



**Planning and Budget Committee
2005-06 Minutes**

June 28, 2006
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**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

**UNADOPTED MINUTES
June 28, 2006**

Present:	Absent:
Dr. Joe Vogel, Chair; Carol Cortes-Ramirez (for Patty Robles) Ted Ceasar Frank Fernandez, ASG Carlos Fletes Saul Hom Eric Jacobson Dr. Victor Jaime Betty Kakiuchi (for Maria Trejo) Dr. Lianna Zhao	Craig Blek Patty Robles Maria Trejo Recorder: Mary Carter

Visitors: Kathy Berry, Dr. Dennis Carnes, Dawn Chun Sheila Dorsey-Freeman, Richard Fragale, Dr. Kendra Jeffcoat, Sergio Lopez and Efrain Silva

The meeting of the Planning and Budget Committee was called to order at 2:05 p.m. on Wednesday, June 28, 2006 in the Board Room by Dr. Joe Vogel.

Dr. Vogel expressed his thanks and appreciation to the committee. He stated he has enjoyed working with faculty, staff, and every individual on campus. It has been an exciting and challenging experience, and the groundwork for the future has been laid. Dr. Vogel introduced the incoming interim Dean of Business Services, Richard Fragale.

Approval of Minutes

M/S/C Jaime/Cortes-Ramirez to approve the minutes of the May 24, 2006 meeting as presented (Hom and Jacobson abstained). Comments: Dr. Dennis Carnes stated that he believed that Lincoln Davis had been present.

Unfreezing of Batch 2 Positions

Dr. Vogel presented a list of positions requested for hiring, and information prepared by Dr. Pai regarding the cost of replacement. It was noted that most of the "Batch 2" positions were already in the budget. According to the spreadsheet, \$41,227 in additional revenue results from replacing the teaching positions. The positions recommended by C&I are needed so as not to reduce class offerings or eliminate programs. Faculty positions will be filled with full time temporary staff. ***M/S/C Zhao/Cortes to recommend that the Batch 2 positions be hired.***

Saul Hom asked about the impact of reclassifications on the budget. Carlos Fletes stated that reclassifications requests need to be accompanied by a funding plan.

Communication with Staff

Dr. Vogel stated that the President has charged the committee with being more involved in raising the awareness level on campus regarding the budget, and to engage and involve more faculty in the process. The committee discussed ways of involving the college community in the budget process and of the process being more transparent. Dr. Vogel stated that minutes of the committee will be made available on All Users.

Eric Jacobson stated that the mission of the committee is to coordinate planning, not to micromanage. Dr. Lianna Zhao suggested that training material and a workshop be provided to help committee members understand the budget. Dr. Vogel stated that long term budget planning is needed. Mr. Fragale stated that every school district in California is facing the GASB requirement to fund the cost of retiree health care.

Richard Fragale stated that there is also urgent need for an additional HVAC technician. The committee agreed that there are additional personnel needs, and undetermined number of additional resignations. The committee may need another session in order not to delay the hiring process.

The committee agreed to meet in July.

Meeting adjourned at 3:30 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
May 24, 2006

Present:	Absent:
Dr. Joe Vogel, Chair; Dr. Victor Jaime Carlos Fletes Gail Parish (for Maria Trejo) Patty Robles Dr. Lianna Zhao Recorder: Mary Carter	Craig Blek Ted Ceasar Saul Hom Eric Jacobson Maria Trejo ASG representative

Visitors: Kathy Berry, Phyllis Gilliam, Raquel Gonzalez, Betty Kakiuchi, Jan Magno, Joe Serna, Rosalind Summers, Larry Valenzuela, Dr. Robin Ying, Marianne Sasso and Nancy O'Malley (Wells Fargo Bank)

The meeting of the Planning and Budget Committee was called to order at 2:06 p.m. on Wednesday, May 24, 2006 in the Board Room by Dr. Joe Vogel.

Commercial Card

Carlos Fletes reported that some departments had asked for information on purchasing cards. He introduced Marianne Sasso, from Wells Fargo Bank, who made a presentation on the Wells Fargo Commercial Card. The card can be used as a charge card, as well as a means of electronic payment. Controls can be built into the system to limit what kinds of charges can be made and the dollar amount. The system can track use tax for out-of-state vendors, and show line item detail on transactions. Transaction information is available on-line, and can be imported into Banner. Approvers can monitor cardholder spending, and managers have the ability to review and approve expenditures. The cost of the program would be an initial set up fee of \$3,000, and one time card issuance fee of \$15. After that, the service would be free because of the transaction fees paid by vendors. The College would have to guarantee \$200,000 in monthly transactions, but that can be done easily through payment of utility bills and insurance premiums (the Business Office would be a cardholder for electronic payments). Wells Fargo would provide training and on-going support.

Carlos Fletes thanked Ms. Sasso for the presentation, and stated that the card would satisfy various needs of the College for a practical and convenient credit card, that the system has the necessary controls and addresses compliance issues, it tracks use tax and the ability to pay staff for out-of pocket travel expenses through direct deposit would be an added benefit. He stated that the program would start with a small test group.

Approval of Minutes

M/S/C Parish/Jaime to approve the corrected minutes of the May 17, 2006 meeting (Gail Parish did not attend the meeting).

Administrative Procedures, Business and Fiscal Services

The committee reviewed sections 6100 – 6305, 6330 and 6335 of the Business and Fiscal Services section of the Administrative Procedures Manual relating to Delegation of Authority, Authorized Signatures, Budget Preparation, Budget Management, Fiscal Management, Reserves, Purchasing and Travel. The committee had a question about AP 6305, which specified a Board Reserve of 6%. The Business Office will check the Board Policy manual to see if a Board Reserve amount is specified, if necessary the section will be amended. The Business and Fiscal Services chapter of the Administrative Procedures Manual will next be presented to the Policies and Procedures Committee for review. ***M/S/C Fletes/Jaime to recommend approval of Administrative Procedures sections 6100 – 6305, 6330 and 6335 with corrections noted.***

The meeting was adjourned at 3:30 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
May 17, 2006

Present:	Absent:
Dr. Joe Vogel, Chair; Ted Ceasar Carlos Fletes Saul Hom Jan Magno (for Dr. Victor Jaime) Gail Parish (for Maria Trejo) Carol Cortes-Ramirez (for Patty Robles) Recorder: Mary Carter	Craig Blek Dr. Victor Jaime Eric Jacobson Patty Robles Maria Trejo Dr. Lianna Zhao ASG representative

Visitors: Betty Kakiuchi, Efrain Silva, Dr. Robin Ying

The meeting of the Planning and Budget Committee was called to order at 3:45 p.m. on Wednesday, May 17, 2006 in the Transfer Center by Dr. Joe Vogel

Approval of Minutes

M/S/C Magno/Ceasar to approve the minutes of the April 26, 2006 meeting, as presented.

Budget Update

Dr. Vogel reported that the May revise of the State Budget appears encouraging, but the college has not yet received full details from the Chancellors Office. Carlos Fletes updated the committee on changes to the budget since the last meeting, these changes include updating salaries based on four certificated retirees; clarification that the college is making lease payments on grounds equipment, and that the equipment cannot be sold; and there is no longer a 1% savings available on the health insurance plan. The 2006-07 reduction to reserve is projected at \$107,432. Possible changes to revenue include an additional \$225,000 in COLA.

The College is not required to fund the GASB 45 obligation until 2008-09, which will reduce anticipated obligations for 2007-08 by \$700,000. However, the impact of the President's thaw on hiring will be \$500,000 in additional costs not currently in the budget, which combined with other costs--\$13,000 for reclassifications, \$4,000 in additional copy print for the Business Division, \$4,513 for supplies and services for the Tech Center, \$75,000 increase in non-credit salaries at Extended Campus (less \$15,000 for consulting and \$14,500 in non-credit instructional supplies that will not be needed), and \$20,000 for accreditation expense--will result in a \$704,118 projected deficit for 2007-08.

Dr. Vogel and Carlos Fletes informed the committee that the President's thaw on hiring will impact the calculation of the 2+2 retirement incentive; paperwork had been filed

with the Chancellor's Office that estimated a savings to the District based on not refilling any of the retiring teacher's positions. The College is currently re-doing the calculations. The President had previously charged the committee with making a recommendation on hiring; in light of his approval of a partial thaw on hiring, the committee discussed what its recommendation should be.

M/S/C Fletes Magno to recommend to the Superintendent/President that the hiring thaw on the specified classified and confidential positions be approved (Administrative Assistant and Instructional Support Technician for Academic Services, Student Services Representative for Extended Campus, Staff Secretary Business Division/Humanities Division, custodian (full time) and 38% custodian.

The committee acknowledged that some positions are critical to operations and to educational programs, but the committee expressed its concern that as attrition occurs, the need for hiring be carefully evaluated and prioritized.

M/S/C Magno/Cortes (no: Fletes) to recommend to the Superintendent/President that the hiring thaw on six instructional positions and two administrators be approved. The Committee gave direction to Dr. Vogel to communicate its concern to the Superintendent/President regarding the impact of thawing hiring on the projected deficit in future years.

Jan Magno proposed a freeze on funding for reclassification, as reclassifications also have budget impact, but she rescinded her motion because of employee rights and union issues.

M/S/C Magno/Cortes-Ramirez to recommend approval of the 2006-07 Tentative Budget.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

**UNADOPTED MINUTES
April 26, 2006**

Present:	Absent:
Dr. Joe Vogel, Chair; Craig Blek Lincoln Davis (for Ted Ceasar) Carlos Fletes Saul Hom Eric Jacobson Jan Magno (for Dr. Victor Jaime) Gail Parish (for Maria Trejo) Dr. Lianna Zhao	Ted Ceasar Dr. Victor Jaime Patty Robles Maria Trejo ASG representative Recorder: Mary Carter

Visitors: Dr. Kendra Jeffcoat, Dr. Paul Pai, Valerie Rodgers, and Efrain Silva

The meeting of the Planning and Budget Committee was called to order at 2:04 p.m. on Wednesday, April 26, 2006 in the Board Room, by Dr. Joe Vogel, Chair.

Approval of Minutes

M/S/C Magno/Zhao to approve the minutes of the April 30 and March 12, 2006 meetings, as presented.

2006-07 Budget

The committee continued its discussion of the 2006-07 Tentative Budget. Dr. Vogel stated the committee has been asked to look at the bottom line amount available for replacing positions. In order to do that, it is necessary to look at the conditions that the College will be facing in 2007-08.

Carlos Fletes, made a PowerPoint presentation on the analysis of the 2006-07 Tentative Unrestricted Budget and potential obligations in 2007-08.

Other Obligations to Consider

20% increase to utilities 2006-07, estimated	128,000
salary for one faculty member not retiring in 2006-07	<u>105,418</u>
Total for 2006-07	233,418
\$500,000 payment due to the State in 2007-08	500,000
GASB 45 obligation for 2007-08 estimated	700,000
Estimated increased cost of health insurance (10-15% increase)	540,000
Estimated cost of increase to per-session/overload rate	1,520,000
Payments due on COPs and Lease Revenue Bonds	720,000
Estimated cost of 5% salary increase and step increases	<u>1,220,000</u>
Total for 2007-08	<u>5,200,000</u>
Total additional obligations	5,433,418

There is potential additional revenue from equalization and COLA estimated at \$4 million. However, there is a total projected deficit for 2007-08 of \$1.6 million before taking any other needs into consideration, including personnel.

Dr. Vogel stated that negotiable items will have a great deal of bearing on the 2007-08 budget. Payments on the Certificates of Participation and Lease Revenue Bonds will soon need to be made from the General Fund, as Bond Funds are used for construction. The 4000 and 5000 accounts have been frozen at this year's rate; when does the College put money back into those areas? When will faculty be replaced? Dr. Vogel stated that all needs should be listed in order to present a whole picture. Kendra Jeffcoat reported that C&I has identified 18 faculty positions in need of replacement, including positions not replaced three years ago, retirees, and anticipated vacancies. The division chairs have agreed to scrape by for one year with six replacements, even using fulltime temporary faculty, although that is not ideal.

Jan Magno stated that the Desert Museum will be operational soon.

The committee discussed economic factors that could affect student enrollment; more students may be working and taking fewer classes or not coming to school at all. Also, there may be a slowdown in growth in the Valley.

Craig Blek suggested that faculty don't see a problem, hence the clamor to replace faculty. A big meeting is needed to present information that the College still needs to save. People have short attention spans, and are already forgetting past problems. The committee agreed that a forum was needed. It was suggested that the forum be held prior to the Academic Senate meeting on Wednesday, June 3.

Board Procedure Manual

The committee was asked for input on Sections 6100 through 6305 of the Board Procedures Manual, relating to budget preparation and management. The committee suggested that Section 6200 have language added to allow designated alternates for each Planning and Budget Committee member, if permitted by the body that appointed them (i.e. Academic Senate, College Council). Alternates are needed in order to make quorum, and the voting privileges need to be specified. The budget calendar also needs to be updated. The items will be revised and brought back to the committee.

Meeting adjourned at 3:25 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
April 12, 2006

Present:	Absent:
Dr. Joe Vogel, Chair; Ted Ceasar Carlos Fletes Saul Hom Eric Jacobson Dr. Lianna Zhao	Craig Blek Dr. Victor Jaime Patty Robles Maria Trejo ASG representative

Visitors: Sheila Dorsey-Freeman, Dr. Kendra Jeffcoat, Sergio Lopez, Dr. Paul Pai, Valerie Rodgers, Efrain Silva and David Zielinski

Recorder: Mary Carter

The meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Wednesday, April 12, 2006 in the Board Room, by Dr. Joe Vogel, Chair.

There was no approval of minutes due to lack of a quorum.

2006-07 Budget

Carlos Fletes reported that he had received very little feedback on the draft budget. He is making a list of all items reported, to be addressed at one time.

The committee and visitors discussed the hiring freeze:

- C&I wants to hire instructors, with priority given to replacement positions
- does the hiring freeze apply to administrators?—yes
- are the salaries for the certificated retirees in the budget?—no
- has money been taken out of the budget for resignations?—all positions filled as of February 28 were budgeted
- has money been budgeted for 2+2 retirement incentive for 2007-08—no
- the 2+2 program must demonstrate a savings, the intent for 2006-07 is not to replace the positions, savings are used to fund the cost of the 2+2
- retirements and anticipated resignations could hurt some disciplines
- how many faculty positions can be replaced and still maintain fiscal stability?

Dr. Pai charged the committee with making a recommendation on what the bottom line dollar amount is that the College can use to replace positions. Dr. Vogel, when asked, stated that his recommendation at this time is not to replace any positions. That answer could change based on the State budget. Dr. Vogel stated that the College is still in a tough situation. The reserve looks high because of the loan from the Chancellor's Office.

There is \$1.3 million that must be repaid to the State. He also reminded the committee that the College borrowed money from the Bond Fund, and took \$1 million of capital outlay out of the General Fund to hire faculty. He stated that at some point money will need to be put back into supplies and equipment accounts. Other districts have declining enrollment, what happens if IVC's enrollment goes down? Once the State budget is enacted, some of the budget assumptions will become reality. More information will be available in mid-May through the May Revise. There needs to be discussion among all groups regarding the equitable distribution of resources. The bottom line is that the College needs to pull together to move forward.

Carlos Fletes stated that he is still seeking input on the budget.

Next Meeting

Wednesday, April 26, 2006 at 2:00 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
March 30, 2006

Present: Dr. Joe Vogel, Chair;
Lincoln Davis (for Ted Ceasar)
Carlos Fletes
Saul Hom
Dr. Victor Jaime
Eric Jacobson
Gail Parish (for Maria Trejo)

Absent: Craig Blek
Ted Ceasar
Patty Robles
Maria Trejo
Dr. Lianna Zhao
ASG representative

Visitors: Betty Kakiuchi, Jan Magno and Dr. Paul Pai

Recorder: Mary Carter

The meeting of the Planning and Budget Committee was called to order at 1:30 p.m. on Thursday, March 30, 2006 in the Board Room, by Dr. Joe Vogel, Chair.

Approval of Minutes: *M/S/C Parish/Jaime to approve the minutes of the March 22, 2006 meeting as presented.*

Review of 2006-07 Budget

Carlos Fletes presented the initial draft of the tentative 2006-07 budget for review and input from the committee. Mr. Fletes reported that the tentative budget was compiled taking the following assumptions into consideration. He stated that the assumptions are not to be considered a “done deal” unless approved by the Board or included in bargaining agreements.

1. That the college will grow at least at a 5.28% rate for FY 05-06
2. That the college will receive a 5.18% COLA for FY 06-07
3. That the college will grow at least at a 3.64% rate for FY 06-07
4. That the college will receive at least \$198,197 of Equalization dollars in FY 06-07
5. That the college will pay the state \$280,000 in FY 06-07 of the loan it received in FY 05-06

6. That the college will not replace the 5 faculty positions that have submitted an intent to retire as of the end of FY 05-06
7. That the college will continue its hiring freeze through FY 06-07
8. Only positions that were filled as of the Feb 28, 2006 payroll are being budgeted at this time
9. All salaries are included in the budget as approved by the Board
10. That there will be no overtime in FY 06-07
11. That library books will once again be funded out of the general fund (\$60,000); this was funded out of COP funds in FY 05-06
12. That no computer loan program will be offered in FY 06-07
13. That the lighting retrofit payment (\$40,000), the lease of a lawn mower and a sidewalk sweeper (\$11,415) will once again be funded out of the general fund; these were funded out of COP funds in FY 05-06
14. All unrestricted Supply (4000s) and Service (5000s) accounts will remain at same level they were at the time this draft was compiled (3/29/06)
15. All estimated cost of the 2+2 STRS retirement incentive program is included in this budget
16. The PERS Golden Handshake cost for Classified Staff that retired as of July 1, 2005 is included in this budget
17. That the college will receive a 1% savings in its Health and Welfare Insurance cost
18. That the Adjunct/Overload budgets will remain at FY 05-06 level
19. That all fringe benefit cost percentages will remain at FY 05-06 level
20. That the Preschool will pay back any funds owed the general fund as of June 30, 2006
21. No carry/over budgets are included in this budget
22. The winter and summer sessions will remain at FY 2005-06 level

With regards to categorical programs, all full time positions were budgeted under the existing account codes and their budgets will need to be adjusted once they receive their allocations from their respective agencies.

A list of program code changes was provided. If the program code has changed, the old code will show no money budgeted. The budget will be found under the new program code.

Mr. Fletes stated that a follow up meeting would be needed to continue the discussion of the budget.

Various questions relating to specific programs and line items were discussed, with the consensus of the committee being that the Business Office should develop a list of costs to be examined further and ask the cost centers if funding for those specific activities is still needed.

Dr. Vogel stated that the budget was developed with the best information available regarding state funding. It is important to continue to work towards getting the budget balanced next year. The College is still in a serious financial situation.

Shared Governance

The committee discussed the need for year round input from shared governance committees. The situation was highlighted by the new winter intersession and the budget crisis. It was noted that participation on committees is not required for faculty during summer and winter intersession per their contracts. There are 10 weeks that need to be addressed. It was suggested that this is partly a negotiation issue; however, a collegial discussion is needed and it was suggested that College Council would be a good place to start. *M/S/C Jaime/Parish to recommend to that College Council discuss methods to conduct the college's on-going business in shared governance during winter intersession, vacation periods and summer session.*

Procedure Manual

The committee was asked to review and provide feedback on Chapter 6 of the Administrative Procedures Manual which is currently being developed by the Business Office, specifically those items that pertain to the Planning and Budget Committee (Budget Preparation, Budget Management, Fiscal Management and Reserves).

Next Meeting

Wednesday, April 12, 2006 at 2:00 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
March 22, 2006

Present: Dr. Joe Vogel, Chair;
Ted Ceasar
Carlos Fletes
Saul Hom
Dr. Victor Jaime
Eric Jacobson
Gail Parish (for Maria Trejo)
Patty Robles
Dr. Lianna Zhao

Absent: Craig Blek
Maria Trejo
ASG representative

Visitors: Leonard Fabian, Gonzalo Huerta, Dr. Kendra Jeffcoat, Jan Magno and Dr. Paul Pai

Recorder: Mary Carter

The regular meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Thursday, March 9, 2006 in the Board Room, by Dr. Joe Vogel, Chair.

Approval of Minutes: *M/S/C Parish/Hom to approve the minutes of the March 9, 2006 meeting.*

Revised Budget Calendar:

Carlos Fletes advised the committee that an additional week is needed to produce the tentative budget document. A Planning and Budget meeting will be held on Thursday, March 30 to review the budget. *M/S/C Parish/Zhao to approve the revised budget calendar.*

Need for planning, shared governance, and committee participation during Winter Intersession and other faculty non-service times

Dr. Vogel stated that looking back on what has occurred this year, the compressed calendar and the new Winter Intersession limited the ability of the college to carry on planning and decision making. The college was unable to meet with negotiators for an extended period of time from the end of fall semester in December to the start of spring semester in February, and various shared governance committees struggled to get a quorum or conduct business. The College is a big organization, with a \$50 million

budget (including categorical and bond funds), and there are times when it must move forward on critical issues. Dr. Vogel sought input from the committee on how to address planning.

Discussion: The committee concurred, stating that Planning and Budget needs to initiate a dialog with other committees to come up with methods to conduct business in a timely manner. Ted Ceasar stated that this has been an issue with College Council in regards to summer break, and it was decided to hold College Council meetings year round, using alternates. They meet in January, but without a quorum. Committee members are expected to appoint alternates if they are unable to attend meetings.

It was acknowledged that this issue mostly pertains to faculty who are not obligated to attend committing meetings during winter session per contract. However, shared governance cannot take place without participation from all constituencies.

It was the consensus of the committee that a recommendation be made to the Academic Senate and College Council that shared governance not stop, or be limited to primary terms, and that all areas, including unions, work together to address shared governance during winter and summer. Possible language: *Recommendation to Academic Senate and College Council to initiate a discussion forum regarding methods for conducting the college's on-going business in shared governance during winter intersession, vacation periods and summer session when full staff is not available.*

Dr. Vogel stated that he will bring this item back as an action item.

Request for Funding

Carlos Fletes stated that funding for categorical programs is not always known, which causes budgeting problems. Also salary increases have considerable impact on categorical programs. The preschool recently had to have money transferred from reserve to meet payroll. This transfer was to address a cash flow issue, and the District expects repayment this fiscal year. Dr. Vogel stated that the budget is very tight and that requests for additional funds will add up quickly. A request for additional funds from Work Force Development was presented to the committee as an information item only. Leonard Fabian stated that the program cannot continue to exist on just categorical funds.

Electronic Signatures on Purchase Orders

Carlos Fletes advised the committee that the Imperial County Office of Education has approved the use on electronic signatures for purchase orders, and will not require a written signature. Mr. Fletes has communicated this change to the campus via an all users e-mail.

Purchasing Cards

Carlos Fletes distributed information on a commercial credit card available through Wells Fargo Bank. There would be very clear guidelines on usage. The type of purchases, vendors and use tax can be traced and budgetary control can be built in. The commercial card could replace the American Express card (used for travel) and gas cards.

Update on Bond Projects

Bond Audit: Dr. Vogel informed the committee that the Bond audit has been completed, and concludes that all bond funds were spent in an appropriate manner, including the payment of debt on the lease revenue bonds and certificates of participation. Carlos Fletes stated that once constructions begins, the bond fund will begin to dry up and the \$700,000 annual debt payments will have to come from another source. One possibility is redevelopment money, however, there is only \$13,000 in that fund at this time.

Site plans: Dr. Vogel shared the site plan and building elevations for the Science Building, Technology Building and Career Technical Building with the committee and invited members who have not already seen the architect's presentation to attend the Citizen's Oversight meeting at 2:00 p.m. on Friday, March 24.

Dr. Vogel stated that the college is asking for proposal for traffic study on campus and at the entrances.

Planning Committee: A committee will be needed in the near future to plan for the moving of staff and classes during construction, and to plan for the modernization of the 400 building (existing Science building).

Function of Committee

Dr. Vogel informed the committee that the function of the committee needs to be revisited and updated. Copies of the Planning and Budget Process, adopted by the Board of Trustees on March 11, 1998 was distributed to the committee for review and discussion at an upcoming meeting.

Next meeting

The committee will meet on Thursday, March 30 at 1:30 to review the Tentative Budget.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
March 9, 2006

Present: Dr. Joe Vogel, Chair;
Patty Robles
Carlos Fletes
Saul Hom
Eric Jacobson
Dr. Victor Jaime
Gail Parish (for Maria Trejo)

Absent: Craig Blek
Ted Ceasar
Maria Trejo
Dr. Lianna Zhao
Monica Bulong, ASG

Visitors: Krista Byrd, Dawn Chun, Jan Magno, Laurie Franks, Dr. Paul Pai and Rick Webster

Recorder: Mary Carter

The regular meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Thursday, March 9, 2006 in the Board Room, by Dr. Joe Vogel, Chair.

Approval of Minutes ***M/S/C Jaime/Parish approve the minutes of the January 25, 2006 meeting*** (with the notation that the list of authorized signers for Purchase Orders was later revised to include all Deans and division chairs).

Budget Presentation

Carlos Fletes, Director of Fiscal Services, reported that the College has arranged a deferred payment schedule with the Chancellor's Office to repay the \$1.77 million overpayment: \$490,000 for 2005-06, \$280,000 in 2006-07, \$500,000 in 2007-08 and \$500,000 in 2008-09.

Mr. Fletes gave the committee a report on the 2005-06 budget and projected 2006-07 budget which will be presented to the Board of Trustees at their retreat on March 11.

**** This information only pertains to the unrestricted General Fund ****

2005-06 Budget Highlights

COLA 4.28%	\$1,064,994
Equalization	198,197
Growth factor 5.26%	1,173,204
Property taxes	3,793,744
Enrollment fee revenue	1,380,299
State Apportionment	21,755,102

2005-06 Projected Reserves

Beginning Fund Balance	\$6,437,706*
Total current year deficit	<u>(2,928,041)</u>
Ending Fund Balance	\$3,509,665

***Total beginning reserves increased due to a loan from the Chancellor's Office in the amount of \$1.28 million.**

2005-06 Revenues

Federal	\$1,053
State	23,080,338
Local	<u>5,685,531</u>
	\$28,766,922

2005-06 Expenditures

Certificated salaries	\$14,947,162
Classified salaries	5,798,475
Benefits	7,076,093
Supplies	939,300
Services	2,560,849
Capital Outlay	138,833
Other Outgo	<u>234,251</u>
	\$31,694,963

Total deficit: \$2,928,041

Assumptions:

- Salaries are projected with step increases only and no additional salary increase
- Both overload and per-session rates remain at \$40/hour
- No increase to any fringe benefit costs, including health insurance
- Supplies and services will remain at the FY 2005-06 level

- That the \$90,000 loan to the Child Development Fund will be paid back
- The second payment of \$280,000 to the Chancellor's office is included in the "other outgo" category
- Hiring freeze remains in place

Things to remember for FY 2007-08 and 2008-09

- Two \$500,000 payments due to Chancellor's Office (2007-08 and 2008-09)
- Future salary agreements to be negotiated
- More demand on General Fund due to impact of salary increases on Categorical programs
- GASB 43 and 45 (requirement to fully fund retiree health insurance liability)
- Some grant funded positions will eventually revert to the General Fund, per grant agreement (i.e. ACCESO grant)

Other scenarios

Mr. Fletes presented alternate scenarios for 2005-06 and 2006-07 based on whether the College achieves its goal of 5.28% growth (6311 FTE) for 2005-06, or grows to 6395 FTE (6.68% growth). He also presented two different growth scenarios for 2006-07 at either 3.64% growth or 0% growth.

A-1
2005-06
4.28% COLA and 5.28% growth (6,311 FTE)
Deficit: (\$2,928,041)
Reserve: \$3,509,665

B-1
2005-06
4.28% COLA and 6.68% growth (6395 FTE)
Deficit: (\$2,617,681)
Reserve: \$3,820,025

A-2
2006-07
5.18% COLA and 3.64% growth (6,541 FTE)
Deficit: (\$1,368,863)
Reserve: \$2,140,801

B-2
2006-07
5.18% COLA and 3.64% growth (6628 FTE)
Deficit: (\$1,031,154)
Reserve: \$2,788,870

A-3
2006-07
5.18% COLA and 0% growth (6,311 FTE)
Deficit: (\$1,824,382)
Reserve: \$1,685,282

B-3
2006-07
5.18% COLA and 0% growth (6395 FTE)
Deficit: (\$1,514,022)
Reserve: \$2,306,002

B1: If the 400 FTES for Winter Intersession ends up being a net gain, the College would realize 6.68% growth and set up a higher base for the following year (scenario B-2).

B2: uses a 3.64% projected growth, while B3 uses 0% growth, which was how budgets in previous years were built (no growth projection).

Dr. Vogel stated that the 5.18% COLA for 2006-07 and 3.64% growth rates are realistic figures to use for projections, 0% growth is the most conservative approach. Carlos

Fletes stated that it was past practice of the District not to project additional revenue when building the budget

Other Possible Revenue Generating Items

- Equalization
- Retirements/resignations
- Additional COLA
- Additional growth

The deficit for 2005-06 is \$2.9 million, down from \$4.1 million before the deferment (loan) from Chancellor's Office. Other factors are an additional \$300,000 in the state apportionment and mid-year budget adjustments (including less salary costs due to hiring freeze).

The fund balance is estimated on the assumption that all budgeted funds will be expended, if there is some savings then the reserve will be increased, if more is expended than was budgeted, then the reserve will be decreased.

Equalization may be fully funded for 2006-07, with a possible \$400,000 to \$600,000 more.

Dr. Vogel cautioned that the reserve includes funds that need to be paid back to the State.

Other

Bond Issue: Dr. Vogel stated that the issue of use of bond funds has been pretty much resolved and the College is waiting for the final audit report.

Parking Lots: The work will begin soon, with \$1.8 million allocated from Bond Funds.

Purchasing Cards: Jan Magno asked that this item be placed on a future agenda.

Dr. Vogel stated that he would like the committee to discuss shared governance and planning during periods such as Winter Intersession when faculty is not available for meetings.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
January 25, 2006

Present: Dr. Joe Vogel, Chair;
John Abarca (for Patty Robles)
Ted Ceasar
Carlos Fletes
Saul Hom
Dr. Victor Jaime
Gail Parish (for Maria Trejo)

Absent: Craig Blek
Eric Jacobson
Patty Robles
Maria Trejo
Dr. Lianna Zhao
Monica Bulong, ASG

Visitors: Jan Magno, Laurie Franks, Sergio Lopez and Dr. Kendra Jeffcoat

Recorder: Mary Carter

The regular meeting of the Planning and Budget Committee was called to order at 2:05 p.m. on Wednesday, January 25, 2006 in the Board Room, by Dr. Joe Vogel, Chair.

Approval of Minutes *M/S/C Jaime/Hom to approve the minutes of the December 14, 2005 meeting as presented.*

Budget Update

Dr. Vogel stated that COLA of 5.16% is possible for next year and there may be \$841,000 in equalization funds if full funding is approved; however, these will not be known for certain until September. Carlos Fletes stated that the current year growth is still unknown; the final growth won't be known until the end of summer school. Hopefully, enrollment will be fully funded but the College needs to be conservative. The College needs to plan on next year as being a year of no growth instead of making commitments based on projections that might not come through. At the end of February, the First Principal Apportionment (P1) report will be a good indication of whether the State will fund growth. Mr. Fletes stressed the need to take a conservative approach in planning for next year's budget.

Purchasing Procedures

M/S/C Jaime/Ceasar to approve the following Purchasing Procedures:

Revised 1/10/06
PURCHASING PROCEDURES

The following measures related to purchase orders are recommended for immediate implementation:

1. All purchase orders must receive the electronic approval of the Director of Fiscal Services to ensure that funds are available and transactions are being charged to the appropriate account.
2. Issuance of purchase orders will be cut off as of April 14, 2006 for Spring 2006 semester and May 19 for Summer 2006. Any purchase orders issued after April 14, 2006 for Spring semester or May 19 for Summer session must have the approval of the Interim Dean of Business Service or the Superintendent/President.
3. No orders shall be placed on behalf of the district without a signed purchase order certifying that sufficient funds are available and that the expense is authorized by the District. No verbal purchase order numbers are to be given.
4. Purchase orders will only be signed by those designated in Resolution No. 13316, dated July 19, 2005:
 - a. Superintendent/President
 - b. Dean of Business Services
 - c. Vice President for Academic Services
 - d. Vice President for Student Services
 - e. Director of Fiscal Services
 - f. Director of Purchasing

added by Board Resolution, January 17, 2006

- g. Dean of Applied Sciences***
- h. Dean of Extended Campus***
- i. Dean of Technology and Learning Services***
- j. Dean of Financial Assistance and State Programs***
- k. Director of Maintenance***
- l. Director of Child, Family and Consumer Studies***

5. Pursuant to Resolution No. 13313, dated July 19, 2005 and Education Code Section 81656, any contracts or purchases in the amount of \$15,000 or more must be approved by the Board of Trustees in advance of execution.

6. No further expenses will be paid from Certificate of Participation funds without express authorization of the Superintendent/President and/or Dean of Business Services.

Jan Magno asked that a communication be sent out that the equipment replacement program has been halted.

Purchasing Card

Jan Magno spoke to this item, as she had requested that it be placed on the agenda. She stated that an alternative to the American Express Card is needed to facilitate purchases and to give departments flexibility in making the best use of their funds. She stated that currently there is no centralized purchasing and no asset inventory to tell what comes in or goes out; unless there is a return to centralized purchasing, departments should have the ability to save money on supplies and to order off the internet. It was agreed to bring this item back at the next meeting; the Purchasing Director will gather information on what options are available in terms of a “purchasing” credit card.

Contracted Services

Gail Parish spoke to this item in the place of John Abarca, who had asked that it be placed on the agenda, and who had been called to another meeting. She stated that there may be areas where departments could cut back in the 5000 accounts (services). Dr. Vogel noted that there is \$3.8 million in 5000 accounts (including categorically funded programs), and stated that he would like to see all departments evaluate their needs.

Other

Carlos Fletes stated that budget development will be starting soon, and that the goal is to have a Tentative Budget before Spring Break.

Meeting adjourned at 3:05 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
December 14, 2005

Present: Dr. Joe Vogel, Chair;
John Abarca (for Maria Trejo)
Monica Bulong, ASG
Ted Ceasar
Carlos Fletes
Saul Hom
Eric Jacobson
Jan Magno (for Dr. Victor Jaime)
Patty Robles
Dr. Lianna Zhao

Absent: Craig Blek
Dr. Victor Jaime
Maria Trejo

Recorder: Mary Carter

The regular meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Wednesday, December 14, 2005 in the Board Room, with numerous visitors in attendance.

Approval of Minutes M/S/C Ceasar/Hom to approve the minutes of the November 23, 2005 meeting.

Budget Guidelines

M/S/C Fletes/Magno to approve the 2006-07 Budget Guidelines.

2006-07 Budget Development Guidelines

Budget development for the 2006-07 District Budget is scheduled to begin in February 2005. The first draft of the Tentative Budget will be reviewed by Planning and Budget Committee on March 22, 2006, with a Tentative Budget being presented to the Board of Trustees on June 20, 2006 and a Final Budget to be adopted by September 15, 2006.

2006-07 BUDGET GOALS

1. Restore the fiscal stability of the District.
2. Maintain a minimum 5% reserve.

2006-07 BUDGET GUIDELINES

- 1000 Certificated salaries – subject to negotiations.
- 2000 Classified Salaries – subject to negotiations.
- 3000 Fringe Benefits – subject to negotiations.
- 4000 Supplies and Equipment – no increase over 2004-05.
- 5000 Services – no increase over 2004-05.
- 6000 Capital Outlay – no General Funds available for capital outlay. The Computer Loan Program will not be offered for 2006-07.

Data Entry: All data entry of budget information will be done by the Business Office.

Categorical Programs: Any adjustments to Categorical Programs budgets will be addressed on an individual basis by the Program Director and the Director of Fiscal Services.

Presentation of Building Plans

Dr. Vogel made a presentation to the committee on the plans for the Science Building (68,000 sq ft), Career Technical Building (37,000 sq ft), and Technology Building (48,000 sq ft).

Dr. Vogel reported that plans will be submitted to the Division of the State Architect after being approved by the Board of Trustees, with construction possible by Fall 2006. Construction will take 12 to 15 months. There will be a time lag between construction of the Science building and the Technology building due to the need to sell more bonds. The first sale of bonds was for the maximum allowed under Prop 39 (at \$25 per \$100,000 of assessed valuation). The next bond sale will be approximately August 2008 in order to have enough funds to finish the Science building. Funds for the other projects will depend on how fast the assessed valuation increases.

Dr. Vogel alerted the committee that the audit on the Bond Fund has questioned the use of Bond Funds to pay Certificate of Participation and Lease Revenue Bond debt; the matter is awaiting legal clarification and may have an approximately \$1 million impact on the General Fund.

Audit Findings

Fixed Assets: Laurie Franks reported on the audit finding that a fixed asset inventory is needed. This is a GASB 35 requirement. She will be working on getting it done in Banner for next year. This year the inventory was outsourced at a cost of \$12,000.

Capital Projects: Carlos Fletes reported that an adjustment to the Capital Project Funds was made to the CCFS 311 budget report, this is a matter of reporting payments to fiscal agent, and does not affect the ending balance.

Gann Limit: Carlos Fletes reported on a correction to the Gann Appropriation Limit, and the resulting revision to the CCFS 311 report. The change has no implications for the College because IVC never reaches its revenue limit.

Imperial Valley College
 3 year funding analysis
 Unrestricted General Fund only
 Budget Forum
 December 7, 2005

	04-05 2.45% COLA 9.89% 5,995	05-06 4.23 % COLA 5.26% 6,310	06-07 3% COLA 5% 6,625	07-08 3% COLA 5% 6,956	
Fed Revenue		1,053.00	1,053.00	1,053.00	
State Revenue	20,736,266	22,836,155.00	24,499,835.93	25,588,352.86	
Local Revenue	6,341,672	5,546,567.00	5,546,567.00	5,546,567.00	
Total Revenue	27,077,938	28,383,775.00	30,047,455.93	31,135,972.86	
Cert Salaries	11,812,653	15,004,072.00	16,858,171.00	18,443,936.00	
CL Salaries	4,961,258	5,827,954.00	6,307,448.00	6,673,202.00	
Benefits	5,729,776	7,440,463.00	7,440,463.00	7,440,463.00	
Supplies	699,777	911,833.00	911,833.00	911,833.00	
Services	2,213,378	2,396,058.00	2,396,058.00	2,396,058.00	
Capital Outlay	100,036	137,587.00	125,000.00	125,000.00	
Total Expenses	25,516,878	31,717,967.00	34,038,973.00	35,990,492.00	
Other outgo	145,041	146,951.00	146,951.00	146,951.00	
Total Exp/other	25,661,919	31,864,918.00	34,185,924.00	36,137,443.00	
Surplus/-deficit	1,416,019.00	-3,481,143.00	-4,138,468.07	-5,001,470.14	
Beginning Reserves	3,741,687	5,157,706.00	1,676,563.00	1,588,094.93	
Ending Reserves	5,157,706.00	1,676,563.00	-2,461,905.07	-3,413,375.21	
Proposed cuts			4,050,000.00	5,040,000.00	Note: total cuts over a period of three years \$6,485,000
				990,000 in 07-08	
Adjusted expenditures	25,661,919.00	31,864,918.00	30,135,924.00	31,097,443.00	
Adjusted surplus/deficit	1,416,019.00	-3,481,143.00	-88,468.07	38,529.86	
Adjusted ending reserves	5,157,706.00	1,676,563.00	1,588,094.93	1,626,624.79	
% of unrestricted GF	20.10%	5.26%	5.27%	5.23%	

Assumptions:

- **Salary projections are based on current budgeted positions; step/column advancement is included in 05-06 salaries. Only step advancement is included in 06-07 and 07-08, no column advancement information is available at this time for 06-07 and 07-08.**
- Salary projections include currently negotiated salary increases for 05-06, 06-07, 07-08.
- COLA and growth for 06-07 and 07-08 are just projections and not based on any factual data.
- Proposed cuts in 07-08 take into account cuts already made in 05-06 (1,445,000) and proposed cuts for 06-07 (4,050,000).
- **The IVC Board adopted growth target for FY 05-06 is 5.66% or 6,335 FTES.**
- Fringe benefit cost increases are included in the salary accounts for comparison purposes. There is no information of any increase to our Health Insurance at this time, but it is most likely to increase

Imperial Valley College
 Salaries and Benefits
 as a % of total budgeted income
 Unrestricted General Fund
 Budget Forum
 December 7, 2005

Fiscal Year	Sal & Ben	Total budget	
01-02	17,267,184	21,328,405	80.96%
02-03	18,508,061	21,866,006	84.64%
03-04	18,912,211	22,969,034	82.34%
04-05	22,503,687	27,077,938	83.11%
05-06 *	28,272,489	28,383,775	99.61%
06-07 *	30,606,082	30,047,456	101.86%
07-08 *	32,557,601	31,135,972	104.57%

* Estimated

Imperial Valley College
 Board Reserves/FTES analysis
 Budget Forum
 December 7, 2005

Fiscal Year	Unrestricted Reserves	%	General Fund Budget	FTES	% change
01-02	2,344,883	10.75%	21,806,489	4,982.89	
02-03	1,580,287	7.32%	21,586,216	5,188.69	4.13%
03-04	3,741,687	17.08%	21,902,416	5,456.06	5.15%
04-05	5,157,706	20.10%	25,661,919	5,995.78	9.89%
05-06	1,676,563	5.26%	31,864,918	6,335.14	5.66%

Imperial Valley College
 Salaries and Benefits
 as a % of total budgeted income
 Unrestricted General Fund
 Budget Forum
 December 7, 2005

Fiscal Year	Sal & Ben	Total budget	
01-02	17,267,184	21,328,405	80.96%
02-03	18,508,061	21,866,006	84.64%
03-04	18,912,211	22,969,034	82.34%
04-05	22,503,687	27,077,938	83.11%
05-06 *	28,272,489	28,383,775	99.61%
06-07 **	25,254,374	30,047,456	84.05%
07-08 **	25,254,374	31,135,972	81.11%

* Estimated

** Estimated with salaries going back to 04-05 level

Imperial Valley College
 Total costs of Salary increases
 Including step advancement *
 Budget Forum
 December 7, 2005

Revised 12/15/2005

	05/06	06/07	07/08
Administration	167,068	83,172	48,675
Faculty	843,127	773,183	823,163
Classified Staff	625,857	500,502	266,217
Classified Confidential	112,073	73,527	36,420
Classified Directors	46,772	83,053	16,847
Persession/overload **	816,229	729,345	729,345
Totals	2,611,126	2,242,782	1,920,667

* No column advancement information available at this time for 06/07 & 07/08

** Includes 2006 winter session

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
November 23, 2005

Present: Dr. Joe Vogel, Chair;
John Abarca (for Maria Trejo)
Craig Blek
Monica Bulong, ASG
Ted Ceasar
Saul Hom
Eric Jacobson
Dr. Victor Jaime
Patty Robles
Dr. Lianna Zhao

Absent: Carlos Fletes
Maria Trejo

Recorder: Mary Carter

The regular meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Wednesday, November 23, 2005 in the Board Room, with numerous visitors in attendance.

Changes to Agenda

Item #6, Recommendation regarding freeze on categorically funded overtime was pulled from the agenda, this item has been resolved administratively (there will be no change).

Item #5, Recommendation regarding freeze of Classified reclassifications, pulled for clarification as to whether it is a negotiable item.

Item #4 Update on Purchasing Card was pulled to be brought back at a future meeting when more information is available.

Approval of Minutes

M/S/C Zhao/Blek to approve the corrected minutes of the October 26, 2005 meeting (strike abstention of Byrd on recommendation regarding negotiations, Byrd was attending as an alternate for Eric Jacobson in a non-voting capacity).

Budget Update

Dr. Joe Vogel reported that a Budget Forum has been called for next Wednesday, October 30 to discuss the budget and answer questions. Cost estimates will be given based on a list of possible solutions discussed at Administrative Council. The Forum is

open to all, with the objective of trying to answer questions and actively look for solutions.

Dr. Vogel stated that the enrollment data for Winter and Spring look good; more will be known in the coming weeks. He complemented those who have been volunteering at IVC's mall booth.

Dr. Victor Jaime reported that Counseling will start classroom visitations to encourage students to enroll in Winter and Spring and inform students that walk-in counseling appointments are available.

Negotiation Update

Dr. Joe Vogel reported that the Board of Trustees has given direction to move forward with the negotiation process; the District will be presenting its proposal to the various negotiating groups at the December board meeting.

Budget Calendar

Dr. Vogel presented the draft 2006-07 Budget Development Calendar. He stated that adoption of the budget calendar starts the budget process. The Tentative Budget will be presented to the Board on June 20, 2006 and the Final Budget must be adopted by September 15, 2006. Dr. James Patterson stated that budget development is an area of mutual agreement between the District and the Academic Senate and that approval of the budget calendar by the Senate at its December 7 meeting should be added to the calendar.

Dr. Zhao stated that guidelines are needed for cost centers to develop their budgets.

Dr. Kendra Jeffcoat stated that Instructional Council spent considerable time developing recommendation regarding the 4000 and 5000 accounts, she would like to see the recommendations used in planning for 2006-07.

Dr. Pai stated that for the last two years the Board of Trustees has held a study session to review and approve the Budget guidelines. ***M/S/C Zhao/Blek to approve the 2006-07 Budget Development Calendar with the addition of approval by Academic Senate and development of budget guidelines.***

Meeting adjourned at 2:40 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
October 26, 2005

Present: Dr. Joe Vogel, Chair;
Linda Amidon (for Saul Hom)
Craig Blek
Tanya Booth (ASG Representative)
Krista Byrd (for Eric Jacobson)
Ted Ceasar
Carlos Fletes
Dr. Victor Jaime
Gail Parish (for Maria Trejo)
Patty Robles
Dr. Lianna Zhao

Absent: Saul Hom
Eric Jacobson
Maria Trejo

Recorder: Mary Carter

The regular meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Wednesday, October 26, 2005 by Dr. Joe Vogel, in the Board Room, with numerous visitors in attendance.

Changes to Agenda

Item #7 (Recommendation regarding Sabbatical Leave) pulled at the request of Dr. Kendra Jeffcoat.

Approval of Minutes

M/S/C Parish/Zhao to approve the minutes of the October 12 and October 17, 2005 meetings as presented.

2005-06 Budget Revision

Dr. Vogel reported that at its October 18 meeting, the Board of Trustees adopted Resolution 13393 authorizing revisions to the budget based on 5.66% projected enrollment growth.

WHEREAS the Imperial Valley College was paid by the State for a projected 22% increase in enrollment for 2004-05, and that growth was not achieved; and

WHEREAS Imperial Valley College's 2005-06 Budget was based on a projected 18% increase in enrollment; and that growth will not be achieved based on the current 2.87% increase in enrollment for Fall 2005; and

WHEREAS the College anticipates it can reach a 5.66% increase in enrollment for 2005-06.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees authorizes revisions to the 2005-06 Budget based on a 5.66% increase in enrollment.

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Superintendent/President and the Interim Dean of Business Services to reduce the 2005-06 Budget by the amount necessary to maintain a minimum 3% Reserve Fund.

Revised 3-year Funding analysis (based on 5.26% growth)

Carlos Fletes, Director of Fiscal Services, presented a revised 3-year funding analysis with the following assumptions and notes:

- Analysis applies to unrestricted General Fund only
- Salaries and benefit information does not include step and column increases
 - to determine cost of step and column advances, each position would have to be individually analyzed
 - the cost of step and column advances will further add to the deficit
- COLA and growth are projections only
- Proposed cuts for 2006-07 include cuts already made in 2005-06
- Proposed cuts in 2007-08 include cuts already made in 2005-06 and 2007-08
- Revenue has been adjusted to the revised state funding rate of 5.26%
- 5.26% is the growth rate that the State Chancellor’s Office is using for IVC

State revenue is up based on the recalculation that the State did for the College for 2004-05 and 2005-06; however, local revenue (property taxes) is down. Additional Lottery revenue has been received. The net gain is \$500,000, allowing the College to increase its reserve to 5%. A 5% reserve will be used from now on to keep IVC off the State Watch List, also IVC needs to be above the 5% reserve level in order to be able to use some of its Reserves funds without falling below 5%. There is a \$3.5 million reduction of the reserve fund (from \$5.1 million to \$1.6 million).

The growth target rate being used by the Board is 5.66%; however, the State is using 5.26% which is the State’s growth factor for Imperial Valley (the rate used by the State to advance dollars, each community college has its own growth rate). IVC needs to grow at least 5.26% to keep the money advanced; anything above 5.26% will help the college become healthier.

Cuts to 4000 and 5000 accounts

The committee previously recommended cuts to the 4000 and 5000 accounts in the amount of \$505,530; each area’s share is shown below:

Superintendent/President		84,856.40	16.79%
Academic Services	364,628.79		
Less New Programs			
Non Credit	-46,600.00		
Construction	-32,100.00		
Electricity	-26,850.00		
	-105,550.00	259,078.79	51.25%

Business Services	48,482.51	9.59%
Student Services	<u>113,112.33</u>	22.37%
	<u><u>505,530.03</u></u>	

Dr. Kendra Jeffcoat reported that the Instructional Council has met and gone through most division's 4000 and 5000 accounts; however, the Instruction area is short of the total of \$259,078. Carlos Fletes reported that there is additional money available in Lottery and Lottery carryover funds that Instruction can distribute to supply accounts.

The committee agreed that no further recommendation is needed regarding cuts to the 4000 and 5000 accounts. The committee has recommended that the cuts be made, and there is board action authorizing the Superintendent/President and the Dean of Business Services to make the cuts to reflect revenue based on 5.66% growth. The Business Office will make the necessary cuts to the budget so that the financial report due to the State can be filed reflecting the approved amount of cuts. Mr. Fletes stated that changes to the budget can still be made internally, and the budget changes can be revisited.

Projected Deficit

Dr. Joe Vogel stated that \$4.2 million needs to be cut from next year's budget, the next step in the budget process is to look at salaries. The budgets for 2006-07 and 2007-08 include 5% salary increases. Cost of salary increases are roughly \$2.5 million this year, \$2.5 million for next year and \$1.8 the following year. *M/S/C Blek/Jaime (abstain: Byrd, Robles, Zhao) to recommend that administration re-open negotiations.*

Meeting adjourned at 3:35 p.m.

PLANNING BUDGET COMMITTEE
October 17, 2005

Item 2	<u>Estimated Savings from Hiring Freeze</u>		
	New faculty positions not filled	210,509.74	210,509.74
	New faculty positions filled with one semester full time temps.	297,178.65	297,178.65
	Faculty positions not replaced	83,463.97	
	Athletic Counselor	57,942.28	
	Non-credit coordinator	31,807.20	
	<i>savings based on budgeted amount available</i>	<u>173,213.45</u>	173,213.45
	Classified/Classified management positions not replaced	324,945.72	
	<i>Less salary/benefits of Classified Manager to be transferred from another Fund</i>	<u>-85,438.20</u>	239,507.52
	Administrator (<i>savings based on budgeted amount available</i>)	38,239.16	38,239.16
	Total potential savings	<u>958,648.52</u>	<u>958,648.52</u>

Item 3	<u>2005-06 Salary Increases</u>		
	Classified Managers	70,854	
	Confidential	46,922	
	Classified	<u>657,232</u>	775,008
	Administrators and President	204,602	204,602
	Certificated	796,028	
	Certificated Overload and Persession	<u>787,177</u>	1,583,205
			<u>2,562,815</u>

Item 4	<u>Potential savings in General Fund Unrestricted Accounts</u>		
	4000s 5000s accounts	505,530.03	
	<i>Current budget compared to 04-05 actuals</i>		
	Overtime accounts (2399)	<u>107,268.00</u>	612,798.03
	<i>Based on current budget as of Sept. 30, 2005, not including October 10 payroll</i>		
	<i>Overtime is continuing to accrue</i>		

Additional Information:

2005-06 New Faculty Hired

Salary	1,285,095	
Benefits	<u>416,470</u>	<u>1,701,565</u>

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
October 17, 2005

Present: Dr. Joe Vogel, Chair;
John Abarca (for Patty Robles)
Krista Byrd (for Eric Jacobson)
Ted Ceasar
Carlos Fletes
Saul Hom
Dr. Victor Jaime
Gail Parish (for Maria Trejo)
Dr. Lianna Zhao

Absent: Craig Blek
Monica Bulong, ASG President
Eric Jacobson
Patricia Robles
Maria Trejo

Recorder: Mary Carter

The special meeting of the Planning and Budget Committee was called to order at 8:30 a.m. on Monday, October 17, 2005 by Dr. Joe Vogel, in Room 2131, with numerous visitors in attendance.

Carlos Fletes, Director of Fiscal Services presented information requested at the October 12, 2005 meeting.

Estimated Savings from Hiring Freeze

New faculty positions not filled	210,509.74	210,509.74
New faculty positions filled with one semester full time temps.	297,178.65	297,178.65
Faculty positions not replaced	83,463.97	
Athletic Counselor	57,942.28	
Non-credit coordinator	31,807.20	
<i>savings based on budgeted amount available</i>	<hr/>	173,213.45
Classified/Classified management positions not replaced	324,945.72	
<i>Less salary/benefits of Classified Manager to be transferred from another Fund</i>	<hr/>	
		239,507.52
Administrator (<i>savings based on budgeted amount available</i>)	38,239.16	38,239.16
Total potential savings		<hr/> <hr/>

2005-06 Salary Increases

Classified Managers	70,854	
Confidential	46,922	
Classified	<u>657,232</u>	775,008
Administrators and President	204,602	204,602
Certificated	796,028	
Certificated Overload and Per-session	<u>787,177</u>	<u>1,583,205</u>
		<u><u>2,562,815</u></u>

Potential savings in General Fund Unrestricted Accounts

4000s 5000s accounts	505,530.03	
<i>Current budget compared to 04-05 actuals</i>		
Overtime accounts (2399)	<u>107,268.00</u>	
		<u><u>612,798.03</u></u>

*Based on current budget as of Sept. 30, 2005, not including October 10 payroll
Overtime is continuing to accrue*

2005-06 New Faculty Hired

Salary	1,285,095	
Benefits	<u>416,470</u>	
		<u><u>1,701,565</u></u>

Reduction to 2005-06 Budget

Dr. Vogel stated that \$1.5 million has been identified in savings from a hiring freeze (previously acted upon) and in the 4000, 5000 and overtime accounts. Carlos Fletes stated that under the 5.66% growth scenario, the college needs \$1.5 million in cuts in order to maintain a 3% reserve.

Discussion of the reduction of 4000 and 5000 accounts to level of 2004-05 actual expenditure: Dr. Vogel stated that this reduction would not eliminate all funds for accounts (such as eliminate all consultants), only reduce the budget to the amount actually spent in 2004-05. The term "Actual" reflects one year's cost of operation. It was agreed that the decision to cut \$1.5 million does not mean a proportional cut (across the board); departments can look at their budgets and decide where the cuts can be made. *M/S/C Parish/Abarca to accept the proposed recommendation to cut the 4000 and 5000 accounts to 2004-05 actual amounts, and freeze overtime accounts in order to save \$612,798; and that departments have input into where the cuts to the 4000 and 5000 accounts are made.*

It was suggested that the total amount of cuts to the 4000 and 5000 accounts be determined by area (Business Services, Academic Services, Students Services), and discussed within each area. It was also suggested that a deadline be set for each area to talk to its departments and decide on the potential adjustments. It was agreed to meet on Wednesday, October 26.

Meeting adjourned at 9:20 a.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
October 12, 2005

Present: Dr. Joe Vogel, Chair
Craig Blek
Ted Ceasar
Carlos Fletes
Saul Hom
Eric Jacobson
Dr. Victor Jaime
Gail Parish (for Maria Trejo)
Patricia Robles
Dr. Lianna Zhao

Absent: Monica Bulong, ASG President
Maria Trejo

Recorder: Mary Carter

The special meeting of the Planning and Budget Committee was called to order at 3:05 p.m. on Wednesday, October 12, 2005 by Dr. Joe Vogel, in Room 2131, with numerous visitors in attendance.

M/S/C Jaime/Fletes to approve the minutes of the September 28, 2005 meeting as presented.

Carlos Fletes, Director of Fiscal Services presented three-year budget scenarios based on enrollment increases of 2.87%, 5.66%, 12.6% and 18%, and the cuts required to maintain a minimum 3% reserve.

The worst case scenario presented would be 2.87% growth and funding based on 6168 FTES. Expenses would exceed revenue by \$5.7 million. A reduction of \$2.2 million is required to provide a 3.5% reserve. Projected into 2006-07, the deficit is \$6.6 million (*including \$1.5 million in cuts for 2005-06*) and \$7.4 million in 2007-08 (*including cuts for 2005-06 and 2005-07*). 2.87% represents the growth the College is experiencing currently.

Growth of 5.66% is “more realistic” based on current information; revenue is based on 6335 FTES, and cuts of \$1.5 million would be needed in 2005-06, \$6 million in 2006-07 (*including \$1.5 million in cuts for 2005-06*) and \$6.85 million in 2007-08 (*including cuts for 2005-06 and 2005-07*).

A 12.6% growth scenario would result in a 3% reserve with no cuts required; however cuts of \$4.8 million would be needed in 2006-07, and \$5.3 million in 2007-08 (*including cuts made in 2006-07*).

The budget was based on 18% growth, which would have resulted in a 6% reserve; however, cuts of \$2.7 million in 2006-07 and \$4.1 million in 2007-08 (*including cuts for 2006-07*) would be required to maintain a 3% reserve.

Mr. Fletes referred the committee to areas of potential savings in the 4000 and 5000 accounts (\$505,530) and in overtime (107,268) which added to the estimated savings from freeze on hiring, total \$1.5 million. The 4000 and 5000 accounts would be rolled back to the level of actual expenditure in 2004-05.

The committee and audience had questions regarding the amount of savings generated by the hiring freeze; Mr. Fletes noted that savings are based on budgeted amounts. In some cases, faculty positions were budgeted based on statewide averages, but were filled with instructors with a high level of credentials, requiring a higher level of pay.

Dr. Vogel stated that a 5.66% increase in growth is doable; proposed cuts in the amount of \$1.5 million have been identified. The college needs to look at the budget impact into the 2006-07 and 2007-08. Dr. Vogel presented an action plan on ways of increasing enrollment.

A question was raised regarding whether administrator's salary increases were included in the figure for Certificated salaries, and a separate breakdown was requested.

Mr. Fletes reported that a budget report is overdue with the Chancellor's Office. A recommendation is needed on the growth projection that drives the budget. The budget was based on an 18% growth projection. Growth of 5.66%, with no adjustments to the budget will result in a \$5.2 million deficit with zero reserve. The Chancellor's Office has indicated its willingness to work with the District as much as possible, but the report must be filed as soon as possible. He stated that if the College does not fix its budget problem, the State will.

M/S/DID NOT CARRY Blek/Jaime to adjust the 4000 and 5000 accounts as recommended. (NO: Jacobson, Zhao, Parish, Robles, Hom; YES: Fletes, Blek, Jaime, Cesar)

Discussion: Some committee members wanted more information on projected savings from hiring freeze, and divisions wanted more input into the distribution of cuts.

M/S/C Parish/Jacobson (NO: Fletes, Jaime) to table discussion of cuts until the next meeting in order to obtain more information.

A special meeting set for Monday, October 17, at 8:30 a.m. in Room 2131.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
September 28, 2005

Present: Dr. Joe Vogel (Interim Dean of Business Services), Chair; Monica Bulong, ASG President; Carlos Fletes, Craig Blek, Ted Ceasar, Eric Jacobson, Dr. Victor Jaime, Patricia Robles, Maria Trejo and Dr. Lianna Zhao

Absent: Saul Hom

Visitors: Dr. Marion Boenheim, Krista Byrd, Dawn Chun, Carol Cortes-Ramirez, Laurie Franks, Gonzalo Huerta, Dr. Kendra Jeffcoat, Betty Kakiuchi, Sergio Lopez, Jan Magno, Dr. Paul Pai, Efrain Silva, Dr. Robin Ying, and David Zielinski

Recorder: Mary Carter

The regular meeting of the Planning and Budget Committee was called to order at 2:00 p.m. by Dr. Joe Vogel, Interim Dean of Business Services.

M/S/C Fletes/Blek (no: Jacobson) to approve the minutes of the May 25, August 19 and September 13, 2005 meetings as presented.

2005-06 Budget

Dr. Vogel reported that new information has come to light on projected 2005-06 enrollment which will impact projected revenue.

Projected 2005-06 FTES: Dr. Kendra Jeffcoat reported FTES for 2005-06 is conservatively projected at 6168, which is 2.9% over 2004-05 (5995). Dr. Robin Ying has developed a new program to calculate FTES, and the figures have been hand checked. Craig Blek stated that a 2.9% enrollment increase may still be overly optimistic; the worst case scenario may be zero growth. Dr. Jeffcoat reported that the college now has a system to actually project FTES, and can plan for how many sections need to be developed and do some aggressive marketing. She will be meeting individually with division chairs in order to try to expand student access.

Conservative Projections for 2005-06 presented by Dr. Kendra Jeffcoat

2742	Fall 2005 (based on a new program developed by Dr. Ying)
-42	Estimated number of non-resident FTES that will need to be removed
2700	Total FTES projected for Fall 2005 (depending on the number of drops processed this week)
20	FTES projected for Positive Attendance or Noncredit
368	FTES projected for Winter 2005 (based on 70% fill of classes currently scheduled)
480	Summer 2006 (based on Summer 2005 FTES of 433.13)
2600	Spring 2006 (based on past data that Spring FTES is slightly less than Fall)
6168	Total FTES for 2005-06 (increase of 2.9% over 2004-05, 5995 FTES)

Best Case Projections for 2005-06 presented by Dr. Kendra Jeffcoat

2700	Fall 2005 (projection based on a new program developed by Dr. Ying)
30	FTES projected for Positive Attendance or Noncredit
405.2	FTES projected for Winter 2005, adding 12 sections @3.1 contact hours per section
500	Summer 2006
2700	Spring 2006
6335.2	Total FTES for 2005-06 (increase of 5.36% over 2004-05, 5995 FTES) <i>Analysis: This would be an impressive increase in growth. Our challenge is that our 2005-06 budget was based on an even higher level of growth. We projected additional revenue and expenditures; we now need to reduce our projected expenditures to be consistent with our revenue.</i>

Fiscal Impact: Carlos Fletes, Director of Fiscal Services, reported on the impact of the revised FTES projections.

- The Adopted Budget was based on projected 18% growth in order to maintain a 6% reserve, but was still in deficit mode because of expenditures exceeding revenue by \$3 million.
- The College was funded for 22% growth for 2004-05; actual growth of 12.48% resulted in a funding loss of \$2.7 million.
- The 2005-06 Tentative Budget was based on 22% growth, and was adjusted down to 18% growth, a \$2.6 million loss, for a total loss of \$5 million.
- The State recommends a 5% reserve; on a \$33 million (unrestricted) budget that amounts to \$1.6 million. The 3% minimum reserve required by the State would be \$996,178

FY	Base FTES	Actual FTES	Growth FTES	Growth %	State Apportionment	Funding Loss
2004-05 <i>Revised</i>	5330.74 5330.74	6546.32 5995.78	1215.58 665.04	22.8% 12.48%	\$21,255,790 \$18,476,046	-- (\$2,779,744)
2005-06 Projected <i>Revised</i>	6546.32 5995.78	7724.66 7075.00	1178.34 1079.22	18% 18%	\$25,684,323 \$23,012,695	-- (\$2,671,628)
Total funding loss						(\$5,451,372)

Funding scenarios based on growth between 18% and 2.87%

Actual 04-05 FTES	Projected 05-06 FTES	Projected FTES Growth	Projected % growth	Total expected state Revenue	Projected revenue loss	Reserve
5995.78	7075	1079.22	18%	\$23,012,695	--	6.15%
5995.78	6957	961.22	16.3%	\$22,629,811	\$382,884	5%
5995.78	6751	755.22	12.6%	\$21,965,692	\$1,047,003	3%
5995.78	6596	600.22	10.01%	\$21,465,177	\$1,547,518	***
5995.78	6335	339.22	5.66%	\$20,621,994	\$2,390,701	***
5995.78	6168	172.22	2.87%	\$20,082,485	\$2,930,210	***

*State recommended reserve of 5% = \$1,660,297

**State required reserve of 3% = \$996,178

***less than 3% minimum reserve

Dr. Pai stated that the College needs to look at all options; it will rely heavily on shared governance and will look at expenditures, set spending priorities, and plan for sensible growth. A blue ribbon committee has been formed to plan for enrollment management. Dr. Kendra Jeffcoat stated that information from Student Services will be used for class development and marketing. She will be putting together an enrollment management team.

The committee discussed the on-going hiring of new faculty members, and the uncertainty being experienced by newly hired faculty.

M/S/C Blek/Robles (yes: Blek, Robles, Fletes, Zhao and Trejo ; no: Vogel, Ceasar, Jaime, and Jacobson) to recommend that there be a temporary freeze on all hiring, effective immediately.

The committee asked what the fiscal impact of a hiring freeze would be;. Dawn Chun estimated \$1.2 million based on 15 faculty, 24 classified and one Dean.

Carlos Fletes stated that the College has invested \$2.5 million in salary increases and \$2.5 in new positions.

Policy regarding Purchases using American Express

Carlos Fletes reported that the committee had approved a one semester trial of allowing the purchase of supplies, equipment and services with the college-issued American Express cards for Spring 2005 only. A request has been made to continue this practice. The recommendation of the Business Office is not to allow the use of American Express for other purposes besides travel: purchasing of goods circumvents the PO process and puts the District out of compliance on payment of use tax on purchases from out-of-state vendors, departments can place orders with the American Express card without checking their budgets, or having sufficient funds available, and there have been instances of individuals using the card for personal expenses.

M/S/withdrawn Fletes/Jaime to recommend that use of the American Express card be for travel purposes only (as stated in American Express agreement signed by users). Motion withdrawn due to the fact that the trial period for use of the card for purposes other than travel has expired.

The committee and visitors discussed the need for a purchasing card to address specific needs of departments for quicker purchases and access to on-line ordering, while retaining inventory control and use-tax tracking. It was noted that there has been an impact on departments due to the decentralization of Purchasing such as vendors not being paid in a timely manner, vendors not wanting to accept purchase orders, and delays in departments being able to obtain vendor numbers to process purchase orders. ***M/S/C Fletes/Jaime to recommend that the College investigate purchasing cards as soon as possible.***

Meet adjourned at 3:30 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
September 13, 2005

Present: Carlos Fletes, Acting Chair, John Abarca (for Maria Trejo), Craig Blek, Ted Ceasar, Saul Hom, Dr. Victor Jaime, Patricia Robles and Dr. Lianna Zhao

Absent: Eric Jacobson, Maria Trejo, ASG Representative

Visitors: Mary Bell, Kathy Berry, Dr. Marion Boenheim, Krista Byrd, Carol Cortes-Ramirez, Leonard Fabian, Bill Gay, Becky Green, Gonzalo Huerta, Dr. Kendra Jeffcoat, Betty Kakiuchi, Sergio Lopez, Jan Magno, Dr. Paul Pai, Valerie Rodgers, Kathie Westerfield, Dr. Robin Ying, and David Zielinski

Recorder: Mary Carter

The special meeting of the Planning and Budget Committee was called to order at 1:15 p.m. by acting chair Carlos Fletes.

Dr. Pai reported that Tom Hudson, Dean of Business Services, had resigned September 9.

Dr. Pai reported that an error has come to light regarding the FTES reported to the State for 2004-05; actual FTES was approximately 400 less than reported due to Summer being counted twice. He apologized to the committee for the short time frame, and the necessity for an emergency meeting, but the District Budget has to be adopted by the Board on September 14. The actual enrollment increase for 2004-05 was 9.8%, rather than the 18% previously reported. Growth funding will be based on actual FTES of 5995, instead of 6400. The difference will cost approximately \$2.7 million for last year, and \$2.6 million for 2005-06. The question for the campus community is whether the college is to go forward with growth, or adopt a more conservative growth pattern.

Carlos Fletes, Director of Fiscal Services, and acting committee chair stated that the Budget has been rolled back to the level it was in the June Tentative Budget, all budget augmentations discussed at the Arena Budget Session have been taken out to arrive at the 6% reserve required by the Board. He presented a growth analysis showing that for 2004-05, the State paid IVC 100% of a 22.8% increase in FTES. Mr. Fletes reported that the majority of College expenditures are in salary and benefits; 50 faculty positions have been added, as well as salary increases from 5% to 20+%. The College has a budget with current expenditures of \$3 million more than projected revenue; this results in a deficit that must be made up out of reserve. If an 18% growth rate for 2005-06 is not achieved, reserves will be depleted further.

M/S/C Blek/Jaime to recommend that all budget augmentations approved at the Arena Budget Session be taken out of the budget.

The committee discussed strategies for dealing with the budget deficit such as a freeze on hiring and a reduction to 4000 and 5000 accounts.

Some committee members noted that Tom Hudson had been asked what the worst case scenario would be in case the college did not grow as planned as a result of the hiring of additional faculty, and his response was that the worst case would be layoffs of the new hires.

Dr. Kendra Jeffcoat stated that she has concerns about the nine faculty positions currently being recruited, she feels that the College should support the commitment to those positions. She stated that strategic planning is needed in order for the College to generate the 7000 FTES target needed to fulfill the 18% enrollment growth. One mechanism would be a massive recruitment of adjunct faculty; however that is easier said than done. Dr. Jeffcoat stated that the College needs more time to analyze its needs and focus on reaching its growth target. Dr. Robin Ying stated that there are ways to optimize FTES through scheduling.

M/S/C Zhao/Cesar to ask each department for its input on ways to contribute to reducing the \$3 million deficit.

M/S Abarca/Robles/did not carry to temporarily freeze hiring of nine faculty positions.

Meeting adjourned at 2:40 p.m.

Next meeting: September 28, 2005

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

UNADOPTED MINUTES
August 19, 2005

Present:	Absent:	Visitors:
Tom Hudson, Chair	Craig Blek	Virginia Agatep
Ted Ceasar	Saul Hom	Kathy Berry
Carlos Fletes	Maria Trejo	Krista Byrd
Eric Jacobson		Dawn Chun
Dr. Victor Jaime		Laurie Franks
Patricia Robles		Sergio Lopez
Dr. Lianna Zhao		Jill Tucker
		David Zielinski

Chairman Tom Hudson, Dean of Business Services, called the special meeting of the Planning and Budget Committee to order at 11:05 a.m. on Friday August 19, 2005 in the Board Room.

2005-06 Budget Augmentation Guidelines

Tom Hudson stated that the meeting had been called to start the shared governance input on the budget augmentation guidelines. He reported two correction to the guidelines:

- I. cost of adjustment to 4000 and 5000 accounts is \$750,000, not \$250,000
- VII. The budget augmentations will total \$1.5 million, not \$1 million.

M/S Jaime/Fletes to approve the budget augmentation guidelines as presented. Motion withdrawn.

M/S/C Zhao/Fletes to approve the following budget augmentation guidelines:

- I. All unrestricted budget managers with new fulltime employees (faculty and staff) for 2005-06 may increase their classification 4000 and 5000 accounts by a percentage equal to the percent of increase in the number of their fulltime employees.
- II. All unrestricted budget managers may increase their 4000 and 5000 appropriations by an equal percentage (estimated to be between 20 – 25%); total cost of \$750,000.
- III. Use the attached administrative form for funding requests for new program, staff and infrastructure. Please provide a narrative justification that is tied to your department's Program Review. Deliver your requests to Tom Hudson, Dean of Business Services by 5:00 p.m. on Friday, August 26, 2005.
- IV. It is anticipated that the budget review will take one or two days. The Budget Arena is scheduled for Wednesday, August 31 and Thursday, September 1 from 9:00 a.m. – 4:00 p.m., location to be announced.
- V. Total budget augmentations will total approximately \$1.5 million.

Discussion: Some divisions have increased the number of faculty by 30%, and should have a corresponding percentage increase in the 4000 and 5000 accounts; some divisions have less than \$200 per faculty member in travel funds; new programs that have already been approved by C&I

and shared governance committees should have funding priority; the Growth Planning Form has not been approved by Academic Senate and should not be used; the approval process listed on the Growth Planning Form is not appropriate for budget augmentation requests; how will the final decisions regarding budget augmentation requests be made?

Meeting adjourned at 12:00 noon.

Recording Secretary: Mary Carter