

IMPERIAL VALLEY COLLEGE
Budget and Fiscal Planning Committee
Wednesday, May 11, 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): Bill Gay, Jeff Enz, Mary Jo Wainwright

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- A. Call to Order: The special meeting of the Budget and Fiscal Planning Committee was called to order by co-chair Matthew Thale at 2:03 p.m. on Wednesday, May 11, 2016. The meeting was held in the board room.
 - B. Review and Approval of Minutes:
 - 1. ***M/S/C (Heumann/Fletes) to approve the minutes of the April 28, 2016 meeting as presented.***
 - C. Reports: none
 - D. Update on Previous Discussion Items:
 - 1. 2016-17 Budget – Director of Fiscal Services Fletes reported:
 - Deficit is now \$694,000
 - Some items were removed in the Health/Public Safety budget
 - Some departments budgeted adjuncts at \$60/hour, and others at \$65
 - None of the legally mandated budget enhancements have been added to the budget
 - The SME budget it still being worked on

- The committee will need to meet at least twice in June to review the budget and make a final recommendation to the Superintendent/President before the budget is adopted on June 15 by the board.
- Security re-organization will result in \$210,000 net increase
- Instructional supplies should come out of restricted lottery funds
- There is categorical money available for equipment (Instructional Equipment and Physical Plant block grant)
- How can Student Success or Student Equity funds be used? It is important to bring Student Services to the table to see what is allowable.
- Dr. Martha Garcia reported that there is additional one-time Student Equity funding that could be used for computers for student, with a deadline for application of May 25, and Student Services should be applying.
- May Revise is due May 13. One time monies have not yet been added to the budget
- What is the impact of centralizing copy print charges? There should not be an overall dollar increase to the budget. Now many departments are exceeded their print budgets and there are no consequences. The intent is to implement the change in FY 2016-17.
- Purchase of additional computers with categorical funds will have an impact due to need for support and computer refresh. There is a form for computer purchases which addresses how refresh will be funded

E. New Discussion: none

F. Action Items:

1. ***Letter to President's Cabinet: M/S/C Heumann/Fletes to approve a letter the following letter President's Cabinet:***

May 11, 2016

To: President's Cabinet

From: Budget and Planning Fiscal Planning Committee

At the Budget and Fiscal Planning Committee meeting today, the following letter was approved:

OVERVIEW

The Budget and Fiscal Planning Committee is projecting a flat revenue stream with expenses escalating 3 to 5% annually. In addition to this reality, continued legislative changes are poised to hinder our ability to grow our revenue stream. We believe these changes are indicative of our near to midterm future environment and therefore must adapt our business model to remain viable. Our concerns are elevated due to a perceived lack of awareness of these challenges coming at us.

IMPACT

The Committee has identified the following challenges that they feel need to be further analyzed by the campus community to determine the financial impact:

- New revenue going primarily to categorical programs with a limited understanding on how this spending is impacting the general fund budget
- Increases in General Funding is primarily tied to growth, and the projected growth is flat
- Changes to financial aid/BOGG Waiver and other regulations
- Increases to STRS and PERS contributions
- Increases to annual operational expenses projected at 3-5%
- Lack of a mechanism to address these concerns strategically

RECOMMENDATION

Based on these challenges, the committee recommends that the President's Cabinet adopt the following course of action:

- Create a special task force made up of representatives from each campus constituency to validate the concerns expressed above under Impact. This task force will report to the Budget and Fiscal Planning Committee, the Academic Senate, the College Council and the Board of Trustees no later than the adoption of the final 2016-17 budget.
- Implement a course of action to address the validated concerns with measurable results.
- Upon conclusion of the special task force, there should be presentations to both the board and the other campus constituents on the results.

CONCLUSION

While the College's major efforts have been focused on long-term planning, given our current and foreseeable fiscal and programmatic issues, the College needs to focus on its short to mid-term planning to address a rapidly changing environment for the overall health of the College.

The College does not have an avenue to communicate effectively and the implementation of these recommendations would begin the communication process. There needs to be a global discussion.

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- G. Other: Mary Jo Wainwright asked the committee to request a budget analysis of the Prison Pilot Program, including up-front costs to the District and revenue to be generated.
 - H. Next Meeting: Thursday, May 26, 2016, 2:30 p.m.
 - I. Adjournment: Meeting adjourned at 3:30 p.m.