

**IMPERIAL VALLEY COLLEGE
PLANNING & BUDGET COMMITTEE
MEMBERSHIP
2000/01**

Charge of the IVC Planning and Budget Committee: The Imperial Community College Board of Trustees establishes the Planning and Budget Committee and charges them with the following responsibilities: (Board Resolution #11338, March 11, 1998)

1. *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.*
2. *Recommend budget priorities to the Superintendent/President; final recommending authority to the Board of Trustees rests with the Superintendent/President; final approval authority rests with the Board of Trustees.*
3. *Review the Tentative and Adopted budgets for consistency with annual institutional goals and objectives, college plans, and the Planning and Budget Philosophy.*

Chair: Vice President for Business Services	Carlos Fletes
Administrative Representative	Dr. Victor Jaime
Academic Senate President	Eric Jacobson (2000/01)
College Council Chairperson (2 year term)	Jan Magno (9/00)
Director of Fiscal Services	Janell Hodgkin
2 Faculty Representatives (2 year term)	Greg Ponce (10/99), Valerie Rodgers (3/98)
2 Classified Representatives (2 year term)	Anna Vicuna (8/00), Maria Trejo (8/00)
1 Student	

Meetings: Monthly, second Wednesday of the month, 1:00 p.m., Board Room

July 12, 2000	January 17, 2001
August 16, 2000 *	February 14, 2001
August 28, 2000**	March 14, 2001
September 7, 2000**	April 11, 2001
October 11, 2000	May 4, 2001
October 24, 2000	May 16, 2001
November 8, 2000	May 23, 2001
December 13, 2000	June 13, 2001

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
June 13, 2001

PRESENT:

Carlos Fletes
Janell Hodgkin
Eric Jacobson
Victor Jaime
Jan Magno
Maria Trejo
Anna Vicuna

ABSENT:

Greg Ponce
Valerie Rodgers
Michael Lopez, ASG

VISITORS:

Eileen Ford
John Hunt
Gonzalo Huerta

Carlos Fletes called the regular monthly meeting of the Planning and Budget Committee to order at 1:00 p.m. on Wednesday, June 13, 2001 in the Board Room.

Approval of Minutes

M/S/C Jaime/Hodgkin to approve the minutes of the May 23, 2001 meeting.

2001-02 Tentative Budget

The committee reviewed a summary of the tentative budget, including budget highlights and assumptions. Carlos Fletes reported that the budget is in good shape due to the 3.87% COLA, however cuts are still possible in the State budget which is expected to be adopted in July or August. The budget is balanced with no projected deficit. The tentative budget will be presented to the board for approval this evening.

The committee asked about the pooling of postage and reprographics charges; Janell Hodgkin indicated that these charges will be pooled in the final budget. There was not time to make the changes in the tentative budget.

Budget Impact Statement

Chairman Fletes asked for clarification of the committee's intent regarding the fiscal impact statements because he did not attend the last meeting. It was determined that fiscal impact statements are to be included for all board actions that involve new expenditures.

Meeting adjourned at 1:25 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
May 23, 2001

PRESENT:

Janell Hodgkin
Eric Jacobson
Victor Jaime
Jan Magno
Greg Ponce
Valerie Rodgers
Michael Lopez, ASG

ABSENT:

Carlos Fletes
Maria Trejo
Anna Vicuna

VISITORS:

John Hunt

Janell Hodgkin called the special meeting of the Planning and Budget Committee to order at 1:00 p.m. on Wednesday, May 23, 2001 in the Board Room.

Approval of Minutes

M/S/C Magno/Jaime to approve the minutes of the May 16, 2001 meeting.

2001-02 Budget

The committee reviewed an updated report showing a suggested reduction in the 2001-02 proposed budget. Requests for budget increases in the 4000 and 5000 codes (over 1999/2000 actual expenditures) were reduced by 25%, for a total reduction of \$81,958. Eric Jacobson commended Janell Hodgkin for her work on the budget.

Janell Hodgkin reported that the Business Office is looking at charging copy print to one account, although some categorical programs may want to be billed directly. The committee suggested also pooling postage because it is an uncontrollable, general administrative service.

M/S/C Jacobson/Rodgers to adopt the suggested reduction to the 2001-02 budget. It was further resolved that postage and copy print charges be pooled.

Proposed Policy for New Hires

The committee reviewed the *Proposed Policy for New Hires*. It was the consensus of the committee that there is no need to change the existing policy. Requests for new classified positions should continue to go first to cabinet. If a position is approved, then a request for funding would be considered by Planning & Budget, and a recommendation made to the President and Board of Trustees. The committee agreed it wanted to be careful in approving any requests outside the approved budget. The committee recommended that the request for funding of a Library position be referred back to the area vice president for presentation to cabinet.

Budget Impact Statement

The committee discussed a mechanism for making the board aware that its actions impact the budget. ***M/S/C Ponce/Magno to recommend that all agenda items include a fiscal***

impact statement. Greg Ponce asked for a report showing a history of board approved expenditures.

It was agreed that the District should try to build up a surplus that could be used for negotiations, new buildings or other purposes. Any funds contingency funds leftover at the end of the year could be transferred to the surplus reserve. Expenditures from the contingency fund could be tracked instead of being shown as a budget increase for the cost center involved. ***M/S/C Rodgers/Jaime to recommend that an emergency reserve fund (for requests outside the adopted budget) and a surplus reserve fund be established. It was further resolved that the amounts of the reserve funds would be set by the Vice President for Business Services.***

Meeting adjourned at 2:00 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
May 16, 2001

PRESENT:

Carlos Fletes, Chair
Janell Hodgkin
Eric Jacobson
Jan Magno
Greg Ponce
Valerie Rodgers
Maria Trejo
Anna Vicuna

ABSENT:

Victor Jaime
Student Representative

VISITORS:

Eileen Ford
Becky Green
Gonzalo Huerta

Chairman Carlos Fletes called the special meeting of the Planning and Budget Committee to order at 1:00 p.m. on Friday, May 4, 2001 in the Board Room.

Approval of Minutes

M/S/C Hodgkin/Trejo to approve the minutes of the May 4, 2001 meeting.

2001-02 Budget

The committee reviewed an analysis of the 2001-02 budget, which includes information from three previous years, and actual expenditures through May 8, 2001. Chairman Fletes informed the committee that the State has included funds for increased energy costs in the May revise. These funds will be for 2000-01 and 2001-02. The ending fund balance will not be known until June 30 actual expenditures are posted. All indications are that the 2000-01 budget will not end up in the red.

The committee asked whether Calexico Extended campus is generating enough FTES to break even; Chairman Fletes stated that FTES is projected at 90 (approximately \$288,000) and the current budget is \$97,000. It is unknown whether FTES is additional or students who would have attended main campus anyway.

Jan Magno asked why the lease costs for the Financial Aid copier has increased from \$3,500 to \$8,000; the machine is not new. She has been unable to get an answer from the Purchasing Department. Janell Hodgkin will investigate and report back on copier costs.

Eric Jacobson asked for a detail of the salaries for the Behavioral/Social Science Division because total salaries for the division have decreased even though additional instructors have been hired.

Greg Ponce suggested that the vice presidents should have the responsibility for balancing the budget. The vice presidents could work with division chairs to come to a better resolution than the committee could make. A report of the cost centers asking for increased budgets will be produced for review by the committee and the vice presidents.

The committee discussed trying to balance the budget and to plan on developing a surplus. It was agreed that the mindset on campus needs to be changed so that departments get away from trying to spend every dollar. Jan Magno suggested that the Board make a statement that any funds that are saved be used in a fiscally conservative manner.

Carlos Fletes asked for feedback from the committee on the budget. Another meeting will be necessary before the final document can be printed.

State Budget Update

An update on the State budget was distributed; changes included in the May revise include a .04 reduction to COLA (now 3.87%) and \$4 million for increased energy costs over two years (2000-01 and 2001-02).

Role of Committee

Eric Jacobson informed the committee that the President is looking at consolidating various committees, including the Planning & Budget committee. The Planning & Budget committee is listed as an ad hoc committee. It was the consensus of the committee that Planning & Budget is not an ad hoc committee, and that any changes to the committee would require Board approval. ***M/S/C Magno/Jacobson to communicate to the President that Planning & Budget is a stand-alone committee.***

The committee discussed the need to emphasize planning in the budget process and that the Master Plan should be driving the budget. It was also noted that the committee should not be dealing with individual requests for funding. The committee asked the chair/Vice President for Business Services to feel free to make his own opinions known and to make recommendations separate from those of the committee if he feels it to be necessary.

Next Meeting

It was agreed to meet on Wednesday, May 23 at 1:00 p.m.

Meeting adjourned at 2:00 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
May 4, 2001

PRESENT:

Carlos Fletes, Chair
Eric Jacobson
Jan Magno
Greg Ponce
Valerie Rodgers
Maria Trejo
Anna Vicuna
Michael Lopez, ASG

ABSENT:

Janell Hodgkin
Victor Jaime

VISITORS:

Dawn Chun
Eileen Ford
Gonzalo Huerta
James Patterson

Chairman Carlos Fletes called the special meeting of the Planning and Budget Committee to order at 1:00 p.m. on Friday, May 4, 2001 in the Board Room.

Approval of Minutes

M/S/C Ponce/Vicuna to approve the minutes of the April 11, 2001 meeting as presented.

Comparative Analysis of 2000/01 Budget

An analysis of the 4000 and 5000 accounts in the 2000/01 budget showed \$234,897.14 unspent as of April 30, 2001; however, rent, utilities, and ongoing expenses such as travel will mostly deplete the balance. There is still a possibility that there may be funds left over if departments do not spend their full allocations in other budget categories.

State Budget Update

A budget update by the Community College League of California was reviewed by Chairman Fletes; the governor's proposed budget includes 3% growth, 3.91% COLA and \$62 million for part time faculty compensation. Proposed "Tier One" funding will include funds for increased energy costs, COLA for PFE and 3.5% growth.

Initial Review of 2001-02 Budget

Carlos Fletes reported that based on current revenue, the tentative budget includes \$80,000 more expense than revenue (not including the \$600,000+ COLA). Chairman Fletes asked the committee to review the budget before the next meeting. The committee suggested that a summary of the budget would be helpful. The Business Office will supply a summary of the overtime and extra, consultant, travel, 4000, and 5000 accounts. The committee discussed how the C&I priority list for hiring will fit into the budget process and the impact of the 75/25 rule. It was the consensus of the committee that the list of priorities is contingent upon the available of funds, and that it applies to both District and PFE funds.

Meeting adjourned at 1:50 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
April 11, 2001

PRESENT:

Carlos Fletes, Chair
Janell Hodgkin
Eric Jacobson
Victor Jaime
Greg Ponce
Valerie Rodgers
Maria Trejo
Anna Vicuna
Michael Lopez, ASG

ABSENT:

Jan Magno

VISITORS:

Mary Kay Borchard
Eileen Ford
Gonzalo Huerta
John Hunt
Gary Rodgers

Chairman Carlos Fletes called the monthly meeting of the Planning and Budget Committee to order at 1:00 p.m. on Wednesday, April 11, 2001 in the Board Room.

Approval of Minutes

M/S/C Vicuna/Trejo to approve the minutes of the March 14, 2001 meeting as presented.

2000-01 Actual Expenditures

Carlos Fletes reminded the committee of the April 12 cut-off for requisitions, and stated that an analysis of 2000-01 expenditures will be presented at the May meeting. Last year, there were \$1.6 million in payables carried over. According to the accreditation team, this is too much of a liability for a budget our size. Other community colleges use an April 15 cut off for purchases. The last few months of the fiscal year will be used to make sure all orders are received and bills are paid. Budget transfers from travel accounts into supply accounts are not permitted, as per travel policy. The 10% rule for budget transfers between categories is also being enforced.

Report on District Funded Positions

Forms for requesting new district-funded positions were presented by the sub-committee. ***M/S/C Jaime/Rodgers to approve the forms in concept in anticipation of the development of a process for requesting new district-funded positions for 2001-02.***

Lottery Funds

A year-to-date summary of lottery accounts was presented to the committee. Carlos Fletes reported that the \$86,071.63 left in *Operations-Electricity* will not be enough. Due to Proposition 20, excess lottery money cannot be spent on anything other than instructional supplies. Unspent Prop 20 money will be carried over. The committee discussed how lottery funds are allocated; it was the consensus of the committee that a process should be developed. It was agreed to discuss an allocation process at the May meeting.

Report on Reserves

A report of activity from the contingency fund was presented. Equipment for Information Systems and the water treatment plant was purchased for emergency repairs, additional money was needed for the energy management contract due to an oversight when the budget was developed, and the President's travel budget was increased. The committee discussed the travel

allocations and agreed that the formula is very generic and needs vary greatly according to division. It was the consensus of the committee to revisit the travel policy.

Budget for Institutional Researcher

A request for the Institutional Researcher for travel and training expenses was presented. The salary of the researcher was allocated from PFE funds, but no money was allocated for an operating budget. It was the consensus of the committee that only the salary was eligible for PFE funding, and operating expenses should be part of the district budget. ***M/S/C Rodgers/Jaime that a regular operating budget be developed for the Institutional Research Analyst from the General Fund.***

Increased Energy Costs

Carlos Fletes reported that natural gas costs have increased from .22 to \$1.09 per therm, and the projected deficit for the year is \$15,386. The electricity budget will also be short; there is currently \$91,547.75 left and last year the bill for June alone was \$70,000. Chairman Fletes is doing an analysis of the energy bills and will be consulting with the IID and Southern California Gas.

Salary Increases

The committee discussed whether it should be involved in making money available for raises. It was the consensus of the committee that its role is to plan for the efficient use of resources, which is different from allocating money for salaries. If there are unused funds, the money can be used for various purposes, including salary increases. Chairman Fletes emphasized that there is only so much money to go around, FTES is declining and the District has been deficit spending. The District has to make up ground, and the only additional money is COLA.

The Business Office is going to analyze actual expenditures to show how far off actual expenditures are from the budgeted amounts. When departments overbudget, that money is tied up. This year, approximately \$250,000 more was requested and budgeted than was actually spent. The report will be presented at the next meeting.

Chairman Fletes stated that it is the charge of the committee to ensure that the budget is a true picture. The committee agreed that it is not its function to make budget cuts for raises.

Meeting adjourned at 2:35 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
March 14, 2001

PRESENT:

Carlos Fletes, Chair
Janell Hodgkin
Eric Jacobson
Victor Jaime
Jan Magno
Greg Ponce
Valerie Rodgers
Maria Trejo
Anna Vicuna

ABSENT:

ASG Representative

VISITORS:

Eileen Ford
Gonzalo Huerta
John Hunt

Chairman Carlos Fletes called the monthly meeting of the Planning and Budget Committee to order at 1:00 p.m. on Wednesday, March 14, 2001 in the Board Room, and congratulated Greg Ponce on receiving his doctorate.

Approval of Minutes

M/S/C Hodgkin/Jaime to approve the minutes of the February 14, 2001.

2000-01 First Principal Apportionment

Carlos Fletes reported that the First Principal Apportionment shows a reduction of \$192,724 in state funds; although the District may get some of the funds back through property tax and enrollment fee revenue, there is need to be concerned because the reduction affects the revenue base and COLA. He is waiting for a call back from the Chancellor's Office, and will have more information at the next meeting. There may be several factors in the reduction: the state always inflates the property tax projection and the enrollment fee revenue, and then deducts those estimates from the State apportionment; the decline in enrollment in 1999/2000 reduced the base revenue, even though funds were put back in the form of budget stability; COLA is applied to base revenue, therefore, the College did not get COLA on the lost FTES.

Partnership for Excellence has been reduced by \$29,675 due to declining FTES. The reduction will be absorbed by the PFE budget because some positions were not filled for the entire year.

FTES: Carlos Fletes informed the committee that the FTES the College has reported shows 141.65 restored FTES. However, there is no indication that enrollment is growing. Admissions estimates the annual FTES by doubling the Fall figure. The Accreditation team had questions about the FTES calculation, and it will be mentioned in the accreditation report. Mr. Fletes recommended that the committee consider ways of projecting FTES that is closer to the actual. He is asking other colleges what formula they use to determine FTES. The committee discussed analyzing data from prior years in order to forecast FTES.

Instructional Equipment Grant/Block Grant: Carlos Fletes referred the committee to his memo of March 7, 2001 regarding the reduced Instructional Equipment and Block Grant allocations. The Instructional Equipment Grant was reduced by \$33,018. The unspent balance was \$21,211; an additional \$11,796.47 still has to be cut. The final decision is up to the Instruction area because

it was instructional equipment monies that were overspent. John Hunt stated that he will be meeting with the divisions, and he will advise the committee of the results

The Block Grant was reduced by \$19,436, with an even split between Instruction, Student Services and Business Services, which includes areas that are not clearly Instruction or Student Services. ***M/S/C Jaime/Rodgers to approve the reductions to the Block Grant between Instruction, Student Services and Business Services and the reductions to Instructional Equipment Grant as decided by the Vice President for Instruction and the division chairs.***

Insurance Renewal

Carlos Fletes shared the recommendations for insurance funding by Keenan and Associates. The recommended amount is \$708.17 per employee, and the minimum recommendation is \$684.70. The Insurance Committee made the recommendation to fund at the minimum level (an increase of \$14.70). The biggest part of the increase is for dental (\$49 to \$72); medical is actually down by .94%.

The increased annual cost is \$50,000-\$55,000. The insurance renewal and funding increase is on agenda for tonight's board meeting. The increase will be effective April 1, 2001, and while the funding level has been increased there is only a slight increase in the administration fee, there is no change in benefits. The College needs to maintain a sound funding level. Currently the reserve is \$500,000 and could be depleted if there are several large claims. ***M/S/C Jaime/Magno to approve increasing funding for insurance by the minimum recommended by Keenan & Associates.***

Reserves Activity Report

No report was presented.

Emergency Medical Services Director

Funding was requested to pay for a director for the EMS program. There has been a doctor acting in this capacity on a voluntary basis for several years, but a formal contract with a medical director is required for accreditation of the program. Funding in the amount of \$11,000 per year will be required. The committee acknowledged the need for the director and the value of the EMS program, but expressed concern about the source of funds. It was noted that there may be some saving in per-session and overload salaries due to the full-time faculty that has been hired, and those savings might be utilized. ***M/S/C Jacobson/Vicuna to approve funding for the EMS Director and authorized Business Services to find the most appropriate source of funds.***

District Funded Positions

The committee discussed establishing a priority list, similar to the one used for proposed faculty hiring, for classified positions. January was suggested as the time to consider positions for the following fiscal year. A sub-committee consisting of Janell Hodgkin, Eileen Ford and Greg Ponce will develop a form for requesting classified positions.

Half-time Library Technician I

Item tabled until next meeting.

Other

Janell Hodgkin reported that April 12 is the cut-off for purchase orders. The typical deadline for community colleges is April 15 except for categorical programs. There has been some saving in per-session salaries and overload due to faculty hiring. In order to track summer school expenditures across two fiscal years, a new "0112" account will be added.

Greg Ponce reported that he had been directed by the Math/Science Division to ask the committee about additional faculty office space. John Hunt reported that the division chairs have discussed this issue, and that some space is available for remodeling if funds can be found.

Eileen Ford, Dean of Learning Services, asked about the availability of money for safety issues and the process for dealing with potential hazards. There are some bookcases in the Library that may need to be secured. Carlos Fletes stated that no separate funds exist for safety; the District takes care of items such as sidewalks but not chairs, etc. It was suggested that the Director of Maintenance and Operations be consulted.

Eric Jacobson asked about Lottery funds; Carlos Fletes agreed to give a report at the next meeting.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
February 14, 2001

PRESENT:	ABSENT:	VISITORS:
Carlos Fletes, Chair	Eric Jacobson	Kathy Berry
Mary Kay Borchard, alternate	ASG Representative	Gonzalo Huerta
Janell Hodgkin		John Hunt
Victor Jaime		Sandra Standiford
Jan Magno		
Greg Ponce		
Valerie Rodgers		
Maria Trejo		
Anna Vicuna		

Chairman Carlos Fletes called the monthly meeting of the Planning and Budget Committee to order at 1:00 p.m. on Wednesday, February 14, 2001 in the Board Room.

Approval of Minutes

M/S/C Ponce/Rodgers to approve the minutes of the January 17, 2001 meeting with the following correction relating to the weekend administrator: “He proposed hiring-recruiting an administrator for Saturdays...”

2001-02 Budget Calendar

Janell Hodgkin presented a draft of the 2001-02 Budget Calendar. After some discussion, the committee agreed to a revised calendar that allows more time for departments to develop and input their budgets. The committee asked when the May Revise would be received from the State and if that information can be incorporated into the budget. Carlos Fletes stated that the May revise does not occur until mid May, and he is not expecting any significant changes in unrestricted funding. Committee members asked about guidelines for inputting their budgets in view of the potential for a no-growth penalty in 2002-03. The committee suggested instructing departments not to exceed last year’s budget and to be prepared for cuts in the 4000, 5000 and 6000 object codes.

Cut Off for Purchase Orders

Janell Hodgkin suggested moving the purchase order cut off from May 1 to mid April. Last year there was \$1.6 million in purchase orders that were carried over. It was the consensus of the committee that purchase orders be cut off on April 12 except for emergency items.

Grant Expenditures

Carlos Fletes and Janell Hodgkin reported on the progress of expenditure of the TTIP, Block Grant, and Instructional Equipment Grants. There is \$251,290 still to be spent in TTIP funds. Victor Jaime reported that a web-based system is in the works for students to access their records (instead of the kiosk originally proposed). Other committee members reported on the progress of their TTIP projects. John Hunt stated that TTIP expenditures would be discussed at the next division chairs meeting, and Janell Hodgkin stated that she would send out a reminder to departments with unspent TTIP monies.

There is \$290,435 in unspent Block Grant funds. Carlos Fletes reported that the parking lot resurfacing will be done in the next three weeks. John Hunt reported that some departments have justified the need for more time, and he is looking for unmet needs within the Instruction area. Carlos Fletes informed the committee that the District received additional Block Grant money because Scheduled Maintenance projects were included. The district spends \$300,000 a year for scheduled maintenance projects. There is no carry over of Block Grant funds; therefore, the expenditures for scheduled maintenance could be transferred from District expense to Block Grant expense as a last resort.

There is only \$29,874 left in Instructional Equipment Grant funds and the money can be carried over.

Requests for Additional Staff

This item will be discussed at the next meeting.

Weekend/Evening Administrator

This item tabled per John Hunt.

Report on District Reserves

Carlos Fletes reported that there was very little activity this month and a report on District Reserves will be presented at the next meeting.

Meeting adjourned at 2:00 p.m.

obtained from PFE. *M/S/C Jaime/Rodgers to approve the transfer of \$16,477 from Reserve, and to reimburse the Reserve if any PFE funds are available.*

Leonard Fabian presented a request from the Customer Service Committee for \$1,685 for service awards, buttons, watches, certificates and other promotions to recognize employees and to welcome new staff members. In future years, an annual budget of \$1,085 is proposed. Year one funding is higher due to having to “catch up” on some service awards. The committee asked how honorees would be selected. Mr. Fabian explained that a committee with campus wide representation would select the employee of the month and employee of the year. Other awards would be based on years of service. *M/S/C Magno/Jacobson to approve funding for Customer Service Committee activities.*

The committee expressed concern about the balance of the reserve fund. The committee asked if the reserve is less than in previous years. Carlos Fletes stated that last year there was no contingency fund because the College was in a deficit. Victor Jaime pointed out that the reserve fund is money that has not been allocated during the budget process.

PFE Survey

Victor Jaime reported that a sub-committee is needed to complete an on-line PFE survey. He is volunteering to chair the sub-committee. The state is asking pointed questions about the use of PFE money and how triggers are being met. The deadline for submission is February 16. The subcommittee members will be Victor Jaime, Janell Hodgkin, Val Rodgers, Jan Magno and Greg Ponce.

Weekend Administrator

John Hunt, Vice President for Academic Services, reported that there has been an increase in weekend classes, and there are plans to add more. There are currently 23 classes held on Saturday and three on Sunday. Weekends are the only available time to add classes. Last semester there were various problems reported during the weekends, i.e. air conditioning problems, locked rooms, etc. He is proposing recruiting an administrator for Saturdays, from 8:00 a.m. until 12:00 noon, at \$30 per hour. The cost for the current semester would be \$2,160. The committee asked if the administrator would also be responsible for External Campus classes. Mr. Hunt reported that the External Campus classes would be included. Some committee members expressed concern about the amount of responsibility the administrator would have in relation to the compensation. The committee agreed to discuss this matter further at the next committee meeting.

Meeting adjourned at 2:00 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
January 17, 2001

PRESENT:

Carlos Fletes, Chair
Janell Hodgkin
Eric Jacobson
Victor Jaime
Jan Magno
Greg Ponce
Valerie Rodgers
Mary Jaurequi, ASG

ABSENT:

Maria Trejo
Anna Vicuna

VISITORS:

Mary Kay Borchard
Ted Ceasar
Sheila Dorsey
Leonard Fabian
Eileen Ford
Zula Hartfield
Gonzalo Huerta
John Hunt
Ruth Montenegro
Jim Pendley
Sue Strain

Chairman Carlos Fletes called the monthly meeting of the Planning and Budget Committee to order at 1:00 p.m. on Wednesday, January 17, 2001 in the Board Room.

Approval of Minutes

M/S/C Ponce/Magno to approve the minutes of the December 13, 2000 meeting.

Public Comment

Eileen Ford, Dean of Learning Services, thanked the committee for its support of the landscaping project at the Library; the landscaping is complete and looks great.

Transfers from Reserve

Ruth Montenegro, Interim Director of Human Resources, addressed the committee regarding the need for additional staff in the Human Resources office; an Office Technician position, Range 21 on the confidential salary schedule is being proposed. Additional help is needed to assist in day-to-day operations. The workload of the Human Resources department has increased due to added responsibilities, increased hiring, and expanded recruitment. The annual amount requested is \$27,000, which includes benefits. *M/S/C Jaime/Ponce to approve the funding of an Office Technician position for the Human Resources department.*

The committee discussed the need for a procedure for departments requesting additional staff. It was agreed to re-visit this matter at a future meeting.

Gonzalo Huerta, Dean of Applied Sciences, presented information regarding a request to transfer of \$16,477 from the reserve to various ag, water treatment, welding and auto body cost centers. Mr. Huerta explained that he came on board during the development of the 2000-01 budget. The budget he developed included funds for more up-to-date instructional materials and an expanded ag program. The adopted budget did not reflect these increased needs, instead, it was based on last year's expenditures. Janell Hodgkin, Director of Fiscal Services, explained that these budget items were not included in the adopted budget because they were not entered during the on-line budget entry process. It was the consensus of the committee that many of the items fit the PFE triggers. If at all possible, the contingency fund should be reimbursed if any funding can be

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
December 13, 2000

PRESENT:

Carlos Fletes, Chair
Mary Kay Borchard, alternate
Janell Hodgkin
Eric Jacobson
Jan Magno
Greg Ponce
Maria Trejo

ABSENT:

Victor Jaime
Valerie Rodgers
Anna Vicuna
Student Representative

VISITORS:

Fred Fischer
Eileen Ford
Grayce Lopez
Sandra Standiford

The meeting of the Planning and Budget Committee was called to order by Chairman Carlos Fletes at 1:00 p.m. on Wednesday, December 13, 2000 in the Board Room.

Approval of Minutes

M/S/C Jacobson/Hodgkin approve the minutes of the November 8, 2000 meeting.

Reading/Writing/Language Lab Building

Carlos Fletes informed the committee that two quotes have been received for the Reading/Writing/Language Lab modular building: \$403,958 (Aurora Modular) and \$475,110 (Mod Tech). These quotes do not include electric, sidewalks, data lines, or fire/security alarms. The architect estimates that an additional \$80,000 will be needed for these items. The quotes do include the foundation. The current allocation for the project is \$408,159. The committee discussed using unallocated funds (\$123,838.02 is currently unallocated but has been reserved instructor salaries). All the approved instructor positions have been funded for the remainder of the fiscal year and unallocated funds have been put in the reserve fund as directed by the committee. Some concern was expressed about using all the reserve fund for the lab. Carlos Fletes suggested leaving some money in the reserve fund for instructor salaries. Greg Ponce stated that the committee needs to support a complete lab.

M/S/C Ponce/Magno (NO: Mary Kay Borchard) to allocate an additional \$103,838 in PFE funds to the Reading/Writing/Language Lab.

PFE Plan

Carlos Fletes reported that the PFE subcommittee had met and came up with an amended PFE plan.

Other

Eric Jacobson asked about the policy for transferring funds from the reserve fund, and if any transfers in excess of \$5,000 had been made. Carlos Fletes reported that some adjustments had been made to the Ag budget. Funding for a new position in the Human Resources department is also pending. The committee discussed the need for budget control and consistent procedures for transfers from the reserve fund. It was agreed that the transfer in excess of \$5,000 will be reversed and the departments requesting additional funds will be asked to address the committee. Janell Hodgkin will develop a form for requests for transfers from contingency. It was the consensus of the committee that a list of all transfers under \$5,000 be provided to the committee on a monthly basis; emergency requests will be processed but the committee will be informed, and requests for funds in excess of \$5,000 will be directed to the committee.

It was the consensus of the committee that district funds should not be used for purchasing Christmas cards.

Janell Hodgkin stated that purchases are being made without prior authorization; she will be putting out a procedure.

Meeting adjourned at 2:00 p.m.

Block Grant Proposals

Several items were voluntarily withdrawn from consideration for Block Grant funding: textbooks (\$1,000), matching funds for Switchgear Project (\$100,000), computers for HR8 classes (\$12,600), and wireless sound system (\$5,000).

It was agreed that the Academic Planner (\$12,500) and the Career Advantage Telecourse (\$3,325) be considered for PFE funding, as originally submitted.

The committee agreed to consider the remaining proposals for Block Grant funding based on benefit to the entire campus, whether FTES would be generated, and whether other sources of funds are available.

M/S/C Jaime/Rodgers to approve allocation of Block Grant funds as follows:

Sound system for gym	30,000
One-stop center (remodeling)	22,516
2 Scantrons (Admissions)	12,000
Elevator to exercise room at gym	25,000
Public Address system for College Center	5,000
Interactive Voice Response Server (Info Systems)	60,000
Repair perimeter road	32,000
Repair and reseal parking Lot C	35,000
Replace rusted out electrical cabinets in pool area	9,800
New fiberglass picnic tables for ramada area	2,300
Bar Code System (Purchasing)	8,000
Equipment/Furniture (Inst Researcher)	3,000
TOTAL	\$244,616

Fitness Center Coordinator

Jeff Deyo, Chair of the Exercise Science/Wellness/Sport Division presented information to the committee regarding his proposal for PFE funding for a Fitness Center Coordinator. As instructed by the committee, the position was presented to the C&I committee. It was the recommendation of C&I that the position be filled by a classified employee. He asked the committee to consider providing PFE funding for a per-session instructor for the Spring 2001 and Summer 2001 semesters. The committee directed him to provide written justification for the request.

Meeting adjourned at 2:00 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
October 24, 2000

PRESENT:

Carlos Fletes, Chair
Janell Hodgkin
Eric Jacobson
Victor Jaime
Jan Magno
Greg Ponce
Valerie Rodgers
Maria Trejo
Anna Vicuna
Mary Jaurequi, ASG

ABSENT:

none

VISITORS:

Ted Ceasar
John Hunt
Gonzalo Huerta

The regular meeting of the Planning and Budget Committee was called to order by Chairman Carlos Fletes at 1:00 p.m. on Tuesday, October 24, 2000 in the Board Room.

Approval of Minutes

M/S/C Jacobson/Rodgers to approve the minutes of the October 11, 2000 meeting.

Extended Campus Instructional Coordinator

John Hunt, Vice President for Academic Services asked the committee to recommend a termination date for the Extended Campus Instructional Coordinator because the position will no longer receive PFE funding. *M/S/C Rodgers/Ponce to fund the position through the end of the Fall 2000 semester.*

Block Grant Proposals

A recap of the requests for Block Grant funds was distributed. Requests for funding totaled \$775,671. Several items were removed from consideration: the modular building did not meet the criteria for the Block Grant, the PE requests were funded to some degree from other funds, and the digital projector and drop down screen were funded by Student Services. The following requests were removed from consideration:

<u>Submitted by:</u>	<u>Proposal</u>	<u>Amount</u>
Beh/Soc Sci	Modular Building	40,000
PE	golf cart and storage	10,600
PE	Repair and maintenance of fitness equipment	3,895
PE	Treadmills and recumbent bikes	13,380
PE	Cybex leg station	3,895
PE	Weights and rack	866
Counseling	Digital projector and drop down screen	7,000
		<u>79,636</u>

The Electronic Kiosk proposed by Admissions has been modified to a request for software to make grades and other student information available on the IVC web site.

Carlos Fletes informed the committee that the Interactive Voice Response Server (\$60,000) is a priority because the phone registration system must be replaced or upgraded.

The committee discussed other sources of funding the proposals received. It was suggested that proposals relating to technology be submitted to the Technology Committee to be considered for TTIP funding. The committee asked if there is any other source or funding for the switchgear project; Carlos Fletes stated that the project is being funded 50% by the State, and there is no other possible source of funding. The committee asked about additional lottery funds; Carlos Fletes stated that by law any lottery funds above the prior year's allocation must go to instructional supplies. The committee discussed shifting some proposals back to PFE.

M/S/C Jaime/Rodgers to submit the following projects to the Technology Committee to be considered for TTIP funding before distributing the Block Grant funds:

		Instructional Equip.	Tech. Infrastructure	Total
Academic Services				
Extended Campus	LCD projectors (3)	12,000		
Learning Services	Six data/video projectors/VCRs	x	60,000	
Learning Services	Internet wiring (11 classrooms)		5,500	
PE	computer equipment for Fitness Center	6,200		
Preschool	microphones, cameras and monitors	28,904		
Reading/Writing Lab	Computers	13,500		
Tech Center	computer equipment		15,000	
		60,604	80,500	141,104
Student Services				
Admissions	Electronic Kiosk for student access (50% funding)		20,000	
Counseling	Career Advantage Telecourse	3,325		
Counseling	Wireless network infrastructure (partial funding)	x	25,000	
Counseling	Digital Projector and drop down screen HR8 classes	7,000		
Counseling	Computers for HR 8 classes	12,600	x	
		22,925	45,000	67,925
Business Services				
Information Systems	Data Warehouse Server		15,000	
Information Systems	Interactive Voice Response Server		60,000	
Information Systems	Redundant Admin. Custom Applications software Server		11,000	
		0	86,000	86,000
TOTAL		83,529	211,500	295,029

Carlos Fletes asked that Academic Services provide a list of projects funded from the Instructional Equipment and Library Materials Grant (\$239,000) and Block Grant (\$80,000).

2001-02 Budget Calendar

Janell Hodgkin reported that she is working on the 2001-02 budget calendar; she proposed starting the budget process in February instead of March.

Next Meeting: November 8, 2000 at 1:00 p.m. in the Board Room.

Meeting adjourned at 1:45 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
October 11, 2000

PRESENT:

Carlos Fletes, Chair
Janell Hodgkin
Eric Jacobson
Victor Jaime
Jan Magno
Greg Ponce
Valerie Rodgers
Anna Vicuna
Jose Julio Camargo, ASG

ABSENT:

Maria Trejo

VISITOR:

Armando Ayala, ASG
Jeff Deyo
Fred Fischer
Eileen Ford
Richard Hann
John Hunt
Gonzalo Huerta
Sandra Standiford

The regular meeting of the Planning and Budget Committee was called to order by Chairman Carlos Fletes at 1:00 p.m. on Wednesday, October 11, 2000 in the Board Room.

2000-01 Budget

An analysis of the 4000 and 5000 codes was distributed to the committee as an information item. Carlos Fletes asked the committee to review the 4000 and 5000 codes to see if there are any areas of possible savings. Carlos Fletes reported that the reserve fund is down to \$180,000, and that there are no funds available for salary increases. It was the consensus of the committee that the budget requests in the 4000 and 5000 codes were justified at the time the budget was developed, and that it is not the committee's function to find money for raises.

M/S/C Ponce/Camargo to take no action on the 4000 and 5000 code accounts.

Partnership for Excellence Funds

M/S/C Rodgers/Jaime to fund the following positions from Partnership for Excellence funds: Programmer, Transfer Counselor, Reference Librarian, History Instructor, Psychology Instructor, ESL Instructor, Science Instructor, and Ag/Environmental Technology Instructor.

M/S/C Jaime/Ponce to fund the following requests with Partnership for Excellence funds:

Travel for Institutional Data Researcher (\$4,229), Work Study 25% match (\$20,000), Reading/Writing Lab Tutors (\$5,000), and Learning Center part-time tutors (\$10,000).

It was the consensus of the committee that the request for funding of a PE Instructor/Fitness Center Coordinator be directed to the C&I Committee.

Block Grant Proposals

The Block Grant proposals were collected. The Business Office will distribute a recap of the requests to the committee via e-mail prior to the next meeting.

Sub Committee to Rewrite the PFE Plan

A sub committee consisting of Victor Jaime, Valerie Rodgers, Janell Hodgkin, Anna Vicuna, and one student was established to update the PFE plan. Victor Jaime will coordinate the sub committee.

Proposal to Expand the Calexico External Center

John Hunt presented a proposal from External Campus to expand the Calexico center. The cost of remodeling two classrooms will be paid by the IVC Foundation. The annual cost of the additional space would be \$30,000 per year. The committee discussed whether there would be enough growth to offset the cost. John Hunt stated that it is anticipated that the additional FTES generated would exceed the cost of the lease.

M/S/C Ponce/Camargo to recommend to the Board of Trustees to approve the ongoing cost of the lease of additional space for Calexico External Campus.

Next Meeting

The committee will meet again in two weeks on Wednesday, October 25, 2000 at 1:00 p.m. (**Note: meeting was rescheduled for Tuesday, October 24, 2000 at 1:00 p.m.**)

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
September 7, 2000

PRESENT: Carlos Fletes, Chair
Janell Hodgkin
Eric Jacobson
Victor Jaime
Jan Magno
Greg Ponce
Valerie Rodgers
Anna Vicuna

ABSENT: Eileen Ford
Maria Trejo
student representative
VISITOR: John Hunt
Gonzalo Huerta

The special meeting of the Planning and Budget Committee was called to order by Chairman Carlos Fletes at 1:00 p.m. on Thursday, September 7, 2000 in the Board Room.

Welcome New Member–Jan Magno

Carlos Fletes welcomed Jan Magno to the committee, she is the new chair of College Council (replacing Eileen Ford).

2000/01 Budget

Carlos Fletes and Janell Hodgkin presented information on the 2000/01 Budget that will be submitted to the Board of Trustees for approval at the September 13, 2000 board meeting. General fund and restricted fund monies will be indicated. The Block Grant funds are not in the budget yet, but will be shown in the income budget. The Instructional Grant monies will appear in the Instruction Office budget. PFE carryover items are being shown in the budget.

John Hunt asked about the funds for remodeling; Carlos Fletes recommend that block grant monies be used based on proposals (using either the \$80,000 allocation for each vice president or the \$249,000 remainder). *M/S/C Jacobson/Hodgkin to use Block Grant monies for major remodeling or special projects based upon proposals.*

The committee discussed the payment of items ordered last fiscal year, but paid this fiscal year. Carlos Fletes explained that items must be received by June 30, 2000 to be paid from the 1999/2000 budget. Unexpended district money goes back to the General Fund. Janell Hodgkin stated that the District needs to cut off ordering earlier, and departments need to plan their spending for earlier in the year. Val Rodgers stated that the committee should develop priorities tied to the Master Plan to eliminate money being left over at the end of the year. Carlos Fletes stated that cooperation is needed from departments to do their ordering early. Eric Jacobson suggested an *all users* message at the beginning of the year regarding ordering. It is too late at the end of the year because some items require a long lead time from vendors. Jan Magno stated that storage of items is also a problem. Carlos Fletes stated that the committee can recommend the purchase of a storage building, there is information in the self-study about the need for a storage building. Jan Magno suggested setting the deadline for purchasing at March 31. The committee suggested that the message be sent via e-mail and also in memo form.

2000/01 PFE Proposals

The committee reviewed the PFE proposal list and removed items from consideration that could be funded from other sources (i.e. Block Grant, Instructional Materials Grant).

The Reading/Writing Lab (\$408,159) and supplies for the Institutional Researcher (\$1,250) were approved (August 28, 2000 meeting). The proposals remaining for funding consideration are:

25% match Financial Aid Work study	\$20,000
Full time Transfer Counselor	63,350
Full time Programmer	55,000
Institutional Researcher–Travel	4,229
Reference Librarian	50,000

A new proposal for teaching faculty was submitted (\$60,000 per approved teacher). It was noted that teachers would be hired for the Spring semester, if approved. Jan Magno asked about using PFE funds to hire classified staff; there is need for staffing at night in Admissions and Financial Aid. Carlos Fletes stated that a proposal can be submitted, he has already turned in a proposal for a classified programmer.

The salaries of the Clerical Support for the Institutional Planner (\$35,000) and the Curriculum Developer (\$70,000) were removed from the PFE funds already allocated; increasing the money available for funding proposals by \$105,000.

Valerie Rodgers suggested that the funding for the Instructional Coordinator for External Campus be re-evaluated in relation to the need for teachers. Eric Jacobson stated that the position arose from the original PFE plan, it was not submitted by the division chairs. The positions of Institutional Planner and External Campus Coordinator did not go through the Academic Senate or C&I committee; the PFE process has changed since that time.

M/S/C Rodgers/Jaime to recommend to the C&I committee that the Instructional Coordinator position be re-evaluated and consideration be given to funding teaching faculty. The funding for the Instructional Coordinator (\$48,000) will be frozen pending action by C&I.

Valerie Rodgers suggested revisiting the 2000-01 faculty hire list approved by C&I in view of PFE triggers. Jan Magno suggested having two different hiring lists, one for the institution and one for PFE funding.

John Hunt stated that although C&I generated the list for institutional hiring, C&I decided to use the list to prioritize PFE funded positions also. Eric Jacobson asked how many positions could be funded; Carlos Fletes stated that there is funding for five positions if hired for the Spring semester.

The committee discussed the College's lack of growth (FTES). Some committee members expressed the need for the College to invest in growth, while others were concerned about committing money long-term to salaries in the absence of growth. Victor Jaime stated that teachers are needed to attract additional FTES, but the College also needs to look at the scheduling of classes .

The committee discussed the need for faculty offices. Valerie Rodgers suggested remodeling the 1600 building into faculty offices and classrooms when the Reading/Writing lab is relocated. Carlos Fletes informed the committee that additional room is needed for expansion by Information Systems and that classroom 905 is the logical choice since it connects through an existing door.

Carlos Fletes discussed his proposal for an additional programmer –he noted that the needs of the college have changed and that additional support staff is necessary. He proposed assigning one programmer to each vice president's area.

Block Grant

Carlos Fletes reminded the committee that proposals are due October 11. Each vice president will prioritize the requests for his area.

The committee agreed to skip the regular meeting scheduled for September 13, 2000. The next regular committee meeting will be October 11, 2000.

Meeting adjourned at 2:45 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
August 28, 2000

PRESENT: Carlos Fletes, Chair	ABSENT: student representative
Eileen Ford	
Janell Hodgkin	VISITOR: Mary Kay Borchard
Eric Jacobson	Fred Fischer
Victor Jaime	John Hunt
Greg Ponce	Gonzalo Huerta
Valerie Rodgers	Jan Magno
Maria Trejo	
Anna Vicuna	

The special meeting of the Planning and Budget Committee was called to order by Chairman Carlos Fletes at 1:00 p.m. on Monday, August 28, 2000 in the Board Room. The meeting is a continuation of the August 16, 2000 meeting.

Lottery

Carlos Fletes presented information from the Chancellor's Office regarding lottery funds; any increase in funding from last year's allocation must be spent on instructional materials. Janell Hodgkin distributed a handout showing a summary of Lottery fund allocations for 1999/2000 (before year-end adjustments). It was noted that not all departments spend their funds in full.

2000/01 Block Grant

The *2000/01 Block Grant Guidelines, Allocation and Certification* form was distributed to the committee. Carlos Fletes informed the committee that there was a large increase in the amount of one-time monies (\$53,000 to \$489,000) because scheduled maintenance, special repairs, hazardous substances abatement and architectural barrier removal were added as allowable expenditures. There is no district match required for the one-time monies.

Mr. Fletes stated that he is open for suggestions for the allocation of the \$489,000. It was the consensus of the committee the same process be used as for PFE requests for funding. Requests should be prioritized by each vice president.

The \$239,000 in ongoing Block Grant monies (25% district match required) will be allocated within the instructional divisions. Janell Hodgkin distributed a summary of the 1999/2000 instructional equipment and library materials allocations by department. It was noted that some departments have funds remaining.

Eric Jacobson proposed getting needed equipment with Block Grant money and using PFE money for hiring faculty. Victor Jaime stated that a strategic plan is needed whereby instructors are hired to meet the need for specific courses that are in demand so that the College can generate some growth. He informed the committee that the College will begin partnering with high school in order to offer core classes. Additional FTE would pay for an instructor. Jan Magno noted that two years in a row, the College has not grown. Carlos Fletes noted that four new instructors have been hired and FTES is still declining. Valerie Rodgers stated that the new teachers are not teaching the amount of overload that the veteran teachers who retired were able to. Janell Hodgkin stated that it is costing more to serve fewer students; the committee needs to look at the cost of doing business taking into account the fact that

attendance is down and costs are up. In addition, there is a lot of money available, but it is being hoarded. The committee discussed offering classes in the afternoon, the availability of classrooms, and the reasons students are enrolled but have no classes (approximately 900).

Eric Jacobson stated that he would not support ancillary projects over the hiring of teachers; priority should be given to hiring teachers. Carlos Fletes stated that teachers cannot be hired with block grant funds, nor can they be used to buy a building for the reading/writing lab. Janell Hodgkin stated that PFE is being used mostly for salaries now, with the exception of the book loan.

M/S/C Ponce/Rodgers to allocate Block Grant one time monies \$80,000 to each of the three vice presidents and the remainder (\$249,311) to be allocated through the proposal process; deadline for proposals will be October 11, 2000. Funds must be expended by January 16, 2001. (NO vote: Eric Jacobson)

The committee clarified that the \$239,763 in ongoing funds will be allocated within the instruction area only. Proposals will be accepted for the \$249,311 AND for the \$80,000 allocation under the control of each vice president. It was the consensus of the committee that projects that affect the entire campus should have priority. Carlos Fletes stated that the expenditure plan is due to the State by November 1, 2000.

M/S/C Jaime/Rodgers to charge the committee with addressing the shortage of teachers.

Partnership for Excellence

Janell Hodgkin distributed a summary of the projected cost of carry over items (\$914,800) and information on the amount of PFE funds that are available for allocation (\$635,431). She suggested that money be allocated to the Institutional Data Researcher for operating expenses. The committee discussed re-evaluating the need for clerical support for the Institutional Data Researcher. John Hunt informed the committee that the Curriculum Developer position is on the agenda for the division chairs' meeting; if they decide they would rather hire an instructor with the money, he will bring that information back to the committee. It was the consensus of the committee that a request for funding form will be needed in order to update the plan if it is decided to request funds for hiring instructors. Carlos Fletes stated that a deadline for expending funds should be applied to PFE funds. Janell Hodgkin stated that unused salaries should also be reallocated. Copies of the requests for PFE funding were distributed; the committee agreed to review the proposals and take action at its next meeting on Tuesday, September 5.

M/S/C Jaime/Hodgkin to fund the purchase of the modular building for the Reading/Writing lab (\$408,159) and to allocate \$1,250 for operating expenses for the Institutional Researcher.

2000/01 Budget

Janell Hodgkin presented information on the cost of restoring the 4000 and 5000 codes, and an analysis of the 4000 and 5000 codes. She confirmed that the three vice presidents no longer have individual contingency accounts, the only reserve is the District contingency fund of \$255,000.

The next meeting will be Tuesday, September 5, 2000 at 1:00 p.m. in the Board Room.

Meeting adjourned at 2:30 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
August 16, 2000

PRESENT: Carlos Fletes, Chair
Eileen Ford
Janell Hodgkin
Eric Jacobson
Victor Jaime
Greg Ponce
Valerie Rodgers
Maria Trejo
Anna Vicuna

ABSENT: student representative

VISITOR: John Hunt
Gonzalo Huerta
Jan Magno

The monthly meeting of the Planning and Budget Committee was called to order by Chairman Carlos Fletes at 1:00 p.m. on Wednesday, August 16, 2000 in the Board Room.

Approval of Minutes

M/S/C Jacobson/Jaime to approve the minutes of the July 12, 2000 meeting.

Classified Members

Carlos Fletes welcomed the two new classified members, Anna Vicuna and Maria Trejo.

2000-01 Budget

Janell Hodgkin distributed a worksheet showing the 1999/2000 actuals (based on most recent information), original 2000/01 budget requests, and the 2000/01 tentative budget amounts. The worksheet is an overall picture of the current budget. In order to present a balanced budget, the actual expenditures as of May 31 were used for guidance in allocating funds for 2000/01. The remaining funds (including monies for remodeling, consultants and overtime and extra help) were distributed 25% to general contingency, 25% to Instruction, 25% to Student Services and 25% to Business Services. Requests for additional funds were to be approved by area vice presidents from their contingency funds.

Carlos Fletes informed the committee that the additional 1% COLA will enable the district to balance the budget with current revenues. However, the State inflated the projected tax revenue when the 1% COLA was given, making it look like there was more local revenue. If the local taxes don't come in as projected, the State will have to make up the shortfall. The increase in revenue shows up in local *revenue* in the budget.

The committee discussed restoring monies to the 4000 and 5000 account codes. It was the consensus of the committee to restore the 4000 and 5000 accounts. ***M/S/C Jacobson/Ford to restore the 4000 and 5000 accounts to all departments.*** Janell Hodgkin will provide a listing of the revised budgets to each vice president to sign off on.

Carlos Fletes stated that the committee needs to meet the following week (Monday, August 28) in order to discuss final modifications before the budget is printed.

Summary of Budget Workshop/Categorical Funds

Janell Hodgkin reported that the emphasis at the State budget workshop was the importance of spending PFE funds, and not carrying them over. The state legislature is interested in funding programs with specific outcomes. When funds are carried over, it looks like the projects are not essential. There will be additional funds coming in from the Block Grant and Partnership for Excellence. There will be a big increase in the Block Grant because there is a broadening of the areas it can be spent. Scheduled maintenance and special repairs have been added to the expenditure categories. Last year the College received \$50,000, this year there will be \$489,311 in one-time money. The preliminary allocation for TTIP will cover the connectivity charges, however, there will be more information on TTIP the first week of September.

Partnership for Excellence

PFE funding for 2000/01 is \$1,481,807, the amount of funds committed to ongoing projects is \$899,300. Because of the approximately \$500,000 "cushion," the committee discussed funding the building for the Reading/Writing lab outright, as well as funding additional proposals. Victor Jaime stated that there is an acute need for additional programmers; Carlos Fletes stated that he is presenting a proposal for programmers. Jan Magno expressed concern that if all the PFE money is spent on staff, there will not be any "wiggle room." Also, PFE is based on FTES, and currently the College is not experiencing any growth.

Eileen Ford asked to consider allocating funds for landscaping at the Library. It was the consensus of the committee that District funds should be used for this project. ***M/S/C Ford/Rodgers to pay for landscaping at the Library from District funds.***

The next meeting will be Monday, August 28, 2000 at 1:00 p.m.

Meeting adjourned at 2:00 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
July 12, 2000

PRESENT: Carlos Fletes, Chair
Eileen Ford
Janell Hodgkin
Eric Jacobson
Victor Jaime

ABSENT: Greg Ponce
Valerie Rodgers
student representative
classified representatives (vacant)

VISITOR: John Hunt
Gonzalo Huerta
Jan Magno

The monthly meeting of the Planning and Budget Committee was called to order by Chairman Carlos Fletes at 1:00 p.m. on Wednesday, July 12, 2000 in the Board Room.

Approval of Minutes

M/S/C Jaime/Ford to approve the minutes of the June 14, 2000 meeting.

2000-01 Budget–New Information

Carlos Fletes reported that the budget outlook is good and the College will receive final information at the state budget workshop that will be held the first week in August and then budget augmentations can be made.

Eileen Ford asked about restoring monies to the 4000 and 5000 object codes now, as the Library needs funds for daily operation. Eric Jacobson reported that the Public Safety staff has been added to the Behavioral Science division and extra funds will be needed. Janell Hodgkin stated that she will prepare an estimate of the cost of restoring 4000 and 5000 objects codes and will e-mail it to the committee members.

Carlos Fletes stated that direction is needed from the committee regarding allocation of the additional COLA. Victor Jaime stated that the 75/15/10% split seems to work for distribution of additional funds.

Mr. Fletes also reported that FTES are down, but the effect will be deferred because IVC is in the second year of the three year adjustment period.

Partnership for Excellence

The committee discussed the lease purchase of a reading/writing lab, and the consensus was the 3-year lease purchase was preferred. The modular building can be delivered by December and the lab can be operational by Fall 2001. The first payment would occur in FY 2000/01. There will be enough PFE funds for the lab and additional proposals. Eileen Ford suggested that the original PFE proposals be funded before additional proposals are solicited.

Governmental Relations Services

Carlos Fletes informed the committee that the College did not get funded for a new Library because the capacity load ratios are too high if a new Library is constructed, and the State will not fund the remodeling of the existing Library into classroom or lab space. The state would only fund adding square footage to the existing Library.

Dr. Dominguez is proposing that the College contract with a consultant to help the College apply and lobby for funding for facilities. The cost would be \$5,000 per month. The contract can be terminated with 30 day notice. Carlos Fletes informed the committee that other colleges have staff that do the reports and manage facilities. Short of hiring a facilities manager, a consultant is the way to go. The consultant is already evaluating the College's 5-year construction plan for free.

Membership

Carlos Fletes reported that the committee has two classified seats vacant, and that CSEA will be conducting an election. The committee also needs to look at the terms of office of the faculty representatives.

Next Meeting

The committee agreed to move the August meeting to the first week of school, Wednesday, August 16.