

Draft Minutes
Budget Resource and Development Subcommittee
San Diego Miramar College
May 11, 2022 1:00 pm to 2:30pm

In attendance: Brett Bell (Co-Chair); Channing Booth (Co-Chair Elect); Kandice Brandt; Michael Brown; Dawn Diskin (Co-Chair); Adrian Gonzales; Kurt Hill; Denise Kapitzke; Jonathan Okerblom; Roger Olson; Bill Pacheco

Proxy in Attendance: Channing Booth, proxy for Laura Murphy, Dawn Diskin, proxy for Darren Hall

Absent: Vanessa Garcia; Michael Odu

Guests: Claudia Estrada-Howell

Call to Order: 1:01 p.m. with quorum

Approval of Agenda

- Motion to approve the Agenda for May 11, 2022 meeting. MSC Kapitzke; Olson, approved.

Approval of Minutes

- Motion to approve the Minutes of April 27, 2022 meeting. MSC Gonzales; Diskin, approved.

Committee Reports/Other

- None.

Old Business

1. Budget Development Procedure

Bell stated the review process is wrapped up and will move to the technical committee (Bell, Kapitzke, Diskin and Brandt) to review and present back to BRDS in the fall.

2. RFF Process Review

At the committee's recommendation, college-wide input will be sought with a survey to obtain input on the RFF Process; focusing on timing, format and the BRDS prioritization process.

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

Bell shared that the Miramar's College Council is forming an ad hoc Grants and Initiatives Subcommittee to assist with the coordination and oversight of college-wide budget development. The subcommittee will have seven members; two

managers, two faculty, two classified and one student, all appointed by their associated constituent groups. One time per year the subcommittee will review the process. The subcommittee will consider Institutionalization, Facilities, Personnel, Fiscal, Curriculum and Program Initiation factors with new funding. The BRDS committee will only review the new funding which the Grants and Initiatives subcommittee determines to have a college-wide impact, and will then recommend a process to assist with the budget development.

New Business

1. Budget Update

Bell shared the Campus Allocation Model (CAM) will be finalized after the Governor's update on May 15th and made available soon after. Bell expects Miramar's budget to be flat, but should include some one-time revenues, and a proposed 6.3% COLA. The District is considering how we currently have reserves established at 5% of the general fund operational budget, but this may be raised to a 15-16% cash reserve target. (No COLA until a revised cash reserve target is obtained) FTES and FTEF targets were shared for Summer 2022 through Spring 2023. The classroom productivity factor is increasing from 15 to 15.5 for the 2022-2023 academic and fiscal year. (17.5 has historically been our productivity factor prior to COVID) This will optimize class offerings and maximize enrollment in each class. Classroom productivity goals will be considered by enrollment. Capstone classes with lower cohort enrollment will be offset by the productivity factor applied to other classes. The next BRDS meeting will be an important CAM review opportunity for the committee.

2. HEERF Update

Bell updated the four funds allocated by the Federal Government. COVID 19 Block Grant is fully expended. HEERF I (CARES ACT) – Direct Aid fully expended, Institutional has \$418 remaining, MSI fund is fully expended. HEERF II – Direct Aid has \$1,600 remaining, Institutional has \$2,193,181 remaining (\$1.8M in RFF's and remaining Reengagement Activity expenses coming), and MSI has \$410,857 remaining. HEERF III - \$800,317 Direct Aid remaining, Institutional has \$4,920,856 remaining, no MSI awarded. Miramar is looking to incorporate the following with the remaining institutional funding that is available:

1. Ongoing re-engagement activities on campus.
2. Sixteen high-flex teaching classrooms and conference rooms to support simultaneous remote and in person instruction.
3. New outdoor furniture and fixtures w/ power to support the student's requests for more formal and informal outdoor spaces on campus for interaction. CTE

area, plus other spaces on campus have been considered. The K1 patio area for outdoor dining was suggested.

4. Wi-Fi – The new vision for Miramar is to enhance the Wi-Fi access from lobbies, meeting rooms etc., to all areas on campus. A contractor has developed a Wi-Fi heat map of our campus to document the available signal strength throughout campus. A path forward will be established with both a short-term and a long-term success plan.

Announcements: None

Adjourned 2:00 p.m. Next meeting scheduled for May 25, 2022 at 1:00 p.m. in L-108.

DRAFT