

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

September 7<sup>th</sup> 2012, 10:30 am – 12:00 pm  
S5-104

**Called to order:** 10:34 am

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

**Absent:** Gerald Ramsey, Mark Hertica, Daphne Figueroa

S. Okumoto and the committee members thanked B. Haidar for her leadership as the past committee Chair.

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

The agenda was approved with the clarification that the item in new Business about “Informing the campus of the availability of funds” is technically part of the next “Schedule of the BRDS 2012-2013 funding process”.

The posted minutes of 5/11 received last minute proposed edits and approval was postponed.

**B. Reports:**

- Budget Update presented by B. Bell covered:
  - San Diego Miramar College’s General Fund Unrestricted Budget Summary comparing the 2012-13 & 2011-12 budgets, by Major Object Code, showing a net increase of \$402,488 in 2012-13 budget that is primarily due to employee benefits.
  - 2012-13 District Wide Budget Assumptions
  - The November Tax Initiative (proposition 30) and its implications to the District and the planned action pending its passage or voter rejection.
- BRDS Unrestricted Fund. B. Bell updated the committee on the 2011-12 end balance of the fund. He presented the following:
  - Proposition to allocate to each of the fund functions the specified amounts from the Civic Center Net income and the resulting 2012-13 Balance available
  - Clarification that the funds allocated for the Athletics and Fitness Center Equipment are “Reserve” funds not available for allocation
  - Proposition to allocate percentages of the 2012-13 fund balance available for the Technology Replacement and Bulbs, Staff Development , and Other Campus Wide Equipment categories that amount to 75%, 73%, and 75%, respectively

Discussion ensued and members approved the 2012-13 fund allocations as presented in the following table with noted clarifications regarding the Staff Development fund category of the total funds available for campus spending in 2012-13.

<u>Function</u>	2011-12 End Balance	2011-12 Net Income	2012-13 Balance Avail	2012-13 Approved Allocation
Athletics Reserves	\$ 6,852	\$ 19,291	\$ 26,143	\$ 26,143
Fitness Center Equipment Reserves	\$ 35,373	\$ 15,837	\$ 51,210	\$ 51,210
Technology Replacement and Bulbs	\$ 36,175	\$ 27,716	\$ 63,891	\$ 47,918
Staff Development	\$ -	\$ 3,959	\$ 3,959	\$ 2,900 <sup>a</sup>
Other Campus Wide Equipment	\$ 9,561	\$ 15,837	\$ 25,398	\$ 19,049
Total Line Item Allocations	\$ 87,961	\$ 82,640	\$ 170,601	\$ 147,220 <sup>b</sup>

(a) The Staff Development fund is intended for use for travel and other classified staff activities and it will be handled by the Staff Development Committee. Of the \$2,900 approved for allocation in 2012-

13, \$1,000 will be ear-marked for classified Supervisors development needs. A summary report from the Staff Development Committee will be expected to be presented to BRDS.

- (b) Of the \$147,200, only \$69,867 are approved for spending in 2012-13 and of those \$66,967 will be used to fund BRDS recommendations for the prioritized Program Review- generated 2012/13 Requests for Funding (RFFs)

**C. Old Business:**

- None

**D. New Business:**

1. Fall 2012 BRDS meeting schedule (time and date)

S. Okumoto discussed the meeting days and time and it was agreed to maintain the regular meeting days and time (the 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month from 10:30 am -12:00 pm).

B. Haidar reviewed the steps needed for the committee to complete its task of finalizing its prioritization of the anticipated 2012/13 RFFs before the end of the fall semester, including hearing from originators, presorting and coordination with the Technology Committee and final prioritization. The following are the tentative committee meeting dates: 9/7, 9/21, 10/5, 10/19, 11/2, 11/16, 11/30, and 12/7.

2. 2012-2013 RFF and Instructions. B. Haidar presented the 2012/13 RFF with the recommended minor modification including: adding the academic year 2012/13 to the form, updating the names of the schools, adding an item for identification of the specific Strategic Plan goal/strategy that will be impacted by the requested item, and increasing the number of characters to one of the fields. The Instructions will be modified to reflect the changes and will be brought to the committee's next meeting.
3. Fall 2012 BRDS Goals - Postponed due to shortage of time
4. Informing the campus of the availability of funds - Included in next item 5.
5. Schedule of the BRDS 2012-2013 funding process – Initiated in D.1 above and will be addressed at the next meeting.

**E. Announcements:**

- Next meeting: September 21, 2012 at 10:30am-12:00 pm, S5-104

**F. Adjourned:** 12:02 am