

Final Minutes
Budget Resource and Development Subcommittee
March 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; Denise Kapitzke; Pablo Martin; Michael Odu; Carlos Pelayo; Donna Sanmur

Vacancies: Faculty, School of Academic Services (1)

Absent: Adrian Gonzales; Mary Kjartanson; Sindhu Narasimha; Claudio Nevells

Guests: Claudia Estrada-Howell; Patti Manley; Jennifer Pena; Linda Woods

Call to Order: 1:31 p.m.

Approval of Agenda

- Motion to approve the Agenda for March 12, 2025. Booth, Odu; MSC, approved.

Approval of Minutes

- Motion to approve the Minutes of February 12, 2024 meeting. Kapitzke, Diskin; MSC, approved.

Committee Reports/Other

None

Old Business

1. Review of Budget Cycle

Bell shared the Budget Cycle Calendar highlighting the two BRDS action points – Feb-March Allocate FTES-FTEF Reallocate Current Discretionary and October Allocate new Discretionary Resources. The budget development process will be documented on the Miramar website, once approved by campus constituency groups.

2. Tentative Budget Development – Discretionary Reallocation

This BRDS process is to reallocate existing resources (\$1,006,657) to meet new budget objectives for the upcoming year. Bell shared there are nine areas on campus that have completed reallocation worksheets – Administrative Services, Academic Services, Communications, College Technology, Institutional Effectiveness and Planning, Instruction, LEAD/Equity, President and Student Services. An example worksheet for Administrative Services – Student Accounting was shared with the committee.

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

Bell shared the Nuventive Resource Request Export spreadsheet to show how moving forward, new resources will be allocated for ongoing requests pulled from Program Review. Once each program's new budget requests have been identified they will be prioritized by the appropriate Dean/Manager/Director and will then send the worksheets to Executive Cabinet for review. As an operational procedure, Executive Cabinet will review and then report out the approved requests for new resources. Since 2016, there has been \$0 in new funding resources available. Miramar will use the Program Review data source for resource prioritization on campus. Facilities' needs and classified hiring prioritization are another example of this process for resource allocation. The committee discussed inter-departmental resource prioritization processes and also how we will document the unfunded, on-going requests for new resources. The new resource allocation process will be posted to the Miramar website after input and approval from the campus constituency groups.

New Business

1. 25-26 Budget Update

The District just received the recalculation apportionment for 2023-2024. Overall, we met our student-centered funding formula financial (SCFF) targets and total computational revenue. Chancellor's Cabinet and Enrollment Management will evaluate the 903 unfunded FTES @ \$6.6M generated. The District has received the first principal apportionment for 2024-2025 at a 6.5% decrease due to uncollected state-wide property tax collection. This should be corrected over time as taxes are collected. The District is on track to generate an additional 569 unfunded FTES @\$ 3M. The 2025-2026 budget is projected at a moderate increase. The Governor's May revise will finalize tentative budgets for the 2025-2026 school year.

Announcements: None

Adjourned 2:30 p.m.

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