

Minutes
Budget Resource and Development Subcommittee
October 2, 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; Kandice Brandt; Michael Brown; Dawn Diskin; Ben Gamboa; Adrian Gonzales; Darren Hall; Kurt Hill; Denise Kapitzke; Alanna Milner; Max Moore; Laura Murphy; Bill Pacheco;

Absent:

Guests: Elaine Eng; Dan Igou; Leslie Klipper; Pablo Martin; Sonny Nguyen; Sadayoshi Okumoto; Gail Warner; Linda Woods; Mary Kjartanson

Call to Order: 10:34 a.m. with quorum

Approval of Agenda and past meeting's Minutes

The agenda was approved- MSC – Moore approved second Booth, Unanimous Minutes for the 09/18/2020 meeting were approved MSC Gamboa, Second Hall, Unanimous

Old Business

- **BRDS Membership**
Bell welcomed new members. There is still one vacant student service representative. Diskin will check if there are interests in participating ask someone from Business Club.
- **RFF Instructions**
Bell informed the committee that the instructions went out a week ago. If there are any issues or concerns with the instructions, to please see him or Diskin. There was discussion regarding ensuring that the entire campus was aware of the format of the RFF spreadsheet. Bell indicated that the spreadsheet will not be shared to ensure version control. Diskin has heard that not everyone has received the reports from their Deans. Members expressed concern that the form is confusing and that the Deans are not using the Spreadsheets and sharing with their departments. The committee will explore how to draft an example to make available to the entire campus. Diskin will Check in with Dean's, if they have shared, just a reminder as part of the process. Gonzales suggest a PDF version be shared with the campus and ask that if there are questions, to contact their Dean.
- **Annual Budget Report**
Bell reviewed a first draft budget report. He explained the Fund and Account code structure. Ben and Adrian were appointed to assist him with document. Kandice and

Channing volunteered to assist as well. A request was made to incorporate a legend into the document that would explain each of the components.

A Task Force that includes Bell, Diskin, Gonzales, Gamboa, Booth and Brandt will be established to edit this draft.

- **One-time Resources – Budget Development and Allocation Process – Task Force**
Bell will need to assign a task force for Cares Act and COVID19 Block Grant.
The outcome of task force will be:
 - 1: Draft Procedure 2: Review with PIEC 3; Consult recommend with Constituencies 4: Present Draft procedure to CEC for approval
- **Budget Development Template**
Carry forward to next meeting.
- **Budget Reduction/Cut Process**
Carry forward to next meeting.

- **Lottery Purchasing Guidelines – Updates for Electronics**
Bell informed the committee that there are no updates from district on lottery expenditures.

New Business
None

Announcements
None

Adjourned 12:02

Next meeting scheduled for October 16, 2020