

Santa Barbara City College

Budget Resource Allocation Committee (BRAC)

MINUTES

Friday, November 13, 2020

ZOOM

9am-11am

MEMBERS

Budget Resource Allocation Committee: **Present unless indicated not**

- Lyndsay Maas, VP Business Services
- James Zavas, Controller
- Alan Price, Dean Educational Programs / ALA
- Paloma Arnold, Dean of Student Affairs / ALA **Late**
- Liz Auchincloss, Technology Services Specialist / CSEA
- Mike Gonella, Instructor and Chair Horticulture Dept **Late**
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Beth Taylor Schott, Writing Center LTA / CSEA
- Cyndi Morris, Student Representative
- Anthony Angeles, Student Representative

RESOURCE MEMBERS

- Cesar Perfecto, Assistant Controller (non voting)
- Lisa Saunders, Accountant (non voting)
- Alexandra Thierjung, Administrative Assistant IIIC (non voting)

GUESTS

- Cornelia Alsheimer-Barthel **left early**

ANNOUNCEMENTS

- Alexandra Thierjung updating BRAC website with agendas and minutes
 - ➔ **Action Item: Alexandra will update the website with the Guideline final changes discussed below, this will be done once BRAC guideline changes are completed.**
- Alexandra Thierjung will be taking minutes
 - Minutes will be approved by co-chairs and posted the Tuesday following each meeting**

AGENDA ITEMS

1. Review updated 2020-21 BRAC Guidelines ([link here](#)) Lyndsay Maas
 - a. Program Review Resource Request section #8 (topic added to agenda)
Lyndsay and James propose changes that the Controller would take the individual final program review ranked lists submitted by each committee and merge items into one comprehensive ranked list for CPC review. Liz asked to clarify any time impact and student reps asked if this is re-ranking. It was clarified that committee rankings are not being changed. Committee rankings are final and this list would merge committee ranked

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lists to see them compared against other rankings throughout the college. Cornelia further requested to clarify that the BRAC changes do not adjust the rankings done by committee ranking process. Lyndsay said the process change would help the requests be compared to each other across the committees rather than per area and allow for items that are continuously out ranked to be revised as part of a master list. It would essentially provide a second look at all items as a whole, prior to the ranking being provided to CPC. BRAC would be looking at the committee rankings and recommend funding amounts for the program review resource requests by committee to CPC. As long as the committee rankings are not modified, BRAC supported the concept and agreed to continue working on the proposal of BRAC reviewing the committee rankings and providing funding recommendations.

→ Action Item: Lyndsay will provide this information to the President for further discussion, review the concept with the chairs of the ranking committees, and bring back language to BRAC for final review and approval.

b. Confirm membership changes

Lyndsay and James propose to increase membership (two to three per employee group) to have more people involved, similar to the CPC changes in membership. Liz, Cornelia supported the idea. The base knowledge is better shared with more people involved. BRAC agreed.

→ Action Item: Lyndsay will provide the endorsement to the President for this change.

c. Reminder to assign substitutes when absent

Guidelines edits made to this section live with BRAC agreement (track change document still in draft form)

2. Review 2021 Meeting Calendar and Agendas ([link here](#))

3. Budget Update as of September 30, 2020 (for Nov. 12 Board of Trustees meeting) ([link here](#))

Zero Based Budgeting (ZBB) for staff/management, as well as a ranking of criteria of staff/management, topics were discussed briefly. Liz, Lyndsay and Beth discussed current planning issues regarding Dr. G asking ALA to prepare the criteria for the scoring method to use for each position at the college. It was acknowledged the scoring may not be fair in rubric of direct student support. Liz and Beth warned about the process impacting morale and that the involvement of appropriate personnel needs to be followed in the process and the creation of any ranking criteria. It was recommended that they schedule a meeting with Dr G to discuss further.

4. Review SRP Savings Report "2019-20 & 2020-21 Supplementary retirement Plan Savings Report Unrestricted general Fund Positions ONLY as of 11/12/20" CPC Meeting November 17, 2020, Item 5.2

Lyndsay shared the Savings Report for the SRP sharing with CPC monthly. HR shared the position report requested by the FA. This report should illustrate the initial cost savings of the SRP offerings to the unrestricted general fund. Based on the 50% rehire plan, the estimated savings show approximately \$3m annually. CPC wants to see it each month to see how the hiring change impact the numbers. Some months may not have any changes. This report is the best case scenario of savings by SERP, the more replacements, rehires, reclassifications or reorganizations the more these savings decline as well. Further questions can be discussed at CPC as well.

5. Review CARES Act funding and COVID block grant restrictions and spending plans "COVID-19

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Restricted Funding Allocations document"

James provided the report and described the CARES act information, and reviewed each column spending/allocation and time frames for spending the Higher Education Emergency Education Fund (HEERF). James reviewed the estimate of allocations of what is expected to be spending for conversion costs to online or instructional needs, as well as spending plan timeline as defined on this document. There are still CARES Act monies available. The District plans to spend all the funds. Cindy inquired if online teaching will continue post-COVID. Pat explained about the curriculum change process and that some of the investment to online was beneficial to those courses that will choose to remain online. Future budgeting for online services is yet to be determined. Anthony discussed student needs and other financial student support options were discussed. It was clarified CARES is more for distance learning needs to transition online.

FUTURE AGENDA ITEMS

- a. Review deferrals and Cash Flow Reports
- b. 20-21 Restricted Funds Overview in preparation for inclusion in 21-22 BRAC budget development and review processes

Briefly discussed Prop 15 not passing and how those funds would have supported the District.

10:45am Meeting Adjourned