

(DRAFT)



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

May 7, 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

No comments.

4. APPROVAL OF MINUTES

a. March 19, 2014 (attachment)

A motion was made and seconded to approve the minutes of the March 19, 2014 meeting. Motion passed with 14 Favor; 0 Opposed; 2 Abstentions.

5. REPORTS

a. Budget and Finance Sub-Committee: Ms. Diana Keelan

Diana Keelan reported that they are making some head way on defining the resource allocation process. There's a Prioritization Rubric that was put forth for approval by SPBC.

b. Facilities Subgroup: Mr. Doug Jensen

No report

c. Human Resources Subgroup: Mr. Mark Bryant

No report

d. Communications Subgroup: Ms. Bridget Razo

No report

e. Educational Master Plan: Dr. Meeta Goel

No report

6. ACTION ITEMS

a. Resource Allocation Prioritization Matrix: Diana Keelan

Diana explained the Non-Personnel Prioritization Rubric for fiscal year 2014-2015. The committee wanted to create a process where we are scoring and ranking the various proposal requests that were received through the budget process in an objective manner, and aligning it with our Strategic Planning Documents and the goals of the Institution. There are four major sections, which are: 1) Alignment with Planning Documents, 2) Alignment with Annual Institutional Goals, 3) Alignment with President's Goals, and 4) Measurable Assessment Outcomes. The plan is to use this for the 2014-2015 resource allocation process, and seeing what works and doesn't work.

Dr. Grishman asked about the 'Max 30 Points' in the 'Scoring Rubric' column that reads, '0 points: No demonstrated need supported by...' It should read "Insufficient need supported..." Diane agreed with the change, and explained that it's a terminology issue. Dr. Uhazy asked the question, "How do you determine insufficiency?" Various committee members explained what they believe it meant. Dr. Uhazy believes that it should be a judgment call. The group discussed the rubric more in-depth. A motion was made and seconded to use the matrix as a pilot for the 2014-2015 budget year. No further discussion. Motion passed with All in Favor; 0 Opposed; 0 Abstained

b. Academic Affairs Specialist-General Unrestricted Funded: Diana Keelan

Diana reported that the Budget and Planning Subcommittee is submitting a recommendation for an Academic Affairs Specialist position.

Discussion: Kim Fite has serious concerns about what they are doing about re-assigning some body within the college District, when that position is specifically assigned to Academic Affairs Technician. Since there's a process involved to move that person somewhere else, out of that department, and then approve this position, there will be three people in the Academic Affairs office. Dr. Beyer explained that the committee isn't authorizing the re-assignment, but authorizing the position. Pam Ford expressed her concerns with replacing a classified position with a CMS position. The group further discussed the Union concerns regarding the approval of this position. A motion was made and seconded to approve the position. Motion passed with 11 Approved; 6 Opposed; 1 Abstained

c. Library Assistant-General Unrestricted Funded: Diana Keelan

Diana reported that the Budget and Planning Subcommittee is submitting a recommendation for a Library Assistant position.

Discussion: Maria Valenzuela explained that due to the increase in student needs at the Palmdale Center, and Saturday Library hours, the classified staffs are unable to provide the level of service needed to operate the Library. Motion passed with All Approved; 0 Opposed; 0 Abstained.

7. DISCUSSION ITEMS

a. AVC Technology Master Plan: Rick Shaw

Rick discussed the Technology Master Plan 2014-2017 with the group. He explained how the plan is broken down into three sections; 1) Enterprise/Operational Initiatives, 2) Instructional Initiatives, and 3) Services for Students. Each section list projects, which some are already in progress. He also discussed some of the components in each area, and that the goal is to present the Initiative's to the Board in June 2014. A motion was made and to change the order of the agenda to move Informational Items (8a & 8b) before Discussion tem (7b). Motion pass with All Approved; 0 Opposed; 0 Abstained.

b. Moving Forward with the Future Strategic Plan: Drs. Meeta Goel & Ed Beyer

Meeta discussed with the group, and passed around a diagram that describes the Future Strategic Planning. Part of SP is going to focus on the future strategic plan. We are going to be looking at 2015 on ward to 2016, and we do have a EP that goes until 2016-2017. There is a plan in place, but we need to look at the current state, and then think about the future state. We can aim for an idea about, what AVC look would like ideally. It's not that AVC has not being doing great things; it has lasted a long time successfully. But what other things can we focus on, and a few things that we are passionate about and is related to student success. Meeta went on to discuss the diagram, and asked the group to gather their ideas and do some brainstorming about what successful lives for students means. The group started brainstorming their ideas, the discussion will continue at a later meeting.

8. INFORMATIONAL ITEMS

a. Education Advisor going from 50% to 100% STEM Grant Funded: Diana Keelan

Diana informed the group that the Budget and Finance Subcommittee is bringing forward a recommendation for a STEM Education Advisor must be able to meet with the students each semester. In order to do so, the position needs to be increased from 50% to 100% to allow the Education Advisor to provide services to the STEM majors on the Lancaster Campus.

b. Nursing Grant: Dr. Karen Cowell & Diana Keelan

Dr. Cowell informed the group that the Chancellors Office offered AVC the opportunity to receive funds to do some of the required TEAS assessment testing, and required by the Board of Registrar Nursing to have some sort of support Advisor. The Board of Register Nursing is schedule to visit AVC on March 10 and 11, 2015.

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	Carolyn Burrell	Pamela Ford	Jack Halliday
Dr. Liette Bohler	Dr.Karen Cowell	Dr. Meeta Goel	Doug Jensen
Mark Bryant	Kim Fite	Dr. Lee Grishman	Diana Keelan
Jenell Paul	Richard Shaw	Dr. Les Uhazy	Dr. Erin Vines
Bridget Razo	LaDonna Trimble	Maria Valenzuela	Joseph West
MEMBERS ABSENT		GUESTS PRESENT	
Ed Knudson	Nathan Skadsen		
Sherrie Padilla	Dr. Jill Zimmerman		