



# Budget Committee Agenda

Wednesday, May 25, 2016  
SSV-151  
2:30 p.m. – 3:30 p.m.

**Type of Meeting:** *Regular Meeting*

**Note Taker:**

**Please Review/Bring:** *Agenda, Minutes, Supporting documents*

**Committee Members:**

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

Items	Person	Action
<b>I. Approval of Minutes:</b> April 27, 2016	<i>All</i>	
<b>II. Information Items:</b> Presentation of Budget	<i>Diana Keelen</i>	

**NEXT MEETING DATE:**  
Budget Committee  
June 22, 2016, SSV-151  
2:30 p.m.



ANTELOPE VALLEY COLLEGE

# Budget Committee Minutes

Wednesday, April 27, 2016  
SSV-151  
2:30 p.m. – 3:30 pm

**Type of Meeting:** *Regular*  
**Note Taker:** *Rhonda Burgess*  
**Please Review/Bring:** *Agenda, Minutes, Supporting Docs*

**Committee Members:**

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

Items	Person	Action
<b>I. Approval of Minutes:</b> March 9, 2016 Meeting	All	The minutes of the March 9, 2016 Budget Committee meeting were approved by unanimous consent with one abstention.
<b>II. Informational Items:</b> Categorical positions	<i>Mark Bryant</i>	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Clerical II – Community Services (In the agenda, this position was incorrectly listed as a Clerical III)</li> <li>• Evaluations Coordinator in Enrollment Services (The cost of this position was not listed in the attachment)</li> </ul> <p><b><u>Action Taken:</u></b> None</p>



ANTELOPE VALLEY COLLEGE

	<i>Rhonda Burgess</i>	<b><u>Follow Up Items:</u></b> Clerical II in Community Services - Correction to agenda noting Clerical II position
	<i>Mark Bryant</i>	Evaluations Coordinator in Enrollment Services – will send email with cost
<b>III. Information Item:</b> Presentation of the 2016-17 Tentative Budget	<i>Wendy Dumas</i>	<b><u>Issues Discussed:</u></b> Acknowledged that everyone had received a copy of the 2016-17 Tentative Budget packet. Since Diana Keelen is the primary source for this document, questions were asked to be held and emailed to Rhonda Burgess by Friday, May 6, 2016. The questions will be compiled and forwarded to Diana Keelen for response.  Ms. Dumas reviewed highlight list from Ms. Keelen. It was requested that the highlight list be emailed to all members.  There were several questions asked and discussed but it was requested that questions be submitted by email. It was noted that the budget will be going to the Board of Trustees on June 13 <sup>th</sup> .  <b><u>Action Taken:</u></b> None
	<i>Rhonda Burgess</i>	<b><u>Follow up Items:</u></b> Email highlight list
	<i>All</i>	Email questions for tentative budget
<b>NEXT MEETING DATE:</b>  Budget Committee 5/25/2016 SSV-151, 2:30 pm		



Rhonda Burgess &lt;rburgess3@avc.edu&gt;

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## Budget committee budget

1 message

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**Diana Keelen** <dkeelen@avc.edu>

Wed, Apr 27, 2016 at 10:29 AM

To: Wendy Dumas <wdumas1@avc.edu>, Rhonda Burgess <rburgess3@avc.edu>

### Highlights

#### Revenue assumptions:

No growth

.47% COLA

Flat revenue

.5% deficit for potential Revenue shortfalls

#### Expenses:

Includes negotiations compensation and benefits

The two charts in the narrative section explain most of it.

For scheduled maintenance I included the same as last year. Same for Block grant. There is a small amount of 1x funds assumed about \$500k for AVC.

Highlight the 3 year projection. Assumes no new revenue. We've only been getting 1 x funds for the most part. It's conservative and is meant as a planning tool as we get more info from Sacramento.

This is tentative and subject to change once the state adopts the budgets.

This Also assumes several.1 X mandated Cost PROJECTS finish This year. If not, will carry over to next year.

Diana





Rhonda Burgess &lt;rburgess3@avc.edu&gt;

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## Coordinator, Evaluations Cost

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Rhonda Burgess <rburgess3@avc.edu>

Wed, Apr 27, 2016 at 3:39 PM

To: Bonnie Suderman <bsuderman@avc.edu>, Carol Eastin <ceastin@avc.edu>, Crystal Ellis <cellis@avc.edu>, Deborah Morgan <dmorgan@avc.edu>, Diana Keelen <dkeelen@avc.edu>, "Dr. Jill Zimmerman" <jzimmerman@avc.edu>, Erin Vines <evines@avc.edu>, Irit Gat <igat@avc.edu>, Jared Simmons <jsimmons@avc.edu>, Jonathan Over <jover@avc.edu>, Justin Shores <jshores@avc.edu>, Karen Smith <ksmith@avc.edu>, Kim Correa <kcorrea2@avc.edu>, Kim Fite <kfite@avc.edu>, Maria West <mvalenzuela6@avc.edu>, Mark Bryant <mbryant6@avc.edu>, Maxine Griffin <mgriffin@avc.edu>, Nichelle Williams <nwilliams@avc.edu>, Pamela J Ford <pford@avc.edu>, Rhonda Burgess <rburgess3@avc.edu>, Richard Shaw <rshaw@avc.edu>, Rick Motawakel <rmotawakel@avc.edu>, Vanessa Gibson <vgibson@avc.edu>, Violet Christopher <vchristopher@avc.edu>, Wendy Dumas <wdumas1@avc.edu>

Greetings all,

As a follow up to the meeting today, there was a question as to the cost of the above-listed position which was an Informational item on the agenda. Per Mark Bryant, the cost of the position is \$67,794.

Thank you,

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Rhonda Burgess  
Senior Administrative Assistant  
Office of Business Services  
Antelope Valley College  
Phone: 661-722-6300 ext. 6030  
[rburgess3@avc.edu](mailto:rburgess3@avc.edu)



Rhonda Burgess &lt;rburgess3@avc.edu&gt;

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## Budget Committee - Responses from Diana Keelen

1 message

**Rhonda Burgess** <rburgess3@avc.edu>

Wed, May 11, 2016 at 11:54 AM

To: Bonnie Suderman <bsuderman@avc.edu>, Carol Eastin <ceastin@avc.edu>, Crystal Ellis <cellis@avc.edu>, Deborah Morgan <dmorgan@avc.edu>, Diana Keelen <dkeelen@avc.edu>, "Dr. Jill Zimmerman" <jzimmerman@avc.edu>, Erin Vines <evines@avc.edu>, Irit Gat <igat@avc.edu>, Jared Simmons <jsimmons@avc.edu>, Jonathan Over <jover@avc.edu>, Justin Shores <jshores@avc.edu>, Karen Smith <ksmith@avc.edu>, Kim Correa <kcorrea2@avc.edu>, Kim Fite <kfite@avc.edu>, Maria West <mvalenzuela6@avc.edu>, Mark Bryant <mbryant6@avc.edu>, Maxine Griffin <mgriffin@avc.edu>, Nichelle Williams <nwilliams@avc.edu>, Pamela J Ford <pford@avc.edu>, Rhonda Burgess <rburgess3@avc.edu>, Richard Shaw <rshaw@avc.edu>, Rick Motawakel <rmotawakel@avc.edu>, Vanessa Gibson <vgibson@avc.edu>, Violet Christopher <vchristopher@avc.edu>, Wendy Dumas <wdumas1@avc.edu>

Greetings all,

At the last Budget Committee meeting on April 27th, members were asked to submit questions by last Friday, May 6th to be compiled and responded to by Diana Keelen. The following (in blue) are Ms. Keelen's responses:

**1. Exhibit A line 12: It was asked that we clarify the verbiage "on top of salaries" stating it seemed to indicate something different then how it is actually being applied.**

The language has been changed to state 2% on schedule.

**2. Exhibit A line 14: Please define the 1% more specifically.**

The 15-16 adopted budget had assumed 2% on schedule increase, 1% off schedule increase and a H&W cap increase to \$14,000. The 1% one time off schedule is shown to be removed in the budget 16-17 and replaced with line 13, which shows the negotiated 2% for 16-17. Please be reminded that this shows the change from budget to budget, not actuals to budget.

**3. Section 5-1: The ending fund balance of 15/16 does not agree to the beginning fund balance of 16/17.**

I added a new column called "budget changes" to the unrestricted detail. When I did that, table on the summary page was not properly linked. I have updated that summary sheet. Thank you for catching that.

**4. Have the Funded HR Subgroup Prioritization Lists been included?**

Yes, they have been presented, no funding has been set aside.

Ms. Keelen will send out new information on the budget when the May revision is known. The next meeting will be on Wednesday, May 25th in SSV-151 at 2:30 p.m.

Sincerely,

—  
Rhonda Burgess  
Senior Administrative Assistant  
Office of Business Services  
Antelope Valley College  
Phone: 661-722-6300 ext. 6030  
[rburgess3@avc.edu](mailto:rburgess3@avc.edu)

**Exhibit A**

**2015-2016 Budget Changes to 2016-2017 Adopted Budget**

		<b>Change</b>		<b>Increase</b>	<b>Decrease</b>	<b>Total</b>
1	Increase in Step & Column Estimates			\$ 338,783		
2	Biennial Elections				\$ (647,132)	
3	Increase in Instructional Materials			\$ 52,330		
4	Increase in Non instructional Materials			\$ 50,000		
5	Palmdale Center Marketing			\$ 50,000		
6	Security Contract Increase of 3% per year			\$ 52,358		
7	Resource Allocation Funding (On-Going)			\$ -		
8	Resource Allocation Funding (One-Time)			\$ -		
9	Minimum Wage Increase from \$9 to \$10 per hour			\$ 133,487		
10	Increase in property liability insurance 20%			\$ 110,108		
11	One Time Mandated Cost Funds Completed Projects				\$ (666,100)	
12	Rate increase using 2% on schedule			\$ 985,643		
13	2% off schedule increase one-time			\$ 985,643		
14	Removal of 2015-2016 budgeted one time off schedule 1%				\$ (447,439)	
15	Removal of one-time approved resource allocation funds 15-16				\$ (545,000)	
16	Faculty replacements difference (Hiring 8; 5 retiring; 1 resignation)			\$ 123,761		
17	Payroll Technician			\$ 72,662		
18	Payroll Supervisor			\$ 95,112		
19	Academic Affairs Reorg-Additional Dean position			\$ 151,096		
20	Increase in Solar Project Payment			\$ 5,550		
21	Increase in Utilities Expense 5% estimate			\$ 85,956		
22	3 Faculty Positions Final Stairstepped 25% in 2016-2017			\$ 79,863		
23	STEM Positions to District			\$ 366,191		
24	Increase in Board Docs to allow multiple Brown Act meetings			\$ 15,500		
25	Additional 3 Sports (Men's Volleyball, Women's Golf & Men's Soccer)			\$ 33,859		
26	STRS increase from 10.48% to 12.58%			\$ 433,766		
27	Accreditation Site Visit Accommodations			\$ 35,000		
28	PERS increase form 11.85% to 13.05%			\$ 134,822		
29	5% of categorical salaries reserve (Salaries only \$3,094,801)			\$ 154,740		
	<b>Total Increase (Decrease)</b>			<b>\$ 4,546,230</b>	<b>\$ (2,305,672)</b>	<b>\$ 2,240,558</b>



**ANTELOPE VALLEY COLLEGE**  
**2016-2017 TENTATIVE BUDGET SUMMARY-GENERAL FUND**  
**UNRESTRICTED SUMMARY**

**DRAFT**

<b>2015-2016 Estimated Actuals</b>	<b>2016-2017 Tentative Budget</b>
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<b>BEGINNING FUND BALANCE</b>	10,478,975	13,842,704
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**REVENUE**

8100-8200	Federal	20,909	20,909
8600-8700	State	61,650,588	57,831,399
8800	Local	9,690,985	9,730,985

**Total Revenue**

71,362,483	67,583,294
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**REVENUE PLUS BEGINNING FUND BALANCE**

<b>81,841,458</b>	<b>81,425,998</b>
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**EXPENDITURES**

1100-1400	Academic Salaries	30,840,745	32,153,491
2100-2400	Classified Salaries	12,389,101	13,257,599
3100-3800	Employee Benefits	12,534,889	13,693,504
4100-4700	Supplies	1,253,872	1,347,952
5100-5800	Other Operating Costs	7,939,868	7,223,390
6100-6700	Capital Expenditures	1,575,319	741,703

**Total Expenditures**

66,533,794	68,417,639
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7100-7600	Other Outgo	1,464,960	1,361,568
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**Total Expenditures & Other Outgo**

<b>67,998,754</b>	<b>69,779,207</b>
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Ending Fund Balance	13,842,704	11,646,791
Surplus/(Deficit)	3,363,729	(2,195,913)
One Time Committed Funds	(3,243,570)	(868,031)
Assigned Aside for Categorical Salaries + Benes	0	(208,426)
<b>Unassigned Ending Fund Balance</b>	<b>10,445,448</b>	<b>10,570,334</b>

<b>Reserve %</b>	<b>15.4%</b>	<b>15.1%</b>
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To review 2016-2017 Tentative Budget, please go to the following address:

[www.avc.edu/administration/busserv/budgets](http://www.avc.edu/administration/busserv/budgets)