

MINUTES
Budget and Resource Development Subcommittee
Sept. 3rd, 2010, 10:30 am -12:00 pm

Called to Order: 10:36 am

In attendance:

Buran Haidar (Chair), David Buser, Brett Bell, Kathleen Werle, David Navarro, Denise Kapitzke, Adrian Arancibia, Mark Hertica, Martin Walsh, Gene Choe, Kurt Hill, Carol Reagan, Steve Volin, George Beitey, Fabienne Bouton-Sander (Guest)

Absent: Peter Fong

A. Approval of Agenda & Previous Minutes:

- The agenda was approved with one modification: the ERFF update and review of a new Public Safety ERFF from “New Business” was moved up ahead of other agenda items.
- The minutes of the last spring meeting on May 7th, 2010 and the “special ERFF” meeting on May 14th, 2010 were approved without modification.

B. Reports-

Budget Update - Brett Bell presented a report on:

- a. SDCCD 2010-11 Board-approved budget and assumptions.
- b. SDCCD 2007-2010 district-wide summary of vacant positions and cost savings.
- c. Summary of Miramar College 2009-2010 & 2010-2011 adopted General Fund Unrestricted (GFU) budget, and details of the GFU 2010-2011 model allocations.
- d. Summary of Miramar College 2009-2010 & 2010-2011 adopted budgets for General Fund Restricted (GFR), Special Revenue, and Fiduciary Trust.

IELM Funds- Denise informed the committee that the IELM fund balance is ~\$104,000.

B. Old Business-

Secondary review of Sp 2010 RFF prioritized list- Postponed until next meeting.

C. New Business-

Fall 2010 BRDS Meeting schedule was discussed and committee members approved meeting on 9/17, 10/1, 10/15, 10/29, 11/5, 11/19, and 12/3.

ERFF update and Review of a new Public Safety ERFF

- Buran informed the committee that the Chemistry department has avoided spending the funds that were approved for the ERFF the committee approved at its special May 14, 2010 meeting. In the process, another urgent need for an item was identified that the committee may receive as a new ERFF in the very near future.
- The committee reviewed the Public Safety (PS) ERFF for an LCD Projector. George Beitey was in attendance and he responded to the committee member’s questions about consultation with AV department and alternative funding sources. The committee unanimously approved funding the PS ERFF for \$ 958.09.

Schedule of the BRDS 2011-12 funding process- Buran reaffirmed that as no IELM funds are anticipated for 2011-12, the existing fund balance will continue to be reserved for emergency requests. She reviewed the alignment of the 2009-10 BRDS scheduled of procedures with the college-wide planning cycle, and the implication of incorporation of the BRDS RFF with the Annual Program Review Report. Discussions led to approval of a modified BRDS procedure schedule for 2010-11. As of fall 2010, the committee will review, prioritize, and seek senate approval for RFFs, submitted by October 15th, before end of the fall semester. Submission of requisitions to the Business Office will be completed during the first month of the following spring semester.

D. Announcements:

- The next BRDS meeting is scheduled for Sept. 17th, 2010 at 10:30 am-12:00 pm, S5-104

E. Adjourned: 12:04 pm