Minutes
Budget Resource and Development Subcommittee
September 9, 2026
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 (co-chair), Joseph Carletello, Eligio Damas, Cristina Garibay, Adrian Gonzales, Rachel Halligan, Denise Kapitzke, David Mehlhoff, Michael Odu, Donna Sanmur, Elizabeth Whitsett

Vacancies: Student (1)
Absent with Proxy: Valentino Nevarez
Absent: Rodrigo Gomez, Ryan Pacheco
Guests: Edgar Alvarez

Call to Order: 1:33 p.m.

Approval of Agenda
Motion to approve the Agenda for September 9, 2026. Mehloff, Booth; MSC
Approval of Minutes
Motion to approve the Minutes of the May 25, 2026, meeting. Booth, Kapitzke, Mehloff; MSC

Committee Reports/Public Comment: None

Old Business: None

New Business:
Committee Charge/Purpose:
Battisti reviewed the purpose and charge of the BRDS sub-committee; a sub-committee, which reports to the Planning & Institutional Effectiveness committee. Which involves overseeing college-wide budget development, allocation, and communicating state and district activities. The committee is responsible for reviewing budget requests submitted through program review (Nuventive).

Committee Membership:
Battisti shared the committee membership which currently has one student vacancy. Membership includes four administrators, seven faculty, four classified and two students.

There was an error on the Miramar website in the number of administrators but the list of who held those positions. The number was updated from three to four.

Discussion was held regarding term lengths of being two years with a possibly change to four years. This would need to be requested through College Council, Bowers-Gentry was going to research when this request was due.

Committee Calendar:
Battisti presented the proposed meeting calendar for fiscal year 2026-27; the committee usually meets on the second and fourth Wednesday of the month. A special meeting was proposed for

November 18, 2026; to address the RFF allocation process due to a conflict with Veteran's Day and Thanksgiving. The committee officially approved the revised calendar following a motion by Booth and second by Woods.

Nuventive Timeline/Allocation Process:
The committee reviewed a detailed timeline for Request for Funds (RFF) processing, starting with sending worksheets to deans by October 2nd. Department chairs, deans and IT must submit ranked request with quotes by October 23rd for committee review on October 28th.

To prevent delays in ordering equipment, members were advised to obtain quotes that remain valid through at least late December or early January.

A tentative plan was discussed to hold a special meeting in early December if more time is needed for final allocation before December 7th deadline. The committee officially approved the RFF timeline with a motion carried by Booth and second by Garibay.

SDCCD Budget Update/CAM Review:
Battisti provided an overview of Miramar's FTE projections, noting a target of approximately 7,800 total FTEs for the academic year. This does not account for the FTE from public safety. Discussion occurred regarding the unfunded FTEs in public safety; it was noted that while these are currently unfunded, there are ongoing discussions regarding augmentation requests from the district.

Total budget allocation is estimated at just over 59.5 million dollars after adjustments for vacancies and other factors. Kapitzke presented a comparison between last year's adopted budget and this year's, highlighting variances caused by salary timing, hiring vacancies, and COLA increases.

Battisti shared the Adopted Campus Allocation Model with the committee. The overall side by side comparison of the adopted CAM from 2025-2026 to 2026-2027 shows an increase of 2,058,636. The total 2026-2027 allocation to Miramar is $59,533,982. The revenue generated by all campuses is pooled and is allocated back out to the four campuses, the SDCCD and to District Operations.

Announcements: None

Adjourned 2:35 p.m. Motion to adjourn. Booth, Kapitzke; MSC, approved.

Next meeting is scheduled for September 23, 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.