

Draft Minutes
Budget Resource and Development Subcommittee
September 27, 2023 1:30 pm to 3:00pm

In attendance: Brett Bell (Co-Chair); Channing Booth (Proxy for Kandice Brandt and Pablo Martin); Michael Brown; Dawn Diskin (Co-Chair); Adrian Gonzales; Matthew Jewett; Denise Kapitzke; Michael Odu (Lou Ascione proxy); Roger Olson

Vacancies: Classified Designee; Student (2)

Absent: Bill Pacheco

Guests: Landa Cain; Kurt Hill; Mary Kjartanson; Patti Manley; Scott Moller; Carlos Pelayo; Wai-Ling Rubic; Linda Woods

Call to Order: 1:32 p.m. with quorum of ten

Approval of Agenda

- Motion to approve the Agenda for September 27, 2023 meeting. MSC Booth; Bowers-Gentry, approved.

Approval of Minutes

- Motion to approve the Minutes of May 24, 2023 meeting. MSC Diskin; Booth, approved.

Committee Reports/Other

- Student committee assignments have been established and will be noted for next BRDS meeting.

Old Business

1. None

New Business

1. Committee Charge and Membership

Bell discussed the organization of the Budget & Resource Development Subcommittee, the role of the committee members and the current membership for 2023-2024 year. Bell was notified that one student was appointed to the committee earlier in the day. Kapitzke (Classified Supv.) and Pelayo (for Pacheco) membership will be evaluated before next meeting.

2. Committee Meeting Schedule

The committee will meet the second and fourth Wednesday of each month, with exceptions noted for holidays and dark days.

3. 2023-2024 Adopted Budget

Bell shared a spreadsheet of the Campus Allocation Adopted Budget for Miramar. The CAM budgets for 7,041 FTES (Full Time Equivalent Students) divided by a productivity rate of 15 to give us the FTEF (Full Time Equivalent Faculty) to the campus and

allocated between the four school terms. The FTES is generated from FY 2022-2023, plus 4% growth. Total FTEF classroom allocation is \$20,331,493. The non-classroom contract positions are \$19,626,845. The Public Safety total allocation is \$3,910,162. The total discretionary allocation for Miramar is \$1,015,657. Miramar will receive \$1,036,328 in other contractual items. Along with the reserves and carry forward balances, Miramar's total allocation for the year is \$46,214,061 per the 2023-2024 Adopted Budget. This is an increase of \$1,666,293 due to COLA adjustments and new academic and classified positions.

4. RFF Calendar, Instructions, Nuventive Resource Requests, Budget

Bell shared a spreadsheet which listed the requests for funding which were sorted based on type of expense, amount of expense, and one-time funding of equipment, supplies and technology. Bell will share the original and sorted documents at next BRDS meeting.

5. PPIS Update and Allocation

Bell requested to table this discussion until the next meeting when funding is finalized.

6. COVID-19 Recovery Block Grant Update

The original Recovery Block Grant allocation from the District was \$5 million dollars, which was later reduced to \$2.5 million, and then subsequently given back. The approved request for funding projects were for activities which had college-wide and/or a direct instructional impact to students. New requests for funding will be considered using the same criteria established for the first round of funding and will have a June 30, 2024 deadline.

Announcements: None

Adjourned 3:12 p.m. Next meeting scheduled for October 11, 2023 at 1:30 p.m. in L-108.