

**Draft Minutes**  
**Budget Resource and Development Subcommittee**  
**April 07, 2017 10:30am to 12:30pm Room L-108**

Meeting called to order at 10:34a.m.

In attendance: Brett Bell (Co-Chair); Joyce Allen; David Buser; Gene Choe(Co-Chair); Dawn Diskin; Gary Smith; Paulette Hopkins; Denise Kapitzke; Marie McMahan; Martin Walsh;  
Absent: Kurt Hill; Gerald Ramsey; Sean Young

Guests:

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

- The agenda was approved (Allen, Kapitzke MSC)
- Buser noted that there was an error in the library funds allocation and spending. Choe noted that he will change these amounts.
- Minutes for the 3/17/17 meeting were approved with corrections (Buser, Walsh MSC)

**Old Business**

- Bell showed the new discretionary resource allocation. Each division had returned a request form for new discretionary resources for the 2016-2017 school year.
- Bell clarified that this spreadsheet represents a request for continuous funding for the 2016-17 fiscal year and that these funds will be continuous.
- The committee reviewed the detail spreadsheet from Instruction:
  - VPI- \$1,400
  - Liberal Arts- \$3,514
  - Public Safety- \$13,670
  - MBEPS- \$31,416
  - Total= \$50,000
- IEPI benefits required \$18,800 off the top and Commencement required \$2,500 for sound abatement, leaving \$67,000 for continuous allocation.
- Bell reviewed the GFU Continuous Allocation summary. This document summarized the total prioritization for Communications, PRIE&LT, Instruction, Student Services and Administrative Services. Priority 1 requests totaled \$67,000 and Priority 2 requests totaled \$1,178. There was a motion to recommend this allocation to PIEC and CEC (Walsh, McMahan MSC)

**New Business**

- Discretionary resource re-allocation- April 7<sup>th</sup>, Kapitzke sent out worksheet to divisions. Document is due back April 17<sup>th</sup>. Divisions can duplicate or shuffle funds or change amounts, without changing the totals.
- Taskstream RFF process- Using the MBEPS model from last year, the committee would like to have the schools combine the programs and return a spreadsheet that is prioritized as a school. Each school then should have their priorities listed in order, without duplication.
- The committee will ask Laura Murphy if it is possible to add individual columns in the taskstream spreadsheet for Safety, Accreditation, Certification, and other.

- Also ask if it is possible to add columns for A/V, Facilities, and Technology and whether the item will require continuous funding, and/or installation.
- Review of IELM allocation- Hopkins met with Lynne Ornelas and said that Strong Workforce grant funds may be able to be used for computer upgrades in CTE classrooms.
- This would allow for some IELM funds, that have been allocated for technology, to be used to keep up with A/V maintenance needs of the campus.
- Bell discussed setting up a meeting with Lynne Ornelas, the BRDS co-chairs, and Hopkins to discuss this possibility. Co-chairs will report back at the next BRDS meeting.
- Discussion

Meeting was adjourned at 12:00p.m.