

# Santa Barbara City College

## Budget Resource Allocation Committee (BRAC)

### MINUTES

Friday, December 11, 2020

### ZOOM

9am-11am

#### MEMBERS

Budget Resource Allocation Committee: **Present unless indicated not**

- Lyndsay Maas, VP Business Services
- James Zavas, Controller
- Alan Price, Dean Educational Programs / ALA
- Paloma Arnold, Dean of Student Affairs / ALA
- Liz Auchincloss, Technology Services Specialist / CSEA
- Mike Gonella, Instructor and Chair Horticulture Dept
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Beth Taylor Schott, Writing Center LTA / CSEA
- Cyndi Morris, Student Representative **NOT PRESENT**
- Anthony Angeles, Student Representative **NOT PRESENT**

#### RESOURCE MEMBERS

- Cesar Perfecto, Assistant Controller (non voting)
- Lisa Saunders, Accountant (non voting)
- Alexandra Thierjung, Administrative Assistant (non voting) **MINUTES**

#### ANNOUNCEMENTS

- Alexandra Thierjung updating BRAC website with agendas and minutes
- Alexandra Thierjung will be taking minutes

#### AGENDA ITEMS

1. Review updated BRAC Guidelines ([link here](#))
  - Clarified language - Section 1
    - BRAC advises/reports to President, and reports out as needed to CPC, as an *operational* decision making committee (group completion of language change in guidelines).
    - Budget Development Values document (refer to BoardDocs CPC Meeting March 3, 2020, Item 6.1)
  - Membership and Resource section (group completion of language change in guidelines)
2. Projections Lyndsay provided the "5 Year Projections December 2020" [scenario 1](#) and [scenario 2](#)
  - James reviewed FTES projections using listed budget stabilization scenarios. James recapped the FTES decline for subsequent 4 years. Requires restoration abilities to adjust budget, refer to [Budget Stabilization Actions](#). Discussed data, expenditures such as positions and budgets listed in the 5y projections.

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- Discussion, state projections could be serious for CC system
  - Discussion, Paloma asked about \$20m reserves being used for current “dire circumstances,” expressing some general concerns that layoffs would happen without using these funds. Lyndsay described how SBCC policy amount is higher than other comparable colleges (5% is the state required-minimum, SBCC agreed on a reserve of 15%). Liz and Lyndsay specified how we have an ongoing structural deficit, and COVID has increased the challenge and was not the cause of it.
3. Budget Development Timeline Not discussed, will bring to next meeting.
  4. BRAC Annual Report
    - It was recommended that we remove the 'Annual Report' section from the BRAC Guidelines because of its redundancy and it is not required as the committee does not report to CPC. BRAC will not complete an annual report, as the minutes are sufficient.
  5. BRAC Website - Check it out! Updated BRAC website was shared on zoom.
  6. Other Discussion Topic:
    - Beth discussed how Classified staff and ALA met with Dr. G to explain why his proposed Zero Based Budget (ZBB) classified staff position scoring process was not supported by the ad hoc group that was asked to help create the criteria.
    - Dr. G said it was going back to the President’s Cabinet and the rating would be done at the VP level.
    - Liz and Lyndsay described how Dr. G said in January there will be more details discussed and wants to eliminate \$500k in positions, and Beth said additionally \$350k of hourly workers.
    - Beth expressed concern over anxiety and morale drop because of the unclear ZBB staff rating process with no participation of the staff. Staff want to be involved in the process, but would prefer the process of ZBB rating not be used.
    - There was consensus around the ZBB scoring process not being clear and participation in the process is key.
    - Liz expressed concern about positions being considered for lay off prior to departmental business process analysis (BPA) being completed. Liz asked about BPA training and staff to be involved. Cornelia said the BPA is a good thing to generate efficiencies and savings. Goal would be for the college to be leaner and to consider doing BPA’s.

### FUTURE AGENDA ITEMS

- Review deferrals and Cash Flow Reports
- 20-21 Restricted Funds Overview in preparation for inclusion in 21-22 BRAC budget development and review processes