

**BUDGET COMMITTEE (BC)
MINUTES OF SEPTEMBER 14, 2011**



To develop budget recommendations based on the mission, plans and goals of the college as articulated in the Education Master Plan (EMP) and developed and recommended by the Planning, Institution Effectiveness and Accreditation Committee.

	Name of Member		Name of Member
X	Christine Nguyen-Interim VP, Administrative Services, Co-Chair BC		Student (ASG) ((Vacant)
X	Margaret Lovig- Academic Senate President, Co-Chair of BC & PIEAC	X	Ann Holliday- Faculty (CFE/AFT)
X	Maribeth Daniel-Classified	X	Linda Kuntzman-Faculty (Senate)
	Brenda Perdue-Classified	X	Robert Covert-Faculty (Senate)
X	Janice Yokota-Classified	X	Rick Lockwood-Faculty (Senate)
	Tran Ha-Classified Treasurer (CFCE)	X	Cheryl Stewart-Faculty (Senate)
X	Jorge Sanchez- Co-Chair of PIEAC, Research Director	X	Michael Warner-Faculty (Senate)
X	Ted Boehler-Dean, Instruction (Area Center)		Diana Agag-Maxwell - Classified
X	Michelle Ma-Director, Marketing & Public Relations	X	Lois Wilkerson-Interim VP, Student Services & Economic Dev.
X	Dan Jones-Executive Dean, ISD, Acting VP, Instructional Services	X	Richard Kudlik, Interim Director, Fiscal Services, HR, Ex officio,
X	Guests: Nancy Jones & Tom Snyder	X	Committee Minutes: Shirley Spencer



The meeting was called to order at 1:05 p.m. Margaret Lovig and Christine Nguyen

welcomed everyone and stated that we have a quorum. She asked that each committee member introduce themselves.

Adoption of Agenda: *Bob Covert moved and Michael Warner seconded* the motion to accept the Adoption of the September 14th Agenda. The Agenda was approved.

Minutes:

Christine announced that College Council approved the Vice President of Administrative Services and the President of the Academic Senate to serve as Co-chairs for the Budget Committee. She explained that since College Council approved the selection of Co-chairs, that an election is not required. *Lois Wilkerson made a motion and Ann Holliday seconded* the motion that both Co-chairs are approved. Since this is a change to the existing selection process for the Co-Chair for this committee, Ann reminded the committee that this will be placed on the next Senate Agenda for approval since all changes relating to a process requires prior approval from the Senate.

Christine announced that at the next Budget Committee on October 12, 2011, that *President Adrian* will present the Charge to the committee. She explained why the Mission Plan and Budget Committee were divided into two committees. One committee being the Budget Committee (BC) and the other being the Planning, Institutional Effectiveness and Accreditation Committee (PIEAC). This will allow more time for the Planning, Institutional Effectiveness and Accreditation Committee to develop plans and prioritize college initiatives in alignment with the 2011-2016 Education Master Plan that was approved by the CCCD Board of Trustees in June 2011. She also referenced Orange Coast College's Budget Committee as an example. Orange Coast College has also restructured its committee this past year to separate the Budget Committee from the Planning Committee and the structure is presently working exceptionally well. Coastline can structure its Budget Committee Agenda based on the directives and recommendations that are coming from the Planning Committee to ensure that there is integration between our planning processes and our resources allocation. It is a learning process and needs to be developed over time.

State Budget Update - *Christine stated* that the 2011/12 budget was adopted by the Board of Trustees on September 7, 2011. Based on the current budget information received from the State Chancellor's Office, there will be a potential mid-year budget reduction which is estimated at \$3.2 million for Coast District. The workload reduction is also estimated to go up to 8.15% from what was originally adopted for our 2011/12 budget at 6.15%. *Christine recommended* that the *Vice Chancellor of Business Services, Andy Dunn* be invited to give a District Budget Update at our next BC meeting scheduled for October 12, 2011.

Christine thanked Richard Kudlik for his contribution in producing the Coastline 2010-2011 Ending Balance Recommendation document. She discussed the General Fund Budget with the committee and stated the Ending Balance for 2010-11 is \$1,439,136. The Ancillary Operations Ending Balance total is \$9,515,055 and the total dollar available for distribution is \$10,954,191. She then provided the committee members with recommendations for setting a reserve and allocating of resources for the following

categories: Summer Funding authorization, College Approved Projects (One-Time Funding for Critical Needs), Reserve for ISD/College Support Activities, Reserve for C/E Operations, Reserve for Newport Beach Facility, Technology Investment/Replacement, Reserve for Facilities Lease/Projects (Le-Jao Parking Center for Teaching and Learning) and Reserve for EMP Initiatives. A copy of Christine's handout can be viewed on the Dashboard by clicking on the following link: www.coastline.edu/admin

Prioritization List:

After the committee reviewed and recommended funding for the priority list, Ann Holliday moved that the Budget Committee approve to allocate \$237,300 out of the \$300,000 from the ending balance for college expenses. Ann stated that a request should also be made to the College President to increase the amount of money allocated for distribution by the Budget Committee to cover one time expenditures, including \$100K for Education Master Plan Initiatives, to be funded against the reserve set for Contract Ed. *Margaret* stated that anything that was not discussed in the prioritization list will be brought back to the table at our next meeting. The motion was made by Margaret Lovig and approved by Ann Holliday.

Margaret made a motion to move forward and asked if it is acceptable to approve \$300,000 as an ending balance for the Prioritization list. It was agreed that we will allocate \$300,000 from this list and send it forward to *President Adrian* for approval. (See Prioritization List for Coastline Community College, Financial Task Force – May 4, 2011 FY 2011-2012 attached). We will carry this item over to the next BC meeting and finalize the list.

The meeting adjourned at 3:30 p.m. The next meeting is scheduled for Wednesday, October 12, 2011 at 1:00 – 3:00 p.m. at the College Center in the fourth floor conference room.

Copy to:
Laila Rusamiprasert
CCC Dashboard