



**Planning and Budget Committee
2006-07 Minutes**

June 14, 2007

June 8, 2007

June 5, 2007

May 23, 2007

May 9, 2007

March 28, 2007

March 7, 2007

February 28, 2007

December 6, 2006

October 25, 2006

September 26, 2006

September 11, 2006

August 23, 2006

July 27, 2006



Planning and Budget Committee
Unadopted Minutes
2:00 p.m., IVC Board Room
Thursday, June 14, 2007

Recorder: Mary Carter

√Present

√Richard Fragale, Chair,

Interim Vice President for Business Services

√Dr. Victor Jaime, Administrative Representative

_*Dr. Dennis Carnes, Academic Senate President*

_*John Abarca, College Council Chair*

_*Eric Jacobson, Faculty Representative*

√Dr. Lianna Zhao, Faculty Representative

√Carlos Fletes, Director of Fiscal Services

√Dawn Chun, CMCA Representative

√Betty Kakiuchi, CSEA Representative

_*Gail Parish, CSEA Representative*

_*Frank Fernandez, ASG President*

√Carol Cortes-Ramirez, **Alternate** CSEA Rep.

Visitors: Dr. Paul Pai, Kathy Berry, John Lau, Mary Bell and Dr. Robin Ying

The meeting was called to order at 2:00 p.m. by chairperson, Richard Fragale.

I. Presentation by Michelle Emmal and Maureen Toal of PARS (Public Agency Retirement Services) and Rod Skidmore of U.S. Bank, ***GASB 45 Solutions Program:***

- Comprehensive, turn-key program
- IRS 115 Irrevocable trust
- Investment, consulting and administrative services
- One point of contact
- IRS approved, with a private letter running
- No restriction on termination
- No membership requirements
- No set amount of funding
- U.S. Bank is the trustee
- 6 investment portfolios, or mix of investment to meet needs
- Pooled assets, but don't share risk
- Portfolio manager assigned to the account

II. Presentation by Scott Lay, Community College League of California regarding the ***Retiree Health Benefit Program JPA:***

- CCLC is a 501c(3) non-profit organization with 73 member districts
- The JPA is its own legal entity
- Trust fund for retiree health benefits
- Hands on approach
- 25 community college members
- 11 districts have made deposits of a combined \$43 million to date
- 14 districts have joined but have not funded yet

- Irrevocable trust, fully GASB compliant
- JPA board is the sole decision maker, made up of representatives from the member districts
- Some districts that have joined haven't yet decided on how to fund their liability
- Funding can be lump sum or on an annual basis
- The JPA offers eight funds
- Quarterly reports on investments
- Costs: \$5,500 initial fee (for legal costs)
- \$3,000 JPA annual fee
- JPA Investment fee of 5 basis points or less
- To join, a District's board must adopt a resolution
- On-line access to account information
- Does not provide the substantive plan required by GASB 43, but provides network of information sharing

III. There was no approval of minutes

IV. Discussion: Mr. Fragale reported that he and John Lau, the incoming Vice President for Business Services will be meeting with representatives from SISC and Keenan on Friday, June 22 to hear their presentations on GASB services. After those meetings, he and Mr. Lau will have heard all four proposals that the committee has heard. A matrix comparing the four plans will be prepared for the next committee meeting. Mr. Fragale stated that he anticipates going to the board of Trustees in August or September with a recommendation on GASB.

V. Next Meeting Date: Monday, July 2, 2007 at 10:00 a.m.



Planning and Budget Committee
Unadopted Minutes
8:30 a.m., IVC Board Room
Friday, June 8, 2007

Recorder: Mary Carter

√Present

√Richard Fragale, Chair,

Interim Vice President for Business Services

√Dr. Victor Jaime, Administrative Representative

—Dr. Dennis Carnes, Academic Senate President

√John Abarca, College Council Chair

—Eric Jacobson, Faculty Representative

√Dr. Lianna Zhao, Faculty Representative

√Carlos Fletes, Director of Fiscal Services

—Dawn Chun, CMCA Representative

√Betty Kakiuchi, CSEA Representative

—Gail Parish, CSEA Representative

—Frank Fernandez, ASG President

√Carol Cortes-Ramirez, Alternate CSEA Rep.

Visitors: Dr. Paul Pai, Gary Rodgers and Dr. Robin Ying

Call to Order: The meeting was called to order at 8:35 a.m. by chairperson, Richard Fragale.

- I. ***M/S/C Jaime/Kakiuchi to approve the minutes of the June 5, 2007 meeting as presented.***
- II. Four Year Funding Analysis: This item was not discussed.
- III. ***M/S/C Abarca/Cortes to recommend to the Superintendent/President and the Board of Trustees that the 2007-08 Tentative Budget be approved.*** Discussion: John Abarca thanked the committee for the extra time to analyze the budget. He asked for clarification of account 2200 Instructional Aides; Carlos Fletes stated that this code applies to employees who provide assistance to students such as lab assistants, lab coordinators, and tutors. Mr. Abarca expressed concern about the amount budgeted for 5110, consulting. For example, Student Affairs has \$100,000 in consulting. He asked if the District was looking into hiring its own security. Dr. Jaime responded that Sergio Lopez is looking at alternatives. Mr. Abarca noted the amount budgeted for student salaries: Student Services \$35,440, Student Affairs \$15,000, Math \$37,000. Committee members stated that these salaries are for student employment such as parking attendants and tutors, and that some departments use their student employment expenses as part of their District match for State or Federal funds.
- IV. ***M/S/C Abarca/Zhao to Recommend the hiring of an additional Micro-computer Technician, Range 18; 2007-08 funding from one-time funds; 2008-09 and thereafter funding from general fund monies.*** Fiscal impact \$51,385 to \$55,548 (salary and benefits) for 2007-08. Discussion: It was clarified that this is a third position. The committee noted the need for additional computer technicians, especially in light of the \$200,000 just authorized for computer replacement. It was agreed to fund the position

for 2007-08 with one-time monies, supplemented by District funds if necessary. For the following year, the position will be funded from the General Fund. It was noted that the Instruction area has quite a bit of categorical funds left unspent; Betty Kakiuchi suggested that those funds be used first, which will free up some General Fund money.

The committee discussed the need to prioritize requests to hire new classified positions. Currently, requests are submitted by departments to the Planning and Budget Committee without being prioritized. Dr. Jaime suggested a procedure similar to the one used for faculty hiring. It was decided to form an ad hoc committee composed of John Abarca as chair, Carol Cortes-Ramirez, Betty Kakiuchi, Dr. Victor Jaime and Carlos Fletes (and Dr. Lianna Zhao, if needed) to meet with CSEA to identify staffing needs and develop a policy/procedure for next fiscal year.

- V. **M/S/C Abarca/Cortes to approve a Computer Loan Program for 2007-08 for full-time employees, purchases to be limited to computer systems only; limit of two computer purchases per employee; limited to three vendors: Costco, Dell and Gateway.** *All other stipulations from the 2005-06 program will also apply.* Dr. Ying will check with Dell and Gateway on what special programs are available for employee purchases. If an employee wishes to purchase "lo-jack" protection for a laptop computer, they would have to pay \$100 to the District, upfront, to have the software installed using the College's license.
- VI. **Next Meeting: June 14, 2007** for presentations on GASB 45 services from CCLC (Community College League of California) and PARS (Public Agency Retirement Services).

Meeting adjourned at 9:50 a.m.



Planning and Budget Committee
Unadopted Minutes
2:00 p.m., IVC Board Room
Tuesday, June 5, 2007

Recorder: Mary Carter

√Present

√Richard Fragale, Chair,

Interim Vice President for Business Services

√Dr. Victor Jaime, Administrative Representative

Dr. Dennis Carnes, Academic Senate President

√John Abarca, College Council Chair

√Eric Jacobson, Faculty Representative

√Dr. Lianna Zhao, Faculty Representative

√Carlos Fletes, Director of Fiscal Services

√Dawn Chun, CMCA Representative

√Betty Kakiuchi, CSEA Representative

Gail Parish, CSEA Representative

Frank Fernandez, ASG President

√Carol Cortes-Ramirez, Alternate CSEA Rep.

Visitors: Dr. Paul Pai, Gary Rodgers, Dr. Robin Ying and Travis Gregory

Call to Order: The meeting was called to order at 2:01 p.m. by chairperson, Richard Fragale.

I. M/S/C Zhao/Jaime to approve the minutes of the May 23, 2007 meeting as presented.

- II. Discussion: Revised 2007-08 Tentative Budget:** Carlos Fletes reported on additional funding requests received: \$7,000 from Information Technology for maintenance agreements, \$15,000 for the Dean of Nursing's salary to make up for Title V funds, \$13,000 for the Institutional Researcher's salary that should be district funded. There were also some miscellaneous requests that were \$1,000 or less. Travis Gregory, Associate Dean of Human Resources requested an increase in the Dean's salary line and \$2,000 in the supply account for leadership training.

Mr. Jacobson asked about what contracts make up the total of \$414,000 in personal services contracts. In 2006-07 it was \$260,000.

Eric Jacobson noted increases of over 25% in some budget lines. He stated that if the budget process is that requests from the division are approved by the vice-president and then included in the budget, then a written justification of increases over 25% is needed. Mr. Fragale stated that the perception has been that Instruction was not getting its share. For this budget, the philosophy was to give budget control to the divisions. All of the \$1.6 million requested by Instruction was included in the budget. Mr. Jacobson asked where are the budget controls if something is approved by the vice president? M/S/C Jacobson/Jaime to require justification be presented to the Planning and Budget Committee for budget increases of 25% or more in the 4000, 5000 and 6000 accounts.

- III. Discussion: Four Year Funding Analysis: This item was not discussed.
- IV. Action: Recommendation to approve the 2007-08 Tentative Budget: This item was tabled at the request of John Abarca to allow further time for analysis by CSEA. It is to be acted upon at a special meeting that was set for Friday, June 8, 2007 at 8:30 a.m.

V. ***M/S/C Fletes/Jaime to approve Revised Faculty Replacement Policy:***

The Chief Instructional Officer or the Chief Student Services Officer will, after conferring with the Superintendent/President, work with the Academic Area Leader and an Academic Senator to jointly determine replacement positions for the current or following academic year depending on the time of vacancy. However, in periods of fiscal crises where a hiring freeze occurs, the process to determine validity of replacement shall continue annually until the position is either filled or relinquished. In addition, if a faculty member resigns during a hiring freeze, and the position cannot be replaced due to the freeze, the allocated funds for that position shall ~~remain in~~ **be returned** to the program budget ~~until such time as the position is filled or relinquished.~~ **when the hiring freeze is lifted.**

VI. ***M/S/C Zhao/Jaime to approve the Request to Hire of an additional Staff Secretary II, for the Science/Math/Engineering Division.***

Fiscal impact: \$44,795 -- \$48,278 (2007-08 salary and benefits)
Funding source: General Fund/Reserve

VII. ***M/S/C Zhao/Jaime to approve the Request to Hire of a Math Lab Assistant, 22 hours per week.***

Fiscal impact: \$23,564 -- \$25,262 (2007-08 salary and benefits)
Funding source: General Fund/Reserve

VIII. ***M/S/C Zhao/Jaime to recommend approval of funding in the amount of \$200,000 from one-time monies for replacement of computers.***

Based on the campus computer inventory survey conducted by council member Larry Valenzuela, there are 150 computers due for replacement in the 2007-08 fiscal year. Therefore, the Technology Council recommends putting \$200,000 in the budget for capital equipment replacement. Submitted by Technology Council co-chairs, Dr. Robin Ying and Dr. Jim Fisher.

IX. **Next Meetings:** A special meeting will be held on Friday, June 8, 2007: Agenda items: 2007-08 Tentative Budget, Replacement of micro-computer technician and Computer Loan Program for 2007-08.

June 14, 2007 -- presentations regarding proposals for GASB 45 services from CCLC (Community College League of California) and PARS (Public Agency Retirement Services).

Meeting adjourned at 3:40 p.m.



**Planning and Budget Committee
Unadopted Minutes
Wednesday, May 23, 2007**

Recorder: Mary Carter

√Present

_Richard Fragale, Chair,

Interim Vice President for Business Services

√Dr. Victor Jaime, Administrative Representative

√Dr. Dennis Carnes, Academic Senate President

√John Abarca, College Council Chair

√Eric Jacobson, Faculty Representative

√Dr. Lianna Zhao, Faculty Representative

√Carlos Fletes, Director of Fiscal Services

√Dawn Chun, CMCA Representative

_Betty Kakiuchi, CSEA Representative

_Gail Parish, CSEA Representative

√Frank Fernandez, ASG President

√Carol Cortes-Ramirez, Alternate CSEA Rep.

Visitors: Dr. Paul Pai, Kathy Berry, Gary Rodgers, Jan Magno and Efrain Silva

Call to Order: The meeting was called to order at 2:07 p.m. by Carlos Fletes, Director of Fiscal Services.

- I. Approval of Minutes: ***M/S/C Jaime/Chun (abstain: Carnes) to approve the minutes of the May 9, 2007 meeting as presented.***
- II. GASB 45 Presentations:
 - A. Futuris: Steve Gedestad and Giovanni Pacheco of Keenan and Associates made a presentation on Futuris, Keenan's plan for compliance with GASB 43 and 45. Futuris provides a "substantive plan" required by GASB 43 and assists the District with setting up its own retirement system, which allows for equity investment. Futuris provides an integrated turn-key GASB program, the retirement system is already developed, the plan structure is designed to mitigate fiduciary obligations and the District controls the plan locally. Community college districts that have created, or will create their own retirement systems using Futuris include San Bernardino, Citrus, Long Beach, Sierra and San Jacinto.
 - B. SISC GASB 45 Trust: Cindy Sproles, Chief Financial Office for SISC (Self-Insured Schools of California) made a presentation on the SISC GASB 45 Trust. The plan features an irrevocable trust, investment is pooled for investment purposes but each entity has its own account. SISC is a government entity administered by the Kern County Office of Education, and operates on a break-even rather than profit basis. Fees for a \$2 million annual deposit would be \$2,000. A minimum deposit of \$50,000 is required. Investment results over the past four years are 2003: 20.18%, 2004: 15.13%, 2005: 11.3% and 2006: 11.24%.
- III. Meeting Date for GASB 45 Presentations: A meeting date to hear presentations from PARS (Public Agency Retirement Services) and CCLC (Community College League of California) was set for June 14, 2007 at 2:00 p.m.
- IV. Fiscal Health Risk Analysis Worksheet. Carlos Fletes distributed a worksheet that was developed by the trustee for the Compton CCD, that helps assess a district's fiscal condition.

- V. 2007-08 Tentative Budget: Carlos Fletes distributed copies of the revised Tentative Budget. A meeting date of May 30, 2007 at 3:00 p.m. was set to make a recommendation on the budget.
- VI. Faculty Replacement Policy: Dr. Victor Jaime presented the following Faculty Replacement Policy, developed by C&I:

The Chief Instructional Officer or the Chief Student Services Officer will, after conferring with the Superintendent/President, work with the Academic Area Leader and an Academic Senator to jointly determine replacement positions for the current or following academic year depending on the time of vacancy. However, in periods of fiscal crises where a hiring freeze occurs, the process to determine validity of replacement shall continue annually until the position is either filled or relinquished. In addition, if a faculty member resigns during a hiring freeze, and the position cannot be replaced due to the freeze, the allocated funds for that position shall remain in the program budget until such time as the position is filled or relinquished.

The committee recommended that the following change be made: the allocated funds for that position shall ~~remain in~~ **be returned to the program budget** ~~until such time as the position is filled or relinquished.~~ **when the hiring freeze is lifted.** Dr. Jaime will take the recommendation back to the C&I sub-committee.

Meeting adjourned at 3:30 p.m.



Planning and Budget Committee
Unadopted Minutes
Wednesday, May 9, 2007

Recorder: Mary Carter

√Present

√ Richard Fragale, Chair,

Interim Vice President for Business Services

√Dr. Victor Jaime, Administrative Representative

—Dr. Dennis Carnes, Academic Senate President

—John Abarca, College Council Chair

√Eric Jacobson, Faculty Representative

—Dr. Lianna Zhao, Faculty Representative

√Carlos Fletes, Director of Fiscal Services

√Dawn Chun, CMCA Representative

√Betty Kakiuchi, CSEA Representative

√Gail Parish, CSEA Representative

√Frank Fernandez, ASG President

√Dave Drury, **Alternate** Faculty Representative

Visitors: Kathy Berry, Gary Rodgers, Dr. Robin Ying, Jan Magno, Ted Ceasar, Sergio Lopez, Val Rodgers

Call to Order: The regular monthly meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Wednesday, May 9, 2007, by Richard Fragale, Chair.

I. Action

A. ***M/S/C Jaime/Fletes to approve the minutes of the March 28, 2007 meeting, as presented.***

B. Next meeting date: no action required. The next meeting will be held on the regular meeting date, May 23, 2007.

II. Information/Discussion

A. **2007-08 Tentative Budget:** Copies of the first draft of the 2007-08 Tentative Budget, Unrestricted General Fund accounts only was distributed to committee members for their review and comments.

For 2007-08, the loan repayment to the State is shown as being taken from the apportionment; off-site leases will be increased by \$180,000 due to increasing rental fees and possible move of El Centro Extended campus to the old Sears building. Efrain Silva is projecting that the cost will be recouped in one to two years due to increased FTEs. Classified salaries include reclassifications and the two IT positions recently approved. Overtime is included in the budget. There is a request for a Dean of Evening College, but the four faculty positions requested by divisions have been taken out. Certificated salaries include all step increases but not column increases as the Business Office does not have information on column increases. Both bargaining units have been offered an additional 2% above the 5% previously included. Classified has tentatively approved the agreement and faculty is still negotiating.

Mr. Fragale reported that all of the \$1.6 million requested by Instructional divisions has been included in the budget. COLA has been increased to 4.53%, giving the District an additional \$130,000; however, there is still a shortfall of \$70,000 to \$75,000. It is anticipated that the District will achieve 6,601 FTE. Non-credit FTE is increasing, but it is funding at 60% to 65% of regular FTE.

Mr. Fragale gave a brief report of bond/modernization projects: light for the baseball, softball and track will be installed allowing the addition of three to four teaching stations at night, and an increase to FTE. The District is ready to go to bid on an all-weather track. Facility School Advisors is working on lobbying the State for forgiveness of the College's loan and modernization funding.

Carlos Fletes reported that he will be meeting with categorical program directors soon on categorical budgets.

B. **GASB 45/Possible Presentations:** Mr. Fragale asked if the committee was interested in hearing presentations from the JPA's that responded to the College's request for proposals. It was agreed that the committee would hear short presentations at its next meeting.

Meeting adjourned at 2:35 p.m.



**Planning and Budget Committee
Unadopted Minutes
Wednesday, March 28, 2007**

√Present

√ Richard Fragale, Chair,
Interim Vice President for Business Services
√ Dr. Victor Jaime, Administrative Representative
√ Dr. Dennis Carnes, Academic Senate President
√ John Abarca, College Council Chair
√ Eric Jacobson, Faculty Representative

√ Dr. Lianna Zhao, Faculty Representative
√ Carlos Fletes, Director of Fiscal Services
– ***Dawn Chun, CMCA Representative***
√ Betty Kakiuchi, CSEA Representative
– ***Gail Parish, CSEA Representative***
– ***Frank Fernandez, ASG President***

Visitors: Dr. Paul Pai, Gary Rodgers, Dr. Robin Ying, Travis Gregory, Jan Magno and Efrain Silva (2:30 p.m.)

Call to Order: The regular monthly meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Wednesday, March 28, 2007, by Richard Fragale, Chair.

Introduction of New Member: John Abarca, College Council Chair, was welcomed as a new member of the Planning and Budget Committee.

I. Action

- A. M/S/C Jaime/Kakiuchi to approve the minutes of the February 28, 2007 and March 7, 2007 meetings, as presented.**
- B. M/S/C Fletes/Kakiuchi (no: Jacobson) to recommend approval of a new position, Part-time Student Services Representative for Calexico Extended Campus, and approval to hire effective immediately.** Efrain Silva stated that the position requested is needed because of the increased number of classes being offered at Calexico High School; the person would work in the evening for two hours at the high school and then two hours at Extended Campus. Currently, there is only one staff member in the evening at Calexico Extended Campus.
- C. M/S/C Carnes/Fletes (no: Jacobson) to recommend approval to hire the Director of Technical Services effective immediately.** Dr. Robin Ying stated that the Director of Technical Services is an existing position, it was created in June 2002 when the position of Director of Information Systems was split into two positions, Director of Technical Services and Director of Application Services. The two positions have different responsibilities; the Director of Technical Services is responsible for the network and hardware and the Director of Application Services is responsible for software, such as Banner. The position of Director of Technical Services was briefly filled, but has been vacant for some time. The job description has been updated to be more precise, but the nature of the work is the same.

D. M/S/C Jaime/Carnes (no: Jacobson) to recommend approval of the new position of Webmaster and approval to hire effective immediately. Dr. Ying distributed salary comparison data from three other colleges on the position of webmaster. The average starting salary is \$65,176. The webmaster position is proposed as a Classified position, range 32. The position will be referred to the Reclassification Committee if approved.

II. Information

A. Budget Update: Mr. Fragale reported that the budget continues to look healthy, with a very positive reserve. He does not foresee any problems for this year.

Carlos Fletes and Richard Fragale presented a projection for 2007-08 and 2008-09 unrestricted general fund budget. The budget for 2007-08 includes four new faculty positions, an 8% increase in health and welfare costs, 5% salary increases and a \$500,000 payment to the State. COLA of 4% is being forecast for 2007-08, but no growth. Expenditures exceed revenue by \$2,090,015, which will reduce the reserve to \$3,904,206, which is a 10.82% reserve. Mr. Fragale stated that the College will be reviewing its options on GASB compliance, and he will put an item on GASB on the agenda for the next committee meeting.

B. First Principal Apportionment: Carlos Fletes reviewed the Revised First Principal Apportionment report, dated March 16, 2007 with the committee. He noted that the State took its payment on the loan from the apportionment under Other Revenue Adjustments. There is a slight decline in credit FTE, but an increase in non-credit for net growth of 13.4 FTEs. The total base revenue is \$31 million.

C. 2006-07 Unrestricted Budget, Distribution by Area: Gary Rodgers distributed pie charts showing the distribution of unrestricted funds, by area.

III. Discussion:

Budget Development is on track, the Business Office is currently awaiting the receipt of budget information from area vice presidents.



IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

Unadopted Minutes
March 7, 2007

Present: Gary Rodgers, Administrative Representative (alternate), acting chair
Dr. Victor Jaime, Administrative Representative
Dr. Dennis Carnes, Academic Senate President
Eric Jacobson, Faculty Representative
Dr. Lianna Zhao, Faculty Representative
Carlos Fletes, Director of Fiscal Services
Dawn Chun, CMCA Representative
Betty Kakiuchi, CSEA Representative
Gail Parish, CSEA Representative

Absent: Richard Fragale, Frank Fernandez, ASG President, College Council
Chair/Representative

Recorder: Mary Carter

Visitors: Travis Gregory, Suzanne Gretz, Jan Magno and Dr. Paul Pai

The special meeting of the Planning and Budget Committee was called to order at 1:00 p.m. on Wednesday, March 7, 2007 by Gary Rodgers, Interim Vice President for Academic Services.

Approval of Contract with School Facility Advisors for consulting services: *M/S/C Parish/Carnes (abstain: Parish) to recommend to the Superintendent/President that a contract be entered into with School Facilities Advisors, effective April 1, 2007.* Gary Rodgers reviewed the proposed contract with School Facility Advisors for consulting services; he stated that the firm would lobby on behalf of the College for State funding for a proposed Library addition and renovation of the 400 building. The fee is \$10,000 a month, plus expenses. Questions from the committee included: how many clients does the firm have, how will travel expenses be verified, did the College solicit the contract or did the vendor approach the college, why does the College need to have a lobbyist, will the \$10,000 a month fee come from Reserve, will the firm receive a commission on any funding obtained. Mr. Rodgers stated that the contract has been reviewed by legal counsel, that the monthly fee will come from Redevelopment monies not District general funds, and that the college will be diligent in reviewing expense requests. The College can terminate the contract upon 30 day notice. The firm will not receive a commission on funding obtained. Dr. Pai stated that the firm has several local K-12 district as clients, but no other community colleges. Both Assemblywoman Bonnie Garcia and State Senator Denise Moreno-Ducheny spoke well of the firm's reputation in Sacramento. The firm could assist the College in finding grants, alternate financing and help draft bills.

Meeting adjourned at 1:30 p.m.



IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

Unadopted Minutes
February 28, 2007

- Present: Richard Fragale, Interim Vice President for Business Services
Dr. Victor Jaime, Administrative Representative
Dr. Dennis Carnes, Academic Senate President
Eric Jacobson, Faculty Representative
Dr. Lianna Zhao, Faculty Representative
Carlos Fletes, Director of Fiscal Services
Dawn Chun, CMCA Representative
Betty Kakiuchi, CSEA Representative
Gail Parish, CSEA Representative
Frank Fernandez, ASG President
- Absent: College Council Chair/Representative
- Recorder: Mary Carter
- Visitors: Frances Beope, Kathy Berry, Krista Byrd, Ted Ceasar, Travis Gregory, Melani Guinn, Jan Magno, Dr. Paul Pai, Gary Rodgers, Efrain Silva, Dr. Robin Ying and David Zielinski

The regular meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Wednesday, February 28, 2007 by Richard Fragale, Committee Chair.

Action Items

- A. Approval of minutes: M/S/C Parish/Zhao to approve the minutes of the December 6, 2006 meeting as presented.
- B. Elimination of Hiring Freeze: M/S/C Zhao/Jaime to recommend that the hiring freeze be eliminated for all positions. Richard Fragale stated that Classified hiring has already been unfrozen, and that money is not taken out of the budget when positions become vacant. That did happen at one time during the budget crisis, but it is no longer occurring. Gary Rodgers recommended that the hiring freeze be eliminated so that the institution can move on. Victor Jaime stated that if the freeze is eliminated, the college would be back to normal procedures for replacement and new hires. Dawn Chun asked for clarification that voting for elimination of the hiring freeze would also approve the replacement hiring of 13 faculty positions in agenda item G, the committee confirmed that approving item B would also approve item G.
- C. Approval to hire Full-time Division Secretary (Humanities): Melani Guinn, Humanities Division Chair asked that a full time division secretary be approved for Humanities, the division currently shares a secretary with the Business Division. *M/S/C Parish/Zhao to approve the hiring of a Full time Humanities Division Secretary.*

- D.** Approval to hire Student Services Technician (Extended Campus): Efrain Silva, Dean of Extended Campus asked for approval to hire an additional Student Services Technician for the 2007-08 fiscal year to assist with the non-credit program. He stated that the non-credit program is growing, and that the position will be funded with the new money generated by the program. Gail Parish stated that all new Classified positions need to go to the Reclassification Committee. ***M/S/C Parish/Zhao to approve the hiring of a Student Services Technician for Extended Campus.***
- E.** Approval to hire Director of Technical Services: ***No action taken.*** The committee asked for salary information on this position, whether duties could be combined with the existing position of Director of Application Systems, and whether the request could be considered as part of the 2007-08 budget since the position would most likely not be filled until May at the earliest.
- F.** Approval of new position: Webmaster: ***No action taken.*** The committee asked for salary information and whether the position could be considered as part of the 2007-08 budget process. Gail Parish stated that if the position is Classified, it needs to go to the Reclassification Committee.
- G.** Approval to hire: faculty positions: ***Approved under Elimination of Hiring Freeze, Agenda Item B above.***
- 1) Biology Instructor (replacement for Erin Itza)
 - 2) Construction Technologies Instructor (replacement for Ken Eaves)
 - 3) English - Basic Comp Instructor (replacement for Daniel Trax)
 - 4) English – Basic Comp Instructor (replacement for Michelle Walters)
 - 5) English as a Second Language Instructor (replacement for Diane Woods-Rodea)
 - 6) English as a Second Language Instructor (replacement for Thomas Alibrandi)
 - 7) English as a Second Language Instructor (replacement for Cindi Peterson)
 - 8) Mathematics Instructor (replacement for Gregory Larson)
 - 9) Mathematics Instructor (replacement for Jaime Rivera)
 - 10) Nursing – Pediatrics Instructor (replacement for Jack Williams)
 - 11) Sociology Instructor (replacement for Christopher Roberts, History Instructor)
 - 12) Reading/Writing Lab Tutorial Specialist (replacement for Nina Blair)
 - 13) Child, Family & Consumer Science Instructor (replacement for Helen Unangst)

Budget Update

Mr. Fragale reported that the budget looks healthy for next year at this point; the reserve is projected at 6.9% including the \$1 million loan. The COLA is being projected at 4.04%, but may increase. The Chancellor's Office is currently revising the First Principal Apportionment, and updated information should be available in March. However, until the State Budget is adopted, all information is speculative. The College is showing no growth for next year. At this point enrollment is down 150 to 160 FTE.

Mr. Fragale reported briefly on SB 361; he explained that it simplifies the funding formula for community colleges and levels the playing field for all districts. There are now three funding criteria where there used to be seven.

Special Meeting

Mr. Fragale requested a special meeting to consider a contract with School Facility Advisors, a lobbyist group, which proposes to assist the College in accessing State funding. Meeting was set for Wednesday, March 7 at 1:00 p.m. The meeting will be chaired by Gary Rodgers.

Meeting adjourned at 3:00 p.m.



IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE
December 6, 2006

- Present: Richard Fragale, Interim Vice President for Business Services
Dr. Victor Jaime, Administrative Representative, Administrative Representative
Dr. Dennis Carnes, Academic Senate President
Cathy Zazueta, College Council Chair
Eric Jacobson, Faculty Representative
Dr. Lianna Zhao, Faculty Representative
Carlos Fletes, Director of Fiscal Services
Dawn Chun, CMCA Representative
Betty Kakiuchi, CSEA Representative
Gail Parish, CSEA Representative
Frank Fernandez, ASG President
- Absent: none
- Recorder: Mary Carter
- Visitors: Dr. Paul Pai, Gary Rodgers, Jan Magno, Frances Beope, Dr. Robin Ying, John Abarca, Dr. James Patterson and Sergio Lopez
-

The regular meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Wednesday, December 6, 2006 by Richard Fragale, Committee Chair.

1. Approval of Minutes: *M/S/C Zhao/Parish to approve the minutes of the October 25, 2006, meeting as presented.*
2. 2007-08 Revised Budget Calendar: *M/S/C Jaime/Zhao to approve the revised 2007-08 Budget Development Calendar with the change to November in Item #1 and #2.*
Discussion: Mr. Fragale stated that the revised budget calendar is more generic (does not list specific meeting dates) and can be used on an on-going basis. The committee agreed to the revised calendar but wanted items #1 and #2 to be changed back to November instead of January because faculty is not here in January. Mr. Fragale stated that the Governor's budget comes out in January, and the COLA proposed at that time is usually the bottom line figure for the actual COLA.
3. 2007-08 Budget Guidelines: *M/S/C Jaime/Kakiuchi (No: Jacobson) to approve the 2007-08 Budget Guidelines with the deletion of "C&I Committee" in 4000, 5000 and 6000 codes.* Discussion: Zero based budgeting will require training and lead time if the College wants to move in that direction in the future; the allocation of funds in the 4000, 5000 and 6000 accounts will be done by the division chairs/department heads in

consultation with their area vice presidents; divisions will make budget decisions collectively and set their own priorities; the total amount allocated to each area will be determined after fixed costs such as salary and benefits have been budgeted. Eric Jacobson expressed the need for more business controls, such as an internal audit, to ensure that funds are spent appropriately; Carlos Fletes suggested that all electronic approval for purchase orders be channeled through the Business Office for an additional level of oversight, but no action was taken. The College currently does not have an internal auditor.

4. Revision to AP 6220 Budget Development Calendar: **withdrawn**; no change required (see item Action #2)
5. Classified Overtime: *M/S/C Parish/Jacobson to reinstate paid Classified Overtime effective December 1, 2006.* Discussion: Amount allocated for overtime and extra help will be \$100,000 for December 2006 through June 2007; discussions will be held at the administrative level regarding the allocation of overtime to departments based on need. It was recommended that a separate object code be used for extra help in next year's budget. *M/S/C Parish/ Kakiuchi to establish separate accounts for Overtime and Extra Help, effective FY 2007-08.*
6. Replacement Hiring of Classified Positions: *M/S/C Fletes/Parish to recommend that replacement hiring of Classified positions already in the budget not be required to go through "Exception to Hiring Freeze" Procedure.* It was suggested that the committee recommend removal of the hiring freeze, for all funded positions in the budget, at its next meeting.
7. Approval of Replacement Hiring Batch #6 (Student Services Technician): no action taken, see Action item #6.
8. Approval of Replacement Hiring Batch #7 (Learning Services Technician): no action taken, see Action item #6.

Recruitment for Replacement Faculty Positions: Gary Rodgers presented information on the proposed replacement of eleven (11) full time temporary instructors with full time tenure track positions for 2007-08. It was agreed to place this item on the agenda for the next committee meeting.

Meeting adjourned at 3:30 p.m.



IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE

Unadopted Minutes

October 25, 2006

Present: Jan Magno, Administrative Representative (*Alternate*)
Dr. Dennis Carnes, Academic Senate President
Eric Jacobson, Faculty Representative
Dr. Lianna Zhao, Faculty Representative
Carlos Fletes, Director of Fiscal Services
Dawn Chun, CMCA Representative (*Alternate*)
Betty Kakiuchi, CSEA Representative
Gail Parish, CSEA Representative
Gabriela Marichi, ASG Representative

Absent: Richard Fragale, Interim Dean of Business Services
Dr. Victor Jaime, Administrative Representative
Cathy Zazueta, College Council Chair

Recorder: Mary Carter

Visitors: Dr. Paul Pai, Gary Rodgers, Frances Beope and Sergio Lopez

Carlos Fletes, Acting Chair, called the regular monthly meeting to order at 2:00 p.m. on Wednesday, October 25, 2006.

1. Approval of Minutes: *M/S/C Zhao/Parish to approve the minutes of the September 26, 2006 meeting as presented.*
2. 2007-08 Budget Calendar: *M/S/C Zhao/Parish to approve the 2007-08 Budget Development Calendar and revisions to Administrative Procedures 6220.*
3. Accreditation Standard III.D Financial Resources: *M/S/C Carnes/Parish to approve Accreditation Standard III.D with revisions, for submission to the Chair of the Accreditation Writing Team..*
4. Classified Overtime: The committee discussed restoring paid classified overtime, as requested by John Abarca, CSEA President. It was the consensus of the committee that classified overtime be restored as of January 1, 2007, and the item be placed on the November agenda as an action item. Estimated cost for half a year is \$94,000 (unrestricted funds only); monies to come from Board Reserve.

Meeting adjourned at 4:05 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

September 26, 2006

Committee Members Present:

Richard Fragale, Interim Dean of Business Services (Chair)
Dr. Victor Jaime, Administrative Representative
Dr. Dennis Carnes, Academic Senate President
Eric Jacobson, Faculty Representative
Dr. Lianna Zhao, Faculty Representative
Henry Zamarripa, ASG Representative
Carlos Fletes, Director of Fiscal Services
Dawn Chun, CMCA Representative (*Alternate*)
Betty Kakiuchi, Classified Representative
Gail Parish, Classified Representative

Absent: Cathy Zazueta, College Council Chair

Others Present: Dr. Paul Pai, Gary Rodgers Kathy Berry, Ted Ceasar, Efrain Silva, Sergio Lopez, David Zielinski, Val Rodgers, Jim Fisher, John Abarca, Manfred Knaack, Karen Collins, Chuck Bucher (Desert Museum Society) and students from Political Science 102 (Jacobson).

Recorder: Mary Carter

Richard Fragale, Committee Chair, called the regular meeting of the Planning and Budget Committee to order at 2:00 p.m. on Tuesday, September 26, 2006.

Approval of Minutes

M/S/C Parish/Fletes to approve the minutes of the August 23, and September 11, 2006 meetings as presented. Discussion: Eric Jacobson asked for a notice to be sent to all users regarding the policy for taking district property off campus (i.e. laptop computers).

December Meeting Date

M/S/C Jaime/Parish to hold the December Planning and Budget meeting on Wednesday, December 13, 2006.

Replacement Hiring

M/S/C Fletes/Jaime to approve the hiring of a Student Services Assistant - Micrographics (replacement). Discussion: Dr. Jaime was asked about newer technology for record storage; he stated that imaging software is being considered.

M/S/C Parish/Kakiuchi to approve the hiring of a Science Lab Technician (replacement).

Vice President for Business Services

M/S/C Jaime/Fletes to recommend that the position of Chief Business Officer be upgraded to Vice President for Business Services, and that the job description be reviewed and updated in accordance with the level of responsibility of the position.

Discussion: Efrain Silva, chair of the selection committee for the Dean of Business Services reported that the committee recommended to Dr. Pai that due to the critical nature of the position to the institution, that the position be upgraded to a Vice President and the job description be revised. Administration Council and College Council have also recommended that the position be restored to a vice presidential level.

Mr. Fragale stated that until recently, the position was a vice president at IVC and that the CBO position at most other California community colleges is a vice president. Having the position at a dean level makes it a lateral move rather than an upward move for other deans, limiting recruitment. Dr. Jaime noted that the position has added responsibilities due to the bond projects. Carlos Fletes noted that in the past at IVC, the Human Resources Department reported to the Vice President for Business Services, and that the Business Services area is one of the three legs that a community college stands on.

Contract for Acting Associate Dean of Human Resources

M/S/C Carnes/Zhao (abstain: Jacobson) to approve a \$2,000 per month contract for the Acting Associate Dean of Human Resources.

Discussion: Mr. Fragale stated that when he volunteered to be the acting Associate Dean of Human Resources he did not expect extra pay; however, it has been brought to the attention of administration that Dr. Boenheim was paid an additional \$2,000 per month when she was the HR director and the Interim Vice President for Academic Services.

The College interviewed an interim HR director, but her salary demands were \$11,000+ per month, and she was only going to be available for three months. Committee members asked about the anticipated hire date of the Associate Dean of Human Resources, and were informed that the closing date for applications is October 13. The new dean may be hired by February or March.

Funding for Extended Campus Relocation

M/S/C Fletes/Chun (abstain: Parish) to approve funding in the amount of \$50,000 for the relocation of Extended Campus.

Discussion: Efrain Silva stated that Extended Campus is proposing a move to a new facility at the Valley Plaza (old JCPenney building). The new facility will have the capacity to generate additional FTES and will have sufficient parking. The current facility only has 35 spaces, and serves 140 students per day. The current facility has three classrooms and one lab, and the new facility will have four classrooms and a larger computer lab. Extended Campus will continue to rent classroom from the high schools; it currently pays \$15 per day per room at CUHS. The College will not be responsible for all maintenance and upkeep, as in its current lease. Funding in the amount of \$50,000 is requested for relocation costs and additional rental cost. Gary Rodgers stated that there are one-time (non-instructional funds) available.

Division Secretaries – 12 month contract

M/S/C Fletes/Jaime to recommend that Division Secretaries be 12 month employees.

Gary Rodgers reported that Winter and Summer have increased IVC's offering considerably; IVC is becoming an increasingly year-round operation. Last summer there were 206 classes, with 1.5 division secretaries for instructional support. Staffing is needed on a year-round basis to accommodate development of the schedules and book orders, as well as instructional support. Division chairs and all but one of the division secretaries are in agreement that the contract for division secretaries be extended to 12-months. The change would apply to six Staff Secretary II positions and 3 ½ Staff Secretary I positions [POST (1/2 time), Preschool, Auto Tech and English].

Mr. Rodgers estimated that the increased cost is around \$51,000 for salary and benefits. Carlos Fletes stated that the actual cost will be less than that because some money has already been budgeted for summer staffing. The increase will go into the 2007-08 budget.

Accreditation Standard 3- Resources

This item was tabled until the October 25 meeting so that the Committee can review the edited version of Standard 3. Kathy Berry, co-chair for Standard 3, asked the committee to give her their feedback by Thursday, September 28 because she needs to give the draft to the editor by Friday. She stated that it is important to be able to report to the Accreditation team that the Planning and Budget Committee gave its input to the document.

Actuarial Study/Retiree Health Liability

Mr. Fragale reported that the College's unfunded liability for retiree health care benefits is over \$39 million--this is a real concern for the College. The liability will be \$1.07 million per year by the end of June 2007. GASB 45 requires that the College make a decision by next year regarding a plan to fund this liability. Mr. Fragale stated that he has a meeting scheduled to discuss another JPA (joint powers authority), and he will report back to the committee. Gail Parish suggested a joint meeting of the Insurance Committee and the Planning and Budget Committee on this issue. She also suggested that the census figures be checked and that the issue of categorical program paying their share of the liability be discussed with the categorical programs.

Desert Museum

Gary Rodgers, Interim Vice President for Academic Services, reported that the museum building at Ocotillo is expected to be complete by January. The College needs to consider what its financial liability will be. Estimates of the cost of annual operation vary from \$90,000 to \$500,000. Mr. Rodgers stated that a variety of suggestions have been received, but no decision has been made. The committee noted that the building cannot be used for instruction because it is not a DSA (Dept. of State Architect) approved building, and a committee member asked "what is the educational value of the Desert Museum to IVC students, since we cannot teach students at the Ocotillo site?"

Chuck Bucher of the Desert Museum Society stated that the Society has invested \$750,000 to date in the Museum. The Museum generates around \$34,000 per year in revenue from the State in its capacity as the Southeast Information Center. The Museum Society estimates they could get the Museum operational on a shoe string budget of around \$110,000 per year. Mr. Bucher was asked what the alternatives are if there is no IVC funding for the Museum. He responded that the Society is reluctant to leave the umbrella of IVC, but three options are:

1. For IVC to fund the Museum under the MOU
2. For the College and the Society to write an addendum to the MOU
3. For IVC to cut ties to the Museum and for the Society to operate the Museum; however, the Society wants to support a museum through its fundraising activities, not own a Museum.

Gary Rodgers stated that there are many unknowns in regard to the operation of the Museum, such as hours and days of operation, types of services provided, gift shop and other revenue generation, and curation of artifacts. Maintenance, power, and insurance will also be needed. A budget of \$100,000 would be a tough sell to faculty and staff, and it would take more than that for a fully functional museum. He asked the Society to look at alternatives and to develop a business plan and a realistic budget. Dennis Carnes asked about research potential and the possibility of partnering with other institutions such as a San Diego State or other university.

2007-08 Budget Development Calendar – to be discussed at the next meeting

Proposal for sole sourcing of office supplies – withdrawn by Carlos Fletes

Meeting adjourned at 3:50 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE
September 11, 2006

Committee Members Present:

Richard Fragale, Interim Dean of Business Services (Chair)
Dr. Victor Jaime, Administrative Representative
Dr. Dennis Carnes, Academic Senate President
Cathy Zazueta, College Council Chair
Eric Jacobson, Faculty Representative
Frank Fernandez, ASG President
Carlos Fletes, Director of Fiscal Services
Betty Kakiuchi, Classified Representative
Gail Parish, Classified Representative

Committee Members Absent:

Faculty Representative
CMCA Representative

Others Present: Dr. Paul Pai, Rick Webster, David Zielinski, Dr. Robin Ying, Jan Magno and Gary Rodgers,

Recorder: Mary Carter

Richard Fragale, Committee Chair, called the special meeting of the Planning and Budget Committee to order at 4:30 p.m. on Monday, September 11, 2006, following a PowerPoint presentation on the 2006-07 Final Budget made by Mr. Fragale and Carlos Fletes to members of both College Council and the Planning and Budget Committee.

2006-07 Final Budget

The Final Budget includes 5.92% COLA (\$1.75 million) and 2.39% growth (\$673.728). For the first time, Partnership for Excellence and Equalization funding are included in the base. The budget is balanced due to several factors, including negotiations with all groups, a loan from the state, growth and COLA monies, and funds from SB 361. The total unrestricted General Fund Budget is \$37.7 million. The Final Budget is the Tentative Budget, as adopted in June, plus new monies just approved in the State budget. Mr. Fragale stated that all of the one-time State funds that can be allocated to Instruction under the guidelines from the State, have been put under the control of the Vice President for Academic Services for distribution (approximately \$500,000). Mr. Fragale stated that the one-time State funds come with specific guidelines, and one-time monies should not be allocated to salaries because the funds are not on-going.

M/S/C Jaime/Parish (no: Jacobson, abstain: Zazueta) to take action on the 2006-07 Final Budget. Discussion: A question arose regarding the action required by the committee in regards to the budget. Item #14 on the Budget Calendar calls for “review of Final Budget by Planning and Budget Committee, Academic Senate and College Council”; however, the Committee agreed to make acceptance of the budget an action item.

M/S/C Parish/Kakiuchi (no: Jacobson, abstain: Zazueta) to accept the 2006-07 Final Budget.

Other

Cathy Zazueta stated the need in the Library for more electronic resources, additional databases, additional staffing and updating of the collections. Mr. Fragale stated that there are Instructional Equipment/Library materials monies and TTIP monies available for Library resources, and to work through her Dean and the Vice President for Academic Services.

Meeting adjourned at 5:50 p.m.

IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE
August 23, 2006

Committee Members Present:

Richard Fragale, Interim Dean of Business Services (Chair)
Dr. Victor Jaime, Administrative Representative
Dr. Lianna Zhao, Academic Senate Representative
Cathy Zazueta, College Council Chair
Eric Jacobson, Faculty Representative
Frank Fernandez, ASG President
Carlos Fletes, Director of Fiscal Services
John Abarca, Classified Representative (Alternate)

Committee Members Absent:

Craig Blek, Faculty Representative (resigned)
Saul Hom, CMCA Representative
Patty Robles, Classified Representative
Maria Trejo, Classified Representative

Others Present: Dr. Paul Pai, Kathy Berry, Rick Webster, David Zielinski, Suzanne Gretz, Dr. Robin Ying, Jan Magno, Efrain Silva, Dixie Krimm, Krista Byrd, Gary Rodgers, Ted Ceasar, Carol Lee, Sergio Lopez, and Zula Hartfield

Recorder: Mary Carter

Richard Fragale, Committee Chair, called the regular meeting of the Planning and Budget Committee to order at 2:00 p.m. on Wednesday, August 23, 2006.

Approval of Minutes: *M/S/C Jaime/Abarca to approve the minutes of July 27, 2006 as presented.*

Replacement Hiring

M/S/C Fletes/Jaime to recommend the hiring of an ESL Instructor, full-time temporary one-academic year (replacement).

M/S/C Jaime/Abarca to recommend the hiring of an Administrative Assistant, Human Resources, confidential position (replacement).

M/S/C Abarca/Jacobson to recommend the hiring of a Staff Secretary I, POST Program, half-time/10 month position (replacement).

M/S/C Jaime/Abarca to recommend the hiring of an Associate Dean of Human Resources, administrative position (replacement).

GASB 45 JPA

Suzanne Gretz, CTA President, asked the committee to take no action on this item pending the results of the actuarial study. She stated it would be premature to act until the District's financial liability is known. When the actuarial study is done, the College can better evaluate whether a JPA or self-management would be a better option. Mr. Fragale stated that the study should be ready by late August. ***M/S/C Jacobson/Jaime to table this item until the September committee meeting.***

Instructional Equipment/Library Materials Block Grant

Carlos Fletes reported that the College has been allocated over \$200,000 in IELM funding. There is a 3:1 match, and funds can carryover for three years. This year Scheduled Maintenance funds are not combined with the IELM Block Grant. Scheduled Maintenance funding is approximately \$200,000 and has a 1:1 match, which can come from the Bond Fund. Scheduled Maintenance funding is for maintenance of the physical plant (high cost items not included in the regular operating budget). Rick Webster stated that in the past Scheduled Maintenance funds have been used to upgrade the water plant, and replace high voltage transformers. The Business Office will give Gary Rodgers the amount allocated and the expenditure guidelines.

Over the past few years, IELM funds have been split 75% to Academic Services and 25% to Student Services. ***M/S/C Jaime/Jacobson to split IELM funding 75% to Academic Services and 25% to Student Services.***

Extended Campus Relocation

Efrain Silva made a presentation regarding the deficiencies of the current Extended Campus location on Imperial Avenue, which has been in operation for at least 26 years; very little renovation has occurred and the facility is cramped with very limited parking. A 7,000 square foot site at the Valley Plaza is proposed, with a 10 year lease of the old JC Penney building at \$1.32/square foot. This is down from \$1.62/square foot proposed one year ago. There would be 100 – 120 parking spaces committed to Extended Campus. Assuming a January 2007 move in date, \$29,000 in additional funding for lease payments and \$20,000 in one-time relocations cost would be needed. FTES from Extended Campus has been 562.24 in 2003-04, 718.22 in 2004-05 and 788.13 in 2005-06. The non-credit program is growing from zero in Spring 2005, to 11.38 in Fall 2005 and 21.14 in Spring 2006. Next semester, the ESL Program is expected to double. If the College is interested in 12,000 square feet, the developer would build to suit.

The committee recommended that Mr. Silva continue to negotiate with the Valley Plaza, and to bring this item back to the committee for action in September.

Accreditation Standard 3 - Resources

Kathy Berry, Co-Chair for Accreditation Standard 3, thanked the committee for its involvement. The committee was asked to look at the standard and e-mail revisions to Kathy Berry; final revisions need to be made by October 13.

Questions from Eric Jacobson Re: Administrative Procedures – Chapter 6

Questions #1, #2, #3: Budget information regarding consultants was distributed to the committee. The amount budgeted for “non-instructional consultants” account 1490 was \$104,777 (IVC employees, paid through payroll). The amount budgeted for “consulting services” account 5110 is \$1,206,512, of which \$895,427 is restricted funds, and \$311,084 is unrestricted. The restricted portion includes the Bond Fund, categorical programs and the contract with Pioneers Hospital for student health services. Mr. Fragale stated that the IRS has rules for determining who is an employee and who should be paid as an independent contractor. The threshold for requiring bids is currently \$60,500.

#4: The annual audit goes through a bid process, administered through the County Office of Education. Audit contracts are usually awarded for a three year period.

#5: Mr. Fragale stated that equipment taken off campus should be authorized, for the protection of the District as well as of the employee. Several laptop computers have recently been stolen. Information Systems has suggested getting tracking devices similar to LoJack. The committee discussed the need to return to an inventory system.

#6: The Five-Year Construction Plan was approved by the Board several months ago, and it contained a cost estimate for the buildings planned by the College.

Questions 7 through 14, relating to facility use, naming of buildings and bookstore/food service contract were referred to Sergio Lopez, and the Campus Operations Committee for review.

Energy Conservation

Rick Webster, Director of Maintenance reported that the College has been pro-actively addressing energy conservation: interior lights were retrofitted with more energy efficient bulbs and ballast, air conditioning units are replaced as funding allows with higher efficiency units, the roofing project added R38 insulation value, and drop ceiling will add even more R value. He is looking at more efficient outdoor lighting, but it also needs to be “orange glow” in order not to attract bugs. There is a computer system to control lights and air conditioning; however, only lights in classrooms have motion sensors. Maintenance is looking at other energy saving possibilities, although solar is not currently cost effective due to lack of incentives from the IID and cost of the material. Also, solar can’t run the big air conditioning units. The solar panels at the pool would have to be replaced, it is too costly to repair them at this point. The pool is currently heated by natural gas.

Banner Report

Dr. Robin Ying reported on the cost of the upgrade to Banner 7; he estimated a total cost of \$181,200 including desktop equipment (\$31,200), servers (\$30,000) and consulting (\$120,000).

Meeting adjourned at 4:05 p.m.

**IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE**

**UNADOPTED MINUTES
July 27, 2006**

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

Visitors: Frances Beope, Carol Hann, Richard Hann, Carol Lee, Sergio Lopez, Kevin Marty, Jim Mecate, Jim Pendley, Gary Rodgers

The meeting of the Planning and Budget Committee was called to order at 2:05 p.m. on Thursday, July 27, 2006 in the Board Room by Richard Fragale, Interim Dean of Business Services.

Approval of Minutes

M/S/C Jaime/Ceasar to approve the minutes of the June 28, 2006 meeting as presented

Requests to Hire

The committee considered the following requests to hire:

- Biology Instructor (replacement)
- Staff Secretary II (replacement)
- HVAC Technician (additional position)
- Athletic Counselor, part-time

It was suggested that a funding plan is needed for requests to hire. It was noted that while the committee had discussed the need for a funding plan for reclassification requests, no action had been taken. It was decided to place funding of both positions and reclassifications on the agenda for the next meeting.

Dr. Victor Jaime and Frances Beope spoke to the need for an Athletic Counselor. The position would be part time, for one year, with the person starting in August. It would be 44 weeks at 20 hours per week, with an estimated cost of \$43,500, including benefits (workers comp, social security, unemployment insurance, not health benefits). The committee acknowledged the need for the counselor, but questioned why the item had been placed on the agenda at the last minute, with no back-up. The committee referred to its bylaws regarding agenda items, and found that “meetings will be open and consistent with the Brown Act, and any other applicable regulations”.

M/S/C Parish/Fletes to recommend the hiring of the Biology Instructor, Staff Secretary II and additional HVAC Technician position.

M/S/Jacobson/Zhao DID NOT CARRY to deny the request to hire an Athletic Counselor, with the request that it be brought back to the committee with written justification.

M/S/C Parish/Fletes (no: Jacobson) to add the request to hire of the Athletic Counselor to the agenda as an emergency item.

M/S/C Parish/Fletes (no: Jacobson) to recommend the hiring of a part time Athletic Counselor.

GASB 45 (Liability for Retiree Benefits)/Retiree Health Benefits JPA

Richard Fragale presented information on GASB 45, which is the Governmental Accounting Standards Board requirement that makes full funding of retiree health benefit costs mandatory, or the district must show the cost as a liability on its books. It will take effect in 2008-09 for districts our size. The college is considering joining the Community College League ***GASB 45 Retiree Health Benefit Program JPA***. This JPA currently has 22 California community colleges as members, and recently three of the colleges paid \$16 million into the fund. Mr. Fragale gave the committee a “quick and dirty” estimate of the college’s liability at \$48 million; divided by 30 years the annual funding would be approximately \$1.6 million. The College is currently in the process having an actuarial study done to determine the total liability. Contributions to the JPA would be put into an irrevocable trust fund. The cost to join the CCLC JPA is \$5,500, with annual costs of \$3,000 plus .5% (1/2 a percent) per million dollars. The SISC JPA costs \$8,000 to join and 1% per million dollars. ***M/S/C Jacobson/Parish to table discussion on this item until the August committee meeting.***

Bond Projects

Construction Management RFPs: Mr. Fragale informed the committee that the college is requesting proposals for Construction Management services, with a closing date of August 4. The proposals will be reviewed on August 8 with the intention of selection three to take to Dr. Pai, with the possibility of having presentations and a recommendation being made to the Board of Trustees at the September board meeting.

Parking Lot Project: The project will go to bid on Monday, with a closing date the third week of August. Mr. Fragale reported that the parking lot project has been delayed because of the delay in getting the modular buildings moved. Jim Mecate and Sergio Lopez discussed the possible disruption to the PE and sports programs. Mr. Fragale reported that he has contacted CUHSD for use of softball fields, if necessary. Sergio Lopez stated that he understood that the soccer field would not be torn up until the new one is ready. Mr. Fragale reported that the College is looking at the possibility of lighting the athletic fields in order to get more instructional time and community use from the facilities.

400 Building Modernization: Mr. Fragale informed the committee that the Chancellor’s Office is looking very favorably at the College’s request for modernization funding. Gary Rodgers asked about the future use intended for the space; it was reported that no

final determination has been made on the 400 building, especially since funding for the project is at least two years away.

Accreditation/Financial Resources Standard

A draft of standard 3D, Financial Resources was distributed to the committee, with a request for review and input. Carlos Fletes stated that the Accreditation Committee wants to see involvement from the committee.

Instructional Equipment/Library Materials/Scheduled Maintenance Block Grant

It was decided to bring this item back at the next committee meeting to discuss an allocation formula.

Administrative Procedures

Eric Jacobson presented a list of questions related to the Administrative Procedures adopted by the committee in May.

1. When did Budget and Planning authorize lottery funds being used for the IVC Catalog and Schedule of classes? These appear to be regular and ongoing expenses that the district should cover.

Lottery funds are both restricted and unrestricted. The restricted portion is for instructional materials, the unrestricted portion can be spent at the discretion of the College. The committee recalled that Dr. Jeffcoat needed funds to be able to return to the practice of mailing schedules to every household. Carlos Fletes will report back on this item.

2. AP 6200 - is it possible to identify how each major budget line item supports the District's Educational Master Plan? There is a need to coordinate the budget and the master plan.

3. AP 6210 - Have we conducted an annual evaluation of the budget and planning process as stated in #4? Goal of the committee should be planning, not micromanaging the budget.

4. AP 6210, 4e - Have we met annually with the Board of Trustees and the president to establish planning and budget priorities through discussion of common goals and objectives? An annual retreat was suggested, with the budget process starting in January.

5. AP 6250, 3 - More explanation could be given for budget transfers between major expenditure classifications. The Board Agenda lists the transfers for Board approval but more details would be helpful. More detail is needed on "big" budget transfers. Mr. Jacobson suggested that transfers in excess of \$25,000 be accompanied by a justification for the Board agenda.

6. AP 6300,1e - Are we where we need to be in regard to an "adequate" MIS system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control? Dr. Robin Ying will be asked for a report on Banner.

Energy Conservation

The committee discussed energy conservation strategies. Rick Webster will be asked for a report and recommendations on ways the college can conserve energy.

Meeting adjourned at 3:55.