

Budget Committee Agenda

Wednesday, November 30, 2022
Via Zoom Teleconference
2:30 p.m. - 3:30 p.m.

Type of Meeting: *Regular*

Please Review/Bring: *Agenda, Minutes, and Supporting Documents*

Committee Members:

Sarah Johnston, Co-Chair	Executive Director of Fiscal & Financial Services (Co-Chair)
<i>Vacant, Co-Chair</i>	<i>Academic Senate President Designee (Co-Chair)</i>
<i>Vacant</i>	<i>Adjunct Faculty</i>
Gem DeJesus	Associated Student Organization
Suzanne Olson	Classified
Angela Musial	Confidential, Management, Supervisory
Tom Gang	Dean of Athletics & Kinesiology
LaDonna Trimble	Dean of Enrollment Services
Svetlana DePlazes	Enrollment Management Committee
Marvin Guzman	Facilities
Karen Heinzman	Faculty
Jim Firth	Human Resources
Daniel Conner	Information Technology Committee
Gary Heaton-Smith	Outcomes Committee
Richard Fleishman	Program Review Committee
<i>Vacant</i>	Student Success Committee
Pamela Ford	Classified Union
Kent Moser	Faculty Union

Ex-Officios:

Shaminder Brar	VP Administrative Services
Howard Davis	Interim VP Academic Affairs
Harmony Miller	Interim VP Human Resources
Jose Rivera	Interim VP Student Services
Jennifer Zellet	Superintendent/President

Items	Person	Action / Notes
I. Membership: Introduction of new members	Mrs. Johnston	<ol style="list-style-type: none"> Gem DeJesus – ASO Tom Gang – Dean of Athletics & Kinesiology Marvin Guzman – Facilities, Motor pool Mechanic Lead Jim Firth- HR Interim Director Daniel Conner – Director ITS Enterprise Applications & Data Protection
II. Approval of Minutes: August 24, 2022 Meeting	Mrs. Johnston	

<p>III. Information Items:</p> <p>2023-2024 Budget Call</p> <p>Quarterly Revenue & Expense Reports (1st Quarter)</p> <p>2023- 2024 Meeting Calendar</p>	<p>Mrs. Johnston</p>	<p>Attachments for Budget Call:</p> <ul style="list-style-type: none"> • Budget Call Memo • Budget Development Calendar • Budget Instructions • Prioritization Rubric – Academic-Non-Operational • Prioritization Rubric – Operational • Utilization Report
<p>IV. Discussion Items:</p> <p>Charter</p> <p>Membership Updates</p> <p>Status: Improvements Resource Allocation for 2022-2023 HR Subcommittee Positions for 2022-2023</p>	<p>Mrs. Johnston</p>	
<p>NEXT MEETING DATE: December 21, 2022 (if needed)</p> <p>NEXT SPC JOINT MEETING: January 2023</p>		

Budget Committee Agenda

Wednesday, August 24, 2022
Via Zoom Teleconference
2:30 p.m. - 3:30 p.m.

Type of Meeting: *Regular*
Please Review/Bring: *Agenda, Minutes and Supporting Documents*

Committee Members:

Sarah Miller, Co-Chair	Executive Director of Fiscal & Financial Services (Co-Chair)
<i>Van Rider, Temp. Co-Chair</i>	<i>Academic Senate President Designee (Co-Chair)</i>
<i>Vacant</i>	<i>Adjunct Faculty</i>
<i>Vacant</i>	Associated Student Organization
Suzanne Olson	Classified
Angela Musial	Confidential, Management, Supervisory
<i>Vacant</i>	Dean of Academic Affairs
LaDonna Trimble	Dean of Enrollment Services
Svetlana DePlazes	Enrollment Management Committee
Michael Maher	Facilities Absent
Karen Heinzman	Faculty
<i>Vacant</i>	Human Resources
Rick Shaw	Information Technology Committee
Gary Heaton-Smith	Outcomes Committee Absent
<i>Vacant</i>	Program Review Committee
<i>Vanessa Gibson</i>	Student Success Committee Absent
Pamela Ford	Classified Union
Kent Moser	Faculty Union

Ex-Officios:

Shaminder Brar	VP Administrative Services
Howard Davis	Interim VP Academic Affairs Absent
Harmony Miller	Interim Executive Director of Human Resources
Jose Rivera	Interim VP Student Services
Jennifer Zellet	Superintendent/President

Items	Person	Action / Notes
<p>I. Membership: Vacancies & Recruitment</p>	<p>Ms. Miller</p>	<ul style="list-style-type: none"> • Sarah is reaching out to constituent groups to fill the vacancies. • Van will fill in as Co-chair until an alternate is appointed. • During Roll Call, Van stated that Duane Rumsey is no longer the Dean of Academic Affairs so that position is vacant. LaDonna stated that we no longer have a Student Success Committee.

<p>II. Approval of Minutes: April 27, 2022 Meeting May 25, 2022 Meeting (Did not meet quorum – Information only attached)</p>	<p>Ms. Miller</p>	<ul style="list-style-type: none"> • Karen Heinzman would like a correction to May’s minutes to reflect that she was present. Also wants to continue on this committee. • Pamela also stated that she will be continuing as the classified union representative. • Rick moved to approve the minutes as submitted; Karen Heinzman seconded. Minutes approved.
<p>III. Information Items: Presentation of 2022-2023 Adopted Budget</p>	<p>Ms. Miller</p>	<ul style="list-style-type: none"> • Presented on the standard financial reporting deadline/timeline, Student Centered Funding Formula (SCFF); HEERF Funds received and spending; Unrestricted Funding, Governor’s Enacted Budget Highlights and Budget Assumptions. • Adopted budget will go to the September Board meeting. • Upon completion of the presentation, it was opened up for questions and discussion. • LaDonna: COVID 19 ECA due September 1; has a decision been made if we will pursue that? <ul style="list-style-type: none"> ○ A plan is due September 1 and align the reserve policy to align to their requirements. ○ Shami stated that the final application is due in February, 2023. • LaDonna asked if there were specific questions regarding enrollment concerns rolling over to SCFF funding. • Jennifer: Commented on the headcount and SCFF potential. We have almost 12k students and we need to start closing the gap on completion. • LaDonna stated there are initiatives already happening to help support Jennifer’s comments on completion. • LaDonna- Is there more COVID ECA funding money going to students. <ul style="list-style-type: none"> ○ Sarah replied, we’ve met the requirements of giving out the student grant funding requirement. Whatever money is left remaining is a discussion that is between Shami and the President about how it will be best spent.

<p>IV. Discussion Items: HR Subgroup Prioritization List AP 6305 Reserves</p>	<p>Mr. Brar</p>	<ul style="list-style-type: none"> • Presented on the 2022-2023 HR Subgroup Prioritization and ranking. Scoring matrix is based on compliance rankings. • Van asked when recruitment would begin? <ul style="list-style-type: none"> ○ Shami stated it is upon approval. • LaDonna stated she has to go back and look at the prioritizations and will need to have a follow up discussion with Shami. • Shami has looked over the FOAPs and accounts and know exactly what positions these will be in. • Jose: Timeframe when positions will be approved. <ul style="list-style-type: none"> ○ Decisions are ongoing. With budget development, doesn't anticipate the decisions taking too long and is inline with the 50% rule. • Shami presented on AP6200- Budget Preparation and AP6305 Reserves. • Discussed the ECA application. • No further discussion. • Meeting adjourned.
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NEXT MEETING DATE: September 28, 2022
2022 Meetings: 10/26, 11/23, 12/21
2023 Meetings: 1/25, 2/22, 3/22, 4/26, 5/24, 6/21

NEXT SPC JOINT MEETING: TBD



2023-2024 Budget Call Memorandum

To: All Vice Presidents, Deans, Directors, and Program Coordinators

From: Sarah Johnston, Executive Director of Financial & Fiscal Services

Date: December 1, 2022

Re: Budget Development Process Fiscal Year 2023–2024

We are heading into our sixth year of the electronic process for submitting, reviewing, approving, and scoring budget requests. Please submit requests through the Budget System. All requests must have been included in the Program Review. Please submit requests through the Budget System.

Please provide only budget requests above your existing baseline for ongoing requests. Please also submit for one-time requests that are greater than \$7,500 only. Vice Presidents and Executive Directors will be given funds, when available in the budget, to address requests that are \$7,500 or less. There is a lot of time and effort put into the request process and the Budget Committee has determined that it would be a better use of time evaluating those requests of a higher dollar threshold. Requests \$100K or more will require a resource utilization report as part of the feedback loop to the Budget Committee.

Please do not include permanent employees. You may include temporary or student worker requests. Permanent employee requests go through the Human Resources Subgroup to develop the staffing plan. If you have questions on permanent staffing, please contact Human Resources.

The Budget Committee has reviewed the budget development process. Accreditation requires that schools plan and review programs and operations to support student learning and success. We develop our planning and prioritization and then apply for the available funding when it is available. Enclosed you will find copies of the following to assist in the budget planning process:

- (1) Budget Instructions
- (2) Budget Scoring Rubrics
- (3) Resource Utilization Report (Only for those funded requests for \$100K or more)

Please submit requests through the Budget System by Friday, January 13, 2023.

Please feel free to contact me if you need assistance.

Respectfully,

Sarah Johnston
Executive Director, Financial & Fiscal Services

**2023-2024
Budget Development Calendar**

Task Name	Start	Finish
2023-2024 Budget Development Calendar	Wed 10/26/22	Wed 10/4/23
Non-Personnel College Budget Call	Wed 10/26/22	Fri 1/13/23
Budget Committee Budget Call Review	Wed 10/26/22	Wed 10/26/22
Annual Budget Committee Goal Setting	Wed 10/26/22	Wed 10/26/22
Strategic Planning Committee Budget Call Review	Wed 11/2/22	Wed 11/2/22
Budget Call Issue Date & Due Date	Tue 11/8/22	Fri 1/13/23
Resource Allocation Training	Ongoing	Ongoing
Personnel Prioritization	Mon 10/10/22	Fri 1/6/23
Faculty Prioritization List	Mon 10/10/22	Fri 1/6/23
CMS & Administrator Prioritization List	Mon 10/10/22	Fri 1/6/23
Classified Prioritization List	Mon 10/10/22	Fri 1/6/23
Governor's 2023-2024 Proposed Budget	Mon 1/9/23	Mon 1/9/23
Tentative Budget Development	Fri 1/13/23	Mon 6/19/23
Other Funds Budget Call Issued	Mon 2/13/23	Fri 3/17/23
Restricted/Grant Budget Call Issued	Fri 3/3/23	Fri 3/17/23
Administrative Services compiles New Resource Requests	Fri 1/13/23	Wed 1/18/23
Resource Requests sent to BC Members prior to meeting	Mon 1/23/23	Mon 1/23/23
Budget Committee Reviews/Scores Resource Requests	Wed 1/25/23	Fri 3/17/23
Deadline for BC to Score Requests	Fri 3/17/23	Fri 3/17/23
Budget Committee reviews scoring results	Wed 3/22/23	Wed 3/22/23
Budget Committee Joint Meeting with Strategic Planning Committee	Wed 4/26/23	Wed 4/26/23
Budget Committee sends Recommendations to Exec Council	Fri 4/28/23	Fri 4/28/23
Executive Council Reviews Recommendations	Mon 5/1/23	Mon 5/1/23
Tentative Budget Presented to Administrative Council	Tue 5/23/23	Tue 5/23/23
Final List to Budget Committee	Wed 5/24/23	Wed 5/24/23
Tentative Budget Presented to Budget Committee	Wed 5/24/23	Wed 5/24/23
Report on Accomplishments of 2022-2023 Goals	Wed 5/24/23	Wed 5/24/23
Budget sent to President's Office	Fri 5/26/23	Fri 5/26/23
Tentative Budget Presented to Strategic Planning Committee	Wed 5/31/23	Wed 5/31/23
Board of Trustees Approves Tentative Budget	Mon 6/12/23	Mon 6/12/23
Memos to Requestors issued for Resource Allocation Disposition	Mon 6/19/23	Mon 6/19/23
Governor's 2023-2024 May Revision	Fri 5/12/23	Fri 5/12/23
State Budget 2023-2024 Enacted	Mon 6/26/23	Mon 6/26/23
Adopted Budget Development	Mon 8/7/23	Wed 10/4/23
2021-2022 Unaudited Actuals Available	Mon 8/7/23	Mon 8/7/23
Adopted Budget Presented to Budget Committee	Wed 8/23/23	Wed 8/23/23
Final Adopted Budget sent to President's Office	Fri 8/25/23	Fri 8/25/23
Adopted Budget Presented to Strategic Planning Committee	Wed 8/30/23	Wed 8/30/23
Board of Trustees Adopts the Budget	Mon 9/11/23	Mon 9/11/23
Budget Committee Review for Process Improvement	Wed 9/21/22	Wed 9/21/22
Budget Committee Joint Meeting with Strategic Planning Committee	Wed 10/4/23	Wed 10/4/23



Budget Request Instructions

Budget is driven by the strategic planning process of the college, which is derived from the educational master plan, facilities master plan, information technology plan, program reviews and other planning documents of the college. The budget does not drive the need for resources, only the ability to fund those resources. Please include those identified needs through the resource allocation proposal process.

1. There must be a **current program review** or annual update given to the program review coordinator in advance before you can request resources. If a current program review or annual update has not been submitted to the program review coordinator, your request **will be removed from consideration.**
2. **Requests for marketing, information technology hardware, audio visual equipment, facility alteration & repair, vehicles and financial systems have been centralized.** If you are requesting items that fit into these categories, you must see the responsible executive director to be considered in the overall prioritization of these items for the District as a whole.

Marketing: Executive Director of Marketing & Public Relations

Financial Systems: Executive Director of Fiscal & Financial Services

Audio Visual Equipment or Information Technology Equipment: Executive Director of Information Technology Services

Facility Alteration & Repair and Vehicles: Executive Director of Facilities

If you submit a request for the above referenced items that has not been coordinated with the above executive director, your request **will not be considered.**

3. Requestors can log into the NEW resource allocation website at: <https://webservices.avc.edu/?service=budget>. Please see below based upon which role that you serve: Requestor, Approver or Budget Committee Scorer.
4. Each administrator must assign a priority rank to the requests coming from their areas. For example, you have 5 total requests. The administrator must assign #1 as the first priority, #2 as the second and so on.



Budget Request Instructions

There can only be one #1, one #2, etc. from the Divisions or Departments as follows:

- Institutional Effectiveness, Research & Planning/Library Services
- Public Information Officer/Marketing
- Business & Auxiliary Services
- Facilities Services
- Information Technology Services/IMC
- Rhetoric & Literacy Division
- Health & Safety Sciences Division
- Career Technical Education Division
- Math, Science & Engineering Division
- Arts & Humanities Division
- Social & Behavioral Sciences Division
- Palmdale/Extended Learning Division
- Risk Management
- Student Life & Development Division
- Enrollment Services Division
- Counseling & Matriculation Division
- Office of Student Services
- Office of Human Resources/Payroll
- Office of Academic Affairs
- Office of the President
- Office of Administrative Services
- Bachelor's Degree Program



Budget Request Instructions-Requestor

- The request process will be online at: <https://webservices.avc.edu/?service=budget>
- At first login, you will be asked to identify your role. Please pick the department in which you are submitting the resource request. You will only have to do this once. Click budget request on the right-hand side of the request. Next, pick the fiscal year of your request, which will be 2022-2023. If it already shows 2022-2023, then pick the type of request. Operational/Academic (Non-Operational). Here is a visual as an example:

(Example of system below only for illustration purposes)

Budget Development Fiscal 2023-2024 Resource Allocation Proposal

Type of request:

- Dashboard
- Budget Request
- Support Departments**
- Approve Request Support
- Business Services**
- Approve Requests/Set Priorities
- Modify Data**
- Modify System

- There are two types of requests. One is for operational requests. The other is for academic/non-operational requests. Determining which one to use depends upon the nature of the request itself.

Operational is typically the general operation of the college. Meaning when the campus opens its doors there are things that must function in order for the college to operate, e.g., the facility, utilities, wi-fi, systems, networking, administration, etc. It is the indirect support to our educational and student support activities.

Academic/Non-Operational is typically tied to the direct instruction of students or the support services that affect student learning outcomes and program learning outcomes. Typically, it is tied to some sort of programs such as classroom that require instructional materials & equipment, counseling programs, library services, etc.



Some requests may teeter on operational or academic/non-operational. If your request fits within majority of the following goals, then use the corresponding request form:

Operational Request	Academic/Non Operational Request
Maintaining Health/Safety	EMP Goal #1: Commitment to strengthen Institutional Effectiveness measures and practices
Ensuring Compliance	EMP Goal #2: Increase efficient and effective use of all resources (2.1-Technology, 2.2-Facilities, 2.3-Human Resources & 2.4-Business Services)
Enhancing Operational Support	EMP Goal #3: Focus on utilizing proven instructional strategies that will foster transferable intellectual skills
Utilize campus resources efficiently and effectively	EMP Goal #4: Advance more students to college-level coursework (4.1- Develop and implement effective placement tools)
Maintain & enhancing community partnerships	EMP Goal #5: Align instructional programs to the skills identified by the labor market
Increase resources to enhance technology support of mission & processes	

- Through the campus wide planning retreats, the 2022-2023 priorities will be on EMP Goal #1, #2 & #4, with EMP Goal #1 as an overarching priority over the next several years. We will plan for ALL EMP goals, but the prioritized EMP goals will carry a higher weight in the resource allocation process. As a reminder, here are specific examples of focus:

EMP Goal #1: Commitment to strengthen Institutional Effectiveness measures and practices.

- EMP Goal #1 is an overarching priority over the next few years.

EMP Goal #2: Increase efficient and effective use of all resources.

- Budgeting, planning & forecasting, Facilities Plan build out.

EMP Goal #4: Advance more students to college-level coursework.

- Curriculum alignment for completion efficiency across the institution and Guided Pathways development.
- AB 705 scheduling, impact of non-completion



- Complete integration of Guided Pathways across the institution
- Do not enter in the existing baseline budget amount. The request process is for anything above and beyond your existing baseline budget. For example, the existing ongoing baseline budget is \$2,000 in travel. An additional \$500 is needed for a total of \$2,500. The request would be for the additional amount, which is \$500. Do not enter any ONE-TIME REQUESTS BELOW \$7,500. If funds are available, each Vice President and Executive Director will be given funds to address those requests below the threshold on a prioritized basis.
- If the request is for equipment, then please submit a resource allocation proposal for each piece of equipment unless this is relating to successful completion of a project. For example, the request is for two carts. Submit a request for each cart. Another example would be if there is a project to implement security gates in the library. The project requires 4 security gates. A request for each security gate is not necessary because it relates to the replacement of security gates project. Only one proposal is necessary in this case.
- Please identify in the check box of the proposal if partial funding is acceptable and the minimum amount of funding that you would accept.
- Requests over \$100K that are funded will require a feedback loop to Budget Committee at the end of the year.

Please fill out all items on your request.

Section I will ask you to check all applicable planning documents and to briefly describe how your request is supported by the planning documents that you list. **Please specifically list the planning document, include the specific language and where it can be located. For example: BSA program review, “the request for software to automate the invoicing system in accounts payable” found on page 10. Failure to identify the exact language and location in the program review may remove your request from consideration.**

Section II will ask you to identify the institutional goals/EMP goals and to describe how your request is within that goal. Please make sure you describe how each box is checked and how it applies to the request. For example, EMP Goal #2: Enhancing Efficient & Effective Use of Resources: this request will reduce the amount of late vendor payments and create an electronic tracking system of where an invoice is in process. Page 10 of the BSA program review. If you are checking more than one box, do this for each box checked and where it can be found in a planning document.



Section III are the President's Goals. Please check all that apply and describe how it applies to each goal. For example: "Supports a fully-integrated system of record implementation and fiscal independence from LACOE. Page 10 of the BSA program review. Accounts payable software will track the progress of invoices submitted electronically and payment timelines. Timely payments will ensure that the district can maintain fiscal independence by ensuring the District does not have adverse reporting to credit rating agencies that can affect the District's ability to sell bonds at lower interest rates." If you are checking more than one box, do this for each box checked and where it can be found in a planning document.

Section IV will ask that you submit how the use of this requested resource will be measured. You can use qualitative or quantitative methods of measurement. For example: Timeline of payments to vendors will be reduced by 20% in the first year. A system report will be used to track recurring payment due dates and payment dates compare a sampling of the previous year.

Once you submit your request, it will go to the supervising administrator for review, approval and prioritization.



Budget Request Instructions-Approver

The approval process for budget requests will be online at:

<https://webservices.avc.edu/?service=budget>

- At first login, you will be asked to identify your role. Please pick the area that you are approving. You will only have to do this once.
- It is recommended that you review the budget request instructions-requestor to get familiar with what the information that has been given to those submitting requests.
- Once you are logged in, you will see a section to the right:
(Example of system below only for illustration purposes)

AVC Budget Request System Dashboard

Welcome, Amanda Khatib.

My Requests

Fiscal Year:

Dashboard

Budget Request

Support Departments

Approve Request Support

Business Services

Approve Requests/Set Priorities

- The Dashboard will allow you to view all requests that have been submitted by clicking the fiscal year.
- Click the approve requests/set priorities to view, approve, send back or prioritize requests.

Approve Requests/Set Priorities

Fiscal Year:

Originator	Department	Support	Date Submitted	Short Description	Priority	Prior Year	Status	Funded	Source	View
megan.aceves@avc.edu	Office of the President		09/08/2021	Legal Services	<input type="text"/>	no	submitted	<input type="text"/>	<input type="text"/>	View Request

- Under this section, you will be able to change the status of each request. Here are the options:



Approve Requests/Set Priorities

Fiscal Year:

Originator	Department	Support	Date Submitted	Short Description	Priority	Prior Year	Status	Funded	Source	View
megan.aceves@avc.edu	Office of the President		09/08/2021	Legal Services	<input type="text"/>	<input type="text" value="no"/>	<input type="text" value="submitted"/> <input type="text" value="submitted"/> <input type="text" value="revise"/> <input type="text" value="approved"/> <input type="text" value="remove"/>	<input type="text"/>	<input type="text"/>	View Request

- Once a request has been submitted, it will show submitted until it is dispositioned. All submitted requests will need to be approved, removed or revised.



Budget Request Instructions-Budget Committee Scorer

- The approval process for budget requests will be online at:
<https://webservices.avc.edu/?service=budget>
- At first login, you will be asked to identify your role. Please pick the area that you are approving. You will only have to do this once.
- It is recommended that you review the budget request instructions-requestor to get familiar with what the information that has been given to those submitting requests.
- Once logged in, you can go to score requests on the right hand side:

Budget Committee

Score Requests

- Once in the score request screen, you will be able to view all requests that are available for scoring, score the requests and view the score. If there is no score given, this means that you have not scored the request.

(Example of system below only for illustration purposes)

Home » Administration » Business Services » Business Services Budget Request System » Budget Request System Dashboard » Scoring

Dept/Division	Priority	Description	Score Given	Score Request
Information Technology Services	1	A New Hope		Score Request
Information Technology Services	2	A New Hope		Score Request

- By clicking on score request, you can see the details of the request and at the bottom of the page, will be able to provide a score based on what is provided in the request.

Here is an example:

View/Edit Budget Request

Operational Request

Priority: Priority not set

Originator: akhatib@avc.edu

Date Submitted: 02/10/2022

Program or Department Name: Office of Administrative Services

Lead for Implementation: Amanda Khatib

Location: Lancaster

Brief Description: A New Hope

Project Start & End Dates: now until forever

Departments for Coordination: ITS

- ITS Support- Approved: No

FOAP: 12546124124312562122

Annual One Time Funding Amount: 5000

Incremental increase Above Annual Base Budget On Going Funding Amount: NA

Partial Funding Minimum Amount: NA

Briefly describe your request:

blah blah blah

Section I: Planning Documents

- Program Review/Annual Program Assessment

Briefly demonstrate how your request is supported by the planning documents listed above:

blah blah blah

Section II: Institutional Goals

- Maintaining Health/Safety
- Enhancing Operational Support

Briefly demonstrate how your request supports the institutional goals above:

More blah blah blah that makes sense

Section III: President's Goals

- Supports completion of 10-year educational master plan supported by a 3-year strategic plan
- Supports completing facilities master plan build out of Measure AV projects
- Supports successfully increasing enrollment of all degree programs
- Supports the successful return to campus following pandemic restrictions

How does your request support the President's goals above:

Its briefly explained in this description

Section IV: Measureable Outcomes

What is the measureable outcome of your request:

abcdefghijkl

Which learning outcomes are supported by your request:

abcdefghijkl

When will the outcomes be measured (timeline):

abcdefghijkl

How will you measure the desired outcomes:

abcdefghijkl

[Open Request in New Window](#)

Scoring Area	Related Components	Scoring Rubric	Score
Section I: Planning Documents	<ul style="list-style-type: none"> -Program Review (PR)/Annual Program Assessment (APA) -Action Plan -Educational Master Plan -Facilities Master Plan -Technology Plan -Human Resources Plan -Other planning documents 	<p>Max 30 Points: 0 points: No demonstrated need supported by PR/APA 15 Points: Demonstrates need from Program by PR/APA 30 points: Demonstrates need from PR/APA and linked to Outcomes</p>	<input type="text"/>
Alignment with Annual Operational/Institutional Goals	-Operational/Institutional Goals	<p>Max 29 Points: Sum the points for all operational goals that the request</p> <ul style="list-style-type: none"> 6 points: Maintaining Health/Safety 6 points: Ensuring Compliance 4 points: Enhancing Operational Support 5 points: EMP Goal #2-Efficient and Effective Use of Resources 4 points: Enhancing Community Partnerships 4 points: Enhancing Technology Support 	<input type="text"/>
Alignment with President's goals	-2016-2017 President's Goals	<p>Max 21 Points: 0 points: if it does not support any of the goals 11 Points: if it supports some of the goals 21 points: if it supports most of the goals</p> <ul style="list-style-type: none"> *Supports successful preparation for full accreditation process *Supports conducting a successful bond campaign *Supports completing a new 10-year facilities master plan *Supports a fully-integrated system of record implementation and fiscal independence from LACOE *Supports completion of 10-year educational master plan supported by a 3-year strategic plan *Supports increasing all outcomes on the Student Success Scorecard *Supports completely integrating class schedules that is sequenced for degree programs and supports student educational planning 	<input type="text"/>
Measurable Assessment Outcomes	-Outcomes Assessment	<p>Max 20 Points: 0 points: No Outcomes 10 Points: Documented Measurable Outcome 20 points: Documented Measurable Outcome tied to SLO/PLO/ILO/OO</p>	<input type="text"/>

Submit score



**Non-Permanent Staffing Prioritization Rubric
Academic/Non-Operational Request**

Fiscal Year 2023-2024

Committee Member _____ Requested Resource _____
 Department _____ Date _____

Scoring Area	Related Components	Scoring	Score
I: Planning Documents	<ul style="list-style-type: none"> - Program Review(PR)/ Annual Program Assessment (APA) - Action Plan - Educational Service Plan/ 3-Year Strategic Plan - Facilities Service Plan - Technology Plan - Human Resources Plan - Other planning documents 	<p>Max 30 Points:</p> <p>0 points: No demonstrated need supported by PR/APA</p> <p>15 points: Demonstrates need from Program by PR/APA</p> <p>30 points: Demonstrates need from PR/APA and linked to Outcomes</p>	
II: Alignment with Annual Institutional Goals	<ul style="list-style-type: none"> - Goals of the Educational Master Plan 	<p>Max 29 Points: Sum the points for all institutional goals that the request supports</p> <p>7 points: Goal #1: Commitment to strengthen Institutional Effectiveness measures and practices</p> <p>7 points: Goal #2: Increase efficient and effective use of all resources (2.1-Technology, 2.2-Facilities, 2.3-Human Resources & 2.4-Business Services)</p> <p>5 points: Goal #3: Focus on utilizing proven instructional strategies that will foster transferable intellectual skills</p> <p>3 points: Goal #4: Advance more students to college-level coursework (4.1- Develop and implement effective placement tools)</p> <p>7 points: Goal #5: Align instructional programs to the skills identified by the labor market</p>	
III. Alignment with President's Goals	<ul style="list-style-type: none"> - President's Goals 	<p>Max 21 Points:</p> <p>- 0 points if it does not support any of the goals</p> <p>- 11 points if it supports some of the goals</p> <p>- 21 points if it supports most of the goals</p> <p>*Community Involvement to Support Growth and Development of AVC Initiatives</p> <p>*Support completion of ISER and Quality Focus Essay</p> <p>*Support rejuvenation and completion of Guided Pathways redesign, looking at comprehensive review of programs, courses, and services to remove barriers and decrease disproportionate impact for students</p> <p>*Support integrated planning using Assessment results, Program Review, and all strategic planning to inform allocation of all resources.</p> <p>* Support development of comprehensive Service Plans, including Strategic Enrollment Management Plan, that aim to increase equitable access, close achievement gaps, and increase completions across all demographic groups.</p> <p>*Continue Measure AV build out, developing creative, innovative spaces</p> <p>*Systems and process review to align responsibilities with positions, recreate to promote equity, and gain efficiencies.</p> <p>*Fully staff executive team, further build management skills through professional development, and execute baseline training, AVC BASIC, for all</p> <p>* Supports the successful return to campus following pandemic restrictions</p> <p>* Support the implementation of professional development across campus that</p> <p>*Support the full implementation of IT products purchased to create efficient systems for curriculum alignment, reporting, assessment, and scheduling</p> <p>*Support creation of data-informed, equitable improvements across instruction, with the goal of increasing equitable access, retention, success, completion, and closing disproportionate impact gaps.</p> <p>*Strengthen partnerships with local K-12 districts to increase Dual Enrollment opportunities with the aim of accelerating the path to a certificate or degree</p> <p>*Support growth and development of Contract Ed, noncredit, and CTE programs to increase direct entry into and advancement in the workforce</p> <p>*Facilitate and support the growth of apprenticeship programs</p>	
IV. Measurable Assessment Outcomes (SLO/PLO/ILO/OO, etc)	<ul style="list-style-type: none"> - Outcomes Assessment 	<p>Max 20 Points:</p> <p>0 points: No outcomes</p> <p>10 points: Documented Measurable Outcome</p> <p>20 points: Documented Measurable Outcome tied to SLO/PLO/ILO/OO</p>	
Total Points (Max 100):			



Non-Permanent Staffing Prioritization Rubric

Operational Request

Fiscal Year 2023-2024

Committee Member _____ Requested Resource _____
 Department _____ Date _____

Scoring Area	Related Components	Scoring Rubric	Score
I: Planning Documents	<ul style="list-style-type: none"> - Program Review(PR)/ Annual Program Assessment (APA) - Action Plan - Educational Master Plan/ 3-Year Strategic Plan - Facilities Master Plan - Technology Plan - Human Resources Plan - Other planning documents 	<p>Max 30 Points:</p> <p>0 points: No demonstrated need supported by PR/APA</p> <p>15 points: Demonstrates need from Program by PR/APA</p> <p>30 points: Demonstrates need from PR/APA and linked to Outcomes</p>	
II. Alignment with Annual Operational/ Institutional Goals	- Operational/ Institutional Goals	<p>Max 29 Points: Sum the points for all operational goals that the request supports</p> <p>6 points: Maintaining Health/Safety</p> <p>6 points: Ensuring Compliance</p> <p>4 points: Enhancing Operational Support</p> <p>5 points: EMP Goal #2-Efficient and Effective Use of Resources</p> <p>4 points: Enhancing Community Partnerships</p> <p>4 points: Enhancing Technology Support</p>	
III. Alignment with President's Goals	- President's Goals	<p>Max 21 Points:</p> <p>- 0 points if it does not support any of the goals</p> <p>- 11 points if it supports some of the goals</p> <p>- 21 points if it supports most of the goals</p> <p>*Community Involvement to Support Growth and Development of AVC Initiatives</p> <p>*Support completion of ISER and Quality Focus Essay</p> <p>*Support rejuvenation and completion of Guided Pathways redesign, looking at comprehensive review of programs, courses, and services to remove barriers and decrease disproportionate impact for students</p> <p>*Support integrated planning using Assessment results, Program Review, and all strategic planning to inform allocation of all resources.</p> <p>* Support development of comprehensive Service Plans, including Strategic Enrollment Management Plan, that aim to increase equitable access, close achievement gaps, and increase completions across all demographic groups.</p> <p>*Continue Measure AV build out, developing creative, innovative spaces</p> <p>*Systems and process review to align responsibilities with positions, recreate to promote equity, and gain efficiencies.</p> <p>*Fully staff executive team, further build management skills through professional development, and execute baseline training, AVC BASIC, for all administrators on DEIA, district processes and systems, and people-centered management.</p> <p>* Supports the successful return to campus following pandemic restrictions</p> <p>* Support the implementation of professional development across campus that moves forward DEIA and student success initiatives</p> <p>*Support the full implementation of IT products purchased to create efficient systems for curriculum alignment, reporting, assessment, and scheduling</p>	
IV. Measurable Assessment Outcomes (SLO/PLO/ILO/OO, etc)	- Outcomes Assessment	<p>*Support creation of data-informed, equitable improvements across instruction, with the goal of increasing equitable access, retention, success, completion, and closing disproportionate impact gaps.</p> <p>*Strengthen partnerships with local K-12 districts to increase Dual Enrollment opportunities with the aim of accelerating the path to a certificate or degree</p> <p>*Support growth and development of Contract Ed, noncredit, and CTE programs to increase direct entry into and advancement in the workforce</p> <p>*Facilitate and support the growth of apprenticeship programs</p>	
		Total Points (Max 100):	



Antelope Valley College Resource Utilization Report

The **purpose of this document** is to report back to the AVC Budget committee the effectiveness and the utilization of the allocation of funds. Administrators of all funded projects are required to submit this document to the Budget Committee by June 1st following allocation of funds for requests that are \$100K or more.

Name (print): _____ Date: _____

Program/ Department name: _____

Administrator: _____ Location (circle): Lancaster / Palmdale Center / Foxfield / Other _____

FOAP: _____

One-Time Funding ___ On Going ___

Summary of Request:

Goals, Outcomes and Assessment:

Please describe how these funds enhanced your program goals and specific outcomes that were achieved through the use of these funds.



<u>Identify cost in terms</u>	<u>of:</u>	Amount Requested	Actual spent	Variance*
1XXX (_____):	\$	<input type="text"/>	- <input type="text"/>	= <input type="text"/>
2XXX (personnel):	\$	<input type="text"/>	- <input type="text"/>	= <input type="text"/>
3XXX (benefits):	\$	<input type="text"/>	- <input type="text"/>	= <input type="text"/>
4XXX (supplies):	\$	<input type="text"/>	- <input type="text"/>	= <input type="text"/>
5XXX (services):	\$		-	=
6XXX: ⁽¹⁾	\$	<input type="text"/>	- <input type="text"/>	= <input type="text"/>
Total	\$	<input type="text"/>	- <input type="text"/>	= <input type="text"/>

⁽¹⁾ equipment/remodel/site improvement

Outline any major **challenges or obstacles** related to the Budget Request Process:
 As noted above the cost of the item for which we requested funding had increased during the time between submitting the resource allocation request and the purchase order submission.

Signature: _____

Date: _____

Administrator's Signature: _____

Date: _____



TOTAL GENERAL FUND

Revenue		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>Federal Revenue</u>				
8116	NSF Bees Sub-award	4,161	0	0%
8121	Federal College Work Study	306,556	15,900	5%
8122	FISAP Admin	129,738	146,061	113%
8125	ARP HEERF 111	18,661,593	0	0%
8127	ARP HEERF III - MSI	407,520	0	0%
8135	Teacher Preparation Program-Fed	1,415,629	15,900	1%
8140	TANF - Federal (50%)	69,896	2,588	4%
8148	CRRSAA - HEERF II	2,805,451	0	0%
8159	Pell Admin Allowance	42,330	0	0%
8160	Veteran's Administration	2,752	0	0%
8170	Vocation Technical Education	711,749	149,784	21%
8182	Title V Cooperative	1,062,882	130,600	12%
8183	Air Force Research Laboratory	121,595	121,595	100%
8193	Foster Parent Training Program-Fed	43,786	0	0%
8201	Title V Hsi Grant	599,995	79,100	13%
8203	Trio Grant	294,725	29,300	10%
8260	Interest Income - Fed	173	0	0%
8290	Misc Federal Income	35,678	0	0%
Federal Revenue		26,716,209	690,827	3%

State Revenues

8600	State Revenues	0	1,660,937	0%
8602	Hunger Free Campus	5,995	5,995	100%
8603	Campus Safety & Sexual Assault	21,523	0	0%
8605	Financial Aid Technology	68,742	83,109	121%
8606	Mental Health Support	634,867	441,103	69%



TOTAL GENERAL FUND

Revenue		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>State Revenues</u>				
8610	General Apportionments	60,426,978	18,811,246	31 %
8611	Basic Skills	1,583,360	1,107,931	70 %
8612	Calif Apprenticeship Initiative	500,000	0	0 %
8613	Full Time Faculty Hiring	1,481,893	414,930	28 %
8615	Enrollment Fee Financial Asst.	159,072	44,540	28 %
8616	Student Financial Aid Admin	644,536	180,470	28 %
8618	California College Promise	1,174,261	713,440	61 %
8622	Veterans Resource Cntr Ongoing	375,784	316,775	84 %
8623	Guided Pathways	1,227,978	786,390	64 %
8624	EOPS	1,692,557	762,225	45 %
8625	Care	626,258	259,532	41 %
8626	Disabled Student Progr Svcs	1,302,141	364,599	28 %
8627	Calworks	1,296,476	599,400	46 %
8628	SSSP	4,168,610	1,657,937	40 %
8630	Education Protection Acct EPA	15,796,943	4,305,094	27 %
8631	Dss/Calworks	189,070	31,518	17 %
8632	Strong Workforce Program-Local	3,734,083	2,611,744	70 %
8635	Nursing Grant	217,526	207,009	95 %
8637	Strong Workforce Program-Regional	2,695,105	1,698,161	63 %
8638	Student Equity	5,390,261	3,895,420	72 %
8640	TANF - State (50%)	69,896	2,588	4 %
8641	Strong Workforce Program-Job Dev	294,392	181,892	62 %
8644	Quality Improvement STEP	0	0	0 %
8646	Classified Professional Development	50,763	50,763	100 %
8647	Rapid Rehousing Fund	2,608,822	2,104,822	81 %
8648	CalFresh Outreach	34,536	34,536	100 %



TOTAL GENERAL FUND

Revenue		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>State Revenues</u>				
8655	Instructional Block Grant Revenue	916,881	916,881	100 %
8657	Staff Diversity	515,764	415,765	81 %
8659	Dreamer Students One Time 17-18	0	0	0 %
8662	Cal OES State - Supplied PPE	145,582	0	0 %
8663	Foster Parent Training Program	85,819	24,029	28 %
8666	Undocumented Resources Liasions	169,978	92,338	54 %
8668	CA Prison Incarcerated Students	28,371	0	0 %
8670	State Tax Subventions	30,003	0	0 %
8671	Basic Needs Centers	1,325,010	824,284	62 %
8672	Homeowners'Property Tax Relief	0	0	0 %
8673	Library Services Platform	11,743	0	0 %
8674	Raising Scholars Network	124,000	0	0 %
8675	LGBTQ+	119,412	119,412	100 %
8676	College & Career Access Pathways	1,006	0	0 %
8678	Economic & Workforce Development	139,928	69,964	50 %
8679	Learning-Aligned Employment Program	0	4,619,945	0 %
8681	State Lottery Proceeds - Reg	1,961,871	31,729	2 %
8682	State Lottery Proceeds-Prop 20	1,608,994	34,848	2 %
8685	Mandated Cost Reimbursement	269,532	0	0 %
8687	Puente Program	20,928	15,928	76 %
8688	Retention and Enrollment Outreach	746,656	1,146,506	154 %
8691	Adjunct Faculty Parity	248,315	71,684	29 %
8692	Adjunct Office Hours	49,185	0	0 %
8693	Adjunct Health Costs	1,337	0	0 %
8697	Culturally Competent Faculty PD	50,434	50,434	100 %



TOTAL GENERAL FUND

Revenue		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>State Revenues</u>				
State Revenues		117,043,176	51,767,852	44%
<u>Local Revenue</u>				
8809	Kaiser Sim Collaboration	0	1,817	0%
8811	Tax Allocation, Secured Roll	7,155,370	0	0%
8812	Tax Allocation, Supp. Roll	215,089	31,946	15%
8813	Tax Allocation, Unsecured Roll	270,477	101,982	38%
8816	Prior Years Taxes	214,336	390,738	182%
8818	Penalty&Interest, Delinq Taxes	47,962	0	0%
8819	Community Redev. Fd AB1290	535,800	68,548	13%
8832	SOAR/Other Fee Waivers Contra Acct	-314,023	-222,071	71%
8834	EW COVID-19 Contra Acct	0	0	0%
8839	Final Student Writeoff Contra	-161,604	-7,939	5%
8851	CSUB Facilities Rental	10,000	0	0%
8860	Interest and Investment Income	355,430	163,516	46%
8861	Unallocated Interest	-157,048	0	0%
8862	Youth Apprenticeship Program	62,151	62,151	100%
8868	Enroll Fee -Bachelor AirFrame Manu	52,920	43,764	83%
8872	Community Service Classes	9,450	782	8%
8873	BOGG Waiver Contra Account	-7,000,785	-4,255,150	61%
8874	Enrollment	9,428,436	6,066,667	64%
8876	Health Services	1,735,178	2,048,863	118%
8877	Instructional/Lab Fees	32,282	24,555	76%
8879	Transcript Charges	471	105	22%
8880	Nonresident Tuition	381,860	399,324	105%
8881	Parking Services-Public Transp	250,000	9,799	4%


TOTAL GENERAL FUND

Revenue		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>Local Revenue</u>				
8887	Audit Refunds/Challenges	5,807	3,069	53%
8889	Library Book Fines	350	25	7%
8890	Other Local Revenues	17,932	199	1%
8893	OTHER LOCAL REVENUE CONTRACTS	43,544	11,415	26%
8896	OTHR LCL REVENUE/CASH IN BANK	-377	0	0%
8898	Events Local Revenue	22,825	2,010	9%
	Local Revenue	13,213,833	4,946,116	37%
<u>Other Financing Sources</u>				
8980	Incoming Transfers	0	63,087	0%
	Other Financing Sources	0	63,087	0%
	Grand Total	156,973,218	57,467,881	37%



TOTAL GENERAL FUND

		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
Salaries and Benefits				
<u>Academic Salaries</u>				
110	Regular Teaching	16,546,220	3,770,727	23 %
120	Regular Non Teaching	6,908,664	1,428,303	21 %
130	Adjunct, Teaching	11,613,971	1,765,503	15 %
140	Other Non Teaching	1,191,969	344,421	29 %
Academic Salaries		36,260,823	7,308,955	20 %
<u>Classified and Non Academic Sal</u>				
210	NonInstruct Salaries Regular Status	21,426,120	3,694,084	17 %
220	Instructional Aides	1,256,688	201,717	16 %
230	Non Instructional Salaries Other	2,187,790	375,059	17 %
240	Hourly, Inst Aid	73,850	13,663	19 %
Classified and Non Academic Sal		24,944,448	4,284,522	17 %
<u>Employee Benefits</u>				
310	State Teachers' Retirement System	5,981,905	1,197,626	20 %
320	Public Employees Retirement Sys	5,877,561	1,053,068	18 %
330	Medicare/OASDI	2,357,314	439,302	19 %
340	Health and Welfare	8,937,050	1,608,043	18 %
350	State Unemployment Insurance	310,299	56,882	18 %
360	Workers Comp	963,003	161,691	17 %
Employee Benefits		24,427,133	4,516,612	18 %
Salaries and Benefits		85,632,403	16,110,088	19 %
Operational Expenses				
<u>Supplies & Materials</u>				
410	Textbooks	54,633	18,451	34 %
430	Instructional Supplies & Materials	4,505,779	223,473	5 %
440	Software	1,100	0	0 %



TOTAL GENERAL FUND

Operational Expenses		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>Supplies & Materials</u>				
450	Non-Instructional Supplies	7,091,605	717,087	10 %
460	Gasoline	130,495	14,116	11 %
Supplies & Materials		11,783,612	973,126	8 %
<u>Other Operating Exp. & Services</u>				
510	Contract/Consulting	6,663,882	347,897	5 %
520	Travel & Conference	1,246,587	355,452	29 %
530	Dues and Memberships	2,470,285	1,193,094	48 %
540	Insurances	852,926	820,386	96 %
550	Utilites	3,147,417	663,777	21 %
560	Rentals & Repairs	1,634,334	361,905	22 %
570	Legal, Audit, Elections	1,111,576	56,876	5 %
580	Other Services, Misc	3,278,046	591,343	18 %
Other Operating Exp. & Services		20,405,052	4,390,730	22 %
<u>Capital Outlay</u>				
610	Sites and Improvement of Sites	94,770	0	0 %
620	Bldg. & Improvement of Bldg	913,433	179,782	20 %
630	Books & Media	513,687	28,959	6 %
640	Equipment	2,439,054	234,990	10 %
642	Equipment Replacement	0	0	0 %
Capital Outlay		3,960,944	443,731	11 %
<u>Other Other Outgoing</u>				
730	Interfund Transfers-Out	537,222	1,192,825	222 %
740	Other Expenses	76,811	71,513	93 %
750	Student Financial Aid	421,362	91,014	22 %
760	Other Std Aid & Payments	133,101	5,425	4 %
790	Reserve for Contingencies	30,842,521	0	0 %



TOTAL GENERAL FUND

	ANNUAL BUDGET	YTD ACTUALS	% REALIZED
Operational Expenses			
<u>Other Other Outgoing</u>			
Other Other Outgoing	32,011,017	1,360,777	4%
Operational Expenses	68,160,625	7,168,364	11%
Grand Total	153,793,028	23,278,452	15%



UNRESTRICTED GENERAL FUND

Revenue		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>Federal Revenue</u>				
8160	Veteran's Administration	2,752	0	0%
8260	Interest Income - Fed	173	0	0%
8290	Misc Federal Income	35,678	0	0%
Federal Revenue		38,603	0	0%
<u>State Revenues</u>				
8610	General Apportionments	60,426,978	18,811,246	31%
8613	Full Time Faculty Hiring	1,481,893	414,930	28%
8630	Education Protection Acct EPA	15,796,943	4,305,094	27%
8670	State Tax Subventions	30,003	0	0%
8672	Homeowners'Property Tax Relief	0	0	0%
8681	State Lottery Proceeds - Reg	1,961,871	31,729	2%
8685	Mandated Cost Reimbursement	269,532	0	0%
8691	Adjunct Faculty Parity	248,315	71,684	29%
8692	Adjunct Office Hours	49,185	0	0%
8693	Adjunct Health Costs	1,337	0	0%
State Revenues		80,266,057	23,634,683	29%
<u>Local Revenue</u>				
8811	Tax Allocation, Secured Roll	7,155,370	0	0%
8812	Tax Allocation, Supp. Roll	215,089	31,946	15%
8813	Tax Allocation, Unsecured Roll	270,477	101,982	38%
8816	Prior Years Taxes	214,336	390,738	182%
8818	Penalty&Interest, Delinq Taxes	47,962	0	0%
8819	Community Redev. Fd AB1290	535,800	68,548	13%
8832	SOAR/Other Fee Waivers Contra Acct	-314,023	-222,071	71%
8839	Final Student Writeoff Contra	-161,604	-7,939	5%



UNRESTRICTED GENERAL FUND

Revenue		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>Local Revenue</u>				
8851	CSUB Facilities Rental	10,000	0	0%
8860	Interest and Investment Income	355,430	109,438	31%
8861	Unallocated Interest	-157,048	0	0%
8868	Enroll Fee -Bachelor AirFrame Manu	52,920	43,764	83%
8873	BOGG Waiver Contra Account	-7,000,785	-4,255,150	61%
8874	Enrollment	9,428,436	6,066,667	64%
8877	Instructional/Lab Fees	32,282	24,555	76%
8879	Transcript Charges	471	105	22%
8880	Nonresident Tuition	381,860	399,324	105%
8887	Audit Refunds/Challenges	5,807	3,069	53%
8889	Library Book Fines	350	25	7%
8890	Other Local Revenues	17,932	199	1%
8893	OTHER LOCAL REVENUE CONTRACTS	43,544	11,415	26%
8896	OTHR LCL REVENUE/CASH IN BANK	-377	0	0%
8898	Events Local Revenue	22,825	2,010	9%
	Local Revenue	11,157,054	2,768,626	25%
<u>Other Financing Sources</u>				
8980	Incoming Transfers	0	63,087	0%
	Other Financing Sources	0	63,087	0%
	Grand Total	91,461,714	26,466,396	29%



UNRESTRICTED GENERAL FUND

		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
Salaries and Benefits				
<u>Academic Salaries</u>				
110	Regular Teaching	16,389,522	3,717,335	23 %
120	Regular Non Teaching	5,167,758	1,004,205	19 %
130	Adjunct, Teaching	11,574,421	1,739,869	15 %
140	Other Non Teaching	382,377	103,832	27 %
Academic Salaries		33,514,078	6,565,242	20 %
<u>Classified and Non Academic Sal</u>				
210	NonInstruct Salaries Regular Status	16,263,735	3,035,433	19 %
220	Instructional Aides	1,204,606	189,288	16 %
230	Non Instructional Salaries Other	1,000,862	189,425	19 %
240	Hourly, Inst Aid	73,850	13,663	19 %
Classified and Non Academic Sal		18,543,053	3,427,809	18 %
<u>Employee Benefits</u>				
310	State Teachers' Retirement System	5,540,213	1,079,037	19 %
320	Public Employees Retirement Sys	4,484,967	868,094	19 %
330	Medicare/OASDI	1,875,542	371,188	20 %
340	Health and Welfare	7,576,000	1,405,663	19 %
350	State Unemployment Insurance	257,915	49,590	19 %
360	Workers Comp	785,994	138,989	18 %
Employee Benefits		20,520,632	3,912,561	19 %
Salaries and Benefits		72,577,763	13,905,611	19 %
Operational Expenses				
<u>Supplies & Materials</u>				
430	Instructional Supplies & Materials	61,751	16,521	27 %
440	Software	800	0	0 %
450	Non-Instructional Supplies	1,894,694	174,593	9 %



UNRESTRICTED GENERAL FUND

Operational Expenses		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>Supplies & Materials</u>				
460	Gasoline	125,500	13,754	11 %
Supplies & Materials		2,082,745	204,868	10 %
<u>Other Operating Exp. & Services</u>				
510	Contract/Consulting	1,699,688	159,370	9 %
520	Travel & Conference	514,077	347,122	68 %
530	Dues and Memberships	1,511,670	975,200	65 %
540	Insurances	832,729	801,016	96 %
550	Utilites	3,010,154	642,408	21 %
560	Rentals & Repairs	1,257,641	326,429	26 %
570	Legal, Audit, Elections	1,107,255	56,876	5 %
580	Other Services, Misc	2,899,091	506,502	17 %
Other Operating Exp. & Services		12,832,305	3,814,923	30 %
<u>Capital Outlay</u>				
610	Sites and Improvement of Sites	51,270	0	0 %
620	Bldg. & Improvement of Bldg	0	8,432	0 %
630	Books & Media	183,390	6,944	4 %
640	Equipment	11,989	0	0 %
642	Equipment Replacement	0	0	0 %
Capital Outlay		246,649	15,376	6 %
<u>Other Other Outgoing</u>				
730	Interfund Transfers-Out	537,222	1,192,825	222 %
740	Other Expenses	0	8,426	0 %
790	Reserve for Contingencies	4,840	0	0 %
Other Other Outgoing		542,062	1,201,251	222 %
Operational Expenses		15,703,761	5,236,417	33 %



UNRESTRICTED GENERAL FUND

Grand Total	88,281,524	19,142,029	22%
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**RESTRICTED GENERAL FUND**

Revenue		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>Federal Revenue</u>				
8116	NSF Bees Sub-award	4,161	0	0%
8121	Federal College Work Study	306,556	15,900	5%
8122	FISAP Admin	129,738	146,061	113%
8125	ARP HEERF 111	18,661,593	0	0%
8127	ARP HEERF III - MSI	407,520	0	0%
8135	Teacher Preparation Program-Fed	1,415,629	15,900	1%
8140	TANF - Federal (50%)	69,896	2,588	4%
8148	CRRSAA - HEERF II	2,805,451	0	0%
8159	Pell Admin Allowance	42,330	0	0%
8170	Vocation Technical Education	711,749	149,784	21%
8182	Title V Cooperative	1,062,882	130,600	12%
8183	Air Force Research Laboratory	121,595	121,595	100%
8193	Foster Parent Training Program-Fed	43,786	0	0%
8201	Title V Hsi Grant	599,995	79,100	13%
8203	Trio Grant	294,725	29,300	10%
Federal Revenue		26,677,606	690,827	3%
<u>State Revenues</u>				
8600	State Revenues	0	1,660,937	0%
8602	Hunger Free Campus	5,995	5,995	100%
8603	Campus Safety & Sexual Assault	21,523	0	0%
8605	Financial Aid Technology	68,742	83,109	121%
8606	Mental Health Support	634,867	441,103	69%
8611	Basic Skills	1,583,360	1,107,931	70%
8612	Calif Apprenticeship Initiative	500,000	0	0%
8615	Enrollment Fee Financial Asst.	159,072	44,540	28%



RESTRICTED GENERAL FUND

Revenue		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>State Revenues</u>				
8616	Student Financial Aid Admin	644,536	180,470	28 %
8618	California College Promise	1,174,261	713,440	61 %
8622	Veterans Resource Cntr Ongoing	375,784	316,775	84 %
8623	Guided Pathways	1,227,978	786,390	64 %
8624	EOPS	1,692,557	762,225	45 %
8625	Care	626,258	259,532	41 %
8626	Disabled Student Progr Svcs	1,302,141	364,599	28 %
8627	Calworks	1,296,476	599,400	46 %
8628	SSSP	4,168,610	1,657,937	40 %
8631	Dss/Calworks	189,070	31,518	17 %
8632	Strong Workforce Program-Local	3,734,083	2,611,744	70 %
8635	Nursing Grant	217,526	207,009	95 %
8637	Strong Workforce Program-Regional	2,695,105	1,698,161	63 %
8638	Student Equity	5,390,261	3,895,420	72 %
8640	TANF - State (50%)	69,896	2,588	4 %
8641	Strong Workforce Program-Job Dev	294,392	181,892	62 %
8644	Quality Improvement STEP	0	0	0 %
8646	Classified Professional Development	50,763	50,763	100 %
8647	Rapid Rehousing Fund	2,608,822	2,104,822	81 %
8648	CalFresh Outreach	34,536	34,536	100 %
8655	Instructional Block Grant Revenue	916,881	916,881	100 %
8657	Staff Diversity	515,764	415,765	81 %
8659	Dreamer Students One Time 17-18	0	0	0 %
8662	Cal OES State - Supplied PPE	145,582	0	0 %
8663	Foster Parent Training Program	85,819	24,029	28 %
8666	Undocumented Resources Liasions	169,978	92,338	54 %



RESTRICTED GENERAL FUND

Revenue		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>State Revenues</u>				
8668	CA Prison Incarcerated Students	28,371	0	0%
8671	Basic Needs Centers	1,325,010	824,284	62%
8673	Library Services Platform	11,743	0	0%
8674	Raising Scholars Network	124,000	0	0%
8675	LGBTQ+	119,412	119,412	100%
8676	College & Career Access Pathways	1,006	0	0%
8678	Economic & Workforce Development	139,928	69,964	50%
8679	Learning-Aligned Employment Program	0	4,619,945	0%
8682	State Lottery Proceeds-Prop 20	1,608,994	34,848	2%
8687	Puente Program	20,928	15,928	76%
8688	Retention and Enrollment Outreach	746,656	1,146,506	154%
8697	Culturally Competent Faculty PD	50,434	50,434	100%
State Revenues		36,777,119	28,133,169	76%
<u>Local Revenue</u>				
8809	Kaiser Sim Collaboration	0	1,817	0%
8834	EW COVID-19 Contra Acct	0	0	0%
8860	Interest and Investment Income	0	54,078	0%
8862	Youth Apprenticeship Program	62,151	62,151	100%
8872	Community Service Classes	9,450	782	8%
8876	Health Services	1,735,178	2,048,863	118%
8881	Parking Services-Public Transp	250,000	9,799	4%
Local Revenue		2,056,779	2,177,490	106%
Grand Total		65,511,504	31,001,485	47%



RESTRICTED GENERAL FUND

		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
Salaries and Benefits				
<u>Academic Salaries</u>				
110	Regular Teaching	156,698	53,392	34 %
120	Regular Non Teaching	1,740,906	424,098	24 %
130	Adjunct, Teaching	39,549	25,635	65 %
140	Other Non Teaching	809,592	240,588	30 %
Academic Salaries		2,746,745	743,713	27 %
<u>Classified and Non Academic Sal</u>				
210	NonInstruct Salaries Regular Status	5,162,385	658,650	13 %
220	Instructional Aides	52,082	12,429	24 %
230	Non Instructional Salaries Other	1,186,928	185,634	16 %
Classified and Non Academic Sal		6,401,395	856,713	13 %
<u>Employee Benefits</u>				
310	State Teachers' Retirement System	441,692	118,590	27 %
320	Public Employees Retirement Sys	1,392,594	184,973	13 %
330	Medicare/OASDI	481,772	68,114	14 %
340	Health and Welfare	1,361,050	202,379	15 %
350	State Unemployment Insurance	52,383	7,292	14 %
360	Workers Comp	177,009	22,702	13 %
Employee Benefits		3,906,501	604,051	15 %
Salaries and Benefits		13,054,641	2,204,477	17 %
Operational Expenses				
<u>Supplies & Materials</u>				
410	Textbooks	54,633	18,451	34 %
430	Instructional Supplies & Materials	4,444,028	206,951	5 %
440	Software	300	0	0 %
450	Non-Instructional Supplies	5,196,911	542,494	10 %



RESTRICTED GENERAL FUND

Operational Expenses		ANNUAL BUDGET	YTD ACTUALS	% REALIZED
<u>Supplies & Materials</u>				
460	Gasoline	4,995	362	7%
Supplies & Materials		9,700,867	768,258	8%
<u>Other Operating Exp. & Services</u>				
510	Contract/Consulting	4,964,193	188,527	4%
520	Travel & Conference	732,510	8,330	1%
530	Dues and Memberships	958,615	217,895	23%
540	Insurances	20,197	19,370	96%
550	Utilites	137,263	21,369	16%
560	Rentals & Repairs	376,693	35,476	9%
570	Legal, Audit, Elections	4,321	0	0%
580	Other Services, Misc	378,955	84,840	22%
Other Operating Exp. & Services		7,572,747	575,807	8%
<u>Capital Outlay</u>				
610	Sites and Improvement of Sites	43,500	0	0%
620	Bldg. & Improvement of Bldg	913,433	171,350	19%
630	Books & Media	330,297	22,016	7%
640	Equipment	2,427,065	234,990	10%
Capital Outlay		3,714,295	428,356	12%
<u>Other Other Outgoing</u>				
740	Other Expenses	76,811	63,087	82%
750	Student Financial Aid	421,362	91,014	22%
760	Other Std Aid & Payments	133,101	5,425	4%
790	Reserve for Contingencies	30,837,681	0	0%
Other Other Outgoing		31,468,955	159,526	1%
Operational Expenses		52,456,863	1,931,947	4%



RESTRICTED GENERAL FUND

Grand Total	65,511,504	4,136,423	6%
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2023-2024 Budget Committee

Meeting Dates

(4th Wednesday of the Month)

2:30 – 3:30 p.m. via ZOOM until further notice

July 26, 2023

August 23, 2023

September 27, 2023

October 25, 2023

November 22, 2023

December 20, 2023

January 24, 2024

February 28, 2024

March 27, 2024

April 24, 2024

May 22, 2024

June 26, 2024



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.

Last updated: March 2, 2016

Reviewed: October 23, 2019



Budget Committee 2023 – 2024

TITLE OF REPRESENTATIVE	APPOINTED BY	MEMBER	TERM	EXPIRATION
Co-Chair	Executive Director, Fiscal and Financial Services	Sarah Johnston	Standing	Standing
Co-Chair	Academic Senate President	VACANT	Standing	Standing
Member	Adjunct Faculty	VACANT	1 of 1	Summer End 2023
Member	Associated Student Organization	Gem DeJesus	1 of 1	Summer End 2023
Classified Member	Classified	Suzanne Olson	2 of 3	Summer End 2023
CMSA Member	Confidential, Management, Supervisory	Angela Musial	1 of 3	Summer End 2024
Member	Dean, Athletics & Kinesiology	Tom Gang	1 of 3	Summer End 2024
Member	Dean, Student Services	LaDonna Trimble	2 of 3	Summer End 2023
Member	Enrollment Management Committee	Svetlana Deplazes	1 of 2	Summer End 2024
Member	Facilities	Marvin Guzman	1 of 2	Summer End 2024
Faculty Member	Faculty	Karen Heinzman	1 of 2	Summer End 2024
Member	Human Resources	Jim Firth	1 of 2	Summer End 2024
Member	Information Technology Services	Daniel Conner	1 of 2	Summer End 2024
Member	Outcomes Committee	Gary Heaton-Smith	1 of 2	Summer End 2023
Member	Program Review Committee	Richard Fleishman	1 of 2	Summer End 2024
Member	Student Success Committee	Vacant	1 of 2	Summer End 2024
AVCFCE Member	Classified Union	Pamela Ford	1 of 2	Summer End 2024
AVCFCT Member	Faculty Union	Kent Moser	2 of 2	Summer End 2023
Ex-Officio	Superintendent/President	Jennifer Zellet	Standing	Standing
Ex-Officio	VP Administrative Services	Shami Brar	Standing	Standing
Ex-Officio	Interim VP Student Services	Jose Riveria	Standing	Standing
Ex-Officio	Interim VP Academic Affairs	Howard Davis	Standing	Standing

Committee/Authority:

The Budget Committee is a shared governance committee defined in administrative procedure 2510.

Purpose:

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.

Committee submits recommendations to:

Administration.

Product:

Recommendations for funding annual budget and hiring requests.

Composition:

One representative per designation.

Terms:

Standing terms for co-chairs and ex-officios, one-year (1) term for ASO and Adjunct Faculty, three-year (3) term for Classified, CMS, Dean of Academic Affairs and Dean of Student Services, two-year (2) term for Enrollment Management Committee, Facilities, Faculty, Human Resources, Information Technology Services, Outcomes Committee, Program Review Committee, Student Success Committee, Classified Union, Faculty Union

Quorum:

Fifty percent of the committee's composition, plus one.

Meetings:

Meetings are held monthly (4th Wednesday).

Minutes/Records:

Minutes are posted to the Budget Committee webpage.

Operations:

Participatory Governance.