

Budget Committee
A G E N D A

June 24, 2015
2:30 – 4:00 pm
SSV-151

Type of meeting:	Regular Meeting		
Recording Secretary:	Deborah Morgan		

Supporting Documents: Minutes of previous meetings, ILO Proposals, On-Going Resource Allocation Split, 2015-16 On-Going Requests Scoring, 2015-16 One-Time Requests Scoring, CMS/Administrative Prioritization Results, Non-CMS Classified Prioritization Results

Comments by the Chair

Information Item:

- **ILO Proposals**

Action Item:

- **Approval of Minutes**
- **2015-16 On-Going Resource Allocation Split**
- **2015-16 Resource Allocation Scoring On-Going**
- **2015-16 Resource Allocation Scoring One-Time**
- **CMS/Administrative Prioritization Results**
- **Non-CMS Classified Prioritization Results**

Committee Members

Diana Keelen, Co-Chair	Executive Director Business Services (Co-Chair)
Ed Beyer, 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
LaDonna Trimble	Enrollment Management Committee
Shawn Smith/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

2015 Remaining Meetings:

June 24	September 9 and 23
July 8 and 22	October 14 and 28
August 12 and 26	November 11 and 25
	December 9 and 23

Budget Committee Minutes		June 10, 2015 2:30 – 3:30 pm SSV-151
Called to order:	2:30 pm	Regular Meeting
Co-Chairs: Diana Keelen / Dr. Ed Beyer		
Attendees: D. Keelen, J. Zimmerman, K. Cowell, P. Ford, V. Christopher, J. Shores, J. Over, M. Valenzuela, N. Williams, D. Conner (proxy for R. Shaw), C. Eastin, Jamie Jones (proxy for K. Covell), S. Smith, M. Bryant, E. Vines. Absent: E. Beyer, J. Over, T. Schultz, M. Griffin, V. Gibson, and B. Suderman.		
Resource Documents: CMS/Administrative Prioritization List, Non-CMS Classified Prioritization List, 2015-16 One Time Requests Scoring, and 2015-16 On-Going Requests Scoring		
Minutes		
Information Items		
1. Prioritization Lists		Diana Keelen
<ul style="list-style-type: none"> • CMS/Administrative • Non-CMS Classified 		
Discussion: After careful evaluation, presentation of management justifications and the use of a rubric to score the positions, the Human Resources Subgroup established the CMS/Administrative and Non-CMS Classified prioritization lists. All positions include salary and benefits.		
Action: This item was initially placed on the agenda as an Action Item; however it was moved and seconded to change it to an Information Item. There was consensus to change this item from an Action Item to an Information Item after clarification that the HR Subgroup <i>prioritizes</i> the positions for hiring, and this committee approves <i>funding</i> for the positions. Since the committee is not at the point of approving funding at this meeting, this item is presented as information only.		
Action Items:		
2. Distribution of Resource Allocation Funds		
<ul style="list-style-type: none"> •2015-16 One-Time Requests Score Sheet •2015-16 On-Going Requests Score Sheet 		
Discussion: Ms. Keelen discussed the challenges of using a cumulative score since all committee members did not score each proposal. Instead, an average score was used to rank the budget requests. Discussion ensued. Discussion points included:		
<ul style="list-style-type: none"> • When discussing funds available for allocation, Ms. Keelen noted that \$300,000 is set aside for a possible revenue deficit (what the chancellor’s office may deduct from our allocation), and \$100,000 is set aside for unforeseen emergencies. • Dr. Cowell discussed her concern that some are clearly more adept at presenting their justification than others and this causes a lot of disparity in scoring. She expressed a grave concern that this is not an equitable process. It was agreed that more training would certainly help, and managers must not only provide oversight to the process, but also closely review the proposals prior to submission. • Ms. Ford expressed an interest in having the request initiator available to interview and answer questions regarding the proposal. • After much discussion, it was clear that many proposals reflected the “total cost,” not the “amount increased.” Again, additional training will help to avoid this confusion in the future, however, this does not affect the ranking. 		

Action:

- The committee identified requests that should be earmarked as “mandatory.” In addition, some requests were redirected to other funding sources. The list will be revised and re-distributed.
- It was agreed that once we get through this year’s allocation process, the committee will revisit the process to identify some of the “bumps” in the process and to revisit better training methods.

Additional Information: The committee’s next regularly scheduled meeting is June 24. ILO’s will be reviewed. The Strategic Planning Committee will join the Budget Committee at the July 15 meeting to review and agree to the ILO’s. The Budget Committee will also present the 2015-16 funding recommendations.

AVC INSTITUTIONAL LEARNING OUTCOMES

<u>PROPOSED MEASURES</u>	
<p>Communication</p> <ul style="list-style-type: none"> • Demonstrates analytical reading and writing skills including research, quantitative and qualitative evaluation and synthesis. • Demonstrates listening (receptive) and speaking (expressive) skills that result in focused and coherent communications. 	<ul style="list-style-type: none"> • Written proficiency exam* • General Education assessment* • Community College Survey of Student Engagement (CCSSE) • Demonstration of oral presentation proficiency*
<p>Creative, Critical, and Analytical Thinking</p> <ul style="list-style-type: none"> • Uses intellectual curiosity, judgment and analytical decision-making in the acquisition, integration and application of knowledge. • Solves problems utilizing technology, quantitative and qualitative information and mathematical concepts. 	<ul style="list-style-type: none"> • Collegiate Learning Assessment (CLA) • Capstone experience in the major* • Program Learning Outcomes (PLOs)
<p>Community/Global Consciousness</p> <p>Understands and applies personal concepts of integrity, ethics, self-esteem, lifelong learning, while contributing to the well being of the society and the environment.</p> <p>Demonstrates an awareness and respect of the values of diversity, complexity, aesthetics and varied cultural expressions.</p>	<ul style="list-style-type: none"> • PLOs • Service Learning* • Learning communities* • General Education assessment* • Written proficiency exam* • Capstone* • CCSSE • Involvement in clubs and institution-related community activities*
<p>Career and Specialized Knowledge</p> <ul style="list-style-type: none"> • Demonstrates knowledge, skills and abilities related to student educational goals including career, transfer and personal enrichment. 	<ul style="list-style-type: none"> • Student Learning Outcome and PLO assessment data • Degree and certificate completion rate • Transfer data rates • Licensure exam pass rates • Capstone* • CCSSE • Graduate survey* • Student employment survey*

2015-2016 On Going Requests Scoring			
Budget Request	Total Average Score	Amount	
Program Reviews: - 26Binder Tab BOn GoingX Ray equipment maintenance agreement	80.41	\$ 10,000.00	Mandatory
Program Reviews: - 1Binder Tab BOn GoingAnnual accreditation fees	79.87	\$ 200.00	Mandatory. Changed from \$1,900. This is for the difference in baseline budget to requested amount.
Program Reviews: - 13Binder Tab ROn GoingAdjunct librarians	65.24	\$ 130,000.00	Mandatory
Program Reviews: - 18Binder Tab QOn GoingProvide closed captioning in the classrooms in	59.37	\$ 45,000.00	Mandatory
Program Reviews: - 17Binder Tab QOn GoingIncrease Banner/Elucian support service contract	52.58	\$ 25,000.00	Mandatory
Program Reviews: - 11Binder Tab IOn GoingInformation system license fees for student	38.65	\$ 8,000.00	Mandatory
Program Reviews: - 16Binder Tab POn GoingFacilities Planning Consultant	93.27	\$ 30,000.00	
Program Reviews: - 14Binder Tab POn GoingM&O Baseline Funding Increase	88.00	\$ 166,596.00	Difference between existing baseline of \$759,423 and requested amount of \$926,019
Program Reviews: - 15Binder Tab POn GoingCampus Roadway Increase	82.96	\$ 266,900.00	
Program Reviews: - 25Binder Tab BOn GoingProgram supplies	77.27	\$ 500.00	
Program Reviews: - 27Binder Tab BOn GoingIncrease supplies, equipment costs & license fees	77.17	\$ 15,000.00	
Program Reviews: - 7Binder Tab HOn GoingNon instructional supplies	76.54	\$ 750.00	
Program Reviews: - 10Binder Tab HOn GoingTravel & conference	75.92	\$ 5,000.00	Move to professional development
Program Reviews: - 6Binder Tab HOn GoingTemporary hourly clerical III's	74.36	\$ 19,235.00	#13 Classified Position: Language Arts Clerical III
Program Reviews: - 28Binder Tab BOn GoingRepairs of machines & equipment & supplies	74.33	\$ 2,200.00	
Program Reviews: - 5Binder Tab EOn GoingProfessional growth funds	71.77	\$ 2,000.00	Move to professional development
Program Reviews: - 9Binder Tab HOn GoingContract services	71.38	\$ 14,000.00	
Program Reviews: - 8Binder Tab HOn GoingNon capitalized equipment	71.24	\$ 2,700.00	
Program Reviews: - 12Binder Tab KOn GoingMarketing & marketing materials	65.92	\$ 83,000.00	Possible alt funding for SSSP/Equity
Program Reviews: - 20Binder Tab QOn GoingContinue training videos available through	62.82	\$ 15,000.00	
Program Reviews: - 22Binder Tab QOn GoingEstablishment of a standing server refresh cycle	56.82	\$ 80,000.00	
Program Reviews: - 23Binder Tab QOn GoingEstablishment of a standing desktop computer	56.18	\$ 450,000.00	
Program Reviews: - 19Binder Tab QOn GoingCreate a regular refresh cycle for the classroom	52.38	\$ 70,000.00	
Program Reviews: - 24Binder Tab QOn GoingNew computers for new hires	37.18	\$ 45,000.00	
Program Reviews: - 21Binder Tab QOn GoingPilot innovative instructional or operational software	35.14	\$ 25,000.00	
Program Reviews: - 2Binder Tab COn GoingHourly Clerical III	30.65	\$ 30,962.00	#1 Classified position priority: Risk Management, Clerical III
Program Reviews: - 3Binder Tab COn GoingNon instructional supplies	27.62	\$ 2,508.00	
Program Reviews: - 4Binder Tab COn GoingStudent Workers Division Office	15.28	\$ 7,360.00	

\$ 1,551,911.00

2015-2016 One Time Requests Scoring			
Budget Request	Total Average Score	Amount	
Program Reviews: - 9Binder Tab POne TimeNew Master Plan	96.91	300,000.00	
Program Reviews: - 11Binder Tab POne TimeRelocate Campus Security/FA	88.42	70,000.00	
Program Reviews: - 12Binder Tab POne TimePalmdale Consultant Fees	88.09	65,000.00	
Program Reviews: - 10Binder Tab POne TimeReplace District Vehicles	87.36	85,000.00	
Program Reviews: - 2Binder Tab GOne TimeImplementation of mandated affordable health care act	52.21	20,000.00	
Program Reviews: - 3Binder Tab LOne TimeSupplies for student identification cards	28.83	5,000.00	
Program Reviews: - 7Binder Tab BOne TimeRepair of engineering lab	64.32	1,000.00	
Program Reviews: - 16Binder Tab QOne TimeReplace aging library student copier with state of the art scanning	61.36	2,100.00	
Program Reviews: - 13Binder Tab ROne TimeMore welcoming environment	61.01	15,000.00	
Program Reviews: - 17Binder Tab QOne TimeUpgrade SSV151 AV	56.14	40,000.00	
Program Reviews: - 8Binder Tab FOne TimeNew art gallery flooring	54.72	5,000.00	
Program Reviews: - 18Binder Tab QOne TimeSound baffling equipment for quality instructional video recording	54.60	18,000.00	
Program Reviews: - 19Binder Tab QOne TimeRenovation of BE306 & BE302	38.99	35,000.00	
Program Reviews: - 4Binder Tab LOne TimeDistrict funded student workers	37.96	15,000.00	
Program Reviews: - 20Binder Tab QOne TimeUnified identity system (on going need as well)	33.68	200,000.00	

Program Reviews: - 6Binder Tab ROne TimeCCSSE survey for student engagement	67.19	10,000.00	consideration
Program Reviews: - 5Binder Tab ROne TimeProfessional development	65.32	10,000.00	
Program Reviews: - 1Binder Tab FOne TimeProvide training & transfer degrees to students	49.09	5,000.00	
Program Reviews: - 15Binder Tab LOne TimeUpgrade 4 computers	38.03	6,000.00	
Program Reviews: - 14Binder Tab LOne Time2 computers for front desk	36.38	1,800.00	

CMS/Administrative Prioritization List

List by Rank

February 5, 2015

Rank	Position	Division/Area	Score	Comments
1	Development Officer, Alumni relations	Institutional Advancement	365	Range 26 \$89,821
2	Technical Director, Performing Arts theater	Business	354	Range 26* \$89,821
3	Budget Analyst	Business	337	Range 23* \$81,996

TOTAL \$261,638

*Subject to HR assessment

NON-CMS CLASSIFIED PRIORITIZATION LIST

Listed by Rank
December 16, 2014

Rank	Position	Division/Area	Score	Comments
1	Clerical III	HR/Risk Management	420	Range 12 \$59,559
2	Cashier	Business	400	Range 9 \$54,832
3 tie	Technical Analyst	Business	389	Range 17 \$68,665
3 tie	Administrative Assistant	Institutional Advancement	389	Range 16 \$66,711
4	Custodian I	Facilities	370	Range 10 \$56,351
5	Clerical III (Learning Center)	Academic Affairs	350	Range 12 \$59,559
6	Technical Analyst	Information Technology	345	Range 17 \$68,665
7	Network Engineer	Information Technology	344	Range 28* \$95,528
8	Automotive Equipment Mech. Asst.	Facilities	339	Range 18 \$70,693
9	Employment Outreach Spec.	Student Services	331	Range 15 \$64,824
10	Grounds Maintenance Worker	Facilities	313	Range 11 \$57,925
11	Sound Engineer	Business/Auxiliary	308	Range 21 \$77,228
12	Clerical III (Athletics)	Academic Affairs	299	Range 12 \$59,559
13	Clerical III (Language Arts)	Academic Affairs	288	Range 12 \$59,559
14	20% Coord. Deaf Services	Student Services	285	Range 16 20%= \$13,733

TOTAL \$933,391

*Subject to Classified Bargaining Unit & Human Resources Assessment