Minutes
Budget Resource and Development Subcommittee
September 18, 2020 10:30am to 12:00pm Zoom Meeting

Meeting called to order at 10:32 a.m.

In attendance: Brett Bell (Co-Chair); Channing Booth; Michael Brown; Dawn Diskin; Ben Gamboa; Adrian Gonzales; Darren Hall; Kurt Hill; Denise Kapitzke; Mary Kjartanson; Alanna Milner; Max Moore; Laura Murphy; Bill Pacheco

Absent: None

Guests: Reginald Boyd; Elaine Eng; Lesley Pearson; Gail Warner

Call to Order: 10:32 a.m. with quorum

Approval of Agenda and past meeting's Minutes

>   The agenda was approved- MSC – C. Booth second Max, Unanimous
>   Minutes for the 09/04/2020 meeting were approved MSC L. Murphy, Second Max,
>   Unanimous

Old Business

- **BRDS Governance Review**
  - **Bell:** No additional discussion.
- **BRDS Membership**
  - **Bell**: Confirmed that Laura was appointing Alanna, at the last meeting. Welcomed Alanna.
  - There are 13 members with 8 quorum
- **BRDS Calendar and Meeting Dates**
  - Bell: Reviewed dates and will send out calendars to the committee
- **Miramar College Budget Update**
  - No additional discussion
- **RFF Resource Update**
  - No additional discussion

New Business

- **RFF Instructions**
  - **Bell**: Stated that the RFF Instructions will be emailed out to the campus.
  - RFF spreadsheet submission dates is 10/14/2020.
  - Indicated where drop box will be.
  - If you do not have access please let Brett of Dawn know. Encourage VP and Dean to let their employees know.

- o Added to instructions, ICS, ACS, and AV departments to advanced notification of technology requests.
- o **Bell**: Will ask that if there are questions regarding their requests, to ask their Dean for clarification.
- o **Kjartanson:** Asked if this is the same process as they used prior? Bell indicated yes.
- o **Booth:** Would like to add how the equipment will benefit your class for Equity?
- o **Gonzales:** Would like to have a relatively common definition.
- o **Murphy:** Agreed with Adrian.
- o **Moore:** Equity is already a Strategic Goal.
- o **Bell:** New strategic goals have not been approved. We have two options 1) Leave reference to current strategy and goal 2) Add new goals. The committee agreed that the new goals will be used and the strategies will not be required this year.
- o **Kjartanson:** Questioned if we are going to be looking through a different way with COVID, in regards to strategic goals. Some people work at home, face to face, etc.
- o **Bell**: Stated that requests can be submitted if they can be aligned with the goals.
- o **Booth:** Asked how staffing was requested.
- o **Bell**: Indicated that there are two processes. One for Faculty and one for Classified.
- o **Booth:** Is it possible for Dean's to combine ranking?
- o **Bell**: Deans could combine ranking, but this would limit options for prioritization.
- o **Murphy:** Stated that she feels this the Dean with high needs for different schools will base on department and students that will access the resources.
- o **Bell**: BRDS can explore during process improvement.
- **BRDS Committee Goals for 2020-21**
  - o **Bell**: Updated Goal setting document.
  - o To align with pending Strategic Goals.
  - o Aligned with Accreditation standards and prioritized.
  - o **Murphy:** Wants a goal to look at process for emergency funding.
  - o **Bell**: Added a process for budgeting unexpected one-time funds.
- **Overall global budget distribution (tree chart)**
  - o **Booth:** Wondered if this committee can come up with a tree chart on funding?
  - o **Bell**: Stated that he suggested that there be a report of funds and how they are allocated.
  - o It would give picture of entire campus, where all funding sources are and the departments.
  - o **Gonzales:** Asked if the campus had a budget book?
  - o **Bell**: There is a link on our site.
  - o It describes General fund unrestricted budget and how it is broken out.
  - o All the major categories are in the list.

- o **Bell**: Requesting 3 parts to the document: Fund source; Description of Budget Development Process; Iconographic presentation added.
- o Showed document that has been used in the past and will be revising because it did not get broadly used.

- **Dean prioritization**
  - o Discussed with RFF instructions.

- **Process for tracking: a) labor request, b) on going requests, and c) multi-year unfunded requests**
  - o Discussed with RFF instructions.

- **Equity as it pertains to budget resources and funding for the support of students in all programs**
  - o Discussed with RFF instructions.

- **Process for allocation/RFF for Covid-19 Block Grant**
  - o **Murphy:** Asked if there is a process for developing categorical funding and how it will be distributed, especially for emergency.
  - o There is a current process that is being moved to Academic Senate and moving to CEC.
  - o **Bell**: It is included the development of a process in the BRDS goals.

- **Development of planning and budgeting template**
  - o **Murphy:** Asked if there was an agreed upon process for developing budgets for grants?
  - o **Diskin:** Stated that Ben has a template that the group should use or look at the template.
  - o **Murphy:** Agrees that there should be a template.
  - o **Gamboa:** Thinks that with planning and budgeting process, there is an existing template.
  - o **Bell**: Will add this to a future BRDS Agenda.
- **Discussion of process for budget cuts and reductions**
  - o **Murphy:** Asked if there was a process.
  - o **Bell:** Indicated that this process occurs in the spring.
  - o BRDS will look at this for process improvement.
- **Lottery fund – Technology Purchases**
  - o **Booth:** Lottery money can now be used for technology expenditure.
  - o **Bell**: Is working on getting what the information on this new guidance.
  - o **Hall:** Can cap for lottery funding for Tech spending increase?
  - o It is usually $200
  - o **Bell**: Supply purchases are set at $200 by procedure.
  - o **Diskin:** Questioned if anyone has ever considered from the District CPI?
  - o **Bell:** Does not have an immediate response, but will find out.

Announcements

- **Discussion**

Adjourned 11:58

Next meeting scheduled for October 2, 2020