

Draft Minutes
Budget Resource and Development Subcommittee
Oct 7, 2016 10:30am to 12:00pm Room L-108

Meeting called to order at 10:32am

In attendance: Brett Bell (Co-Chair); David Buser; Gene Choe(Co-Chair); Paulette Hopkins; Denise Kapitzke; Marie McMahon; Gerald Ramsey; Gary Smith; Sean Young; David Wilhelm; Martin Walsh

Absent: Joyce Allen; Kurt Hill;

Guests: Rebecca Bowers-Gentry; Channing Booth; Pablo Martin

Approval of Agenda and past meeting's Minutes

- The agenda was approved (Young, Walsh)
- Minutes for the 09/23/16 meeting were approved (Young, Buser)

Old Business

- BRDS Goals Mapped to the college strategic plan and accreditation standards.
 - Brett Bell indicated that he added accreditation standards to the BRDS goals for review by CGC
 - This was approved by the committee (Walsh, Buser)
 - Brett and Gene will present the CGC document to the committee before submission.

New Business

- Initial review of RFF
 - Bell stated that Liberal Arts did not indicate a school ranking on their RFF submissions.
 - The music submissions were manually entered since they would not automatically integrate into the Adobe spreadsheet program.
 - Bell asked the committee whether we should send this back to Liberal Arts with a deadline of 10/11 in order to get a complete document sent out to the committee members for review and ranking. This is to allow clarity and fidelity to the process of ranking. The committee agreed to the extension without imposing any penalty on the school.
 - RFFs with no school ranking were listed on the bottom for transparency, but will not be ranked by the committee for funding.
 - The list has been ranked by school priority.
 - Bell reviewed the funding amounts:
 - \$178,261 for lottery instructional supplies
 - \$80,000 for equipment- IELM
 - \$27,549 for unrestricted funds

- Total funds to be allocated= \$285,810
 - There was discussion about how the RFF process worked with the new taskstream spreadsheet. Bowers-Gentry said that it worked well for her department. The document guided their planning and ranking. They had to backfill some of the information since the spreadsheet was available in September. She stated that in the future, the RFF pdf document may not be needed.
- Line item review of Spreadsheet items
 - Each line item was highlighted on the screen and discussed briefly.
 - Channing Booth spoke about the music department's needs. Their AV equipment repair request affects every music class. The sound reverb is not adequate for recording and has been insufficient since its first use.
 - Buser spoke about the Beechcraft fuel bladder replacement. It needs to be replaced for safety reasons (leaking fuel).
 - Hopkins spoke for the AV upgrades in the A, M, H, and S-5 buildings. The AV equipment is beginning to fail in bulk due to the age of the equipment, and this needs to be addressed soon. Bell remarked that the BRDS 80-20 split will be revisited this school year to vote on allocating some of these funds for AV equipment replacement.
 - Young spoke about the auto needs for Ipad and Mac laptops for their classes. This is due to the partnership with Audi who uses Apple products.
 - The list was reviewed line by line to determine: AV/ Technology or lottery funding.
- Bell will sort the document after Liberal Arts gets their RFFs re-ranked by school. He will create a column for BRDS members to input their ranking for each item (1-94). The committee will need to return their rankings to Choe and Bell by Wednesday 10-19 so a combined list can be created by the 10/21 meeting for committee review. He will take those columns and combine them into a single BRDS ranking.
- Bell and Choe will send out the document to the Technology committee to rank AV and Technology items. This recommendation will be used by BRDS to create their final list.
- Discussion

Meeting was adjourned at 12:05 p.m.