**Minutes**
**Budget Resource and Development Subcommittee**
**September 23, 2026**
**1:30 p.m. to 3:00 p.m.**
**https://sdmiramar.edu/governance/committees/budget-resource-development-subcommittee**

**In Attendance**: Rebecca Bowers-Gentry (co-chair), Channing Booth, Eligio Damas, Adrian Gonzales, Rachel Halligan, Denise Kapitzke, Valentino Nevarez, Donna Sanmur, Elizabeth Whitsett

**Vacancies:** Student (2)
**Absent with Proxy:** Michael Odu
**Absent**: Maria Battisti (co-chair), Joseph Carletello, Cristina Garibay, Rodrigo Gomez, David Mehlhoff
**Guests:** Edgar Alvarez, Patti Manley

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

**Approval of Agenda**
Motion to approve the Agenda for September 23, 2026. Booth,Whitsett; MSC
**Approval of Minutes**
Motion to approve the Minutes of the September 9, 2026, meeting. Booth,Woods; MSC.

**Committee Reports/Public Comment**

**Old Business:**
Committee Terms:
The committee discussed the vacant student governance committee positions, Sarah Laue will reach out to ASG to determine the process for filling those positions.

It was discussed if the appropriate member was assigned to the position designated for Academic Services faculty. It was noted that Eli Damas is not an Academic Services faculty member, but rather a faculty member from BTWCI. The committee noted that if a position is not filled by the designated school, it may be filled by any faculty member.

Per the Governance Handbook, committee membership consists of a two-year term with the option for one additional two-year term. If a position remains vacant after those terms, an additional term may be considered, allowing for a maximum of six years of service.

The committee agreed to table further discussion until the spring semester, at which time it will consider whether any changes to the term limits are warranted.

RFF Timeline:
The committee reviewed the upcoming Request for Funding (RFF) timeline, The process begins with the distribution of worksheets to deans on October 2. Deans have until October 23 to submit their ranked requests to Sarah Laue, who will then compile all school rankings into the master spreadsheet.

The consolidated spreadsheet will be distributed to committee members on October 28. Committee members will review and rank the requests, with completed rankings due by November 6. The committee's allocation meeting is scheduled for November 18.

Budget - Frozen Position:
The committee addressed the legacy frozen position that remains on the books but is unfunded. It was asked if we could delete the position but at this time it was discouraged.

**New Business**:
RFF Budget:
The committee discussed available funding sources for the Request for Funding (RFF) process. The Civic Center unrestricted fund is expected to provide approximately $47,000 for RFF allocations after accounting for reserve requirements. In addition, current Lottery funding for the fiscal year is approximately $132,000, which may be used for instructional supplies and equipment. The committee noted that the campus has not yet received information regarding any potential PBIS funding allocation from the district.

The committee also discussed the need to maintain contingency reserves for areas such as Athletics, which generates revenue through facility rentals but also incurs significant maintenance and operational costs. A motion was made to allocate the Civic Center reserve funds to Athletics. The motion was approved (Kapitzke, Gonzales; MSC).

Review Nuventive Spreadsheet:
A draft version of the Nuventive spreadsheet containing all submitted requests was presented to the committee. Prior to distribution to the deans, the requests will be organized and separated into one-time and ongoing funding categories.

The committee noted that a justification column has been added to the spreadsheet this year, and supporting quotes will be required from the schools for submitted requests. Clarification was also provided regarding technology-related requests. Equipment and technology items that are maintained by Audio Visual (AV) services should first be reviewed through the Technology Department before being included in the funding request process.

**Announcements:** None

**Adjourned 2:56 p.m.** Motion to adjourn. Booth, Kapitzke; MSC, approved.

**Next meeting is scheduled for October 14, 2026, at 1:30 p.m. in N-206.**

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.