

**DRAFT MINUTES**  
**Budget and Resource Development Subcommittee**

May 11<sup>th</sup> 2012, 9:00 am – 10:00 am  
W-248

**Called to order:** 9:07 am

**In attendance:** Buran Haidar (Chair), Gail Conrad, Jerry Buckley, David Navarro, Steve Volin, Carol Reagan, Kurt Hill, Sadayoshi Okumoto, Adrian Arancibia, Martin Walsh, Daphne Figueroa

**Absent:** Brett Bell, Denise Kapitzke, Gene Choe

**A. Approval of Agenda & Previous Minutes:**

- The agenda was approved with postponing Review of BRDS Accomplishments. The minutes of 4/27 were approved.

**B. Reports:**

- None

**C. Old Business:**

- Budget and Resource Allocation Model- **(5.1)**
  - o Update on 2012/13 FTEF Allocation
  - B. Haidar presented the 2012-13 tentative FTEF allocation as of April 16<sup>th</sup> showing a net of 313.730 FTEFs to be distributed equally between Fall 2012 and Sp 2013 from a total of 321.100 FTEF, of which 3.5 are for Board pre-approved FTEF and Sabbaticals of 4.00 FTEF. J. Buckley updated that the Sabbatical FTEFs are now 3 and the remaining one FTEF will be distributed back to schools.

Daphne Figueroa, the BRDS representative to the District Budget Committee, shared the latest information reaffirming Brett Bell's report at the last BRDS meeting. The budget environment is dependent on passage of tax initiative with three scenarios: flat with paid down deferrals, receiving a small percentage of restoration money, and a third between the two. The projected deficit previously estimated to be 9 million is now anticipated to be 18 million which would require 5.56% additional workload reduction of 2500 FTES or 7000 class sections.

- o Enrollment Management (EM)

B. Haidar explained the importance of understanding EM by all, especially in times of fiscal challenges, and she presented a summary and sought committee members' input about:

1. Definition of Strategic Enrollment Management as "A comprehensive process designed to help an institution achieve and maintain the optimum recruitment, retention, and graduation rates of students"
2. Position of the Academic Senate for California Community College, its history, and number of publications and articles. She will be Emailing copies of the ASCCC documents to committee members.
3. Enrollment management considerations, which engendered informed discussion that affirmed and expanded on: a) the value of EM for students and completion, b) anticipated challenges, c) implications for curriculum, course offerings, and faculty that require coordination, d) balancing the needs of current and incoming students. J. Buckley's emphasized the importance of moving away from siloed departmental decisions, especially with the possible 5.56% reduction, that is beyond the scope of any one person that will require input from all to coordinate and align our programs and services, and with other sister colleges. In addition, while it is important to start with a local focus, there is added emphasis on student completion at the District level.
4. Proposed composition for an EM annual taskforce that aligns with recommendations of the ASCCC and similar groups on other colleges, and takes into consideration input of members of the Planning and Institutional Effectiveness Steering Committee (PIESC) to whom it was presented on May 4<sup>th</sup>. The proposed composition included:
  - Administrators (4): VPI, VPSS, Academic non-CTE Dean, CTE Dean
  - Academic Senate reps (4): non-CTE faculty, CTE faculty, Counseling Faculty, Senate Exec rep
  - Classified Senate reps (2)

B. Haidar emphasized the role of the taskforce in two of the four components of enrollment management and involvement of the Academic Senate in working on the philosophy and development of a college policy for development of procedures and implementation.

The committee discussed the importance of the taskforce membership and importance of individuals with knowledge, skills sets, and campus-wide perspective, and the District priority enrollment explained by G. Conrad. J. Buckley emphasized the importance of EM for integrated planning as part of the Strategic Plan, which would be hollow otherwise, as enrollment constitutes about 85% of the campus resources. In response to a question about the timing of the work of the EM taskforce, he expressed interest in convening a preliminary meeting for this work group in fall to coincide with the implementation of the District Enrollment Management System (EMS) that marries information from CurricUNET with ISIS as a tool for comprehensive data-based projections. He and G. Conrad covered a number of parameters that go into the District management system.

The committee agreed by consensus to recommend the formation of a campus EM annual taskforce with the proposed representation. It was explained the proposal to convene a taskforce not a committee was based on the seasonal nature of its work and to avoid expanding the number of committees. The recommendation will be forwarded to the PIEC.

- Resource Development- Alternate Resources Process & Tracking **(5.1 & 5.2)**  
B. Haidar reminded the members that BRDS was tasked by the PIEC to work on developing a process for responding to alternate sources in keeping with integrated planning and alignment with the Strategic Plan-  
“5.2 Develop a process for evaluation and responding to alternate sources of funding”.

She shared that the experience of other community colleges with the same issue was a topic of discussion at the ASCCC Spring Plenary and that useful information and documents are available from other colleges that can be adapted to meet our needs. She presented a first draft of a “Contract, Grant, and Partnership Proposal Approval & Tracking Form”, which was an adaptation of Los Angeles Valley College “Grant Proposal Approval & Tracking Form” to meet Miramar College’s needs. The presented Miramar College version included items for the committee to consider and reflected a proposed process. Clarification about the embedded process could not be addressed due to shortage of time. The committee will continue to work on the process and tracking form in fall 2012.

- Mapping of BRDS Functions **(5.4)**  
The previously distributed draft mapping of the BRDS functions to the Strategic plan will be adopted, unless input is received by Sunday May 13<sup>th</sup>.
- BRDS Accomplishments **(5.1)**  
A list of the committee’s accomplishments will be forwarded to members by B. Haidar.

**D. New Business:**

- None

**E. Announcements:**

- Next meeting is scheduled for August 31<sup>st</sup>, 2012 at 10:30am-12:00 pm, S5-104

**F. Adjourned:** 10:03 am