

Draft Minutes
Budget Resource and Development Subcommittee
Sept 7, 2018 10:30am to 12:00pm Room L-108

Meeting called to order at 10:34am

In attendance: Brett Bell (Co-Chair); David Buser; Gene Choe(Co-Chair); Dawn Diskin;Adrian Gonzales; Kurt Hill; Paulette Hopkins; Denise Kapitzke; Laura Murphy; Gerald Ramsey; Martin Walsh;

Absent: Joyce Allen; Monica Demcho; Rodrigo Gomez;

Guests: Michael Brown; Dan Igou; Michael Lopez; Sadayoshi Okumoto

Approval of Agenda and past meeting's Minutes

- The agenda was approved (Walsh, Diskin MSC)
- Minutes for the 05/04/18 meeting were approved (Buser, Walsh MSC) 2 abstentions (Gonzales, Murphy)

Old Business

- No old business

New Business

- BRDS meeting and action item calendar
 - Bell went over the meeting and action item calendar. Specific dates are in black, and action items are in red in the handout
 - Bell also covered the new allocation model
 - Buser asked if during the RFF process, the committee with accept unofficial quotes (screenshots of shopping carts or informal quotes) and the answer from the committee was yes.
 - Kapitzke stated that based on the timeline of the calendar, board approval is expected sometime in December, so departments should be able to start purchasing in January upon return from winter break.
- BRDS committee membership
 - There are a few changes this year.
 - Rodrigo Gomez has replaced Scott Moller.
 - Sean Young will no longer serve as the classified rep.
 - The committee will nominate and elect a faculty vice-chair by the first meeting of next year.
- BRDS committee goals
 - 2018-2019- Committee will use the same metrics as the previous year.
 - Goals will be linked to strategic goals and our accreditation standards and priority.
 - Bell stated that the student centered funding formula may affect the Campus Allocation Model (CAM)

- Bell recommended the committee add student centered funding formula to the committee goals. The budget has been slightly reduced due to a reduction in FTES.
 - Bell recommended that the committee continue to review new discretionary budget worksheets even there is not any new money.
 - Review first draft of RFF instructions
 - Choe showed a draft of the RFF instructions to be distributed to the campus. These are instructions broken down into steps for the RFF originator, supervisor/department chair, and dean/ manager.
 - Choe will send the document out for committee members to review and provide feedback.
 - Deans will be invited to the next BRDS meeting to ask questions about the RFF process.
 - Next meeting is Sept 21, 2018
- Meeting was adjourned at 12:00pm