ANTELOPE VALLEY COLLEGE

Budget Committee Agenda	Tuesday, November 3, 2015 L-201 2:30 – 4:00pm

Type of Meeting: *Regular Meeting*
Note Taker: *Mary Kelsay*
Please Review/Bring: Agenda, Minutes, 2016-2017 Budget Call Supporting Documents (attached)

Committee Members:

Diana Keelen, Co-Chair	Executive Director Business Services (Co-Chair)
Irit Gat, Co-Chair	Academic Senate President or Designee (Co-Chair)
Jill Zimmerman	Dean of Student Services
Karen Cowell	Dean of Academic Affairs
Pamela Ford	Classified Union
Violet Christopher	Faculty Union
Justin Shores	Faculty Staff
Jonathan Over	Adjunct Faculty Staff
Maria Valenzuela	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
Kim Covell	Enrollment Management Committee
Vacant	ASO Representative
Mark Bryant	Vice President HR & Employee Relations, Ex-Officio
Erin Vines	Vice President Student Services, Ex-Officio
Bonnie Suderman	Vice President Academic Affairs, Ex-Officio
Wendy Dumas	Proxy for Co-Chair

Items	Person	Action
I. Approval of Minutes: September 23, 2015	All	
II. 2016-2017 Budget Call	*Diana Keelen*	
NEXT MEETING DATE: November 25, 2015		

ANTELOPE VALLEY COLLEGE

Budget Committee Minutes	Wednesday, September 23, 2015 SSV 151 2:30pm

Type of Meeting: Regular
Note Taker: Mary Kelsay
Please Review/Bring: Justification for: Clerical III EOPS position and Physical Science Lab Assistant, Budget Committee Charter, Ground Rules and Annual Report.

Committee Members:

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

Items	Person	Action
I. Approval of Previous Minutes – July 22, 2015	All	Ms. Keelen noted that the 2015-2016 Budget went forward to the September 14 Board Meeting.

II. Information:
  a. OSD Counselor
  b. Lab Assistant – Physical Science
  c. Clerical III - EOPS
	Diana Keelen	**Issues Discussed:**
		Justifications for each position were reviewed by the committee.
		Action Taken:
		Agenda item informational only.
		
		Follow Up Items:

1

III. Charter	*Diana Keelen*	**Issues Discussed:** Ms. Keelen noted that the charter adopts language within AP 2510. She noted that the finance plan had not been updated since 2008-2009 and it should be updated with current information. Discussion followed regarding instances where the president may recommend budget expenditures without the consensus of the Budget Committee in instances of legal and fiscal responsibility as defined in Ed Code and Title V. **Action Taken:** Committee members agreed to adopt the charter with the removal of the 2nd sentence of the 2nd paragraph. If time permits, documentation will be provided to the committee members on all issues they are reviewing. **Follow Up Items:** Update finance plan with current information.
IV. Ground Rules	*Diana Keelen*	**Issues Discussed:** Ms. Keelen explained that these ground rules were the same as the ground rules for Strategic Planning. She noted the importance of members being present or sending a proxy so that quorum can be met. It was requested that agendas, minutes and supporting documentation be provided to committee members in a timely manner for review and for the opportunity to provide feedback for emergency issues. The 75% present rule was questioned due to the fact that faculty work 60% of the year and it was difficult to schedule time for meetings during intersession and summer. **Action Taken:** Meetings will be scheduled during the school year as much as possible and the co-chairs will try and limit meetings during times classes are not in session. Ask for a commitment that committee members make every attempt to attend 75% of the meetings with the understanding that the committee will work hard to get as much accomplished as possible. Otherwise they might be requested to be replaced on the committee. **Follow Up Items:** Make name plates for members and post ground rules on the reverse side.
V. Committee	*Diana*	**Issues Discussed:**

Accomplishments	*Keelen*	Ms. Keelen noted that she listed some goals that she has heard committee members mention regarding the allocation process and providing training to the campus. A request was made for more explanation on critical need and Ms. Keelen explained that she would be bringing that to the committee before the budget call goes out. **Action Taken:** Committee members agreed with the 2015-2016 goals. **Follow Up Items:** Defining critical need
NEXT MEETING DATE: **October 14, 2015**		The next meeting will be a joint meeting of Strategic Planning and Budget Committee. The location will be determined and Rick Shaw stated he would assist with that.

Draft	Start	Finish
2016-2017 Budget Development Calendar as of 11/3/15	**Wed 7/22/15**	**Tue 9/13/16**
Budget Committee Review for Process Improvement	Wed 7/22/15	Wed 7/22/15
Annual Budget Committee Goal Setting and Review of Prior Year Accomplishments	Wed 9/23/15	Wed 9/23/15
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 Issued	Fri 11/6/15	Fri 12/11/15
Budget Instructions/Training Admin Council	Tue 11/10/15	Tue 11/10/15
Budget Instructions/Campus Training	TBD	TBD
Baseline Instructional Materials Budget Call	Fri 11/6/15	Fri 12/11/15
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	Fri 1/22/16	Fri 1/22/16
Budget Committee Reviews Resource Requests	Wed 1/27/16	Wed 2/10/16
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 9/13/16**
2015-2016 Unaudited Actuals Available	Fri 8/5/16	Fri 8/5/16
Draft Adopted Budget Presented to Budget Committee	Wed 8/10/16	Wed 8/10/16
Draft 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 9/13/16	Tue 9/13/16

Budget Request Structure
2016-2017

Areas
- Inst. Advancement
- IERP
- PIO/Marketing
- Business Services
- Facilities
- ITS
- Division #1
- Division #2
- Division #3
- Division #4
- 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

Discussion: Limit to top three requests for consideration (one time and on going). With 19 departments, we would be evaluating 57 requests.

ANTELOPE VALLEY COLLEGE

BUDGET DEVELOPMENT FISCAL 2016-2017
Resource Allocation Proposal
<mark>**Academic/Non-Operational Request**</mark>

ADMINISTRATOR USE:
_____

Originator: _____   Date Submitted: _____

Program or Department Name: _____

Lead for Implementation: _____   Campus: _____

Project Start & End Dates: _____

Departments for Coordination: _____

Account Code: _____

Total Amount Requested: _____

One Time Funding _____   On Going Funding _____

Please describe your request.

_____

_____

_____

Section I

Planning Documents

Check the applicable planning document below that supports your request (Select all that apply):

___ Program Review/Annual Program Assessment   ___ Technology Plan

___ Action Plan   ___ Human Resources Plan

___ Educational Master Plan   ___ (List other planning document)

___ 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):

____ Student Success   ____ Efficient and Effective Use of Resources

____ Increase in Transfer Rates   ____ Enhancing Community Partnerships

____ Career Tech Expansion   ____ Enhancing Technology Support

____ Basic Skills and ESL

Briefly describe how your request supports the institutional goals above:

_____

_____

_____

_____

_____

_____

_____

Section III

President's Goals

Check all the applicable President's Goals below that are supported by your request (Select all that apply):

____ 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 & completion

How does your request support the President's goals above?:

_____

_____

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_____

Section IV

Measureable Outcomes

What is the measureable 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?

_____

_____

_____

NOT FILLING OUT THE SECTIONS IN DETAIL CAN RESULT IN A SCORE OF 0. PLEASE FILL OUT IN DETAIL TO BE CONSIDERED.

_____

Administrator's Typed or Printed Name

_____   _____

Administrator's Signature   Date

Administrator's Assessment

Check One: Mission Critical ☐   Mission Need ☐   Mission Enhancement ☐
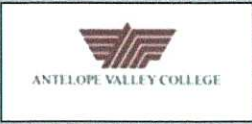
Mission Critical
This means that the request is critical to your program. Without it, your program cannot continue and time of the essence. Examples could be classroom equipment vital to instruction. Operational equipment fundamental to IT infrastructure or building/facility maintenance. Replacement microscopes, equipment required to implement new approved programs, networks, hardware, etc.

Mission Essential
This means that the request is necessary, but not critical. Current circumstances are not ideal; however, the program can continue without the request for the immediate future. Covered in this area could be prevention also. Examples could be district vehicle replacement, outdated instructional equipment, new furniture, etc.

Mission Enhancement
This means that the request would improve your program. You can operate your program without it.   Examples could be calculators for the classroom, software, etc.

	ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT BUDGET DEVELOPMENT FISCAL 2016-2017 Resource Allocation Proposal **Operational Request**	*ADMINISTRATOR USE:* _____
ANTELOPE VALLEY COLLEGE		

Originator: _____   Date Submitted: _____

Program or Department Name: _____

Lead for Implementation: _____   Campus: _____

Project Start & End Dates: _____

Departments for Coordination: _____

Account Code: _____

Total Amount Requested: _____

One Time Funding _____   On Going Funding _____

Please describe your request.

_____

_____

_____

_____

Section I

Planning Documents

Check the applicable planning document below that supports your request (Select all that apply):

___ Program Review/Annual Program Assessment   ___ Technology Plan

___ Action Plan   ___ Human Resources Plan

___ Educational Master Plan   ___ (List other planning document)

___ Facilities Master Plan

Briefly demonstrate how your request is supported by the planning documents listed above:

_____

_____

_____

_____

_____

Operational/Institutional Goals

Check all the applicable Operational/Institutional Goals below that support your request (Select all that apply):

___ Maintaining Health/Safety   ___ Ensuring Compliance

___ Enhancing Operational Support   ___ Enhancing Community Partnerships

___ Enhancing Efficient & Effective Use of Resources   ___ Enhancing Technology Support

Briefly describe how your request supports the operational goals above:

_____

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_____

Section II

President's Goals

Check all the applicable President's Goals below that are supported by your request (Select all that apply):

___ 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 & completion

How does your request support the President's goals above?:

_____

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_____

Section III

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Measureable Outcomes

What is the measureable 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?

_____

_____

_____

NOT FILLING OUT THE SECTIONS IN DETAIL CAN RESULT IN A SCORE OF 0. PLEASE FILL OUT IN DETAIL TO BE CONSIDERED.

_____

Administrator's Typed or Printed Name

_____   _____

Administrator's Signature   Date

Administrator's Assessment

Check One: Mission Critical [   ]   Mission Need [   ]   Mission Enhancement [   ]

Mission Critical
This means that the request is critical to your program. Without it, your program cannot continue and time of the essence. Examples could be classroom equipment vital to instruction. Operational equipment fundamental to IT infrastructure or building/facility maintenance. Replacement microscopes, equipment required to implement new approved programs, networks, hardware, etc.

Mission Essential
This means that the request is necessary, but not critical. Current circumstances are not ideal; however, the program can continue without the request for the immediate future. Covered in this area could be prevention also. Examples could be district vehicle replacement, outdated instructional equipment, new furniture, etc.

Mission Enhancement
This means that the request would improve your program. You can operate your program without it.   Examples could be calculators for the classroom, software, etc.

Non-Permanent Staffing Prioritization Rubric
Academic/Non-Operational Request
Fiscal Year 2016-2017

Committee Member	_____	**Funding Method**	
Department	_____	One Time	
Requested Resource	_____	On Going	–
Amount Requested	_____	Both	–
Date	_____		–

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	
Section II: Alignment with Annual Institutional Goals	- Goals of the Educational Master Plan	**Max 29 Points:** Sum the points for all institutional goals that the request supports **5 points:** Goal #1: Provide environment which supports learning and facilities student success **3 points:** Goal #2: Increase in transfer rates **5 points:** Goal #3: Expand and diversify career & tech ed options **5 points:** Goal #4: Increase student success in basic skills and ESL courses **5 points:** Goal #5: Utilize campus resources efficiently and effectively **3 points:** Goal #6: Maintain & enhancing community partnerships **3 points:** Goal #7 Increase resources to enhance technology support of mission & processes	
Section III: Alignment with President's Goals	- 2015-2016 President's Goals	**Max 21 Points:** Sum the points for all institutional goals that the request supports **3 points:** Supports successful preparation for full accreditation process **3 points:** Supports conducting a successful bond campaign **3 points:** Supports completing a new 10-year facilities master plan **3 points:** Supports a fully-integrated system of record implementation and fiscal independence from LACOE **3 points:** Supports completion of 10-year educational master plan supported by a 3-year strategic plan **3 points:** Supports increasing all outcomes on the Student Success Scorecard **3 points:** Supports completely integrating class schedules that is sequenced for degree programs and supports student educational planning & completion	
Section IV: Measurable Assessment Outcomes	- Outcomes Assessment	**Max 20 Points:** **0 points:** No outcomes **10 points:** Documented Measurable Outcome **20 points:** Documented Measurable Outcome tied to SLO/PLO/ILO/OO	
		Total Points (Max 100):	

29-Oct-15

Non-Permanent Staffing Prioritization Rubric

Operational Request

Fiscal Year 2016-2017

Committee Member	_____	**Funding Method**	
Department	_____	One Time	—
Requested Resource	_____	On Going	—
Amount Requested	_____	Both	—
Date	_____		

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 supports **6 points:** Maintaining Health/Safety **5 points:** Ensuring Compliance **4 points:** Enhancing Operational Support **5 points:** Efficient and Effective Use of Resources **4 points:** Enhancing Community Partnerships **5 points:** Enhancing Technology Support	
Alignment with President's Goals	- 2015-2016 President's Goals	**Max 21 Points:** Sum the points for all institutional goals that the request supports **3 points:** Supports successful preparation for full accreditation process **3 points:** Supports conducting a successful bond campaign **3 points:** Supports completing a new 10-year facilities master plan. **3 points:** Supports a fully-integrated system of record implementation and fiscal independence from LACOE **3 points:** Supports completion of 10-year educational master plan supported by a 3-year strategic plan **3 points:** Supports increasing all outcomes on the Student Success Scorecard **3 points:** Supports completely integrating class schedules that is sequenced for degree programs and supports student	
Measurable Assessment Outcomes	- Outcomes Assessment	**Max 20 Points:** **0 points:** No outcomes **10 points:** Documented Measurable Outcome **20 points:** Documented Measurable Outcome tied to SLO/PLO/ILO/OO	
		Total Points (Max 100):	

29-Oct-15