



Budget Committee Agenda

Wednesday, March 09, 2016
SSV-151
2:30pm – 4:00pm

Type of Meeting: *Regular Meeting*
Note Taker: *Rhonda Burgess*
Please Review/Bring: *Agenda, Minutes, Supporting documents*

Committee Members:

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|------------------------|--|
| Diana Keelen, Co-Chair | Executive Director of Business Services (Co-Chair) |
| Irit Gat, Co-Chair | Academic Senate President or Designee (Co-Chair) |
| Jill Zimmerman | Dean of Student Services |
| Rick Motawakel | Dean of Academic Affairs |
| Pamela Ford | Classified Union |
| Violet Christopher | Faculty Union |
| Justin Shores | 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 |
| Wendy Dumas | Proxy for Co-Chair |

Items	Person	Action
I. Approval of Minutes: February 24, 2016	<i>All</i>	
II. Discussion Items: Review and score Survey Monkey Budget Resource Allocation Request scoring	<i>Diana Keelen</i>	



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<p>NEXT MEETING DATE: Joint Strategic Planning & Budget Committee March 23, 2016, SSV-151 2:30 p.m.</p> <p>Budget Committee April 27, 2016, SSV-151 2:30 p.m.</p>		
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ANTELOPE VALLEY COLLEGE

Budget Committee Minutes

Wednesday, February 24, 2016
SSV-151
2:30pm – 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)	
Irit Gat, Co-Chair	Academic Senate President or Designee (Co-Chair)	
Jill Zimmerman	Dean of Student Services	Absent
Rick Motawakel	Dean of Academic Affairs	
Pamela Ford	Classified Union	
Violet Christopher	Faculty Union	
Justin Shores	Faculty Staff	Absent
Jonathan Over	Adjunct Faculty Staff	
Maria West	Classified Staff	
Nichelle Williams	CMS Staff	Absent
Jared Simmons	Facilities	Absent
Maxine Griffin	Human Resources	
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	Absent
Erin Vines	VP Student Services, Ex-Officio	
Bonnie Suderman	VP Academic Affairs, Ex-Officio	Absent
Wendy Dumas	Proxy for Co-Chair	Absent

Items	Person	Action
I. Approval of Minutes: February 10, 2016 Meeting	All	The minutes of the February 10, 2016 Budget Committee meeting were approved by unanimous consent.
II. Informational Items: Welcome to Rick Motawakel	<i>Diana Keelen</i>	<p><u>Issues Discussed:</u> Ms. Keelen welcomed Rick Motawakel as the interim replacement for Karen Cowell as Dean of Career Technical Education and as her replacement as a member of the Budget Committee.</p> <p><u>Action Taken:</u> Information only.</p>



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		<u>Follow Up Items:</u>
III. Call for vacant committee members	<i>Diana Keelen</i>	<u>Issues Discussed:</u> Ms. Keelen put a call out at Admin. Council on February 23 rd for vacant Budget Committee seats. <u>Action Taken:</u> Information only. <u>Follow up Items:</u>
IV. Discussion Items: 2015-2016 Progress towards goals	<i>Diana Keelen</i>	<u>Issues Discussed:</u> Reviewed Annual Report. It was agreed that in the section regarding what the committee accomplished to further the College Mission should reflect training and prioritization. The committee agreed to work toward Budget Themes in the upcoming 2017-2018 year. Changes will be made to reflect accordingly and final will be emailed to Budget Committee members. Dr. Gat suggested a meeting with herself, Ms. Keelen, Ed Beyer and Dr. Goel to begin the process to develop Budget Themes. Agreed to refining resource allocation process at a later meeting to define what we like and didn't like and improve as we go. Ms. Keelen noted that this is the 3 rd year in a row that the committee has performed this type of review. The Annual Report reflects outcomes of the committee and weights higher on a rubric outcome based on institutional planning. It is considered at all campus which are considered to help assess the needs of the institution. It is considered in how we met the President's goals, and SLO's goals. We can begin to assess tying into Program Review, Educational Master Plan using those rubrics for scoring. <u>Action Taken:</u> Discussion only. <u>Follow up Items:</u> Email final draft of Annual Report to committee members.



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V. Meeting Frequency	<i>Diana Keelen</i>	Issues Discussed: It was agreed that meeting frequency be reduced to once per month, on the 4 th Wednesday after the next meeting on March 9 th . The next Budget Committee meeting will be on April 27 th . It was also noted that there is a Joint Strategic Planning and Budget Committee meeting on March 16 th . Action Taken: Moved forward with change to frequency of meetings. Follow up Items:
VI. Final Charter	<i>Diana Keelen</i>	Issues Discussed: The committee agreed to include collaboration with the Strategic Planning Committee. Action Taken: Discussion only. Follow up Items: Email final draft of Charter to committee members.
VII. Final Ground Rules	<i>Diana Keelen</i>	Issues Discussed: Commitment to be present @ least 75% of the time was modified. It was agreed that Budget Committee will meet with Strategic Planning Committee at least twice per year. Action Taken: Discussion only. Follow up Items: Email final draft of Ground Rules to committee members.
NEXT MEETING DATE: Budget Committee 03/09/2016 SSV-151, 2:30 p.m. Joint Strategic Planning and Budget Committee 03/16/2016 SSV-151, 2:30 p.m.		

February 24, 2016

Budget Committee 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 Budget Committee is responsible for evaluating and prioritizing the annual budget requests to most efficiently and effectively utilize institutional resources and present those recommendations to the Executive Council. The Budget Committee meets with the Strategic Planning Committee to review the prioritized resource requests to ensure the district's strategic goals and Institutional Learning Outcomes are aligned. The Superintendent/President submits budget recommendations to the Board of Trustees for approval.

As cited in both Education Code and Title 5, The Superintendent/President may recommend budget expenditures to the Board of Trustees without consensus of the Budget Committee in those instances of legal and fiscal responsibility.

Budget Committee

Chairs/Co-Chairs:
Diana Keelen/Dr. Irit Gat

Annual Report

2015/16

List Committee Goals for 2015/16

I.	Establish charter and ground rules
II.	Develop budget themes
III.	Refine resource allocation process
IV.	Provide resource allocation process training to campus

Describe accomplishments made to meet your committee goals:

I.	Developed charter and ground rules were established at the 9/23/15 meeting
II.	Budget theme development is a work in progress
III.	Resource Allocation was refined at the July 22, 2015 meeting & will be a continual process each year
IV.	Training was given to a Joint Admin Council with Admin Assistants and Faculty Department Chairs on November 17, 2015

What did your committee accomplish to further the College Mission?

Mission:

Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.

Accomplishments:

- We are continuously improving the quality of how our resources are aligned to meet the mission with diligent consideration in the ranking of priorities.
- We are expanding our training of the budget process to a broader campus community.

What did your committee accomplish to further the 2015/16 College Goals? (To be provided after all-campus planning meeting)

Goal 1: Tie the all campus planning retreat outcomes to the resource allocation process

Accomplishments: Created scoring weights on a resource allocation evaluation rubric tied to those goals that were considered a priority from the all campus planning retreat

Goal 2: Expand training of resource allocation process

Accomplishments: Held training with not only manager, but also department chairs and admin assistants

What issues do you foresee your committee working through in the upcoming year?

- 2017-2018 resource allocation process improvement
- Development of annual budget themes

Recommendations for change in membership or function:

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Budget Committee Ground Rules

Attendance

- Commitment to be present at least 75% of the time. If away a designated proxy will attend.

Consistency

- Goal to have agendas, minutes and attachments to include position justifications are 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 to include any documented response

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