

Recommendations of the Budget Process Workgroup (BPWG)

Spring, 2025

1. Create a webpage to house materials to keep folx informed about Miramar's budgeting and allocation process.

Proposed documents for the "The Budget Process/Budget and Resource Development Materials" (working titles) webpage include:

- a. Budget Cycle Calendar (big picture infographic, such as the "[*DRAFT Info Graphic for Budget Development.docx*](#)")
- b. Narrative/overview of GFU Process ("[*DRAFT Budget Development Process.11 GFU.docx*](#)")
- c. Narrative/overview of GFR Process (at same level or indentation as above): "[*DRAFT Budget Development Process.10 GFR.docx*](#)"
- d. PDF export of total budget and classification of expenditure spreadsheet
- e. Infographic on GFU Budget
- f. Infographic on GFR Budget
- g. Glossary of terms (aka commonly used terms list)
- h. FAQ Sheet: send folx to a new page that is organic and easy to update and add links to (see more info below)
- i. Note: the 2020-21 document Brett created has been reduced to create annual snapshot (see "a" above)

Recommendation #1 Logistics:

- A. *Update the BRDS webpage with a link to the flowchart and create a new page within the administrative services webpage—working title "Budget and Resource Development Materials."*
- B. *Regarding timelines and flow charts, provide a link to the grants workflow document: https://sdmiramar.edu/sites/default/files/documents/2018-02/Grant%20and%20Resource%20Proposal%20Forms_0.pdf*
- C. *Should they look like the ones provided on the "Travel Reimbursement Process" webpage (<https://sdmiramar.edu/services/budget/travel>)*
- D. *Delineate processes and practices for both applying for and distributing funds (for grant monies like HEERF, for example). Identify practices for*

communicating availability of such funds. This might include clarifying/publishing BRDS processes as well as processes for grants.

2. **Create a “FAQ” document that would be linked from the Administrative Services web page/top page as well as the “The Budget Process/Budget and Resource Development Materials” (working titles) webpage.**
3. **This workgroup will reconvene at the beginning of Spring Semester to ensure the FAQ and other related materials are up to date.**

Recommendation #3 Logistics:

- A. Pablo will coordinate with the members of this workgroup and other interested parties to follow up and do an informal “check-up” on these recommendations.
 - a. Members include: Pablo Martin, Channing Booth, Brett Bell, Malia Kunst, Arnice Neff, Monica Demcho, Anne Gloag, Denise Maduli-Williams, Cheyanna Morence, and Lisa Howard
- B. The workgroup will also revisit and update the “[Future Goals and Questions.docx](#)” document.
- C. Based on these efforts, the workgroup will advise BRDS (or a subcommittee, at their discretion, and/or other relevant committees) on what updates folx would like to see to both the FAQ document and webpage.