



**ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
February 18, 2015
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. REMOVAL OF AGENDA ITEMS**
- 3. OPENING COMMENTS FROM THE CO-CHAIRS**
- 4. OPEN COMMENTS FROM THE PUBLIC**
- 5. APPROVAL OF MINUTES**
 - a. February 4, 2015 (Attachment)
- 6. 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
HR subgroup report (attached)
 - d. Communications Subgroup: Ms. Liz Diachun
No report.
 - e. ITS: Mr. Richard Shaw
No report.
 - f. ASO: Mr. Shawn R. Smith
No report.
 - g. Educational Master Plan: Dr. Meeta Goel
No report.
- 7. ACTION ITEMS**
 - a. None
- 8. DISCUSSION ITEMS**
 - a. SP/BC Membership
 - b. SP/BC Timeline for Joint Meeting
 - c. Strategic Planning Committee (SPC)
- 9. INFORMATIONAL ITEM**
 - a. AVC Planning Calendar: Dr. Meeta Goel (attached)
 - b. 2015-2016 Human Resources Subgroup Priority Lists to include faculty, CMS and classified positions
- 10. 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 Canceled	March 18, 2015	June 17, 2015
October 1, 2014	January 7, 2015 Canceled	April 1, 2015	July 1, 2015
October 15, 2014	January 21, 2015 Canceled	April 15, 2015	July 15, 2015

- 10. OPEN FORUM**
- 11. ADJOURNMENT**

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ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) Minutes
February 4, 2015
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 2:37 pm.

2. REMOVAL OF AGENDA ITEMS

3. OPENING COMMENTS FROM THE CO-CHAIRS

Dr. Beyer welcomed everyone back to the spring 2015 semester.

4. OPEN COMMENTS FROM THE PUBLIC

5. APPROVAL OF MINUTES

- a. A motion was made and seconded to approve the minutes of December 3, 2014.
Motion passed with no discussion, All in Favor; 0 Opposed; 0 Abstentions.

6. 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. ITS: Mr. Richard Shaw
No report.
- f. ASO: Mr. Shawn R. Smith
No report.
- g. Educational Master Plan: Dr. Meeta Goel
No report.

7. ACTION ITEMS

- a. None

8. DISCUSSION ITEMS

- a. None

9. INFORMATIONAL ITEM

a. Categorical Funded Position- Program Specialist: Ms. Diana Keelen (Attachment)

Program Specialist, Outreach, 12 month position, Title V funded, Range 13, \$61,193 w/benefits.

Ms. Keelen informed the group of the Program Specialist categorical funded position and would like to move forward with it going to Executive Council.

b. SPBC Split – Dr. Ed Beyer

Dr. Beyer reported that at the last council meeting, they came to an agreement on the split. They worked on the structure and came up with two monster committees, and the Vice President's will be Ex-Officios. . The biggest concern is should Union members vote on budget issues. As of now, they will be voting members with the understanding that it may change based on research currently being conducted. At the next SPBC meeting, Wednesday, February 18th, Dr. Beyer will bring a list as agreed upon by the CCC. He asked the committee to be prepare to choose if they want to be on the Strategic Planning, or Budget Committee. Starting with the next meeting, it will be the Strategic Planning Committee (SPC). Diana, Bridgett, and Meeta suggested that the committees meet again as SPBC before the split.

10. SPBC ADMINISTRATIVE BUSINESS

a. 2014 – 2015 SPBC Meetings

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11. OPEN FORUM

Bridgette reported that they just finalized the prize for the dinner. It is a seven day trip to Tuscany for two at a private villa, which includes airfare, ground transportation, four dinners prepared by a private chef, or a meal allowance. The complete trip values up to \$10,000.00. Tickets are \$100.00 each, and will be pulling the winner at the Dinner. The 85th Anniversary Gala (dinner) is on March 21, 2015.

12. ADJOURNMENT

The meeting was adjourned at 2:54pm

MEMBERS PRESENT			
Dr. Ed Beyer	Dr. Meeta Goel	Dr. Bonnie Suderman	
Dr. Liette Bohler	Dr. Lee Grishman	LaDonna Trimble	
Mark Bryant	Jack Halliday	Maria Valenzuela	
Liz Diachun	Diana Keelen	Dr. Erin Vines	
Pamela Ford	Bridget Razo	Dr. Jill Zimmerman	
MEMBERS ABSENT			GUESTS/EX-OFFICIO MEMBERS
Kim Fite Doug Jensen Jenell Paul Paul Sanchez	Richard Shaw Shawn R. Smith Megan Turrill		Jerene Kelly Ed Knudson

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Strategic Planning Committee
HR Subgroup Report
February 18, 2015

Committee Members: Les Uhazy, Pamela Ford, Diana Keelen, Maria Clinton, Judy Lamberty, Maria Valenzuela, Sharon Dalmag, Dolores Avendano, and Mark Bryant

In early November 2014 the HR subgroup committee began meeting twice a month to process replacement, and new categorically funded positions as they were proposed. In addition, the committee developed a process for identifying and prioritizing new positions in the areas of non-CMS classified, and CMS/Administration. In addition, the committee developed a rubric to be used in rating the proposed positions.

The process included:

- Verbal orientation at Executive Council
- Timelines and due dates
- Written justifications
- Oral presentation in support of positions
- Application of rubric
- Compilation of rubric results
- Submission of results to Budget Committee
- Submission of results to Strategic Planning Committee
- Submission of results to Executive Council

The prioritization process for non-CMS classified positions was completed December 16, 2014

The prioritization process for CMS/Administrative positions was completed February 5, 2015

Next Step: At the next regularly scheduled meeting on February 19, the committee will debrief the process. Input will be solicited from users to help improve the process for the 2016-17 cycle.

AVC PLANNING CALENDAR 2014-2017

	<u>2014 - 2015</u>	<u>2015 - 2016</u>	<u>2016 - 2017</u>
JANUARY	<ul style="list-style-type: none"> • Governor's Budget 2014-15 • Faculty Recruiting (2014-15) • Complete Program Review (2013-14 for 2014-15) • Enrollment Mgmt. 2-Year Schedule: 2014-15/2015-16 • EMP/Facilities to 10-Year Plans • Strategic/Tech/Budget to 3-Year Plans 	<ul style="list-style-type: none"> • Governor's Budget 2015-16 • Faculty Recruiting (2015-16) • Program Review (2014-15 for 2015-16) • 2-Year Schedule: 2015-16/2016-17 • Negotiations Begin • Strategic/Tech Plan Update 	<ul style="list-style-type: none"> • Governor's Budget 2016-17 • Faculty Recruiting (2016-17) • Program Review (2015-16 for 2016-17) • 2-Year Schedule: 2016-17/2017-18 • Strategic/Tech Plan Update
FEBRUARY	<ul style="list-style-type: none"> • College Advisory Council • Focus Group - Strategic Planning • CCSSE Administration 2/2014-5/2014 • Employer Survey/TRF Univ. Survey • Classified Positions Recruited (2014-15) • Administration Positions Recruiting 	<ul style="list-style-type: none"> • College Advisory Council • Focus Group • Continue dissemination & usage of CCSSE data • Classified (2015-16) • Administration Positions Recruiting 	<ul style="list-style-type: none"> • College Advisory Council • Focus Group • CCSSE Administration 2/2016-5/2016 • Employer/TRF Univ. Survey • Classified (2016-17) • Administration Positions Recruiting
MARCH	<ul style="list-style-type: none"> • Budget Preparation • Faculty Interviews • Board Planning Retreat 	<ul style="list-style-type: none"> • Budget Preparation • Faculty Interviews • Board Planning Retreat 	<ul style="list-style-type: none"> • Budget Preparation • Faculty Interviews • Board Planning Retreat <p style="text-align: right;">(Tweaked as Needed)</p>
APRIL	<ul style="list-style-type: none"> • Hire Faculty (2014-15) • President's Goals 	<ul style="list-style-type: none"> • Hire Faculty (2015-16) • 1st Draft Self-Study • President's Goals 	<ul style="list-style-type: none"> • Hire Faculty (2016-17) • Self-Study Complete • President's Goals <p style="text-align: right;">(Tweaked as Needed)</p>
MAY	<ul style="list-style-type: none"> • Revised Governor's Budget • Tentative Budget Prepared • COLA/Salary Recs • Assessments Completed 	<ul style="list-style-type: none"> • Revised Governor's Budget • Tentative Budget Prepared • COLA/Salary Recs • Assessments Completed 	<ul style="list-style-type: none"> • Revised Governor's Budget • Tentative Budget Prepared • COLA/Salary Recs • Assessments Completed
JUNE	<ul style="list-style-type: none"> • Tentative Budget to Board 	<ul style="list-style-type: none"> • Tentative Budget to Board 	<ul style="list-style-type: none"> • Tentative Budget to Board

AVC PLANNING CALENDAR 2014-2017

	<u>2014 - 2015</u>	<u>2015 - 2016</u>	<u>2016 - 2017</u>
	<ul style="list-style-type: none"> • COLA/Salary Approved by Board 	<ul style="list-style-type: none"> • CBAs Ratified to Board • COLA/Salary Approved by Board 	<ul style="list-style-type: none"> • Self-Study Approved by Board • COLA/Salary Approved by Board
JULY	<ul style="list-style-type: none"> • Compile Assessment Data (2013-14) • Dissemination & usage of CCSSE data 	<ul style="list-style-type: none"> • Compile Assessment Data (2014-15) • Dissemination & usage of CCSSE data 	<ul style="list-style-type: none"> • Compile Assessment Data (2015-16) • Dissemination & usage of CCSSE data
AUGUST	<ul style="list-style-type: none"> • Executive Council Retreat • Program Review • Admin. Council Retreat • Fall Opening Day 	<ul style="list-style-type: none"> • Executive Council Retreat • Program review • Admin. Council Retreat • Fall Opening Day 	<ul style="list-style-type: none"> • Executive Council Retreat • Program Review • Admin. Council Retreat • Fall Opening Day
SEPTEMBER	<ul style="list-style-type: none"> • Final Budget to Board • Strategic Plan Retreat (College Wide - 2015-16) • Tweak 2013-16 Strategic Plan (EMP) • Begin Self-Study • 2013/2014 Assessments (+GE) Report • AVC's Economic Impact Study 	<ul style="list-style-type: none"> • Final Budget to Board • Strategic Plan Retreat (College Wide - 2016-17) • 2014/15 Assessments (+GE) Report <p style="text-align: center;">(To Update and Tweak Plans; Add 1-Year to Previous 3-Year Plans)</p>	<ul style="list-style-type: none"> • Final Budget to Board • Strategic Plan Retreat (College Wide - 2017-18) • 2015/16 Assessments (+GE) Report • Self-Study Addendum Complete
OCTOBER	<ul style="list-style-type: none"> • Budget Themes (2015-16) 	<ul style="list-style-type: none"> • Budget Themes (2016-17) 	<ul style="list-style-type: none"> • Budget Themes (2017-18) • Accreditation Site Visit with Prepared Addendum
NOVEMBER	<ul style="list-style-type: none"> • Faculty Prioritization • Staff Prioritization • Negotiations Issues/Contracts Sunshined (2015-18 Agreements) 	<ul style="list-style-type: none"> • Faculty Prioritization • Staff Prioritization 	<ul style="list-style-type: none"> • Faculty Prioritization • Staff Prioritization
DECEMBER	<ul style="list-style-type: none"> • Faculty Recruiting Ads • Mid-Year Budget Review (2014-15) 	<ul style="list-style-type: none"> • Faculty Recruiting Ads • 2nd Draft Self-Study • Mid-Year Budget Review (2015-16) 	<ul style="list-style-type: none"> • Faculty Recruiting Ads • Mid-Year Budget Review (2016-17)

2015-2016

FACULTY PRIORITIZATION
Listed by Rank
February 9, 2015

Giving consideration to the budget picture for the next three years, our critical classified staffing needs, the increases in STRS contributions, and the flattening of our enrollment projections for the next three years, the positions 1 through 8 have been approved for recruitment and hiring. The recommendation is that the remaining ten positions move forward for consideration in next year's prioritization process and ranking.

1.	Nursing
2.	Nursing
3.	Business
4.	Mathematics
5.	English
6.	Nursing
7.	Reading
8.	Business
9.	Nursing
10.	Librarian
11.	Business
12.	Volleyball Coach
13.	Mathematics
14.	Sociology
15.	Chemistry
16.	Biology
17.	Geo Science
18.	Deaf Studies

2015-2016

CMS/Administrative Prioritization List

List by Rank

February 5, 2015

Rank	Position	Division/Area	Score	Comments
1	Development Officer, Alumni relations	Institutional Advancement	365	
2	Technical Director, Performing Arts theater	Business <i>Services</i>	354	
3	Budget Analyst	Business <i>Services</i>	337	

2015-2016

NON-CMS CLASSIFIED PRIORITIZATION LIST

Listed by Rank

December 16, 2014

Rank	Position	Division/Area	Score	Comments
1	Clerical III	HR/Risk Management	420	
2	Cashier	Business SVS	400	
3 tie	Technical Analyst	Business SVS	389	
3 tie	Administrative Assistant	Institutional Advancement	389	
4	Custodian I	Facilities	370	
5	Clerical III (Learning Center)	Academic Affairs	350	
6	Technical Analyst	Information Technology	345	
7	Network Engineer	Information Technology	344	
8	Automotive Equipment Mech. Asst.	Facilities	339	
9	Employment Outreach Spec.	Student Services	331	
10	Grounds Maintenance Worker	Facilities SVS	313	
11	Sound Engineer	Business/Auxiliary	308	
12	Clerical III (Athletics)	Academic Affairs	299	
13	Clerical III (Language Arts)	Academic Affairs	288	
14	20% Coord. Deaf Services	Student Services	285	