ANTELOPE VALLEY COLLEGE

Budget Committee Agenda	Wednesday, January 25, 2017 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)
Cynthia Wishka, Co-Chair	Academic Senate President or Designee (Co-Chair)
Jill Zimmerman	Dean - Student Services
Riley Dwyer	Dean - Academic Affairs
Pamela Ford	Classified Union
Violet Christopher	Faculty Union
David Adams	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
Sarah Miller	Proxy for Co-Chair

	Items	Person	Action
I.	**Approval of Minutes:** September 28, 2016	*All*	
II.	**Discussion Items:** Review 17-18 Budget Requests	*Ms. Keelen*	
III.	Review 17-18 Staffing Lists	*Ms. Keelen*	

IV.	**Open Forum:**	*Ms. Keelen*	

16-17 Meetings Schedule
Budget Committee
2/22, 3/22, 4/26, 5/24, 6/28

Budget Committee Minutes

Budget Committee Minutes	**Wednesday, September 28, 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)	
Cynthia Wishka, Co-Chair	Academic Senate President or Designee (Co-Chair)	
Jill Zimmerman	Dean - Student Services	
Riley Dwyer	Dean - Academic Affairs	
Pamela Ford	Classified Union	
Violet Christopher	Faculty Union	
David Adams	Faculty Staff	
Jonathan Over	Adjunct Faculty Staff	
Maria West	Classified Staff	
Nichelle Williams	CMS Staff	Absent
Jared Simmons	Facilities	
Maxine Griffin	Human Resources	Absent
Rick Shaw	Information Technology Committee	
VACANT	Outcomes Committee	VACANT
Carol Eastin	Program Review Committee	
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	Absent
Bonnie Suderman	VP Academic Affairs, Ex-Officio	Absent
Wendy Dumas	Proxy for Co-Chair	

	Items	Person	Action
I.	**Approval of Minutes:** August 24, 2016 Meeting	*All*	The minutes of the August 24, 2016 Budget Committee meeting were approved by unanimous consent.
II.	**Information Items:** Introduction of new members	*Ms. Keelen*	Introduced Ms. Riley Dwyer as the new Dean representing Academic Affairs and Mr. David Adams representing Faculty Staff. All committee members introduced themselves and their designation.

III. **Discussion Items:**		**Issues Discussed:**
2017-18 Budget Call	*Ms. Keelen*	Reviewed budget call process. Budget calls go out to fund managers, administrators and counselors who put a call out to staff. Need to add 6th & 7th academic divisions. There was a question as to whether Institutional Advancement – Foundation should be included (need to follow up). It was decided that the budget request structure needs to be reflective of the new organizational chart and needs to include all areas.

On the budget development calendar:
- Red = key milestones at the state level that we need to be aware of.
- Essential dates are noted and when items are reviewed at budget committee.
- Updates to 17-18 on calendar "titles".

Will review the budget request process in Admin Council after budget calls have been sent out. Personnel requests need to go through HR Subgroup first. All requests are either operational or academic/non-operational. Operational requests harder to tie into the new Educational Master Plan (EMP) goals. Administrator or Dean will rank the proposals for their area and consolidate onto the green sheet. These packets are submitted to the budget committee and are consolidated into the budget binders.

Last year the top 3 were scored out of a total of 57 requests. 16 members of the budget committee went through the process and scored. The budget committee will score the proposals through Survey Monkey again utilizing the rubric.
- Section I – Planning Documents – how the request ties to the related planning documents and assess how well it fits into the plan.
- Section II – Alignment with Annual Institutional Goals – how it aligns with institutional goals tied to the EMP established through retreats.
- Section III – Alignment with President's Goals – we need to make sure we capture this is the budget committee.
- Section IV – Measurable Assessment Outcomes - eg. Business Services is able to pay vendor faster by one day if xxx happens.

Action Taken:

Follow Up Items:
Add divisions and titles – refer to memo for reorg

2016-17 Allocation of One-Time Funds	*Ms. Keelen*	**Issues Discussed:** Allocation of one time funds - Board approved at the September meeting. $250k one-time funding. Ongoing funds have already been addressed. Did not score items that already had a funding source. Don't know funding picture yet for the upcoming year. Don't want money to drive our funding. 2nd year in a row funded all one-time funding requests. This process has proven that it works. Will review process after Banner implemented for one year. Budget binders will be distributed prior to January meeting. Will not be electronic this year but will look at moving to electronic the following year. **Action Taken:** **Follow Up Items:**

NEXT MEETING DATE:
10/26/2016
SSV-151, 2:30 pm
No further 2016 meetings
2017 MEETINGS:
1/25, 2/22, 3/22, 4/26, 5/24, 6/28

November 30, 2016

TO: Dr. Bonnie Suderman, Vice-President, Academic Affairs
Dr. Irit Gat, President, Academic Senate

FROM: Ed Knudson, President

SUBJECT: Faculty Hiring Priority 2017-2018

The following is the adjusted list for hiring full-time, tenure-track faculty for the coming year 2017-18. Further, following the list that is cleared for hiring for 2017-18, is the rationale for the adjustments to the list forward by the Deans, Faculty Department Chairs and Academic Senate. Moreover, this list will require adjustments to future potential lists, and those conditions are also included.

I sincerely appreciate the work, consistent application and integrity of process, the comprehensive nature of the recommendations received. There is significantly good work done. These adjustments to the list are made with information not fully known to the committee or the college at the time of the prioritization process.

Beginning with the 2017-18 faculty contract year, please proceed with hiring the following full-time, tenure-track faculty. Stipulations for funding and future impacts are noted below the list.

1. Biology
2. Math
3. Math
4. Spanish
5. Librarian
6. English
7. English
8. Automotive Technology (CTE Funding for 2.5 years) immediately to be hired beginning Spring 2017
9. Automotive Technology (CTE Funding for 1 year)
10. Deaf Studies
11. Interpreter Training
12. Music
13. Sociology
14. Electrical Technology (CTE Funding for 2 years)
15. General Counselor (SSSP Funding for 2.5 years) immediately to be hired beginning Spring 2017
16. General Counselor (SSSP funding for 1 year)

*Note: Three contingent on funding faculty hired in counselling in the 2016-17 year are converted to tenure track

We have significant bottlenecks and access issues in the disciplines of English, Math and the Sciences. By utilizing the existing largesse of categorical funds to augment other needs we can address the issues of student access, shortage of available faculty, and a significant overload issue for existing faculty we directly address the bottlenecks to the successful progress and completion of our students in their programs of study.

With this approach we will address the pressing impact of basic skills and fundamental general education courses, but we will also take advantage of the current abundance of categorical funding to front-load future hiring needs in meeting immediate student access needs and move to more efficient student completion.

Based upon the foregoing list and identified funding streams, we will reduce the future generally funded faculty hiring lists by 2 positions in each of the next three years. As an example, if we have 8 retirements/vacancies for the 2018-19 year we will possibly replace only 6 on general fund and move 2 of the categorical funded position we hire this year to general funds in that year. This is the impact of front loading the hiring this year; taking advantage of immediate funding and still meeting future budgetary constrictions.

Thank you again for your diligence and increased participation in the process. We become stronger with the broader perspectives we achieve.

Ed Knudson
President
Antelope Valley College

Non-CMS Classified Positions

Position Title	Points	Rank
Facilities Services: Grounds Irrigation Equipment Tech.	295	1
Facilities Services: Transportation Driver	276	Tie 2
Business Services: Accountant	276	Tie 2
Student Services: Education Advisor	275	4
Information Tech.: Administrative Assistant	266	5
IERP: Library Assistant	246 to 261	6
Student Services: Clerical I	236	Tie 7
Academic Affairs: Lab Tech. – Ceramics/Photo	237	Tie 7
Business Services: Warehouse Assistant	233	9
Academic Affairs: Lab Tech. – Biology	232	10
Business Services: Sound Engineer	227	11
Information Tech.: Systems Administrator	222	12
Facilities Services: Maintenance Assistant	212	13
Information Tech.: Help Desk Coordinator	203	14
Student Services: Education Advisor	202	15
Academic Affairs: Instructional Aide – Welding/Auto	193	16

CMS Classified Positions

Position Title	Points	Rank
Facilities Services: Project Manager	290	Tie 1
Information Tech.: Project Manager	290	Tie 1
Business Services: Budget Analyst	276	3
IERP: Director	275	4
Business Services: Stage Manager	217	5
Business Services: House Manager	208	6

In addition the following positions should be considered:

- Palmdale Center Staffing for fall, 2017
- Short-term hourly positions which may have exceed the limitations set forth in Ed. Code.

NON-CMS CLASSIFIED POSITIONS PRIORITIZATION PROCESS
For 2017-18 School Year Staffing

This process is in place to identify and prioritize non-CMS classified positions for staffing considerations regarding the 2017-18 school year. These positions are "new" positions which are not currently budgeted, and would be considered growth positions. A three tier prioritization process will be applied to positions funded through unrestricted funds. Positions supported through restricted funds will be prioritized within their own Divisions/Areas.

Requested positions should currently exist as a position within the classified bargaining unit inventory. If they do not currently exist, they must go through the classification process prior to funding being allotted. Ideally, the classification process for newly developed positions should take place in the fall or early spring semesters. If the new position is not funded, at least the work has been done for future consideration.

Process

- ○ **Tier 1 – Review of 2016-17 prioritization list and funding results**
  Positions 1-8 are funded for 2016-17

1	Clerical III CTE	Academic Affairs	358	12
2	Clerical III LA/DO	Academic Affairs	357	12
3	Clerical III PC	Academic Affairs	323	12
4	Technical Analyst	Human Resources	451	17
5	Research Technician	Institutional Research	430	19
6	Internal Auditor*	Business	425	33
7	Cashier (2 at 50%)	Business	415	9
8	Programmer/ Analyst	IT	405	26
9	Project manager*	IT	410	31
10	Warehouse Assistant	Business	401	11
11	Budget Analyst*	Business	392	23
12	Clerical III – Veterans RC	Student Services	387	12
13	Outreach Specialist*	Student Services	386	15
14	Irrigation Equipment Tech.	Facilities	375	13
15	Director, Inst. Research*	Institutional Research	375	33
16	Director, Veteran R. Center*	Student Services	370	31
17	Help Desk Coordinator*	IT	362	16
18	Stage Manager*	Business	351	23
19	Accountant	Business	347	21
20	Clerical II	Facilities	311	9
21	Skilled Maintenance Worker	Facilities	307	17

- ○ **Tier 2** - Division/Areas identify their non-CMS classified staffing needs AND do the initial prioritization for the 2017-18 fiscal year. Part of this review should take into account the prior years identified staffing needs. Each Division/Area will submit their highest priority positions, in order of ranking, to the HR Subgroup committee. The number of proposed positions, or FTE, will be limited depending on the size of the Division/Area.

TABLE 1	
Division/Area	Unrestricted Funding Source
Academic Affairs	3 Positions
Student Services	3 Positions
Business Services	3 Positions
Facilities Services	3 Positions
Information Technology Services	2 Positions
Institutional Advancement	1 Position
Human Resources	1 Position
Institutional Research	1 Position
Media and Public Information	1 Position

Reminder: The Palmdale Center is scheduled to open in the fall of 2017. Additional staffing may be added to support the opening and on-going needs of that facility.

Each identified position should include a justification with the following components:

1. Summary of need for the position,
2. Identified support for the position in applicable Program Review, identified outcomes, significant staffing changes in Division/Area, etc. Please include supporting language from the applicable plan.
3. Approximate cost of the position
4. Assigned ranking by Division/Area.
   > **IMPORTANT: Please review your current positions funded through restricted funds. If the funding for a particular position is ending, this needs to be addressed as one of your considerations for unrestricted funding if you would like to continue with the position. If the position is to be eliminated we would need to consider a layoff of that position.**
5. An opportunity for the committee to learn more about the requested positions will be provided. A representative from each Division/Area may present a brief explanation regarding the requested positions and the rational beyond the requests. This is not a formal presentation, but rather an informal opportunity for the committee to receive information and ask clarifying questions. No formal presentation will be permitted.

   o **Tier 3** - HR Subgroup will meet to apply rubric criteria to unrestricted fund positions to further prioritize

Timeline

- **September 26** – Orientation at Executive Council
- **September 27** – Orientation at Administrative Council regarding the tentative process.
- **November 15 Tues.** – Division/Area priority lists due to HR Subgroup Committee by the end of business.
- **November 17 Thurs.** – HR Subgroup Committee will hear justifications.
- **November 21 thru December 2** – HR Subgroup will apply rubric criteria
- **December 8** – HR Subgroup finalizes prioritization list
- **January 25, 2017** – Budget Committee
- **February 1, 2017** – Strategic Planning Committee

CONFIDENTIAL/MANAGEMENT/SUPERVISOR/ADMINISTRATIVE
Position Prioritization Process
For 2017-18 School Year Staffing

This process is in place to identify and prioritize CMS/Administrative positions for staffing considerations regarding the 2017-18 school year. These positions are "new" positions which are not currently budgeted, and would be considered growth positions. A three tiered prioritization process will be applied to positions funded through unrestricted funds. Positions supported through restricted funds will be prioritized within their own Divisions/Areas.

Requested positions should currently exist as a position within the CMS inventory. If they do not currently exist, they must go through the job description development process prior to funding being allotted.

Process

- Tier 1 – review of 2016-17 prioritization list and funding results

  Positions 1-8 are funded for 2016-17. Number 6 is a CMS position.

1	Clerical III CTE	Academic Affairs		358	12
2	Clerical III LA/DO	Academic Affairs		357	12
3	Clerical III PC	Academic Affairs		323	12
4	Technical Analyst	Human Resources		451	17
5	Research Technician	Institutional Research		430	19
6	Internal Auditor*	Business		425	33
7	Cashier (2 at 50%)	Business		415	9
8	Programmer/ Analyst	IT		405	26
9	Project manager*	IT		410	31
10	Warehouse Assistant	Business		401	11
11	Budget Analyst*	Business		392	23
12	Clerical III Veterans RC	Student Services		387	12
13	Outreach Specialist*	Student Services		386	15
14	Irrigation Equipment Tech.	Facilities		375	13
15	Director, Inst. Research*	Institutional Research		375	33
16	Director, Veteran R. Center*	Student Services		370	31
17	Help Desk Coordinator*	IT		362	16
18	Stage Manager*	Business		351	23
19	Accountant	Business		347	21
20	Clerical II	Facilities		311	9
21	Skilled Maintenance Worker	Facilities		307	17

- **Tier 2** - Division/Areas identify their CMS/Administrative staffing needs AND do the initial prioritization for the 2017-18 fiscal year. Part of this review should take into account the prior years identified staffing needs. Each Division/Area will submit their highest priority positions, in order of ranking, to the HR Subgroup committee.

- **Reminder:** The Palmdale Center is scheduled to open in the fall of 2017. Additional staffing may be added to support the opening and on-going needs of that facility.

Each identified position should include a justification with the following components:

1. Summary of need for the position,
2. Identified support for the position in applicable Program Review, identified outcomes, significant staffing changes in Division/Area, etc. Please include supporting language from the applicable plan.
3. Approximate cost of the position
4. Assigned ranking by Division/Area.
   - **IMPORTANT:** Please review your current positions funded through restricted funds. If the funding for a particular position is ending, this needs to be addressed as one of your considerations for unrestricted funding if you would like to continue with the position. If the position is to be eliminated we would need to consider a layoff of that position.

5. An opportunity for the committee to learn more about the requested positions will be provided. A representative from each Division/Area may present a brief explanation regarding the requested positions and the rational beyond the requests. This is not a formal presentation, but rather an informal opportunity for the committee to receive information and ask clarifying questions. No formal presentation will be permitted.

   - **Tier 3 – HR subgroup will meet to apply rubric criteria to unrestricted fund positions to further prioritize**

Timeline

- **September 26** – Orientation at Executive Council regarding the process.
- **September 27** – Orientation at Administrative Council regarding the tentative process
- **November 15 Tues.** – Division/Area priority lists due to HR Subgroup Committee by the end of business.
- **November 17 Thurs.** – HR Subgroup Committee will hear justifications.
- **November 21 thru December 2** – HR Subgroup will apply rubric criteria
- **December 8** – HR Subgroup finalizes prioritization list
- **January 25, 2017** – Budget Committee
- **February 1, 2017** – Strategic Planning Committee

Positions Prioritization Rubric
Fiscal Year 2017-18

Committee Member: _____

Review Date: _____

Division/Area of Position: _____

Requested Position title: _____

Scoring Area	Related Components	Scoring Rubric	Score
Area 1 2016-17 Staffing Support	Ranking based on 2016-17 positions filled	Max 10 Points: • 10 Pts: No positions funded for 2015-16 • 7 Pts: >0 to 1 position funded • 5 Pts: >1 to 2 positions funded • 3 Pts: >2 positions funded	
Area 2 Prioritization Rank	Reflects Internal Ranking	Max 10 Points: • 10 Pts: Ranked 1 • 7 Pts: Ranked 2 • 4 Pts: Ranked 3	
Area 3 Position Justification Narrative	Justification providing a succinct and compelling case for the requested position. Must include supportive language from the applicable planning documents.	Max 20 Points: • 20 Pts: The justification is complete and presents a compelling case for the position to be supported. • 15 Pts: The justification is mostly complete and presents a partial but not fully compelling case for the position to be supported. • 10 Pts: The justification is partially complete and provides a limited case for supporting the position. • 5 Pts: The justification is significantly incomplete and lacks any substantive support for the position.	

MULTI-YEAR STAFFING CHART

2015-16			2016-17-18 Annual position support will be based on District need, yearly prioritization, and available funding			
POSITION	DIVISION or AREA	LOCATION Main/Palmdale Center(PC)	POSITION Updated Annually in Fall	DIVISION or AREA	LOCATION Main/Palmdale Center(PC)	COMMENTS
FACULTY						
Nursing		Main	Nursing		Main	
Nursing		Main	Librarian		Main	
Business		Main	Business		Main	
Math		Main	Volleyball Coach		Main	
English		Main	Math		Main	
Nursing		Main	Sociology		Main	
Reading		Main	Chemistry		Main	
Business		Main	Biology		Main	
			GeoScience		Main	
			Deaf Studies		PC	
			TBD		Fox/Main	Staffing in support of BS program
			English		PC	
			ESL		PC	
			Librarian PT		PC	
			(2)Counselor PT		PC	
			(2)Learning Specialist PT		PC	
			Tutorial Specialist		PC	
NON-CMS CLASSIFIED						
Clerical III	Human Resources	Main	Employment Outreach Spec.	Student Services	Main	
Cashier	Business	Main	Grounds Maintenance Worker	Facilities	Main	
Tech. Analyst	Business	Main	Sound Engineer	Auxilary/ Business	Main	
Cust. I	Facilities	Main	Clerical III	Athletics	Main	
Clerical III	Academic (Learning Center)	Main	Clerical III	Language Arts	Main	
Tech. Analyst	ITS	Main	Administrative Assistant		PC	
Automotive Equip. Mech. Asst.	Facilities	Main	Clerical III	Student Services CW/EOPS	PC	
20% Coord. Deaf Stud.	OSD	Main	Clerical III	Student Services	PC	
*30% Network Administrator	ITS	Main	Library Tech. PT		PC	*Replacement difference

MULTI-YEAR STAFFING CHART

*(2) Coordinators: Foundation	Advancement Office	Main	(2) Cust.	Facilities	PC	*Reorg. – Advancement Office
			(2) Cashier PT	Aux.	PC	
			Warehouse Assistant	Bus.	Main/PC/Fox	
			Accountant	Bus.	Main	
			Accounting Asst. III	Bus.	Main	
			Inventory Control Asst.	Bus.	Main	
			Sound Engineer	Aux.	Main	
			Fin. Aide Tech. 50%	Student Services	PC	
			Book Store Asst. 50%	Aux.	PC	
			Audio-Visual Comp. Tech.	ITS	PC	
			Lab. Tech. Physical Sci.	Aca.	PC	
CMS/ADMINISTRATIVE						
Technical Director PAT	Aux./Business	Main	Several current Deans are eligible, and considering retirement. The District will evaluate each Division/Area as individual positions are vacated and develop a long-term plan to meet the changing needs of the District and its students.			
			Internal Auditor	Bus.	Main	
			Budget Analyst	Bus.	Main	
			Stage Manager	Aux.	Main	
			Seasonal House Manager	Aux.	Main	

2015-16 – All positions are in prioritized order except the Coordinator, Scholarships which was identified as part of the Advancement Office reorganization.

2016-17-18 – The highlighted positions are in prioritized order based on prior year's prioritization process results. All other positions have been identified as potential staffing needs, however they have not been prioritized. The majority of these positions are in support of the Palmdale Center which will open in a new, large facility during the fall of 2016.

Updated: November 17, 2015

ANTELOPE VALLEY COLLEGE

Rhonda Burgess <rburgess3@avc.edu>

HR Subgroup - Non-General Fund Position Requests

1 message

Mark Bryant <mbryant6@avc.edu>   Mon, Jan 23, 2017 at 3:22 PM
To: Maria Clinton <mclinton@avc.edu>, Maria West <mvalenzuela6@avc.edu>, Pamela Ford <pford@avc.edu>, Ann
Steinberg <asteinberg@avc.edu>, Diana Keelen <dkeelen@avc.edu>, Leslie Uhazy <luhazy@avc.edu>
Cc: Kimberly Correa <kcorrea2@avc.edu>, Rhonda Burgess <rburgess3@avc.edu>

The following classified positions are being requested in the Business Office and will be supported with Measure AV
bond funds. The funding is anticipated to last 10 to 12 years.

- Accountant - $81,749
- Accounting Assistant II - $64,794
- Buyer - $77,043

Please let me know if you have any questions.

--

Mark A. Bryant
Assistant Superintendent/Vice President
Human Resources & Employee Relations
Antelope Valley College
3041 West Ave K
Lancaster, CA 93536
661-722-6300