

Budget Committee
A G E N D A

April 22, 2015
2:30 – 3:30 pm
SSV-151

Type of meeting:	Regular Meeting		
Recording Secretary:	Deborah Morgan		

Supporting Documents: 2015-16 Rubric

Comments by the Chair

Discussion Item:

- | | |
|---|------------------|
| 1. 2015-2016 Rubric | D. Keelen |
| 2. Clarification on certain budget requests (ITS, Inst. Materials, etc.) | D. Keelen |

Committee Members

Diana Keelen, Co-Chair	Executive Director Business Services (Co-Chair)
Justin Shores	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
<i>Pending Appointment</i>	Faculty Staff
Jonathan Over	Adjunct Faculty Staff
Maria Valenzuela	Classified Staff
Nichelle Williams	CMS
Terry Schultz (Interim)	Facilities
Maxine Griffin	Human Resources
Rick Shaw	Information Technology Committee
Fredy Aviles	Outcomes Committee
Carol Eastin	Program Review Committee
Vanessa Gibson	Student Success Committee
LaDonna Trimble	Enrollment Management Committee
Shawn Smith	ASO Representative
Mark Bryant	Vice President HR & Employee Relations, Ex-Officio
Erin Vines	Vice President Student Services, Ex-Officio
Bonnie Suderman	Vice President Academic Affairs, Ex-Officio
Ed Knudson	President, Ex-Officio

<u>2015 Remaining Meetings:</u>	<i>September 9 and 23</i>
<i>May 13 and 27</i>	<i>October 14 and 28</i>
<i>June 10 and 24</i>	<i>November 11 and 25</i>
<i>July 8 and 22</i>	<i>December 9 and 23</i>
<i>August 12 and 26</i>	

Budget Committee Minutes		April 15, 2015 2:30 – 3:30 pm SSV-151	DRAFT
Called to order:	2:30 pm	Regular Meeting	
Co-Chairs: Diana Keelen / Dr. Ed Beyer			
Attendees: Recording secretary unavailable.			
Resource Documents:			
Minutes			
Opening Comments from the Chairs:		Diana Keelen/Dr. Ed Beyer	
Discussion Items			
1. Steps Forward		Diana Keelen	
<p>Discussion: Ms. Keelen presented an overview of where we are in the process. Moving forward: 1. After researching other models, specifically Mt. San Jacinto, it was determined that an essential element of the allocation process is tying needs to ILO's. It was noted that some budget requests submitted could not be tied to a current Program Review. The committee agreed to remove those budget requests from the list. 2. It was noted that some proposals used the wrong form. The committee requested that those requests be updated and resubmitted on the correct form. 3. Dr. Zimmerman requested that instead of having to enter the actual score into Survey Monkey, "bubbles" be used to enter the score. 4. It was agreed to bring the revised proposals back to the May 13 meeting.</p> <p>Noted problems to address in the future: Participants require additional training. Some failed to check off <i>critical, need, or enhancement</i>. Make sure to differentiate between the rubrics: One is operational, one is academic. Lack of attention to detail; i.e., using one page from "academic" and one page from "operational."</p>			
<p>Action: 1. Identify those budget requests not tied to a current Program Review – Carol Eastin. 2. Notify affected department heads to resubmit proposals on correct form. 3. Finalize Survey Monkey.</p>			
2. Q & A on the Budget Process.		Diana Keelen	
Discussion: Open discussion.			
3. Q & A for New Committee Members		Diana Keelen	
Discussion: Tabled.			
Information Items:			
4. Program Specialist Funded by Title V Grant		M. Bryant	
Discussion: Mr. Bryant presented the position as an information item only.			
5. Clerical III Funded by CalWorks Grant		M. Bryant	
Discussion: Mr. Bryant presented the position as an information item only.			
Additional Information:			



**Prioritization Rubric
2015-2016**

Committee Member	_____	Funding Method	
Department	_____	One Time	_____
Requested Resource	_____	On Going	_____
Amount Requested	_____	Both	_____
Date	_____		

Scoring Area	Related Components	Scoring Rubric	Score
Refer to Section I of the Resource Allocation Proposal: Planning Documents	Program Review and Annual Program Assessment Goals linked to Institutional Learning Outcomes (ILOs) Goals linked to Student Learning Outcomes (SLOs) Goals linked to Program Learning Outcomes (PLOs) Goals linked to Operational Outcomes (OOs)	Max 30 Points 0 points: Insufficient need supported by the Program Review and Annual Program Assessment. 15 points: Demonstrates need from Program Review and Annual Program Assessment. 30 points: Demonstrates need from Program Review and Annual Program Assessment AND is linked to the various Outcomes** **Operational proposals use ILOs and OOs Academic proposals use ILOs, SLOs and PLOs.	
Refer to Section II of the Resource Allocation Proposal: Institutional Goals	Goals of the Educational Master Plan	Max 30 Points (Sum the points for all Institutional Goals the request supports) 6 points: Student Success 5 points: Increase in Transfer Rates 5 points: Career Tech Expansion 5 points: Basic Skills and ESL 3 points: Efficient and Effective Use of Resources 3 points: Enhancing Community Partnerships 3 points: Enhancing Technology Support	
Refer to Section III of the Resource Allocation Proposal: President's Goals	Current President's Goals	Max 20 Points (Sum the points for all institutional goals that the request supports) 4 points: Supports the 3 year planning cycle for the college 4 points: Identifies and defines the core curricula and programs 4 points: Incorporates enrollment strategies to support student completion 4 points: Strengthens Community Involvement 4 points: Develops an ethic of service	
Refer to Section IV of the Resource Allocation Proposal: Measurable Assessment Outcomes	Outcomes Assessment	Max 20 Points 0 points: Insufficient Documented Measurable Outcomes 10 points: Documented Measurable Outcome 20 points: Documented Measurable Outcome tied an SLO/PLO/ILO/OO	
		Total Points (Max 100):	

Task Name	Start	Finish	3 rd Quarter	4 th Quarter	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter									
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
2015-2016 Budget Development Calendar, Revision 2	Mon 9/15/14	Mon 9/14/15															
Personnel Prioritization	Wed 10/1/14	Tue 1/6/15															
Faculty Prioritization List	Wed 10/1/14	Tue 1/6/15															
CMS & Administrator Prioritization List	Wed 10/1/14	Tue 1/6/15															
Classified Prioritization List	Wed 10/1/14	Tue 1/6/15															
Non-Personnel Budget Call Review/Process Improvement	Wed 11/12/14	Mon 12/8/14															
Budget Call & Process Review in Budget and Finance Committee	Wed 11/12/14	Wed 12/3/14															
B&F Recommended Budget Call & Improvements to SPBC	Wed 12/3/14	Wed 12/3/14															
SPBC Recommendations to Executive Council	Mon 12/8/14	Mon 12/8/14															
Non-Personnel College Budget Call Issued	Fri 11/28/14	Tue 2/17/15															
Budget Instructions/Training Admin Council	Tue 12/9/14	Tue 12/9/14															
District Unrestricted New Requests (no permanent staff)	Tue 12/9/14	Tue 2/17/15															
Baseline Instructional Materials Fees Request to Deans	Tue 12/9/14	Tue 2/17/15															
Other Funds Budget Call Issued	Tue 12/9/14	Tue 2/17/15															
Restricted/Grant Budget Call Issued	Tue 12/9/14	Tue 2/17/15															
Governor's 2015-2016 Budget Released	Thu 1/15/15	Thu 1/15/15															
Tentative Budget Development	Fri 2/20/15	Tue 6/16/15															
2013-2014 Recalculation Issued (R1)	Fri 2/20/15	Fri 2/20/15															
2014-2015 First Principle Apportionment Issued (P1)	Fri 2/20/15	Fri 2/20/15															
Departments Submit Budget Requests and Resource Proposals to OBS	Wed 2/18/15	Fri 3/6/15															
Budget Request Binders Distributed at Budget Committee (BC) Meeting	Mon 3/25/15	Mon 3/25/15															
B/C Members Rate Budget Requests Using Prioritization Rubric	Wed 3/25/15	Fri 4/10/15															
B/C Members Input Prioritized Requests to Survey Monkey	Fri 4/10/15	Tues 4/14/15															
B/C Reviews Prioritized Results for Submission to Executive Council	Wed 4/15/15	Wed 4/15/15															
Executive Council Reviews Committee's Budget Recommendations	Mon 4/20/15	Mon 4/20/15															
Tentative Budget Development	Mon 2/23/15	Wed 5/13/15															
Tentative Budget Presented to Budget Committee	Wed 5/13/15	Wed 5/13/15															
Governor's 2015-2016 May Revise	Fri 5/15/15	Fri 5/15/15															
Tentative Budget Presented to Strategic Planning Committee	Wed 5/20/15	Wed 5/20/15															
Tentative Budget Sent to President's Office	Thu 5/28/15	Thu 5/28/15															
Board of Trustees Approves Tentative Budget	Mon 6/8/15	Mon 6/8/15															
Memos to Requestors Issued for Resource Allocation Disposition	Tue 6/16/15	Tue 6/16/15															
2014-2015 Second Principle Apportionment Issued (P2)	Thu 6/25/15	Thu 6/25/15															
State Budget Enacted	Wed 7/1/15	Wed 7/1/15															
2015-2016 Advanced Apportionment Issued (AD)	Wed 7/15/15	Wed 7/15/15															
2015-2016 Chancellor's Office Budget Workshop	Wed 7/29/15	Fri 7/31/15															
Adopted Budget Development	Mon 8/3/15	Mon 9/14/15															
2014-2015 Unaudited Actuals Available	Mon 8/3/15	Mon 8/3/15															
Draft Adopted Budget Sent to Budget Committee	Wed 8/12/15	Wed 8/12/15															
Draft Adopted Budget Sent to Strategic Planning Committee	Wed 8/19/15	Wed 8/19/15															
Final Adopted Budget Sent to President's Office	Wed 8/26/15	Thu 8/27/15															
Board of Trustees Adopts the Budget	Mon 9/14/15	Mon 9/14/15															

Justification for Student Equity positions

The Chancellors office has funded campuses to access and develop a Student Equity Plan for each campus. AVC has received \$864,000 for the 2014-15 school year. The plan was developed by a campus committee and approved by the Board of Trustee. In the plan, three positions were requested:

- Director of Student Equity,
- Program Specialist for Student Equity
- Clerical III.

We have adequate funds from the Student Equity account to pay for these positions.