

**IMPERIAL VALLEY COLLEGE**  
**Budget and Fiscal Planning Committee**  
**Wednesday, March 23, 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
- ✓ Karina Lyn Madrigal, ASG Representative

Recorder: Mary Carter

- ✓ **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, Dave Drury for Michael Heumann

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 2:04 p.m. on Wednesday, March 23, 2016. The meeting was held in the board room.
  - B. Review and Approval of Minutes:
    - 1. ***M/S/C (Fletes/Lau) to approve the minutes of the March 2, 2016 meeting as presented.***
  - C. Reports:
    - 1. Community College Basic Skills and Student Outcomes Transformation Program Grant by David Zielinski: David Zielinski reported on a grant he will be submitting to the Chancellor's Office for Basic Skills funding. He wrote the grant to be sustainable for the college after its term of three years; the funding requested is for \$306,000. The grant will provide funds for staff development for the accelerated Basic English Program. The grant request includes indirect costs of 4%. It will have no general fund impact or on-going salary costs.
    - 2. 2016-17 budget update: Director of Fiscal Services Fletes reported that the updated budget report would be e-mailed to the committee later in the day. Adjunct costs are based on this year's schedule, overload reflects the new rate but is based on 2015-16 staffing. The winter and summer overload/adjunct is based on the actual schedule. The cost of the VESEIP is unknown at this time, but savings should offset

the cost. Revenue is flat, with no FTES increase based on no indications of growth. Per VP Lau, salaries are loaded based on information from HR on new contracts. Director Fletes reported the budget is showing a \$200,000 surplus but needs to be analyzed because most likely not everything is included. He suggested two special committee meetings before the committee makes a recommendation to the board. VP Lau stated that the budget is not truly showing a surplus because no enhancements are included, particularly those required costs that need to be funded. The college needs a plan for growth and maximizing revenue. VP Lau emphasized the need for 1% more growth. VP Lau stated that everything helps in the way of revenue, and noted that the college has the potential of saving \$100,000/year through a solar energy project.

D. Update on Previous Discussion Items:

1. Enhanced budget requests – Operational costs: The committee noted that some items can be covered by grants. It was recommended that non-general fund items not be prioritized or somehow be flagged. The committee discussed copy/print overruns and Jeff Enz stated that IT will be rolling out a better way to manage copy/print costs based on actual usage. Dr. Martha Garcia suggested the committee adhere to an objective process in the prioritization and use the previously created scoring matrix. VP La stated that mandated and non-mandated costs should not be mixed. First priority should go to legally required items. If there are not enough funds for all the mandated costs, they will have to be funded from reserve or costs will have to be cut from the base budget to accommodate the required items. The committee discussed fairness in regards to restoring cuts to travel by departments that participated in cost cutting in the past. It was the consensus of the committee, that no corrective action be taken at this time.

E. New Discussion: none

F. Action Items: None

G. Other: None

H. Next Meeting: TBA

Regular meeting held the 4<sup>th</sup> Wednesday, Fall and Spring semesters: April 27 and May 25, 2016

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