

MINUTES
Budget and Resource Development Subcommittee

October 5 2012, 10:30 am – 12:00 pm
S5-104

Called to order: 10:35 am

In attendance: Sadayoshi Okumoto (Chair), Buran Haidar (Past-Chair), Brett Bell, Jerry Buckley, Gerald Ramsey, Adrian Arancibia, David Navarro, Gene Choe, Martin Walsh, Denise Kapitzke, Joyce Allen, Steve Volin, Mark Hertica

Absent:

A. Approval of Agenda & Previous Minutes:

The meeting agenda was approved

The minutes of Sept 21, 2012 meeting were not available for approval

B. Reports: None

C. Old Business:

- Approval of 2012-2013 RFF process and instructions. The committee reviewed and approved by consensus updates that include:
 - a. Deadlines for submission of RFFs to BRDS by Deans as October 29, 2012, and for purchase order requests to the Business Office as March 15, 2013.
 - b. Notice of availability of \$66,967 in the BRDS unrestricted fund, its purpose, and restrictions that exclude salaries
 - c. Identification of the College Strategic Goal/Strategy the requested item will help the college to achieve.
 - d. Emphasizing the importance of submission of current quotes with the Requests.
 - e. Added clarifications of the signees of the submitted requests.
- S. Okumoto will disseminate the updated document.
- Develop an efficient process for tracking future contracts and grants The committee discussed the two forms that were sent by S. Okumoto for members to review:
 - A one page "Funding Source Approval Form" that J. Buckley presented as the current campus-approved form. B. Haidar commented that this form was never seen by the committee, and that it appears to serve an administrative function and not a shared governance decision-making process. She suggested adding to the form lines for signatures of the campus constituency leaders and she emphasized the role of BRDS, as a shared governance committee, in the review and improvement of the process of resource development.
 - The draft of "Contract, Grant, and Partnership Proposal Approval & Tracking Form" that B. Haidar first presented to the committee at the end of spring 2012, as a first step for further development in 2012/2013, which includes additional elements for transparent decision-making considerations.

Discussion among members included the issue of transparency and participation in decision-making in addition to awareness about funding sources, impact on other college areas and functions, need for further direction from the PIEC, and the ongoing discussions at the District for development of a grant process. A motion by B. Bell to table the discussion awaiting further input for a unified direction for the District sister colleges was approved with one abstention.

D. New Business:

- Develop a timeline for the RFF process- The committee reviewed its fall 2012 meeting times, need to forward the BRDS-recommendations for consideration by the PIEC at its Dec 14th meeting, need to allocate a meeting for interested originators to present to the committee, and coordination with the Technology Committee. The meeting time of Nov. 16 was moved to Nov. 29.

E. Announcements:

- Next meeting: Nov. 2, 2012 at 10:30 am-12:00 pm, S5-104

F. Adjourned: 12 pm