



**ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
March 19th, 2013
2:30 p.m. – 4:00 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. **March 5th, 2014 (attachment)**
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: Bridget Razo- No Report**
 - e. **Educational Master Plan: Dr. Meeta Goel-No Report**
6. **ACTION ITEMS**
 - a. **SPBC Structure: Drs. Ed Byer & Meeta Goel (attachment)**
 - b.
7. **DISCUSSION ITEMS**
 - a.
 - b.
8. **INFORMATIONAL ITEM (5 minutes)**
 - a.
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
March 5, 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. Dr. Beyer reported that an action item to approve the budget narrative had been inadvertently left off the agenda. A motion was made and seconded to amend the agenda and add the noted action item. Motion carried.

2. OPENING COMMENTS FROM THE CO-CHAIRS

Dr. Goel advised the council that the member who would have led the team building exercise at the meeting was absent and she noted that Rick Shaw had suggested that council members might want to decorate their name signs so that project will be considered the team exercise today.

3. OPEN COMMENTS FROM THE PUBLIC

No comments.

4. APPROVAL OF MINUTES

a. February 19, 2014 (attachment)

A motion was made and seconded to approve the minutes of the February 19, 2014 meeting. There being no discussion, 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: Dr. Ed Beyer (attachment)

Dr. Beyer reported that the sub-committee had met and came up with a consensus on a budget narrative form that was attached to the agenda packet. This document went out for review by the sub-committee members who gave feedback and agreed to move it forward to the Strategic Planning and Budget Council. In addition, the sub-committee also came up with a 2014-2015 Budget Development Calendar which was also attached to the packet documents. Dr. Beyer noted that this calendar could possibly change when more information is gathered.

b. Facilities Subgroup: Mr. Doug Jensen

Mr. Jensen distributed a hand-out entitled "Capital Outlay Project Proposals Review" and explained the document to council members. He noted that the subgroup reviewed the new projects and prioritized them by the guiding principles (Item #2), and Item #1 lists the projects that they have recommended. This list will go to the president and he will make the final recommendation to the board. Mr. Jensen further explained that the projects on the list are potentially all Measure R funding.

c. Human Resources Subgroup: Mr. Mark Bryant

No report.

d. Communications Subgroup: Ms. Bridget Razo

No report.

e. Educational Master Plan - Monitor Progress: Dr. Meeta Goel

No report.

6. ACTION ITEMS

a. Rethinking SPBC: Dr. Ed Beyer

Dr. Beyer noted that the flow chart had been discussed at the last meeting and he briefly reviewed the comments received at that time. He had asked for council members to contact him with any additional comments or suggestions regarding the chart. A motion was made and seconded to approve the Strategic Planning Committee and Budget Council draft chart. Council members had a lengthy discussion regarding what data would flow into the SP Committee and the Budget Council and how the process would work. Joseph West asked if the operational cost of running the college was part of the strategic planning process and Mr. Jensen explained that operational costs are just rolled forward year after year and council members agreed that a discussion regarding these costs would be worthwhile to have. After discussion, a vote was taken on the motion, and the results were 2 yes votes, 8 nay votes and 2 abstentions. Motion failed to carry.

b. Budget Narrative: Dr. Ed Beyer

Dr. Beyer explained that the finance group came up with the narrative form so that when budget items are submitted, this form will outline the request and how it relates to measurable outcomes and goals. He explained that this form was simply a replacement for the former “green” budget request form. A motion was made and seconded to approve the form as presented. Ms. Trimble asked if the form covered personnel replacements, and Dr. Beyer explained that it was his understanding that this form should be used for any funding requirement above the baseline, but he would get clarification on that. After discussion the motion carried with the following changes:

- Put revision date on form.
- Should Palmdale be listed in Section II
- Change “campus” to “location.”
- Insert pagination
- Appropriate useage
- Verify institutional goals

7. DISCUSSION ITEMS

a. Draft AVC Planning Calendar: Dr. Meeta Goel

Dr. Goel distributed copies of the draft AVC Planning Calendar and explained that the president handed out this document in January. She asked council members to look it over and give her any feedback they might have. Ms. Trimble noted that the student success plan would be a major plan that would affect the campus and asked if it should be included on this calendar. She will send information to Dr. Goel regarding the student success plan.

8. INFORMATIONAL ITEM (5 minutes)

a. Hiring One Business Faculty Member: Dr. Ed Beyer

Dr. Beyer reported that the president would be moving forward to hire a full time Business faculty member to replace one that is retiring at the end of the school year.

9. SPBC ADMINISTRATIVE BUSINESS

a. 2013 – 2014 SPBC Meetings

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10. OPEN FORUM

11. ADJOURNMENT

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

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

Strategic Planning (SP) Committee and Budget Council (BC)

