



ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
June 18th, 2014
2:30 p.m. – 4:00 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. **May 28th, 2014 (attachment)**
5. **REPORTS (5 minutes)**
 - a. **Budget and Finance Sub-Committee: Ms. Diana Keelen**
 - b. **Facilities Subgroup: Mr. Doug Jensen-No Report**
 - c. **Human Resources Subgroup: Mr. Mark Bryant- No Report**
 - d. **Communications Subgroup: Bridget Razo- No Report**
 - e. **Educational Master Plan: Dr. Meeta Goel**
6. **ACTION ITEMS**
7. **DISCUSSION ITEMS**
 - a. **Environmental Scan Data & Moving Forward with Future Planning-Drs. Meeta Goel & Ed Beyer**
(Handout)
8. **INFORMATIONAL ITEM (5 minutes)**
 - a.
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**

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(DRAFT)



ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) MINUTES
May 28, 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 2:36pm.

2. OPENING COMMENTS FROM THE CO-CHAIRS

No comments.

3. OPEN COMMENTS FROM THE PUBLIC

Sherri Padilla commented on the CMS positions. She asked for the CMS positions to be removed from the agenda at the last meeting. The hope is for a meeting to take place with the CMS group regarding the process for requesting CMS positions. The goal was to give the administration and SPBC an opportunity to hash out these issues privately, rather than in a public setting, such as SPBC. Unfortunately no one from Administration or SPBC reached out to Sherri as the CMS representative on the SPBC committee or Ann Steinberg who is the CMS chair, to get any feedback regarding this issue and yet here are these positions back on the agenda. Since these positions are on the agenda again, and the CMS group concerns have not been addressed, as the representative for the group, she felt the need to address them at the SPBC meeting.

The job position, purchasing manager, does not exist. Human Resource was not aware of this job description and it hasn't gone through the HR process to see:

- if the job duties needed are equivalent to a CMS position
- if it has the proper education or experience: note all other CMS positions that range 31 require a bachelor degree or have equivalencies.
- if a range 31 is proper for this position, no salaries surveys have been done in HR as of yet. Also, there is an accounting supervisor position that is at a range 25 that requires a bachelor degree, yet this position only requires an associate's degree.
- how the education experience and salary range placement of these positions effect the education experience and salary ranges of all other CMS positions.

Sherri is requesting that before SPBC makes a decision regarding these positions, a procedure is established, which includes an imbedding process by HR, and an accurate estimate of cost. In addition, she is requesting that all needs of personnel be looked at as a whole to truly strategically plan for AVC positions.

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 (with addition of attendance list) meetings. Motion passed with 14 Favor; 0 Opposed; 0 Abstentions.

5. REPORTS

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

Dr. Beyer reported that there was a special meeting to address the items on the agenda. The information item of the existing CMS hiring process was distributed, and the diagram was based upon the process that was followed with hiring the last six CMS positions. On the action item list, there was some discussion on four positions. The first three positions discussed which were the Purchasing Manager, Maintenance & Operations Manager, and Systems/Infrastructure Manager. All three failed to move forward for a lack of a seconded to the motion, so no action was taken on those positions. On the stair-stepping 3 Faculty positions, there was a vote on a 2 in favor, 3 opposed, and 1 abstained, so that motion to move forward with a recommendation also failed. The committee reviewed exhibit A of the budget packet hand-out, and as a result 23 had more than a majority voting in favor, 4 voting against, and 2 did not receive a motion to approve, and one that had 6 abstentions.

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

No report

6. ACTION ITEMS

- a. **Purchasing Manager Position**
- b. **Maintenance & Operations Manager Position**
- c. **Systems/Infrastructure Manager Position**

The committee discussed how to move forward with these action items. Dr. Beyer reported that this information came to the SPBC as part of the Budget and Finance Sub-Committee report, so we were informed that the positions had no action, and they could still go forward to the President, which means we don't need to take action on them. Items 6a, b, c are removed from the agenda.

- d. **3 Faculty positions stair-stepped 25% in 2014-2015 from Title V Grant**

Dr. Beyer reported that the Budget and Finance Sub-Committee voted on this action item and it failed. There was a motion on the floor for the SPBC to accept the recommendation of the Budget and Finance Sub-Committee on not moving this position forward. No further discussion. Motion passed with 10 in Favor; 7 Opposed; 0 Abstentions.

7. DISCUSSION ITEMS

- a. **Banner Enterprise System**

Diana Keelen reported that there was a joint SPBC and Budget and Finance Sub-Committee meeting where she went over a diagram that shows the existing finance systems, not being integrated. There are some redevelopment funds that are available, which can be used for enterprise software, and want to move forward with integrating our Banner system. The new software will take away a lot of the Manuel work that is currently being done across campus. The Budget and Finance Sub-Committee did move forward with some temporary back fill and staffing that the unrestricted fund will need to support. While implementing the system, we also have to continue with the existing system. Pamela Ford asked about the staffing positions (1 project manager, 1 programmer, 1 accounting assistant). Diana explained that the project manager will be a CMS position, and the programmer and accounting assistant will be classified, which will initially start off as temporary positions. The vote at the meeting on this line item was 4 in favor and 3 Abstained.

- b. **2014-2014 Tentative Budget**

Diana Keelen reported that there's a draft tentative budget. She explained the hand-out with the group, and noted that currently AVC is looking to be restored. Dr. Beyer went over the extensions of each line item on Exhibit A of the hand-out.

8. INFORMATIONAL ITEMS

9. SPBC ADMINISTRATIVE BUSINESS

- a. **2013 – 2014 SPBC Meetings**

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10. OPEN FORUM

11. ADJOURNMENT

The meeting was adjourned at 3:45p.m.

MEMBERS PRESENT			
Dr. Ed Beyer	Dr. Meeta Goel	Sherri Padilla	Dr. Les Uhazy
Dr. Liette Bohler	Dr. Lee Grishman	Jenell Paul	Maria Valenzuela
Mark Bryant	Jack Halliday	(Brennan for) Bridget Razo	Joseph West
Carolyn Burrell	Doug Jensen	Richard Shaw	Dr. Jill Zimmerman
Pamela Ford	Diana Keelen	Nathan Skadsen	
Kim Fite	Jerene Kelly	LaDonna Trimble	
MEMBERS ABSENT		GUESTS PRESENT	
Ed Knudson	Dr. Erin Vines		