



ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
August 27th, 2014
2:30 p.m. – 4:00 p.m. L201

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. **July 30th, 2014 (attachment)**
5. **REPORTS (5 minutes)**
 - a. **Budget and Finance Sub-Committee: Diana Keelan**
 - b. **Facilities Subgroup: Mr. Doug Jensen-No Report**
 - c. **Human Resources Subgroup: Mark Bryant**
 - d. **Communications Subgroup: Liz Diachun**
 - e. **Educational Master Plan: Dr. Meeta Goel**
6. **ACTION ITEMS**
 - a. **Recommendation for Recruitment of a CMS Senior Athletic Trainer, 100%, budget impact**
\$51,368, Budget & Finance Sub-Committee did not recommend: 4 No/3 Yes/0
Abstained- Mark Bryant (attachment)
 - b. **Recommendation for Recruitment of a CMS Development Officer. 50%. Foundation funded, Budget**
& Finance Sub-Committee recommended with consensus- Mark Bryant
(attachment)
 - c. **AVC Mission Review- Drs. Meeta Goel & Ed Beyer (attachment)**
7. **DISCUSSION ITEMS**
 - a. **2014-2015 Draft Adopted Budget- Diana Keelen (attachment)**
 - b. **AVC 2014-15 Reporting Cycle- Dr. Meeta Goel (Handout)**
8. **INFORMATIONAL ITEM**
 - a. **Status of Budget Requests- Diana Keelan**
 - b. **IT Report- Rick Shaw**

9. **SPBC ADMINISTRATIVE BUSINESS**

a. **2014 – 2015 SPBC Meetings**

August 6, 2014	November 5, 2014	February 4, 2015	May 6, 2015
August 27, 2014 (Special)	November 19, 2014	February 18, 2015	May 20, 2015
September 3, 2014	December 3, 2014	March 4, 2015	June 3, 2015
September 17, 2014	December 17, 2014	March 18, 2015	June 17, 2015
October 1, 2014	January 7, 2015	April 1, 2015	July 1, 2015
October 15, 2014	January 21, 2015	April 15, 2015	July 15, 2015

10. **OPEN FORUM**

11. **ADJOURNMENT**

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(DRAFT)



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

**July 30, 2014
2:30-4:00 p.m. – SSV 151**

1. CALL TO ORDER AND ROLL CALL

Dr. Ed Beyer, Academic Senate President and Dr. Meeta Goel, Dean of Institutional Effectiveness, Research and Planning, called the meeting to order at 2:43pm.

2. OPENING COMMENTS FROM THE CO-CHAIRS

No Comments.

3. OPEN COMMENTS FROM THE PUBLIC

No Comments.

4. APPROVAL OF MINUTES

a. June 18, 2014 (attachment)

A motion was made and seconded to approve the minutes of June 18, 2014. Motion passed with no discussion, 14 Favor; 0 Opposed; 2 Abstentions.

b. Amending the July 30, 2014 Meeting Agenda

A motion was made and seconded to amend the agenda for the July 30, 2014 meeting. Motion was passed with no discussion, All in favor; 0 Opposed; 0 Abstentions. Amendments:

- correction under 5a, Dr. Beyer gave the Budget and Finance Sub-Committee Report instead of Debby Hackenberg
- add two action items: b) counseling position (LaDonna Trimble), and c) HR subgroup positions (Mark Bryant)

5. REPORTS

a. Budget and Finance Sub-Committee: Dr. Ed Beyer (hand-out)

Dr. Beyer reported that there were four positions voted on at the Budget and Finance Sub-Committee meeting.

Recommendation to approve:

- Fiscal Services Manager
- 12 Month Instructional Assistant-Welding
- 2.5 FTE of ITS positions on the Title V funding
- 1.42 FTE of Facilities Services position going to 12 months

Out of the four, three went through with a unanimous vote; the hiring request for a fiscal services manager passed on a 4 yay, 3 nays, and 1 abstention, therefore not a clear victory of the vote.

b. Facilities Subgroup: Mr. Doug Jensen

No report

c. Human Resources Subgroup: Mr. Mark Bryant

Mark Bryant reported that the primary goal over the next couple of months is to finalize and articulate a process for hiring and prioritizing positions in the different categories (e.g. Classified, CMS, Education Administration, etc.) across AVC. They are trying to create some structure and get it out to everyone so that it's clear and start to develop a single pathway; whether it's a brand new position or a current position.

d. Communications Subgroup: Ms. Bridget Razo

Bridget Razo introduced Liz Diachun to the group. She is the Executive Director of Marketing & Public Information.

Liz reported that Jim Reddish resigned, and his official last day is September 2, 2014.

e. Educational Master Plan: Dr. Meeta Goel

Dr. Goel reported that several planning meetings/retreats are scheduled. The first one was the Board retreat, and the next one is the Executive Council retreat on Monday, August 4th and the Admin Council retreat on Tuesday, August 5th, and the college wide planning retreat on September 26, 2014. The retreats are focused on getting an update on our 2013-2014 progress on the EMP, and what we are going to carry-over to 2014-2015, and mainly focused on planning for 2015-2016.

6. ACTION ITEMS

a. Facilities Services Manager Position-Debby Hackenberg

Debbie Hackenberg discussed with the group the justification to recommend the approval of the following position:

- Fiscal Services Manager (budget impact \$0). The motion to move forward the recommendation to hire a fiscal services manager: 10 in favor, 3 Opposed, 1 Abstention

b. HR subgroup positions (Mark Bryant)

Motions were made and seconded to approve the recommendations of the following positions:

- Instructional Assistant/Welding: Motion passed with no discussion, 14 in Favor; 0 Opposed; 0 Abstentions.
- ITS positions (3): Motion passed with no discussion, 14 in Favor; 0 Opposed; 0 Abstentions.
- Facilities positions (8): Motion passed with no discussion, 14 in Favor; 0 Opposed; 0 Abstentions.

7. DISCUSSION ITEMS

a. Review of the AVC Mission Statement – Drs. Meeta Goel & Ed Beyer

Dr. Goel discussed with the group that AVC should review the college mission once a year. The process is that it goes through AP&P and tweeted, and then to the Board. Dr. Goel shared that it will also be reviewed by SPBC, Admin Council, and also college-wide before going to the Board. She asked the group to review the two versions of the mission statement (before & after) that was distributed. The group commented, discussed, and shared their thoughts and concerns about the wording. Dr. Goel going to add the card version as #3 and take it to the next groups.

8. INFORMATIONAL ITEMS

a. IT Report-Rick Shaw

Rick Shaw informed the group that the next Tech committee meeting is likely to be on August 28, 2014. Want the committee to work on the revision of our computer use remote access and acceptable use policies, they are out of date and need to be revised. Currently, the new pay for print services is going to be installed next week. All of the kiosks are networked, and there will be 8 locations: 2 in Library, 1 in Learning Center, 2 in BE, 2 at Palmdale, and 1 in the H&S building. He also informed the group that Sherrie Padilla, the helpdesk evening attendant, has resigned and her last day will be next week. IT will be recruiting for the position, which is a 75% position.

a. Counseling & Matriculation, Counselor-LaDonna Trimble

LaDonna Trimble informed the group that Dr. Cowell was awarded a nursing grant for 2014-2015. The grant requires a counselor to provide academic and personal counseling to registered nursing students. The grants work plan objective is for the nursing counselor to provide intensive support for students.

9. SPBC ADMINISTRATIVE BUSINESS

a. 2013 – 2014 SPBC Meetings

Dr. Goel discussed with the group the dates for future SPBC meetings. The group decided that the next meeting will be scheduled for August 20th, if needed.

August 6, 2014	November 5, 2014	February 4, 2015	May 6, 2015
August 20, 2014	November 19, 2014	February 18, 2015	May 20, 2015
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10. OPEN FORUM

11. ADJOURNMENT

The meeting was adjourned at 3:50p.m.

MEMBERS PRESENT			
Dr. Ed Beyer	Dr. Meeta Goel	D. Hackenberg for Diana Keelen	LaDonna Trimble
Mark Bryant	Dr. Lee Grishman	Jenell Paul	Dr. Les Uhazy
Liz Diachun	Jack Halliday	Bridget Razo	Maria Valenzuela
Kim Fite	Doug Jensen	Richard Shaw	Dr. Erin Vines
MEMBERS ABSENT		GUESTS/EX-OFFICIO MEMBERS	
Dr. Liette Bohler Carolyn Burrell Pamela Ford Doug Jensen	Diana Keelen Joseph West Vacant-Student Rep Dr. Zimmerman		Jerene Kelly Deb Morgan Ed Knudson

August 13, 2014

TO: Budget and Finance Subcommittee
FROM: HR Subgroup
SUBJECT: Recommendations for Recruitment

Per the HR Subgroup meeting on August 1, the following positions have been recommended for recruitment:

Members present supported moving the CMS Senior Athletic Trainer position forward for consideration to Budget and Finance.

Members present supported moving the CMS Development Officer position forward for consideration to Budget and Finance. This position is currently .5 FTE. The proposal would be to increase the position to 1 FTE with .5 FTE funding to be provided by the Foundation for the duration of the position.

The committee had four of eight members present. It was agreed that all members present supported the two positions, and that a general summary could be sent to those not present to garner their input. Diana responded on July 29 expressing her support of the positions as well. No other committee members responded.

The committee requests these positions be placed on the next Budget and Finance committee agenda for consideration.



Mission Review 2014

As of August 2014, AVC's Mission statement has been reviewed by AP & P, Academic Senate, and Administrative Council.

The Mission forwarded for change by AP & P and the Academic Senate is:

"Antelope Valley Community College District provides a quality comprehensive education to a diverse community of learners. Through innovative programs and services, students are empowered to pursue their intellectual, social, creative, and vocational goals by team-oriented professionals who are dedicated to their success."

After review, Administrative Council is recommending the following changes:

"Antelope Valley College, an institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success, offering value and opportunity, in service to our community."

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Exhibit A 2013-2014 Estimated Expenditure Changes to 2014-2015 Adopted Budget

	Change	Increase	Decrease	Total
1	Increase in Step & Column Estimates	\$ 256,641		
2	Within baseline increase for Student Development-I.D. Cards	\$ 8,800		
3	Admin, CMS & Classified Recruitments in Process	\$ 337,245		
4	Faculty Replacements & New Positions		\$ (15,563)	
5	Within baseline budget increases for facility maintenance	\$ 109,846		
6	Security Contract Increase of 3% per year	\$ 48,778		
7	Biennial Elections		\$ (500,000)	
8	Classified Staffing from Resource Allocation (On-Going)	\$ 335,264		
9	Resource Allocation Funding (One-Time)	\$ 164,736		
10	Facility Alteration Repair budget/Preventative & Scheduled Maintenance	\$ 30,000		
11	3 Management Positions: Purchasing (9/1/14), Maintenance & Ops Mgr (1/1/15) & Systems/Infrastructure Manager (deferred to 2015-2016)*	\$ 141,947		
12	Retiree Health Liability Set Aside for Trust (not paid in 13-14)	\$ 387,113		
13	PERS Increase from 11.42% to 11.7%	\$ 28,581		
14	President's Innovation Fund-Removed	\$ -		
15	Executive Council Professional Development-Removed	\$ -		
16	Workload Restoration of Courses from 2011-2012	\$ 390,245		
17	Temporary Banner implementation back up staffing 4 FTE (1 Project Manager/1 programmer analyst/1 accountant/1 accounting assistant II)	\$ 318,722		
18	Reduction in Instructional Aids Extra Duty		\$ (5,604)	
19	VP Admin Services Position Elimination		\$ (191,020)	
20	Performing Arts Theater Baseline Establishment	\$ 41,353		
21	Reserve for Affordable Care Act Potential Penalties (\$2K x 20 potential)	\$ 40,000		
22	Academic Senate Baseline Restoration	\$ 27,050		
23	Increase in Solar Project Payment	\$ 5,450		
24	Increase in Utilities Expense 9%-SCE Memo dated	\$ 157,652		
25	3 Faculty Positions Stairstepped 25% in 2014-2015	\$ 71,173		
26	2 Faculty @ 40% from Title V Solo Co-Chair back to unrestricted fund	\$ 85,003		
27	Increase in California minimum wage from \$8 to \$9	\$ 51,202		
28	Prop 20 to Pay for Blackboard & Other Instructional Materials		\$ (150,000)	
29	Reduction in One Time Resource Allocation Funds		\$ (300,000)	
30	Reduction in Legal Fees		\$ (100,000)	
31	Faculty Department Chair Implementation Estimate	\$ 400,000		
32	STRS increase from 8.25% to 8.88%	\$ 127,056		
33	Senior Admin Assist-President's Office Frozen Sep 2014		\$ (78,005)	
34	Accountant replacement position frozen		\$ (77,151)	
35	Hiring of Fiscal Services Manager*	\$ 104,787		
36	Reduction of Consulting Services to fund difference in Fiscal Svs Mgr		\$ (27,636)	
37	Reduction in Return to Title IV with new disbursing strategy		\$ (81,659)	
Total Increase (Decrease)		\$ 3,668,642	\$ (1,526,637)	\$ 2,142,005

*Salary being worked through HR. Assumption for estimating purposes only is Management Step 31

ANTELOPE VALLEY COLLEGE
2014-2015 ADOPTED BUDGET SUMMARY-GENERAL FUND
UNRESTRICTED SUMMARY

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		2013-2014 Estimated Actuals	2014-2015 Adopted Budget
<i>BEGINNING FUND BALANCE</i>		9,299,925	9,396,488
<i>REVENUE</i>			
8100-8200	Federal	61,117	22,828
8600-8700	State	49,658,778	51,685,764
8800	Local	<u>9,291,991</u>	<u>9,616,236</u>
<u>Total Revenue</u>		59,011,886	61,324,828
REVENUE PLUS BEGINNING FUND BALANCE		68,311,811	70,721,317
<i>EXPENDITURES</i>			
1100-1400	Academic Salaries	27,304,919	28,190,859
2100-2400	Classified Salaries	11,203,943	12,027,614
3100-3800	Employee Benefits	10,840,878	11,423,597
4100-4700	Supplies	936,458	891,445
5100-5800	Other Operating Costs	7,157,589	6,595,198
6100-6700	Capital Expenditures	229,222	161,862
<u>Total Expenditures</u>		57,673,009	59,290,575
7100-7600	Other Outgo*	1,242,314	1,766,753
<u>Total Expenditures & Other Outgo</u>		58,915,323	61,057,328
<i>Ending Fund Balance</i>		9,396,488	9,663,989
Surplus/(Deficit)		96,563	267,500
Reserve %		15.9%	15.8%

ANTELOPE VALLEY COLLEGE
2014-2015 ADOPTED BUDGET 3 YEAR PROJECTION
UNRESTRICTED SUMMARY

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		2015-2016 Projected Budget	2016-2017 Projected Budget	2017-2018 Projected Budget
BEGINNING FUND BALANCE		9,663,989	9,126,362	8,525,642
REVENUE				
8100-8200	Federal	20,930	20,930	20,930
8600-8700	State	52,003,320	52,003,320	52,003,320
8800	Local	9,140,363	9,140,363	9,140,363
Total Revenue		61,164,614	61,164,614	61,164,614
REVENUE PLUS BEGINNING FUND BALANCE		70,828,602	70,290,976	69,690,256
EXPENDITURES				
1100-1400	Academic Salaries	28,438,479	28,648,575	28,820,772
2100-2400	Classified Salaries	12,001,104	11,757,847	11,868,427
3100-3800	Employee Benefits	11,805,513	12,263,822	12,743,374
4100-4700	Supplies	891,445	891,445	891,445
5100-5800	Other Operating Costs	7,207,103	6,834,072	7,361,454
6100-6700	Capital Expenditures	161,862	161,862	161,862
Total Expenditures		60,505,506	60,557,623	61,847,334
7100-7600	Other Outgo*	1,196,735	1,207,710	1,222,835
Total Expenditures & Other Outgo		61,702,241	61,765,333	63,070,169
Ending Fund Balance		9,126,362	8,525,642	6,620,087
Surplus/(Deficit)		(537,627)	(600,720)	(1,905,556)
Reserve %		14.8%	13.8%	10.5%

Assumptions:

- * Deficit Co-Efficient of 0.5% assumed in 2013-2014 & 2014-2015 Only
- * Full restoration of 2011-2012 workload reduction in 2015-2016
- * No growth or COLA
- * Prop 20 funds buy down through 2017-2018
- * Assumes stair-stepping 3 faculty positions on STEM grant
- * Assumes Banner Staffing of \$320K end in 2016-2017
- * Includes \$500K in biennial elections in 2013-2014, 2015-2016 & 2017-2018
- * Includes step & column increases each year beyond 2014-2015
- * Only includes STRS increases and no other benefit increases