

Budget Committee
A G E N D A (Revised)

March 25, 2015
2:30 – 3:30 pm
SSV-151

Type of meeting: Regular Meeting

Recording Secretary: Deborah Morgan

Supporting Documents: 2015-16 Budget Binders (to be distributed), Rubric, two Sample Resource Allocation Proposals, Memo re: Engineering Position

Comments by the Chair

Discussion Item:

1. Review Resource Allocation Process / Rubric
2. Work Two Sample Resource Allocation Proposals

Information:

3. Engineering Faculty Position, Full-time, Temporary

Committee Members

Diana Keelen, Co-Chair	Executive Director Business Services (Co-Chair)
<i>Pending Appointment</i>	Academic Senate President or Designee (Co-Chair)
Jill Zimmerman	Dean of Student Services
<i>Pending Appointment</i>	Dean of Academic Affairs
Pamela Ford	Classified Union
Violet Christopher	Faculty Union
<i>Pending Appointment</i>	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
Fredy Aviles	Outcomes Committee
Carol Eastin	Program Review Committee
Vanessa Gibson	Student Success Committee
LaDonna Trimble	Enrollment Management Committee
Hugo Sanchez	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
Ed Knudson	President, Ex-Officio

2015 Meetings:

April 15 and 22*
May 13 and 27
June 10 and 24
July 8 and 22
August 12 and 26

September 9 and 23

October 14 and 28

November 11 and 25

December 9 and 23

**The April 8 meeting is during intersession; April 15 has been added. Note: It will be in Room L-201.*



Prioritization Rubric
Fiscal Year 2014-2015

Committee Member	_____	Funding Method	
Department	_____	One Time	-
Requested Resource	_____	On Going	-
Amount Requested	_____	Both	-
Date	_____		

Scoring Area	Related Components	Scoring Rubric	Score
Program Review	<ul style="list-style-type: none"> - Program Review(PR)/ Annual Program Assessment (APA) - Goals linked to Institutional Learning Outcomes (ILOs) - Goals linked to Student Learning Outcomes (SLOs) - Goals linked to Program Learning Outcomes (PLOs) - Goals linked to Operational Outcomes (OOs) 	<p>Max 30 Points:</p> <p>0 points: No demonstrated need supported by PR/APA</p> <p>15 points: Demonstrates need from Program by PR/APA</p> <p>30 points: Demonstrates need from PR/APA and linked to Outcomes</p>	
Alignment with Annual Institutional Goals	- Goals of the Educational Master Plan	<p>Max 30 Points: Sum the points for all institutional goals that the request supports</p> <p>6 points: Student Success</p> <p>5 points: Increase in Transfer rates</p> <p>5 points: Career Tech Expansion</p> <p>5 points: Basic Skills and ESL</p> <p>3 points: Efficient and Effective Use of Resources</p> <p>3 points: Enhancing Community Partnerships</p> <p>3 points: Enhancing Technology Support</p>	
Alignment with President's Goals	- 2013-2014 President's Goals	<p>Max 20 Points: Sum the points for all institutional goals that the request supports</p> <p>4 points: Supports the 3 year planning cycle for the college</p> <p>4 points: Identifies and defines the core curricula and programs</p> <p>4 points: Incorporates enrollment strategies to support student completion</p> <p>4 points: Strengthens Community Involvement</p> <p>4 points: Develops an ethic of service</p>	
Measurable Assessment Outcomes	- Outcomes Assessment	<p>Max 20 Points:</p> <p>0 points: No outcomes</p> <p>10 points: Documented Measurable Outcome</p> <p>20 points: Documented Measurable Outcome tied to SLO/PLO/ILO/OO</p>	
		Total Points (Max 100):	



ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

BUDGET DEVELOPMENT FISCAL 2014-2015

ADMINISTRATOR USE:

Resource Allocation Proposal

Operational

Originator: Doug Jensen Date Submitted: 4/11/14

Program or Department Name: Facilities Services

Lead for Implementation: Doug Jensen Campus: AVC

Project Start & End Dates: 14/15 Fiscal year

Departments for Coordination: N/A

Account Code: 01.0 00000.0 00000 14505 5XXX 65XXXXXX

Total Amount Requested: \$30,000

One Time Funding On Going Funding XXX

Please describe your request.

Facility alteration and improvement funds are necessary to meet instructional and service requirements of the college. Minor improvements for meeting code, ADA, life, health and safety requirements are also achieved with this funding. Examples of pending alteration and improvement work are the following: 1. Reconstruction of awning over ceramic kilns at FA1. 2. Replacement of non-fire rated doors at Board Room. 3. Signage for faculty, staff and program areas. 4. Minor utility improvements for instructional and staff equipment. Justification criteria must be provided and met by administrator/manager to acquire funds for requirement. In past years Facilities Services have been non-responsive to most alteration and improvement requests due to the lack of a funding source.

Planning Documents

Check the applicable planning document below that supports your request (Select all that apply):

- Program Review Technology Plan
- Action Plan Human Resources Plan
- Educational Master Plan (List other planning document)
- Facilities Master Plan

Briefly demonstrate how your request is supported by the planning documents listed above:

The Facilities Services program review and action plan recommends that Facilities Services reach a customer satisfaction rating of 60% or higher by meeting customer needs more effectively by July 2014. Providing solutions in a timely and effective manner for necessary alterations and improvements is a positive move towards this goal. The Facilities Master Plan, based on the academic requirements from the Educational Master Plan, requires adequate funding to properly maintain the campus facilities to keep the campus operating at acceptable levels. Educational Master Plan Strategic Goal #6 requires that the district 'develop and maintain facilities to ensure an innovative educational environment that supports appropriate learning outcomes through annual assessment of Operational Outcomes for the Facilities Area'. Refer to the Facilities Services Program Review – Section III Planning in the appendix of the Facilities Services budget request submittal.

Section I

Institutional Goals

Check all the applicable Institutional Goals below that support your request (Select all that apply):

Student Success

Efficient and Effective Use of Resources

Increase in Transfer Rates

Enhancing Community Partnerships

Career Tech Expansion

Enhancing Technology Support

Basic Skills and ESL

Briefly describe how your request supports the institutional goals above:

Proper care of buildings, equipment, grounds and infrastructure is required to provide a safe, healthy and operational campus for students and staff. This is critical for students and staff to perform and achieve at an optimal level.

President's Goals

Check all the applicable President's Goals below that are supported by your request (Select all that apply):

Supports 3 year planning cycle for the college

Identifies and defines the core curricula and programs

Incorporates enrollment management strategies to support student completion

Strengthens community involvement

Develops an ethic of service

How does your request support the President's goals above?:

Proper care of buildings, equipment, grounds and infrastructure is required to provide a safe, healthy and operational campus for students and staff. This goal is a cornerstone for supporting the Facilities Services planning objectives that are integrated into the 3 year planning cycle. Facilities Services is the epitome of a service organization dedicated to making all others on campus, students, staff and visitors, successful in their endeavors and satisfied in their experience.

Measureable Outcomes

What is the measureable outcome of your request?

Customer satisfaction

Number of pending alteration and improvement requests

Which learning outcomes are supported by your request?

Operational outcomes that will be supported include:

OO #1: Provide effective tactical and strategic facilities planning, in support of the Educational Master Plan, resulting in the delivery of quality projects, in a timely manner and within budget thus maximizing district resources.

OO #2: Plan and coordinate all phases of capital outlay projects to fulfill district objectives, as defined in the Educational and Facilities Master Plan's, for meeting the facilities related physical and operational needs of a dynamic and growing college.

When will the outcomes be measured (timeline)?

End of fiscal year

How will you measure the desired outcomes?

Alteration and improvement requests completed

Customer satisfaction

Doug Jensen

Administrator's Typed or Printed Name



Administrator's Signature



Date



**ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT FISCAL 2014-2015
Resource Allocation Proposal**

ADMINISTRATOR USE:

Academic

Originator: Maria Kelly Date Submitted: 3/28/14
 Program or Department Name: Radiologic Technology
 Lead for Implementation: Radiologic Technology Department Chair Campus: Lan
 Project Start & End Dates: August 31, 2014
 Departments for Coordination: Radiologic Technology
 Account Code: 01.000000.0-00000-12055-5630-1225000
 Total Amount Requested: \$36,000.00
 One Time Funding XX

Please describe your request.

Replacement and repair to critical x-ray machine components.

2014 APR 16 P 3:10

Planning Documents

Check the applicable planning document below that supports your request (Select all that apply):

- Program Review Technology Plan
 Action Plan Human Resources Plan
 Educational Master Plan (List other planning document)
 Facilities Master Plan

Briefly demonstrate how your request is supported by the planning documents listed above:

Please Note: this request is not needed if funded in the 2013-2014 budget year.

The program has obtained Perkins IV grants for several years, enabling the outfitting of a fully energized simulation laboratory. This laboratory enables students to produce x-rays on phantoms (simulators) and process, analysis, transfer and store digital images, simulating an acute care environment essential to their learning.

For several years the program has requested a repair and maintenance agreement to facilitate a less costly option for inevitable repair needs to the above equipment. The equipment is currently non-functional and now needs repairs.

From the latest 13-14 Program Review:

Goal 3: Service/Preventative Maintenance Agreement for energized x-ray laboratory and related imaging equipment.

Section I

Guided by district Strategic Goal(s):

#7 The College will increase resources to enhance technology's support of the college mission and processes.

Supporting action plan, data analysis, or other documentation:

This agreement will produce a significant cost savings to the College for maintenance and repairs over the al-the-cart option for service. For example, the cost of a service agreement is typically \$10,000-\$15,000 per year, whereas, the cost to replace one part of the x-ray assembly can be upwards of \$40,000.

Objectives: Significant steps or actions needed to achieve the goal

Fund, negotiate and execute agreement

Institutional Goals

Check all the applicable Institutional Goals below that support your request (Select all that apply):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Student Success | <input type="checkbox"/> Efficient and Effective Use of Resources |
| <input type="checkbox"/> Increase in Transfer Rates | <input checked="" type="checkbox"/> Enhancing Community Partnerships |
| <input checked="" type="checkbox"/> Career Tech Expansion | <input type="checkbox"/> Enhancing Technology Support |
| <input type="checkbox"/> Basic Skills and ESL | |

Briefly describe how your request supports the institutional goals above:

Data indicates in general that the overall success of radiology students when compared to institutional standards is far superior. Faculty determined that this may be due to a variety of reasons including, students' intrinsic motivation, program impaction a crossed the state, enthusiastic program support by communities of interest and dedicated faculty., but in particular, identified: the availability of current technology in the simulation laboratory. The continued high achievement, program expansion and enhancing community partnerships, necessities the replacement and repair of critical components of the laboratory equipment, the cost of which cannot be funded through grants.

President's Goals

Check all the applicable President's Goals below that are supported by your request (Select all that apply):

Supports 3 year planning cycle for the college

Identifies and defines the core curricula and programs

Incorporates enrollment management strategies to support student completion

Strengthens community involvement

Develops an ethic of service

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How does your request support the President's goals above?:

The maintenance agreement for simulation lab equipment supports the President's goals by supporting student completion and strengthening community involvement for a minimum of the next 3-year planning cycle (the agreement is for a 5-year agreement in order to obtain best pricing). The simulation laboratory equipment supports student completion by providing the mechanism for student to complete State required laboratory experiments and access to simulation equipment used in the workforce.

Measureable Outcomes

What is the measureable outcome of your request?

Maintaining the simulation laboratory equipment will allow students to meet critical course and program objectives and to be better prepared to entry the local workforce.

Which learning outcomes are supported by your request?

All program and many course outcomes are contingent on maintaining the simulation laboratory. See above under Section II

When will the outcomes be measured (timeline)?

Outcomes are measured each semester students are enrolled.

How will you measure the desired outcomes?

The program has a well-developed outcomes plan that is required to be completed and submitted each year to programmatic accreditation. This plan includes numerous benchmarks and timelines; many are tied to student success in the simulation lab.

Maria Kelly, M.S., R.T.(R)(CT)

Program Director

Administrator's Typed or Printed Name

Karen W. Cowell

Karen W. Cowell

Administrator's Signature

3/28/14

Date



ANTELOPE VALLEY COLLEGE

DATE: March 19, 2015

TO: Edward Beyer, Co-chair, Budget Committee
Diana Keelen, Co-chair, Budget Committee

FROM: Dr. Karen Cowell, Dean, Career Technical Education
Christos Valiotis, STEM Grant Director

SUBJECT: Filling Engineering Faculty Position, Full-time, Temporary

The position of full-time engineering instructor that has been funded by the STEM grant will be filled from August 24, 2015 through August 5, 2016 with a full-time temporary faculty member. The STEM Grant funding for the position ends when the grant ends in September 2016; therefore, the faculty position cannot be funded beyond summer session of 2016.

Thank you.