

IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES



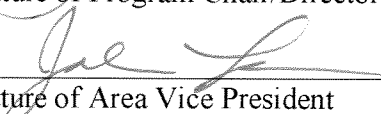
PROGRAM/DEPARTMENT Business Services

ACADEMIC YR. 12-13

Comprehensive Program Review Annual Assessment Request for Resources (check all that apply)

Please analyze your Program Review data as well as your SLO/SAO assessment findings in order to update to your Comprehensive Program Review report as needed. All changes to area needs and subsequent requests for additional resources must be reported at this time.

If your program is scheduled for a Comprehensive Program Review all forms are to be completed and submitted to the appropriate Dean/VP. If you are completing the annual Program Review Assessment only and have no changes to area needs, sign below and submit this form to appropriate Dean/VP. If your needs have changed as a result of your annual assessment of program review data, please complete the appropriate Request for Resources form(s) and submit to appropriate Dean/VP.

 _____ Signature of Program Chair/Director	<u>2/16/12</u> _____ Date	 _____ Signature of Area Dean	_____ Date
 _____ Signature of Area Vice President	<u>3/6/2012</u> _____ Date	_____ Date	

Please attach the following documents to this Program Review Compliance form if you are requesting additional resources:

- ✓ Comprehensive Program Review
- ✓ Data Analysis Form
- ✓ SLO/SAO Assessments
- ✓ Request for Resources Forms



Imperial Valley College

Program Review

801-11001-6720 Vice Pres Business Services Office/Unrestricted - General/Fiscal Operations						
Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan	
4455 Copying/Printing	\$426.24	\$690.00	\$5,405.00	Printing office forms	10	Routine Operational Cost
4460 Office Supplies	\$1,407.63	\$4,134.00	\$3,927.00	Routine office supplies	10	Routine Operational Cost
5220 Travel - Staff Conferences	\$2,607.17	\$5,116.00	\$4,860.00	ACBO and CCFC conferences	10	Routine Operational Cost
5621 Copier Maintenance Agreements	\$0.00	\$5,000.00	\$0.00	Funds moved to 4455	10	Routine Operational Cost
5860 Postage	\$5,600.33	\$10,000.00	\$9,500.00	COTOP/Fee letters and weekly checks	10	Routine Operational Cost
Totals:	\$10,041.37	\$24,940.00	\$23,692.00			

801-11001-6770 Vice Pres Business Services Office/Unrestricted - General/Logistical Services						
Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan	
4466 Checks and Forms	\$1,058.70	\$2,189.00	\$2,079.00	commercial warrant and COTOP/Fee letters	10	Routine Operational Cost
5220 Travel - Staff Conferences	\$0.00	\$920.00	\$0.00	Do not need funds/Already budgeted in 6720	10	Routine Operational Cost
5310 Memberships and Dues	\$5,785.53	\$6,000.00	\$5,700.00	Fusion and CCFS membership	10	Professional Development
5410 Property and Liability Insurance	\$113,055.64	\$115,461.00	\$115,461.00	Liab insurance	10	Routine Operational Cost
5440 Student Insurance Expense	\$39,105.00	\$42,342.00	\$42,342.00	Student Insurance - cannot reduce	10	Routine Operational Cost
5620 Other Maintenance Agreements	\$49,662.38	\$104,538.00	\$104,538.00	ICOE agmt - cannot reduce	10	Routine Operational Cost
5710 Audit Expense	\$15,900.00	\$18,800.00	\$18,800.00	Annual audit contact - cannot reduce	10	Routine Operational Cost
5730 Legal Expense	\$11,229.46	\$64,550.00	\$61,322.00	Prop and Liab legal matters	10	Routine Operational Cost
5815 Bank Fees	\$27,103.86	\$33,000.00	\$31,350.00	Bank fees	10	Routine Operational Cost
5890 Other Expense	\$641.60	\$5,000.00	\$2,000.00	Envoy fees - security alarm cost moved to Secu	10	Routine Operational Cost
7120 Debt Interest	\$95,555.56	\$150,000.00	\$150,000.00	TRANS interest - cannot reduce	10	Routine Operational Cost
7130 Lease Payments	\$712,610.67	\$714,000.00	\$714,000.00	COP and LRB annual payments - cannot reduce	10	Routine Operational Cost
Totals:	\$1,071,708.40	\$1,256,800.00	\$1,247,592.00			

801-11001-6790 Vice Pres Business Services Office/Unrestricted - General/Other General Inst Support Services						
Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan	
5730 Legal Expense	\$4,116.42	\$11,001.00	\$10,450.00	Legal fees related to collective bargaining - man	10	Routine Operational Cost
Totals:	\$4,116.42	\$11,001.00	\$10,450.00			

801-11501-6770 Vice Pres Business Services Office/Lottery Unrestricted/Logistical Services						
Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan	
5410 Property and Liability Insurance	\$65,000.00	\$65,000.00	\$65,000.00	Property & Liability Insurance	10	Routine Operational Cost
5440 Student Insurance Expense	\$3,000.00	\$3,000.00	\$3,000.00	Student Insurance	10	Routine Operational Cost
Totals:	\$68,000.00	\$68,000.00	\$68,000.00			

831-11004-5900 Retiree Benefits/Incentives/Unrestricted - Retirees Benefits/Inst Retirees Benefits/Incentives						
Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan	
3420 Health Insurance - Classified	\$372,157.35	\$600,000.00	\$600,000.00	CL Retiree Insurance	10	Routine Operational Cost
3440 Health Insurance/IP - Certificated	\$428,049.23	\$683,000.00	\$683,000.00	CE Retiree Insurance	10	Routine Operational Cost
3910 Early Retirement Incentives	\$728,177.64	\$685,000.00	\$728,177.00	Early Retirement Incentives	10	Routine Operational Cost
Totals:	\$1,528,384.22	\$1,968,000.00	\$2,011,177.00			

857-165018-6510 Scheduled Maintenance/Scheduled Maintenance c/o/Building Maintenance and Repairs						
Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan	
6130 Sites and Site Improvements - DEP	\$0.00	\$121,506.62	\$121,507.00	State Scheduled Maintenance Prog	10	Facilities
Totals:	\$0.00	\$121,506.62	\$121,507.00			

Actual Grand Total: \$2,682,250.41
Budgeted Grand Total: \$3,450,247.62
Requesting Grand Total: \$3,482,418.00



Imperial Valley College Program Review

801-11001-6720		Vice Pres Business Services Office/Unrestricted - General/Fiscal Operations				
#	Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
1	4455 Copying/Printing	\$426.24	\$690.00	\$5,405.00	Printing office forms	10 Routine Operational Cost
2	4460 Office Supplies	\$1,407.63	\$4,134.00	\$3,927.00	Routine office supplies	10 Routine Operational Cost
3	5220 Travel - Staff Conferences	\$2,607.17	\$5,116.00	\$4,860.00	ACBO and CCFC conferences	10 Routine Operational Cost
5	5621 Copier Maintenance Agreements	\$0.00	\$5,000.00	\$0.00	Funds moved to 4455	10 Routine Operational Cost
6	5860 Postage	\$5,600.33	\$10,000.00	\$9,500.00	COTOP/Fee letters and weekly checks	10 Routine Operational Cost
Totals:		\$10,041.37	\$24,940.00	\$23,692.00		

Long Justifications:

- 1 Printing office forms. Funds were tranfered from acct 5621 because this year expenses are being recorded to acct 4455 and not acct 5621
- 2 Routine office supplies
- 3 ACBO and CCFC conferences
- 4 Fusion and CCFS memberships
- 5 Funds moved to 4455
- 6 COTOP/Fee letters and weekly checks

801-11001-6770		Vice Pres Business Services Office/Unrestricted - General/Logistical Services				
#	Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
1	4466 Checks and Forms	\$1,058.70	\$2,189.00	\$2,079.00	commercial warrant and COTOP/Fee letter:	10 Routine Operational Cost
2	5220 Travel - Staff Conferences	\$0.00	\$920.00	\$0.00	Do not need funds/Already budgeted in 67	10 Routine Operational Cost
3	5310 Memberships and Dues	\$5,785.53	\$6,000.00	\$5,700.00	Fusion and CCFS membership	10 Professional Development
5	5410 Property and Liability Insurance	\$113,055.64	\$115,461.00	\$115,461.00	Liab insurance	10 Routine Operational Cost
6	5440 Student Insurance Expense	\$39,105.00	\$42,342.00	\$42,342.00	Student Insurance - cannot reduce	10 Routine Operational Cost
7	5620 Other Maintenance Agreements	\$49,662.38	\$104,538.00	\$104,538.00	ICOE agmt - cannot reduce	10 Routine Operational Cost
8	5710 Audit Expense	\$15,900.00	\$18,800.00	\$18,800.00	Annual audit contact - cannot reduce	10 Routine Operational Cost
9	5730 Legal Expense	\$11,229.46	\$64,550.00	\$61,322.00	Prop and Liab legal matters	10 Routine Operational Cost
10	5815 Bank Fees	\$27,103.86	\$33,000.00	\$31,350.00	Bank fees	10 Routine Operational Cost
11	5890 Other Expense	\$641.60	\$5,000.00	\$2,000.00	Envoy fees - security alarm cost moved to S	10 Routine Operational Cost
12	7120 Debt Interest	\$95,555.56	\$150,000.00	\$150,000.00	TRANS interest - cannot reduce	10 Routine Operational Cost
13	7130 Lease Payments	\$712,610.67	\$714,000.00	\$714,000.00	COP and LRB annual payments - cannot rec	10 Routine Operational Cost

Totals:	\$1,071,708.40	\$1,256,800.00	\$1,247,592.00	
Long Justifications:				
1 commercial warrant and COTOP/Fee letters				
2 Do not need funds/Already budgeted in 6720				
3 Fusion and CCFS membership				
4 Fusion and CCFC membership				
5 Liab insurance				
6 Student Insurance - cannot reduce				
7 ICOE agmt - cannot reduce				
8 Annual audit contact - cannot reduce				
9 Prop and Liab legal matters				
10 Bank fees				
11 Envoy fees - security alarm cost moved to Security budget				
12 TRANS interest - cannot reduce				
13 COP and LRB annual payments - cannot reduce				

801-11001-6790 Vice Pres Business Services Office/Unrestricted - General/Other General Inst Support Services						
#	Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
1	5730 Legal Expense	\$4,116.42	\$11,001.00	\$10,450.00	Legal fees related to colective barganing - r	10 Routine Operational Cost
Totals:		\$4,116.42	\$11,001.00	\$10,450.00		
Long Justifications:						
1 Legal fees related to colective barganing - mandated cost reimbursement						

801-11501-6770 Vice Pres Business Services Office/Lottery Unrestricted/Logistical Services						
#	Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
1	5410 Property and Liability Insurance	\$65,000.00	\$65,000.00	\$65,000.00	Property & Liability Insurance	10 Routine Operational Cost
2	5440 Student Insurance Expense	\$3,000.00	\$3,000.00	\$3,000.00	Student Insurance	10 Routine Operational Cost
Totals:		\$68,000.00	\$68,000.00	\$68,000.00		
Long Justifications:						
1 Property & Liability Insurance						
2 Student Insurance						

831-11004-5900 Retiree Benefits/Incentives/Unrestricted - Retirees Benefits/Inst Retirees Benefits/Incentives						
#	Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
1	3420 Health Insurance - Classified	\$372,157.35	\$600,000.00	\$600,000.00	CL Retiree Insurance	10 Routine Operational Cost
2	3440 Health Insurance/IP - Certificated	\$428,049.23	\$683,000.00	\$683,000.00	CE Retiree Insurance	10 Routine Operational Cost

3	3910 Early Retirement Incentives	\$728,177.64	\$685,000.00	\$728,177.00	Early Retirement Incentives	10 Routine Operational Cost
Totals:		\$1,528,384.22	\$1,968,000.00	\$2,011,177.00		

Long Justifications:
 1 CL Retiree Insurance
 2 CE Retiree Insurance
 3 Early Retirement Incentives

857-165018-6510		Scheduled Maintenance/Scheduled Maintenance c/o/Building Maintenance and Repairs				
#	Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
1	6130 Sites and Site Improvements - DEP	\$0.00	\$121,506.62	\$121,507.00	State Scheduled Maintenance Prog	10 Facilities
Totals:		\$0.00	\$121,506.62	\$121,507.00		

Long Justifications:
 1 State Scheduled Maintenance Prog

Actual Grand Total: \$2,682,250.41
Budgeted Grand Total: \$3,450,247.62
Requesting Grand Total: \$3,482,418.00



Imperial Valley College

Program Review

3000 Account Series: Employee Benefits						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
3420 Health Insurance - Classified	831 Retiree Benefits/Incentives	\$372,157.35	\$600,000.00	\$600,000.00	CL Retiree Insurance	10
3440 Health Insurance/IP - Certificat	831 Retiree Benefits/Incentives	\$428,049.23	\$683,000.00	\$683,000.00	CE Retiree Insurance	10
3910 Early Retirement Incentives	831 Retiree Benefits/Incentives	\$728,177.64	\$685,000.00	\$728,177.00	Early Retirement Incentives	10
Totals:		\$1,528,384.22	\$1,968,000.00	\$2,011,177.00		

4000 Account Series: Supplies and Materials						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4455 Copying/Printing	801 Vice Pres Business Services Off	\$426.24	\$690.00	\$5,405.00	Printing office forms	10
4460 Office Supplies	801 Vice Pres Business Services Off	\$1,407.63	\$4,134.00	\$3,927.00	Routine office supplies	10
4466 Checks and Forms	801 Vice Pres Business Services Off	\$1,058.70	\$2,189.00	\$2,079.00	commercial warrant and COTOP/Fee letters	10
Totals:		\$2,892.57	\$7,013.00	\$11,411.00		

5000 Account Series: Other Operating Expense and Service						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
5220 Travel - Staff Conferences	801 Vice Pres Business Services Off	\$2,607.17	\$5,116.00	\$4,860.00	ACBO and CCFC conferences	10
5220 Travel - Staff Conferences	801 Vice Pres Business Services Off	\$0.00	\$920.00	\$0.00	Do not need funds/Already budgeted in 6720	10
5310 Memberships and Dues	801 Vice Pres Business Services Off	\$5,785.53	\$6,000.00	\$5,700.00	Fusion and CCFS membership	10
5410 Property and Liability Insuranc	801 Vice Pres Business Services Off	\$113,055.64	\$115,461.00	\$115,461.00	Liab insurance	10
5410 Property and Liability Insuranc	801 Vice Pres Business Services Off	\$65,000.00	\$65,000.00	\$65,000.00	Property & Liability Insurance	10
5440 Student Insurance Expense	801 Vice Pres Business Services Off	\$39,105.00	\$42,342.00	\$42,342.00	Student Insurance - cannot reduce	10
5440 Student Insurance Expense	801 Vice Pres Business Services Off	\$3,000.00	\$3,000.00	\$3,000.00	Student Insurance	10
5620 Other Maintenance Agreeemen	801 Vice Pres Business Services Off	\$49,662.38	\$104,538.00	\$104,538.00	ICOE agmt - cannot reduce	10
5621 Copier Maintenance Agreeemer	801 Vice Pres Business Services Off	\$0.00	\$5,000.00	\$0.00	Funds moved to 4455	10
5710 Audit Expense	801 Vice Pres Business Services Off	\$15,900.00	\$18,800.00	\$18,800.00	Annual audit contact - cannot reduce	10
5730 Legal Expense	801 Vice Pres Business Services Off	\$11,229.46	\$64,550.00	\$61,322.00	Prop and Liab legal matters	10
5730 Legal Expense	801 Vice Pres Business Services Off	\$4,116.42	\$11,001.00	\$10,450.00	Legal fees related to colective barganing - man	10
5815 Bank Fees	801 Vice Pres Business Services Off	\$27,103.86	\$33,000.00	\$31,350.00	Bank fees	10
5860 Postage	801 Vice Pres Business Services Off	\$5,600.33	\$10,000.00	\$9,500.00	COTOP/Fee letters and weekly checks	10
5890 Other Expense	801 Vice Pres Business Services Off	\$641.60	\$5,000.00	\$2,000.00	Envoy fees - security alarm cost moved to Secu	10

Totals:	\$342,807.39	\$489,728.00	\$474,323.00	
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6000 Account Series: Capital Outlay

Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
6130 Sites and Site Improvements -	857 Scheduled Maintenance	\$0.00	\$121,506.62	\$121,507.00	State Scheduled Maintenance Prog	10
Totals:		\$0.00	\$121,506.62	\$121,507.00		

7000 Account Series: Other Outgo

Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
7120 Debt Interest	801 Vice Pres Business Services Off	\$95,555.56	\$150,000.00	\$150,000.00	TRANS interest - cannot reduce	10
7130 Lease Payments	801 Vice Pres Business Services Off	\$712,610.67	\$714,000.00	\$714,000.00	COP and LRB annual payments - cannot reduce	10
Totals:		\$808,166.23	\$864,000.00	\$864,000.00		

Actual Grand Total: \$2,682,250.41
Budgeted Grand Total: \$3,450,247.62
Requesting Grand Total: \$3,482,418.00



Imperial Valley College Program Review

11000 and 110000 (excl. 11502 and 11502x) Fund Series: General Budget							
Fund Description	Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
11001 Unrestricted - General	4455 Copying/Printing	801 Vice Pres Business Serv	\$426.24	\$690.00	\$5,405.00	Printing office forms	10
11001 Unrestricted - General	4460 Office Supplies	801 Vice Pres Business Serv	\$1,407.63	\$4,134.00	\$3,927.00	Routine office supplies	10
11001 Unrestricted - General	4466 Checks and Forms	801 Vice Pres Business Serv	\$1,058.70	\$2,189.00	\$2,079.00	commercial warrant and COTOP/Fee lett	10
11001 Unrestricted - General	5220 Travel - Staff Conferences	801 Vice Pres Business Serv	\$2,607.17	\$5,116.00	\$4,860.00	ACBO and CCFC conferences	10
11001 Unrestricted - General	5220 Travel - Staff Conferences	801 Vice Pres Business Serv	\$0.00	\$920.00	\$0.00	Do not need funds/Already budgeted in €	10
11001 Unrestricted - General	5310 Memberships and Dues	801 Vice Pres Business Serv	\$5,785.53	\$6,000.00	\$5,700.00	Fusion and CCFS membership	10
11001 Unrestricted - General	5410 Property and Liability Insur.	801 Vice Pres Business Serv	\$113,055.64	\$115,461.00	\$115,461.00	Liab insurance	10
11001 Unrestricted - General	5440 Student Insurance Expense	801 Vice Pres Business Serv	\$39,105.00	\$42,342.00	\$42,342.00	Student Insurance - cannot reduce	10
11001 Unrestricted - General	5620 Other Maintenance Agreeen	801 Vice Pres Business Serv	\$49,662.38	\$104,538.00	\$104,538.00	ICOE agmt - cannot reduce	10
11001 Unrestricted - General	5621 Copier Maintenance Agreee	801 Vice Pres Business Serv	\$0.00	\$5,000.00	\$0.00	Funds moved to 4455	10
11001 Unrestricted - General	5710 Audit Expense	801 Vice Pres Business Serv	\$15,900.00	\$18,800.00	\$18,800.00	Annual audit contact - cannot reduce	10
11001 Unrestricted - General	5730 Legal Expense	801 Vice Pres Business Serv	\$11,229.46	\$64,550.00	\$61,322.00	Prop and Liab legal matters	10
11001 Unrestricted - General	5730 Legal Expense	801 Vice Pres Business Serv	\$4,116.42	\$11,001.00	\$10,450.00	Legal fees related to colective barganing	10
11001 Unrestricted - General	5815 Bank Fees	801 Vice Pres Business Serv	\$27,103.86	\$33,000.00	\$31,350.00	Bank fees	10
11001 Unrestricted - General	5860 Postage	801 Vice Pres Business Serv	\$5,600.33	\$10,000.00	\$9,500.00	COTOP/Fee letters and weekly checks	10
11001 Unrestricted - General	5890 Other Expense	801 Vice Pres Business Serv	\$641.60	\$5,000.00	\$2,000.00	Envoy fees - security alarm cost moved to	10
11001 Unrestricted - General	7120 Debt Interest	801 Vice Pres Business Serv	\$95,555.56	\$150,000.00	\$150,000.00	TRANS interest - cannot reduce	10
11001 Unrestricted - General	7130 Lease Payments	801 Vice Pres Business Serv	\$712,610.67	\$714,000.00	\$714,000.00	COP and LRB annual payments - cannot r	10
11004 Unrestricted - Retirees Benefi	3420 Health Insurance - Classifie	831 Retiree Benefits/Incent	\$372,157.35	\$600,000.00	\$600,000.00	CL Retiree Insurance	10
11004 Unrestricted - Retirees Benefi	3440 Health Insurance/IP - Certif	831 Retiree Benefits/Incent	\$428,049.23	\$683,000.00	\$683,000.00	CE Retiree Insurance	10
11004 Unrestricted - Retirees Benefi	3910 Early Retirement Incentives	831 Retiree Benefits/Incent	\$728,177.64	\$685,000.00	\$728,177.00	Early Retirement Incentives	10
11501 Lottery Unrestricted	5410 Property and Liability Insur.	801 Vice Pres Business Serv	\$65,000.00	\$65,000.00	\$65,000.00	Property & Liability Insurance	10
11501 Lottery Unrestricted	5440 Student Insurance Expense	801 Vice Pres Business Serv	\$3,000.00	\$3,000.00	\$3,000.00	Student Insurance	10
Totals:			\$2,682,250.41	\$3,328,741.00	\$3,360,911.00		

15000, 150000, 16000, and 160000 Fund Series: State Categoricals							
Fund Description	Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
2E+05 Scheduled Maintenance c/o	6130 Sites and Site Improvement	857 Scheduled Maintenanc	\$0.00	\$121,506.62	\$121,507.00	State Scheduled Maintenance Prog	10
Totals:			\$0.00	\$121,506.62	\$121,507.00		

<i>Actual Grand Total:</i>	\$2,682,250.41
<i>Budgeted Grand Total:</i>	\$3,450,247.62
<i>Requesting Grand Total:</i>	\$3,482,418.00