



**ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING COMMITTEE (SPC) AGENDA**

May 6, 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. April 1, 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. INFORMATIONAL ITEM

- a. President Knudson
- b. Student Equity Positions; 1) Director of Student Equity, \$104,787, 2) Program Specialist for Student Equity, \$61,194, and 3) Clerical III, \$59,503: Wendy Dumas or Diana Keelen (attachment)

8. ACTION ITEMS

- a. Revised Ground Rules: Dr. Meeta Goel and Dr. Ed Beyer (attachment)
- b. SP/BC Flow: Dr. Meeta Goel and Dr. Ed Beyer (handout)

9. DISCUSSION ITEMS

- a. Membership List: Dr. Meeta Goel and Dr. Ed Beyer (handout)
- b. Volunteer for Team Building Exercises: Dr. Meeta Goel

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 Canceled	July 15, 2015

11. OPEN FORUM

12. 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 (SPC) Minutes
April 1, 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 2:34pm.

2. ADD/REMOVAL OF AGENDA ITEMS

Dr. Beyer made a motion and seconded to add the following agenda items to “7. **INFORMATIONAL ITEMS**”:

- Program Specialist (Title V Funded)
- Clerical III (CalWorks Funded).
- Resource Allocations

The motion passed with no discussion: All in Favor; 0 Opposed; 0 Abstention

3. OPENING COMMENTS FROM THE CO-CHAIRS

4. OPEN COMMENTS FROM THE PUBLIC

None

5. APPROVAL OF MINUTES

- a. A motion was made and seconded to approve the minutes of April 1, 2015 with no corrections.
Motion passed with no discussion: All in Favor; 0 Opposed; 0 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. INFORMATIONAL ITEMS

a. Accreditation: Mr. Ed Knudson, President

The President spoke to the committee, asking for everyone’s leadership, indulgence, and assistance as well as reinforces the accreditation self-study process. AVC is presenting a rough draft frame of the accreditation self-study at the June Board meeting. We have one year to complete and finalize the document in preparation for our site visit in October 2016. He will discuss the accreditation process further at the upcoming Town hall meeting.

Mr. Knudson informed the committee that separating planning and budget is necessary, because planning needs to drive budget. He also informed the committee that he formed an advisory group called the College Advisory Council. He is the only person from AVC in the group, and it consists of people in our community. It’s the means by which the community provides input in identifying their needs, and their feedback about how the college is doing. It isn’t a governance group...they do not make decisions for the college. It is simply a way of soliciting the community input into what we do...the community chartered the college, and

they continue to pay for it from the budget that is spent every year. Therefore, we make sure our programs are aligned with the community activity, which is the purpose of the College Advisory Council (Business, Industry, Community, and Educational Leaders, Elected Officials). The College Advisory Council gives Mr. Knudson information in March and he provides that information to the Board of Trustees and they get together for their Board Retreat in the spring. The Board of Trustees matches it up with the initiatives and the Executive Council align it up with the Educational Master Plan (EMP). and they take tha. is to IHe personally invites everyone. It isn't a former structure of the college. The input goes to the Board of Trustees....and it's an advisory to the Board as well.

8. DISCUSSION ITEMS

a. SPC Norms/Ground Rules: Dr. Meeta Goel and Dr. Ed Beyer (attached)

The committee discussed the SPC ground rules and changes were made. The revised SPC Ground Rules are attached.

b. SPC/BC Flow Chart: Dr. Meeta Goel and Dr. Ed Beyer (attachment)

The committee reviewed and discussed the SPC/BC flow chart and combined meetings. Dr. Beyer explained that one of the ideas was that SPC and BC would come together for overviews and to make sure that both committees are lining up. Ms. Ford shared her concerns about BC recommendations going to Exec Council before going to SPC. Mr. Bryant explained that currently the order of moving recommendations forward is HR, BC, SPC, and Executive Council. The committee continued to discuss their ideas and the correct way to diagram the flow chart.

c. SPC – Finalize Membership & Proxy: Dr. Meeta Goel and Dr. Ed Beyer

Dr. Beyer went down the list to identify the members and their proxy.

9. INFORMATIONAL ITEM

a. None

10.SPBC ADMINISTRATIVE BUSINESS

a. 2014 – 2015 SPBC Meetings

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11.

OPEN FORUM

12. ADJOURNMENT

The meeting was adjourned at 4:12pm

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

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Justification for Student Equity positions

The Chancellors office has funded campuses to access and develop a Student Equity Plan for each campus. AVC has received \$864,000 for the 2014-15 school year. The plan was developed by a campus committee and approved by the Board of Trustee. In the plan, three positions were requested:

- Director of Student Equity, \$104,787
- Program Specialist for Student Equity, \$61,194
- Clerical III, \$59,503

We have adequate funds from the Student Equity account to pay for these positions.



STRATEGIC PLANNING COMMITTEE INFORMATION/RULES

ATTENDANCE

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

MEETING

- 1st and 3rd Wednesday of the month

DRAFT MINUTES

- AP2510 states – 10 working days
- Friday @ 2:30pm before Wednesday meeting

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 committee meetings
- Recommendations – Agreement Method



ANTELOPE VALLEY COLLEGE

MISSION STATEMENT OF SPC

PURPOSE

The Strategic Planning Committee (SPC) is a recommending and 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
- Technology Resources

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.

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

