

**Draft Minutes**  
**Budget Resource and Development Subcommittee**  
**Sept 29 2017 10:30am to 12:0pm Room L-108**

Meeting called to order at 10:33am

In attendance: Joyce Allen; Brett Bell (Co-Chair); David Buser; Gene Choe(Co-Chair); Dawn Diskin; Paulette Hopkins Denise Kapitzke; Scott Moller; Gerald Ramsey Gary Smith; Martin Walsh; John Loewenberg (proxy for Sean Young)

Absent: Marie McMahon; Kurt Hill

Guests: Wai-ling Rubic; Yolanda Giang

**Approval of Agenda and past meeting's Minutes**

- The agenda was approved ( Walsh, Ramsey MSC)
- Minutes for the 09/15/17 meeting were approved (Smith, Buser MSC)

**Old Business**

- BRDS Methodology for Prioritizing RFFs
  - Walsh and Moller had questions about filling out the Taskstream RFF document.
  - Allen asked about how to create requests for those individuals without a program review document. Bell responded that the head of the department should create a program review to document their needs.
  - Allen asked about filling out the document for requests that were already partially funded in the previous cycle. Bell said to continue listing the request and to document the amount needed.

**New Business**

- PPIS Allocation
  - Physical Plant and Instructional Support (PPIS) is the new name for Instructional Equipment and Library Material (IELM). This is a change at the state level.
  - PPIS funds have been split 60-40% by the district. 60% for facility maintenance and 40% for instructional equipment.
  - 2016-2017, there was a total of \$586,666
    - \$469,333 was allocated to Technology resources
    - \$117,333 was allocated to library resources.
  - Changes to 5 year plan
    - From 80-20% to 75-15-10% split among Tech, Library, and AV resources
  - 2017-2018
    - \$254,000 to allocate.
      - \$190,500 for technology resources
      - \$38,100 for library resources

- \$25,400 for AV resources
  - The library funds can be used for purchase of databases instead of books. Bell confirmed with Dean Miramontez that this is one time funding and is never guaranteed. If this money is reduced in the future, it is possible that the access to the databases can be lost if other funding sources cannot be identified.
  - Bell indicated that the campus is anticipating an increase in discretionary funding of around \$100,000. This is an unexpected one time increase to the CAM. This is due to board approval of an increase from \$90 to \$100 for each FTES.
    - Bell recommends that the campus allocate \$50k to the campus and the other \$50k to AV equipment.
  - Motion to approve the amended PPIS 5-year plan to include a one-time allocation of \$50,000 of Discretionary funds towards AV resources. AV resources will be \$75,400. (MCD Buser, Walsh)
  - Bell requested that Yolanda Giang add to the list of the classrooms needing upgrades a column indicating that the classroom could support a projector only upgrade.
  - Yolanda said that many of the classrooms need a full upgrade to support digital transmission of media. Many of the older classrooms with aging equipment need new wiring, switches, projectors, and screens, as well as other pieces of equipment.
- BRDS Unrestricted allocation
  - \$186,746 left over from last year.
  - New funds =\$76,457
  - Ending balance of \$263,203
    - Athletics- Funds to maintain athletic fields from use.
    - Fitness center- funds are for eventual equipment breakdown and a reserve is fine.
    - Bulbs- \$32,779 for bulb replacement of classroom projectors
    - Professional development- \$14,509
    - Other equipment- \$20,977 for emergency requests for funding.
  - Allocation agreed to by committee vote (Hopkins, Diskin MSC)
- Lottery funds
  - \$265,000 in lottery funds for this year.
  - Committee agreed to swap some lottery funds with PPIS to fund equipment. The lottery funds will be offset by the library database purchases.
  - The campus should analyze the supply needs (lottery allocations) and make permanent campus allocations based on the lottery fund requests.
- Discussion

- Next meeting is 10/6/17

Meeting was adjourned at 11:45 a.m.