

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

Feb. 3<sup>rd</sup> 2012, 10:30 am – 12:00 pm

**Called to order:** 10:38 am

**In attendance:** Buran Haidar (Chair), Brett Bell, Gail Conrad, Jerry Buckley, Denise Kapitzke, Steve Volin, Carol Reagan, Lou Ascione (for Mark Hertica)

**Absent:** David Navarro, Adrian Arancibia, Kurt Hill, Sadayoshi Okumoto, Gene Choe, Martin Walsh.

**Guest:** Rex Heftmann

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

- The amended agenda was approved with the following changes: a) adding the Emergency Request for Funding from LA- Graphic Arts as a new "Business items", b) the Budget Update Report to be presented after the first two "New Business" items.
- The minutes of the Dec. 2, 2011 meeting were approved minor edits to include the total amount of committee- approved fund allocation and number of RFF recommended for funding.

**B. Reports:**

- Budget update was presented by Brett Bell. He explained that the 2012-13 budget development is underway. Budget will remain flat for 2012-13; however, budget environment is uncertain and could be reduced mid-year if tax initiatives fail or revenues fall short.

**C. Old Business:**

- None.

**D. New Business:**

- Discussed Emergency Request for color toner cartridge for Graphic Arts. The committee reviewed request and approved \$1,421.85 to be spent for cartridge. Rex Heftmann will provide Denise Kapitzke the requisition for budget coding. Lou stated that future funding for cartridge will come from CTEA/Perkins budget.
- The remaining BRDS meetings will be held 3/2/12, 3/16/12, 4/20/12 and 5/4/12 and 3/30/12 (if needed).
- Buran presented a review of the BRDS RFF form, process and timeline. Need to update the department names and add strategic goal identifiers on RFF form. It was suggested that a communication to campus DL be sent to emphasize that all requisitions for funding from all divisions should be submitted to BRDS.

**E. Announcements:**

- Next meeting is scheduled for March 3<sup>rd</sup>, 2012 at 10:30am-12:00 pm, S5-104

**F. Adjourned:** 11:59 pm