



**ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING COMMITTEE (SPC) AGENDA
April 1, 2015
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. REMOVAL OF AGENDA ITEMS**
- 3. OPENING COMMENTS FROM THE CO-CHAIRS**
- 4. OPEN COMMENTS FROM THE PUBLIC**
- 5. APPROVAL OF MINUTES**
 - a. March 18, 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
No report
 - d. Communications Subgroup: Ms. Liz Diachun
No report.
 - e. ITS: Katherine Mergliano
No report.
 - f. ASO: Mr. Shawn R. Smith
No report.
 - g. Educational Master Plan: Dr. Meeta Goel
No report.
- 7. ACTION ITEMS**
 - a. SPC Mission: Dr. Meeta Goel and Dr. Ed Beyer (attachment)
 - b. SPC- Finalize Membership & Proxy: Dr. Meeta Goel and Dr. Ed Beyer (attachment)
- 8. DISCUSSION ITEMS**
 - a. SPC Norms/Ground Rules: Dr. Meeta Goel and Dr. Ed Beyer (attachment)
 - b. SPC/BC Flow Chart: Dr. Meeta Goel and Dr. Ed Beyer (attachment)
 - c. ILO Review and Modification

- 9. INFORMATIONAL ITEM**
None

- 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**

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Dr. Meeta Goel, at (661-722-6300 (weekdays between the hours of 8:00 a.m. and 4:30 p.m.)) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Vice President of Academic Affairs Office, Administration Building (A 134), 3041 West Avenue K, Lancaster, California 93536.



ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) Minutes
March 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

Dr. Ed Beyer, Academic Senate President and Dr. Meeta Goel, Dean of Institutional Effectiveness, Research and Planning, called the meeting to order at 2:38pm.

2. REMOVAL OF AGENDA ITEMS

3. OPENING COMMENTS FROM THE CO-CHAIRS

Dr. Goel asked the committee to inform Ms. Jerene Kelly if they are new members. She asked the new members, as part of their role on the committee, to make sure information from SPC is assimilated to their Divisions. Dr. Beyer welcomes the new members to the committee, and asked everyone to introduce themselves to the new members.

4. OPEN COMMENTS FROM THE PUBLIC

None

5. APPROVAL OF MINUTES

- a. A motion was made and seconded to approve the minutes of March 4, 2015 as corrected.
Motion passed with no discussion, All in Favor; 0 Opposed; 1 Abstention.

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. Vision Recommendations: Dr. Meeta Goel

Dr. Goel asked everyone to review the March 4th minutes that list the nine vision statements the committee brainstormed. She wrote the nine vision statements on the white board, and conducted a nominal voting procedure. Dr. Goel asked the committee to vote by placing a sticker on their favorite three vision statements. She also asked the committee to review the vision presentation that was attached to the minutes. The SPC reviewed and discussed the nine statements. Several members asked why there is a need to change the vision statement, and wanted it to remain the same.

After discussions, a motion was made and seconded to keep the current vision statement that reads, “*To provide quality education that enriches lives and builds futures*”

After further discussion, there was a motion and seconded to amend the motion to change the vision to read, “*To provide quality education that transforms lives and builds futures*” Motion failed.

Went back to original motion, which is to keep the current vision statement that reads, “*To provide quality education that enriches lives and builds futures*”. After further discussions, there was a motion and seconded to amend the motion to change the vision to read, “*To provide quality education that transforms lives*”. No further discussion. Amendment passed with 5 in Favor; 4 Opposed; 2 Abstentions.

Went back to original motion, which is to accept the amended vision statement, which reads, “*To provide quality education that transforms lives*”. No further discussion. Motion passed with 4 in Favor; 2 Opposed; 0 Abstentions. This recommendation will be sent to the President with all of the results.

8. DISCUSSION ITEMS

a. SP/BC Membership: Dr. Ed Beyer

Dr. Beyer asked the committee to refer to the membership list that was attached to the minutes. He informed the SPC/BC that if they are on BC, they would not officially be on the SPC unless they are a proxy. Dr. Beyer reported that at the last CCC meeting, he submitted a recommendation for a change in membership. According to the list, there are 5 faculties, and 5 classified positions. Both (faculty & classified) should report back to the Senate. He stated that only one person from each area needs to report back to the Senate. Ms. Ford asked the question, "Isn't it more than just reporting back, and aren't decisions made in SPC...is there a vote?" Dr. Beyer response was that recommendations are made and there are votes, but its representative constituency. Ms. Ford stated that administration and faculty have representatives from different areas. The Union's goal is to have classified from different areas, and this will make the representation fair. Dr. Grishman suggested looking at all of the areas and shrinking them down. Dr. Beyer went around the room to try and determine SPC, BC, and Proxy membership.

b. SP/BC Mission Review: Dr. Goel and Dr. Beyer

SPC discussed and reviewed the CCC's Strategic Planning Committee's information sheet. (Attached)

c. ILO Review and Modification: Dr. Meeta Goel

Dr. Beyer stated that the ILO review and modification was the responsibility of the SPBC and is a responsibility of the SPC to review the ILO's each year. There was some confusion this last semester in the Outcomes Committee and they took on the task of recommending ILO's. Dr. Goel, as co-chair of the Outcome Committees, took affront to that statement. She stated that over the past year, they were charged in fall 2013 to bring all Outcomes under the Outcomes Committee, instead of the SLO committee. It only took a year to get there, and now it's being said that the ILO committee shouldn't be looking at ILO's. She went on to say that in their mission statement, it says to look at all Outcomes, including ILO's. Dr. Beyer said he and Dr. Goel are working together in the direction of trying to sort everything out.

9. INFORMATIONAL ITEM

a. None

10. SPBC ADMINISTRATIVE BUSINESS

a. 2014 – 2015 SPBC Meetings

August 6, 2014	November 5, 2014	February 4, 2015	May 6, 2015
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11. OPEN FORUM

12. ADJOURNMENT

The meeting was adjourned at 4:05pm

MEMBERS PRESENT			
Mr. David Adams	Ms. Wendy Dumas	Dr. Lee Grishman	Ms. Megan Turrill
Dr. Ed Beyer	Mr. Kyle Faber	Ms. Mina Hernandez	Ms. Roxanna Vasquez
Dr. Liette Bohler	Ms. Kim Fite	Mr. Richard Shaw	Dr. Erin Vines
Mr. Mark Bryant	Ms. Pamela Ford	Dr. Bonnie Suderman	
Ms. Carolyn Burrell	Dr. Meeta Goel	Ms. LaDonna Trimble	
MEMBERS ABSENT			GUESTS/EX-OFFICIO MEMBERS
Ms. Elizabeth Diachun	Jenell Paul	Dr. Les Uhazy	Mr. Ed Knudson
Mr. Doug Jensen	Shawn R. Smith	Ms. Maria Valenzuela	Ms. Jerene Kelly

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DRAFT

Type of Committee/Authority;

Participatory Governance

Purpose:

Responsible for developing a Finance Plan to analyze and determine the financial impact and necessary resources to implement the Facilities, Human Resources, Technology, and Enrollment Management plans.

Responsible for evaluating and prioritizing the annual budget requests to most efficiently utilize institutional resources and present those recommendations to the Executive Committee.

The budget committee reviews the annual budget requests and makes a recommendation to fund those requests that utilize institutional resources most efficiently in accomplishing the district's strategic goals and improving the Institutional Learning Outcomes. BC works collegially with the Superintendent/President to recommend budget priorities in a timely fashion. The Superintendent/President may recommend budget expenditures to the Board of Trustees without consensus of the BC in those instances of legal and fiscal responsibility, as cited in both Education Code and Title 5. The Superintendent/President submits budget recommendations to the Board of Trustees for approval.

Council Recommendations Submitted:

Recommendations are submitted to the Executive Council. Representatives inform their respective constituency.

Product:

Budget recommendations to the Executive Council
Oversight and monitoring of the district's Finance Plan

Composition;

As listed on page I.

Terms;

Permanent by position and one or three-year terms according to constituency group.

Quorum;

50% plus one.

Meetings:

Meetings are held the second and fourth Wednesdays of the month throughout the year, 2:30 to 4:00pm, in SSV 151.

Minutes/Records;

Minutes are posted to the public AVC website and retained by the recorder:
<http://www.avc.edu/administration/organizations/spbc/>

Operations:

N/A

Prepared by:

Date:

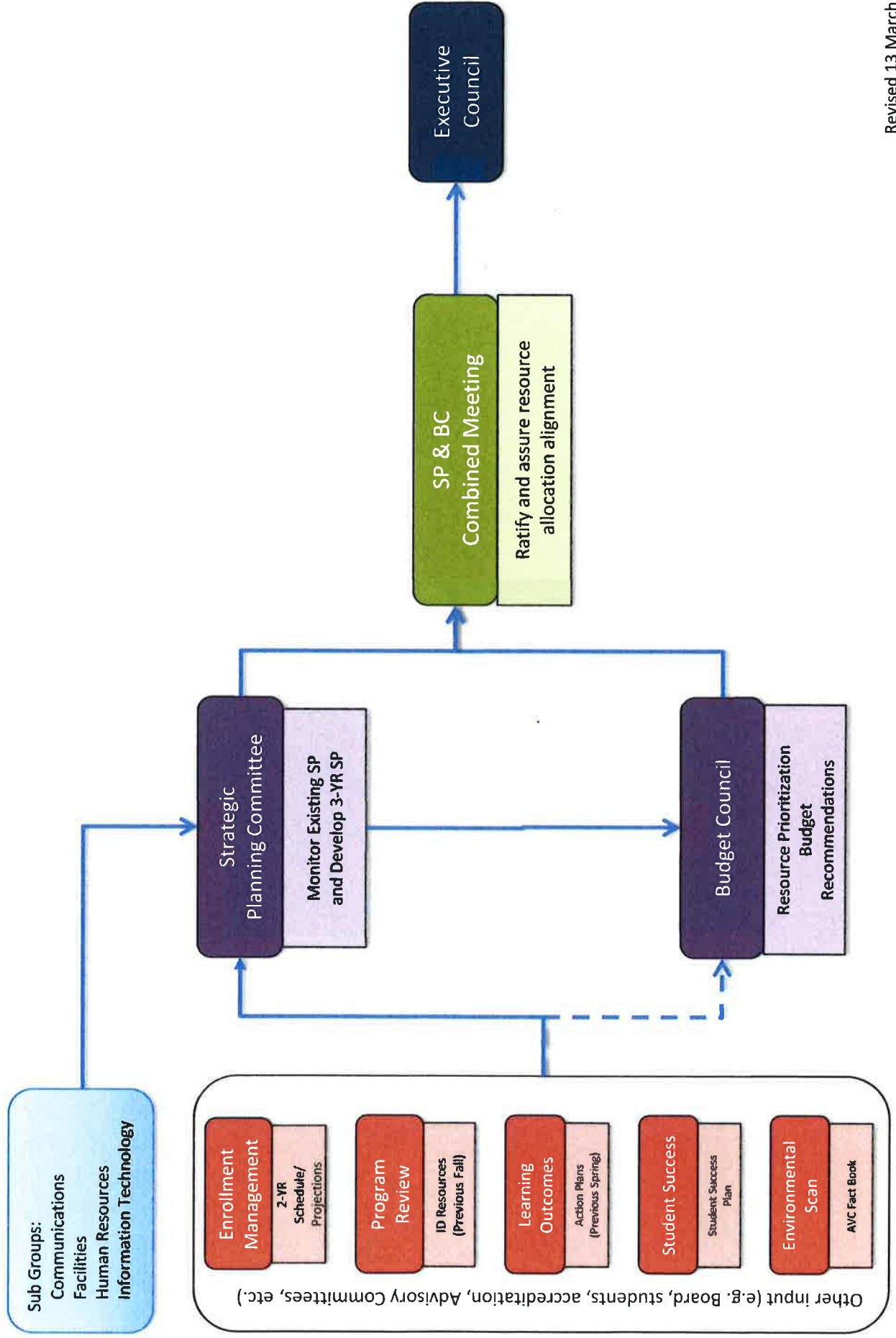
Revised: February 2015

Original: February 2015

DRAFT

II Feb2015

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





STRATEGIC PLANNING COMMITTEE INFORMATION/RULES

Attendance

- 75% of the time must be present
- If away – proxy (designated)

Meeting

- Time consistency
- Date consistency

Draft Minutes

- AP2510 states – 10 working days
- Expectation the Tuesday after Wednesday
- Meeting (72 hours)
- Use PC to take notes and help turnaround time

Action Item

- Recap
- Feedback Loop

Equal Voice

- Respected

Body Language

- No rolling eyes – inappropriate laughing

Ground Rules Enforced

- Solution minded
- Raise hand to speak – time limit
- Guest/Visitor/Chairs – subject driven
- Active Listening – no side conversations
- Chair(s) to help manage meeting
- Professional conduct in/out council meetings
- Professionalism



ANTELOPE VALLEY COLLEGE

**College Coordinating Council
Committee Information Sheet**

Strategic Planning Committee 2016 - 2018

Committee Name

	Appointed by	Member	Proxy	Term	Expiration*
Co-Chair	Dean of Institutional Effectiveness, Research & Planning <i>or</i> Designee	Dr. Meeta Goel		Standing Appointment	
Co-Chair	Academic Senate President	Dr. Ed Beyer		Standing Appointment	
Ex-Officio	Superintendent/President	Edward Knudson		Ex-Officio	
Member	Vice President Academic Affairs	Dr. Bonnie Suderman		Ex-Officio	
Member	Vice President Student Services	Dr. Erin Vines		Ex-Officio	
Member	Vice President Human Resources	Mark Bryant		Ex-Officio	
Member	Executive Director			3 year	2016
Member	Executive Director			3 year	2017
Member	Executive Director			3 year	2018
Member	Co-Chair, Enrollment Mgmt			3 year	2016
Member	Faculty Union			3 year	2017
Member	Classified Union President			3 year	2018
Member	AS: Transfer Faculty			3 year	2016
Member	AS: Student Services Faculty			3 year	2017
Member	AS: IRES			3 year	2018
Member	AS: Vocational Faculty			3 year	2016
Member	AS: Adjunct Faculty			1 year	2016
Member	Classified			2 year	2016
Member	Classified			2 year	2017
Member	Classified			2 year	2018
Member	Classified			2 year	2016
Member	Classified			2 year	2017
Member	CMS			3 year	2018
Member	Dean			3 year	2016
Member	Dean			3 year	2017
Member	Student			1 year	2016
Member	Student			1 year	2016

***Term expirations occur at the end of June in the year indicated.**

Type of Committee/Authority:

Participatory governance.

Purpose:

The Strategic Planning Committee (SPC) is a participatory governance committee that provides oversight and monitoring of the various planning documents within the institution in order to accomplish the mission and goals of the district. SPC utilizes the Educational Master Plan, which is the district's strategic plan, to review the mission, vision, values and practices of the institution and to monitor and modify the Strategic Goals and the Institutional Learning Outcomes.

In order to function most efficiently and to support and execute the Educational Master Plan, members of the SPC will be assigned to one or more of the following subgroups/subcommittees.

- Facilities
- Human Resources
- Communications
- Educational Master Plan

Membership in the subgroup/subcommittee can be expanded by issuing a campus-wide call to all constituent groups through established channels in order to enhance its membership. Each subgroup/subcommittee has the responsibility to determine its own membership.

Committee Recommendations Submitted:

Recommendations are submitted to the Superintendent/President. Representatives inform their respective constituency.

Product:

- Oversight and monitoring of the district's planning documents
- Modifications to the Strategic Goals based on Institutional Learning Outcomes

Composition:

As listed on page 1.

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Operations:

N/A

Prepared by:

Date: *Revised: July 2013*

Original: May 2008



ANTELOPE VALLEY COLLEGE

College Coordinating Council Committee Information Sheet

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Prepared by:

Date: *Revised: July 2013*

Original: May 2008
