

Final Minutes
Budget Resource and Development Subcommittee
September 25, 2024 1:30 p.m. to 3:00 p.m.

<https://sdmiramar.edu/governance/committees/budget-resource-development-subcommittee>

In Attendance: Brett Bell (Co-Chair); Channing Booth; Rebecca Bowers-Gentry; Michael Brown; Dawn Diskin (Co-Chair); Jeff Florentino; Cristina Garibay; Adrian Gonzales; Denise Kapitzke; Mary Kjartanson; Pablo Martin; Michael Odu (Proxy, Linda Woods); Donna Sanmur
Vacancies: Faculty, School of Academic Services (1); Students (1)

Absent: Carlos Pelayo

Guests: Patti Manley

Call to Order: 1:40 p.m., after introductions and a brief explanation of the BRDS committee purpose and membership.

Approval of Agenda

- Motion to approve the Agenda for September 25, 2024. Booth, Diskin; MSC, approved.

Approval of Minutes

- Motion to approve the Minutes of September 11, 2024 meeting. Kjartanson, Brown; MSC, approved. Martin abstained

Committee Reports/Other

None

Old Business

1. Unfunded FTES

Bell clarified the question about the 326 unfunded FTES discussed at the last meeting. While the SDCCD did not receive credit for unfunded FTES it would be able to receive credit for associated SCFF Supplemental and Success metrics, if applicable. The committee discussed the importance of strategic enrollment growth planning for the fall and spring semesters. Bell shared the location of the 2024-2025 GFU Adopted budget on the Miramar website.

New Business

1. Integrated Program Review – On-going Funding

The committee welcomed Patti Manley to answer questions about the Program Review process. Booth is looking for visibility for the specific repeated on-going requests on the Continuous GFU Allocation Request document. Bell will confirm if the request form and instructions for special funds or grants is accessible on the website. The committee further discussed the difference between on-going, continuous and one-time funding resource requests and the importance of communication during Program Review within the schools and departments about funding needs.

2. RFF Budget and Timeline

Bell shared a spreadsheet showing the BRDS unrestricted funds for the 2024-2025 fiscal year. The BRDS committee will provide guidance on the allocation of the Campus-wide Equipment & Supplies portion in the amount of \$25,358.00. The remaining allocations will fund Athletic Reserves - \$10,503; Fitness Center Equipment Reserves - \$119,712; Campus-wide Professional Development Events - \$20,008. The committee discussed the

current allocation of general fund unrestricted funding at Miramar. By consensus, the committee approved the 2024-2025 Civic Center Funding allocations.

Bell shared a document showing the total 2024-2025 PPIS (Physical Plant and Instructional Support) 5-Year Plan with \$51,927 available to allocate. The revenue is from the state apportionment process and the amount varies each year. The committee agreed by consensus to allocate the one-time revenue to fund classroom technology resources - \$38,945; library resources - \$7,789; AV resources - \$5,196.

Bell shared the 2024-2025 RFF Funding Summary with the committee showing a combined total of \$221,104 available for the RFF process. In addition to the PPIS revenue above, the one-time Lottery revenue is \$182,764 and is available for the request for funding (RFF) process. The committee discussed the individual BRDS committee member ranking process and how it determines the funding order of the resources. Bell will review prior meeting minutes to determine the outcome of the discussion topic.

Bell shared the RFF timeline for the committee to consider.

10/9/24 – Review new RFF worksheet

10/11/24 – Send RFF worksheets to Deans, Dept Chairs and Technology Services

11/1/24 – RFF worksheets due back with ranks and quotes

11/4/24 – RFF worksheet to BRDS committee

11/12/24 – RFF rankings due back from BRDS committee

11/13/24 – BRDS Committee RFF Allocation

12/2/24 – Funding emails from the Business Office

3. RFF Resource Request Review

Bell stated that each RFF must be linked to a Strategic Goal to be considered. One-time, ongoing, and accreditation required requests are specifically considered and will be ranked by available funding sources.

Announcements: None

Adjourned 3:04 p.m.

Next meeting scheduled for October 9, 2024 at 1:30 p.m. in L-108.