

DRAFT



ANTELOPE VALLEY COLLEGE
Strategic Planning and Budget Committees-Joint Meeting Minutes
July 15, 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

The Co-Chairs; Dr. Ed Beyer, Dr. Meeta Goel, Ms. Diana Keelen, and Dr. Gat called the meeting to order at 2:38pm.

2. ADD/REMOVAL OF AGENDA ITEMS

A motion was made and seconded to move “DISCUSSION ITEM 9a” to “ACTION ITEM 8a” and amend the agenda by adding an “Informational Item – c. AVC Planning Calendar”. Motion passed with no discussion: All in Favor; 0 Opposed; 0 Abstention.

3. OPENING COMMENTS FROM THE CO-CHAIRS

Ms. Keelen commended the Budget Committee for all of the hard work they have been doing. They have been looking at how they can systematically evaluate the resource needs of the campus, and scoring resource requests.

4. OPEN COMMENTS FROM THE PUBLIC

None

5. APPROVAL OF MINUTES

None

6. REPORTS (5 minutes)

a. Budget Committee: Ms. Diana Keelen

See Discussion Items

b. Facilities Subgroup: Mr. Doug Jensen

Mr. Jensen reported that it’s been a very busy summer. A lot of collaboration with the sub-group prioritizing the various projects and thanked everyone for their efforts. The EMP process is on its way.

c. Human Resources Subgroup: Mr. Mark Bryant

No report.

d. Communications Subgroup: Ms. Liz Diachun

No report.

e. ITS: Ms. Katherine Mergliano

Ms. Mergliano reported that ITS is very busy, especially with finance and training with the new system.

f. ASO

No report

g. Educational Master Plan: Dr. Meeta Goel

Dr. Goel reported that SPC is currently looking at the progress on the 2013-2016 EMP, and will bring it back to the next SPC meeting. She heard back from a few people on the progress on some of the objectives, and IR is working on pulling data where possible. Will make sure it gets to the BC before going into 2015-16 and future planning.

7. INFORMATIONAL ITEMS

a. 2015-2016 Resource Prioritization and Funding Allocation Recommendation from the BC: Ms. Diana Keelen

Ms. Keelen informed the committees that for the 2015-16 fiscal year, the Budget Committee has been working diligently on reviewing all of the requests, and was able to score them using a rubric process that includes the institutional planning documents, program review, and measureable outcomes. She explained and reviewed with the committees the “2015-2016 Tentative Budget Possible Allocation Scenarios” that were included in the agenda packet sent to the members.

b. Resource Allocation Process Diagram: Ms. Diana Keelen

Ms. Keelen explained and reviewed with the committees’ the “Resource Allocation Process” diagram. She informed the groups that the diagram was presented to BC and SPC and goes through the timeline that aligns with the President’s 3-year timeline (annual timeline and 3-year plan). Every year between May and October the annual

planning retreats are held; and after the retreats in October the SPC and BC will jointly meet to develop budget priorities and themes as an outcome of those retreats. The themes will feed into the annual budget call that goes out to the entire campus, which consist of informing the campus they are soliciting requests for proposals, and supporting documents. The budget call consist of the Faculty, Classified/CMS/ADM hiring, and anything that's non-permanent personnel. Ms. Keelen also thanked the HR subgroup for working so hard and diligently in developing a systematic rubric process for evaluating staffing. The "Resource Allocation Process" was further explained and discussed.

c. AVC Planning Calendar

Dr. Goel distributed a copy of the 2016-2017 AVC Planning Calendar. She discussed the calendar with the committees and noted the changes (i.e. Program Review dates).

8. ACTION ITEMS

a. AVC's proposed new ILOs with corresponding measures (Outcomes Committee, Academic Senate, and SPC-BC have already provided input: Dr. Meeta Goel and Dr. Ed. Beyer

A motion was made and seconded to approve the proposed new ILO's and move to Executive Committee as recommendations. The group further discussed the new ILOs and measurements. Motion passed with no further discussion: All in Favor; 0 Opposed; 0 Abstention.

9. DISCUSSION ITEM

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 (Canceled) May 27, 2015 (Joint w/BC)
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 (Canceled)
October 1, 2014	January 7, 2015 (Canceled)	April 1, 2015	July 1, 2015 (Canceled)
October 15, 2014	January 21, 2015 (Canceled)	April 15, 2015 (Canceled)	July 15, 2015 (Joint w/BC)

11. OPEN FORUM

Ms. Ford asked about the classified position for the reorganization of the Foundation office. There are two new positions in the Foundation office and one of them didn't go through the HR sub-committee. She wanted to know how it was processed, and was the decision made before the process began. Ms. Keelen response was that it was taken off the top...that's part of what went to BC as reorganization, and there was a budget implication that included the staffing amount. The decision was made in accordance with AP.

12. ADJOURNMENT

The meeting was adjourned at 4:12pm

MEMBERS PRESENT			
Mr. David Adams	Dr. Meeta Goel	Ms. Jenell Paul	Ms. Pamela Ford (BC)
Dr. Ed Beyer	Ms. Brenna Humann	Dr. Bonnie Suderman	Mr. Jared Simmons (BC)
Mr. Mark Bryant	Mr. Doug Jensen	Ms. LaDonna Trimble	Dr. Jill Zimmerman (BC)
Ms. Joshuaree Dumas	Ms. Diana Keelen (BC)	Dr. Les Uhazy	
Ms. Wendy Dumas	Ms. Katherine Mergliano	Ms. Kim Covell (BC)	
Mr. Kyle Faber	Ms. Suzanne Olson	Ms. Violet Christopher (BC)	
MEMBERS ABSENT		GUESTS/EX-OFFICIO MEMBERS	
Dr. Liette Bohler Ms. Noemi Bustamante (?) Ms. Carolyn Burrell Ms. Elizabeth Diachun	Ms. Kim Fite Mr. Duane Rumsey Dr. Erin Vines		Mr. Ed Knudson Ms. Jerene Kelly

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