

**Draft Minutes**  
**Budget Resource and Development Subcommittee**  
**April 16, 2021 10:30 am to 12:00 pm**

Meeting called to order at 10:33 a.m.

**In attendance:** Brett Bell (Co-Chair); Dawn Diskin (Co-Chair); Adrian Gonzales; Berta Cuaron; Darren Hall; Kurt Hill; Denise Kapitzke; Alanna Milner; Bill Pacheco, Laura Murphy Channing Booth; Kandice Brandt; Michael Brown; David Buser (proxy for Max Moore):

**Absent:** Morgan Volek

**Guests:** Lou Ascione; Angela Romero; Alex Mata, Jessica McCambly; Patti Manley; Dan Igou; Marie McMahan, Carla Ponti, Najah Abdelkader

**Call to Order:** 10:34 a.m. with quorum

**Approval of Agenda**

- Motion to approve the Agenda for April 16, 2021 MSC Kapitzke, Booth, approved.

**Approval of Minutes**

- Motion to approve the Minutes of March 5, 2021 meeting. MSC Brandt, Booth, approved. David Buser abstained

**Old Business**

- **Draft – Annual Budget Report**

- Working group established at last meeting includes: Kapitzke, Brandt, Diskin, Bell
  - No Report

- **2021-2022 Budget Update**

- a. Brett Bell covered two possible scenarios in Excel and explained college funding based upon College FTES targets and Public Safety targets. Public safety is separate due to different funding structure. Dollars are allocated to Public Safety based upon demand from local agencies for law enforcement and firefighting personnel. The demand stays fairly stable. Public Safety does not get FTEF allocations. College FTES Targets for 2020-2021 are 7,526 and Public Safety 1,209. Neither of those targets are currently being met due to Covid-19 pandemic. The 2021-22 allocations will be reduced for the College based upon lower FTES targets, yet those have not been determined yet. The budget development process is dependent upon which FTES scenario is approved by the district. There is an expected reduction, but the level of reduction is unknown at this point in time. Scenario 1 was a reduction of \$57,500 and Scenario 2 was a reduction of \$6,500.

- b. Brett Bell recapped explanation of reallocations of College Discretionary Budget between General Fund Unrestricted (GFU) and Lottery for amounts that small, as an example, less than \$70k. Explanation was for illustrative purposes only. College Discretionary Budget categories include Instruction, Student Services, Administrative Services, Instructional Support and College-wide with the majority of funding being allocated to Instruction. Until 2020, Lottery funds could only be allocated to the Instruction and Instructional Support categories as a qualified use of funds. Lottery funds are budgeted to offset unexpected reductions to the GFU. Lottery Funds are budgeted with a split between GFU allocation and BRDS Discretionary Lottery Funds. Lottery is budgeted in two areas – GFU Instruction and Instructional Support as one area and BRDS Discretionary lottery funds as the second area. Instead of asking each instructional area to increase or decrease their budget annually, the lottery funds are used to even out small fluctuations in budget reductions from year to year. The goal is to limit the impact to instruction as much as possible. Brett clarified that Lottery has changed to include instructional laptops and student basic needs, which is a vague category and yet to be discussed with Student Services.

Bell, committee and guests discussed various definitions, questions and scenarios of the budgeting process and budget reallocation process. Budget reallocation process occurs in the spring resulting in a net sum of zero, simply moving existing funds to different categories with the school. In the fall, original budget allocations are done based upon need and program review, which is why it is very important for that all monetary requested be included in program review to be incorporated into the planning process.

## **New Business**

### **1. School Budgeting**

- a. Booth presented budget information from the Adopted Budget 2019-2020 and allocation distributions of School Operating Budgets. Bell responded to questions many of which were answered in Old Business Item 2021-2022 budget update and clarified that BRDS charge is over policy, process and procedure, not qualitative and quantitative aspect. Discussion covered the equitable distribution among schools with respect to operating budgets. The committee can decide how often their policy and procedure needs to be evaluated and this could be a possible future goal of the committee to ensure equity and fair weighting among the various schools. Which schools serve more underrepresented groups should also be considered as well as how much FTES each school serves along with facilities expenditures. BRDS policy and procedure may need to include reference to the grant application process for informative purposes.

## **2. CARES Funding Update**

- a. CARES Act 1 have been fully expended for student direct aid
- b. By next week all of the Minority Institution funds will be expended
- c. Finished a college-wide request for close out round of CARES
- d. HEERF II- Approximately \$6.4 million focused on student reengagement and to support hybrid and face-to-face instruction

### **Announcements**

- **Discussion.** Brett reviewed the reallocation process showing adopted Budget and Tentative Budget reallocation demonstrating same total for budgeted and reallocated in total.

**Adjourned: 12:05 PM Next meeting scheduled for May 7, 2021**