



**ANTELOPE VALLEY COLLEGE  
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA  
November 5, 2014  
2:30 p.m. – 4:00 p.m. SSV151**

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. October 15, 2014 (attachment)
- 5. REPORTS (5 minutes)**
  - a. Budget and Finance Sub-Committee: Ms. Diana Keelen
  - b. Facilities Subgroup: Mr. Doug Jensen
  - c. Human Resources Subgroup: Mr. Mark Bryant
  - d. Communications Subgroup: Ms. Liz Diachun
  - e. Educational Master Plan: Dr. Meeta Goel
  - f. ITS: Rick Shaw
- 6. ACTION ITEMS**
  - a. Approval of one-time funding requests: Ms. Diana Keelen
- 7. DISCUSSION ITEMS**
  - a. None
- 8. INFORMATIONAL ITEM**
  - a. The Archives and Library: Ms. Carolyn Burrell
  - b. Hiring the Bookstore Supervisor \$89,729 to be paid for out of auxiliary services: Ms. Diana Keelen
- 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**

**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.

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**ANTELOPE VALLEY COLLEGE**  
**STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) Minutes**  
**October 15, 2014**  
**2:30 p.m. – 4:00 p.m. SSV151**

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

**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. Beyer asked everyone if they were signed-up for RAVE.

**3. OPEN COMMENTS FROM THE PUBLIC**

No comments.

**4. APPROVAL OF MINUTES**

**a. October 15, 2014 (attachment)**

A motion was made and seconded to approve the minutes of October 15, 2014.  
Motion passed with no discussion, 10 in Favor; 0 Opposed; 1 Abstention.

**5. REPORTS (5 minutes)**

**a. Budget and Finance Sub-Committee: Ms. Diana Keelen**

No Report

**b. Facilities Subgroup: Mr. Doug Jensen**

No Report

**c. Human Resources Subgroup: Mr. Mark Bryant**

No Report.

**d. Communications Subgroup: Ms. Liz Diachun**

No Report.

**e. Educational Master Plan: Dr. Meeta Goel**

No Report.

**f. ITS Report: Mr. Rick Shaw**

Rick reported that AVC has licensed Lynda.com for faculty and staff, and is in the process of putting the direct log-in within the portal. Lynda.com is a self-paced development site, with a huge Library of materials.

**6. ACTION ITEMS**

**a. AVC Mission Statement: Dr. Meeta Goel**

Dr. Goel asked the group for their input on the AVC Mission Statement, in particular, the flipping of the words 'Opportunity' and 'Value'. The group shared their thoughts, and further discussed the flipping of the words. A motion was made and seconded to accept the mission statement as written. Motion passed with no further discussion : 15 in Favor; 0 Opposed; 1 Abstention

**7. DISCUSSION ITEMS**

None

**8. INFORMATIONAL ITEM**

**a. Draft of the classified position requisition justification – Ms. Pamela Ford (Attachment)**

Ms. Pamela Ford distributed a draft of the "Process for Requisitioning Classified Position." She explained the purpose of the Budget Request Justification and Criteria for classified positions, as well as the budget justification for District and Categorical funded classified positions. Pamela explained to the committee that she tried to be detailed in explaining the processes because new staff/employees don't always understand or know where to find this information. The intent for the document is for SPBC to identify the process. Dr. Beyer informed the group that this "Information Item" will come back as a "Discussion Item" on the November 19<sup>th</sup> SPBC Meeting Agenda.

## 9. SPBC ADMINISTRATIVE BUSINESS

### a. 2014 – 2015 SPBC Meetings

<del>August 6, 2014</del>	November 5, 2014	February 4, 2015	May 6, 2015
<del>August 27, 2014 (Special)</del>	November 19, 2014	February 18, 2015	May 20, 2015
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## 10. OPEN FORUM

- Mr. Bryant announced that the HR subgroup needs a faculty member to participate on the committee. Dr. Beyer said that he will put out a call for the position. The next HR subgroup meeting is on Nov. 6<sup>th</sup>.
- Ms. Keelen also needs a faculty member to participate on the Accreditation Standard 3d Team.
- Shawn Smith announced that the ASO is starting a dress-for-success shop on Monday, November 10<sup>th</sup> in Lancaster, and on Thursday, November 13<sup>th</sup> in Palmdale. They will start taking donations on October 20<sup>th</sup> in SSV 180 for apparel that students can wear to future job interviews.

## 11. ADJOURNMENT

The meeting was adjourned at 3:20p.m.

MEMBERS PRESENT			
Dr. Ed Beyer	Dr. Meeta Goel	(Brenna Humann) for Bridget Razo	Megan Turrill (ASO)
(Violet Christopher) for Dr. Liette Bohler	Dr. Lee Grishman	Richard Shaw	Dr. Les Uhazy
Mark Bryant	Doug Jensen	Shawn R. Smith (ASO)	Maria Valenzuela
Liz Diachun	Diana Keelen	Dr. Bonnie Suderman	Dr. Erin Vines
Pamela Ford	Jenell Paul	LaDonna Trimble	Dr. Zimmerman
MEMBERS ABSENT		GUESTS/EX-OFFICIO MEMBERS	
Carolyn Burrell Kim Fite Jack Halliday	Paul Sanchez (ASO) Vacant-Student Rep		Jerene Kelly Ed Knudson

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2014-2015 Budget Request Scoring  
One-Time Funding Using Rubric

Committee Member Name:	Item #1: TAB D-- Division/ Dept: Business Services	Comments for Item #1-TAB D:	Item #2: TAB E-- Division/Dept: Facilities	Comments for Item #2-TAB E:	Item #3: TAB F-- Division/Dept: Information Technology/IMC	Comments for Item #3-TAB F:	Item #4: TAB F-- Division/Dept: Information Technology/IMC	Comments for Item #4-TAB F:	Item #5: TAB F-- Division/Dept: Information Technology/IMC	Comments for Item #5-TAB F:	Item #6: TAB G-- Division/Dept--Health Sciences/Technical Education/Business & Computer Studies	Comments on Item #6-TAB G:	Item #7: TAB M-- Division/Dept: Student Life and Development Division	Comments for Item #7-TAB M:	Feedback on resource allocation process:
	Equipment/Furniture for New Staffing-- Budget Request: \$25,000.00--Type: One-Time--SCORE:		District Vehicle Replacement-- Budget Request: \$74,000.00--Type: One-Time--SCORE:		Upgrade of PodCast Station--Budget Request: \$5,000.00--Type: One-Time--SCORE:		Replacement of Loaner Equipment-- Budget Request: \$21,000.00--Type: One-Time--SCORE:		Refresh of Teleconference Hardware-BE132-- Budget Request: \$15,000.00--Type: One-Time--SCORE:		Replace Tube of X-Ray Machine--Budget Request: \$36,000--Type: One-Time--SCORE:		Software for Student Engagement-- Budget Request: \$5,000--Type: One-Time--SCORE:		
Liette Bohler	18	Fax machines are outdated. Faxes can also be sent from a computer.	38		29		37		25		76		35		
Mark Bryant	32	Rubric does not work well for operational area requests. The budget request is more worthy of consideration than score would indicate.	67	Rubric does not work well for operational area requests. The budget request is more worthy of consideration than score would indicate.	40	Rubric does not work well for operational area requests. The budget request is more worthy of consideration than score would indicate.	40	Rubric does not work well for operational area requests. The budget request is more worthy of consideration than score would indicate.	40	Rubric does not work well for operational area requests. The budget request is more worthy of consideration than score would indicate.	66		35	Rubric does not work well for operational area requests. The budget request is more worthy of consideration than score would indicate	Rubric does not currently allow for appropriate ranking in operation areas not directly related to student achievement or instructional programs.
Violet Christopher	18	Why not use computer to fax directly?	38		29		37		25		76		35		
Bonnie Suderman	44		55		45	Does IT have OO's?	45		45		83		70	Does this just track the # and type of activities or get further data like # of student participants, impact on students, etc? It would be of more value if it did.	The rubric really favors instructional areas since non-instruction are not linked to things like student success, transfer, CTE, Basic Skills and CTE and community partnerships.
Karen Cowell	47		47	Cannot see how this relates to Student Success in their classes.	29	Cannot see a measurable outcome or link to outcomes	29	Cannot see a documented measurable outcome or link to outcome. No explanation of how this supports basic skills/ESL.	44	Do not see a measurable outcome or link to Basic Skills/ESL	54	Cannot see how this project strengthens community involvement or enhances community partnerships. Link to documented measurable outcomes is weak.	60		There needs to be a method of verifying that information is in the PR or that outcomes have been established. SurveyMonkey is a good tool for scoring.
Diana Keelen	37	Need to expand description and identify ways to include measurable outcomes	67	It would be helpful to discuss the age of the vehicles and ongoing issues to support replacement.	47	Need to include descriptions to support what's checked and provide an explanation for those who do not know exactly how this is tied to planning documents & outcomes.	40	Need to include descriptions to support what's checked and provide an explanation for those who do not know exactly how this is tied to planning documents & outcomes.	40	Need to include descriptions to support what's checked and provide an explanation for those who do not know exactly how this is tied to planning documents & outcomes.	74	Well written & supported request.	45	Proposal request not signed.	Training needs to be done to those writing the proposals. Narrowing the proposal evaluation would also be helpful. Having categories for resource requests: Critical, Needed, Enhancement might help.
Total Rating	196		312		219		228		219		429		280		

### Bookstore supervisor

The bookstore supervisor position has been vacant since October 2013. Since that time, the director of auxiliary services has had the performing arts theater added to the responsibilities. Managing the day to day operations of the bookstore is becoming difficult with the added responsibilities, with the majority of the time being spent in the bookstore. In order for the director to effectively perform necessary planning, the bookstore supervisor needs to be hired.

\*Salary + Benefits, range 26 CMS, \$89,729 to be paid for out of auxiliary services

\*To be determined by HR.

SPBC – Budget/Finance Committee

## **Process for Requisitioning Classified Positions**

### **Purpose**

The purpose of the Budget Request Justification for classified positions is to promote transparency, efficiency and improve effectiveness, which is critical to both the Budget Finance committee and the general council of SPBC in the process of determining consensus when making budget decisions on classified positions.

The SPBC and Budget/Finance committees' role is to make recommendations for funding of positions to the president, who then submits the recommendations for classified positions to the executive council and then forwards the recommendation(s) to the Board of Trustees for approval.

All requests for classified positions whether vacated or new must be submitted to the SPBC Budget/Finance and SPBC general council, and must include a written justification for each position requested, and must identify which SLO, ILO, PLO, OO criteria are met.

### **Budget Request Justification Criteria for Classified Positions**

To be included in all requests for classified personnel justifications are: Title of position(s) requested, number of position(s), purpose for the request, when the position is needed, identify if the position is new or a replacement, department and supervisor, and identify if the position is in Program Review, Educational Master Plan and SLO, ILO, PLO, OO.

### **Budget Justification for District and Categorical, Grant or Specially funded District, Categorical, Grant or Specially Funded Classified Positions**

For all classified positions requested, the funding source must be identified to include whether the funding will be categorical, special or unrestricted (district) funding, and also identify if the position(s) requires a District or in-kind match.

### **Request for Classified Positions**

## **New Classified Positions**

### **Definition of a New Classified Position**

A new classified position is a position that is newly created and is not currently in the classified bargaining unit or has been removed from the unit due to the reclassification process.

### **Process for New Classified Positions**

The supervisor would submit a proposed job description to Human Resources. Human Resources then reviews the recommended job description and forwards it to the classified union president who then notifies the classification committee to review and grade the job description and decide if the position should be added to the classified unit.

## **Currently Budget Classified Positions**

### **Definition of Currently Budgeted Classified Positions**

A currently budgeted classified position is funded position that has been vacated and needs to be filled.

### **Process for Currently Budgeted (Vacated) Classified Positions**

To request personnel for a vacated classified position, a Request for Personnel form must be completed and the administrative process followed beginning with the department head, then submit to the Vice President and forwarded to Human Resources so forth to be submitted to the Budget Finance Committee as an information item and then forwarded to SPBC as an information Item only.

### **Process for Making Changes to Currently Budgeted (Vacated) Classified Positions**

A supervisor requesting changes to vacated classified position(s), must submit the proposed changes to Human Resources. Human Resources reviews and recommends changes and forwards the original job description along with the proposed revised job description to the classified union president as per the Collective Bargaining Agreement.

### **Approved Changes to Classified Position Process**

If the proposed changes are approved Federation signs off on the HR Classified Position Requisition form and returns the document to the office of Human Resources for submission to SPBC Budget Sub and SPBC as an information item.

### **Unapproved Changes to Classified Position Process**

Proposed changes to classified positions may not be approved by the Federation for the following reasons:

- \* The changes are broader than the scope of housekeeping changes
- \* It is determined that due to the level of responsibility of the position is outside of the scope of a classified bargaining unit position,
- \* There are incumbents currently in the position
- \* other determining factors

Upon determination that the changes are not valid due to one or more of the aforementioned reasons, the Federation would return the request form along with their recommendation to the Office of Human Resources.

## **District Funded Classified Positions**

### **Definition of District Funded Classified Positions**

A District funded classified position is a position completely and totally funded by the district from unrestricted general funds.

### **Process for District Funded Positions**

District Funded classified positions derived from Program review, Educational Master Plan , Annual Budget request forms, must adhere to the following process:

- 1:** A request must be made through the annual budget process by the Dean.
- 2:** The request is submitted to the Vice President of the department for approval.
- 3:** Requests approved by the Vice President and Dean are submitted to the Executive Director of Finance to be included in the Budget/finance binder for submission to the Budget Finance committee with justification for selection and recommendation of funding and submitted as an action item.
- 4:** Positions are forwarded to SPBC with justification to determine whether or not the positions will be recommended for funding and submitted as an action item.
- 5:** Proposed new job descriptions are submitted to the Federation to determine if the position falls within the classified bargaining unit.
- 6:** All new positions must be forwarded to the classification reclassification process as per the Collective Bargaining Agreement.



## **Categorical, Grant or Specially Funded Classified Positions**

### **Definition of Categorical, Grant or Specially Funded Classified Positions**

A categorical or specially funded classified position is a position funded by a grant, categorical or other type of restricted or special funding from a funding source separate from District funding which could include county, state, federal or other types of funding. The funds can be restricted to the specific program being funded depending on criteria.

### **Justification for Categorical, Grant or Specially Funded Classified Positions**

Justifications for categorical, grant or restricted or specially funded programs must identify the length of time the funding will be in place, for example will the funding be renewed every year or is it ongoing for a certain number of years. The justification must also include whether or not an in-kind or district match is required and include if any, the portion of categorical or special funding can be utilized for administrative costs ie., IT, Business Services, Maintenance, payroll and any District services needed to support the program.

### **Process for Categorical, Grant or Specially Funded Classified Positions**

Requests for categorical, grant or specially funded classified positions must follow the process below:

- 1:** A request must be made by the Dean.
- 2:** The request must be submitted to the Vice President of the department for approval.
- 3:** Requests approved by the Vice President and Dean are submitted to the Executive Director of Finance to be included in the Budget/finance binder for submission to the Budget Finance committee with justification for selection and recommendation of funding and submitted as an action item.
- 4:** Positions are forwarded to SPBC with justification to determine whether or not the positions will be recommended for funding and submitted as an action item.
- 5:** Proposed new job descriptions are submitted to the Federation to determine if the position falls within the classified bargaining unit.
- 6:** All new positions must be forwarded to the classification reclassification process as per the Collective Bargaining Agreement.

## **Critical Need Classified Positions**

### **Definition of Critical Need Classified Positions**

A critical need classified position is a position defined by the following: required by a county, state or federally funded or government program; is a requirement based on a grant or special program funding; is required because of special certification or licensing necessary to maintain the safety and security of the campus or program; is needed due to program requirements and needs to be filled because of an unforeseen vacancy.

### **Process for Filling Critical Need Classified Positions**

The original budget request process would be followed and the requesting department would provide budget finance committee and SPBC with documentation supporting the critical need of the classified position. *(To expedite the process, the position would need to be filled with the existing job description if the position was vacated or with an existing job description that meets the needs of the requirement if it is a new position required by licensing, county state or federal regulations, unless the documentation stipulated a required change or a new position that does not exist.)*

### **Process for Filling Vacated Classified Positions During a Budget Crisis**

All classified positions requested to be filled during a budget crisis must be brought to the SPBC budget finance committee and general SPBC council for recommendation of funding.

## **Requisitioning Replacement of a Reclassified Position**

### **Requisition of a Reclassified Position**

A reclassified position is a separate and new position. In the event a department determines there is a need for the previous position, for example a Clerical III position which was reclassified to a Technical Analyst position, the department must follow the process for requesting a new position in order to replace the Clerical III position. (This request will have no impact on the reclassified position.)

### **Process for Frozen Classified Positions**

Classified positions approved by Budget Finance and SPBC general council selected to be frozen during a budget crisis will remain unfunded and prioritized according to date frozen and maintained on a database with the Office of Human Resources. A list will be provided to the Federation and an annual updated list will be provided to both the Federation, SPBC and Budget Finance Committee.

Recommended changes regarding funding of frozen positions must be recommended through the Budget Finance and SPBC general council.

Frozen unfunded classified positions will remain in the Collective Bargaining Unit. Once the budget crisis is resolved the finalized most recent annual list will be brought forward to SPBC

and Budget/Finance and Council in date order to determine prioritization and need as funding becomes available.