

MINUTES
Budget and Resource Development Subcommittee

Oct. 7th 2011, 10:30 am – 12:00 pm

Called to order: 10:37 am

In attendance: Buran Haidar (Chair), Brett Bell, Gene Choe, Martin Walsh, Mark Hertica, Sadayoshi Okumoto, Kurt Hill, Carol Reagan, Steve Volin.

Absent: Randy Barnes, David Navarro, Adrian Arancibia, Denise Kapitzke

A. Approval of Agenda & Previous Minutes:

- The agenda and the minutes of the September 16, 2011 meeting were approved.

B. Reports:

- None

C. Old Business:

- Approval of changes to BRDS Governance Handbook page
The committee discussed and approved the following changes:
Chair Term- Change from 3 years to 2 years.
Non-voting membership- Removed the Researcher as a non-voting member.
Election Time: Change the election of the Vice-Chair from the first meeting of the last year of service of the Chair to the second meeting.
Committee Goals
 1. Revise wording of goals 1-4 (minor edits)
 2. Add new goal # 5
“Review emergency requests for funding and facilitate identification of funding sources.”

Committee Procedures and Calendar

1. Revise wording of items 1-3 (minor edits)
2. Add 2 new items for coordination with Program Review committees in the three college Divisions (item # 4) and for development and implementation of criteria for prioritization of requests (item #5).
3. Minor edit to item# 7, previously item #5

Parent Committee: updated to Planning and Institutional Effectiveness Committee

Link to Agendas and Minutes: BRDS Web link updated

Reference to CWMP: deleted

B. Haidar will forward the Committee’s recommendations to the College Governance Committee (CGC)

D. New Business:

- Guidelines for allocating the new 2011-2012 budget line item reserve.
The committee reviewed the Instructional Equipment and Library Materials (IELM) fund guidelines and limitations.
Members discussed the new BRDS-approved 2011/2012 budget line item reserve fund as a resource for campus-wide technology & replacement bulbs and other campus-wide equipment. It was unanimously agreed that this new fund will be known as the “BRDS Unrestricted Fund”, and that the existing BRDS criteria for its prioritization of other requests for funding will be applied to its allocation.

E. Announcements:

- Next meeting: Oct. 7th, 2011 is cancelled. The next meeting is scheduled for Nov. 4th, 2011 at 10:30am-12:00 pm, S5-104

F. Adjourned: 11:35 am