

Draft Minutes
Budget Resource and Development Subcommittee
February 23, 2022 1:00 pm to 2:30pm

In attendance: Brett Bell (Co-Chair); Channing Booth; Kandice Brandt; Michael Brown; Dawn Diskin (Co-Chair); Adrian Gonzales; Darren Hall; Kurt Hill; Denise Kapitzke; Laura Murphy; Michael Odu; Roger Olson; Bill Pacheco

Absent: Vanessa Garcia

Guests: David Buser; Jonathan Okerblom;

Call to Order: 1:02 p.m. with quorum of eight

Approval of Agenda

- Motion to approve the Agenda for February 23, 2022 meeting. MSC Brown; Murphy, approved.

Approval of Minutes

- Motion to approve the Minutes of February 9, 2022 meeting. MSC Brown; Booth, approved.

Committee Reports/Other

- Bell introduced J. Okerblom (MBEPS) as a soon to be member of the committee.

Old Business

1. Budget Development Procedure

Bell shared there are eight more fund groups to review with the committee before the final draft of the Budget Development Procedure is fully documented. Upon completion, a technical committee (Kapitzke, Brandt and Diskin) will review and then the final product will be presented back to the committee.

Bell discussed two sub fund groups, Special Revenue and Capital Outlay. Within Special Revenue Fund 30 are two sub funds. Sub Fund 33 is an accounting for all Child Development funds. This fund generates revenue that are offset by the expenses of the program. Child Development has a program monitor at the state level. Budget development of the fund will include a project lead or project manager. The other sub fund of Special Revenue is Other Revenue, Fund 39. Miramar has two such funds, Pay for Print and Proctoring Activities. Pay for Print involves the revenue gained from the sale of print cards used for printing documents on campus. The income is offset by the supplies needed to maintain the printing equipment. Proctoring involves the income earned from proctoring tests, which is offset by the supplies needed to offer the services. A budget manager is involved with the budget development of the fund.

Capital Outlay, fund group 40, includes general obligation bonds, certificates of participation, and other state funds which are managed from the District Office. Miramar has one Capital Outlay sub fund used for minor improvements on campus. Sub Fund 41 is managed by Bell and addresses unplanned issues during the year on a first come, first served basis and is allocated between supplies and capital improvements.

2. RFF Process Review

Bell and Diskin met earlier to establish a list of six questions to share with department chairs, deans and the BRDS committee to evaluate their impressions and to answer questions about the RFF process. The committee discussed how these questions would be shared with the campus. Final decision will be to send an email to the entire college stating we are soliciting input through the Academic Senate, Classified Senate, Tech Committee, PIER and possibly another path to receive the submitted responses.

New Business

1. BRDS Term Lengths

Bell shared that all governance committees on campus were contacted by the Committee on Committees to assist in the process of establishing term lengths for faculty members. BRDS has six faculty positions, to include the co-chair elect for next year. Booth, Brandt and Hall have interest in chair-elect responsibilities. Based on the commitment needed, Brandt and Booth are the remaining members who can fulfill the responsibilities. The March 9th BRDS meeting will include official nominations and elections. The committee term length recommendation will be for BTCWI, MBEPS and Public Safety designees to end '23-24 and Liberal Arts, PRIELT and Student Services to end in '24-25.

Announcements: The March 9th meeting will be via Zoom and the format for future meetings will be discussed at the time.

Adjourned 2:00 p.m. Next meeting scheduled for March 9, 2022 at 1:00 p.m.