

**Draft Minutes**  
**Budget Resource and Development Subcommittee**  
**October 17, 2014 10:30am to 12:00pm Room L-108**

Meeting called to order at 10:34 a.m.

In attendance: Brett Bell (Co-Chair); Joyce Allen; Roanna Bennie; David Buser; Gene Choe; Buran Haidar; Denise Kapitzke; Gerald Ramsey; Steve Volin; Martin Walsh.  
Absent: David Navarro; Sadayoshi Okumoto; David Wilhelm  
Guests: Daniel Miramontez; Lou Ascione; Robin Watkins.

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

- The agenda was approved (Walsh, Haidar)
- Minutes for the 10/03/14 meeting were approved (Kapitzke, Walsh) 1 abstention (Haidar)

**Old Business**

- #1 IELM Allocation Report From Library – D. Miramontez indicated that after review with Faculty and Staff from the LLRC, the full IELM allocation of \$80,000 could be spent. D. Miramontez confirmed that the expense plan would not only include books but supplies related to the purchase, circulation and protection of the same books. B. Bell indicated that this was an acceptable expense as long as it was directly related to the purchaser of Library Books. S. Volin indicated that this was acceptable under past practice. R. Watkins indicated that 10%-20% of the \$80K would be used for the laminator and protection of the Library Books and that the \$80K would help with attaining Accreditation standards. J. Allen indicated that we should get out of the mind set of doing this for Accreditation and focus more upon service to students. D. Miramontez agreed that these purchases will ultimately be for student success. G. Ramsey asked if the IELM five-year plan was still in effect. B. Bell indicated that it was. R. Bennie reminded the committee that we may not see funding like this again next year and that the IELM plan allocates a percentage of total IELM resources.
- #2 Faculty Membership Report From Academic Senate – B. Haidar indicated the following:
  - Haidar – non-voting member,
  - David Wilhelm – appointed member,
  - David Navarro will send counseling faculty recommendation to Academic Senate for his replacement (possibly Kandice Brandt),
  - Waiting for input from Adrian Arancibia on whether or not he would be interested in participating.
- #3 ERFF Update – B. Bell reported that the quote for the Kaeser Compressor had been received at the Business Office. Staff did additional research and found the same equipment at another vendor for a lower price. The approved BRDS amount was \$1,554. The new quote, including tax, shipping and handling was \$1,094.68.

## **New Business**

- #1 Review of RFF Submissions – D. Buser reported that he had received RFFs totaling approximately \$285,768. D. Buser also indicated that due to technical issues there were some RFFs not included in this total. D. Buser reported that he would work with the RFF initiator to add those left off in error. D. Buser indicated that if an originator had submitted a RFF by the deadline that a technical issue should not prevent them from being included in the process. The committee agreed. B. Bell enforced that this RFF process must be an output of the annual program review process. S. Volin agreed but felt that if program review was not referenced the RFF should not be excluded but given a lower priority. D. Buser and B. Bell will format the total RFF listing and provide at the next meeting on 11/7/14.

Meeting was adjourned at 11:30 a.m.