



**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
January 16, 2013
2:30 pm. – SSV 151

1. CALL TO ORDER AND ROLL CALL

Ms. Maria Clinton, Faculty Co-Chair, called the meeting to order at 2:33 p.m.

2. OPENING COMMENTS FROM THE CO-CHAIR

- Ms. Clinton extended a warm welcome to the newly hired AVC employees: Dr. Vicki Nicholson, Vice President of Human Resources and Employee Relations; Ms. Mazie Brewington, Vice President of Administrative Services; and Mr. Rick Shaw, Director of Information Technology Services. Ms. Clinton requested introductions be performed.
- The new Legislative Analyst's Office budget information indicated California Community Colleges will be awarded funding to address adult education preparatory courses. Given the expected timeline of funding it may be prudent for the council to begin engaging in discussion on potential General Educational Development (GED) test preparation course offerings for fall 2013.
- At the January College Coordinating Council meeting members engaged in discussion regarding the agenda and minute requirements for established meetings. More information will be provided when decisions are made in terms of expected distribution and posting of meeting information.

3. OPEN COMMENTS FROM THE PUBLIC

- None

4. APPROVAL OF MINUTES

a. December 12, 2012 (attachment)

A motion was made and seconded to approve the December 12, 2012 SPBC meeting minutes. Ms. Sherrie Padilla requested her name be spelled correctly on the membership list. Motion carried as corrected.

5. REPORTS

a. Human Resources Sub-Group – V. Nicholson

Dr. Nicholson indicated the subgroup has not met but she will coordinate a future meeting date to address pertinent Human Resources and Employee Relation issues. An update on subgroup discussion will be provided at the February 2013 SPBC meeting if a subgroup meeting is coordinated.

b. Facilities Sub-Group – D. Jensen

A report for the Facilities subgroup was not provided.

c. Communications Sub-Group – S. Standerfer

A report for the Communications subgroup was not provided.

d. Educational Master Plan – K. Cowell

A call was placed for Educational Master Plan volunteers but did not garner any response for volunteers. Another call will be disseminated closer to the spring semester. Currently, Mr. Aeron Zentner is updating the introductory section of the Educational Master Plan publication. The workload will go into high gear at the commencement of the spring 2013 semester. The format of the publication was discussed at a recent Deans meeting and it was determined it would be best to maintain the same format as used in the previous Educational Master Plan publications in efforts to maintain consistency and maximize efficiency in finalizing the publication. Dr. Lee Grishman stated in previous years the Academic Senate President and Executive members actively participated in assisting in the completion of this District publication. The following council members volunteered to serve as members of the

Educational Master Plan participants: Dr. Lee Grishman, Mr. Jack Halliday, Ms. LaDonna Trimble, Mr. Ty Mettler, and Dr. Liette Bohler. Dr. Cowell indicated all campus constituent volunteers are needed.

6. ACTION ITEMS

None

7. DISCUSSION ITEMS

a. Position Restoration Plan – P. Ford

Ms. Pamela Ford inquired whether the council should begin establishing criteria to determine how restoration of frozen positions or staffing requests is handled. There are several position recruitment hiring requests being brought forward for approval by the council yet discussion and/or the establishment of a plan to restore frozen positions or new positions has not been fully established. Dr. Fisher indicated the council should review and resurrect the Human Resources Staffing Plan. This campus document needs to be revised and made current. Dr. Uhazy indicated he was a member of the Human Resources subgroup and it has been approximately two years since the subgroup met to discuss issues relating to Human Resources and Employee Relations. At one of the last meetings of subgroup members it was determined alternate college Staffing Plans would be researched and presented to subgroup members in efforts to determine how to proceed in updating the District Staffing Plan. A subgroup meeting date was never established to review and discuss findings. Given the lapse in time, there are several vacancies on the subgroup that will need to be filled to proceed with the work needing to be completed. Dr. Cowell reported staffing needs should be included in submitted Program Learning Outcomes action plans entered in the WEAVEonline database which will ultimately be included in the Educational Master Plan publication. Ms. Brewington indicated all positions (faculty and classified) need to be critically reviewed at the Human Resources subgroup level. She volunteered to work with Dr. Nicholson to ensure funding elements are incorporated in the drafted Staffing Plan. A critical analysis of all positions should be reviewed and prioritized at the subgroup level and brought forward to the council. The District has been operating in an emergency mode and needs to move to a mode where positions are validated based on need. Ms. Razo stated the Staffing Plan should be broadened to ensure administrative positions (i.e. managers and Deans) are included in discussion, as many administrators are fulfilling the role of two positions. In addition, a reevaluation of staffing is needed to determine how technology has impacted specific areas on campus thus altering staffing needs. Ms. Hoover reported Mr. Turner, former Vice President of Human Resources and Employee Relations, stated the Staffing lists are so old and outdated that the current needs of departments and areas are not accurately reflected. Ms. Fite indicated the council determined the Staffing Plan was stated to be a living document to be reviewed annually. Dr. Nicholson stated she will make it a priority to coordinate a subgroup meeting and will present a report of business completed at the February 2013 SPBC meeting.

b. Palmdale Center Staffing – Dr. C. Forte-Parnell/S. Dalmage (a revised attachment forthcoming)

Dr. Forte-Parnell stated she is not sure if the Palmdale Center staffing needs has ever been incorporated in the Staffing Plan. There is a definite need to address the staff requirements of the center as employees that operate as generalists will no longer suffice. There is a need to provide specific support services for students at the Palmdale Center. These staffing needs should be incorporated in completed Program Review reports. There are separate budgeting line items for the Palmdale Center which differentiates the center from main campus revenue and expenditures. Ms. Clinton requested the staffing needs of the Palmdale Center be incorporated in the revised Staffing Plan. Mr. Jensen stated the Program Review process incorporates staffing needs and should remain the primary element of the process as to maintain equity. The process should not to base staffing approval on appeasing those managers and/or administrators who express their need most emphatically therefore creating an inequity in the process. Dr. Zimmerman reported this is the first time she has seen the provided staffing proposal for services offered for the Palmdale Center. In her estimation there are very few students that are unable to travel from the Palmdale Center to the main campus to obtain support services. There has not been any efforts made to discuss additional staffing hours needed with the administrators and/or managers of specific service areas which would be instrumental in the planning process. The initial dialogue for staffing should have been initiated with the administrators of specific service areas prior to

proposing additional working hours. The District needs to determine if services will be provided in a centralized or decentralized manner. Support services have specific supervisory administrators therefore maybe there needs to be a discussion regarding the pros and cons of decentralized services. Ms. Ford stated the council agreed to a process freeze positions and wondered if this agreement has changed which would permit new positions to be forwarded to the council for consideration? There was some confusion on whether this discussion item was a request to increase current staff or increase available hours of existing staff. Dr. Fisher indicated the Council decided only critical hiring requests would be brought forward to the council for a formal recommendation or denial. Ms. Brewington stated her experience is the Educational Master Plan and Strategic Plan are the primary components in determining needs and expected future growth. She indicated as the Vice President of Administrative Services she will work with the Vice President of Human Resources and Employee Relations to thoroughly determine the expected growth and staffing needs of the Palmdale Center.

c. Report on the SPBC Handbook – Draft (attachment to be forthcoming)

Ms. Diana Keelen has been out ill. She has been working on drafting a revised handbook for the council to review, provide input, and approve at a future date. This agenda item will be placed on a future agenda.

8. SPBC ADMINISTRATIVE BUSINESS

a. Spring SPBC Meetings

- February 20, 2013; March 20, 2013; April 17, 2013; and May 15, 2013

b. Summer SPBC Meetings

- Summer meeting dates: June 19, 2013 and July 17, 2013

9. OPEN FORUM

- Dr. Fisher stated any comments he makes during the meeting are based on his participation of being an Accreditation Team Chair not as the Superintendent/President of the District. He provides input as an observer of the process to determine how an evaluation team would deem the process which is being discussed. It is important for council members to keep in mind how an Accreditation Team will evaluate established processes.
- The issue Dr. Zimmerman is speaking to in terms of providing centralized or decentralized services is something that needs to be evaluated to determine how to proceed. There is a need to look at the current process to determine what would work best. This is an organizational structure issue which needs to be thoroughly addressed in the Educational Master Plan publication to determine how to proceed in the foreseeable future.
- A handout depicting classified positions restored to 100% was distributed to council members.

10. ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 3:33 p.m. Motion carried.

MEMBERS PRESENT			
Mazie Brewington	Pamela Ford	Sherrie Padilla	LaDonna Trimble
Dr. Liette Bohler	Dr. Charlotte Forte-Parnell (proxy)	Jenell Paul	Dr. Les Uhazy
Newton Chelette	Dr. Lee Grishman	Bridget Razo	Dr. Jill Zimmerman
Maria Clinton	Jack Halliday	Wade Saari	
Dr. Karen Cowell	Doug Jensen	Rick Shaw	
Kim Fite	Dr. Vicki Nicholson	Steve Standerfer	
MEMBERS ABSENT			GUESTS/EX-OFFICIO MEMBERS
Dr. Ed Beyer	Sharon Lowry	Vacant - Student Rep.	Sharon Dalmage
Diana Keelen	Maria Valenzuela		Cynthia Hoover
Dr. Scott Lee	Vacant - Dean, DIERP		Dr. Jackie Fisher

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.