



ANTELOPE VALLEY COLLEGE

<h1>Budget Committee</h1> <h2>Agenda</h2>	<p>Wednesday, March 22, 2017 SSV-151 2:30 p.m. – 3:30 p.m.</p>
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Type of Meeting: *Regular Meeting*
Note Taker:
Please Review/Bring: *Agenda, Minutes, Supporting documents*

Committee Members:

Diana Keelen, Co-Chair	Executive Director of Business Services (Co-Chair)
Cynthia Wishka, Co-Chair	Academic Senate President or Designee (Co-Chair)
Jill Zimmerman	Dean - Student Services
Riley Dwyer	Dean - Academic Affairs
Pamela Ford	Classified Union
Violet Christopher	Faculty Union
David Adams	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
Sarah Miller	Proxy for Co-Chair

Items	Person	Action / Notes
I. Approval of Minutes: January 25, 2017	<i>All</i>	
II. Information Items: Education Advisor – AVC2CSU Program	<i>Ms. Keelen</i>	Estimated cost \$77,044 Funded through Foundation Title V Grant
Bookstore Assistant – Palmdale Support	<i>Ms. Keelen</i>	50% position Estimated cost \$31,499 Funded through Auxiliary Services



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III. Discussion Items: Review Survey Monkey Scoring	<i>Ms. Keelen</i>	
16-17 Meetings Schedule Budget Committee 4/26, 5/24, 6/28		



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<h1>Budget Committee Minutes</h1>	<p>Wednesday, January 25, 2017 SSV-151 2:30 p.m. – 3:30 pm</p>
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Type of Meeting: *Regular*
Note Taker: *Rhonda Burgess*
Please Review/Bring: *Agenda, Minutes, Supporting Docs*

Committee Members:

Diana Keelen, Co-Chair	Executive Director of Business Services (Co-Chair)	
Cynthia Wishka, Co-Chair	Academic Senate President or Designee (Co-Chair)	Absent
Jill Zimmerman	Dean - Student Services	
Riley Dwyer	Dean - Academic Affairs	
Pamela Ford	Classified Union	
Violet Christopher	Faculty Union	
David Adams	Faculty Staff	
Jonathan Over	Adjunct Faculty Staff	
Maria West	Classified Staff	
Nichelle Williams	CMS Staff	
Jared Simmons	Facilities	
Maxine Griffin	Human Resources	
Rick Shaw	Information Technology Committee	
VACANT	Outcomes Committee	VACANT
Carol Eastin	Program Review Committee	
Vanessa Gibson	Student Success Committee	Absent
VACANT	Enrollment Management Committee	VACANT
VACANT	ASO Representative	VACANT
Mark Bryant	VP HR & Employee Relations, Ex-Officio	
Erin Vines	VP Student Services, Ex-Officio	
Bonnie Suderman	VP Academic Affairs, Ex-Officio	
Sarah Miller	Proxy for Co-Chair	

Items	Person	Action
I. Approval of Minutes: September 28, 2016 Meeting	<i>All</i>	The minutes of the September 28, 2016 Budget Committee meeting were approved by unanimous consent.
II. Information Items: Introduction of new proxy member	<i>Ms. Keelen</i>	Introduced Ms. Sarah Miller as the new Controller in Business Services to serve a proxy for Diana Keelen in place of Wendy Dumas. All committee members introduced themselves and their designation.



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<p>III. Discussion Items: Review 2017-18 Budget Requests</p>	<p><i>Ms. Keelen</i></p>	<p><u>Issues Discussed:</u> Reviewed one time and ongoing lists. The lists have been sent to Exec Council for review to see if there are any alternative funding sources. Will be sending out a Survey Monkey for everyone to review and score the requests within the next few weeks. Last year only the top three requests from each division/department were reviewed. This year, it was agreed that all requests will be reviewed since there are not as many – approximately 20 one-time and 50 ongoing.</p> <p>Agreed to cancel the February Budget Committee meeting as Ms. Keelen will be out of town and that time can be used to review and score the requests. If there are any questions, please email Rhonda Burgess to collect and send responses to the committee.</p> <p>It was clarified that a non-permanent staff position can apply through this process to see if there is funding available. Adjunct faculty that are instructors included in FTES requirements are not eligible for this process – to clarify, it is defined as “except for instructional adjuncts”. Positions that are on the operational side such as an adjunct librarian or counselor would be eligible.</p> <p><u>Action Taken:</u> N/A</p> <p><u>Follow Up Items:</u> Will send a follow up with what will be scored versus what is funded already once reviewed by Exec Council.</p> <p>Will send a notification when Survey Monkey is available for scoring. Committee members will have approximately one month to score. Will review at the March meeting.</p>
<p>2017-18 Staffing Requests</p>	<p><i>Ms. Keelen</i></p>	<p><u>Issues Discussed:</u> Reviewed the faculty hiring priority list, the non-CMS classified positions, CMS classified positions, staffing for Palmdale and the position prioritization process and rubric.</p> <p>Measure AV passed in November, which is a 350 million dollar bond. Three support staff positions for the support of the bond were discussed and there will be more to come from the Facilities side. The numbers provided were overall cost, including benefits, etc. There was a question due to discussions outside of the budget committee that no funds from the bond were to be used for salaries. It was clarified that there will be no administrator salaries coming out of the bond money, only support staff contributing directly to the support of the bond efforts.</p>



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Action Taken:

N/A

Follow Up Items:

N/A

NEXT MEETING DATE:

03/22/2017

SSV-151, 2:30 pm

FUTURE 2017 MEETINGS:

4/26, 5/24, 6/28

2017-2018 Prioritized Budget Requests (Non Permanent Staffing)

2017-2018 Budget Request Master List											
Dept/Div	Priority	OG or OT	Description	Score	Org	Account	Amount	Program	Amount F	Funding Source	
CTE	2	OG	Travel & Conferences	N/A	12155	5220	5,000	050500	TBD	Professional Development or Perkins	
CTE	4	OG	Mileage/gas reimbursement for VITA partnership	N/A	12155	5200	1,200	050200	TBD	Professional Development or Perkins	
SBS	1	OG	Instructional Materials for Clothing & Textiles	N/A	12255	4300	2,000	130300	TBD	Prop 20	
SBS	2	OG	Food for the CDC	N/A	12260	4700	2,000	130510	2,000	Necessary Expense-Unrestricted Funds.	
RM	7	OG	Travel & Conferences	N/A	11032	5200	6,094	679900	TBD	Professional Development Committee	
ITS	1	OG	Technology Refresh Funds	N/A	11150	6550	500,000	678000	500,000	Measure AV for 5 years. Transition to District.	
ITS	2	OG	Campus Infrastructure Support (New EE Comp & Cabling)	N/A	11150	6550	70,000	678000	70,000	Measure AV for 5 years. Transition to District.	
ITS	3	Both	Network Storage Servers	N/A	11150	6550	165,000	678000	165,000	Measure AV for 5 years. Transition to District.	
IERP/LS	1	OG	SirsiDynix Horizon Increase from 16-17	N/A	12710	5310	31,000	612000	TBD	Instructional Block Grant	
IERP/LS	2	OG	SirsiDynix Horizon Annual Subscriptions	N/A	12710	5300	8,100	612000	TBD	Instructional Block Grant	
IERP/LS	5	OG	Books & Other Reference Materials Collection	N/A	12710	6300	200,000	612000	TBD	Prop 20 Funds. Amount Funded TBD.	
A&H	5	OG	Increase in Division Equipment funds	N/A	12205	4561	10,500	Various	TBD	Instructional Block Grant	
FS	2	OT	Parking Lot Sweeper	N/A	14505	6100	87,000	710000	87,000	15-16 1x mandated costs	
IERP/LS	11	OT	Computers for students & circulation desk	N/A	12710	4362	8,000	612000	TBD	ITS Refresh	
BS/AUX	2	OG/OT	Online Vendor & Bid Management	779	14020	5310	27,000	677000			
BS/AUX	1	OG	Replacement of PAT Equipment & Stage Support	744	14900	64XX	30,000	679990			
FS	6	OG	District Vehicle Rental Contract	716	14505	6100	12,000	710000			
FS	1	OT	Utility Truck with Trailer	703	14505	6100	100,000	710000			
FS	3	OG	Parking Lot Repairs	682	14505	6100	266,900	710000			
MSE	1	OG	Equipment Contract Services	671	12350	5655	12,375	040100			
SL&S	10	OG	Commencement	668	13504	4540	30,000	645000			
FS	4	OT	Parking Lot Security Gates	665	14505	6100	112,000	710000			
FS	5	OG	Facility Alterations & Improvements	657	14505	6100	30,000	710000			
SL&S	1	OT	New ID Machine	634	13051	4500	7,000	645000			
SL&S	5	OG	Student ID supplies	626	13051	4500	5,000	645000			
RM	4	OT	NonCapitalized Equipment	618	11032	4561	375	679900			
RM	2	OT	Disaster Preparedness	614	11031	4500	10,000	679900			
IERP/LS	4	OG	CCSSE	613	11100	5310	10,000	660000			
RM	3	OT	Noninstructional Supplies	599	11032	4500	750	679900			
IERP/LS	3	OG	Annual maintenance for Tableau	592	11100	5300	4,000	660000			
RM	1	OG	Ergonomic & Reasonable Accommodation Equipment	589	11033	4561	5,000	679900			
RM	6	OT	Two Way Radios & Batteries	583	11031	4561	3,000	679900			
SL&S	2	OG	Job Fairs	548	13220	4500	3,000	647000			
IERP/LS	7	OG	Redesign & improvement of second floor spaces	532	12710	4561	20,000	612000			
IERP/LS	9	OG	Professional Development-Travel & Conferences	517	11100	5200	10,000	660000			
CTE	3	OG	Stipends for Community Partnership Project (VITA)	515	12155	1330	1,500	050200			
SL&S	7	OG	Work Keys, Work Readiness Testing	514	13220	4500	9,250	647000			
RM	5	OT	Color Printer	504	11032	4561	750	679900			
IERP/LS	12	OT	Computers for IERP Staff & Admin Assist.	479	11100	4362	3,000	660000			
SL&S	6	OG	Growth for International Students Program	475	13053	4500	5,000	640000			
A&H	4	OG	Leo Matalon's Annual Jazz Clinic	475	12205	5100	2,500	100500			
IERP/LS	10	OG	Professional Development for staff & faculty	471	12710	5200	10,000	612000	TBD	Professional Dev. Committee	
SL&S	4	OG	Veteran Resource Center	462	13209	4500	1,000	648000			
SL&S	11	OG	Student Equity Office Supplies	457	62462	4500	30,000	602050		Note: unallowable to use Equity funds	
SL&S	8	OG	Student Worker Recognition	446	13220	4500	850	647000			
IERP/LS	8	OG	Noninstructional adjuncts for library	444	12710	1430	130,000	612000			
SL&S	3	OG	Growth of Outreach	435	13208	4500	5,000	696200			

2017-2018 Prioritized Budget Requests (Non Permanent Staffing)

2017-2018 Budget Request Master List										
Dept/Div:	Priority	OG or OT	Description	Score	Org	Account	Amount	Program	Amount F	Funding Source
IERP/LS	6	OG	Part-time Library Archivist	430	12710	1430	20,000	612000		
A&R	2	OT	Vendor-Document Imaging Expert	430	13010	6566	50,000	631000		
A&H	2	OG	Increase in Student Worker Budget	426	12201/2010	2302	17,000	493200/100100		
A&H	3	OG	Professional Experts	421	12201	2420	50,000	100100/100400		
SL&S	9	OG	Division Supplies Increase	412	13051	4500	2,000	645000		
A&R	1	OT	Hourly Clerical for Doc Prep Project	404	13010	2320	20,000	631000		
SL&S	12	OT	Student Workers Lockers	334	13051	4500	800	645000		
CTE	1	OG	Dues and Memberships for Business Programs	303	12155	5300	3,000	050500		
R&L	1	OG	Noninstructional Materials	283	12101	4500	5,000	601000		
A&H	1	OG	Noninstructional & Warehouse Supplies	254	12201	4500/4530	4,500	100100		
HSS	1	OT	Shredder	207	12051	4561	3,200	120100		