

**PLANNING & BUDGET COMMITTEE
MEMBERSHIP
2001-02**

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.*

Membership:

Chair: Vice President for Business Services	Carlos Fletes
Administrative Representative	Dr. Victor Jaime
Academic Senate President	Frank Rapp (2001-02)
College Council Chairperson (2 year term)	Jan Magno (9/00)
Director of Fiscal Services	Janell Hodgkin
2 Faculty Representatives (2 year term)	Craig Blek (9/01), Jim Pendley (9/01)
2 Classified Representatives (2 year term)	Anna Vicuna (8/00), Maria Trejo (8/00)
1 Student	

Meetings: Monthly, 4th Wednesday of the month, 2:00 p.m., Board Room

July 18, 2001

August 22, 2001

August 31, 2001 (Special meeting)

September 5, 2001 (Special meeting)

September 26, 2001

October 31, 2001 (5th Wednesday)

November 26, 2001

December–TBA

January 23, 2002

February 27, 2002

March 27, 2002

April 24, 2002

May 22, 2002

June 26, 2002

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
June 26, 2002

PRESENT:

Carlos Fletes
Janell Couchman
Victor Jaime
Jan Magno
Jim Pendley
Maria Trejo
Anna Vicuna
Miriam Trejo, ASG Representative

ABSENT:

Craig Blek
Eric Jacobson

VISITORS:

Eileen Ford
John Hunt

Chairman Carlos Fletes called the regular meeting of the Planning and Budget Committee to order at 2:00 p.m. on Wednesday, June 26, 2002 in the Board Room.

Approval of Minutes

M/S/C Jaime/Couchman to approve the minutes of the May 23, May 14 and April 24, 2002 meetings.

2002-03 State Budget Update

Carlos Fletes reported on the 2002-03 state budget, there is still a \$4 billion deficit (out of \$23 billion budget) which may result in added taxes and/or reinstatement of the vehicle license fee. There will be a deeper than anticipated cut in IVC's base funding for 2002-03 (\$297,000) due to fewer FTES than estimated. Also property taxes fell short by approximately \$42,000. There will be a net reduction of \$311,000 to contingency. The 2001-02 fund balances still have not been finalized; any unspent money goes back to the contingency and board reserve. Jim Pendley asked about the uses of the unallocated reserve; it can be used for anything including salaries. Carlos Fletes stated that the 2002-03 tentative budget does not reflect the 2% COLA nor any insurance or salary increases but the information is stated in the memo included with the budget.

2002-03 Tentative Budget Feedback

Chairman Fletes asked for continued feedback on the tentative budget. Jan Magno suggested reporting to the board on the seriousness of the budget situation; the contingency fund is down to \$22,000, employees are being asked to shoulder the burden of increased insurance costs and there are non-vital operations that need to be reconsidered. Carlos Fletes stated that budget priority items should be salaries, benefits and technology—all other items should be “on the table”. Jim Pendley stated that the Board needs to be shown the cost of continuing the public relations consultant, competitive athletics and the Desert Museum. The committee discussed different ways of getting the message across. Eileen Ford stated that with a new president coming in, it is an ideal time to get his or her ideas and start a new model for communicating with the Board.

2002-03 PFE

Janell Couchman reported on the projected PFE carryover and ongoing items for 2002-03. It was determined that \$220,000 is unallocated; a revised form for requesting funding will be sent out with an explanation of the triggers. All unspent funds except the Reading/Writing lab allocation will be taken back for redistribution. October 15 will be the deadline for funding requests. Requests must be for less than \$200,000 and projects must be completed by June 30, 2003.

TTIP

There is only \$49,000 left unspent (mostly for a computer tech position that was not filled for the entire year). This shows the state that IVC is spending its technology funds, in the past too much money was being carried over. Funding for 2001-02 was \$256,000, but funding for 2002-03 will be less. The 4Cnet (\$35,300) and Library Automation (\$37,000) are ongoing costs.

Other

Carlos Fletes reported that GAFCU has agreed to provide an ATM machine in the College Center at no cost to the College and with no GAFCU surcharge to users. Neither VIB nor Wells Fargo was interested in providing the service.

Jan Magno suggesting having the ITAC and ATAC chairs becoming members of the Planning & Budget Committee. This would require a Board resolution.

Meeting adjourned at 3:20 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
May 23, 2002

PRESENT:

Carlos Fletes
Janell Couchman
Jan Magno
Jim Pendley
Maria Trejo

ABSENT:

Craig Blek
Eric Jacobson
Victor Jaime
Anna Vicuna
ASG Representative

VISITORS:

Gonzalo Huerta

Janell Couchman called the regular meeting of the Planning and Budget Committee to order at 2:05 p.m. on Thursday, May 23, 2002 in the Transfer Center. There was no quorum and no approval of minutes.

Tentative Budget

Janell Couchman distributed copies of the Tentative Budget and an analysis of the 4000 and 5000 codes. Major impacts to the budget include an increase in worker comp costs of 36% which will affect all employees as there is no cap on contributions; there is a 2.489% employee contribution to PERS which will cost the District about \$150,000 with a small impact on categorical programs because it only affects classified employees. The revenue is based on current year figures, COLA may be only 2%, and that could be taken away through the deficit factor. The budget reflects the figures as input by departments, except for requests for new items such as additional extra help, equipment, etc.

The analysis of the 4000 and 5000 codes shows the three-year average. Jan Magno commented that there are some costs that departments have no control over, i.e., phone/data, lease maintenance charges. Janell Couchman stated that the three-year average does not apply well to departments with special travel needs or to departments in growth mode, new programs, divisions with expanded offerings or other unique scenarios. The committee agreed that the three-year average is a good starting point. Carlos Fletes reported that the State has to make a \$23 billion cut to balance the budget. Growth has been funded at 50% but many colleges are growing so the pie is smaller; there is no guarantee that IVC will get funded for growth. Many community college districts are stopping spending as of May 31. Carlos Fletes stated that departments need to eliminate budgeting for "wish lists" and "just in case" items.

Janell Couchman stated that some districts have hiring freezes and are not hiring consultants. She suggested creating a separate cost center for temporary replacement of positions such as is used to pay for substitute faculty. The committee discussed various consultants such as Strata, CEO hiring search and public relations and the possibility of a general fund travel freeze. Jan Magno suggested looking into the cost of the Museum and the justification of the expense. The committee discussed cutting security but it was agreed that the service is needed.

Janell Couchman suggested presenting an unbalanced Tentative Budget to the Board so that they get a true picture of the budget situation. The committee discussed making an across the board cut of perhaps 10% and let divisions decide where to make the cuts. Chairman Fletes stated that a 10% cut won't accomplish much. Jan Magno suggested making a 10% cut (equal to about \$150,000) and making a 50% cut in overtime and consultants. Carlos Fletes stated that cutting overtime would impact Maintenance. More information will be presented to the committee at its special meeting next week. Janell Couchman will provide a revised tentative budget using the three-year average, 10% cut in 4000, 5000 codes and 50% cut in overtime, extra help and non-instructional consultants and a list of non-FTES cost centers.

Other

Janell Couchman reported that Strata has requested a budget. Janell Couchman asked about the possibility of getting rid of the warehouse supply service since it is running a deficit. Gonzalo Huerta reported that the various festivals are going to be consolidated with the Career Fair to save money.

Meeting adjourned at 3:15 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
May 14, 2002

PRESENT:

Carlos Fletes
Craig Blek
Janell Couchman
Victor Jaime
Jim Pendley

ABSENT:

Eric Jacobson
Jan Magno
Maria Trejo
Anna Vicuna
ASG Representative

VISITORS:

Kathy Berry
Renee Fenn
Eileen Ford
Gonzalo Huerta
John Hunt
Sandra Standiford

Carlos Fletes called the special meeting of the Planning and Budget Committee to order at 2:00 p.m. on Tuesday, May 14, 2002 in the Board Room. There was no quorum and no approval of minutes.

May Revise

Carlos Fletes passed out information on the May revise; COLA is 2% and the apportionment for June may be delayed for 30 days.

The committee discussed the impact of the loss of Cal Works funding and whether the district would be forced to make up the 50% funding.

Tentative Budget

Janell Couchman reported on the status of the tentative budget. Revenues will be shown as projected for this current year.

Year End Closing

Janell Couchman discussed goals for year end closing: implementing a June 15 cut-off in accounts payables, paying off original invoices; paying conference travel before June 30 this fiscal year, after June 30 next fiscal year; July 11 deadline for mileage; orders must be received in Purchasing by June 28.

Cost Containment

Carlos Fletes stated that cost centers need to be frugal, staff needs to realize that we are living in different times, the State needs to make up losses, staff needs to be prepared and watch spending. Carlos Fletes proposed that the three-year average expenditures by district programs be used as the budget; drastic measures are needed. The District needs to prioritize what extra funds are going to be used for. Janell Couchman stated that departments ask for a little more all the time but overall it all adds up. Jim Pendley asked how a division would be rewarded which saved money? Victor Jaime stated that he would like to see the three-year average figures before making a recommendation.

Meeting adjourned at 3:00 p.m.

Imperial Valley College
PLANNING AND BUDGET COMMITTEE

MINUTES
APRIL 24, 2002

PRESENT:

Carlos Fletes
Larry Welch (For Craig Blek)
Eric Jacobson
Victor Jaime
Jan Magno
Jim Pendley
Maria Trejo

ABSENT:

Janell Couchman
Anna Vicuna
Christine Sunday, ASG

VISITORS:

Renee Fenn
Eileen Ford
John Hunt
Ted Ceasar
Gonzalo Huerta

Recorder: Gloria Anaya

Carlos Fletes called the regular meeting of the Planning and Budget Committee to order at 2:00 p.m. on Wednesday, April 24, 2002 in the Board Room.

Approval of Minutes

M/S/C by Magno/Pendley to approve the minutes of the March 27, 2002 meeting.

Funding for Crisis Team 2002-2003

Ted Ceasar and Robin Staton made a presentation to the committee regarding the need to fund crisis intervention and prevention activities. IVC has formed a Crisis team that responds to the needs of individuals who are faced with a crisis of any kind. Funding is needed to train members of the Crisis team in areas of problem solving issues, stress management, and other related topics dealing with crisis intervention.

Outside consultants may be brought to train members of the Crisis team. Some members of the Crisis team have some experience in this matter but other do not. Funding is needed for team members to attend conferences or workshops. The total requested is \$10,800 (\$5,000 consultants, \$5,000 conference/travel, and \$800 for misc. items)

Jan Magno stated that she feels that this request should be part of the budget development process and not up to the committee to deny or approve. Carlos Fletes stated that sooner or later this committee will have to approve it or deny it. Carlos Fletes stated further that this would entail setting up a new department or cost center.

Jim Pendley asked where the concept originated. There have been a few incidents involving the death of a student or a faculty/staff member, and that is how this program came about.

Eileen Ford asked if it would be more cost effective to hire a consultant on an as-needed basis than to educate our own faculty/staff.

Jan Magno stated that it is important that our staff be prepared. Carlos Fletes stated that since this is a new program, Planning and Budget will eventually have to make a decision regarding this program.

Jim Pendley stated that we needed assurance that this will not come back to us in a way of additional liability. Robin Staton stated that it may if we do not do anything about it.

There is no legal requirement for IVC to have a Crisis team. This committee is not making any recommendations at this time. It was consensus of this committee that Victor Jaime, Janell Couchman, and Carlos Fletes discuss this as part of the 2002-2003 budget process.

2002-2003 Budget Process

The projected deficit is a \$20 billion for 2002-03. Departments are finalizing their budgets. The budget needs to be printed by the end of May 2002. There will be a meeting on Tuesday, May 14, 2002 at 2:00 p.m. in the board room (originally scheduled for May 8, 2002 at 1:00 p.m.). During this meeting, a draft of the 2002-2003 Tentative Budget will be distributed. There will be another meeting to discuss the draft on Thursday, May 23, 2002 at 2:00 p.m. in the Transfer Center (originally scheduled for Wednesday May 29, 2002).

Other

The Insurance Committee is currently reviewing the medical insurance plan. There is a proposed 15% increase (\$300,000+) effective July 1, 2002, if no changes are made to the plan.

The workers comp insurance renewal is in from the current carrier, with a 36% increase. IVC has submitted a provisional letter of withdrawal, which gives the district the opportunity to shop and compare rates.

Janell Couchman asked if it was necessary to keep track of extended campus separately. After some discussion it was agreed that we do need to keep separating the extended campuses. Both full-time and part-time instructors need to be coded according to where they teach their course load.

Meeting adjourned at 3:18 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
March 27, 2002

PRESENT:

Carlos Fletes
Craig Blek
Janell Hodgkin
Eric Jacobson
Victor Jaime
Jan Magno
Jim Pendley
Maria Trejo
Anna Vicuna
Christine Sunday, ASG

ABSENT:

VISITORS:

Renee Fenn
Eileen Ford
John Hunt
Sandra Standiford

Recorder: Gloria Anaya

Carlos Fletes called the regular meeting of the Planning and Budget Committee to order at 2:00 p.m. on Wednesday, March 27, 2002 in the Board Room.

Approval of Minutes

M/S/C Jaime/Couchman to approve the minutes of the March 6 and February 27, 2002 meetings with the following corrections: March 6, 2002 minutes—PFE project funding proposals: coordinator was replaced by specialist and “for Spring 2002” was added at the end of the sentence following “being replaced”.

Funding for Computer Backup System

Carlos Fletes presented a proposal submitted by Saul Hom for funding consideration: \$22,400 for Administrative Database/Software Redundancy Standby Server. Data has been lost on two different occasions in the last year and a half. This issue has been discussed at the Admissions Operations Committee and there is general consensus that the College cannot wait until a complete computer system upgrade takes place to find a solution to this problem. The redundant system being proposed would ensure that a backup system is in place in the event the main system crashes.

Carlos Fletes stated that there appears to be no “soft” monies available. Sandra Standiford reiterated that is very important that a system be in place as soon as possible. Eric Jacobson asked if PFE monies could be used to buy the system; Carlos Fletes responded by asking if this activity would meet the triggers of PFE; the general consensus was that it would. Currently all PFE funds are allocated, but at the end of the year there may be some funds left over if the PFE allocations are not spent. Carlos Fletes stated that there may be some Bookstore funds available depending on the total revenue received by the end of the year.

Victor Jaime stated that this system is very important to IVC and suggested that it be purchased with district funds and then the district be reimbursed from PFE or bookstore funds if available. ***M/S/C Magno/Jaime to approve the purchase of the computer back up system with district funds; the District to be reimbursed from PFE or book store funds if available.***

Funding for El Centro Extended Campus Improvements

Carlos Fletes reported that several sites were being considered to relocate the El Centro Extended Campus. After analyzing all the pros and cons, it was decided to pursue the former Office Depot building on Imperial Avenue, next to Vons. This building is almost 29,000 square feet (three times the current space). The building is a big open warehouse, and would need extensive work to the interior including dropping the ceiling, rerouting the a/c ducts and lighting and putting up walls. The College is interested in signing a 15-year lease. The remodeling could be paid for up-front or it could be amortized over the life of the lease.

The committee discussed funding possibilities with PFE mentioned as a perfect fit for this type of project. There is currently about \$750,000 of one-time PFE projects, of which \$500,000 could be allocated for this project. This location provides the college with several opportunities to partner with other educational institutions such as University of Phoenix, ICOE, SBDC and others to share the cost. Contract education and Customer Service Academy were mentioned as possible activities for this new center.

Jim Pendley asked if the sale of alcohol at Vons would present a problem and the response was no, there is a Big John's are just a few feet from the present El Centro Extended Campus center.

Office Depot is proposing to lease the facility for .70 cents per square foot plus common area charges for an approximate cost of \$23,000 per month. Jan Magno suggested that the College use PFE funds to pay for the tenant improvements needed instead of incurring a long-term debt.

Carlos Fletes mentioned that this new site will be discussed with the Board at the April board meeting and he will report back to the committee when he has more concrete information.

Security for Extended Campus Centers

Carlos Fletes reported that Renee Fenn, Dean of Extended Campus has requested security coverage for the three extended centers due to recent instances of vandalism; the need is primarily in the evenings from 6:00 p.m. to 10:00 p.m., Monday through Friday. The cost for the remainder of the school year is approximately \$5,600. This item will be on the agenda for approval at the April 10 board meeting.

2002-2003 Budget Process

The deadline to enter the budget on-line will be moved to the Friday after Spring break. Departments are encouraged to meet the deadline so that there is enough time to review the budget with their respective Vice Presidents before meetings are scheduled with business office staff.

Other

Carlos Fletes reported that personnel from Follett's will visit the campus on April 15 and 16. Everything is on schedule for the transition; Aztec Shops has been very accommodating. Follett will be ready to sell books for the summer 2002 and for book buy back.

Meeting was adjourned at 3:05 p.m

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

[SPECIAL MEETING]

MINUTES

March 6, 2002

PRESENT:

Carlos Fletes
Craig Blek
Victor Jaime
Eric Jacobson (for Frank Rapp)
Jan Magno
Jim Pendley

ABSENT:

Janell Hodgkin
Maria Trejo
Ana Vicuna
Mike Lopez, ASG

VISITORS:

Gloria Anaya
Kathy Berry
John Hunt

Carlos Fletes called the Special Meeting of the Planning & Budget Committee to order at 1:10 p.m..

PFE Fulltime Positions

The President's Cabinet approved a Nursing Faculty position and an ECE Faculty position last Fall as temporary Fulltime. Neither position was filled because the college could not find someone that was willing to come to work for one semester only. Planning and Budget and the President's Cabinet agree that it would be in the best interest of the students of Imperial Valley College and these programs to seek these two positions on a Fulltime Tenure Track status contingent upon continued PFE funding.

PFE project funding proposals

After an analysis conducted by the Business Office, it was determined that there is \$120,000 of PFE monies available for redistribution. \$90,000 comes from current year allocation and \$30,000 comes from last year's carryover. \$60,000 comes from the two temporary positions that Nursing and ECE were not able to fill for the Spring 2002 semester and \$30,000 comes from the Tutorial Coordinator position that is not being replaced.

Instruction departments and Student Services departments submitted proposals. The total for instruction was \$65,177 and the total for Student Services was \$37,500, leaving a total of \$17,323 (\$18,000) unallocated.

Carlos Fletes shared with the committee a directive that was received from the Chancellor's Office, which states that Instructional Equipment funds must be shared with Students Services. After some discussions it was decided that since there were still some funds available from PFE, that the Instruction Department would revisit their Instructional Equipment funding requests and determine which ones could be funded out

of PFE instead of Instruction Equipment Funds since Student Services had some funding requests that would have a better fit under the Instructional Equipment Grant than under PFE. Dr. Victor Jaime and John Hunt are to meet and communicate the results of the meeting to Carlos Fletes.

The following is a list of project funded out of PFE:

- Microfilm Reader/Printer 19,000
- Additional funding for tutoring services 8,000 on-going
- Career Center Computer Lab (8 stations) 10,500
- Various Instructional Departments 65,177

Regarding the funding allocation (\$137,000) for a Firing Range, there is still no clear indication of when the funds will get spent. An MOU between the JPA and the College may be needed to make sure that the funds are spent by June 30, 2002.

Next meeting is scheduled for Wednesday, March 27, 2002, in the Board Room.

Meeting was adjourned at 2:00 P.M.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
February 27, 2002

PRESENT:

Carlos Fletes
Craig Blek
Janell Hodgkin
Victor Jaime
Eric Jacobson (for Frank Rapp)
Jan Magno
Jim Pendly
Maria Trejo
Ana Vicuna
Christine Sunday, ASG

VISITORS:

Gloria Anaya
Kathy Berry
Eileen Ford (for John Hunt)
Gonzalo Huerta

Carlos Fletes called the Regular monthly meeting of the Planning & Budget Committee to order at 2:00 p.m., February 27, 2002.

Approval of Minutes:

There were no changes to the previous minutes. Minutes were approved.

1. First by Jan Magno
2. Second by Janell Couchman

Carlos Fletes announced that there was an electrical emergency on campus. Found was a bad transformer and power would be shut down between 3:30-5:30 on a portion of the campus.

2001-2002 First Principal Apportionment:

Carlos Fletes reported that the 1st Principal Apportionment is in but he has not had time to analyze it. COLA is still at 3.87% but the Apportionment is showing a deficit of .2% or approximately \$39,320.00. While this is not a large sum, this is an indication that the slow economy is already having an impact on our budget. Growth is being funded at 85% for 2001-2002. It is estimated that the state will only be able to fund 50% of all the growth in the state, so there is a possibility that we will not be able to hold on to every growth dollar we receive. If this is the case, the state can come back in February of 2003 and make a prior year adjustment to our apportionment.

2002-2003 Budget Process:

Janell Couchman reported that we are not ready to start the 2002-2003 budget process until certain account codes are established as per GASB 34 & 35 guidelines. Janell will

meet with Saul Hom when he gets back from a conference to discuss the changes in more detail. A lot of changes/adjustments will need to be made manually.

Janell handed out a three-year expenditure analysis for review. This report does not include PFE programs and categorical programs. The committee members were asked to look over the report and use it to make suggestions at the next meeting. Janell stated that she came up with the format of this report, but if anyone would like to see it done differently, to let her know.

Carlos Fletes reported that the State is now looking at a 17 billion dollar deficit over the next two years, so this committee will need to make a recommendation for reductions for the upcoming 2002-2003 budget. There is a concern that the 2002-2003 State Budget may not be adopted until late in the year, possibly not until October or November 2002.

Partnership for Excellence Budget:

Janell Couchman handed out an expenditure report for FY 2001-2002. There are several accounts out of this year's funds and last year's carry-over where there has been no activity. Carlos Fletes noted that it is very important that PFE and other special program funds are spent (i.e. TTIP) because when funds are not spent in a timely manner, we send the wrong message to the state.

There appears to be some funds that can be re-allocated so that they are spent by June 30, 2002. John Hunt submitted a proposal from instruction requesting that several items be funded out of PFE. It was the consensus of the committee that a special meeting be set for Wednesday March 6, 2002 to accept and review proposals from all areas.

The committee discussed the two positions from Early Childhood Education and Nursing. These positions were approved as temporary fulltime for one semester, with the understanding that Planning and Budget would make a recommendation for permanent funding out of PFE once the Governor's budget came out and PFE funding was to continue. The 2002-2003 Governor's Budget does include PFE funding at the 2001-2002 level. A motion was made by Victor Jaime and seconded by Craig Blek that these positions be funded as full-time faculty contingent upon continued PFE funding. Carlos Fletes will take the recommendation to cabinet this coming Tuesday March 5, 2002.

Next meeting is scheduled for Wednesday March 6, 2002 at 1:00 p.m. in the Student Affairs Conference Room.

Meeting adjourned at 3:00 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
February 8, 2002
[Special Meeting]

PRESENT:

Carlos Fletes
Janell Hodgkin
Victor Jaime
Eric Jacobson (for Frank Rapp)
Jan Magno
Larry Welch (for Jim Pendley)
Ana Vicuna

ABSENT:

Craig Blek
Mike Lopez, ASG
Maria Trejo

VISITORS:

Gloria Anaya
Sandra Lopez
Norma Nunez

Chair Person Carlos Fletes called the special meeting of the Planning & Budget Committee to order at 2:00 p.m., on February 8, 2002.

Approval of Minutes:

Minutes were not approved at this meeting

1. Funding for Technology Upgrade

Carlos Fletes started the meeting by presenting an analysis of the 4000's and 5000's accounts as prepared by Janell Couchman. This analysis showed the amount spent-to-date in these categories and it showed the available balance. After some discussion, the committee came to the conclusion that there is no money that can be allocated out of these accounts for the purpose of upgrading our computer system.

Carlos Fletes stated that this committee has already expressed its support for this project and that it was time that we make a formal recommendation to Cabinet regarding funding for this project.

It is estimated that the total cost of this project will be between 3 to 4 million dollars and that if amortized over 10 years the annual cost would be around \$400,000, and if amortized over 20 years the annual cost would be around \$250,000. (this information was obtained after the meeting) Janell Couchman asked if that cost included software, and Carlos Fletes answered that approximately 1.5 million dollars would be for software and the rest would represent consulting fees including about 2.5 FTE personnel from consulting firm (these are estimates provided by Campus Works). Jan Magno asked if it was possible to find out the breakdown of the cost by project, so that if we could not afford the total project, maybe we could be selective and only implement a section

at-a-time. The college is also considering Collegis and Strata as potential consulting firms for this project.

Larry Welch stated that he would like to see the full report as provided by Campus Works, but after some discussion, it was determined that the full report would probably say the same thing as the summary but with more detail. For the purpose of funding, it was decided that we did not need to see the full report to make a recommendation. We just need to make sure that we analyze the report very thoroughly before we sign the dotted line.

Carlos Fletes stated that on the table we have PFE funds and district funds. He also stated that the committee needs to make a recommendation soon. Janell Couchman stated that we should also look at other funding alternatives like administrative allowances (indirect cost) as allowed by certain federal and state projects. Programs mentioned were Child Development, Federal Trio Programs and other state categorical programs. Currently all revenue generated from these indirect cost accounts is going to the general fund to fund various activities. Some of the administrative allowance revenue is being put back into those categorical programs.

After a long discussion in this matter, the committee came out with the following recommendation: The Planning and Budget Committee recommends that 50% of the funding comes out of Partnership for Excellence and the other 50% comes out of district funds. A portion of the district commitment for this project can come by re-directing the administrative allowance revenue from the federal and state programs to this particular project. What this means is that the district will be using funds from district reserves to pay for its share, leaving that much less money in reserves for other activities. The committee understands that everyone will benefit by having a computer system that will meet the needs of this institution.

Carlos Fletes had to leave the meeting and Janell Couchman took his place.

2. PFE current budget/expenditure analysis

Janell Couchman presented a report of PFE which showed both carryover from last year and current year. There are some carryover accounts that need to be looked at, i.e. Ag. Tech., Mat. Counseling, etc. The book loan account needs to be reconciled. Salaries for permanent positions are ok, but there are some positions that have not been filled. Tutoring has tripled and currently there are not enough funds to provide the much needed one-to-one tutoring. PFE budget needs to be reviewed at the next meeting.

Meeting was adjourned at 3:20 p.m. by Janell Couchman. The next meeting is scheduled for Wednesday, February 27, 2002 at 2:00 p.m. in the Board Room.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
January 23, 2002

PRESENT:

Carlos Fletes
Victor Jaime
Jan Magno
Larry Welch (for Jim Pendley)
Maria Trejo
Mike Lopez, ASG

ABSENT:

Craig Blek
Janell Hodgkin
Frank Rapp
Anna Vicuna

VISITORS:

Lenny Fabian
Eileen Ford
Gonzalo Huerta
John Hunt
Patricia Robles
Gloria Anaya

Carlos Fletes called the regular monthly meeting of the Planning & Budget Committee to order at 2:00 p.m., January 23, 2002, in the Board Room.

Approval of Minutes

Carlos Fletes mentioned there were no minutes for the previous meeting. Minutes will be available on the next meeting. No minutes were approved today.

Customer Service Committee Budget request

Lenny Fabian spoke before the committee and presented a budget request for review. Lenny reported that funds were allocated last year, but were never used because the program was just getting off the ground. The committee agreed. Victor Jaime suggested that funds be allocated for such an important project. A motion was made by Victor Jaime and was seconded by Maria Trejo that the committee approve the budget request as presented. Jan Magno asked if we could find the money, and Carlos Fletes reported that funds could be found within the current budget.

Victor Jaime suggested that the IVC Foundation be contacted for financial support, but after some discussion, it was decided that this program recognizes employees and not students; therefore District funds should be the sole funding source. The motion was approved with the following vote:

- NO=1
- YES=6

Jan Magno suggested that in the upcoming year, this funding should fall under the President's Budget and that the customer service committee should not have to come back every year to request funds. The Planning & Budget committee members agreed.

Lenny Fabian thanked the members of the Planning & Budget for their support.

Governor's Budget Proposal

Carlos Fletes reported attending the 2002-2003 State Budget workshop. The Governor proposed serious budget cuts in the areas of Matriculation, CalWORKs, TANF and other programs. The good news was that there is a proposed 2.15% COLA and 3% growth. While this is good for the system it is not enough. There is hope that COLA could go up to 2.4% but it is not expected to go over 2.5%. While 3% growth is good, it is estimated that it would be enough to fund only 50% growth of every college District in California.

Carlos Fletes reported that a lot could change before the Governor comes up with the May revise of the 2002-2003 Budget in mid May 2002.

For more information about the 2002-2003 Budget, you could visit this website:

www.ccleague.org/leginfo

then click on State Budget.

IVC Computer System Upgrade funding

Carlos Fletes reported that the committee must make a recommendation soon regarding funding for this project. The committee proceeded to discuss that the money needed is approximately \$3-4 million dollars, and there is a possibility of financing through Lease Revenue Bonds or a Loan for \$400,000.00-\$500,000.00 dollars per year for a period of eight to ten years.

While the committee acknowledged that Partnership for Excellence funding would be appropriate, it was also strongly recommended that District funds be committed. A possible 50/50 split was suggested between PFE and District funding.

Carlos Fletes was asked to produce a report of the 4000's supply accounts and 5000's service accounts to explore Budget reductions in these areas to come up with the amount needed for the District's share. If a 50/50 split is recommended, in a year where a State-wide deficit is inevitable, the \$200,000.00 to \$250,000.00 dollars will have to come from Budget reductions in the areas mentioned above.

If the funding raised from Budget Reductions is not enough, other funding alternatives will have to be explored. Funds could be set aside from District reserves, but that means that there will be fewer funds available for other purposes.

After some discussion, the feeling was that the campus community in general is in support of doing something to improve our computer system. The financing of this project must be well planned for it will impact everyone. This project must have District support and commitment. If PFE funding is used and PFE funding is cut by the State in the future, we will need to be prepared to make some hard decisions to provide for the loss in funding.

John Hunt suggested that this issue be placed on the Academic Senate and College Council agenda's for information and discussion.

The final decision must have a financial commitment from the District.

Meeting adjourned at 2:55 p.m. by Carlos Fletes.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
October 31, 2001

PRESENT:

Carlos Fletes
Craig Blek
Janell Hodgkin
Victor Jaime
Jan Magno
Frank Rapp
Jim Pendley
Maria Trejo
Anna Vicuna
Mike Lopez, ASG

ABSENT:

none

VISITORS:

Ted Ceasar
Kathy Berry
Eileen Ford
Becky Green
Gonzalo Huerta
Eric Jacobson
Grayce Lopez

Carlos Fletes called the regular meeting of the Planning and Budget Committee to order at 2:00 p.m. on Wednesday, October 31, 2001 in the Board Room.

Approval of Minutes

M/S/C Hodgkin/Vicuna to approve the minutes of the September 26, 2001. Carlos Fletes noted that the actual amount of PFE funds allocated to the Reading/Writing/Language Lab was \$623,259.

Additional Funding for Reading/Writing/Language Lab

Carlos Fletes reported that additional funding will be needed to complete the lab. The District will be going out to bid for power service to the building. Data lines will also be required which involves trenching to the 900 building, hubs, switches and cabling. The estimate for flooring (commercial carpet) is \$23,520, the estimate for the concrete apron and sidewalk is \$27,615, and the low quote for counters was \$96,000. The total cost is \$737,557 (not including equipment). The current budget is \$623,259; an additional \$114,298 is needed. After some discussion, it was determined that none of the carryover funds are available for reallocation. The committee proceeded to discuss PFE funding and TTIP funding before taking action on this item.

Partnership for Excellence (PFE) Funding Proposals

Business Services did not submit any proposals, Student Services submitted one proposal to employ two part-time counselors at extended campus, and Academic Services submitted various proposals totaling \$404,839, including a proposal for a firing range (\$137,000). Eric Jacobson, Chair of the Behavioral Science Division provided some background information on the firing range proposal: POST and three administration of justice classes need access to a range. The land is owned by the City of El Centro and the County of Imperial, the proposal does not include a building. Later if more agencies commit to the project, a building may be considered. The range would be owned by a joint powers authority, not by the College. The benefit to the college will be free use.

District Self Assessment for PFE

Victor Jaime and Carlos Fletes informed the committee that a report containing the district's self assessment of PFE goals met is required from each district by February 2, 2002. A sub-committee consisting of Frank Rapp, Janell Hodgkin, Jan Magno, and Gonzalo Huerta was formed. The ASG will appoint a representative. Dawn Chun and Saul Hom will also be invited to participate.

TTIP Funding

M/S/C Jaime/Hodgkin to allocate \$97,000 in TTIP funds to computers for Reading/Writing/Language Lab. It was the consensus of the committee that the Deep Freeze (\$3,850) and Time Keeper (\$6,500) software needed for use in the student labs be purchased with TTIP funds also.

PFE Proposals—Continued

With the funding of the computers for the Reading/Writing/Language lab from TTIP monies, it was determined that there were sufficient funds to approve all the other PFE proposals received. *M/S/C Jaime/Pendley to approve all the proposals submitted for PFE funding.*

Jan Magno noted that trigger 4 only relates to English and Math, and only the Reading/Writing/Language lab proposal meetings trigger 4. The committee agreed that all other references to trigger 4 will be deleted.

Status of State Budget 2001-02, and 2002-03

Carlos Fletes reported that the state is projecting a \$13 billion deficit over the next two years and all funding not in the base is at risk. All special funds are up for grabs. The scheduled maintenance funds for 2001-02 have been restored at 33%, there is no word yet on restoration of Instructional Equipment funds. Part time faculty allocation: the funds will be released in February 2002. Growth may be funded at 64%, this will be determined in February.

Other

Jim Pendley asked when PFE funds would be available in the budget, Janell Hodgkin reported that the funds will be available this week.

Jan Magno reported that College Council is asking for presentations from all other committees, she invited Planning & Budget to make a presentation at the November College Council meeting.

Meeting adjourned at 3:12 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

MINUTES
September 26, 2001

PRESENT:

Carlos Fletes
Craig Blek
Janell Hodgkin
Jan Magno
Frank Rapp
Jim Pendley
Maria Trejo
Anna Vicuna
Mary Waters, ASG
Representative

ABSENT:

Victor Jaime

VISITORS:

Eileen Ford
Gonzalo Huerta
John Hunt

Carlos Fletes called the regular meeting of the Planning and Budget Committee to order at 2:00 p.m. on Wednesday, September 26, 2001 in the Board Room.

Approval of Minutes

M/S/C Pendley/Magno to approve the minutes of the September 5, 2001 meeting.

New Members

Chairman Fletes welcomed Craig Blek and Jim Pendley, the new faculty representatives. He also welcomed Mary Waters, the ASG representative.

Partnership for Excellence

The committee reviewed a report showing the PFE carryover (\$734,000, of which \$622,000 is allocated to the Reading/Writing/Language Lab).

^{623,259}
The new PFE allocation is approximately \$1.4 million. Ongoing items such as salaries (including salary increases) have been budgeted. Approximately \$418,000 is available for redistribution. Janell Hodgkin asked that requests for PFE funding indicate whether on-going or one-time monies are needed. Proposals are due to area vice presidents by October 24, and will be considered by the committee on October 31.

The committee discussed how much money is needed to completely fund the R/W/Lang Lab. The lab will be using existing furniture and computers, but additional computers will be needed. Counters and computer tables will be the main expense of furnishing the interior. It was noted that TTIP funding can also be used since the computers are for student use. Eileen Ford was asked for an estimate for cost of new computers, she estimated \$90,000 for 75 computers. Other costs include switches, hubs and wiring. It was the consensus of the committee that a proposal including all costs for the completion of the R/W/Lang Lab is needed.

TTIP

Carlos Fletes and Janell Hodgkin reported that the carryover from last year is mostly in the Human Resources component, however, there is a very good plan in place for this year. There is \$20,000 allocated for a kiosk but that concept is on hold and money can be shifted within the budget. *M/S/C Magno/Hodgkin to reallocate the \$20,000 from the student kiosk to new equipment.*

There will be a meeting this week on the TTIP plan. Most funds are earmarked, but approximately \$55,000 is available. Eileen Ford asked about funding for deep freeze and lab tracking software, the software is for use in all student labs. Deep Freeze would cost approximately \$4,200 and Time Keeper about \$6,000. Carlos Fletes stated that TTIP money can be used for student software. The funds can also be used for computers because one goal of TTIP is to improve the computer per student ratio.

Other

Frank Rapp asked about overtime for staff needed to collect final grades. Carlos Fletes stated that there should be sufficient overtime already included in the budget.

The next meeting is October 31.

Meeting adjourned at 2:50 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

MINUTES
September 5, 2001

PRESENT:

Carlos Fletes
Janell Hodgkin
Victor Jaime
Jan Magno
Frank Rapp

ABSENT:

Maria Trejo
Anna Vicuna
Faculty Representatives
ASG Representative

VISITORS:

Eileen Ford
Gonzalo Huerta
John Hunt
Jim Pendley

Carlos Fletes called the special meeting of the Planning and Budget Committee to order at 1:00 p.m. on Wednesday, September 5, 2001 in the Transfer Center.

Approval of Minutes

M/S/C Magno/Hodgkin to approve the minutes of the August 31, 2001 meeting.

2001-02 Budget

A printout of the Tentative Income Budget was distributed to the committee. Chairman Fletes noted that the fund balance is \$2.1 million, an increase over last year. The Board Reserve is \$1.5 million, the restricted carryover is \$260,000 and the unrestricted fund balance is \$193,912. The district is experiencing growth, and the growth funds are included in the budget. Dr. Victor Jaime expressed concern about the possibility of the growth not being realized and the funds being lost as in the past. He suggested putting the growth money in a reserve fund. Chairman Fletes agreed that the growth funds can be set aside in a reserve account.

Chairman Fletes highlighted changes made to the budget over the past two weeks: the restricted reserve was increased to \$1.6 million in order to maintain a 6% reserve, additional expenses included \$53,000 in projected expenditures for scheduled maintenance and block grant special repair projects (State funding lost after expenditures already approved), \$106,000 payment for certificated golden handshake, and \$200,000 payment to the self insurance fund. Taxes did not come in as projected, but the state may make up the difference. Overall, the budget is pretty flat. Chairman Fletes will be making a presentation on the budget to the Board at the September meeting.

Budget Feedback: The committee asked questions about various items in the budget; Business Services will look into possible errors and agreed to look into marking inactive accounts for more clarity.

M/S/C Jaime/Magno to recommend that the 2001-02 budget be presented to Cabinet and to the Board of Trustees for adoption.

Meeting Schedule

The committee agreed to meet on the 4th Thursday of the month at 2:00 p.m. as previously discussed, except the October meeting which will be held on October 31 and the December meeting which will be determined later. The next meeting will be September 26.

Partnership for Excellence Funding Proposals

The committee agreed to accept proposals for funding at the October meeting. Proposals are to be submitted to the area vice presidents by October 24. The Business Office will determine how much money is available, and will make the information and forms available via e-mail or the web.

Meeting adjourned at 1:50 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

MINUTES
August 31, 2001

PRESENT:

Carlos Fletes
Janell Hodgkin
Victor Jaime
Jan Magno
Frank Rapp
Maria Trejo
Anna Vicuna

ABSENT:

Faculty Representatives
ASG Representative

VISITORS:

Eileen Ford
Gonzalo Huerta
John Hunt
Jim Pendley

Carlos Fletes called the special meeting of the Planning and Budget Committee to order at 2:00 p.m. on Friday, August 31, 2001 in the Board Room.

Approval of Minutes

M/S/C Jaime/Hodgkin to approve the minutes of the July 18 and August 22, 2001 meetings.

2001-02 Budget

Copies of the 2001-02 Proposed Adopted budget were distributed to the committee for review and feedback. The committee will meet again on Wednesday, September 5 for a final review of the budget before the budget is presented for adoption by the Board of Trustees on September 12.

Janell Hodgkin, Director of Fiscal Services, reported that the purchase order deadline worked out very well in limiting carry over purchase orders; the fund balance is a pretty solid figure but it may still change slightly; she commended Gonzalo Huerta and Betty Kakiuchi for their oversight of the Applied Sciences budgets.

Chairman Fletes asked committee members to review the budget and to share it with their areas. Business Services will make adjustments if necessary and produce a final document for approval by the board.

The committee noted that the copier and printing charges have not been pooled as previously discussed; Janell Hodgkin will make the transfers. The committee discussed pooling phone charges; Chairman Fletes reported that he is getting information from carriers for lower long distance rates. MCI is offering a flat 4.9 cent rate for in-state calls, and a flat 6.9 cent rate for interstate calls.

Meeting Schedule

Chairman Fletes proposed changing the meeting schedule so that there is more time between the committee meetings and the monthly board meetings. The committee agreed to meet the 4th Wednesday of the month at 2:00 p.m. The next regular meeting will be September 26. The committee will hold a special meeting on September 5.

There are currently two vacant faculty representative seats that the Academic Senate President is trying to fill.

Meeting adjourned at 2:30 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
August 22, 2001

PRESENT:

Carlos Fletes
Janell Hodgkin
Jan Magno
Frank Rapp
Maria Trejo
Michael Lopez, ASG

ABSENT:

Victor Jaime
Greg Ponce
Valerie Rodgers
Anna Vicuna

VISITORS:

Eileen Ford
Gonzalo Huerta
John Hunt
Jim Pendley

Carlos Fletes called the regular monthly meeting of the Planning and Budget Committee to order at 1:00 p.m. on Wednesday, August 22, 2001 in the Board Room.

The minutes from the last meeting were not approved due to a lack of a quorum at the start of the meeting.

Chairman Fletes informed the committee that he would like to hold another meeting on Friday, August 31 in order to present a draft of the final 2001-02 budget.

Old Business

Chairman Fletes reported that cabinet fully supports the committee's recommendation to explore a new computer system through forming an advisory committee and hiring a consultant. Jan Magno suggested that the new computer system be on the committee's agenda every meeting. The committee could also encourage departments to start looking at their needs now.

2001-02 Budget

The chairman reported that the governor has cut the community college budget. IVC is affected in the areas of scheduled maintenance (\$172,000), Block Grant (\$450,000—based on last year's funding), and Instructional Equipment Grant (\$220,000). Efforts are underway to restore the funds, and the committee is encouraged to communicate with the governor and legislature.

The Business Office is working on a communication to staff regarding part time and overload compensation. The guidelines and amounts of the one-time funds have not yet been received from the Chancellor's Office. The Business Office needs to determine how many classes are taught by per-session faculty and overload in order to determine how much the per-session rate can be increased.

Janell Hodgkin reported that salary increases and carryover projects have been included in the budget. Carlos Fletes reported that by the next meeting, last years books will be closed and the final fund balance will be known. An updated budget will be presented at the next meeting on August 31.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

MINUTES
July 18, 2001

PRESENT:

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

ABSENT:

Eric Jacobson
Greg Ponce
Valerie Rodgers
ASG Representative

VISITORS:

Eileen Ford
Gonzalo Huerta

Carlos Fletes called the regular monthly meeting of the Planning and Budget Committee to order at 1:00 p.m. on Wednesday, July 18, 2001 in the Board Room.

Approval of Minutes

M/S/C Jaime/Vicuna to approve the minutes of the June 13, 2001 meeting.

2001-02 Budget

Chairman Fletes reported that the state budget has been passed by the Assembly, but has not yet been signed by the Governor. There are some cuts possible to education if the sales tax is not increased. COLA, growth and compensation for faculty might be affected. The chairman will be attending a budget workshop on July 26, and should receive information on the advance apportionment.

2000-01 Year End Closing

Janell Hodgkin, Director of Fiscal Services reported that the year end closing is on track, although the new computer system implemented by the Imperial County Office of Education caused some delay in closing out accounts. A preliminary audit was conducted last week and went smoothly.

Spending by Categorical Program/Purchase Order Deadline for 2001-02

Chairman Fletes reported that some categorical programs did not spend all their allocation. The Block Grant has \$14,000 unspent, however, expenses can be transferred from scheduled maintenance projects so that the money will not be lost. The committee discussed reasons why categorical programs have unspent monies. The chairman suggested that categorical programs should also have to adhere to a deadline for placing orders for equipment and supplies. Better planning should be possible in 2001-02 because salaries have already been settled for the year.

M/S/C Jaime/Hodgkin to recommend that if salaries are settled in the Fall, all major purchases must be made by May 1. Any exceptions must be approved by the area vice president.

Computer System

The committee discussed the need for a new computer system, the current system is obsolete and it is difficult to get programmers. *M/S/C Hodgkin/Magno to recommend to Cabinet that the College pursue obtaining a new computer system by hiring a consultant and by forming an advisory committee.*

Next Meeting

It was agreed to hold the next meeting on Wednesday, August 22, 2001.