



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

July 30th, 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. June 18th, 2014 (attachment)**
- 5. REPORTS (5 minutes)**
 - a. Budget and Finance Sub-Committee: Debby Hackenberg (attachment)**
 - b. Facilities Subgroup: Mr. Doug Jensen-No Report**
 - c. Human Resources Subgroup: Mr. Mark Bryant**
 - d. Communications Subgroup: Bridget Razo- No Report**
 - e. Educational Master Plan: Dr. Meeta Goel**
- 6. ACTION ITEMS**
 - a. Facilities Services Manager position-Debby Hackenberg (attachment)**
- 7. DISCUSSION ITEMS**
 - a. Review of the AVC Mission-Drs. Meeta Goel & Ed Beyer**
- 8. INFORMATIONAL ITEM**
 - a. IT Report-Rick Shaw**
- 9. SPBC ADMINISTRATIVE BUSINESS**
 - a. 2014 – 2015 SPBC Meetings (attachment)**

- 10. OPEN FORUM**
- 11. ADJOURNMENT**

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(DRAFT)



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

June 18, 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 2:40pm.

2. OPENING COMMENTS FROM THE CO-CHAIRS

Dr. Meeta Goel announced that there's a sign-in/log-in sheet for the SPBC meetings. Dr. Beyer commented on the President's responses to the SPBC recommendations for the 2014-2015 Tentative Budget. Also, Jerene informed everyone that the minutes will be posted on the website.

3. OPEN COMMENTS FROM THE PUBLIC

No Comments

4. APPROVAL OF MINUTES

a. May 28, 2014 (attachment)

A motion was made and seconded to approve the minutes of May 7, 2014 and May 14, 2014. Corrections were made to the spelling of "Sherri Padilla" and "Brenna Humann" names. The attendance list, Exhibit 'A' of the budget packet hand-out, and results from the May 28, 2014 meeting will be attached to the final minutes. Motion passed with 14 Favor; 0 Opposed; 0 Abstentions.

5. REPORTS

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

Dr. Beyer gave a synopsis of the Budget and Finance Sub-committee. The sub-committee reviewed exhibit A of the budget packet as presented, and voted on each item. There were several items not recommended. It was a full meeting.

b. Facilities Subgroup: Mr. Doug Jensen

No report

c. Human Resources Subgroup: Mr. Mark Bryant

No reports

d. Communications Subgroup: Ms. Bridget Razo

No report

e. Educational Master Plan: Dr. Meeta Goel

Dr. Goel reported that she would like to receive more input on the progress of the EMP and the seven goals. She asked the committee for suggestions. For example, should she look at the areas and individual's responsible for each of the objectives on the EMP, and contact them and get an update status of the progress for 2013-14? She stated that the group needs to close out 2013-14, and move forward with 2014-15. LaDonna Trimble gave an example of the Transfer Advisory Committee meeting, and she noticed how Dr. Grishman put his minutes together to align them with the EMP in terms of the progress that has been made in connection with the EMP transcript. Dr. Goel asked for input regarding starting a sub-group to work on the details and bringing it to the SPBC. Dr. Zimmermann said that the purpose of the plan is to bring people from across the campus to work on the EMP. Dr. Goel shared that the President asked us to think about our goals for the future, and progress thus far.

6. ACTION ITEMS

No action items.

7. DISCUSSION ITEMS

a. & Moving Forward with Future Planning – Drs. Meeta Goel & Ed Beyer

Dr. Goel shared with the group that on June 17, 2014 there was Board Retreat for looking at our progress to date, the environmental scanning data and looking into the future. They also brainstormed for how they are going to tweet their 2014-15 goals, and add on things for 2015-16. The President's plan is to add on a third year next year in order to get to that goal. Part I of the presentation was the Environmental Scan Data, and Part II sharing the successes and leading up to the brainstorming. Dr. Goel discussed with the group the presentation on AVC's successes, entitled "Education That Enriches Lives and Builds Futures" At Antelope Valley College: What Will Get Us There? Part I – Ancillary Information.

8. INFORMATIONAL ITEMS

Dr. Ed Beyer informed the SPBC of the President’s responses/actions of the recommendations for the 2014-2015 tentative budget that were sent forward to the President.

- 1) **\$500,000 Classified Staffing Resource Allocation:**
 - SPBC Recommendation: Not to accept
 - Presidential Action: Include in Budget
- 2) **\$314,362 Management Positions for Purchasing, Systems & Infrastructure Purchasing, and Maintenance & Operations:**
 - SPBC Recommendation: Not to accept
 - Presidential Action: Include in Budget
- 3) **\$387,113 for Retiree Health Liability:**
 - SPBC Recommendation: Not to accept
 - Presidential Action: Include in Budget
- 4) **\$25,000 President’s Innovation Fund:**
 - SPBC Recommendation: Not to accept
 - Presidential Action: Agree
- 5) **\$50,000 Executive Council Professional Development Fund:**
 - SPBC Recommendation: Not to accept
 - Presidential Action: Agree
- 6) **\$40,000 Reserve for the Affordable Care Act:**
 - SPBC Recommendation: Not to accept
 - Presidential Action: Include in Budget
- 7) **\$71,173 Faculty Positions Stair-Stepped to General Fund:**
 - SPBC Recommendation: Not to accept
 - Presidential Action: Include in Budget

Dr. Beyer informed the committee that the President provided a rationalization for each of these actions to SPBC’s recommendations, and emphasized the President’s opening statement to the SPBC recommendations as follows: “I wish to convey my thanks to the SPBC and Budget and Finance Sub-Committee for their consideration and work with the 2014-15 tentative budgets. He appreciates your efforts and has reviewed your recommendations.”

Kim Fite asked if the President received an explanation on why the SPBC voted on the tentative budget recommendations. Dr. Beyer’s response was, “he probably did not, unless they were posted in the minutes.” Dr. Beyer explained that the recommendations went forward to the President, along with Exhibit A. He also explained that although it would’ve been his responsibility to give the President a copy of the recommendations, a copy was probably given to him by Heidi Preschler and/or Diana Keelen during their meeting with the President. Pamela Ford added that she always assumed that the co-chairs forwarded all information to the President. Also, she wanted to know if there’s a written process for how information should go forward to the President. The committee continued with a lively and robust discussion.

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	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

10. OPEN FORUM

11. ADJOURNMENT

The meeting was adjourned at 4:00p.m.

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

Report of Budget & Finance Subcommittee

July 9, 2014

Action Items:

- Recommendation to Approve Fiscal Services Manager, ***Budget Impact \$0***
- Recommendation to Approve of 12 Month Instructional Assistant – Welding, ***Budget Impact \$66,647***
- Recommendation to Approve 2.5 FTE of ITS Positions on Title V funding, ***Budget Impact \$195,215***
- Recommendation to Approve 1.42 FTE of Facilities Services Position going to 12 months, ***Budget Impact \$73,403***

Fiscal Services Manager Justification:

The 2012-2013 business services program review identified the need to have an adequate management structure in place to support the purchasing and fiscal services needs of the District. The reorganization added to this need with all chief business officer functions falling under the business services office.

There are several key justifications to hiring a fiscal services manager:

Checks & Balances

Currently, all budgeting functions are being performed by accounting staff. The same individuals responsible for posts to the general ledger are also responsible to make budgetary adjustments. The same individuals that post to the general ledger are also producing financial reports. There is a need to provide a check and balance between budget and accounting/financial reporting. This reduces the risk of transfers where adequate research, analysis and assessment should be performed.

Compliance

The independent auditors sent the District a thorough check list to ensure that there is a segregation of duties between those who are doing the work and those who are reviewing the work. As a result of the reorganization, there are several functions where there is no reviewer, meaning the person doing the work is also responsible for reviewing the work. This creates compliance challenges and could lead to future audit findings if this is not addressed.

Banner Implementation & Banking

There is a need to have increased support for implementation. This applies not only for Banner implementation, but any implementation from fiscal services. Part of the continuous process improvement has identified the need to streamline cashiering functions and banking functions. We currently have over a dozen bank accounts and no bank account liaison. Because the department is lacking a management function, it is difficult or near impossible to implement any new changes or evaluate the need for changes that could benefit the district in the area of fiscal services.

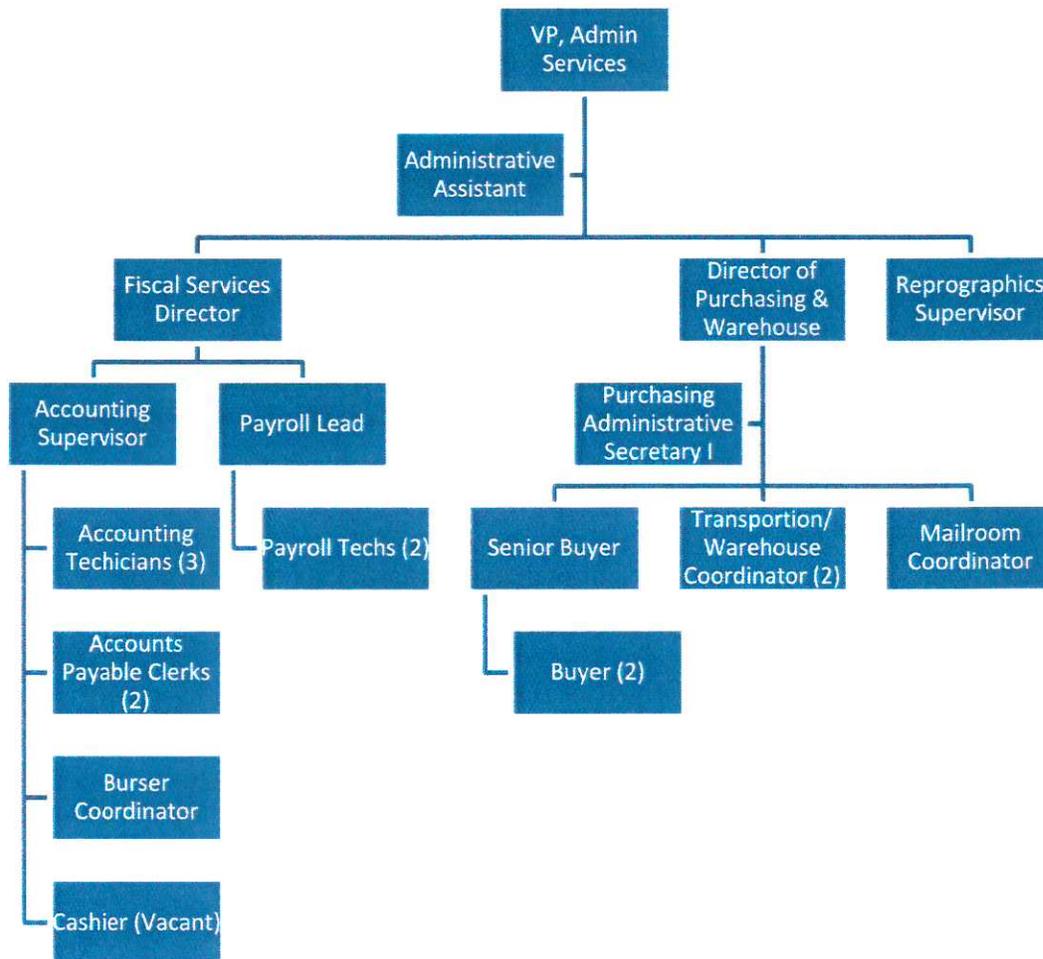
Staff Development

Because there is a lacking management structure, staff development has not been as much of a priority as it should be. The varying functions in the area of fiscal services from Budgets, A/P, A/R, Accurals, reporting, reconciliations, etc. make it very difficult to adequately train people when they first come into the department. Training is essential because the majority of the functions are complex, inter-related and require time in order to fully comprehend job responsibilities.

Comparative Analysis

There are three community colleges that are similar in FTES to Antelope Valley College: Butte, Cabrillo and Citrus College. The 2012-2013 program review identified the organizational structure of these colleges to further support the need for an adequate management structure of the department. All three community colleges have a fiscal services director and purchasing director. Citrus College is closest to our location in proximity and has the same systems that we do. Below is there organizational structure. There are 4 management positions, excluding the payroll lead.

Citrus College



Recommendations by the HR Subgroup (Excerpt from the June 25, 2014 Draft Minutes)

The following recommendations are included in the HR Subgroup draft minutes of June 25, 2014. The committee took action to support these positions for funding during the 2014-15 fiscal year.

- **Instructional Assistant/Welding.** Budget impact: **\$66,647**

The college has recently hired a full-time welding instructor for the 2014-15 school year. In order to fully support the program, and meet the needs of the students, the HR subgroup felt it was appropriate for the program to have a full-time Instructional Assistant. An IA was also part of the program when the college last had a full-time instructor.

- **ITS positions.** Three positions will move from grant funding to unrestricted general fund (total of 2.5 FTE) – Total Budget Impact - **\$195,215**

- .5 FTE Clerical III, **\$25,188**
- 1 FTE Systems Admin, **\$84,519**
- 1 FTE Computer Services Tech, **\$85,508**

All three of these positions are currently funded through STEM, STEM Coop, and/or Title V. This funding will expire September 2014. The HR Subgroup supported moving these positions to the general fund due to the essential support they provide in each of their respective areas.

- **Facilities positions.** Eight positions will increase to 12 months (total of 1.42 FTE) – Total Budget Impact - **\$73,403**

These eight positions will move to 12 months for a total increase to the general fund budget of 1.42 FTE. The job classifications supported by the HR subgroup committee include Skilled Maintenance, Locksmith, Custodial, Clerical II, and a Clerical III.

1. 2013 – 2014 SPBC Meetings (1st and 3rd Wednesday per month - No July 2014 meeting included)

2 MEETINGS PER MONTH

August 6, 2014	November 5, 2014	February 4, 2015	May 6, 2015
August 20, 2014	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

2. 2013 – 2014 SPBC Meetings (3rd Wednesday per month - No July 2014 meeting included)

1 MEETING PER MONTH

August 20, 2014	November 19, 2014	February 18, 2015	May 20, 2015
September 17, 2014	December 17, 2014	March 18, 2015	June 17, 2015
October 15, 2014	January 21, 2015	April 15, 2015	July 15, 2015