

**Draft Minutes**  
**Budget Resource and Development Subcommittee**  
**Dec 7, 2018 10:30am to 12:00pm Room L-108**

Meeting called to order at 10:40 a.m.

In attendance: Joyce Allen; Brett Bell (Co-Chair); Michael Brown; David Buser; Dawn Diskin; Paulette Hopkins; Kurt Hill; Denise Kapitzke; Paulette Hopkins  
Absent: Gene Choe(Co-Chair); Monica Demcho; Adrian Gonzales; Laura Murphy; Rodrigo Gomez; Laura Murphy; Martin Walsh;  
Guests:

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

- The agenda was approved (Allen, Diskin MSC)
- Minutes for the 11/02/18 meeting were approved (Allen, Buser MSC)

**Old Business**

- BRDS final review of RFF Prioritization
  - Hill asked how many RFFs were for classroom use. All funded RFFs were for the classroom.
  - Hopkins asked what percent of requests were for supplies?
  - Diskin asked is Miramar takes advantage of purchasing contracts. Bell indicated that there are many consortiums and purchasing contacts that Miramar has access to. And that we take full advantage of contract pricing.

**New Business**

- Approval of new Discretionary Resources
  - As a part of our annual budget development process, the campus divisions completed their New Discretionary Resource Request forms. These forms identify:
    - Amount Requested
    - Justification
    - Aligned strategic goal
    - Priority
    - Approval
  - Instruction requested \$41,000
  - Student Services requested \$7,320
  - Administrative Services requested \$3,050
  - PRIE&LT requested \$3,080
  - Communications requested \$3,050
  - It was discussed that there are no new discretionary resources available. The campus continued with its annual budget development and resource allocation process by completing these documents. If resources become available, we will have a plan for allocation.

- There was a motion to approved the new discretionary resources requests (Buser, Diskin MSC)
- Approval of Prioritized Classroom AV Needs
  - A revised classroom AV prioritization was reviewed. The revision added new, critically needed, classroom AV equipment.
  - There was a motion to approved the revised classroom AV prioritization (Hill, Hopkins MSC)

**Adjourned at 11:50 a.m.**

**Next meeting scheduled for March 1, 2019**