

Draft Minutes
Budget Resource and Development Subcommittee
April 27, 2022 1:00 pm to 2:30pm

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

Proxy in Attendance: Laura Murphy, proxy for Channing Booth; Jesse Lopez, proxy for Michael Odu

Absent: Vanessa Garcia; Kurt Hill

Guests: None

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

Approval of Agenda

- Motion to approve the Agenda for April 27, 2022 meeting. MSC Okerblom; Brown, approved.

Approval of Minutes

- Motion to approve the Minutes of March 23, 2022 meeting. MSC Gonzales; Diskin, approved. Abstention; Murphy, Brown

Committee Reports/Other

- None.

Old Business

1. Budget Development Procedure

Bell stated all of the draft components of the procedure have been addressed except for the Purpose and Authority. The purpose is to be transparent and communicative about the budget development process at Miramar College. The authority for the procedure is from the Governance Handbook. The division of responsibility is governed by all campus constituencies. The final approval of the procedure rests with the College Council and the implementation is by Management which is led by the VP of Administrative Services. The document will include narratives, info-graphics, and links to the Adopted Budget. The established workgroup will gather each section and present it back to this committee and later to each constituent group on campus. The committee agreed to begin this process.

2. RFF Process Review

An update will be shared with the campus before the end of May for review before the summer break.

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

Bell shared that the good conversations about budget development resulted in creating Flex activities to share budget changes and additions and to increase campus-wide dialog on what to do, how to spend and who to contact. In addition, the committee agreed on the need to document how access to budgets and spending can be simplified. Murphy wants to ensure that there is access to budgets and that there is consistent dialog about the available funding. Bell stated the budget disconnects within schools are an operational, versus a governance issue. Lopez (proxy for Odu) added that with Perkins/Strong Workforce they try to align with the strategic goals within Program Review at the department, school, and division levels. Lopez is willing to give an annual report to the College Council to update the campus about Perkins/Strong Workforce. The committee agreed that department chairs also need access to see updated budgets similar to what the Dean's see, which may be achieved with the district-provided, Hyperion program for casual users. Murphy/Bell agreed that BRDS needs to make a recommendation on a process for when one-time funding is available to ensure consistency with how to handle and spend. Bell shared how the Miramar website Administrative Services area has many "how to" instructional guides available. The committee discussed expanding on what is currently available to adding visual process maps, with examples. The committee discussed activating the Grants & Initiatives Sub Committee outlined in the College Governance Handbook to support the planning activities for grants.

New Business

1. Approved Board Agendas

Bell shared the following Board updates:

- i. March 24 – Research Triangle Institute (RTI) - \$155,977 to fund instruction in biology to open previously closed classes.
- ii. March 24 – Strong Workforce Budget - \$55,500 to provide access to work-based learning opportunities in CTE, specifically professional development opportunities to implement new technologies.
- iii. April 14 – Higher Education Emergency Relief Fund (HEERF) to fund a student support services officer @ 1 FTE short term position through June 2023 to enhance reengagement and outreach activities.
- iv. March 24 – General Fund Unrestricted (GFU) to fund one classified position as a research associate within the Planning and Research School

to replace a restricted funding source position. The first of four positions to be established within the Classified Prioritization List.

2. Classified Term Length

Bell shared that we have four classified committee positions, where two positions are appointed by position - Technology Support (Hill) and Accounting Supervisor (Kapitzke) and two that cycle off as designee positions. The committee agreed to Bell's recommendation for Pacheco, as a new member, to cycle off in 2025, and Brown to cycle off in 2024. Bell will report the recommendations to the Classified Senate.

Announcements: None

Adjourned 2:11 p.m. Next meeting scheduled for May 11, 2022 at 1:00 p.m. in L-108.

DRAFT