

MINUTES
Budget and Resource Development Subcommittee

Dec. 2nd 2011, 10:30 am – 12:00 pm

Called to order: 10:39 am

In attendance: Buran Haidar (Chair), Brett Bell, Martin Walsh, Sadayoshi Okumoto, Gene Choe, Denise Kapitzke, Steve Volin, Carol Reagan

Absent: Randy Barnes, David Navarro, Mark Hertica, Adrian Arancibia, Kurt Hill. **Guest:** Susan Schwarz

A. Approval of Agenda & Previous Minutes:

- The agenda and the minutes of the Nov. 18, 2011 meeting were approved.

B. Reports:

- None

C. Old Business:

- Ranking of the prioritized Fall 2011 RFFs. The committee reviewed its sorting of the items and mapping of all requested items to the applicable strategic goals and strategy with information received from Deans and Department Chairs since the last meeting. Item for which funding had already been identified were marked for exclusion from ranking, and all other items were assigned priority ranking from 1-4.
- The committee reviewed the "BRDS Unrestricted Fund" that was created since the beginning of the fall semester using Civic Center net income. The committee approved B. Bell's motion to move \$6000 additional funds from the BRDS Unrestricted Fund reserves to be allocated in 2011/2012 and to fund all priority #1-ranked items.
- The committee approved the motion to forward its recommended ranking of the prioritized list and its recommendation to spend \$64,930 from the "BRDS Unrestricted Fund" for 14 priority #1-ranked items this year to its parent Planning and Institutional Effectiveness Committee (PIEC), to move it through the college participatory governance process.
- B. Haidar will inform Schools about the committee's decisions and timeline for checking vendor status, securing current quotes, and deadline for submission of requisition to the Business office by March 16th, 2012.

D. New Business:

- None.

E. Announcements:

- B. Brett is working on identifying funds for classified staff development purposes parallel to the faculty AFT negotiated fund
- Next meeting is scheduled for Feb. 3rd, 2012 at 10:30am-12:00 pm, S5-104

F. Adjourned: 12:01 pm