

Draft Minutes
Budget Resource and Development Subcommittee
Sept 20, 2019 10:30am to 12:00pm Room L-108

Meeting called to order at 10:35 a.m.

In attendance: Joyce Allen; Brett Bell (Co-Chair); Channing Booth; Michael Brown; Gene Choe(Co-Chair); Dawn Diskin; Adrian Gonzales; Paulette Hopkins; Denise Kapitzke; Laura Murphy (proxy: Marie McMahan)

Absent: Kurt Hill; Martin Walsh;

Guests: Sadayoshi Okumoto; Wai Ling Rubic

Approval of Agenda and past meeting's Minutes

- The agenda was approved- (Kapitzke, Allen MSC)
- Minutes for the 05/03/19 meeting were approved (Booth, Gonzales MSC, Hopkins Abstain)

Old Business

- **No old business**

New Business

- BRDS Calendar
 - Bell distributed committee meeting calendar. It covers meeting dates and action items.
 - Kapitzke will send out new discretionary resource worksheets on Oct 1. This will be due back to the deans to review. Committee will also request AV prioritization of classrooms on this date.
 - RFF worksheets will be due Oct 16. Committee is requesting from Technology committee if they can convene a special meeting to accommodate the RFF finalized ranking.
- BRDS Membership
 - Reviewed current makeup of the committee. There is some change at faculty positions. Co-chairs will follow up with Academic Senate to have those positions filled.
- BRDS goals
 - Bell reviewed the committee goals as described in the College Governance Handbook.
 - Booth recommended an evaluation of the RFF process in the Spring, after finalized rankings, to determine any recommendations to the process.
 - Bell- recommended a year in review of committee accomplishments during the last meeting.
- RFF instructions

- Choe showed the committee the latest Request for Funding instruction sheet. He covered the steps for aligning the items with Program review action items. These instructions will be sent out to the committee and to deans and managers after the meeting.
- Budget update
 - Bell reviewed the 2019-20 adopted budget.
 - Planning assumptions
 - 2019-20 campus will be in “hold harmless” of Student Centered Funding Formula. The campus will receive full funding based on FTES, supplemental and success metrics.
 - SDCCD BAM summary-
 - \$287,512,480 in expenses
 - \$282,514,398 in revenue
 - With a \$23,889,870 beginning balance on 7/1/19, this leaves a projected ending balance of \$14,175,770
 - SDCCD FTES targets
 - Miramar 2018-19 = 9,475
 - Miramar 2019-20 = 9,073
 - This is a change of -402 FTES from the prior year
 - Miramar CAM summary- This shows adopted budget in a snapshot. This is not accurate.
 - Classroom contract= -\$223,439 from prior year
 - Classroom adjunct= +\$327,132
 - Non-classroom contract= +\$403,476
 - Intersession= -\$238,238
 - Summer= -\$977,051
 - Public Safety= +\$52,318
 - Discretionary= -\$72,829
 - Adjusting contracts= +\$25,576
 - **Total continuous allocations= -\$703,055**
 - Booth asked about discretionary resources. Bell stated that reallocation worksheets are available 2 times per year.

- Discussion

Adjourned 11:53am

Next meeting scheduled for Oct 4, 2019