



ANTELOPE VALLEY COLLEGE

Budget Committee Agenda

Wednesday, June 22, 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
I. Approval of Minutes: May 25, 2016	<i>All</i>	
II. Action Items: Prioritization for Staffing	<i>Diana Keelen</i>	
Funding allocation for ongoing funds	<i>Diana Keelen</i>	



ANTELOPE VALLEY COLLEGE

Request for budget increase for Controller position	<i>Diana Keelen</i>	
<p>NEXT MEETING DATE: Budget Committee July 27, 2016, SSV-151 2:30 p.m.</p>		



ANTELOPE VALLEY COLLEGE

<h1>Budget Committee Minutes</h1>	<p>Wednesday, May 25, 2016 SSV-151 2:30 p.m. – 3:30 pm</p>
-----------------------------------	--

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

Items	Person	Action
I. Approval of Minutes: April 27, 2016 Meeting	All	The minutes of the April 27, 2016 Budget Committee meeting were approved by unanimous consent.
II. Informational Items: Presentation of Budget	<i>Diana Keelen</i>	<p><u>Issues Discussed:</u> PowerPoint presentation of Budget</p> <p><u>Action Taken:</u> N/A</p> <p><u>Follow Up Items:</u></p>



ANTELOPE VALLEY COLLEGE

NEXT MEETING DATE:

6/22/2016 or as needed in summer months
SSV-151, 2:30 pm

2016-2017 HR Subgroup
CMS and Classified Prioritization

By Group with AA Reorg

16-17 w/2%

Non-CMS Classified List				0.02		
Position	Division/Area	Score	Range	Sal Only	w/Benes	Cumulative
Clerical III Kines./Ath.	Academic Affairs	358	12	39,849.40	62,714.67	62,714.67
Clerical III LA/DO	Academic Affairs	357	12	39,849.40	62,714.67	125,429.34
Clerical III PC	Academic Affairs	323	12	39,849.40	62,714.67	188,144.01
Technical Analyst	Human Resources	451	17	47,708.58	72,443.55	260,587.56
Research Technician	Institutional Research	430	19	51,270.91	76,853.36	337,440.92
Cashier (2 at 50%)	Business	415	9	35,769.99	57,664.77	395,105.69
Programmer/Analyst	IT	405	26	65,966.56	95,045.10	490,150.79
Warehouse Assistant	Business	401	11	38,439.66	60,969.56	551,120.35
Clerical III	Student Services	387	12	39,849.40	62,714.67	613,835.02
Outreach Specialist*	Student Services	386	15	44,393.87	68,340.27	682,175.29
Irrigation Equipment Tech.	Facilities	375	13	41,310.12	64,522.90	746,698.19
Help Desk Coordinator*	IT	362	16	46,022.09	70,355.85	817,054.04
Accountant	Business	347	21	55,098.54	81,591.58	898,645.62
Clerical II	Facilities	311	9	35,769.99	57,664.77	956,310.39
Skilled Maintenance Worker	Facilities	307	17	47,708.58	72,443.55	1,028,753.94

CMS List						
Position	Division/Area	Score	Range	Sal Only	w/Benes	Cumulative
Internal Auditor*	Business	425	33	84,874.79	118,451.60	118,451.60
Project manager*	IT	410	31	78,978.84	111,153.01	229,604.61
Budget Analyst*	Business	392	23	59,213.33	86,685.28	316,289.89
Director, Inst. Research*	Institutional Research	375	33	84,874.79	118,451.60	434,741.49
Director, Veteran R. Center*	Student Services	370	31	78,978.84	111,153.01	545,894.50
Stage Manager*	Business	351	23	59,213.33	86,685.28	632,579.78

* These are estimates only subject to placement by human resources

1,661,333.72

2016-2017 HR Subgroup
CMS and Classified Prioritization

By Group as Scored by BC

16-17 w/2%

Non-CMS Classified List				0.02		
Position	Division/Area	Score	Range	Sal Only	w/Benes	Cumulative
Technical Analyst	Human Resources	451	17	47,708.58	72,443.55	72,443.55
Research Technician	Institutional Research	430	19	51,270.91	76,853.36	149,296.91
Cashier (2 at 50%)	Business	415	9	35,769.99	57,664.77	206,961.68
Programmer/Analyst	IT	405	26	65,966.56	95,045.10	302,006.78
Warehouse Assistant	Business	401	11	38,439.66	60,969.56	362,976.34
Clerical III	Student Services	387	12	39,849.40	62,714.67	425,691.01
Outreach Specialist*	Student Services	386	15	44,393.87	68,340.27	494,031.28
Irrigation Equipment Tech.	Facilities	375	13	41,310.12	64,522.90	558,554.18
Help Desk Coordinator*	IT	362	16	46,022.09	70,355.85	628,910.03
Clerical III Kines./Ath.	Academic Affairs	358	12	39,849.40	62,714.67	691,624.70
Clerical III LA/DO	Academic Affairs	357	12	39,849.40	62,714.67	754,339.37
Accountant	Business	347	21	55,098.54	81,591.58	835,930.95
Clerical III PC	Academic Affairs	323	12	39,849.40	62,714.67	898,645.62
Clerical II	Facilities	311	9	35,769.99	57,664.77	956,310.39
Skilled Maintenance Worker	Facilities	307	17	47,708.58	72,443.55	1,028,753.94

CMS List						
Position	Division/Area	Score	Range	Sal Only	w/Benes	Cumulative
Internal Auditor*	Business	425	33	84,874.79	118,451.60	118,451.60
Project manager*	IT	410	31	78,978.84	111,153.01	229,604.61
Budget Analyst*	Business	392	23	59,213.33	86,685.28	316,289.89
Director, Inst. Research*	Institutional Research	375	33	84,874.79	118,451.60	434,741.49
Director, Veteran R. Center*	Student Services	370	31	78,978.84	111,153.01	545,894.50
Stage Manager*	Business	351	23	59,213.33	86,685.28	632,579.78

* These are estimates only subject to placement by human resources

1,661,333.72

2016-2017 HR Subgroup
CMS and Classified Prioritization

All Together with AA Reorg

16-17 w/2%

2016-2017 Prioritized Staffing List-Non Faculty				0.02			
Position	Division/Area	Score	Range	Sal Only	w/Benes	Type	Cumulative
Clerical III Kines./Ath.	Academic Affairs	358	12	39,849.40	62,714.67	Classified	62,714.67
Clerical III LA/DO	Academic Affairs	357	12	39,849.40	62,714.67	Classified	125,429.34
Clerical III PC	Academic Affairs	323	12	39,849.40	62,714.67	Classified	188,144.01
Technical Analyst	Human Resources	451	17	47,708.58	72,443.55	Classified	260,587.56
Research Technician	Institutional Research	430	19	51,270.91	76,853.36	Classified	337,440.92
Internal Auditor*	Business	425	33	84,874.79	118,451.60	CMS	455,892.52
Cashier (2 at 50%)	Business	415	9	35,769.99	57,664.77	Classified	513,557.29
Project manager*	IT	410	31	78,978.84	111,153.01	CMS	624,710.30
Programmer/Analyst	IT	405	26	65,966.56	95,045.10	Classified	719,755.40
Warehouse Assistant	Business	401	11	38,439.66	60,969.56	Classified	780,724.96
Budget Analyst*	Business	392	23	59,213.33	86,685.28	CMS	867,410.24
Clerical III	Student Services	387	12	39,849.40	62,714.67	Classified	930,124.91
Outreach Specialist*	Student Services	386	15	44,393.87	68,340.27	Classified	998,465.18
Irrigation Equipment Tech.	Facilities	375	13	41,310.12	64,522.90	Classified	1,062,988.08
Director, Inst. Research*	Institutional Research	375	33	84,874.79	118,451.60	CMS	1,181,439.68
Director, Veteran R. Center*	Student Services	370	31	78,978.84	111,153.01	CMS	1,292,592.69
Help Desk Coordinator*	IT	362	16	46,022.09	70,355.85	Classified	1,362,948.54
Stage Manager*	Business	351	23	59,213.33	86,685.28	CMS	1,449,633.82
Accountant	Business	347	21	55,098.54	81,591.58	Classified	1,531,225.40
Clerical II	Facilities	311	9	35,769.99	57,664.77	Classified	1,588,890.17
Skilled Maintenance Worker	Facilities	307	17	47,708.58	72,443.55	Classified	1,661,333.72

* These are estimates only subject to placement by human resources

2016-2017 HR Subgroup
CMS and Classified Prioritization

All Together as Scored by BC

16-17 w/2%

2016-2017 Prioritized Staffing List-Non Faculty				0.02			
Position	Division/Area	Score	Range	Sal Only	w/Benes	Type	Cumulative
Technical Analyst	Human Resources	451	17	47,708.58	72,443.55	Classified	72,443.55
Research Technician	Institutional Research	430	19	51,270.91	76,853.36	Classified	149,296.91
Internal Auditor*	Business	425	33	84,874.79	118,451.60	CMS	267,748.51
Cashier (2 at 50%)	Business	415	9	35,769.99	57,664.77	Classified	325,413.28
Project manager*	IT	410	31	78,978.84	111,153.01	CMS	436,566.29
Programmer/ Analyst	IT	405	26	65,966.56	95,045.10	Classified	531,611.39
Warehouse Assistant	Business	401	11	38,439.66	60,969.56	Classified	592,580.95
Budget Analyst*	Business	392	23	59,213.33	86,685.28	CMS	679,266.23
Clerical III	Student Services	387	12	39,849.40	62,714.67	Classified	741,980.90
Outreach Specialist*	Student Services	386	15	44,393.87	68,340.27	Classified	810,321.17
Irrigation Equipment Tech.	Facilities	375	13	41,310.12	64,522.90	Classified	874,844.07
Director, Inst. Research*	Institutional Research	375	33	84,874.79	118,451.60	CMS	993,295.67
Director, Veteran R. Center*	Student Services	370	31	78,978.84	111,153.01	CMS	1,104,448.68
Help Desk Coordinator*	IT	362	16	46,022.09	70,355.85	Classified	1,174,804.53
Clerical III Kines./Ath.	Academic Affairs	358	12	39,849.40	62,714.67	Classified	1,237,519.20
Clerical III LA/DO	Academic Affairs	357	12	39,849.40	62,714.67	Classified	1,300,233.87
Stage Manager*	Business	351	23	59,213.33	86,685.28	CMS	1,386,919.15
Accountant	Business	347	21	55,098.54	81,591.58	Classified	1,468,510.73
Clerical III PC	Academic Affairs	323	12	39,849.40	62,714.67	Classified	1,531,225.40
Clerical II	Facilities	311	9	35,769.99	57,664.77	Classified	1,588,890.17
Skilled Maintenance Worker	Facilities	307	17	47,708.58	72,443.55	Classified	1,661,333.72

* These are estimates only subject to placement by human resources

AVC

Budget Request Score Card - One Time

2016-17

Blue=Funded

Budget Request ID	Binder Tab	Description	On Going or One Time	Score	Other Potential Funding Sources	Amount Requested	Amount Awarded	Cumulative
HR-002	G	32 fireproof cabinets	OT	Funded	15-16 Mandated Cost	\$ 113,000	\$ 113,000	\$ 113,000
C&M-001	J	15 desk chairs (ergonomic concern)	OT	Funded	Mandated Cost	\$ 6,000	\$ 6,000	\$ 119,000
C&M-002	J	10 keyboard trays (ergonomic concern)	OT	Funded	Mandated Cost	\$ 3,000	\$ 3,000	\$ 122,000
FAC-001	P	New Palmdale Center FF&E Phase 2	OT	Funded	Lease Rev Bond	\$ 665,592	\$ 665,592	\$ 787,592
FAC-003	P	Utility valve & piping repair/replacement	OT	1025	SM	\$ 400,000		\$ 400,000
FAC-002	P	Replace instructional furniture	OT	973	Block Grant	\$ 432,325		\$ 832,325
ITS-002	Q	ERP Platform migration - from HP/UX to Linux	OT	952		\$ 126,300		\$ 958,625
FAC-004	P	Boiler Replacement Campus Wide	OT	926	SM	\$ 240,000		\$ 1,198,625
CTE-004	B	JRCERT Midterm Report	OT	852		\$ 1,575		\$ 1,200,200
CTE-006	B	AFAB Supply Budget	OT	773		\$ 15,000		\$ 1,215,200
LIB-002	R	21 computers: 4 for student lounge, 4 to add to reference area, and 13 replacement computers for reference area.	OT	772		\$ 15,000		\$ 1,230,200
SL&D-003	L	Job Placement copier	OT	771		\$ 15,000		\$ 1,245,200
MAR-001	S	Dynamic monument for K & 30th intersection	OT	751		\$ 250,000		\$ 1,495,200
V&K-003	F	Weight room equipment	OT	729		\$ 10,000		\$ 1,505,200
HR-001	G	3 computers	OT	676		\$ 1,500		\$ 1,506,700
LA-002	C	Learning Center datase dev/purchase estimate	OT	673		\$ 20,000		\$ 1,526,700
SBS-001	E	Fireproof file cabinets for new Palmdale Center	OT	534		\$ 14,000		\$ 1,540,700
HR-003	G	Payroll cubicle wall expansion	OT	299		\$ 5,000		\$ 1,545,700
C&M-003	J	8 Internet drops / 1 data switch (call center)	OT	183		\$ 7,100		\$ 1,552,800

Grand Total One Time Requests \$ 2,340,392

AVC
 Budget Request Score Card - On Going
 2016-17
 Blue=Funded

Budget Request ID	Binder Tab	Description	On Going or One Time	Score	Other Potential Funding Sources	Amount Requested	Amount Awarded	Cumulative
CTE-001	B	Automotive supply budget	OG	Funded	Unrestricted	\$ 10,000	\$ 10,000	\$ 10,000
CTE-003	B	Laundry and cleaning: Nursing	OG	Funded	Unrestricted	\$ 1,000	\$ 1,000	\$ 11,000
MSE-001	D	Instructional materials & warehouse supplies: 12351, 12355 and 12360	OG	Funded	Unrestricted	\$ 40,950	\$ 40,950	\$ 51,950
ITS-001	Q	Campus infrastructure support (New EE comp & capability)	OG	1075		\$ 85,000		\$ 85,000
MSE-002	D	Non-instructional supplies: 12351 and 12355	OG	938		\$ 400		\$ 85,400
BUS-001	O	Increase in professional development for compliance	OG	935		\$ 25,000		\$ 110,400
CTE-002	B	Automotive repair budget	OG	919		\$ 7,000		\$ 117,400
RM-001	H	Contract services	OG	892		\$ 17,000		\$ 134,400
SL&D-001	L	Job Placement office supplies	OG	857		\$ 3,800		\$ 138,200
SBS-003	E	Staff development for CDC	OG	836		\$ 4,000		\$ 142,200
ITS-003	Q	Network storage needs	OT & OG	812		\$ 265,000		\$ 407,200
AS-003	M	Re-establish travel and conference budget-DETC	OG	802		\$ 3,000		\$ 410,200
LIB-003	R	SirsiDynix/Horizon - Funding for software licenses (\$23,000 - Account code 5310) & annual subscriptions (\$8,100 - Account code 5100)	OG	776		\$ 31,100		\$ 441,300
LIB-001	R	Continue collection development of books & other reference printed materials	OG	747		\$ 200,000		\$ 641,300
LA-001	C	Learning Center tutoring	OG	740		\$ 100,000		\$ 741,300
BUS-003	O	Contract management software system	OT & OG	733		\$ 23,000		\$ 764,300
RM-002	H	Travel & conference	OG	730		\$ 5,000		\$ 769,300
AS-001	M	Re-establish travel and conference budget-AP&P	OG	696		\$ 3,000		\$ 772,300
V&K-002	F	Increase visual arts equipment repair/maintenance budget	OG	689	Instructional equipment block grant one time	\$ 3,000		\$ 775,300
BUS-002	O	Establishing marketing budget for Performing Arts Theater (PAT)	OG	680		\$ 50,000		\$ 825,300
V&K-001	F	Increase music equipment repair/maintenance budget	OG	667	Instructional equipment block grant one time	\$ 3,000		\$ 828,300
AS-002	M	Establish travel and conference budget-CTE-liason	OG	588		\$ 3,000		\$ 831,300
VPSS-002	I	Hourly clerical support	OG	501		\$ 5,000		\$ 836,300
SL&D-002	L	Student Equity office supplies	OG	398		\$ 3,000		\$ 839,300
SBS-002	E	Hiring of student workers for Palmdale	OG	359		\$ 3,824		\$ 843,124
VPSS-001	I	Dues & memberships (Pre-Law Scholar Program)	OG	296		\$ 5,000		\$ 848,124
LA-003	C	Student Worker Division Office	OG	284		\$ 7,360		\$ 855,484

Grand Total On Going Requests \$ 907,434

2015-2016 Tentative Budget Possible Allocation Scenarios

Total Ongoing Funding (\$1,450,000 ongoing + \$715,131 for negotiations)	\$	2,165,131
Reorganizations	\$	(231,424)
Professional Development	\$	(50,000)
Reclassification-Approved at 6/8/15 BoT Meeting	\$	(53,247)
Collective Bargaining-Per Approved Tentative Budget at 6/8/15 BoT Meeting	\$	(715,131)
Ongoing Pot Split	\$	1,115,329

Option #1: Budget Equity	(a)	(b)	(a x b)
% to total of below budgets	15-16 Tent.	% of total	Draft allocations
Classified/CMS/Administrator	\$19,933,356	71%	\$ 793,243
Ongoing Other Costs (4XXX-6XXX)	\$8,093,692	29%	\$ 322,086
	<u>\$ 28,027,048</u>	<u>100%</u>	<u>\$ 1,115,329</u>

Option #2: Overall Requests	(a)	(b)	(a x b)
% of overall requests	15-16 Requests	% of total	Draft allocations
Classified/CMS/Administrator	\$ 1,195,029	44%	\$ 485,213
Ongoing Other Costs (4XXX-6XXX)	\$ 1,551,911	56%	\$ 630,116
	<u>\$ 2,746,940</u>	<u>100%</u>	<u>\$ 1,115,329</u>

Option #3 : Budget & Request Average	Average of	6/24/2015 Meeting	7/8/15 Meeting
Agree to certain percentage	Options 1 & 2	BC Draft allocations	BC Final Allocations
Classified/CMS/Administrator	57%	\$ 639,228	\$ 613,984
Ongoing Other Costs (4XXX-6XXX)	43%	\$ 476,101	\$ 501,345
	<u>100%</u>	<u>\$ 1,115,329</u>	<u>\$ 1,115,329</u>

Option #3 was the consensus of the budget committee on 6/24/15

2016-2017 Tentative Budget Possible Allocation Scenarios

Total Ongoing Funding Allocation	\$	1,719,151
Academic Affairs Reorg-Dean	\$	151,096
Final Agreement Negotiations 2% On Going	\$	985,643
Classified Reclassification	\$	82,412
Ongoing Pot Split	\$	667,588

Option #1: Budget Equity

	(a)	(b)	(a x b)
% to total of below budgets	16-17 Tent.	% of total	Draft allocations
Classified/CMS/Administrator	\$20,547,535	71%	\$ 474,801
Ongoing Other Costs (4XXX-6XXX)	\$9,313,045	29%	\$ 192,787
	<u>\$ 29,860,580</u>	<u>100%</u>	<u>\$ 667,588</u>

Option #2: Overall Requests

	(a)	(b)	(a x b)
% of overall requests	16-17 Requests	% of total	Draft allocations
Classified/CMS/Administrator	\$ 1,661,334	65%	\$ 431,758
Ongoing Other Costs (4XXX-6XXX)	\$ 907,434	35%	\$ 235,830
	<u>\$ 2,568,768</u>	<u>100%</u>	<u>\$ 667,588</u>

Option #3 : Budget & Request Average

	Average of	Draft allocations
Agree to certain percentage	Options 1 & 2	
Classified/CMS/Administrator	68%	\$ 453,280
Ongoing Other Costs (4XXX-6XXX)	32%	\$ 214,308
	<u>100%</u>	<u>\$ 667,588</u>

Electronic invoicing

Controller

Job has new technical and system level responsibilities

New Enterprise System

- Responsible for all reports out of Banner finance & purchasing
- Responsible for all approval queues and changes
- Responsible for all test plans for upgrades or changes to be done in test mode prior to production

Fiscal Independence

- 5 new bank accounts required by Treasury
 - Continual relationship with Bank of America and its own set of processes
 - Reviewing reconciliations of Treasury accounts
 - Monthly reporting to LACOE
 - Intellicheck run process
 - Feed to finance process in Banner from payroll
 - Error report reconciliation and review
 - Warrant Investigation
 - Segregation of Duties & Internal Controls Review
 - Alternate Disbursing Officer Functions
 - Responsible for stale date check process, legal requirement to have this done
 - Overseeing Pre Audit functions of A Warrants & B Warrants (all checks payroll and vendor).
The invoice selection report and invoice approval screen are about 5,400 in vendor warrants and 5,400 payroll warrants, 10,800 per year or 900 per month
 - Required to maintain labor override tables (8,000 + accounting lines)
 - Business Rule code review and accounting flow analysis

Complex accounting and reporting

- GASB 68: Pension account. State on behalf payments
- GASB 34/34/62: Accounting for BTA model
- Bringing Foundation accounting activity in house

Upcoming Opportunities

- Electronic travel request & reimbursement (Concur platinum) Phase I
- Electronic accounts payable invoicing & payment (Concur platinum) Phase II
- Other opportunities for electronic forms processing-Over 12 forms still manual
- Over 250 reports due per year and require review
- CashNET student accounts Phase II implementation

2016-2017 budgetary impact: \$14,656 (including benefits)