

STRATEGIC PLANNING AND BUDGET COMMITTEES**WEDNESDAY, OCTOBER 14, 2015****AGENDA****SSV 151 @2:45PM – 4:00PM**

TYPE OF MEETING: SP&BC Joint Meeting
NOTE TAKER: Mary Kelsay
PLEASE REVIEW/BRING: Agenda, Minutes and Supporting Documents

Strategic Planning Committee Members:

Ed Beyer, Co-Chair (AS: President)
 Meeta Goel, Co-Chair (Dean, IERP/Library)
 David Adams (Faculty)
 Liette Bohler (Faculty Union)
 Mark Bryant (VP, Human Res.)
 Carolyn Burrell (AS: Library)
 Noemi Bustamante (ASO: Student Rep.)
 Joshuaree Dumas (ASO: Student Rep.)
 Wendy Dumas (Business Services)
 Kyle Faber (Classified: ITS)
 Kim Fite (Classified Union)
 Brenna Humann (CMS)
 Doug Jensen (Exec. Dir., FAC)
 Katherine Mergliano (ITS)
 Suzanne Olson (Classified: Acad. Affairs)
 Jenell Paul (Classified, Student Services)
 Duane Rumsey (Enrollment Mgmt.)
 Bonnie Suderman (VP, Academic Affairs)
 LaDonna Trimble (Dean, Student Services)
 Les Uhazy (Dean, Math, Science & Engineering)
 Erin Vines (VP, Student Services)

Budget Committee Members:

Diana Keelen, Co-Chair (Exec. Dir., Business Services)
 Irit Gat, Co-Chair (AS: President)
 Jill Zimmerman (Dean, Student Services)
 Karen Cowell (Dean, Academic Affairs)
 Pamela Ford (Classified Union)
 Violet Christopher (Faculty Union)
 Justin Shores (Faculty Staff)
 Jonathan Over (Adjunct Faculty)
 Maria Valenzuela (Classified Staff)
 Nichelle Williams (CMS)
 Jarod Simmons (Facilities)
 Maxine Griffin (Human Resources)
 Rick Shaw (ITS)
 Vacant (Outcomes Committee)
 Carol Eastin (Program Review Committee)
 Vanessa Gibson (Student Success Committee)
 Kim Covell (Enrollment Management Committee)
 Hoyoung Moon (ASO: Student Rep)
 Mark Bryant (VP, Human Resources: Ex-Officio)
 Erin Vines (VP, Student Services: Ex-Officio)
 Bonnie Suderman (VP, Academic Affairs: Ex-Officio)

ITEMS	PERSON(S) RESPONSIBLE	ACTION
STANDING ITEMS:		
I. Approval of Minutes: July 15, 2015	All	
II. Opening comments from the Co-Chairs	Dr. Beyer, Dr. Goel, Ms. Keelen, and Dr. Gat	
III. Reports	All	
INFORMATION/DISCUSSION ITEMS:		
IV. Long-Term Planning	Mr. Knudson	
V. Informational EMP Consultant (Fred Trapp) Work Timeline	Dr. Goel	
VI. BC Positions	Ms. Keelen	
VII. Develop 2016-2017 Budget Themes	Ms. Keelen	
NEXT SPC JOINT MEETING DATE: TBD		

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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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.

2016-2017 Budget Themes & Initiatives

Definition of Theme: “The subject of a talk, a piece of writing, a person's thoughts, or an exhibition; a topic.”

Definition of initiative: “The power or ability to begin or to follow through energetically with a plan or task; enterprise and determination.”

Examples:

Balancing the Budget

- Matching Revenues with Expenditures
- No deficit Spending

Training a Highly Skilled Workforce

- Developing Curriculum for the Bachelor’s Degree in Airframe & Power Plant

Create Funding Plan to address Long-Term Liabilities

- Continuing to set aside funding for Other Post-Employment Benefits
- Ensure that multi-year budget projections include the increases to STRS & PERS employer obligations

Develop Resource Support Funding Plan for the Palmdale Center

- Focus on a staffing plan for Palmdale Center expansion & services

Investing in, Sustaining & Maintaining Infrastructure

- Developing the campus Enterprise System
- Automating the Energy Management System

Focus on EMP Goals 1, 3, 4 & 5

- First priority is to continue working through 14-15 EMP goals #4 & #3.
- Second priority is focusing on EMP #1 by working with SSSP & Equity plans & implementation
- Third priority is focusing on EMP #5, utilizing the campus resources efficiently & effectively
- Assign higher weighted points to the rubric for those resource requests that focus on the above EMP goals

GENERAL OUTLINE FOR EDUCATIONAL MASTER PLAN

- I. *Message from the President of the College (college prepares)*
- II. Introduction
- III. *Overview of the College (from college web pages, etc.)*
 - A. *History*
 - B. *Current-Day Perspective*
- IV. *Mission, Vision, Values (from college web pages, etc.)*
ACCJC Standard I.A.1
- V. Environmental Scans/Considerations
 - A. External Scan
 1. State and Regional Conditions That Could Impact the College in the Future (examples)
 - a. The Economy and Employment by Industry
 - b. Higher Educational Policy and Impacts for Community Colleges
 - c. Cities of Residence, Effective Service Area- Demographic Considerations

What are the educational needs of the service area and contextual considerations in which the college operates?

- B. Internal Scan
 1. The Institution from Within (examples)
 - a. Unduplicated Student Headcount (for last five fall semesters only)
 - b. FTES or WSCH Trends (for last five fall semesters only)
 - c. Profile of Student Characteristics/Demographics, Goals, Attendance Patterns, etc.
 - d. Program of Instruction (degrees & certificates authorized to confer)
 - e. Curriculum Distribution (WSCH by divisions)
 - f. FTES by Modalities of Instruction
 - g. Non-Instructional Resources That Support the College
 - i. Support Services
 - ii. Library and Learning Resources
 - iii. Human Resources And College-Wide Staffing Pattern
 - iv. Budget
 - v. Technology

How has the college responded to the external and internal environment?

ACCJC Standards I.A.3, II.A.1, II.B.1 & 2, II.C.3

Italics indicate content coming from existing college web pages or documents.

Regular font indicates topics that CWP will research and author.

Bold indicates topics that the college will need to think about and help articulate with CWP.

VI. Key Planning Assumptions

A. Key Planning Assumptions

Note: After the EMP and FMP are completed the College Strategic Planning Committee will develop a Strategic Plan

VII. Opportunities for the Future (examples)

A. Future Labor Markets, by Occupation

B. Planning for Potential New Programs

a. Chancellor's Office Evaluation Criteria

b. What is Already in Place Around the "Neighborhood"

C. Faculty Vision for Curriculum

a. **Future Curriculum Visions (agenda for the Curriculum Committee)**

b. **New Curriculum Visions with Facilities/Space Implications**

c. **Perceived Problematic Current Facilities**

D. Planning Considerations for Potential New Programs

E. Opportunities for New Initiatives

What are the faculty visions for new programs and what additional space might be needed?

What are the opportunities suggested by the labor market, legislation, etc.?

ACCJC Standard IV.A.4

VIII. Projections for Future Growth

A. Future Capacity for the Growth (fall 2014 then in 5-year increments, 2020, 2025, 2030)

1. Unduplicated Student Headcount (fall term only)

2. WSCH (fall term only)

B. WSCH Growth as Applied to the Future Program of Instruction

1. By Discipline/Program

2. By Instructional Division

Acknowledgements

Appendices

Italics indicate content coming from existing college web pages or documents.

Bold indicates topics that the college or district will develop and articulate to CWP.

Regular font indicates topics that CWP will research and author.

5-AVC EMP Timeline (1)

Text in **BLUE** signifies on campus meetings.

Phase 1

October/November 2015

- **Kick-off Meetings with President's Team / Educational Master Plan Committees**
- Finalization of Process / Timelines / Reporting Structure / Reviews and Approval Process with College
- Develop Master Plan Goals / Mission / Outcomes with College
- Validate / Update Previous Educational Master Plan Assumptions
- Secure Requested Resources from the District
- Scoping / Data Collection / Review
- Identify Student Characteristics
- Zip Code Analysis and Determination of Effective Service Areas
- Demographic and Population Growth Analysis
- Determine the College's Potential to Serve Students
- Conduct External Environmental Scan
- Determine Enrollment and WSCH History
- Conduct Section Level Analysis of the Current Program of Instruction
- Determine Program of Instruction Distributions
- **Conduct Assessment of Current Space / Capacity**
- Prepare Draft of College-wide Opinion / Values Survey Together With FMP Consultant
- **On-Campus Meeting with President's Team / Educational Master Plan Committee**

Phase 2

December 2015

- Assess Institutional Performance Against Goals
- Review /Assimilate Data from Unit Plans / Program Reviews
- Conduct Opportunities / Challenges Analysis for Educational Plan
- Develop Key Planning Assumption for Educational Plan
- Identify Key Strategic Priorities for the Educational Plan
- Administer and Assess Survey or Questionnaire

January 2016

- Assessment of Future Labor Markets
- Consideration of New Academic Programs
- Identification of Academic Programs that Need Support
- Application of Growth to the Future Program of Instruction
- Determination of Future Capacities for WSCH and Enrollment
- **Forecast for the Future Program of Instruction**
- **Space Requirement for the Future Program of Instruction**
- **Space Requirements for Support Services of the College**
- **Space Compliance Testing – Title 5 / Cap / Load Ratios**
- **On-Campus Meeting with President's Team / Educational Master Plan Committees**

5-AVC EMP Timeline (1)

Phase 3

February 2016

- Creation of Educational Plan Draft
- Translation of Space Needs into Physical (space) Requirements

March 2016

- On-Campus Meeting with President's Team / Educational Master Plan Committees including Presentation of Draft Educational Plan
- Refine Draft of Educational Master Plan

Phase 4

April 2016

- Post Draft of Educational Master Plan Document to College web
- On-Campus Meeting with President's Team / Educational Master Plan Committees and
- Open Campus Forum including Presentation of Draft Educational Plan

Phase 5

May/June 2016

- Finalization of the Campus Inputs to the Educational Master Plan
- Presentation of Final Draft of Educational Master Plan to District's Executive Committee
- Educational Master Plan presentation to Board of Trustee

A simplified graphic schedule follows. This schedule indicates anticipated on-campus meetings. It is the intent of this schedule to indicate that Educational Master Plan. Should additional meetings be required and approved by the College they will be provided as additional services.

5-AVC EMP Timeline (1)

Task/Milestone Educational Master Plan	Oct '15	Nov '15	Jan '16	Mar '16	Apr '16	Jun '16
Kick-off Meetings with President's Team & Educational Master Plan Committee	X					
Meeting with President's Team/Educational Master Plan Committee		X				
Committee & Campus-Wide (Open) Forum to review EMP findings and solicit Input		X				
Progress Meeting with President's Team/Educational Master Plan Committee			X			
Presentation of Draft Educational Master Plan with President's Team/Educational Master Plan Committee				X		
Presentation of Final Draft of Educational Master Plan with President's Team/Educational Master Plan Committee and Open Campus Forum					X	
Educational Master Plan presentation to Board of Trustees						X