

IMPERIAL VALLEY COLLEGE
Budget and Fiscal Planning Committee
Wednesday, September 30, 2015, 2:00 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:

Recorder: Mary Carter

- ✓ **John Lau, VP for Business Services, Co-Chair**
- ✓ Dr. Nick Akinkuoye, Admin. Rep.
- ✓ Dr. Martha Garcia, Faculty Rep.
- ✓ Dr. Michael Heumann, Academic Senate Rep.
- ✓ Leticia Pastrana, Faculty Representative
- _ ASG Representative

- ✓ **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: Bill Gay, Dave Drury, Mary Jo Wainwright and David Zielinski

- A. Call to Order: The regular meeting of the Budget and Fiscal Planning Committee was called to order by co-chair Matthew Thale at 2:05 p.m. on Wednesday, September 30, 2015. The meeting was held in the board room.

- B. Review and Approval of Minutes:
 - a. ***The minutes of the September 2, 2015 meeting were approved unanimously as presented.***

- C. Reports: none

- D. Update on Previous Discussion Items:
 - a. 2015-16 Budget Update:
 - Carlos Fletes, Director of Fiscal Services, reported that \$55,000 in expenses have been reclassified as district expense (not allowable as Lottery expense).
 - Advance Principal Apportionment: Director Fletes reported that the State has now allocated funds for new faculty and on-going revenue (see Section V of Exhibit C, 2015-16 Advance Principal Apportionment). The amount is calculated on total funded FTES not our target FTES of 6873, so the amount the college receives will be approximately \$60,000 less than the \$2,082,991 shown. VP Lau stated that the final budget will be revised when negotiations are

finalized. The funds for new faculty are not restricted money, only “ear marked”. The college could carry funds over into the next year by setting them aside in a designated reserve fund for faculty hiring. The approximately \$1.64 million increase to the base revenue can be used to address the \$400,000 deficit and to fund operations. VP Lau stated that hopefully the state economy remains good and funding is on-going. The College’s plan is to control costs and to continue to be looking ahead. Currently the college has a reserve of almost 9%.

- Education Protection Account (EPA): Director Fletes showed the committee that the EPA monies are not additional funds; if there is a \$1 million increase to EPA there is a \$1 million decrease to state funding. The total funding remains unchanged, only the source of funding changes. VP Lau stated that it is not new money, just a secure source of funding.
- Director Fletes called the committees attention to Section VIII.E Revenue Shortfall. The deficit factor varies every year. Currently it is only -\$229,761.
- The committee discussed the cost of new faculty including benefits (\$73,000 statewide average) and the variables involved in achieving increased FTES.
- Basic Skills: Committee members stated that there is a potential for increasing revenue and student success but that a coordinated effort is needed.

E. New Discussion:

- a. 2016-17 Budget Principles and Guidelines: The committee agreed that the guidelines could be re-adopted without changes.
- b. 2016-17 Annual Program Review Budget Development Guidelines and Instructions: The committee agreed that additional information is needed in order to revise the guidelines to reflect realistic timelines. It was noted that the class schedule is a big piece of the puzzle, and there are some unresolved issues relating to the winter session. Director Fletes stated that the college needs to start with a status quo budget, with no variances. SPOL does not have the capability of doing a mass upload of the status quo budget. He suggested using the budget module in Banner. VP Lau stated that SPOL is a planning tool rather than a budgeting tool. Perhaps SPOL could be used just for the enhanced budget requests. He suggested a dedicated meeting with other resource people invited in order to improve the process.
- c. Budget Process and timing: See discussion under item b.
- d. Last minute updates to the budget: The committee agreed that more control and clearer direction are needed in regard to enhanced requests. VP Lau stated that the process needs to be simplified and rules enforced. Member Chronister stated that more checks and balances are needed are variance reports are needed early. Director Fletes stated that variances were reported early, but that guidelines were not followed.

F. Action:

- a. 2016-17 Budget Principles and Guidelines: ***M/S/C Lau/Chronister to readopt the “IVC Budget Principles, Guidelines, and Priorities” with no changes.***
- b. 2016-17 Annual Program Review Budget Development Guidelines and Instructions: No action taken. The committee will hold a special meeting to review the guidelines, and will invite Dean Tina Aguirre (CART co-chair) and Jose Carrillo (Institutional Researcher).

G. Other: None

H. Next Meeting: TBA

I. Adjournment: Meeting adjourned at 3:35 p.m.

IMPERIAL VALLEY COLLEGE
Budget and Fiscal Planning Committee
Wednesday, October 14, 2015, 2:00 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.

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Minutes

✓ Members present:

Recorder: Mary Carter

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

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

✓ Dr. Nick Akinkuoye, Admin. Rep.

✓ Melody Chronister, College Council Rep.

✓ Dr. Martha Garcia, Faculty Rep.

✓ Jeff Cantwell, Classified Manager/Confidential Rep.

_ Dr. Michael Heumann, Academic Senate Rep.

✓ Mike Nicholas, Classified Representative

_ Leticia Pastrana, Faculty Representative

✓ Carlos Fletes, Director of Fiscal Services

✓ Valerie Barrientos, ASG Representative

Alternate(s): Dave Drury, Academic Senate Rep.

Visitors: Jeff Enz, Dr. Ashok Nainpally, Efrain Silva, Mary Jo Wainwright and David Zielinski,

- A. Call to Order: The regular meeting of the Budget and Fiscal Planning Committee was called to order by co-chair Matthew Thale at 2:03 p.m. on Wednesday, October 14, 2015. The meeting was held in the board room.
- B. Review and Approval of Minutes:
 - a. ***The minutes of the September 30, 2015 meeting were approved unanimously as presented.***
- C. Reports: none
- D. Update on Previous Discussion Items:
 - a. 2016-17 Budget:
 - Carlos Fletes, Director of Fiscal Services reported that no new information has been received from the State.
 - VP Lau stated that a major revision to the budget will occur after negotiations are completed. An assessment of revenue and enrollment targets needs to be done at mid-year (after census). The assessment will improve accountability, and help eliminate surprises at year-end. Budget variances should be decreasing.

- The committee discussed the challenges of filling classes that are added after the schedule is printed. Classes that are not included in the schedule do not perform as well. Member Chronister suggested a task force on short term pathway classes.
- The committee discussed the funds for hiring new faculty, and the timing of new hires. Dr. Martha Garcia stated that the ideal time to advertise for new faculty is between now and January. Dr. Naimpally stated that the college needs to hire strategically, promote A.S. degrees for transfer and market the institution.
- VP Lau stated that a significant upcoming need is planned replacement of two electric transformers, approximate cost \$350,000 each. The transformers are at least 15 years past their expected life. Failure of a transformer would result in a shut down of the campus. VP Lau suggested putting aside money over the next two or three years in order to be pro-active in addressing the need. VP Lau was asked about the availability of deferred maintenance funds or physical plant block grant funds. VP Lau will report back to the committee after discussion with Academic Services and Information Technology on the plan for use of block grant funds. Dave Drury asked about resurfacing the tennis courts; VP Lau stated that it will cost at least \$500,000 and the courts may need to be completely redone.

E. New Discussion: None

F. Action: 2016-17 Budget Guidelines

- a. ***M/S/C Garcia/Drury to approve the revised Budget Guidelines for 2016-17 (see attachment).***

Discussion: Director Fletes stated that the budget needs to start with a true status quo budget in the 4000, 5000 and 6000 accounts, anything in excess of the status quo needs to go into the enhanced request section.

G. Other: SPOL Task Force

Dean Efrain Silva reported that a task force has been formed to evaluate the value and effectiveness of SPOL, and to discuss possible alternatives. The committee discussed the deficiencies with SPOL as a budgeting tool, for example having to extract data manually for each resource committee. VP Lau stated there is a need to streamline the budget process. Because all budget data resided in Banner, perhaps Banner should be the primary budgeting tool.

The committee agreed that the task force needs to evaluate SPOL holistically, taking into account training issues, high expectations, limitations of the program in regards to budget, implications for the Accreditation response which references SPOL heavily, the investment that has already been made in the software, gaps of up to a year between uses of SPOL, the need for hundreds of faculty members to input SLOs and problems with support.

H. Next Meeting: TBA because of Thanksgiving holiday

I. Adjournment: Meeting adjourned at 3:25 p.m.