

Final Minutes
Budget Resource and Development Subcommittee
September 28, 2022 1:00 pm to 2:30 pm

In Attendance: Brett Bell (Co-Chair); Michael Brown; Adrian Gonzales; Darren Hall; Kurt Hill; Denise Kapitzke; Pablo Martin; Michael Odu; Roger Olson; Bill Pacheco

Proxy in Attendance: Pablo Martin, proxy for Kandice Brandt

Absent: None

Guests: Gene Choe; Marty Kennedy; Jesse Lopez

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

Approval of Agenda

- Motion to approve the Agenda for September 28, 2022 meeting. MSC Gonzales; Kapitzke, approved.

Approval of Minutes

- Motion to approve the Minutes of September 14, 2022 meeting. MSC Kapitzke; Gonzales, approved.

Committee Reports/Other

- None.

Old Business

None

New Business

1. College Hour – BRDS Meeting Time

Bell initiated the idea to push the start time of the BRDS meetings to 1:30 pm to allow for the BRDS committee support of the College Hour program which overlaps with the current BRDS schedule. The committee discussed and agreed to the proposed scheduled time of 1:30-3:00 pm

2. RFF Due Date

Bell shared a PowerPoint of the proposed BRDS RFF planning schedule. The RFF worksheets are due to the BRDS Co-Chairs on October 7th. BTCWI requested extending the date because of a delay in receiving the spreadsheets, thus delaying the acquisition of quotes. After a lengthy discussion of the RFF schedule and impacts, the committee agreed to allow for a handful of submissions from BTCWI (and other schools) without quotes, with the expectation that the quotes will be delivered soon after October 7th.

3. RFF Process Review and Instructions

Bell reviewed the RFF instructions with the committee, specifically noting that technology quotes must be reviewed by the appropriate departments; the process for submitting the spreadsheets; the required detail needed for each request for the different funding sources; to be mindful of the difference between supply and equipment requests; that staffing, installation (Facilities – Site Improvement Form) and other ongoing expenses must have outside funding; and to specify which strategic goal is supported by the request for funding. Next year the BRDS committee will discuss the idea to link to Guided Pathways and Equity Goals for each request.

4. RFF Budget

The committee accepted the recommended BRDS Unrestricted Budget allocations which will include Athletics Reserves (\$29,957), Fitness Center Equipment Reserves (\$115,801), Campus Wide Equipment & Supplies (\$21,551) and Professional Development (\$24,122) for a total of \$191,431 for 2022-23.

The RFF Funding Summary was presented by Bell and accepted by the committee which includes BRDS Unrestricted (\$21,551), 1X Lottery (\$190,000), Library PPIS Offset (\$70,900), AV PPIS Offset (\$5,000) for a total of \$287,450.

5. PPIS Budget

Bell explained that the district is funded with a PPIS fund (Physical Plant Instructional Support) from the state. The district allocates on a 60/40 split; 60% to the district to support physical plant and 40% to the campuses for instructional support. Miramar's PPIS portion increased in 2022-23 to an unprecedented \$2,724,525. Miramar typically allocates these funds at 75% for classroom technology (computers), 15% for the Library and 10% for AV resources. The classroom/lab computer upgrades will be strategic and targeted to support the needs at this time. Bell explained that some leftover classroom technology funds can be distributed to the schools who have identified a need to replace non-computer classroom equipment that has been prioritized and identified to be at end of life cycle. Computer equipment replaced in classrooms will roll down to be used for administrative system replacements.

The committee continued to discuss the classroom instructional equipment prioritization lists that the deans should have ready so the end of life equipment can be easily identified and replaced when funding is available. Each dean will determine which instructional equipment will be replaced based on their

prioritization lists. The amount of money available for these purchases is currently unknown. Historically, there has not been leftover PPIS funds for non-computer classroom equipment, so to remain consistent with prior years, the committee agreed that the current established PPIS Funding Formula will not be changed at this time. The PPIS allocation process will continue to be discussed at BRDS meetings to ensure a process for the replacement of all types of classroom equipment can be considered.

Announcements: None

Adjourned 2:57 p.m. Next meeting scheduled for October 12, 2022 at 1:30 p.m. in L-108.