



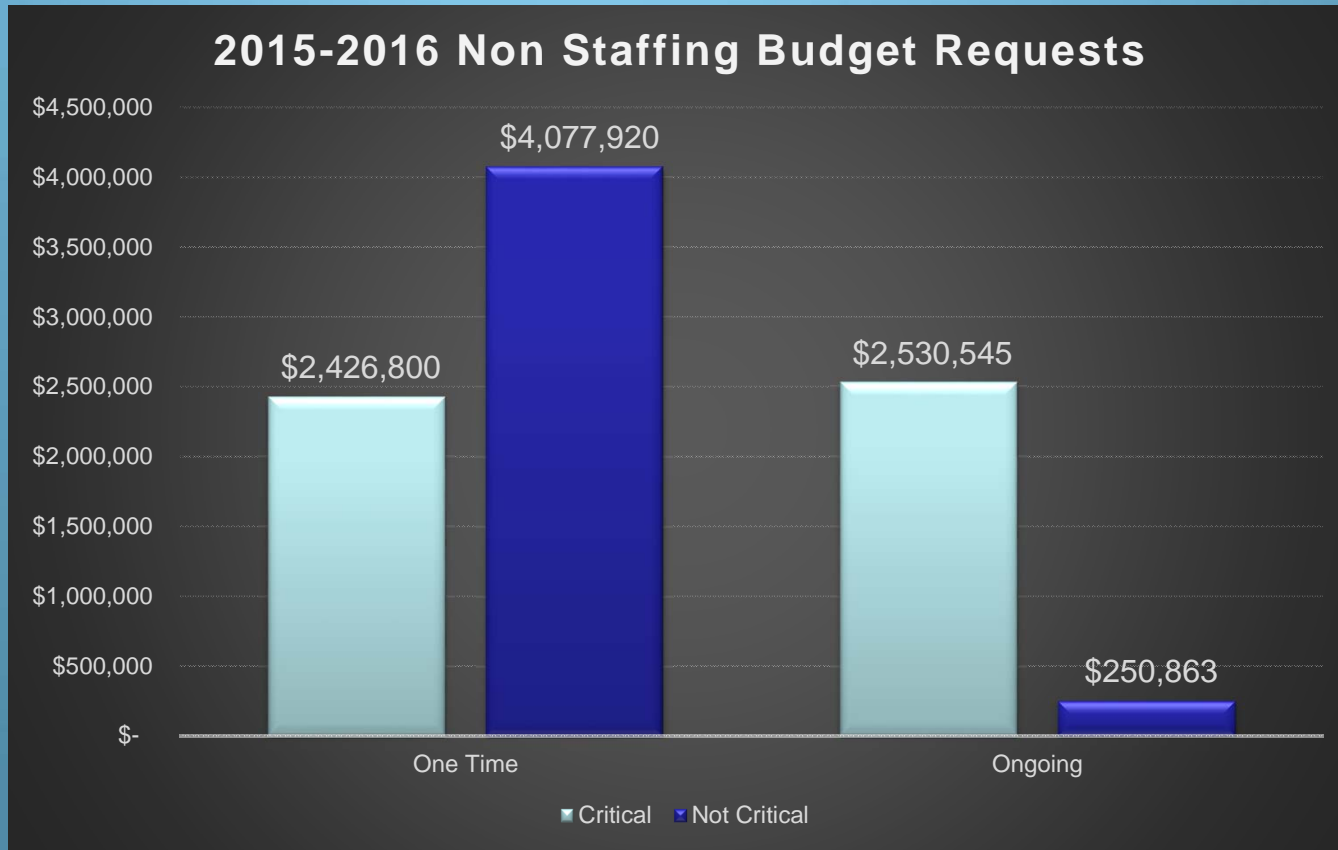
2016-2017 Budget Call

Diana Keelen, Budget Committee Co-Chair
Dr. Irit Gat, Budget Committee Co-Chair
Administrative Council Meeting, November 17, 2015

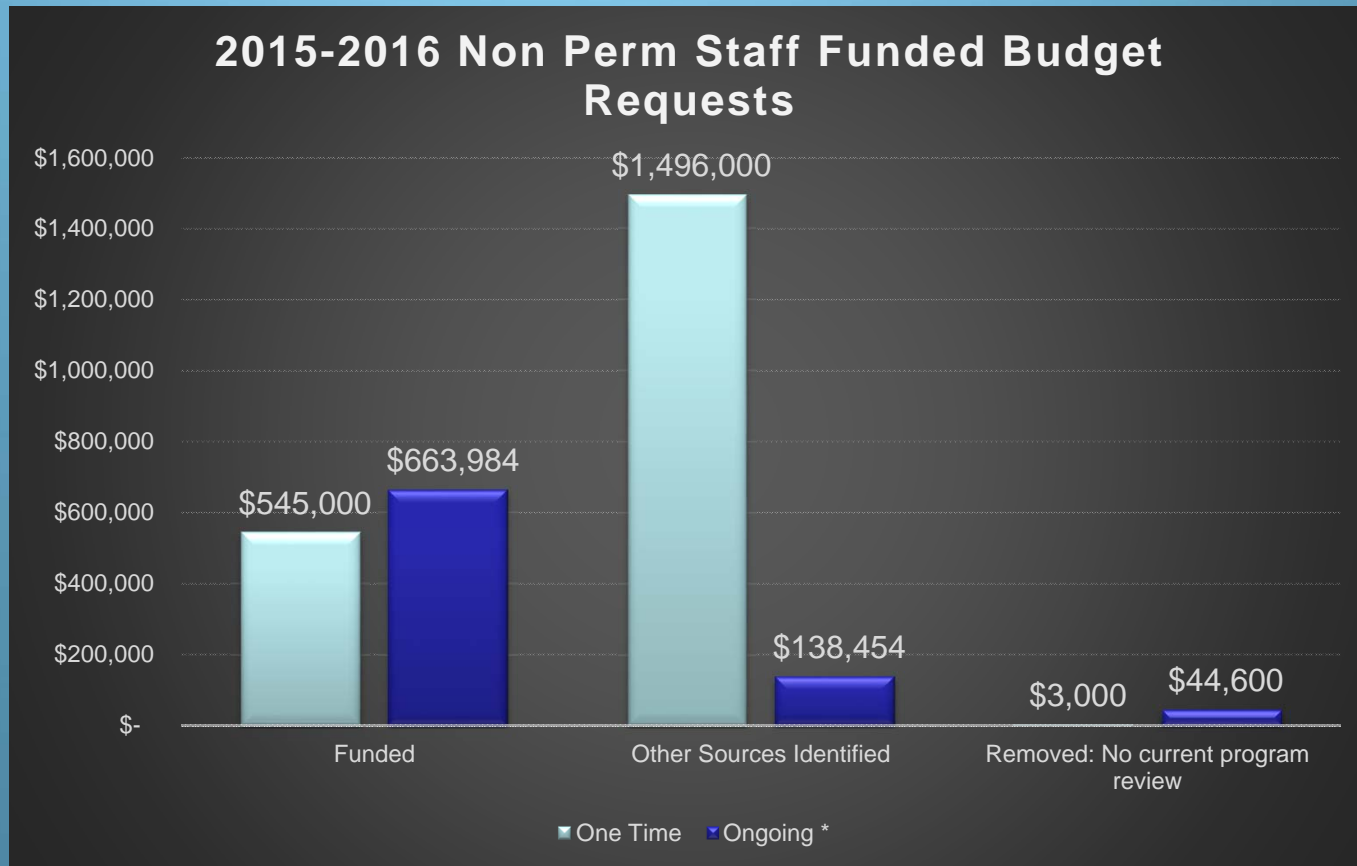
Recap of 2015-2016

- 152 Budget requests received
- Total requests were \$9,286,128
 - One-time: \$6,504,720
 - On going: \$2,781,408

2015-2016 Non Permanent Staffing Requests



2015-2016 Non Permanent Staffing Funded Budget Requests

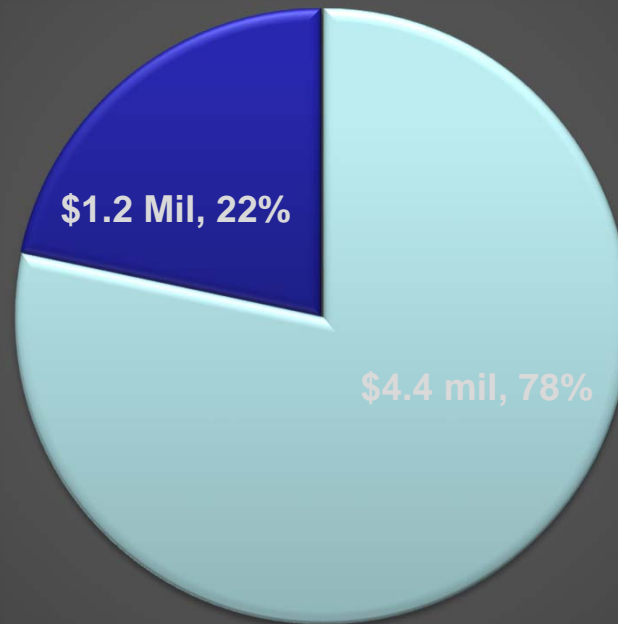


2015-2016 Adopted Budget Summary

- Unrestricted fund set aside for resource allocation (\$5.6 million):
 - \$1,450,000 on going funds (including classified/CMS staffing)
 - \$545,000 one time funds
 - \$1,162,571 set aside for negotiations on going
 - \$447,439 set aside for negotiations one time
 - \$1,236,222 in faculty hiring
 - \$819,497 in step/column, STRS & PERS increases

2015-2016 Unrestricted Staffing versus Non Permanent Staffing Allocations

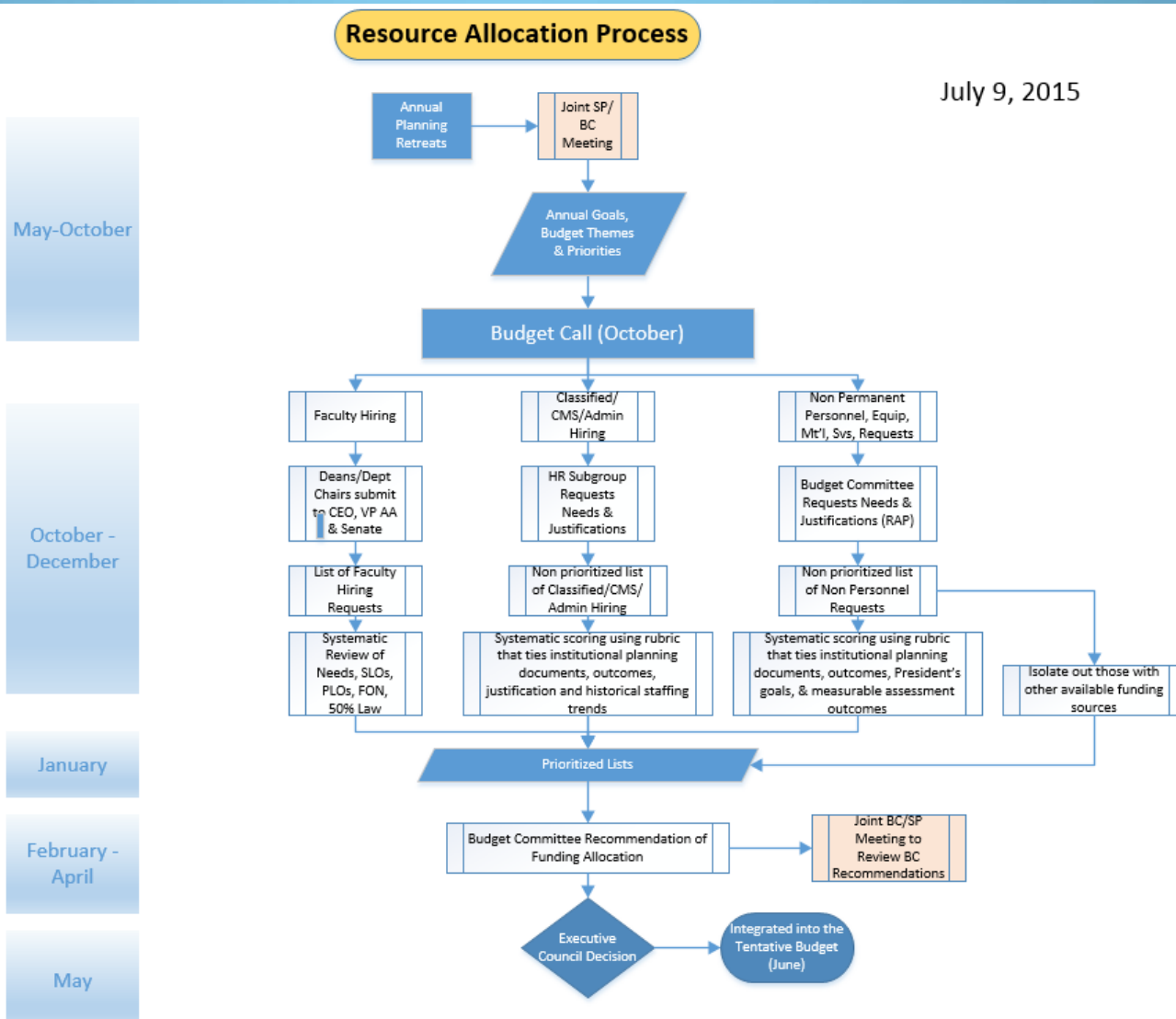
2015-2016 Unrestricted Staffing & Non Staffing Budget Increases



■ Staffing ■ Non Staffing

Resource Allocation Process

July 9, 2015



BUDGET CALENDAR

Key Tasks	Start	Finish
2016-2017 Budget Development Calendar as of 11/3/15	Wed 7/22/15	Tue 9/27/16
Budget Committee Review for Process Improvement	Wed 7/22/15	Wed 7/22/15
Annual Budget Committee Goal Setting and Review of Prior Year	Wed 9/23/15	Wed 9/23/15
Budget Committee Joint Meeting with Strategic Planning Committee	Wed 10/14/15	Wed 10/14/15
Personnel Prioritization	Fri 10/2/15	Mon 1/4/16
Faculty Prioritization List	Fri 10/2/15	Mon 1/4/16
CMS & Administrator Prioritization List	Fri 10/2/15	Mon 1/4/16
Classified Prioritization List	Fri 10/2/15	Mon 1/4/16
Non-Personnel College Budget Call	Tue 11/3/15	Thu 1/21/16
Budget Committee Budget Call Review	Tue 11/3/15	Tue 11/3/15
Budget Call Issue Date & Due Date	Fri 11/6/15	Fri 12/18/15
Budget Instructions/Training Admin Council & Dept Chairs	Tue 11/17/15	Tue 11/17/15
Baseline Instructional Materials Fees Request to Deans	Fri 11/6/15	Fri 12/18/15
Governor's 2016-2017 Budget Released	Fri 1/15/16	Fri 1/15/16
Tentative Budget Development	Fri 2/19/16	Fri 7/29/16
Other Funds Budget Call Issued	Mon 3/14/16	Fri 4/15/16
Restricted/Grant Budget Call Issued	Mon 3/14/16	Fri 4/15/16
2014-2015 Recalculation Issued (R1)	Fri 2/19/16	Fri 2/19/16
2015-2016 First Principle Apportionment Issued (P1)	Fri 2/19/16	Fri 2/19/16
Business Services compiles New Resource Requests	Mon 1/4/16	Wed 1/20/16
Resource Requests sent to BC Members prior to meeting	Fri 1/22/16	Fri 1/22/16
Budget Committee Reviews Resource Requests	Wed 1/27/16	Wed 2/17/16
Budget Committee Q&A of Requestors	Wed 2/3/16	Wed 2/3/16
Budget Committee Joint Meeting with Strategic Planning Committee	Wed 2/24/16	Wed 2/24/16
Budget Committee sends Recommendations to Exec Council	Mon 2/29/16	Mon 2/29/16
Executive Council Reviews Recommendations	Mon 2/29/16	Mon 2/29/16
Tentative Budget Development	Mon 2/29/16	Fri 4/29/16
Tentative Budget Presented to Budget Committee	Wed 5/11/16	Wed 5/11/16
Tentative Budget Presented to Strategic Planning Committee	Wed 5/18/16	Wed 5/18/16
Tentative Budget Presented to Executive Council	Mon 5/23/16	Mon 5/23/16
Budget sent to President's Office	Fri 5/27/16	Fri 5/27/16
Board of Trustees Approves Tentative Budget	Mon 6/13/16	Mon 6/13/16
Tentative Budget Presented to Administrative Council	Tue 6/14/16	Tue 6/14/16
Memos to Requestors issued for Resource Allocation Disposition	Mon 5/16/16	Fri 7/29/16
Governor's 2015-2016 May Revision	Mon 5/16/16	Mon 5/16/16
2015-2016 Second Principle Apportionment Issued (P2)	Fri 6/24/16	Fri 6/24/16
State Budget Enacted	Fri 7/1/16	Fri 7/1/16
2016-2017 Advanced Apportionment Issued (AD)	Fri 7/15/16	Fri 7/15/16
2016-2017 Chancellor's Office Budget Workshop	Fri 7/29/16	Fri 7/29/16
Adopted Budget Development	Fri 8/5/16	Tue 9/27/16
2015-2016 Unaudited Actuals Available	Fri 8/5/16	Fri 8/5/16
Adopted Budget Presented to Budget Committee	Wed 8/10/16	Wed 8/10/16
Adopted Budget Presented to Strategic Planning Committee	Wed 8/17/16	Wed 8/17/16
Adopted Budget Presented to Executive Council	Mon 8/22/16	Mon 8/22/16
Final Adopted Budget sent to President's Office	Fri 8/26/16	Fri 8/26/16
Board of Trustees Adopts the Budget	Mon 9/12/16	Mon 9/12/16
Adopted Budget Presented to Administrative Council	Tue 9/27/16	Tue 9/27/16

Budget Instructions

- Program review or annual update must be current for consideration
- Additional approvals required for requests related to the following categories:
 - 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
- Requested amount should represent the incremental increase to your budget. Do not include your baseline budget amount.
- Identify if partial funding is acceptable and the amount.
- 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.
- 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 Structure

- Inst. Advancement
- IERP
- PIO/Marketing
- Business Services
- Facilities
- ITS
- Academic Division #1
- Academic Division #2
- Academic Division #3
- Academic Division #4
- Academic Division #5
- Risk Management
- Student Life & Development
- Enrollment Management
- Counseling & Matriculation
- Office of Student Services
- Office of Human Resources/Payroll
- Office of Academic Affairs
- Office of the President

Operational versus Academic

Operations refers to 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 a program or the direct instruction of students or the support services that affect student learning outcomes and program learning outcomes. Such as classroom that requires instructional materials & equipment, counseling programs, library services, etc.

<u>Operational Request</u>	<u>Academic/Non Operational Request</u>
Maintaining Health/Safety	Provide environment which supports learning and facilities student success Increase in transfer rates
Ensuring Compliance	Expand and diversify career & tech ed options
Enhancing Operational Support	Increase student success in basic skills and ESL courses
Utilize campus resources efficiently and effectively	Utilize campus resources efficiently and effectively
Maintain & enhancing community partnerships	Maintain & enhancing community partnerships
Increase resources to enhance technology support of mission & processes	Increase resources to enhance technology support of mission & processes

Resource Allocation Proposal



ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT FISCAL 2016-2017
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
(Also used on Budget Sheet) _____


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 \$ _____	<input type="checkbox"/> Check if partial funding is acceptable Minimum amount \$ _____
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Briefly describe your request. (100 words or less)



ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT FISCAL 2016-2017
Resource Allocation Proposal
Operational Request

Budget Committee use:

Originator: _____ Date Submitted: _____

Program or Department Name: _____

Lead for Implementation: _____ Campus: _____

Brief Description of Request
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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 \$ _____	<input type="checkbox"/> Check if partial funding is acceptable Minimum amount \$ _____
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Briefly describe your request. (100 words or less)

Resource Allocation Proposal

Academic/Non Operational

Section I	Planning Documents
	Check the applicable planning document below that supports your request (Select all that apply):
	<input type="checkbox"/> Program Review/Annual Program Assessment <input type="checkbox"/> Technology Plan
	<input type="checkbox"/> Action Plan <input type="checkbox"/> Human Resources Plan
	<input type="checkbox"/> Educational Master Plan <input type="checkbox"/> (List other planning document)
<input type="checkbox"/> 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):
	<input type="checkbox"/> Student Success <input type="checkbox"/> Efficient and Effective Use of Resources
	<input type="checkbox"/> Increase in Transfer Rates <input type="checkbox"/> Enhancing Community Partnerships
	<input type="checkbox"/> Career Tech Expansion <input type="checkbox"/> Enhancing Technology Support
<input type="checkbox"/> Basic Skills and ESL	
Briefly describe how your request supports the institutional goals above:	
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Operational

Section I	Planning Documents
	Check the applicable planning document below that supports your request (Select all that apply):
	<input type="checkbox"/> Program Review/Annual Program Assessment <input type="checkbox"/> Technology Plan
	<input type="checkbox"/> Action Plan <input type="checkbox"/> Human Resources Plan
	<input type="checkbox"/> Educational Master Plan <input type="checkbox"/> (List other planning document)
<input type="checkbox"/> 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):
	<input type="checkbox"/> Maintaining Health/Safety <input type="checkbox"/> Ensuring Compliance
	<input type="checkbox"/> Enhancing Operational Support <input type="checkbox"/> Enhancing Community Partnerships
	<input type="checkbox"/> Enhancing Efficient & Effective Use of Resources <input type="checkbox"/> Enhancing Technology Support
Briefly describe how your request supports the institutional goals above:	
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Resource Allocation Proposal

Section III	President's Goals Check all the applicable President's Goals below that are supported by your request (Select all that apply): <input type="checkbox"/> Supports successful preparation for full accreditation process <input type="checkbox"/> Supports conducting a successful bond campaign <input type="checkbox"/> Supports completing a new 10-year facilities master plan <input type="checkbox"/> Supports a fully-integrated system of record implementation and fiscal independence from LACOE <input type="checkbox"/> Supports completion of 10-year educational master plan supported by a 3-year strategic plan <input type="checkbox"/> Supports increasing all outcomes on the Student Success Scorecard <input type="checkbox"/> Supports completely integrating class schedules that is sequenced for degree programs and supports student educational planning & completion How does your request support the President's goals above? _____ _____ _____ _____ _____
	Section IV
Measurable Outcomes What is the measurable 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? _____ _____ _____ _____	

Annual Prioritized Budget Requests

Antelope Valley College
Annual Budget Request
Fiscal Year 2016-2017

Department/Division:

Type Your Department/Division Name Here

Priority Ranking	Description	Prior Yr Yes? No?	One Time or On Going	FOAP						Amount Requested Above Base Line Budget
				Fund Type	Sub Fund	Fund	Org	Account	Program	
1	1 - Computer SAMPLE	N	On Going	01	0	00000	14020	4500	672000	\$1,500.00
TOTAL									\$1,500.00	

Budget Calls

	<u>Issued</u>	<u>Due</u>
• District budget call	11/6/15	12/18/15
• Instructional Materials	11/12/15	12/18/15
• Categorical/Grants	3/14/16	4/15/16
• Other Funds	3/15/16	4/15/16

If coordinating with other departments such as ITS, Facilities, Marketing or Business Services please coordinate at least 2 weeks prior to required due date.

Questions?