

**Draft Minutes**  
**Budget Resource and Development Subcommittee**  
**Sept 16 2016 10:30am to 12:00pm Room L-108**

Meeting called to order at 10:32am

In attendance: Joyce Allen; Brett Bell (Co-Chair); David Buser; Gene Choe(Co-Chair); Kurt Hill; Paulette Hopkins; Marie McMahon; Gary Smith; Sean Young;; David Wilhelm;  
Absent: Martin Walsh; Gerald Ramsey; Denise Kapitzke;  
Guests: Rebecca Bowers-Gentry; Jason Librande

**Approval of Agenda and past meeting's Minutes**

- The agenda was approved ( McMahon, Wilhelm)
- Minutes for the 09/02/16 meeting were approved (Allen, McMahon)

**Old Business**

- BRDS Membership update:
  - Academic Senate has appointed Gary Smith and David Wilhelm to serve as voting members on the committee. They previously served on the committee as non-voting members.
  - Sadayoshi Okumoto and Adrian Arancibia are removed from the committee due to schedule conflicts.
  - There was some discussion that the Academic Senate president does not count as one of the seven voting faculty members. The committee interpreted the governance handbook language to mean that the Academic Senate president (faculty) does not count, and that there were two outstanding vacancies on the faculty list.
  - The Academic Senate is waiting for a recommendation from Gerald Ramsey for the student services representative.
- BRDS Goals Mapped to the college strategic plan and accreditation standards.
  - From the last meeting's discussions, the committee has added the following language to the BRDS goals, "including the allocation of continuous and one time resources".
  - David Buser requested that the Co-Chairs send the suggested goals to committee members for review with standards III.D.1, III.D.2, and III.D.3.

**New Business**

- BRDS methodology for prioritizing RFFs
  - There has been a shift this cycle in the RFF form due to the change with TaskStream and the way Program Review is reported.
  - The BRDS weighted spreadsheet was reviewed. There are several changes to the document this year.

- The weighted rank will not include a numerical value for Safety, Accreditation, Certification, or Other. These will simply be checklist items that require individual review.
  - The ranking will only include an ordinal ranking from the school instead of the originator, department chair, and dean.
- Technology related items will be sent to the Technology Committee for review as in years past.
- Paulette Hopkins asked about using lottery funds for classroom chairs. Brett Bell said that they cannot. The funds must be used on classroom supplies that have a finite life span. Most furniture does not fit in this category. Brett recommended to not put these on a separate RFF and to work with Dane Lindsay for these items.
- Brett Bell commented that the 5-year plan for allocating IELM funds may need to be revised to take care of infrastructure on campus (specifically the smart classroom projectors). These projectors have a finite useable life and will be needing replacement in bulk. The committee agreed that this is a priority item that should be addressed before the problem gets here.
- Paulette Hopkins asked about purchasing monitors instead of projectors. Some classrooms do not need projectors and the monitors have a longer life span with less overall costs. Brett recommended that AV not purchase the most expensive projectors but rather those that provide the best value for this campus.
- Discussion

Meeting was adjourned at 11:30 a.m.