

IMPERIAL VALLEY COLLEGE
Budget and Fiscal Planning Committee
Wednesday, January 25, 2017, 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**

_ Nick Akinkuoye, Admin. Rep.

√ Mary Lofgren, Academic Senate Rep

√ Michael Heumann, Faculty Rep

√ Zhong Hu, Faculty Representative

√ Brianna Guzman, ASG Representatives

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

Visitor(s): David Drury, Martha Garcia, David Zielinski

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- A. Call to Order: The regular meeting of the BFPC was called to order at 2:10 p.m. by John Lau, co-chair.
- B. Review and Approval of Minutes:
1. December 7, 2016: ***M/S/C Chronister/Fletes to approve the minutes of the December 7, 2016 meeting as presented.***
- C. Reports:
1. 2017-18 State Budget: Carlos Fletes reported on the Governor's proposed 2017-18 state budget. Revenues are less than expected. There is a 1.4% COLA and 2% growth projected, but that might change at the May revise.
- D. Update on Previous Discussion Items:
1. 2016-17 Budget: Carlos Fletes reported that the college is being paid at 7,000+ FTES. If the enrollment target is not met, the College will be in stability again. Melody Chronister reported that enrollment is not on track to achieve that target; 6812 may be more realistic. However, more time for analysis is needed in order to take into account the FTES that the Prison Program will generate. There was discussion that the college is actually in decline and may not achieve 6700 FTES. Reduced FTES also affects categorical revenue, although it is not dollar for dollar.

It was the consensus of the committee that a statement is needed from the committee to raise campus awareness of the decline in enrollment. There could be a shortfall of up to \$1.3 million.

VP Lau requested an action item for the next meeting to form a sub-committee to draft a letter of concern that would go to the campus and the board.

Comments/Discussion:

- The next 320 enrollment report needs to reflect a realistic enrollment number.
- Other colleges are in the same boat, or worse, regarding enrollment
- A collective voice, and better communication is needed to impart a sense of urgency regarding declining enrollment
- There will be a budget workshop for the board members in the next month or so; VP Lau can present the committee's concerns to the board

E. New Discussion: none

F. Action items: ***M/S/C Cantwell/Nicolas to approve the following:***

1. 2017-18 Budget Development Guidelines: 10% reduction
2. 2017-18 Budget Development Calendar: #5 changed to May 2017
3. 2017-18 Budget Principles Guidelines and Priorities: approved with no changes
4. 2017-18 Data Entry instructions: no changes

Comments/Discussion:

- Deans, department heads and managers need to be held accountable for their department budgets
- Electronic approval of budget submittals is needed; use of the Help Desk was suggested (similar to approval of hiring)
- Budget training for managers and Deans suggested
- Budget calendar: item #5, suggested Academic Senate and College Council meetings in May instead of April
- When will budget prioritization take place? It should be part of the Program Review process.
- Item #7: the committee should not be the first level of review to find errors; budgets should be reviewed and approved by vice presidents before being submitted.
- The vice presidents and President should have final accountability for their area budgets.
- It was the consensus of the committee that the Budget Development Guidelines reflect a 10% cut in supplies and services due to the decline in enrollment and revenue

G. Other: none

H. Next Meeting(s):

1. Thursday, February 23, 2017
2. Wednesday, March 22, 2017
3. Wednesday, April 26, 2017
4. Wednesday, May 24, 2017

I. Adjournment: Meeting adjourned at 3:45 p.m.