



**ANTELOPE VALLEY COLLEGE**  
**STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA**  
**May 29, 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. **May 15, 2013 (attachment)**
5. **ANNUAL REPORTS**
  - a. **Budget and Finance Sub-Committee – Ms. Mazie Brewington**
  - b. **Human Resources Sub-Committee – Dr. Vicki Nicholson**
  - c. **Facilities Sub-Committee – Mr. Doug Jensen**
  - d. **Communications Sub-Committee – Mr. Steve Standerfer**
  - e. **Educational Master Plan – Sub-Group – Dr. Karen Cowell**
6. **ACTION ITEM**
  - a. **Tutorial Specialist Hiring Request (attachment)**
  - b. **Administrative Assistant: Technical Education Hiring Request (attachment)**
  - c. **Evaluations Coordinator Hiring Request (attachment)**
7. **DISCUSSION ITEM**
  - a. **SPBC Retreat – June 5, 2013**
8. **INFORMATIONAL ITEM**
  - a. **Budget Update – Ms. Mazie Brewington**
  - b. **Educational Advisor Hiring Request – 100% Basic Skills Funding (attachment)**
  - c. **General Counseling Hiring Request – 100% Perkins Funding (attachment)**
  - d. **Research Technician Hiring Request – 50% STEM COOP/50% Title V (Attachment)**
  - e. **50 % Clerical III: Foster and Kinship Care Education Hiring Request – 100% Foster and Kinship Care Education Funded (attachment)**
  - f. **Clerical III: Student Development and Services Hiring Request – 100% Student Health Services Fees (attachment)**
9. **SPBC ADMINISTRATIVE BUSINESS**
  - a. **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

DATE: May 10, 2013

TO: Maize Brewington, VP  
Administrative Services

FROM: Charlotte Forté-Parnell, Ed.D.  
Dean, IRES/LA

SUBJECT: **Justification for Permanent Tutorial Specialist Replacement**

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The Learning Center is comprised of six service centers: (1) Academic Skills, (2) Front Desk/Check-Out, (3) General Tutoring & Supplemental Instruction, (4) Math, (5) Reading, (6) Writing and ESL. Tutorial Specialists staff these centers and provide support for faculty, offer direct student services, and direct and schedule student workers. Traditionally, there have been four Tutorial Specialists to cover five of the service centers and one Clerical III to cover one center (Front Desk/Check-Out). With the recent April 2013 resignation of one Tutorial Specialist and the freezing of the Clerical III (this position has been frozen since 2010), the burden placed on the three remaining Specialist is more than significant. Hence, the request for a Tutorial Specialist replacement.

*Antelope Valley College. . .Imagine the Possibilities*

Antelope Valley Community College District  
3041 West Avenue K • Lancaster, California 93536-5426 • (661) 722-6300



**ANTELOPE VALLEY COLLEGE**  
 Office of Human Resources & Employee Relations  
**HIRING REQUEST FOR PERSONNEL**

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

**ALL FIELDS MUST BE COMPLETED**

- Administrative
- Academic Faculty
- Classified
- CMS
- Temporary Faculty (EC 87482.5)

Department/Division: IRESLA  
 Position Title: Tutorial Specialist  
 Desired Start Date: April 8, 2013

**Position Information:**

Replacement for: Kether Foisel

New Position      Does a current job description exist?  Yes     No

Justification: \_\_\_\_\_

Full-time: \_\_\_\_\_ % 11 # months/year       Part-time: \_\_\_\_\_ % \_\_\_\_\_ # months/year

Position Days: Monday - Friday

Position Hours: 8:00 am - 4:30 pm and works one late shift per week

Position Location:  AVC Main Campus     AVC Palmdale Center     Other: \_\_\_\_\_

**Position Type/Funding:**

District: 30 digit account/funding code: 01.0-00000.0-00000-12720-2200-4930710

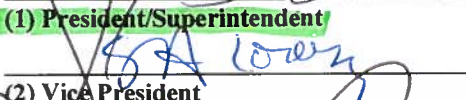
Grant/Other Non-District: Name/Title: \_\_\_\_\_

Specify beginning & ending dates of funding: \_\_\_\_\_ to \_\_\_\_\_

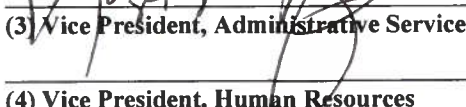
30 digit account/funding code: \_\_\_\_\_

Originating Supervisor: Dr. Charlotte Forte-Parnell  Date: 3/27/13

 3-28-13

(1) **President/Superintendent**  3/28/13  
 Date

(2) **Vice President**  5-9-13  
 Date

(3) **Vice President, Administrative Services**  \_\_\_\_\_  
 Date

(4) **Vice President, Human Resources** \_\_\_\_\_  
 Date

(5) **SPBC approval Date:** \_\_\_\_\_

Approved       Denied

Approved       Denied

Approved       Denied

Reason for Denial: \_\_\_\_\_



ANTELOPE VALLEY COLLEGE

DATE: May 10, 2013

TO: Maria Clinton, Co-chair, SPBC Budget & Finance Subcommittee  
✓Mazie Brewington, Co-Chair, SPBC Budget & Finance Subcommittee

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

SUBJECT: Request for replacement of Administrative Assistant

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Maureen Rethwisch, Administrative Assistant for the Technical Education Division, is retiring as of June 30, 2013. Her last day of work will be June 6<sup>th</sup>.

In order to support the Technical Education faculty, students, staff and dean, I am requesting approval to fill the position as quickly as possible after July 1, 2013. The Technical Education division does not have another clerical employee to fill the role, and classified employees in the Health Sciences Division do not have time in their work day to provide support to another division. Summer is one of the Health Sciences Division's busiest times of the year as we enroll students in the associate degree nursing program (nursing science discipline) and the respiratory care program. In addition the classified staff of the Health Sciences Division will be supporting faculty who teach summer courses and taking their well-deserved vacations.

Thank you.



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: Technical Education

Position Title: Administrative Assistant

Replacement for: Maureen Rethwisch

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

Other: \_\_\_\_\_

**Justification:** Ms. Rethwisch is retiring, effective June 30, 2013 (last day of work is June 6, 2013). The division cannot be without an administrative assistant (the only classified employee in the division) who does the scheduling, tracks the Perkins expenditures, and coordinates the division work for the faculty.

Position FTE and Months/Year: 100 Position % 12 Months/Year (e.g. 10, 12, or other)

Position Work Schedule: List Work Hours and Work Days: Monday through Friday, 8 am to 4:30 pm

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): 01.0-00000.0-00000-12151-2100-0901000 *AD*

Additional Instructions/Comments: \_\_\_\_\_

Requesting Supervisor: Karen W. Cavell  
Signature

Date: 5/9/13

\_\_\_\_\_  
(1) Vice President of Requesting Supervisor Date

[ ] Approved [ ] Denied

\_\_\_\_\_  
(2) Dr. Jackie Fisher, Superintendent/President Date

[ ] Approved [ ] Denied

\_\_\_\_\_  
(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 COLLEGE

May 8, 2013

Dr. Karen Cowell, Dean  
Health Sciences and Technical Education Division  
Antelope Valley College  
3041 West Avenue K  
Lancaster CA 93536

Dear Dr. Cowell,

This letter is to inform you of my intent to retire from Antelope Valley Community College District. My retirement date will be effective June 30, 2013.

I have enjoyed working for the college these past 26 years and am thankful for the many positive experiences I have had.

Through the years I have been privileged to work with individuals whom I respect and admire and have acquired friendships. I will miss AVC, however, I am looking forward to the next chapter of my life.

Sincerely,

Maureen Rethwisch  
Administrative Assistant  
Technical Education Division

CC: Human Resources



ANTELOPE VALLEY COLLEGE  
Enrollment Services

May 23, 2013

MEMORANDUM

TO: Mazie Brewinton

FROM: LaDonna Trimble, *LD* Dean of Enrollment Services and Counseling and Matriculation  
Newton Chelette, Vice President Student Services

SUBJECT: Personnel agenda items for Budget Finance Sub Committee and SPBC

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**Grant Funded –Information item**

- \* **Education Advisor, Classified, funded full-time by Basic Skills through September 30, 2014**-The advisor will perform the duties outlined in the Education Advisor's position description. The focus will be on providing initial and follow-up advising, and workshops for students that assess in basic skills classes. The goal is to provide targeted services to students and decrease the number of basic skills students that require more than 30 units.

**District Funded-Action item**

**Coordinator Evaluations, Replacement due to resignation of Milove Johnson effective July 1, 2013**-The coordinator will perform the duties outlined in the Coordinator, Evaluation's position description. Providing students with timely degree completion reports is critical to students' enrollment priority, course selection, and education goal completion. Two positions are currently funded by the District to support the official flow of degree information to students. The position is supported in the Enrollment Services Program Review.

Resignation letter submitted to Human Resources on May 23, 2013.



**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: Counseling and Matriculation

Position Title: Education Advisor

Replacement for: Tamira Palmetto

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

Other: \_\_\_\_\_

Justification: Approval of Basic Skills Grant

Position FTE and Months/Year: 100 Position % 12 Months/Year (e.g. 10, 12, or other)

Position Work Schedule: List Work Hours and Work Days: District Hours 10:30-7 Mondays, 8:00-4:30 Tuesday-Friday

Position Work Location:  AVC Main Campus  AVC Palmdale Center Other: \_\_\_\_\_

Position Funding Information:  District  Special Funding

If Special Funded, indicate Specific Grant or Fund: Basic Skills

Fund Begin/End Dates: July 1, 2013 thru September 30, 2014

Accounting/Funding Code (30-digit code): \_\_\_\_\_

Additional Instructions/Comments: \_\_\_\_\_

Requesting Supervisor: Z. Zimber  
Signature

Date: 5-16-13

Heather Dueltz 5-17-13  
(1) Vice President of Requesting Supervisor Date

Approved  Denied

(2) Dr. Jackie Fisher, Superintendent/President Date

Approved  Denied

(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

### EDUCATION ADVISOR

Salary Range 19 (FT -- \$3,963.55/mo + Benefits)

#### BASIC FUNCTION:

Under the supervision of an assigned director, perform duties in support of the academic counseling office, with primary assignment in the Disabled Student Services and CalWORKs offices; performs other related duties as may be assigned.

#### REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Assists students with the development of individual educational plans including and career goals general education, major, transfer and college requirements. (E)
- Verifies and approves course selections by students which are best suited to their college majors or transfer requirements in correlation with assessment scores or by prescription of the counselor. (E)
- Provides guidance information related to college rules and regulations, policies and procedures; assists students in the enrollment application process; provides preliminary transcript assessment. (E)
- Provides articulation information to students; provide information regarding state college and universities, university system campuses and private institutions. (E)
- Participates with initial intake of students; reviews verification; and discusses services available based upon particular disabilities.
- Conducts telephone follow-up calls for "at-risk" students. (E)
- Reviews and prepares files, transcripts, correspondence and reports.
- Sets up and maintains electronic database, files, and documentations. (E)
- Plans and implements a variety of workshops on topics associated with student success and career planning. (E)
- Collaborates with college support services including Counseling, Admission & Records, Financial Aid, Disabled Student Services, STAR, and EOP&S to maximize resources and services to students. (E)
- Conducts a variety of outreach activities including college tours; presents presentations regarding programs and services; develops community relationships; develops flyers, newsletters and brochures; and develops email messages. (E)
- Coordinates program efforts and educational options with appropriate organizations, including ACS State and Local Solutions, the Department of Social Services, and Career Options. (E)
- Provides work direction to student workers.
- Provides test proctoring.
- Attends committee, staff, and counseling meetings and workshops.
- Performs a variety of general clerical duties and responsibilities.
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to a Bachelor's degree in counseling, psychology, business or a related field and two years of experience working with students in an academic environment.

#### KNOWLEDGE OF:

Principles and practices of academic advising

Principles and techniques of student interviewing

Modern office procedures, methods and computer equipment

College and community resources to assist students

Articulation information regarding state colleges, universities and private institutions

**ABILITY TO:**

Interpret and apply articulation requirements of state colleges and universities, the California university system and private institutions

Learn and interpret community college curriculum, placement procedures, course prerequisites and general education requirements.

Assess student needs and make appropriate referrals.

Perform a variety of responsible work involving independent decision-making.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides work direction to student workers.

**CONTACTS:** Co-workers, counselors, interpreters, other departmental staff, student workers, students, parents, the general public, and external agencies.

**PHYSICAL EFFORT:**

Requires the ability to exert some physical effort, such as walking, standing and light lifting

Dexterity in the use of fingers, limbs and body in the operation of office equipment.

Travel between campuses.

**WORKING CONDITIONS:**

Office environment.



Antelope Valley College Basic Skills

Basic Skills Committee Mission Statement: "To increase student retention and success this committee provides holistic structure and support to:

- 1) students
2) instructors
3) support services, and
4) the community

This support is based on data, theory, planning, dialogue, and collaboration, resulting in effective practices."

PART 1: REQUEST FOR BASIC SKILLS INITIATIVE FUNDS - ACTIVITY PROPOSAL

Requestor: LaDonna Trimble Discipline/ Department: Counseling and Matriculation

Activity Timeline/Date: July 2013 - June 2014 \$ Total Funds Requested: \$120,000

Activity Title: Basic Skills Counseling and Advising Team (must agree with calculations on Page 2)

1. Supports which major category of the Basic Skills Initiative? (please check all that apply)

- [X] A. Organizational and Administrative Practices [ ] C. Staff Development
[ ] B. Program Components [ ] D. Instructional Practices

2. Please identify the Action Plan item to which this request is linked: Activity Aligned to BSC Goal(s) 1 and 2

Effective Practice/Strategy: You may list more than one - see BSC website (i.e., A.1, B.2, C.3, D.4, etc.) A.3,4,5,6,7 B 1,3 and C 2 (use goal numbers above)

3. Briefly describe the purpose of the activity (attach any pertinent supporting documentation or provide as much details as you can below). Example: Provide in class tutoring for Basic Skills English 97 course.

The purpose of the activities is to support the Basic Skills mission to increase retention and success of students that assess in basic skills classes and to improve the educational outcomes of our students. The planned activities will be initiated prior to students' first enrollment in classes at AVC. Team members will contact new students regarding their assessment results and reinforce the importance of early registration and course selection. In addition to the early classroom visits that currently take place, classroom visits will be scheduled late in the semester to reinforce Recommendations: 2.2, 2.3, 2.4, 2.5, 3.3, and 3.4 of the Student Success Act. (See attachment #1)

4. Describe what actions you will take and who will be involved to implement this activity.

The team will be comprised of two adjunct counselors and one education advisor. New students that assess in basic skills classes will represent one cohort and continuing and returning basic skills students will represent a second cohort. The counselors and advisor will use case management, e-mail and workshops designed specifically for follow-up appointments to educate and provide support services for both cohorts. (See attachment #2)

5. Please identify the measurable outcome(s):

Example: Increase the success rate of students who attend Basic Skills English 97 course with in-class tutoring as compared to students in traditional sections of the course.

The success, retention and persistence of new students that receive intervention prior to enrolling as well as continuing and returning students will be measured.

**PART 2: REQUEST FOR BASIC SKILLS INITIATIVE FUNDS - PROPOSED EXPENDITURES**

The Basic Skills budget is divided into seven categories. Please identify the category and other information related to your funding request on the following form. Please make additional copies of form as needed.

**Funding Categories: Circle ONE only**

- a) Program and Curriculum Planning and Development
- b) Student Assessment
- c) Advisement and Counseling Services
- d) Supplemental Instruction and Tutoring
- e) Articulation
- f) Instructional Materials and Equipment
- g) Other: Coordination, Research & Professional Devt

Planned expenditures (attach relevant quotes/supporting documents)

Category:			
Personnel Costs (tutoring, SI, etc.)	Salary Rate: Adj Couns (2)	Number of Hours 1,900	Total Requested: 95,000
Supplies/Software	Item Description:	Cost:	Total Requested:
Equipment	Item Description:	Cost:	Total Requested:
Professional Dev. (travel, consultants, etc)	Item Description:	Cost:	Total Requested:
Other	Item Description:	Cost:	Total Requested:
Category:			
Personnel Costs (tutoring, SI, etc.)	Salary Rate: Ed Advisor	Number of Hours 1,000	Total Requested: 25,000
Supplies/Software	Item Description:	Cost:	Total Requested:
Equipment	Item Description:	Cost:	Total Requested:
Professional Dev. (travel, consultants, etc)	Item Description:	Cost:	Total Requested:
Other	Item Description:	Cost:	Total Requested:

5/16/13  
 Met with Agnes & Christos and received permission for 18 hours per week. 5/16/13  
 Met with Agnes and Christos & received a full approval for 15 hours per week.

\*Appropriate College forms will need to be attached (ex: sign-up sheets for retreats, trip requests, travel forms, etc.)

**Signatures:**

Z Quimble      3-15-13      Z Quimble for Heather Chellette      Date 3-15-13  
 Person submitting request      Date      Administrator      Date

Please forward to Basic Skills Director, Agnes Jose-Eguaras (Learning Center Room 117).  
 If you have questions, please call Agnes at x 6357 or email at ajoseguaras@avc.edu.

**For Basic Skills Director Use Only**

Reviewed by Basic Skills Committee on \_\_\_\_\_ Reviewed by VP of Academic Affairs on \_\_\_\_\_

Action: \_\_\_\_\_ Approved OR Denied      Reason for Denial of Funds: \_\_\_\_\_

## AVC Basic Skills Grant

Briefly describe the purpose of the activity (*cont'd.*):

*Attachment #1* – The team will educate students about assessment retest policies, assessment tutorials and PAWs. The new activities will complement the existing early classroom visits, First Semester Basic Skills workshops, and the one-on-one basic skills Counseling and Advising appointments. The purpose of the activities is to support a structured pathway and provide support services to increase students' access, success, retention, persistence and completion of basic skills classes. The classroom visits and counseling appointments represent a high degree of integration among academic and student support services.

*Attachment #2* – Since late semester classroom visits will be added, new, continuing and returning students will have the opportunity to have multiple contacts with the counselors and advisor. The team will make referrals to appropriate campus resources such as the Learning Skills Center, EOPS, STAR, CalWorks, OSD, Career/Transfer Center, general counseling, financial aid, and health and counseling services.



ANTELOPE VALLEY COLLEGE  
Enrollment Services

May 24, 2013

MEMORANDUM

TO: Mazie Brewington *MB*

FROM: LaDonna Trimble, Dean of Enrollment Services and Counseling and Matriculation  
Newton Chelette, Vice President Student Services

SUBJECT: Personnel agenda item

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**Grant Funded –Information item**

**General Counselor 11-months, Perkins Grant-**Perkins funding will allow the adjunct counselor to focus on serving current and potential CTE majors as well as special populations and nontraditional students. The counselor will provide education plans, classroom visits, and career planning. In addition, the Counselor will attend CTE Advisory meetings and provide updates at counseling meetings. Over 6,500 registered students at AVC in the past year had a CTE major as their course of study and the CTE Counselor will focus on the needs of those students. Counselors in the Counseling Center service all students, and according to their recent Program Review, an additional 66 counselors are needed to meet the current counseling demand.

Counseling services PLO: Each student will demonstrate knowledge of AVC's educational curriculum to support their goals toward degree, certificate and/or transfer requirements by enrolling in courses from their education plan.



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**

Department/Division: Counseling and Matriculation

Position Title: General Counselor, funded by VTEA

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

- Replacement for: \_\_\_\_\_
- New Position: Current approved job description on file?  Yes  No
- Other: \_\_\_\_\_

Justification: VTEA Grant approval for a 10 month Student Success Counselor

Position FTE and Months/Year: 1.00 Position % 11 Months/Year (e.g. 10, 12, or other)

Position Work Schedule: List Work Hours and Work Days: \_\_\_\_\_

Position Work Location:  AVC Main Campus  AVC Palmdale Center Other: \_\_\_\_\_

Position Funding Information:  District  Special Funding

If Special Funded, indicate Specific Grant or Fund: VTEA Grant

Fund Begin/End Dates: \_\_\_\_\_

Accounting/Funding Code (30-digit code): \_\_\_\_\_

Additional Instructions/Comments: \_\_\_\_\_

Requesting Supervisor: [Signature] Date: 4/24/13  
Signature

- |  |  |                                 |
|--|--|---------------------------------|
| <u>[Signature]</u> 4-24-13                           | <input checked="" type="checkbox"/> Approved     | <input type="checkbox"/> Denied |
| (1) Vice President of Requesting Supervisor Date     |  |                                 |
| (2) Dr. Jackie Fisher, Superintendent/President Date | <input type="checkbox"/> Approved                | <input type="checkbox"/> Denied |
| (3) Vice President, Administrative Services Date     | <input type="checkbox"/> Approved                | <input type="checkbox"/> Denied |
| (4) Vice President, Human Resources Date             | <input type="checkbox"/> Approved                | <input type="checkbox"/> Denied |
| (5) SPBC Budget & Finance Approval: _____            | (6) SPBC Full Committee Approval: <u>3/20/13</u> |                                 |

LI 5/17/13

Reason for Denial: \_\_\_\_\_

**APPLICATION FOR PERKINS IV FUNDS  
SUPPORT SERVICES FOR CAREER/TECHNICAL STUDENTS**

**Name and Department of Person Making Proposal:** LaDonna Trimble

**Dean or Director:** LaDonna Trimble

**Total Amount Requested:** \$89,920 (Special Populations Project)

- 1. Briefly describe the project and how it will improve the success of Career Technical Education students. This might include, but is not limited to: greater access, recruitment, career awareness, successful course completion, increased certificate or degree completion, improved job placement, etc.**

A counselor for CTE students would provide greater access for students who need student educational plans and career guidance for potential and current CTE students. Currently, the counseling faculty has the ability but not the time to see the increasing number of students interested in CTE careers. The faculty also has limited time to provide career guidance for special populations, including nontraditional students in CTE programs. The faculty will be able to do the follow up by going in the classroom and developing collaborative programs for the students and industry. The counselor could participate in high school orientation for CTE students who come to the campus for information.

- 2. What SLOs or PLOs will this project address? Is this project mentioned in the Action Plans or Program Review for this discipline?**

Counseling services PLO: Each student will demonstrate knowledge of AVC's educational curriculum to support their goals toward degree, certificate and/or transfer requirements by enrolling in courses from their Education Plan.

This project is not mentioned in the Program Review for Counseling although the need for additional counselor is mentioned in the Program Review.

- 3. If funded, how will you evaluate the effectiveness of this proposal?**

1. Report the number of counseling visits by CTE students.
2. Report the number of visits by the counselor into CTE classes.
3. Report the number of education plans by the CTE counselor to set a baseline for the number of CTE educational plans completed in a year.
4. Survey of CTE students to determine student satisfaction with having a specific CTE counselor to meet their needs.
5. Track the number of students who are in special populations who have an appointment with the CTE counselor.



*L. Dumble*

Signature of Proposal Originator

*L. Dumble*

Signature of Approving Dean

3-29-13

Date

3-29-13

Date

### BUDGET WORKSHEET

Item Description	Total Amount	Item Description	Item Amount	Item Post or Detail
1000 Instructional Salaries	\$64,767.41	Salary, counselor	\$64,767.41	Provide educational plans for CTE students, provide career guidance for CTE students including special populations, follow up with CTE students in the classroom; participate in orientation of high school students who are interested in CTE careers
2000 Non-Instructional Salaries	\$		\$	
3000 Employee Benefits	\$25,146.27	Benefits	\$25,146.86	Benefits provided by District (Uses District cap for Health & Welfare estimate)
4000 Supplies and Materials	\$		\$	
5000 Other Operating Expenses and Services	\$		\$	
6000 Capital	\$		\$	

7000 Other Outgo	\$		\$	



ANTELOPE VALLEY COLLEGE  
OFFICE OF THE VICE PRESIDENT, ACADEMIC AFFAIRS

MEMORANDUM

DATE: May 2, 2013  
TO: Ms. LaDonna Trimble  
FROM: Sharon A. Lowry, Vice President of Academic Affairs  
SUBJECT: Outcome of VTEA Proposal

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Congratulations! The Perkins Local Planning Team has approved funding for the Counseling program. Your program was awarded \$89,920.00 for the 2013 – 2014 fiscal year.

The total amount requested throughout the college exceeded the amount that the college was awarded by approximately \$100,000. Even though your program was not awarded the total amount that you requested, the Local Planning Team believes that the amount awarded will make a difference in the quality of your program.

Thank you for taking the time to write and submit this important proposal.

/gmk

cc: Dr. Karen Cowell



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: Academic Affairs

Position Title: Research Technician

- Replacement for: Aeron Zentner
- New Position: Current approved job description on file?  Yes  No
- Other: \_\_\_\_\_

Justification: Employee resigned; last day of employment 5/31/13

Position FTE and Months/Year: 100 Position % 12 Months/Year (e.g. 10, 12, or other)

Position Work Schedule: List Work Hours and Work Days: Monday - Friday 8:00am - 4:30 pm

Position Work Location:  AVC Main Campus  AVC Palmdale Center Other: \_\_\_\_\_

Position Funding Information:  District  Special Funding

If Special Funded, indicate Specific Grant or Fund: 50% STEM CO-OP + 50% Title V Solo

Fund Begin/End Dates: \_\_\_\_\_

Accounting/Funding Code (30-digit code): \_\_\_\_\_

Additional Instructions/Comments: \_\_\_\_\_

Requesting Supervisor: Sharon A Lowery Date: 5/22/13  
Signature

- |   |                        |  |  |
|---|------------------------|--|--|
| <u>Sharon A Lowery</u><br>(1) Vice President of Requesting Supervisor | <u>5/22/13</u><br>Date | <input checked="" type="checkbox"/> Approved | <input checked="" type="checkbox"/> Denied |
| _____<br>(2) Dr. Jackie Fisher, Superintendent/President              | _____<br>Date          | <input type="checkbox"/> Approved            | <input type="checkbox"/> Denied            |
| _____<br>(3) Vice President, Administrative Services                  | _____<br>Date          | <input type="checkbox"/> Approved            | <input type="checkbox"/> Denied            |
| _____<br>(4) Vice President, Human Resources                          | _____<br>Date          | <input type="checkbox"/> Approved            | <input type="checkbox"/> Denied            |
| _____<br>(5) SPBC Budget & Finance Approval:                          |                        | _____<br>(6) SPBC Full Committee Approval:   |  |

Reason for Denial: \_\_\_\_\_

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### RESEARCH TECHNICIAN

Salary Range 19

#### **BASIC FUNCTION:**

Under the direction of Director of Institutional Research and Planning, perform extensive and technical institutional research and evaluation duties, including those related to State-mandated matriculation programs and activities; design and perform research and evaluation of District matriculation and other institutional planning issues; coordinate matriculation research activities with District departments and groups; prepare reports for District personnel and State agencies to fulfill compliance regulations and requirements and assure institutional and matriculation effectiveness for appropriate funding.

#### **REPRESENTATIVE DUTIES:** E = indicates essential duties of the position

- Perform extensive and technical planning, design, research and evaluation duties related to institutional planning projects, including State-mandated matriculation programs and activities; design and perform research and evaluation of District matriculation, other institutional planning projects and a variety of internal and external issues. (E)
- Utilize accurate statistical procedures and sampling techniques for institutional research projects; assure high levels of confidence and reliability to survey results. (E)
- Create, develop and maintain databases utilizing a mainframe computer related to student enrollment projections, follow-up studies and analysis of program enrollment patterns. (E)
- Collect, assemble and perform statistical analysis; determine appropriate statistic for data types including frequencies, chi-square, correlation, multiple regression and others. (E)
- Prepare reports for District personnel and State agencies to fulfill compliance regulations and requirements and to assure institutional and matriculation effectiveness for appropriate funding; prepare and revise reports with accompanying tabular, graphic and statistical contents, descriptions of analytical methods used and narrative of findings and conclusions for college and matriculation research and evaluation. (E)
- Identify and extract a variety of requested data; inspect and code data in preparation for analysis; create project documentation and databases. (E)
- Operate a variety of software packages used on personal computers for data analysis, data management, graphics and word processing. (E)
- Communicate with appropriate college staff, stakeholders and other community college districts in analysis, competition and interpretation of data; respond to research questions as requested; describe fundings; attend and conduct meetings. (E)
- Perform related duties as assigned

#### **KNOWLEDGE OF:**

Standard and advanced statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education, social and program research and evaluation.

Regression techniques, principles and tables.

Research design for original data collection and analysis.

Use of personal computers and mainframe and appropriate software packages, including proficient use of standard statistical software.

Technical report writing skills in organizing and presenting narrative and statistical information.

Technical aspects of field of specialty.

Correct English usage, grammar, spelling, punctuation and vocabulary, oral and written communication skills.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

The Research Technician position serving the Department of Institutional Effectiveness, Research and Planning (DIERP) plays a critical role in fostering a campus culture of evidence. The Accreditation process requires data driven decisions are documented and demonstrated in student learning outcomes, program review, and the integrated planning process. The Research Technician is a critical position in the DIERP to ensure data is appropriately entered into the outcome assessment management system (WEAVE) database. This position also provides training assistance to the campus community.

This is a critical need position to ensure the efficiency and effectiveness of the department. Currently, the entire department is vacant and the two other positions are in the process of recruitment. The department needs to be fully staffed to accommodate the demands of the campus community to facilitate the requirements of the Accreditation process.

The Research Technician position is currently funded 50% STEM COOP and 50% Title V SOLO grant monies. The Title V Solo grant funding will cease in 2014 requiring the District to discuss how to move forward with the funding of this position.



ANTELOPE VALLEY COLLEGE

DATE: May 23, 2013

TO: Maria Clinton, Co-chair, SPBC  
Mazie Brewington, Co-Chair, SPBC

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

SUBJECT: Foster & Kinship Care Education classified staff need

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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 III position (10 months) to support the Foster and Kinship Care Education program. The individual would be hired for the 2013-14 budget year. Funding will be provided by the Foster and Kinship Care Education categorical budget.

*1/Decker*

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.

CC: Sharon Lowry, Vice President, Academic Affairs  
Deborah Morgan, Sr. Administrative Assistant  
Gloria Kastner, Sr. Administrative Assistant



**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: Foster and Kinship Care Education/Health Sci

Position Title: Clerical III

- Replacement for: \_\_\_\_\_
- New Position: Current approved job description on file?  Yes  No
- Other: \_\_\_\_\_

**Justification:** There is an enormous data collection and reporting, scheduling of trainings, budget monitoring.

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 through Friday; 8:00-12:00 or 12:00-4:00.

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)

Fund Begin/End Dates: 7/1/13 - 6/30/14

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

Additional Instructions/Comments: \_\_\_\_\_

Requesting Supervisor: *Kate Anne Patton* Date: 5-23-13  
Signature

- |  |      |   |            |
|--|------|---|------------|
| _____<br>(1) Vice President of Requesting Supervisor     | Date | [ ] Approved                            | [ ] Denied |
| _____<br>(2) Dr. Jackle Fisher, Superintendent/President | Date | [ ] Approved                            | [ ] Denied |
| _____<br>(3) Vice President, Administrative Services     | Date | [ ] Approved                            | [ ] Denied |
| _____<br>(4) Vice President, Human Resources             | Date | [ ] Approved                            | [ ] Denied |
| (5) SPBC Budget & Finance Approval: _____                |      | (6) SPBC Full Committee Approval: _____ |            |

Reason for Denial: \_\_\_\_\_



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	Slp Fund	Resource	Goal/ Category	Function/ Location	Object		School/ Program	
1	<b>SAMPLE</b>														
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		20,385.00
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															
														<b>TOTAL</b>	<b>\$103,488.00</b>

Current contract: \$114,864

FKCE1314budgetrequest

3/28/2013

Budget Request Form

**Current contract: \$114,954**  
**13/14 contract at 10% cut (unlikely): \$103,459**

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### CLERICAL ASSISTANT III

Salary Range 12

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of responsible and technical clerical and typing work in support of an assigned District function; provide work direction and guidance to student assistants and other clerical personnel as assigned; performs other related duties as may be assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

The Clerical Assistant III performs specialized clerical duties or provides sole clerical support for an assigned function. Work involves specialization in a specific functional area. Incumbents are required to exercise independent judgment and may be assigned lead duties. Incumbents in the Clerical Assistant II class provide a variety of clerical support to other clerical or secretarial staff and may perform some assignments independently. Incumbents in the Clerical Assistant I classification perform routine and repetitive general clerical duties requiring no previous experience. Duties are performed with brief instructions and under close supervision.

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Plans, schedules and performs technical clerical duties related to assigned function such as compiling information from a variety of sources and preparing reports and forms as required by District, County, State or federal regulations; communicates with other agencies or departments to provide or obtain a wide variety of information; provides cover for front desk or department counter as assigned providing information and assistance to students, potential students, clients and the general public regarding program services and requirements. (E)
- Receives and screens phone calls and visitors; reports phone problems; provides information and directs inquiries and visitors to the proper person or office; provides technical information concerning policies, procedures, rules, regulations and activities of assigned program or office. (E)
- Composes correspondence either independently or from oral instructions; prepares letters, memos, flyers, brochure, and forms, requesting or providing information; prepares variety of mailings as assigned. (E)
- Prepares, types, proofreads and duplicates a variety of items including proposals, contracts, purchase orders, reports, agendas, minutes and other documents. (E)
- Coordinates schedules and assists in communicating to others regarding meetings, appointments, orientations, activities or announcements; schedule meetings, conferences, and interviews for supervisors and others; assembles, types and duplicates required background materials. (E)
- Collects and accounts for fees and other monies received as assigned; monitors and maintains office or program budget according to established guidelines; types requisitions and processes invoices according to established procedures. (E)
- Operates computer equipment to enter and retrieve data, maintains records and generates reports; utilizes word processing and other software as required by the position. (E)
- Prepares and maintains detailed and complex logs, timesheets, files, records and software library including software licenses and maintenance agreements; establishes and cross-references filing systems as needed; maintains confidentiality of a variety of sensitive materials and information. (E)
- Assures timely distribution, receipt, processing and maintenance of a variety of records, reports and other materials; requests or provides information as necessary to assure completeness, accuracy and conformance to established procedures; conducts research and analysis for assigned specialized projects and prepares reports and recommendations accordingly. (E)
- Trains and provides work direction and guidance to student assistants and other clerical personnel as assigned. (E)

- Operates a variety of office machines such as typewriters, computers, printers, calculators, copiers, duplication machine, transcription equipment and other equipment as required. (E)
- Maintains inventory and order supplies, equipment and materials as needed; follows up with persons ordering supplies and equipment and follows up with vendors. (E)
- Receives, screens and routes mail. (E)
- Administers standardized group of individual tests, including adaptive tests for disabled students in accordance with college, state, and testing agency requirements; checks in examinees, verifies identification; prepares materials used for testing, distributes, collects, and maintains security of testing materials. (E)
- Assists instructors, students, faculty, students, co-workers with various problems and questions. (E)
- Receives and verifies accuracy of requisitions, assigns numbers, and distributes Purchase Orders via fax or mail; and determines competitive pricing with vendors. (E)
- Attends meetings, seminars, and conferences for the purpose of enhancing knowledge base and keeping current with matters related to the area of assignment. (E)
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school including or supplemented by courses in office practices and two years of experience closely related to the duties and responsibilities of the class.

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Receptionist and telephone techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of office machines including computer equipment and applicable software.

Letter and report writing techniques.

**ABILITY TO:**

Plan, schedule and perform a variety of responsible and technical clerical and typing work in support of an assigned District function.

Provide work direction and guidance to student assistants and other clerical personnel as assigned.

Add, subtract, multiply and divide quickly and accurately.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

**Type at 50 words net per minute from clear copy.**

Understand and follow oral and written directions.

Operate a variety of office equipment such as a computer, copier, transcription equipment and others as assigned.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides work direction to student and hourly workers and other clerical staff as may be assigned – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers, other departmental staff, security officers, Deans, faculty, students, vendors, other colleges, and the general public

**PHYSICAL EFFORT:**

Requires the ability to exert some physical effort, such as walking, standing and light lifting, bending at the waist, kneeling or crouching to retrieve and maintain files

Dexterity in the use of fingers, limbs and body in the operation of office equipment.

Tasks require extended periods of time at a keyboard.

**WORKING CONDITIONS:**

Normal office environment.



## Student Health & Wellness

### Clerical III Justification

#### Information only

Student Health Services is requesting a Clerical III from the funds generated by the Student Health Services Fee which began being collected Fall 2012. Prior to that, (2000-2011) AVC incurred the cost of the weekly Care-A-Van visits primarily to do sports physicals and, if there were appointments available, for any other student. We now schedule the Care-A-Van two days a week and offer dental health services once or twice a month.

In the last three years, through a Kaiser Grant and the AVC Foundation, we received a Mental Health Grant which enabled us to begin offering mental health counseling one day a week. We have now progressed to three days a week.

All health-related activities were conducted out of Student Development and College Activities. These included blood drives, health fairs, STD screening as well as serving as the liaison for the Care-A-Van and making appointments for students.

Since the fee is now in place, the services are being developed and expanded. This spring we hired an hourly clerical but, by Ed. Code, we cannot continue with an hourly. Here is the data of what we have accomplished with the fee and the hourly employee and why we need to hire a full-time Clerical III to move the program forward.

1. Care-A-Van visits twice a week: 50 appointments per week
2. Dental appointments once or twice a month: 13 appointments per month
3. Mental Health three times a week: 33 appointments per week
4. Market the Health Services and Programs by creating and updating a Student Health brochure and keeping the website up-to-date
5. Updated Web site
6. Hosted Suicide Prevention Program on campus
7. Hosting Community Day April 25, 2013 with 26 vendors
8. Established an online magazine, "Health 101" for the campus
9. Applied for our 4th Kaiser Grant
10. Assist with the design for the new, permanent space in APL.
11. Instituted the new, online E-Health database and Care 360 scheduling program.
12. Maintains Health Fee Waiver database
13. Serves as a liaison with the Antelope Valley Community Clinic and the Dean of Student Development and Services.
14. Verify students are currently enrolled using AVC Banner
15. Ensures accurate record-keeping
16. Collect and enter data that measure the number of students utilizing mental-health services.

There are enough funds in the Student Health Services Fee to fund this position.



**ANTELOPE VALLEY COLLEGE**  
Office of Human Resources & Employee Relations

**HIRING REQUEST FOR PERSONNEL**

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

**ALL FIELDS MUST BE COMPLETED**

Department/Division: Student Development & Services  
 Position Title: Clerical III  
 Desired Start Date: 01 July 2013

- Administrative
- Academic Faculty
- Classified
- CMS
- Temporary Faculty (EC 87482.5)

**Position Information:**

Replacement for: \_\_\_\_\_

New Position Does a current job description exist?  Yes  No

Justification: Expanding student health services.

Full-time: \_\_\_\_\_% \_\_\_\_\_ # months/year  Part-time: \_\_\_\_\_% \_\_\_\_\_ # months/year

Position Days: M-F

Position Hours: 8 am - 4:30 p.m.

Position Location:  AVC Main Campus  AVC Palmdale Center  Other: \_\_\_\_\_

**Position Type/Funding:**

District: 30 digit account/funding code: \_\_\_\_\_

Grant/Other Non-District: Name/Title: Student Health Services Fee

Specify beginning & ending dates of funding: \_\_\_\_\_ to \_\_\_\_\_

30 digit account/funding code: 01.3 00000.0 27084 13053 ~~XXXX~~ 6440000 DKeelen 4/23/13

Originating Supervisor: Dr. Jill Zimmerman *Jill Zimmerman 2100* Date: 26 March 2013

(1) President/Superintendent  
Newman 4-23-13  
Date

(2) Vice President \_\_\_\_\_ Date

(3) Vice President, Administrative Services \_\_\_\_\_ Date

(4) Vice President, Human Resources \_\_\_\_\_ Date

(5) SPBC approval Date: \_\_\_\_\_

[ ] Approved [ ] Denied

[ ] Approved [ ] Denied

[ ] Approved [ ] Denied

Reason for Denial: \_\_\_\_\_



ANTELOPE VALLEY COLLEGE  
Office of Human Resources & Employee Relations

Interested permanent classified employees in the same job classification must submit a Transfer Request Form to Human Resources by 4:30 p.m. on the deadline date.

**POSITION:** Clerical Assistant III Full time, 12 months

**WORK SCHEDULE:** Monday – Friday: 8:00am-4:30pm

**SALARY:** Range 12, \$3,080.58/mo. + benefits

**IN-HOUSE DEADLINE:**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of responsible and technical clerical and typing work in support of an assigned District function; provide work direction and guidance to student assistants and other clerical personnel as assigned; performs other related duties as may be assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Clerical Assistant III performs specialized clerical duties or provides sole clerical support for an assigned function. Work involves specialization in a specific functional area. Incumbents are required to exercise independent judgment and may be assigned lead duties. Incumbents in the Clerical Assistant II class provide a variety of clerical support to other clerical or secretarial staff and may perform some assignments independently. Incumbents in the Clerical Assistant I classification perform routine and repetitive general clerical duties requiring no previous experience. Duties are performed with brief instructions and under close supervision.

**REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Plans, schedules and performs technical clerical duties related to assigned function such as compiling information from a variety of sources and preparing reports and forms as required by District, County, State or federal regulations; communicates with other agencies or departments to provide or obtain a wide variety of information; provides cover for front desk or department counter as assigned providing information and assistance to students, potential students, clients and the general public regarding program services and requirements. (E)
- Receives and screens phone calls and visitors; reports phone problems; provides information and directs inquiries and visitors to the proper person or office; provides technical information concerning policies, procedures, rules, regulations and activities of assigned program or office. (E)
- Composes correspondence either independently or from oral instructions; prepares letters, memos, flyers, brochure, and forms, requesting or providing information; prepares variety of mailings as assigned. (E)
- Prepares, types, proofreads and duplicates a variety of items including proposals, contracts, purchase orders, reports, agendas, minutes and other documents. (E)
- Coordinates schedules and assists in communicating to others regarding meetings, appointments, orientations, activities or announcements; schedule meetings, conferences, and interviews for supervisors and others; assembles, types and duplicates required background materials. (E)
- Collects and accounts for fees and other monies received as assigned; monitors and maintains office or program budget according to established guidelines; types requisitions and processes invoices according to established procedures. (E)
- Operates computer equipment to enter and retrieve data, maintains records and generates reports; utilizes word processing and other software as required by the position. (E)
- Prepares and maintains detailed and complex logs, timesheets, files, records and software library including software licenses and maintenance agreements; establishes and cross-references filing systems as needed; maintains confidentiality of a variety of sensitive materials and information. (E)
- Assures timely distribution, receipt, processing and maintenance of a variety of records, reports and other materials; requests or provides information as necessary to assure completeness, accuracy and conformance to established procedures; conducts research and analysis for assigned specialized projects and prepares reports and recommendations accordingly. (E)
- Trains and provides work direction and guidance to student assistants and other clerical personnel as assigned. (E)

**REPRESENTATIVE DUTIES (Continued):**

- Operates a variety of office machines such as typewriters, computers, printers, calculators, copiers, duplication machine, transcription equipment and other equipment as required. (E)
- Maintains inventory and order supplies, equipment and materials as needed; follows up with persons ordering supplies and equipment and follows up with vendors. (E)
- Receives, screens and routes mail. (E)
- Administers standardized group of individual tests, including adaptive tests for disabled students in accordance with college, state, and testing agency requirements; checks in examinees, verifies identification; prepares materials used for testing, distributes, collects, and maintains security of testing materials. (E)
- Assists instructors, students, faculty, students, co-workers with various problems and questions. (E)
- Receives and verifies accuracy of requisitions, assigns numbers, and distributes Purchase Orders via fax or mail; and determines competitive pricing with vendors. (E)
- Attends meetings, seminars, and conferences for the purpose of enhancing knowledge base and keeping current with matters related to the area of assignment. (E)
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school including or supplemented by courses in office practices and two years of experience closely related to the duties and responsibilities of the class.

**KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Receptionist and telephone techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of office machines including computer equipment and applicable software.
- Letter and report writing techniques.

**ABILITY TO:**

- Plan, schedule and perform a variety of responsible and technical clerical and typing work in support of an assigned District function.
- Provide work direction and guidance to student assistants and other clerical personnel as assigned.
- Add, subtract, multiply and divide quickly and accurately.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- **Type at 50 words net per minute from clear copy.**
- Understand and follow oral and written directions.
- Operate a variety of office equipment such as a computer, copier, transcription equipment and others as assigned.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides work direction to student and hourly workers and other clerical staff as may be assigned – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers, other departmental staff, security officers, Deans, faculty, students, vendors, other colleges, and the general public

**PHYSICAL EFFORT:**

Requires the ability to exert some physical effort, such as walking, standing and light lifting, bending at the waist, kneeling or crouching to retrieve and maintain files

Dexterity in the use of fingers, limbs and body in the operation of office equipment.

Tasks require extended periods of time at a keyboard.

**WORKING CONDITIONS:**

Normal office environment.