

**STRATEGIC PLANNING & BUDGET COMMITTEE JOINT MEETING  
AGENDA**

**WEDNESDAY, MARCH 23, 2016  
SSV 151 @2:30PM – 4:00PM**

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

**STRATEGIC PLANNING COMMITTEE MEMBERS:**

**Co-Chairs:** Ed Beyer & Meeta Goel,  
 David Adams (Faculty)  
 Liette Bohler (Faculty Union)  
 Carolyn Burrell (AS: Library)  
 Elizabeth Diachun (CMS)  
 Michael Dioquino (ITS)  
 Joshuaree Dumas (ASO: Student Rep.)  
 Wendy Dumas (Business Services)  
 Kyle Faber (Classified: ITS)  
 Kim Fite (Classified Union)  
 Doug Jensen (Exec. Dir., FAC)  
 Suzanne Olson (Classified: Acad. Affairs)  
 Jenell Paul (Classified, Student Services)  
 Duane Rumsey (Enrollment Mgmt.)  
 LaDonna Trimble (Dean, Student Services)  
 Les Uhazy (Dean, Math, Science & Engineering)

**Ex-Officio's:**

Mark Bryant (VP, Human Res.)  
 Bonnie Suderman (VP, Academic Affairs)  
 Erin Vines (VP, Student Services)

**BUDGET COMMITTEE MEMBERS:**

**Co-Chairs:** Diana Keelen & Irit Gat  
 Jill Zimmerman (Dean, Student Services)  
 Rick Motawakel (Interim Dean, Academic Affairs)  
 Pamela Ford (Classified Union)  
 Violet Christopher (Faculty Union)  
 Justin Shores (Faculty Representative)  
 Jonathan Over (Adjunct Faculty Representative)  
 Maria West (Classified Staff Representative)  
 Nichelle Williams (CMS Representative)  
 Jarod Simmons (Facilities)  
 Maxine Griffin (Human Resources)  
 Rick Shaw (Information Technology Committee)  
 Vacant (Outcomes Committee)  
 Carol Eastin (Program Review Committee)  
 Vanessa Gibson (Student Success Committee)  
 Vacant (Enrollment Management Committee)  
 Vacant (ASO: Student Representative)  
 Wendy Dumas (Proxy for Co-Chair)

**Ex-Officio's:**

Mark Bryant (VP, Human Resources)  
 Bonnie Suderman (VP, Academic Affairs)  
 Erin Vines (VP, Student Services)

ITEMS	PERSON(S) RESPONSIBLE	ACTION
<b>STANDING ITEMS:</b>		
I. Approval of Minutes: October 14, 2015	All	
II. Opening comments from the Co-Chairs	Dr. Beyer, Dr. Goel, Ms. Keelen, and Dr. Gat	
<b>INFORMATION/DISCUSSION ITEMS:</b>		
III. Resource Allocation Priorities for 2016- 2017	Ms. Keelen and Dr. Gat	
IV. Alignment of New EMP 3-year Strategic Planning with Program Review and Resource Allocation	Dr. Goel and Dr. Beyer	

**NEXT SPC JOINT MEETING DATE: TBD**



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# Joint Strategic Planning and Budget Committee Minutes

October 14, 2015  
SSV-151  
2:45 – 4:00pm

**Type of Meeting:** *Joint Strategic Planning & Budget Committee Meeting*

**Note Taker:** *Mary Kelsay*

**Please Review/Bring:** Agenda, Minutes and Supporting Documents

**Strategic Planning Committee Members:**

Ed Beyer, Co-Chair (AS: President)  
Meeta Goel, Co-Chair (Dean, IERP/Library)  
David Adams (Faculty)  
Liette Bohler (Faculty Union) - absent  
Mark Bryant (VP, Human Res.)  
Carolyn Burrell (AS: Library) - absent  
Noemi Bustamante (ASO: Student Rep.) - absent  
Joshua Dumas (ASO: Student Rep.)  
Wendy Dumas (Business Services)  
Kyle Faber (Classified: ITS) - absent  
Kim Fite (Classified Union) - absent  
Brenna Humann (CMS) - absent  
Doug Jensen (Exec. Dir., FAC) - absent  
Katherine Mergliano (ITS) - absent  
Suzanne Olson (Classified: Acad. Affairs)  
Jenell Paul (Classified, Student Services)  
Duane Rumsey (Enrollment Mgmt.) - absent  
Bonnie Suderman (VP, Academic Affairs)  
LaDonna Trimble (Dean, Student Services)  
Les Uhazy (Dean, Math, Science & Engineering) - absent  
Erin Vines (VP, Student Services)

**Budget Committee Members:**

Diana Keelen, Co-Chair (Exec. Dir., Business Services)  
Irit Gat, Co-Chair (AS: President)  
Jill Zimmerman (Dean, Student Services)  
Karen Cowell (Dean, Academic Affairs)  
Pamela Ford (Classified Union)  
Violet Christopher (Faculty Union)  
Justin Shores (Faculty Staff)  
Jonathan Over (Adjunct Faculty)  
Maria Valenzuela (Classified Staff)  
Nichelle Williams (CMS)  
Jarod Simmons (Facilities)  
Maxine Griffin (Human Resources)  
Rick Shaw (ITS) – Michael Dioquino - proxy  
Vacant (Outcomes Committee) absent  
Carol Eastin (Program Review Committee)  
Vanessa Gibson (Student Success Committee) - absent  
Kim Covell (Enrollment Management Committee)  
Vacant (ASO: Student Rep) - absent  
Mark Bryant (VP, Human Resources: Ex-Officio)  
Erin Vines (VP, Student Services: Ex-Officio)  
Bonnie Suderman (VP, Academic Affairs: Ex-Officio)  
Edward Knudson (Superintendent/President: Ex-Officio)

Items	Person	Action
I. Approval July 8, 2015 Joint Meeting Minutes	All	The minutes of the July 8, 2015 Joint Strategic Planning and Budget Committee meeting were approved by unanimous vote.
II. Opening Comments from the Co-Chairs	<i>Dr. Beyer, Dr. Goel, Ms. Keelen and Dr. Gat</i>	<p><b><u>Issues Discussed:</u></b> There were no comments from the co-chairs.</p> <p><b><u>Action Taken:</u></b> None</p> <p><b><u>Follow Up Items:</u></b> None</p>



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III. Reports	<i>All discussion</i>	<b><u>Issues Discussed:</u></b> There were no reports.  <b><u>Action Taken:</u></b> None  <b><u>Follow Up Items:</u></b> None
IV. Long-Term Planning	<i>Mr. Knudson</i>	<b><u>Issues Discussed:</u></b> Mr. Knudson defined the roles of the different planning groups on campus and how they relate to each other. He noted that planning drives the budget, and Program Review approves the requests. If the resource allocations are there, then the request goes to the budget group for prioritization. Planning is always out three years and he discussed the three year plan versus the ten year plan.  <b><u>Action Taken:</u></b> None  <b><u>Follow Up Items:</u></b> Ms. Keelen is preparing the budget projections and plans to put out a call for budget requests within the next few weeks.
V. Informational EMP Consultant (Fred Trapp) Work Timeline	<i>Dr. Goel</i>	<b><u>Issues Discussed:</u></b> Dr. Goel noted that the consultant will be working with the group and will need some 2016-2017 information to proceed. Committee members reviewed and discussed the Educational Master Plan timeline and general outline. Dr. Goel noted that the current educational master plan ends in 2016 and asked committee members if they thought the plan should tie in with existing goals.  <b><u>Action Taken:</u></b> None  <b><u>Follow Up Items:</u></b> None
VI. Budget Committee Positions	<i>Ms. Keelen</i>	<b><u>Issues Discussed:</u></b> Ms. Keelen noted that these were informational items only and no action was required from the committee. She reviewed the three positions that were brought to the Budget Committee at their last meeting: An OSD Disability Services Specialist; Clerical III position for EOPS; and a 12-month Physical Sciences Laboratory Technician. Dr. Beyer asked about faculty positions going through the Budget



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		<p>committee and Ms. Keelen noted that counseling positions and categorical funding positions did go to the committee as informational items.</p> <p><b><u>Action Taken:</u></b> None</p> <p><b><u>Follow Up Items:</u></b> None</p>
VII. Develop 2016-2017 Budget Themes	<i>Ms. Keelen</i>	<p><b><u>Issues Discussed:</u></b> Ms. Keelen noted that it was important for the group to develop budget themes before the 2016-2017 call for budget items went out. After a lengthy discussion, it was decided that the Budget Committee members would meet to develop the 2016-2017 budget themes.</p> <p><b><u>Action Taken:</u></b> None</p> <p><b><u>Follow Up Items:</u></b> A meeting will be scheduled for the Budget Committee to develop the 2016-2017 themes.</p>
<b>NEXT MEETING DATE: TBD</b>		

AVC

Budget Request Score Card - One Time

2016-17

Blue=Funded

Budget Request ID	Binder Tab	Description	On Going or One Time	Score	Other Potential Funding Sources	Amount Requested	Amount Awarded
HR-002	G	32 fireproof cabinets	OT	Funded	15-16 Mandated Cost	\$ 113,000	\$113,000
C&M-001	J	15 desk chairs (ergonomic concern)	OT	Funded	Mandated Cost	\$ 6,000	\$ 6,000
C&M-002	J	10 keyboard trays (ergonomic concern)	OT	Funded	Mandated Cost	\$ 3,000	\$ 3,000
FAC-001	P	New Palmdale Center FF&E Phase 2	OT	Funded	Lease Rev Bond	\$ 665,592	\$665,592
FAC-003	P	Utility valve & piping repair/replacement	OT	1025		\$ 400,000	
FAC-002	P	Replace instructional furniture	OT	973		\$ 432,325	
ITS-002	Q	ERP Platform migration - from HP/UX to Linux	OT	952		\$ 126,300	
FAC-004	P	Boiler Replacement Campus Wide	OT	926		\$ 240,000	
CTE-004	B	JRCERT Midterm Report	OT	852		\$ 1,575	
CTE-006	B	AFAB Supply Budget	OT	773		\$ 15,000	
LIB-002	R	21 computers; 4 for student lounge, 4 to add to reference area, and 13 replacement computers for reference area	OT	772		\$ 15,000	
SL&D-003	L	Job Placement copier	OT	771		\$ 15,000	
MAR-001	S	Dynamic monument for K & 30th intersection	OT	751		\$ 250,000	
V&K-003	F	Weight room equipment	OT	729		\$ 10,000	
HR-001	G	3 computers	OT	676		\$ 1,500	
LA-002	C	Learning Center datase dev/purchase estimate	OT	673		\$ 20,000	
SBS-001	E	Fireproof file cabinets for new Palmdale Center	OT	534		\$ 14,000	
HR-003	G	Payroll cubicle wall expansion	OT	299		\$ 5,000	
C&M-003	J	8 Internet drops / 1 data switch (call center)	OT	183		\$ 7,100	

AVC  
 Budget Request Score Card - On Going  
 2016-17  
 Blue=Funded

Budget Request ID	Binder Tab	Description	On Going or One Time	Score	Other Potential Funding Sources	Amount Requested	Amount Awarded
CTE-001	B	Automotive supply budget	OG	Funded	Unrestricted	\$ 10,000	\$ 10,000
CTE-003	B	Laundry and cleaning; Nursing	OG	Funded	Unrestricted	\$ 1,000	\$ 1,000
MSE-001	D	Instructional materials & warehouse supplies: 12351, 12355 and 12360	OG	Funded	Unrestricted	\$ 40,950	\$ 40,950
ITS-001	Q	Campus infrastructure support (New EE comp & capability)	OG	1075		\$ 85,000	
MSE-002	D	Non-instructional supplies: 12351 and 12355	OG	938		\$ 400	
BUS-001	O	Increase in professional development for compliance	OG	935		\$ 25,000	
CTE-002	B	Automotive repair budget	OG	919		\$ 7,000	
RM-001	H	Contract services	OG	892		\$ 17,000	
SL&D-001	L	Job Placement office supplies	OG	857		\$ 3,800	
SBS-003	E	Staff development for CDC	OG	836		\$ 4,000	
ITS-003	Q	Network storage needs	OT & OG	812		\$ 265,000	
AS-003	M	Re-establish travel and conference budget-DETC	OG	802		\$ 3,000	
LIB-003	R	Library materials - funding for software licenses (225,000 - account code 5210) & journal subscriptions (89,100 - account code 5100)	OG	776		\$ 31,100	
LIB-001	R	Continue collection development of books & other reference printed materials	OG	747		\$ 200,000	
LA-001	C	Learning Center tutoring	OG	740		\$ 100,000	
BUS-003	O	Contract management software system	OT & OG	733		\$ 23,000	
RM-002	H	Travel & conference	OG	730		\$ 5,000	
AS-001	M	Re-establish travel and conference budget-AP&P	OG	696		\$ 3,000	
V&K-002	F	Increase visual arts equipment repair/maintenance budget	OG	689	Instructional equipment block grant one time	\$ 3,000	
BUS-002	O	Establishing marketing budget for Performing Arts Theater (PAT)	OG	680		\$ 50,000	
V&K-001	F	Increase music equipment repair/maintenance budget	OG	667	Instructional equipment block grant one time	\$ 3,000	
AS-002	M	Establish travel and conference budget-CTE-liason	OG	588		\$ 3,000	
VPSS-002	I	Hourly clerical support	OG	501		\$ 5,000	
SL&D-002	L	Student Equity office supplies	OG	398		\$ 3,000	
SBS-002	E	Hiring of student workers for Palmdale	OG	359		\$ 3,824	
VPSS-001	I	Dues & memberships (Pre-Law Scholar Program)	OG	296		\$ 5,000	
LA-003	C	Student Worker Division Office	OG	284		\$ 7,360	