ANTELOPE VALLEY COLLEGE

Budget Committee Agenda	Wednesday, February 10, 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
I.	**Approval of Minutes:** January 27, 2016	*All*	
II.	**Discussion Items:** Mandated cost plan (follow up)	*Diana Keelen*	
III.	2016-2017 Budget requests review	*Diana Keelen*	

IV.	Resource allocation assessments	*Diana Keelen*	
V.	**Informational Items:** Updated budget development calendar	*Diana Keelen*	
NEXT MEETING DATE: February 24, 2016			

ANTELOPE VALLEY COLLEGE

Budget Committee Minutes	Wednesday, January 27, 2016 SSV-151 2:30pm – 3:30 pm

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

Committee Members:

Diana Keelen, Co-Chair	Executive Director of Business Services (Co-Chair)	Absent
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)	Proxy
Violet Christopher	Faculty Union	Present
Justin Shores	Faculty Staff	Absent
Jonathan Over	Adjunct Faculty Staff	Present
Maria West	Classified Staff	Present
Nichelle Williams	CMS	Absent
Jared Simmons	Facilities	Present
Maxine Griffin	Human Resources	Present
Rick Shaw	Information Technology Committee	Present
VACANT	Outcomes Committee	VACANT
Carol Eastin	Program Review Committee	Absent
Vanessa Gibson	Student Success Committee	Present
VACANT	Enrollment Management Committee	VACANT
VACANT	ASO Representative	VACANT
Mark Bryant	VP HR & Employee Relations, Ex-Officio	Absent
Erin Vines	VP Student Services, Ex-Officio	Absent
Bonnie Suderman	VP Academic Affairs, Ex-Officio	Present
Wendy Dumas	Proxy for Co-Chair	Present

Items	Person	Action
I. **Approval of Minutes:** December 09, 2015 Meeting	All	The minutes of the December 09, 2015 Budget Committee meeting were approved pending notation of attendance and notation of proxy attendance. Motion to approve. 2nd to approve – one abstention. Motion passed.

II.	**Action Items:** One-time mandated cost budget plan	*Wendy Dumas*	**Issues Discussed:** AVCC has received two of three payments totaling $6,250,285 as one-time mandated cost funding (reference Attachment #1). First section will support critical requests that came to Budget Committee in 15-16 but did not score high enough to receive funds. Second section is for ITS to replace primarily infrastructure – servers and closet equipment that is at end of life and to move forward with identity management system. Third section is for instructional equipment – has not received funds for 5 years. Allows fund to pay for equipment as necessary and to supplement need for books and periodicals. Facilities section is for partial amounts for repairs and replacement of damaged equipment, new equipment and to supplement repairs already in progress. It also allows for the foundation of the AVC message sign - funds will be pursued elsewhere for the message part of the sign. The projects reserve allows funds for contingency to accommodate actual costs or immediate needs. Additionally, in last section, funds are set aside for 15-16 and 16-17 negotiations and projected increases to PERS and STERS for 16-17 and 17-18. Pie chart shows how the one-time fund is being applied. **Action Taken:** Motion to approve. Motion seconded. 4 abstentions. Motion passed.
		Wendy Dumas or Diana Keelen	**Follow Up Items:** Dr. Gat requested clarification as to what happens to unused funds if not used by a certain date – Need to review and respond.
III.	**Informational Items:** 2016-2017 budget requests	*Wendy Dumas*	Budget call tab contains information regarding request forms, resource allocation flow chart, last year allocations and original proposed budget development calendar. Evaluation rubric tab – information for operational and non-operational request. Each budget request has unique identifier, 3-digit code used for ranking. The top three for each division/department were selected and divided into one-time or ongoing for ranking. Legend and scorecards included in this section. Wendy encouraged members to begin scoring requests now – send questions to Rhonda by February 8th to consolidate and include in next Budget Committee meeting on February 10th. Survey Monkey will be used for final scoring. Trying to improve on last year process. **Action Taken:** Information and discussion only.

ANTELOPE VALLEY COLLEGE

		Follow Up Items: • Revised budget development calendar to be distributed (Diana Keelen). • Submit email with questions on budget requests to Rhonda Burgess (rburgess3@avc.edu) by 2/8/16 (All members).
Resource allocation assessment	*Wendy Dumas*	Postpone until next meeting – review forms – see examples. This will help to provide a measurement of how funds were used. **Action Taken:** Information only – postpone to next meeting. **Follow up Items:** Review at next meeting.
NEXT MEETING DATE: 02/10/2016		

2016-2017 Budget Development Calendar

Task Name	Start	Finish
2016-2017 Budget Development Calendar as of 2/10/16	**Wed 7/22/15**	**Tue 9/27/16**
Budget Committee Review for Process Improvement	Wed 7/22/15	Wed 7/22/15
Annual Budget Committee Goal Setting and Review of Prior Year	Wed 9/23/15	Wed 9/23/15
Budget Committee Joint Meeting with Strategic Planning Committee	Wed 10/14/15	Wed 10/14/15
Personnel Prioritization	**Fri 10/2/15**	**Mon 1/4/16**
Faculty Prioritization List	Fri 10/2/15	Mon 1/4/16
CMS & Administrator Prioritization List	Fri 10/2/15	Mon 1/4/16
Classified Prioritization List	Fri 10/2/15	Mon 1/4/16
Non-Personnel College Budget Call	**Tue 11/3/15**	**Thu 1/21/16**
Budget Committee Budget Call Review	Tue 11/3/15	Tue 11/3/15
Budget Call Issue Date & Due Date	Fri 11/6/15	Fri 12/18/15
Budget Instructions/Training Admin Council & Dept Chairs	Tue 11/17/15	Tue 11/17/15
Baseline Instructional Materials Fees Request to Deans	Fri 11/6/15	Fri 12/18/15
Governor's 2016-2017 Budget Released	Fri 1/15/16	Fri 1/15/16
Tentative Budget Development	**Fri 2/19/16**	**Fri 7/29/16**
Other Funds Budget Call Issued	Mon 3/14/16	Fri 4/15/16
Restricted/Grant Budget Call Issued	Mon 3/14/16	Fri 4/15/16
2014-2015 Recalculation Issued (R1)	Fri 2/19/16	Fri 2/19/16
2015-2016 First Principle Apportionment Issued (P1)	Fri 2/19/16	Fri 2/19/16
Business Services compiles New Resource Requests	Mon 1/4/16	Wed 1/20/16
Resource Requests sent to BC Members prior to meeting	Fri 1/22/16	Fri 1/22/16
Budget Committee Reviews Resource Requests	Wed 1/27/16	Wed 2/17/16
Budget Committee Q&A of Requestors	Mon 2/8/16	Wed 2/10/16
Requestors Present to BC based on Questions	Wed 2/24/16	Wed 2/24/16
Deadline for BC to Score Requests	Fri 3/4/16	Fri 3/4/16
Budget Committee reviews scoring results	Wed 3/9/16	Wed 3/9/16
Budget Committee Joint Meeting with Strategic Planning Committee	Wed 3/16/16	Wed 3/16/16
Budget Committee sends Recommendations to Exec Council	Wed 3/16/16	Wed 3/16/16
Executive Council Reviews Recommendations	Mon 3/21/16	Mon 3/21/16
Final List to Budget Committee	Wed 3/23/16	Wed 3/23/16
Tentative Budget Development	Mon 2/29/16	Fri 4/29/16
Tentative Budget Presented to Budget Committee	Wed 5/11/16	Wed 5/11/16
Tentative Budget Presented to Strategic Planning Committeee	Wed 5/18/16	Wed 5/18/16
Tentative Budget Presented to Executive Council	Mon 5/23/16	Mon 5/23/16
Budget sent to President's Office	Fri 5/27/16	Fri 5/27/16
Board of Trustees Approves Tentative Budget	Mon 6/13/16	Mon 6/13/16
Tentative Budget Presented to Administrative Council	Tue 6/14/16	Tue 6/14/16
Memos to Requestors issued for Resource Allocation Disposition	Mon 5/16/16	Fri 7/29/16
Governor's 2015-2016 May Revision	Mon 5/16/16	Mon 5/16/16
2015-2016 Second Principle Apportionment Issued (P2)	Fri 6/24/16	Fri 6/24/16
State Budget Enacted	Fri 7/1/16	Fri 7/1/16
2016-2017 Advanced Apportionment Issued (AD)	Fri 7/15/16	Fri 7/15/16
2016-2017 Chancellor's Office Budget Workshop	Fri 7/29/16	Fri 7/29/16
Adopted Budget Development	**Fri 8/5/16**	**Tue 9/27/16**
2015-2016 Unaudited Actuals Available	Fri 8/5/16	Fri 8/5/16
Adopted Budget Presented to Budget Committee	Wed 8/10/16	Wed 8/10/16
Adopted Budget Presented to Strategic Planning Committee	Wed 8/17/16	Wed 8/17/16
Adopted Budget Presented to Executive Council	Mon 8/22/16	Mon 8/22/16
Final Adopted Budget sent to President's Office	Fri 8/26/16	Fri 8/26/16

*Dates subject to change. Notification will be given if changed.

2016-2017 Budget Development Calendar

Board of Trustees Adopts the Budget	Mon 9/12/16	Mon 9/12/16
Adopted Budget Presented to Administrative Council	Tue 9/27/16	Tue 9/27/16

AVC
Budget Request Score Card - On Going
2016-17

Budget Request ID	Binder Tab	Description	On Going or One Time OG or OT	Score
CTE-001	B	Automotive supply budget	OG	Funded
CTE-002	B	Automotive repair budget	OG	
CTE-003	B	Laundry and cleaning: Nursing	OG	Funded
LA-001	C	Learning Center tutoring	OG	
LA-003	C	Student Worker Division Office	OG	
MSE-001	D	Instructional materials & warehouse supplies: 12351, 12355 ar	OG	Funded
MSE-002	D	Non-instructional supplies: 12351 and 12355	OG	
SBS-002	E	Hiring of student workers for Palmdale	OG	
SBS-003	E	Staff development for CDC	OG	
V&K-001	F	Increase music equipment repair/maintenance budget	OG	
V&K-002	F	Increase visual arts equipment repair/maintenance budget	OG	
RM-001	H	Contract services	OG	
RM-002	H	Travel & conference	OG	
VPSS-001	I	Dues & memberships (Pre-Law Scholar Program)	OG	
VPSS-002	I	Hourly clerical support	OG	
SL&D-001	L	Job Placement office supplies	OG	
SL&D-002	L	Student Equity office supplies	OG	
AS-001	M	Re-establish travel and conference budget-AP&P	OG	
AS-002	M	Establish travel and conference budget-CTE-liason	OG	
AS-003	M	Re-establish travel and conference budget-DETC	OG	
BUS-001	O	Increase in professional development for compliance	OG	
BUS-002	O	Establishing marketing budget for Performing Arts Theater (PA'	OG	
BUS-003	O	Contract management software system	OT & OG	
ITS-001	Q	Campus infrastructure support (New EE comp & capability)	OG	
ITS-003	Q	Network storage needs	OT & OG	
LIB-001	R	Continue collection development of books & other reference printed materials	OG	
LIB-003	R	SirsiDynix/Horizon - Funding for software licenses ($23,000 - Account code 5310) & annual subscriptions ($8,100 - Account code 5100)	OG	
BA-001	T	Student workers (xx hrs)	OG	
BA-002	T	Student worker benefits	OG	
BA-003	T	Instruction assistant	OG	

Budget Request ID	Binder Tab	Description	On Going or One Time OG or OT	Score
CTE-004	B	JRCERT Midterm Report	OT	
CTE-006	B	AFAB Supply Budget	OT	
LA-002	C	Learning Center datase dev/purchase estimate	OT	
SBS-001	E	Fireproof file cabinets for new Palmdale Center	OT	
V&K-003	F	Weight room equipment	OT	
HR-001	G	3 computers	OT	
HR-002	G	32 fireproof cabinets	OT	
HR-003	G	Payroll cubicle wall expansion	OT	
C&M-001	J	15 desk chairs (ergonomic concern)	OT	
C&M-002	J	10 keyboard trays (ergonomic concern)	OT	
C&M-003	J	8 Internet drops / 1 data switch (call center)	OT	
SL&D-003	L	Job Placement copier	OT	
FAC-001	P	New Palmdale Center FF&E Phase 2	OT	
FAC-002	P	Replace instructional furniture	OT	
FAC-003	P	Utility valve & piping repair/replacement	OT	
ITS-002	Q	ERP Platform migration - from HPUX to Linux	OT	
LIB-002	R	21 computers: 4 for student lounge, 4 to add to reference area, and 13 replacement computers for reference area.	OT	
MAR-001	S	Dynamic monument for K & 30th intersection	OT	

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 1st 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

Identify **cost** in terms of:	RAP Amount Requested		Actual spent		Variance*
1XXX (_____):	$	-		=	
2XXX (personnel):	$	-		=	
3XXX (benefits):	$	-		=	
4XXX (supplies):	$	-		=	
5XXX (services):	$	-		=	
6XXX: [1]	$	-		=	
Total	$	-		=	

(1) equipment/remodel/site improvement

Describe how the funded RAP <u>supported the District's Institutional Goals</u>:

<u>Student Success</u> –

<u>Fiscally Sound Position</u> –

<u>Systematic Planning and Assessment</u> –

<u>Institutional Pride and Organizational Culture</u> –

<u>Community Partnerships and Service</u> –

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 1st 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 _____

Summary of Request:

Requested $8300 to cover costs of DMS Program accreditation by CAAHEP

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 (_____):	$	-	=
2XXX (personnel):	$	-	=
3XXX (benefits):	$	-	=
4XXX (supplies):	$ 500	- Ø	= 500
5XXX (services):	$ 7800	- Ø	= 7800
6XXX: [1]	$	-	=
Total	$ 8300	- Ø	= 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 1st 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 X   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.

Identify cost in terms of:	RAP Amount Requested		Actual spent		Variance*
1XXX (_____):	$	-		=	
2XXX (personnel):	$	-		=	
3XXX (benefits):	$	-		=	
4XXX (supplies):	$	-		=	
5XXX (services):	$	-		=	

| 6XXX: [1] | $ | 2717.00 | - | 2535.08 | = | 181.92 |
| Total | $ | 2717.00 | - | 2535.08 | = | 181.92 |

(1) equipment/remodel/site improvement

Describe how the funded RAP <u>supported the District's Institutional Goals</u>:

<u>Student Success</u> –
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.

<u>Fiscally Sound Position</u> –
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.

<u>Systematic Planning and Assessment</u> –
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.

<u>Institutional Pride and Organizational Culture</u> –
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.

<u>Community Partnerships and Service</u> –
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 **<u>challenges or obstacles</u>** 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: <u>Michal</u> Plotkin   Title: <u>Associate Professor, Dept. Chair</u>