

Santa Barbara City College

Budget Resource Allocation Committee (BRAC)

Agenda

October 19, 2018

A121

9:00 AM - 11:00 AM

MINUTES

Members

Budget Resource Allocation Committee: Present unless indicated not

- Lyndsay Maas, VP Business Services
- James Zavas, Controller
- Alan Price, Dean Educational Programs / ALA - **not present**
- Nicole Hubert, Student Finance Manager / ALA
- Liz Auchincloss, Technology Services Specialist / CSEA
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator / CSEA
- Student Representative - **not present**
- Student Representative - **not present**
- Cesar Perfecto, Assistant Controller (non voting) - **not present**
- Lisa Saunders, Accountant (non voting)
- Alexandra Thierjung, Administrative Assistant IIIC (minutes) (non voting)

AGENDA

1. Review and approve
 - a. [Meeting Minutes from September 7, 2018](#) **Approved**
 - b. [Meeting Minutes from October 5, 2018](#) **Approved**
2. Committee Ground Rules
 - a. Minutes are taken live, and require review before the next meeting, and approval by the committee at the subsequent meeting. Minutes are posted on the website after they are approved at the BRAC committee meeting. For example, October 5 minutes are approved at the October 19 meeting. All minutes have been done this way since BRAC began.
 - b. Discussion items - we will omit names in minutes and provide off the record discussion opportunities - must be clarified as such in the meeting.
 - c. Draft Minutes are available on the Team Drive for BRAC members
 - d. Approved minutes are available on the BRAC website.
3. Budget Requests
 - a. **Carola Smith (James presented): Requested budget increase to pay adjuncts for faculty hiring committees, estimated \$2,500 for her department**
 - b. **Pamela Ralston (James presented): Requested budget increase to create a pool of \$10,000 to pay stipends to adjunct faculty when they are needed to serve on full time faculty hiring committees. The \$10,000 'pool' would be used to pay for the request from Carola Smith.**
 - c. **BRAC Agreed the creation of a \$10,000 stipend budget for the purpose of paying**

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adjunct instructors stipends to sit on full time faculty hiring committees.

4. Vacant Positions and Remaining Budgets:
 - a. Currently there are multiple vacancies in faculty, staff, and management positions, and some managers are asking to transfer budget dollars from salary accounts to other budget accounts. Fiscal will continue with current process of not allowing for transfers from permanent salary accounts into other account codes. Departments who would like to use funds remaining from vacant positions are not allowed to do so. Instead they are asked to come to BRAC for a budget increase request.
5. Substitute employee process, budget requests are needed - [AP 7236](#)
 - a. HR will begin using available option outlined in AP 7236 to hire substitute employees when permanent employees are on extended leave of absence.
 - b. Departments will need to request substitute employee budgets from BRAC and not use existing salary budgets.
 - c. HR/Lyndsay to develop basic guidelines of substitute, and present to CPC in near future
 - d. Departments with need to increase student hourly budgets also are required to come to BRAC for budget requests
6. IT recommendations to BRAC follow up. Review the two following documents and discuss BRAC's response to the recommendations.
 - a. CPC++ IT Infrastructure Group Expense Reduction Strategies
<https://docs.google.com/document/d/1y0Uar6gF9iMQeyw-v01g2PdskbSSEpp9ZqdIUChBAJc/edit>
 - b. Information Technology Infrastructure and Refresh Recommendations
<https://docs.google.com/document/d/1EXPhU4PHmtvRNzR0E7aH9ZpD7TDvnUL2oRXZ6SdG734/edit>
 - c. Discussed implementing the recommendations from IT. BRAC discussed their support for reducing budgets related to IT labs. However, it is outside of BRAC's purview to approve detailed changes of IT lab computer replacement processes or lab hours. Lyndsay and James will follow up with IT leadership to provide feedback on what ITs steps should be implement their changes if approved by appropriate college constituents.
7. Outstanding item from 2018-19 Budget Development:
 - a. BRAC review of categorical and grant budgets
 - i. Fiscal is working to update all categorical and grant budgets to incorporate recently negotiated 7% salary increase.
 - ii. Some categoricals will need funding backfilled from UGF to cover salary increase. James prefers to keep salaries in department expenses and not backfill salaries with general fund, rather backfill supplies or other expenses to balance. There are a few exceptions that will require a portion of payroll to be funded by the General Fund. Going forward, categorical programs will have a General Fund component, and will need to be included in the BRAC budget reviews in the spring.
 - iii. ACTION ITEM: James will meet on individual basis with staff responsible for Categorical/Grant budgets to determine the budget needs.
 - iv. ACTION ITEM: BRAC should review categorical and grant budgets as

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soon as they are updated.

INFORMATION

2019 [Meeting times:](#)

General BRAC Meetings		
Second and Fourth Fridays of Each Month during the School year		
*Variable Friday of each month during spring, summer and winter breaks		
Dates	Time	Room
10/19/18	9:00am-11:00am	A-121
11/2/18	9:00am-11:00am	A-121
12/7/18	9:00am-11:00am	A-121
*1/25/19	9:00am-11:00am	Press Box 3
2/8/19	9:00am-11:00am	Press Box 3
2/22/19	9:00am-11:00am	Press Box 3
3/8/19	9:00am-11:00am	A-218C
3/22/19	9:00am-11:00am	Press Box 3
5/10/19	9:00am-11:00am	Press Box 3
6/14/19 (May Revise, Total Budget, Overall Budget)	9:00am-11:00am	Press Box 3
7/12/19	9:00am-11:00am	Press Box 3
8/9/19	9:00am-11:00am	Press Box 3
9/13/19	9:00am-11:00am	Press Box 3
9/27/19	9:00am-11:00am	Press Box 3
10/11/19	9:00am-11:00am	Press Box 3
10/25/19	9:00am-11:00am	Press Box 3
11/8/19	9:00am-11:00am	Press Box 3
12/13/19	9:00am-11:00am	Press Box 3

Preliminary Schedule as of 10/18/18, to be updated in Spring 2019:

2019 BRAC Department Budget Review Sessions 5 Fridays in April/May			2019 REVIEW SESSIONS SCHEDULE
Dates	Time	Room	AGENDA
4/5/2019	9:00am-3:00pm	Press Box 1	<ul style="list-style-type: none"> ● BRAC prep 9am-9:30am ● CAROLA SMITH Dean Business 9:30am-10:30am ● PAUL BISHOP VP IT 10:30am-11:30am ● Lunch 12-1pm ● CHRIS JOHNSON Associate Dean Ed Programs student affairs & ARTURO RODRIGUEZ Dean

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			Student Affairs 1pm-3pm
4/12/2019	9:00am-3:00pm	Press Box 1	<ul style="list-style-type: none"> ● 10am-11 Paul Miller Campus Store & Food Service ● ANTHONY BEEBE and LUZ REYES-MARTIN Exec Dir Public Affairs & Comm 11:15am-12:00pm ● Lunch 12pm-1pm ● Priscilla Mora Dean Ed Programs 1pm-3pm
4/19/2019	9:00am-3:00pm	Press Box 1	<ul style="list-style-type: none"> ● OPEN 9am-10am ● MONALISA HASSON VP HR 10am-10:30am ● ALAN PRICE Dean Ed Programs 11am-12pm ● Lunch 12pm-1pm ● PAMELA RALSTON Interim EVP Ed Programs 1pm-2pm ● JENS-UWE KUHN Dean Ed Programs 2pm-3pm
4/26/2019	9:00am-3:00pm	Press Box 1	<ul style="list-style-type: none"> ● Priscilla Mora file review 9am-10am ● KENLEY NEUFELD (Kathy O'Connor, David Wong, Elizabeth Bowman.) Dean Ed Pr 10am-11:30pm ● Federal Work Study Allocation 11:30pm,TBD & Kenley Neufeld ● Lunch 12pm-1pm ● ALAN PRICE and Beth Rizo Children's Center 1pm-2pm ● Lyndsay Maas VPBS 2pm
5/3/19	9:00am-3:00pm	Press Box 1	<ul style="list-style-type: none"> ● MELISSA MORENO Interim VP SEL 9:15am-11:15am ● BRAC budget review 1pm (hourly, lottery, readers, total budget, create budget process for replacing office furniture)