

Budget Committee Agenda

Wednesday, January 24, 2018
SSV-151
2:30 p.m. - 3:30 p.m.

Type of Meeting: *Regular*

Please Review/Bring: *Agenda, Minutes and Supporting Documents*

Committee Members:

Diana Keelen, Co-Chair	Executive Director of Business Services (Co-Chair)	Standing
Ty Mettler, Co-Chair	Academic Senate President or Designee (Co-Chair)	Standing
Jill Zimmerman	Dean - Student Services	2017-2020
Riley Dwyer	Dean - Academic Affairs	2016-2019
Pamela Ford	Classified Union	2017-2020
Violet Christopher	Faculty Union	2015-2018
Karen Heinzman	Faculty Staff	2017-2020
Christopher Hamilton	Adjunct Faculty Staff	2017-2018
Maria West	Classified Staff	2017-2020
Nichelle Williams	CMS	2015-2018
Jared Simmons	Facilities	2016-2019
Maxine Griffin	Human Resources	2015-2018
Rick Shaw	Information Technology Committee	2016-2019
Richard Fleishman	Outcomes Committee	2017-2020
Carol Eastin	Program Review Committee	2015-2018
Vanessa Gibson	Student Success Committee	2016-2019
Vacant	Enrollment Management Committee	(3-year term)
Alexander Fudala	ASO Representative	2017-2018
Mark Bryant	VP HR & Employee Relations, Ex-Officio	Standing
Erin Vines	VP Student Services, Ex-Officio	Standing
Bonnie Suderman	VP Academic Affairs, Ex-Officio	Standing
Sarah Miller	Proxy for Co-Chair	N/A

Items	Person	Action / Notes
I. Approval of Minutes: October 18, 2017 Meeting	All	
II. Discussion Items: Review 2018-19 Non- Permanent Staffing Budget Requests	All	
III. Review 18-19 Prioritized Staffing Lists	All	



IV. Schedule Time for Lab Dates	All	Wednesday, January 31 st , and Wednesday, February 7 th .
<p style="text-align: center;">NEXT MEETING DATE: February 28, 2018</p> <p style="text-align: center;">Future 17-18 Meetings: 2018: 3/28, 4/25(SP&BC), 5/23, 6/27</p>		

Budget Committee Minutes **DRAFT**

Wednesday, October 18, 2017
A-140
2:30 p.m. – 3:30 p.m.

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)
Ty Mettler, Co-Chair	Academic Senate President or Designee (Co-Chair)
Jill Zimmerman	Dean - Student Services - ABSENT – Gary Roggenstein in as proxy
Riley Dwyer	Dean - Academic Affairs
Pamela Ford	Classified Union
Violet Christopher	Faculty Union
Karen Heinzman	Faculty Staff
Christopher Hamilton	Adjunct Faculty Staff
Maria West	Classified Staff
Nichelle Williams	CMS Staff - ABSENT
Jared Simmons	Facilities
Maxine Griffin	Human Resources - ABSENT
Rick Shaw	Information Technology Committee - ABSENT
Richard Fleishman	Outcomes Committee
Carol Eastin	Program Review Committee - ABSENT
Vanessa Gibson	Student Success Committee
VACANT	Enrollment Management Committee
Alexander Fudala	ASO Representative - ABSENT
Mark Bryant	VP HR & Employee Relations, Ex-Officio - ABSENT
Erin Vines	VP Student Services, Ex-Officio - ABSENT
Bonnie Suderman	VP Academic Affairs, Ex-Officio - ABSENT
Sarah Miller	Proxy for Co-Chair - ABSENT

Items	Person	Action
I. Approval of Minutes: August 23, 2017 Meeting	All	Minutes were approved as presented.
II. Information Items: Welcome to New Committee Members	Ms. Keelen	Ms. Keelen welcomed new co-chair Ty Mettler and new committee members. Everyone introduced themselves. Ms. Keelen gave an overview of the functions of the committee.



<p>III. Scheduled November Meeting</p>	<p>Ms. Keelen</p>	<p>November meeting was originally scheduled to be dark – Ms. Keelen called a meeting on November 15th to review accomplishments, annual report, goal setting, charter and ground rules. Location TBD.</p>
<p>IV. Discussion Items: 2018-2019 Budget call</p>	<p>Ms. Keelen</p>	<p>Ms. Keelen reviewed the printed documents in the budget call / resource allocation process. Requests under \$7500 to work outside of the budget request process relying on discretion of the Dean and VP. Utilization report will be utilized to assess requests \$100k and over at the end of the budget cycle. Stephen Burns demonstrated the electronic version of the budget call / resource allocation process. Ms. Keelen noted November 6th on the Budget Development calendar as the budget call issue date. The system will be accessible at that time through the Business Office link. Working labs are scheduled in January and February to score budget requests, also noted on the Budget Development calendar. Individuals should contact Rhonda Burgess if interested in attending one of the labs. The November 14th Admin Council meeting with Admin Assistants will be dedicated to resource allocation training.</p>
<p style="text-align: center;">NEXT MEETING DATE: 11/01/2017 Joint SP & BC SSV-151, 2:30 p.m. ----- 11/15/17 Budget Committee TBD, 2:30 p.m.</p> <p style="text-align: center;">FUTURE 17-18 MEETINGS: 2018: 1/24, 2/28, 3/28, 4/25(SP&BC), 5/23, 6/27</p>		


2018-2019 Non Permanent Staffing Budget Requests

Dept/Division	Priority	Description
Arts & Humanities	1	Ongoing Increase to Annual budget for Equipment Repair & Maintenance
Arts & Humanities	2	Ongoing Annual budget for Instructional Materials & Supplies (Books & Videos)
Arts & Humanities	3	Ongoing Budget for Equipment Repair and Maint.
Bachelor's Degree Program	1	To establish a yearly supply budget for the BS Degree program
Business	1	Digital Signature Capability
Business	2	Asset Management and Tracking System
Business	3	Replenishment of \$ 17,000.00 expended for an emergency facility repair.
Business	4	Electric Reach Truck
Career Technical Education	1	Agumentation of Supply Budget
Facilities Services	1	PALMDALE LOCATIONS BUDGET AUGMENTATION
Facilities Services	2	25 PASSENGER BUS REPLACEMENT
Facilities Services	3	10 PASSENGER VANS
Facilities Services	4	PARKING LOT REPAIRS
Facilities Services	5	FACILITIES ALTERATIONS & IMPROVEMENTS
IERP / Library Services	1	SirsiDynix Horizon-Funding for: Software Licenses
IERP / Library Services	2	SirsiDynix Horizon-Funding for: Annual Subscriptions
IERP / Library Services	3	Annual Maintenance for Tableau
IERP / Library Services	4	Community College Survey of Student Engagement(CCSSE) & SENSE or similar instr. for spring/fall 2019
IERP / Library Services	5	Collection development of books and other reference printed materials for Lancaster and Palmdale
IERP / Library Services	6	Redesign and improvement of second floor spaces for students

2018-2019 Non Permanent Staffing Budget Requests

Dept/Division	Priority	Description
Information Technology Services / IMC	1	Self-Service Captioning Tool for Faculty
Information Technology Services / IMC	2	Augmentation to software budet for enhanced antivirus/malware suite
Information Technology Services / IMC	3	Increase of Student Support Funding for Open Labs
Information Technology Services / IMC	4	Additional Student Funding to Establish Walk-in Help Desk
Information Technology Services / IMC	5	Replacement of Help Desk / Self Service Systems
Mathematics, Science, & Engineering	1	Increase current allocation for the renewal of instructional software.
Mathematics, Science, & Engineering	2	Renewal of ArcView software for GIS.
Risk Management	1	Non-Capitalized Equipment-Ergonomic & Reasonable Accommodation Equipment
Social & Behavioral Sciences	1	Increase budget for professional development
Student Life & Services	1	First Year Experience (FYE) Programming & suuport services due to the ending of the grant.
Student Life & Services	2	Provide services to and grow the International Student Program.
Student Life & Services	3	Support growth in Outreach
Student Life & Services	4	Recreate the student worker pool for various events to efficiently use employees, students, & resour
Student Life & Services	5	Increase funding to ensure a safe and enjoyable commencement ceremony.
Student Life & Services	6	Growth for the Study Abroad program
Student Life & Services	7	Successful completion of 3 WorkKeys assessments that documents essential work skills.

Office of the President

DATE: December 14, 2017
TO: Dr. Bonnie Suderman, VPAA
CC: Mr. Van Rider, Academic Senate
Dr. Scott Lee, AVCFT
FROM: Ed Knudson, President 
SUBJECT: Faculty Prioritization 2018-2019

Thank you for the ongoing collaboration in preparing a prioritization for faculty hiring. The process continues to mature and gain effectiveness.

As a review of the priority recommended for the coming year 2018-2019, the consideration was given to projected enrollments, FTES budgeting, status of the Faculty Obligation Number (FON) and current demands at the college and its satellite locations.

The priority list as presented is:

- AFAB
- CFE #2
- Music (commercial)
- LVN
- Clothing & Textile
- Biology
- Communication
- Digital Media
- Film & TV
- Deaf Studies (Palmdale)
- Theater Arts
- Kinesiology
- Spanish (Palmdale)
- History
- Spanish 1

As you know, we are in stability funding due to FTES not achieving target. Further, last year we were able to hire 18 full-time faculty and 1 full-time temporary faculty.

Our full-time faculty now number 182. Our faculty obligation number for 2017 is 165 and expected to move to 168. However, given that we are in stabilization funding, it could remain flat at 165. We exceed that obligation by 17 FTEF. Further, our position with regard to the 50% requirement is 52%.



Given this data, we will not hire full-time faculty for the 2018-2019 year unless there is a mission critical need. Having said that, we will hire the AFAB Instructor position on tenure-track; hire a one-year temporary AFAB Instructor; and hire one full-time communications instructor on tenure-track.

Thank you again for your good work.



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