

Draft Minutes
Budget Resource and Development Subcommittee
Nov 17 2017 10:30am to 12:00pm Room L-108

Meeting called to order at 10:39am

In attendance: Joyce Allen; Brett Bell (Co-Chair); David Buser; Gene Choe(Co-Chair); Dawn Diskin; Kurt Hill; Paulette Hopkins; Denise Kapitzke; Scott Moller; Gerald Ramsey; Gary Smith;

Absent: Marie McMahon; Martin Walsh; Sean Young

Guests: Buran Haidar

Approval of Agenda and past meeting's Minutes

- The agenda was approved (Buser, Ramsay MSC)
- Minutes for the 11/03/17 meeting were approved (Buser, Kapitzke MSC)

Old Business

- None

New Business

- Bell spoke about the BRDS planning process. Miramar has a strong integrated planning structure that has been created through a college participatory process including faculty, administrators, and classified personnel.
 - The process has been validated by the ACCJC.
 - The Institutional Self Evaluation Report (ISER) created by college tri-chair committee. The college assigns these tri-chairs to evaluate college standards and create the quality focus essay.
 - We are now in the midterm of the 7 year cycle. There are 8 recommendations for improvement.
 - We will report that we have accomplished two of our three action plans, and that we will continue to evaluate and improve our processes.
- Action Plan #1 - Evaluate efficiency and consistency of the BRDS annual resource allocation process and identify strategies for improvement.
 - Bell reported that in the 2016- 17 fiscal year, BRDS piloted an improved RFF process.
 - The pilot ran parallel with the existing RFF process. The School of MBEPS used a downloaded excel document from TaskStream to request its RFF items.
 - BRDS evaluated the efficacy of the TaskStream download process and concluded that it should adopt the TaskStream process for all schools moving forward.
 - There were minor modifications to the TaskStream form including a mandatory field to note the Quote Reference Number, the combination of Safety, Accreditation and

Certification onto one data element. Using Ordinal Ranking instead of Weighted Ranking.

- The new TaskStream RFF process was used by all in the 2017-18 allocation process and it was a success.
- Action Plan #1 is complete.
- Buser suggested that we should discuss as a group strategies to improve our processes. We will add in the report that we will also focus on “continuous quality improvement”.
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- Action Plan #2 - Develop a BRDS information page to supplement the current website content.
 - Bell offered suggestions of what should be included on this page:
 - BAM, CAM, BRDS, PIEC, Constituency groups, CEC
 - This should be written in narrative format for people to get a good idea of what the planning structure is like.
 - We will also add a guide to the RFF process
 - Add infographic showing the cycle of resource allocation
 - Next steps to creating page:
 - Finalize the narrative
 - Create draft web page
 - BRDS and PIEC will validate the page
 - Constituency groups will review the draft page
 - CEC accepts the page
 - Target completion date is spring 2018.
- Action Plan #3 - Update the continuous GFU discretionary resource allocation documents to include link to College strategic plan goals.
 - Bell reviewed the required data reporting elements of the GFU Discretionary Resource Allocation form.
 - A pilot was started in the 2016-17 fiscal year to add a required field of College Strategic Goal.
 - The pilot was successful. The College Strategic Goal was permanently added to the GFU Discretionary Resource Allocation Form in the 2017-18 fiscal year.
 - This form will be reviewed by BRDS on a periodic basis for continued quality improvement.
 - Action Plan #3 is complete.
- Discussion
- Next meeting is 12/1/2017

Meeting was adjourned at 11:39am