

Budget Committee Agenda

Wednesday, March 24, 2021
Via Zoom Teleconference
2:30 p.m. - 3:30 p.m.

Type of Meeting: *Regular*

Please Review/Bring: *Agenda, Minutes and Supporting Documents*

Committee Members:

| | |
|--------------------------|---|
| Sarah Miller, Co-Chair | Exec Director of Fiscal & Financial Services (Co-Chair) |
| Ty Mettler, Co-Chair | Academic Senate President Designee (Co-Chair) |
| Wendy Rider | Adjunct Faculty |
| Samuel Zhu | Associated Student Organization |
| Wade Saari | Classified |
| Nichelle Williams | Confidential, Management, Supervisory |
| Duane Rumsey | Dean of Academic Affairs |
| LaDonna Trimble | Dean of Student Services |
| Svetlana Deplazes | Enrollment Management Committee |
| Jared Simmons/Mike Maher | Facilities |
| Karen Heinzman | Faculty |
| Harmony Miller | Human Resources |
| Rick Shaw | Information Technology Committee |
| <i>Vacant</i> | Outcomes Committee |
| Richard Fleishman | Program Review Committee |
| Vanessa Gibson | Student Success Committee |
| Pamela Ford | Classified Union |
| David Adams | Faculty Union |

Ex-Officios:

| | |
|----------------|----------------------------|
| Isabelle Saber | VP Academic Affairs |
| Vacant | VP HR & Employee Relations |
| Erin Vines | VP Student Services |
| Ed Knudson | Superintendent/President |

| Items | Person | Action / Notes |
|---|-------------|--|
| I. Introduction of New Members | Mr. Mettler | <ul style="list-style-type: none"> Duane Rumsey, Dean of Academic Affairs Mike Maher, Facilities |
| II. Approval of Minutes: January 27, 2021 Meeting | Mr. Mettler | |
| III. Information Items: Review Prioritizations for 2021-2022 | Ms. Miller | Staffing: <ul style="list-style-type: none"> Faculty Classified/CMS |



| | | |
|--|------------|---|
| | | Non-Staffing: <ul style="list-style-type: none"> • One-time • Ongoing |
| IV. Discussion Items: Resource Allocation Process Improvement | Ms. Miller | |

NEXT MEETING DATE:
Joint BC and SPC Meeting - April 28, 2021

 2020 Meetings: ~~7/22, 8/26, 9/23, 10/28, 11/25~~
 2021 Meetings: ~~1/27/21, 2/24, 3/24, 4/28, 5/26, 6/23, 7/28~~

Budget Committee Minutes

Wednesday, January 27, 2021
Via Zoom Teleconference
2:30 p.m. – 3:30 p.m.

Type of Meeting: *Regular*
Note Taker: *Rhonda Burgess*

Committee Members:

| | |
|------------------------|--|
| Sarah Miller, Co-Chair | Executive Director of Fiscal & Financial Services (Co-Chair) |
| Ty Mettler, Co-Chair | Academic Senate President or Designee (Co-Chair) |
| Wendy Rider | Adjunct Faculty |
| Samuel Zhu | Associated Student Organization |
| Wade Saari | Classified |
| Nichelle Williams | Confidential, Management, Supervisory |
| Riley Dwyer | Dean of Academic Affairs |
| LaDonna Trimble | Dean of Student Services |
| Svetlana DePlazes | Enrollment Management Committee |
| Jared Simmons | Facilities |
| Karen Heinzman | Faculty |
| Harmony Miller | Human Resources |
| Rick Shaw | Information Technology Committee |
| <i>Vacant</i> | <i>Outcomes Committee</i> |
| Richard Fleishman | Program Review Committee |
| Vanessa Gibson | Student Success Committee |
| Pamela Ford | Classified Union |
| David Adams | Faculty Union |

Ex Officios:

| | |
|-------------------|--|
| <i>Vacant</i> | VP Academic Affairs, Ex-Officio |
| Jennifer Burchett | VP HR & Employee Relations, Ex-Officio |
| Erin Vines | VP Student Services, Ex-Officio |
| Ed Knudson | Superintendent/President |

| Items | Person | Action |
|---|------------|---|
| I. Approval of Minutes: October 28, 2020 Meeting | Ms. Miller | Minutes were approved as presented. Richard Fleishman, David Adams and Vanessa Gibson abstained. |
| II. Discussion Items: Review Budget Request Scoring Process | Ms. Miller | The budget process was reviewed. There was discussion regarding Program Review results not yet being available as the due dates for Program Review have changed. It was noted that this may be an ongoing issue. It was recommended to wait for a week before scoring so that the documents would be in place. There was also |

discussion regarding connecting Outcomes to the scoring process.

It was suggested to find alternative funding sources prior to scoring so as to not waste time, however, the process is to score all requests at this time. When scoring is complete on all requests, the results go to Exec Council and alternative funding sources may be found at that point.

It was discussed that possibly members on the Budget Committee that are also a member of the Exec Council should recuse themselves from participating in Exec Council if there is a vote for priority as they have already voted or scored on the Budget Committee level. This will be discussed further in the feedback loop.

NEXT MEETING DATE:

Joint BC and SPC Meeting - April 28, 2021

Memo

To: Professor Van Rider, Academic Senate President

From: Ed Knudson, President

cc: Isabelle Saber, Sheryl Williams, Jennifer Burchett, Ana Patin

Date: January 15, 2021

Re: Faculty Hiring Prioritization for 2021-2022

I appreciate the work of the faculty department chairs and division deans in preparing the faculty prioritization list for the 2021-2022 academic year. The recommended list follows:

1. **Psychology***
2. **Nursing**
3. **Computer Applications Cybersecurity ***
4. **Engineering ***
5. **Child/family Education ***
6. Spanish
7. Medical Office Administration
8. History
9. Theater Arts *
10. Computer Applications
11. Administration of Justice
12. Computer Information Science
13. **Biology (2)**
14. Welding
15. Chemistry
16. Math*
17. Spanish 2

The first five may be recruited and hired for an August 2021 start. Additionally, two biology instructors with specialties in Anatomy and Physiology may be hired. This is due to retirements in that area.

| 2021-2022 Hr Subgroup Prioritization Totals | Total | |
|---|--------------|---|
| NON-CMS | | |
| Videographer/Photographer Marketing Dept. 100% Funding | 315 | 1 |
| Maintenance Asst. Facilities 50% Funding | 310 | 2 |
| Instructional Assist. AFAB 100% Funding | 309 | 3 |
| Nursing Lab Technician, Health & Safety Sciences 100% Funding | 303 | 4 |
| Custodian I Facilities 100% Funding | 282 | 5 |
| Activities Coordinator Of Student Engagement 100% Dist Fund Student Serv. | 262 | 6 |
| Lab Technician/Film & Television,Photography... 100% Funding | 260 | 7 |
| Accountant Grants 100% Fiscal Services | 259 | 8 |
| Clerical III 100% Dist Funding Student Services | 241 | 9 |
| Restricted Funds | | |
| Activities Coordinator of Dreamers Center Categorical Funds Student Serv. | 150 | 1 |
| Technical Analysis Categorical Funds Student Services | 130 | 2 |
| Director of Basic Needs Categorical Funded Student Services | 130 | 2 |
| Program Specialist for the Dreamer Ctr Categorical Funds Student Serv | 100 | 3 |
| Activities Coordinator for First Year Experience Categorical Fund Student Serv. | 100 | 3 |
| Cares Act Funds | | |
| HR Tech - COVID-19 CARES ACT Funding | | 1 |
| CMS | | |
| Human Resources Technician 100% Funding | 279 | 1 |



ANTELOPE
VALLEY
COLLEGE

Master List Report

Fiscal Year: Select a Report Type

| Dept/Division | Priority | Description | Amount | Org | Account | Program | Funded | Source | Score |
|-------------------------------------|----------|---|------------|-------|---------|---------|--------|--------|-------|
| Risk Management | 1 | Water Lead Sampling for Child Development Center | 8000.00 | 11032 | 5100 | 679900 | | | 1075 |
| Risk Management | 6 | Sample airborne exposures of various M&O job tasks | 20100.00 | 11032 | 5100 | 679900 | | | 1075 |
| Facilities Services | 4 | ELECTRONIC LOCK UPGRADE | 100,000.00 | 14505 | 6100 | 710000 | | | 1072 |
| Risk Management | 7 | Group Dynamics Action-Planning Workshop and Table Top w/Field Exercise for Incident Command Staff | 29500.00 | 11031 | 5100 | 679900 | | | 1033 |
| Facilities Services | 3 | NEW BOOM LIFT | 80,000.00 | 14505 | 6100 | 710000 | | | 1023 |
| Facilities Services | 1 | NEW TE7 BOILER | 90,000.00 | 14505 | 6100 | 710000 | | | 1009 |
| Office of Human Resources / Payroll | 2 | COVID-19 Screening Stations | 50,000 | 11030 | 6400 | 673000 | | | 986 |
| Risk Management | 5 | Ergonomic Equipment increase in funding | 15000.00 | 11033 | 4500 | 676990 | | | 953 |
| IERP / Library Services | 2 | Tableau Maintenance and Licensing | 7,500 | 11100 | 5310 | 612000 | | | 919 |
| IERP / Library Services | 1 | Library Services Platform (LSP) | 30,000 | 27106 | 3006 | 120000 | | | 913 |
| Office of Human Resources / Payroll | 1 | COVID-19 Reporting Temporary Employee | 85,000 | 11030 | 2320 | 673000 | | | 867 |
| IERP / Library Services | 4 | Library Renovationj | 100,000 | 27104 | 5306 | 120000 | | | 851 |
| IERP / Library Services | 3 | Funding for Print Books | 100,000 | 27106 | 3006 | 120000 | | | 801 |
| Business Services | 2 | Need for an Electric Reach Truck, New | 52,000 | 14020 | 6400 | 677000 | | | 750 |
| IERP / Library Services | 5 | Additional new charger stations in library | 10,000 | 27104 | 5006 | 120000 | | | 750 |
| Office of the President | 2 | Legal references, guides, books and other legal reference material | 5000 | 11025 | 4200 | 660000 | | | 648 |
| Office of the President | 3 | Consulting Services | 100,000 | 11025 | 5100 | 660000 | | | 581 |
| Office of the President | 1 | Legal Billing Software and reference material | 15000 | 11025 | 4400 | 660000 | | | 580 |

Budget System > Master List Report

[Dashboard](#)

[Budget Request](#)

Support Departments

[Approve Request Support](#)

Business Services

[Approve Requests/Set Priorities](#)

Modify Data

[Modify System](#)

Reports

[All Requests Report](#)

[Skew Report](#)

[Master List Report](#)

[Requests by Department](#)

Budget Committee

[Score Requests](#)

Reports

[Master List Report](#)

[Requests by Department](#)



Master List Report

Fiscal Year: Select a Report Type

| Dept/Division | Priority | Description | Amount | Org | Account | Program | Funded | Source | Score |
|-------------------------|----------|--|---------------------|-------|---------|---------|--------|--------|-------|
| Facilities Services | 2 | NEW PARKING LOT TICKET MACHINES | 22,000.00 | 14505 | 6100 | 710000 | | | 1092 |
| Risk Management | 4 | Asbestos & Lead Awareness Training and Confined Space Entry Training for employees who could come in | 8000.00 | 11032 | 5100 | 679900 | | | 1075 |
| Risk Management | 2 | Quarterly Safety Inspections of all 3 District Locations & Annual Hazardous Materials Inspection | 17,818.00 | 11032 | 5100 | 679900 | | | 1047 |
| Student Life & Services | 1 | Funding to Sustain the Dreamers Center beyond the end of CA Catalyst Fund Grant, ends 6-30-21 | 122,260 | 62423 | xxxx | 696500 | | | 1043 |
| Risk Management | 3 | Emergency Management Training for all new FT employees & all instructors | 11250.00 | 11031 | 5100 | 679900 | | | 988 |
| Facilities Services | 5 | PARKING LOT REPAIRS | 120,000.00 | 14505 | 6100 | 710000 | | | 979 |
| Business Services | 1 | Contract Management Software | \$40,000 - \$60,000 | 14020 | 5310 | 677000 | | | 832 |

Budget System > Master List Report

[Dashboard](#)

[Budget Request](#)

Support Departments

[Approve Request Support](#)

Business Services

[Approve Requests/Set Priorities](#)

Modify Data

[Modify System](#)

Reports

[All Requests Report](#)

[Skew Report](#)

[Master List Report](#)

[Requests by Department](#)

Budget Committee

[Score Requests](#)

Reports

[Master List Report](#)

[Requests by Department](#)