

Budget Committee Agenda

Wednesday, August 28, 2019
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 Proxy, Van Rider	Academic Senate President or Designee (Co-Chair)	Standing
Vacant	Adjunct Faculty Representative	(1-year term)
Vacant	ASO Representative	(1-year term)
Maria West	Classified Representative	2017-2020
Nichelle Williams	CMS Representative	2018-2021
Riley Dwyer	Dean of Academic Affairs	2016-2019
Jill Zimmerman	Dean of Student Services	2017-2020
Vacant	Enrollment Management Committee	(3-year term)
Jared Simmons	Facilities	2017-2020
Karen Heinzman	Faculty Representative	2017-2020
Vacant	Human Resources	(3-year term)
Rick Shaw	Information Technology Committee	2019-2022
Richard Fleishman	Outcomes Committee	2018-2021
Vacant	Program Review Committee	(3-year term)
Vanessa Gibson	Student Success Committee	2019-2022
Pamela Ford	Classified Union	2017-2020
Violet Christopher	Faculty Union	2018-2021

Ex-Officios:

Les Uhazy	Interim VP Academic Affairs, Ex-Officio	Standing
John Hutak	Interim VP HR & Employee Relations, Ex-Officio	Standing
Erin Vines	VP Student Services, Ex-Officio	Standing
Vacant	VP Academic Affairs, Ex-Officio	Standing

Items	Person	Action / Notes
I. Approval of Minutes: May 29, 2019 Meeting	Ms. Keelen	
II. Information Items: 2019-2020 Meeting Schedule	Ms. Keelen	
III. Membership – Expired Terms and Vacant Positions	Ms. Keelen	



IV. Presentation of the 2019-2020 Adopted Budget	Ms. Keelen	
V. Discussion Items: Feedback Loop for 2018-2019 Requests over \$100k	Ms. Keelen	
<p>NEXT MEETING DATE: September 25, 2019</p> <p>2019 DATES: 10/23, November (TBD-Joint SPC & BC) 2020 DATES: 1/22, 2/26, 3/25, 4/22 (Joint SPC & BC), 5/27, 6/24</p>		



Budget Committee Minutes

Wednesday, May 29, 2019
L-201
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) (By Proxy-Van Rider)
Berta Bilbao	Adjunct Faculty Staff - ABSENT
Taleen Rose	ASO Representative - ABSENT
Maria West	Classified Representative – by Proxy Suzanne Olsen
Nichelle Williams	CMS Representative
Riley Dwyer	Dean of Academic Affairs - ABSENT
Jill Zimmerman	Dean of Student Services
<i>Vacant</i>	Enrollment Management Committee
Jared Simmons	Facilities
Karen Heinzman	Faculty Staff
Sergio Gomez	Human Resources
Rick Shaw	Information Technology Committee
Richard Fleishman	Outcomes Committee - ABSENT
<i>Vacant</i>	Program Review Committee
Vanessa Gibson	Student Success Committee - ABSENT
Pamela Ford	Classified Union - ABSENT
Violet Christopher	Faculty Union

Ex Officios:

Mark Bryant	VP HR & Employee Relations, Ex-Officio - ABSENT
Erin Vines	VP Student Services, Ex-Officio - ABSENT
<i>Vacant</i>	VP Academic Affairs, Ex-Officio

Items	Person	Action
I. Approval of Minutes: March 27, 2019 Meeting	Ms. Keelen	Minutes were approved as presented.
II. Information Items: Introductions	Ms. Keelen	Ms. Keelen introduced Karen Janiszewski, Budget Analyst, a new position in Business Services.



III.	Presentation of 2019-2020 Tentative Budget Draft	Ms. Keelen	Ms. Keelen presented the 2019-2020 Tentative Budget draft.
IV.	Program Discontinuance of A) Clothing and Textiles Program B) Interior Decorating Program (AP 4021)	Ms. Keelen	Ms. Keelen reviewed the discontinuance of the Clothing and Textiles and Interior Decorating programs including AP 4021.
V.	Discussion Items: Accomplishments for 2018-2019	Ms. Keelen	Ms. Keelen discussed accomplishments of the Budget Committee in 2018-2019 as written on the Annual Report.
NEXT MEETING DATE: June 26, 2019			

Budget Committee 2019-2020 Meeting Schedule

7/24/2019	AS NEEDED
8/28/2019	Presentation of Adopted Budget
9/25/2019	Accomplishments / Annual Report / Goal Setting / Review Charter and Ground Rules / Self-assessment checklist
10/23/2019	Discuss Budget Call
November TBD	<i>(During SP Meeting)</i> <i>Review Strategic Priorities of Institution</i>
11/27/2019	AS NEEDED
December	DARK
1/22/2020	Review Budget Requests
2/26/2020	Review Budget Request Scoring / Questions
3/25/2020	Review Budget Request Survey Results / Process Improvement
4/22/2020 Joint SP & BC	<i>(During BC meeting)</i> Review Prioritization Lists
5/27/2020	Presentation of Tentative Budget
6/24/2020	Review Funding Allocations / Feedback Loop



Antelope Valley College Resource Utilization Report

The **purpose of this document** is to report back to the AVC Budget committee the effectiveness and the utilization of the allocation of funds. Administrators of all funded projects are required to submit this document to the Budget Committee by June 1st following allocation of funds for requests that are \$100K or more.

Name (print): Jared Simmons Date: 8/21/2019

Program/ Department name: Facilities Services

Administrator: Doug Jensen Location (circle): Lancaster / Palmdale Center / Foxfield / Other All

FOAP: 00000.14505.6100.710000

One-Time Funding On Going

Summary of Request:

25 PASSENGER BUS REPLACEMENT

Provide one time funding for a new district vehicle 25 passenger bus. Our current bus (#9B) is frequently in the shop for repairs due to its secondary burn diesel fuel system. It was the one of the first vehicles manufactured at a time of strict air quality management requirements so the manufacturers did not have a good track record yet. Most commercial bus owners prefer gasoline due to this issue. A simple sensor error can hold the van in the shop for several weeks and if the bus were to be subject to the "lemon law" it would have qualified 4 times over. This means trips get canceled and several vans have to be used. This vehicle replacement is a high priority due to its heavy use for instructional and athletic activities. The only folks who can repair it are the manufacturer – of which there are two different entities needed to repair different parts and both of which are in Ventura county and require a healthy towing expense.

Goals, Outcomes and Assessment:

Please describe how these funds enhanced your program goals and specific outcomes that were achieved through the use of these funds.

Program Review and Action Plan specifically recommends that Facilities Services be adequately funded to meet the institutional operational requirements. Funding for facility maintenance and renovation has been identified as critical to the support of the educational mission and supporting staff and students. We were able to purchase a new 2018 Ford/Starcraft All-Star 25 Passenger Bus in addition to a 2019 Ford Transit Connect Wagon and two 2019 Ford Transit Wagons via other requests and other funding strings. We utilized nearly every single dollar to get the best bang for the buck to include all taxes and fees and transportation from out of state to get it here. Providing a safe and comfortable environment on campus for students, staff, faculty and the community remains a goal and includes regular transportation. We look forward to many future trips. Since January 2019, we have put 5,315 miles on the bus with over 50 instructional trips and it is already scheduled for 26 future instructional trips.



<u>Identify cost in terms</u>	<u>of:</u>	Amount Requested	Actual spent	Variance*
1XXX (vehicle):	\$	100,000.00	- 93,326.80	= 6,673.20
2XXX (personnel):	\$		-	=
3XXX (benefits):	\$		-	=
4XXX (supplies):	\$		-	=
5XXX (services):	\$		-	=
6XXX: ⁽¹⁾	\$		-	=
Total	\$		-	=

(1) equipment/remodel/site improvement

Outline any major **challenges or obstacles** related to the Budget Request Process:
 As noted above the cost of the item for which we requested funding had increased during the time between submitting the resource allocation request and the purchase order submission.

No challenges or obstacles with this Budget Request Process.

Signature: 
 Administrator's Signature: 

Date: 8/21/2019
 Date: 8/21/2019