

**Draft Minutes**  
**Budget Resource and Development Subcommittee**  
**September 22, 2021 1:00 pm to 2:30 pm**

**In attendance:** Brett Bell (Co-Chair); Dawn Diskin (Co-Chair); Adrian Gonzales; Michael Odu; Darren Hall; Denise Kapitzke; Bill Pacheco; Laura Murphy; Kandice Brandt; Michael Brown; Max Moore.

**Absent:** Alanna Milner; Channing Booth; Student Designees

**Guests:** Lesley Pearson; Rebecca Bowers-Gentry; Patti Manley; David Buser; Wai-Ling Rubic; Sadayoshi Okumoto, Andrew Brown; Gene Choe; Elizabeth Whitsett

**Call to Order:** 1:02 pm with quorum

**Approval of Agenda**

- Motion to approve the Agenda for September 22, 2021 meeting. MSC Moore; Murphy, approved

**Approval of Minutes**

- Motion to approve the Minutes of May 7, 2021 meeting, with the change to the adjournment from 11:38pm to 11:38am (Odu). MSC Moore; Kapitzke, approved.

**Action Items**

- Motion to approve this allocation of the Civic Center Revenues for the 21-22 fiscal year. MSC Gonzales; Brown, approved 6/5

**Committee Reports/Other**

- Bell shared that the new agenda template will include this section. However, BRDS does not currently have any ad hoc committees or committees reporting to them. Until then, we will not have any Committee Reports items.

**Old Business**

1. None

**New Business**

1. **Committee Membership and Charge**

- a. Bell shared a screenshot of the new Governance Handbook describing in detail how BRDS will operate under our governance processes. Because BRDS contains both academic & professional matters and operational business, agenda items pertaining to the Academic Senate (AS) are brought under review and approval. The AS will then bring certain actions items to the College Council for discussion with President Lundburg for final approval on those specific matters. Once the definition of which

action items need review by the AS, the BRDS agenda will clearly notate those specific action items.

- b. Bell shared that the current BRDS committee membership has changed to include a broader representation across all of the schools. Redistribution of the membership will include the addition of one each from MBEPS and PRIELT and a reduction of one member from both BTCWI and Liberal Arts. As well as the addition of two students. New membership designation will include:
  - Administrators (3) - VP Admin Services, VPI, VPSS
  - Classified Staff (4) - Bus. Off. Acct Supv., Tech Support, Designee, Rep.
  - Faculty (7) - BTCWI, LA, MBEPS, PRIELT, Pub Safety, SS, District Budget Council Rep.
  - Students (2)
- c. Bell shared, as a sub-committee of the Planning and Institutional Effectiveness Committee, BRDS reports to them which includes responsibilities with overseeing college-wide budget development and allocation processes, communicating BAM and CAM budgeting concepts, providing education about budget and resource development. As well as, reviewing augmentation and budget reductions, allocation of one-time resources, accreditation standards, ensuring equity, and referring items to other governance committees.
- d. Bell shared which of the designated committee positions that do not have term lengths. i.e., Administrators and Business Office Acct. Supv. Those assigned to the committee as designees will have term lengths of two years, with the option of a second two-year appointment, plus one additional year, if needed.
- e. Bell shared that BRDS does have the authority to form taskforces. BRDS does not have any immediate requirements to produce plans or reports. New Governance review has provided a quorum standard of 50%, plus one. BRDS approves action items by vote method. BRDS will meet twice per month throughout the academic year.
- f. Bell, committee & guests discussed whether the term lengths will begin this Fall. Bell will confirm with College Council and report back. Per the Committee on Committees, consideration will be given to how initial members are assigned to one, two or possibly three-year terms to avoid high committee turnover in an academic year.

## **2. Meeting Dates, Time and Calendar**

- a. Bell shared a spreadsheet showing meeting dates, times with RFF timelines, action items. BRDS will meet the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month from 1:00-2:30 via zoom for the fall semester. Spring may or may not be face to face. Dark meeting dates are 11/24, 1/12/21 and no meeting for the holiday on 12/22/21. The calendar reflects the timeline for worksheet distribution, program review, Technology Ranking and

AV Prioritization, Business Office Purchasing Notification thru the BRDS Review of RFF Process at College Council. The turnaround times are quick to accommodate the general campus consensus to complete by the Fall semester. Bell initiated a discussion with the committee about whether there is a desire to extend the processing time into the Spring semester to finalize the RFF process. Bell shared that to change the RFF process, he recommends a Faculty and a Classified member to bring it back to the AS and CS to get their opinion. (Hill volunteered). Concerns about receiving orders late, price increases, 30-day quotes expiring and meeting year-end deadlines were discussed. A hybrid model was discussed regarding triage items vs the items for extensive projects that may need more review (for Technology and AV). A suggestion (Manley) to add another layer to program review where Tech and AV have earlier discussions about prioritizing purchases, prior to the allocation process. Another idea was to approve initial funding at a set dollar amount, but if further quotes are higher, an alternate funding source makes up the difference. Budget Managers would need to accept fiscal responsibility of delayed RFF's for this to work. Bell will draft a statement which will outline a hybrid model solution to share with the BRDS committee and could be used to facilitate conversations with the AS and CS.

### **3. Miramar College Budget Update**

- a. Bell shared a spreadsheet of the District's and Miramar's 21-22 FY budget showing major changes in that the Full Time Equivalent Student (FTES) target for our District has been reduced in total by 375 FTES. Because this formula is how we are funded, all discussions will be based on that number. Miramar strategically shifted FTES from the Fall to the Spring for planning in hopes to increase our FTES at that time. Contract salaries have increases, SDCCD discretionary base allocations have increased by \$100,000 from \$600,000. (This is not formulated by FTES, but Bell will report back on how it is calculated). Miramar total discretionary budget has decreased due to lower FTES and Miramar's pro rata budget has increased by approx. \$202,000.
- b. Bell shared a table of current year FTES/FTEF targets compared to last year's targets. Total FTES for FY 21-22 is 3,258, a decrease in 65 total, which accounts for the total discretionary budget reduction. FTEF has decreased by 4.33, which will affect a combination of contract and adjunct. The formula is dependent on the number of retirements, resignations and hiring freeze of contract employees.
- c. Bell shared, and the committee discussed, that Miramar's budget planning was done knowing the SDCCD is still operating under the Hold-Harmless and Stability Protection. The District is receiving 14.9M more dollars than we are actually due per the FTES, success factors, and supplemental factors funding formula. When Hold-Harmless ends in FY 24-25, we need to be back to our baseline allocations from 17-18 FY. Miramar's important primary focus will be to increase our FTES and our supplemental metrics, or fully accept the future budget reductions after Hold-Harmless ends. Stretch goals to increase FTES to 10k will need the support of District resources so faculty and student services are available to meet the challenge. Bell

noted the need to support the increase of FTES with appropriate resources. The SDCCD has a beginning balance of 21.9M dollars which will help us from having a fiscal deficit for the year. SDCCD will receive 1.1M dollars in mandated reimbursements, with a portion (80%) will be available to Meet and Confer and Union groups to place on salary schedules. Good news is the SDCCD has received 2.9M dollars for full time faculty hiring, where Miramar will fill 13 new FTE faculty positions to include seven in the '22 FY and six in the '23 FY. This charge was led by the AS (Murphy).

- d. In place of the presenting the entire CAM, Bell shared a single slide documenting an adopted budget comparison for 21-22 FY to 20-21 FY. In general, FTEF (adjunct overload), Contract Salaries and Public Safety either increased or remained the same. Discretionary budget was reduced by \$12,540, but will be absorbed using lottery resources. Total adopted budget for FY 21-22 is \$42,239,74. An increase of 1.3M dollars from last FY. The committee discussed the District increase of \$100,000 in discretionary funding which is available to the four campuses. Bell will report back on what the funding formula is used for this. A general discussion continued about the buckets of money available to budget managers (FTES target funding and Discretionary Budget) and the process for allocation at Miramar. Including the use of lottery funding to offset the minor variations in discretionary budgets and finally the balance for RFF allocation.

#### **4. RFF Resources and Timeline**

- a. Bell shared a spreadsheet noting that the BRDS Committee has used a standardized resource allocation process dating back 14-15 FY to allocate Civic Center activity resources to four areas; Athletics Reserves, Fitness Center Equipment Reserves, Campus-Wide Equipment & Supplies and Professional Development. Total available to allocate this FY is approx. \$193,000, down from \$230,000 last year. Bell is recommending we follow the prior practice in allocating 100% of the balance available to Athletic Reserves (\$20,663), Fitness Center Equipment Reserves (\$124,259) and also Professional Development (\$26,686). The goal for Athletic Reserves and Fitness Center is to build these reserves to fund future equipment failures. Professional Development activities include campus wide participation and available through the PD Committee. Discussion questioning the replacement of CPAT equipment for Public Safety with Civic Center funds was brought up and will be addressed at a later time. Based on the funding approach above, the total funding remaining to allocate for RFF's is \$19,350, down from \$57,000 last year.
- b. Bell requested he would entertain a motion to approve the BRDS standardized resource allocation process for the 21-22 academic and fiscal year. The committee and guests discussed adjusting the funding allocation to match what the impending RFF's look like and identify other funding sources that might be available to offset what is spent within BRDS. Fire Tech is interested in some of the Civic Center funding for equipment needs. The funding model being used was brought into

question and a request to reevaluate it for future application. It was stated that if the motion does not pass, the next opportunity to adjust the allocations would be Oct 13<sup>th</sup>.

Bell recognized that the approval of the funding allocation was a tight vote which warrants additional conversation at future BRDS meetings. Bell reminded the committee if we do entertain changing the long-standing process, it would require governance review of AS, CS and College Council to finalize the changes. The committee would also like to discuss taking a broader look at the budget process with regard to other funding sources.

### **Announcements**

- None

**Adjourned: 2:40pm. Next meeting scheduled for October 13th, 2021 at 1:00pm via Zoom**

DRAFT