

MINUTES
Budget and Resource Development Subcommittee
Sept. 17th, 2010, 10:34 am -12:00 pm

Called to Order: 10:37 am

In attendance:

Buran Haidar (Chair), David Buser, Peter Fong, Denise Kapitzke, Mark Hertica, Gene Choe, Kurt Hill, Carol Reagan, Steve Volin. **Guests:** Fabienne Bouton-Sander, Glenn Magpuri, Yolanda Castillejos. Alvin Angeles

Absent: Brett Bell, Kathleen Werle, David Navarro, Adrian Arancibia, Martin Walsh

A. Approval of Agenda & Previous Minutes:

A modified agenda was approved include a "New Business" item to review an emergency request for funding, received this morning, from AV for consideration ahead of other agenda items (MCS: S. V., P.F.).

- The minutes of the Sept. 3rd, 2010 meeting were approved with minor word edits requested by the Chair (MCS: D.B., S.V.).

B. Reports-

IELM Funds update- Denise reported that the committee-approved funds for the ERFF by Public Safety (PS) for the LCD Projector will not be expended as alternative Academy resources have been identified.

B. Old Business-

Secondary review of Sp 2010 RFF prioritized list- Members reaffirmed their commitment to the committee's procedures and process and agreed to forward the committee's final recommendation to the Academic Senate. Buran will post the final list on the G-drive.

Members also discussed the impact of the committee's recent modification of the timeline of its procedures on generating two lists for 2011. It was deemed inconsequential, in view of the absence of funding and possibility of resubmission of requests concomitant with the year's program reviews.

C. New Business-

Review of a new ERFF – Buran presented the ERFF originated by the Instructional Support Supervisor Library/AV, Glenn Magpuri, for the purchase of for 4 laptops, which she received 2 hours before the meeting. Yolanda Castillejos. Alvin Angeles from AV explained and responded to questions about the urgency, in light of: faculty usage of the laptops, impact on instruction in many classes, technical currency with adopted standards. The committee unanimously approved spending \$6,199.95 to fund the AV ERFF to purchase the 4 laptops.

Review of Emergency Request for Funding (ERFF) process and procedure – members discussed the existing ERFF procedure and possibility of creating an interactive pdf form for its ERFF, analogous to the committee's RFF form. No urgent need to modify the current procedure was deemed necessary, at this time.

D. Announcements:

- Buran will inform the academic senate about the modified timeline of the committee's procedures that will take effect as of fall 2010.
- The next BRDS meeting is scheduled for Oct. 1st, 2010 at 10:30 am-12:00 pm, S5-104

E. Adjourned: 11:22 pm