

IMPERIAL VALLEY COLLEGE
Budget and Fiscal Planning Committee
Wednesday, March 25, 2015, 2:00 p.m.

Accreditation Standard III: Financial Resources -- Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. Financial resources planning is integrated with institutional planning.

Mission: Coordinate and integrate college plans and establish budget priorities consistent with the college's vision and mission statements, with recommendations, expressed in dollars, made to the Superintendent/President. Review the Tentative and Adopted budgets for consistency with annual institutional goals and objectives, college plans, and the planning and budget philosophy.

Minutes

√ Members present:

Recorder: Mary Carter

– **John Lau, VP for Business Services, Co-Chair**

√ **Matthew Thale, Classified Representative (Co-chair)**

√ Dr. Nick Akinkuoye, Admin. Rep.

√ Melody Chronister, College Council Rep.

√ Dr. Martha Garcia, Faculty Rep.

√ Jeff Cantwell, Classified Manager/Confidential Rep.

√ Dr. Michael Heumann, Academic Senate Rep.

√ Mike Nicholas, Classified Representative

√ Dave Drury, Faculty Representative

√ Carlos Fletes, Director of Fiscal Services

√ Lidia Zambrano, ASG Representative

Visitors: Jeff Enz, Lorraine Mazeroll, and Kevin White

A. Call to Order: The regular meeting of the Budget and Fiscal Planning Committee was called to order by co-chair Matthew Thale at 2:06 p.m. on Wednesday, March 25, 2015. The meeting was held in the board room.

B. Review and Approval of Minutes:

a. *M/S/C Drury/Chronister (abstain: Nicholas) to approve the minutes of the February 25, 2015 meeting as presented.*

C. Reports:

a. Follow-up on FTES target (post census): Member Chronister reported on **Academic Services FTES Projections as of March 24, 2015** (report attached to these minutes). Fall 2014 was on target at 3052 (target is 3050), Winter 2015 was under (390.4 actual vs. target of 415), Spring 2015 is under (2866.56 vs. target of 2950) and Summer 2015 is projected at 496.54 with a target of 500. Dr. Nick stated that Instructional Council will be discussing possible classes to add for Summer. Member Chronister stated that dual enrollment classes at Southwest High School and on-line classes will most likely help with enrollment. However, 550 seems to be the saturation point for summer. Member Chronister stated that the college could try for 3200 FTES for Fall depending on faculty and available classroom space. Dr. Garcia stated that the State is projecting additional growth for next year, so the College should try to maximize its offering. The committee discussed the wait list, with Member Chronister stating that the wait list is

sometimes misleading because less than 50% on some wait listed students actually add the class. Co-Chair Thale stated it takes too long to go through the wait list (one month to fill one seat). Member Chronister suggested that students be automatically enrolled in their wait list classes as is done by other colleges; those who do not attend the first day would be dropped. The committee discussed the impact the economy has on enrollment growth. Dr. Nick stated that working students needed to be accommodated, and weekend classes need to be advertised. Co-Chair Thale stated that the unduplicated head count is static, making it harder to achieve growth.

D. Update on Previous Discussion Items:

- a. 2015-16 Budget: Director Fletes reported that the budget worksheet that is being handed out to the committee will be available on the committee's website. The worksheet is for General Fund unrestricted programs only. This is the first budget built from the class schedule, and it includes overload and adjunct for all semesters. Information for student employment, consultants, and professional experts is based on last year's data. The budget is built on the assumption that 100% funding will be received from the state, with no cash deferrals. While the economy is improving, the State continues to be cautious. Some relief is being provided by the State for increases to STRS and PERS. Director Fletes called the committee's attention to Org 801 with \$310,000 being budgeted towards the OPEB liability.

The budget needs a line-by-line review by all cost centers. The committee agreed to meet April 15, April 29, May 13 and May 27. A final recommendation on the budget will be needed at the May 27 meeting, in advance of the Tentative budget going to the board for approval at its June 17 meeting.

E. New Discussion:

- a. Flex Calendar: Co-Chair Thale presented information on the possibility of increasing FTES through use of a Flex Calendar without losing instruction time. Use of a Flex calendar would change the FTES calculation, which could result in a 2% increase. Co-Chair Thale acknowledged that it is a complicated process to implement a Flex calendar, but due to the possibility of increasing revenue it would be worthwhile to explore. The committee agreed that this would be an action item for the next meeting so the committee can make a recommendation.
- b. On-going District cost for categorically funded positions: The committee discussed how post-employment benefits for categorical positions are paid from the general fund. Dr. Garcia stated that categorical funding does not allow for money to be set aside for future costs. Overhead (indirect rate) is very limited (about 4%). Director Fletes will contact the County Office of Education to see if a rate can be charged for OPEB based on wages.

F. Action: none

G. Other:

H. Next Meeting: April 15, 2015, 3:00 p.m.

I. Adjournment: Meeting adjourned at 3:20 p.m.

Academic Services FTES Projections as of March 24, 2015

Fall 2014			
Division	FTES	Fill Rate:	95.00%
ALLS	972.22		
EWD	696.55		
H&S	1262.78		
SSVC	31.46		

96% ACTUAL AVG FILL

Total ~~2963.01~~ 3052 ACTUAL AS OF 12/3
TARGET: 3050

Winter 2015			
Division	FTES	Fill Rate:	90.00%
ALLS	111.70		
EWD	90.73		
H&S	217.10		

80% ACTUAL AVG FILL

Total ~~419.53~~ 390.4 ACTUAL AS OF 1/12
TARGET: 415

Spring 2015			
Division	FTES	Fill Rate:	93.00%
ALLS	916.49		
EWD	700.05		
H&S	1198.28		
SSVC	22.40		

92% ACTUAL AVG FILL

Total ~~2837.22~~ 2866.56 ACTUAL AS OF 3/24
TARGET: 2950

Summer 2015			
Division	FTES	Fill Rate:	95.00%
ALLS	149.70		
EWD	101.17		
H&S	245.67		

Total 496.54 **TARGET: 500**

Assumptions:
1. Average fill rate for summer projected to be 95%
2. Summer 2014 carryover is based on 5-year budget proj. 13-14 target of 6625 and actual FTES generated (416.12 - 322.71 used for 13-14 = 91.41)
3. All courses scheduled will be fully staffed.

Term	Total Projected FTES
Summer 14	91.41 *Carryover
Fall 14	3052.00
Winter 15	390.40
Spring 15	2866.56
Summer 15	496.54
Total:	6896.91

TARGET: 6815 + 100 Carryover to 15-16 = 6915

Targets according to 5-Year Budget Projection		
FY 13-14	6625	1%
FY 14-15***	6907	2.75%

***Based on 2.75% growth from FY 13-14 FTES of 6625 - This is the budgeted number of 6807 plus 100 carryover.
 Preferred target is 6873.43, which is 3.75 growth based on 11/12 workload restoration. **Still should also shoot for ~100 carryover for total target of 6973.43.**

} growth

Diff between budgeted target of 6807 and projected for 14-15:	89.91
Which is an additional growth of:	1.3%
Diff between budgeted target 6807 plus 100 carryover for a total of 6907:	-10.09
Which is an additional growth of:	-0.2%
Diff between preferred target of 6973.43 and projected for 14-15:	-76.52
Which is a difference of:	-1.1%

Completed by Chronister, M., Academic Systems Specialist