

**IMPERIAL VALLEY COLLEGE**  
**Budget and Fiscal Planning Committee**  
**Wednesday, February 7, 2018, 2:30 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. Martha Garcia, Admin. Rep.

\_ Mary Lofgren, Academic Senate Rep

√ Michael Heumann, Faculty Rep

\_ Zhong Hu, Faculty Representative

√ Miguel Rubalcava, 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

√ Cecilia Duron, Director of Fiscal Services

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A. Call to Order: The regular meeting of the BFPC was called to order at 2:35 p.m. Matthew Thale, co-chair.

B. Review and Approval of Minutes:

1. ***The minutes of the September 27, 2017 meeting were approved as presented.***

C. Reports: none

D. Update on Previous Discussion Items: none

E. New Discussion:

1. Chancellor's Office Funding Model proposal: VP Lau shared information on the new Funding Model being proposed by the Chancellor's Office (see attachment). The college needs to have the new funding model on its radar, and be prepared to develop appropriate strategies. It is likely that the model will be implemented in 2019-20. Dr. Garcia reported that 25% of funding will be tied to outcomes 50% based on 2017-18 FTES, and 25% on income status of our students. VP Lau stated that 91% of the IVC budget goes to salary and benefits, and that is as high as we can go. There will be new pressures on the budget, and a 10% margin is not enough. The college will need to consider a recommendation on setting a cap on the salary/benefit percentage. The college will also need to understand the definition of "success" and have the necessary data to be able to back-up our results. VP Lau stated that enrollment management

has paid off, and he congratulated the deans for their work on increasing FTES and faculty for increasing classrooms caps.

F. Action items:

1. *2018-19 Budget Development Guidelines:*  
***M/S/C Chronister/Heumann to approve the document as presented.***
2. *2018-19 Budget Principles, Guidelines and Priorities:*  
***M/S/C Chronister/Heumann to the approve the document as presented.***
3. *2018-19 Budget Development Calendar:*  
***M/S/C Chronister/Heumann to approve the document as amended (see attachment)***

Enhanced budget requests will be due to the BFPC by March 14. The committee will serve as the resource committee for operational requests. The recommendation from the committee on all five types of enhanced budget requests will be due to President's Cabinet by March 28.

G. Other:

1. *The committee reviewed the 2018-19 Budget approval instructions and Data Entry instructions.*
2. VP Lau reported that he will be making a presentation to the Board of Trustees in March, and suggested the committee write a letter of support for funding the long term maintenance needs of the campus.

H. Next Meeting: Special meeting, March 21, 2018 to review draft Tentative Budget

I. Adjournment: Meeting adjourned at 3:50 p.m.

**IMPERIAL VALLEY COLLEGE**  
**BUDGET DEVELOPMENT CALENDAR**  
**2018-19**

<b>Tentative Budget</b>		
1.	Baseline budget development and input into Banner by departments and divisions	February 12 – March 9, 2018
2.	Recommendations on Program Review enhanced budget requests are due from resource committees	March 14, 2018
3.	Initial review of the flat Draft Tentative Budget (including labor and benefit Inflatos) by the Budget and Fiscal Planning Committee (BFPC)	March 21, 2018
4.	BFPC prioritization of enhanced budget requests and recommendation to Cabinet	March 28, 2018
5.	Cabinet determination on enhanced budget requests	April 9 – 13, 2018
6.	BFPC review of Draft Tentative Budget (including enhanced budget requests approved by Cabinet)	April 18 and April 25, 2018
7.	BFPC recommendation to the Superintendent/President regarding adoption of the Draft Tentative Budget	May 9, 2018
8.	The Draft Tentative Budget (including approved enhanced budget requests) is presented to: <ul style="list-style-type: none"> <li>• College Council</li> <li>• Academic Senate</li> </ul>	May 16, 2018 May 23, 2018
9.	Final adjustments to the Tentative Budget (as directed by the Superintendent/President)	June 7, 2018
10.	Adoption of the Tentative Budget by the Board of Trustees <i>(on or before July 1, Title 5, section 58305a)</i>	June 20, 2018
<b>Final Budget</b>		
1.	Adjustments to the Tentative Budget based on adoption of the State Budget; compilation of the Draft Final Budget	June – August 2018
2.	BFPC recommendation to the Superintendent/President regarding adoption of the Final Budget	August 22, 2018
3.	Adjustments to the Final budget, if needed and as directed by the Superintendent/President	August 31, 2018
4.	Adoption of the Final Budget by the Board of Trustees <i>(on or before September 15, Title 5, Section 58305c)</i>	September 12, 2018