

**Draft Minutes**  
**Budget Resource and Development Subcommittee**  
**Mar 02 2018 10:30am to 12:00pm Room L-108**

Meeting called to order at 10:33am

In attendance: Joyce Allen; Brett Bell (Co-Chair); David Buser; Gene Choe(Co-Chair); Kurt Hill; Paulette Hopkins; Carrie De Moll (Proxy for Denise Kapitzke); Scott Moller; Gary Smith; Martin Walsh; Sean Young

Absent: Marie McMahon; Dawn Diskin; Gerald Ramsey;

Guests:

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

- The agenda was approved ( Allen, Hill MSC)
- Minutes for the 12/01/17 meeting were approved (Buser, Young MSC)

**Old Business**

- Develop a BRDS information page to supplement the current website content
  - No meeting yet. Could not coordinate during the winter break. Bell will organize meeting with Buser, Smith, and Choe during the spring to go over the details of the BRDS information page.

**New Business**

- BRDS calendar update
  - Bell recounted the BRDS accomplishments of the fall.
  - 4/16/18 – PPIS Allocation review
  - 5/4/18 – Review tentative Campus Allocation Model (CAM)
  - 5/18/18- no meeting- Commencement
- Update on BRDS RFF funding and expenses
  - BRDS, PPIS, Lottery
    - Report compiled from De Moll and Kapitzke
      - BRDS= \$53,756 allocated \$51,868.15 spent \$1,888 balance
      - PPIS= Tech \$171,818 allocated \$1816.59 spent \$170,001 balance
      - PPIS= AV \$25,400 allocated \$0 spent \$25,500 balance
      - PPIS=Equipment \$38,100 allocated \$31,535 spent \$6,565 balance
      - PPIS=Library Materials \$34,355 allocated \$0 spent \$34,355 balance
      - Lottery= \$265,000 allocated \$245,034.02 spent \$19,966 balance
      - Despite the remaining balances, the business office believes that all the funds will be spent by the end of the fiscal year. Many items are still being processed.

- Moller had a question about the funding process for the classrooms.
- Discretionary resource allocation
  - Bell= this is developed each spring term.
  - Worksheet is sent out to get feedback from the campus on whether they want their resources budgeted in the same categories or have them moved. This is not a request for new funding.
  - This is due to Bell by March 2.
  - New resource requests need to be detailed in their program review, and will be budgeted to the divisions in the fall.
- BRDS co-chair nomination
  - Question on Admin Co- chair
    - According to the governance handbook, the VPI will always serve as the BRDS co-chair along with a faculty co-chair.
    - Choe requested nominations. None at this time.
    - Choe agreed that he would think about it. This will be discussed at the next meeting.
- Discussion
- Next meeting is April 06, 2018

Meeting was adjourned at 11:45am