

IMPERIAL VALLEY COLLEGE
Budget and Fiscal Planning Committee
Wednesday, September 26, 2018, 1:00 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:

- ✓ Deedee Garcia, VP for Administrative Services
- ✓ Jeff Enz, Admin. Rep.(alternate)
- _ Mary Lofgren, Academic Senate Rep
- ✓ Michael Heumann, Faculty Rep
- _ Zhong Hu, Faculty Representative
- ✓ Taylor Lyster, ASG Representatives

Recorder: Mary Carter

- ✓ **Matthew Thale, Classified Representative (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 regular meeting of the Budget and Fiscal Planning Committee was called to order at 1:03 p.m. by Matthew Thale, committee chair
 - B. Review and Approval of Minutes: ***The minutes of the August 22, 2018 and September 6, 2018 meetings were approved as presented.***
 - C. Reports/Information: none
 - D. Update on Previous Discussion Items: none
 - E. New Discussion:
 - 1. Review of IVC Institutional Self Evaluation Report (ISER), Standard III Financial Resources: VP Garcia asked the committee to read through the draft report, and to check it for accuracy. She noted the name of the audit firm would be corrected and the section on funding the college's OPEB liability would be updated with the current information on the PARS Trust that was recently approved by the Board. The committee will hold a special meeting in two weeks in order to finalize its review of the corrected report.

2. Possible discussion topics and committee goals for 2018-19:

- i. Bylaws: the bylaws were enacted in 1988 and it has been the goal of the committee for some time to bring them up to date. Melody Chronister and Matthew Thale volunteered as sub-committee members to draft updated bylaws.
- ii. Budget Calendar: there is a need to coordinate the budget calendar with other college calendars, particularly in regard to Program Review and budget enhancement requests. It was noted that the dates for adoption of the Tentative and Final budgets are fixed by Education Code. A start date for the budget process was suggested as the last week of February, with the flat baseline budget available by the third week of March. Then there will be four weeks for review of the budget by the deans. The need for coordination of calendar dates with Strategic Educational Master Plan Committee (SEMPC) was noted. ***M/S/C Chronister/Heumann to recommend to SEMPC to provide their planning calendar to BFPC by the end of October in order to provide time for review and feedback.***
- iii. Administrative Procedures: AP 6200 Budget Preparation, 6250 Budget Management 6300 Fiscal Management and 6305 Reserves were presented for review by the committee. It was proposed that the committee tackle one AP per meeting. The committee briefly reviewed AP 6200 and recommending taking out language relating the board reserve since reserve is addressed by AP 6305. It was also recommended to add "consultation with appropriate groups".
- iv. Budget Enhancement Process: Cecilia Duron, Director of Fiscal Services stated that after the baseline budget was developed, the amount available for enhanced requests would be determined and that amount would be put into the budget without the line item detail. There would be less of a rush for recommendations on the enhanced requests. Once enhancements were approved by President's Cabinet, the budget could be adjusted.

F. Action items: none

G. Other: Melody Chronister suggested having BFPC receive monthly updates on Bond funded projects.

H. Next Meeting: The next regular meeting will be October 24, 2018, at 1:00 p.m. A special meeting will be held in two weeks to approve the Financial Resources section of the Self Evaluation Report.

I. Adjournment: Meeting adjourned at 2:45 p.m.