

# Santa Barbara City College

## Budget Resource Allocation Committee (BRAC)

### MINUTES

August 19, 2022

### ZOOM

10am-11am

### 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  
**Not Present**
- Jens-Uwe Kuhn , Dean Educational Programs, Math, Sciences, Library, PE/Athletics / ALA
- Pam Guenther, Professor Math / FA  
**Not Present**
- Patricia Frank, Co-chair, Design and Technology Theater Arts / FA
- Ruth Morales, Professor Economics / FA  
**Not Present**
- Liz Auchincloss, Technology Services Specialist / CSEA
- Beth Taylor Schott, Writing Center Lab Technical Assistant / CSEA
- Lisa Kellogg-Saunders, Accountant / CSEA
- Vacant / Student Representative **Not Present**
- Vacant / Student Representative **Not Present**

### RESOURCE MEMBERS

- Nicole Hubert, Assistant Controller / Non Voting
- Alexandra Thierjung, Administrative Assistant IIIC / Minutes / Non Voting
- Cornelia Alsheimer-Barthel, Faculty / Non Voting
- **Jim Clark, Director IT / Guest**

### AGENDA

1. Review and Approve [BRAC July 8, 2022 Minutes](#) **Approved**
2. Providing BRAC with an updated Budget Development [Timeline](#) Rudy reviewed the timeline and offered open meetings to look at the Timeline in more detail individually or with other groups. Rudy shared the timeline with BRAC on screen and discussed COLA. The Finance and Audit Committee will be posted for Monday August 22, 2022 in Boarddocs.
3. Review the FY22-23 Draft Adopted Budget Reviewed the budget with BRAC and discussed positions such as permanent, hourly etc. Liz asked for a way to break out the Classified, Management and Classified positions. Liz said she was asking for this for a long time. Cornelia said she thinks she recalls a list of breakdown with certificated managers and faculty. Rudy asked BRAC to look at documents that will be posted, and he can expand them. The list should include vacant positions as well.

**Action Item:** Rudy asked Liz to follow up with him to get the detailed report as a feedback, in

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Excel if needed, and to meet briefly to review how the tables are put together. Liz wants to know how much each position section costs when looking at "rightsiding the College" discussion in other committees for funding positions.

Cornelia said this document is the highest level of transparency she has ever seen from Fiscal. Cornelia said the Board wants to know one-time and on-going monies, and also how one time monies may repeat a few times. She wants to separate these items in the revenue stream so that it can be clarified prior to the FA proposal being submitted. Rudy said most of the revenue is ongoing. Cornelia asked about the COVID block grant specifically, for example. Rudy said the update of the memo was edited to go to the Restricted fund.

Beth commented regarding position control and inheriting budgets to manage, how there are some categories that don't make sense to her for positions and then having to loop in HR and Fiscal. She suggested not rolling over budgets but actually having employee and program budgets to be requested currently by budget managers. Rudy said that if changes are made to positions it is easily done to be reflected in the budget (right or wrong). Fiscal Services will have budgets that are coordinated and updated especially when split amongst several orgs to help with "position control" by name, to make sure the detail is accurate and in sync with HR for vacancy and position lists.

#### 4. Budget Requests

- a. Fiscal Services request an increase in budget for student hourly workers from \$10k to \$30k (Rudy Hill) - [Simple link](#)

Approved with conditions. \$10k approved as a budget increase to the student hourly budget, but Fiscal Services is asked to report back at the next meeting with internship information regarding funding; there may be state monies to offset part of or all of the \$10k requested.

Internship. Rudy is asking for support for \$10k to start. He is saying it is DEI related, providing experience to students for internships/careers.

**Action Item:** Liz said yes but wants Rudy to report back to BRAC for transparency. Beth said staff supports students, but it's fair also considering history that it's serving the purpose of why it's being proposed - meaning true internships and NOT replacements for staff. This is a sensitive subject for the unions and the positions need to be specifically internships. Questions, will staff have to manage the internships positions? Who do the interns report to?

**Action Item:** Jens said that internships should all be funded through the State and not through the UGF, he doesn't agree completely, and Nicole and he will follow up with the lead on the State Internship Program to pursue this avenue.

- b. IT requests approval of a \$45k increase to contract budget (Jim Clark) - [Simpler link](#)  
Approved.

Org 4652 - Jim discussed ARUBA the wifi support contract under current budget, and the quote to renew for 5 years. The new contract quote results in annual savings of nearly \$10k. Jim is asking for an increase to this year's budget approximately \$44,704k in order to secure the contract to realize the cost savings over 5 years - as a prepaid. Cornelia confirmed its decrease in expense from \$21k down to \$13k by paying upfront. BRAC was enthusiastic about multiple year discounts. They discussed how to process the

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contract in house.

**Action Item:** Lisa S. made a recommendation of an email being sent for approval records for fiscal services to have a record of the approval process. Rudy agreed to follow up with a written confirmation to the Fiscal Team on the accounting side for prepayment schedules. Liz asked to clarify the prepayment process and Rudy reviewed it.

5. 11am Adjournment

Adjourned at 11:10 am