



# Budget Committee Agenda

Wednesday, January 27, 2016  
SSV-151  
2:30pm – 4:00pm

**Type of Meeting:** *Regular Meeting*  
**Note Taker:** *Rhonda Burgess*  
**Please Review/Bring:** Agenda, Minutes (to follow)

**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 Valenzuela       | 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> December 9, 2016	All	
<b>II. Action Items:</b> One-time mandated cost budget plan	<i>Diana Keelen</i>	
<b>III.</b> 2016-17 budget requests	<i>Diana Keelen</i>	



**ANTELOPE VALLEY COLLEGE**

<b>IV.</b> Resource allocation assessments	<i>Diana Keelen</i>	
<b>V. Informational Items:</b>		
<b>NEXT MEETING DATE:</b> February 10, 2016		



ANTELOPE VALLEY COLLEGE

# Budget Committee Minutes

Wednesday, December 09, 2015  
SSV-151  
2:30pm – 4:00 pm

**Type of Meeting:** *Regular*

**Note Taker:** *Rhonda Burgess / Mary Kelsay*

**Please Review/Bring:** Agenda, Minutes

**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
Karen Cowell	Dean of Academic Affairs
Pamela Ford	Classified Union
Violet Christopher	Faculty Union
Justin Shores	Faculty Staff
Jonathan Over	Adjunct Faculty Staff
Maria Valenzuela	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 of November 3, 2016 Meeting	All	The minutes of the November 03, 2016 Budget Committee meeting were approved by unanimous consent.
II. Action Items Payroll Supervisor	<i>Diana Keelen</i>	<b><u>Issues Discussed:</u></b> Payroll Supervisor position is a new, permanent position, out of cycle, a result of Fiscal Independence. It is critical due to potential penalties involved and changing rules and regulations. No one is handling these responsibilities currently. HR Subgroup unanimously agreed to move decision to Budget Committee.



ANTELOPE VALLEY COLLEGE

		<p><b>Action Taken:</b> Motion to approve. Motion seconded. Consensus to move forward.</p> <p><b>Follow Up Items:</b></p>
Payroll Technician	<i>Diana Keelen</i>	<p>Payroll Technician will to be to support staff in Payroll currently and will be a peer to current 3 Payroll Technicians. This position will impact issues such as retro checks, potential late penalties, STERS and PERS reporting. Staff is growing so position will become permanent to bring staffing to level it should be with current workload. Banner implementation has created an overload of work for current payroll staff.</p> <p><b>Action Taken:</b> Motion to approve. Motion seconded. Consensus to move forward.</p> <p><b>Follow Up Items:</b></p>
Prioritization for 2016-2017	<i>Diana Keelen</i>	<p>Exec Council should have decision by January on how many Faculty to add this year. HR subgroup has 2016-2017 CMS and Non-CMS positions - they have been scored and ranked. CMS ranking is complete. The first five Non-CMS received enough points that they won't change, but 6-9 are not complete yet. Will go to Strategic Planning then to Exec Council and list will be modified if necessary. HR Subgroup wants to assure adequately and fully staffing the Palmdale site as it is scheduled to open in Fall 2016 - is a high priority. Last year methodology – CMS and Non-CMS lists were combined, analyzed how to split funds as monies became available.</p> <p><b>Action Taken:</b> Discussion</p> <p><b>Follow up Items:</b> Diana to review the standing of the following positons:</p> <ul style="list-style-type: none"> <li>• Clerical III Academic Affairs</li> <li>• Coordinator for Advancement Foundation</li> </ul>
III. Informational Items	<i>Diana Keelen</i>	<p><b>Issues Discussed:</b></p> <ul style="list-style-type: none"> <li>• Tech Analyst – funded out of Student Equity to assist with pulling additional data to support Student Equity effort.</li> <li>• Program Specialists (2) – funded out of Student Equity to support the needs of our disproportionately impacted groups towards their access and completion.</li> </ul>



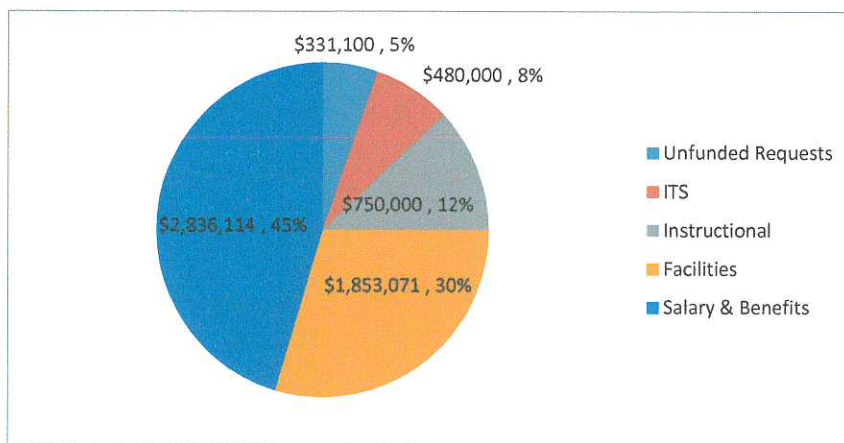
**ANTELOPE VALLEY COLLEGE**

		<ul style="list-style-type: none"><li>• Clerical III (grant) Funded through First Year Experience funds to assist the project director in record keeping, project implementation, budget monitoring, and project activities</li></ul>
<b>NEXT MEETING DATE:</b> 01/27/2016		



State Dollars	Type	Funded	Total
\$ 632,000,000	Total		
AVC's Portion			
\$ 553.44	Rate per FTES		
11,293.43	FTES Base 14-15		
\$ 6,250,285	AVC's portion		
	One-Time		
Identity Management	\$ 200,000		
Repair of Engineering Lab	\$ 1,000		
Library Copier Replacement	\$ 2,100		
Welcoming Environment (Library?)	\$ 15,000		
Upgrade SSV Audio Visual Equip	\$ 40,000		
Sound Baffling Space for Video Recording	\$ 18,000		
Art Gallery Flooring Replacement	\$ 5,000		
Rennovation of BE306 & BE302	\$ 35,000		
District Funded Student Workers	\$ 15,000		
		\$ 545,000	\$ 876,100
<b>ITS</b>			
Computer Refresh	\$ 400,000		
Server Refresh	\$ 80,000		
<b>Instructional</b>			
Reserve For One Time Equipment	\$ 500,000		
Library Books & Periodicals	\$ 50,000		
Instructional Equipment	\$ 200,000		
<b>Facilities</b>			
Campus Roadways	\$ 180,351		
Parking Lot Lighting	\$ 86,000		
Facilities/M&O funding	\$ 246,743		
CDC Shade Structure	\$ 120,000		
AVC Message Sign	\$ 250,000		
Track High Jump Replacement	\$ 17,500		
Foundation remodel & furniture	\$ 19,977		
Firesafe & cabinets HR/Fiscal	\$ 182,500		
Basketball Floor Replacement	\$ 250,000		
Capital Projects Reserve	\$ 500,000		
Additional set aside for 15-16 negotiations	\$ 487,544		
Set aside for 16-17 negotiations	\$ 981,582		
Set Aside for 16-17 STRS & PERS increases	\$ 498,957		
Set Aside for 17-18 STRS & PERS increases	\$ 868,031		
<b>Subtotals</b>	<b>2,836,114</b>		
Totals	<u>6,250,285</u>		
	\$ 6,250,285		
	\$ 0		

One Time Funding	
Unfunded Requests	\$ 331,100
ITS	\$ 480,000
Instructional	\$ 750,000
Facilities	\$ 1,853,071
Salary & Benefits	\$ 2,836,114
	\$ 6,250,285



## Mt. San Jacinto College District Resource Allocation Proposal (RAP) utilization report form

The **purpose of this document** is to report back to the MSJC Budget 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 1<sup>st</sup> following allocation of funds.

**Thank you** for your response.

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Program/ Department name: \_\_\_\_\_

Area Vice President: \_\_\_\_\_ Location (circle): MVC SJC TEC SGPC

Account Code: \_\_\_\_\_

RAP Request#: \_\_\_\_\_ 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 of:</u>	<u>RAP Amount Requested</u>	<u>Actual spent</u>	<u>Variance*</u>
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):	\$ <input type="text"/>	- <input type="text"/>	= <input type="text"/>
6XXX: <sup>(1)</sup>	\$ <input type="text"/>	- <input type="text"/>	= <input type="text"/>
<b>Total</b>	\$ <input type="text"/>	- <input type="text"/>	= <input type="text"/>

(1) equipment/remodel/site improvement



**Describe how the funded RAP supported the District's Institutional Goals:**

*Student Success –*

*Fiscally Sound Position –*

*Systematic Planning and Assessment –*

*Institutional Pride and Organizational Culture –*

*Community Partnerships and Service –*

**Describe how these funds supported the District's Educational Mater Plan**

Outline any major **challenges or obstacles** related to the RAP Process:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Example

**Mt. San Jacinto College District  
Resource Allocation Proposal (RAP) utilization report form**

The **purpose of this document** is to report back to the MSJC Budget 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 1<sup>st</sup> following allocation of funds.

**Thank you** for your response.

Name (print): Colleen Saunders Date: 10/8/12

Program/ Department name: Diagnostic medical Sonography

Area Vice President: Dr. Bill Vincent Location (circle): MVC SJC TEC SGPC

Account Code: none

RAP Request#: 2012-CC One Time Funding  On Going  RECEIVED  
OCT 15 2012  
BUSINESS SERVICES

**Summary of Request:**

Requested \$8300 to cover costs of DMS Program accreditation by CAATEP

**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*

No funds expended in 2011-12

Identify cost in terms of:	RAP 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" value="500"/>	- <input type="text" value="0"/>	= <input type="text" value="500"/>
5XXX (services):	\$ <input type="text" value="7800"/>	- <input type="text" value="0"/>	= <input type="text" value="7800"/>
6XXX: <sup>(1)</sup>	\$ <input type="text"/>	- <input type="text"/>	= <input type="text"/>
<b>Total</b>	\$ <input type="text" value="8300"/>	- <input type="text" value="0"/>	= <input type="text" value="8300"/>

(1) equipment remodel/site improvement

**Describe how the funded RAP supported the District's Institutional Goals:**

Student Success –

Fiscally Sound Position –

Systematic Planning and Assessment –

Institutional Pride and Organizational Culture –

Community Partnerships and Service –

**Describe how these funds supported the District's Educational Mater Plan**

Outline any major **challenges or obstacles** related to the RAP Process:

Signature: \_\_\_\_\_

*Colleen P. Saunders*

Date: \_\_\_\_\_

*10/8/12*

Name: \_\_\_\_\_

*Colleen P. Saunders*

Title: \_\_\_\_\_

*Program Director*

Example

## Mt. San Jacinto College District Resource Allocation Proposal (RAP) utilization report form

The **purpose of this document** is to report back to the MSJC Budget 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 1<sup>st</sup> following allocation of funds.

**Thank you** for your response.

Name (print): Michael Plotkin      Date: 5/30/12  
Program/ Department name: Life Sciences

Area Vice President: Dennis Anderson      Location (circle): MVC SJC TEC SGPC

Account Code: 11 122 0000 0 0401 0081 6495

RAP Request#: 2012-SS    One Time Funding       On Going

### Summary of Request:

Microscope Slide Cabinet and Wifi Data Drop

### 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*

We were able to purchase the Microscope Slide Cabinet with our RAP funds, however, the price had increased between the time we submitted the RAP request and the time we submitted the Purchase Order. We were able to obtain a discount from our supplier, but the cost was still higher than expected. Due to the cost increase, we were unable to afford the Wifi Data Drop, and this remains a department priority. The cabinet has allowed us to begin to transfer our slides out of the small boxes in which they are housed. This process is ongoing and will be completed this summer, but we have already seen a benefit in greater accessibility and in helping us inventory our collection. Proper storage will forestall ongoing damage to the slides due to improper storage.

<u>Identify cost in terms of:</u>	<b>RAP Amount Requested</b>	<b>Actual spent</b>	<b>Variance*</b>
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):	\$ <input type="text"/>	- <input type="text"/>	= <input type="text"/>

6XXX: <sup>(1)</sup>	\$	2717.00	-	2535.08	=	181.92
<b>Total</b>	\$	2717.00	-	2535.08	=	181.92

(1) equipment/remodel/site improvement

**Describe how the funded RAP supported the District's Institutional Goals:**

**Student Success –**

This is the primary focus of the slide cabinet, and has helped us organize and store our slides. The increased visibility and accessibility should help students during labs, and help the IA set up for labs.

**Fiscally Sound Position –**

Maintaining our extensive and expensive slide collection is crucial. Our slide collection is one of the great assets of the biology program and the cabinet is helping us ensure the slides longevity.

**Systematic Planning and Assessment –**

The slide cabinet has freed space in our prep area and will allow us over the summer to reorganize our materials. This will allow us to better assess our needs and inventory our current supplies.

**Institutional Pride and Organizational Culture –**

As a centerpiece of the life sciences, our slide collection will be more useful to students and will be the focus of activities in the majors biology class in fall 2012. This will generate pride in both life sciences, STEM and the college in general.

**Community Partnerships and Service –**

None so far, but we plan to increase the use of our collections by photographing the slides and making them available.

**Describe how these funds supported the District's Educational Mater Plan**

Unit plan goals IV is supported by the cabinet. We have significantly improved our facilities.

Outline any major **challenges or obstacles** related to the RAP Process:

As noted above the cost of the item for which we requested funding had increased during the time between submitting the RAP and the purchase order submission.



Signature:  Date: 5/30/12

Name: Michal Plotkin

Title: Associate Professor, Dept. Chair

RAP- Resource Allocation Proposal (RAP) utilization report form – Oct. 2011