



ANTELOPE VALLEY COLLEGE

Budget Committee Agenda

Wednesday, June 28, 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 |
| Marbella Sanchez | 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 / Notes
I. Approval of Minutes: May 24, 2017 Meeting	<i>All</i>	
II. Information Items: Update on resource allocation process	<i>Ms. Keelen</i>	
III. Discussion Items: Review meeting schedule for 17-18 fiscal year	<i>Ms. Keelen</i>	



ANTELOPE VALLEY COLLEGE

IV. Suggested thresholds	<i>Ms. Ford</i> <i>Ms. Keelen</i>	
<p style="text-align: center;">17-18 Meetings Schedule TBD</p>		



ANTELOPE VALLEY COLLEGE

<h1>Budget Committee</h1> <h2>Minutes DRAFT</h2>	<p>Wednesday, May 24, 2017 SSV-151 2:30 p.m. – 3:30 pm</p>
---	--

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)	
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 - ABSENT	
Nichelle Williams	CMS Staff - ABSENT	
Jared Simmons	Facilities	
Maxine Griffin	Human Resources - ABSENT	
Rick Shaw	Information Technology Committee – ABSENT – Katherine Mergliano in as Proxy	
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 - ABSENT	
Erin Vines	VP Student Services, Ex-Officio - ABSENT	
Bonnie Suderman	VP Academic Affairs, Ex-Officio - ABSENT	
Sarah Miller	Proxy for Co-Chair - ABSENT	

Items	Person	Action
I. Approval of Minutes: April 26, 2017 Meeting	<i>All</i>	The minutes of the April 26, 2017 were approved as presented.
II. Information Items: Presentation of Tentative Budget	<i>Ms. Keelen</i>	Diana provided a brief over of the 2017-2018 Tentative Budget.
III. Discussion Items: Process Improvement on Resource Allocation Requests	<i>Ms. Keelen</i>	There was discussion on what everyone liked about the process, what they didn't like and how the process could be improved. Diana stated that she will review everyone's suggestions and bring back to another meeting.



ANTELOPE VALLEY COLLEGE

NEXT MEETING DATE:

6/28/2017

SSV-151, 2:30 pm

FUTURE 2017 MEETINGS:

TBD

What we like

- Online Survey
- Fill in score
- Info ahead of time (couple weeks)
- Efficient; organized
- Less cumbersome/
Requests
- Supporting docs

What we didn't like

- Manual
- Lack of accountability
- Low response rate

How we can improve

- Review rubric & weights
- Clear criteria on "emergency" requests
- Looking at # of requests
- Requestor accountability / assessment
- Review of funding sources
- ★ Clear link to program review
Specific language
- Training / Scoring meeting
- Separate operations versus resource allocation requests
- Group Scoring Session

Budget Committee

2017-2018 Meeting Schedule

7/26/2017	AS NEEDED
8/23/2017	Presentation of Adopted Budget
9/27/2017	Accomplishments / Annual Report / Goal Setting / Review Charter and Ground Rules
TBD	<i>Joint SP & BC (During SP Meeting)</i> <i>Review Strategic Priorities of Institution</i>
10/25/2017	Discuss Budget Call
November	DARK
December	DARK
1/24/2018	Review Budget Requests
2/28/2018	Review Budget Requests / Questions
3/28/2018	Review Budget Request Survey Results
4/25/2018	<i>Joint SP & BC (during BC meeting)</i> Review Prioritized Lists
5/23/2018	Presentation of Tentative Budget / Process Improvement
6/27/2018	Review Funding Allocation