

**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

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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 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.