



ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
March 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**
- 2. REMOVAL OF AGENDA ITEMS**
- 3. OPENING COMMENTS FROM THE CO-CHAIRS**
- 4. OPEN COMMENTS FROM THE PUBLIC**
- 5. APPROVAL OF MINUTES**
 - a. February 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: 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: Drs. Meeta Goel and Ed Beyer
 - b. Brainstorm – Recommendations for AVC’s Vision: Dr. Goel

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
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

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. Goel commented that SPBC is going to be dividing up into SP & BC.

4. OPEN COMMENTS FROM THE PUBLIC

5. APPROVAL OF MINUTES

- a. Noted changes: re-add Carolyn Burrell to list of members, and correct the spelling of Bridget Razo's name. After noted changes, a motion was made and seconded to approve the minutes of December February 18, 2015. Motion passed with no discussion, All in Favor; 0 Opposed; 1 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 (attached)

Mr. Bryant reported that 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. The process included; 1) verbal orientation at Exec. Council, 2) timelines and due dates, 3) written justifications, 4) oral presentation, etc. The committee developed a rubric to be used in rating the positions.

d. Communications Subgroup: Ms. Liz Diachun

No report.

e. ITS: Mr. Richard Shaw

Mr. Shaw reported on the outages on campus. ITS found that one of the problems were in the Banner's URL string. Kim Fite asked if he foresees any issues with the campus moving from Lacoe to Banner. Mr. Shaw said that anytime there's a change to an enterprise system there's going to be some transitions and rough patches. He will work to make sure the transition will as smooth as possible. He also reported that training on the Banner system is forthcoming.

f. ASO: Mr. Shawn R. Smith

Mr. Smith reported that their welcome back meeting went very well. They are looking forward to their first meeting of the semester, and kicking off their new Marauder Mentorship program called 'MAPS.'

g. Educational Master Plan: Dr. Meeta Goel

No report.

7. ACTION ITEMS

- a. None

8. DISCUSSION ITEMS

a. SP/BC Membership: Dr. Ed Beyer (attachments)

Dr. Beyer reported that the CCC haggled out the membership for SP/BC. A call was sent out for the budget committee, although it won't take effect until March 25th and the first meeting for the Budget Committee. Dr. Beyer distributed a handout (attached) to the committee entitled, "College Coordinating Council Committee Information Sheet." He informed the group that he took some of the current language out of AP2510, removed the budget references, and inserted 'Strategic Planning Committee.' The SPBC reviewed & discussed the handout. Dr. Goel read a statement from AP3250, "Institutional Planning" and explained how AP2510 & AP3250 (attached) ties in together.

The SPBC suggested starting the split (SPC) on March 18th or April 1st. Dr. Beyer suggested that a call go out for all of the empty positions for the SPC.

Ms. Razo commented on her understanding of the Executive Directors positions as ex-Officios, and she continued to speak on the structure of the committee. The SPBC discussed the lists of memberships on the SP & BC committees, and the SP/BC split.

b. SP/BC Timeline for Joint Meeting

Dr. Goel informed the committee that they can't work on the timeline for a joint meeting until the split is established. She suggested that she and Dr. Beyer meet with Ms. Keelen in regards to when will it be appropriate for the SPC & BC to meet.

9. INFORMATIONAL ITEM

a. AVC Planning Calendar: Dr. Meeta Goel (attached)

Dr. Goel informed the committee that Mr. Knudson wants everyone look at the AVC Planning Calendar for 2014-2017 and connect them to the ILOS. Everything in AP3250 & AP2510 is all about connecting our EMP, Mission, and ILOs. She informed the committee that the SPC is going to look at the ILOs, goals, and the President's 10 year master plan.

b. 2015-2016 Human Resources Subgroup: Mr. Mark Bryant (attached)

Mr. Bryant informed the committee about the CMS/Administrative, Non-CMS Classified, and Faculty Priorization Lists.

c. Clerical III for the CalWORKs program-Salary & Benefits \$59,603.18: Ms. Diana Keelen

10. SPBC ADMINISTRATIVE BUSINESS

a. 2014 – 2015 SPBC Meetings

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11. OPEN FORUM

Bridget reminded everyone that the 85th Anniversary Gala (dinner) is on March 21, 2015. The cost is \$100.00, per ticket, and only 300 will be sold.

12. ADJOURNMENT

The meeting was adjourned at 3:36pm

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

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AP 2510 Participation in Local Decision-Making

Reference:

***Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq; 51023.5; 51023.7
Accreditation Standard IV.A.2, IV.A.5***

ADMINISTRATIVE PROCEDURES RELATED TO PARTICIPATORY GOVERNANCE

The faculty, students, staff, and administration of Antelope Valley Community College District have developed the following procedures to fulfill the statutory requirements of Title 5 related to Participatory Governance.

Procedures for Participatory Governance Committees and Academic and Professional Matters:

- A. Procedures related to participatory governance committees:
1. All collegewide participatory governance committees will abide by the "Participatory Governance Committee Operating Procedures" in Appendix I. Academic Senate committees will operate in accord with Senate guidelines.
 2. To insure "effective participation," collegewide participatory governance committees shall include representatives from constituencies directly affected by the recommendation and representatives who also have expertise related to the role and purpose of the committee, whenever possible.
 3. The College Coordinating Council (CCC) will determine the role and function of collegewide participatory governance committees and specify the membership and terms of those committees. In addition, the CCC will review the role, function and membership of all collegewide participatory governance committees at least every three years and modify as needed. Participatory governance committees may request that the CCC review their role, function, or membership at any time for possible modification.
 4. Each constituent group represented on the College Coordinating Council will determine the process by which it appoints representatives to collegewide participatory governance committees.
 5. Each collegewide standing committee will determine if any part of an item or issue before it is related to an academic and professional matter, or a collective bargaining issue, using the guidelines listed in Appendix II, and refer that part to the College Superintendent/President and the Academic Senate or Collective Bargaining Agent, as appropriate, for consideration.
- B. Procedures for reaching agreement on Academic and Professional Matters:
1. Recommendations related to Academic and Professional Matters, where the Board relies primarily on the Academic Senate, will be submitted to the Board of Trustees for consideration, via the Superintendent/President. If the recommendations of the Academic Senate are not accepted, the Board will communicate the "compelling reasons or legal liability" to the Academic Senate in a written statement.
 2. For those Academic and Professional Matters that require mutual agreement, the Mutual Agreement Council will solicit feedback from the Board of Trustees and the

Academic Senate, and may solicit feedback from other college constituent groups if needed. The Mutual Agreement Council will deliberate until mutual agreement is reached between the Board of Trustees, or their designees, and the Academic Senate.

3. If mutual agreement is reached, the Board will put the new policy into effect unless legal liability or substantial fiscal hardship can be demonstrated. If mutual agreement cannot be reached and a policy currently exists, the current policy remains in effect, unless legal liability or substantial fiscal hardship can be demonstrated. Both the Board of Trustees, or their designees, and the Academic Senate will communicate in a joint statement the reasons that agreement cannot be reached.
4. Mutual agreements between the Academic Senate and the Board of Trustees, or their designees, will be placed on the next scheduled Board Agenda as an informative report. Mutual agreements requiring Board approval will be submitted at a subsequent meeting as a communication for approval.
5. The Mutual Agreement Council will also serve as a forum for the President's Executive Council and Senate Executive Committee to share information and discuss concerns about academic and professional matters.

AVCCD Governance Councils and Committees:

- A. College Coordinating Council
- B. Mutual Agreement Council
- C. Strategic Planning & Budget Council
- D. Collegewide Participatory Governance Committees
 1. Staff Development Committee
 2. Information Technology Committee
 3. Matriculation Committee
 4. Equal Employment Opportunity Advisory Committee
 5. Campus Safety Committee
 6. Calendar Committee
 7. Legislative Committee
 8. Enrollment Management Committee
- E. Academic Senate Standing Committees
 1. Academic Policies & Procedures Committee
 2. Faculty Professional Development Committee
 3. Honors Program Committee
 4. Distance Education Committee
 5. Student Learning Outcomes Committee
 6. Equivalency Committee

7. Senate Grant Program Committee

Membership and Functions of Governance Councils:

A. College Coordinating Council

(Membership)

1. Superintendent/President and/or Vice Presidents (one vote) Representing the Board of Trustees
2. Academic Senate President
3. Administrative Council Representative
4. President of Faculty Exclusive Bargaining Unit
5. President of Classified Exclusive Bargaining Unit
6. Confidential/Management/Supervisory Unit Representative
7. Associated Student Organization Representative

(Function)

- a) The College Coordinating Council will serve as the coordinating body for governance issues at Antelope Valley College, except academic and professional matters and collective bargaining issues. The Council will have four main functions: issue management, providing a communication network for distributing information to all college constituent groups, determining the decision-making and recommending authority of collegewide participatory governance committees, and submitting recommendations to the President in areas of "effective participation".
- b) Issue management means the Council will determine the appropriate governance committee or process to address any new issue or task that is not already assigned to an existing committee or process. When the Council assigns an issue or task to an existing or a newly created committee, the Council will specify in writing the nature and scope of the assignment, if the committee has decision-making or recommending authority, the appropriate reporting process, and a timeline for completion of the assignment.
- c) If an issue before the Council involves an academic and professional matter, it will be referred to the Academic Senate and the-President's Executive Council for consideration. If an issue before the Council involves collective bargaining matters, it will be referred to the affected Collective Bargaining Unit and the Superintendent/President for deliberation.
- d) When a collegewide participatory governance committee makes a recommendation that only requires "effective participation" of faculty, staff and students, the College Coordinating Council will consider the recommendation and communicate the committee's recommendation to all college constituent groups.
- e) The Council may address an issue itself, when a recommendation cannot be made in a timely manner by another committee or process, or the Council determines that **not** taking action will expose the district to legal liability or cause substantial fiscal hardship. The Council may also make a recommendation to the Superintendent/President when no existing or new committee or process is deemed

appropriate for handling the issue, or a committee or constituent group requests a recommendation from the Council regarding an issue.

- f) The Council shall seek consensus as the basis for making decisions. However, when consensus cannot be reached, the Council may take action if six out of seven Council members are in agreement. When a resolution before the Council does not have the required "6 out of 7" members in favor, the status quo remains in effect until such time as a mutually acceptable resolution can be negotiated and agreed to by 6 of the 7 members of the Council. The Council will determine, by consensus, criteria and a process for emergency and fast-track decision-making to be used when waiting until the next regular Council meeting would not be in the best interest of the district. All Council members have a single vote and the meetings of the Council shall be open.
- g) The Council will review the purpose/function and scope of decision-making/recommending authority of each college standing committee every three years. Any recommendation for change in purpose or scope of a committee, including the dissolution of the committee, will be presented to college constituent groups for feedback. All feedback will be shared with the affected committee. The Council and the affected committee will discuss the recommendation and the feedback from constituent groups with the goal of reaching consensus. If consensus is reached, the purpose/function and/or decision-making/recommending authority will be changed. If consensus cannot be reached, the Council may still make changes in these areas if six of seven Council members are in agreement with the change.
- h) If a proposed change in purpose/function involves an academic and professional matter, the recommendation and feedback from constituent groups will be forwarded to the Mutual Agreement Council (MAC) for deliberation. If mutual agreement is reached by the MAC, the purpose will be changed. If mutual agreement cannot be reached, the purpose/function of the committee remains the same in accord with the provisions of Title 5.

B. Mutual Agreement Council

(Membership)

1. President's Executive Council
2. Senate Executive Committee

(Function)

The Mutual Agreement Council consists of the President's Executive Council and the Senate Executive Committee and its purpose is to consult and deliberate with the intention of reaching mutual agreement between the Academic Senate and the Board of Trustees on academic and professional matters 6, 7, 9, 10 and 11 of Section 53200 in Title 5. "The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations."

C. Strategic Planning & Budget Council

(Membership)

1. Superintendent/President - Ex-Officio

2. Academic Senate President (Co-chair)
3. Dean of Institutional Effectiveness, Research and Planning (Co-chair)
4. College Vice Presidents (4)
5. Faculty Union Representative (1)
6. Student Representatives (2)
7. Faculty Representatives (5 – 1 transfer, 1 student services, 1 instructional resources, 1 vocational, 1 adjunct)
8. Classified Representatives (5)
9. Confidential/Management/Supervisory Representative (1)
10. Deans/Directors Representatives (2)
11. Director of Facilities Planning and Campus Development
- 12.-Director of Information Technology Services
13. Executive Director of Institutional Advancement and Foundation
14. Director of Public and Governmental Relations
15. Enrollment Management Committee Co-chair
(Function)

The Strategic Planning & Budget Council (SPBC) is a shared governance council that provides oversight and monitoring of the various planning documents within the institution in order to accomplish the mission and goals of the district. SPBC 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.

The council reviews the annual budget requests brought forward by the Budget Subcommittee and makes a recommendation to the Superintendent/President to fund those requests that utilize institutional resources most efficiently in accomplishing the district's strategic goals and improving the Institutional Learning Outcomes. SPBC 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 SPBC 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.

In order to function most efficiently and to support and execute the Educational Master Plan, members of the SPBC are assigned to the following subgroups/subcommittee:

- **Facilities:** Based on the findings of the Educational Master Plan, responsible for developing and evaluating the effectiveness of the Facilities Master Plan, which oversees the district's long-range infrastructure, building, and parking needs.
- **Human Resources:** Responsible for creating a Human Resources Plan that includes a long-range Staffing Plan to support the program needs identified in the Educational Master Plan.

- Finance: 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.
- Communications: Responsible for developing, implementing, and evaluating a marketing and communications plan with strategies to increase communications with our internal and external constituents. Responsible for disseminating information to the campus and general community through e-mail, the website, myAVC, and the SPBC Annual Review.
- Educational Master Plan: Responsible for annually reviewing the Educational Master Plan to ensure that the District's ongoing needs are met.
- Budget Subcommittee: Responsible for evaluating and prioritizing the annual budget requests to most efficiently utilize institutional resources and present those recommendations to the SPBC.

APPENDIX I

"Participatory Governance Committee Operating Procedures"

Each committee will have a statement of purpose/function in accord with the district mission and a membership list, along with the minimum number and frequency of meetings that will be held during the academic year. In addition, each committee will have a statement of reporting responsibilities to individuals, committees or constituent groups and publish this information to all district employees. Committees will make decisions or recommendations through consensus.

Each committee will also circulate a "Call for Agenda Items" five working days prior to a meeting and distribute to members and post an agenda two working days prior to a meeting. Each committee will also distribute to members and post a draft of unapproved minutes within ten working days after a meeting. Minutes will include a brief summary of discussion regarding actions taken, including motions made, seconded, passed or defeated. On an annual basis, each committee will review its activities and submit a year-end report to whichever reporting body it is accountable. In most instances, reports would be made to the College Coordinating Council, Superintendent/President, or appropriate administrator. The year-end report will include accomplishments, preview issues for the coming year, and make recommendations for change in membership or function.

APPENDIX II

"Criteria for Committees to Use in Determining if an Item is an Academic and Professional Matter or a Collective Bargaining Issue"

In doing their work, committees, particularly the chair(s), must recognize which items/issues under discussion are subjects of collective bargaining (CB) or are academic and professional matters (APM). Unless specifically asked to handle a CB item or an APM, the committee should not. In addition, each participatory governance committee should assure effective participation of all parties, as well as effective communication with the College Coordinating Council (CCC). As committees forge recommendations, the committee chair is responsible for assuring the following steps have been completed:

- Verify that the topic is not CB or APM (unless the CB/APM has been assigned to the committee)

- Develop recommendation/policy with input from all representatives
 - if representatives are not attending, committee chair notifies constituency president
 - ask regularly if representatives have consulted with their constituency
 - consult with CCC if stuck, hit controversy or need clarification
- Disseminate to campus via mailbox or email prior to completing last draft of recommendation/policy and give the campus 2 weeks to respond to any issues
- Consider campus input, complete and send to the Superintendent/President and the CCC
- If CB, send to presidents of college and union (s); if APM, send to presidents of college and senate

COLLECTIVE BARGAINING

salaries—steps, columns, merit pay, rate of pay for stipends, bonuses, reassigned time, overtime,

placement & advancement benefits

leaves, vacations, holidays

union & district rights

grievance, arbitration & evaluations

discipline procedures.

academic freedom

committees that deal with CB items, such as calendar, classified: as it relates to work hours and calendar year for classified, certificated: as it relates to academic year and work hours

discrimination—sex, race, religion etc

job assignments, reclassification & reassignment

seniority, promotions, retirement

office space & parking

graduation attendance

preparation time

tools/equipment: access to computer, telephone and equipment necessary for the job

training (impact on wages/hours, such as sabbaticals, staff development, flex) & travel

contracting out of bargaining unit work

work load/class size/work hours/work days

ACADEMIC AND PROFESSIONAL MATTERS

curriculum, including establishing prerequisites

degree and certificate requirements
grading policies
education program development
standards or policies regarding student preparation and success
district and college governance structures as related to faculty roles
faculty roles and involvement in accreditation
policies for faculty professional development activities—(staff development, flex,
sabbaticals, faculty academy, senate grant program)
processes for program review
processes for planning and budget

APPENDIX III

Other Statutory Requirements related to Participation in Local Decision-making

- **Ed Code 66450: *Distribution of academic presentations***

Pursuant to Ed. Code Section 66450-66452, anyone (other than the instructor of record) making a recording in any medium of a classroom presentation cannot use the recording for financial or economic gain. Students who are found to be in violation of this section will be subject to disciplinary measures. All persons found to be in violation of this section may be subject to legal action. Distribution of classroom information or materials requires prior permission from the instructor of record.

Students will be informed of this regulation through posting in the college catalog and the Antelope Valley College website.

See Board Policy #5500

- **Ed Code 87458: *Administrative retreat rights***

The process by which the board of trustees determines retreat rights of administrators shall be developed and agreed upon jointly by representatives of the board and the academic senate, and the board relies primarily upon the advice and judgment of the academic senate to determine that the administrator possesses the minimum qualifications for employment as a faculty member.

See Administrative Procedure #7250

- **Ed Code 87359: *Equivalencies to minimum qualifications***

The process and criteria used to determine that individual faculty members who do not meet the applicable minimum qualifications specified in Ed. Code 87356 shall be developed and agreed upon jointly by representatives of the board of trustees and the academic senate. The board shall rely primarily upon the advice and judgment of the academic senate to determine that faculty members possess qualifications that are at least equivalent to the applicable minimum qualifications.

Equivalencies for each discipline will be determined by full-time faculty from the respective disciplines and submitted to the Academic Senate for approval. Equivalencies must be

approved by the Academic Senate and available to the Human Resources Office prior to screening of applicants.

See Administrative Procedure #7211

- **Ed Code 87360: *Faculty hiring***

Hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the board of trustees and the academic senate. See Administrative Procedure #7120

- **Ed Code 87610.1: *Faculty tenure***

The faculty's exclusive representative shall consult with the academic senate prior to engaging in collective bargaining on procedures related to tenure evaluation procedures.

See Administrative Procedure #7210

- **Ed Code 87663: *Faculty evaluation***

The board of trustees, in consultation with the faculty, shall adopt rules and regulations establishing the specific procedures for the evaluation of its contract and regular employees on an individual basis and setting forth reasonable but specific standards which it expects its faculty to meet in the performance of their duties. Such procedures and standards shall be uniform for all contract employees with similar duties and all regular employees with similar duties.

See Administrative Procedure #7150

- **Ed Code 87743.2: *Faculty service areas***

The faculty's exclusive representative shall consult with the academic senate in developing its proposals for establishing faculty service areas.

See Administrative Procedure #7211

- **Title 5 55022: *Curriculum committee***

Curriculum Committee. The college and/or district curriculum committee (Academic Policies and Procedures Committee) recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.

In order to fulfill the mandate of Title 5, Section 55022, the Board of Trustees and the Academic Senate mutually agree to establish a curriculum committee, referred to as the Academic Policies and Procedures Committee, comprised of members from each faculty division and co-chaired by a full-time faculty member and the vice president of academic affairs.

- **Title 5 53204: *Academic senate/union agreements***

Nothing in these administrative procedures shall be construed to impinge upon the due process rights of faculty, nor detract from any negotiated agreements between collective

bargaining representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to these regulations.

Glossary of Terms

1. Academic Senate

An organization representing faculty, whose primary function is to consult collegially with the governing board of a district and/or the administration of a college as their representative. The role of the academic Senate constitutes a delegation of authority; by regulation local governing boards are required to consult collegially with the academic Senate on academic and professional matters. (Title 5 §53200-53201) (Ed Code §70901)

2. Ad-Hoc

A group of individuals working on a one-time task

3. College Coordinating Council (CCC)

The College Coordinating council is a governance group of district constituent leaders, established to respond to changing conditions in the institution within a participatory governance framework.

4. Collegewide Participatory Governance Committee

A committee that functions under the operating guidelines of the College Coordinating Council.

5. Consensus

A decision-making process used to resolve conflict creatively and with general agreement. Complete unanimity is not the goal. Each individual should accept the group's decision on the basis of logic and feasibility.

6. Constituent

Individual members of any represented group.

7. Effective Participation of Faculty Outside of Academic and Professional Matters

Faculty shall be provided with opportunities to participate on matters affecting them. (Title 5 §51023)

8. Effective Participation of Staff

- a) Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures. Governing boards should solicit input of staff on matters affecting them. Delegation of authority does not extend to staff. The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration. (Title 5 §51023.5)
- b) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on staff until it has provided staff with

an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by staff are given every reasonable consideration. (Title 5 §51023.5)

9. Effective Participation of Students

- a) Students shall be provided an opportunity to participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures. Delegation of authority does not extend to students.
- b) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration. (Title 5 §51023.7)

10. Exceptional Circumstances

The regulations do not define the terms “exceptional circumstances” and “compelling reasons,” and these terms are not intended to have a legal definition. These terms mean that Boards must usually accept Senate recommendations in relation to academic and professional matters. In instances where a recommendation is not accepted, the Board’s decision must be in writing, based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate, and relevant context. (Title 5 §53203 - d.2).

11. Participatory Governance

Effective participatory governance includes collectively sharing ideas and formulating good recommendations to present to Boards of Trustees or their designee. It is the responsibility of the Board to focus on the needs and best interests of the district as a whole.

Participatory governance is not effective when the participating entities interpret their roles to include final approval of policies, procedures or budgets. (May 19, 1999 Report to the Consultation Council on the Effectiveness of Faculty, Staff and Student Participation in College and District Governance.)

12. Recommendations

Committee makes a “decision” of what to recommend to appropriate bodies (i.e., Academic Senate, Superintendent/President, or Board of Trustees). (Title 5 §53203(d).)

13. Senate Standing Committee

A committee formed by the Academic Senate on academic and professional matters assigned to it.

14. Taskforce

A group carrying out a specific task.

15. Title 5

The California Code of Regulations specific to education. (California Code of Regulation 1/99 Update).

16. Subgroup

A group of individuals assigned by the Strategic Planning and Budget Council to formulate recommendations relating to a designated institutional function or interest including Human Resources, Facilities, Communication, Educational Master Plan, Budget Subcommittee, and Finance.

7/5/05

Revised: 4/14/08

Revised: 12/14/09

Revised: 4/9/12

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AP 3250 Institutional Planning

Reference:

Accreditation Standard I.B; Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, 56270 et seq.

The Strategic Planning & Budget Council (SPBC) is a shared governance council that provides oversight and monitoring of the various planning documents within the institution in order to accomplish the mission and goals of the district. SPBC 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 (ILOs). The Council reviews the annual budget requests brought forward by the Budget Subcommittee and makes a recommendation to the Superintendent/President to fund those requests that utilize institutional resources most efficiently in accomplishing the district's strategic goals and improving the institutional learning outcomes (ILOs). SPBC 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 SPBC 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.

SPBC obtains feedback from both the community and campus in identifying educational program needs, ensuring that what is considered aligns with the mission of the college. The mission of the college is reflected in the ILOs that encompass diverse perspectives, application of lifelong learning skills, breadth of knowledge using oral and written communication, good citizenship, and career opportunities for economic well-being. The college mission and ILOs direct the development and revisions to the Educational Master Plan. The Educational Master Plan drives the instructional programs, services to students, and the college operations.

The Finance Plan, Facilities Plan, Human Resources Plan, Computer and Information Technology Plan, and Enrollment Management Plan all ensure that the Educational Master Plan is supported and accomplished. Subcommittees or subgroups of the SPBC are responsible for the development of each plan and a Communication Subcommittee is responsible for disseminating information to the entire campus and general community on the process and outcomes for budget decisions that meet the mission of the college.

Program Review, Student Equity Plan, Accreditation Self Study, Matriculation Plan, transfer rates, and input from the vocational program advisory groups provide data, both qualitative and quantitative, for the assessment and development of each plan and provide continual input into the overall planning, assessment, and evaluation of the Educational Master Plan.

The Educational Master Plan, along with each supporting plan, contains Student Learning Outcomes and/or Operational Outcomes. These outcomes are then measured against a set of effectiveness criteria that assesses their effectiveness. The evaluations of these outcomes are then used to determine the most appropriate goals to improve student learning outcomes. The data is then used to prioritize budget requests. Resources are then allocated and outcomes are assessed annually to determine and verify that the Institutional Learning Outcomes (ILOs) have been met.

The Educational Master Plan and the College Mission are annually reviewed for revision and modification based on the final assessments of the ILOs. Major revisions to the Educational Master Plan will occur on a three-year cycle.

5/8/06

Revised: 12/10/07

Revised: 7/14/08

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ANTELOPE VALLEY COLLEGE

College Coordinating Council Committee Information Sheet

Budget Committee 2015 - 2018

Committee Name

	Appointed by	Member	Proxy	Term	Exp Date
Co-Chair	Position: Executive Director of Business Services	Diana Keelen		Standing Appt	
Co-Chair	Position: Academic Senate President <i>or</i> Designee			Standing Appt	
Member	Adjunct Faculty Representative			1 year	2016
Member	ASO Representative			1 year	2016
Member	Classified Representative			3 year	2017
Member	CMS Representative			3 year	2018
Member	Dean of Academic Affairs			3 year	2016
Member	Dean of Student Services			3 year	2017
Member	Enrollment Management Committee			3 year	2018
Member	Facilities			3 year	2016
Member	Academic Senate			3 year	2017
Member	Human Resources			3 year	2018
Member	Information Technology Services			3 year	2016
Member	Outcomes Committee			3 year	2017
Member	Program Review Committee			3 year	2018
Member	Student Success Committee			3 year	2016
Member	Classified Union			3 year	2017
Member	Faculty Union			3 year	2018
Ex-Officio	Superintendent/President	Mr. Edward Knudson		Standing Appt	
Ex-Officio	VP Academic Affairs <i>or</i> Designee	Dr. Bonnie Suderman		Standing Appt	
Ex-Officio	VP Student Services	Dr. Erin Vines		Standing Appt	
Ex-Officio	VP Human Resources	Mr. Mark Bryant		Standing Appt	

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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 1.

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 4:00 pm, 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

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11 Feb 2015



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 Copmmittee (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/subcommittee.s.

- 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.

Terms:

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

Quorum:

50% plus one.

Meetings:

Meetings are held the first and third Wednesdays of the month throughout the year, 2:30 to 4:00 pm, 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: July 2013*

Original: May 2008