

Santa Barbara City College

Budget Resource Allocation Committee (BRAC)

Friday, October 8, 2021

ZOOM

9:00-10:30 AM

MINUTES

MEMBERS Present:

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
- 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
- Lisa Kellogg-Saunders, Accountant / CSEA

RESOURCE MEMBERS Present:

- Cesar Perfecto, Assistant Controller / Non Voting
- Carlene Barrows, Fiscal Services
- Cornelia Alsheimer-Barthel/ Non Voting

MEETING AGENDA ITEMS

1. Announcement and committee feedback new HEERF [Website](#)

Rudy and Lyndsay shared how the new HEERF website looks under the Fiscal Services webpages. On that website there are three HEERF fund reports, one for each of the three HEERF funds. The reports show which projects were requested and which ones were funded.

2. Review [September Monthly HEERF](#) Spending Report

Rudy reviewed the September Monthly HEERF Spending Report with the committee and answered questions. HEERF I was fully expended for the Institutional, MSI, and Student portions. HEERF II spending now includes the actual lost revenue amounts for the unrestricted and restricted funds that had lost revenues in FY2020 and FY20-21. HEERF II report shows there are funds available in the UGF COVID Mitigation Fund that can be reallocated if the approved proposals are not fully expended. HEERF III projections for FY21-22 show estimates of lost revenues for 21-22 totaling \$8.6m of the \$10.3m, leaving a small amount of funds for other proposals.

Item outstanding: Fiscal Services to incorporate a budget line item into the HEERF II or III “budget” the \$40/day and \$2,500 payments to employees.

Cornelia asked about when the faculty will begin receiving their payments for the \$40 per day. Discussion continued where it was explained by various committee members how

Santa Barbara City College

Budget Resource Allocation Committee (BRAC)

the payroll and related processes are working to get the faculty paid the \$40 per day. Some faculty did receive payments in September, while the majority did not. The staff and manager payment process is implemented and now an ongoing monthly process. While the faculty process is still being refined as the Deans work to gather the information about what days faculty have been on campus. Cornelia and Ruth will continue to announce in various forums that the payments are coming to faculty and to please be patient as they are processed.

3. Review vacant positions in 21-22 budget
 - a. List of vacant positions in budget ([link](#))
 - b. Position Count Report: In progress positions, Budgeted vs Not Budgeted ([link](#))

Item outstanding: For the vacant positions included in the 21-22 budget “list”, the list (budget) needs to be updated to remove faculty that are not in process of being hired, and also to include positions that are in the process of being hired.

Fiscal to work with HR on the Position Count Report and request a column be added to show which positions are in the budget and which ones are not for the upcoming CPC meeting.

Action Items for Fiscal:

- Look for source of vacancies to verify list in payroll report file

- Work with HR to sync lists and formalize sequence of adjusting positions in HR Module-->Salary Manager/Finance Module

4. HEERF Review and Update Presentation
 - a. Session date - October 15, 2021 (Friday), 1pm-2pm - this date and time does not work for many BRAC members
 - b. Session attendance by BRAC members

-Based on feedback from Beth, meeting should address how to fund requests that have been officially approved for funding; maybe funds have become available.

Action Item: Will do a doodle poll for BRAC members to find a date that works for the HEERF presentation date for the last two weeks of Oct and first week of November.

5. Budget Forum Dates
 - a. Session 1 - October 20, 2021 (Wednesday), 10am-11am
 - b. Session 2 - October 22, 2021 (Friday), 1pm-2pm
6. Approval of budget increase requests
 - a. LRC request for \$2,000 hourly funds to work front counter, for Fall 2021 only (from Beth Taylor Schott)

Liz voiced concerns about how it is not allowable for hourly to do classified work. Beth clarified that these hourlies are not replacing classified staff positions.

Santa Barbara City College

Budget Resource Allocation Committee (BRAC)

BRAC approved the \$2,000 hourly funding for the LRC. Fiscal Services to load the budget as one-time dollars (not ongoing).

Patricia Frank-Theatre Arts is in the same situation with a need for hourlies - in that the Theatre Arts Department has to use hourlies because a full time position replacement was not approved to replace a retired full time staff member..

A plan for replacing hourly employees with permanent staff needs to be addressed.

Potential legal ramifications of using hourlies to do CS work; outside of Ed Code.

Lyndsay is working with the new President to resolve this issue. An example of success of eliminating long term hourlies occurred in the Cashiers area.

The long term hourly issues need to be part of the committee working on staff/manager position ranking.

Liz has worked with HR to prevent Managers from hiring hourlies to replace Classified Staff work.

Next meeting date: November 12, 2021 9:00 to 10:30 am

ADJOURN