IMPERIAL VALLEY COLLEGE Budget and Fiscal Planning Committee Tuesday, May 27, 2014, 1:00 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
- <u>√</u> Kathy Berry, Administrative Rep.
- <u>√</u> Dr. Martha Garcia, College Council Rep.
- √ Michael Heumann, Faculty Representative (Replacing Eric Jacobson)
- <u>√</u> Dave Drury, Faculty Representative

- <u>√</u> Kevin White, Academic Senate Rep., Co-Chair
- √ Carlos Fletes, Director of Fiscal Services
- √ Jeff Cantwell, CMCA representative
- √ Mike Nicholas, CSEA Representative
- √ Matthew Thale, CSEA Representative
- _ ASG Representative

Recorder: Mary Carter

Visitor(s): Brian McNeece; Jimmy Sanders, Architect; Eric Lehtonen; Bill Gay and Laura Gudino

- A. Call to Order: The special meeting of the Budget and Fiscal Planning Committee was called to order by co-chair Kevin White at 1:05 p.m. on Tuesday, May 27, 2014. The meeting was held in the board room.
- B. Review and Approval of Minutes: *M/S/C Berry/Drury to approve the minutes of the following two meetings, as presented:*
 - a. May 9, 2014
 - b. May 16, 2014
- C. Reports: none
- D. Update on Previous Discussion Items
 - a. 2014-15 Budget update: Director Fletes reported that not much has changed with the budget since the last committee meeting. The deficit is currently \$319,122, but that amount will most likely increase due to positions approved but not budgeted that have come to light during budget meetings. Also, there is a chance that the governor's budget may increase revenue, which would decrease the deficit. VP Lau stated that the

Budget and Fiscal Planning Committee Meeting Minutes (2014-05-27) Date of approval: 06/02/2014 favorable year-end variance will be between \$200,000 and \$400,000. The ending balance will not be known for sure until the books are closed for the fiscal year in August.

VP Lau stated that the college is not close to a final budget. The challenge is determining what level of reserve and OPEB funding will satisfy the Accreditation Commission. A soft estimate would be \$700,000 per year to reserve and \$300,000 to OPEB. Finding an extra \$1 to \$1.5 million (around 3% of the total \$36 million budget) will be difficult; one approach would be to have each VP area find 3% within their total overall budgets. Member Nicholas asked how permanent the changes would be. VP Lau stated that if there were any additional funds/savings in the future, there would be a discussion on what to restore. Money would not go automatically to the areas making cuts. Member Cantwell asked if the Accreditation report mention the FCMAT recommendations. VP Lau said yes, and the next sunshine offers to the unions will include those FCMAT recommendations that are significant. VP Berry stated that the special report referenced FCMAT heavily.

- b. Categorical Funding: VP Lau reported that information on the categorical programs will be finalized in the next two weeks. The account codes for staff paid from categorical programs are being checked for accuracy, also whether indirect costs are being recovered and if any general fund services are being used by categoricals.
- c. Prioritization of Resource Requests: The committee discussed the process for
 prioritizing the resource requests received from the various resource committees.
 Member Nicholas reported that the Marketing Committee has met and prioritized their
 requests.
 - The committee needs to determine how much is available for enhanced requests
 - Requests could be approved contingent on outside funds
 - The committee needs to consider the possible impact on the 50% law
 - The top priorities need to be established
 - The recommendations made by the BFPC will be forwarded to President's Cabinet
 - Per VP Berry, it is up to the President to determine what can be funded
 - More information is needed on requests in order to evaluate them using the evaluation rubric
 - The resource committees need to use a uniform scoring sheet next year
 - Per Member Garcia, regardless of whether funding is available, the prioritization process needs to be followed; the process of prioritizing requests will help close the planning loop.
 - Per VP Lau, the resource request process allows the college to get a handle on unmet needs

It was the consensus of the committee that more information is needed in order to score the requests. The committee will discuss this item further at its next meeting.

d. Planning for Financial Stability: This item was discussed under the **2014-15 budget update (item D.a.).** Co-chairs Lau and White will follow up on whether a subcommittee is needed for this item as previously proposed.

e. Interest Based Bargaining: Co-chair White distributed information on Steve Barber, an interest based bargaining consultant. He suggested two meetings, one in June another at orientation. Co-chair White stated that the college is facing some serious structural changes, and the consultant would help stakeholders air ideas in a constructive way, break down divisions between areas, and help people have a different perspective that is not adversarial. Co-chair White will bring back information on the cost of the training.

E. New Discussion:

- a. Classroom capacities: Jimmy Sanders, architect, made a presentation to the committee on room capacities if buildings 200, 300, and 800 were remodeled. He also presented information on the 400 building as modernized, and the classroom space in the 2700 and CTE building. The plan for the 200 building would be for six large capacity classrooms (54 or 56 seat). The committee asked about the possibility of moveable walls for more flexibility. Member Nicholas asked if dedicated faculty offices are still needed. Member Garcia asked about the possibility of adding more desks to existing classrooms in order to maximize capacity now. Mr. Sanders will work with the Instruction office to get up to date desk counts and he will report back on classroom maximum capacities for desk. VP Lau stated the college needs to determine how much growth the facilities can accommodate. VP Berry stated that enrollment is approximately 92% of room capacity for Fall and Spring.
- F. Action Items: none
- G. Other: none
- H. Next Meeting: Monday, June 2, 2014, 1:00 p.m.
- I. Adjournment: Meeting adjourned at 2:35 p.m.