**Draft Minutes**

**Budget Resource and Development Subcommittee**

**March 9, 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:** Jonathan Okerblom;

**Call to Order:** 1:00 p.m. with quorum of eight

**Approval of Agenda**

* Motion to approve the Agenda for March 9, 2022 meeting. MSC Hall; Olson, approved.

**Approval of Minutes**

* Motion to approve the Minutes of February 23, 2022 meeting. MSC Booth; Brown, approved.

**Committee Reports/Other**

* None.

**Old Business**

1. **Budget Development Procedure**

Bell wrapped up the last of the budget development procedures for all fund groups at Miramar. Fund Group 70 are funds held on behalf of another party and managed by the organization and a District Special Funds manager. The first discussed was Sub-Fund 71; Associated Students Trust Fund. The fund was established to support Associated Student Government activities on campus in lieu of selling food at campus events. Budget reductions do not typically occur, but they can only spend up to the revenue amount received, not what may have been budgeted. Sub-Fund 72; Student Representation Fee Trust holds funds in trust for the Associated Students with the revenue from an optional student fee and supports student conference attendance, travel, as well as major purchases to support student life. Budget development is like the other funds, and spending allocations are limited to funds on hand. Sub-Fund 74; Student Financial Aid Trust Fund includes student financial aid allocations from the Federal Government, including FAFSA grant and loan allocations which belong to the students and are held in trust for disbursement. Fund 79; Other Trust Funds accounts for other club activities, special organizations, or the collection of revenues in unique situations. Ex: Reprographic chargebacks, SDCCD Auxiliary Org and Fiduciary for scholarships.

The committee discussed how BRDS can be utilized when off-schedule funding sources are made available, and whether to consider a schedule to update the budget development documentation that will be accessible on the website.

1. **RFF Process Review**

Bell stated there is no report, but will be included at the March 23 meeting.

**New Business**

1. **Chair-Elect Nominations and Election**

Bell shared that BRDS Committee Co-Chair acts as a Co-Chair Elect for the first year. Diskin nominated Booth (accepted) as Co-Chair Elect. No other nominations came forward. A motion to elect a Booth as the Co-Chair Elect; MSC (unanimously) Pacheco; Hall. Thank you to Diskin for her service as Co-Chair of BRDS.

1. **Meeting Format (Zoom or Face-to-Face)**

Bell prefers face-to-face for future BRDS meetings. The committee discussed individual preferences. The committee came back to the zoom vs. face-to-face meeting format discussion. Motion to begin to have future meetings exclusively in person by Pacheco. Motion carried with 9 yes / 4 no.

1. **Student Committee Member**

Diskin stated that the student member recruitment is difficult and asked for input on increasing participation. The committee discussed ways to enhance the benefits to, and the participation of students in committee membership as a college.

**Announcements:**

* Booth asked for clarification on HEERF funding availability. Bell stated funding requests will begin next week. Booth asked for a future agenda item to include guidelines and restrictions, if any, with finding new funding for Miramar. Booth announced that the Music Program needs their A-frame back, which was lost when campus closed.

**Adjourned 1:56 p.m. Next meeting scheduled for March 23, 2022 at 1:00 p.m. in L-108.**