

Draft Minutes
Budget Resource and Development Subcommittee
Oct 6 2017 10:30am to 12:00pm Room L-108

Meeting called to order at 10:32am

In attendance: Joyce Allen; Brett Bell (Co-Chair); David Buser; Gene Choe(Co-Chair); Dawn Diskin; Scott Moller; Gary Smith; Martin Walsh; Sean Young
Absent: Paulette Hopkins; Denise Kapitzke; Marie McMahon; Kurt Hill; Gerald Ramsey
Guests: Wai-ling Rubic;

Approval of Agenda and past meeting's Minutes

- The agenda was approved (Buser, Allen MSC)
- Minutes for the 09/29/17 meeting were approved (Walsh, Young MSC)

Old Business

- None

New Business

- Identification of New Discretionary Resources
 - Bell stated that this process has been moved up from the Spring to the Fall semester to better assist with budget planning.
 - \$67,000 allocated for 2016-2017, \$68,178 was requested.
 - For 2017-2018:
 - VPA budget is \$615,107. This covers costs for commencement, accreditation, academic senate, class schedule, campus wide mileage, and reserves.
 - VPI budget is \$569,782
 - Student services budget is \$60,122
 - Communications budget is \$27,000
 - PRIE budget is \$163,088
 - Total is \$1,447,199
 - Of this total, 40% is allocated to instruction.
 - A/V resources is allocated \$25,000 from IELM funds and a one time \$50,000 allocation from the discretionary resources surplus. This equals \$71,000 total for A/V resources.
 - A document will be sent out to managers and VPs to work with their supervisors to add amount increases to their budgets. They will need to rank by program, department chair/ supervisor, then dean. This document will then be sent to BRDS for ranking.
 - Each division will be given a total allocation. i.e. instruction will be limited to \$50,000 in increases.
 - BRDS goal is to rank based on division priority.
 - Deadline will be Nov. 1 to Bell. This will give BRDS time to rank and send to CEC for approval by their Dec. 5 meeting.

- Discussion
- Next meeting is 10/20/17

Meeting was adjourned at 11:15 a.m.