



**ANTELOPE VALLEY COLLEGE**  
**STRATEGIC PLANNING & BUDGET COUNCIL (SPBC)**

August 15, 2012  
2:30 p.m. – A151

**1. PUBLIC COMMENTS**

There were no public comments made.

M. Clinton announced that Vice President S. Lowry will be the interim co-chair of SPBC in the place of the Dean of Effectiveness, Research and Planning until the position is filled.

**2. APPROVAL OF MINUTES**

Minutes from the July 18, 2012 meeting were tabled until a further date to allow time for members to review.

**3. BUDGET UPDATE**

The budget document has been placed on the Intranet within the SPBC group in myAVC listed under the title of “Adopted Budget.” For the purpose of the meeting D. Keelen presented an overview of the budget with a three page handout (Appendix A). The budget document was based on the November tax plan failing. Modifications to the document were suggested based on the recent changes in personnel. D. Keelen indicated that the document is considered a living document as California’s is constantly shifting the numbers, but AVC should have increased clarity once school has started.

**4. TASKFORCE**

The purpose of the taskforce is to review the list of cost saving suggestions and provide a strategic plan supported by qualitative and quantitative evidence to make a recommendation to reduce costs at AVC. The minutes from May 16, 2012 SPBC meeting (Appendix B) reflect the approval the committee. The following members have been added to the taskforce: Ed Beyer, Karen Cowell and a classified member (TBA).

Recommendations will be separated and negotiable items will be given to the appropriate collective bargaining group.

Dr. Fisher indicated that the final plan needs to be ready for implementation by November 6, 2012. Therefore, a recommendation was made by Dr. Fisher to have a completed plan presented to the board of trustees at the October 2012 board meeting.

**5. SUB-GROUP PROGRESS REPORTS**

- **Human Resources Sub-group**  
There was no report made by the sub-group.
  
- **Facilities Sub-group**  
There was no report made by the sub-group.

- **Communications Sub-group**  
There was no report made by the sub-group.
- **Educational Master Plan Sub-group**  
K. Cowell is the new chair and reviewing the member list.

## 6. HIRING REQUESTS

- **Director of Information Technology Services**  
Prior to SPBC, the budget and finance committee approved the position via electronic vote. A motion was made and seconded to approve hiring of the position with the final vote of 14 in favor, 0 opposed, and 1 abstention.

## 7. OPEN FORUM

S. Turner announced that AVC is working with a search consultant to fill the Vice President of Administrative Services position, who suggested that it looks promising to fill the role by the suggested deadline. A concern of the consultant was the compensation of AVC is currently \$30,000 lower than comparable institutions based on size. The anticipated fill date is set at January 1, 2013.

Dr. Fisher announced the new Interim Dean of Visual and Performing Arts/ Kinesiology, Athletics and Dance was Gary Roggenstein.

## 8. AJOURNMENT

A motion was made and seconded to adjourn the August 15, 2012 SPBC Meeting at 3:20 p.m.

## ATTENDANCE

Co-Chairs			
M. Clinton		SA. Lowry	
Attendees			
J. Fisher	E. Beyer	C. Hoover	L. Trimble
N. Chelette	L. Bohler	D. Jensen	L. Uhazy
S. Turner	K. Cowell	D. Keelen	J. Zimmerman
W. Wright	L. Grishman	S. Padilla	
	J. Halliday	H. Preschler	



Antelope Valley College  
Strategic Planning & Budget Council

Meeting Notes

May 16, 2012; 1:30 p.m.; SSV 151

1. *Open comments from the public*

Dr. Fisher announced that he completed the compiling of the cost cutting recommendations submitted through the web survey and that he would like to amend the agenda to discuss them.

2. *Approval of minutes*

*All*

The approval of the minutes was unanimous

3. *Updates/Progress Reports*

• *Budget and Finance Sub Group*

*C. Valiotis*

Mr. Valiotis summarized the recommendations from the B&F subgroup regarding the continuation of district support of categorical programs above the required match. (See attached report for details.) In summary the B&F subgroup recommends that the district continue to support the DSPS, EOPS, CDC, and TRIO STAR grant at the same level as last year. A motion was made to approve the B&F recommendation. During discussion it was suggested that in lieu of the Governor's May we should postpone the approval until we get concrete news about the budget which usually comes after June 15<sup>th</sup>. On a vote of 1 for, 12 against, and 2 abstentions the B&F recommendation was voted down. Another motion was made to have the B&F subgroup review the support for the categorical after June 15<sup>th</sup> in order to take into consideration the state budget proposals and also consider the cost cutting recommendations submitted by college employees. The motion was approved (11 Yeas, 4 abstentions).

**Action Item: The B& F subgroup will review the district support for categorical programs at the June 20<sup>th</sup> meeting.**

• *Facilities Sub-group*

*D. Jensen*

Mr. Jensen reported that in recent months there has been no meeting of the Facilities Sub-Group due to lack of attendance. He said that there is an immediate need for the group to meet to review the opposition of moving forward with the renovation of the Language Arts building. Initially there was \$1 million from Measure R earmarked for the project, but many around campus have expressed the opinion that the renovation is not necessary. He hopes to have a meeting by the end of the semester to review this issue.

The H&S building is almost ready and should be completely finished by September. Classes will be held starting in August.

## Appendix

In other projects, the facilities area is working with the architect to draw plans for the new Health Center, and the Palmdale Center wet lab.

### 4. *Annual Review of ILOs*

*C. Valiotis*

Mr. Valiotis mentioned that the research office is looking into rewriting the ILOs so that they can be measured easier, but Mr. Younglove is not ready to bring this up for discussion yet. A motion was made to approve the ILOs as they stand currently and start the review process during Fall 2012.

### 5. *Summer schedule for SPBC and Budget & Finance Sub Group*      *All*

The committee agreed to the following dates for the June meetings

- a) **SPBC Budget and Finance on June 20<sup>th</sup> at 2:30 pm in A140**
- b) **SPBC full committee on June 27<sup>th</sup> at 2:30 in SSV 151**

### 6. *Other*

A) Dr. Fisher made a motion to amend the agenda to include a discussion item about the formation of a task force to review the cost-saving recommendations submitted through a campus wide survey.

There was a disagreement about distributing the almost “raw” recommendations before there is some type of “sanitization” process that would remove remarks or references that might be considered to be of personal nature. Dr. Fisher reminded everyone that it would be the committee’s responsibility to categorize and sanitize the final document. In an effort to promote transparency the committee members received a copy of the initial draft but were requested not to distribute it to other campus members.

The council appointed the following members to the task force

- a) Lee Grishman-Faculty rep
- b) Sherrie Padilla-CMS
- c) Pamela Ford-Classified union
- d) Kristina Olivera-Faculty rep
- e) Jill Zimmerman- Deans rep
- f) Interim VP of Administrative Services

The committee will decide its meeting schedule after the VP AS will arrive on campus on June 11.

B) Mrs. Lowry made a motion to amend the agenda to discuss a discrepancy between the program review procedures and the SPBC handbook.

The following statement appears in the program review procedures but not in the SPBC handbook: “ Budget requests to SPBC will only be reviewed if supported by an up-to-date program review report.”

The council approved to add the same sentence to the SPBC handbook.

**Action: Ms. Keelen will update the SPBC handbook to include that statement.**

## Appendix

C) Mrs. Lowry made a motion to amend the agenda to request approval for 2 Full Time temporary faculty in Language Arts due to 2 retirements and 2 requests for leave of absence. Mrs. Lowry explained that losing 4 faculty in one semester will place an undue pressure on the division in terms of scheduling and serving students. Council members mentioned that other divisions faced similar cuts in the past and dealt with through hiring adjuncts. A request was made to prepare a report that shows the ratio between FT to adjunct for each division before making a decision. Mrs. Lowry agreed to bring that data to the June 20<sup>th</sup> meeting of the SPBC B&F meeting and discuss the request there.

**Action: Mrs. Lowry will submit the FT/Adjunct data to the B&F subgroup on June 20<sup>th</sup>.**

The meeting was adjourned at 3 pm.