

BRAC Meeting Minutes 12/7/2018

MEMBERS

Budget Resource Allocation Committee: Present unless indicated not

- Lyndsay Maas, VP Business Services **Not present**
- James Zavas, Controller
- Alan Price, Dean Educational Programs / ALA **Not present**
- Nicole Hubert, Student Finance Manager / ALA
- Liz Auchincloss, Technology Services Specialist / CSEA
- Mike Gonella, Instructor and Chair
- Patricia Frank, Co-chair, Director Design and Technology Theatre Arts
- Scott Kennedy, Database Administrator / CSEA
- Student Representative **Not present**
- Student Representative **Not present**
- Cesar Perfecto, Assistant Controller (non voting)
- Lisa Saunders, Accountant (non voting)
- Brian Moreno, Administrative Assistant IIIC (minutes) (non voting)

AGENDA

1. Review and approve minutes from last meeting
Minutes approved
2. Budget requests
 - a)Jens brought this forward. Nicole mentioned this was not brought to the district. Fees per student were reduced for field trips (about 17k total). Committee wants more detail on spending breakdown. 15k should give realistic estimate for cost of running program. This adjustment would help ensure students are being charged correctly. Some fees could not be charged according to EDcode. Nicole mentioned the accuracy of the departments spending but would clearer presentation of spending breakdown. Budget had gone from 45k to 50k previously. This would be in addition to that increase. Item will be added to the budget with additional details from Erth/Geo department.
 - b)HR requested \$17,000 for substitute employee. Dollars recalculated from 23k to 17k. Will need substitute aug 22 to jan 31. If leave extends they will calculate additional funds needed. Funding need for 17.91 per hour for 106 days plus benefits. James recommends approving this.
3. Update on budget status
 - a)Are still a number of adjustment discussed in BRAC that need to be made. James presented spreadsheet. Unrestricted Gen fund about 5.5mil. Many positions won't be hired until Jan, Feb, Mar but have been accounted for in current budget. Any positions not in the budget are positions that won't be filled into fall. Backing 1.4 out, putting 1.2 back in for adjuncts to fill positions. Backing 4.5m out of about 5m available for possible future expenditures. Adding \$581 to deficit overall. Nicole mentioned adding another column to identify what expenditures are ongoing. James agreed. Cesar asked if that column would cause more questions. James mentioned he can answer questions if they arise. One-time additions would be for hourly/substitutions. Bookstore used reserves for

construction. Will need to rebuild reserves through profit. Once they do this they may start putting profit back into district.

4. Budget development timeline

b) Same general timeline as last year. Normal regular meetings are included. James mentioned new funding formula and adding it in the future. This should have a bigger impact this next year. Once we get numbers in Feb we will get a better idea. All dates should be in calendar already.