



**ANTELOPE VALLEY COLLEGE  
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA  
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**
- 2. REMOVAL OF AGENDA ITEMS**
- 3. OPENING COMMENTS FROM THE CO-CHAIRS**
- 4. OPEN COMMENTS FROM THE PUBLIC**
- 5. APPROVAL OF MINUTES**
  - a. December 3, 2014 (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. 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.
  - b. SPBC Split – Dr. Ed Beyer
- 10. SPBC ADMINISTRATIVE BUSINESS**
  - a. 2014 – 2015 SPBC Meetings

<del>August 6, 2014</del>	<del>November 5, 2014</del>	February 4, 2015	May 6, 2015
<del>August 27, 2014 (Special)</del>	<del>November 19, 2014</del>	February 18, 2015	May 20, 2015
<del>September 3, 2014</del>	<del>December 3, 2014</del>	March 4, 2015	June 3, 2015
<del>September 17, 2014</del>	<del>December 17, 2014 Canceled</del>	March 18, 2015	June 17, 2015
<del>October 1, 2014</del>	<del>January 7, 2015 Canceled</del>	April 1, 2015	July 1, 2015
<del>October 15, 2014</del>	<del>January 21, 2015 Canceled</del>	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  
December 3, 2014  
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 2:33pm.

**2. REMOVAL OF AGENDA ITEMS**

**3. OPENING COMMENTS FROM THE CO-CHAIRS**

Dr. Goel asked everyone to copy the Co-Chairs on agenda items to Jerene Kelly, and for greater clarity about where on the agenda they want the items.

**4. OPEN COMMENTS FROM THE PUBLIC**

No Comments

**5. APPROVAL OF MINUTES**

- a. December 3, 2014 (attachment)  
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 Byrant  
No Report
- d. Communications Subgroup: Ms. Liz Diachun  
No Report
- e. Educational Master Plan: Dr. Meeta Goel  
Dr. Goel reported that she sent an email to SPBC regarding the SP/BC split.

**7. ACTION ITEMS**

None

**8. DISCUSSION ITEMS**

None

**9. INFORMATIONAL ITEM**

- a. 2015-2016 budget process: Ms. Diana Keelen  
Operational goals developed in order to have more equitable scoring rubric and resource allocation.
- b. Categorical Funded Position – Program Specialist  
This information item will go to the Budget Committee

**10. SPBC ADMINISTRATIVE BUSINESS**

a. 2014 – 2015 SPBC Meetings

<del>August 6, 2014</del>	<del>November 5, 2014</del>	February 4, 2015	May 6, 2015
<del>August 27, 2014 (Special)</del>	<del>November 19, 2014</del>	February 18, 2015	May 20, 2015
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**11. OPEN FORUM**

**12. ADJOURNMENT**

The meeting was adjourned at 2:48

**MEMBERS PRESENT**

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

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**ANTELOPE VALLEY COLLEGE**

Michelle Hernandez

Director, Student Activities and Community Outreach

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**Date:** December 8, 2014

**To:** Budget & Finance Sub-Committee

**From:** Michelle Hernandez

Director, Student Activities & Community Outreach

**RE:** *Justification for “Program Specialist-Outreach”*

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AVC was awarded the Title V Hispanic Serving Institution Grant: *Making the Critical First Year of College a Safe Bridge to Degree Completion for Hispanic and Other At-Risk Students* in October 2014. Funds from this grant were designated to hire a Program Specialist-Outreach\*. Strengthening the bridge between feeder high schools and AVC is a key strategy aimed at improving the success of first generation, low income, and underrepresented students. AVC plans to select a well-qualified person to be responsible for developing all AHE Bridge strategies. The Program Specialist-Outreach will work closely with the director and the rest of the AVID Campus Team. S/he will coordinate with AVID Campus Team to ensure the bridge integrates seamlessly with AVC programs and services; work with high school teachers and counselors to carry-out outreach activities and guide students to the timely completion of crucial matriculation steps; develop, coordinate, and continuously improve high school workshops, pre-assessment workshops, and summer bridge activities to best support underserved students in their transition into AVC; develop, coordinate, and continuously improve the Student Success Kick-Off event; work strategically toward structural solutions that will institutionalize Bridge activities in the most efficient and sustainable possible way; attend all AVID Team meetings and participate in self-study and evaluation activities. Careful planning for sustainable institutionalization will allow the commitment of grant funds to taper down through the life of the project.

*\*Program Specialist-Outreach is listed as “Bridge Developer” in the grant proposal.*