



ANTELOPE VALLEY COLLEGE

<h1>Budget Committee</h1> <h2>Agenda</h2>	<p>Wednesday, July 26, 2017 SSV-151 2:30 p.m. – 3:30 p.m.</p>
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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)	Standing
Cynthia Wishka, Co-Chair	Academic Senate President or Designee (Co-Chair)	Standing (Need Rep)
Jill Zimmerman	Dean - Student Services	2014-2017 (Expired)
Riley Dwyer	Dean - Academic Affairs	2016-2019
Pamela Ford	Classified Union	2017-2020
Violet Christopher	Faculty Union	2015-2018
David Adams	Faculty Staff	2014-2017 (Expired)
Jonathan Over	Adjunct Faculty Staff	2016-2017 (Expired)
Maria West	Classified Staff	2014-2017 (Expired)
Nichelle Williams	CMS	2015-2018
Jared Simmons	Facilities	2016-2019
Maxine Griffin	Human Resources	2015-2018
Rick Shaw	Information Technology Committee	2016-2019
VACANT	Outcomes Committee	VACANT
Carol Eastin	Program Review Committee	2015-2018 (Need Rep)
Vanessa Gibson	Student Success Committee	2016-2019
VACANT	Enrollment Management Committee	VACANT
Alexander Fudula	ASO Representative	2017-2018
Mark Bryant	VP HR & Employee Relations, Ex-Officio	Standing
Erin Vines	VP Student Services, Ex-Officio	Standing
Bonnie Suderman	VP Academic Affairs, Ex-Officio	Standing
Sarah Miller	Proxy for Co-Chair	N/A

Items	Person	Action / Notes
I. Approval of Minutes: June 28, 2017 Meeting	<i>All</i>	
II. Information Items: Review Funding Allocations	<i>Ms. Keelen</i>	
III. Review FTES	<i>Ms. Keelen</i>	



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IV. Discussion Items: Review Expired Membership Designations	<i>Ms. Keelen</i>	
<p style="text-align: center;">NEXT MEETING DATE: 7/26/2017 SSV-151, 2:30 pm</p> <p style="text-align: center;">FUTURE 17-18 MEETINGS: 2017: 8/23, 9/27, SP&BC in October TBD, 10/25 2018: 1/24, 2/28, 3/28, 4/25(SP&BC), 5/23, 6/27</p>		



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Budget Committee Minutes **DRAFT**

Wednesday, June 27, 2017
SSV-151
2:30 p.m. – 3:30 pm

Type of Meeting: *Regular*
Note Taker: *Patty McClure*
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) - ABSENT |
| Jill Zimmerman | Dean - Student Services - ABSENT |
| Riley Dwyer | Dean - Academic Affairs |
| Pamela Ford | Classified Union |
| Violet Christopher | Faculty Union |
| David Adams | Faculty Staff - ABSENT |
| Jonathan Over | Adjunct Faculty Staff – ABSENT |
| Maria West | Classified Staff |
| Nichelle Williams | CMS Staff - ABSENT |
| 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 - ABSENT |
| 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 - ABSENT |

Items	Person	Action
I. Approval of Minutes: May 24, 2017 Meeting	<i>All</i>	The minutes of the May 24, 2017 were approved as presented.
II. Information Items: Update on resource allocation process	<i>Ms. Keelen</i>	Ms. Keelen gave a demonstration of how the electronic budget request system will work for FY18-19.
III. Review meeting schedule for 17-18 fiscal year	<i>Ms. Keelen</i>	Reviewed the annual meeting schedule for FY17-18.



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<p>IV. Discussion Items: Suggested thresholds</p>	<p><i>Ms. Keelen</i> <i>Ms. Ford</i></p>	<p>It was suggested that thresholds be set according to levels of requests and agreed they could be handled appropriately through three different levels:</p> <ol style="list-style-type: none"> 1. Less than \$7500 – approved at the discretion of the department/division head 2. \$7500 - \$100k – regular allocation process 3. Over \$100k – further assessment / feedback <p>It was also suggested that a portion of the pot be allotted and divided between each department/division by the VP’s to handle the smaller one-time requests. Ongoing requests should continue to be evaluated.</p> <p>In future meeting, will review:</p> <ul style="list-style-type: none"> • How much of the pot to be designated to smaller requests • Distribution of this designated amount to each area • Step II assessment/feedback for request over \$100k <p>It was agreed to apply this to the next cycle as allocation requests have already been submitted and scored for this cycle.</p>
<p>NEXT MEETING DATE: 7/26/2017 SSV-151, 2:30 pm</p> <p>FUTURE 17-18 MEETINGS: 2017: 8/23, 9/27, SP&BC in October TBD, 10/25 2018: 1/24, 2/28, 3/28, 4/25(SP&BC), 5/23, 6/27</p>		

Non-CMS Classified Positions								
Position Title	Points	Rank	Range	Salary	Benefits	Total	Cumulative	
Grounds Irrigation Equipment Tech.	295	1	13	41,958.58	25,123.22	67,081.80	67,081.80	
Facilities Services: Transportation Driver *	276	Tie 2	9	33,284.12	22,823.62	56,107.74	123,189.54	
Business Services: Accountant	276	Tie 2	Karen J. Filled. In Budget.					
Student Services: Education Advisor	275	4	19	52,076.38	27,805.45	79,881.83	203,071.37	
Information Tech. : Administrative Assistant	266	5	16	46,744.53	26,391.97	73,136.50	276,207.87	
IERP: Library Assistant	246 to 261	6	9	33,284.12	22,823.62	56,107.74	332,315.61	
Student Services: Clerical I	236	Tie 7	6	32,610.96	22,645.17	55,256.13	387,571.74	
Academic Affairs: Lab Tech. - Ceramics/Photo	237	Tie 7	16	46,744.53	26,391.97	73,136.50	460,708.23	
Business Services: Warehouse Assistant	233	9	11	39,043.33	24,350.39	63,393.72	524,101.95	
Academic Affairs: Lab Tech. - Biology	232	10	16	46,744.53	26,391.97	73,136.50	597,238.44	
Business Services: Sound Engineer	227	11	21	55,963.64	28,835.96	84,799.60	682,038.04	
Information Tech.: Systems Administrator	222	12	28	72,005.36	33,088.62	105,093.98	787,132.02	
Facilities Services: Maintenance Assistant	212	13	11	39,043.33	24,350.39	63,393.72	850,525.74	
Information Tech.: Help Desk Coordinator *	203	14	16	46,744.53	26,391.97	73,136.50	923,662.23	
Student Services: Education Advisor	202	15	19	52,076.38	27,805.45	79,881.83	1,003,544.06	
Academic Affairs: Instructional Aide-Welding/Auto *	193	16	18	50,234.98	27,317.29	77,552.27	1,081,096.33	

* These are estimates only subject to placement by human resources

CMS Classified Positions							
Position Title	Points	Rank	Range	Salary	Benefits	Total	Cumulative
Facilities Services: Project Manager	290	Tie 1	31	80,218.69	35,265.97	115,484.66	115,484.66
Information Tech.: Project Manager	290	Tie 1	31	80,218.69	35,265.97	115,484.66	230,969.31
Business Services: Budget Analyst	276	3	23	60,142.84	29,943.87	90,086.71	321,056.02
IERP: Director*	275	4	33	86,207.77	36,853.68	123,061.45	444,117.47
Business Services: Stage Manager	217	5	23	60,142.84	29,943.87	90,086.71	534,204.18
Business Services: House Manager	208	6	23	60,142.84	29,943.87	90,086.71	624,290.88

* These are estimates only subject to placement by human resources

2017-2018 Palmdale Positions							
Position Title	Points	Rank	Range	Salary	Benefits	Total	Cumulative
Library Tech			16	46,744.53	26,391.97	73,136.50	73,136.50
Physical Sciences Lab Tech			16	46,744.53	26,391.97	73,136.50	146,272.99
Maintenance Assistant ???			11	39,043.33	24,350.39	63,393.72	209,666.71

Reclassification of Existing Positions										
Position Title	Old Range	Salary	Benefits	Total	New Range	New Salary	Benefits	Total	Difference	Cumulative
										64,961.08

2017-2018 Budget Request Master List One Time										
Dept/Division	Priority	OG or OT	Description	Amount	Org	Account	Program	Funded	Source	Score
FS	2	OT	Parking Lot Sweeper	87,000	14505	6100	710000	87,000.00	15-16 1x mandated costs	N/A
IERP/LS	11	OT	Computers for students & circulation desk	8,000	12710	4362	612000	TBD	ITS Refresh	N/A
FS	1	OT	Utility Truck with Trailer	100,000	14505	6100	710000		1 x mandated cost	703
FS	4	OT	Parking Lot Security Gates	112,000	14505	6100	710000		Measure AV	665
SL&S	1	OT	New ID Machine	7,000	13051	4500	645000			634
RM	4	OT	NonCapitalized Equipment	375	11032	4561	679900			618
RM	2	OT	Disaster Preparedness	10,000	11031	4500	679900			614
RM	3	OT	Noninstructional Supplies	750	11032	4500	679900			599
RM	6	OT	Two Way Radios & Batteries	3,000	11031	4561	679900			583
RM	5	OT	Color Printer	750	11032	4561	679900			504
IERP/LS	12	OT	Computers for IERP Staff & Admin Assist.	3,000	11100	4362	660000			479
A&R	2	OT	Vendor-Document Imaging Expert	50,000	13010	6566	631000			430
A&R	1	OT	Hourly Clerical for Doc Prep Project	20,000	13010	2320	631000			404
SL&S	12	OT	Student Workers Lockers	800	13051	4500	645000			334
HSS	1	OT	Shredder	3,200	12051	4561	120100			207

2017-2018 Budget Request Master List On Going											
Dept/Division	Priority	OG or OT	Description	Amount	Org	Account	Program	Funded	Source	Score	
IERP/LS	1	OG	SirsiDynix Horizon Increase from 16-17	31,000	12710	5310	612000	TBD	Instructional Block Grant	N/A	
IERP/LS	2	OG	SirsiDynix Horizon Annual Subscriptions	8,100	12710	5300	612000	TBD	Instructional Block Grant	N/A	
A&H	5	OG	Increase in Division Equipment funds	10,500	12205	4561	Various	TBD	Instructional Block Grant	N/A	
ITS	1	OG	Technology Refresh Funds	500,000	11150	6550	678000	500,000	Measure AV for 5 years. Transition to District.	N/A	
ITS	2	OG	Campus Infrastructure Support (New EE Comp & Cabling)	70,000	11150	6550	678000	70,000	Measure AV for 5 years. Transition to District.	N/A	
ITS	3	Both	Network Storage Servers	165,000	11150	6550	678000	165,000	Measure AV for 5 years. Transition to District.	N/A	
SBS	2	OG	Food for the CDC	2,000	12260	4700	130510	2,000	Necessary Expense-District	N/A	
RM	7	OG	Travel & Conferences	6,094	11032	5200	679900	TBD	Professional Development Committee	N/A	
CTE	2	OG	Travel & Conferences	5,000	12155	5220	050500	TBD	Professional Development or Perkins	N/A	
CTE	4	OG	Mileage/gas reimbursement for VITA partnership	1,200	12155	5200	050200	TBD	Professional Development or Perkins	N/A	
SBS	1	OG	Instructional Materials for Clothing & Textiles	2,000	12255	4300	130300	TBD	Prop 20	N/A	
IERP/LS	5	OG	Books & Other Reference Materials Collection	200,000	12710	6300	612000	TBD	Prop 20 Funds. Amount Funded TBD.	N/A	
FS	5	OG	Facility Alterations & Improvements	30,000	14505	6100	710000		Scheduled Maintenance	657	
FS	3	OG	Parking Lot Repairs	266,900	14505	6100	710000		Measure AV will be addressing some of this	682	
IERP/LS	10	OG	Professional Development for staff & faculty	10,000	12710	5200	612000	TBD	Professional Dev. Committee	471	
BS/AUX	2	OG/OT	Online Vendor & Bid Management	27,000	14020	5310	677000			779	
BS/AUX	1	OG	Replacement of PAT Equipment & Stage Support	30,000	14900	64XX	679990			744	
FS	6	OG	District Vehicle Rental Contract	12,000	14505	6100	710000			716	
MSE	1	OG	Equipment Contract Services	12,375	12350	5655	040100			671	
SL&S	10	OG	Commencement	30,000	13504	4540	645000			668	
SL&S	5	OG	Student ID supplies	5,000	13051	4500	645000			626	
IERP/LS	4	OG	CCSSE	10,000	11100	5310	660000			613	
IERP/LS	3	OG	Annual maintenance for Tableau	4,000	11100	5300	660000			592	
RM	1	OG	Ergonomic & Reasonable Accommodation Equipment	5,000	11033	4561	679900			589	
SL&S	2	OG	Job Fairs	3,000	13220	4500	647000			548	
IERP/LS	7	OG	Redesign & improvement of second floor spaces	20,000	12710	4561	612000			532	
IERP/LS	9	OG	Professional Development-Travel & Conferences	10,000	11100	5200	660000			517	
CTE	3	OG	Stipends for Community Partnership Project (VITA)	1,500	12155	1330	050200			515	
SL&S	7	OG	Work Keys, Work Readiness Testing	9,250	13220	4500	647000			514	
SL&S	6	OG	Growth for International Students Program	5,000	13053	4500	640000			475	
A&H	4	OG	Leo Matalon's Annual Jazz Clinic	2,500	12205	5100	100500			475	
SL&S	4	OG	Veteran Resource Center	1,000	13209	4500	648000			462	
SL&S	11	OG	Student Equity Office Supplies	30,000	62462	4500	602050		Note: unallowable to use Equity funds	457	
SL&S	8	OG	Student Worker Recognition	850	13220	4500	647000			446	
IERP/LS	8	OG	Noninstructional adjuncts for library	130,000	12710	1430	612000			444	
SL&S	3	OG	Growth of Outreach	5,000	13208	4500	696200			435	
IERP/LS	6	OG	Part-time Library Archivist	20,000	12710	1430	612000			430	
A&H	2	OG	Increase in Student Worker Budget	17,000	12201/201	2302	493200/100100			426	
A&H	3	OG	Professional Experts	50,000	12201	2420	100100/100400			421	
SL&S	9	OG	Division Supplies Increase	2,000	13051	4500	645000			412	
CTE	1	OG	Dues and Memberships for Business Programs	3,000	12155	5300	050500			303	
R&L	1	OG	Noninstructional Materials	5,000	12101	4500	601000			283	
A&H	1	OG	Noninstructional & Warehouse Supplies	4,500	12201	4500/4530	100100			254	

2016-2017

Actual FTES	10,839
Minus Reassigned Summer 16 to 15-16	-672
Adjusted 2016-2017 FTES	10,167
Funded FTES	11,657
Difference	-1,490

Stability

Adjusted 2016-2017 FTES	10,167
Reassigned Summer 17 to 16-17	400
New Base FTES	10,567

2017-2018 Scenario

New Base FTES	10,567
Payback of Summer 17	400
2017-2018 Actual FTES Target	10,967
Enrollment Target 2% above Base+Payback	11,178