



## Budget Request Instructions

Budget is driven by the strategic planning process of the college, which is derived from the educational services plan, facilities services 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** given to the program review coordinator in advance before you can request resources. If a current program review 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 administrator 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: Director of Financial and Fiscal Services Audio

Visual Equipment or Information Technology Equipment: Interim  
Exec. Director ITS

Facility Alteration & Repair and Vehicles: Director of Planning &  
Logistics and Director of Capital Projects

If you submit a request that fits into the categories above and you have not coordinated with the appropriate administrator, your request **will not be considered.**

3. Requestors can log into the 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:

- Arts & Humanities Division
- Bachelor's Degree Program
- Counseling & Matriculation Division
- Enrollment Services & Access Division
- Facilities Services
- FFS Purchasing & Auxiliary Services
- Health & Public Safety Sciences Division
- Industrial Arts and Applied Technologies Division
- Information Technology Services
- Institutional Effectiveness, Research & Planning/Library Services
- Kinesiology & Athletics Division
- Language and Communication Arts Division
- Math, Science & Engineering Division
- Office of Academic Affairs
- Office of Administrative Services
- Office of Equity & Student Achievement
- Office of People Culture & Talent
- Office of Student Services
- Office of the President
- Palmdale/Extended Learning Division
- Public Information Officer/Marketing
- People Culture Talent, Payroll & Risk Management
- Social & Behavioral Sciences Division
- Student Health & Wellness Center Division
- Student Support Services Division
- Workforce Development & Community Engagement Division



## Budget Request Instructions

### 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 type of request. Operational/Academic (Non-Operational). Here is a visual as an example:

*(Example of system below only for illustration purposes)*

### Budget Development Fiscal 2025-2026 Resource Allocation Proposal

Type of request:

Budget System > Budget Development Fiscal Resource Allocation Proposal

Dashboard

Budget Request

**Business Services**

Approve Requests/Set Priorities

**Modify Data**

Modify System

**Reports**

All Requests Report

Skew Report

Master List Report

Requests by Department

- 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. This means that when the campus opens its doors there are things that must function 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 program such as classrooms that require instructional materials & equipment, counseling programs, library services, etc.

- Through the campus-wide planning retreats, the 2024-2025 priorities will be on ESP Goal #1, #2 & #6. As a reminder, here are specific examples of focus:
  - ESP Strategic Goal #1 Service: Realign college policies, practices, and processes to remove barriers and to become more effective, efficient, and responsive to students, employees, and the community.
  - ESP Strategic Goal #2 Equity: Improve the college culture by becoming a more caring, welcoming, accessible, and inclusive campus.
  - ESP Strategic Goal 6 Success: Boost success rates by prioritizing the student experience.
- 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/ESP 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, ESP 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)

### AVC Budget Request System Dashboard

Welcome, Amanda Khatib.

#### My Requests

Fiscal Year:

Budget System

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:

Originator	Department	Support	Date Submitted	Short Description	Priority	Prior Year	Status	Funded	Source	View
eileen.obrien@avc.edu	Office of Administrative Services		04/18/2024	test	<input type="text"/>	no	remove	<input type="text"/>	<input type="text"/>	<a href="#">View Request</a>
eileen.obrien@avc.edu	Procurement		04/18/2024	Enter short description here	<input type="text"/>	no	remove	<input type="text"/>	<input type="text"/>	<a href="#">View Request</a>



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

## Approve Requests/Set Priorities

Fiscal Year: 2025-2026 Get Requests

Originator	Department	Support	Date Submitted	Short Description	Priority	Prior Year	Status	Funded	Source	View
eileen.obrien@avc.edu	Office of Administrative Services		04/18/2024	test	<input type="text"/>	<span>no</span>	<span>remove</span>	<input type="text"/>	<input type="text"/>	<a href="#">View Request</a>
eileen.obrien@avc.edu	Procurement		04/18/2024	Enter short description here	<input type="text"/>	<span>no</span>	<span>remove</span> <span>submitted</span> <span>revise</span> <span>approved</span> <span>remove</span>	<input type="text"/>	<input type="text"/>	<a href="#">View Request</a>

Budget System > Approve Requests/Set Priorities

[Dashboard](#)

[Budget Request](#)

**Business Services**

[Approve Requests/Set Priorities](#)

**Modify Data**

[Modify System](#)

**Reports**

- 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		<a href="#">Score Request</a>
Information Technology Services	2	A New Hope		<a href="#">Score Request</a>

- 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:





### Section III: President's Goals

- 1. Increase Enrollment and FTE's, Support Programmatic Growth and Improvement (Strategic Priority 1)
- 2. Update Board Policies and Procedures ensuring they reflect Mission, Vision, and Values of AVC (Strategic Priority 2)
- 3. Community Interactions (Strategic Priority 3)
- 4. Workforce Development (Strategic Priority 4)
- 5. Personal and Professional Growth and Development

How does your request support the President's goals above:  
(ENTER INFORMATION HERE)

### Section IV: Measureable Outcomes

What is the measureable outcome of your request:  
TBD

Which learning outcomes are supported by your request:  
TBD

When will the outcomes be measured (timeline):  
TBD

How will you measure the desired outcomes:  
TBD

## Scoring Information

[Open Request in New Window](#)

Scoring Area	Related Components	Scoring Rubric	Score
Section I: Planning Documents	<ul style="list-style-type: none"> <li>-Program Review (PR)/Annual Program Assessment (APA)</li> <li>-Action Plan</li> <li>-Educational Service Plan / 3-Year Strategic Plan</li> <li>-Facilities Service Plan</li> <li>-Technology Plan</li> <li>-Human Resources Plan</li> <li>-Other planning documents</li> </ul>	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	<input type="text"/>
Section II: Alignment with Annual Institutional Goals	-Strategic Planning Goals	Max 30 Points: Sum the points for all institutional goals that the request supports 10 points: Strategic Goal 1- Service: Realign college policies, practices, and processes to remove barriers and to become more effective, efficient, and responsive to students, employees, and the community. 10 points: Strategic Goal 2- Equity: Improve the college culture by becoming a more caring, welcoming, accessible, and inclusive campus. 10 points: Strategic Goal 6- Success: Boost success rates by prioritizing the student experience.	<input type="text"/>
Section III: Alignment with President's goals	-2024-2025 President's Goals	Max 20 Points: 0 points: if it does not support any of the goals 10 Points: if it supports some of the goals 20 points: if it supports most of the goals *1. Increase Enrollment and FTES, Support Programmatic Growth and Improvement (Strategic Priority 1, AVC SERVES 1, 2, 6) *2. Update Board Policies and Procedures ensuring they reflect Mission, Vision, and Values of Antelope Valley College (Strategic Priority 2, AVC SERVES 1-6) *3. Community Interactions (Strategic Priority 3, AVC SERVES 1-6) *4. Workforce Development (Strategic Priority 4, AVC SERVES 2-5) *5. Personal and Professional Growth and Development	<input type="text"/>
Section 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	<input type="text"/>

[Submit score](#)