

**Final Minutes**  
**Budget Resource and Development Subcommittee**  
**May 10, 2023 1:30-3:00pm**

**In Attendance:** Brett Bell (Co-Chair); Channing Booth (Co-Chair); Kandice Brandt; Michael Brown; Dawn Diskin; Adrian Gonzales; Darren Hall; Kurt Hill; Denise Kapitzke; Pablo Martin; Michael Odu (Linda Woods-Proxy); Bill Pacheco

**Absent:** Roger Olson

**Guests:** Lisa Munoz; Carol Sampaga; Sharilyn Wilson;

**Call to Order:** 1:36 p.m. with quorum

**Approval of Agenda**

- Motion to approve the Agenda for May 10, 2023 meeting. MSC Booth; Kapitzke, approved.

**Approval of Minutes**

- Motion to approve the Minutes of March 22, 2023 meeting. MSC Gonzales; Booth, approved, with two abstentions: Martin; Pacheco

**Committee Reports/Other**

- None

**Old Business**

1. None

**New Business**

**1. 2023-24 FTES and FTEF Targets**

Bell shared the District's approved Enrollment Management 2023-2024 Targets and discussed Miramar's FTES targets for next year. The targets were calculated using the Second Principal Apportionment (P2) figures for Miramar, plus a 4% markup. The formula used to calculate the FTEF will keep the number stable for the next two years at 497 FTEF. Miramar's FTES target is set at 8,250, but does not include the Supplemental FTEF (27.27) and FTES (409.05) granted by the district in advance of the school year. Miramar will strategically offer more sections based on conversations between Instruction and Strategic Enrollment Management.

**2. 2023-24 Campus Allocation Model (CAM) Draft**

Bell shared the Tentative FTEF School Allocation for 2023-24 showing target FTEF allocations amongst each of the four schools. FTEF patterns are noted and adjustments are made as we move through the school year to contribute to success. A draft copy of the Campus Allocation Model for 2023-24 was shared and the CAM format was discussed

with the committee. The final copy of the CAM may be available to share at the next BRDS meeting.

**3. 2022-23 Miramar GFU Budget Update**

Bell shared a document to explain Miramar's GFU actuals (thru March 31<sup>st</sup>) and projected expenses for FY 2022-23. Overall, Miramar has a projected surplus of \$1,304,751 that is attributed to strategic FTEF management and the reserve fund which rolls year to year. Bell is in discussion with VC Hall regarding re-establishing the practice for campuses to retain 50% of the unspent funds from Supplies, Other Operating Expenses and Capital Outlay (4999, 5999, 6999).

**4. District Budget Council 2023-24 Goals**

Bell shared information about the District Budget Council and the policies and decisions related to district budget. Vice Chancellor Hall has asked to develop goals for the Council next year. Bell will move the topic to old business so the constituency groups on campus can bring more ideas to the table to share with the Council.

**5. PPIS Funding Review**

Bell refreshed the committee on the PPIS allocation structure established at Miramar which identifies un-met campus needs. BRDS's allocation model was approved in a collaborative campus process (in 2012) on how best to spend the variable PPIS funding. The BRDS committee, in a governance function, can evaluate the procedure for allocation.

**6. 2023-24 Committee Membership**

Bell shared BRDS membership and vacancies. Members Booth, Brandt, and Olson will continue to serve, while Diskin and Hall are cycling off.

**Announcements:** None

**Adjourned 3:08 p.m. Next meeting scheduled for May 24, 2023 at 1:30 p.m. in L-108.**