

**Draft Minutes**  
**Budget Resource and Development Subcommittee**  
**Nov 1, 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; Kurt Hill; Paulette Hopkins; Denise Kapitzke; Martin Walsh;

Absent: Max Moore; Laura Murphy

Guests: Gail Warner;

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

- The agenda was approved- (Kapitzke, Allen MSC)
- Minutes for the 10/18/19 meeting were approved (Walsh, Gonzales MSC)

**Old Business**

- **No old business**

**New Business**

- Final Review of RFFs
  - Bell and Choe received the spreadsheets from committee members with their rankings.
  - This past week the Technology Committee added their rankings on technology related requests.
  - The BRDS priority column contains the averages of the committee's collective rankings.
  - The document has remained in the sorted order of dean's rankings. The collective committee rankings are to be used as a guide.
  - Totals of funds to allocate:
    - BRDS Unrestricted: \$87,791 – funds with least restrictions.
    - PPIS: \$11,697- funds for instructional equipment and library materials
    - Lottery: \$181,424- instructional supply funds
  - Total of 105 ranked line items.
  - Bell scrolled through the items, line by line, and the committee discussed whether each item should be funded. If funding was agreed upon, then most restrictive funds were allocated first until those funds were expended, then the next restrictive funds were allocated.
  - Bell suggested that the Library and Technology requests for L-105 upgrades not be funded through BRDS. It was brought up at the technology committee that the individual line items should not be bought separately, and should be purchased as an "all or nothing". Bell stated that the Admin services would explore other options for funding to complete "phase 1" of the upgrade. The committee decided to not fund any of these items through BRDS.
  - Booth suggested that high priced items that get unfunded repeatedly be partially funded with BRDS unrestricted funds. Since this fund can roll over year to year,

the funds could be earmarked for an item, and when an item gets fully funded after several cycles, it can finally be purchased. This will be discussed in subsequent BRDS meetings to determine if this is a strategy that BRDS would consider.

- 41 requests were funded.
- Committee approved final ranking and allocations. (Hill, Diskin MSC)
- Discussion

- **Discussion**

**Adjourned 12:05pm**

**Next meeting scheduled for Nov 15, 2019**