



ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
April 24, 2013
2:30 p.m. – SSV 151

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL
2. OPENING COMMENTS FROM THE CO-CHAIRS
3. OPEN COMMENTS FROM THE PUBLIC
4. APPROVAL OF MINUTES
 - a. March 20, 2013 (attachment)
5. REPORTS
 - a. Human Resources Sub-Group – Dr. Vicki Nicholson
 - b. Facilities Sub-Group – Mr. Doug Jensen
 - c. Communications Sub-Group – Mr. Steve Standerfer
 - d. Educational Master Plan – Dr. Karen Cowell
6. ACTION ITEM
 - a. Performing Arts Theatre Manager (attachment)
7. DISCUSSION ITEM
 - a. SPBC Sub-Group Membership, Mission, Charge, and Purpose Statements (Integrated Planning)
 - Budget and Finance
 - Human Resources
 - Facilities
 - Communications
 - Educational Master Plan
 - b. HR Subgroup Recommendation: Process Augmentation for Staffing Requests (2/21/13 Subgroup attachment)
 - e. ~~Research Analyst Position Update on Recommended Action~~ Moved to Agenda Item 8b.
8. Informational Items
 - a. ~~Hiring Request: Clerical II (50% Foster and Kinship Care Education funded) (attachment)~~ Removed from the agenda
 - b. Research Analyst Position Update on Recommended Action
9. SPBC ADMINISTRATIVE BUSINESS
 - a. Spring SPBC Meetings
 - May 15, 2013
 - b. Summer SPBC Meetings
 - Summer meeting dates: June 19, 2013 and July 17, 2013
9. OPEN FORUM
10. ADJOURNMENT

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Ms. Sharon A. Lowry, Vice President of Academic Affairs, at (661) 722-6304 (weekdays between the hours of 8:00 a.m. and 4:30 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Vice President of Academic Affairs Office, Administration Building (A 134), 3041 West Avenue K, Lancaster, California 93536.



ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC)
MEETING MINUTES

March 20, 2013
3:00 pm. – SSV 151

1. CALL TO ORDER AND ROLL CALL

Ms. Maria Clinton, Faculty Co-Chair, called the meeting to order at 3:09 p.m.

2. OPENING COMMENTS FROM THE CO-CHAIR

- At the previous meeting there was announcement made regarding Administration looking into contracting a consultant, Dr. Matthew Lee, to review committee/council processes. The District has agreed to contract the services of Dr. Lee and he will begin reviewing our documents to establish a basis of understanding of our processes. He will be meeting with various entities on campus to gain further understanding of process issues that are unclear or causing frustration at the committee and/or council level. He will be working to identify the gaps in processes and will provide a report of his findings with recommendations to address gaps found in the processes.

3. OPEN COMMENTS FROM THE PUBLIC

- None

4. APPROVAL OF MINUTES

a. February 20, 2013 (attachment)

A motion was made and seconded to approve the February 20, 2013 SPBC meeting minutes.
Motion carried with one abstention.

5. REPORTS

a. Human Resources Sub-Group – V. Nicholson

The subgroup met and discussed revising the approval process for vacant District funded positions. These positions are already included in the District budget and have a neutral impact on funding therefore should not be made to conform to the instituted process which requires SPBC Budget and Finance Subgroup as well as the main body of SPBC approval prior to initiating the hiring process to fill vacant or vacated positions. There is an undue negative impact to the Confidential Management, Supervisory, and Classified groups because positions needing to be filled are delayed a month or more due to having to go through the process prior to initiating the recruitment process. When positions are vacated there is an immediate need to begin the hiring process and not leave positions vacant for months prior to hiring a new employee to fill the vacancy. The subgroup recommends all existing positions incorporated in the District budget go through a review a different process. These hiring requests should be reviewed at the Executive Council level which will give Administrators the opportunity to speak to the need and justification to fill positions. Council members would engage in discussion and either approve or reject the request. The hiring recruitment process would then be initiated and conducted in a timelier manner than the current process facilitates. Dr. Nicholson indicated this is common practice at other institutions given the hiring request does not have budget implications.

b. Facilities Sub-Group – D. Jensen

A Facilities Subgroup report was not provided.

c. Communications Sub-Group – S. Standerfer

A Communication Subgroup report was not provided.

d. Educational Master Plan – K. Cowell

The next Educational Master Plan meeting has been established for April 12, 2013. All academic areas and administrative areas should have received data template forms to complete. Dr. Cowell indicated it took her approximately three hours total to complete the forms for the Health Sciences and Technical Education divisions. The information required is fairly easily accessible and should not take an exorbitant amount of time to complete. She strongly suggested areas begin working on completing the information as time is of the essence to compile information for the District into a report format.

A motion was made and seconded to amend the agenda to include an additional action tem for the request to hire a Utility Worker which was inadvertently left off the agenda but included as an agenda item at the Budget and Finance Subgroup. Motion carried.

6. ACTION ITEMS

a. AVC’s Tagline: “Enriching Lives, Building Futures”

A motion was made and seconded to approve a new AVC tagline, “Enriching Lives, Building Futures.” A brief review of background information was presented which as provided by Mr. Steve Standerfer. The Communications Subgroup minutes reflected the meeting where discussion occurred but only included two out of the four subgroup members recommending the Council approve a new tagline for Antelope Valley College. Motion carried with two abstentions.

b. Hiring Request: (2) Financial Aid Technician I positions (replacements – 100% District funded)

The Budget and Finance Subgroup reviewed and approved the recommendation to initiate the hiring for (2) Financial Aid Technician I positions. The tally of the subgroup vote could not be obtained prior to the completion of minutes.

A motion was made and seconded to approve the hiring request recommendation for (2) Financial Aid Technician I positions. Motion carried. 10 – Yeas; 4 – opposed; 1 – abstentions.

c. Hiring Request: (2) Custodial I positions (replacements – 100% District funded)

The Budget and Finance Subgroup reviewed and approved the recommendation to initiate the hiring for (2) Custodial I positions. The tally of the subgroup vote could not be obtained prior to the completion of minutes.

A motion was made and seconded to approve the hiring request recommendation for (2) Custodian I positions. Motion carried. 15 – Yeas; 0 – opposed; 0 – abstentions.

d. Hiring Request: Utility Worker (replacement – 100% District funded)

The Budget and Finance Subgroup reviewed and approved the recommendation to initiate the hiring for a Utility Worker position. The tally of the subgroup vote could not be obtained prior to the completion of minutes.

A motion was made and seconded to approve the hiring request recommendation for a Utility Worker. Motion carried. 10 – Yeas; 4 – opposed; 1 – abstentions.

e. Hiring Request: Accounting Assistant II (replacement – 100% funded)

The Budget and Finance Subgroup reviewed and approved the recommendation to initiate the hiring for an Accounting Assistant I position.

A motion was made and seconded to approve the hiring request recommendation for an Accounting Assistant II position. Motion carried. 11 – Yeas; 2 – opposed; 2 – abstentions.

f. Hiring Request: Certificated Faculty (replacements – 100% District funded) (attachment)

The Budget and Finance Subgroup reviewed and approved the recommendation to initiate the hiring for (6) Certificated Faculty positions. The tally of the subgroup vote could not be obtained prior to the completion of minutes.

A motion was made and seconded to approve the hiring request recommendation for (6) Certificated Faculty positions. Council members reviewed the supplemental information provided in the agenda packet. The District has been notified for six retirements/resignations at the end of the academic

year and must make efforts to ensure full-time replacements are acquired. The District has lost experienced a reduction in Full-Time Certificated Faculty over the past several years due to retirements and have not made any efforts to replace these positions due to the budget situation. It is no longer acceptable to continue this practice as several programs do not have Full-Time Faculty to manage and coordinate programs. A review of the cost savings was reviewed. The District will realize a cost savings of approximately \$191K with the approval to hire six faculty positions. The calculations were performed on the current salaries of retirees compared to the replacement salaries of newly hired faculty at Column 2, Step 6. Ms. Sharon Lowry indicated Dr. Jackie Fisher supports beginning to process to establish replacements of Certificated Faculty and has coordinated a meeting with the Vice Presidents and the Academic Senate President to discuss and determine specific disciplines needing to be hired for the 2013 – 2014 academic year provided Council approves the recommendation to hire six Certificated Faculty positions. Motion carried. 13 – Yeas; 0 – opposed; 0 – abstentions.

A motion was made and seconded to approve the hiring request recommendation for an additional (4) Certificated Faculty positions if the May Revise budget amount provides positive funding for the District. Ms. Lowry stated she is requesting the Council consider approving the recommendation to hire an additional four Certificated Faculty positions if the May Revise budget amounts includes additional funding for the District. Based on the calculations of salary and benefits the initial annual cost to District is estimated to be \$175K. Motion carried. 12 – Yeas; 2 – opposed; 0 – abstentions.

7. DISCUSSION ITEMS

a. SPBC Sub-Group Membership, Mission, Charge, and Purpose Statements (Integrated Planning)

- Budget and Finance
- Human Resources
- Facilities
- Communications
- Educational Master Plan

This agenda item was tabled to be discussed at a future meeting.

b. Certificated Staff Request Form (attachment) – Ms. Sharon Lowry

Ms. Lowry provided a brief overview of the Certificated Staff Position Request form and the revisions made to close the integrated planning loop for Accreditation reporting purposes. The form is completed by the Deans with their discipline faculty input. The additional fields include: SLOs complete and Assessed, PLOs completed and assessed, Position documented as needed in Program Review Report, Request forwarded to SPBC Budget and Finance Subgroup, and SPBC. These fields have been incorporated to show the full process which a Certificated Staff Request and demonstrates the integrated planning process. The current Certificated Staffing process is discipline faculty and the Division Dean should engage in discussion regarding Certificated Staffing needs and obtain necessary information with statistical data. Division constituents should review and discuss needs to establish a prioritization for the Division. Administration coordinates a meeting with the Academic Senate President to discuss and determine the specific discipline hires.

Dr. Ed Beyer inquired if the SLO field is marked “no” would the request then be denied. Ms. Lowry responded the request would be denied because all disciplines are required to have completed SLOs on file and assess them regularly. In addition, he expressed concern regarding the requirement to include FTES totals by area as there are many disciplines that do not have a full-time faculty available to work to grow a discipline program.

Dr. Cowell indicated a small narrative can be provided on the form to speak to an action plan initiated to address any area deficiencies. Faculty should be consistently documenting action plans in WEAVE to demonstrate assessment processes are active and ongoing.

c. Adult Education – Dr. Jackie Fisher

This agenda item was included to communicate the Governor's proposal for community colleges to assume the responsibility for Adult Education. There is not a clear understanding on the direction the Governor is planning on going and it is not likely any action will take effect this academic year but it is very plausible Districts will know more after obtaining May revise budget funding amounts are announced. The May Revise budget numbers may include details on how Adult Education courses will be funded, either as credit or non-credit. Dr. Fisher proposed discussions on this issue are tabled until more information is known.

Ms. Sherrie Padilla informed Council members community colleges may feel the effects of this decision based on new laws taking effect as of January 2012. The law states if a student does not have a GED or High School Diploma they will not be eligible to receive financial aid funds to attend school. There are a significant number of students receiving financial aid who do not have a GED or High School Diploma registered in Basic Skills courses that will be affected.

d. Proposed Procedure for Staffing Requests – Ms. Mazie Brewington

This agenda item was tabled for discussion at a future meeting since Ms. Brewington could not be in attendance to speak to this issue due to another off campus obligation.

e. Expediency of Position requests to replace vacated positions – Ms. Maria Clinton

In response to the recommendation of the Human Resources Subgroup, Ms. Clinton stated at a recent College Coordinating Council the members approved to enter into a contracted agreement with Dr. Matthew Lee to identify the gaps in the District's shared governance processes. The Council needs to be cautious in making revisions to the current processes which Dr. Lee has been contracted to thoroughly review to identify process gaps. It would not be prudent or reasonable for the Council to initiate changes to the current processes given that funds have been secured to allow an outside entity to assist us in streamlining current processes. Ms. Clinton indicated the Council should delay any efforts to revise current processes until after Dr. Lee has had an opportunity to complete his review and provide recommendations.

Dr. Jill Zimmerman indicated this recommendation should be communicated to Dr. Lee as a possible solution for expediting the hiring process for positions already included in the District budget so that he is aware the Council is recognizing the need to expedite this part of the budgeting process. Ms. Clinton indicated the issue of expediting the hiring process and recommendation will be conveyed to Dr. Lee accordingly.

A brief historical reference on why the process was established was provided. The current process was formally established in the 2007 – 2008 academic year when there was a great deal of changes occurring in the budget. During this time of budgetary fluctuation it was established that all hiring requests regardless of whether the position was new or replacement would be vetted and scrutinized by the Budget and Finance subgroup to scrutinize budgetary implications prior to being forwarded to the main body of SPBC for approval. The process incorporated justification information to be included with the hiring request to taper the discussions occurring at the main SPBC meetings when recommending and approving hiring requests. This was a significant issue at the time due to the fiscally uncertain time although given the budget has stabilized with the passing of Proposition 30 and the securing of funds it might be time to reevaluate the current process.

Ms. Pamela Ford stated that there is a great deal of discussion occurring regarding the stabilization of the budget with the passage of Proposition 30 there has not been any campus wide communication of increased funding amounts realized by the District creating stability. Has the actual funding been acquired by the District? The impact of the passage of Proposition 30 is not clearly understood by the campus community and until the funds have been transferred into District accounts Council members should refrain from making any revisions to the current process that would eliminate the opportunity to engage in meaningful discussion and vet the future budgetary implications of hiring regardless of whether the implication to the District budget is neutral or negative.

Dr. Zimmerman suggested the Council review the Human Resources Subgroup recommendation in efforts to move forward in expediting the hiring process for positions that are already included in the District budget.

Ms. Clinton reiterated the necessity to allow Dr. Lee the time needed to conduct a thorough review of our processes to identify gaps prior to making any revisions to current practices. Funding has been invested in allowing an outside entity the opportunity to review and determine alternate means to current processes. This agenda item will be included on the next SPBC agenda as a discussion item when Ms. Brewington can participate in the discussion and will include the Human Resources Subgroup minutes as part of the packet for review and documentation purposes.

8. SPBC ADMINISTRATIVE BUSINESS

a. Spring SPBC Meetings

- **April 17, 2013; and May 15, 2013**

b. Summer SPBC Meetings

- **Summer meeting dates: June 19, 2013 and July 17, 2013**

9. OPEN FORUM

- None

10. ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 3:58 p.m. Motion carried.

MEMBERS PRESENT			
Dr. Ed Beyer	Jack Halliday	Sherrie Padilla	LaDonna Trimble
Maria Clinton	Diana Keelen	Jenell Paul	Dr. Les Uhazy
Dr. Karen Cowell	Dr. Scott Lee	Wade Saari	Maria Valenzuela
Pamela Ford	Sharon Lowry	Rick Shaw	Dr. Jill Zimmerman
Dr. Lee Grishman	Dr. Vicki Nicholson	Steve Standerfer	
MEMBERS ABSENT			GUESTS/EX-OFFICIO MEMBERS
Dr. Liette Bohler	Kim Fite	Michael Reyes – Student Rep.	Dr. Jackie Fisher
Mazie Brewington	Doug Jensen	Vacant - Dean, DIERP	
Newton Chelette	Bridget Razo	Vacant - Student Rep.	



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

HIRING REQUEST FOR PERSONNEL

This requisition must be completed to request the filling of any position. Once approved, this form verifies the position to be budgeted and will initiate recruitment procedures as necessary.

ALL FIELDS MUST BE COMPLETED

- Classified
- CMS
- Educational Administrator
- Tenure-Track Faculty
- Temporary Faculty (E.C. 87482)

Department/Division: VAPA

Position Title: PERFORMING ARTS Theatre MANAGER

Replacement for: ANISA HANDEN

New Position: Current approved job description on file? Yes No

Other: _____

Justification:

Position FTE and Months/Year: _____ Position % 12 Months/Year (e.g. 10, 12, or other)

Position Work Schedule: List Work Hours and Work Days: Recommend 40 hrs per week + Flexible schedule to meet the demands of rehearsal/performance schedules, incl. evenings & weekends

Position Work Location: AVC Main Campus AVC Palmdale Center Other: _____

Position Funding Information: District Special Funding

If Special Funded, indicate Specific Grant or Fund: _____

Fund Begin/End Dates: _____

Accounting/Funding Code (30-digit code): _____

Additional Instructions/Comments: _____

Requesting Supervisor: [Signature] Date: _____

[Signature] 4-5-13 Approved Denied
(1) Vice President of Requesting Supervisor Date

[Signature] 4/18/13 Approved Denied
(2) Dr. Jackie Fisher, Superintendent/President Date

(3) Vice President, Administrative Services Date Approved Denied

(4) Vice President, Human Resources Date Approved Denied

(5) SPBC Budget & Finance Approval: _____ (6) SPBC Full Committee Approval: _____

Reason for Denial: _____

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

PERFORMING ARTS THEATRE MANAGER

CMS Salary Range 29

BASIC FUNCTION:

Under the general direction of the Director of Facilities Services, the Performing Arts Theatre Manager plans, organizes and directs the performance of a wide variety of management functions, including but not limited to, day-to-day operations of the Performing Arts Theatre, Black Box Theatre and other on-campus and off-campus locations used for college performing arts events. This position supervises, coordinates, organizes and performs technical work and specialized duties in support of a wide range of on-campus events, including academic and studio classes, major theatrical productions, professional music performances, graduation ceremonies, and off-campus community organizations. The position acts with a high degree of independence and instructs and oversees the use of the theatre by all users and coordinates/organizes technical aspects for productions and other uses ensuring the safety of equipment, students, personnel and the general public according to District regulations. **This position is overtime exempt.**

REPRESENTATIVE DUTIES: *(E) indicates an essential duty of the position*

- Oversees all on-campus theatre events, including academic and studio classes, theatrical productions, music performances, graduation ceremonies, etc. (E)
- Plans, manages and directs the day-to-day operations of the Performing Arts Theatre, Black Box and other on-campus and off-campus locations used for college performing arts events, including scheduling the use of the facility, promoting the rental of the facility, coordination of production/performance calendars, monitoring the expenses and revenues for the facility, setting and enforcing user policies, assisting users in planning for the use of the facility, instructing, training and supervising theatre employees and students in the use and care of theatre equipment and facilities.
- Develops and implements the goals, objectives, policies and priorities of the Performing Arts Theatre. (E)
- Oversees and participates in the development and administration of the Performing Arts Theatre budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies. (E)
- In coordination with the Business Services Office, maintains financial expenditure records, cash flow management and production accounting; implements budget adjustments as needed. (E)
- Manages all aspects of ticketing, including in-house and on-line ticket sales, and box office operations. (E)
- Manages program scheduling; maintains production/performance calendars. (E)
- Consults with facility users/faculty directors for all Performing Arts events to determine technical requirements of a scheduled production;
- Determines and assigns the appropriate level of staffing support for each event, including regular AVC employees, temporary/hourly employees, student workers, and volunteers. (E)

- Coordinates requirements for performances including load-ins, rehearsals, performances and load-outs; technical guidance of back stage and front-of-house crews.
- In coordination with Supervisor of Campus Events, reviews event requests, maintains event calendar and schedules support of Campus Events Department. (E)
- Supports Campus Events Department personnel and operations as determined by Director of Facilities Services. (E)
- Responsible for researching and estimating costs for backstage purchasing decisions; generate purchase requisitions for backstage expendables, stage maintenance and technical equipment replacement. (E)
- Assists with technical production needs for the season, including lighting, sound, staging, rigging and props on a show-by-show basis. (E)
- Instructs, trains, schedules and supervises theatre operations staff, student assistants, ushering support and other users in technical theatre practices, rehearsals and performances. (E)
- Provides leadership and oversight for performing arts productions, collaborating with the dean and faculty to enhance the learning opportunities and environments for students and to integrate performances into the academic program. (E)
- Responsible for the development and implementation of guidelines and procedures related to the use and operation of technical support facilities and equipment. (E)
- Oversees the operation and maintenance of the theatre, ensuring the safe, appropriate and creative use of all theatrical/stage equipment in support of performances and events. (E)
- Oversees, supports and coordinates the work of the technical crew; i.e., stage managers, lighting design experts, rail operators, audio engineers, riggers, carpenters, follow-spot operators, general deck crew, etc. (E)
- Supervises, coordinates, organizes and performs technical work in support of activities and equipment use related to events for off-campus entities and community organizations. (E)
- Responsible for tracking and evaluating annual maintenance of theatre technical systems, whether performed in-house by maintenance personnel or by outside contract services. (E)
- Ensures in-house stage equipment is in working order to meet event needs, and arranges for rental equipment as necessary. (E)
- In conjunction with the Director of Public Relations, prepares an annual marketing plan for each event, reviews marketing analysis and manages the overall participation from media and commercial sponsors. (E)
- Participates in the preparation of publicity and marketing campaigns, news releases, special announcements and informational bulletins with the Director of Public Relations. (E)
- Coordinates and integrates functional responsibilities with other District departments to achieve efficient, effective and customer-responsive performances. (E)
- In collaboration with the Dean/Department Chair, initiates strategic planning for program development; produces and approves planning documents. (E)
- In conjunction with the District webmaster, coordinates the development and maintenance of the Performing Arts Theatre website, publicity and outreach activities, and box office functions. (E)
- Enlists the assistance of the Executive Director of Advancement in developing and implementing new revenue sources, including grants and underwriting. Coordinates fundraising activities as an additional source of income. (E)
- Responsible for actively seeking outside artists to perform in the theatre. (E)

- Coordinates the execution of artist contracts, and assists in meeting the contractual needs regarding hospitality, hotel, transportation and lobby sales. (E)
- Establishes and maintains effective working relationships with representatives of various groups, vendors, co-workers and subordinates. (E)
- Maintains contact with paraprofessional and professionals in the field of theatre arts; attend training and in-service activities to keep up with the latest innovations and practices in theatre arts marketing, promotion and business practices. (E)
- Recommends changes in program objectives, policies and procedures to ensure maximum effectiveness and efficiency. (E)
- Prepares and submits a variety of reports and memoranda as required by assigned area of responsibility; maintains accurate records. (E)
- Oversees all agreements and forms required for productions; drafts agreements, contracts and copyright applications; ensures compliance with the various licensing agencies (SESAC, BMI, etc). (E)
- Ensures that ongoing maintenance of the facility is scheduled. (E)
- Performs other related duties as assigned.

ABILITY TO:

- Coordinate and provide technical direction for theater productions.
- Oversee and participate in performance preparation activities.
- Analyze situations accurately and adopt an effective course of action.
- Plan, organize and prioritize work to meet schedules and timelines.
- Assign and direct the work of others.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Analyze, plan, develop and schedule the technical support required for each event or performance.
- Coordinate large backstage staff under tight time schedules.
- Communicate effectively, both orally and in writing.
- Train and oversee the work of student assistants, temporary staff and volunteers.
- Evaluate the need for preventative and corrective maintenance on a wide variety of facility systems and equipment.
- Prepare correspondence and reports.
- Assist in budget preparation.
- Work a flexible schedule to meet the demands of rehearsal/performance schedules, including evenings and weekends.

KNOWLEDGE OF:

- Terminology, methods, practices and techniques used in theatre operations/production management.
- Stage lighting and control systems, audio and sound equipment, projection equipment, stage rigging, set construction, stage set design, scenery, etc.

- Technical crew responsibilities; i.e., stage managers, lighting design experts, rail operators, audio engineers, riggers, carpenters, spot operators, general deck crew, etc.
- Live performance disciplines, including theatre arts, dance and music.
- Operational issues unique to performing arts venues.
- Marketing concepts and techniques.
- Laws and regulations governing public assembly facilities and entertainment facilities, including fire and safety laws, CALOSHA regulations, ADA provisions, health codes, and applicable Federal, State and local laws, codes and regulations.
- Application of fire regulations and other safety codes.
- Appropriate safety precautions and procedures.
- Basic budgetary practices.
- PC computers, including word processing, spreadsheet/data base software, desktop publishing and theatre specific software.
- Principles of effective interpersonal communications.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to:

1. A Bachelor's degree in theatre arts, music, dance, entertainment technology, marketing, communications, journalism, or a related field, **AND**
2. Five (5) years of increasingly responsible full-time experience working with live productions (theatre arts, dance and/or music), of which at least two (2) years must be in a supervisory capacity.

A typical accepted equivalent to the above combination of education and experience is:

1. An Associate of Arts degree (*OR college level courses equivalent to an A.A. degree*) in theatre arts, music, dance, entertainment technology, marketing, communications, journalism, or a related field, **AND**
2. Seven (7) years of increasingly responsible full-time experience working with live productions (theatre arts, dance and/or music), of which at least two (2) years must be in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

- Must possess a valid California driver's license.

PHYSICAL EFFORT:

Essential functions require maintaining physical condition necessary for ambulating for extended periods of time to perform required duties. Occasional heavy lifting (ability to lift 50 lbs overhead without assistance), regular use of ladder, aerial lifts and scaffolding; reaching and twisting to lift, carry, push and/or pull moderate amounts of weight, regular use of digital equipment; ability to verbally exchange information.

WORKING CONDITIONS:

Office and theatre environment; subject to lifting, bending, standing, kneeling, pushing and climbing; subject to fumes from paint and dust.

WORKING RELATIONSHIPS:

The Theatre Manager maintains frequent contact with the Visual & Performing Arts Department faculty, staff, students, temporary, hourly professional experts, outside vendors and community members.

HUMAN RESOURCES SUB-GROUP

Recommendation: Process Augmentation for Staffing Requests

Approval Process

All grant funded, Categorical and District funded positions will need to follow this process.

Currently budgeted and filled educational management, classified management and confidential positions that become vacant shall be submitted for approval to fill through the Executive Council.

The approval process for new positions (not previously budgeted) shall be as follows:

1. All new Classified classifications shall be submitted to Human Resources for evaluation in consultation with the Classified Union, and if appropriate forwarded to the classifications committee for a recommendation. Thereafter, the Budget and Finance Subcommittee will review the budget for approval and if approved will be forwarded to the SPBC for information.
2. New Classified positions with existing classifications and new CMS positions with existing classifications will require budget approval through the Budget and Finance Subcommittee and if approved will be forwarded to the SPBC for information.

Changes to existing Classified and CMS vacant positions and/or classifications shall be submitted to Human Resources for evaluation followed by a Consultation conference with the Classified union or the CMS employee group representative.

1. Positions where assignment periods (hours/months) are increased and require additional budget will be reviewed by the Budget and Finance Subcommittee and if approved will be forwarded to the SPBC for information.

The Superintendent/President has final approval authority.



ANTELOPE VALLEY COLLEGE

STRATEGIC PLANNING BUDGET COUNCIL – (SPBC)

SPBC-HR Subgroup

February 21, 2013
3:00 – 4:00 PM

MINUTES

Location: Admin Bldg, RM A-141

Call to order by: Dr. Vicki Nicholson

Note taker: Judy Caban

Attendees: Sharon Dalmage, Diana Keelen, Dr. Vicki Nicholson, Jenell Paul, Dr. Les Uhazy, Maria Valenzuela.

Absent: Mazie Brewington, Pamela Ford, Cynthia Hoover, Dr. Scott Lee, Sherrie Padilla

AGENDA: ► Approve Minutes ► Report from SPBC ► Procedure for Staffing Requests – Classified, Administrators & CMS

APPROVAL OF MINUTES: Minutes of January 30, 2013 were approved by all.

WELCOME

Dr. Nicholson extended a warm welcome to the subgroup.

REPORT FROM SPBC

Discussion: Members of SPBC are asked to volunteer for this subgroup. The council did not establish a set number of volunteers to serve. At the SPBC February 20, meeting, two members volunteered to serve. They are Dr. Scott Lee and Sherrie Padilla.

Action Items:
None

Person responsible: Deadline:

PROCEDURE FOR STAFFING REQUESTS

Discussion: The current process for filling vacancies is: All positions budgeted or new have to be justified in writing by the manager and submitted to the Finance & Budget subcommittee for review. After dialog, a recommendation is made or not made to have the

position go to SPBC for approval . The issue with this process is that managers have to wait to take hiring requests to the Finance & Budget subcommittee, which can be an extensive process. For example, it can take up to one month before a position (that has become currently vacant, and is in the budget) can be approved by SPBC, therefore slowing down the hiring process.

If however, the position is a critical position the Superintendent/President can approve the hiring request in advance to expedite the recruitment process.

A concern was raised about the classification/reclassification process. The classification committee was asked to review a position for reclassification. The position's salary was approved by SPBC before the classification committee met. The process should be that the position is reviewed by the classification committee first, and then their recommendation submitted to the Budget & Finance subcommittee for review then forwarded to SPBC for approval.

Recommendation to change the process: Dr. Nicholson suggested that for existing positions that become available and are currently budgeted, that those positions not go through the Finance & Budget process, but instead those positions should be approved for recruitment by the respective Vice President and/or Executive Council. Any new positions will go through the Finance & Budget process.

A motion to approve the recommendation was made by Dr. Uhazy and seconded by Diana Keelen. All in favor.

The procedure for faculty vacancies will remain the same:

- a. Proposals go to the Vice President
- b. Proposals are presented to Deans for debate
- c. Proposals are prioritized
- d. Proposals go to Academic Senate for review
- e. Proposals are submitted to the Superintendent/President for approval

Action Items:	Person responsible:	Deadline:
Recommendation to SPBC on hiring process for current positions that become vacant	Dr. Nicholson	March 20

OTHER DISCUSSIONS

Program Review Request

Dr. Nicholson did not receive the positions that were requested in the program reviews from the Vice Presidents. Dr. Nicholson will send a reminder.

Dr. Nicholson will ask Cynthia for the open recruitment list when she returns from vacation. Dr. Nicholson distributed a list of all current positions to the subgroup.

Palmdale Center

There should be an internal structure that ties to the Palmdale Center. There are staffing requests that overlap in some areas. For instance, Business Services and the Palmdale Center are both requesting a cashier position. Financial Aid assistance should be available at Palmdale. Palmdale is a mini campus. The students should not have to go to the main campus for services.

Action Items:	Person responsible:	Deadline:
Positions from program reviews	Dr. Nicholson	March 20
Open recruitment list from Cynthia	Dr. Nicholson	March 20

Adjournment

The meeting was adjourned at 4:00 PM.

The next meeting is scheduled for: Thursday, March 14, 2013
Time: 3:00 – 4:00 PM
Location: Admin Bldg, President's Conference Rm



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

ANTELOPE VALLEY COLLEGE
APR 12 2013
HUMAN RESOURCES

HIRING REQUEST FOR PERSONNEL

This requisition must be completed to request the filling of any position. Once approved, this form verifies the position to be budgeted and will initiate recruitment procedures as necessary.

ALL FIELDS MUST BE COMPLETED

- Classified
- CMS
- Educational Administrator
- Tenure-Track Faculty
- Temporary Faculty (E.C. 87482)

Department/Division: Foster and Kinship Care Education

Position Title: clerical assistant II

- Replacement for: _____
- New Position: Current approved job description on file? Yes No
- Other: formerly: Secretary 12 and then 10 months

Justification: In Summer 2012 the secretary transferred to a different department. In fall 2012, the CDC director took over and the secretary's position was never filled.

Position FTE and Months/Year: 50 Position % 10 Months/Year (e.g. 10, 12, or other)

Position Work Schedule: List Work Hours and Work Days: Monday - Friday; we are flexible with hours as long as it is 4 hours/day

Position Work Location: AVC Main Campus AVC Palmdale Center Other: _____

Position Funding Information: District Special Funding

If Special Funded, indicate Specific Grant or Fund: Foster and Kinship Care Education contract

Fund Begin/End Dates: 8/20/13 - 6/20/14

Accounting/Funding Code (30-digit code): 00000.0 25504 66255 2100 1305100

Additional Instructions/Comments: _____

Requesting Supervisor: Karen W. Cowell Signature Date: 4/4/13

- (1) SA Lowery 4/11/13 Approved [] Denied
- (2) Dr. Jackie Fisher, Superintendent/President 4/12/13 Approved [] Denied
- (3) Vice President, Administrative Services _____ [] Approved [] Denied
- (4) Vice President, Human Resources _____ [] Approved [] Denied

(5) SPBC Budget & Finance Approval: _____ (6) SPBC Full Committee Approval: _____

Reason for Denial: _____



ANTELOPE VALLEY COLLEGE

DATE: April 8, 2013

TO: Maria Clinton, Co-chair, SPBC
✓ Sharon Lowry, Co-Chair, SPBC

FROM: Dr. Karen Cowell, Dean, Health Sciences & Technical Education *KC*

SUBJECT: Foster & Kinship Care Education classified staff need

The following is being provided to SPBC as information.

Dr. Katarina Orlic-Babic, director of the Foster and Kinship Care Education program, has identified the need for a 50% Clerical Assistant II position (10 months) to support the Foster and Kinship Care Education program. The individual would be hired for the 2013-14 budget year.

Since Dr. Orlic-Babic began managing the program in August 2012, Tina Pullum has been performing some of the clerical duties for the FKCE program in addition to her duties for the Child Development Center. Dr. Orlic-Babic has been performing the remaining clerical duties, such as data entry, generation of transcripts, and program compliance reporting. This arrangement has overwhelmed both of them because of the large volume of requests for transcripts and the frequency and magnitude of data entry.

Dr. Orlic-Babic spoke with the FKCE director in the Chancellor's Office about the possibility of a budget reduction for the program. Dr. Orlic-Babic developed a budget based on a 10% reduction, but the Chancellor's Office told her that the budget for FKCE will probably be reduced by no more than 4%, if any reduction occurs at all. Dr. Orlic-Babic has provided a budget for the program with a 10% reduction that indicates that the budget can support the addition of a 50% employee.

Department/Division: Foster and Kinship Care Education/Youth Development Services

Program Review provides a systematic review that is primary in influencing resource allocation, determining improvement for student learning, and strengthening programs and divisions with ongoing dialogue for improvement. Describe briefly your department/division goals and objectives for fiscal year 13-14 and how they align with your budget request/allocation and the institutional learning outcome/operational outcomes of Antelope Valley College.

Overview of 2013-2014 Goals:

- Support participants' learning and understanding of child growth and development including behavioral and medical challenges related to Youth Development Services and Foster and Kinship Care Education.
- Provide FKCE and YDS non-relative family member orientation and education/training curriculum that includes at a minimum the mandated topics and is offered in formats appropriate to each group's specific needs.
- Administer all program contacts in compliance with CA State CDD Department of Education requirements.

Requests:

1- Clerical Assistant II (50%, 10 months)

Clerical assistant will assist the foster and kinship care specialist/program director in administering and supervising the programs.

It supports the following FKCE outcomes:

1. Foster and Kinship Care Education program provides pre-service and in-service training hours to foster and kinship providers in areas of child development, fostering medically fragile and emotionally disturbed children and youth.
2. Foster and Kinship Care Education program administers all programs and contracts in compliance with appropriate State and Federal Guidelines.

How does this request tie to Program Plan

The Foster and Kinship Care Education program was established in the California Community College Chancellor's Office in 1984 following the passage of Senate Bill 2003, known as the Foster Children and Parent Training Act. This act designated the Chancellor's Office as the agency to administer the program and provide funding to the community colleges for the provision of education and training to potential and existing foster parents.

The program funds Foster and Kinship Care and Education that serves approximately 250 foster parents, 80 kinship providers, and 140 youth. Until Summer 2011 the program was overseen by a faculty member and a full time secretary. In summer the secretary's position was reduced to 100%, - 10 months. In Fall 2012 a reorganization was made and

the Child Development Center director (who had been 12 months at 100%) assumed the responsibility of overseeing the program with the assistance of the Child Development Center secretary (who had been 12 months, 100%).

The program requires an enormous data collection and reporting, scheduling of trainings, supervision of consultants, curriculum and budget preparation and monitoring, conference and meeting attendance. In addition, there are increasing mandated data collection and reporting, curriculum planning and overseeing, and other mandated operational requirements at the Child Development Center. As a result, there is a need for the clerical support for the Foster and Kinship Care Education program. The director is requesting a 10-month, 50% clerical assistant II (for the secretary's position which was initially 12 months, then 10 months and at the end went away).

Type Budget Narrative Information on This Page

Submitted by:

Katarina Orlic-Babic, FKCE Instructional Specialist/Program Director

Name of Person Submitting Budget Narrative Form on This Line

Date:
3/26/13

Reviewed by:

Karen W. Cowell

Dean, Health Sciences & Technical Education

Title

Approved:

Title

**Antelope Valley College
Annual Budget Request
Fiscal Year 2013-2014**

Department/Division:

Foster and Kinship Care Education - Operational Budget

Ranking	Description	ILO's	Prior Yr Yes? No?	Plan Name	Priority Code	Divis. Code	ACCOUNT CODES							Current Year Budget	
							Fnd	Sub Fund	Resource	Goal/ Category	Function/ Location	Object	School/ Program		
1	SAMPLE														
2															
3	FKCE Facilitators	1,2,3,4,5	Y	ENRP	OPER	ACAA	01	3	00000.0	0000	66255	1000	1305100	9,080.00	
4	Trainers	1,2,3,4,5	Y	ENRP	OPER	ACAA	01	3	00000.0	0000	66255	5100	1305100	9,480.00	
5	FKCE Instructional Specialist	1,2,3,4,5	Y	ENRP	OPER	ACAA	01	3	00000.0	0000	66255	2000	1305100	43,813.00	
6	FKCE Clerical II (50%, 10 mo)	1,2,3,4,5	Y	ENRP	OPER	ACAA	01	3	00000.0	0000	66255	2000	1305100	13,830.00	
7	Benefits	1,2,3,4,5	Y	ENRP	OPER	ACAA	01	3	00000.0	0000	66255	3000	1305100	20,395.00	
8	Books, Supplies	1,2,3,4,5	Y	ENRP	OPER	ACAA	01	3	00000.0	0000	66255	4000	1305100	2,500.00	
9	Travel	1,2,3,4,5	Y	ENRP	OPER	ACAA	01	3	00000.0	0000	66255	5000	1305100	1,200.00	
10	Postage	1,2,3,4,5	Y	ENRP	OPER	ACAA	01	3	00000.0	0000	66255	5000	1305100	200.00	
11	Copy machine	1,2,3,4,5	Y	ENRP	OPER	ACAA	01	3	00000.0	0000	66255	5000	1305100	375.00	
12	Indirect cost (2.5%)	1,2,3,4,5	Y	ENRP	OPER	ACAA	01	3	00000.0	0000	66255	5000	1305100	\$2,588.00	
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
															TOTAL
															\$103,469.00

Current contract: \$114,954

Current contract: \$114,954

13/14 contract at 10% cut (unlikely): \$103,459