

Santa Barbara City College

Budget Resource Allocation Committee (BRAC)

Friday, March 12, 2021

ZOOM

9am-11am

MINUTES

MEMBERS

Name / Bargaining Unit Representative

Present unless indicated not

- Lyndsay Maas, Vice President Business Services / Co-Chair BRAC
- Rudy Hill, Controller / Co-Chair BRAC
- Alan Price, Dean Educational Programs, Health and Human Services, Career Technologies / ALA
- Paloma Arnold, Dean Educational Programs, Student Affairs / ALA
- Jens-Uwe Kuhn, Dean Educational Programs, Math, Sciences, Library, PE/Athletics/ ALA
- Mike Gonella, Instructor and Chair Horticulture Dept / FA
- Patricia Frank, Co-chair, Design and Technology Theatre Arts / FA
- Ruth Morales, Professor Economics / FA
- Liz Auchincloss, Technology Services Specialist / CSEA
- Beth Taylor Schott, Writing Center Lab Technical Assistant / CSEA
- Lisa Saunders, Accountant / CSEA
- Cyndi Morris / Student Representative
- Anthony Angeles / Student Representative

RESOURCE MEMBERS

- Cesar Perfecto, Assistant Controller (non voting)
- Alexandra Thierjung, Administrative Assistant (non voting)
- TBD, Fiscal Services (non voting)

ANNOUNCEMENTS

- Finalize [2/5/21 Minutes](#) **Posted on website**
- Annual [2021 BRAC Meeting Schedule](#) **Reminder to confirm your attendance**

AGENDA ITEMS

-Discussion without Agenda: [Cornelia Alsheimer-Barthel](#) inquired about position savings described by Dr. Goswami and clarification. Liz discussed layoff notices and rights options. Negotiations will be taking place next week. The District is working to assign those positions impacted into open positions.

1. Complete [BRAC Guidelines](#). Lyndsay requested members to complete notes or edits.
2. Review updated [2020-2021 Budget Development Timeline](#).
3. Review February [2021 Monthly Budget Status Report](#) and Unrestricted General Fund projected reserve balance.

-Cornelia inquired about the deficit assuming transfers out, Lyndsay noted that actuals do not reflect all required journal entries for this fiscal year.

-*Action Item* - Liz requested report of employee listing management, classified and

Santa Barbara City College Budget Resource Allocation Committee (BRAC)

hourlies, individually. Liz will want to know the specifics of positions and salary, benefits, etc. Lyndsay agreed to provide this, noting it is a second request and will be prioritized.

-Lyndsay discussed expenditure items and revenue adjustments. Question regarding headcounts, such as estimated 900 international students. This was a 53% decline, and reviewed a 24% decline in out of state.

-Ending fund balance is above board minimum reserve balance amount.

-The Board tasked the President to balance the districts budget in two years.

4. Review [Higher Education Emergency Relief Funds \(HEERF\) II summary of requests](#) for funds received from employees/departments at end of February 2021
 - a. More information can be found at the US Department of Education [website](#)

-Cesar noted the items are being issued today.

-Lyndsay reviewed each line item and how all requests are included in this list. A contingency for \$1.5m by Dr. Goswami is for incase we missed something, placeholder for need.

-Ruth inquired about proctorial allocation, Lyndsay said to ask again in CPC next week.

Announcement

[Governor Newsom Signs Legislative Package Providing Urgent Relief to Californians Experiencing Pandemic Hardship](#). The relief monies coming from the *American Rescue Plan* (HEERF III) signed by the US president is about \$21m for SBCC, half of which is to be spent on students. Details are currently under review.

5. 2021-22 Non-Labor and Labor Budget Files
 - a. Related *Simpler* and Non Labor Budget training status update
 - b. Overview of how to review non-labor budget files for BRAC members:
 - i. [Link to Instructions](#) For BRAC member review
 - ii. [Link to Checklist](#) Checklist where BRAC members record which files they have reviewed and enter questions. **Also includes who has completed training.**
 - iii. [Link to Non-labor Files](#)

-Liz and Lyndsay discussed that 89% of the budget is labor, and non-labor files encompass the other 11% of the budget. The files BRAC is reviewing is of this 11%.
-Beth and Lyndsay discussed the cutting of monies already for non-labor 15% to 11%.
Lyndsay described how the monies saved are not moved back to labor budgets as the college needs those funds for operations. Currently the allocated budgets do not provide enough operating funds and is not sufficient.
6. 2021 departmental budget review with budget owners will be on the following dates, (BRAC members need to attend full meetings):
 - a. April 2, 10am-3pm
 - b. April 16, 10am-3pm
 - c. April 23, 10am-3pm
 - d. April 30, 10am-3pm

Click here to see the assigned 2021 [Budget owner schedule](#).

Commented [1]: @lmmaas@pipeline.sbccc.edu
@rhil4@pipeline.sbccc.edu

Santa Barbara City College
Budget Resource Allocation Committee (BRAC)

7. Discussed the Lottery fund items and its definition. The BRAC [2021-22 Non Labor Budget Review Instructions](#) document also has the link to the [Restricted Lottery Funds Guidelines](#).
8. Budget owners are getting an email today to bring their review. These files are public, including salaries so please use discretion in reviewing salary details.
9. Discussed budget requests needs under travel and conference (virtual conferences and trainings). Travel to hotels does not seem realistic for next year due to COVID, but various online trainings are likely relevant.

FUTURE AGENDA ITEMS

1. Review deferrals and Cash Flow Reports (May or June 2021 meeting)
2. Restricted Funds review via meetings with Restricted Fund budget owners presenting their budgets to BRAC beginning in Fall 2021

ADJOURN