

**IMPERIAL VALLEY COLLEGE**  
**Budget and Fiscal Planning Committee**  
**Wednesday, May 27, 2015, 1:30 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:

✓ **John Lau, VP for Business Services, Co-Chair**  
✓ Dr. Nick Akinkuoye, Admin. Rep.  
✓ Dr. Martha Garcia, Faculty Rep.  
✓ Dr. Michael Heumann, Academic Senate Rep.  
✓ Dave Drury, Faculty Representative (1:45 p.m.)  
\_ ASG Representative

Recorder: Melody Chronister

✓ **Matthew Thale, Classified Representative (Co-chair)**  
✓ Melody Chronister, College Council Rep.  
✓ Jeff Cantwell, Classified Manager/Confidential Rep.  
\_ Mike Nicholas, Classified Representative  
✓ Carlos Fletes, Director of Fiscal Services

Visitors: Jeff Enz, Bill Gay, Laura Hartsock, and Mary Jo Wainwright

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- A. Call to Order: The regular meeting of the Budget and Fiscal Planning Committee was called to order by co-chair Matthew Thale at 1:35 p.m. on Wednesday, May 13, 2015. The meeting was held in the board room.
- B. Review and Approval of Minutes:
- a. *M/S/C Heumann/Lau to approve the minutes of the May 13, 2015 meeting as presented.*
- C. Reports: none
- D. Update on Previous Discussion Items:
- a. 2015-16 Budget:

Budget Deficit

Director Fletes presented information on proposed budget changes received to date. The deficit is now \$592,117. These adjustments include anything that was missed in the original budget draft. Latest adjustments include missing ENGL instructor and the retreat of the ALLS Dean back to the classroom.

Co-Chair Lau indicated that the majority of summer school falls into 2015-16 although the majority of the revenue is claimed this year. We typically have a carry over to help

cover these costs, but this year we are not projecting a carryover from 2014-15. This is due to the decision to go for full restoration this year versus being in a decline.

John Lau indicated that our deficit is actually closer to \$900,000 due to the additional requests submitted to BFP by the President Cabinet's final prioritization or the settlement with CSEA.

#### Grant Funding

Conversation ensued on the impact ATLAS has had on the 2015-16 deficit. This led to a conversation on the management/oversight of grant funds. Dr. Heumann said the ATLAS was designed to provide a cost savings to the District where possible. It was suggested to create a multi-year forecast for this type of funding. Dr. Garcia pointed out that most grants do not enforce institutionalization of the services being covered. Dr. Garcia would like to inform everyone we received a \$5.8 million Career Pathway grant. The District would get approximately \$3 million of these funds (sharing with another school district). John Lau indicated that the District will need to budget to charge this grant for indirect costs. Dr. Nick is now indicating that the AB86 language is still being modified which may impact the financial relationship in place with ICOE.

#### Reviewed President's Cabinet final prioritization requests

A question was asked what the role the BFP plays in these requests. Do we fund all of these requests and look for cuts elsewhere? Where can funding be found?

#### May Revise

Reviewed May revise highlights (BOG and LAO). We are not sure if we will be eligible for funding to hire full-time faculty as they are still working on the funding formula. Slight increase projected for general operating expenses, but they simultaneously decreased the COLA. We still do not know how much we will be getting of these funds (how they will be allocated or if they will be ongoing). We will not know until end of July or August at the budget workshop. Restoration funds also possibly being offered. Prior year mandates also mentioned, but Director Fletes is not sure what "mandates" are being referenced, so it may or may not impact us. The remaining items are categorical/restricted funding items. VP Lau indicated that we will not know too much more until August. K-12 is getting a lot more money than community colleges are. The College needs to be cognizant of over-projecting revenue targets. This started the discussion on making conservative projections, as recommended by ACCJC. We told the commission we would balance the budget, start funding OPEB, and increase reserves.

Director Fletes stated we also need to prepare for the sun-setting of proposition 30 the following year. We will lose approx. \$5.6 million if this proposition sunsets, but in deferrals only. Director Fletes reviewed apportionment reports for 2013-14 and 2014-15 to show the fluctuations that occur at the state level, and how it impacts our apportionment. Co-Chair Matthew asked if we could do a trend analysis to determine what our apportionment deficit may be. Other colleges plan on about 1% impact, budgeting to 99% of the total revenue. VP Lau indicated he is hopeful that this deficit will decrease when we hear more news from the state. We should focus on our non-staffing costs first, finding costs savings where possible.

E. New Discussion:

- a. Committee Self-Evaluation: The committee was asked to look at the draft evaluation form previously e-mailed to member and submit suggestions to Mary Carter and Co-Chair Thale. The committee will discuss the evaluation further at its next meeting.
- b. Accreditation Mid-Term Report: VP Lau stated he would like to use the same co-writers that assisted with the previous report. All the documents needed have been loaded into Glip.
  - i. Response to Recommendation 8
  - ii. Actionable Improvement Plans – Standard IIID Financial Resources
  - iii. Outline due June 1

F. Action:

- a. Recommendation to President's Cabinet: 2015-16 Tentative Budget

***M/S Cantwell/Akinkuoye to recommend the budget as it stands, including the President Cabinet's enhancement requests, go to the board with the understanding that we will work on the deficit over the summer as we receive additional information from the state.***

G. Other: None

H. Next Meeting: TBD once additional information has been received from the state.

I. Adjournment: Meeting adjourned at 2:57 p.m.