

IMPERIAL VALLEY COLLEGE
Budget and Fiscal Planning Committee
Wednesday, December 9, 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:

✓ **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
_ Valerie Barrientos, ASG Representative

Recorder: Melody Chronister

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

Visitors: Mary Jo Wainwright, Jeff Enz

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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 2:03 p.m. on Wednesday, December 9, 2015. The meeting was held in the board room.
- B. Review and Approval of Minutes:
- a. ***M/S/C (Fletes/Lau) to approve the October 14, 2015 minutes as presented. Motion approved unanimously.***
- C. Reports: none
- D. Update on Previous Discussion Items:
- a. Categorical and grant funded programs and a process for gathering information on their fiscal status/future financial impact.

In the past this topic has been brought up and discussed. The lack of information available on these particular programs has still been an issue. This was brought to light again while preparing the accreditation response. Discussions ensued on how to improve this process. The two areas determined to still need improvement are documentation of the funding streams and how they are allocated as well as access to this needed information in a timely manner so that financial decisions are made on the most current information available. VP Lau stated that the BFPC could serve

as a clearing house for information. He wanted to make it clear that it would not be a decision making body.

To accomplish this, a form was developed for each categorical/grant program to complete and submit to the BFPC, which would be reviewed by the committee as a written report. This form includes a section on how this program could impact the general fund budget. It was agreed a timeline needs to be established to effectively roll out to the entire College, selecting the highest dollar programs first for review. Member Garcia objected to the suggested form and process. She said some grants that the Chancellors Office is advertising requires 27-45 day turnaround. Requiring this step may hinder our ability to apply for grants, as it would slow down the application process. Lau understood the concern, but indicated that our current structure increases the risk of getting into a legal agreement with other entities without understanding/discussing the parameters and impact on the general fund. It is for this reason we need an opportunity to discuss these programs prior to making these agreements. It is an institutional policy that we need to change. Previously a grant oversight committee was in place with a similar form required by that committee. With that committee disbanded, oversight has been limited and needs to return. Concerns were expressed about grant writing potentially occurring without VP knowledge. It may be that the College needs to reinstitute a grant oversight position. It was stated that there is oversight of grants. Programmatic and financial audits are being done. It was pointed out that the concern is what happens when grants go away – the long term impact on our assets.

VP Lau indicated that we need to change the environment so that we are better informed as a College when it comes to financial planning and decision making – which is also required to remain compliant with accreditation standards. These standards require a clear plan for cost of ownership, as well as connecting financial planning with institutional planning.

A question was asked if we submit a grant and are awarded if we are committed to it at that point or if we can back out. It was confirmed the moment we submit it we are committed to it and must complete the actions proposed.

The question was asked if this form being proposed can stop a grant from being submitted. The answer given was no. We should be able to work together to allow us to continue to seek grants while also making informed decisions that allow for discussion. We need institutional memory of the grants we are obtaining.

The committee agreed that this process needs to be in place, but there are different types of grants. TRIO is very different than ATLAS or TALCAS. There are also small grants.

Discussion ensued on the hiring of categorical positions and the impact on the general fund. It was confirmed that this is why categorical programs have been included in the conversation. It was pointed out that 5 full-time tenure track counselors are being hired with SSSP money, which means they stay even when the funds go away (if they do). This presents a potential impact on general fund dollars that needs to be determined. Director of Fiscal Services Fletes said SSSP should not be used as an example because it is not a competitive grant. He does not believe we can say no to those requests. It was reconfirmed that the BFPC is not seeking authoritative power. Instead they are only seeking to be informed to accurately

determine future budget impact. The committee was reminded that FCMAT said we need to look at the indirect contributions of grants as well as post-employment benefit costs of the employees hired with these funds.

It was suggested to look at ATLAS and determine how much that impacted the general fund budget in long-term expenses.

The cost of ownership was brought up and discussed. Member Garcia confirmed that conversations are occurring with the administration, so minutes are available as evidence.

The more transparent we are as a College the more receptive we are to the actions taken. This suggested action should address this issue.

E. New Discussion: None

F. Action: Categorical Funding Questionnaire

a. ***M/S/C Heumann/Cantwell to approve the Categorical Funding Questionnaire as presented (see attachment).*** Motion approved unanimously.

The purpose of the form is to determine financial impact on the general fund. Concern was expressed about the encumbrance's question. It was suggested that it include the words "ongoing cost to the District". This was added to the form. Discussion ensued on the definition of indirect.

It was requested that the form be rolled out immediately and completed by the large dollar competitive grants first. The next phase of the roll out will then be discussed by the BFP in the Spring 2016 semester.

G. Next Meeting: TBA

H. Adjournment: Meeting adjourned at 3:03p.m.

**IMPERIAL VALLEY COLLEGE
Budget and Fiscal Planning Committee
Categorical and Grant Funding Report Template**

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|--|---|
| Program: | |
| Purpose of Grant/Program: | |
| Total Value of Award: | |
| Total Value per Year: | |
| Length of Award: | |
| Ongoing Funding Opportunity? | |
| Source of Funding: | <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Grant <input type="checkbox"/> Other: _____ |
| Indirect Allowed? If Yes, up to how much? | |
| Grant Manager/Coordinator: | |

Restrictions or Limitations on Spending (i.e. No Facilities or No Personnel):

Actual and Potential Encumbrances to General Fund (Ongoing Cost to the District)

Is there a possibility that the activities of the grant will be institutionalized? If so, what plans have been made to institutionalize these activities? (i.e. 50% District Funded, 50% Categorical Funded, OPEB Liabilities, Positions That Must Institutionalized, Other Unfunded Costs):

Other Items of Note (i.e. Categorical Funding and Tenure, Seniority and Bumping Rights):

Topics that you need Budget and Fiscal Planning to discuss or have as action item:

Next Planning Meeting Date/Time/Place: _____

*****Please attach the applicable program annual budget for inclusion in the report*****