



ANTELOPE VALLEY COLLEGE

Budget Committee Agenda

Wednesday, December 9, 2015
SSV-151
2:30 – 4:00pm

Type of Meeting: *Regular Meeting*
Note Taker: *Mary Kelsay*
Please Review/Bring: Agenda, Minutes, (attached)

Committee Members:

- | | |
|------------------------|--|
| Diana Keelen, Co-Chair | Executive Director Business Services (Co-Chair) |
| Irit Gat, Co-Chair | Academic Senate President or Designee (Co-Chair) |
| Jill Zimmerman | Dean of Student Services |
| Karen Cowell | Dean of Academic Affairs |
| Pamela Ford | Classified Union |
| Violet Christopher | Faculty Union |
| Justin Shores | Faculty Staff |
| Jonathan Over | Adjunct Faculty Staff |
| Maria Valenzuela | Classified Staff |
| Nichelle Williams | CMS |
| Jared Simmons | Facilities |
| Maxine Griffin | Human Resources |
| Rick Shaw | Information Technology Committee |
| Vacant | Outcomes Committee |
| Carol Eastin | Program Review Committee |
| Vanessa Gibson | Student Success Committee |
| Vacant | Enrollment Management Committee |
| Vacant | ASO Representative |
| Mark Bryant | Vice President HR & Employee Relations, Ex-Officio |
| Erin Vines | Vice President Student Services, Ex-Officio |
| Bonnie Suderman | Vice President Academic Affairs, Ex-Officio |
| Wendy Dumas | Proxy for Co-Chair |

Items	Person	Action
I. Approval of Minutes: November 03, 2015	All	
II. Action Items: a. Payroll Supervisor b. Payroll Technician c. Non CMS Prioritization List 16-17 d. CMS Prioritization List 16-17	<i>Diana Keelen</i>	



ANTELOPE VALLEY COLLEGE

III. Informational Items: a. Technical Analyst b. Program Specialists c. Clerical Assistant III	<i>Mark Bryant</i>	
NEXT MEETING DATE: January 13, 2016		



ANTELOPE VALLEY COLLEGE

Budget Committee Minutes

Tuesday, November 3, 2015
L-201
2:30 – 4:00pm

Type of Meeting: *Regular*

Note Taker: *Mary Kelsay*

Please Review/Bring: Agenda, Minutes, 2016-2017 Budget Call Supporting Documents

Committee Members:

- | | |
|-----------------------------|--|
| Diana Keelen, Co-Chair | Executive Director Business Services (Co-Chair) |
| Irit Gat, Co-Chair | Academic Senate President or Designee (Co-Chair) |
| Jill Zimmerman | Dean of Student Services |
| Karen Cowell | Dean of Academic Affairs |
| Pamela Ford | Classified Union |
| Violet Christopher - absent | Faculty Union |
| Justin Shores - absent | Faculty Staff |
| Jonathan Over - absent | Adjunct Faculty Staff |
| Maria Valenzuela | Classified Staff |
| Nichelle Williams - absent | CMS |
| Jared Simmons | Facilities |
| Maxine Griffin | Human Resources |
| Rick Shaw | Information Technology Committee |
| Vacant | Outcomes Committee |
| Carol Eastin - absent | Program Review Committee |
| Vanessa Gibson - absent | Student Success Committee |
| Vacant | Enrollment Management Committee |
| Vacant | ASO Representative |
| Mark Bryant - absent | Vice President HR & Employee Relations, Ex-Officio |
| Erin Vines - absent | Vice President Student Services, Ex-Officio |
| Bonnie Suderman | Vice President Academic Affairs, Ex-Officio |
| Wendy Dumas | Proxy for Co-Chair |

Items	Person	Action
I. Approval of Minutes of September 23, 2015 Meeting	All	The minutes of the September 23, 2015 Budget Committee meeting were approved by unanimous consent.
II. 2016-2017 Budget Call	<i>Diana Keelen</i>	Issues Discussed: Ms. Keelen noted that each budget request should be tied to the institutional planning and must be submitted from an administrative level. Committee members review and discussed



ANTELOPE VALLEY COLLEGE

		<p>the forms included in the budget packet. Committee members agreed that requesters be asked to give a very brief presentation of their request at an upcoming budget meeting. The presentation will be followed by a question and answer session. Ms. Keelen asked for volunteers to serve on a training panel to provide training to department chairs and deans involved in the process. The panel will be comprised of Diana Keelen, Wendy Dumas, Rick Shaw and Dr. Gat.</p> <p><u>Action Taken:</u> Committee members approved the documents with several changes requested. Ms. Keelen will make those changes and send the budget call out as soon as possible and the deadline for submittal will be 12/18/15. Ms. Keelen will inform requesters that budget items for vehicles and/or computer equipment must initially go through Facilities or ITS for prioritization.</p> <p><u>Follow Up Items:</u></p>
<p>NEXT MEETING DATE: December 9, 2015</p>		

Payroll Supervisor

Following the completion of the Districts application to achieve Fiscal Independence from the Los Angeles County Office of Education, it is clear there is an immediate need for a Payroll Supervisor and Payroll Technician to fully meet the obligations of an independent payroll department. The increasing complexity associated with payroll taxes, retirement, benefits, and changing legislation requires a dedicated individual to keep us in full compliance. In addition, the workload of existing payroll technicians has increased exponentially over the past few years, stretching the existing work force to its limits.

The importance of a well organized, efficient, accurate and well managed payroll department cannot be overstated, especially when you consider that 84% of the districts total budget is funneled through this area. Based on this information it is the HR subgroup committee's recommendation to support the hiring of a Payroll Supervisor and a Payroll Technician for the current fiscal year.

Technical Analyst

Paid through Student Equity - \$69,217

To assist with pulling additional data to support student equity efforts.

Program Specialists

Paid through Student Equity - \$123,458

To support the needs of our disproportionately impacted groups towards their access and completion.

Clerical Assistant III

Paid through First Year Experience Funds - \$60,020

To assist the project director in record keeping, project implementation, budget monitoring, and project activities.

The CMS ranking is complete with the following results:

1. Internal Auditor - 425
2. Project Manager - 410
3. Budget Analyst - 392
4. Director of IR and A. - 375
5. Director, Veteran Resource Center - 370
6. Stage manager - 351

The non-CMS ranking is almost complete except I need two committee members to score a couple of positions they missed. I will contact them directly. Once I get the final scores, I only need three positions scored, I will tabulate, put in order, and get out to everyone.