

**IMPERIAL VALLEY COLLEGE**  
**Budget and Fiscal Planning Committee**  
**Wednesday, March 2, 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:

Recorder: Melody Chronister

✓ **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

✓ Karina Lyn Madrigal, ASG Representative

Visitor(s): Jennifer Donatt, Jeff Enz, Paula Saldana, Mary Jo Wainwright

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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 2:02 p.m. on Wednesday, March 2, 2016. The meeting was held in the board room.
- B. Review and Approval of Minutes:
1. ***M/S/C (Fletes/Chronister) to approve the minutes of the January 27, 2016 meeting as presented.***
- C. Reports:
1. 2016-17 Budget: Carlos Fletes, Director of Fiscal Services presented updated information on the 4000, 5000 and 6000 accounts, in the proposed 2016-17 unrestricted General Fund budget. He noted the adjustments made since the last meeting: column A contains the latest data from SPOL and column B has information extracted in January from SPOL. The green highlighted areas show budgets lines that exceed the status quo budget amount. There are still a couple of areas with no budget yet, such as Human Resources, Academic Senate and Distance Education. Areas highlighted in yellow indicated reductions from the previous budget. For example there are slight decreases in the Purchasing and Custodial budgets which were intentional.

The next budget report will include salary and benefit information. VP Lau noted that not all negotiations have been finalized. When contracts are ratified, the budgets will be loaded.

VP Lau noted that there is no increase proposed in health insurance. The VEBA JPA has been able to keep costs flat due to good claim experience. This is not a usual occurrence; increases of 4% are more normal.

Director Fletes noted that some departments budgeted for instructional supplies, but there is money available in Restricted Lottery funds. These line items need to be weeded out.

Committee members discussed how to address restoration of previous cuts and to address imbalances such as in travel accounts.

#### D. Update on Previous Discussion Items:

##### 1. Grants sub-committee:

VP Lau stated that the college needs a grants management person, the time has come when better control is needed in the grants area. Others noted that the college already has a grants position: Director of Research, Planning and Grants Administration.

VP Lau stated that he would like to recommend to cabinet that a grants position be included in the enhanced staffing requests where it would compete against other positions. It was noted that the deadline for requests has already passed. No sub-committee appointed, but VP Lau asked that this be an action item for the next meeting.

##### 2. Enrollment/revenue: Melody Chronister reported on enrollment as of February 29. Overall, the projections show FTES to be 55 short for the year or approximately \$275,000 in revenue shortfall. There will be no carryover for next year of summer FTES. VP Lau commented that budgeting 1% growth is probably not realistic in light of the college not hitting its FTE target and the new financial aid rules. The college could potentially lose an additional 70 FTE (approximately \$350,000) due to the impact of changes in financial aid regulations. VP Lau stated that a plan is needed to address the loss of student to various issues. In addition to pursuing new students, the college also needs to build its retention rate.

VP Lau reported on the proposed solar project which will provide 1/3 of the college's electric needs, but which could be expanded to provide up to 90%. The project could be a tremendous benefit to the college, at no cost. It could be a savings of \$200,000 a year and would make the college more self-sufficient.

The committee discussed that the state is funding growth, instead of increasing per-student funding. This method of funding does not address inflation. Director Fletes stated that when the college falls below its base FTES it hurts in subsequent years. Even though the college has 3 years to make up the lost FTE, it impacts funding that is based on head count such as lottery.

E. New Discussion:

1. Enhanced Budget Requests – Operational Costs

- Increases to copy/print budgets: there may be a change in the way that copy print is charged. Per Jeff Enz, about half of copy print accounts were in the red.
- How much money is available for enhancements? Per VP Lau, it will not be known until labor contracts are finalized and costs loaded into the budget.
- Director Fletes noted that the list presented to BPFC is one of four sets of requests for additional funding. There is no resource committee for operational costs, which is a mixed bag of requests. BPFC has been asked to evaluate and prioritize the requests. It was noted that the list may not be complete. Some committee members suggested a special meeting when all requests are included and more data is available from the requesters.
- Mary Jo Wainwright noted that some of the requests could be covered under the new grant.

F. Action Items: None

G. Other: None

H. Next Meeting: TBA due to Spring Break

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