.

- 11 (General Funds) the overall general budget for line items such as salaries, operating supplies and maintenance contracts, to name a few.
12 (State Lottery) these accounts are very restricted. Some have to be used for consumable goods that students touch; i.e. materials and supplies for instructional purposes, such as instructional software. It cannot be used for long-lasting equipment. Another example of a restriction: IELM monies cannot buy consumable supplies.

13 (Land Corp.) is a bit more flexible. These funds are used for a variety of funding needs, such as the College website, the free tuition program and technology refresh.

BRAC will continue to work on improving communication to the College community via meeting summary postings and other pertinent documents on the BRAC website.

Meeting adjourned at 2:10pm.
Notes by Donna Breckenridge