

MINUTES
Budget and Resource Development Subcommittee

September 21st 2012, 10:30 am – 12:00 pm
S5-104

Called to order: 10:34 am

In attendance: Sadayoshi Okumoto (Chair), Buran Haidar (Past-Chair), Gene Choe, Martin Walsh, Denise Kapitzke, Joyce Allen, Steve Volin, Mark Hertica, David Navarro

Absent: Brett Bell, Jerry Buckley, Gerald Ramsey, Adrian Arancibia

A. Approval of Agenda & Previous Minutes:

The meeting agenda was approved

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

The minutes of May 11, 2012 meeting were approved unchanged with two abstentions after extensive discussion of proposed edits that were deemed unnecessary. S. Okumoto informed that J. Buckley, *in absentia*, asked that his opposition be noted.

B. Reports:

- None

C. Old Business:

- Fall 2012 BRDS Goals. S. Okumoto informed that update and approval of new form for RFF and its instruction is the goal.

D. New Business:

- Approval of 2012-2013 RFF process and instructions
The committee discussed the importance of finalizing the RFF form, instructions, and timeline for approval process for timely dissemination to the campus to coincide with the Program Review report due date. B. Haidar presented a quick review of the updates to RFF and its instructions. The committee will review and finalize the 2012-2013 RFF and its instructions at its next meeting. The marked documents will be sent to the committee members for review.
- Develop an efficient process for tracking future contracts and grants-
- Develop a survey for existing and potential alternate sources of funding-
B. Haidar informed that both were among the un-prioritized objectives developed by the PIEC in Spring 2012 for the BRDS to work on. Members agreed to seek further direction from the PIE committee before proceeding.

E. Announcements:

- Next meeting: October 5, 2012 at 10:30am-12:00 pm, S5-104

F. Adjourned: 11:25 am