Santa Barbara City College
Budget Resource Allocation Committee (BRAC)

Agenda
October 5, 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
- 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
- Student Representative not present
- Student Representative not present
- Cesar Perfecto, Assistant Controller (non voting) came at 11am
- Lisa Saunders, Accountant (non voting)
- Alexandra Thierjung, Administrative Assistant IIIC (minutes) (non voting)

1. Melissa Moreno SEL Budget Increase Request 9am
   Follow up to negotiations and pay to noncredit
   a. $57 per hour per 100 courses, to pay noncredit chairs to pay noncredit curriculum
   b. MOU negotiations with noncredit Faculty in progress
      i. Senate liaison (1 TLU is about 25 hours)
      ii. ESL Liaison: ESL has need for manager over the program - asking for $9,000 more to make a total of $20,000 annual budget.
      iii. Meeting expenses- A $2500 new budget is needed for this rather than using other supplies budget
      iv. Two more positions were requested from the senate. No cushion for unanticipated leave.

   c. Discussed the revenue made by cosmetology is sent to general fund. Their expenses (including rent and janitorial) for the program is also from the general fund. General fund compensates for the cost difference as the profit isn't higher than expense. BRAC reviewed the revenue line items, and kit fees etc.
   d. Moreno needs a lab faculty and classroom faculty position, these are the two that were requested.
   e. BRAC approved Moreno's request for a budget increase, but dollar amount to be confirmed.
   f. ACTION ITEM: James will adjust the budget and include corrected numbers.

2. Mike Gonella Environmental Horticulture (EH) Budget Increase to Hourly Students budget Request from $2k to $5k, same amount as last year. 10am
   a. FWS was not able to contribute to cover reduction to EH. The EH FWS allotment was reduced by $2500 and we are in a bind for providing for the minimum care of our instructional garden, for which hourly funds are used.
      i. Currently there is not enough help with instructional garden because of the reduction of hourly budget.
      ii. Mike hires students that are a part of the EH program.
      iii. BRAC approved Gonella's request for a budget increase.
3. Lyndsay Maas Budget request for Administrative Assistant IIIC $17,000 (Alexandra taking maternity leave Dec 8)
   a. Temp is $35 per hour (total cost through temp agency) at 40 hours, for 8 weeks with up to total of 12 weeks of FMLA extension
   b. Group discussed a contingency budget for leave for any department
   c. BRAC approved request for a budget increase.
4. Priscilla Mora Stipend Request for Gateway Program Information Item
   a. $8,000
   b. James discussed details. Follow up regarding running through NTCC.
   c. ACTION ITEM: Follow up with Mora is needed to answer this.
   d. Stipend request was already approved, money just needs to budgeted.
   e. Funding is needed for training tutors by faculty
5. Jens Uwe-Kuhn Hourly Request Information Item
   a. Math Lab - $500 to cover staff member out on bereavement (after the covered 5 days)
   b. Chemistry Stockroom - $4,500 to cover staff member out on medical leave
   c. James discussed. Discussed how the contingency fund discussed above is a good option for various type of leave.
6. Program Review *Funding* Process
   a. Lyndsay discussed. Reviewed history and types of requests. Facilities funding requests to be in program review starting this year, build in to budget and projections to start funding (not built into grant funding).
   b. The concept of a percentage of block grant fund was discussed since it can range so much $200k-$500k, such as if there is a large grant year, a percentage could throw off what is requested. The group discussed concept of having a contingency for projects and budget. The other idea is to commit to a dollar amount such as $150/$300k from grant that is automatically assigned to instructional equipment. This could go both ways for varying needs of instructional and non instructional and facilities. Also discussed was recommendation of a default amount to each group, with second layer of split, and third layer of debate of percentage. No decision was made.
7. Program Review *Ranking* Process
   a. Lyndsay discussed. First discussion of potential changes to program review resource request ranking process to make ranking clearer and fit within funding sources. Intention is to spend time discussing this year and implement changes next year. Ranking process takes a long time here and other schools don't typically do the same as we do. At SBCC there are 5 groups who rank different

items using different methods and are broken up to groups such as non-instructional/instructional, technology/non technology, new software/replacement software etc., then PC, ITC, DTC (and Administrative Systems workgroup), P&R currently rank based on type. Discuss how most groups use the wopat method.

b. Group had question as to which group then takes precedence over which since they are not the same list at the end? Ranking of resource requests with P&R is a time consuming process and would like it to be shorter. The idea was discussed of BRAC or a new committee made up of members of the other 5 groups doing one ranking list overall. One option is to rank within funding buckets, like discussed under 6. Issue of one time funding. No decision was made.

c. ACTION ITEM: BRAC needs to revisit this topic and discuss. Requires talking to colleagues and groups about ideas or concepts and issues. For continued discussion at future meeting

8. Five Year Fiscal Projections Not discussed moved to next meeting
9. IT recommendations to BRAC follow up. Review the two following documents and discuss BRAC's response to the recommendations. Not discussed moved to next meeting
   a. CPC++ IT Infrastructure Group Expense Reduction Strategies
      https://docs.google.com/document/d/1y0Uar6gF9iMQeyw-v01g2PdvkbSSEPp9ZqdIUChBAJc/edit
   b. Information Technology Infrastructure and Refresh Recommendations
      https://docs.google.com/document/d/1EXPhU4PHmtvRNzR0E7aH9ZpD7TDvnUL2oRXZ6SdG734/edit

Next Meeting times TBD and posted in guidelines:

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