

Budget Committee (BC) Minutes

College Center, Fourth Floor Conference Room

December 11, 2013 1:30 – 3:30 p.m.



Mandate: To identify resources to be allocated 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, Institutional Effectiveness and Accreditation Committee.

Membership 2013-2014

Vision Statement: Creating opportunities for student success.

Mission Statement: Coastline Community College promotes academic excellence and student success for today’s global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and, career and technical education.



Present	Members	Title
X	Christine Nguyen	VP, Administrative Services, Co-Chair BC
X	Pedro Gutierrez	Academic Senate President, Co-Chair BC
X	Vince Rodriguez	VP, Instruction & Student Services
X	John Colson	Interim VP, Student Services (member as of Dec 2013)
X	Nancy Jones	Dean, Instruction (Area Center)
X	Ann Holliday	Faculty (CFE/AFT)
Absent	Jorge Sanchez	Associate Dean, Institutional Research & Planning
X	Rick Lockwood	Faculty (Senate)
X	Kevin Erdkamp	Faculty (Senate)
X	Darian Aistrich	Classified Senate President or <u>Designee</u>
X	Helen Ward	Classified Senate Rep.
X	Maribeth Daniel	Classified (CFCE)
X	Beth Sullivan	Student (ASG) ASG-Treasurer@coastline.edu
X	Helen Rothgeb	Director, Business Services & Entrepreneurship (Ex-officio) (Non-Voting)
X	Shirley Spencer	Committee Support (Non-Voting)
Guests:		
X	Thomas Snyder	Professional Expert

Call to Order, Set Quorum and Adoption of the Agenda:

The meeting was called to order by P. Gutierrez at 1:30 p.m. P. Gutierrez said that he will entertain a motion to adopt the agenda. A. Holliday stated “so moved” and D. Aistrich seconded the motion. The agenda was adopted. V. Rodriguez made a motion to add an additional agenda item on to the agenda. The title, Full-time Faculty Prioritization, discussions and funding recommendations. A. Holiday seconded the motion to add the agenda item. The agenda item was approved. A. Holiday, requested from the November meeting to add an agenda item update from C. Nguyen on the vacant position of the Director of Marketing and Public Relations.

The committee agreed and this additional agenda item will also be discussed. Motion was approved to add the two additional agenda items.

Review and approval of minutes of November 18, 2013:

The draft Budget Committee minutes of November 13, 2013 were forwarded to all committee members for their review prior to the current Budget Committee Meeting. V. Rodriguez made a motion to adopt the minutes and R. Lockwood seconded the motion to approve the minutes of November 13, 2013. The minutes were approved unanimously by the committee.

Update by Christine Nguyen on PIEAC Funding Requests – FY 13/14:

C. Nguyen provided an overview on Funding Requests. She stated as part of our planning process, in the spring all of the wing leaders will come together and based on the program review recommendation, would turn in their funding requests for each respected wing. That presentation would then be presented to the planning body which is PIEAC. Through that body, the funding requests would be prioritized as you see in Attachment A. These are prioritized funding requests and once PIEAC reviews them, PIEAC would make a recommendation to task the Budget Committee to go through the funding requests and identify the funding source, and report back to PIEAC with recommendations. As of April 24th last spring, the Budget Committee made a recommendation for funding. Due to time constraints, President's Cabinet had to reduce the total funding for one-time funding requests from \$1.2 Million down to 1 million dollars. Since then, when we started this new fiscal year, the Budget Committee and the Planning Committee have received reports on the College Ending Balance, how we close the book for the prior year, and based on that ending balance, it will lead to additional funding release, if we have sufficient ending balance, or sometimes additional cuts if we did not have sufficient ending balance. Based on the year end and closing for FY 2012/13, Coastline has more ending balance than anticipated. So what the wing leaders have done, as noted in the yellow highlighted column, is they have reviewed our all funding requests submitted, go through them to see if those items have been fully or sufficiently funded so far, or additional funding is still necessary. Basically the three wing leaders would report out to this body, the justification as to why or if they need additional funding or not. She said that is where we are at today, going through the PIEAC Funding Requests for FYI 13/14. The idea is as a committee, we should make recommendations for additional funding where appropriate, and report back to the Planning Committee (PIEAC), and then the money would be released.

See Attachment A.

Update by Vince Rodriguez on 2013 Coastline Full-time Faculty Prioritization:

V. Rodriguez provided Attachment B on the 2013 Coastline Full-time Faculty Prioritization.

See Attachment B.

Ann Holliday – Vacant Position of Director of Marketing and Public Relations:

A. Holliday asked the following question at our last month's Budget Meeting. She understands Michelle Ma is leaving Coastline for another position, in turn creating a vacancy. She would like an update from C. Nguyen at the December Budget Committee Meeting on that vacant position, and who will be the Interim Director of Marketing and Public Relations.

December 11, 2013 - Update from Christine Nguyen on open position "Interim Director of Marketing and Public Relations."

C. Nguyen responded and stated that Michelle Ma, our Director of Marketing and Public Relations, will be taking an unpaid leave of absence effective January 2014-June 30, 2014. During her absence, Elaine Hill will serve as the Interim Director of Marketing and Public Relations and will assume all of the duties and responsibilities held by that position. The month of December will be a month of transition, with Elaine job shadowing Michelle. Since Michelle will be taking some vacation days in December, prior to the Winter break, Elaine will serve as the lead in the day-to-day operations of the Marketing and Public Relations while C. Nguyen will provide administrative oversight.

Christine stated that Elaine has an educational background and work experience in OLIT and with other organizations, and is well suited for the Interim Director of Marketing and Public Relations position. In addition to her experience as marketing director, Elaine has also served as marketing director at Practice Builders Marketing Agency, a copywriter/editor at KTLA news, and a news reporter/editor at Continental Cablevision.

Carry-Over to February 2014 – Helen Rothgeb

1. Funding Structure: In February 2014, H. Rothgeb will provide to the Budget Committee a list of funding sources that have been allocated to Coastline on 2013/14 and the spending criteria/regulation tied to those funding sources.
2. Update in Step and Columns, requested by Cheryl Stewart. Christine Nguyen will provide that information at the February meeting.

All Announcements, Future Agenda Items:

Next Meeting will be February 12, 2014.

The meeting adjourned at 2:55 p.m.