



**ANTELOPE VALLEY COLLEGE  
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA  
October 16, 2013  
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. **October 2, 2013 (attachment)**
5. **REPORTS**
  - a. **Budget and Finance Sub-Committee: Mazie Brewington**
  - b. **Facilities Subgroup: Mr. Doug Jensen**
  - c. **Human Resources Subgroup: Mr. Mark Bryant**
  - d. **Communications Subgroup: TBD**
  - e. **Educational Master Plan-Next Steps: Drs. Karen Cowell & Meeta Goel**
6. **ACTION ITEM**
  - a.
7. **DISCUSSION ITEM**
  - a. **Second Draft of AVC Assessment & Reporting Cycle: Dr. Meeta Goel**
  - b. **Upcoming Accreditation Visit: Sharon Lowry**
  - c. **Retreat Planning Update: Mazie Brewington**
8. **INFORMATIONAL ITEM**
9. **SPBC ADMINISTRATIVE BUSINESS**
  - a. **2013 – 2014 SPBC Meetings**

<del>July 17, 2013</del>	October 16, 2013	January 1, 2014	April 2, 2014
<del>August 7, 2013</del>	November 6, 2013	January 15, 2014	April 16, 2014
<del>August 21, 2013</del>	November 20, 2013	February 5, 2014	May 7, 2014
<del>September 4, 2013</del>	December 4, 2013	February 19, 2014	May 21, 2014
<del>September 18, 2013</del>	December 18, 2013	March 5, 2014	June 4, 2014
<del>October 2, 2013</del>		March 19, 2014	June 18, 2014

10. **OPEN FORUM**

**11.ADJOURNMENT**

**NON-DISCRIMINATION POLICY**

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**ANTELOPE VALLEY COLLEGE**  
**STRATEGIC PLANNING & BUDGET COUNCIL (SPBC)**  
**MEETING MINUTES**  
**October 2, 2013**  
**2:30 pm. – SSV 151**

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

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

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

Maria Clinton reported that the CCC met with the consultant, Dr. Matthew Lee and reviewed the recommendations for change that would primarily affect CCC. Several other recommendations concerning other shared governance committees were also discussed. The first workshop of shared governance committees will be held on Friday, October 11, 2013.

Ms. Clinton requested an amendment to the agenda to table Item 7(e) until after Dr. Lee's workshops.

**3. OPEN COMMENTS FROM THE PUBLIC**

None

**4. APPROVAL OF MINUTES**

**a. September 18, 2013**

A motion was made and seconded to approve the minutes of the September 18, 2013 meeting. The Council was in consensus to approve the September 18, 2013 SPBC meeting minutes.

**5. REPORTS**

**a. Budget and Finance Sub-Committee: Ms. Mazie Brewington**

No report.

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

No report.

**c. Communications Subgroup: TBD**

No report.

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

See attached report.

**e. Educational Master Plan: Drs. Karen Cowell and Meeta Goel**

Dr. Goel reported that the Educational Master Plan will be going to the Board of Trustees at the October meeting. Academic Affairs has developed goals that have been tied to the master plan. Dr. Goel noted that each division should look at the Educational Master Plan and develop their own goals for 2013-2014 as well as further out. These goals should be tied to employee goals as well. When asked about specific area representation, Dr. Goel noted that

each committee member represents a specific entity at this college and it is each member's job to take the information from this committee back to that entity.

## 6. ACTION ITEMS

### a. HR Subgroup Recommendation: Process Augmentation for Existing Staffing Requests

A recommendation was presented to the committee on the augmentation process for existing staffing requests. A motion was made and seconded to approve the recommendation as presented. Motion passed unanimously.

## 7. DISCUSSION ITEMS

### a. Retreat Planning Agenda Draft: Ms. Mazie Brewington, et al.

Ms. Brewington reported that a group had been developed a few months ago to work on holding a retreat to address some issues the committee has been discussing. Two dates for the retreat were presented: November 6, which is a regularly scheduled date for SPBC and Friday, November 8, 2013. After discussion, it was agreed to schedule the retreat for Wednesday, November 6, 2013 from 12:30pm – 4:30pm. A draft agenda was distributed to members and Ms. Brewington went over each agenda item, explaining that there were many more items that could have been listed, but the group decided to go through the recommendations made by Dr. Lee and these can be discussed at the retreat. Dr. Ed Beyer suggested that a facilitator be considered who would not be connected to the committee, and a recommendation was agreed upon to ask Dr. Lee if he would be available to facilitate the retreat. Maria Clinton suggested that the Educational Master Plan be on the agenda and Ms. Brewington noted that the meeting schedule needed to be discussed as well as the development of a calendar. Dr. Goel suggested that the members could discuss a follow-up at the end of the retreat, and that could include the subgroups.

Ms. Brewington will bring information on the facilitator to the next meeting as well as a final draft of the agenda for the committee to review.

### b. Draft of AVC 2013-2014 & 2015-16 Strategic Planning Cycle: President Knudson & Dr. Meeta Goel

Dr. Goel asked if the integrated calendar was specific to SPBC. The president outlined a planning process with a timeline and wanted a three year timeline, and she has the strategic plan process as a cyclical relationship with accreditation timelines. She feels the committee should be thinking long term and must be pro-active. We will soon be getting our first feedback from accreditation, and in January, will be asking for input. Around summer 2014, after the board has come up with the mission statement and goals for 2013-2016, the president will want to look a year out. Currently, the 2015 plan is being developed and we are also developing the 2015-2018 master plan. This committee should be planning for the next three year output and the five year output. Ms. Brewington noted that she is focused on the budget and is looking at the strategic outlook. There's a big difference between the two documents, and more clarity is needed. She does not believe that the administrative goals should be tied to the Educational Master Plan totally. Dr. Goel agreed that there is confusion but felt that the president's goals, the board's goals and the EMP goals should be integrated.

Pamela Ford asked if there had been discussion whether Information Technology would be made part of the group, and Ms. Clinton responded that this issue should be

discussed at the retreat. Ms. Ford stated that it should be a goal that IT be its' own subgroup. Ms. Brewington noted that Dr. Lee felt IT should be its' own subgroup and this should be brought to CCC. Sharon Lowry stated that she would like to remind everybody that the first EMP was created in 2007 and it was decided that it was the college's strategic plan. Another plan was done in 2010, and in 2013, Dr. Cowell agreed to chair the next version because the district knew we could not stop the planning process. Unfortunately, because of some administrative changes some of the board's as well as the president's goals were dropped off as the plan was going forward. Ms. Brewington noted that the strategic plan is a 3-5 year plan while the EMP is a 5-10 year plan, and that is a big distinction that requires more discussion than there is time for at this meeting. Dr. Goel noted that when the call goes out for agenda items, we could add a discussion of the two plans. Dr. Vines stated that all goals should be tied to the EMP. If they're written in a way we can't identify with, then that's a problem. Dr. Goel said the EMP is our strap plan until we create another scenario

- c. **Draft of AVC 2016 Accreditation Self-Study Timeline: Dr. Meeta Goel**  
Due to time constraints, this item was tabled until the next meeting.
- d. **Second Draft of AVC Assessment & Reporting Cycle: Dr. Meeta Goel**  
Due to time constraints, this item was tabled until the next meeting.
- e. **EMP Goals that are related to SPBC: Maria Clinton & Dr. Meeta Goel**  
Due to time constraints, this item was tabled until the next meeting.

**8. INFORMATIONAL ITEMS**

**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
8/21/2013 Cancelled	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 3:40 p.m.

<b>MEMBERS PRESENT</b>			
Dr. Ed Beyer	Pamela Ford	Sharon A. Lowry	Maria Valenzuela
Dr. Liette Bohler	Dr. Meeta Goel	Sherrie Padilla	Dr. Erin Vines
Mazie Brewington	Dr. Lee Grishman	Jenell Paul	Joseph West
Mark Bryant	Jack Halliday	Richard Shaw	Dr. Jill Zimmerman
Carolyn Burrell	Doug Jensen	LaDonna Trimble	
Maria Clinton	Diana Keelen	Dr. Les Uhazy	
<b>MEMBERS ABSENT</b>		<b>GUESTS/EX-OFFICIO MEMBERS</b>	
Kim Fite	Rieanna Paul - ASO Rep	Cynthia Hoover	Heidi Preschler
Victoria Jenne - ASO Rep	Bridget Razo	Karen Lubick	
Ed Knudson			



ANTELOPE VALLEY COLLEGE  
Office of the Vice President

To: SPBC  
From: Mark A. Bryant, VP of HR  
Date: October 2, 2013  
Re: SPBC-HR subgroup Report

## Process Augmentation for existing staffing requests

Discussion: The *Process Augmentation for Staffing Requests* (below) was reviewed. It was decided that the first section (in blue) will go to SPBC on October 2, for consideration. However, the bullet will include that budgeted positions will go to the Union as notification before submitted for approval by the Executive Council. Maria Valenzuela will work on language and submit to Mark Bryant prior to the meeting. Mr. Bryant will inform SPBC that the recommendation has been amended.

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### SPBC-HUMAN RESOURCES SUB-GROUP

Recommendation: Process Augmentation for Staffing Requests

#### Approval Process

All grant funded, Categorical and District funded positions will need to follow this process.

- Currently budgeted and filled C/M/S and Classified positions that become vacant shall be submitted for approval to fill through the Executive Council.

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The section in red will be revised by Pamela Ford. Classified and C/M/S will be separated. The revisions will be discussed at the next meeting.

- The approval process for **new positions** (not previously budgeted) shall be as follows:
  1. All new Classified classifications shall be submitted to Human Resources for evaluation in consultation with the Classified Union, and if appropriate forwarded to the classifications committee for a recommendation. Thereafter, the Budget and Finance Subcommittee will review the budget for approval and if approved will be forwarded to the Strategic Planning & Budget Council (SPBC) for information.
  2. New Classified positions with existing classifications and new CMS positions with existing classifications will require budget approval through the Budget and Finance Subcommittee and if approved will be forwarded to the SPBC for information.

- Changes to existing Classified and CMS vacant positions and/or classifications shall be submitted to Human Resources for evaluation followed by a Consultation conference with the Classified Union or the CMS employee group representative.
  1. Positions where assignment periods (hours/months) are increased and require additional budget will be reviewed by the Budget and Finance Subcommittee and if approved will be forwarded to the SPBC for information.

The Superintendent/President has final approval authority.

9/13/13

## Organizational charts & staffing needs

Discussion: Mr. Bryant and Cynthia Hoover will be meeting with the VPs to review their org charts and vacancy lists. Get verification of where the divisions/department are. Are there vacancies, positions that are no longer budgeted or exist? Does the vacancy list match the HR list? Cross reference those lists. Look at org charts and make sure everyone is accounted for. Fix any discrepancies to establish where the college is at.