



ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
January 16, 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. December 12, 2012 (attachment)**
- 5. REPORTS**
 - a. Human Resources Sub-Group – S. Lowry / Dr. V. Nicholson**
 - b. Facilities Sub-Group – D. Jensen**
 - c. Communications Sub-Group – S. Standerfer**
 - d. Educational Master Plan – K. Cowell**
- 6. ACTION ITEM**

None
- 7. DISCUSSION ITEM**
 - a. Position Restoration Plan – P. Ford**
 - b. Palmdale Center Staffing – Dr. C. Forte-Parnell / S. Dalmage (a revised attachment forthcoming)**
 - c. Report on the SPBC Handbook (attachment to be forthcoming)**
- 8. SPBC ADMINISTRATIVE BUSINESS**
 - a. Spring SPBC Meetings**
 - February 21 20, 2013, March 20, 2013; April 17, 2013; and May 15, 2013**
 - b. Summer SPBC Meetings**
 - Summer meeting dates: June 19, 2013 and July 18 17, 2013**
- 9. OPEN FORUM**
- 10. ADJOURNMENT**

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ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC)
MEETING MINUTES
December 12, 2012
2:30 pm. – L-201

1. CALL TO ORDER AND ROLL CALL

Mrs. Sharon A. Lowry, Interim Administrative Co-Chair, called the meeting to order at 2:35 p.m.

2. OPENING COMMENTS FROM THE CO-CHAIR

Mrs. Lowry asked for a motion to amend the agenda in order to add item 6(b) Hiring Requests. A motion was made and seconded to amend the agenda per Mrs. Lowry's request. Motion carried.

3. OPEN COMMENTS FROM THE PUBLIC

None

4. APPROVAL OF MINUTES

a. November 28, 2012

A motion was made and seconded to approve the minutes of the November 28, 2012 meeting as presented. Pamela Ford asked that the following correction be made to Item 7(a) AP2510 Participation in Local Decision Making: ...Ms. Pamela Ford ~~indicated~~ **asked if** there ~~is~~ **would be** a problem with requiring all campus committees and councils adhere to the Brown Act to ensure continuity.... With the minutes amended as noted, the motion carried.

5. REPORTS

a. Human Resources Sub-Group – S. Lowry

Mrs. Lowry reported that the sub-group had not met, but a meeting was scheduled for January 2, 2013. Ms. Vickie Nicholson will be starting as the interim vice president of human resources and employee relations, and she will be taking over the Human resources Sub-Group at that time.

b. Facilities Sub-Group – D. Jensen

Doug Jensen reported that the sub-group had been meeting regularly since the first of October, specifically to discuss all the projects for which funds could be allocated. The group is estimating approximately \$1,000,000 of Measure R funds remaining, and there is a need to identify projects for which these funds can be allocated.

c. Communications Sub-Group – S. Standerfer

No report

d. Educational Master Plan – K. Cowell

In Dr. Cowell's absence, Mrs. Lowry reported that a call would be sent out asking or volunteers to work on the master plan. Dr. Cowell would like active participation for future planning. Both Maria Clinton and Diana Keelan volunteered to serve on the sub-group. Dr. Zimmerman requested that the time commitment be included when the call goes out so people who might consider volunteering will know what the time constraints are.

6. ACTION ITEMS

a. Final Measure Project Recommendations

Doug Jensen went over the list of final recommendations that was attached to the agenda. After discussion, a motion was made and seconded to forward the 2012 Capital Outlay Project Review Final Recommendations to Dr. Fisher. There being no discussion, the motion carried with no objections or abstentions.

b. Budget Sub Committee Recommendations

Newton Chelette reported that the budget sub-committee has approved the following items at the December 12, 2012 meeting:

1. A hiring request for the Vice President of Student Services
2. Reinstitute the Academic Senate Coordinator from 11 months to 12 months
3. Reinstitute the Lab Technician, Biological Sciences from 11 months to 12 months
4. Increase Administrative Assistant for Counseling and Matriculation from 11 to 12 months.

Mr. Chelette noted that the voting on the above items was unanimous on the first item and there was one abstention on the other three items. A motion was made and seconded to approve items (1) through (4). Pamela Ford stated that there were 43 positions that were reduced and she felt that the committee should wait until all the issues involved in reverting the positions back to 12 months were resolved. The motion was amended to approve only item (1) a hiring request for the Vice President of Student Services. The motion was seconded. LaDonna Trimble stated that, based on her knowledge, the administrative assistant for counseling and matriculation position was not identified on any list that she was aware of, and she expressed concern that the position could be overlooked. Pam Ford responded that if the position was not on the list, then it certainly should have been, and she would follow through with that. Motion carried with no objections or abstentions. A motion was made and seconded to table items (2) through (4). Motion carried with no objections or abstentions.

7. DISCUSSION ITEMS

a. Faculty Position Replacement Planning (retirements)

Mrs. Lowry reported that there was one faculty retirement that had been approved. In anticipation of other retirements that may be submitted, she asked the committee members if a discussion should occur to set a process in place for the replacement of the empty positions. The committee should look at the process as far as critical needs are concerned. Committee members agreed there was a need to look at the situation from a financial aspect as well as from meeting student needs.

8. SPBC ADMINISTRATIVE BUSINESS

a. Spring SPBC Meetings

- **January 16, 2013; February 21, 2013; March 20, 2013; April 17, 2013; and May 15, 2013**

Dr. Zimmerman noted that the February meeting will be held on February 20, 2013.

b. Summer SPBC Meetings

- **Summer meeting dates: June 19, 2013 and July 18, 2013**

The July meeting date is July 17, 2013

9. OPEN FORUM

Pamela Ford stated that she felt the committee should look at all of the positions that have been frozen and asked that it be a discussion item at the next meeting.

10. ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 3:30 p.m. Motion carried with no objections or abstentions.

MEMBERS PRESENT

Dr. Liette Bohler	Dr. Lee Grishman	Sharon Lowry	LaDonna Trimble
Newton Chelette	Jack Halliday	(Interim Co-Chair)	Dr. Les Uhazy
Maria Clinton	Doug Jensen	Dr. Tom O'Neil	Maria Valenzuela
Kim Fite	Diana Keelen	(proxy)	Dr. Jill Zimmerman
Pamela Ford	Dr. Scott Lee	Jenell Paul	

MEMBERS ABSENT			GUESTS/EX-OFFICIO MEMBERS
Katherine Mergliano	Wade Sari	Vacant - VP of Admin. Svs	Dr. Jackie Fisher
Sherri Padilla	Vacant - Dean, DIERP	Vacant - VP of HR	
Bridget Razo	Vacant - Student Rep.		

Palmdale Center Request for Increased Support Services Staffing

Submitted by: Sharon Dalmage, Director of Extended Services

Introduction

The Palmdale Center averages a minimum of 1,000 FTE per academic year. Based upon the vision for the Palmdale Center was in part created to ensure the educational needs of City of Palmdale residents are addressed. With Palmdale's population of nearly 154,000, the Center serves as a career pathway for residents who are unable to travel to the Lancaster campus. Feedback received from the community, business leaders, and AVC faculty details the needs for a full serving community college in Palmdale. Those full serving needs include: (1) access to the same services as offered by the Lancaster campus, (2) serve as an opportunity for growth (increase class offerings), (3) provide the same quality of academic and student services as Lancaster, and (4) reducing the student commute to the Lancaster campus. According to the 2010 Substantive Change Proposal the Center is intended to include student services including Counseling, Financial Aid, Library Reference, and Library Reserve such that the increased student population would be adequately served.

Problem Statement

The Palmdale Center averages a minimum of 1,000 FTE per academic year. Based upon the vision for the Palmdale Center and the expressed needs of the community, the Center has insufficient staffing to meet its goals. In order to fully meet the needs of its community the Center must improve the availability of student support services. Services such as the Bookstore and Cashier are essential in meeting the needs of Palmdale Center students. A lack of these services requires students to travel between Lancaster and Palmdale, therefore, increasing their education costs. With the cost of gasoline and the inconvenience of public transportation, students may be discouraged to attend the Palmdale Center if the majority of their needs cannot be met by the Center.

Proposed Solution

The mission of Antelope Valley College is one of service and the offering of quality educational programs to all members of the community. The College fulfills its mission by offering comprehensive quality educational programs, instruction, and services. With this mission in mind, I propose the development of part-time positions representing each support service that is required for student success. These support services are Bookstore, Cashier, Admissions, Library, and Financial Aid. Space is currently available for these services. Additional space will be available upon completion of the Center's expansion project. The addition of one clerical assistant III is also needed. This clerical position would be scheduled Monday through Thursdays 11am to 8pm and Fridays 8am to 5pm. The position would increase student support and customer services during the afternoon and evenings. Below are the proposed part-time support service positions.

Palmdale Center Request for Increased Support Services Staffing

Submitted by: Sharon Dalmage, Director of Extended Services

Service	Current Presence	Proposed Presence	**Staff Positions	**Cost
*Bookstore	2 days/wk for weeks 1 & 2 of semester	M-TH 10a – 6p per semester. Revised summer/ intersession schedule.	Bookstore Asst. – 50%	\$18,484
*Cashier	None	M-TH 8:30a-1:30p & 4:00p-7:00p per semester. Revised summer/ intersession schedule.	Cashier – 50%	\$16,591
*Admissions	M/W 1 st wk of semester	M-TH 9:00a-7:00p. Revised summer/ intersession schedule.	Clerical Asst. III – 50%	\$18,484
*Library Reference	T/W 10a-2p	M-TH 10:00a-7:00p Revised summer/ intersession schedule.	Library Asst. – 50%	\$16,591
*Library Reserve	T/W 10:30a-2:30p	M-TH 10:00a-7:00p Revised summer/ intersession schedule.	Library Asst. – 50%	\$16,591
*Financial Aid	W 8a-12p	M-Th 9:00a-7:00p	Financial Aid Tech. – 50%	\$19,161
OSD	W 9a-11a	M-Th 9:00a-2:00p	n/a	n/a

* May be supported by two part-time positions.

**Estimated positions and salaries.

Conclusion

The Palmdale Center serves as a response to the needs of south valley residents. As the south valley continues to grow, so must the Center in order to fully meet its community's needs. To compensate for the lack of necessary staffing, the support service departments have included the Center in their operational hours on a limited basis (see chart above). With the community demands that Lancaster Campus must maintain, it is uncertain how long departments such as the Bookstore will be able to provide even a limited presence at the Center. With that said, it is imperative that staffing is increased at the Center based upon the recommendations provided above.