

**MINUTES**  
**Budget and Resource Development Subcommittee**

March 1st 2013, 10:30 am–12:00 pm  
S5-104

**Called to order:** 10:33am

**In attendance:** Sadayoshi Okumoto (Chair), Gene Choe, Martin Walsh, Denise Kapitzke, Joyce Allen, Steve Volin, Mark Hertica, Jerry Buckley, Gerald Ramsey, and Kurt Hill

**Absent:** Buran Haidar, Brett Bell, Adrian Arancibia, and David Navarro

**A. Approval of Agenda & Previous Minutes:**

The current meeting agenda was approved

The minutes of December 7, 2012 meeting were approved unchanged.

**B. Reports:**

- In the absence of B. Bell, D. Kapitzke presented the 2013-2014 Budget Update report: We currently have a 2012-13 stable budget. For spring, we were given 7.3 supplemental FTE, and an additional 1.46 FTE is in process. The Budget Outlook for 2013-14 includes 196.7 million in increased system apportionment of which an additional 6.4 million is expected to be allocated to the San Diego Community College District; 49.5 million to support energy efficiency; and 16.9 million to enhance on line instruction. On March 28, we should receive the Tentative budget FTEF for the coming year.

**C. Old Business:**

- G. Choe withdrew the request for 1 Tier 3 Heavy Duty Diesel Engine for \$6055.55 from the RFF list. The committee voted to approve that the \$6055.55 will go into the funding of classroom projectors and projector bulbs as was agreed upon at the December 7, 2012 BRDS meeting.

**D. New Business:**

-J. Allen brought up concern for the staff development money. D. Kapitzke informed the committee: At the September 7, 2012 BRDS meeting, \$2,900 was allocated for Classified Staff Development. The Staff Development fund is intended for use for travel and other classified staff activities and is to be administered by the Staff Development Committee. Of the \$2,900 approved for allocation, \$1,000 is to be ear-marked for classified Supervisors development needs. Please see attached minutes. <http://www.sdmiramar.edu/sites/default/files/documents/minutes/BRDS-m120907.pdf> . The budget number is 12-1801-32071-675000-XXXX and any remaining budget at the end of the year will be carried over into the following year (dollars not spent will not be lost).

-S. Volin mentioned the concern for improving the time constraints for the RFF process, and he suggested that the committee might want to look into that in some future meeting.

-J. Buckley clarified concerns of emergency money from the reserves funds not existing due to the funds being set aside to purchase the SLO tracking software, "Task Stream". He mentioned that we are looking to having the District purchase the software.

**E. Announcements:**

-G. Choe announced that our campus should be aware that our Auto and Diesel programs will be highly impacted due to the closing of similar programs in the neighboring colleges.

-J. Buckley announced that the "Grant Forms" can be found by going to the campus web page - Faculty/Staff tab in the "Divisions - Instructional Services" section, the forms can be found on the "Funding Source Approval Form" link.

**F. Adjourned:** 11:02am