

IMPERIAL VALLEY COLLEGE
Budget and Fiscal Planning Committee
Wednesday, April 18, 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:

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

√ Dr. Martha Garcia, Admin. Rep.

_ Mary Lofgren, Academic Senate Rep

√ Michael Heumann, Faculty Rep

√ Zhong Hu, Faculty Representative

_ ASG Representatives

Recorder: Mary Carter

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

√ Melody Chronister, College Council Rep.

√ Jeff Cantwell, Classified Manager/Confidential Rep.

√ Mike Nicholas, Classified Representative

√ Cecilia Duron, Director of Fiscal Services

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- A. Call to Order: The special meeting of the BFPC was called to order at 2:05 p.m. by Matthew Thale, co-chair.
- B. Review and Approval of Minutes:
1. ***The minutes of the March 21, 2018 meeting were approved as presented.***
- C. Reports: none
- D. Update on Previous Discussion Items: none
- E. New Discussion: none
- F. Action items:
1. 2018-19 Program Review Enhanced Budget Request Prioritization: ***M/S/C to recommend that the attached Enhanced Budget Request Prioritization List be forwarded to the EMPC (Educational Master Planning Committee) and to President's Cabinet.***

Discussion:

- The interpretation of “legally mandated” varies; justification is needed with reference to Ed. code, contract, regulation, etc. There are approximately \$275,000 in “mandated costs” from the lists submitted.
- VP Lau stated he feels contractual obligations and regulatory requirements are the highest priority because the district has no choice but to pay.
- Another factor to consider is whether there is another funding source.
- The recommendation of the deans should be taken into account in prioritizing requests. Suggestion to add the deans’ ranking to the final report that is submitted to President’s Cabinet.
- Requesting departments need to be able to answer questions and provide further information.
- The process of requesting additional funding needs to be improved. Each resource committee works differently. Standardized rules are needed. VP Lau suggested a meeting of deans and resource committee chairs to improve the process.
- Obligations from grants need to be listed, so the college is aware when grant costs will be institutionalized. The outlook needs to be 3 to 5 years out.
- The timeline for approving requests and incorporating them into the budget remains a concern.
- SPOL does not provide a useable report of the enhanced requests. A lot of work has to be done in Excel to provide the needed reports.
- How much money is available to allocate to enhanced requests? Per VP Lau, revenue is in flux. Currently there is a \$200,000 deficit and \$275,000 in “mandated” requests.
- VP Lau questioned whether 7% growth is sustainable. The college has been very successful using enrollment management, and adding FTES through the prison program and dual enrollment but has that growth stabilized? How much of that growth can the college carry forward? More data is needed for decision making.
- In regard to the prison program, it was noted that the change in hours when classes can be taught (after 4:30 p.m.) may impact the program due to less teachers being available.

2. ***Revised 2018-19 Budget Development Calendar: M/S/C Lau/Heumann to approve the revised 2018-19 Budget Development Calendar.***

<i>Item #4: BFPC prioritization of enhanced budget requests and recommendation to cabinet</i>	<i>April 18 (was March 28)</i>
<i>Item #5: Cabinet determination on enhanced budget requests</i>	<i>April 18 – 25* (was April 9 - 13)</i>
<i>Item #6: BFPC review of Draft Tentative Budget (including enhanced budget request approved by Cabinet)</i>	<i>May 1* (was April 18 and April 25)</i>

*dates were further revised to reflect updated meeting dates.

G. Other: none

H. Next Meeting: May 1, 2018.

I. Adjournment: Meeting adjourned at 3:00 p.m.

2018-19 Program Review

Enhanced Request Prioritization

Budget & Fiscal Planning Committee

April 16, 2018

Identified by requestor as “legally mandated”

Operational Costs					
Request Type	Legal Mand.	Cost	BFP Rank	Final Rec. from Cabinet	
CAAHEP accreditation membership cost for the Medical Assistant Program	Yes	\$ 5,000.00	2		
Fire-fighting gear equipment as required by OSFM.	Yes	\$ 25,000.00	4		
ACEN and COADN accreditation membership costs for the RN & VN Program	Yes	\$ 6,500.00	4		
POST -Ongoing maintenance agreements for high tech simulators	Yes	\$ 50,000.00	4		
Fire burn trailer maintenance agreement	Yes	\$ 2,500.00	6		
Overtime budget to process special population groups in A&R	Yes	\$ 5,000.00	7		
Technology					
Request Type	Legal Mand.	Cost	BFP Rank	Resource Rank	Final Rec. from Cabinet
Increase budget for IT maintenance agreements.	Yes	\$ 24,000.00	1	1	
Upgrade to Board Docs Plus	Yes	\$ 5,000.00	2	1	
Professional Development					
Request Type	Legal Mand.	Cost	BFP Rank	Resource Rank	Final Rec. from Cabinet
Distance Education contractual obligation as a result of recent CTA negotiations.	Yes	\$ 10,400.00	1	1	
Title IX & 504 training / conference attendance	Yes	\$ 10,000.00	2	1	

Operational Costs				
Request Type	Legal Mand.	Cost	BFP Rank	Final Rec. from Cabinet
Increased membership and conference dues for CAADE (ADS)	No	\$ 120.00	1	
EMS simplified simulated ambulance to align with industry standard	No	\$ 5,000.00	3	
Annual CAADE Conference travel for ADS accreditation.	No	\$ 520.00	3	
Nursing - Ongoing maintenance agreements for high tech simulators.	No	\$ 10,000.00	3	
Extra duty agreements for CAAHEP accreditation.	No	\$ 2,000.00	3	
Embedded tutor in the CS 221 class	No	\$ 4,410.00	5	
Increase the number of tutors for Biology, Chemistry and Physics classes	No	\$ 12,000.00	5	
Two math lab tutors	No	\$ 21,000.00	7	
Fifty embedded tutors for 15 weeks	No	\$ 60,400.00	8	
Continuation of Adobe CC Suite License	No	\$ 7,500.00	9	
POST office supplies	No	\$ 500.00	10	
Tune pianos twice a year	No	\$ 2,000.00	11	
Student salaries to cover commencement ceremonies and pool related activities	No	\$ 12,000.00	11	
Athletic health supplies	No	\$ 2,000.00	12	
Increase community outreach efforts for Admissions & Records	No	\$ 6,000.00	12	
Physical science laboratory supplies	No	\$ 5,000.00	13	
Faculty cap and gowns needed for graduation	No	\$ 7,000.00	13	
General science instructional supplies	No	\$ 10,000.00	13	
A&R Evaluator overtime for transcript evaluation	No	\$ 8,000.00	14	
Student employment for the Office of Institutional Research	No	\$ 2,000.00	14	
Purchase instruments for non-credit strings classes	No	\$ 4,000.00	15	
POST golf cart maintenance	No	\$ 500.00	15	
POST instructional supplies	No	\$ 5,000.00	15	
EMS fully simulated ambulance to align with industry standard	No	\$ 50,000.00	16	
Student affairs/ASG planning retreat	No	\$ 9,000.00	17	
10 full desks/tables and related partitions and furnishings for CDEV Classroom	No	\$ 23,000.00	17	
Faculty stipends to provide alternative for students in gen science in addition to tutoring and office hours	No	\$ 16,000.00	18	
Model expenses for life drawing class	No	\$ 2,100.00	19	
Institutionalize the partnership with Hanover Research	No	\$ 18,000.00	20	

\$ 399,050.00

Staffing

Request Type	Legal Mand.	Cost	BFP Rank	Resource Rank	Final Rec. from Cabinet
Hire an Educational Technologist/ Instructional Designer	No	\$ 100,000.00	1	1	
Hire a Financial Aid Officer to administer loan program	No	\$ 85,000.00	2	3	
Institutionalize the Math Lab Tutorial Specialist wages into District budget	No	\$ 32,000.00	3	2	
Hire an additional full-time Clinical Mental Health Counselor	No	\$ 104,000.00	4	7	
Hire a FT Office Assistant to support the Articulation Office	No	\$ 55,000.00	5	5	
Hire new non-credit full-time faculty to staff new courses	No	\$ 104,000.00	5	4	
Hire a student success specialist for dual enrollment 50% District	No	\$ 35,000.00	6	13	
Increase Part-Time Veteran Counselor to Full-Time.	No	\$ 45,000.00	7	10	
Hire Chief Communications Officer.	No	\$ 86,760.00	8	18	
Student Tech Support	No	\$ 75,000.00	9	15	
Hire a full-time Sports Information Director/ STIPEND	No	\$ 10,000.00	10	9	
Hire a part-time Student Success Specialist position	No	\$ 35,000.00	10	11	
Hire a full-time Staff Support Technician for Business. Presently split.	No	\$ 60,000.00	10	17	
Rehire a full-time Athletic Counselor	No	\$ 104,000.00	11	12	
Hire a new laboratory technician.	No	\$ 50,000.00	11	16	
Hire a full-time Athletic Trainer/ Equipment Manager	No	\$ 60,000.00	12	8	
FT Instructional Specialist/counselor. DSPS Funds will cover 50%	No	\$ 53,000.00	12	19	
Hire a second full-time Receptionist in Counseling	No	\$ 38,500.00	12	25	
FT Office Assistant to assist the Admissions & Records Office	No	\$ 52,000.00	13	21	
Request for additional funds from district to DSPS to pay Coordinator Salary	No	\$ 50,000.00	14	14	
Hire a part time staff to keep gallery open more hours	No	\$ 2,730.00	14	24	
PT Student Success Specialist. DSPS will cover 50%	No	\$ 26,300.00	14	20	
Hire Public Relations Assistant.	No	\$ 41,235.00	14	22	
Increase Part-Time Child Dev Office Tech. to Full-Time.	No	\$ 34,500.00	15	23	
Increase Tool Room Technician FTE from 1.5 to 2.0	No	\$ 30,000.00	16	6	

\$ 1,369,025.00

Technology

Request Type	Legal Mand.	Cost	BFP Rank	Resource Rank	Final Rec. from Cabinet
Provide Active Directory auditing and user rights control	No	\$ 20,000.00	3	2	
Identify, acquire, and install EMS data base system	No	\$ 10,000.00	4	5	
Procure additional licensing for current monitoring systems functionality	No	\$ 20,000.00	5	7	
Board room technology update - complete refresh	No	\$ 80,000.00	6	6	
Evaluate Solutions that provide desktop mobility functionality	No	\$ 50,000.00	6	4	
Banner consultant to set-up and train on federal student loan forms.	No	\$ 20,000.00	6	10	
Virtualization environment and disaster recovery	No	\$ 40,000.00	7	8	
Microsoft Azure - spinning servers up in the cloud during a disaster.	No	\$ 15,000.00	7	9	
Faculty laptop for ADS	No	\$ 1,500.00	8	3	
Data protection backup solution	No	\$ 30,000.00	9	11	
Computers and software for CCO and PR Assistant positions being requested	No	\$ 2,000.00	10	12	

\$ 317,500.00

Facilities

Request Type	Legal Mand.	Cost	BFP Rank	Resource Rank	Final Rec. from Cabinet
Increase support to laboratory classes - maintenance agreements	No	\$ 5,000.00	1	7	
Replace the tennis courts	No	\$ 645,000.00	1	2	
Increase support to laboratory classes - lab equipment	No	\$ 40,500.00	2	6	
Resurface Women's Soccer Field	No	\$ 45,000.00	2	1	
Install lights on the 4 athletic fields	No	\$ 800,000.00	2	5	
Purchase overhangs for the soccer field	No	\$ 20,000.00	3	3	
Install outside restroom facilities	No	\$ 800,000.00	3	4	

\$ 2,355,500.00

Professional Development

Request Type	Legal Mand.	Cost	BFP Rank	Resource Rank	Final Rec. from Cabinet
Banner training for 320 report and backend for A&R	No	\$ 8,000.00	2	2	
Distance Ed Coordinator professional development and training	No	\$ 10,000.00	2	2	

\$ 38,400.00

IMPERIAL VALLEY COLLEGE
BUDGET DEVELOPMENT CALENDAR
2018-19
Revised 4-18-18

Tentative Budget		
1.	Baseline budget development and input into Banner by departments and divisions	February 12 – March 9, 2018
2.	Recommendations on Program Review enhanced budget requests are due from resource committees	March 14, 2018
3.	Initial review of the flat Draft Tentative Budget (including labor and benefit Inflaters) by the Budget and Fiscal Planning Committee (BFPC)	March 21, 2018
4.	BFPC prioritization of enhanced budget requests and recommendation to Cabinet	March 28, 2018 April 18, 2018
5.	Cabinet determination on enhanced budget requests	April 9 – 13, 2018 April 18 – 25, 2018
6.	BFPC review of Draft Tentative Budget (including enhanced budget requests approved by Cabinet)	April 18 and April 25, 2018 May 1, 2018
7.	BFPC recommendation to the Superintendent/President regarding adoption of the Draft Tentative Budget	May 9, 2018
8.	The Draft Tentative Budget (including approved enhanced budget requests) is presented to: <ul style="list-style-type: none"> • Academic Senate • College Council 	May 16, 2018 May 23, 2018
9.	Final adjustments to the Tentative Budget (as directed by the Superintendent/President)	June 7, 2018
10.	Adoption of the Tentative Budget by the Board of Trustees <i>(on or before July 1, Title 5, section 58305a)</i>	June 20, 2018
Final Budget		
1.	Adjustments to the Tentative Budget based on adoption of the State Budget; compilation of the Draft Final Budget	June – August 2018
2.	BFPC recommendation to the Superintendent/President regarding adoption of the Final Budget	August 22, 2018
3.	Adjustments to the Final budget, if needed and as directed by the Superintendent/President	August 31, 2018
4.	Adoption of the Final Budget by the Board of Trustees <i>(on or before September 15, Title 5, Section 58305c)</i>	September 12, 2018