

Draft Minutes
Budget Resource and Development Subcommittee
Dec 6, 2019 10:30am to 12:00pm Room L-108

Meeting called to order at 10:32 a.m.

In attendance: Joyce Allen; Brett Bell (Co-Chair); Channing Booth; Michael Brown; Gene Choe (Co-Chair); Dawn Diskin; Paulette Hopkins; Max Moore; Martin Walsh;
Absent: Adrian Gonzales, Kurt Hill; Denise Kapitzke; Laura Murphy
Guests: Sadayoshi Okumoto

Approval of Agenda and past meeting's Minutes

- The agenda was approved- (Allen, Brown MSC)
- Minutes for the 11/1/19 meeting were approved (Walsh, Diskin MSC)

Old Business

- **No old business**

New Business

- Approval of new Discretionary Resource Allocation
 - In September a finalized allocation model is sent out. The campus knows how much extra resources we have
 - Review of Miramar Continuous GFU Resource allocation request.
 - In this document is a column for departments to request additional funds in object codes. This must be linked to program review.
 - Total requested by campus is \$276,850
 - PRIE and LT= \$182,000
 - Instruction= \$71,300
 - Communication= \$1,500
 - Student Services= \$13,100
 - Administration= \$8,950
 - Total funds available for allocation = \$0
 - Approved to adopt division priority as BRDS priority (Diskin, Moore MSC)
 - Approved to adopt campus priority as BRDS priority (Brown, Booth MSC)
- RFF summary allocation
 - \$280,912 for allocation
 - Total of 40 line items approved for funding.
 - Allocations:
 - 2 for Liberal Arts- \$12,222
 - 15 for MBEPS- \$64,449.04
 - 4 for BTCWI- \$85,000
 - 17 for Public Safety- \$109,696.76
 - 1 for PRIE and LT- \$2,169.18
 - 1 for Admissions- \$6,416.71
 - Booth suggested reviewing the timeline for purchasing following approval of allocations.

- Bell suggested that in the Spring, BRDS will review the process that takes place once allocations are made in order to speed up the delivery of the P.O. to the vendor.
- Classroom AV prioritization
 - This year campus has \$50,000 to allocate.
 - List of classrooms was displayed showing the classrooms in the order of instructional priority as set by the deans and VPI.
 - AV is currently surveying the classrooms to determine the exact needs. As funds are spent on the classrooms, remainder of funds will be spent on the next classroom on the list until all funds are exhausted.
 - Instructional deans and VPI have prioritized the classrooms from 1-16.
 - List approved (Booth, Brown MSC)
- Discussion

- **Discussion**

Adjourned 12:05pm

Next meeting scheduled for Spring 2020