ANTELOPE VALLEY COLLEGE

STRATEGIC PLANNING & BUDGET COMMITTEE JOINT MEETING AGENDA	WEDNESDAY, NOVEMBER 1, 2017 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:
Van Rider, Co-Chair (AS: President)
Meeta Goel, Co-Chair (Dean, IERP/Library)
Carolyn Burrell (AS: Library)
Nate Dillion (Faculty Union)
Wendy Dumas (CMS)
Kim Fite (Classified Union)
Rosa Fuller (AS: Student Services Faculty)
Doug Jensen (Exec. Dir., FAC)
Connie Marintez (Student – ASO)
Suzanne Olson (Classified: Acad. Affairs)
Jenell Paul (Classified: Student Services)
Rodney Schilling (AS: Transfer Faculty)
LaDonna Trimble (Dean, Student Services)
VACANT
EXEC. DIR. OR DESIGNEE: ITS
EXEC. DIR. OR DESIGNEE: FOUNDATION (FDN)
AS: Vocational Faculty
AS: Business Faculty
Classified Facilities

BUDGET COMMITTEE MEMBERS:
Co-Chairs: Diana Keelen & Ty Mettler
Jill Zimmerman (Dean, Student Services)
Riley Dwyer (Dean, Academic Affairs)
Pamela Ford (Classified Union)
Violet Christopher (Faculty Union)
Karen Heinzman (Faculty Staff)
Chris Hamilton (Classified Staff)
Nichelle Williams (CMS Staff)
Maria West (Classified Staff)
Jarod Simmons (Facilities)
Maxine Griffin (Human Resources)
Rick Shaw (ITS)
Richard Fleishman (Outcomes Committee)
Carol Eastin (Program Review Committee)
Vanessa Gibson (Student Success Committee)
Vacant (Enrollment Management Committee)
Alexander Fudala (ASO: Student Rep)

EX-OFFICIO'S FOR SPC & BC
Mark Bryant (VP, Human Resources)
Edward Knudson (Superintendent/President)
Bonnie Suderman (VP, Academic Affairs)
Erin Vines (VP, Student Services)

ITEMS	PERSON(S) RESPONSIBLE	ACTION
STANDING ITEMS:		
I. Approval of Minutes: April 12, 2017	All	
II. Opening comments from the Co-Chairs	V. Rider M. Goel D. Keelen T. Mettler	**Issues Discussed:** **Action Taken:** **Follow Up Items:**
INFORMATION/DISCUSSION ITEMS:		
III. Broadening Committee Representation	V. Rider M. Goel	**Issues Discussed:** **Action Taken:** **Follow Up Items:**

IV. 2017-2018 Budget Committee Approved Resource Allocation Process Presentation (attached)	D. Keelen	**Issues Discussed:** **Action Taken:** **Follow Up Items:**
V. Division/Area Plans for AVC's 2017-2020 Strategic Plan Template (attached) https://www.avc.edu/administration/research/plans	M. Goel V. Rider	**Issues Discussed:** **Action Taken:** **Follow Up Items:**
NEXT SPC JOINT MEETING DATE: TBD		

ANTELOPE VALLEY COLLEGE

Joint Strategic Planning and Budget Committee Minutes	April 12, 2017 SSV-151 2:30 p.m. – 4:00 p.m.

Type of Meeting: *Joint Strategic Planning & Budget Committee Meeting*
Note Taker: *Jerene Kelly / Rhonda Burgess*
Please Review/Bring: *Agenda, Minutes and Supporting Documents*

Strategic Planning Committee Members:	Budget Committee Members:
Irit Gat, Co-Chair (AS: President)	Diana Keelen, Co-Chair (Exec. Dir., Business Services)
Meeta Goel, Co-Chair (Dean, IERP/Library)	Irit Gat, Co-Chair (AS: President)
Carolyn Burrell (AS: Library) - Absent	Jill Zimmerman (Dean, Student Services)
Nate Dillion (Faculty Union) – Absent	Rick Motawakel (Interim Dean, Academic Affairs)
Wendy Dumas (CMS) - Absent	Pamela Ford (Classified Union)
Kim Fite (Classified Union)	Violet Christopher (Faculty Union)
Rosa Fuller (AS: Student Services Faculty)	Justin Shores (Faculty Staff)
Doug Jensen (Exec. Dir., FAC) – Absent	Jonathan Over (Adjunct Faculty)
Connie Marintez (Student – ASO)	Maria West (Classified Staff)
Suzanne Olson (Classified: Acad. Affairs) - Absent	Nichelle Williams (CMS)
Jenell Paul (Classified: Student Services)	Jarod Simmons (Facilities)
Rodney Schilling (AS: Transfer Faculty)	Maxine Griffin (Human Resources)
LaDonna Trimble (Dean, Student Services) - Absent	Rick Shaw (IT Committee)
Vacant	Vacant (Outcomes Committee) - Vacant
AS: Vocational Faculty	Carol Eastin (Program Review Committee)
AS: Business Faculty	Vanessa Gibson (Student Success Committee)
Classified Facilities	Vacant (Enrollment Management Committee) - Vacant
Student – ASO	Vacant (ASO: Student Rep.) – Vacant

Ex-Officio's
Mark Bryant (VP, Human Resources)
Edward Knudson (Superintendent/President)
Bonnie Suderman (VP, Academic Affairs)
Erin Vines (VP, Student Services)

Items	Person	Action
I. Approval of Minutes March 23, 2016	All	Minutes were approved as presented.
II. Opening Comments from the Co-Chairs	I. Gat M. Goel D. Keelen C. Wisha	**Issues Discussed:** Dr. Goel commented on the lack of participation on SPC, and how it's a reflection on planning. She explained that part of the idea behind the separation between SPC & BC was to have greater involvement, not less. Some suggestions discussed included creating a survey to reach out to potential members, assistance from academic affairs recruitment and more college-wide involvement. **Action Taken:** None **Follow Up Items:** None
III. Review of the SPC & BC diagram, and discuss adding "President's Goals" to the planning document section	D. Keelen	**Issues Discussed:** Ms. Keelen discussed adding "President's Goals" to the SPC & BC flowchart diagram, and shared that a question came up about how are the President's goals are tied into the diagram as part of the planning process. She asked the committee if they want to add "President Goals" or "President/Board goals" to the diagram. Dr. Goel commented that if the President/Board goals remain on the side of the diagram, it needs to be captured so that they are not a separate entity. She also suggested that

		the goal be part of sub-goals under strategic planning. The committees further discussed adding the president's goals to the strategic planning process on the diagram. In reference to the flowchart diagram under "Budget Committee," and the "Resource Prioritization," Ms. Ford expressed her concern for certain groups being on the top of the lists and that all departments don't float to the top because of everything else being an emergency. She suggested that the committee look at the scoring process and alternating during cycles so that the same people/groups don't always come to the top. **Action Taken:** Add Board/President to the side portion of the diagram. **Follow Up Items:** None
IV. 2017-2018 Prioritization List	D. Keelen	**Issues Discussed:** Ms. Keelen reviewed the following position prioritization processes for 2017-2018 school year staffing: •Faculty Hiring Priority • Non-CMS Classified • CMS/Administrative • Rubric & multi-year staffing chart • Staffing at Palmdale Ms. Ford asked "when does the final prioritization list go to Executive Council and where is it identified in the process on the SPC & BC flow chart diagram?" Suggestions were made to identify the process on the chart by adding the statement "to exec council for other funding sources" under Budget Committee. **Action Taken:** There will be more discussions at the BC meetings regarding the process of the prioritization list. **Follow Up Items:** None
V. Strategic Planning Update	- M. Goel	**Issues Discussed:** Dr. Goel gave an update of the 2016 college-wide planning retreat. She shared that a lot of ideas were brainstormed. The college hasn't quite gotten where we should have with the 2016-2019 plan. We will soon begin another cycle of planning and adding on 2020 initiatives. Dates for the next cycle of retreats are: Board of Trustees: May 9, 2017 Executive Council: May 26, 2017 Admin. Council: July 28, 2017 All College-wide: September 29, 2017. **Action Taken:** None **Follow Up Items:** None

NEXT MEETING DATE: November 1, 2017

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 6, 2017

Re: Budget Development Process Fiscal Year 2018– 2019

We are excited this year to let you know that we have a *NEW* electronic process for submitting, reviewing, approving and scoring budget requests thanks to the hard work of Rhonda Burgess and Stephen Burns!

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 2018-2019.**

Please submit requests electronically by Friday, 1/12/18. As always, please feel free to contact me if you need assistance. Training will be provided at Administrative Council. In the meantime, Happy Budgeting!

Respectfully,

Diana Keelen

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

2018-2019 Budget Development Calendar

Task Name	Start	Finish
2018-2019 Budget Development Calendar as of 10/18/17	Wed 10/18/17	**Fri 10/5/18**
Non-Personnel College Budget Call	Wed 10/18/17	**Thu 1/18/18**
Budget Committee Budget Call Review	Wed 10/18/17	Wed 10/18/17
Strategic Planning Committee Budget Call Review	Wed 11/1/17	Wed 11/1/17
Budget Call Issue Date & Due Date	Mon 11/6/17	Fri 1/12/18
Budget Instructions/Training Admin Council & Dept Chairs	Tue 11/14/17	Tue 11/14/17
Personnel Prioritization	**Mon 10/16/17**	**Tue 1/16/18**
Faculty Prioritization List	Mon 10/16/17	Tue 1/16/18
CMS & Administrator Prioritization List	Mon 10/16/17	Tue 1/16/18
Classified Prioritization List	Mon 10/16/17	Tue 1/16/18
2017-2018 Audit Presentation to the Board of Trustees	Mon 1/8/18	Mon 1/8/18
Governor's 2018-2019 Budget Released	Mon 1/15/18	Mon 1/15/18
Annual Budget Committee Goal Setting and Review of Prior Year	Wed 11/29/17	Wed 11/29/17
Tentative Budget Development	**Mon 1/15/18**	**Fri 6/22/18**
Other Funds Budget Call Issued	Mon 2/12/18	Fri 3/16/18
Restricted/Grant Budget Call Issued	Mon 2/12/18	Fri 3/16/18
2016-2017 Recalculation Issued (R1)	Thu 2/15/18	Thu 2/15/18
2017-2018 First Principle Apportionment Issued (P1)	Thu 2/15/18	Thu 2/15/18
Business Services compiles New Resource Requests	Mon 1/15/18	Fri 1/19/18
Resource Requests sent to BC Members prior to meeting	Mon 1/22/18	Mon 1/22/18
Budget Committee Reviews Resource Requests	Wed 1/24/18	Wed 3/14/18
Budget Committee Review -Lab Time	Wed 1/31/18	Wed 1/31/18
Budget Committee Review -Lab Time	Wed 2/7/18	Wed 2/7/18
Budget Committee Q&A of Requestors	Wed 1/31/18	Wed 2/7/18
Requestors Present to BC based on Questions	Wed 2/28/18	Wed 2/28/18
Deadline for BC to Score Requests	Wed 3/14/18	Wed 3/14/18
Budget Committee reviews scoring results	Wed 3/28/18	Wed 3/28/18
Budget Committee Joint Meeting with Strategic Planning Committee	Wed 4/25/18	Wed 4/25/18
Budget Committee sends Recommendations to Exec Council	Fri 4/27/18	Fri 4/27/18
Executive Council Reviews Recommendations	Mon 4/30/18	Mon 4/30/18
Tentative Budget Development	Mon 1/15/18	Fri 4/27/18
Tentative Budget Presented to Administrative Council	Tue 5/22/18	Tue 5/22/18
Final List to Budget Committee	Wed 5/23/18	Wed 5/23/18
Tentative Budget Presented to Budget Committee	Wed 5/23/18	Wed 5/23/18
Budget sent to President's Office	Fri 6/1/18	Fri 6/1/18
Tentative Budget Presented to Strategic Planning Committee	Wed 6/6/18	Wed 6/6/18
Board of Trustees Approves Tentative Budget	Mon 6/11/18	Mon 6/11/18
Memos to Requestors issued for Resource Allocation Disposition	Fri 6/22/18	Fri 6/22/18
Governor's May Revision	Tue 5/15/18	Tue 5/15/18
2017-2018 Second Principle Apportionment Issued (P2)	Thu 5/31/18	Thu 5/31/18
State Budget Enacted	Sun 7/1/18	Sun 7/1/18
2018-2019 Advanced Apportionment Issued (AD)	Mon 7/23/18	Mon 7/23/18
2018-2019 Chancellor's Office Budget Workshop	Mon 7/30/18	Mon 7/30/18
Adopted Budget Development	**Mon 8/6/18**	**Wed 10/3/18**
2017-2018 Unaudited Actuals Available	Mon 8/6/18	Mon 8/6/18
Adopted Budget Presented to Budget Committee	Wed 8/22/18	Wed 8/22/18
Adopted Budget Presented to Administrative Council	Tue 8/28/18	Tue 8/28/18
Final Adopted Budget sent to President's Office	Fri 8/31/18	Fri 8/31/18
Adopted Budget Presented to Strategic Planning Committee	Wed 9/5/18	Wed 9/5/18
Board of Trustees Adopts the Budget	Mon 9/10/18	Mon 9/10/18
Budget Committee Review for Process Improvement	Wed 9/26/18	Wed 9/26/18
Budget Committee Joint Meeting with Strategic Planning Committee	Wed 10/3/18	Wed 10/3/18

ANTELOPE VALLEY COLLEGE

Non-Permanent Staffing Prioritization Rubric

Academic/Non-Operational Request

Fiscal Year 2018-2019

Committee Member		Requested Resource	
Department		Date	

Scoring Area	Related Components	Scoring	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	
Section 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 **5 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) **7 points:** Goal #3: Focus on utilizing proven instructional strategies that will foster transferable intellectual skills **7 points:** Goal #4: Advance more students to college-level coursework (4.1- Develop and implement effective placement tools) **3 points:** Goal #5: Align instructional programs to the skills identified by the labor market	
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 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 & 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 completing construction and moving to the new Palmdale Center location * Supports successfully opening the new bachelor's degree program * Supports expanding participation and streamlining the participatory governance structure of the college	
Section IV: Measurable Assessment Outcomes	- 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):	

10-Oct-17

Non-Permanent Staffing Prioritization Rubric

Operational Request	

Fiscal Year <u>2018-2019</u>

Committee Member Department		Requested Resource Date	

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	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 & 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 completing construction and moving to the new Palmdale Center location * Supports successfully opening the new bachelor's degree program * Supports expanding participation and streamlining the participatory governance structure of the college	
Measurable Assessment Outcomes	- 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):	

10-Oct-17

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT FISCAL 2018-2019
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:

_____

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_____

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:

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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 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 & 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 completing construction and moving to the new Palmdale Center location
___ Supports successfully opening the new 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?:

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Section IV. Measureable Outcomes

What is the measureable outcome of your request?

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_____

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 2018-2019
Resource Allocation Proposal
Academic/Non-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:

_____

_____

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_____

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:

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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 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 & 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 completing construction and moving to the new Palmdale Center location
___ Supports successfully opening the new 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?:

_____

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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

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://www.avc.edu/administration/busserv/budgetsys/. 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 Services
- Facilities Services
- Information Technology Services
- 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 Management 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://www.avc.edu/administration/busserv/budgetsys

- 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 2018-2019. If it already shows 2018-2019, then pick the type of request. Operational/Academic (Non-Operational). Here is a visual as an example:

- 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 2018-2019 priorities will be on EMP Goal #2, #4 & #3. 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 #2: Increase efficient and effective use of all resources.
    - Budgeting, planning & forecasting, Facilities Plan build out.

    EMP Goal #4: Advance more students to college-level course work.
    - First Year Experience, Summer Bridget, ScoreCard Achievement Gaps, Assessment.

    EMP Goal #3: Focus on utilizing proven instructional strategies that will foster transferrable intellectual skills.
    - AVC2CSU, first class of Bachelor's Degree graduates expand program, K-12 alignment and AEBG expansion.

- 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.

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://www.avc.edu/administration/busserv/budgetsys

- 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:

AVC Budget Request System Dashboard

Welcome, Diana Keelen.

My Requests

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

Dashboard

Budget Request

Business Services

Approve Requests/Set Priorities

- 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.

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 ▼	approved ▼			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

- 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://www.avc.edu/administration/busserv/budgetsys

- 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.

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 Measurable Outcome tied to SLO/PLO/ILO/OO	

Submit score

Antelope Valley College
Resource Utilization Report

The **purpose of this document** is to report back to the AVC Budget 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.

Identify **cost** in terms of:	**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: _____

Strategic Plan 2017-2020 Template

Goal 1*: Commitment to strengthening institutional effectiveness measures and practices.									
#	Sub Goal	Sponsor/ Responsibility	Completion Date 2017-2018	Completion Date 2018-2019	Completion Date 2019-2020	Completion Date 2020 & Beyond	Resources Needed	Measure of Success**	Status
1.1									
1.2									
1.3									
1.4									
1.5									
1.6									
1.7									
1.8									

September 21, 2017

1.9								
1.10								
1.11								
1.12								
1.13								
1.14								
1.15								
1.16								
1.17								
1.18								
1.19								
1.20								
1.21								
1.22								
1.23								

#	Sub Goal	Sponsor/ Responsibility	Completion Date 2017-2018	Completion Date 2018-2019	Completion Date 2019-2020	Completion Date 2020 & Beyond	Resources Needed	Measure of Success**	Status
Goal 2*: Increase efficient and effective use of resources. Technology:									
2.1.A									Ongoing
2.1.B									
2.1.C									
2.1.D									
2.1.E									
2.1.F									

#	Sub Goal	Sponsor/ Responsibility	Completion Date 2017-2018	Completion Date 2018-2019	Completion Date 2019-2020	Completion Date 2020 & Beyond	Resources Needed	Measure of Success**	Status
Goal 2*: Increase efficient and effective use of resources. 2.2 Facilities:									
2.2.A									
2.2.B									
2.2.C									
2.2.D									
2.2.E									

#	Sub Goal	Sponsor/ Responsibility	Completion Date 2017-2018	Completion Date 2018-2019	Completion Date 2019-2020	Completion Date 2020 & Beyond	Resources Needed	Measure of Success**	Status
2.2.F									
2.2.G									
2.2.H									
2.2.I									
2.2.J									

Goal 2*: Increase efficient and effective use of resources. Facilities:

#	Sub Goal	Sponsor/ Responsibility	Completion Date 2017-2018	Completion Date 2018-2019	Completion Date 2019-2020	Completion Date 2020 & Beyond	Resources Needed	Measure of Success**	Status
Goal 2*: Increase efficient and effective use of resources. Human Resources:									
2.3.A									
2.3.B									
2.3.C									
2.3.D									
2.3.E									
2.3.F									
2.3.G									

#	Sub Goal	Sponsor/ Responsibility	Completion Date 2017-2018	Completion Date 2018-2019	Completion Date 2019-2020	Completion Date 2020 & Beyond	Resources Needed	Measure of Success**	Status
Goal 2*: Increase efficient and effective use of resources. Business Services:									
2.4.A									
2.4.B									
2.4.C									
2.4.D									
2.4.E									
2.4.F									
2.4.G									

#	Sub Goal	Sponsor/ Responsibility	Completion Date 2017-2018	Completion Date 2018-2019	Completion Date 2019-2020	Completion Date 2020 & Beyond	Resources Needed	Measure of Success**	Status
Goal 3*: Focus on utilizing proven instructional strategies that will foster transferable intellectual skills.									
3.1									3.1
3.2									3.2
3.3									3.3
3.4									3.4

#	Sub Goal	Sponsor/ Responsibility	Completion Date 2017-2018	Completion Date 2018-2019	Completion Date 2019-2020	Completion Date 2020 & Beyond	Resources Needed	Measure of Success**	Status
3.5									
3.6									
3.7									
3.8									
3.9									
3.10									
3.11									

Goal 3*: Focus on utilizing proven instructional strategies that will foster transferable intellectual skills.

#	Sub Goal	Sponsor/ Responsibility	Completion Date 2017-2018	Completion Date 2018-2019	Completion Date 2019-2020	Completion Date 2020 & Beyond	Resources Needed	Measure of Success**	Status
4.1.A									
4.1.B									
4.1.C									
4.1.D									
4.1.E									
4.1.F									
4.1.G									
4.1.H									
4.1.I									
4.1.G									
4.1.K									

Goal 4: Advance more students to college-level coursework. Develop and implement effective placement tools:

#	Sub Goal	Sponsor/ Responsibility	Completion Date 2017-2018	Completion Date 2018-2019	Completion Date 2019-2020	Completion Date 2020 & Beyond	Resources Needed	Measure of Success**	Status
Goal 5*: Align instructional programs to the skills identified by the labor market.									
5.1									
5.2									
5.3									
5.4									
5.5									
5.5									

#	Sub Goal	Sponsor/ Responsibility	Completion Date 2017-2018	Completion Date 2018-2019	Completion Date 2019-2020	Completion Date 2020 & Beyond	Resources Needed	Measure of Success**	Status
Goal 5*: Align instructional programs to the skills identified by the labor market.									
5.6									
5.7									
5.8									
5.9									
5.10									
5.11									
5.12									
5.13									

*Indicates College-Wide Priorities for 2017-2020 as of fall 2017.
**Progress on AVC's State Scorecard, Integrated Goals for Basic Skills/3SP/Equity, Institutional Effectiveness Partnership Initiative (IEPI) metrics, Institutional Set Standards (ISS), and any additional measures of success/key performance indicators (KPI) will be reviewed at least annually and serve as overall indicators of success.