



# Budget Committee Agenda

Wednesday, January 27, 2021  
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	Exec Director of Fiscal & Financial Services (Co-Chair)
Ty Mettler, Co-Chair	Academic Senate President Designee (Co-Chair)
Wendy Rider	Adjunct Faculty
<b>Samuel Zhu</b>	<b>Associated Student Organization</b>
Wade Saari	Classified
Nichelle Williams	Confidential, Management, Supervisory
Riley Dwyer	Dean of Academic Affairs
LaDonna Trimble	Dean of Student Services
Svetlana Deplazes	Enrollment Management Committee
Jared Simmons	Facilities
Karen Heinzman	Faculty
Harmony Miller	Human Resources
Rick Shaw	Information Technology Committee
<i>Vacant</i>	Outcomes Committee
Richard Fleishman	Program Review Committee
Vanessa Gibson	Student Success Committee
Pamela Ford	Classified Union
<b>David Adams</b>	<b>Faculty Union</b>

**Ex-Officios:**

<b>Isabelle Saber</b>	<b>VP Academic Affairs</b>
Jennifer Burchett	VP HR & Employee Relations
Erin Vines	VP Student Services
Ed Knudson	Superintendent/President

Items	Person	Action / Notes
<b>I. Introduction of New Members</b>	Mr. Mettler	<ul style="list-style-type: none"> <li>Samuel Zhu, Associated Student Organization</li> <li>David Adams, Faculty Union</li> <li>Isabelle, VP Academic Affairs (Ex-Officio)</li> </ul>
<b>II. Approval of Minutes:</b> October 28, 2020 Meeting	Mr. Mettler	
<b>III. Discussion Items:</b> Review Budget Request Scoring Process	Ms. Miller	



**NEXT MEETING DATE:**

**February 24, 2021**

**2020 Meetings: ~~7/22, 8/26, 9/23, 10/28, 11/25~~**

**2021 Meetings: ~~1/27/21~~, 2/24, 3/24, 4/28, 5/26, 6/23, 7/28**

**Next Joint BC and SPC Meeting: TBD**



# Budget Committee Minutes

Wednesday, October 28, 2020  
Via Zoom Teleconference  
2:30 p.m. – 3:30 p.m.

**Type of Meeting:** *Regular*  
**Note Taker:** *Rhonda Burgess*

**Committee Members:**

Sarah Miller, Co-Chair	Executive Director of Fiscal & Financial Services (Co-Chair)
Ty Mettler, Co-Chair	Academic Senate President or Designee (Co-Chair)
Wendy Rider	Adjunct Faculty
Cameron Zappetta	Associated Student Organization - <b>Absent</b>
Wade Saari	Classified
Nichelle Williams	Confidential, Management, Supervisory
Riley Dwyer	Dean of Academic Affairs - <b>Absent</b>
LaDonna Trimble	Dean of Student Services - <b>Absent</b>
Svetlana DePlazes	Enrollment Management Committee
Jared Simmons	Facilities
Karen Heinzman	Faculty
Harmony Miller	Human Resources
Rick Shaw	Information Technology Committee - <b>Absent</b>
<i>Vacant</i>	<i>Outcomes Committee</i>
Richard Fleishman	Program Review Committee - <b>Absent</b>
Vanessa Gibson	Student Success Committee - <b>Absent</b>
Pamela Ford	Classified Union
<i>Vacant</i>	<i>Faculty Union</i>

**Ex Officios:**

<i>Vacant</i>	VP Academic Affairs, Ex-Officio
Jennifer Burchett	VP HR & Employee Relations, Ex-Officio
Erin Vines	VP Student Services, Ex-Officio
Ed Knudson	Superintendent/President

Items	Person	Action
I. <b>Approval of Minutes:</b> September 23, 2020 Meeting	Ms. Miller	Minutes were approved as presented.
II. <b>Information Items:</b> 2021-2022 Budget Call	Ms. Miller	The budget call for 2021-2022 was reviewed including the following attachments: <ul style="list-style-type: none"> <li>• Budget Call Memo</li> <li>• Budget Development Calendar</li> <li>• Budget Instructions</li> <li>• Prioritization Rubric – Academic-Non Operational</li> <li>• Prioritization Rubric – Operational</li> </ul>

		<ul style="list-style-type: none"> <li>• Resource Allocation Proposal – Academic-Non Operational</li> <li>• Resource Allocation Proposal – Operational</li> <li>• Utilization Report</li> </ul>
III. 2020-2021 Meeting Dates and Schedule	Ms. Miller	The meeting date and schedule for 2020-2021 was presented.
IV. Discussion Items: Charter	Mr. Mettler	The charter was reviewed with no updates.
V. Ground Rules	Mr. Mettler	Ground rules were reviewed. If a member has a proxy, please email proxy information to <a href="mailto:rburgess3@avc.edu">rburgess3@avc.edu</a> . It was emphasized that each representative on the committee should report meeting information to their constituency group.
VI. Membership Updates	Mr. Mettler	Membership terms were updated and will be forwarded to CCC.
VII. 2020-2021 Goal Setting	Ms. Miller	2019-2020 goals were reviewed. For 2020-2021 goals, the same goals were kept as 2019-2020 with the following emphasis: <ul style="list-style-type: none"> <li>• Make goals measurable</li> <li>• Improve communication with campus and stakeholders</li> <li>• Enhance communication model in remote environment</li> </ul>
VIII. Fiscal Health Risk Analysis	Ms. Miller	Reviewed the FCMAT and Sarah will send out sections to members for their area to complete as needed.
<p><b>NEXT MEETING DATE:</b> <b>November 25, 2020 (if needed)</b></p>		