

Santa Barbara City College

Budget Resource Allocation Committee (BRAC)

Friday, November 12, 2021

ZOOM

9:00-10:30 AM

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 **Not Present**
- Mike Gonella, Instructor and Chair Horticulture Dept / FA **Not Present**
- 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
- Lisa Kellogg-Saunders, Accountant / CSEA
- Cyndi Morris / Student Representative
- Anthony Angeles / Student Representative **Not Present**

RESOURCE MEMBERS

- Cesar Perfecto, Assistant Controller / Non Voting **Not Present**
- Alexandra Thierjung, Administrative Assistant IIIC / Minutes / Non Voting
- Carlene Barrows, Fiscal Services / Non Voting
- Cornelia Alsheimer-Barthel / Non Voting

GUESTS

- Rob Morales, Director, Facilities

MEETING AGENDA ITEMS

1. Review and Approve previous meeting minutes:
 - a. [October 8, 2021](#)

Committee reviewed minutes on their own. No requests for changes.

2. Board of Trustees Finance and Audit Subcommittee (FAC) recap of November 8, 2021, the subcommittees first meeting. Agenda in [Boarddocs](#).

The new Board of Trustee Finance and Audit Subcommittee is slated to meet 6 times per year, dates are posted in the boarddocs planning calendar. At the 11/8 meeting they primarily reviewed the annual 311 report. This meeting was recorded and is available for viewing ([Link](#)).

-ACTION ITEM: Liz and Lyndsay will confirm with Jasmine/IT that future meetings will have the zoom link open to all participants (not a webinar/panel format).

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Ruth asked if the community can speak during the subcommittee meetings and Lyndsay said yes.

3. Annual 311 report

a. [Link to report](#)

The Annual 311 report is going to the Board of Trustees next week, the Finance and Audit Subcommittee reviewed this report on 11/8/21. The District is required to complete the 311 for the Chancellor's office annually in October.

-Liz asked to discuss the 50% law portion of the report. Lyndsay provided Simpler Financials report on how to see instructional and non instructional line items. Beth said for example, tutor training is non instructional and when hired to work they are instructional. Cornelia asked that Fiscal Services do an audit of how current employees are coded to ensure we are recording the 50% law information correctly, especially if we ever get close to the 50% amount.

-Update from Cesar 11/22/21: The 311 does not allow the District to charge instructional costs to non-instructional programs (with some exceptions such as Program Code 611000 Learning Center). However, the District does an audit on a quarterly basis to correct expenditures that were not coded correctly by Administrators.

-Rudy shared the 311 FY20-21 document (activity code/program code for instruction). Ruth pointed out the additional example of Librarians also who have split code assignments.

-The instructional program codes that are included in the 50% law calculation are numbers 010100 through 050900, and 061100 through 069900.

4. [Scheduled Maintenance](#) Project List for [21-22](#) (Rob Morales):

-Lyndsay reviewed 21-22 FUSION Schedule Maintenance Project Needs list, linked above.

-Rob reviewed the Business Communications building restroom repair needs and general plan for remodeling of restrooms. Liz and Rob agreed that Facilities will share the remodel plans with several committees to confirm plans are in line with district needs, such as paper towels vs. hand dryers and other design specifics. Beth discussed looking at options for creating single stall all gender restrooms, Lyndsay agreed this is a high priority to provide additional all gender restrooms across campus. Liz asked to confirm the locations impacted by the HVAC for Administration Building Nursing Technologies (item 6) in Fusion report, which is the 2nd floor of the Admin building (nursing and A211, not Foundation or IT). Liz asked for more specifics to be included in the report or a secondary report be created to provide more details of the projects. Cornelia asked about building water shutoffs, Rob said they are able to isolate water shutoffs in buildings for

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issues and incorporate improvements.

-ACTION ITEM: Ruth brought up Lecture Hall Room A160 improvements and concerns and to determine repairs and costs, she requested this as a specific follow up item and Lyndsay confirmed that it will be. Rob will determine an estimate of the costs to repair A160 and then determine options for funding the repairs. Possible funding source identified by Liz is the Classroom Improvement budget.

Lyndsay said the FUSION projects are large dollar projects and this list is made up of the highest priority large scale projects right now for the campus, and how the District is in need of a bond. Cornelia asked about the process of reviewing this list and Lyndsay said this was done in the Facilities Safety Committee meeting.

-Rob clarified more general questions about several projects, such as how the BC restrooms and BC water barrier projects are separate repairs, and additional information about the storage sheds and roof repairs needs. It was noted the Physical Science building fume hood replacements that were requested through program review will be fully funded for all 7 fume hoods using the scheduled maintenance funds.

-Rob said the numbering of the FUSION report projects are not ranked in priority order.

-Cornelia expressed *concern if it is clear to department chairs that facilities repair, especially for rooms that are used by several departments, needs to be included in their program review.* Lyndsay said there are multiple processes to collect broad information, and address what Cornelia is asking about, including, how employees may submit facilities related requests through the Program Review process (such as Room A160), or through the Work Order System requests via Facilities Department which then staff can prioritize need.

-Ruth said A160 isn't "in" her program review area since it's a shared space, and wants an additional way to submit any facilities requests. Lyndsay said facilities requests through Program Review for classrooms like A160 can be from any employee, and the advice from our previous EVP to not use Program Review was incorrect. Pat said the Program Review process is sufficient for faculty to be able to request classroom repairs. Lyndsay said the Fume Hoods are a perfect example of how the district's current process of requesting items through Program Review does work. When the Program Review Committee shares project submission information, the approval of the Fume Hoods will serve as an example of how the Program Review process should work. The Facilities and Safety Committee discusses the Program Review facilities requests in great detail.

5. Review [October Monthly Budget Report](#) Spending Report (includes HEERF)

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Lyndsay Showed this report to the 11/8 Board Finance and Audit Subcommittee. The report shows \$2.2m is remaining from the HEERF funds, mostly coming from the unspent/unallocated MSI portions of HEERF. However this report will be updated for the upcoming 11/18 Board meeting and will show some additional allocations for the MSI portions of funds.

-Cornelia and Liz asked if some of the money could be used for employee compensation or incentives for the 2022 Spring semester.

6. Budget increase requests for BRAC approval:

- a. Facilities & Operations (Rob Morales) requests \$500,000 of a budget increase to fund 434500 (District Projects) and org 5000 (Miscellaneous Projects) to fund additional emergency facility related expenditures. Adopted budget in this fund/org was \$500,000. Last four years of spending on emergency projects ranged from \$452k to \$888k. YTD expenditures are at \$472k as of 11/12/21.

-Emergency Repairs were kept at \$500k max, it is unrealistic to expect but are still working within that allocation. Some years expenses are up to double the \$500k budget. Rob was asking for more money to cover much expected emergency repair expenses. Cornelia asked about the use of the Unrestricted COVID Mitigation funds of \$4.7m, and if this discussion happened to use some of these funds and been allocated appropriately in the Spring 2021 as these repairs are a priority. Lyndsay said COVID related items most likely took priority. Lyndsay said the \$500k would go into construction fund for unexpected emergency repairs, such as sewer, water line break etc, across all three campuses.

-Lyndsay reviewed deferred maintenance and cost overruns for scheduled maintenance, such as culinary kitchen, where the dollar amount was allocated and the estimate was over the budget for the project. Large scale building projects are another example where there are often cost overruns. But generally the smaller projects don't typically run over budget, as they have the contingencies built in.

-ACTION ITEM: BRAC approved an addition of \$250k to the Construction District projects fund of Emergency Repairs \$250k, with a followup required from Rob Morales to give BRAC updates on how those funds are utilized the remainder of the year.

- b. Christopher Johnson budget increase request - amount pending **Not discussed due to lack of further information at this time.**

INFORMATION

1. 11/8/21 HEERF Presentation recording and PPT PDF is available on the [Fiscal Website](#)
2. Budget Forum Dates

Plan to look at last year expenses (UGF) and provide at the upcoming Budget Forums, with some projections.

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- a. Dates planned in October were not scheduled. Revised forum dates are:
 - Session 1 - December 1, 2021 (Wednesday), 10am-11am
 - Session 2 - December 3, 2021 (Friday), 1pm-2pm

FOR FUTURE MEETING

- 1. Follow up Review of vacant positions in 21-22 budget from Oct. 8, 2021 meeting
 - a. List of vacant positions in budget ([link](#))
 - b. Position Count Report: In progress positions, Budgeted vs Not Budgeted ([link](#))

Next meeting date: December 10, 2021, 9:00 to 10:30 am

ADJOURN