



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**

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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
April 24, 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 3:00 p.m.

A motion was made and seconded to amend the April 24, 2013 SPBC Agenda. Item 7c. Research Analyst Position Update on Recommended Action should be identified as an Informational Item (8b). The current Informational Item 8a. Hiring Request: Clerical II (50% Foster and Kinship Care Education funded) needs to be removed from the agenda until revisions to the position request can be finalized. Motion carried

2. OPENING COMMENTS FROM THE CO-CHAIR

- Ms. Sharon Lowry for committee documentation purposes she is serving in the role of the Vice President of Academic Affairs.

3. OPEN COMMENTS FROM THE PUBLIC

- None

4. APPROVAL OF MINUTES

a. March 20, 2013 (attachment)

A motion was made and seconded to approve the March 20, 2013 SPBC meeting minutes. The meeting attendance list inaccurately reflected participants. Ms. Gloria Kastner indicated she inadvertently failed to update the list and will update the list accordingly. Motion carried as corrected.

5. REPORTS

a. Human Resources Sub-Group – V. Nicholson

The subgroup committee has not met to provide any information to report.

b. Facilities Sub-Group – D. Jensen

The Facilities Subgroup members met and discussed work conducted to facilitate or coordination needed to facilitate upcoming summer projects. He provided a brief summary of upcoming summer projects:

- Old Science building: the demolition is currently being coordinated and projected to be completed prior to the fall 2013 semester.
- Student Health Center – completed a schematic layout and will be sending drafted layout to Cabinet for review and feedback. The funding for this project is still being discussed.
- The gym boiler and energy management upgrade project are currently on hold.
- The five year construction plan is due to the Chancellor's Office no later than July 1, 2013.
 - o The Teaching and Learning Center project will be identified as the number one priority for submission.
- A review of the summer course schedule was performed to evaluate building usage for possible building closures to save on utility usage. There are a significant number of course sections being offered for the summer session and it may be difficult to consolidate building usage as was done in previous summers.

c. Communications Sub-Group – S. Standerfer

A Communication Subgroup has not met to provide any information to report

d. Educational Master Plan – K. Cowell

Dr. Cowell requested the Council be reminded of the deadline for submitting Educational Master Plan narrative information. All information must be submitted no later than Thursday, May 9, 2013.

6. ACTION ITEMS

a. Performing Arts Theatre Manager (attachment)

At the April 24, 2012 SPBC Budget and Finance Subcommittee meeting, members approved the recommendation to fund the hire of a twelve (12) month Performing Arts Theatre Manager position. Consensus results: 8 – Yes; 0 – Against; 0 – Abstentions.

A motion was made and seconded to approve the funding recommendation to hire a twelve (12) month Performing Arts Theatre Manager position. Motion was carried unanimously.

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

Ms. Mazie Brewington provided an overview of some of the concerns and issues that she has recognized in regards to Integrated Planning. She indicated the District needs to review decisions made at various councils, committees, and subcommittees to determine how the decisions are communicated and routed to other constituent councils and/or committees. All councils, committees, and subcommittees need to review and revise their memberships, missions, and purposes to determine how resource requests and/or needs are addressed for institutional needs. In addition, councils and committees need to ensure the mission, purpose, and membership should demonstrate connectivity for integrated planning purposes. There should be the opportunity for an annual review of committee information in efforts to become part of the process of integrated planning decisions. Currently, there are six faculty work request for facilities augmentation although there is no funding account included on requests to perform tasks. It is imperative to institute a process where operational and strategic planning is ongoing regardless of funding. There is always a need to plan and ensure a consistent dialogue is occurring at SPBC to address all planning needs. Ms. Brewington indicated there are many resource requests for facilities and no funding allocated by the District to address the needs for operations. The operational process should be made more productive and transparent but need to thoroughly look at current processes established to determine the best means in moving forward. She indicated she has experience in facilitating this type of project and need to move in a more expeditious manner to allow discussion to occur as well as action to expedite planning processes. She would be willing to coordinate a subgroup to work on establishing a process where integrated planning is demonstrated within all council, committee, and subgroup processes.

Ms. Sharon Lowry indicated this is a timely topic for discussion. The Educational Master Plan for Antelope Valley College is a compilation of both the Strategic Plan and Educational Master Plan.

Dr. Les Uhazy indicated the planning process operates on an ebb and flow complex issue dependent on the budget. In the Academic Affairs areas operational and strategic planning are always an ongoing dialogue at Dean's meetings.

Ms. Maria Clinton and Ms. Diana Keelen reviewed and presented Dr. Matthew Lee with Glendale Community Colleges' Planning document as an example. Dr. Lee reviewed AVC's processes and said we have processes established although don't always follow them.

Ms. Pamela Ford indicated there are processes established for campus planning purposes. It appears these established processes may not facilitate the desired outcome or vision for planning purposes and are therefore recommended to be revised. There shouldn't be a reactionary need to alter current processes simply because it does not facilitate immediate action.

Mr. Doug Jensen indicated until recent months the District has never tied growth into staffing. The District needs to address the gaps and make efforts to improve established processes for the benefit of the District.

Dr. Jill Zimmerman stated new leadership will be established on campus and the Council should not make any efforts to change processes since the newly hired Superintendent/President should be afforded the opportunity to review established processes for input. The new Superintendent / President should be afforded the opportunity to tie up any loose ends and/or gaps they deem necessary to make processes more effective and efficient.

b. HR Subgroup Recommendation: Process Augmentation for Staffing Requests (2/21/13 Subgroup attachment)

Dr. Vicky Nicholson provided a brief report on the discussion occurring at the February 21, 2013 subgroup meeting which members were in consensus to recommend a revision to the current hiring process to expedite the recruitment process. Currently, the process requires for all positions to go to the SPBC Budget and Finance Subgroup for approval and then to the main body of SPBC for final recommendation to the Superintendent/President. This process can take up to two months or longer wasting valuable time to hire a new employee. Dr. Nicholson referred council members to the minutes for documentation purposes and to the proposed revised process recommendation for consideration.

Ms. Pamela Ford inquired whether this process would be instituted for positions that are not district funded. Dr. Nicholson responded stating the process would be instituted for all hiring requests except for faculty.

Dr. Ed Beyer stated altering the current process would remove the opportunity for the main Council to review, discuss, and provide feedback with different perspectives on the big budget picture. There is a definite need to determine a means to expedite the process but is not comfortable with the ultimate decisions of approving hiring requests being made solely by Administration. He indicated it would put Administrators in a difficult situation to reject requests coming from their areas and does not allow for all constituencies to have input on matters which would impact future budgeting and planning cycles.

Ms. Mazie Brewington this recommendation is intended to forward only those requested hiring positions which are already established in the District budget to the Executive Council for review and allow them to discuss key positions to meet the needs of the campus. If council members do not deem the position necessary to fill then the position would then initiate the integrated planning process which will require for constituents to review and discuss position needs. A staffing list will have to be created, reviewed, and approved by the Classified Union and area Managers/Supervisors will have to speak to the need of their area(s) prior to forwarding hiring requests for consideration. Revising the current process would be the initiation of facilitating an integrated planning process.

Ms. Kim Fite expressed her concern regarding creating a list of key or vital positions. She indicated establishing a list will create an atmosphere where one position is seen as more vital than another.

Ms. Sherrie Padilla indicated unless any list generated includes all positions on campus the idea to establish a list of vital positions on campus would be detrimental to campus morale. There is a need to streamline the process which should not include establishing a hierarchy where one classification is deemed more relevant for hiring than another.

Ms. Maria Clinton stated there is a need to delay any decisions to alter current processes until Dr. Matthew Lee is able to thoroughly review campus governance processes and provide recommendations for consideration. We can communicate this issue as an area of concern and request he review the current process and provide a recommendation to address the concerns. He is scheduled to provide recommendations for consideration by the end of the spring semester.

c. Research Analyst Position Update on Recommended Action

This agenda item was moved from a discussion item to an informational item.

8. INFORMATIONAL ITEM

a. Hiring Request: Clerical II (50% Foster and Kinship Care Education funded) (attachment)

This agenda item was removed from the agenda.

b. Research Analyst Position Update on Recommended Action

Ms. Lowry provided a brief history of the actions the Council took in regards to filling the Research Analyst position. The hiring request for the position was approved at the October 17, 2012 SPBC meeting but was not to be filled until the Dean of Institutional Effective, Research and Planning (IERP) could be hired and participate in the hiring process for the Research Analyst. Council members were in agreement to move forward with the recruitment process for the Research Analyst position if the initial search to fill the Dean’s position was unsuccessful. The initial IERP Dean recruitment process did not result in a permanent replacement therefore the Research Analyst position will move forward through the recruitment process to fill the position vacancy.

9. SPBC ADMINISTRATIVE BUSINESS

a. Summer SPBC Meetings

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

10. OPEN FORUM

- None

11. ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 4:13 p.m. Motion carried.

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



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	\$2,586.00	
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
													TOTAL	\$103,469.00	

Current contract: \$114,964

Current contract: \$114,954

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