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 2019-2020. If it already shows 2019-2020, 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 2019-2020 priorities will be on EMP Goal #2, #4 & #1, 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 #2: Increase efficient and effective use of all resources.
  - o Budgeting, planning & forecasting, Facilities Plan build out.

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

  EMP Goal #1: Commitment to strengthen Institutional Effectiveness measures and practices.
  - o EMP Goal #1 is an overarching priority over the next few years.

- 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.
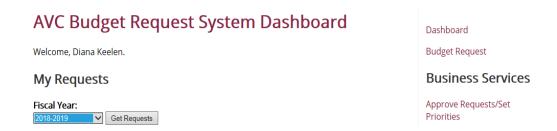
Once you submit your request, it will go to the supervising administrator for review, approval and prioritization.
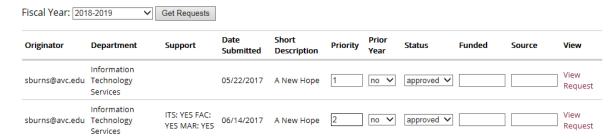
Budget Request Instructions-Approver

The approval process for budget requests will be online at:
https://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, 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:

![Antelope Valley College logo]

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)

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

Open Request in New Window

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