



ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
June 19, 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)**
 - b. May 29, 2013 (attachment)**
 - c. June 5, 2013 (attachment)**
- 5. REPORTS**
 - a. 2012 – 2013 Annual Review Report Update – Mr. Steve Standerfer**
 - b. Budget and Finance Sub-Committee – Ms. Mazie Brewington**
 - c. Human Resources Subgroup – Mr. Mark Bryant**
 - d. Facilities Subgroup – Mr. Doug Jensen**
 - e. Communications Subgroup – Mr. Steve Standerfer**
 - f. Educational Master Plan – Subgroup – Dr. Karen Cowell**
- 6. ACTION ITEM**
 - a. Clerical III: ITS (attachment)**
- 7. DISCUSSION ITEM**
 - a. Educational Master Plan: responsibility, accountability, and timeline for goals & objectives**
 - b. Committee Ground Rules – Ms. Pamela Ford**
 - c. Institutional Effective – Ms. Sharon Lowry**
 - d. Report from Groups**
 - CCC Committee Information Sheet (attachment)**
 - Budget and Planning Diagrams**
- 8. INFORMATIONAL ITEM**
 - a. Consensus**
 - b. Bookstore Assistant – 100% Auxiliary Services Funding**
- 9. SPBC ADMINISTRATIVE BUSINESS**
 - a. 2013 – 2013 SPBC Meetings**
 - July 17, 2013; August 21, 2013; September 18, 2013; October 16, 2013; November 20, 2013; December 11, 2013; January 15, 2014; February 19, 2014; March 19, 2014; April 16, 2014; May 21, 2014; June 18, 2014**
- 9. OPEN FORUM**
- 10. ADJOURNMENT**

NON-DISCRIMINATION POLICY

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

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



ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC)
MEETING MINUTES
June 19, 2013
2:30 pm. – SSV 151

1. CALL TO ORDER AND ROLL CALL

Ms. Sharon A. Lowry, Administrative Co-Chair, called the meeting to order at 2:30 p.m.

2. OPENING COMMENTS FROM THE CO-CHAIR

None

3. OPEN COMMENTS FROM THE PUBLIC

None

4. APPROVAL OF MINUTES

a. May 15, 2013 (attachment)

A motion was made and seconded to approve the May 15, 2013 SPBC meeting minutes. Dr. Lee Grishman requested the 7th paragraph under item 7(a) be amended as follows: *Dr. Lee Grishman stated the leadership of SPBC is ~~discussion that~~ needs to initiate a discussion to take place at a retreat, stating not to wait to take action. Dr. Grishman suggested that a subgroup attend the retreat...*

Ms. Sherrie Padilla requested a correction in the spelling of her first name from Sherry to Sherrie on the 5th paragraph under item 7(a).

Ms. Pamela Ford requested that her first name be corrected from Pam to Pamela on the 4th paragraph under item 7(b).

A correction was also requested to show that Ms. LaDonna Trimble was in attendance at this meeting, but was erroneously listed as absent.

Motion carried to approve the minutes as amended.

b. May 29, 2013 (attachment)

A motion was made and seconded to approve the May 29, 2013 SPBC meeting minutes. Dr. Grishman requested that the minutes reflect that he was in attendance at this meeting.

Motion carried to approve the minutes as amended.

c. June 5, 2013 (attachment)

A motion was made and seconded to approve the June 5, 2013 SPBC meeting minutes. The motion carried with 2 abstentions.

5. REPORTS

a. 2012 – 2013 Annual Review Report Update – Mr. Steve Standerfer

Mr. Standerfer reminded the co-chairs that they needed to get their 2013-2014 goals and achievements submitted.

b. Budget and Finance Sub-Committee – Ms. Mazie Brewington

No report.

c. Human Resources Subgroup – Mr. Mark Bryant

Mr. Bryant reported that the subgroup met on June 3 and Mr. Bryant read the minutes from that meeting. The subgroup reviewed a staffing plan that was presented and they will be bringing back comments and concerns to their next meeting. They also discussed developing goals for the 13-14

year. There is a need to review the current classified positions and openings and to discuss these with the union to fill those positions. The deans and vice presidents have been asked to update all positions.

d. Facilities Subgroup – Doug Jensen

No report.

e. Communications Subgroup – Steve Standerfer

No report.

f. Educational Master Plan – Dr. Karen Cowell

Dr. Cowell reported that the committee would be meeting tomorrow and will be discussing the responsibility, accountability, and timeline for goals and objectives for the group.

6. ACTION ITEMS

a. Clerical III: ITS (attachment)

Mrs. Lowry reported that there was a vote taken via email by the Budget and Finance Sub-Committee and the recommendation was unanimous to approve the hiring of this position. A motion was made and seconded to approve the recommendation to the President. Motion carried.

7. DISCUSSION ITEMS

a. Educational Master Plan: responsibility, accountability, and timeline for goals and objectives

Dr. Cowell distributed the Educational Master Plan goals for 2013-16 and noted that a discussion needs to be conducted to determine who would assign responsibility for implementing, evaluating and achieving these goals. Dr. Zimmerman stated that there needed to be an integrated plan on all levels. Dr. Beyer asked if the objectives tie into the standards in accreditation, and Mr. Knudson responded that accreditation is a parallel process. Cynthia Hoover noted that it would be a good idea to develop a plan calendar so that everyone would know when reports are due and what they are supposed to contain. Mrs. Lowry will take the goals and objectives to Executive Council and will report back to the Educational Master Plan Committee and also this group.

b. Committee Ground Rules – Ms. Pamela Ford

Ms. Ford noted that it had been brought to her attention that there were instances where committee members were very disrespectful with each other. She suggested some ground rules that would place everyone on the same page. Suggested ground rules are:

- No talking over one another.
- Giving full attention to all speakers
- No cell phones or ipads
- No eye rolling
- Setting meeting dates
- What signifies agreement?
- Report of all members and their roles
- Time limits on each agenda item

c. Institutional Effectiveness – Ms. Sharon Lowry

Ms. Lowry stated that one of the concerns was how are we going to measure whether we are effective or not. One suggestion was that a subgroup be created entitled “Institutional Effectiveness.” There was some discussion that some individuals don’t want any more subgroups or committees, and this should be turned over to Research. Ms. Lowry would like to bring this back as an action item for the council to decide which would be most effective. Mr. Knudson suggested the council consider establishing criteria for performance of this group and that a planning calendar

was essential. Ms. Lowry stated that the goal is to ensure that we are on track on the integrated planning.

d. Report from Groups

- **CCC Committee Information Sheet (attachment)**

Dr. Grishman noted that he had gone over these documents and had a few corrections: On the roster, an adjunct faculty member was added, and this position will be appointed by the Academic Senate. The position will start in 2013 and will be a one-year term. Under “Purpose,” the portion of the membership was changed to include “*constituent groups.*” In addition, the following change is implemented: “~~Committee~~ **Council** submits recommendations to:”. Under the title of “Meetings,” the following sentence has been added: ***Intersession and summer sessions as scheduled.*** Dr. Grishman stated that he was in favor of the committee meeting twice a month as opposed to once a month.

- **Budget and Planning Diagrams**

Doug Jensen reported that the task was to take the three diagrams and merge them together. He went over each item to show the integrated planning and budgeting cycle. Sharon Lowry recommended that institutional effectiveness and planning be changed to institutional strategic plan and change the title of the blue box from Strategic Planning Documents to Planning Documents. This item will be brought to the next meeting as an action item.

8. INFORMATIONAL ITEM

a. Consensus

CCC will be looking at consensus to help define what they and all campus committees will use as the same model.

b. Bookstore Assistant – 100% Auxiliary Services Funding

Ms. Lowry reported that this position was reviewed by the Budget and Finance Sub-Committee, and it was agreed to recommend that the position be filled.

9. OPEN FORUM

None.

10. ADJOURNMENT

A motion was made and seconded to adjourn the June 19, 2013 Strategic Planning & Budget Council at 4:15 p.m. Motion carried. The next meeting will be held on July 17, 2013 at 2:30 p.m.

MEMBERS PRESENT			
Dr. Ed Beyer	Pamela Ford	Sharon Lowry	Steve Standerfer
Dr. Liette Bohler	Dr. Lee Grishman	Ty Mettler, proxy	Dr. Les Uhazy
Mark Bryant	Jack Halliday, proxy	Sherrie Padilla	Maria Valenzuela
Dr. Karen Cowell	Doug Jensen	Rick Shaw	Dr. Jill Zimmerman
Kim Fite	Ed Knudson	Jenell Paul	
MEMBERS ABSENT			GUESTS/EX-OFFICIO MEMBERS
Russell Bierle – ASO Rep	Diana Keelen	LaDonna Trimble	Cynthia Hoover
Mazie Brewington	Bridget Razo	Shelby Woods – ASO Rep.	Dawn McIntosh
Carolyn Burrell	Wade Saari		
Newton Chelette	Rick Shaw		



ANTELOPE VALLEY COLLEGE

Office of the Director – Information Technology Services

Date: 11 June 2013
To: Mazie Brewington, Vice President Administrative Services
& Members of Finance & Budget Sub-Committee
From: Rick Shaw, Director
Subject: Justification for fulfillment of impending vacancy

With the resignation of Gloria Mills, Clerical Assistant III (ITS Department Admin & Unified Help Desk), effective Thursday 13 June 2013, it is imperative that ITS initiate recruitment and fill this position immediately. The need for filling this impending vacancy with all haste is based upon several criteria. First and foremost, the position is the first line of technical support responding to technical calls for the College's Unified Help Desk, which supports both ITS and IMC. It operates as the Tier-0/Tier-1 level support in the triage for ITS & IMC (help desk – support scheme), applying computer fixes; such as resetting passwords, assigning support tickets, email resolution, file share issues, printer fixes, etc. As an illustration of importance to the delivery of services to AVC, this week (the beginning of Summer Intersession), the Help Desk has handled approximately 150 calls a day. In the first few days of Fall, that number will double to over 300.

In addition, the Clerical Assistant III (ITS Department Admin & Unified Help Desk) responds to general questions regarding grades, transcripts, application, enrollment/registration, etc, routing the caller to the appropriate office for services. It also provides the required management reporting statistics for Program Review/Accreditation, helping to enhance equitable priorities for faculty in support of the division's Intuitional Learning Outcome (ILO) #4.

Finally, the Clerical Assistant III (ITS Department Admin & Unified Help Desk) will be responsible for exercising judgment in carrying out various clerical functions as assigned; such as Service Level Agreements (SLAs) between ITS, instructional, and administrative services. They are responsible for creating, documenting, and filing of purchase requests (PR's), along with coordination of vendors/partners, 3rd party contractors and consultants.

It is critical this position be filled as soon as possible to allow the incoming Clerical III to adapt to their new role, and be prepared for the coming Fall Semester. Thank you for your attention.

cc: Deborah Morgan



ANTELOPE VALLEY COLLEGE

College Coordinating Council
Committee Information Sheet

Strategic Planning and Budget Council

Committee Name

	Appointed by	Individual	Term	Expiration Date
Co-Chair	Position: Dean of Institutional Effectiveness, Research & Planning <i>or</i> Designee	Sharon A. Lowry	Standing Appointment	Standing Appointment
Co-Chair	Position: Academic Senate President	Maria Clinton	Standing Appointment	Standing Appointment
Ex-Officio	Position: Superintendent/President	Edward Knudson	Ex-Officio	
Member	Position: Vice President of Administrative Services	Mazie Brewington	Standing Appointment	Standing Appointment
Member	Position: Vice President Academic Affairs <i>or</i> Designee	Dr. Karen Cowell	Standing Appointment	Standing Appointment
Member	Position: Vice President Student Services	Newton Chelette	Standing Appointment	Standing Appointment
Member	Position: Vice President Human Resources	Mark Bryant	Standing Appointment	Standing Appointment
Member	Position: Executive Director Institutional Advancement	Bridget Razo	Standing Appointment	Standing Appointment
Member	Position: Director, Facilities Services	Doug Jensen	Standing Appointment	Standing Appointment
Member	Position: Director, Information Technical Services	Rick Shaw	Standing Appointment	Standing Appointment
Member	Position: Director, Public Relations	Steve Standerfer	Standing Appointment	Standing Appointment
Member	Position: Co-Chair, Enrollment Mgmt	LaDonna Trimble	Standing Appointment	Standing Appointment
Member	Position: Faculty Union Representative	Dr. Liette Bohler	Standing Appointment	Standing Appointment
Member	Position: Classified Union President <i>or</i> Designee	Pamela Ford	Standing Appointment	Standing Appointment
Member	Academic Senate: Transfer Faculty Representative	Dr. Ed Beyer	3 year term	2011 – 2014
Member	Academic Senate: Student Services Faculty Representative	Dr. Lee Grishman	3 year term	2011 – 2014
Member	Academic Senate: Instructional Resources & Extended Resources Representative	Dr. Scott Lee	3 year term	2011 – 2014
Member	Academic Senate: Vocational Faculty Representative	Jack Halliday	3 year term	2011 – 2014
Member	Academic Senate: Adjunct Faculty Representative	Vacant	1 year term	2013-
Member	Classified Representative	Kim Fite	2 year term	2011 – 2013
Member	Classified Representative	Jenell Paul	2 year term	2011 – 2013
Member	Classified Representative	Maria Valenzuela	2 year term	2011 – 2013
Member	Classified Representative	Wade Saari	2 year term	2011 – 2013
Member	Confidential/Management/Supervisory	Sherrie Padilla	3 year term	2010 – 2013
Member	Dean/Director	Dr. Les Uhazy	3 year term	2012 – 2015
Member	Dean/Director	Dr. Jill Zimmerman	3 year term	2012 – 2015
Member	Student Representative	Russel Bierle	1 year term	2012 – 2013
Member	Student Representative	Shelby Woods	1 year term	2012 – 2013

Type of Committee/Authority:

Shared governance.

Purpose:

The Strategic Planning & Budget Council (SPBC) is a shared governance council that provides oversight and monitoring of the various planning documents within the institution in order to accomplish the

mission and goals of the district. SPBC utilizes the Educational Master Plan, which is the district's strategic plan, to review the mission, vision, values and practices of the institution and to monitor and modify the Strategic Goals and the Institutional Learning Outcomes.

The council reviews the annual budget requests brought forward by the Budget *and Finance* Subcommittee and makes a recommendation to the ~~President/Superintendent~~ *Superintendent/President* to fund those requests that utilize institutional resources most efficiently in accomplishing the district's strategic goals and improving the Institutional Learning Outcomes. SPBC works collegially with the ~~President/Superintendent~~ *Superintendent/President* to recommend budget priorities in a timely fashion *based on an annual SPBC timeline*. The ~~President/Superintendent~~ *Superintendent/President* may recommend budget expenditures to the Board of Trustees without consensus of the SPBC in those instances of legal and fiscal responsibility, as cited in Education Code and Title 5. The ~~President/Superintendent~~ *Superintendent/President* submits budget recommendations to the Board of Trustees for approval.

In order to function most efficiently and to support and execute the Educational Master Plan, members of the SPBC will be assigned to one or more of the following subgroups/subcommittees.

- Facilities
- Human Resources
- Communications
- Educational ~~Programs~~ *Master Plan*
- Budget and Finance ~~Subcommittee~~

Membership in the subgroup/subcommittee can be expanded by issuing a campus-wide call to all constituent groups in order to enhance its membership. Each subgroup/subcommittee has the responsibility to determine its own membership.

Committee submits recommendations *Recommendations Submitted: to:*

Recommendations are submitted to the Superintendent/President. Representatives ~~report back to~~ *inform* their respective constituency.

Product:

- Budget recommendations to the Superintendent/President
- Oversight and monitoring of the district's planning documents
- Modifications to the Strategic Goals *based on* and the Institutional Learning Outcomes

Composition:

As listed on page 1.

Terms:

Permanent by position and one, two and three-year terms according to constituency group.

Quorum:

50% plus one.

Meetings:

Meetings are held the first *and third* Wednesdays of the month during the fall and spring semesters, 2:30 to 4:00 pm, in SSV 151.

Minutes/Records:

Minutes are posted to the public AVC website and retained by the recorder (currently, Gloria M. Kastner, Senior Administrative Assistant for the Vice President of Academic Affairs):

<http://www.avc.edu/administration/organizations/spbc/>

Operations:

N/A

Prepared by: *Gloria M. Kastner*

Date: *Revised: June 2013*
Original: May 2008

AP 2510 Participation in Local Decision-Making

Reference:

***Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq; 51023.5; 51023.7
Accreditation Standard IV.A.2, IV.A.5***

ADMINISTRATIVE PROCEDURES RELATED TO PARTICIPATORY GOVERNANCE

The faculty, students, staff, and administration of Antelope Valley Community College District have developed the following procedures to fulfill the statutory requirements of Title 5 related to Participatory Governance.

Procedures for Participatory Governance Committees and Academic and Professional Matters:

- A. Procedures related to participatory governance committees:
 1. All collegewide participatory governance committees will abide by the “Participatory Governance Committee Operating Procedures” in Appendix I. Academic Senate committees will operate in accord with Senate guidelines.
 2. To insure “effective participation,” collegewide participatory governance committees shall include representatives from constituencies directly affected by the recommendation and representatives who also have expertise related to the role and purpose of the committee, whenever possible.
 3. The College Coordinating Council (CCC) will determine the role and function of collegewide participatory governance committees and specify the membership and terms of those committees. In addition, the CCC will review the role, function and membership of all collegewide participatory governance committees at least every three years and modify as needed. Participatory governance committees may request that the CCC review their role, function, or membership at any time for possible modification.
 4. Each constituent group represented on the College Coordinating Council will determine the process by which it appoints representatives to collegewide participatory governance committees.
 5. Each collegewide standing committee will determine if any part of an item or issue before it is related to an academic and professional matter, or a collective bargaining issue, using the guidelines listed in Appendix II, and refer that part to the College Superintendent/President and the Academic Senate or Collective Bargaining Agent, as appropriate, for consideration.
- B. Procedures for reaching agreement on Academic and Professional Matters:
 1. Recommendations related to Academic and Professional Matters, where the Board relies primarily on the Academic Senate, will be submitted to the Board of Trustees for consideration, via the Superintendent/President. If the recommendations of the Academic Senate are not accepted, the Board will communicate the “compelling reasons or legal liability” to the Academic Senate in a written statement.
 2. For those Academic and Professional Matters that require mutual agreement, the Mutual Agreement Council will solicit feedback from the Board of Trustees and the Academic Senate, and may solicit feedback from other college constituent groups if needed. The Mutual Agreement Council will deliberate until mutual agreement is reached between the Board of Trustees, or their designees, and the Academic Senate.

3. If mutual agreement is reached, the Board will put the new policy into effect unless legal liability or substantial fiscal hardship can be demonstrated. If mutual agreement cannot be reached and a policy currently exists, the current policy remains in effect, unless legal liability or substantial fiscal hardship can be demonstrated. Both the Board of Trustees, or their designees, and the Academic Senate will communicate in a joint statement the reasons that agreement cannot be reached.
4. Mutual agreements between the Academic Senate and the Board of Trustees, or their designees, will be placed on the next scheduled Board Agenda as an informative report. Mutual agreements requiring Board approval will be submitted at a subsequent meeting as a communication for approval.
5. The Mutual Agreement Council will also serve as a forum for the President's Executive Council and Senate Executive Committee to share information and discuss concerns about academic and professional matters.

AVCCD Governance Councils and Committees:

- A. College Coordinating Council
- B. Mutual Agreement Council
- C. Strategic Planning & Budget Council
- D. Collegewide Participatory Governance Committees
 1. Staff Development Committee
 2. Information Technology Committee
 3. Matriculation Committee
 4. Equal Employment Opportunity Advisory Committee
 5. Campus Safety Committee
 6. Calendar Committee
 7. Legislative Committee
 8. Enrollment Management Committee
- E. Academic Senate Standing Committees
 1. Academic Policies & Procedures Committee
 2. Faculty Professional Development Committee
 3. Honors Program Committee
 4. Distance Education Committee
 5. Student Learning Outcomes Committee
 6. Equivalency Committee
 7. Senate Grant Program Committee

Membership and Functions of Governance Councils:

- A. College Coordinating Council
(Membership)

1. Superintendent/President and/or Vice Presidents (one vote) Representing the Board of Trustees
2. Academic Senate President
3. Administrative Council Representative
4. President of Faculty Exclusive Bargaining Unit
5. President of Classified Exclusive Bargaining Unit
6. Confidential/Management/Supervisory Unit Representative
7. Associated Student Organization Representative

(Function)

- a) The College Coordinating Council will serve as the coordinating body for governance issues at Antelope Valley College, except academic and professional matters and collective bargaining issues. The Council will have four main functions: issue management, providing a communication network for distributing information to all college constituent groups, determining the decision-making and recommending authority of collegewide participatory governance committees, and submitting recommendations to the President in areas of “effective participation”.
- b) Issue management means the Council will determine the appropriate governance committee or process to address any new issue or task that is not already assigned to an existing committee or process. When the Council assigns an issue or task to an existing or a newly created committee, the Council will specify in writing the nature and scope of the assignment, if the committee has decision-making or recommending authority, the appropriate reporting process, and a timeline for completion of the assignment.
- c) If an issue before the Council involves an academic and professional matter, it will be referred to the Academic Senate and the President’s Executive Council for consideration. If an issue before the Council involves collective bargaining matters, it will be referred to the affected Collective Bargaining Unit and the Superintendent/President for deliberation.
- d) When a collegewide participatory governance committee makes a recommendation that only requires “effective participation” of faculty, staff and students, the College Coordinating Council will consider the recommendation and communicate the committee’s recommendation to all college constituent groups.
- e) The Council may address an issue itself, when a recommendation cannot be made in a timely manner by another committee or process, or the Council determines that **not** taking action will expose the district to legal liability or cause substantial fiscal hardship. The Council may also make a recommendation to the Superintendent/President when no existing or new committee or process is deemed appropriate for handling the issue, or a committee or constituent group requests a recommendation from the Council regarding an issue.
- f) The Council shall seek consensus as the basis for making decisions. However, when consensus cannot be reached, the Council may take action if six out of seven Council members are in agreement. When a resolution before the Council does not have the required “6 out of 7” members in favor, the status quo remains in effect until such time as a mutually acceptable resolution can be negotiated and agreed to by 6 of the 7 members of the Council. The Council will determine, by consensus, criteria and a process for emergency and fast-track decision-making to be used when waiting until the next regular Council meeting would not be in the best interest of the district. All Council members have a single vote and the meetings of the Council shall be open.

- g) The Council will review the purpose/function and scope of decision-making/recommending authority of each college standing committee every three years. Any recommendation for change in purpose or scope of a committee, including the dissolution of the committee, will be presented to college constituent groups for feedback. All feedback will be shared with the affected committee. The Council and the affected committee will discuss the recommendation and the feedback from constituent groups with the goal of reaching consensus. If consensus is reached, the purpose/function and/or decision-making/recommending authority will be changed. If consensus cannot be reached, the Council may still make changes in these areas if six of seven Council members are in agreement with the change.
- h) If a proposed change in purpose/function involves an academic and professional matter, the recommendation and feedback from constituent groups will be forwarded to the Mutual Agreement Council (MAC) for deliberation. If mutual agreement is reached by the MAC, the purpose will be changed. If mutual agreement cannot be reached, the purpose/function of the committee remains the same in accord with the provisions of Title 5.

B. Mutual Agreement Council

(Membership)

1. President's Executive Council
2. Senate Executive Committee

(Function)

The Mutual Agreement Council consists of the President's Executive Council and the Senate Executive Committee and its purpose is to consult and deliberate with the intention of reaching mutual agreement between the Academic Senate and the Board of Trustees on academic and professional matters 6, 7, 9, 10 and 11 of Section 53200 in Title 5. "The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations."

C. Strategic Planning & Budget Council

(Membership)

1. Superintendent/President - Ex-Officio
2. Academic Senate President (Co-chair)
3. Dean of Institutional Effectiveness, Research and Planning (Co-chair)
4. College Vice Presidents (4)
5. Faculty Union Representative (1)
6. Student Representatives (2)
7. Faculty Representatives (5 - 1 transfer, 1 student services, 1 instructional resources, 1 vocational, 1 adjunct)
8. Classified Representatives (5)
9. Confidential/Management/Supervisory Representative (1)
10. Deans/Directors Representatives (2)
11. Director of Facilities Planning and Campus Development
- 12.-Director of Information Technology Services

13. Executive Director of Institutional Advancement and Foundation

14. Director of Public and Governmental Relations

15. Enrollment Management Committee Co-chair

(Function)

The Strategic Planning & Budget Council (SPBC) is a shared governance council that provides oversight and monitoring of the various planning documents within the institution in order to accomplish the mission and goals of the district. SPBC utilizes the Educational Master Plan, which is the district's strategic plan, to review the mission, vision, values, and practices of the institution and to monitor and modify the Strategic Goals and the Institutional Learning Outcomes.

The council reviews the annual budget requests brought forward by the Budget Subcommittee and makes a recommendation to the Superintendent/President to fund those requests that utilize institutional resources most efficiently in accomplishing the district's strategic goals and improving the Institutional Learning Outcomes. SPBC works collegially with the Superintendent/President to recommend budget priorities in a timely fashion *based on an annual SPBC timeline*. The Superintendent/President may recommend budget expenditures to the Board of Trustees without consensus of the SPBC in those instances of legal and fiscal responsibility, as cited in both Education Code and Title 5. The Superintendent/President submits budget recommendations to the Board of Trustees for approval.

In order to function most efficiently and to support and execute the Educational Master Plan, members of the SPBC are assigned to the following subgroups/subcommittee:

- Facilities: Based on the findings of the Educational Master Plan, responsible for developing and evaluating the effectiveness of the Facilities Master Plan, which oversees the district's long-range infrastructure, building, and parking needs.
- Human Resources: Responsible for creating a Human Resources Plan that includes a long-range Staffing Plan to support the program needs identified in the Educational Master Plan.
- Finance: Responsible for developing a Finance Plan to analyze and determine the financial impact and necessary resources to implement the Facilities, Human Resources, Technology, and Enrollment Management plans.
- Communications: Responsible for developing, implementing, and evaluating a marketing and communications plan with strategies to increase communications with our internal and external constituents. Responsible for disseminating information to the campus and general community through e-mail, the website, myAVC, and the SPBC Annual Review.
- Educational Master Plan: Responsible for annually reviewing the Educational Master Plan to ensure that the District's ongoing needs are met.
- Budget Subcommittee: Responsible for evaluating and prioritizing the annual budget requests to most efficiently utilize institutional resources and present those recommendations to the SPBC.

Membership in the subgroup/subcommittee can be expanded by issuing a campus-wide call to all constituent groups in order to enhance its membership. Each subgroup/subcommittee has the responsibility to determine its own membership.

APPENDIX I

“Participatory Governance Committee Operating Procedures”

Each committee will have a statement of purpose/function in accord with the district mission and a membership list, along with the minimum number and frequency of meetings that will be held during the academic year. In addition, each committee will have a statement of reporting responsibilities to individuals, committees or constituent groups and publish this information to all district employees. Committees will make decisions or recommendations through consensus.

Each committee will also circulate a “Call for Agenda Items” five working days prior to a meeting and distribute to members and post an agenda two working days prior to a meeting. Each committee will also distribute to members and post a draft of unapproved minutes within ten working days after a meeting. Minutes will include a brief summary of discussion regarding actions taken, including motions made, seconded, passed or defeated. On an annual basis, each committee will review its activities and submit a year-end report to whichever reporting body it is accountable. In most instances, reports would be made to the College Coordinating Council, Superintendent/President, or appropriate administrator. The year-end report will include accomplishments, preview issues for the coming year, and make recommendations for change in membership or function.

APPENDIX II

“Criteria for Committees to Use in Determining if an Item is an Academic and Professional Matter or a Collective Bargaining Issue”

In doing their work, committees, particularly the chair(s), must recognize which items/issues under discussion are subjects of collective bargaining (CB) or are academic and professional matters (APM). Unless specifically asked to handle a CB item or an APM, the committee should not. In addition, each participatory governance committee should assure effective participation of all parties, as well as effective communication with the College Coordinating Council (CCC). As committees forge recommendations, the committee chair is responsible for assuring the following steps have been completed:

Verify that the topic is not CB or APM (unless the CB/APM has been assigned to the committee)

Develop recommendation/policy with input from all representatives

—if representatives are not attending, committee chair notifies constituency president

—ask regularly if representatives have consulted with their constituency

—consult with CCC if stuck, hit controversy or need clarification

Disseminate to campus via mailbox or email prior to completing last draft of recommendation/policy and give the campus 2 weeks to respond to any issues

Consider campus input, complete and send to the Superintendent/President and the CCC

If CB, send to presidents of college and union (s); if APM, send to presidents of college and senate

COLLECTIVE BARGAINING

salaries—steps, columns, merit pay, rate of pay for stipends, bonuses, reassigned time, overtime, placement & advancement benefits

leaves, vacations, holidays

union & district rights
grievance, arbitration & evaluations
discipline procedures.
academic freedom
committees that deal with CB items, such as calendar, classified: as it relates to work hours and
calendar year for classified, certificated: as it relates to academic year and work hours
discrimination—sex, race, religion etc
job assignments, reclassification & reassignment
seniority, promotions, retirement
office space & parking
graduation attendance
preparation time
tools/equipment: access to computer, telephone and equipment necessary for the job
training (impact on wages/hours, such as sabbaticals, staff development, flex) & travel
contracting out of bargaining unit work
work load/class size/work hours/work days

ACADEMIC AND PROFESSIONAL MATTERS

curriculum, including establishing prerequisites
degree and certificate requirements
grading policies
education program development
standards or policies regarding student preparation and success
district and college governance structures as related to faculty roles
faculty roles and involvement in accreditation
policies for faculty professional development activities—(staff development, flex,
sabbaticals, faculty academy, senate grant program)
processes for program review
processes for planning and budget

APPENDIX III

Other Statutory Requirements related to Participation in Local Decision-making

- **Ed Code 66450: *Distribution of academic presentations***

Pursuant to Ed. Code Section 66450-66452, anyone (other than the instructor of record) making a recording in any medium of a classroom presentation cannot use the recording for financial or economic gain. Students who are found to be in violation of this section will be subject to disciplinary measures. All persons found to be in violation of this section may be subject to legal action. Distribution of classroom information or materials requires prior permission from the instructor of record.

Students will be informed of this regulation through posting in the college catalog and the Antelope Valley College website.

See Board Policy #5500

- **Ed Code 87458: *Administrative retreat rights***

The process by which the board of trustees determines retreat rights of administrators shall be developed and agreed upon jointly by representatives of the board and the academic senate, and the board relies primarily upon the advice and judgment of the academic senate to determine that the administrator possesses the minimum qualifications for employment as a faculty member. See Administrative Procedure #7250

- **Ed Code 87359: *Equivalencies to minimum qualifications***

The process and criteria used to determine that individual faculty members who do not meet the applicable minimum qualifications specified in Ed. Code 87356 shall be developed and agreed upon jointly by representatives of the board of trustees and the academic senate. The board shall rely primarily upon the advice and judgment of the academic senate to determine that faculty members possess qualifications that are at least equivalent to the applicable minimum qualifications.

Equivalencies for each discipline will be determined by full-time faculty from the respective disciplines and submitted to the Academic Senate for approval. Equivalencies must be approved by the Academic Senate and available to the Human Resources Office prior to screening of applicants.

See Administrative Procedure #7211

- **Ed Code 87360: *Faculty hiring***

Hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the board of trustees and the academic senate. See Administrative Procedure #7120

- **Ed Code 87610.1: *Faculty tenure***

The faculty's exclusive representative shall consult with the academic senate prior to engaging in collective bargaining on procedures related to tenure evaluation procedures.

See Administrative Procedure #7210

- **Ed Code 87663: *Faculty evaluation***

The board of trustees, in consultation with the faculty, shall adopt rules and regulations establishing the specific procedures for the evaluation of its contract and regular employees on an individual basis and setting forth reasonable but specific standards which it expects its faculty to meet in the performance of their duties. Such procedures and standards shall be uniform for all contract employees with similar duties and all regular employees with similar duties.

See Administrative Procedure #7150

- **Ed Code 87743.2: *Faculty service areas***

The faculty's exclusive representative shall consult with the academic senate in developing its proposals for establishing faculty service areas. See Administrative Procedure #7211

- **Title 5 55022: *Curriculum committee***

Curriculum Committee. The college and/or district curriculum committee (Academic Policies and Procedures Committee) recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.

In order to fulfill the mandate of Title 5, Section 55022, the Board of Trustees and the Academic Senate mutually agree to establish a curriculum committee, referred to as the Academic Policies and Procedures Committee, comprised of members from each faculty division and co-chaired by a full-time faculty member and the vice president of academic affairs.

- **Title 5 53204: Academic senate/union agreements**

Nothing in these administrative procedures shall be construed to impinge upon the due process rights of faculty, nor detract from any negotiated agreements between collective bargaining representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to these regulations.

Glossary of Terms

1. Academic Senate

An organization representing faculty, whose primary function is to consult collegially with the governing board of a district and/or the administration of a college as their representative. The role of the academic Senate constitutes a delegation of authority; by regulation local governing boards are required to consult collegially with the academic Senate on academic and professional matters. (Title 5 §53200-53201) (Ed Code §70901)

2. Ad-Hoc

A group of individuals working on a one-time task

3. College Coordinating Council (CCC)

The College Coordinating council is a governance group of district constituent leaders, established to respond to changing conditions in the institution within a participatory governance framework.

4. Collegewide Participatory Governance Committee

A committee that functions under the operating guidelines of the College Coordinating Council.

5. Consensus

A decision-making process used to resolve conflict creatively and with general agreement. Complete unanimity is not the goal. Each individual should accept the group's decision on the basis of logic and feasibility.

6. Constituent

Individual members of any represented group.

7. Effective Participation of Faculty Outside of Academic and Professional Matters

Faculty shall be provided with opportunities to participate on matters affecting them. (Title 5 §51023)

8. Effective Participation of Staff

- a) Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures. Governing boards should solicit input of staff on matters affecting them. Delegation of authority does not extend to staff. The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration. (Title 5 §51023.5)
- b) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on staff until it has provided staff with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by staff are given every reasonable consideration. (Title 5 §51023.5)

9. Effective Participation of Students

- a) Students shall be provided an opportunity to participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures. Delegation of authority does not extend to students.
- b) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration. (Title 5 §51023.7)

10. Exceptional Circumstances

The regulations do not define the terms “exceptional circumstances” and “compelling reasons,” and these terms are not intended to have a legal definition. These terms mean that Boards must usually accept Senate recommendations in relation to academic and professional matters. In instances where a recommendation is not accepted, the Board’s decision must be in writing, based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate, and relevant context. (Title 5 §53203 - d.2).

11. Participatory Governance

Effective participatory governance includes collectively sharing ideas and formulating good recommendations to present to Boards of Trustees or their designee. It is the responsibility of the Board to focus on the needs and best interests of the district as a whole.

Participatory governance is not effective when the participating entities interpret their roles to include final approval of policies, procedures or budgets. (May 19, 1999 Report to the Consultation Council on the Effectiveness of Faculty, Staff and Student Participation in College and District Governance.)

12. Recommendations

Committee makes a “decision” of what to recommend to appropriate bodies (i.e., Academic Senate, Superintendent/President, or Board of Trustees). (Title 5 §53203(d).)

13. Senate Standing Committee

A committee formed by the Academic Senate on academic and professional matters assigned to it.

14. Taskforce

A group carrying out a specific task.

15. Title 5

The California Code of Regulations specific to education. (California Code of Regulation 1/99 Update).

16. Subgroup

A group of individuals assigned by the Strategic Planning and Budget Council to formulate recommendations relating to a designated institutional function or interest including Human Resources, Facilities, Communication, Educational Master Plan, Budget Subcommittee, and Finance.

7/5/05

Revised: 4/14/08

Revised: 12/14/09

Revised: 4/9/12

Bookstore Assistant

Replacement for Employee Resignation

The Marauder Bookstore has received a resignation from the Bookstore Assistant responsible for Receiving all product in the store. With this resignation, the Marauder Bookstore will not have a person to receive product for our Fall Semester.

The first shipment of supplies (paper, pencils, notebooks) will arrive during the week of July 1 and then first shipment of Fall textbooks will arrive the week of July 8, 2013. The resignation is effective June 27, 2013.

It is critical to maintain a separation of duties between ordering, receiving, invoicing and paying for the product, therefore, it is critical to replace this position.