ANTELOPE VALLEY COLLEGE

Budget Committee Agenda	Wednesday, July 25, 2018 SSV-151 2:30 p.m. - 3:30 p.m.

Type of Meeting: *Regular*
Please Review/Bring: *Agenda, Minutes and Supporting Documents*

Committee Members:

Diana Keelen, Co-Chair	Executive Director of Business Services (Co-Chair)	Standing
Ty Mettler, Co-Chair	Academic Senate President or Designee (Co-Chair)	Standing
Jill Zimmerman	Dean - Student Services	2017-2020
Riley Dwyer	Dean - Academic Affairs	2016-2019
Pamela Ford	Classified Union	2017-2020
Violet Christopher	Faculty Union	2015-2018
Karen Heinzman	Faculty Staff	2017-2020
Christopher Hamilton	Adjunct Faculty Staff	2017-2018
Maria West	Classified Staff	2017-2020
Nichelle Williams	CMS	2018-2021
Jared Simmons	Facilities	2016-2019
Maxine Griffin	Human Resources	2018-2021
Rick Shaw	Information Technology Committee	2016-2019
Richard Fleishman	Outcomes Committee	2017-2020
Carol Eastin	Program Review Committee	2015-2018
Vanessa Gibson	Student Success Committee	2016-2019
Vacant	Enrollment Management Committee	(3-year term)
Alexander Fudala	ASO Representative	2017-2018

Ex-Officios:

Mark Bryant	VP HR & Employee Relations, Ex-Officio	Standing
Erin Vines	VP Student Services, Ex-Officio	Standing
Vacant	VP Academic Affairs, Ex-Officio	Standing

	Items	Person	Action / Notes
I.	**Approval of Minutes:** May 30, 2018 Meeting	Mr. Mettler	
II.	**Discussion Items:** Budget Allocations	Ms. Keelen	*See notes below
III.	**Information Items:** Year –End Budget Committee Report to Academic Senate	Mr. Mettler	

NEXT MEETING DATE:
August 22nd, 2018

2018 MEETINGS:
9/26, (TBD-early October-Joint SP & BC), 10/24, 11/28

2019 MEETINGS:
1/23, 2/27, 3/27, 4/24 (Joint SP & BC), 5/22, 6/26

*Per Tentative Budget:

- $200K - Each Executive will be allocated $25K for requests under $7,500
  (VP, AA – VP, SS – VP, HR – Exec Dir, ITS – Exec Dir, Facilities – Exec Dir, Business – Exec Dir, Marketing, Dean, IERP)
- $250K Ongoing
- $250K One-time

Budget Committee Minutes	**Wednesday, May 30, 2018** **A-140** **2:30 p.m. – 3:30 p.m.**

Type of Meeting: *Regular*
Note Taker: *Rhonda Burgess*
Please Review/Bring: *Agenda, Minutes, Supporting Docs*

Committee Members:

Diana Keelen, Co-Chair	Executive Director of Business Services (Co-Chair)
Ty Mettler, Co-Chair	Academic Senate President or Designee (Co-Chair)
Jill Zimmerman	Dean - Student Services **- ABSENT**
Riley Dwyer	Dean - Academic Affairs
Pamela Ford	Classified Union
Violet Christopher	Faculty Union
Karen Heinzman	Faculty Staff
Christopher Hamilton	Adjunct Faculty Staff
Maria West	Classified Staff
Nichelle Williams	CMS Staff **- ABSENT**
Jared Simmons	Facilities
Maxine Griffin	Human Resources
Rick Shaw	Information Technology Committee **– Daniel Conner in as Proxy**
Richard Fleishman	Outcomes Committee
Carol Eastin	Program Review Committee **- ABSENT**
Vanessa Gibson	Student Success Committee **- ABSENT**
VACANT	Enrollment Management Committee

Ex Officios:

Mark Bryant	VP HR & Employee Relations, Ex-Officio
Erin Vines	VP Student Services, Ex-Officio **- ABSENT**
Bonnie Suderman	VP Academic Affairs, Ex-Officio

	Items	Person	Action
I.	**Approval of Minutes:** March 28, 2018 Meeting	Mr. Mettler	Minutes were approved as presented.
II.	**Discussion Items:** Presentation of 2018-2019 Tentative Budget	Ms. Keelen	Ms. Keelen gave a PowerPoint presentation highlighting the 2018-2019 tentative budget. (Attachment)
III.	Budget Request Process Improvement	Ms. Keelen	Process improvement ideas were discussed regarding the resource allocation process for the 2018-2019 cycle. Overall,

		committee members preferred the change from manual to electronic submissions and approvals and acknowledged the eco-friendliness of eliminating the binders filled with papers. There were several suggestions for improvements in the next cycle, primarily relating to linking to specifics for each request in the planning documents. It was agreed that the link for the budget request could be either linked to or moved from the Business Services page to the Budget Committee page and that examples could be provided for guidance.

NEXT MEETING DATE:
June 27th, 2018

2018-2019 Staffing Prioritization

Classified Positions Prioritization							
Position Title	Points	Rank	Range	Salary	Benefits	Total	Notes
Instructional Assistant for Auto Body (AA)*	315	1	16	46,740	26,391	73,131	
Payroll Specialist (HR)	305	2	20	53,980	28,310	82,290	
Clerical/Tech positions TBD (Palmdale)*	300	3	18	50,230	27,316	77,546	
Library Assistant (IERP/LS)	285	4	9	36,328	23,631	59,958	
Sound Engineer (BS)	281	5					Hired
Lab Tech Physical Sciences (AA)*	276	6	16	46,740	26,391	73,131	
Maintenance Assistant, 0.5 FTE (FS)	270	7	11	39,039	24,349	63,389	
Systems Administrator (ITS)	261	8	28	71,998	33,087	105,085	
Lab Tech Ceramics (AA)*	252	9	16	46,740	26,391	73,131	
Transportation Driver (FS)*	236	10	13	41,954	25,122	67,076	
Computer Services Tech (ITS)	227	11	19	52,071	27,804	79,875	
Custodian I (FS)	197	12					Hiring

17-18 Rates

CMS Positions Prioritization							
Position Title	Points	Rank	Range	Salary	Benefits	Total	Notes
Budget Analyst (BS)*	295	1	23	60,137	29,942	90,079	
Director and Designer PAT (AA)*	290	2	29	74,638	33,787	108,424	
Stage Manager (BS)*	256	3	23	60,137	29,942	90,079	
Seasonal House Manager, 0.75 FTE (BS)*	246	4	23	60,137	29,942	90,079	

*For estimating purposes only. Will have to be worked through HR/Collective Bargaining Process

2018-2019 On-Going
Resource Allocation Prioritization

Dept/Division	Priority	Description	Amount	Funded	Source	Score
Facilities Services	1	PALMDALE LOCATIONS BUDGET AUGMENTATION	25,000			1070
IERP / Library Services	3	Annual Maintenance for Tableau	4,000			1044
Arts & Humanities	1	Ongoing Increase to Annual budget for Equipment Repair & Maintenance	2,551			1007
Facilities Services	4	PARKING LOT REPAIRS	120,000			978
Facilities Services	5	FACILITIES ALTERATIONS & IMPROVEMENTS	30,000			966
Risk Management	1	Non-Capitalized Equipment-Ergonomic & Reasonable Accommodation Equipment	3,000			965
IERP / Library Services	1	SirsiDynix Horizon-Funding for: Software Licenses	40,000			941
IERP / Library Services	4	Community College Survey of Student Engagement(CCSSE) & SENSE or similar instr. for spring/fall 2019	20,000			938
IERP / Library Services	2	SirsiDynix Horizon-Funding for: Annual Subscriptions	9,000			935
Student Life & Services	5	Increase funding to ensure a safe and enjoyable commencement ceremony.	30,000			901
Mathematics, Science, & Engineering	1	Increase current allocation for the renewal of instructional software.	2,000			871
IERP / Library Services	5	Collection development of books and other reference printed materials for Lancaster and Palmdale	200,000			863
Bachelor's Degree Program	1	To establish a yearly supply budget for the BS Degree program	15,000			855
Career Technical Education	1	Agumentation of Supply Budget	60,000			851

Dept/Division	Priority	Description	Amount	Funded	Source	Score
Mathematics, Science, & Engineering	2	Renewal of ArcView software for GIS.	4,200			838
Information Technology Services / IMC	1	Self-Service Captioning Tool for Faculty	25,000			828
Student Life & Services	1	First Year Experience (FYE) Programming & suuport services due to the ending of the grant.	270,000			827
Social & Behavioral Sciences	1	Increase budget for professional development	3,000			803
Information Technology Services / IMC	2	Augmentation to software budet for enhanced antivirus/malware suite	45,000			787
Student Life & Services	6	Growth for the Study Abroad program	2,000			787
Student Life & Services	4	Recreate the student worker pool for various events to efficiently use employees, students, & resour	15,000			779
Student Life & Services	2	Provide services to and grow the International Student Program.	5,000			773
Information Technology Services / IMC	3	Increase of Student Support Funding for Open Labs	18,000			745
Arts & Humanities	3	Ongoing Budget for Equipment Repair and Maint.	5,000			744
Student Life & Services	3	Support growth in Outreach	8,000			726
Arts & Humanities	2	Ongoing Annual budget for Instructional Materials & Supplies (Books &Videos)	2,000			699
Information Technology Services / IMC	4	Additional Student Funding to Establish Walk-in Help Desk	18,000			695

Dept/Division	Priority	Description	Amount	Funded	Source	Score
Information Technology Services / IMC	5	Replacement of Help Desk / Self Service Systems	20,000			682
Student Life & Services	7	Successful completion of 3 WorkKeys assessments that documents essential work skills.	10,000			652

2018-2019 One-Time
Resource Allocation Prioritization

Dept/Division	Priority	Description	Amount	Funded	Source	Score
Facilities Services	3	10 PASSENGER VANS	100,000			1016
Facilities Services	2	25 PASSENGER BUS REPLACEMENT	100,000			955
Business	3	Replenishment of $ 17,000.00 expended for an emergency facility repair.	17,000			911
Information Technology Services / IMC	1	Self-Service Captioning Tool for Faculty	25,000			828
IERP / Library Services	6	Redesign and improvement of second floor spaces for students	100,000			764
Business	1	Digital Signature Capability	25,000			626
Business	2	Asset Management and Tracking System	30,000			562
Business	4	Electric Reach Truck	37,500			496

Budget Committee	**Chairs/Co-Chairs: Diana Keelen, Ty Mettler**

Year-End Committee Report
Academic Year: ___2017-2018_____

Mission: *Enter the committee's mission statement*

The Budget Committee is responsible for analyzing and determining the financial impact and necessary resources to implement the Educational Master, Facilities, Human Resources, Technology, Enrollment Management, Program Review Plans and other institutional plans.

The Budget Committee is responsible for evaluating and prioritizing the annual budget requests to most efficiently and effectively utilize institutional resources and present those recommendations to the Executive Council. The Budget Committee meets with the Strategic Planning Committee to review the prioritized resource requests to ensure the district's strategic goals and Institutional Learning Outcomes are aligned. The Superintendent/President submits budget recommendations to the Board of Trustees for approval.

List Committee Goals for the Academic Year (as reported on the Annul Committee Goal sheet)	
I.	Automate the budget request process to allow for online submission and scoring of requests.
II.	Establish budget threshold for budget committee scoring of requests versus small threshold evaluated by executives.
III.	Establish a threshold for feedback loop to budget committee for large funded requests.
IV.	Expand training for budget committee members and department chairs for budget request process.

What accomplishments did the committee make toward each goal? Was the goal reached?	
I.	Completed. The budget request process was put online Fall 2017. New system was used for budget request submission and scoring.
II.	Completed. $7,500 or more one-time and any on-going requests go to budget committee (One-time of less than $7,500 not submitted through resource allocation process.
III.	Completed. Any budget request item over $100,000 requires the completion of an assessment form submitted to Budget committee to close feedback loop.
IV.	Completed. Committee held two open labs for budget committee members (1/31/2018 & 2/7/2018) and two trainings for Admin. Council, Department Chairs and Admin. Assistants (11/14 & 11/16/2017)

What obstacles (if any) did the committee encounter in trying to accomplish each goal?	
I.	
II.	
III.	

IV.	

General Observations or Comments

The new online budget request and scoring process worked very well. The Budget Committee will be meeting in June to do a lessons learned debrief on the new system. This will allow for continuous process improvement.

Recommendations for change in membership or function

Budget Committee Meeting Schedule

2018-2019

7/25/2018

8/22/2018

9/26/2018

TBD - Joint SP & BC meeting during SP meeting (1st or 3rd Wed. in October)

10/24/2018

11/28/2018

1/23/2019

2/27/2019

3/27/2019

4/24/2019 Joint SP & BC meeting during BC meeting

5/22/2019

6/26/2019