ANTELOPE VALLEY COLLEGE

Budget Committee Agenda	**Wednesday, March 28, 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: January 24, 2017 Meeting	Ms. Keelen	
II. Information Items: Review Budget Request Scoring	Ms. Keelen	

NEXT MEETING DATE:
April 25th (Joint SP&BC)

Future 17-18 Meetings:
2018: 5/23, 6/27

ANTELOPE VALLEY COLLEGE

Budget Committee Minutes DRAFT	Wednesday, January 24, 2018 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**
Riley Dwyer	Dean - Academic Affairs
Pamela Ford	Classified Union
Violet Christopher	Faculty Union
Karen Heinzman	Faculty Staff
Christopher Hamilton	Adjunct Faculty Staff - **ABSENT**
Maria West	Classified Staff
Nichelle Williams	CMS Staff - **ABSENT**
Jared Simmons	Facilities **– CJ Rohr in as Proxy**
Maxine Griffin	Human Resources - **ABSENT**
Rick Shaw	Information Technology Committee - **ABSENT**
Richard Fleishman	Outcomes Committee - **ABSENT**
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
Erin Vines	VP Student Services, Ex-Officio - **ABSENT**
Bonnie Suderman	VP Academic Affairs, Ex-Officio
Sarah Miller	Proxy for Co-Chair

	Items	Person	Action
I.	**Approval of Minutes:** October 18, 2017 Meeting	All	Minutes were approved as presented.
II.	**Discussion Items:** Review 2018-2019 Non-Permanent Staffing Budget Requests	Ms. Keelen	37 budget requests were submitted - one was funded through another program and removed leaving a total of 36 to be scored. Ms. Keelen demonstrated the budget request scoring process on screen. Noted open items - no dollar amount

			indicated on the Student Development requests. These amounts will be added within the week.
III.	Review 2018-19 Prioritized Staffing Lists	Mr. Bryant Dr. Suderman	Reviewed prioritized staffing lists. Mr. Bryant reviewed the Non-CMS Classsified and CMS Classified lists from HR Subgroup noting that the report is in alphabetical order by department. Dr. Suderman highlighted the faculty prioritization list from President Knudson in coordination with the Academic Affairs Advisory Committee. Given the data including this list, the FON and 50% requirement, there will be no new faculty positions added in FY 2018-2019 unless there is a critical need. AVC will hire for the following positions: • the temporary AFAB instructor hired in Spring of 2018 will be hired as a permanent instructor on tenure-track in 2018-2019 • an additional one-year temporary AFAB instructor to meet the needs of the community and the demand from the local aircraft companies • a communications instructor on tenure-track as we have been unable to find an adjunct to fill that need • a math instructor unexpectedly retired and will need to be replaced.
IV.	Scheduled Lab Time for Budget Request Scoring	Ms. Keelen	The committee agreed to have working labs held in BE-132 for assistance if needed with the budget request scoring. The following dates were agreed upon: • Wednesday, January 31st from 2:00 p.m. – 4:00 p.m. • Wednesday, February 7th from 11:00 a.m. – 1:00 p.m.
V.	**Information Items:** Overview of Governor's Planning Budget	Ms. Keelen	Ms. Keelen gave an overview of the governor's planning budget for the upcoming year along with preliminary figures noting the process is still going through legislation and is fluid. Tentative budget will be based off of the May revise figures considering tax receipts through April. Estimations for the upcoming year include COLA at 2.51% and 1% Growth. $175M for online college, $46M for the College Promise program formerly BOG. Deferred maintenance and instructional block grant funding is usually the fund that gets most whittled down over time – right now is estimated at $2.3M to AVC. Last year it went down to approximately $800k.

| | | There is a proposal for a new funding formula for the California Community College system including some of the following:
• 50% tied to enrollment,
• 25% tied to completion of degrees and certificates for students (the majority of this portion for students completing their degree within a 3-year period),
• The remainder for students on state aid or that have financial aid. |

NEXT MEETING DATE:
February 28, 2018

FUTURE 17-18 MEETINGS:
2018: 3/28, 4/25(SP&BC), 5/23, 6/27

2018-2019 One-Time
Resource Allocation Prioritization

Dept/Division	Priority	Description	Amount	Funded	Source	Score
Facilities Services	3	10 PASSENGER VANS	100,000			1016
Facilities Services	2	25 PASSENGER BUS REPLACEMENT	100,000			955
Business	3	Replenishment of $ 17,000.00 expended for an emergency facility repair.	17,000			911
Information Technology Services / IMC	1	Self-Service Captioning Tool for Faculty	25,000			828
IERP / Library Services	6	Redesign and improvement of second floor spaces for students	100,000			764
Business	1	Digital Signature Capability	25,000			626
Business	2	Asset Management and Tracking System	30,000			562
Business	4	Electric Reach Truck	37,500			496

Dept/Division	Priority	Description	Amount	Funded	Source	Score
Facilities Services	1	PALMDALE LOCATIONS BUDGET AUGMENTATION	25,000			1070
IERP / Library Services	3	Annual Maintenance for Tableau	4,000			1044
Arts & Humanities	1	Ongoing Increase to Annual budget for Equipment Repair & Maintenance	2,551			1007
Facilities Services	4	PARKING LOT REPAIRS	120,000			978
Facilities Services	5	FACILITIES ALTERATIONS & IMPROVEMENTS	30,000			966
Risk Management	1	Non-Capitalized Equipment-Ergonomic & Reasonable Accommodation Equipment	3,000			965
IERP / Library Services	1	SirsiDynix Horizon-Funding for: Software Licenses	40,000			941
IERP / Library Services	4	Community College Survey of Student Engagement(CCSSE) & SENSE or similar instr. for spring/fall 2019	20,000			938
IERP / Library Services	2	SirsiDynix Horizon-Funding for: Annual Subscriptions	9,000			935
Student Life & Services	5	Increase funding to ensure a safe and enjoyable commencement ceremony.	30,000			901
Mathematics, Science, & Engineering	1	Increase current allocation for the renewal of instructional software.	2,000			871
IERP / Library Services	5	Collection development of books and other reference printed materials for Lancaster and Palmdale	200,000			863
Bachelor's Degree Program	1	To establish a yearly supply budget for the BS Degree program	15,000			855
Career Technical Education	1	Agumentation of Supply Budget	60,000			851

2018-2019 On-Going
Resource Allocation Prioritization

Dept/Division	Priority	Description	Amount	Funded	Source	Score
Mathematics, Science, & Engineering	2	Renewal of ArcView software for GIS.	4,200			838
Information Technology Services / IMC	1	Self-Service Captioning Tool for Faculty	25,000			828
Student Life & Services	1	First Year Experience (FYE) Programming & suuport services due to the ending of the grant.	270,000			827
Social & Behavioral Sciences	1	Increase budget for professional development	3,000			803
Information Technology Services / IMC	2	Augmentation to software budet for enhanced antivirus/malware suite	45,000			787
Student Life & Services	6	Growth for the Study Abroad program	2,000			787
Student Life & Services	4	Recreate the student worker pool for various events to efficiently use employees, students, & resour	15,000			779
Student Life & Services	2	Provide services to and grow the International Student Program.	5,000			773
Information Technology Services / IMC	3	Increase of Student Support Funding for Open Labs	18,000			745
Arts & Humanities	3	Ongoing Budget for Equipment Repair and Maint.	5,000			744
Student Life & Services	3	Support growth in Outreach	8,000			726
Arts & Humanities	2	Ongoing Annual budget for Instructional Materials & Supplies (Books &Videos)	2,000			699
Information Technology Services / IMC	4	Additional Student Funding to Establish Walk-in Help Desk	18,000			695

Dept/Division	Priority	Description	Amount	Funded	Source	Score
Information Technology Services / IMC	5	Replacement of Help Desk / Self Service Systems	20,000			682
Student Life & Services	7	Successful completion of 3 WorkKeys assessments that documents essential work skills.	10,000			652