STRATEGIC PLANNING and BUDGET COMMITTEE JOINT MEETING AGENDA	WEDNESDAY, October 30, 2019 SSV 151 @ 2:30PM – 4:00PM

TYPE OF MEETING: *SPC & BC Joint Meeting*
NOTE TAKERS: *Jerene Kelly / Rhonda Burgess*
PLEASE REVIEW/BRING: *Agenda, Minutes and Supporting Documents*

Strategic Planning Committee Members (18):	Budget Committee Members:
Meeta Goel, Co-Chair (Dean, IERP/Library Studies)	Diana Keelen, Co-Chair (Exec. Dir., Business Services)
Van Rider, Co-Chair (AS: President)	Van Rider (AS: President)
Rashitta Brown–Elize (Director, EOPS)	Kevin North (Adjunct Faculty Staff)
Nikkie Anne DeJesus (ASO)	Violet Christopher (Faculty Union)
Svetlana Deplazes (Director, IR)	Riley Dwyer (Dean, Academic Affairs)
Nate Dillon (Faculty Union)	Karen Heinzman (Outcomes Committee)
Wendy Dumas (CMS)	Richard Fleishman (Program Review Committee)
Laureano Flores (Dean, Academic Affairs)	Pamela Ford (Classified Union)
Doug Jensen (Exec. Dir., FAC)	Vanessa Gibson (Student Success Committee)
Jim Landreth (Classified Union: CTE)	Harmony Miller (Human Resources)
Dean LoNigro (ITS)	Cameron Zappetta (ASO: Student Rep)
James Nasipak (Director, Business Services)	Rick Shaw (ITS)
Suzanne Olson (Classified: Acad. Affairs)	Jared Simmons (Facilities)
Jenell Paul (Classified: Student Services)	Wade Saari (Classified Staff)
Rodney Schilling (AS: Transfer Faculty)	Nichelle Williams (CMS Staff)
Veronica Sirotzki (Classified Union-ITS)	Jill Zimmerman (Dean, Student Services)
LaDonna Trimble (Dean, Student Services)	
	Vacant
Vacant	Enrollment Management Committee
Academic Senate (4 positions)	Faculty Staff

Ex-Officios
John Hutak (Interim VP, Human Resources)
Betsy Sanchez (Executive Director, Marketing)
Edward Knudson (Superintendent/President)
Erin Vines (VP, Student Services)

ITEMS	PERSON(S) RESPONSIBLE	ACTION
STANDING ITEMS:		
I. Approval of Minutes: April 24, 2019 Meeting	Co-Chair	
INFORMATION/DISCUSSION ITEMS:		
II. Opening Comments from Co-Chairs	M. Goel D. Keelen V. Rider	**Issues Discussed:** **Action Taken:** **Follow Up Items:**
III. All College Planning Retreat (2019): Next Steps	M. Goel	**Issues Discussed:** **Action Taken:** **Follow Up Items:**

IV.	SPC 2019-20 Goals	M. Goel	**Issues Discussed:** **Action Taken:** **Follow Up Items:**
V.	Mission Review	M. Goel V. Rider	**Issues Discussed:** **Action Taken:** **Follow Up Items:**
V.	ILO Revision	M. Goel V. Rider	**Issues Discussed:** **Action Taken:** **Follow Up Items:**
VI.	2020-21 Budget Call	D. Keelen	**Issues Discussed:** **Action Taken:** **Follow Up Items:**
NEXT SPC & BC JOINT MEETING DATE: April 22, 2020			

STRATEGIC PLANNING and BUDGET COMMITTEE JOINT MEETING MINUTES	WEDNESDAY, April 24, 2019 SSV 151 @ 2:30PM – 4:00PM

TYPE OF MEETING: *SPC & BC Joint Meeting*
NOTE TAKERS: *Jerene Kelly / Rhonda Burgess*
PLEASE REVIEW/BRING: *Agenda, Minutes and Supporting Documents*

Strategic Planning Committee Members:
Meeta Goel, Co-Chair (Dean, IERP/Library)
Van Rider, Co-Chair (AS: President)
Joe Baumann (Director of IR)
Rashitta Brown–Elize (Director, EOPS)
Nate Dillon (Faculty Union) Absent
Wendy Dumas (CMS)
Laureano Flores (Dean, Academic Affairs) Absent
Rosa Fuller (AS: Student Services Faculty) Absent
Doug Jensen (Exec. Dir., FAC)
Angela Koritsoglou (Enrollment Mgmt) Absent
Jim Landreth (Classified Union: CTE)
Desiree Lee (Classified Union)
Dean LoNigro (ITS)
James Nasipak (Director, Business Services)
Suzanne Olson (Classified: Acad. Affairs)
Jenell Paul (Classified: Student Services)
Rodney Schilling (AS: Transfer Faculty)
LaDonna Trimble (Dean, Student Services)

Vacant
Student – ASO

Budget Committee Members:
Diana Keelen, Co-Chair (Exec. Dir., Business Services)
Ty Mettler (AS: President Rep.) - Proxy Van Rider
Berta Bilbao (Adjunct Faculty Staff) Absent
Violet Christopher (Faculty Union)
Riley Dwyer (Dean, Academic Affairs)
Richard Fleishman (Outcomes Committee) Absent
Pamela Ford (Classified Union)
Vanessa Gibson (Student Success Committee) Absent
Sergio Gomez (Human Resources)
Karen Heinzman (Faculty Staff)
Taleen Rose (ASO: Student Rep.) Absent
Rick Shaw (ITS)
Jared Simmons (Facilities) Absent
Maria West (Classified Staff)
Nichelle Williams (CMS Staff)
Jill Zimmerman (Dean, Student Services)

Vacant
Enrollment Management Committee
Program Review Committee

Ex-Officios
Mark Bryant (VP, Human Resources) Absent
Elizabeth Diachun (Executive Director, Marketing) Absent
Edward Knudson (Superintendent/President)
Erin Vines (VP, Student Services)
Vacant
(VP, Academic Affairs)

ITEMS	PERSON(S) RESPONSIBLE	ACTION
STANDING ITEMS:		
I. Approval of Minutes: November 7, 2018 Meeting	M. Goel	Minutes were approved as presented. Meeta brought to the group's attention, Item III and noted that as suggested at the last meeting, President Knudson is here to discuss the role of Program Review.
INFORMATION/DISCUSSION ITEMS:		

II. Planning @ AVC	President Knudson	**Issues Discussed:** Ed discussed the planning process at AVC. He stated that SPC is one of the more critical groups on campus. He stated that planning drives the budget, not the other way around, and that's why we try to plan on a three-year horizon, so we are out in front of what happens in Sacramento. Sacramento isn't driving what we do, but rather we respond to what Sacramento does and we adjust our plan accordingly, but we stick to our plan. Ed explained that Program Review is how we review ourselves and set unit plans that tie to the priorities of the college. What those separate units do relates to what the college and the Board initiatives are and where the college has chosen to go with the Educational Master Plan and the Strategic Plan, and that is verified every year at the All- College Planning Retreat at the end of September. Ed also stated that Program Review should be an essential part of SPC. He further discussed the planning cycle, planning process, purpose of planning, program review, AB705, various trends and encouraged participation.
III. Presentation of Prioritization Lists: • Classified Staff • CMS Staff • Faculty • One-time Budget Requests • Ongoing Budget Requests	D. Keelen	**Issues Discussed:** Diana reviewed the prioritization lists. No funding has been allocated as there is uncertainty as to what the funding will look like at this time. Prioritize first, then slice and dice once we see what funding is available.
IV. Budget Committee 2018-2019 Goals	D. Keelen	**Issues Discussed:** Diana reviewed Budget Committee goals for 2018-2019: • Budget request alignment with Strategic Planning Committee • End of cycle process improvement and streamlining budget request process • In-depth review of the funding formula and what it means to the District.
V. Initiatives Integration	D. Keelen M. Goel	**Issues Discussed:** A handout was distributed illustrating the integration of initiatives. Meeta and Diana worked together on this. Starting with vision for success from the Chancellor's office, there are 7 core commitments feeding a lot of the visions, including the student equity component. Strategic enrollment management is crucial piece of Strategic planning and is the majority of our funding base. We need to find out needs and feed into strategic planning resulting in resource requests. Program Reviews should also be utilizing Vision for Success as their guiding light. The items in yellow in the middle should be feeding into SPC but is currently hit or miss. We need to make a stronger requirement for the meetings. This group needs data and information. What do we need to do to prepare the college for the initiatives that are coming through? They should be discussed and talked about at SPC to address the initiatives coming through. Is it in your Program Review and do you have an outcome?

VI. SPC 2018-2019 Goals - Align AVC Strategic Plan EMP Goals by Mapping AVC's Goals to the Chancellor's Vision for Success Goals	M. Goel	**Issues Discussed:** Listed below are the SPC 2018-2019 Goals that Meeta shared with the committee: - Align AVC Strategic Plan/EMP goals to the CCCO Vision for Success Goals. - During 2019-20, monitor the college's progress on Vision for Success, Student Equity & Achievement (SEA, and Institutional Set Standards (ISS), metrics. - Continued improvement of integrated planning and budgeting processes during 2019-20, in collaboration with Budget Committee at joint meetings, as well as with the Program Review committee. - Ensuring greater college-wide involvement in planning during 2019-20. The Institutional Effectiveness, Research & Planning: Document Links are located: https://www.avc.edu/administration/research/plans Meeta further discussed the planning documents in more detail.
VII. Vision for Success, Student Equity & Achievement, Institutional Set Standards, Metrics and Scorecard	M. Goel	**Issues Discussed:** Meeta gave a presentation on "Some Trends for Planning At Antelope Valley College" and discussed Vision for Success, Student Equity & Achievement (SEA), Institutional Set Standards (ISS), & Scorecard Metrics. She showed the alignment of AVC Strategic/Educational Master Plan Goals with the Chancellors's Office Vision for Success Goals.
VIII. Statewide and AVC Advanced to P1 Comparison	D. Keelen	**Issues Discussed:** Diana discussed the new SCFF. There are three pieces to the formula: 1. Base allocation is FTES driven 2. Supplemental allocation driven by Pell, AB540, and Promise 3. Student Success allocation The formula had no ceilings, resulting in a shortfall. The rates were set in law and cannot be changed. Different years of data were used at Advanced and at P1 creating a lot of differences. The Chancellor's office changed what we were planning from. Some schools used strategies to get their funding up. For example, certificate rates went up 20% statewide. Some schools shifted courses to special admit courses that have a higher rate. The bottom line is a statewide deficit factor of 5% amounting to $3.8M deficit to AVC. The state over counted our property tax so there was a higher apportionment than what we actually received. There is an Advisory committee at the chancellor's office in addition to other groups continuing to look at the formula. At AVC, we need active dialogue regarding the SCFF, how it is changing, how we are

		now held accountable for performance measures and what do we want to do with that.
IX. Preview of Environmental Scan 2018-2019	M. Goel	**Issues Discussed:** Meeta distributed a handout on resources regarding updated information on environmental scans.

NEXT SPC & BC JOINT MEETING DATE: TBD

2020-2021 Budget Call Memorandum

To: All Vice Presidents, Deans, Directors and Program Coordinators

From: Diana Keelen, Executive Director of Business Services, Budget Committee Co-Chair

Date: November 12, 2019

Re: Budget Development Process Fiscal Year 2020–2021

We are heading into our third year of the electronic process for submitting, reviewing, approving and scoring budget requests.

Also, as part of the Budget Committee's annual process improvement, we are streamlining the request process by asking that you only provide budget requests ABOVE YOUR EXISTING BASELINE for ongoing requests. Please also submit for ONE-TIME REQUESTS that are greater than $7,500 ONLY. Vice Presidents and Executive Directors will be given funds, _when available in the budget_, to address requests that are $7,500 or less. There is a lot of time and effort put into the request process and the Budget Committee has determined that it would be a better use of time evaluating those requests of a higher dollar threshold. Requests $100K or more will require a resource utilization report as part of the feedback loop to Budget Committee.

The Budget Committee has reviewed the budget development process. Even though the District is in stability, accreditation requires that schools plan and review programs and operations to support student learning and success. We develop our planning and prioritization and then apply the available funding when it is available. Enclosed you will find copies of the following to assist in the budget planning process:

- o (1) Budget Instructions
- o (2) Budget Development Calendar
- o (3) Budget Scoring Rubrics
- o (4) Resource Utilization Report (Only for those funded requests for $100K or more)

Please do not include permanent employees. You may include temporary or student worker requests. Permanent employee requests are going through the human resources subgroup to develop the staffing plan. If you have questions on permanent staffing, please contact Mark Bryant in Human Resources.

The Resource Allocation Proposal is required for each request above the baseline budget in 2020-2021.

Please submit requests electronically by Friday, January 17, 2020. As always, please feel free to contact me if you need assistance. In the meantime, Happy Budgeting!

Respectfully,

Diana Keelen
Diana Keelen
Executive Director of Business Services, Budget Committee Co-Chair

2020-2021 Budget Development Calendar

Task Name	Start	Finish
2020-2021 Budget Development Calendar as of 10/3/2019	**Wed 10/23/19**	**Fri 10/9/20**
Non-Personnel College Budget Call	Wed 10/23/19	Fri 1/17/20
Budget Committee Budget Call Review	Wed 10/23/19	Wed 10/23/19
Annual Budget Committee Goal Setting	Wed 10/23/19	Wed 10/23/19
Strategic Planning Committee Budget Call Review	Wed 10/30/19	Wed 10/30/19
Budget Call Issue Date & Due Date	Mon 11/11/19	Fri 1/17/20
Resource Allocation Training	TBD	TBD
Personnel Prioritization	**Mon 10/14/19**	Fri 1/10/20
Faculty Prioritization List	Tue 11/12/19	Fri 1/10/20
CMS & Administrator Prioritization List	Tue 11/12/19	Fri 1/10/20
Classified Prioritization List	Tue 11/12/19	Fri 1/10/20
2018-2019 Audit Presentation to the Board of Trustees	Mon 1/13/20	Mon 1/13/20
Governor's 2020-2021 Budget Released	Wed 1/15/20	Wed 1/15/20
Tentative Budget Development	**Mon 1/13/20**	**Mon 6/22/20**
Other Funds Budget Call Issued	Mon 2/10/20	Fri 3/13/20
Restricted/Grant Budget Call Issued	Mon 2/10/20	Fri 3/13/20
2018-2019 Recalculation Issued (R1)	Fri 2/14/20	Fri 2/14/20
2019-2020 First Principle Apportionment Issued (P1)	Fri 2/14/20	Fri 2/14/20
Business Services compiles New Resource Requests	Wed 1/15/20	Fri 1/17/20
Resource Requests sent to BC Members prior to meeting	Mon 1/20/20	Mon 1/20/20
Budget Committee Reviews Resource Requests	Wed 1/22/20	Fri 3/13/20
Deadline for BC to Score Requests	Fri 3/13/20	Fri 3/13/20
Budget Committee reviews scoring results	Wed 3/25/20	Wed 3/25/20
Budget Committee Joint Meeting with Strategic Planning Committee	Wed 4/22/20	Wed 4/22/20
Budget Committee sends Recommendations to Exec Council	Fri 4/24/20	Fri 4/24/20
Executive Council Reviews Recommendations	Mon 4/27/20	Mon 4/27/20
Tentative Budget Presented to Administrative Council	Tue 5/26/20	Tue 5/26/20
Final List to Budget Committee	Wed 5/27/20	Wed 5/27/20
Tentative Budget Presented to Budget Committee	Wed 5/27/20	Wed 5/27/20
Report on Accomplishments of 2019-2020 Goals	Wed 5/27/20	Wed 5/27/20
Budget sent to President's Office	Fri 5/29/20	Fri 5/29/20
Tentative Budget Presented to Strategic Planning Committee	Wed 6/3/20	Wed 6/3/20
Board of Trustees Approves Tentative Budget	Mon 6/8/20	Mon 6/8/20
Memos to Requestors issued for Resource Allocation Disposition	Mon 6/22/20	Mon 6/22/20
Governor's May Revision	Fri 5/15/20	Fri 5/15/20
2019-2020 Second Principle Apportionment Issued (P2)	Fri 5/29/20	Fri 5/29/20
State Budget Enacted	Wed 7/1/20	Wed 7/1/20
2020-2021 Advanced Apportionment Issued (AD)	Fri 7/24/20	Fri 7/24/20
2020-2021 Chancellor's Office Budget Workshop	Mon 7/27/20	Fri 7/31/20
Adopted Budget Development	**Mon 8/10/20**	**Wed 10/7/20**
2019-2020 Unaudited Actuals Available	Mon 8/10/20	Mon 8/10/20
Adopted Budget Presented to Administrative Council	Tue 8/25/20	Tue 8/25/20
Adopted Budget Presented to Budget Committee	Wed 8/26/20	Wed 8/26/20
Final Adopted Budget sent to President's Office	Fri 8/28/20	Fri 8/28/20
Adopted Budget Presented to Strategic Planning Committee	Wed 9/2/20	Wed 9/2/20
Board of Trustees Adopts the Budget	Mon 9/14/20	Mon 9/14/20
Budget Committee Review for Process Improvement	Wed 9/23/20	Wed 9/23/20
Budget Committee Joint Meeting with Strategic Planning Committee	Wed 10/7/20	Wed 10/7/20

Budget Request Instructions

Budget is driven by the strategic planning process of the college, which is derived from the educational master plan, facilities master plan, information technology plan, program reviews and other planning documents of the college. The budget does not drive the need for resources, only the ability to fund those resources. Please include those identified needs through the resource allocation proposal process.

1. There must be a ==*current program review*== or annual update given to the program review coordinator in advance before you can request resources. If a current program review or annual update has not been submitted to the program review coordinator, your request ***will be removed from consideration.***

2. ==***Requests for marketing, information technology hardware, audio visual equipment, facility alteration & repair, vehicles and financial systems have been centralized.***== If you are requesting items that fit into these categories, you must see the responsible executive director to be considered in the overall prioritization of these items for the District as a whole.

    > Marketing: Executive Director of Marketing & Public Relations
    > Financial Systems: Executive Director of Business Services
    > Audio Visual Equipment or Information Technology Equipment: Executive Director of Information Technology Services
    > Facility Alteration & Repair and Vehicles: Executive Director of Facilities Planning

    If you submit a request for the above referenced items that has not been coordinated with the above executive director, your request ***will not be considered.***

3. Requestors can log into the NEW resource allocation website at: https://webservices.avc.edu/?service=budget. Please see below based upon which role that you serve: Requestor, Approver or Budget Committee Scorer.

4. Each administrator must assign a priority rank to the requests coming from their areas. For example, you have 5 total requests. The administrator must assign #1 as the first priority, #2 as the second and so on.

Budget Request Instructions

There can only be one #1, one #2, etc. from the Divisions or Departments as follows:

- Institutional Effectiveness, Research & Planning/Library Services
- Public Information Officer/Marketing
- Business & Auxiliary Services
- Facilities Services
- Information Technology Services/IMC
- Rhetoric & Literacy Division
- Health & Safety Sciences Division
- Career Technical Education Division
- Math, Science & Engineering Division
- Arts & Humanities Division
- Social & Behavioral Sciences Division
- Palmdale/Extended Learning Division
- Risk Management
- Student Life & Development Division
- Enrollment Services Division
- Counseling & Matriculation Division
- Office of Student Services
- Office of Human Resources/Payroll
- Office of Academic Affairs
- Office of the President

- Bachelor's Degree Program

Budget Request Instructions-Requestor

- The request process will be online at: https://webservices.avc.edu/?service=budget

- At first login, you will be asked to identify your role. Please pick the department in which you are submitting the resource request. You will only have to do this once. Click budget request on the right hand side of the request. Next, pick the fiscal year of your request, which will be 2020-2021. If it already shows 2020-2021, then pick the type of request. Operational/Academic (Non-Operational). Here is a visual as an example:

(Example of system below only for illustration purposes)

- There are two types of requests. One is for operational requests. The other is for academic/non-operational requests. Determining which one to use depends upon the nature of the request itself.

Operational is typically the general operation of the college. Meaning when the campus opens its doors there are things that must function in order for the college to operate, e.g., the facility, utilities, wi-fi, systems, networking, administration, etc. It is the indirect support to our educational and student support activities.

Academic/Non-Operational is typically tied to the direct instruction of students or the support services that affect student learning outcomes and program learning outcomes. Typically it is tied to some sort of programs such as classroom that require instructional materials & equipment, counseling programs, library services, etc.

Some requests may teeter on operational or academic/non-operational. If your request fits within majority of the following goals, then use the corresponding request form:

Operational Request	Academic/Non Operational Request
Maintaining Health/Safety	EMP Goal #1: Commitment to strengthen Institutional Effectiveness measures and practices
Ensuring Compliance	EMP Goal #2: Increase efficient and effective use of all resources (2.1-Technology, 2.2-Facilities, 2.3-Human Resources & 2.4-Business Services)
Enhancing Operational Support	EMP Goal #3: Focus on utilizing proven instructional strategies that will foster transferable intellectual skills
Utilize campus resources efficiently and effectively	EMP Goal #4: Advance more students to college-level coursework (4.1- Develop and implement effective placement tools)
Maintain & enhancing community partnerships	EMP Goal #5: Align instructional programs to the skills identified by the labor market
Increase resources to enhance technology support of mission & processes	

- Through the campus wide planning retreats, the 2020-2021 priorities will be on EMP Goal #1, #2 & #5, with EMP Goal #1 as an overarching priority over the next several years. We will plan for ALL EMP goals, but the prioritized EMP goals will carry a higher weight in the resource allocation process. As a reminder, here are specific examples of focus:

   EMP Goal #1: Commitment to strengthen Institutional Effectiveness measures and practices.
      o EMP Goal #1 is an overarching priority over the next few years.
   EMP Goal #2: Increase efficient and effective use of all resources.
      o Budgeting, planning & forecasting, Facilities Plan build out.
   EMP Goal #5: Align instructional programs to the skills identified by the labor market.

- Do not enter in the existing baseline budget amount. The request process is for anything above and beyond your existing baseline budget. For example, the existing ongoing baseline budget is $2,000 in travel. An additional $500 is needed for a total of $2,500. The request would be for the additional amount, which is $500.

Do not enter any ONE-TIME REQUESTS BELOW $7,500. If funds are available, each Vice President and Executive Director will be given funds to address those requests below the threshold on a prioritized basis.

- If the request is for equipment, then please submit a resource allocation proposal for each piece of equipment unless this is relating to successful completion of a project. For example, the request is for two carts. Submit a request for each cart. Another example would be if there is a project to implement security gates in the library. The project requires 4 security gates. A request for each security gate is not necessary because it relates to the replacement of security gates project. Only one proposal is necessary in this case.

- Please identify in the check box of the proposal if partial funding is acceptable and the minimum amount of funding that you would accept.

- Requests over $100K that are funded will require a feedback loop to Budget Committee at the end of the year.

Please fill out all items on your request.

Section I will ask you to check all applicable planning documents and to briefly describe how your request is supported by the planning documents that you list. **Please specifically list the planning document, include the specific language and where it can be located. For example: BSA program review, "the request for software to automate the invoicing system in accounts payable" found on page 10. Failure to identify the exact language and location in the program review may remove your request from consideration.**

Section II will ask you to identify the institutional goals/EMP goals and to describe how your request is within that goal. Please make sure you describe how each box is checked and how it applies to the request. For example, EMP Goal #2: Enhancing Efficient & Effective Use of Resources: this request will reduce the amount of late vendor payments and create an electronic tracking system of where an invoice is in process. Page 10 of the BSA program review. If you are checking more than one box, do this for each box checked and where it can be found in a planning document.

Section III are the President's Goals. Please check all that apply and describe how it applies to each goal. For example: "Supports a fully-integrated system of record implementation and fiscal independence from LACOE. Page 10 of the BSA program review. Accounts payable software will track the progress of invoices submitted electronically and payment timelines. Timely payments will ensure that the district can maintain fiscal independence by ensuring the District does not have adverse reporting to credit rating agencies that can affect the

District's ability to sell bonds at lower interest rates." If you are checking more than one box, do this for each box checked and where it can be found in a planning document.

Section IV will ask that you submit how the use of this requested resource will be measured. You can use qualitative or quantitative methods of measurement. For example: Timeline of payments to vendors will be reduced by 20% in the first year. A system report will be used to track recurring payment due dates and payment dates compare a sampling of the previous year.

Once you submit your request, it will go to the supervising administrator for review, approval and prioritization.

Budget Request Instructions-Approver

The approval process for budget requests will be online at:
https://webservices.avc.edu/?service=budget

- At first login, you will be asked to identify your role. Please pick the area that you are approving. You will only have to do this once.

- It is recommended that you review the budget request instructions-requestor to get familiar with what the information that has been given to those submitting requests.

- Once you are logged in, you will see a section to the right:
  (Example of system below only for illustration purposes)

- The Dashboard will allow you to view all requests that have been submitted by clicking the fiscal year.
- Click the approve requests/set priorities to view, approve, send back or prioritize requests.

- Under this section, you will be able to change the status of each request. Here are the options:

Approve Requests/Set Priorities

Fiscal Year: [2018-2019 ▾] [Get Requests]

Originator	Department	Support	Date Submitted	Short Description	Priority	Prior Year	Status	Funded	Source	View
sburns@avc.edu	Information Technology Services		05/22/2017	A New Hope	1	no ▾	submitted / revise / approved / remove			View Request
sburns@avc.edu	Information Technology Services	ITS: YES FAC: YES MAR: YES	06/14/2017	A New Hope	2	no ▾	approved ▾			View Request

- Once a request has been submitted, it will show submitted until it is dispositioned. All submitted requests will need to be approved, removed or revised.

Budget Request Instructions-Budget Committee Scorer

- The approval process for budget requests will be online at:
  https://webservices.avc.edu/?service=budget

- At first login, you will be asked to identify your role. Please pick the area that you are approving. You will only have to do this once.

- It is recommended that you review the budget request instructions-requestor to get familiar with what the information that has been given to those submitting requests.

- Once logged in, you can go to score requests on the right hand side:

Budget Committee

Score Requests

- Once in the score request screen, you will be able to view all requests that are available for scoring, score the requests and view the score. If there is no score given, this means that you have not scored the request.

  (Example of system below only for illustration purposes)

Home » Administration » Business Services » Business Services Budget Request System » Budget Request System Dashboard » Scoring

Dept/Division	Priority	Description	Score Given	Score Request
Information Technology Services	1	A New Hope		Score Request
Information Technology Services	2	A New Hope		Score Request

- By clicking on score request, you can see the details of the request and at the bottom of the page, will be able to provide a score based on what is provided in the request.

  Here is an example:

Operational Request

Priority: 1

Originator: sburns@avc.edu

Date Submitted: 05/22/2017

Program or Department Name: Information Technology Services

Lead for Implementation: Stephen Burns

Campus: Palmdale

Brief Description: A New Hope

Project Start & End Dates: Now until forever

Departments for Coordination: ITS

FOAP: 12546124312562122222

Annual One Time Funding Amount: 5000

Incremental increase Above Annual Base Budget On Going Funding Amount: NA

Partial Funding Miniumum Amount: NA

Briefly describe your request:
asdfasdf

Section I: Planning Documents

- Program Review/Annual Program Assessment

Briefly demonstrate how your request is supported by the planning documents listed above:
asdfasdf

Section II: Institutional Goals

- Enhancing Operational Support
- Maintaining Health/Safety

Section III: President's Goals

- Supports a fully-integrated system of record implementation and fiscal independence from LACOE
- Supports completing a new 10-year facilities master plan
- Supports conducting a successful bond campaign
- Supports successful preparation for full accreditation process

How does your request support the President's goals above:
A briefly brief description

Section IV: Measureable Outcomes

What is the measureable outcome of your request:
asdf

Which learning outcomes are supported by your request:
asdf

When will the outcomes be measured (timeline):
asdf

How will you measure the desired outcomes:
asdf

Administrator's signature: Not Approved Yet

Date: 05/24/2017

Scoring Area	Related Components	Scoring Rubric	Score
Section I: Planning Documents	-Program Review (PR)/Annual Program Assessment (APA) -Action Plan -Educational Master Plan -Facilities Master Plan -Technology Plan -Human Resources Plan -Other planning documents	Max 30 Points: 0 points: No demonstrated need supported by PR/APA 15 Points: Demonstrates need from Program by PR/APA 30 points: Demonstrates need from PR/APA and linked to Outcomes	
Alignment with Annual Operational/Institutional Goals	-Operational/Institutional Goals	Max 29 Points: Sum the points for all operational goals that the request 6 points: Maintaining Health/Safety 6 points: Ensuring Compliance 4 points: Enhancing Operational Support 5 points: EMP Goal #2-Efficient and Effective Use of Resources 4 points: Enhancing Community Partnerships 4 points: Enhancing Technology Support	
Alignment with President's goals	-2016-2017 President's Goals	Max 21 Points: 0 points: if it does not support any of the goals 11 Points: if it supports some of the goals 21 points: if it supports most of the goals *Supports successful preparation for full accreditation process *Supports conducting a successful bond campaign *Supports completing a new 10-year facilities master plan *Supports a fully-integrated system of record implementation and fiscal independence from LACOE *Supports completion of 10-year educational master plan supported by a 3-year strategic plan *Supports increasing all outcomes on the Student Success Scorecard *Supports completely integrating class schedules that is sequenced for degree programs and supports student educational planning	
Measurable Assessment Outcomes	-Outcomes Assessment	Max 20 Points: 0 points: No Outcomes 10 Points: Documented Measurable Outcome 20 points: Documented Meaurable Outcome tied to SLO/PLO/ILO/OO	

Submit score

Non-Permanent Staffing Prioritization Rubric

Academic/Non-Operational Request

Fiscal Year 2020-2021

Committee Member _____   Requested Resource _____

Department _____   Date _____

Scoring Area	Related Components	Scoring	Score
I: Planning Documents	- Program Review(PR)/ Annual Program Assessment (APA) - Action Plan - Educational Master Plan/ 3-Year Strategic Plan - Facilities Master Plan - Technology Plan - Human Resources Plan - Other planning documents	**Max 30 Points:** **0 points:** No demonstrated need supported by PR/APA **15 points:** Demonstrates need from Program by PR/APA **30 points:** Demonstrates need from PR/APA and linked to Outcomes	
II: Alignment with Annual Institutional Goals	- Goals of the Educational Master Plan	**Max 29 Points:** Sum the points for all institutional goals that the request supports **7 points:** Goal #1: Commitment to strengthen Institutional Effectiveness measures and practices **7 points:** Goal #2: Increase efficient and effective use of all resources (2.1-Technology, 2.2-Facilities, 2.3-Human Resources & 2.4-Business Services) **5 points:** Goal #3: Focus on utilizing proven instructional strategies that will foster transferable intellectual skills **3 points:** Goal #4: Advance more students to college-level coursework (4.1- Develop and implement effective placement tools) **7 points:** Goal #5: Align instructional programs to the skills identified by the labor market	
III. Alignment with President's Goals	- President's Goals	**Max 21 Points:** - **0 points** if it does not support any of the goals - **11 points** if it supports some of the goals - **21 points** if it supports most of the goals *Supports successful preparation for mid-term report and full accreditation process *Supports the Guided Pathways Program *Supports completing facilities master plan build out of Measure AV projects *Supports a fully-integrated system of record continued implementation of all modules * Supports completion of a 10-year educational master plan supported by a 3-year strategic plan * Supports increasing all outcomes on the Student Success Scorecard/Vision for Success * Supports completely integrating class schedules that are sequenced for degree programs and supports student educational planning & completion * Supports completing a three-year integrated planning system that includes Strategic Plan, Facilities, Information Technology, Human Resources staffing, Marketing, Student Equity and Enrollment Management * Supports the new Palmdale Center expansion and Fox Field renovations to further workforce development support * Supports successfully increasing enrollment of the bachelor's degree program * Supports expanding participation and streamlining the participatory governance structure of the college	
IV. Measurable Assessment Outcomes (SLO/PLO/ILO/OO, etc)	- Outcomes Assessment	**Max 20 Points:** **0 points:** No outcomes **10 points:** Documented Measurable Outcome **20 points:** Documented Measurable Outcome tied to SLO/PLO/ILO/OO	
		Total Points (Max 100):	

30-Sep-19

Non-Permanent Staffing Prioritization Rubric

Operational Request

Fiscal Year <u>2020-2021</u>

Committee Member Department	_____	Requested Resource Date	_____

Scoring Area	Related Components	Scoring Rubric	Score
I: Planning Documents	- Program Review(PR)/ Annual Program Assessment (APA) - Action Plan - Educational Master Plan/ 3-Year Strategic Plan - Facilities Master Plan - Technology Plan - Human Resources Plan - Other planning documents	**Max 30 Points:** **0 points:** No demonstrated need supported by PR/APA **15 points:** Demonstrates need from Program by PR/APA **30 points:** Demonstrates need from PR/APA and linked to Outcomes	
II. Alignment with Annual Operational/ Institutional Goals	- Operational/ Institutional Goals	**Max 29 Points:** Sum the points for all operational goals that the request supports **6 points:** Maintaining Health/Safety **6 points:** Ensuring Compliance **4 points:** Enhancing Operational Support **5 points:** EMP Goal #2-Efficient and Effective Use of Resources **4 points:** Enhancing Community Partnerships **4 points:** Enhancing Technology Support	
III. Alignment with President's Goals	- President's Goals	**Max 21 Points:** - **0 points if it does not support any of the goals** - **11 points if it supports some of the goals** - **21 points if it supports most of the goals** *Supports successful preparation for mid-term report and full accreditation process *Supports the Guided Pathways Program *Supports completing facilities master plan build out of Measure AV projects *Supports a fully-integrated system of record continued implementation of all modules * Supports completion of a 10-year educational master plan supported by a 3-year strategic plan * Supports increasing all outcomes on the Student Success Scorecard/Vision for Success * Supports completely integrating class schedules that are sequenced for degree programs and supports student educational planning & completion * Supports completing a three-year integrated planning system that includes Strategic Plan, Facilities, Information Technology, Human Resources staffing, Marketing, Student Equity and Enrollment Management * Supports the new Palmdale Center expansion and Fox Field renovations to further workforce development support * Supports successfully increasing enrollment of the bachelor's degree program * Supports expanding participation and streamlining the participatory governance structure of the college	
IV. Measurable Assessment Outcomes (SLO/PLO/ILO/OO, etc)	- Outcomes Assessment	**Max 20 Points:** **0 points:** No outcomes **10 points:** Documented Measurable Outcome **20 points:** Documented Measurable Outcome tied to SLO/PLO/ILO/OO	

			Total Points (Max 100):	

30-Sep-19

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT FISCAL 2020-2021
Resource Allocation Proposal
<mark>**Academic/Non-Operational Request**</mark>

Budget Committee use:
_____

Originator: _____ Date Submitted: _____

Program or Department Name: _____

Lead for Implementation: _____ Campus: _____

Brief Description of Request: _____

Project Start & End Dates: _____

Departments for Coordination: _____ Dept. Head Signature: _____

FOAP: _____

Annual One-Time Funding Amount	Incremental Increase <u>Above Annual</u> Base Budget On Going Funding Amount	☐ Check if partial funding is acceptable
$_____	$_____	Minimum Amount$_____

Briefly describe your request. (100 words or less)

_____

_____

_____

Section I. Planning Documents

Check the applicable planning document below that supports your request (Select all that apply):

____Program Review/Annual Program Assessment ____Technology Plan

____Action Plan ____Human Resources Plan

____Educational Master Plan ____(List other planning document)

____Facilities Master Plan

Briefly demonstrate how your request is supported by the planning documents listed above:

_____

_____

_____

_____

Section II

Section II. Institutional Goals

Check all the applicable Institutional Goals below that support your request (Select all that apply):

____EMP Goal #1: Commitment to strengthen Institutional Effectiveness measures & practices
____EMP Goal #2: Increase efficient & effective use of all resources (2.1-Technology, 2.2-Facilities, 2.3-Human Resources, 2.4-Business Services)
____EMP Goal #3: Focus on utilizing proven instructional strategies that will foster transferable intellectual skills
____EMP Goal #4: Advance more students to college level coursework (4.1-Develop and implement effective placement tools)
____EMP Goal #5: Align instructional programs to the skills identified by the labor market

Briefly describe how your request supports the institutional goals above:

_____

_____

_____

_____

_____

_____

Section III. President's Goals

Check all the applicable President's Goals below that are supported by your request (Select all that apply):

____Supports successful preparation for mid-term report and full accreditation process
____Supporting the Guided Pathways program
____Supports completing facilities master plan build out of Measure AV projects
____Supports a fully-integrated system of record continued implementation of all modules
____Supports completion of a 10-year educational master plan supported by a 3-year strategic plan
____Supports increasing all outcomes on the Student Success Scorecard/Vision for Success
____Supports completely integrating class schedules that are sequenced for degree programs and supports student educational planning & completion
____Supports completing a three-year integrated planning system that includes Strategic Plan, Facilities, Information Technology, Human Resources staffing, Marketing, Student Equity and Enrollment Management
____Supports the new Palmdale Center expansion and Fox Field renovations to further workforce development support
____Supports successfully increasing enrollment of the bachelor's degree program
____Supports expanding participation and streamlining the participatory governance structure of the college

How does your request support the President's goals above?

_____

_____

_____

_____

_____

_____

Section IV

Section IV. Measureable Outcomes

What is the measureable outcome of your request?

_____

_____

Which learning outcomes are supported by your request?

_____

_____

When will the outcomes be measured (timeline)?

_____

_____

How will you measure the desired outcomes?

_____

_____

_____

_____

Administrator's Typed or Printed Name

_____   _____

Administrator's Signature   Date

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT FISCAL 2020-2021
Resource Allocation Proposal
Operational Request

Budget Committee use:

Originator: _____   Date Submitted: _____

Program or Department Name: _____

Lead for Implementation: _____   Campus: _____

Brief Description of Request: _____

Project Start & End Dates: _____

Departments for Coordination: _____   Dept. Head Signature:

FOAP: _____

Annual
One-Time Funding Amount
$_____

Incremental Increase
Above Annual Base Budget
On Going Funding Amount
$_____

☐ Check if partial funding is acceptable
Minimum Amount$_____

Briefly describe your request. (100 words or less)

_____

_____

_____

Section I. Planning Documents

Check the applicable planning document below that supports your request (Select all that apply):

_____Program Review/Annual Program Assessment   _____Technology Plan

_____Action Plan   _____Human Resources Plan

_____Educational Master Plan   _____(List other planning document)

_____Facilities Master Plan

Briefly demonstrate how your request is supported by the planning documents listed above:

_____

_____

_____

_____

Section II. Institutional Goals

Check all the applicable Institutional Goals below that support your request (Select all that apply):

_____Maintaining Health/Safety   _____Ensuring Compliance

_____Enhancing Operational Support   _____Enhancing Community Partnerships

_____EMP Goal #2: Enhancing Efficient & Effective Use of Resources   _____Enhancing Technology Support

Briefly describe how your request supports the institutional goals above:

_____

_____

_____

_____

_____

Section II

Section III. President's Goals

Check all the applicable President's Goals below that are supported by your request (Select all that apply):

_____Supports successful preparation for mid-term report and full accreditation process
_____Supporting the Guided Pathways program
_____Supports completing facilities master plan build out of Measure AV projects
_____Supports a fully-integrated system of record continued implementation of all modules
_____Supports completion of a 10-year educational master plan supported by a 3-year strategic plan
_____Supports increasing all outcomes on the Student Success Scorecard/Vision for Success
_____Supports completely integrating class schedules that are sequenced for degree programs and supports student educational planning & completion
_____Supports completing a three-year integrated planning system that includes Strategic Plan, Facilities, Information Technology, Human Resources staffing, Marketing, Student Equity and Enrollment Management
_____Supports the new Palmdale Center expansion and Fox Field renovations to further workforce development support
_____Supports successfully increasing enrollment of the bachelor's degree program
_____Supports expanding participation and streamlining the participatory governance structure of the college

How does your request support the President's goals above?

_____

_____

_____

_____

_____

_____

Section IV

Section IV. Measureable Outcomes

What is the measureable outcome of your request?

_____

_____

Which learning outcomes are supported by your request?

_____

_____

When will the outcomes be measured (timeline)?

_____

_____

How will you measure the desired outcomes?

_____

_____

_____

_____

Administrator's Typed or Printed Name

_____   _____

Administrator's Signature   Date

Antelope Valley College
Resource Utilization Report

The **purpose of this document** is to report back to the AVC Budget committee the effectiveness and the utilization of the allocation of funds. Administrators of all funded projects are required to submit this document to the Budget Committee by June 1st following allocation of funds for requests that are $100K or more.

Name (print): _____ Date: _____

Program/ Department name:_____

Administrator: _____Location (circle): Lancaster / Palmdale Center / Foxfield / O t h e r _ _ _ _ _ _

FOAP: _____

One-Time Funding ___   On Going__

Summary of Request:

Goals, Outcomes and Assessment:
Please describe how these funds enhanced your program goals and specific outcomes that were achieved through the use of these funds.

ANTELOPE VALLEY COLLEGE

Identify **cost** in terms <u>of</u>:	**Amount Requested**		**Actual spent**		**Variance***
1XXX (_____):	$ [ ]	-	[ ]	=	[ ]
2XXX (personnel):	$ [ ]	-	[ ]	=	[ ]
3XXX (benefits):	$ [ ]	-	[ ]	=	[ ]
4XXX (supplies):	$ [ ]	-	[ ]	=	[ ]
5XXX (services):	$	-		=	
6XXX: [1]	$ [ ]	-	[ ]	=	[ ]
Total	$ [ ]	-	[ ]	=	[ ]

(1) equipment/remodel/site improvement

Outline any major **challenges or obstacles** related to the Budget Request Process:
As noted above the cost of the item for which we requested funding had increased during the time between submitting the resource allocation request and the purchase order submission.

_____

_____

_____

Signature:_____   Date: _____

Administrator's Signature:_____   Date: _____