

**Draft Minutes**  
**Budget Resource and Development Subcommittee**  
**Oct 04, 2019 10:30am to 12:00pm Room L-108**

Meeting called to order at 10:33 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; Max Moore; Laura Murphy

Absent: Kurt Hill; Martin Walsh;

Guests: Reginald Boyd; Nessa Julian; Sadayoshi Okumoto; Wai-Ling Rubic; Gail Warner;

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

- The agenda was approved- (Booth, Gonzales MSC)
- Minutes for the 09/20/19 meeting were approved (Brown, Diskin MSC)

**Old Business**

- **No old business**

**New Business**

- BRDS Resource Review
  - Bell reviewed the BRDS unrestricted funds for 2019-2020
    - Takes prior year ending balances + net income and gives a new total
    - Funds are generated from facilities rentals
    - Athletics reserves- receives 30%
    - Fitness center- 20%
    - Campus wide equipment- 35%
    - Professional Development- 5%
    - Total allocated for 19-20= **\$291,486**
    - **\$87,791** for RFF process
    - **\$21,292** for professional development
  - RFF instructions do not show that 20% of BRDS unrestricted funds are held back for emergency requests for funding during the school year. Committee agreed to change this to 10%, so 90% of funds will be allocated in the normal RFF process. Choe will amend the instructions and send them out to the campus DL.
  - Booth asked about the fitness center reserves. He expressed concern over the fact that the fitness center has guaranteed yearly funds to replace broken or worn out equipment. Instruction does not have a fund like this to replace broken classroom equipment. Bell stated that the fitness center equipment will need replacing, and these items typically are replaced in blocks. The funds carry over year to year, but may be totally expended in one cycle.
- PPIS Physical Plant and Instructional Support funds
  - Total for 2019-2020= \$46,787
    - Technology resources allocation (75%)= \$35,090
    - Library resources allocation (15%)= \$7,018

- AV resources allocation (10%)= \$4,679
  - AV resources one time discretionary allocation= \$50,000
  - Total PPIS+ one time discretionary allocation= **\$96,787**
- BRDS RFF summary
  - \$87,791- unrestricted
  - \$181,424- lottery
  - \$7,018- Library PPIS offset to BRDS
  - \$4,679- AV PPIS to BRDS
  - **\$280,912 total for BRDS RFF allocation**
- Discussion
  - Murphy asked if BRDS committee purview should be expanded to manage all funds on campus, ie. Strong Workforce and Perkins. These funds are managed in silos on campus. Other campus's budget committees manage these funds.
  - Bell stated a change in the approval process. The committee has been charged with recommending a process by which campus funds are approved. The constituency groups on campus, which have approved these processes, should not have to approve the recommendations of the BRDS committee. Once the BRDS committee has ranked the RFF requests according the approved process, and the various funds have been fully allocated to the requests, the originators should be able to start purchasing the items. This will streamline the process so that requests can be purchased before the spring semester starts.

- **Discussion**

**Adjourned 11:47am**

**Next meeting scheduled for Oct 18, 2019**