



**ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
March 5, 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. **February 19, 2014 (attachment)**
5. **REPORTS (5 minutes)**
 - a. **Budget and Finance Sub-Committee: Dr. Ed Beyer (attachment)**
 - b. **Facilities Subgroup: Mr. Doug Jensen**
 - 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 (5 minutes)**
 - a. **Rethinking SPBC: Dr. Ed Beyer (attachment)**
7. **DISCUSSION ITEMS (20 minutes each)**
 - a. **Draft AVC Planning Calendar (hand-out)**
8. **INFORMATIONAL ITEM (5 minutes)**
 - a. **Hiring One Business Faculty Position: Mr. Ed Knudson**
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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D R A F T



**ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) MINUTES
February 19, 2014
2:30 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 2:38p.m.
- 2. OPENING COMMENTS FROM THE CO-CHAIRS**
No comments.
- 3. OPEN COMMENTS FROM THE PUBLIC**
No comments.
- 4. APPROVAL OF MINUTES**
 - a. January 15, 2014 (attachment)**
A motion was made and seconded to approve the minutes of the January 15, 2014 meeting. Dr. Goel reported that her office had received information that the counselor position noted in item 6(a) in the minutes, was incorrectly identified as a general counselor. It should be noted that it is a CTE counselor position that is being funded this year by the grant. With that correction noted, council members were in consensus to approve the minutes from the January 15, 2014 SPBC meeting as presented.
- 5. REPORTS**
 - a. Budget and Finance Sub-Committee: Ms. Diana Keelen (attachment)**
Ms. Keelen noted that the sub-committee was making headway in reviewing the budget allocation process and she hopes to have a draft of a model to take forward soon. She also hopes to have a budget calendar to be presented at the next meeting.
 - b. Facilities Subgroup: Mr. Doug Jensen – No Report**
 - c. Human Resources Subgroup: Mr. Mark Bryant – No Report**
 - d. Communications Subgroup: TBD**
Bridget Razo reported that the subgroup had met a few times and had reviewed the work that had been done prior to Steve Standerfer's retirement. Ms. Razo confirmed that she will be the contact person for the subgroup for the present time and invited any persons interested to join the group. (Please see attached report.)
 - e. Educational Master Plan - Monitor Progress: Dr. Meeta Goel**
Dr. Goel noted that she was unsure how things had been done in the past, but as far as strategic planning was concerned, she felt the normal process would be to monitor it. She will ask the president if he expects it to be monitored, but asked council members for their thoughts. Dr. Zimmerman stated that past practice was that the president sent out a template and each department and/or dean wrote their accomplishments. That information was then compiled and submitted to the board at the end of the year. This year with the educational master plan written as a ten year plan, it is surmised that that information will be sufficient. Dr. Grishman stated that monitoring has been discussed and there were two sides of the issue: (1) it should be monitored by SPBC, and (2) the executive administrator should do the monitoring because they are the head of the unit. There was still another faction that felt that the dean of IERP should do the monitoring. Dr. Goel noted that the strategic plan is our master plan, and program review is a report that is part of the strategic plan. The supervisors of the areas are the experts in the area and they are the ones who should submit the data. Dr. Beyer will map out the process and it will be presented on Welcome Back Day in August.

6. ACTION ITEMS

a. Approval of Budget Process Diagram with Reorganization Changes: Diana Keelen (attachment)

Ms. Keelen reviewed the attached charts showing the existing budget process (pre-reorg.) and the 2014-2015 budget process (post-reorg.). A motion was made and seconded to approve the post-reorg chart. Mr. Shaw asked if there was a schedule, and Dr. Beyer advised that it was in progress. Ms. Trimble asked why Palmdale wasn't identified on the chart, and Dr. Beyer responded that Palmdale was listed under Dr. O'Neil's area. Ms. Keelen suggested putting a star on the bottom of the page and state that Palmdale was included in one of the divisions. An amendment to the original motion was made and seconded to approve just the flow-chart portion of the post-reorg chart. Dr. Beyer will come back to the council with clarification of the Palmdale status. Motion carried.

7. DISCUSSION ITEMS

a. Team Building Exercise: Joseph West

Mr. West and Pamela Ford conducted two team building exercises. Dr. Beyer asked for a volunteer to conduct the next team building exercise, and Ms. Keelen volunteered.

b. Rethinking SPBC (hand-out)

Dr. Goel distributed a draft flow chart prepared by Dr. Beyer that showed the Strategic Planning Committee and Budget Council as two separate groups, and asked for council members thoughts and input. Dr. Beyer went over the chart explaining that Enrollment Management, Program Review and Learning Outcomes would be sending data to both Strategic Planning and the Budget Council. Strategic Planning would take the data and create priority lists from budget plans. The two groups would meet as a full group to assure that the financial aspects come together. It then would go forward to Executive Council. Dr. Beyer pointed out that only the Senate President would serve on both committees and by having different people on each committee, there would be representation from all areas. In comparing this chart with the two (pre-reorganization and post-reorganization) charts shown in Item 6(a), LaDonna Trimble asked if they could be color coded for clarity and Dr. Beyer agreed to do that. After a lengthy discussion, Dr. Beyer asked that council members submit their concerns, comments and suggestions in writing and he will compile them together to bring back to a future council meeting.

c. Draft AVC Planning Calendar (hand-out)

This item was tabled.

8. INFORMATIONAL ITEM (5 minutes)

a. 50% Accounting Technician Position: Diana Keelen

Ms. Keelen explained that the business office collects indirect fees from grants for expenditures not directly charged to the grant, and performs all of the purchasing, accounting and financial reporting services for the grants. The purpose of the fee is to use it in district staffing. This position will be dedicated to financial aid to ensure compliance with Title IV. In response to a question, Ms. Keelen confirmed that this was a new 50% position that was indirect fee and Pell Administration Fee funded.

b. 50% Clerical to 100% in Purchasing: Diana Keelen

Ms. Keelen noted that this position was currently a 50% position that they would like to increase to 100% to assist with all purchasing, travel arrangements, bids, etc. in the purchasing department. This position is indirect fee funded.

9. SPBC ADMINISTRATIVE BUSINESS

a. 2013 – 2014 SPBC Meetings

July 17, 2013	October 16, 2013	January 1, 2014	April 2, 2014
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October 2, 2013		March 19, 2014	June 18, 2014

10. OPEN FORUM

11. ADJOURNMENT

The meeting was adjourned at 4:05p.m.

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

**COMMUNICATION SUBGROUP REPORT
TO SPBC
February 19, 2014**

The Communication Subgroup discussed the need to build partnerships with the college campus community and to create a collaborative feeling here, to strengthen communication and trust among internal groups, and with managers and their departments.

It was suggested that we ask for input from the campus community by using a survey to ask for ideas on ways to help build morale and a sense of community.

Budget & Finance Subcommittee Report

March 5, 2014

- Action Item: Budget Narrative (Resource Allocation Proposal) Recommended – 2/26/14
- Information Item: 2014-2015 Budget Development Calendar – 2/26/14



ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT FISCAL 2014-2015
Resource Allocation Proposal

ADMINISTRATOR USE:

Originator: _____ Date Submitted: _____
Program or Department Name: _____
Lead for Implementation: _____ Campus: _____
Project Start & End Dates: _____
Departments for Coordination: _____
Account Code: _____
Total Amount Requested: _____
One Time Funding _____ On Going Funding _____

Please describe your request.

Planning Documents

Check the applicable planning document below that supports your request (Select all that apply):

- ___ Program Review ___ Technology Plan
___ Action Plan ___ Human Resources Plan
___ Educational Master Plan ___ (List other planning document)
___ Facilities Master Plan

Briefly demonstrate how your request is supported by the planning documents listed above:

Section I

Section II

Institutional Goals

Check all the applicable Institutional Goals below that support your request (Select all that apply):

- Student Success
- Efficient and Effective Use of Resources
- Increase in Transfer Rates
- Enhancing Community Partnerships
- Career Tech Expansion
- Enhancing Technology Support
- Basic Skills and ESL

Briefly describe how your request supports the institutional goals above:

Section III

President's Goals

Check all the applicable President's Goals below that are supported by your request (Select all that apply):

- Supports 3 year planning cycle for the college
- Identifies and defines the core curricula and programs
- Incorporates enrollment management strategies to support student completion
- Strengthens community involvement
- Develops an ethic of service

How does your request support the President's goals above?:

Measureable Outcomes

What is the measureable outcome of your request?

Which learning outcomes are supported by your request?

When will the outcomes be measured (timeline)?

How will you measure the desired outcomes?

Section IV

Administrator's Typed or Printed Name

Administrator's Signature

Date

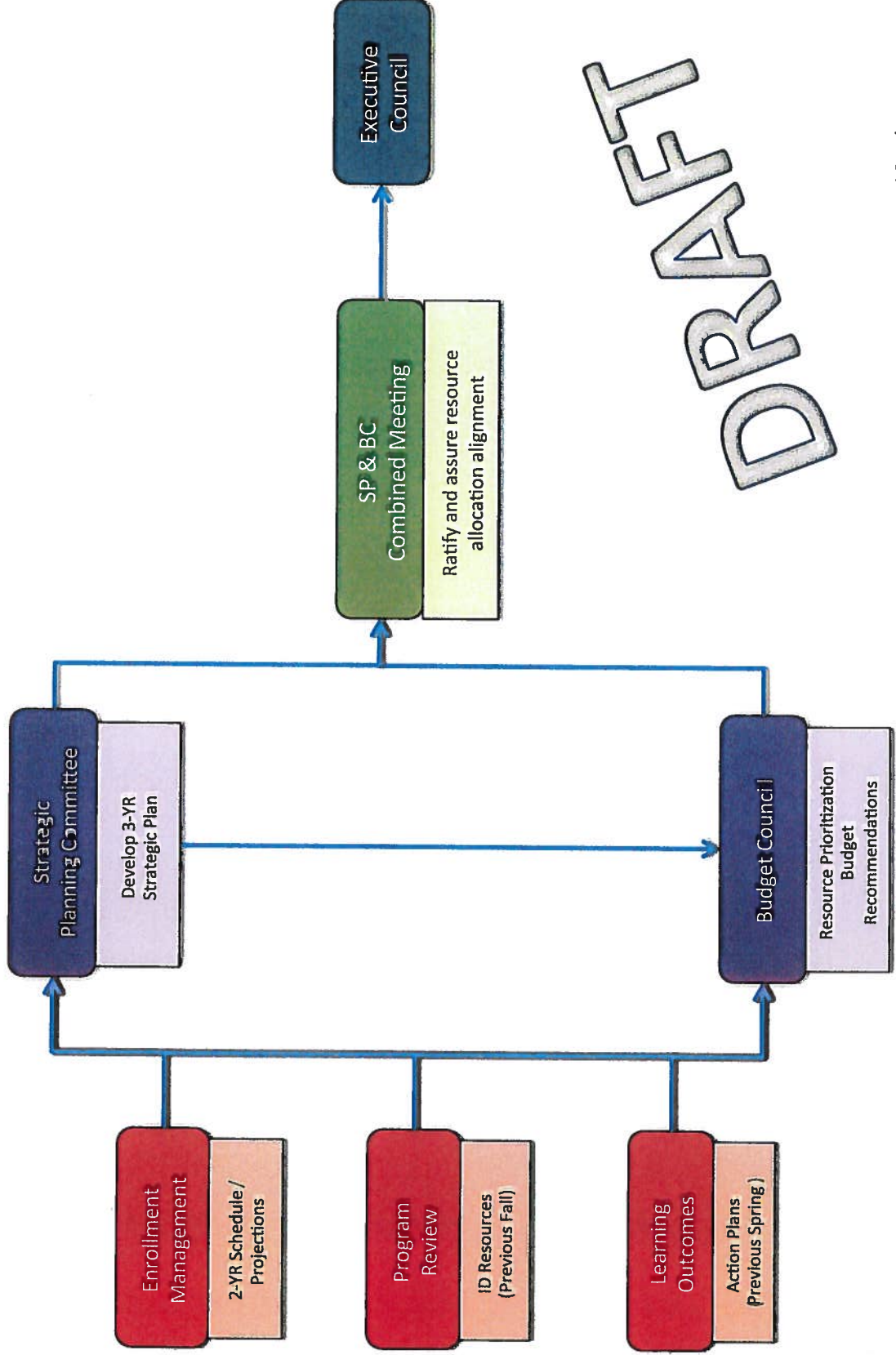
2014-2015 Budget Development Calendar*

SPBC Agenda Item 5(a)

Task Name	Start	Finish
2014-2015 Budget Development Calendar	Wed 1/15/14	Mon 9/8/14
Governor's Budget Released	Wed 1/15/14	Wed 1/15/14
Draft Narrative Discussed	Wed 2/12/14	Wed 2/12/14
Prior Year Recalc Issued	Mon 2/24/14	Mon 2/24/14
Current Year First Principle Apportionment Issued	Mon 2/24/14	Mon 2/24/14
B&F: Budget Narrative (Resource Priorization Request) Recommended to SPBC	Wed 2/26/14	Wed 2/26/14
SPBC Reviews & Adopts Budget Narrative (Resource Priorization Request)	Wed 3/5/14	Wed 3/5/14
College Budget Call Issued	Mon 3/10/14	Mon 3/10/14
B&F: Budget Request Evaluation Rubric Recommended to SPBC	Wed 3/12/14	Wed 3/12/14
SPBC Reviews & Adopts Budget Rubric	Wed 3/19/14	Wed 3/19/14
Budget Instructions/Training	Mon 3/24/14	Fri 3/28/14
Budget Call Due to Business Services	Mon 4/7/14	Mon 4/7/14
Draft Summary Tentative Budget Released with Allocations for Resource Requests to Budget & Finance Subcommittee	Mon 4/14/14	Mon 4/14/14
Budget & Finance Subcommittee Reviews Resource Requests	Wed 4/23/14	Wed 4/23/14
Budget & Finance Prioritizes Requests and Submits to SPBC	Wed 5/7/14	Wed 5/7/14
SPBC Reviews and makes recommendations for Tentative Budget	Wed 5/7/14	Wed 5/7/14
Final Tentative Budget Presented to Budget and Finance	Wed 5/14/14	Wed 5/14/14
*SPECIAL SPBC Meeting to finalize Tentative Budget	Wed 5/28/14	Wed 5/28/14
Budget sent to President's Office	Mon 6/2/14	Mon 6/2/14
Board of Trustees Approves Tentative Budget	Mon 6/9/14	Mon 6/9/14
Memos to Requestors issued for Resource Allocation Disposition	Tue 6/24/14	Tue 6/24/14
Funding Available for Spending	Tue 7/1/14	Tue 7/1/14
EOY Unaudited Actuals Available	Mon 8/4/14	Mon 8/4/14
Draft Adopted Budget sent to Budget & Finance for Review	Wed 8/13/14	Wed 8/13/14
Draft Adopted Budget sent to SPBC	Wed 8/20/14	Wed 8/20/14
Final Adopted Budget sent to President's Office	Fri 8/29/14	Fri 8/29/14
Board of Trustees Adopts the Budget	Mon 9/8/14	Mon 9/8/14

* Dates may change at any time with revisions sent out to the campus

Strategic Planning Committee and Budget Council



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