

Final Minutes
Budget Resource and Development Subcommittee
October 26, 2022 1:30 pm to 3:00 pm

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

Absent: Kandice Brandt; Darren Hall;

Guests: Dan Brislin, Claudia Estrada-Howell

Call to Order: 1:31 p.m. with quorum

Approval of Agenda

- Motion to approve the Agenda for October 26, 2022 meeting. MSC Kurt Hill, Pablo Martin, approved.

Approval of Minutes

- Motion to approve the Minutes of October 12, 2022 meeting. MSC Michael Brown, Bill Pacheco, approved.
One abstention: Adrian Gonzales

Committee Reports/Other

- None.

Old Business

1. BRDS RFF – First Reading – Combined with New Business (Technology Committee RFF Ranking)

K. Hill: Explained the general process of the Technology Committee. Explained what happens to the RFF once it is sent to him and G. Magpuri and how they flag those that are technology related. What they are looking at are computers and AV equipment.

K. Hill also discussed the process of ensuring that they are getting the standards, not general items. They look at the global impact, how they rank and how it impacts students. If it is more a global impact, it would be bumped up. Will not override Deans decisions.

B. Bell: Shared that the RFF will be sent to BRDS committee members by Friday. There are 133 items to rank. Discussed 2022-2023 BRDS RFF and explained what request will be looked at. Explained what columns and data they should look at, ranking and what to consider.

Once column V is complete, send document back to B. Bell. Scores will then be combined and after an average is done. Bell will record the average priority.

Explained where particular funds can go and how funding will be assigned.

- Due to Brett by 11/7/2022
- Final Prioritization and allocation on 11/9/2022

K. Hill: Shared examples on a process he uses to rank items and explained what each folder for each discipline are.

A. Gonzales: Requested item #78 to be looked at. Is to be looked at as one particular item or as a whole?

B. Bell: Considering the requester did not put a price, and should be ranked low.

K. Hill: Explained that there are things going on in the background regarding aviation request.

B. Bell: Explained that it is a lease facility. Nothing can be done until we get permission from the city.

M. Odu: Has concern about ranking low, because it is an instructional site. What guarantee, will it be taken care of?

B. Bell: Explained how the funding is allocated and explained why Montgomery Field hanger is funded in a particular way. Explained that there are external items that need to be repaired, per lease agreement. Montgomery Field is on the radar of the campus.

2. New Initiative Funding Process

B. Bell: Discussed how we handle initiatives and would like to identify a formalized way to review and allocate resources. Explained how initiatives are given to us, when items are direct with particular resources, and how funding is allocated directly to the managers. Need to establish a process of how we acknowledge the process, usage college-wide and how much we give to campus. Shared a recommended process that the college could adopt. Agendas are usually sent to DGC two times and the next step is to the Board of Trustees. Intention is that everything is reviewed, before it goes to Board of Trustees.

A. Gonzales: Shared how some funds may be seen before it goes to DGC.

B. Bell: Explained that the only time a board member would remove an agenda item, is if there is a concern that it can affect someone. Pulling an agenda item: Is to discuss further or board or Chancellor has more questions.

K. Hill: Confirmed that Academic can pull an item from agenda, but classified can't.

B. Bell: Explained how items are approved and when it goes out to the college.

Would like to get away from RFF process. It is time consuming that requires deadlines and responses. Not everyone has the same ability to respond at the same time. Allow the Dean and budget managers to approve the parameters that have been agreed upon.

K. Hill: Shared how many are global impact items that are not related to a specific program. The old way was more for specific items.

B. Bell: Explained why RFF was started.

3. COVID-19 Recovery Block Grant

B. Bell: Explained that this has a collegewide impact.

- The Grant gives general direction on how the state wants the money spent.
- Explained the background of Recovery Block Grant and the allowable expenditures.
- Explained what we can only spend the money on, what is required and the funds are used.
- How it is allocated to District, not individual college. At the end of year, the state requires a report on how much money has been spent.

A. Gonzales: Explained how the memo is given and to whom.

B. Bell: Shared his vision for implementing. Explained that a document will go out to the campus. That will guide managers on how to prepare for a project or activity to get the resource.

P. Martin: Asked for clarification on how managers will get information on funding.

B. Bell: Explained: The COVID-19 Recovery Block Grant.

- Program Description and Scope of Work.
- How Deliverable and Budget documents works. What is needed and what the document does.

C. Estrada-Howell: Asked if funding is lumped into one department.

A. Gonzales: Explained how the HERF fund should target and what is needed. For example: How they allocated, what elements they needed to ask for the funds and justify why they need funds.

B. Bell: Explained how and why RFF was started.

C. Estrada-Howell: Questioned if they need quotes, prior to submitting.

B. Bell: Only if it is for software or equipment.

P. Martin: Questioned if he needs an item and it is not covered by any of the initiatives on the list.

B. Bell: Discussed that there may be resources that is a college wide impact, need to know why it is needed

A. Gonzales: Would like to know, as a VP why it is needed because funding can be found from another place. Needs to know what their needs are how it ties in.

B. Bell: Explained funding process, explained where to get information on total allocation and how it should be spent. Stated that there is no end date on the Block Grant. We do have to report by December 2023 and shared how to report Allowable Expenditures.

New Business

- 1. Technology Committee RFF Ranking - Combined with Old Business (BRDS RFF – First Reading)**

Announcements: None

Adjourned 2:50 p.m. Next meeting scheduled for November 9, 2022 at 1:30 p.m. in L-108.