ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC)
June 27, 2012
2:30 p.m. – L 201

1. PUBLIC COMMENTS

There were no public comments or announcements made.

2. APPROVAL OF MINUTES

Minutes from the May 16, 2012 meeting were tabled until a further date to allow time for member to review.

3. BUDGET UPDATE

As of June, the budget has 7.3% decline in funded enrollment.

Redevelopment funds of $1.4 million to be released in the future from the city of Lancaster to Antelope Valley College. Currently, the city has control of the disbursement of funding, but soon the responsibility of rendering the funds will be shifted to the County Office of Education, which will allow for smoother transactions to accessing funds.

4. SUB-GROUP PROGRESS REPORTS

➢ **Human Resources Sub-group**
The report indicated the committee is seeking to adopt a new methodology to prioritize position filling and is looking at outside models from other institutions (e.g., Palomar). The process would develop ratios to determine a full staffing based upon division/departmental information.

➢ **Facilities Sub-group**
There was no report made by the sub-group.

➢ **Communications Sub-group**
There was no report made by the sub-group.

➢ **Educational Master Plan Sub-group**
There was no report made by the sub-group.

5. ACCREDITATION AND EDUCATIONAL MASTER PLAN TIMING

Currently, the cycle for educational master plan and accreditation report is scheduled concurrently, which presented concerns in regards workload and completion. Two scenarios were presented in regards the timing of the documents. The first scenario suggested keeping the cycle and having the documents developed in tandem of each other while the second scenario suggested delaying the educational master a year to address the accreditation recommendations of the accreditation mid-term report.

Approved: July 18, 2012 SPBC

6. POTENTIAL NURSING GRANT

A $234-thousand grant funding has become available which focuses around the success of students in the nursing program. Currently, AVC has an attrition rate of 33%, which state law mandates the rate to be at 15%. The grant does not require institutional matching and would not be a financial strain of the campus.

7. HIRING REQUESTS

➢ New protocol for hiring requests will follow a checklist of criteria to be completed prior to the acceptance and prioritization of the position.

➢ **Clerical Assistant II (ITS Helpdesk)**
Prior to SPBC, the budget and finance committee met and approved the position. A motion was made and seconded to approve hiring of the position with the final vote 15 in favor, 1 opposed, and 0 abstentions. Justification documentation for the position is located in Appendix A.

➢ **Technical Analyst (Counseling and Matriculation)**
Prior to SPBC, the budget and finance committee did not review the position. This was considered an emergency hire as this position is critical to the function of an entire department which called for the circumstance of following traditional protocol of being presented to the budget and finance committee. A motion was made and seconded to approve the hiring of the position with the final vote of 13 in favor, 0 opposed, and 3 abstentions. Justification documentation for the position is located in Appendix A.

➢ **Clerical Assistant III/Counseling and Matriculation**
Prior to SPBC, the budget and finance committee did not review the position. A motion was made and seconded to approve the position to be on the agenda with the final vote 8 in favor, 5 opposed, and 2 abstentions. Another motion was made and seconded to approve the hiring of the position with the final vote of 13 in favor, 0 opposed, and 1 abstention. Justification documentation for the position is located in Appendix A. .

➢ **Auto Lab Assistant**
Prior to SPBC, the budget and finance committee met and approved the position. A motion was made and seconded to approve hiring of the position with the final vote of 16 in favor, 0 opposed, and 0 abstentions. Justification documentation for the position is located in Appendix A.

➢ **Educational Advisor**
The position is grant funded and was presented to SPBC as informational. The documentation for the position is located in Appendix A.

➢ **Dean of Institutional Effectiveness, Research and Planning**
Prior to SPBC, the budget and finance committee met and approved the position. A motion was made and seconded to approve hiring of the position with the final vote of 16 in favor, 0 opposed, and 0 abstentions. Justification documentation for the position is located in Appendix A.

> ➤ **Disability Services Specialist – OSD**
> Prior to SPBC, the budget and finance committee met and approved the position. A motion was made and seconded to approve hiring of the position with the final vote of 13 in favor, 0 opposed, and 1 abstention.

8. OPEN FORUM
No items discussed.

9. AJOURNMENT
A motion was made and seconded to adjourn the June 27, 2012 SPBC Meeting at 3:38 p.m.

ATTENDANCE

Co-Chairs			
Maria Clinton		Ted Younglove	
Attendees			
J. Fisher	L. Bohler	J. Halliday	J. Paul
S.A. Lowry	W. Burns	C. Hoover	S. Standerfer
S. Turner	G. Collins	D. Keelen	L. Uhazy
W. Wright	K. Cowell	C. Mergliano	M. Valenzuela
	L. Grishman	S. Padilla	J. Zimmerman

Approved: July 18, 2012 SPBC

Clerical Assistant II (ITS - help desk) - Justification

Due to the resignation of Patricia Fuller, Clerical Assistant II (ITS - help desk), it is imperative that AVC fill this position immediately. I am strongly recommending replacing this position for multiple reasons. First, the position is the glue that holds ITS together, by skillfully responding to and routing technical (help desk) calls -- primarily received from students (former, current, prospective), staff, and faculty.

This position is the first line of technical support, which operates as the Tier-0/Tier-1 level support in the triage (help desk – support scheme), applying computer fixes; such as resetting passwords, email resolution, file share issues, printer fixes, etc. The remaining calls are dispatched as follows:

1) Tier-1 calls routed/assigned to Lab Technicians, Computers,

2) Tier-2 calls routed/assigned to Computer Services Technicians, Network Administration, and

3) Tier-3 calls routed/assigned to Systems Administrators, Programmer Analysts, Vendors

In addition, the Clerical Assistant II (ITS - help desk) will answer questions regarding grades, transcripts, application, enrollment/registration, etc. They also provide the required management reporting statistics for Program Review/Accreditation, helping to enhance equitable priorities for faculty in support of the division's Intuitional Learning Outcome (ILO) #4.

Finally, the Clerical Assistant II (ITS - help desk) will be responsible for exercising judgment in carrying out various clerical functions as assigned; such as Service Level Agreements (SLAs) between ITS, instructional, and administrative computing. They are responsible for creating, documenting, and filing, of purchase requests (PR's), along with coordination of vendors/partners, 3rd party contractors and consultants.

By: Calvin Madlock, ITS Director

Antelope Valley College

June 19, 2012

MEMORANDUM

TO: Sharon Lowry
           SPBC

FROM: LaDonna Trimble, Dean of Enrollment Services and Counseling and Matriculation

SUBJECT: Justification to replace Technical Analyst
                  Counseling and Matriculation

The Technical Analyst in Counseling and Matriculation resigned effective June 1, 2012, and it's imperative that the position be replaced so that the technical needs of the department can be responded to in a timely and efficient manner. The Technical Analyst is responsible for coordinating the computer and data needs for Counseling, Assessment and the Transfer Center. The Coordination of student data for MIS, Program Review, SLOs, and PLOs cannot occur without assistance from a Technical Analyst. Student information is stored in SARS and Banner and the analyst is responsibility for providing student reports and conducting the necessary data analysis from both databases.

As recommended by the Student Success Act, Counseling is in the developmental stages of providing an online web-based degree audit system, DegreeWorks. The Technical Analyst would be responsible for the continued maintenance of DegreeWorks as well as the initial coding of the system. When complete, DegreeWorks will provide students and counselors with real-time degree audit information 24-7.

The Counseling Technical Analyst maintains the Technology Replacement report for Counseling and acts as a liaison for computer trouble calls.

ANTELOPE VALLEY COLLEGE

MEMORANDUM

TO: Sharon Lowry
              SPBC

FROM: LaDonna Trimble

DATE: June 25, 2012

SUBJECT: Justification to replace Clerical III
               Counseling and Matriculation

The Clerical Assistant III in Counseling and Matriculation will resign effective July 11, 2012, and it's imperative that the position be replaced so that the clerical needs of the department can be responded to in a timely and efficient manner. In addition to answering phones, routing calls and coordinating hundreds of files during a week, the clerical assistant is responsible for greeting students for scheduled and unscheduled appointments. It is the responsibility of the clerical assistant to support faculty and student services for Counseling and the Transfer Center.

When student workers are available, the clerical assistant provides direction and guidance for their daily tasks. Faculty that work at the Palmdale Center rely on the clerical support of the clerical assistant to prepare files and send them to Palmdale prior to student meetings.

ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

HIRING REQUEST FOR PERSONNEL

This requisition must be used to request the filling of any position. Once completed and approved this form verifies the position to be budgeted and will initiate recruitment procedures as necessary.

ALL FIELDS MUST BE COMPLETED

Department/Division: Technical Education

Position Title: Automotive Lab Assistant

[ ] Administrative
[ ] Academic Faculty
[x] Classified
[ ] CMS
[ ] Temporary Faculty
(EC 87482.5)

Current job description available [ ] Yes [ ] No ?   In-House announcement required [x] Yes [ ] No

Check one: _____ New Position
         __x_ Replacement for: __Kenneth Miller (deceased)__

         _____ Other: _____

         __x_ Full-time __100__ % __10__ mos.   Part-time: _____ % _____ mos.

Position Days: **Monday thru Friday**

Position Hours: **7 am -4:30 pm on Monday-Thursday and 7 – 11 am on Friday**

Position location: [x] AVC Main Campus [ ] AVC Palmdale Campus   Other: _____

Desired Start Date: 8/1/12 _____   Type/Name of Funding: District _____

Ending date of funding: _____   Accounting/Funding Code: 01.0-00000.0-00000-12155-2200-0948000
                                 (30-digit code) _____

Comments: _____
_____
_____

Requested by: _Karen W. Cowell_   Date: _6/1/12_____
         Karen W. Cowell, Dean/Director
Justification: ___Individual prevents loss of tools and equipment to theft and provides safe learning environment by directing students who are moving heavy equipment (cars); Friday hours will be used for shop clean-up, tool repair & inventory___
_____

_____
(1) President/Superintendent

(5) SPBC approval Date:_____

_____
(2) Exec. Vice President, Acad. Affairs & Stud. Services   Date

[ ] Approved   [ ] Denied

_____ 6-1-12
(3) Vice President, Administrative Services   Date

[x] Approved   [ ] Denied

_____
(4) Vice President, Human Resources   Date

[ ] Approved   [ ] Denied

Reason for Denial: _____

HR: 0010 07/02 (revised June 2009)

ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations
HIRING REQUEST FOR PERSONNEL

This requisition must be used to request the filling of any regular position. Once completed and approved, this form verifies the position to be budgeted and will initiate recruitment procedures as necessary.

ALL FIELDS MUST BE COMPLETED

[ ] Administrative
[ ] Academic Faculty
[■] Classified
[ ] CMS
[ ] Temporary Faculty (EC 87482.5)

Department/Division: IRESLA
Position Title: Education Advisor
Desired Start Date: 8/13/12

Position Information:
[ ] Replacement for: _____

[✓] New Position   Does a current job description exist? [✓] Yes [ ] No

Justification: Assists students with the development of individual educational plans in support of the Palmdale STEM Solo project.

[ ] Full-time: _____% _____ # months/year   [✓] Part-time: 50 % 11 # months/year

Position Days: Monday - Thursday
Position Hours: 8:00 am - 12:00 pm

Position Location: [ ] AVC Main Campus [✓] AVC Palmdale Center [ ] Other: _____

Position Type/Funding:

[ ] District: 30 digit account/funding code: _____

[✓] Grant/Other Non-District: Name/Title: Palmdale Center STEM Solo

Specify beginning & ending dates of funding: 10/1/11 to 9/30/16

30 digit account/funding code: 01.3 03006 66306 2100 6740000

Originating Supervisor: Sharon Dalmage   Date: 5/31/12

_____
(1) President/Superintendent

_____
(2) Vice President   Date

_____
(3) Vice President, Administrative Services   Date

_____
(4) Vice President, Human Resources   Date

Reason for Denial: _____

(5) SPBC approval Date: _____

[ ] Approved   [ ] Denied

[ ] Approved   [ ] Denied

[ ] Approved   [ ] Denied

T:\FORMS\Personnel Hiring Request Form 9_2010.pdf
HR: 0010 07/02 (Rev. 9/15/2010)

7/2/2012

Dean of Institutional Effectiveness, Research, and Planning Justification

Filling the position of Dean of Institutional Effectiveness, Research, and Planning is essential at this time. The Dean of IERP is co-chair of SPBC, Program Review Committee, and SLO Committee and the campus can not afford to leave this position vacant. Three critical reports are due or soon to be under way: the ACCJC mandate of 100% SLO/PLO assessments and report by Fall 2012, the Accreditation Mid Term Report currently under way, and the Educational Master Plan update starting this fall.