

Budget Committee		July 8, 2015	
A G E N D A		2:30 – 4:00 pm	
		SSV-151	
Type of meeting:	Regular Meeting		
Recording Secretary:	Deborah Morgan		
Supporting Documents: June 24 Meeting Minutes, 2015-16 Possible Allocation Scenarios-Version 1 dated June 8, 2015; 2015-16 Prioritized List of Ongoing Funded Positions and Resource Requests (Personnel and Resources); Resource Allocation Process Diagram dated July 8, 2015.			
Comments by the Chair			
<ol style="list-style-type: none"> 1. Minutes 2. Funding Allocations for 2015-16 3. Resource Allocation Process Diagram 			
Committee Members			
Diana Keelen, Co-Chair	Executive Director Business Services (Co-Chair)		
Irit Gat, Interim 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		
Terry Schultz (Interim)	Facilities		
Maxine Griffin	Human Resources		
Rick Shaw	Information Technology Committee		
Vacant	Outcomes Committee		
Carol Eastin	Program Review Committee		
Vanessa Gibson	Student Success Committee		
Kim Covell	Enrollment Management Committee		
Hoyoung Moon	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		
<u>2015 Remaining Meetings:</u>			
<i>July 8 and 22</i>	<i>October 14 and 28</i>		
<i>August 12 and 26</i>	<i>November 11 and 25</i>		
<i>September 9 and 23</i>	<i>December 9 and 23</i>		

Budget Committee Minutes			June 24, 2015 2:30 – 3:30 pm SSV-151
Called to order:	2:30 pm		Regular Meeting
Co-Chairs: Diana Keelen / Irit Gat			
Attendees: Diana Keelen, Irit Gat, Karen Cowell, Pamela Ford, Violet Christopher, Justin Shores, Jonathan Over, Maria Valenzuela, Nichelle Williams, Maxine Griffin, Rick Shaw, Carol Eastin, Vanessa Gibson, Hoyoung Moon, Shawn Smith, Bonnier Suderman Absent: Jill Zimmerman, Terry Schultz, LaDonna Trimble, Mark Bryant, Erin Vines			
Resource Documents: Minutes, ILO Proposals, On-Going Resource Allocation Split, 2015-16 On-Going Requests Scoring, 2015-16 One-Time Requests Scoring, CMS/Administrator Prioritization Results, Non-CMS Classified Prioritization Results			
Minutes			
Opening Comments from the Chair: Ms. Keelen welcomed Irit Gat as temporary co-chair to the committee.			Diana Keelen/Irit Gat
1. ILO Proposals			Diana Keelen
Discussion: A draft copy of the AVC Institutional Learning Outcomes was presented for the committee's review. One concern is how the District is measuring those students who complete course work, but don't necessarily get a degree or certificate. It is not always the goal of a student to get a degree; sometimes they are taking various classes to simply further their education or learn more about an interest.			
Action: Provide this feedback to the Institutional Research Office.			
2. Approval of Minutes			Diana Keelen
Discussion: Minutes from the April 15 through June 10 meetings were presented for review. Changes noted: Spell Pam "Pamela" on the May 13 minutes and remove J. Over from June 10 present list.			
Action: Minutes approved as presented with noted changes.			
3. Presentation of 2015-16 On-Going Resource Allocation Scoring Sheet			Diana Keelen
Discussion: The on-going allocation requests were reviewed one last time for final approval.			
Action: There was consensus to accept the list as presented, with one abstention.			
4. Presentation of 2015-16 On-Going Resource Allocation Scoring Sheet			Diana Keelen
Discussion: The one-time allocation requests were reviewed one last time for final approval.			
Action: There was consensus to accept the list as presented.			

5. Presentation of 2015-16 On-Going Resource Allocation Split	Diana Keelen
<p>Discussion: Prior to discussing the allocation split, Dr. Cowell suggested that we consider blending the two personnel prioritization lists, including the three CMS/Administrative positions on the Non-Classified list. The committee agreed unanimously, with one abstention.</p> <p>Ms. Keelen went on to provide the committee with three possible options to review as a method to allocate available on-going funds. As of today's date, the proposed increase to the District's on-going funding is approximately \$2,165,131. Solely for purposes of today's illustration and discussion, the following monies have been set aside: \$200,000 for District reorganizations, \$50,000 for professional development, \$100,000 for reclassifications, and \$715,131 for negotiations. Again, these dollar amounts are dependent on the State adopted budget. Based on these assumptions, approximately \$1,100,000 would be available to meet the needs identified by the Human Resources Subgroup and the Resource Allocation Request process.</p> <p>The three options submitted for review are as follows:</p> <p>Option #1 – Budget Equity. This method takes the total 2015-16 tentative budget for classified, CMS/Administrator and operational expenses (4xxx-6xxx), breaks it down by percentage, and then applies that percentage to the available funding to allocate to each of the three categories.</p> <p>Option #2 – Overall Requests. This method takes the total cost of all requests, and then calculates the percentage of the three categories (classified staff, CMS/administrator staff, and operational expenses) and applies that percentage to the total available funding.</p> <p>Option #3 – Budget & Request Average. This method takes the average percentage of each of the above options and applies it to the total pot of money, and distributes accordingly to each of the three categories (classified staff, CMS/administrator staff, and ongoing resource allocation).</p> <p>Option #1 provided a greater amount toward positions, but provided only 29% to operational allocation.</p> <p>Option #2 provided a greater amount towards operational costs.</p> <p>Option #3 is the average of both and considers existing budgets with the annual requested amount for each category.</p> <p>The options were reviewed and discussed, weighing the benefits of each option. The final recommendation is to use Option #3.</p> <p>A question was asked about which positions the committee would be recommending. The committee was reminded that it is the Human Resources Committee that reviews all personnel requests and ranks those requests using a rubric adopted by that committee. The prioritization lists are then provided to the Budget Committee for funding. The Budget Committee will review all resource allocation requests (both personnel and operational) and allocates available funding to meet those requests. Using the method adopted by the committee today, the final step in funding both personnel and operational requests has been defined.</p>	
<p>Action: The committee reached consensus on Option #3. This recommendation will be shared with the Strategic Planning Committee at the next joint meeting (July 8 or 15).</p>	
6. Presentation of 2015-16 On-Going Resource Allocation Scoring Sheet	Diana Keelen
<p>Discussion: The one-time allocation requests were reviewed one last time for final approval.</p>	
<p>Action: There was consensus to accept the list as presented.</p>	
7. Disability Services Specialist	Diana Keelen
<p>As an informational item only, the committee was advised that OSD will be hiring a Disability Services Specialist to serve the Palmdale Center, funded by DSPS.</p>	
<p>Additional Information: The next regularly scheduled Budget Committee meeting will be July 8, 2015.</p>	

2015-2016 Tentative Budget

Version 1: Based on 6/24/15 Budget Committee Meeting

As of June 8, 2015

Possible Allocation Scenarios

Total Ongoing Funding (\$1,450,000 ongoing + \$715,131 for negotiations)	\$	2,165,131
Reorganizations	\$	(231,424)
Professional Development	\$	(50,000)
Reclassification-Approved at 6/8/15 BoT Meeting	\$	(53,247)
Collective Bargaining-Per Approved Tentative Budget at 6/8/15 BoT Meeting	\$	(715,131)
Ongoing Pot Split	\$	1,115,329

Option #1: Budget Equity

	(a)	(b)	(a x b)
% to total of below budgets	15-16 Tent.	% of total	Draft allocations
Classified/CMS/Administrator	\$19,933,356	71%	\$ 793,243
Ongoing Resource Allocation (4XXX-6XXX)	\$8,093,692	29%	\$ 322,086
	\$ 28,027,048	100%	\$ 1,115,329

Option #2: Overall Requests

	(a)	(b)	(a x b)
% of overall requests	15-16 Requests	% of total	Draft allocations
Classified/CMS/Administrator	\$ 1,195,029	44%	\$ 485,213
Ongoing Resource Allocation	\$ 1,551,911	56%	\$ 630,116
	\$ 2,746,940	100%	\$ 1,115,329

Option #3 : Budget & Request Average

Agree to certain percentage	Average of	Draft allocations
	Options 1 & 2	
Classified	57%	\$ 639,228
Ongoing Resource Allocation	43%	\$ 476,101
	100%	\$ 1,115,329

Option #3 was the consensus of the budget committee on 6/24/15

2015-2016 Prioritized List of Ongoing Funded Positions & Resource Requests

Per 6/24/15 Budget Committee Meeting

Personnel		Prioritized through HR Subgroup in February 2015			
Rank	Position	Division/Area	Score	Comments	Cumulative Total
1	Clerical III	HR/Risk Management	420	Range 12 \$59,559	\$59,559
2	Cashier	Business	400	Range 9 \$54,832	\$114,391
3 tie	Technical Analyst	Business	389	Range 17 \$68,665	\$183,056
3 tie	Administrative Assistant	Institutional Advancement	389	Range 16 \$66,711	\$249,767
4	Custodian I	Facilities	370	Range 10 \$56,351	\$306,118
5	Development Officer, Alumni relations	Institutional Advancement	365	Range 26 \$89,821	\$395,939
6	Technical Director, Performing Arts theater	Business	354	Range 26* \$89,821	\$485,760
7	Clerical III (Learning Center)	Academic Affairs	350	Range 12 \$59,559	\$545,319
8	Technical Analyst	Information Technology	345	Range 17 \$68,665	\$613,984

*To be determined by HR

6/24/15: Budget Committee consensus to combine lists since the scoring rubric was the same for CMS/Admin & Classified

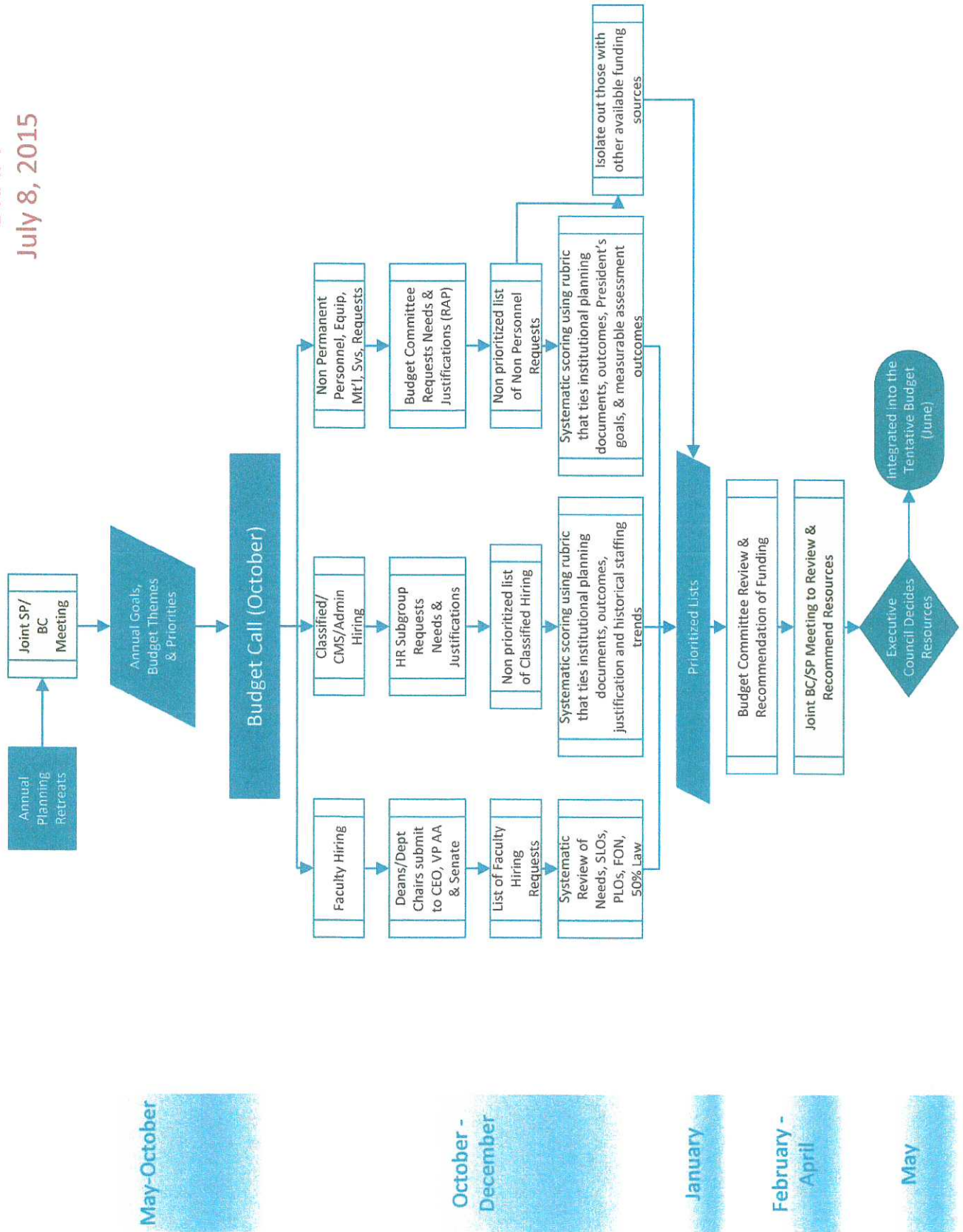
2015-2016 Prioritized List of Ongoing Funded Positions & Resource Requests

Per 6/24/15 Budget Committee Meeting

Resource Requests		<i>Prioritized through Budget Committee in June 2015</i>			
Rank	Budget Request	Change from 6/10/15 Meeting	Total Average Score	Amount	Cumulative Total
1	Program Reviews: - 26Binder Tab BOn GoingX Ray equipment maintenance agreement	Mandatory	80.41	\$ 10,000.00	\$623,984.00
2	Program Reviews: - 1Binder Tab BOn GoingAnnual accreditation fees	Mandatory. Changed from \$1,900. This is for the difference in baseline budget to requested amount.	79.87	\$ 200.00	\$624,184.00
3	Program Reviews: - 13Binder Tab ROn GoingAdjunct librarians	Mandatory	65.24	\$ 130,000.00	\$754,184.00
4	Program Reviews: - 18Binder Tab QOn GoingProvide closed captioning in the classrooms in compliance with ADA508	Mandatory	59.37	\$ 45,000.00	\$799,184.00
5	Program Reviews: - 17Binder Tab QOn GoingIncrease Banner/Ellucian support service contract to 24/7 support	Mandatory	52.58	\$ 25,000.00	\$824,184.00
6	Program Reviews: - 11Binder Tab IOn GoingInformation system license fees for student behavioral management processes	Mandatory	38.65	\$ 8,000.00	\$832,184.00
7	Program Reviews: - 16Binder Tab POn GoingFacilities Planning Consultant		93.27	\$ 30,000.00	\$862,184.00
8	Program Reviews: - 14Binder Tab POn GoingM&O Baseline Funding Increase	Difference between existing baseline of \$759,423 and requested amount of \$926,019	88.00	\$ 166,596.00	\$1,028,780.00
9	Program Reviews: - 15Binder Tab POn GoingCampus Roadway Increase	Original Request was \$266,900, but due to funding limitations, this will be partially funded.	82.96	\$86,549.00	\$1,115,329.00

Resource Allocation Process

DRAFT
July 8, 2015



May-October

October -
December

January

February -
April

May