



**ANTELOPE VALLEY COLLEGE  
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA  
December 12, 2012  
2:30 p.m. – L 201**

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. November 28, 2012 (attachment)**
- 5. REPORTS**
  - a. Human Resources Sub-Group – S. Lowry**
  - b. Facilities Sub-Group – D. Jensen**
  - c. Communications Sub-Group – S. Standerfer**
  - d. Educational Master Plan – K. Cowell**
- 6. ACTION ITEM**
  - a. Final Measure Project Recommendations (attachment)**
- 7. DISCUSSION ITEM**
  - a. Faculty Position Replacement Planning (retirements)**
- 8. SPBC ADMINISTRATIVE BUSINESS**
  - a. Spring SPBC Meetings**
    - January 16, 2013; February 21, 2013; March 20, 2013; April 17, 2013; and May 15, 2013**
  - b. Summer SPBC Meetings**
    - Summer meeting dates: June 19, 2013 and July 18, 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  
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC)  
Addendum Agenda  
December 12, 2012  
2:30 p.m. – L 201**

To conform to the open meeting act, the public may attend open sessions

**1. ACTION ITEM**

**a. Hiring Request**

- **Vice President of Student Services (attachment)**

**b. Reinststitute 12<sup>th</sup> month of employment**

- 1. Academic Senate Coordinator – (\$4,108.86 for one month - this position was promised to be resurrected back to 12 months when able).**
- 2. Lab Technician, Biological Sciences (\$3557.74 for one month - this position is needed to be resurrected back to 12 month due to summer courses in Biological Sciences being offered).**

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

2012 CAPITAL OUTLAY PROJECT REVIEW  
FINAL RECOMMENDATION

**SPBC Facilities Sub Group Project Review**

PROJECT	PRIORITY	RANKING	PROJECT NAME	INITIAL COST EST.	REVISED COST EST.	COMMENT	PROJECT START
J	1		Renovation of Campus Restrooms	\$150,000		SOW-SCT/FA/LH/LS/TE6/ME/SSV	Upon Approval
S	1		Building T800 ADA/Exterior Restoration	\$15,500		ADA Access	Upon Approval
PP	1		Renovate Tennis Courts - Safety Issue	\$65,000			Upon Approval
Y	1		Replace SSV Tile Flooring - First Floor Corridors	\$25,000			Upon Approval
CC	1		Replace TE7 Obsolete Locks	\$50,000			Upon Approval
G	1		Student Services Window & Wall Repairs	\$150,000		F.S. SM Project	Upon Approval
H	1		Concrete Walkways/Curbs Renovation	\$50,000		F.S. SM Project	Upon Approval
I	1		Renovation of Choral Room	\$95,000		SOW-Seating/Proj. System/Flooring	Upon Approval
					Subtotal \$600,500		
KK	9		Campus Boiler Replacement	\$350,000		F.S. SM Project	Upon Funding Availability Confirmation
M	10		Replace Interior Doors Campuswide	\$150,000			Upon Funding Availability Confirmation
DD	11		Campus Security Office Stand Alone HVAC	\$50,000		Energy Savings - 3-7 Year Payback	Upon Funding Availability Confirmation
Z	12		Replace SCT Tile Flooring - Corridor	\$25,000			Upon Funding Availability Confirmation
F	13		Gas Valves & Piping Replacement	\$240,000		F.S. SM Project	Upon Funding Availability Confirmation
D	14		Campus Fire Alarm System Upgrade (EST)	\$250,000		F.S. SM Project	Upon Funding Availability Confirmation
L	15		Monument Signs Renovations	\$70,000			Upon Funding Availability Confirmation
					Subtotal \$1,735,500		
Q	NONE		Rearrangement for Veteran Resource Center	\$2,500		Requestor: Trimble	
O	NONE		Cafeteria Oven Replacement	\$10,000		Requestor: McIntosh	
AA	NONE		Electronic Message Sign at Theater	\$150,000			
N	NONE		Infrastructure for Fine Arts Garden	\$10,000			
EE	NONE		H&S Virtual Science Lab Equipment - Option 1	\$850,000		Complete Functional System	

**FACILITIES PLANNING AND CAMPUS DEVELOPMENT**

12/10/2012

<b>FF</b>	<b>NONE</b>		H&S Virtual Science Lab Equipment - Option 2	<b>\$535,000</b>		Partial Functional System
<b>GG</b>	<b>NONE</b>		H&S Virtual Science Lab Equipment - Option 3	<b>\$7,000</b>		Purchase of Christie Lens for Use with Donated Christie Projector - Est. Confirmed
<b>LL</b>	<b>NONE</b>		Commercial Refrigerator/Freezer for CDC	<b>\$5,000</b>		Requestor: Oric-Babic
<b>OO</b>	<b>NONE</b>		Performing Arts Theatre Water Feature	<b>\$180,000</b>		
<b>B</b>	<b>NONE</b>		Campus Wireless Project Phases 1 & 2	<b>\$450,000</b>		ITS
<b>K</b>	<b>NONE</b>		B.E. Building Cross Piping Repair	<b>\$80,000</b>		
<b>X</b>	<b>NONE</b>		LS1 Old Anthropology Lab Renovation	<b>\$200,000</b>		
<b>C</b>	<b>NONE</b>		Campus Wireless Project Phase 3	<b>\$400,000</b>		ITS
<b>BB</b>	<b>NONE</b>		Electronic Message Signs at 30th/Ave. K	<b>\$260,000</b>		
<b>T</b>	<b>NONE</b>		Building T800 Interior Renovation	<b>\$5,000</b>		
<b>QQ</b>	<b>NONE</b>		Powered Blinds for Cafeteria	<b>\$20,000</b>		
<b>U</b>	<b>NONE</b>		Campus Speaker/Bell Notification System	<b>\$150,000</b>		
<b>NN</b>	<b>NONE</b>		Gym Floor Replacement			
<b>E</b>			Campus Exterior Lighting & Controls Upgrade	<b>\$700,000</b>		F.S. SM Project Priority #3 (Not within schedule parameter)
<b>A</b>			IT Storage Consolidation & Disaster Preparedness Project	<b>\$330,000</b>		ITS Priority #1 - To be funded with non-Measure R funds - Est. Confirmed
<b>W</b>			FA4 Old Nutrition Lab Renovation	<b>\$150,000</b>		Not Feasible Due to Structural Issues With Interior Walls
<b>P</b>			Repair SSV HVAC	<b>TBD</b>		Requestor: Padilla (Not within budget of schedule parameters)
<b>R</b>			Upgrade Welding Shop	<b>\$50,000</b>		Requestor: Cowell (Not within schedule parameter - after June)
<b>V</b>			APL Bldg. Nursing Lab Area Renovation	<b>TBD</b>		(Not within schedule parameter - after June)
<b>HH</b>			Bus - 35 Passenger	<b>\$150,000</b>		Not Measure R Eligible
<b>II</b>			Stake Bed Truck	<b>\$45,000</b>		Not Measure R Eligible
<b>JJ</b>			12 Passenger Van	<b>\$45,000</b>		Not Measure R Eligible
			Recommended			
			Seek Alternate Funding Source			
			Not Recommended At This Time			
			Not Within Project Parameters (Cost/Schedule/Measure R Eligibility)			

TO: Budget and Finance Sub Committee of SPBC

DATE: December 10, 2012

FROM: Jackie L. Fisher, Sr., Ed. D.  
Superintendent/President

SUBJECT: Request to replace position of Assistant Superintendent/Vice President Student Services

As Superintendent/President, I'm requesting members of the Budget and Finance sub committee of SPBC to support an allocation of existing district funds to fill the position of Assistant Superintendent/Vice President of Student Services. The search process will begin spring semester that will end with a selection of a candidate to begin as a full-time Assistant Superintendent/President on July 10, 2013.

**Rationale to replace the position of Assistant Superintendent/Vice President of Student Services:**

A primary rationale to replace the position of Assistant Superintendent/Vice President of Student Services is to ensure that Antelope Valley College maintains compliance with accreditation standards, local, state, and federal labor laws and regulations. Another rationale to fill the position is that the Assistant Superintendent/Vice President of Student Services will assure that the implementation of all requirements contained in the Student Success Act will be completed on time.

I have attached the most recent job description which will provide detail duties and responsibilities assigned to the position of Assistant Superintendent/Vice President of Student Services.

Thanks in advance for your response to my request to replace the critical position of Assistant Superintendent/Vice President of Student Services.





ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

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**POSITION:** Assistant Superintendent/Vice President, Student Services

**SALARY/BENEFITS:** \$126,139.99 - \$146,283.67/annually based on a 7-step salary schedule

- \$1,800/annually for an earned doctoral degree

**The District's fringe benefit package includes:**

- Medical, dental and vision insurances
- Individual life insurance and income protection policies
- Eligibility for enrollment in State Teachers' Retirement System (STRS)

**DEADLINE:** Open Until Filled  
For first consideration submit application no later than 03/05/12

**START DATE:** June 1, 2012 or soon thereafter

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**GENERAL DESCRIPTION:**

Under the direction of the Superintendent/President, the Assistant Superintendent/Vice President, Student Services provides strategic direction and leadership to Student Services in supporting the mission of the College. The vice president serves on the senior management team as a member of the President's Executive Council and Cabinet and contributes to strategic planning for the College. This position requires a commitment to excellence in the service areas that comprise the Office of Student Services; to fulfill the comprehensive mission of the community college; to increase student retention, diversity and equity; and to support institutional and student learning outcomes. The major areas of responsibility for this position are planning, developing, coordinating, and evaluating the College's student services programs.

**DUTIES AND RESPONSIBILITIES:**

- Supervises the Office of Student Services and the student services deans and/or directors. Service areas include the Counseling and Matriculation Division, Enrollment Services/Admission and Records, Financial Aid, Student Development and College Activities, Job Placement Center, Information and Welcome Center, Office for Students with Disabilities (OSD), Extended Opportunity Program and Services (EOP&S), California Work Opportunity and Responsibility to Kids (CalWORKs), Student Transfer and Retention STAR (TRIO), the Career/Transfer Center, and Veterans Affairs program.
- Provides administrative leadership for the Educational Master Plan, Student Learning Outcomes, Program Review, and for the improvement of the Student Services programs.
- Provides leadership and direction for enrollment management and matriculation.
- Provides leadership in using technology to enhance Student Services programs and services.
- Participates in and supports the accreditation process.
- Makes recommendations for Student Services personnel needs and, as appropriate, participates in the hiring process.
- Coordinates the preparation of the annual budget for the Student Services component of the College and is responsible for the Office of Student Services and program budgets; assists in the preparation of the District budget.
- Directs, supervises and evaluates assigned administrators, managers, academic, and classified personnel; recommends for employment, directs the assignment and evaluation of all Student Services personnel.
- Manages the College's student discipline program including investigation, resolution, and due process procedures in accordance with District policies.
- Provides support for the Associated Student Organization (ASO).

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Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

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#### **DUTIES AND RESPONSIBILITIES: (Continued)**

- Assists in resolving student grievances and complaints in accordance with Board policy.
- Works collegially with participatory governance committees and all college personnel and constituencies in accordance with the participatory governance policy.
- Participates and works effectively in the collective bargaining process.
- Coordinates the preparation and submission of required state reports pertaining to student services programs.
- Manages the utilization of student services facilities and office space, and participates in master planning for campus student services programs and facilities.
- Reviews, recommends, and coordinates grant-funded projects for Student Services programs.
- Represents the College in community-based Student Services partnerships, working closely with community leaders and groups to maintain and enhance the partnership between the College and the community.
- Provides leadership and develops partnerships with high schools, colleges, and other educational institutions.
- Develops the school calendar in consultation with the collective bargaining agents and campus constituent groups.
- Holds membership in and actively participates in appropriate professional and community organizations.
- On a rotational basis with other Cabinet officers, serves as acting Superintendent/President in his/her absence.
- Represents Student Services to other divisions, departments, elected officials, and outside agencies.
- Performs such other duties as may be assigned by the Superintendent/President.

#### **KNOWLEDGE AND ABILITIES:**

- Knowledge of and ability to provide leadership for fulfilling the comprehensive community college mission, especially as that mission relates to the role played by the Student Services programs.
- Knowledge of student development and student services theory and the ability to develop and implement student services programs that foster student growth and development within the community college.
- Knowledge of participatory governance philosophy and practices for California community colleges and ability to participate collegially in a participatory governance environment.
- Ability to communicate effectively both orally and in writing.
- Knowledge of principles and practices of supervision and management that promote teamwork, including the ability to train, motivate, and evaluate staff.
- Knowledge of state and federal regulations governing community colleges particularly as these regulations relate to overseeing the various service areas that comprise the Student Services programs.
- Ability to prepare and administer a comprehensive budget utilizing a computerized budget system.
- Knowledge of current trends in information technology as they relate to the delivery of effective Student Services programs; demonstrated experience with computerized student information database systems, i.e. Banner, Datatel, etc.
- Knowledge of collective bargaining law and the ability to work effectively within the collective bargaining process.
- Ability to work collaboratively with the campus community as well as community groups and organizations.

#### **EDUCATION AND EXPERIENCE:**

- Master's degree from a college or university accredited by the U.S. Department of Education.
- Earned doctorate preferred.
- Five years of administrative experience in student services, with at least two years at the vice president, dean, director, or equivalent supervisory level.
- Sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.