

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

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

Absent: Vanessa Garcia

Guests: None

Call to Order: 1:03 p.m. with quorum of ten

Approval of Agenda

- Motion to approve the Agenda for March 23, 2022 meeting. MSC Booth; Olson, approved.

Approval of Minutes

- Motion to approve the Minutes of March 9, 2022 meeting. MSC Kapitzke; Pacheco, approved.

Committee Reports/Other

- None.

Old Business

1. Budget Development Procedure

Bell, in summary, stated that he will draft the document which will assign purposes and responsibilities. The work group will get the document to finalize and present to the committee.

2. RFF Process Review

Bell reviewed that the campus survey will be ready to send out by the end of April. Miramar's RFF standard is a hybrid of many budgets and operational processes. BRDS is unique to our campus where multiple funding sources have been identified for supplies and equipment for operational purchases. How to fund questions should start with your department chairs and supervisors as leaders of your departments, then managers and/or Deans as the leaders of the schools. Gonzalez and Odu reinforced this path as a best practice for the RFF process.

New Business

1. Coordination and Oversight of College-wide Budget Development and Allocation

The committee continued the conversation which started at the last meeting about resource allocation on campus. Consensus was found about the process of how budgets are established and where the Miramar community can go to find information, which may also include access to transparent information about what special funds are available. (e.g., HEERF). Pacheco recommends a FLEX opportunity be established to better understand resource allocation. The roll of a governance committee is to ensure that the budget process is followed during discretionary budget development. Eighty five percent of Miramar's budget is salaries and benefits. The Strategic Enrollment Committee drives resource allocation (FTEF) for each of the school's needs. Questions considered are; what does transparency mean to the non-managers? What is the difference between a lack of transparency and not understanding a concept? Incorporating examples in the budget discussions will help achieve a better foundation to have quality conversations. School budgets have traditionally rolled over year to year with modifications because of increases and decreases in funding. Changes are driven by what is available at the state level, district level and then the campus, and is presented in the form of a budget update. The subject matter experts interpret what the budgets will look like the next year depending on funding goals and availability. High level discussions about the budget are had at different points in the process between departments and Deans. The committee shared examples of how and when discussions begin when there is a justified need for funding and which budget can support it; Interpreting Services is an example of this.

2. New and Alternative Funding Sources

The committee continued the conversation started by Booth at the last BRDS meeting about what the legitimate avenues are to obtain new funding. Alternative funding sources can be found with grant writing or applying for new state-wide funding when available. Hall shared how Fire Tech maneuvers in this space. Applying for alternative funds starts with an initial proposal, which answers questions about the general concept, need for ongoing funds, staffing or technology requirements, use of facilities, and the general scope of work. The proposal flows from the Department Chair, to Deans, to VP's and then the President's Cabinet. Must be board approved at the end. Stand-alone, auxiliary organizations can also be established/incorporated that manage fundraising.

3. Approved Board Agendas

Bell shared four new committed funding resources that were board-approved.

- Counseling Project / Pathways funded by BTCWI for onboarding of CTE students, \$36,000.
- Chemistry Affiliates Club - \$500.00 for travel to American Chemical Society conferences.
- EOPS – Salary for one classified position \$93,597.00
- New faculty positions (13) - \$1,121,407.00

Bell shared of a plan to enhance communication about board agendas for the entire campus and also to establish a process that helps the college allocate uncommitted resources. (e.g. HEERF)

Announcements: None

Adjourned 2:30 p.m. Next meeting scheduled for April 13, 2022 at 1:00 p.m. in L-108.

DRAFT