

Draft Minutes
Budget Resource and Development Subcommittee
March 18, 2016 10:30am to 12:00pm Room L-108

Meeting called to order at 10:38 a.m.

In attendance: Adrian Arancibia; David Buser (Co-Chair); Gene Choe; Kurt Hill; Paulette Hopkins; Denise Kapitzke; Marie McMahon; Gary Smith; Martin Walsh; Sean Young
Absent: Joyce Allen; Brett Bell (Co-Chair); Sadayoshi Okumoto; Thong Nguyen; Gerald Ramsey; David Wilhelm
Guests: Fred Garces

Approval of Agenda and past meeting's Minutes

- The agenda was approved (Choe/Young)
- Minutes for the 02/05/15 meeting were approved (Walsh/McMahon)

Old Business

- An update report was given by D. Kapitzke on the current status of purchase orders funded by RFF, Lottery, and Ongoing Discretionary Resource funds.
 - RFF – this year, Lottery funds were used to fund the IELM allotment to the library for books, which freed up the IELM allotment for general RFF submissions (see attachments). A question was brought up concerning the tech refresh process and slow computers that are showing up in classrooms across the campus; K. Hill stated that such instances of slow computers should be reported to IT for evaluation. D. Kapitzke said that there were still some quotes that had not been received for certain Requests; she would be sending out notices to the parties involved with that concern.
 - Lottery – approximately \$54,000 is left of the \$130,000 to spend; all funds must be spent or encumbered by June 30th, with purchase orders submitted by the middle of April. D. Kapitzke said she would be sending out another notice to the general population concerning these deadlines.
 - All of the requests for Ongoing Discretionary Resource funds have been processed and are now in PeopleSoft.
- D. Buser gave an update on the RFF form revision process. Laura Murphy is working on a means to populate the RFF spreadsheet directly from entries made in Department/Division Program Reviews. The idea of discontinuing the old form and introducing a spreadsheet that could be populated by each Department/Division and then submitted to BRDS was discussed. D. Buser said he would keep everyone updated on the progress.

New Business

- Nominations were opened for the election of a new Faculty Co-Chair. G. Choe volunteered to run for the position; other nominations will be brought forward at the next meeting.

Meeting was adjourned at 11:23 p.m.

San Diego Miramar College - Lottery Allocation			
BRDS Allocations			
2015-2016			
<u>BRDS</u>			
1801-32071-499900-4/6999		33,569	
1801-32071-679000-4/6999		20,132	
		53,701	
<u>IELM Funds</u>			
Technology Refresh			
1637-32013-499900-4/6999		132,923	RFFs Tech Refresh
		203,130	Balance Tech Refresh
Equipment			
1637-32013-499900-4/6999		84,013	IELM
		420,066	
Lottery - RFFs			
1695-32013-499900-4999		170,061	
<u>Total Lottery Allocation</u>			
RFF Lottery Allocation		170,061	
Remaining Alloc to Schools		130,000	
Tech Refresh Alloc to Books		84,013	
		384,074	

**San Diego Miramar College
Discretionary Resource Allocation
CEC Approved 3/1/16**

		NonClstrm	Classroom	Benefits	Supplies	Other	Capital		Division
	Cost Center	2301	2401	3999	4999	5999	6999	Total	Total
<i>Communications</i>									
Communications	31040					10,000		10,000	10,000
<i>PRIE, Library & Technology</i>									
PRIE	31081				1,500			1,500	
LRC	31082					1,500		1,500	
AV Media Ctr	31084							-	
IT	31085					4,000		4,000	7,000
Web Support	31086							-	
<i>Vice President of Student Services</i>									
VPSS	33010				600	2,000		2,600	
Amin Tech	33011				250			250	
Admissions	33020					1,000		1,000	
Counseling	33030				900	600		1,500	
Test & Assess	33032					250		250	
Transfer Ctr	33033				500	500		1,000	
Placement Off	33034				250	500		750	
Dean, Stu Develop	33040					3,500		3,500	
Outreach	33042				350			350	
Dean, Stu Affairs	33050					3,500		3,500	
Mental Health	33054							-	
Fin Aid	33070-646000				300			300	15,000
<i>Administrative Services</i>									
Park & Aqua	32035	6,150		615		2,200		8,965	8,965
Student Acctg	32040							-	
<i>Vice President of Instruction</i>									
Dean LA	34101	5,000		500	1,000			6,500	
Deptwide	34102				1,050			1,050	
PLACe	34104		2,500	250				2,750	
ILC	34105		3,000	300				3,300	
Fine Art	34151		10,000	1,200				11,200	
Graphic Art	34154				600		2,000	2,600	
Psychology	34173				4,000			4,000	
Deptwide	34202				1,000			1,000	
Auto Tech	34221		6,750	675	5,500			12,925	
Diesel	34230		6,750	675	5,000			12,425	
Aviation	34241				5,000			5,000	
Bus. Admin	34263				700			700	
Legal Asst	34266				100			100	
Economics	34269				400			400	
Dean PS	34301						1,000	1,000	
EMT	34331		9,000	900	3,500			13,400	
Fire Tech	34332		7,000	700	2,076			9,776	
Dean MNES	34401	5,000		500			2,056	7,556	
Mathematics	34440		9,000	900				9,900	
Sci, DeptWide	34450		(10,078)	(1,008)	3,000			(8,086)	
Astronomy	34452				1,000			1,000	
Biology	34453				7,300			7,300	
Biol Cell	34454				4,400			4,400	
Chemistry	34456			3	10,500			10,500	
Geology	34457				900			900	
Physics	34459				2,800			2,800	
Phys Ed	34471		500	50				550	
Health Ed	34472				50			50	
Nursing	34473				50			50	125,000