

**Santa Barbara City College**  
**Budget Resource Allocation Committee (BRAC)**

Friday, May 14, 2021

**ZOOM**

9am-11am

**MINUTES**

**MEMBERS**

Name / Bargaining Unit Representative

- 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  
**Not Present**
- 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 **Not Present**
- **Cheryl Brown, Accountant Auxiliary Services / CSEA, Temporary replacement for HEERF review meetings (temporary replacement for Beth Taylor Schott)**
- Lisa Saunders, Accountant / CSEA
- Cyndi Morris / Student Representative
- Anthony Angeles / Student Representative

**RESOURCE MEMBERS**

- Cesar Perfecto, Assistant Controller / Non Voting
- Alexandra Thierjung, Administrative Assistant IIC / Minutes
- TBD, Fiscal Services / **Pending Assignment**
- **Cornelia Alsheimer-Barthel, Accounting Faculty / Non Voting**

**ANNOUNCEMENTS**

- Finalize [2/5/21 Minutes](#)
- Annual [2021 BRAC Meeting Schedule](#)
- **HEERF III Review meetings are scheduled for BRAC on the following dates:**
  - **Fri May 14, 2021, 9-11am**
  - **Wed May 26, 2021, 12:30-2pm**
  - **Fri June 11, 2021, 9-11am**
  - **Fri June 25, 2021, 9-11am**

**AGENDA ITEMS**

1. [BRAC Guidelines](#)
2. **Higher Education Emergency Relief Funds (HEERF)**
  - a. BRAC Review is scheduled for Wednesday, May 26, 2021· 12:30 – 2:30pm.

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HEERF III proposals due May 7. BRAC will approve the final HEERF III items (including some II proposals that were not approved):

[HEERF II and III Proposal List - FINAL](#). Lyndsay reviewed the HEERF III proposal submission form.

Cornelia, commented CPC had strong sentiment that the HEERF II proposals should have had a more thorough review. HEERF II approval items were spent from UGF. HEERF III will be unrestricted funds. Cornelia continued to discuss previous issues regarding layoffs and budget spending history. Ruth clarified that Cornelias discussion topic is a CPC item, Ruth recommended that BRAC can come up with a process and define buckets for review preparation/recommendations, to a committee/President to determine the approvals. Lyndsay said this process can be recommended to the President also. Lyndsay clarified HEERF II approved items will not be retracted. HEERF III needs to be spent by June 30, 2022.

Question about technology requests, and or use these funds for IT refresh instead. Lyndsay said BRAC can decide with IT or not, especially the smaller requests. IT refresh funding is preliminary topic, HEERF monies may be used to support home and office work and those could eventually be used for areas in need when people come back. Need to consider the district wide aspect of the requests in this transition.

- b. BRAC to complete a [draft procedure on how we will be reviewing the HEERF III proposals](#). The plan was to bring that draft procedure to CPC on May 11 for CPC's discussion and input. **Draft review process will be brought to upcoming CPC meeting.**
- c. **2021-22 Tentative Budget draft** ([LINK](#)) Lyndsay reviewed a DRAFT with BRAC. Questions regarding 21 and 22 FY slight changes in benefits and salaries were answered in referring to Simpler accounts. **Action Item:** BRAC requested the reports (by groupings) to be reviewed directly with BRAC and then to their groups for information.
3. [2021-22 Hourly Labor Budget](#) Reviewed with BRAC. Lyndsay had to help complete the summary sheet of estimations by Managers. Tutorial is broken out from Regular Hourly (Athletics and Tutorial Center), \$620k and Hourly Total is approximately \$800k. Lyndsay reviewed recent spending and needs during COVID. Allocated amounts and pay rates also affect spending those budgets. Faculty need to be informed if they are allocated hourly budget. Cesar noted that they will be creating a Manual.
  - a. Lyndsay group zoom chat: In 19-20 the budget was \$685k and the actual spend was \$635k. For this year the budget is \$610k and YTD the spend is \$323k (this includes April payroll).
4. Review the grand total of increases and decreases totals of the non labor files for the 2021-22 budget. ([LINK to summary spreadsheet non labor check list](#)) **Need to review the "Budget Manager" list to make sure these do no list classified staff names.**
5. Notice to BRAC about Emergency Budgetary need/purchases: (2) POS system for Campus Store and Food Services \$75, \$70, (1) Dishwasher \$33k **Discussion. Backfill comes from HEERF (for loss revenue).**

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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