



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	<i>Diana Keelen</i>	<b>Issues Discussed:</b> Justifications for each position were reviewed by the committee. <b>Action Taken:</b> Agenda item informational only.  <b>Follow Up Items:</b>



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III. Charter	<i>Diana Keelen</i>	<p><b><u>Issues Discussed:</u></b> 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.</p> <p><b><u>Action Taken:</u></b> Committee members agreed to adopt the charter with the removal of the 2<sup>nd</sup> sentence of the 2<sup>nd</sup> paragraph. If time permits, documentation will be provided to the committee members on all issues they are reviewing.</p> <p><b><u>Follow Up Items:</u></b> Update finance plan with current information.</p>
IV. Ground Rules	<i>Diana Keelen</i>	<p><b><u>Issues Discussed:</u></b> 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.</p> <p><b><u>Action Taken:</u></b> 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.</p> <p><b><u>Follow Up Items:</u></b> Make name plates for members and post ground rules on the reverse side.</p>
V. Committee	<i>Diana</i>	<p><b><u>Issues Discussed:</u></b></p>

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## **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.