

**IMPERIAL VALLEY COLLEGE**  
**Budget and Fiscal Planning Committee**  
**Wednesday, August 27, 2014, 1:30 p.m.**

Accreditation Standard III: Financial Resources -- Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. Financial resources planning is integrated with institutional planning.

**Mission:** Coordinate and integrate college plans and establish budget priorities consistent with the college's vision and mission statements, with recommendations, expressed in dollars, made to the Superintendent/President. Review the Tentative and Adopted budgets for consistency with annual institutional goals and objectives, college plans, and the planning and budget philosophy.

**Minutes**

√ Members present:

Recorder: Mary Carter

√ **John Lau, VP for Business Services, Co-Chair**

√ **Kevin White, Academic Senate Rep., Co-Chair**

√ Dr. Nick Akinkuoye, Admin. Rep.

√ Carlos Fletes, Director of Fiscal Services

√ Dr. Martha Garcia, College Council Rep.

\_ Jeff Cantwell, Classified Manager/Confidential Rep.

√ Michael Heumann, Faculty Representative

√ Mike Nicholas, Classified Representative

√ Dave Drury, Faculty Representative

√ Matthew Thale, Classified Representative

√ Joy Tango-an, ASG Representative

Visitors: Tina Aguirre, Susan Carreon, Bill Gay, Laura Hartsock, Eric Lehtonen Brian McNeece, and Mary Jo Wainwright

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- A. Call to Order: The regular meeting of the Budget and Fiscal Planning Committee was called to order by co-chair Kevin White at 1:35 p.m. on Wednesday, August 27, 2014. The meeting was held in the board room.
- B. Review and Approval of Minutes:
- a. ***M/S/C Akinkuoye/Drury to approve the minutes of the August 5, 2014 meeting as presented.***
- C. Reports: none
- D. Update on Previous Discussion Items
- a. 2014-15 Budget Update/Planning for Financial Stability:
- VP Lau reported that the President's Cabinet is proposing using block grant funds in the amount of \$874,000 to relieve the general fund of expenses that are within the guidelines of the block grant. Director Fletes stated that in the past the block grant has been small (approximately \$100,000 for deferred maintenance and \$100,000

for instructional equipment and library materials). Also, no district match is required this year as it was in the past.

|  |         |   |
|--|---------|---|
| Total projected cuts to 2014-15 budget |         |   |
| President's area                       | 31,565  | Various   |
| Library                                | 91,679  | library books and electronic databases will be paid out of state block grant (one time) |
| Math and Science                       | 38,433  | Various   |
| Applied Sciences                       | 5,559   | Various   |
| Business Services                      | 47,000  | Reduction in Safety budget  |
| Technology (Black board)               | 77,474  | will be paid out of state block grant (one time)  |
| Technology (CCCapply)                  | 7,500   | will be paid out of state block grant (one time)  |
| Nursing                                | 4,000   | Copy print  |
| Total cuts                             | 303,210 |   |
|  |         |   |
| COP payment out of reserves (one time) | 600,000 |   |
|  |         |   |
| Total deficit                          | 903,210 |   |

VP Lau stated that printing costs will be centralized during the course of the year. The number of copies that each department and user will need will be determined based on data on past usage in PaperCut. Dean Tina Aguirre stated that there are some glitches with PaperCut in how copies are charged. Dean Brian McNeece stated that more discussion and vetting is needed.

E. New Discussion:

- a. 2015-16 Budget Guidelines: Dean Tina Aguirre presented changes to the original guidelines that are needed due to the implementation of SPOL. The committee was asked to review the draft **2015-16 Budget Guidelines** for action at the next meeting.
- b. IVC Budget Principles, Guidelines and Priorities: VP Lau asked the committee to review the **Budget Principles, Guidelines and Priorities**. The document will be on the agenda for re-adoption at the next meeting.
- c. Standing Committee Self-Evaluation: The committee was asked to review the draft **Standing Committee Self-Evaluation Form for 2013-14** for adoption at the next meeting.

F. Action Items: none

- G. Other: Member Nicholas asked for clarification of slide #9 of the PowerPoint presentation made by VP Lau at the Board Retreat on August 6, 2014:

## Section 2 - TOP Code Level Benchmarking Recap

| Categories in Which Imperial Valley College Ranked Higher                | Rank        | Value to Reach Avg. Spend |
|--|-------------|---------------------------|
| Instruction Support, TOP code 6100 (Library, etc.) (Line 21 of analysis) | 1           | -\$2,500,000 less         |
| Counseling, TOP code 6300 (counsel, guide, trans)(Line 23 of analysis)   | 1           | -\$2,800,000 less         |
| Gen Serv., TOP code 6700 (HR, Fiscal, IT, Logistics, Staff Dev/Div)      | (Line 27) 2 | -\$1,160,000 less         |
| Student Serv. (TOP code 6400) (Line 24 of analysis)*                     | 2           | \$ 340,000 more           |

VP Lau stated that the college's researcher will be doing an in-depth analysis. VP Lau will ask the researcher to report to the committee on his findings.

Co-Chair White reported that he will be stepping down as a member of the committee but will remain on the Recommendation #8 response team. VP Lau thanked Co-chair White for his work on the committee.

- H. Next Meeting: Special meeting to be held September 3, 2014 at 3:00 p.m.
- I. Adjournment: Meeting adjourned at 2:35 p.m.