

SBCC Budget Resource Allocation Committee (BRAC)

Friday, March 24, 2017

Press Box #1

9-11am

Minutes and attachment links

[MINUTES](#)

Original [Agenda](#)

1. **Introductions** (present)

The voting members of the Budget Resource Allocation Committee 2017:

- Lyndsay Maas, Interim VPBS (Controller)
- James Zavas, Acting Controller (Assistant Controller)
- Alan Price, Dean Educational Programs
- Dan Watkins, Director of Technology
- Liz Auchincloss, Technical Services Specialist
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator
- **Yeihoon Choi, Student (not present)**
- **Dylan Raiman, Student (not present)**
 - Lisa Saunders, Accountant III
 - Alexandra Thierjung, Administrative Assistant IIIC (Minutes)

2. **Finalize** [Guidelines](#) (Handout)

- a. Update Flowchart in guidelines on Page 6 with additional Distance Learning icon
- b. Need to review Lottery in total
- c. [Ensuring Institutional Access \(Maas - Vasquez email handout\)](#) To update guidelines on Page 3 Regarding software and technology accessibility / ADA

3. **Review BRAC Priorities:**

- a. Budget review and process
- b. Hourly Budget (and reductions)
 - i. Work Study (FWS)
- c. Adjunct Budget (and overspending)
 - i. Increases to budget is still not meeting overspending
 - ii. Review process of adjunct allocation using TLUSs - is the TLUs or a dollar amount a better method to allocate funds? Review methodology?
- d. Department overspending
 - i. Need to include sentence in guidelines regarding overspending and define governing body as BRAC or as a charge of BRAC
 - ii. Mid point or borrow funds from next year or other department lending?
 - iii. BRAC Reprimand is just to relay to supervisor. We can only push people to use the BRAC process to request funds before overspending
- e. [Department Budget Requests 17/18 "File"](#) (Zavas handout) This is what the files are going to look out for handouts for the committee members.

- i. Note the bottom line of Lottery funding and balance, to review Lottery fund. Need to bring/review instructional supplies guidelines.
 - ii. Special projects versus supplies.
 - f. [Department List by Org](#) excel list (Zavas handout)
 - g. College [2016-17 Adopted Budget](#) (Maas handout)
 - i. Categorical and general fund overlap - look at categorical fund lists for review
 - ii. Trust funds and compliance / changes (process as special revenue fund?)
 - 1. CLL specifically
 - 2. All departments (DM, Athletics etc)
 - iii. Special Fund review
 - 1. Campus Store - Funding and donations discussion (Enterprise)
 - 2. Food Services - loss of kaplan revenue (Enterprise)
 - 3. Children Center (Special)
 - 4. Bond
 - 5. Construction
 - 6. Equipment (refresh)
 - h. Program Review
 - i. BRAC long term goals to streamline the process and loop BRAC into it somehow? This process is already settled but the process of ranking to be discussed. Ranking seems to not matter because it's all funded.
 - ii. Submission of items and how they have been advised to submit items
4. **CPC updates scheduled for:**
 - a. Tuesday April 16, 2017
 - b. Tuesday May 16, 2017
 - i. Submit recommendations in a Summary Format and discuss how to present the updates for CPC
 - ii. Annual report the guidelines have committed to
5. **BRAC Schedule**
 - a. General Meetings Schedule listed on the last page of [Guidelines](#)
 - b. Scheduled individual departmental budget review sessions google calendar
6. **Review [Budget Development Timeline 17/18](#)** (Zavas handout)
7. **New [webpage](#)**
 - a. *Action item:* Link guidelines once completed (Alexandra)

SBCC Budget Resource Allocation Committee (BRAC)

Departmental Review Session #2

Friday, April 14, 2017

A121

9am-3pm

MINUTES

IT Access permitted to BRAC members of department organizations (no handouts provided)

1. Members (present)

Budget Resource Allocation Committee 2017:

- Lyndsay Maas, Interim VPBS (Controller)
- James Zavas, Acting Controller (Assistant Controller)
- Alan Price, Dean Educational Programs
- Dan Watkins, Director of Technology
- Liz Auchincloss, Technical Services Specialist
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator
- Yeihoon Choi, Student (not present)
- Dylan Raiman, Student (not present)
 - Lisa Saunders, Accountant III
 - Alexandra Thierjung, Administrative Assistant IIC (minutes)

➤ All instructional supplies moved to lottery (unless otherwise decided)

2. 9am-10am Andy Harper, Director CLL (Melissa Moreno) (present)

- a. Review CLL Fund. Review completed. Special items listed below:
- b. Replacement of Admin Assistant is pending reorg for new noncredit dean to review and approve
- c. 770500 CLL "rainy day" reserve fund generated from various noncredit sources in the past is going to be used for new noncredit programs

3. 10am-11am Melissa Moreno, Dean NonCredit (present)

- a. Review estimated 20 organizations. Review not completed. Second review session planned for 5.15.17. Action items listed below:
- b. 3542. Summer sessions need to be incorporated into requested budget. Make its own budget?
- c. Cosmet. 0830
 - i. Non-replaced retiree and reassigned position to front desk
 - ii. *Action Item:* follow up on why there is a revenue loss from supplies (kits) when it should be even.

4. 10:45am-11:15pm Dr. Anthony Beebe, President's Office (not present/not reviewed) rescheduled to 5.5.17.

5. Luz Reyes-Martin - Director Communications (not on original agenda, she was available for this open time)
 1. 0630
 - a. Budget increase/requests for supplies for campus postings, broadcasting and social media subscriptions, college commercial production for student marketing
 - b. Campus re-branding for discussion and the budget for it this year is not supported by BRAC
 - c. Non credit marketing budget used to be separate and now its consolidated (accounts for amount fluctuation)
6. 11:15am-12pm Kenley Neufeld, Dean - Ed Programs Lang PE Tech (present)
 - a. Review estimated 10 orgs. Review completed. Action items below:
 - b. Kathy Oconnor (present)
 - i. Equipment replacement budget needs reviewed and assigned
 - c. David Wong (present)
 - i. Budget review complete
 - ii. Did NOT move non Instructional supplies to lottery
 - d. 1418 PHE
 - i. *Action Item:* Reduce instructional supplies and move to non instructional
 - ii. Increased equipment replacement for LFC, need to adjust budget to accommodate bi annual needs or repairs - increased \$15,000.
 - iii. Adjustment of pool rentals - miscoding
7. 12-1pm Lunch
8. 1:15pm-2:15pm Alan Price, Dean - Ed Programs Career Tech (present)
 - a. Review estimated 20 orgs. Review completed. Action items below:
 - b. 2024 EH. Hourlies necessary to avoid workload shift to Facilities
 - c. 2048 MT. Need to make sure slip fees are under correct code
 - d. 3558 Revisit salary model
 - e. 3570. Adjunct salaries should be here. *Action Item:* Move substitute budget where credit budget is located
 - f. 4078 CT. *Action Item:* Follow up with Vanessa Pelton regarding keeping budget.
9. 2:15pm-3pm Alice Perez, Dean - Ed Programs Media/Arts (present)
 - a. Review estimated 20 orgs. Review not completed, second review session planned for 5.5.17. Action items below:
 - b. 0412 ES
 - i. Skills has less faculty than comp.
 - ii. *Action Item:* need to revisit stipends and budgeting
 - c. 0424 Journalism. *Action Item:* Follow up with Patricia S/John Rose regarding t&c and attendance
 - d. 0612 FMS. *Action Item:* Follow up with Alice on New Equipment actual, what those costs were for?
 - e. 0613 FP
 - i. *Action Item:* Hourly budget is way over, Alice will find out actuals
 - ii. *Action Item:* The LTAs need to be coded correctly see list notes

10. Discussion Items

a. James Z: new software program for program review? For further discussion

11. Next BRAC Meeting: *Departmental Review Session #3*, Friday, May 5, 2017 in A121 @
9am

12. 3:15pm Adjourn

SBCB Budget Resource Allocation Committee (BRAC)

Departmental Review Session #3

Friday, May 5, 2017

A121

9am-3pm [MINUTES](#)

IT Access to budget documents provided to BRAC members of department organizations (orgs)

1. Members ([present](#))

Budget Resource Allocation Committee 2017:

- Lyndsay Maas, Interim VPBS (Controller)
- James Zavas, Acting Controller (Assistant Controller)
- Alan Price, Dean Educational Programs
- Dan Watkins, Director of Technology
- Liz Auchincloss, Technical Services Specialist
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator
- Yeihoon Choi, Student ([not present](#))
- Dylan Raiman, Student ([not present](#))
 - Lisa Saunders, Accountant III
 - Alexandra Thierjung, Administrative Assistant IIIC (minutes)

2. 9am-10am Alice Perez, Dean Ed Programs Media/Arts

- a. Complete budget review. [Completed all Org Reviews.](#)
- b. *Action Item:* [100700 move from fuel to mileage account.](#)
- c. *Action Item:* [Hourly students instruction aid account to be confirmed with Jason Levy, Paul Jarrell to review also](#)
- d. *Action Item:* [Alice P will confirm where meeting expenses and membership codings are going and what to budget for](#)
- e. *Action Item:* [Paul J and CPC discussion item regarding readers and hourly budget](#)

3. 10am-10:30am Patricia English, VPHR

- a. Review 1 HR org. [Completed all Org Review.](#)
- b. [There is a consistent \\$4k Overtime budget average for staff due to staffing level, no solution resolved](#)
- c. [Note: Several budgets are confirmed by contractual requirements](#)

4. 10:30am-11am

- a. Review 17-18 Budget Development Status
- b. Review current version of Lottery Budget for 17-18
- c. *Action Item:* [Discussion regarding SERP analysis: retirees and replacements, reorgs and rehires to be combined and model reviewed overall - James Zavas, Liz A and Lyndsay M.](#)
- d. [Discussed 17-18 budget and lottery budget in detail](#)

5. 11am-12pm Marilyn Spaventa, Dean Ed Programs Support
 - a. Review approximately 35 orgs *Completed all Org Review*
 - b. 1906 ESL credit: *Action Item: Need to make sure their budget coding is accurate Marilynne S will meet with department*
 - c. 1630 chem *Action Item: James Zavas, Paul Jarrell: Stipends to be revisited in general including this org*
 - d. 1648 EPS/G
 - i. OT expense is because of field programs
 - ii. Vehicle upkeep under trust and donations
 - e. 1906 ESL credit: *Action Item: Need to make sure their budget coding is accurate Marilynne will meet with them*
 - f. *Action Item: 4069 Dean's: Discussion regarding grants and sustaining positions with or without institutionalizing positions - process requires possible further action*
 - g. 4090 SA: *Action Item: Make a mid year review or confirm with Carola S regarding budget - Lisa Saunders to follow up*
 - h. 4846 ISP: *Action Item: Marilynne to review and follow up with P&D, materials and supplies for students with Carola S*
6. 12pm-12:30pm Lunch
7. 12:30pm-1:30pm Dr Paul Jarrell, EVP Ed Programs *Completed all Org Review*
 - a. 4085 Gateway: *Action Item: Determine where Fundscome from*
 - b. 4072 *Action Item: Los Banos is for Marine Tech and it needs to be transfered \$8k*
8. 1:00pm-2:30pm Lyndsay Maas, VPBS *Completed all Org Review*
 - a. 4271 emerg: *Action Item: confirm the hourly student is coded correctly, should not be used there are not student hourlys, Lisa confirm with Rob M*
 - b. Fiscal Services
 - i. *Action Item: to review stipends overall James Z and Paul J.*
 - ii. 4655 and 4656: *Action Item: Need a budget for OT for IT support for meetings or events. Continue current process until otherwise. James Z.*
 - iii. *Action Item: Is there a graduation budget that covers cost of user support OT? Avoid charging back and either budget for it or make sure budget code is corrected.*
9. 2:00pm-3:00pm Lottery Fund Guidelines
 - a. Reviewed first draft
 - b. Discussion regarding revenues and program review funding options
10. Next BRAC Meeting: *Departmental Review Session #4*, Monday, May 15, 2017 in A121 @ 9am
11. 3pm Adjourn

SBCC Budget Resource Allocation Committee (BRAC)

Departmental Review Session #4

Friday, May 15, 2017

A121

9am-3pm [Minutes](#)

IT Access permitted to BRAC members of department organizations (no handouts provided)

1. Members ([present](#))

Budget Resource Allocation Committee 2017:

- Lyndsay Maas, Interim VPBS (Controller)
- James Zavas, Acting Controller (Assistant Controller)
- Alan Price, Dean Educational Programs
- Dan Watkins, Director of Technology
- Liz Auchincloss, Technical Services Specialist
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator
- Yeihoon Choi, Student ([not present](#))
- Dylan Raiman, Student ([not present](#))
 - Lisa Saunders, Accountant III
 - Alexandra Thierjung, Administrative Assistant IIC (minutes)

2. 9am-10am Melissa Moreno, Dean NonCredit

- a. Complete budget review (continued)
- b. [Action Item: 0830 Cosmetology](#)
 - i. [Action Item: Review current staffing and use of hourly to support program. Issue with increase in hourly use due to student to faculty ratio requirement and conflict with union rules. Need to review staffing needs and use of hourly increase in use due to student to faculty ratio requirement](#)
- c. 4056 Dual Enrollment
 - i. SPA requested for staffing
- d. 3536 CE BCS
 - i. [Action Item: Combine to correct program 3530 - should be COMP program 0514?](#)
 - ii. [Action Item: Revue revenue generation for hourly instr aid](#)
- e. [Action Item: Revue ALL of the 35' Orgs with Deans and CLL](#)
- f. 3544 Adult HS
 - i. [Action Item: Eliminate this org and move to 3546](#)

- g. 4057 PDC
 - i. *Action Item:* Rename to CSI
 - ii. *Action Item:* What is the correct Program code? Merge 3 into one programs 601000
- 3. 10:00am-10:15am Childrens Center (Alan Price present)
 - a. 4290 Reduction in student enrollment expected based on non replacement of 2 retirees, the revenue loss of student enrollment needs to be offset, may also offer summer session 1&2
- 4. 10:15am- Hourly budget and reader budget discussion
 - a. Reader and major overspending
 - i. Reviewed list of Reader users and hourly use budgets over the last 4 years (includes min. wage increases)
 - ii. 10% hourly reduction discussion
 - b. Propose one bucket of funds and a request form/process to validate reader and minimize impact on students
 - c. Eliminate versus reduce reader budget
 - d. There is a marked disparity of hourly across campus
 - e. *Action Item:* Discuss in detail the idea to develop Spreadsheet: Require Departments to track data and documenting costs and needs closely. Map out hourly needs per month and review rate and budget and decide for their own area what to cut. Departments complete files and participate with BRAC to decipher ongoing needs. Assign automatic deduction to those who don't complete file or justify need. EVP Managers and VPS to supervise.
 - f. *Action Item:* 10 mo EE to be separated from hourly budget line. Work them out of 10 mo period?
 - g. FTES drop expected to continue - cuts should be made in all areas including hourly
- 5. 11:30am May Revise recap
- 6. Discuss Cocurricular
- 7. Next Meeting: Regular BRAC meeting Thursday, May 25, 2017 in A121 @ 9am-11am
- 8. Scheduled Hourly Budget Review meetings over summer
- 9. 12pm Adjourn
- 10.

SBCC Budget Resource Allocation Committee (BRAC)

Regular Meeting **Minutes**

Friday, June 9, 2017

A121

9am-11am

IT Access to budget documents provided to BRAC members of department organizations (orgs)

Members

Budget Resource Allocation Committee 2017:

- Lyndsay Maas, Acting VPBS (Controller)
- James Zavas, Acting Controller (Assistant Controller)
- Alan Price, Dean Educational Programs
- Dan Watkins, Director of Technology
- Liz Auchincloss, Technology Services Specialist
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator
- Josh Villanueva, Student
- Dylan Raiman, Student **Not Present**
 - Lisa Saunders, Accountant (minutes on -6-9-17)
 - Alexandra Thierjung, Administrative Assistant IIC **Not present**

1. Review and discuss initial Hourly Labor Survey responses.
 - a. Survey due 06/30/2017: **BRAC reviewed the 12 that have been submitted. BRAC compared the survey with the budget spreadsheets; discussed each department's comments, and if they are hitting their budgets, etc.**
 - b. **Lyndsay Maas will email Dean Nevins (CC 1636), Rob Morales (4266, 4271) and Kenley Neufeld (CC 1418, 48602, 4073) regarding comments they submitted.**
 - c. **Future discussion is needed with Human Resources regarding amount of time need for hourlies for scanning documents, and to review their process.**
 - d. **Future discussion is needed for HIT/CIM - 2 long-term hourly positions.**
 - e. **BRAC would like to review Federal Work Study funds and SBCC Foundation funds.**
2. Review initial Hourly Labor tracking spreadsheets.
3. Plan which Orgs to review at the upcoming Hourly Labor review meetings scheduled for July 14 and August 11.
 - a. **BRAC will go through and review all 60 files on the 7/14 meeting. Deans will be called to attend the 8/11 meeting to discuss any issues.**
4. Discuss process for augmenting hourly labor budgets throughout the year.
 - a. **BRAC decided that a process needs to be developed to address funding for**

substitute hourly workers to fulfill needs such as absences due to medical leave.

Next BRAC Meeting: July 14

5. 11am Adjourn

SBCC Budget Resource Allocation Committee (BRAC)

Regular Meeting **MINUTES**

Friday, July 14, 2017

A218c

9am-12pm

Hourly survey and spreadsheet review meeting

IT Access to budget documents provided to BRAC members of department organizations (orgs)

Members

Budget Resource Allocation Committee 2017:

- Lyndsay Maas, VPBS
- James Zavas, Acting Controller (Assistant Controller)
- Alan Price, Dean Educational Programs
- Dan Watkins, Director of Technology
- Liz Auchincloss, Technology Services Specialist
- Mike Gonella, Instructor and Chair **Not Present**
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator
- Josh Villanueva, Student **Not Present**
- Charlotte Donnay, Student
- Lisa Saunders, Accountant
- Alexandra Thierjung, Administrative Assistant IIC (minutes)

Cornelia Alsheimer-Barthel (Guest)

1. Approve minutes (Recent: June 9, 2017) **Minutes Approved**
2. Other Budget Adjustments
 - a. **James: Discussion regarding hourly budget adjustments offset against regular budget, specifically as one-time occurrences. Controller will augment hourly budget and a permanent budget to accommodate situations. Need to coordinate with HR/Payroll. BRAC wants to know about these situations.**
3. Program Review Items
 - a. **Discussion regarding program review related requisitions that have been sent by the end of FY 16-17, rolling into current fiscal year. Controller will need to augment the budget to include prior year program review requests that will be purchased in 17-18. Bring these as an information item to BRAC and CPC. No dollar threshold to be used as a criteria, all prior year program review requests**

will be brought to BRAC and CPC. The list is in the 17-18 program review spreadsheet.

Program Review Requests 2017-18

4. Hourly survey and spreadsheet review
 - a. Hourly Worker Budget [Survey](#) and Hourly Labor Monthly Budget tool
 - Link to the [Responses](#)
 - b. Compared survey responses to the "17/18 Department Budget Review Checklist" of completed and not completed, list was created by Lisa.
 - c. Notes:
 - i. Alice Perez Org: Need to confirm if the tutors are really tutors and why are they not in the tutoring budget?
 - ii. Planetary Science: need to confirm missing hourly budget and if projections are accurate
 - iii. Alice Perez and MAT media arts: needs help with budget - it was reduced but their actuals are almost double
 - d. Regarding recurring issues and budget needs - consensus reminder BRAC reviews are more of a "pass forward" of this information and for understanding to be sent to CPC.
5. Next BRAC Meeting: 8.11.17
 - a. Invite 4 chairs to this meeting at 11am or to 8.25.17 (meeting to review final budget). Lyndsay will determine. Chairs: (ITC, P&R, DTC: Paul Bishop, Katie Laris, Laurie Vasquez AS: Priscilla Butler)
6. Committee will connect with other colleges regarding Program Review/Resource Request process. Questions to survey:

Do you receive funding before ranking or after? How do you do your ranking? Is your resource request process separate from your program review process?
7. Next Agenda topic potentials / additional items discussed:
 - Program Review Ranking Process for next year
 - Instructional Equipment
 - Invite resource chairs to BRAC for process discussion (11am)
 - Wish list items

- Re-evaluate how descriptions are coded for critical needs, and if need is not met this would happen

- Stipends
- Forecasting

8. Adjourn 11am

SBCC Budget Resource Allocation Committee (BRAC)

Hourly Budget Review

August 11, 2017

A218c MINUTES

9am-12pm

Hourly survey and spreadsheet review meeting

IT Access to hourly budget documents provided to BRAC members of department organizations

Members

Budget Resource Allocation Committee 2017:

- Lyndsay Maas, VPBS
- James Zavas, Acting Controller (Assistant Controller) (non voting)
- Alan Price, Dean Educational Programs
- Dan Watkins, Director of Technology **Not Present**
- Liz Auchincloss, Technology Services Specialist
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design & Technology Theatre Arts **Not Present**
- Scott Kennedy, Database Administrator
- Josh Villanueva, Student **Not Present**
- Charlotte Donnay, Student **Not Present**
- Lisa Saunders, Accountant (non voting)
- Alexandra Thierjung, Administrative Assistant IIC (minutes)

9-11am

1. Approve minutes ([Recent: July 14, 2017](#)) **Approved**
2. Review prior year program review rollover items. To be reviewed by CPC 8/22/17
[Program Review Requests 2017-18](#) **Reviewed 6 projects totaling \$60,456**
3. Hourly survey and spreadsheet review
 - a. Hourly Worker Budget [Survey](#) and Hourly Labor Monthly Budget tool. Link to the [Responses](#)
 - b. **Continued to look for hours for possible reductions to hit the 10% reduction requested by President.**
 - i. **Discussed reduction of lab hours or combination of lab use to reduce staffing need**
 - ii. **Discussed reallocation of staff to cover 10% of hourly duties?**
 - iii. **Discussed possibility of leveraging Federal Work Study hourly workers to cover general fund reduction of hourly workers. BRAC requested a report on the federal workstudy budget.**

11am-12pm

Resource Chairs join BRAC

Agreed by Chairs that Resource Chairs to attend Faculty chair orientation

Chairs: Paul Bishop, Katie Laris, Laurie Vasquez, Priscilla Butler **Present**

[Program Review Requests 2017-18](#)

4. Program Review ranking process

a. Standardize ranking output across various committees

- i. Ranking method within group (WOPAT) **Agreed**
- ii. Which committees rank what (PC Involvement)
 - 1. **P&R New and Replacement equipment, Instructional Only**
 - 2. **ITC New and Replacement Hardware and Software, Instructional Only**
 - 3. **DTC takes from ITC and PC and value engineering (costing assessment), Non Instructional and Instructional, hardware and software only (no equipment)**

Have not traditionally ranked instructional requests separately from non instructional requests. The Instructional equipment block grant funding is restricted to instructional equipment and creates a dynamic where only instructional related requests can be funded when no additional funds are provided from the Unrestricted General Fund.

The following chart represents what VP Maas drew on the whiteboard to capture which committees at the college rank the various types of program review resource requests.

Committee	Equipment (New)	Equipment (replacement)	Hardware (new)	Hardware (replacement)	Software (new)	Software (replacement)	Routes to
P&R	Instructional	Instructional					
ITC			Instructional	Instructional	Instructional	Instructional	Integrates information from both groups To DTC
DTC (Business Services Items)			Instructional, Non Instructional	Instructional, Non Instructional	Instructional, Non Instructional	Instructional, Non Instructional	

PC (Business Services Items)	Non Instructional	Non instructional					To DTC (Proposal to also go to BRAC)
Academic Senate							To DTC
BRAC (proposal to include in process)	VP Maas recommende d BRAC review Business Services requests						

4. Time efficiency with committees and ranking process

- a. The invited committee chairs did not have consensus on changing the ranking process to create time efficiencies. Conclusion was to keep the committee ranking processes the same, with one exception:
 - i. During the summer of 2017, Katie Laris contacted all department chairs to confirm which program review requests for 2017-18 were still critical for the department to purchase. There was consensus that this practice be continued each summer going forward to ensure the requests being built into the budget were still needed and the monies would be spent. Also helping to ensure the instructional equipment block grant funding should be spent on program review and not on deferred maintenance (helping establish the split between instructional and deferred maintenance).

5. Output / Final ranked list

iii. Creating a rubric for priority categorization

The following ideas for creating a rubric were discussed:

1. Use words versus numeric strategy (ie. categories: critical, need, this year).
2. Would assist with ranking process and fulfilling requests that are absolutely needed

3. Include a last step of confirming approved items for the current year before submitting to fiscal services (see minutes above)
 4. Excess monies would be applied to the ranked list in order
 - a. Deferred maintenance versus instructional equipment would be discussed in committees with objective understanding and not predetermined apportionment like 40/60, rather based on actual need or college operation. VP Maas to bring list of deferred maintenance projects to a future meeting.
 - iv. ROI of applicable projects? (Paul Bishop follow up)
 1. Virtual Desktop idea over time
 - b. Program Review requests funding amounts
 - i. Funding from instructional equipment block grant?
 - ii. Funding from current year vs. prior year?
 - c. Multi year requests This was briefly discussed. There was little interest in moving towards multi year requests.
 - d. College Comparison: What are other college request process findings? This was not discussed.
5. Next BRAC Meeting:
8/25/17 from 9:00 AM to 11:00 AM for 2017-18 Adopted Budget review
6. Adjourn

SBCC Budget Resource Allocation Committee (BRAC)

Final Budget Review

August 25, 2017

A218c MINUTES

9:00 AM - 11:00 AM

Members

Budget Resource Allocation Committee 2017: Present unless indicated not

- Lyndsay Maas, VP Business Services
- James Zavas, Controller
- Alan Price, Dean Educational Programs **Not Present**
- Dan Watkins, Director of Technology
- Liz Auchincloss, Technology Services Specialist
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator
- Josh Villanueva, Student **Not Present**
- Charlotte Donnay, Student **Not Present**
- Lisa Saunders, Accountant (non voting)
- Alexandra Thierjung, Administrative Assistant IIIC (minutes)

9am-10am

1. Approve minutes ([Recent: August 11, 2017](#)) **Minutes still in process**
2. 2017-18 Final Budget Review

Ms. Maas provided the Board slideshow presentation (Add link to attachment)

- a. **Mandated Costs: SBCC chooses to opt-in so mandated costs are based on FTES.**

Ms. Auchincloss asked if the college has a list of mandated cost for comparison.

Action Item Ms. Maas said not likely and offered to prepare a list of the types of items covered under mandated costs for BRAC review.

- b. **Ms. Maas reviewed the Construction Fund:**

- i. **Board President Marsha Croninger announced at 8/24/17 Board to freeze the construction fund for future facilities building (\$12m for CC) because the Board has a goal to preserve the funds set aside for the Campus Center replacement project to repair/replace other buildings in the future.**
- ii. **The Facilities Master Plan is in progress for completion by Spring 2018 including campus vital project planning. Mr. Gonella and Ms. Frank asked how critical repairs are paid for? Ms. Maas explained \$615k is included in**

the budget for this years critical maintenance items. Permanent solutions for course relocations affected by two Campus Center classrooms needing maintenance is still being determined by Educational Programs.

5 Year Fiscal Projection Review

- c. Ms. Maas reviewed the highlights/additional of changes since June 22, 2017 of the 5 year fiscal projections.
 - i. Both Wake and Schott center status' amounts dropped down one funding level because they do not generate the same level of FTES as in prior year. Due to the implementation of the School of Extended Learning, fee based courses are being converted to non credit courses, and FTES are projected to rise at both centers. It is projected in 2019-20 one of the centers is planned to have an increase in FTES (TBD).
 - ii. 2018/19 lowest year of revenues, expenditures are higher explaining the next year \$7m deficit, the following years are projected to have a lower deficit as seen in the power point referenced above.
 - iii. Mr. Kennedy brought up the inquiry he received regarding grandfathered instructors being paid overtime classified salaries, and how no one new can do this as of 2014. Ms. Maas recommended an *Action Item* to review the list of those currently receiving this and to review the contract. Regarding overtime for staff, Mr. Kennedy and Ms. Auchincloss recapped that classified staff need to ask they managers to triage their work demands so that their roles are utilized and there's no overtime being accrued as comp time.
 - iv. Hiring Freeze Review:
 1. Mr. Zavas explained how the new hiring freeze will be built into the assumptions of the next 5 year fiscal projections.
 2. Work load shifts of unfilled positions: The committee discussed that staff should do as instructed by their managers and not feel they are overly responsible for staffing demands that are not filled due to hiring freeze. *Action Item* Ms. Maas recommended this

topic and such direction be included in the president's Waypoint email and in the next Managers meeting.

3. Prioritizing any future staff replacements: Currently, the President is recommending a deep freeze. The process right now is that the VP's justifies their case for their staffing replacement. And now the President is saying no to replacements and new positions. The President would consider staff replacement during the Hiring Freeze based only on severe critical need. Ms. Maas wants to provide a BRAC opinion to the President of how this need can be determined. Discussion: Mr. Kennedy said there has never been a clear rubric of position justifications in replacement or new position, this would be important to the professionalism of our decision making based on highest critical need. Mr. Watkins noted faculty already use a documented criteria and process where positions are filled per year and the critical list is rolled over to the next year, he recommends that classified staff and management should emulate the faculty method. Ms. Maas recommended BRAC make a formal recommendation to CPC. Discussion followed: A position request ranking committee that establishes a method of critical ranking and lists out what doesn't get completed if a position isn't filled, and also look at re-assigning current positions to fill critical needs. The committee would then recommend to CPC based on the budget and the top positions identified from this method. The committee ranking process is critical and needs to be created. The concept of "BRAC + 1" BRAC + 1 member of each constituency could be the committee that provides this new process or a combination of the Paul Bishop Committee. Ms Thierjung recommended that internal hires leaving a position vacant and in a hire freeze be noted/point given in the new rubric process.

- a. BRAC's recommendations to CPC are here: [for CPC](#)

4. Efficiency Review: Mr. Watkins brought up an efficiency review of open positions, with an example recommendation of reducing custodial staff duties to just classroom and communal spaces, meaning staff would clean their own areas and this would reduce workload for custodians.

v. Emergency Budget Request Review **No items**

10am-11am

3. Establish BRAC 2017-18 Annual Goals from BRAC Guidelines(to be finalized at next BRAC meeting)

a. Goals specifically regarding the following topics:

i. Training, Balancing Budget, Compliance

1. Combining CLL instructor Trust funds suggested by Ms.

Auchincloss and declare a process to access funds until shared fund is depleted. Trust Funds vary in amounts \$10-\$50k. Ms. Maas used Marine Diving example of their own Trust Account of fees collected at the beginning of each semester program even though the college is already supporting the program, this fund is earmarked as a way to save money to buy a new boat.

ii. Grant funds and Categoricals, and integrating departmental use of such funds:

1. Ms Maas noted there is strict Ed Code and regarding Faculty Obligation Number FON, we have to count and follow grant fund process properly. Some Colleges stay right on obligation numbers because of the costs. We are currently above the FON limit. Once grants run out we have historically retained those counselors/faculty. Mr. Kennedy asked Do we have a report to show our faculty is categorically funded? Ms Maas said she already has a list that shows that, estimating we were 17 over last year.

b. Committee Ideas?

- i. Ms Auchincloss recommended eliminating Trust Funds to eliminate workload, as well as combining all CLL Trust Funds as noted in the above conversation.
 - ii. **Action Item** Mr Zavas to complete his document / list of grants and restricted funds to train BRAC on these types of funds.
 - c. Trusts - obtain training on restrictions and guidelines for Trust Funds and then create plan for which ones should be restructured in 17-18. Categorical / Grants (applied for and received a grant)- have budget owners train BRAC on how the funds are used & incorporate categorical/grant funding into budget process
 - i. Combined priorities
 - d. Budget development timeline and incorporating BRAC into process
 - i. This is a priority of the Committee
 - e. Incorporate categorical funding into budget process
- 4. Recommendations to CPC
 - a. Ms Auchincloss said CPC needs to decide on if they like Paul Bishops idea or this new BRAC+1 idea, or the idea of BRAC volunteers to join the Paul Bishops committee, to use a documented published rubric. Mr Zavas recommends BRAC to just provide ideas on hiring freeze. Mr Kennedy cannot support the idea of allocating a budget for a position if there is no rubric or established method. BRAC recommends a Rubric process and collaborative process of Paul Bishop's new committee (or some variation discussed above) outside of BRAC, have that committee rank critical need replacements and then BRAC can take those recommendations and provide associated costs based on those ranking. BRAC recommends a Rubric and ranking process to be published and transparent, membership and process of this committee to be revised annually, all classified and management to go through the same process and be incorporated into one list. Have BRAC review any new hires replacements or transfers taken to President or that committee.
- 5. Next BRAC Meeting: 9/1/17 from 11:00 AM to 1:00 PM for regular meeting
- 6. Adjourn

SBCC Budget Resource Allocation Committee (BRAC)

September 1, 2017

A121 MINUTES

11:00 AM - 1:00 PM (lunch)

Members

Budget Resource Allocation Committee 2017: Present unless indicated not

- Lyndsay Maas, VP Business Services
- James Zavas, Controller
- Alan Price, Dean Educational Programs
- Dan Watkins, Director of Technology
- Liz Auchincloss, Technology Services Specialist
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator
- Josh Villanueva, Student **Not present**
- **REPLACEMENT NEEDED for CHARLOTTE DONNAY, Student Not present**
- Lisa Saunders, Accountant (non voting)
- Alexandra Thierjung, Administrative Assistant IIC (minutes)

1. Approve minutes ([August 11, 2017](#) and [August 25, 2017](#)) **The committee will be reading minutes individually and approving at the next BRAC meeting, including September 1, 2017 minutes**
2. Emergency Budget Request Review
 - a. Athletics budget transfer from Lottery to Unrestricted General Fund (UGF) **Mr. Zavas explained the instructional equipment transferring everything from UGF to the lottery, and how athletics doesn't have instructional expenditures (just PE has instructional expenditures) so they still are needing monies to buy their items. They need a budget in non instructional equipment in the UGF. Athletics is asking for \$47k budget. Mr. Price is asking if the items purchased were done according to the correct funds (PE vs Athletics). Maybe look into PE/Athletics vendor list, or sponsorship to find ways to reduce costs. Rocco said he may be able to reduce costs with Under Armour sponsorship. Mr Zavas stated the UGF deficit will look worse because it's moving from Lottery back in to the UGF, but there is no actual cost increase because they spent it last year, it's correcting where the budget is located. Mr. Watkins asked if there is a way they can not**

spend their entire budget like others, and the practice of spending budget out of fear of not getting money next year is not the right practice campus wide. Last year's budget is still being matched, however matching budgets in the coming year cannot be promised. "Don't use it you will lose it" issue. Mr Zavas and Mr Gonella said there could be incentives, examples:

- i. 10% of what you saved current year, as an increase to next year budget.
- ii. Personalized assistance with each department of how to save?

Committee acknowledged Mr Zavas will roll over the budget discussed above.

3. **Co-curricular budget changes** Ms Maas explained a brief history: that co-curricular has been established as a trust fund, funded from student activity fee sticker monies (\$5 cost to student), this was originally opt-in. Fall 2017 it became opt-out. Campus Store historically contributed to this fund also. The monies then support student events (WOW, Vaquero Welcome etc), including Athletics, Music, and Theatre activities under the concept that students attending these events should be supported as attendance is charged for these events. Ms Maas proposes because this tedious cycle of monies have a workload impact, that Athletics, Music, and Theatre would just get their monies from the UGF. Campus Store needs to rebuilding their ending fund balance also. Athletics usage varies almost double more than the \$40k and the UGF backfills whatever they overspend, this created an unmonitored over expenditure ability. By allocating \$40k in UGF they are responsible to any overspending and need to use their Vaquero Athletic trust accounts as well. Theatre has a trust, Ms Frank agrees with the change. It alleviates concern of getting monies and establishes a reasonable budget. This also increases the deficit this year, however it eliminates the overspending estimated at \$30k over the \$40k allocated to athletics. Mr Watkins notes that the overspending will still occur if they are needing it. Ms Auchincloss said they can raise their own money or not go. Mr Zavas said the playoffs also affect whether they need the monies or not, and this would then be a special request/process. Ms Maas said there are President's discretionary funds held at the Foundation if this would be an issue.

Committee Consensus is yes to this Change. As this change would remove an entire fund and multiple transfers and reduce workload for departments. The below will then occur:

- a. Campus Store no longer contributes to Co-Curricular.

- b. Athletics \$40,600, Music \$6,000, Theatre \$6,000 no longer funded from Co-Curricular. Unrestricted General Fund (UGF) budgets will be increased by these amounts.
- c. Student Activity Fee sticker goes from Opt In to Opt Out, increasing revenues from \$15,000 to approximately \$80,000 per year.
- d. In progress: research on how funds can be spent by students. Ms Maas said there is more to come regarding this issue. Students want to be involved on how the monies can be spent, it was a YES vote to raise the fee. Ms Maas said most students may not have understood the opt out change that occurred for Fall 2017. AD Chris Johnson is setting up an advisory committee.

Mr Price agrees this change makes sense, he specifically notes it's great as it helps covering costs of lost sales of seats for example, he does however, recommend a review on the dollar amount allocated to those groups (theatre said they are okay with their budget) who benefited from the co-curricular fund, and he said Athletics needs to be specifically reviewed, its dynamic, and the 10% of return of food sales from food services as an example of "Gentlemen's Agreement", these practices need to be reviewed with Rocco and Paul Jarrell of what's really needed and how it's allocated and spent. Mr Zavas said they are reviewing athletics based on sport and by code, and as budget tracking perspective it would be useful to break it down this way. Ms Auchincloss had a question why would food services give the 10% to Athletics if we are stopping the co-curricular funding process? Also the 4th July parking fund raising goes to Athletics. This is another example Mr Price was saying. Ms Maas said that's because the athletic students are able to support these fund raising events, they have the student "staffing". Athletics helps to organize these events, they arrange waste management etc. EOPS sold their baked goods, so it was not just Athletics benefiting.

4. Hourly budget review

- a. With the 17-18 budget complete and 16-17 closed, we will review the prior year actual and current year budget of hourly and discuss potential for further reductions. ([Mr Zavas Handout](#))

Ms Maas said the handout shows where the variances are with the hourly budgets.

Overall last year the budget was overspent. We were supposed to decrease hourly costs

by 10%, per Dr Beebe. Mr Kennedy asked if we have done anything besides the proposed monitoring for the restriction of the overspending? Mr Zavas said yes, and there is not much else we can implement beyond the spreadsheet tool that was implemented. Ms Maas also commented that if someone goes over budget they cannot hire hourlies anymore. Mr Kennedy said that HR argues that people have hourly workers do work before they are approved so we have to pay them anyway. Ms Auchincloss recommended to remove the "Placeholder" concept to bypass that practice. Ms Maas said with the time card system they cannot clock in and cannot be approved to be working. This should reduce some of the "work without approval" we are legally to pay. The placeholder concept is used as "pre-approval." All Hourly workers need both HR and Board approval prior. Mr Zavas clarified that the Time clock system has already reduced this and there is always a lag in the monitoring time of approval. This should be minimal. He recommends try to stick to the current budget rather than adding more cuts, and then next year add another 10% cut based on the 17-18 budget.

Hourly Budget Overall:

2016/17 Budget	2016/17 Actual	2017/18 Budget
\$1,884,123	\$2,339,897	\$1,984,298

2017/18 budget is +5% from 2016/17 budget, but this is a -15% decrease from 2016/17 actual.

Fiscal Services will attempt to use their hourly tracking spreadsheet and notifying employer of hourly status in advance.

Mr Price said well, We are not hiring staff, we are over on hourlys and have reduced students? This needs to be an equitable cut across campus. Mr Gonella stated changes will be hard for everyone, and we should still do it, and provide accounting services for planning and reallocation ideas. Mr Watkins said there are also examples like grant funding efforts the UGF now supports, and could be duplicative efforts, we should leverage what we are already invested in or find more grants, rather than pulling from UGF. Mr Price, stated this is a great point and are those operations necessary for the college?

Action Item agreed by committee: Compare our hourly expense to the 10 other colleges the district using for salary comparisons, including readers.

Action Item HR authorization to work needs to be transparent (clock in).

Supervisors cannot permit hourly workers to work if their time clock is not allowing it. Hard line once the point is hit that hourly is no longer able to work. Mr Watkins said there has been success in areas really acknowledging where hourly workers can be cut.

Committee Consensus:

- Remain with 17-18 hourly budget and message that they hourly budget was reduced 15% in 17-18 compared to 16-17 actuals.
- Hourly workers are not authorized to work unless time clock approved.
- Process needs to be transparent on how BRAC/finance will keep departments within budget in 17-18
- Document our tracking process and the repercussions of overspending.

Mr Zavas reviewed their efforts working on hourly tutorial actuals and projections to stick within their budget in Spring.

5. Review 17-18 Instructional Equipment and Deferred Maintenance funding allocation and prior year deferred maintenance projects. ([Ms Maas handout](#))

Ms Maas said the discussion of the \$830k was on how to divide up the funding. Program Review - very little is being funded. The Deferred Maintenance projects listed were submitted through the Chancellor's Office determined most critical by VPBS. This is a different list than Program Review Facilities requests. No Program Review facilities requests are being funded in 17-18. The four projects are confirmed already with the state.

Action Item for follow up: Revised the Deferred Maintenance list of remaining fund projects from Facilities department:

- Ms Frank said the Drama Music building was already repainted and asks that this could be pressure washed instead? Maybe Jurkowitz theatre molding issue could be solved instead using this money.
 - There was a mold assessment, the carpet walls need to be replaced, what was the recommendation by the assessment? Leak was repaired but damage still exists.

- Mr Watkins Server room LRC Air Conditions needs to be repaired or replaced
- Hardware replacement items - confirm with Jim Clark on allocation of funds for these items and that this makes sense and what is getting funded still

Also discussed:

- Roof Repairs on portables are broken down by campus location
 - Portable Buildings review - the condemned ones were removed, several were left because they are still useful and deemed ok
6. Finalize BRAC 2017-18 Annual Goals [Link](#) BRAC goals are finalized
 7. Recommendations to CPC from 8/25/17 [Link](#) Recommendations to CPC are approved
 8. Next BRAC Meeting moved to 9/15/17 from 3:00 PM to 4:30 PM
 9. Adjourn

SBCC Budget Resource Allocation Committee (BRAC)

October 13, 2017

A121

*2pm

MINUTES

Members

Budget Resource Allocation Committee 2017: Present unless indicated not

- Lyndsay Maas, VP Business Services
- James Zavas, Controller
- Alan Price, Dean Educational Programs
- Dan Watkins, Director of Technology **not present**
- Liz Auchincloss, Technology Services Specialist
- Mike Gonella, Instructor and Chair **not present**
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator **not present**
- Eric Hintz, Student Representative **not present**
- Student Representative **not present**
- Lisa Saunders, Accountant (non voting)
- Alexandra Thierjung, Administrative Assistant IIIC (minutes) **not present**

1. Approve minutes ([August 11, 2017](#), [August 25, 2017](#), and [September 1, 2017](#)) **BRAC did not have a quorum to vote to approve minutes. Will approve minutes via email. (members in attendance approve of the minutes)**
2. Emergency Budget Request Review
 - a. TBD - **James has received budget requests related to departments needed non instructional supply budgets. He will bring those requests to the next BRAC meeting.**
3. Hiring Freeze - now WRAP - Workforce Reduction through Attrition Plan
 - a. Discuss status from 9/5/17 and 10/3/17 CPC meeting **Liz shared from WRAP they have had two meetings. At the second meeting they talked about the replacement positions and tried to filter out ones that are new positions. During the next meeting they will review the new positions. It is undetermined if new and replacement positions will be ranked in any weighted format. The faculty positions that were erroneously included in the WRAP list will be removed. The WOPAT ranking method will be used during the ranking. Ranking should be done approximately by the middle of November.**

- b. Rubric for ranking Liz will share with BRAC the rubric. Cost of the position was not included in the rubric.
 - c. ACTION ITEM: Liz requested to see a list of positions and the related benefits that are vacant this year and how much money is being saved due to these vacancies, and how much the current 17-18 budget deficit is based on these vacancies.
4. Hourly budget review
- a. Discuss first draft of process for monthly hourly budget review and repercussions for going over budget - This was not ready for BRAC to be delayed for the next BRAC meeting.
5. Budget Development Timeline for 18-19 -
- a. Discussion was to reduce the number of budget presentations to CPC and instead present budgets directly to Student Senate, Academic Senate, P&R, and CCG. CPC would still see the changes along the way, but as information items that only require one reading. The four other groups would see the budget at the final stages, not while there are still changes taking place.
 - b. Still need to incorporate BRAC meetings/review into budget development timeline.
 - c. Discussion ensued on how to keep budget owners accountable to items they are purchasing such as annual subscriptions and software previously paid for by Lottery funds. In the past items paid for by Lottery funds were not ranked by any group and were funded with no questions or decision about whether or not those items were high priority. Going forward BRACs recommendation is to put expenses that have historically been outside of the department budgets, into the department budgets so the budget owner takes ownership of the expenditures and BRAC can review them.
 - d. Discussion about Federal Work Study allocation and a new process for allocating those funds. Recommendation is to stop allocating FWS to departments and instead create a pool that is allocated to departments after departments hire FWS. ACTION ITEM: Contact Kenley and Arturo asking to change this budget process now.

- e. For the budget year 2018-19 include categorical budgets in the review process at the same time as the regular department budgets. An estimate could be available end of April for grants/categoricals and the final budgets could be done in July.
6. Review prior year Deferred Maintenance updated project list and Program Review facilities request lists for last three years. **Not available yet, to be delayed to next meeting.**
7. Finalize BRAC's annual goals for 2017-18 ([Link](#)) **delay because no quorum today.**
8. Recommendations to CPC
 - a. Review recommendations from 8/25/17 ([Link](#)) based on CPC's feedback
 - b. Any new recommendations - **none at this time**
9. Next BRAC Meeting is scheduled for 10/27/17 from 9:00 AM to 11:00 AM in A121. **Can we move to 12:00 PM to 2:00 PM - yes to this time change**
10. Adjourn

Santa Barbara City College
Budget Resource Allocation Committee (BRAC)

October 27, 2017

A121

12:15pm **MINUTES**

Members

Budget Resource Allocation Committee 2017: Present unless indicated not

- Lyndsay Maas, VP Business Services
- James Zavas, Controller
- Alan Price, Dean Educational Programs **not present**
- Dan Watkins, Director of Technology
- Liz Auchincloss, Technology Services Specialist
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator
- Student Representative **not present**
- Lisa Saunders, Accountant (non voting)
- Alexandra Thierjung, Administrative Assistant IIC (minutes)

1. Approve minutes ([October 13, 2017](#)) **Approved**
2. New Student Representative on BRAC: ASG has only one student representative joining BRAC. Joshua Oken replacing Cristian Walk **not present**
3. Emergency Budget Request Review
 - a. Non-Instructional Supplies **Need for non-instructional supplies budget still in some small areas; James has received about 8 department request for \$100 each budget for non instructional supplies under just Dean Jens Uwe-Kuhn. Lyndsay concerned that it's not consistent as just one dean spoke up and that the other deans have not. (definition provided by James of Instructional supplies.) ACTION ITEM: James to discuss with Paul Jarrell on which areas also have similar needs, and whether or not to mention it at Deans council, and if coding is correct. It's estimated at \$5000 for the deans to have each area a budget, if having a standing \$100 budget per org. Additionally, James will be sending an email announcement regarding lottery and extra fund requests. James recommends to remind departments not to use the general fund for instructional, and to request instructional funds separately.**
 - b. Earth & Planetary Sciences Equipment/NI Supplies **James said this area has special needs and process needed, and research how much should go to program**

Santa Barbara City College
Budget Resource Allocation Committee (BRAC)

review. Pam said that Film Production has a similar issue and goes through Program Review already, it's a consumable, and this is similar to the EPS example but they don't do that. James will brainstorm a request process, however Lyndsay said the distinction of budgeted items needs is already clear, PR is for just unusual items, and that process could be followed more accurately. Program Review clarification could be shared, of items that would be considered PR and Budgets, wearing down versus breaking.

4. Workforce Reduction Attrition Plan (WRAP) - Ranking of Positions
 - a. Update from Last Meeting Dan provided an update that last week's WRAP meeting, based on rubric they ranked 18 positions to be sent to CPC for review (the 18 excluded faculty and grant funded positions). CPC will receive the rubric and it can be shared at that time. Dan brought up the idea of crossing position needs with other areas to share a position and fulfill needs.
5. [BRAC Annual Goals Review](#) Updated item #5 in regards to WRAP rankings. BRAC to do a financial study determining its own recommendations based on financial variants of position ordering.
6. Recommendations to CPC
 - a. Any new recommendations
7. Next BRAC Meeting is Nov 9, 2017 11am-12pm, A121.
8. Adjourn

Santa Barbara City College
Budget Resource Allocation Committee (BRAC)

Agenda

November 9, 2017

A121

11:00 AM - 12:00 PM

Members

Budget Resource Allocation Committee 2017: Present unless indicated not

- Lyndsay Maas, VP Business Services
- James Zavas, Controller
- Alan Price, Dean Educational Programs
- Dan Watkins, Director of Technology **absent**
- Liz Auchincloss, Technology Services Specialist
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator
- Student Representative, **Krystle Farmer present in Josh's place**
- Lisa Saunders, Accountant (non voting)
- Alexandra Thierjung, Administrative Assistant IIC (minutes) **absent**

1. Approve minutes ([October 27, 2017](#))
2. New Student Representative: Joshua Oken
3. Emergency Budget Request Review
 - a. Update from James Zavas - **no new budget requests since last meeting**
4. WRAP
 - a. Update from Last Meeting
 - b. Review the classified staff and management vacancies, requested positions and dollar amounts - **WRAP ranked list of requested positions reviewed**
5. Recommendations to CPC
 - a. Any new recommendations - **no new recommendations to CPC**
6. Next BRAC Meeting is scheduled - **Nov. 30 from 11:00 AM to 12:00 PM (Change due to schedule conflicts with an upcoming all day Board Retreat on Dec. 8.)**
7. Adjourn

Santa Barbara City College

Budget Resource Allocation Committee (BRAC)

Agenda

November 30, 2017

A121 MINUTES

11:00 AM - 12:00 PM

Members **All Present**

Budget Resource Allocation Committee 2017: Present unless indicated not

- Lyndsay Maas, VP Business Services
- James Zavas, Controller
- Alan Price, Dean Educational Programs
- Dan Watkins, Director of Technology
- Liz Auchincloss, Technology Services Specialist
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator **Via Skype**
- Student Representative, Krystle Farmer
- Lisa Saunders, Accountant (non voting)
- Alexandra Thierjung, Administrative Assistant IIC (minutes)

1. Approve minutes [November 9, 2017](#) **Lyndsay Maas and James Zavas need to review and edit**
2. Grant Funded Positions
PC will take on the approval process.
3. Grant Funded Approval Process - Overall. **Will be discussed at the next CPC meeting, and Paul J. and Lyndsay will review the AP as well. Determination of creating a clear approval process. BRAC involvement is TBD.**
4. SBCCD Facilities Master Plan (FMP): Introduction and Timeline. **Discussed brief history of FMP including PLLUMP. FMP will include 3 campus locations. Introduced Maas Companies as the FMP writer. Completion planned for March 2018 Board of Trustees approval.**
5. Budget Development Timeline (2018-19) **Include hourly spreadsheets in Timeline, James Zavas to review final draft of Timeline.**

Hourly budget tracking:

- **Hourly student non-instructional on track to overspend budget for this year, already at 75%. Hourly Staff non-instructional is at 48% spending. Federal work study is at 37%.**

Santa Barbara City College

Budget Resource Allocation Committee (BRAC)

- *Action Item:* BRAC to discuss the need Dean and BRAC involvement on announcing spending needed.
- a. Budget Forum tentative dates:
 - May 9 & May 11 2018, November 6, 2018 **On James and Lyndsays Calendar for confirmations**
- b. BRAC Sessions 1-4, tentative for:
 - April 6, 2018**
 - April 13, 2018**
 - April 27, 2018**
 - May 4, 2018**
 - Alexandra is working on finalizing appointments and calendars for these meetings. Completed.
- 6. *Action Item:* Determine a process of making decisions/requests for more money. February or Early March - James. Confirm what that BRAC process is at Dean and Manager level. This would include requests for large sums that save money over years (process already outlined in BRAC guidelines where requests go to Finance, then to BRAC, then to CPC), as well as small sums that exceeds budget. James to create a google form that works for both small and large dollar requests.
- 7. *Action Item:* Paul Jarrell and Lyndsay Maas to follow up on tutor budget and 10% cut, and how this will happen and possible effects.
- 8. Next BRAC Meeting: **Wednesday, January 10, 2018, 9am-11am A121 (Calendared)**
- 9. Adjourn