

**Draft Minutes**  
**Budget Resource and Development Subcommittee**  
**September 19, 2014 10:30am to 12:08pm Room L-108**

Meeting called to order at 10:30am

In attendance: Brett Bell (Co-Chair); David Buser (Co-Chair); Joyce Allen; Roanna Bennie; Buran Haidar; Kurt Hill; Denise Kapitzke; David Navarro; Sadayoshi Okumoto; Gerald Ramsey; Steve Volin; Marty Walsh; David Wilhelm  
Guests: Daniel Miramontez

At R. Bennie's suggestion, the Committee welcomed and introduced itself to our new member, David Wilhelm, from BTCWI.

Approval of Agenda and past meeting's Minutes

- The agenda was approved with one modification: the addition of a consideration of an Emergency Request For Funding from MBEPS to New Business
- Minutes for the 5/16/14 meeting were approved.

Old Business

- Thin Client was discussed. K. Hill stated that Thin Client was a proposed pilot and one possibility toward obtaining a goal of managing the large number of computers on campus. B. Haidar asked for the technology committee to clarify before coming to BRDS to discuss budgeting. B. Haidar asked if that would include instructional technology needs and suitability. D. Miramontez said the Technology Committee will be discussing this as part of their upcoming IT system upgrade. D. Miramontez agreed that the Technology Committee will make a report to BRDS concerning Thin Client Pilot by 11/7/14 and report back on the overall technology management issue by 2/6/15.

New Business

- An Emergency Request For Funding (ERFF) was submitted from the Chemistry Dept., through proper channels, to BRDS concerning the replacement of a dryer for a compressor used in the CHEM 251 class. The amount requested was \$1,554.00 plus shipping and handling. A motion was passed (Hill- Walsh) to recommend funding this proposal. It was suggested that more care should be taken in the future to quantify the amounts used for shipping and handling. D. Navarro asked about the availability of funds through VTEA (Perkins) concerning requests of this nature. R. Bennie and D. Buser suggested that a visit by a Perkins representative would help refresh everyone's memories as to the guidelines and restrictions concerning the application of Perkins funds.
- B. Bell presented a proposed list of Goals for BRDS to achieve this year, along with their ties to the College-wide Goals. After some discussion, where priorities were assigned to each goal, a motion was passed (Navarro - Okumoto) to accept this list for BRDS.

San Diego Miramar College				
2014-15 Budget and Resource Development Subcommittee				
Planning Document				
	Strategic Goal	High Priority	Medium Priority	Low Priority
Review committee membership	3		2	
Assist with developing and disseminating annual updates of the college funding sources	2	1		
Identify potential funding sources for program/service needs	2		2	
Review information regarding potential funding sources as identified by the campus	2		2	
Review and prioritize the college annual program review generated campus requests for funding	2	1		
Review emergency requests for funding and facilitating identification of funding sources	2	1		
<b>Strategic Goal I:</b> Provide educational programs and services that are responsive to change and support student learning and success.				
<b>Strategic Goal II:</b> Deliver educational programs and services in formats and at locations that meet student needs.				
<b>Strategic Goal III:</b> Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.				
<b>Strategic Goal IV:</b> Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.				

- The RFF submission process was reviewed and accepted with one minor change: "Chairs approval" was changed to "Chairs/Supervisors approval" wherever encountered.
- A timeline for RFF submissions and processing was outlined and discussed. The resultant timeline was accepted by the Committee.

#### BRDS RFF Timeline – Fall 2014

Action Item	Date
Program Review date	10/1/2014
VP Program Review date	10/15/2014
BRDS distributes RFF form and instructions	9/26/2014
RFF due to BRDS	10/15/2014
Review by Technology Committee	Special meeting
BRDS first review	10/17/2014
BRDS final review	11/7/2014
Distribute ranked RFF to constituents and PIEC	11/14/2014
Ranked RFF to CEC	12/16/2014

- B. Bell presented a chart showing the status of the unrestricted funds from last year and the availability of funds for this year. The status of unrestricted funds was discussed and a motion to accept the new allocations was passed. (Walsh - Bennie). D. Buser will

report to the Academic Senate concerning this year's status and Joyce Allen will report to the Classified Senate.

BRDS Unrestricted Fund								
2014-15 Fiscal Year								
Function	2013-14	2013-14	2014-15	2014-15	Allocation Adjustment	Adjusted Allocation	Actual Expenses	Year-end Balance
	End Balance	Net Income	Balance Avail	Approved Allocation				
Athletics Reserves	\$ 31,999	\$ 15,672	\$ 47,671	\$ 47,671	\$ -	\$ 47,671		\$ 47,671
Fitness Center Equipment Reserves	\$ 71,212	\$ 22,219	\$ 93,431	\$ 93,431	\$ -	\$ 93,431		\$ 93,431
Technology Replacement and Bulbs	\$ 22,186	\$ 38,883	\$ 61,069	\$ 45,802	\$ -	\$ 45,802		\$ 61,069
Staff Development	\$ 6,874	\$ 5,555	\$ 12,429	\$ 12,429	\$ -	\$ 12,429		\$ 12,429
Other Campus Wide Equipment	\$ 6,667	\$ 22,219	\$ 28,886	\$ 21,665	\$ -	\$ 21,665		\$ 28,886
Total Line Item Allocations	\$ 138,938	\$ 104,548	\$ 243,486	\$ 220,997	\$ -	\$ 220,997	\$ -	\$ 243,486
				\$ 67,466				

- B. Bell presented the status of the IELM funds available for this year and the subsequent recommended allocation of these funds according to the Five Year Plan that is in place. Some discussion took place concerning the restriction of funding recurring items and B. Bell stated that this is a local restriction, rather than a state restriction. IELM funds available this year will be \$400,000.00. Both Technology and Library representatives were asked to report back to BRDS by the next meeting as to whether they can spend all the funds allocated to them and on where those funds will be spent. In addition, the Technology Committee was asked to recommend a modification of the label "Computer Refresh" in the Five Year Plan, to better clarify at what part of the campus technology the funds are actually directed. A motion to accept this year's allocation, with the statement that monies not spent would be free to be directed toward fulfilling RFF requests, was passed (Bennie - Hill).

BRDS - IELM Allocation								
Accelerated Conservative - Consistant Funding For All								
			2013-14	2014-15	2015-16	2016-17	2017-18	
	Reserve		96,257	0	0	0	0	
	IELM		50,131	400,000	86,000 *	86,000 *	86,000 *	
	Total		146,388	400,000	86,000	86,000	86,000	
	Reserve	0.00%	0	0	0	0	0	
	Computer Refresh	80.00%	117,110	320,000	68,800	68,800	68,800	
	Library Books	20.00%	29,278	80,000	17,200	17,200	17,200	
	Total	100.00%	146,388	400,000	86,000	86,000	86,000	
* Estimated State Allocation								

- Committee membership was discussed, noting that all positions are filled, with the exception of a vacancy for another faculty member, preferably from LA, and a vacancy for a student member.

Meeting was adjourned at 12:08pm.