



**ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
September 4th, 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. **August 7, 2013 (attachment)**
5. **REPORTS**
 - a. **2012 – 2013 Annual Review Report Update – Mr. Steve Standerfer**
 - b. **Budget and Finance Sub-Committee – Ms. Mazie Brewington**
 - c. **Facilities Subgroup – Mr. Doug Jensen**
 - d. **Communications Subgroup (attachment) – Mr. Steve Standerfer**
 - e. **Educational Master Plan – Dr. Karen Cowell**
6. **ACTION ITEM**
7. **DISCUSSION ITEM**
 - a. **Integrated Planning Follow-Up – Dr. Meeta Goel**
 - b. **SPBC Retreat: a) Purpose of Retreat; b) Logistics (Date, Time, Location, etc.); c) Desired Outcomes e.g. composition of this council, ground rules, meaning of consensus, SPBC goals, trust building, review of the committee charter, group’s purpose & assist with the establishment of SPBC’s goals for the next year etc.; Creation of a taskforce for planning of the retreat-Dr. Meeta Goel & Maria Clinton**
 - c. **Administration of Leadership Inventory at next meeting-Dr. Meeta Goel**
 - d. **Initial draft of AVC’s 2013-14 Assessment & Reporting Cycle for next meeting-Dr. Meeta Goel**
8. **INFORMATIONAL ITEM**
Highlights from Matthew Lee’s Report-Maria Clinton
9. **SPBC ADMINISTRATIVE BUSINESS**
 - a. **2013 – 2014 SPBC Meetings**

July 17, 2013	October 16, 2013	January 1, 2014	April 2, 2014
August 7, 2013	November 6, 2013	January 15, 2014	April 16, 2014
August 21, 2013— Canceled	November 20, 2013	February 5, 2014	May 7, 2014
September 4, 2013	December 4, 2013	February 19, 2014	May 21, 2014
September 18, 2013	December 18, 2013	March 5, 2014	June 4, 2014
October 2, 2013		March 19, 2014	June 18, 2014

9. **OPEN FORUM**

10. **ADJOURNMENT**

NON-DISCRIMINATION POLICY

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



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

August 7, 2013
2:30 pm. – L 201

1. CALL TO ORDER AND ROLL CALL

Dr. Meeta Goel, Dean of Institutional Effectiveness, Research and Planning, called the meeting to order at 2:32 p.m.

2. OPENING COMMENTS FROM THE CO-CHAIR

Ms. Sharon Lowry, Vice President of Academic Affairs, introduced Dr. Goel and asked that members introduce themselves. Dr. Goel suggested adding a time limit of five minutes to reports.

3. OPEN COMMENTS FROM THE PUBLIC

None

4. APPROVAL OF MINUTES

a. July 17, 2013 (attachment)

A motion was made and seconded to approve the July 17, 2013 SPBC meeting minutes. Motion carried.

5. REPORTS

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

Mr. Standerfer reported he needs reports from the Budget and Finance subcommittee and the Facilities Subgroup to complete the review.

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

No report.

c. Facilities Subgroup – Mr. Doug Jensen

Mr. Jensen reported that the demolition of the three science buildings would continue and that the work might be disruptive to people on the west side of campus.

d. Communications Subgroup – Mr. Steve Standerfer

No report

e. Educational Master Plan – Dr. Karen Cowell

Mr. Standerfer reported he needs reports from the Budget and Finance subcommittee and the Facilities Subgroup to complete the review.

6. ACTION ITEMS

None

7. DISCUSSION ITEMS

a. Integrated Planning – Dr. Meeta Goel

Dr. Goel distributed a handout on integrated planning and budgeting to solicit input on the planning process, problems and continuous improvement goals. Challenges to the planning process cited by group members included lack of communication hindering the ability to integrate plans, and failure to take information from program reviews and utilize that information to make decisions.

Dr. Goel then asked what would help move forward integrated planning. Group members cited:

- Lack of access to action plans coming from WEAVE

- Lack of clarity regarding how the planning process works
- Confusion over the appropriate usage of Student Learning Outcomes (SLOs), Operational Outcomes (OOs), Institutional Learning Outcomes (ILOs), etc.
- Lack of focus and standardization for data and format from the Institutional Research Office
- No clearly defined prioritization process for funding budget requests
- A gap between funding personnel needs and operational/facility needs.

Another document, Planning for Strategic Planning @ AVC, was distributed by Dr. Goel. She stressed the need of a plan for a plan and the possibility of having just three main goals – rather than seven – for the Educational Master Plan: mission, means and measures. Ultimately, Dr. Goel said, it come’s down to results; the return on investment.

Dr. Goel spoke to the benefits of a three- to five-year planning and budgeting cycle. A three-year cycle would fit the accreditation cycle, which includes an accreditation self-study every six years and a mid-term report at three years.

President Knudson said he preferred simplicity in whatever planning process was devised. The entire planning process should point to a measurable outcome, he said.

b. SPBC Council Composition – Director of Business Services and Director of Human Resources

Dr. Grishman reported on the status of the two director positions (business services and human resources) as to whether they had been added or should be added to the SPBC membership roster. The Director of Business Services position was retained on the membership roster when the Vice President of Business Services served as SPBC co-chair – in the belief that the director would bring a needed perspective to the budget and planning process, according to Dr. Grishman. On the other hand, there was no mention in SPBC minutes of the Director of Human Resources being added to the council. If SPBC members are interested in adding the Director of Human Resources to the SPBC membership, that would be up to the College Coordinating Council to decide.

8. INFORMATIONAL ITEM

a. Integrated Planning and Budgeting Cycle Diagram

Ms. Lowry presented the Integrated Planning and Budgeting Cycle Diagram for discussion. Mr. Shaw noted the lack of mention of the information technology plan on the document, noting there has been a systemic disconnect between program review and technology planning. Mr. Knudson noted that a comprehensive list of plans should be included somewhere on the cycle diagram – representative of the “Planning Documents” on the diagram.

9. SPBC ADMINISTRATIVE BUSINESS

a. 2013 – 2014 SPBC Meetings

Ms. Lowry noted the next scheduled SPBC meeting would fall on Aug. 21, 2013, the first week of the fall semester, and that the next meeting should be held on Sept. 4.

10. OPEN FORUM

None

11. ADJOURNMENT

Meeting adjourned at 4:00 p.m.

MEMBERS PRESENT

Dr. Ed Beyer	Dr. Meeta Goel	Reanna Paul – ASO Rep.	Dr. Erin Vines
Dr. Liette Bohler	Dr. Lee Grishman	Bridget Razo	Joseph West
Mazie Brewington	Jack Halliday	Rick Shaw	Shelby Woods –ASO Rep.
Mark Bryant	Doug Jensen	Steve Standerfer	Dr. Jill Zimmerman
Carolyn Burrell	Diana Keelen	Rick Shaw	
Dr. Karen Cowell	Sharon Lowry	LaDonna Trimble	
Pamela Ford	Sherrie Padilla	Dr. Les Uhazy	

MEMBERS ABSENT**GUESTS/EX-OFFICIO MEMBERS**

Maria Clinton	Jenell Paul	Dr. Karen Cowell	Ed Knudson
Kim Fite	Maria Valenzuela	Dr. Charlotte Forte-Parnell	Heidi Preschler
Victoria Jenne – ASO Rep		Cynthia Hoover	

DRAFT



ANTELOPE VALLEY COLLEGE

Office of Facilities Services

Campus Events, Custodial, Facilities Planning & Campus Development, Grounds, Maintenance, Transportation

September 4, 2013

To: Mazie Brewington, Vice President, Administrative Services

From:  Doug Jensen, Director, Facilities Services

Subject: District Scheduled Maintenance, Campus Improvement and Prop 39 Energy Conservation Projects Plan

The attached summary of projects includes approved pending projects, recommended state scheduled maintenance projects, recommended Prop 39 energy conservation projects and recommended district high priority capital outlay improvement projects.

Due to upcoming deadlines to submit project proposals for both the state scheduled maintenance projects and the Prop 39 energy conservation projects, it is requested that final approval recommendations by the district administration be received no later than Wednesday, September 11th.

The listed projects have been selected from previously reviewed and approved project recommendations submitted to the Superintendent/President's office.

Please contact me if you have any questions regarding this plan.

ANTELOPE VALLEY COLLEGE

Facilities Services

Scheduled Maintenance and Energy Conservation Proposed Projects for 2013/14 and 2014/15

Project Description	Project Cost	Funding Source	Project Status	Project Notes
APPROVED - ON HOLD				
Replace Gymnasium Hot Water Boiler System	Est. \$95,000	Fund 44	On Hold	Project funding approved Dec. 2011; preliminary planning completed with consultants; reverification of project cost in process due to delays. High Risk of system failure and disruption to instructional programs.
Convert Obsolete EMS to Campus Siemens EMS	Est. \$495,000	Fund 44	On Hold	Project funding approved Dec. 2011; preliminary planning completed with consultants; reverification of project cost and scope in process due to delays. High Risk of system failure and disruption to instructional programs.
APPROVED - CANCELLED				
Repair and/or Replace Gymnasium Plumbing	Est. \$400,000	Fund 44	Cancelled	Project funding approved Dec. 2011; assessment of building plumbing system by consultants and AVC Maintenance staff could not identify any issues to validate user concerns about water system.
PROP 39 RECOMMENDATIONS				
Campus Exterior LED Lighting - Prop 39 Energy Conservation - Year #1 (2013/14)	Est. \$450,000	Prop 39 - Pending	Proposed	Prop 39 funding and rules still pending with state legislature. Project MUST be complete no later than 6/30/14. Fast-track project being developed to mitigate risk to district. Initial proposal to be sent to CCCC in September.
Campus Exterior LED Lighting Phase 2 - Prop 39 Energy Conservation - Year #2 (2014/15)	Est. \$TBD	Prop 39 - Pending	Proposed	2014/15 Prop 39 Project
Replace Obsolete Campus Boilers - Prop 39 Energy Conservation - Year #2 (2014/15)	Est. \$400,000	Prop 39 - Pending	Proposed	2014/15 Prop 39 Project
SCHEDULED MAINTENANCE RECOMMENDATIONS				
Replace Corridor Flooring for Student Services Building (Health & Safety) (2013/14)	Est. \$154,682	State SM/Fund 44	Proposed	2013/14 State Scheduled Maintenance Project. Project proposals submitted to CCCC by September 17.
Renovate Tennis Courts (Health & Safety) (2013/14)	Est. \$65,000	State SM/Fund 44	Proposed	2013/14 State Scheduled Maintenance Project. Project proposals submitted to CCCC by September 17.

Replace TE7 Obsolete Door Lock System (System Obsolescence) (2013/14)	Est. \$45,000	Future State SM/Fund 44 or Fund 44 only	Proposed	2013/14 State Scheduled Maintenance Project. Project proposals submitted to CCCC by September 17.
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CAMPUS IMPROVEMENT OR FUTURE SCHEDULED MAINTENANCE PROJECT RECOMMENDATIONS

Renovation of FA3 Choral Room (Instructional Space Improvement) (2013/14)	Est. \$290,000	Future State SM/Fund 44 or Fund 44 only	Proposed	High Priority
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Campus Roadway Safety (Health & Safety) (2013/14)	Est. \$75,000	Future State SM/Fund 44 or Fund 44 only	Proposed	High Priority - Measure R project partially complete; presently on hold.
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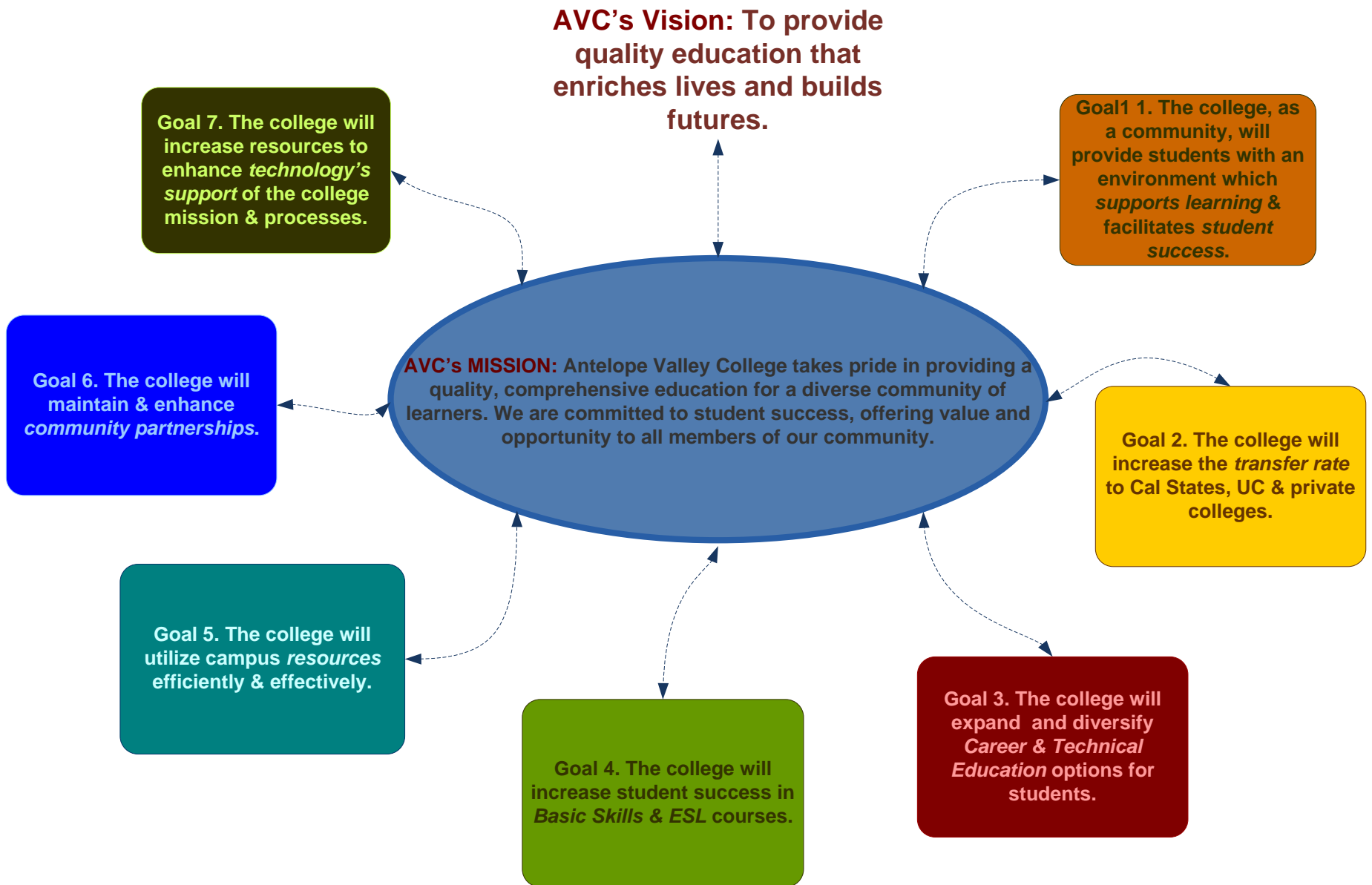
Funding Summary

Fiscal Year	Status	Funds
2011/12	Funding Approved - Budget Available	\$990,000*
2012/13	No Funding	\$0
2013/14	State SM Budget	Est. \$132,341
	District SM Match Budget	Est. \$132,341
	Prop 39 Budget	Est. \$450,000
	District Capital Outlay Improvement Projects Request	Est. \$365,000
2014/15 Projections Not Included	Total	\$2,069,682

* \$400,000 budget for Gymnasium plumbing renovation project can be reallocated or removed, after reverification of costs for other pending projects.

CC:
Mr. Ed Knudsen, Superintendent/President
AVCCD Board of Trustees

Antelope Valley Community College District 2013-16 Educational Master Plan Overview



Integrated Planning & Budgeting @ AVC Force Field Analysis

Desired Outcome: Understanding of current state of integrated planning & budgeting @ AVC

Driving Forces for Integrated Planning & Budgeting*

Restraining Forces for Integrated Planning & Budgeting*

Honor process but need agility	Respect of process & not go outside for resources
Clear prioritization process	Not enough integration of action plans e.g. if Facilities has an improvement, no one can see it
Focused IR Office	Insufficient communication
Planning Cycle	Personnel resources lacking-makes it difficult to integrate area plans
Reporting Cycle	Process confusion
Process improvement (prioritization of requests)	Not a real good understanding of how it all works together-why doing reports? Expectations?
Budgeting for things we need	PR info not examined for need & priorities
Interconnectivity, reports due when unclear	
Clear structure	SLOs, PLOs, ILOs-no idea where we are at, what should be
Website w info	Love of acronyms-don't talk about what they mean
Weave: Every semester assessing SLOs, making changes over next few semesters	

***Please note that a) the brainstormed drivers and restrainers presented above can be interchangeable depending on whether they are presented & interpreted in their positive or negative form and b) it can be as important to “maintain or enhance” the driving forces as it is to address improvements for restraining forces .**