



ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
May 15, 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. **April 24, 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. **GASB Funding Recommendation (attachment) – Ms. Mazie Brewington**
7. **DISCUSSION ITEM**
 - a. **Evaluate SPBC Process and Form Routing – Ms. Maria Clinton**
 - b. **Integrated Assessment, Planning & Budget Information Flow Chart (attachment) – Dr. Karen Cowell**
 - c. **Institutional Effectiveness Subgroup (attachment) – Ms. Maria Clinton**
8. **INFORMATIONAL ITEM**

None
9. **SPBC ADMINISTRATIVE BUSINESS**
 - a. **Summer SPBC Meetings**
 - **Summer meeting dates: June 19, 2013 and July 17, 2013**
9. **OPEN FORUM**
10. **ADJOURNMENT**

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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 determining 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 discussion 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

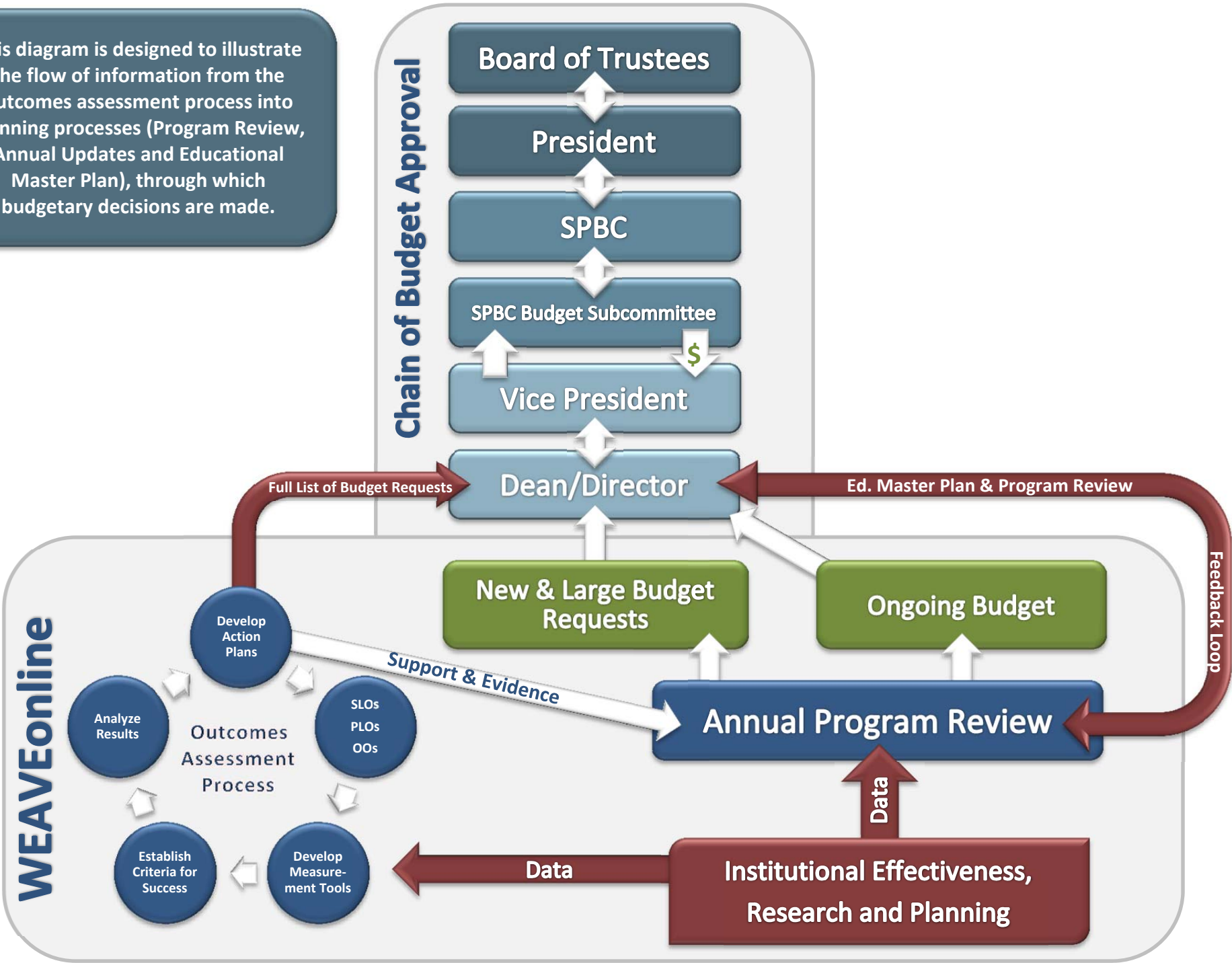
11. ADJOURNMENT

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		

Integrated Assessment, Planning & Budget Information Flow Diagram

This diagram is designed to illustrate the flow of information from the outcomes assessment process into planning processes (Program Review, Annual Updates and Educational Master Plan), through which budgetary decisions are made.



SPBC Proposal Closing the Loop

Institutional Effectiveness Subgroup

To continue to comply with Accreditation Standard 1B, the college needs to establish a process by which its planning and budgeting process is assessed to determine its effectiveness. One consideration is to establish a subgroup of SBPC called, "Institutional Effectiveness Subgroup."

The subgroup's sole charge is to annually evaluate the effectiveness of the planning and budgeting process. In meeting that charge, along with DIRP, the subgroup should develop research tools for assessment. For example : (1) a survey that rates the effectiveness of the various planning documents used for planning and budgeting; and (2) a satisfaction survey of all the constituents involved in the planning and budgeting cycle.

Annually, the subgroup would write a report based on the data explaining how well the process functioned, what did or did not work, and what changes or revisions should be implemented for the next planning and budgeting cycle. This report would then have a separate section in SPBC's Annual Report, called: REPORT CARD.