



STRATEGIC PLANNING and BUDGET COMMITTEE JOINT MEETING AGENDA	WEDNESDAY, November 7, 2018 SSV 151 @ 2:30PM – 4:00PM
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TYPE OF MEETING: *SPC & BC Joint Meeting*
NOTE TAKERS: *Jerene Kelly / Rhonda Burgess*
PLEASE REVIEW/BRING: *Agenda, Minutes and Supporting Documents*

<p><u>Strategic Planning Committee Members:</u> Van Rider, Co-Chair (AS: President) Meeta Goel, Co-Chair (Dean, IERP/Library) Carolyn Burrell (AS: Library) Nate Dillion (Faculty Union) Wendy Dumas (CMS Staff) Kim Fite (Classified Union) Rosa Fuller (AS: Student Services Faculty) Doug Jensen (Exec. Dir., FAC) Connie Marintez (Student – ASO) Suzanne Olson (Classified: Acad. Affairs) Jenell Paul (Classified: Student Services) Rodney Schilling (AS: Transfer Faculty) LaDonna Trimble (Dean, Student Services)</p> <p><u>Vacant</u> AS: Vocational Faculty AS: Business Faculty</p>	<p><u>Budget Committee Members:</u> Diana Keelen, Co-Chair (Exec. Dir., Business Services) Ty Mettler (AS: President Rep.) Violet Christopher (Faculty Union) Riley Dwyer (Dean, Academic Affairs) Carol Eastin (Program Review Committee) Richard Fleishman (Outcomes Committee) Pamela Ford (Classified Union) Alexander Fudala (ASO: Student Rep) Vanessa Gibson (Student Success Committee) Maxine Griffin (Human Resources) Chris Hamilton (Adjunct Faculty Staff) Karen Heinzman (Faculty Staff) Rick Shaw (ITS) Jared Simmon (Facilities) Maria West (Classified Staff) Nichelle Williams (CMS Staff) Jill Zimmerman (Dean, Student Services)</p> <p><u>Vacant</u> Enrollment Management Committee</p>
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Ex-Officios
 Mark Bryant (VP, Human Resources)
 Elizabeth Diachun (Executive Director, Marketing)
 Edward Knudson (Superintendent/President)
 Erin Vines (VP, Student Services)

ITEMS	PERSON(S) RESPONSIBLE	ACTION
STANDING ITEMS:		
I. Approval of Minutes: April 25, 2018 Meeting Minutes	Co-Chair	

INFORMATION/DISCUSSION ITEMS:		
II. Opening Comments from the Co-Chairs	M. Goel D. Keelen V. Rider T. Mettler	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>



III. 2018 Program Reviews and Planning & Budget	M. Goel D. Keelen V. Rider T. Mettler	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
IV. Adopted Budget	D. Keelen	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
V. All College Planning Retreat Follow-up	All	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
VI. Strategic Plan 2018-2021	All	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>

NEXT SPC & BC JOINT MEETING DATE: TBD



STRATEGIC PLANNING and BUDGET COMMITTEE	WEDNESDAY, April 25, 2018
JOINT MEETING MINUTES	SSV 151 @ 2:30PM – 4:00PM

***TYPE OF MEETING:** SPC & BC Joint Meeting*
***NOTE TAKERS:** Jerene Kelly / Rhonda Burgess*
***PLEASE REVIEW/BRING:** Agenda, Minutes and Supporting Documents*

<p><u>Strategic Planning Committee Members:</u> Van Rider, Co-Chair (AS: President) Meeta Goel, Co-Chair (Dean, IERP/Library) Carolyn Burrell (AS: Library) Nate Dillion (Faculty Union) Wendy Dumas (CMS Staff) Kyle Faber (Classified: ITS) Kim Fite (Classified Union) Laureano Flores (Dean, Academic Affairs) Rosa Fuller (AS: Student Services Faculty) Doug Jensen (Exec. Dir., FAC) Angela Koritsoglou: (Co-Chair, Enrollment Mgmt) Connie Marintez (Student – ASO) James Nasipak (Business Services) Suzanne Olson (Classified: Acad. Affairs) Jenell Paul (Classified: Student Services) Rodney Schilling (AS: Transfer Faculty) LaDonna Trimble (Dean, Student Services) <u>Vacant</u> AS: Vocational Faculty AS: Business Faculty Classified: Facilities</p>	<p><u>Budget Committee Members:</u> Diana Keelen, Co-Chair (Exec. Dir., Business Services) Ty Mettler (AS: President Rep.) Violet Christopher (Faculty Union) Riley Dwyer (Dean, Academic Affairs) Carol Eastin (Program Review Committee) – Absent Richard Fleishman (Outcomes Committee) Pamela Ford (Classified Union) – Absent Alexander Fudala (ASO: Student Rep.) – Absent Vanessa Gibson (Student Success Committee) Maxine Griffin (Human Resources) Chris Hamilton (Adjunct Faculty Staff) – Absent Karen Heinzman (Faculty Staff) Rick Shaw (ITS) – Daniel Conner in as proxy Jared Simmons (Facilities) – Absent Maria West (Classified Staff) – Absent Nichelle Williams (CMS Staff) Jill Zimmerman (Dean, Student Services) - Absent <u>Vacant</u> Enrollment Management Committee</p>
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Ex-Officios
 Mark Bryant (VP, Human Resources)
 Elizabeth Diachun (Executive Director, Marketing)
 Edward Knudson (Superintendent/President)
 Bonnie Suderman (VP, Academic Affairs)
 Erin Vines (VP, Student Services)

ITEMS	PERSON(S) RESPONSIBLE	ACTION
STANDING ITEMS:		
I. Approval of Minutes: November 1, 2017 Meeting	M. Goel	Minutes were approved as presented.
INFORMATION/DISCUSSION ITEMS:		
II. Opening Comments from the Co-Chairs	T. Mettler D. Keelen M. Goel V. Rider	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> Ty Mettler opened the meeting and welcomed the committee. Diana Keelen noted the Budget Committee recently scored resource allocation requests – 13 out of 17 members participated in the scoring. <p><u>Action Taken:</u> None</p> <p><u>Follow Up Items:</u> None</p>

<p>III. Budget Committee 2018-2019 Budget Request Scoring Results and Prioritized Lists</p>	<p>T. Mettler D. Keelen</p>	<p>Issues Discussed: Ty Mettler and Diana Keelen presented the Budget Committee 2018-2019 resource allocation scoring results. They gave a PowerPoint presentation and reviewed the awareness of the entire resource allocation process from its start at the planning retreats and as it progresses through campus councils and committees throughout the year. Reviewed the faculty prioritization list, Classified/CMS prioritization lists, non-staffing, one-time and ongoing prioritizations lists. Funding will not be determined until after the May Revise from the Governor of the State of California. At that time, Budget Committee will review and determine funding of each of the prioritized lists. Handout distributed with a 3-year history of funding for comparison.</p> <p>Noted that in June the Budget Committee has a process improvement meeting. Improvements this year included automating the resource allocation request and scoring processes and providing additional training for both. There was training provided in Admin Council that extended to Admin Assistants and two training labs available for the Budget Committee for assistance with scoring.</p> <p>Action Taken: None</p> <p>Follow Up Items: None</p>
<p>IV. Planning @ AVC</p>	<p>M. Goel</p>	<p>Issues Discussed: Dr. Goel gave a presentation on "Planning @ AVC". She discussed with the group the evolution of integrated planning @ AVC from 2010-2013, and 2014 to present, and the different trends. Some of the differences were trends data analysis, arrow of directions, and lack of feedback in terms of the overall process, although it shows that progress has been made. Moving forward to 2014 to present, the diagram shows the components, such as, enrollment management, program learning outcomes student success, environmental scan, and how it feeds into planning.</p> <p>Dr. Goel shared the following links to the "Key AVC Planning Documents":</p> <ul style="list-style-type: none"> - AVC Planning Calendar 2017-2020 - Educational Master Plan - College-Wide Priorities 2017-2020 - AVC Budget (She asked everyone to read pages 9-17 of the 2017-18 adopted budget for linking of the strategic plan and budget) <p>Dr. Goel also discussed the integrated planning model, which was presented at the SCUP conference (The Evolution of Integrated Planning: Implications for the Student Experience). She gave the group a 10 minute exercise by asking everyone to form small groups to discuss and look at the integrated planning model (Chaotic, Reactive, Proactive, and Optimized) and review the questions to help drive the discussion points. They were asked to write down where they think AVC is at with integrated planning and why (i.e. strengths, areas needing improvements). She informed them that their responses/answers will be given to SPC & BC for further discussions.</p>



		Action Taken: None Follow Up Items: None
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NEXT SPC & BC JOINT MEETING DATE: TBD (Approximately October 2018)



Budget Call Memorandum

To: All Vice Presidents, Deans, Directors and Program Coordinators

From: Diana Keelen, Executive Director of Business Services, Budget Committee Co-Chair

Date: November 12, 2018

Re: Budget Development Process Fiscal Year 2019–2020

We are heading into our second year of the electronic process for submitting, reviewing, approving and scoring budget requests.

Also, as part of the Budget Committee's annual process improvement, we are streamlining the request process by asking that you only provide budget requests ABOVE YOUR EXISTING BASELINE for ongoing requests. Please also submit for ONE-TIME REQUESTS that are greater than \$7,500 ONLY. Vice Presidents and Executive Directors will be given funds, *when available in the budget*, to address requests that are \$7,500 or less. There is a lot of time and effort put into the request process and the Budget Committee has determined that it would be a better use of time evaluating those requests of a higher dollar threshold. Requests \$100K or more will require a resource utilization report as part of the feedback loop to Budget Committee.

The Budget Committee has reviewed the budget development process. Even though the District is in stability, accreditation requires that schools plan and review programs and operations to support student learning and success. We develop our planning and prioritization and then apply the available funding when it is available. Enclosed you will find copies of the following to assist in the budget planning process:

- (1) Budget Instructions
- (2) Budget Development Calendar
- (3) Budget Scoring Rubrics
- (4) Resource Utilization Report (Only for those funded requests for \$100K or more)

Please do not include permanent employees. You may include temporary or student worker requests. Permanent employee requests are going through the human resources subgroup to develop the staffing plan. If you have questions on permanent staffing, please contact Mark Bryant in Human Resources.

The Resource Allocation Proposal is required for each request above the baseline budget in 2019-2020.

Please submit requests electronically by Friday, 1/18/19. As always, please feel free to contact me if you need assistance. In the meantime, Happy Budgeting!

Respectfully,

Diana Keelen

Diana Keelen

Executive Director of Business Services, Budget Committee Co-Chair

Budget Request Instructions

Budget is driven by the strategic planning process of the college, which is derived from the educational master plan, facilities master plan, information technology plan, program reviews and other planning documents of the college. The budget does not drive the need for resources, only the ability to fund those resources. Please include those identified needs through the resource allocation proposal process.

1. There must be a **current program review** or annual update given to the program review coordinator in advance before you can request resources. If a current program review or annual update has not been submitted to the program review coordinator, your request ***will be removed from consideration.***
2. ***Requests for marketing, information technology hardware, audio visual equipment, facility alteration & repair, vehicles and financial systems have been centralized.*** If you are requesting items that fit into these categories, you must see the responsible executive director to be considered in the overall prioritization of these items for the District as a whole.

Marketing: Executive Director of Marketing & Public Relations

Financial Systems: Executive Director of Business Services

Audio Visual Equipment or Information Technology Equipment: Executive Director of Information Technology Services

Facility Alteration & Repair and Vehicles: Executive Director of Facilities Planning

If you submit a request for the above referenced items that has not been coordinated with the above executive director, your request ***will not be considered.***

3. Requestors can log into the NEW resource allocation website at: <https://webservices.avc.edu/?service=budget>. Please see below based upon which role that you serve: Requestor, Approver or Budget Committee Scorer.
4. Each administrator must assign a priority rank to the requests coming from their areas. For example, you have 5 total requests. The administrator must assign #1 as the first priority, #2 as the second and so on.



Budget Request Instructions

There can only be one #1, one #2, etc. from the Divisions or Departments as follows:

- Institutional Effectiveness, Research & Planning/Library Services
- Public Information Officer/Marketing
- Business & Auxiliary Services
- Facilities Services
- Information Technology Services/IMC
- Rhetoric & Literacy Division
- Health & Safety Sciences Division
- Career Technical Education Division
- Math, Science & Engineering Division
- Arts & Humanities Division
- Social & Behavioral Sciences Division
- Palmdale/Extended Learning Division
- Risk Management
- Student Life & Development Division
- Enrollment Services Division
- Counseling & Matriculation Division
- Office of Student Services
- Office of Human Resources/Payroll
- Office of Academic Affairs
- Office of the President

- Bachelor's Degree Program

Budget Request Instructions-Requestor

- The request process will be online at: <https://webservices.avc.edu/?service=budget>
- At first login, you will be asked to identify your role. Please pick the department in which you are submitting the resource request. You will only have to do this once. Click budget request on the right hand side of the request. Next, pick the fiscal year of your request, which will be 2019-2020. If it already shows 2019-2020, then pick the type of request. Operational/Academic (Non-Operational). Here is a visual as an example:

(Example of system below only for illustration purposes)

Budget Development Fiscal 2018-2019 Resource Allocation Proposal

Type of request:

Dashboard

Budget Request

Business Services

Approve Requests/Set
Priorities

Modify Data

Modify System

- There are two types of requests. One is for operational requests. The other is for academic/non-operational requests. Determining which one to use depends upon the nature of the request itself.

Operational is typically the general operation of the college. Meaning when the campus opens its doors there are things that must function in order for the college to operate, e.g., the facility, utilities, wi-fi, systems, networking, administration, etc. It is the indirect support to our educational and student support activities.

Academic/Non-Operational is typically tied to the direct instruction of students or the support services that affect student learning outcomes and program learning outcomes. Typically it is tied to some sort of programs such as classroom that require instructional materials & equipment, counseling programs, library services, etc.

Some requests may teeter on operational or academic/non-operational. If your request fits within majority of the following goals, then use the corresponding request form:

Operational Request	Academic/Non Operational Request
Maintaining Health/Safety	EMP Goal #1: Commitment to strengthen Institutional Effectiveness measures and practices
Ensuring Compliance	EMP Goal #2: Increase efficient and effective use of all resources (2.1-Technology, 2.2-Facilities, 2.3-Human Resources & 2.4-Business Services)
Enhancing Operational Support	EMP Goal #3: Focus on utilizing proven instructional strategies that will foster transferable intellectual skills
Utilize campus resources efficiently and effectively	EMP Goal #4: Advance more students to college-level coursework (4.1- Develop and implement effective placement tools)
Maintain & enhancing community partnerships	EMP Goal #5: Align instructional programs to the skills identified by the labor market
Increase resources to enhance technology support of mission & processes	

- Through the campus wide planning retreats, the 2019-2020 priorities will be on EMP Goal #2, #4 & #1, with EMP Goal #1 as an overarching priority over the next several years. We will plan for ALL EMP goals, but the prioritized EMP goals will carry a higher weight in the resource allocation process. As a reminder, here are specific examples of focus:
 - EMP Goal #2: Increase efficient and effective use of all resources.
 - Budgeting, planning & forecasting, Facilities Plan build out.
 - EMP Goal #4: Advance more students to college-level course work.
 - First Year Experience, Summer Bridge, ScoreCard Achievement Gaps, Assessment.
 - EMP Goal #1: Commitment to strengthen Institutional Effectiveness measures and practices.
 - EMP Goal #1 is an overarching priority over the next few years.
- Do not enter in the existing baseline budget amount. The request process is for anything above and beyond your existing baseline budget. For example, the existing



ongoing baseline budget is \$2,000 in travel. An additional \$500 is needed for a total of \$2,500. The request would be for the additional amount, which is \$500.

Do not enter any ONE-TIME REQUESTS BELOW \$7,500. If funds are available, each Vice President and Executive Director will be given funds to address those requests below the threshold on a prioritized basis.

- If the request is for equipment, then please submit a resource allocation proposal for each piece of equipment unless this is relating to successful completion of a project. For example, the request is for two carts. Submit a request for each cart. Another example would be if there is a project to implement security gates in the library. The project requires 4 security gates. A request for each security gate is not necessary because it relates to the replacement of security gates project. Only one proposal is necessary in this case.
- Please identify in the check box of the proposal if partial funding is acceptable and the minimum amount of funding that you would accept.
- Requests over \$100K that are funded will require a feedback loop to Budget Committee at the end of the year.

Please fill out all items on your request.

Section I will ask you to check all applicable planning documents and to briefly describe how your request is supported by the planning documents that you list. Please specifically list the planning document, include the specific language and where it can be located. For example: BSA program review, “the request for software to automate the invoicing system in accounts payable” found on page 10.

Section II will ask you to identify the institutional goals/EMP goals and to describe how your request is within that goal. Please make sure you describe how each box is checked and how it applies to the request. For example, EMP Goal #2: Enhancing Efficient & Effective Use of Resources: this request will reduce the amount of late vendor payments and create an electronic tracking system of where an invoice is in process. Page 10 of the BSA program review. If you are checking more than one box, do this for each box checked and where it can be found in a planning document.

Section III are the President’s Goals. Please check all that apply and describe how it applies to each goal. For example: “Supports a fully-integrated system of record implementation and fiscal independence from LACOE. Page 10 of the BSA program review. Accounts payable software will track the progress of invoices submitted electronically and payment timelines. Timely payments will ensure that the district can maintain fiscal independence by ensuring the District does not have adverse reporting to credit rating agencies that can affect the



District’s ability to sell bonds at lower interest rates.” If you are checking more than one box, do this for each box checked and where it can be found in a planning document.

Section IV will ask that you submit how the use of this requested resource will be measured. You can use qualitative or quantitative methods of measurement. For example: Timeline of payments to vendors will be reduced by 20% in the first year. A system report will be used to track recurring payment due dates and payment dates compare a sampling of the previous year.

Once you submit your request, it will go to the supervising administrator for review, approval and prioritization.

Budget Request Instructions-Approver

The approval process for budget requests will be online at:

<https://webservices.avc.edu/?service=budget>

- At first login, you will be asked to identify your role. Please pick the area that you are approving. You will only have to do this once.
- It is recommended that you review the budget request instructions-requestor to get familiar with what the information that has been given to those submitting requests.
- Once you are logged in, you will see a section to the right:
(Example of system below only for illustration purposes)

AVC Budget Request System Dashboard

Welcome, Diana Keelen.

My Requests

Fiscal Year:

2018-2019

Get Requests

Dashboard

Budget Request

Business Services

Approve Requests/Set
Priorities

- The Dashboard will allow you to view all requests that have been submitted by clicking the fiscal year.
- Click the approve requests/set priorities to view, approve, send back or prioritize requests.

Approve Requests/Set Priorities

Fiscal Year: 2018-2019 Get Requests

Originator	Department	Support	Date Submitted	Short Description	Priority	Prior Year	Status	Funded	Source	View
sburns@avc.edu	Information Technology Services		05/22/2017	A New Hope	1	no	approved			View Request
sburns@avc.edu	Information Technology Services	ITS: YES FAC: YES MAR: YES	06/14/2017	A New Hope	2	no	approved			View Request

- Under this section, you will be able to change the status of each request. Here are the options:



Approve Requests/Set Priorities

Fiscal Year:

Originator	Department	Support	Date Submitted	Short Description	Priority	Prior Year	Status	Funded	Source	View
sburns@avc.edu	Information Technology Services		05/22/2017	A New Hope	<input type="text" value="1"/>	<input type="text" value="no"/>	<div style="border: 1px solid black; padding: 2px;"> submitted revise approved remove </div>	<input type="text"/>	<input type="text"/>	View Request
sburns@avc.edu	Information Technology Services	ITS: YES FAC: YES MAR: YES	06/14/2017	A New Hope	<input type="text" value="2"/>	<input type="text" value="no"/>	<input type="text" value="approved"/>	<input type="text"/>	<input type="text"/>	View Request

- Once a request has been submitted, it will show submitted until it is dispositioned. All submitted requests will need to be approved, removed or revised.

Budget Request Instructions-Budget Committee Scorer

- The approval process for budget requests will be online at:
<https://webservices.avc.edu/?service=budget>
- At first login, you will be asked to identify your role. Please pick the area that you are approving. You will only have to do this once.
- It is recommended that you review the budget request instructions-requestor to get familiar with what the information that has been given to those submitting requests.
- Once logged in, you can go to score requests on the right hand side:

Budget Committee

Score Requests

- Once in the score request screen, you will be able to view all requests that are available for scoring, score the requests and view the score. If there is no score given, this means that you have not scored the request.

(Example of system below only for illustration purposes)

Home » Administration » Business Services » Business Services Budget Request System » Budget Request System Dashboard » Scoring

Dept/Division	Priority	Description	Score Given	Score Request
Information Technology Services	1	A New Hope		Score Request
Information Technology Services	2	A New Hope		Score Request

- By clicking on score request, you can see the details of the request and at the bottom of the page, will be able to provide a score based on what is provided in the request.

Here is an example:



Operational Request

Priority: 1

Originator: sburns@avc.edu

Date Submitted: 05/22/2017

Program or Department Name: Information Technology Services

Lead for Implementation: Stephen Burns

Campus: Palmdale

Brief Description: A New Hope

Project Start & End Dates: Now until forever

Departments for Coordination: ITS

FOAP: 12546124312562122222

Annual One Time Funding Amount: 5000

Incremental increase Above Annual Base Budget On Going Funding Amount: NA

Partial Funding Miniumum Amount: NA

Briefly describe your request:
asdfasdf

Section I: Planning Documents

- Program Review/Annual Program Assessment

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

Section II: Institutional Goals

- Enhancing Operational Support
- Maintaining Health/Safety

Section III: President's Goals

- Supports a fully-integrated system of record implementation and fiscal independence from LACOE
- Supports completing a new 10-year facilities master plan
- Supports conducting a successful bond campaign
- Supports successful preparation for full accreditation process

How does your request support the President's goals above:
A briefly brief description

Section IV: Measureable Outcomes

What is the measureable outcome of your request:
asdf

Which learning outcomes are supported by your request:
asdf

When will the outcomes be measured (timeline):
asdf

How will you measure the desired outcomes:
asdf

Administrator's signature: Not Approved Yet

Date: 05/24/2017

Open Request in New Window

Scoring Area	Related Components	Scoring Rubric	Score
Section I: Planning Documents	<ul style="list-style-type: none"> -Program Review (PR)/Annual Program Assessment (APA) -Action Plan -Educational Master Plan -Facilities Master Plan -Technology Plan -Human Resources Plan -Other planning documents 	<p>Max 30 Points: 0 points: No demonstrated need supported by PR/APA 15 Points: Demonstrates need from Program by PR/APA 30 points: Demonstrates need from PR/APA and linked to Outcomes</p>	<input type="text"/>
Alignment with Annual Operational/Institutional Goals	-Operational/Institutional Goals	<p>Max 29 Points: Sum the points for all operational goals that the request</p> <ul style="list-style-type: none"> 6 points: Maintaining Health/Safety 6 points: Ensuring Compliance 4 points: Enhancing Operational Support 5 points: EMP Goal #2-Efficient and Effective Use of Resources 4 points: Enhancing Community Partnerships 4 points: Enhancing Technology Support 	<input type="text"/>
Alignment with President's goals	-2016-2017 President's Goals	<p>Max 21 Points: 0 points: if it does not support any of the goals 11 Points: if it supports some of the goals 21 points: if it supports most of the goals</p> <ul style="list-style-type: none"> *Supports successful preparation for full accreditation process *Supports conducting a successful bond campaign *Supports completing a new 10-year facilities master plan *Supports a fully-integrated system of record implementation and fiscal independence from LACOE *Supports completion of 10-year educational master plan supported by a 3-year strategic plan *Supports increasing all outcomes on the Student Success Scorecard *Supports completely integrating class schedules that is sequenced for degree programs and supports student educational planning 	<input type="text"/>
Measurable Assessment Outcomes	-Outcomes Assessment	<p>Max 20 Points: 0 points: No Outcomes 10 Points: Documented Measurable Outcome 20 points: Documented Measurable Outcome tied to SLO/PLO/ILO/OO</p>	<input type="text"/>

Submit score

2019-2020 Budget Development Calendar

Task Name	Start	Finish
2019-2020 Budget Development Calendar as of 9/26/18	Wed 10/24/18	Fri 10/11/19
Non-Personnel College Budget Call	Wed 10/24/18	Fri 1/18/19
Budget Committee Budget Call Review	Wed 10/24/18	Wed 10/24/18
Strategic Planning Committee Budget Call Review	Wed 11/7/18	Wed 11/7/18
Budget Call Issue Date & Due Date	Mon 11/12/18	Fri 1/18/19
Resource Allocation Training	Tue 11/13/18	Thu 11/15/18
Personnel Prioritization	Mon 10/15/18	Tue 1/15/19
Faculty Prioritization List	Mon 10/15/18	Tue 1/15/19
CMS & Administrator Prioritization List	Mon 10/15/18	Tue 1/15/19
Classified Prioritization List	Mon 10/15/18	Tue 1/15/19
2018-2019 Audit Presentation to the Board of Trustees	Mon 1/14/19	Mon 1/14/19
Governor's 2019-2020 Budget Released	Tue 1/15/19	Tue 1/15/19
Annual Budget Committee Goal Setting and Review of Prior Year	Wed 11/28/18	Wed 11/28/18
Tentative Budget Development	Mon 1/14/19	Fri 6/21/19
Other Funds Budget Call Issued	Mon 2/11/19	Fri 3/15/19
Restricted/Grant Budget Call Issued	Mon 2/11/19	Fri 3/15/19
2017-2018 Recalculation Issued (R1)	Fri 2/15/19	Fri 2/15/19
2018-2019 First Principle Apportionment Issued (P1)	Fri 2/15/19	Fri 2/15/19
Business Services compiles New Resource Requests	Mon 1/21/19	Mon 1/21/19
Resource Requests sent to BC Members prior to meeting	Mon 1/21/19	Mon 1/21/19
Budget Committee Reviews Resource Requests	Thu 1/24/19	Thu 3/14/19
Deadline for BC to Score Requests	Fri 3/15/19	Fri 3/15/19
Budget Committee reviews scoring results	Wed 3/27/19	Wed 3/27/19
Budget Committee Joint Meeting with Strategic Planning Committee	Wed 4/24/19	Wed 4/24/19
Budget Committee sends Recommendations to Exec Council	Fri 4/26/19	Fri 4/26/19
Executive Council Reviews Recommendations	Mon 4/29/19	Mon 4/29/19
Tentative Budget Development	Mon 1/14/19	Fri 4/26/19
Tentative Budget Presented to Administrative Council	Tue 5/21/19	Tue 5/21/19
Final List to Budget Committee	Tue 5/21/19	Tue 5/21/19
Tentative Budget Presented to Budget Committee	Wed 5/22/19	Wed 5/22/19
Budget sent to President's Office	Thu 5/30/19	Thu 5/30/19
Tentative Budget Presented to Strategic Planning Committee	Wed 6/5/19	Wed 6/5/19
Board of Trustees Approves Tentative Budget	Mon 6/10/19	Mon 6/10/19
Memos to Requestors issued for Resource Allocation Disposition	Fri 6/21/19	Fri 6/21/19
Governor's May Revision	Wed 5/15/19	Wed 5/15/19
2018-2019 Second Principle Apportionment Issued (P2)	Fri 5/31/19	Fri 5/31/19
State Budget Enacted	Mon 7/1/19	Mon 7/1/19
2019-2020 Advanced Apportionment Issued (AD)	Mon 7/22/19	Mon 7/22/19
2019-2020 Chancellor's Office Budget Workshop	Mon 7/29/19	Mon 7/29/19
Adopted Budget Development	Tue 8/6/19	Thu 10/3/19
2018-2019 Unaudited Actuals Available	Tue 8/6/19	Tue 8/6/19
Adopted Budget Presented to Budget Committee	Wed 8/21/19	Wed 8/21/19
Adopted Budget Presented to Administrative Council	Tue 8/27/19	Tue 8/27/19
Final Adopted Budget sent to President's Office	Fri 8/30/19	Fri 8/30/19
Adopted Budget Presented to Strategic Planning Committee	Wed 9/4/19	Wed 9/4/19
Board of Trustees Adopts the Budget	Mon 9/9/19	Mon 9/9/19
Budget Committee Review for Process Improvement	Wed 9/25/19	Wed 9/25/19
Budget Committee Joint Meeting with Strategic Planning Committee	Thu 10/3/19	Thu 10/3/19



Non-Permanent Staffing Prioritization Rubric
Academic/Non-Operational Request
 Fiscal Year 2019-2020

Committee Member _____ Requested Resource _____
 Department _____ Date _____

Scoring Area	Related Components	Scoring	Score
I: Planning Documents	<ul style="list-style-type: none"> - Program Review(PR)/ Annual Program Assessment (APA) - Action Plan - Educational Master Plan/ 3-Year Strategic Plan - Facilities Master Plan - Technology Plan - Human Resources Plan - Other planning documents 	<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>	
II: Alignment with Annual Institutional Goals	- Goals of the Educational Master Plan	<p>Max 29 Points: Sum the points for all institutional goals that the request supports</p> <p>7 points: Goal #1: Commitment to strengthen Institutional Effectiveness measures and practices</p> <p>7 points: Goal #2: Increase efficient and effective use of all resources (2.1-Technology, 2.2-Facilities, 2.3-Human Resources & 2.4-Business Services)</p> <p>5 points: Goal #3: Focus on utilizing proven instructional strategies that will foster transferable intellectual skills</p> <p>7 points: Goal #4: Advance more students to college-level coursework (4.1- Develop and implement effective placement tools)</p> <p>3 points: Goal #5: Align instructional programs to the skills identified by the labor market</p>	
III. Alignment with President's Goals	- President's Goals	<p>Max 21 Points:</p> <ul style="list-style-type: none"> - 0 points if it does not support any of the goals - 11 points if it supports some of the goals - 21 points if it supports most of the goals <p>*Supports successful preparation for mid-term report and full accreditation process</p> <p>*Supports the Guided Pathways Program</p> <p>*Supports completing facilities master plan build out of Measure AV projects</p> <p>*Supports a fully-integrated system of record continued implementation of all modules</p> <p>* Supports completion of a 10-year educational master plan supported by a 3-year strategic plan</p> <p>* Supports increasing all outcomes on the Student Success Scorecard</p> <p>* Supports completely integrating class schedules that are sequenced for degree programs and supports student educational planning & completion</p> <p>* Supports completing a three-year integrated planning system that includes Strategic Plan, Facilities, Information Technology, Human Resources staffing, Marketing, Student Equity and Enrollment Management</p> <p>* Supports the new Palmdale Center expansion and Fox Field renovations to further workforce development support</p> <p>* Supports successfully increasing enrollment of the bachelor's degree program</p> <p>* Supports expanding participation and streamlining the participatory governance structure of the college</p>	
IV. Measurable Assessment Outcomes (SLO/PLO/ILO/OO, etc)	- 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):			



Non-Permanent Staffing Prioritization Rubric

Operational Request

Fiscal Year 2019-2020

Committee Member _____ Requested Resource _____
 Department _____ Date _____

Scoring Area	Related Components	Scoring Rubric	Score
I: Planning Documents	<ul style="list-style-type: none"> - Program Review(PR)/ Annual Program Assessment (APA) - Action Plan - Educational Master Plan/ 3-Year Strategic Plan - Facilities Master Plan - Technology Plan - Human Resources Plan - Other planning documents 	<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>	
II. Alignment with Annual Operational/ Institutional Goals	<ul style="list-style-type: none"> - Operational/ Institutional Goals 	<p>Max 29 Points: Sum the points for all operational goals that the request supports</p> <p>6 points: Maintaining Health/Safety</p> <p>6 points: Ensuring Compliance</p> <p>4 points: Enhancing Operational Support</p> <p>5 points: EMP Goal #2-Efficient and Effective Use of Resources</p> <p>4 points: Enhancing Community Partnerships</p> <p>4 points: Enhancing Technology Support</p>	
III. Alignment with President's Goals	<ul style="list-style-type: none"> - President's Goals 	<p>Max 21 Points:</p> <ul style="list-style-type: none"> - 0 points if it does not support any of the goals - 11 points if it supports some of the goals - 21 points if it supports most of the goals <p>*Supports successful preparation for mid-term report and full accreditation process</p> <p>*Supports the Guided Pathways Program</p> <p>*Supports completing facilities master plan build out of Measure AV projects</p> <p>*Supports a fully-integrated system of record continued implementation of all modules</p> <p>* Supports completion of a 10-year educational master plan supported by a 3-year strategic plan</p> <p>* Supports increasing all outcomes on the Student Success Scorecard</p> <p>* Supports completely integrating class schedules that are sequenced for degree programs and supports student educational planning & completion</p> <p>* Supports completing a three-year integrated planning system that includes Strategic Plan, Facilities, Information Technology, Human Resources staffing, Marketing, Student Equity and Enrollment Management</p> <p>* Supports the new Palmdale Center expansion and Fox Field renovations to further workforce development support</p> <p>* Supports successfully increasing enrollment of the bachelor's degree program</p> <p>* Supports expanding participation and streamlining the participatory governance structure of the college</p>	
IV. Measurable Assessment Outcomes (SLO/PLO/ILO/OO, etc)	<ul style="list-style-type: none"> - 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>	

4-Oct-18

Total Points (Max 100):	
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**ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT FISCAL 2019-2020
Resource Allocation Proposal
Operational Request**

Budget Committee use:

Originator: _____ Date Submitted: _____

Program or Department Name: _____

Lead for Implementation: _____ Campus: _____

Brief Description of Request: _____

Project Start & End Dates: _____

Departments for Coordination: _____ Dept. Head Signature: _____

FOAP: _____

Annual One-Time Funding Amount \$ _____	Incremental Increase <u>Above Annual</u> Base Budget On Going Funding Amount \$ _____	<input type="checkbox"/> Check if partial funding is acceptable Minimum Amount\$ _____
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Briefly describe your request. (100 words or less)

Section I. Planning Documents

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

Program Review/Annual Program Assessment

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:

Section II. Institutional Goals

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

Maintaining Health/Safety

Ensuring Compliance

Enhancing Operational Support

Enhancing Community Partnerships

EMP Goal #2: Enhancing Efficient & Effective Use of Resources

Enhancing Technology Support

Briefly describe how your request supports the institutional goals above:

Section II

Section III. President's Goals

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

- Supports successful preparation for mid-term report and full accreditation process
- Supporting the Guided Pathways program
- Supports completing facilities master plan build out of Measure AV projects
- Supports a fully-integrated system of record continued implementation of all modules
- Supports completion of a 10-year educational master plan supported by a 3-year strategic plan
- Supports increasing all outcomes on the Student Success Scorecard
- Supports completely integrating class schedules that are sequenced for degree programs and supports student educational planning & completion
- Supports completing a three-year integrated planning system that includes Strategic Plan, Facilities, Information Technology, Human Resources staffing, Marketing, Student Equity and Enrollment Management
- Supports the new Palmdale Center expansion and Fox Field renovations to further workforce development support
- Supports successfully increasing enrollment of the bachelor's degree program
- Supports expanding participation and streamlining the participatory governance structure of the college

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

Section IV. Measureable Outcomes

What is the measureable outcome of your request?

Which learning outcomes are supported by your request?

When will the outcomes be measured (timeline)?

How will you measure the desired outcomes?

Section IV

Administrator's Typed or Printed Name

Administrator's Signature

Date



ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

BUDGET DEVELOPMENT FISCAL 2019-2020

Budget Committee use: _____

Resource Allocation Proposal

Academic/Non-Operational Request

Originator: _____ Date Submitted: _____

Program or Department Name: _____

Lead for Implementation: _____ Campus: _____

Brief Description of Request: _____

Project Start & End Dates: _____

Departments for Coordination: _____ Dept. Head Signature: _____

FOAP: _____

Annual
One-Time Funding Amount
\$ _____

Incremental Increase
Above Annual Base Budget
On Going Funding Amount
\$ _____

Check if partial funding is acceptable
Minimum Amount\$ _____

Briefly describe your request. (100 words or less)

Section I. Planning Documents

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

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

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

Section II. Institutional Goals

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

- EMP Goal #1: Commitment to strengthen Institutional Effectiveness measures & practices
- EMP Goal #2: Increase efficient & effective use of all resources (2.1-Technology, 2.2-Facilities, 2.3-Human Resources, 2.4-Business Services)
- EMP Goal #3: Focus on utilizing proven instructional strategies that will foster transferable intellectual skills
- EMP Goal #4: Advance more students to college level coursework (4.1-Develop and implement effective placement tools)
- EMP Goal #5: Align instructional programs to the skills identified by the labor market

Briefly describe how your request supports the institutional goals above:

Section II

Section III. President's Goals

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

- Supports successful preparation for mid-term report and full accreditation process
- Supporting the Guided Pathways program
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How does your request support the President's goals above?

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What is the measureable outcome of your request?

Which learning outcomes are supported by your request?

When will the outcomes be measured (timeline)?

How will you measure the desired outcomes?

Section IV

Administrator's Typed or Printed Name

Administrator's Signature

Date