

IMPERIAL VALLEY COLLEGE
Budget and Fiscal Planning Committee
Wednesday, December 3, 2014, 3:00 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:

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

✓ Dr. Nick Akinkuoye, Admin. Rep.

_ Dr. Martha Garcia, Academic Senate Rep.

✓ Dr. Michael Heumann, Faculty Representative

✓ Dave Drury, Faculty Representative

✓ Lidia Zambrano, ASG Representative

Recorder: Mary Carter

✓ **Matthew Thale, Classified Representative (Co-chair)**

✓ Melody Chronister, College Council Rep.

✓ Jeff Cantwell, Classified Manager/Confidential Rep.

✓ Mike Nicholas, Classified Representative

✓ Carlos Fletes, Director of Fiscal Services

Visitors: Tina Aguirre, Maria Neely, 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 Matthew Thale at 3:00 p.m. on Wednesday, December 3, 2014. The meeting was held in the board room.
- B. Review and Approval of Minutes:
- a. ***M/S/C Fletes/Akinkuoye to approve the minutes of the October 22, 2014 meeting as presented.***
- C. Reports: none
- D. Update on Previous Discussion Items
- a. 2015-16 update: Carlos Fletes, Director of Fiscal Services, distributed a handout of the budget as entered into SPOL for the 4000, 5000 and 6000 accounts. The report is for unrestricted general fund accounts, and does not include salaries or benefits. The 2015-16 budget, as compared to 2014-15, shows a surplus of \$465,000; however, this amount should be larger because of the \$600,000 reduction due to the payoff of the COP debt. The budget guidelines call for no net increases.

VP Lau asked the committee to review the report and provide feedback. The report will be available on the committee's web page. Member Chronister noted a \$100,000 increase on page 12, account 6780. VP Lau stated that any increases should be treated as enhancements, including inflation on contract amounts. All departments must follow the process. Member Drury noted a \$91,000 increase in the Library budget; Director Fletes stated that some Library expenses were shifted to grant funds last year.

VP Lau reported that a meeting will be held next week between Human Resources, Academic Services and the Business Office to discuss the role of each area in budgeting/determining cost of salaries. Getting accurate information for the budget has been a problem for many years. VP Lau commented that the budget for instructional supplies will be adequate due to flat enrollment, but if enrollment increases, more funds will be needed for supplies. Director Fletes reported that work continues in SPOL, with a first draft of the budget due January 20 per the planning calendar.

New Discussion: none

E. Action:

- a. Prioritization of Program Review Resource Requests:

M/S/C Drury/Heumann to approve the Prioritization of Program Review Resource Requests as submitted electronically by the BFPC, and to forward the results to President's Cabinet.

Discussion: Resource committees have already prioritized requests in their areas; the BFPC will make its own recommendation to President's Cabinet. The committee will provide another voice in the debate, and will use its own criteria; however, the final decision rests with President's Cabinet. VP Lau stated that the committee's first obligation is to maximize revenue, then look at restoring services, and then find money for unmet needs. VP Lau stated that the college needs to rely on the Enrollment Management plan to maximize revenue. Dean Tina Aguirre stated that the decisions cannot be purely financial, there are many variables. The committee agreed that due to time constraints the members would send their scores to the Business Office via e-mail for tabulation. The scoring would be done using the criteria already adopted by the committee. Scores will be submitted by Friday at 5:00 p.m. *(The BFPC prioritization list is attached to these minutes)*

- b. Acceptance of Accreditation Follow-up report:

M/S/C Heumann/Drury to accept the Accreditation Follow-up Report as submitted.

F. Other:

G. Next Meeting:

H. Adjournment: Meeting adjourned at 4:35 p.m.