

MEMBERS			
Jacqueline Collins (Chair)	Johanna Aleman	Jennifer Carmicheal (A)	Todd Curan (A)
Virginia Enriquez	Saul Quiroz	Laurie Strong	Vincent Villareal
GUESTS			
Jordana Francisco	Mary Gwin	Eliza Hoyos Vences	Ayana Woods
Larry Maxey	Dina Miyoshi		
CONSULTANTS			
Alex Berry	Nathan Talo		

Call to Order 2:30 The committee approved the 9/8/26 meeting minutes and began the session with a round of introductions. Additionally, the committee was informed that an orientation will be hosted for new BARC members.	Jacqueline Collins 9.8.26 BARC Minutes
Off Cycle Funding Request Jacqueline Collins shared that during the summer BARC retreat, the group determined an Off-Cycle funding process was needed for the campus. Alex Berry helped inform this process and the creation of its form through his leadership with Strong Workforce, which has a similar process. The committee reviewed the proposed Off-Cycle Funding Process. J. Collins emphasized the sooner we have a process, the sooner we can review and support requests. Collins also shared that this process could serve as a useful tool to gather data on ongoing campus needs. The committee discussed how historical data and past requests for "organic" supply purchases might impact the prioritization of new Off-Cycle requests. Alex Berry informed that Strong Workforce does not include historical requests in their rubric, but does take the past requests into consideration, while also allowing requestors to present their needs. Laurie Strong reminded the committee, specifically new members, that two distinct categories began to emerge during the last cycle: New and Innovative, and Campus Needs. The committee agreed to establish a rubric and have sub-committee that will meet with requestors based on the dollar amount requested. J. Collins agreed to draft a rubric for the committee to review.	Jacqueline Collins Off Cycle Funding Request Form Off Cycle Funding Request Process

Dina Miyoshi noted that certain items may be time-sensitive and require a separate procedure. The committee agreed to remove emergency, safety, and health requests from the Off-Cycle Funding process/form. Emergency, safety, and health requests will instead be directed to the Facilities and Safety Committee. It was clarified that off-cycle requests will naturally be handled on a first-come, first-served basis, with dedicated funds set aside for them similar to the existing BARC process. The committee will need to determine how these funds will be allocated across the semester. J. Collins clarified that most of the Off Cycle funding requests should be quicker than BARC, potentially 30 days.	
BARC Composition The committee agreed that in addition to the VPA, the co-chairs will be the Academic Senate President (or designee) and Classified Senate President (or designee).	
Summary and Action Items • Rubric Adoption: Morgan will distribute the sample Strong Workforce rubric, and a draft rubric will be presented at next month's meeting. • Funding Ranges & Review Tiers: ○ Under \$x,000: Approved by the Vice President of Administrative Services (VPA). ○ \$x,000 – \$xx,000: Approved by the sub-committee which includes VPA. Approvals will be referred to Business Services for purchasing. ○ Over \$xx,000: Escalated from the sub-committee to the committee which will then be recommended to Exec; requestors for items over \$xx,000 may be asked to attend a meeting to present. ○ Action Item: Jacqueline will build out these 3 tiers and present the framework at the next meeting. • Off-Cycle Framework & Scope: The committee agreed to accept the proposed framework. • Form Updates: A field will be added to the funding request form to specify the type of item being requested (e.g., supplies, equipment, software).	