



Budget and Fiscal Planning Committee

November 20, 2013

Members present:

√John Lau, VP for Business Services, Co-Chair
√Kathy Berry, Administrative Representative (3:38 p.m.)
√Dr. Martha Garcia, College Council Representative
√Eric Jacobson, Faculty Representative
_Dave Drury, Faculty Representative
√Carlos Fletes, Director of Fiscal Services

Recorder: Mary Carter

√Kevin White, Academic Senate Rep., Co-Chair
√Jeff Cantwell, CMCA representative
√Mike Nicholas, CSEA Representative
√Matthew Thale, CSEA Representative
√Alex Whalen, ASG Representative

I. CALL TO ORDER

The regular meeting of the Budget and Fiscal Planning Committee was called to order by co-chair Kevin White at 3:03 p.m. on Wednesday, November 20, 2013. The meeting was held in room 1704.

II. APPROVAL OF MINUTES

M/S/C Cantwell/Fletes to approve the minutes of the October 23, 2013 meeting as presented.

III. ACTION

1. Budget Calendar:

M/S/C Jacobson/Berry to approve the 2013-14 and 2014-15 Integrated Planning and Budget Calendars and to recommend to the Superintendent/President that Dr. Martha Garcia be given the authority to ensure that the deadlines are met.

Eric Jacobson stated that in the past it has been difficult getting people to follow the budget calendar, and someone needs the authority to enforce the deadlines. He suggested Dr. Garcia for that role. Dr. Garcia stated that she did not mind sending out reminders, but she would like to discuss the matter with President's Cabinet before making any official commitment.

Dr. Garcia presented the two integrated planning calendars. She reported that the budget process will start in January for 2013-14 and still earlier in 2014-15. Budget enhancements will be prioritized by the yet to be formed "Planning & Resources Council". The details of the PRC are still being discussed by President's Cabinet. The PRC will prioritize requests in an objective manner, using criteria that is fair across the board. VP Lau stated that budget development will be a two part process, with status quo budget items being separated from new budget requests (budget enhancements). The BFPC will be responsible for ensuring that the core budget is within the constraints of on-going revenue without use of reserves.

The committee discussed why it was not the body doing the budget prioritization. It was agreed that it would be a powerful responsibility, and that controversial decisions might be required. The prioritization committee would be responsible for saying no to budget request. The make-up of the committee would be very important to ensure that all constituencies were represented. VP Lau stated that the prioritization committee should act for the good of the entire institution instead of the groups the individual members represent. Director Fletes stated that the Budget and Fiscal Planning Committee has historically been a recommending body, and he pointed out that funds may not be available for enhancements once the District starts increasing the reserve. Dr. Garcia stated that if BFPC was to take on the role of budget prioritization, it would need to meet more than once a month. VP Lau stated that the final authority has to be determined, and that the Superintendent/President will make the decision on what committee that will be.

2. Recommendation on strategy to increase reserve to 16.6%:

The committee agreed to defer action on this item until the next committee meeting.

IV. INFORMATION/DISCUSSION Due to time constraints, the following information and discussion items were deferred until the next committee meeting.

1. Accreditation Response
2. Budget update
3. Budget Training Session – financial reports (monthly, quarterly and annual)

V. NEXT MEETING: The committee agreed to meet on Wednesday, December 4, 2013 at 3:00 p.m.

VI. ADJOURNMENT: Meeting adjourned at 3:59 p.m.



Imperial Valley College

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Independence Day- Holiday	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Summer Term Ends	24	25	26
27	28	29	30	31		

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Planning and Resources Council (PRC) (TBD) • Board Activity • Academic Senate (AS) and Meeting Date/Activity • College Council (CC) and Meeting Date/Activity 	<ul style="list-style-type: none"> • CBO and Business office continue to modify the 2014-2015 tentative budget. • Institutional Researcher is preparing data that will be distributed for program review.



Imperial Valley College

August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Orientation	16
17	18	19	20	21	22 B&FPC-New Member Orientation	23
24	25 Program Review Data is Distributed	26	27 B&FPC Meeting- Review 2014-2015 Final Budget	28	29	30
31						

<u>Process /Activity</u>	<u>Important Planning Information</u>
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Imperial Valley College September 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Labor Day- Holiday	2	3 AS Meeting	4	5	6 Board Retreat- 2014-2015 Budget Workshop
7	8	9	10 Special Board Meeting to approve 2014-2015 Budget	11	12	13
14	15 CC Meeting	16	17 AS Meeting	18	19	20
21	22	23	24 B&FPC Meeting	25	26	27
28	29	30				

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Planning and Resources Council (PRC) (TBD) • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • September 2014, 2016, 2018, 2020-Conduct Institutional Effectiveness Assessment • 9/2/14- Academic Senate and College Council will commence <u>review</u> of committee self-evaluations for all committees that report directly to these two bodies (this will be one of the mechanisms utilized to measure institutional effectiveness). • 9/6/14- Board Retreat (2014-2015 Budget Workshop) • 9/10/14-Special Board Meeting to approve 2014-2015 budget. • Faculty and staff begin development of SLO program grids and program review months of September and October annually. • 9/30/14-Academic Senate and College Council will develop a report that depicts their evaluation of the committees that report directly to them (this will be one of the mechanisms utilized to measure institutional effectiveness).



Imperial Valley College

October 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 AS Meeting	2	3	4
5	6 CC Meeting Program Reviews Due to Deans	7	8	9	10	11
12	13	14	15 AS Meeting	16	17	18
19	20	21	22 B&FPC Meeting	23	24	25
26	27 CC Meeting	28	29	30	31	

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Planning and Resources Council (PRC) (TBD) • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • 10/06/14- Programs/Departments submit Programs Reviews to Division Deans for review. • 10/30/14- Resource committees submit resource requests to CBO.



Imperial Valley College

November 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 PRC Meeting Program Reviews Due to VP's	4	5 AS Meeting	6	7	8
9	10 CC Meeting	11 Veteran's Day- Holiday	12	13	14	15
16	17	18	19 AS Meeting B&FPC Meeting	20	21	22
23	24 CC Meeting	25	26	27 Thanksgiving Day- Campus Closed	28 Campus Closed	29
30						

<u>Process /Activity</u>	<u>Important Planning Information</u>
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Imperial Valley College

December 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 PRC will hold Interactive Dialogue Meeting	2	3 AS Meeting	4	5	6
7	8	9	10	11	12	13 Fall Term Ends
14	15	16	17	18	19	20
21	22 Winter Recess- Campus Closed	23 Winter Recess- Campus Closed	24 Winter Recess- Campus Closed	25 Winter Recess- Campus Closed	26 Winter Recess- Campus Closed	27
28	29 Winter Recess- Campus Closed	30 Winter Recess- Campus Closed	31 Winter Recess- Campus Closed			

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Planning and Resources Council (PRC) • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • 12/1/14- PRC will commence reviewing program review resource requests and resource committees funding requests.



Imperial Valley College

January 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 New Year's Day (Holiday) Winter Recess- Campus Closed	2 Winter Recess- Campus Closed	3
4	5	6 Spring Semester Begins	7 AS Meeting	8	9	10
11	12 CC Meeting	13	14	15	16	17
18	19 M L King Day- Holiday	20	21 AS Meeting	22	23	24
25	26 CC Meeting	27	28	29	30	31

Process /Activity

- **Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting**
- **Program Review Process (Ref. Program Review Handbook)**
- **Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity**
- **Planning and Resources Council (PRC) (TBD)**
- **Board Activity**
- **Academic Senate (AS) and Meeting Date**
- **College Council (CC) and Meeting Date**

Important Planning Information

- **January each year**, conduct assessment of progress on District Institutional Goals
- **January each year**, PRC will conduct technical review costs out requests and prioritize resource allocations.



Imperial Valley College

February 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 CC Meeting	10	11	12	13 Lincoln's B-Day- Holiday	14
15	16 President's Day- Holiday	17 Spring Semester Begins	18 AS Meeting	19	20	21
22	23 CC Meeting	24	25 B&FPC Meeting	26	27	28

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process (Ref. Program Review Handbook) • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Planning and Resources Council (PRC) (TBD) • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • 2/6/15-PRC will have prioritize resource requests and submit to B&FPC for review. • February 2015, 2017, 2019 Institutional Effectiveness Report with recommendations for changes (if necessary) is due to the Superintendent/President.



Imperial Valley College

March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 AS Meeting	5	6	7
8	9 CC Meeting	10	11	12	13	14
15	16	17	18 AS Meeting	19	20	21
22	23 CC Meeting	24	25 B&FPC Meeting- discusses 2015-2016 preliminary budget	26	27	28
29	30	31				

<u>Process /Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Planning and Resources Council (PRC) • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • March each year, complete Institutional Goals progress report. • 3/17/15- The President/Superintendent meets with President’s Cabinet makes final budget allocation decisions. • 3/25/15- B&FP discusses the 2015-2016 preliminary budget.



Imperial Valley College

April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 AS Meeting	2	3	4
5	6 Spring Recess- Campus Closed	7 Spring Recess- Campus Closed	8 Spring Recess- Campus Closed	9 Spring Recess- Campus Closed	10 Spring Recess- Campus Closed	11
12	13	14	15 AS Meeting Board Reviews Preliminary 2015- 2016 Budget	16	17	18
19	20	21	22 B&FPC Meeting	23	24	25
26	27 CC Meeting	28	29	30		

<u>Process/Activity</u>	<u>Important Planning Information</u>
<ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Planning and Resources Council (PRC) • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<ul style="list-style-type: none"> • April each year, draft report on district institutional is due to the Superintendent/President.



Imperial Valley College

May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 <i>AS Meeting</i>	7	8	9
10	11 <i>CC Meeting</i>	12	13	14	15	16
17	18	19	20 <i>AS Meeting</i>	21	22	23
24	25 Memorial Day- Holiday	26	27 <i>B&FPC Meeting- Review Draft of Tentative 2015-2016 Budget</i>	28	29	30
31						

<p style="text-align: center;"><u>Process /Activity</u></p> <ul style="list-style-type: none"> • Integrated Planning Process (Ref. Educational Master Plan)/EMPC Meeting • Program Review Process • Budget and Fiscal Planning (B&FP) Committee and Meeting Date/Activity • Planning and Resources Council (PRC) • Board Activity • Academic Senate (AS) and Meeting Date • College Council (CC) and Meeting Date 	<p style="text-align: center;"><u>Important Planning Information</u></p> <ul style="list-style-type: none"> • <u>May each year</u>, EMPC meets to assess status of EMP goals and objectives from 2013-2014, to establish goals and objectives for 2014-2015, and to improve final • <u>May each year</u>, Superintendent/President reviews final report on district institutional goals and presents to the Board for information. • 5/27/15- B&FP discusses the draft of 2015-2016 tentative budget.
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Imperial Valley College

June 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 AS Meeting	4	5	6
7	8	9	10	11	12 Spring Semester Ends	13
14	15	16	17 Board approves 2014-2015 Tentative Budget and EMP	18	19	20
21	22	23	24 Summer Session Begins	25	26	27
28	29	30				

<u>Process /Activity</u>	<u>Important Planning Information</u>
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