

**Minutes**  
**Budget Resource and Development Subcommittee**  
**February 25, 2026**  
**2:00 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 (co-chair), Joseph Carletello, Cristina Garibay, Adrian Gonzales, Rachel Halligan, Denise Kapitzke, David Mehlhoff, Donna Sanmur, Elizabeth Whitsett

**Vacancies:** Student (1)

**Absent:** Eligio Damas, Rodrigo Gomez, Valentino Nevarez, Michael Odu, Ryan Pacheco,

**Guests:** Jennifer Pena

**Call to Order:** 1:34 p.m.

**Approval of Agenda**

Motion to approve the Agenda for February 25, 2026. Booth, Kapitzke; MSC

**Approval of Minutes**

Motion to approve the Minutes of the February 11, 2026, meeting. Mehlhoff, Whitsett; MSC

**Committee Reports/Public Comment**

**Old Business:** None

**New Business:**

**RFF Ranking Processing:**

Discussed/Explained how the RFF spreadsheet is broken down,

- Who provides the data.
- Explained how each ranking is broken down and instructions.
- Explained that each dept can only rank one RFF as “1”

Request from members were made:

- Requested more time, to review and ask questions.
- Request to show: How this request will benefit students, dept. Etc..
- Request “Unit Goal Alignment” to be mandatory column to enter the information.
- Request to have price quotes added in a column for items needed.
- Request to have a column for how many times an item has been requested.
- Request to have all dept requests and give to the Deans, for review.
- Requested to have Teams Folder to put in documents. Confirm committee have access.
- Request to have a Description and a separate Justification column.
- Request for next year, the report should only have things that need to be ranked.
- Request to having a separate instruction sheet is needed, as well as notes on each cell.

Would like to have the committee members look for: Description of item, how it impacts instruction, how it affects students, length of time on there, point of contact for questions,

Discussed Questions to request and move forward to Nuventive, for future

Next meeting to have a new template for review for next meeting.

- Suggested a report out of what BRDS did and doe.
- To send a report to the campus what has been funded, how much was given for funds, etc..
- To give the report to Deans or Chairs for review and refer for any questions.
- Bring a draft to committee, before it goes out to department heads.
- Do a more perspective of college and district budget.
- Glossary of all budget terms.

**Announcements:** None

**Adjourned 2:49 p.m.** Motion to adjourn. MSC, approved.

**Next meeting is scheduled for March 11, 2026, at 1:30 p.m. in L-108.**

San Diego Miramar College 2013-2019 Strategic Goals

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.