

**Draft Minutes**  
**Budget Resource and Development Subcommittee**  
**February 5, 2016 10:30am to 12:00pm Room L-108**

Meeting called to order at 10:35 a.m.

In attendance: Joyce Allen; Adrian Arancibia; Brett Bell (Co-Chair); David Buser (Co-Chair); Gene Choe; Kurt Hill; Paulette Hopkins; Denise Kapitzke; Marie McMahan; Thong Nguyen; Gerald Ramsey; Gary Smith; Martin Walsh; David Wilhelm; Sean Young  
Absent: Sadayoshi Okumoto; Melanie Stuart  
Guests: Wai-Ling Rubic

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

- The agenda was approved (Walsh/Allen)
- Minutes for the 12/06/15 meeting were approved (Allen/Walsh)

**Old Business**

- Disposition of Funding Requests and the RFF process was discussed. B. Bell Laid out the recommendations from the Tech Committee concerning Requests funded from Tech Refresh and stated that, after discussion with the interested parties, the recommendations would be accepted. In reference to the Request for equipment in I 124, J. Allen suggested that all instructors using that classroom should be consulted concerning future allocation. A question was asked concerning quotes that come in higher than originally submitted; B. Bell said that, while some quotes came in higher there were also those that came in lower and this allowed the excess to be applied to the higher-quoted items. B. Bell said that the excess Lottery Funds (\$129,997.29) were allocated on a pro-rated basis to the various Schools and Divisions, following the recommendation approved in December. B. Bell reminded the Committee that Request purchase orders needed to be submitted by March 15.
- K. Hill reported that the Thin Client pilot was still in progress but results had, so far, been satisfactory.

**New Business**

- B. Bell Explained the allocation for this year concerning the Ongoing Discretionary Resource. A motion was made and seconded (Walsh/McMahan) and the recommendation was passed unanimously. The recommendation will now be presented to the various constituent agencies for approval.
- D. Buser reported on the status of the current RFF form, stating that changes needed to be made in the content and in the way the form is submitted. A process is being developed to allow BRDS to obtain Requests directly from data developed in the Program Reviews of the various Departments and Divisions.
- Next meeting is scheduled for Friday, March 4.

Meeting was adjourned at 12:10 p.m.