

Final Minutes
Budget Resource and Development Subcommittee
February 12, 2025 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); Cristina Garibay; Adrian Gonzales; Denise Kapitzke; Mary Kjartanson; Sindhu Narasimha; Michael Odu; Carlos Pelayo; Donna Sanmur (Elizabeth Whitsett – Proxy)

Vacancies: Faculty, School of Academic Services (1)

Absent: Jeff Florentino; Pablo Martin

Guests: Lou Ascione; Richard Lo; Jennifer Pena

Call to Order: 1:31 p.m.

Approval of Agenda

- Motion to approve the Agenda for February 12, 2025. Kapitzke, Diskin; MSC, approved.

Approval of Minutes

- Motion to approve the Minutes of November 13, 2024 meeting. Booth, Brown; MSC, approved.

Committee Reports/Other

None

Old Business

None

New Business

1. 25-26 Budget Update

Bell shared that the beginning of the District's and the State of California's budget cycle kicks off in January with the 2025-26 Governor's budget update. A modest surplus is projected, to include a proposed total increase in spending for the CA Community College system. An apportionment COLA increase of 2.43% and an enrollment growth of .5% is projected. Miramar is well positioned to accept the growth funding. No proposed COLA or increase for categorical funding; SWP, CA Promise, NextUP, Basic Needs Centers and MESA. Next budget update from the State will be May 15th and the final budget by June 30th in preparation for spending to begin on July 1st.

2. Review of Budget Cycle

January - The tentative budget cycle starts with the State revenue projections

Feb-Mar - Allocate FTES-FTEF; Reallocate existing discretionary resources

April - Wrap up allocations of restricted budgets

May-June - Complete tentative budget

Jul-Aug – Allocate contract salaries, reassign time, contracts for final restricted budget

September – Adopted (Final) budget from the Board of Trustees

October – Allocate new discretionary resources

3. Tentative Budget Development – Discretionary Reallocation

Bell shared that tentative budget worksheets are distributed to managers in February and are due back to the Business Office by March 4th with any changes from the prior year allocations. Budget realignment occurs at this time to meet projected spending objectives for the new budget year.

4. Process Review – Request for New Resources, Adopted Budget

Bell shared that in October of every year, improvements in our enrollment between July and September will increase our discretionary funding (\$100 x FTES) and allow for allocation of new resources via Program Review – Nuventive. The extracted data from Nuventive is sorted by on-going requests, by type (Dept. Discretionary Budget Increase), is aligned with appropriate goals (with duplicates removed) and is sorted by program. The Deans/Managers/Directors will rank and prioritize in collaboration with department subject matter experts. Bell shared an example of the spreadsheet of exported ongoing resource requests from Nuventive. To improve program-wide conversations, the committee discussed documenting the unfunded resource requests from the October new resource allocations and posting to the final budget document. Bell indicated that this was not the purpose of a budget document and that this needed continued conversation.

Announcements: None

Adjourned 2:56 p.m.

Next meeting scheduled for February 26, 2025 at 1:30 p.m. in L-108.