Final Minutes
Budget Resource and Development Subcommittee
October 22, 2025 1:30 p.m. to 3:00 p.m.
https://sdmiramar.edu/governance/committees/budget-resource-development-subcommittee

In Attendance: Maria Battisti (Co-Chair); Channing Booth; Rebecca Bowers-Gentry; Joseph Carletello; Cristina Garibay; Adrian Gonzales (Present by Proxy); Denise Kapitzke; David Mehlhoff; Valentino Nevarez; Michael Odu, Ryan Pacheco; Donna Sanmur; Sean Young
Vacancies: Faculty, School of Academic Services (1); Student (1)
Absent: Rodrigo Gomez
Guests: Matt Cain; Joseph Carletello; Eli Damas; Dawn Diskin; Jacqueline Hester; Jeff Orgera; Patty Manley; Linda Woods
Call to Order: 1:31 p.m.
Approval of Agenda

- Motion to approve the Agenda for October 22, 2025 with the removal of co-chair for Diskin. Bowers-Gentry, Booth; MSC

Approval of Minutes

- Motion to approve the Minutes of May 28, 2025 meeting. Bowers-Gentry, Diskin; MSC

Committee Reports/Other

None

Old Business

None

New Business

1. **Introductions**
   Committee introductions

2. **Review of Committee Charge/Membership**
   Battisti and Booth shared the Committee Charge. After committee discussion, the charge will be updated to reflect PIER as the Planning, Institutional Effectiveness and Research Committee.

   The committee reviewed the Committee Membership and discussed the change in classification of the Business Office Accounting Supervisor from Classified to Administrator status. After thorough discussion, **a motion to recommend to the PIER committee to reclassify the Business Office Acct Supervisor to Administrator status and then add one Classified Business Office designee. Odu, Mehlhoff; MSC.**

   The committee discussed the person to become the next committee co-chair. **A motion by Diskin to nominate Booth as co-chair. Odu amended the motion to nominate Bowers-Gentry as co-chair. Young seconded the amended motion. The committee voted to elect Bowers-Gentry as co-chair of the BRDS committee. MSC.**

3. **Review of Annual Meeting Calendar Dates/Times**
   Battisti shared a proposed Request for Funding (RFF) Timeline 2025-26 with the committee to ensure there is time for the RFF process. The committee reviewed and

agreed to remove the RFF quote requirement from November 10th timeline date and replace with estimates.

4. **Nuventive Resource Request Process Review**
   Battisti and Manley shared minor filtering changes on the RFF spreadsheet with the committee. The committee agreed to adjust the RFF timeline by adding a special meeting on December 3rd to complete the BRDS RFF rankings a week earlier. Funding emails will be sent out by the Business Office on December 8th.

   Battisti and Kapitzke shared the BRDS Unrestricted Fund for 2025-26 fiscal year. The committee discussed the allocations for the Civic Center Athletics Reserves, Fitness Center Equipment Reserves, Campus-wide Equipment & Supplies and the Professional Development funds. **A motion to support the allocations of funds for each area at 100% and to fund 90% for Campus-wide Equipment & Supplies by Bowers-Gentry, seconded by Odu. MSC**

   Garibay asked the committee for direction if funding is available for adaptive furniture for instructional classrooms using lottery funds to meet the reasonable requirements for the DSPS program. Battisti and Odu will look at other ways to fund the purchase via Program Review.

Announcements: None

Adjourned 2:37p.m. Motion to adjourn early. Odu, Booth. MSC, approved.

Next meeting scheduled for November 12, 2025 at 1:30 p.m. in L-108.