

Draft Minutes
Budget Resource and Development Subcommittee
March 17, 2017 10:30am to 12:30pm Room L-108

Meeting called to order at 10:34a.m.

In attendance: Brett Bell (Co-Chair); Joyce Allen; David Buser; Gene Choe(Co-Chair); Dawn Diskin; Gary Smith; Paulette Hopkins; Carrie De Moll (for Denise Kapitzke); Marie McMahon; Martin Walsh; Sean Young;

Absent: Kurt Hill; Gerald Ramsey

Guests:

Approval of Agenda and past meeting's Minutes

- The agenda was approved (McMahon, Buser MSC)
- Minutes for the 10/21/17 meeting were approved (Walsh, Allen MSC)

Old Business

- Bell thanked the committee for meeting with the accreditation team and answering questions regarding the campus budget allocation process.
- Welcome to new member Dawn Diskin, replacing David Wilhelm.
- Allocation update- Campus is winding down on completing its spending for 2016-2017 fiscal year.
- IELM funds: \$1,383.39 left- This total is earmarked for public safety.
- \$469,333 of the IELM funds were allocated to the technology refresh. To this date, only \$3,355.00 has been allocated. The remaining \$465,978.00 is unspent. Kurt Hill plans to have the funds spent before the end of the fiscal year. The plan is to hold off spending as late as possible so that the technology that will be purchased at the beginning of the 2017-2018 fiscal year will match. This is done to speed up the installation and warranty process by having identical computer stations.
- Library has spent \$37,333 of \$37,703.90 that was allocated. \$370.90 overspent. Bell says that there are funds available to cover.
- Equipment: \$80,000.00 allocated. \$60,769.09 spent. \$19,230.91 unspent. Business office is waiting for quote from Child Development for this remaining balance.
- Lottery funds: \$258,261.00 total. \$160,661.00 was allocated by RFF process. \$152,469.97 spent to date. \$8,164.03 unspent of allocated funds.
 - \$17,600.00 of remaining funds allocated to MBEPS and Liberal Arts for supplies.

New Business

- Bell introduced a motion to review the 5 year plan of the 80% technology and 20% library split of IELM funds. The concern is that the audio visual equipment needs a continuous source of funding to address the aging equipment on campus. This needs to be included in a formal funding process to keep up with equipment breakdowns.
- Bell showed a list compiled by the AV department showing the immediate needs and impending needs of each room utilizing AV equipment.

- Diskin suggested using Strong Workforce funds for CTE classrooms. Brett agreed and recommended speaking with Lynne Ornelas about whether Strong Workforce funds can be used to purchase audio visual equipment in primarily CTE classrooms. This would free up remaining IELM funds for other AV needs.
- Bell suggested reallocating 5% of Technology and 5% of library funds to provide 10% IELM allocation to Audio Visual.
- Recommended that Technology committee review the AV needs, and review the costs of partial versus full upgrades to classrooms, and report back to BRDS.
- Review of discretionary resources- Bell showed that all funds are spent or encumbered.
- Allocation request was distributed 3/7/17 and due back by 3/24/17.
- Bell explained how discretionary funds are calculated based on FTES.
- Discussion

Meeting was adjourned at 12:00p.m.