



# Budget Committee Agenda

Wednesday, February 24, 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:**

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
<b>I. Approval of Minutes:</b> February 10, 2016	<i>All</i>	
<b>II. Discussion Items:</b> 2015-2016 Progress towards Goals	<i>Diana Keelen</i>	
<b>III. Meeting frequency</b>	<i>Diana Keelen</i>	



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<b>IV. Information Items:</b> Final Charter	<i>Diana Keelen</i>	
<b>V. Final Ground Rules</b>	<i>Diana Keelen</i>	
<b>VI. Future Items:</b> 2016-2017 Goals	<i>Diana Keelen</i>	
<b>NEXT MEETING DATE:</b> March 09, 2016		



ANTELOPE VALLEY COLLEGE

# Budget Committee Minutes

Wednesday, February 10, 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)	Present
Irit Gat, Co-Chair	Academic Senate President or Designee (Co-Chair)	Present
Jill Zimmerman	Dean of Student Services	Present
Rick Motawakel	Dean of Academic Affairs	Absent
Pamela Ford	Classified Union (Proxy - Kim Fite)	Present
Violet Christopher	Faculty Union	Present
Justin Shores	Faculty Staff	Absent
Jonathan Over	Adjunct Faculty Staff	Absent
Maria West	Classified Staff	Present
Nichelle Williams	CMS	Absent
Jared Simmons	Facilities	Present
Maxine Griffin	Human Resources	Present
Rick Shaw	Information Technology Committee	Absent
VACANT	Outcomes Committee	VACANT
Carol Eastin	Program Review Committee	Present
Vanessa Gibson	Student Success Committee	Absent
VACANT	Enrollment Management Committee	VACANT
VACANT	ASO Representative	VACANT
Mark Bryant	VP HR & Employee Relations, Ex-Officio	Present
Erin Vines	VP Student Services, Ex-Officio	Absent
Bonnie Suderman	VP Academic Affairs, Ex-Officio	Absent
Wendy Dumas	Proxy for Co-Chair	Present

Items	Person	Action
I. <b>Approval of Minutes:</b> January 27, 2016 Meeting	All	The minutes of the January 27, 2016 Budget Committee meeting were approved by unanimous consent.



ANTELOPE VALLEY COLLEGE

<p>II. Discussion Items: Mandated cost plan (follow up)</p>	<p><i>Diana Keelen</i></p>	<p><b><u>Issues Discussed:</u></b> What happens to unused funds if not used by a certain date? There is no term as to when funds are spent – they can be extended into the next fiscal year if necessary. Review will be done to go over left-over funding and over-budget spending. Budget Committee will have discussion.</p> <p>Unused funds will be re-appropriated for other projects to be brought to Budget Committee.</p> <p><b><u>Action Taken:</u></b> Discussion only.</p> <p><b><u>Follow Up Items:</u></b></p>
<p>III. 2016-2017 Budget requests review</p>	<p><i>Diana Keelen</i></p>	<p><b><u>Issues Discussed:</u></b> Follow up: No requests were received for clarification of budget requests by email.</p> <p>This year requestors are not marking requests as critical or non-critical. Budget Committee is utilizing top 3 requests for funding for each area. The process is to meet needs through prioritization. This process can work if requests are submitted.</p> <p>Discussion regarding extreme differences in the amounts of some requests – eg. Keyboards vs \$400 project. Diana Keelen clarified that the dollar amount should not be considered and requests should not be approved or denied due to the amount. Requests are prioritized by each department based on institutional need.</p> <p>Discussion regarding Facilities receiving large amounts of funds each year. It was noted that capital outlay projects support the entire campus and there is a different rubric to score nonacademic/operational requests. Facilities maintains the entire campus. Refresh is also for entire campus. Same with Facilities for furniture, etc.</p> <p>The President’s contingency is an emergency fund for such things as broken pipes, data breaches, etc. There is a small pot (approximately \$100K) for emergencies. In comparison, other Districts such as Mt. Sacs maintain a 5% contingency reserve above their 10% board approved unrestricted reserve.</p> <p>Instructional equipment reserve for Academic Affairs - Part of instructional equipment block grant – did not receive funding for 5 years. Last year, TE7 lost the compressor costing \$300k with no budget to tap into. \$500K fund set up for necessary equipment</p>



ANTELOPE VALLEY COLLEGE

		<p>to replace and continue classes without having to scramble. AFAB &amp; RN classes and equipment are expensive.</p> <p>The State is giving us a separate pot of dollars for Bachelor's degree.</p> <p>Suggestions to improve in 17-18:</p> <ul style="list-style-type: none"> <li>• Discuss whether it makes sense to bulk smaller ticket items such as furniture, etc. that are difficult to measure</li> <li>• If a request is already funded, mark how it was funded and provide a report back to Budget Committee</li> <li>• Weight department scoring so that the request is given more consideration as to how the department prioritizes</li> <li>• Working toward automated system</li> </ul> <p>Survey Monkey will be submitted as soon as we receive it. Using the rubric, it will be a bottom line score and you will just need to plug in the score.</p> <p><b>Action Taken:</b> Discussion only.</p> <p><b>Follow up Items:</b></p>
<p>IV. Resource allocation assessments</p>	<p><i>Diana Keelen</i></p>	<p><b>Issues Discussed:</b></p> <p>Some form of assessment of the budget request process should be performed. For example, was SLO improved? Was the outcome met? Having that loop will be helpful to know if funding is being utilized effectively. Eg. Improve accounts payable by 10 days if "X". Did that happen? If not, why? This will help with planning. It was discussed that not everything, eg. chairs, has that affect and can't be measured the same – next year can look at a different method to measure that type of request, eg., allot for a furniture fund. We need to come full circle and close the feedback loop to know if the process has been successful and understand obstacles. Process can be simple – possibly Survey Monkey. Will discuss results at Budget Committee. For next year, we can look into possibly extracting information from Program Review if it is already identifying needs.</p> <p>Dr. Zimmerman requested Budget Committee get a final version of the draft charter and status goal for 15-16. Diana will send out.</p> <p>2016-2017 Budget Themes &amp; Initiatives needs to be refined. Will review next meeting.</p>



ANTELOPE VALLEY COLLEGE

	<i>Diana Keelen</i>	<p><b><u>Action Taken:</u></b> Vision statement moved forward.</p> <p><b><u>Follow up Items:</u></b></p> <ul style="list-style-type: none"><li>• Send Budget Committee final from 2015-2016</li><li>• Refine 2016-2017 Budget Themes &amp; Initiatives</li></ul>
<b>V. Informational Items:</b> Updated budget development calendar	<i>Diana Keelen</i>	<p><b><u>Issues Discussed:</u></b> Distributed updated budget development calendar. Changes are in red. Noteworthy upcoming dates:</p> <p>3/4/16 – Survey Monkey due 3/9/16 – Budget Committee to review Survey Monkey results 3/16/16 – Joint meeting to share results with SP Committee</p> <p>Next – “How do we make this process better?” meeting</p> <p><b><u>Action Taken:</u></b> Information only.</p> <p><b><u>Follow Up Items:</u></b></p>
<b>NEXT MEETING DATE:</b> 02/24/2016 SSV-151, 2:30 p.m.		

# 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 our how are resources are aligned to meet the mission.

### 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:**

#### Accomplishments:

**Goal 3:**

#### Accomplishments:

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

### Recommendations for change in membership or function:

September 23, 2015

## **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 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 Council.

The budget committee reviews the annual budget requests and makes a recommendation to Executive Council to fund those requests that utilize institutional resources most efficiently in accomplishing the district's strategic goals and improving the Institutional Learning Outcomes. 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.



February 24, 2016

## **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