

Budget Committee		September 23, 2015	
A G E N D A		2:30 – 4:00 pm	
		SSV-151	
Type of meeting:	Regular Meeting		
Recording Secretary:	Mary Kelsay		
<i>Supporting Documents: Budget Committee Charter, Ground Rules and Annual Report.</i>			
Comments by the Chair			
<ol style="list-style-type: none"> 1. Approval of Minutes – Ms. Keelen presented the 2015-2016 Budget which went forward to the September 14 Board meeting. 2. Information: (Justification will be provided prior to or at the meeting) <ol style="list-style-type: none"> a. OSD Counselor, DSPS Funded, \$84,597 b. Lab Assistant-Physical Sciences, STEM Funded, \$67,244 c. Clerical 3-EOPS, CARE Funded, \$59,503 3. Charter 4. Ground Rules 5. Committee Accomplishments 			
Committee Members			
Diana Keelen, Co-Chair	Executive Director Business Services (Co-Chair)		
Dr. 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		
Jarod 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		
Hoyoung Moon	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		
<u>2015 Remaining Meetings:</u>		<i>November 25</i>	
<i>October 14 and 28</i>		<i>December 9 and 23</i>	

Antelope Valley College
 JUN - 3 2015
 Human Resources



ANTELOPE VALLEY COLLEGE
 Office of Human Resources & Employee Relations

HIRING REQUEST FOR PERSONNEL

This requisition must be completed to request the filling of any position. Once approved, this form verifies the position to be budgeted and will initiate recruitment procedures as necessary.

ALL FIELDS MUST BE COMPLETED

Department/Division: OSD/Student Services

Position Title: Disability Services Specialist

- Classified
- CMS
- Educational Administrator
- Tenure-Track Faculty
- Temporary Faculty (E.C. 87482)

- Replacement for: _____
- New Position: Current approved job description on file? Yes No
- Other: _____

Justification:

Position FTE and Months/Year: _____ Position % _____ 11 Months/Year (e.g. 10, 12, or other)

Position Work Schedule: List Work Hours and Work Days: Monday through Friday 35 hours a week

Position Work Location: AVC Main Campus AVC Palmdale Center Other: _____

Position Funding Information: District Special Funding

If Special Funded, indicate Specific Grant or Fund: DSPS

Fund Begin/End Dates: August 2015 - June 2016

Accounting/Funding Code (30-digit code): 01.3-00000.0-25004-66250-1255-64200

Additional Instructions/Comments: OSD is finding it impossible to serve the number of disabled students with one Disability Services Specialist.

Requesting Supervisor: [Signature] Date: 6/27/15

[Signature] 6/3/15 [Approved] [Denied]
 (1) Vice President of Requesting Supervisor Date

[Signature] 6/3/15 [Approved] [Denied]
 (2) Edward Kraulson Superintendent/President Date

[Signature] 6/3/15 [Approved] [Denied]
 (3) Vice President, Administrative Services Executive Dir, BUS SVCS Date

[Signature] 6/3/15 [Approved] [Denied]
 (4) Vice President, Human Resources Date

(5) SPBC Budget & Finance Approval: _____ (6) SPBC Full Committee Approval: _____

Reason for Denial: _____



ANTELOPE VALLEY COLLEGE
DIVISION OF MATHEMATICS and SCIENCES

MEMO

Date: 06-17-15

To: Mr. Mark Bryant, VP of Human Resources
From: Dr. Leslie S. Uhazy, Dean

RE: New 12 mo. Physical Sciences Laboratory Technician Position: Restricted Funding Source

The following presents the rationale for hiring a full-time afternoon/night generalist laboratory technician to support students attending the Physical Sciences (TOP Code 19) labs on the Lancaster campus and at the Palmdale Center.

- At present, two daytime technicians work from 7:00 a.m. to 3:30 p.m. M-F and support instruction in chemistry, physics and physical science. Astronomy, geology, geography, geographic information systems (GIS), and earth science have no technical support; and unlike most other faculty, the faculty in these disciplines must allocate extra time to the set-up and take-down their instructional laboratories. Moreover, the late afternoon and evening sections in all of the disciplines, i.e. including chemistry, physics and physical science, have no physical support should solutions run out or equipment fail. Clearly this can have a negative impact on the quality of instruction in these labs and has been one of my concerns for a long time. In the fall 2014 semester, this involved 27 laboratory sections. The Saturday sections can also be negatively impacted by this situation.
- At present there is minimal tech support by the Lancaster technicians for any of the physical sciences courses that have been offered at the Palmdale Center and The Palmdale Aerospace Academy, where CHEM 101L has and will be taught until we move to our new location. This has limited our offerings. The split assignment will allow for enhanced coverage and expansion of our offerings. This will require review of the position at the end of each semester in order to accommodate future expansion of course offerings at the current Palmdale Center and our new location.

- The need for this position has been identified in the 2010, 2013 Educational Master Plans and Annual Program Reviews contributing to the 2014 Mathematics and Sciences Comprehensive Program Review.
- Funding for this full-time technical position will be split equally among the STEM Solo and STEM Co-Op Grants.

CLERICAL III POSITION – EOPS

The clerical III position that is going to budget subcommittee this week is a replacement position. Cheryl Sumner-Gonzalez transferred from that position to a similar post in CalWORKs. We need to replace Cheryl in the position so we can continue to keep pace with the demands placed on the counseling division primarily in the Career-Transfer Center. The numbers of students requiring support in Career-Transfer are increasing as enrollment rises and the institution focuses more specifically on student success and completion.

September 23, 2015

Budget Committee *Draft* Charter

The Budget Committee is responsible for analyzing and determining the financial impact and necessary resources to implement the Educational Master, Facilities, Human Resources, Technology, Enrollment Management, Program Review Plans and other institutional plans. The committee is also responsible for evaluating and prioritizing the annual budget requests to most efficiently utilize institutional resources and present those recommendations to the Executive Committee.

The budget committee reviews the annual budget requests and makes a recommendation to fund those requests that utilize institutional resources most efficiently in accomplishing the district's strategic goals and improving the Institutional Learning Outcomes. The Budget Committee works collegially with the Superintendent/President to recommend budget priorities in a timely fashion. The Superintendent/President may recommend budget expenditures to the Board of Trustees without consensus of the BC in those instances of legal and fiscal responsibility, as cited in both Education Code and Title 5. The Superintendent/President submits budget recommendations to the Board of Trustees for approval.

September 23, 2015

Budget Committee *Draft* Ground Rules

Attendance

- Must be present 75%. If away a designated proxy will attend.

Consistency

- Agendas and Minutes available within 48 hours prior to the meeting to allow adequate prep time for members
- Feedback loop for matters that are addressed within the scope of the budget committee meeting

Professionalism

- Come solution minded
- Support consensus in and out of committee meetings
- Respecting members with an equal voice
- Active listening, no side conversations
- No talking over other members while they have the floor
- No eye rolling
- No inappropriate laughing
- No inappropriate body language
- Chairs to manage the meeting and ensure ground rules are followed