



**ANTELOPE VALLEY COLLEGE  
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA  
February 19, 2014  
2:30 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. **January 15, 2014 (attachment)**
5. **REPORTS (5 minutes)**
  - a. **Budget and Finance Sub-Committee: Ms. Diana Keelen (attachment)**
  - b. **Facilities Subgroup: Mr. Doug Jensen – No Report**
  - c. **Human Resources Subgroup: Mr. Mark Bryant – No Report**
  - d. **Communications Subgroup: TBD**
  - e. **Educational Master Plan - Monitor Progress: Dr. Meeta Goel**
6. **ACTION ITEMS (5 minutes)**
  - a. **Approval of Budget Process Diagram with Reorganization Changes: Diana Keelen (attachment)**
7. **DISCUSSION ITEMS (20 minutes each)**
  - a. **Team Building Exercise: Joseph West**
  - b. **Rethinking SPBC (hand-out)**
  - c. **Draft AVC Planning Calendar (hand-out)**
8. **INFORMATIONAL ITEM (5 minutes)**
  - a. **50% Accounting Technician Position: Diana Keelen (attachment)**
  - b. **50% Clerical to 100% in Purchasing: Diana Keelen (attachment)**
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**

**NON-DISCRIMINATION POLICY**

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**DRAFT**



**ANTELOPE VALLEY COLLEGE  
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) MINUTES  
January 15, 2014  
2:30 p.m. – SSV 151**

**1. CALL TO ORDER AND ROLL CALL**

Dr. Meeta Goel, Dean of Institutional Effectiveness, Research and Planning, and Dr. Ed Beyer, Academic Senate President, called the meeting to order at 2:35p.m.

**2. OPENING COMMENTS FROM THE CO-CHAIRS**

No comments.

**3. OPEN COMMENTS FROM THE PUBLIC**

No comments

**4. APPROVAL OF MINUTES**

**a. December 4, 2013 (attachment)**

A motion was made and seconded to approve the minutes of the December 4, 2013 meeting. Dr. Goel noted that the minutes reflect the statement that the results of the team building exercises would be rechecked for accuracy. She stated that Dr. Beyer had double-checked the numbers, and they were correct as reported in the minutes. Council members were in consensus to approve the minutes from the December 4, 2013 SPBC meeting as presented.

**5. REPORTS**

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

Ms. Keelen noted that there were some changes in her report which was attached to the agenda: (1) The sub-committee had an emergency meeting earlier in the day and the part-time lab technician position was being amended to a full time position, and (2) The 7 faculty positions that were recommended to be filled for 2014-2015 were being amended to 9 faculty positions. Ms. Keelen noted that the sub-committee only voted on the number of positions, and not the disciplines. Pamela Ford asked if this was an augmentation to the budget, and Ms. Keelen noted that it was within the 2014-2015 budget. LaDonna Trimble stated that the one-time funding for ad astra came from the Enrollment Management Committee and should be listed under academic services and not student services. Ms. Keelen responded that the sub-committee had to go off the process they had and the request came from the vice president of student services and that is why it is listed that way. A motion was made and seconded to recommend allocating \$300,000 within the budget based on the recommendations from the sub-committee. Motion passed.

**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-Monitor Progress (January 2014): Dr. Meeta Goel**

No report.

**6. ACTION ITEMS**

**a. Priority List of Faculty Positions for 2014-2015: Dr. Edward Beyer**

Dr. Beyer distributed a priority list of nine faculty positions for 2014-2015. A motion was made and seconded to approve the positions. Dr. Beyer noted that the list was a reflection of the current critical needs of the college and was in line with a list that had been submitted by the deans. He also noted that the position for the general counselor was funded this year by the grant and is being brought over to district funding. Dr. Grishman expressed concern that the counselor position was not a matriculation counselor, and Dr. Beyer stated it was a guideline for the nine positions. Diana Keelen pointed out that this list was subject to change and that this was a recommendation. Motion carried with one abstention. A motion was then made and seconded to approve the resource allocation for the nine positions. Motion carried with one abstention.

**7. DISCUSSION ITEM**

**a. Institutional Strategic Planning Overview: Dr. Meeta Goel (hand-out)**

A hand-out was distributed to council members and Dr. Goel noted that this reflects an overview of the long-term strategic plan that the college will be undergoing, and deals with strategic planning versus strategic thinking. At this current time, there is increased accountability where colleges should show student success and to strategically think about whether or not they are meeting our mission as well as they can. Although we do a good job, we could do better and we should look at our current state, where we are, and how we do things. We should be doing an environmental scan and employ data so that we get a sense of our current state and where we are heading.

Dr. Goel noted that the president is working on a three year planning calendar that she will bring to the next meeting. Mr. Knudson noted that the calendar is a three-year cycle so that we can plan in advance and people can see what we are looking at now and what it impacts.

**8. INFORMATIONAL ITEM**

**a. Child Development Workforce Initiative Grant: Dr. Karen Cowell (attachment)**

Dr. Cowell reported that this is a \$300,000 grant to expand the early childhood education workforce through the development of a more diverse workforce, and will take the students from high school through higher education. The grant requires that we have some positions that we do not currently have, such as mentors, tutors, part-time counselors, etc., and we have partners now to feed into a bachelor or master level. This year the amount is \$280,000 for planning and getting the infrastructure and personnel in place and she noted her division will move on that. There will be an impact on Financial Aid and ITS and that is one of the reasons why the council is being presented with this information.

**b. Hiring Request for Personnel: Lab Tech (STEM Funded): Dr. Les Uhazy (attachment)**

Dr. Uhazy noted that his division had requested a 50% position for a lab technician and this request had been approved by the budget sub-committee. However since that time the position has been increased to a full time person who will work at the Lancaster campus to provide support to all evening classes as well as support the new Chemistry 101 classes and labs at the Palmdale Aerospace Academy. This position is completely grant funded and is limited by those funds.

**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
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**10. OPEN FORUM**

Dr. Zimmerman reminded the council that the next meeting scheduled is set for February 5, 2014 which is the first week of the spring semester. After discussion, council members agreed to cancel that meeting and the next scheduled meeting of the SPBC is Wednesday, February 19, 2014.

**11. ADJOURNMENT**

The meeting was adjourned at 3:35p.m.

<b>MEMBERS PRESENT</b>			
Dr. Ed Beyer	Dr. Meeta Goel	Sherrie Padilla	LaDonna Trimble
Dr. Liette Bohler	Dr. Lee Grishman	Jenell Paul	Dr. Les Uhazy
Mark Bryant	Jack Halliday	Richard Shaw	Maria Valenzuela
Pamela Ford	Diana Keelen	Nathan Skadsen, ASO Rep.	Dr. Jill Zimmerman
<b>MEMBERS ABSENT</b>		<b>EX-OFFICIO MEMBERS PRESENT</b>	<b>GUESTS PRESENT</b>
Carolyn Burrell	Bridget Razo	Ed Knudson	Dr. Karen Cowell
Kim Fite	Dr. Erin Vines		Cynthia Hoover
Doug Jensen	Joseph West		

## **Budget & Finance Subcommittee Report**

**January 15, 2014**

- A 100% STEM-funded, 11 month lab technician position is recommended. 12/11/13
- 7 faculty positions are recommended to be filled for 2014-2015. These are funded using the savings of 4 faculty retirements and 3 temporary faculty positions. 1/8/14 meeting
- The attached were prioritized recommendations from the budget and finance subcommittee to be funded using the \$300K in resource allocation funding approved in the 2013-2014 Adopted Budget. 12/11/13 & 1/8/14 meetings

**2013-2014  
Requests  
One Time Funding Only  
January 8, 2014 Budget Finance Subcommittee**

<b>Academic Affairs</b>	<b>Department</b>	<b>One-Time Funding/No Staffing</b>	<b>Requested Amount</b>	<b>Amount Granted</b>
Priority #7	Language Arts	Computers/Software/Printers-Journalism	\$ 55,685	\$12,619
			<b>\$ 55,685</b>	<b>\$12,619</b>
<hr/>				
<b>Student Services</b>	<b>Department</b>	<b>One-Time Funding/No Staffing</b>	<b>Requested Amount</b>	
Priority #4	Student Services	AdAstra	\$ 15,000	\$15,000
Priority #6	Student Services	Computer in Student Development	\$ 1,000	\$1,000
Priority #7	Student Services	Semi-Annual Job Fairs	\$ 6,000	\$6,000
			<b>\$ 22,000</b>	<b>\$22,000</b>
<hr/>				
<b>Human Resources</b>	<b>Department</b>	<b>One-Time Funding/No Staffing</b>	<b>Requested Amount</b>	
Priority #8	Human Resources	Employee Recognition Suport	\$ 3,000	\$3,000
			<b>\$ 3,000</b>	<b>\$3,000</b>
<hr/>				
<b>Administrative Services</b>	<b>Department</b>	<b>One-Time Funding/No Staffing</b>	<b>Requested Amount</b>	
Priority #3	Information Systems	Shoretel 911 Desktop Tool	\$ 7,000	\$7,000
Priority #16	Cashier's Office	Bullet Proof Windows	\$ 10,000	\$10,000
Priority #6	Motor Pool	Vehicle Replacement	\$ 25,000	\$0
			<b>\$ 42,000</b>	<b>\$17,000</b>
<hr/>				
<b>Foundation/Advancement</b>	<b>Department</b>	<b>One-Time Funding/No Staffing</b>	<b>Requested Amount</b>	
Priority #10	Advancement	Computer Replacement	\$ 4,500	\$4,500
Priority #11	Advancement	Brochures	\$ 5,000	\$5,000
Priority #12	Advancement	Advancement Supplies	\$ 7,500	\$7,500
			<b>\$ 17,000</b>	<b>\$17,000</b>
<hr/>				
<b>Total</b>			<b>\$ 139,685</b>	<b>\$71,619</b>

Amount Granted	\$71,619
Resource Allocation Funding Available	\$71,619
Remaining Amount	<u>\$0</u>

**2013-2014  
Requests  
One Time Funding Only  
December 11, 2013 Budget Finance Subcommittee**

<b>Academic Affairs</b>	<b>Department</b>	<b>One-Time Funding/No Staffing</b>	<b>Requested Amount</b>	<b>Amount Granted</b>
Priority #3	Math, Science & Engineering	ThermoScientific Glassware Oven	\$ 2,500	\$2,500
Priority #4	Math, Science & Engineering	4-UV-VIS Spectrophotometers	\$ 29,860	\$29,860
Priority #6	Kinesiology, Athletics & Dance	Tech Needs For Sports Info Office	\$ 15,500	\$15,500
			<b>\$ 47,860</b>	<b>\$47,860</b>
<b>Student Services</b>	<b>Department</b>	<b>One-Time Funding/No Staffing</b>	<b>Requested Amount</b>	
Priority #1	Student Services	Advocate by Simplicity	\$ 7,500	\$7,500
Priority #2	Student Services	SIG Consultant	\$ 27,390	\$27,390
Priority #3	Student Services	Printer	\$ 400	\$400
			<b>\$ 35,290</b>	<b>\$35,290</b>
<b>Human Resources</b>	<b>Department</b>	<b>One-Time Funding/No Staffing</b>	<b>Requested Amount</b>	
Priority #4	Human Resources	Affordable Care Act Implementation	\$ 20,000	\$20,000
Priority #6	Human Resources	Desktop Computers	\$ 5,468	\$5,468
Priority #7	Payroll	Dual Monitors	\$ 1,702	\$1,702
			<b>\$ 27,171</b>	<b>\$27,171</b>
<b>Administrative Services</b>	<b>Department</b>	<b>One-Time Funding/No Staffing</b>	<b>Requested Amount</b>	
Priority #3	Information Systems	Disaster Recovery Offsite	\$ 25,000	\$25,000
Priority #14	Cashier's Office	Consulting Services-SIG	\$ 25,000	\$25,000
Priority #6	Motor Pool	Vehicle Replacement	\$ 218,000	\$50,000
			<b>\$ 268,000</b>	<b>\$100,000</b>
<b>Foundation/Advancement</b>	<b>Department</b>	<b>One-Time Funding/No Staffing</b>	<b>Requested Amount</b>	
Priority #7	Advancement	Student Workers	\$ 9,360	\$9,360
Priority #8	Advancement	Scholarship Application Software	\$ 7,200	\$7,200
Priority #9	Advancement	Grant Directory Online	\$ 1,500	\$1,500
			<b>\$ 18,060</b>	<b>\$18,060</b>
<b>Total</b>			<b>\$ 396,381</b>	<b>\$228,381</b>

Amount Granted	\$228,381
Resource Allocation Funding	\$300,000
Remaining Amount	<u>\$71,619</u>

**Budget & Finance Subcommittee Report**  
**January 22, 2014 & February 12, 2014 Meetings**

Action Item:

Approval of Budget Process Diagram with Reorganization Changes

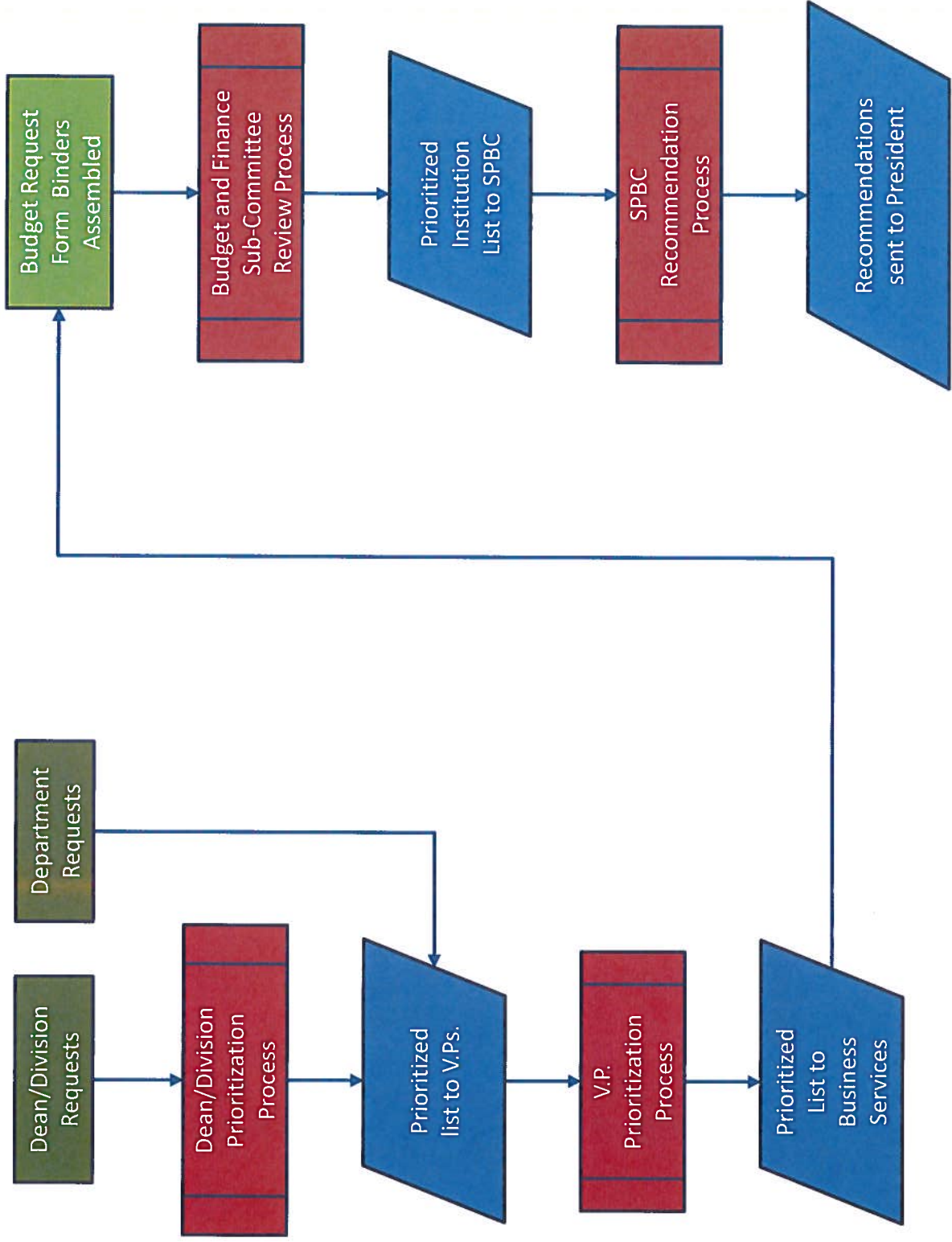
Information Item:

50% Clerical I to 100% in Purchasing – Indirect Fee Funded

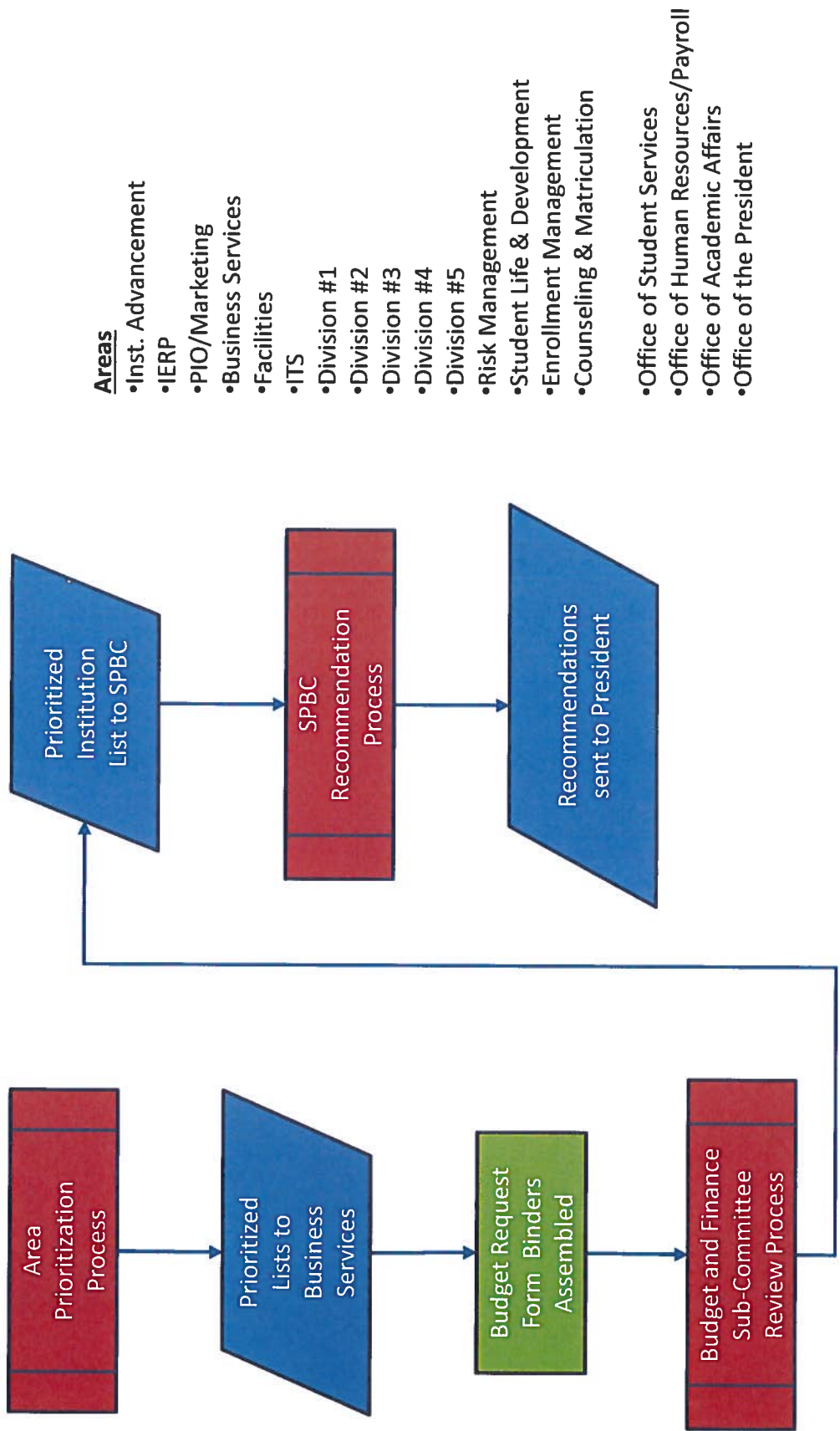
50% Accounting Technician in Accounting – Indirect Fee Funded



# Existing Budget Process (pre-reorg)



# 2014-15 Budget Process (post-reorg)



**Areas**

- Inst. Advancement
- IERP
- PIO/Marketing
- Business Services
- Facilities
- ITS
- Division #1
- Division #2
- Division #3
- Division #4
- Division #5
- Risk Management
- Student Life & Development
- Enrollment Management
- Counseling & Matriculation
- Office of Student Services
- Office of Human Resources/Payroll
- Office of Academic Affairs
- Office of the President

## Justification for Positions

### **50% Accounting Technician Range 17– Indirect Fee & Pell Administration Fee Funded- \$34,235.**

Indirect fees are collected from grants for expenditures not directly charged to a grant. The business office performs all of the purchasing, accounting and financial reporting services for the grants. These grants are very individual and have varying reporting requirements. Financial aid has more than tripled since 2006-2007 from \$15.5 million to over \$50 million in 2013-2014. There has been increased scrutiny and financial audits as a result. The business office processes all disbursements for financial aid students. Reconciliations for the various financial aid programs have become more complicated. In order to ensure compliance with the Title IV requirements and to avoid audit findings in this area, the accounting department needs to have someone dedicated to financial aid reconciliations.

### **Increase Clerical I from 50% to 100%, Range 6 - Indirect Fee Funded - \$25,228**

All purchasing, travel arrangements, bids, etc. are handled by the purchasing department. The department also provides training on purchasing processes and procedures. Grants require travel arrangements and purchases to filter through the business office. Grants have grown from approximately \$5 million to almost \$10 million in a matter of 7 years. This position interacts with the vendors to ensure that purchase orders are sent, orders are followed up on and interacts with the warehouse for delivery status. This allows the buyer to focus on large purchases, training and vendor negotiations.