

IMPERIAL VALLEY COLLEGE
Budget and Fiscal Planning Committee
Wednesday, January 27, 2016, 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
- _ 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.

Visitor(s): 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 2:05 p.m. on Wednesday, January 27, 2016. The meeting was held in the board room.
 - B. Review and Approval of Minutes:
 - a. ***M/S/C (Fletes/Chronister) to approve the December 9, 2015 minutes as presented. Motion approved unanimously.***
 - C. Reports:
 - 1. 2016-17 Budget, 4000, 5000 and 6000 account analysis by Director of Fiscal Services Carlos Fletes.

The committee reviewed a report of budget data extracted from SPOL. Director Fletes noted that some areas have not entered any budget data. The report highlighted variances from last fiscal year's budget. Departments were asked not to exceed their status quo budget amounts. VP Lau stated that he will be meeting with area vice presidents and deans next week to review budgets. Per Director Fletes, budgets should already be entered. The process is slowed down but incomplete budgets. The target is to have a clean budget by the next BFPC meeting. Per VP Lau it is important to identify necessary expenses above the level of last year's expenses.

2. FTES update by Melody Chronister: The committee reviewed the “2015-16 FTES Revenue Projection as of January 27, 2016” presented by Member Chronister.

- Fall is under target, and Academic Services is researching the reason
- Winter is over target
- Spring is a little ahead of last year
- Summer, 90% fill rate, 528 FTES projected
- Overall, 133 short of target, which is approximately \$500,000 in revenue
- Academic Services will validate enrollment numbers to determine if the numbers are accurate, or if this is the new reality
- VP Lau stated that he is hesitant to budget for growth and that the committee needs to talk about budgeting for revenue
- VP Lau stated that new rules regarding academic progress will impact revenue
- The Committee discussed the college’s marketing efforts and competition from Arizona Western College; committee members stated that there should be a cabinet level discussion of the marketing efforts and the need to increase enrollment revenue; the committee discussed making a recommendation to President’s Cabinet

D. Update on Previous Discussion Items:

a. Categorical Funding Questionnaire: The committee reviewed the completed categorical funding questionnaire submitted by Dr. Martha Garcia as an example of the use of the form.

- Committee noted that \$36,000 budgeted for a portable facility is unrealistic
- Do grant funded employees get property rights? VP Lau suggested inviting Human Resources to the next meeting in order to educate the committee on property rights.
- VP Lau suggested having a sub-committee of three members to review grants and serve as a grants clearing house since the college does not have a grants office.
- It is important to trouble shoot grants before they are submitted, understand the grant and whether employee’s receive property rights
- Review of grant form needs to be a reasonable time before the submission date
- VP Lau suggested appointing the sub-committee at the next BFPC meeting
- A two week submission time was suggested
- Alternate Member Drury acknowledging the grant writing efforts of Dr. Martha Garcia; she has been able to secure approximately \$11 million in grants.

E. New Discussion: None

F. Action: None

G. Other: None

H. Next Meeting: TBA

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

