

STRATEGIC PLANNING AND BUDGET COMMITTEES JOINT MEETING AGENDA	WEDNESDAY, SEPTEMBER 18, 2024 2:30 PM – 4:30 PM SSV 236
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TYPE OF MEETING: SPC & BC Joint Meeting
NOTE TAKERS: Amanda Azevedo / Jerene Kelly
PLEASE REVIEW/ BRING: Agenda, Minutes, and Supporting Documents

<p>Strategic Planning Committee Members:</p> <ol style="list-style-type: none"> 1. Meeta Goel, Co-Chair (Dean, IERP/Library) 2. Hal Huntsman, Co-Chair (AS: President) 3. Jim Landreth (Classified Union: CTE) 4. James Nasipak (Director, Business Services) 5. Jenell Paul (Classified: Student Services) 6. Rodney Schilling (AS: Counseling Faculty) 7. Kim Sennett (AS: CTE/Vocational Faculty) 8. Veronica Sirotzki (Classified Union) 9. Jill Zimmerman (Dean, Student Health & Wellness) 10. Ethan Andrada (ASO Rep.) 11. Steve Benitez (ASO Rep.) 12. Michael Carey (AS: Adjunct Faculty) 13. Linda Parker (AS: Library Faculty) 14. Tamira Palmetto (Co-Chair Enrollment Mgmt) <p>Vacant Faculty Union Executive Director or Designee (ITS) Director, IR (CMS) AS: CTE/Vocational Faculty Classified: Academic Affairs Director, Nursing (CMS)</p>	<p>Budget Committee Members:</p> <ol style="list-style-type: none"> 1. Shami Brar, Co-Chair (VP, Administrative Services) 2. Hal Huntsman, Co-Chair (AS: President) 3. Dang Huynh (Adjunct Faculty, Proxy, Noah Stepro) 4. Gem DeJesus (ASO: Student Rep.) 5. Suzanne Olson (Classified Staff) 6. Angela Musial (CMS Staff) 7. Ben Partee (Interim Dean, Athletics & Kinesiology) 8. LaDonna Trimble (Dean, Student Services) 9. Marvin Guzman (Facilities) 10. Karen Heinzman (Faculty) 11. James Firth (Human Resources) 12. Daniel Conner (ITS) 13. Stacey Adams (Program Review Committee) 14. Pamela Ford (Classified Union) 15. Kent Moser (Faculty Union) 16. Andrea Brown (FY/SY Experience) 17. Kevin North (Outcomes Committee) <p>Vacant Adjunct Faculty Staff, Outcomes Committee, Enrollment Management</p>
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Ex-Officio's

Jennifer Zellet (Superintendent/President)	Shami Brar (VP of Administrative Services)
Kathy Bakhit (VP of Academic Affairs)	Idania Padron (VP of Student Services)
Lauren Elan Helsper (VP of People, Culture & Talent)	Alejandro Guzman (Exec. Director of Marketing)
Rebecca Farley (VP of Equity and Student Achievement)	

AGENDA ITEMS	PERSON(S) RESPONSIBLE	ISSUES DISCUSSED / ACTION ITEMS
INFORMATION/DISCUSSION ITEMS:		
I. Approval of Minutes for SPBC June 26 th and August 28 th Meetings	All	
II. Opening Comments from Co-Chairs	Hal, Shami, Meeta	
III. Membership (SPC attached)	Hal, Shami	
IV. Planning/Program Review Update	Meeta, Shami, Hal	
V. ATD/ICAT Update	Meeta	
VI. Community College Survey of Student Engagement (CCSSE)	Meeta	
VII. Budget Resource Requests	Shami	
VIII. Budget Scoring Instructions	Wendy	

SPBC MEETING DATES

SEPTEMBER 18, 2024 – AUGUST 27, 2025

2:30 PM – 4:00 PM

3RD WEDNESDAY/MONTHLY

(DATES ARE SUBJECT TO CHANGE)

September 18, 2024	January 15, 2025	April 16, 2025
October 16, 2024	February 19, 2025	May 28, 2025 (on 4 th Wednesday) (no meetings in June, or July)
November 20, 2024 (no meetings in December)	March 19, 2025	August 27, 2025 (on 4 th Wednesday)



**COLLEGE COORDINATING COUNCIL
COMMITTEE INFORMATION SHEET**

STRATEGIC PLANNING COMMITTEE • 2023 - 2026

	APPOINTED BY	MEMBER	PROXY	TERM*	EXPIRATION*
CO-CHAIR	Dean of Institutional Effectiveness, Research, Planning (IERP), and Student Equity <i>or</i> Designee	Meeta Goel		STANDING APPOINTMENT	
CO-CHAIR	Academic Senate President	Hal Huntsman		STANDING APPOINTMENT	
EX-OFFICIO	Superintendent/President	Jennifer Zellet		STANDING APPOINTMENT	
EX-OFFICIO	Vice President, Academic Affairs	Kathy Bakhit		STANDING APPOINTMENT	
EX-OFFICIO	Vice President, Student Services	Idania Reyes		STANDING APPOINTMENT	
EX-OFFICIO	Vice President, People, Culture & Talent	Lauren Elan Helsper		STANDING APPOINTMENT	
EX-OFFICIO	Vice President, Administrative Services	Shami Brar		STANDING APPOINTMENT	
EX-OFFICIO	Vice President, Equity and Student Achievement	Rebecca Farley		STANDING APPOINTMENT	
EX-OFFICIO	Executive Director or Designee (MKTG)	Alejandro Guzman		STANDING APPOINTMENT	
Member	Dean – Academic Affairs	Kathryn Mitchell		3 year	2026
Member	Dean – Student Health & Wellness	Jill Zimmerman		3 year	2026
Member	Executive Director or Designee (ITS)	Vacant		3 year	2026
Member	Executive Director or Designee (BUS)	James Nasipak		3 year	2026
Member	Executive Director or Designee (FAC)	Ron Benedetti		3 year	2026
Member	Executive Director or Designee (HR)	Harmony Miller		3 year	2026
Member	Co-Chair, Enrollment Mgmt	Tamira Palmetto	-	3 year	2026
Member	Director: Institutional Research (CMS)	Vacant		3 year	2026
Member	Faculty Union	Vacant		3 year	2026
Member	AS: Counseling Faculty	Rodney Schilling	Walter Briggs	3 year	2026
Member	AS: Library Faculty	Linda Parker	-	3 year	2026
Member	AS: CTE/Vocational Faculty	Vacant	-	3 year	2026
Member	AS: Adjunct Faculty	Michael Carey	-	1 year	2025
Member	Classified Union	Jim Landreth	Pamela Ford	3 year	2026
Member	Classified - ITS	Veronica Sirotzki	Pamela Ford	2 year	2025
Member	Classified – Student Services	Jenell Paul		2 year	2025
Member	Classified – Academic Affairs	Vacant	Pamela Ford	2 year	2025
Member	Director, Nursing (CMS)	Vacant	-	3 year	2026
Member	ASO Representative	Steve Benitz	Ethan Andrada	1 year	2025

***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 which 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.

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 Wednesdays of the month throughout the year, 2:30 to 4:00 pm.

MINUTES/RECORDS:

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

OPERATIONS:

N/A



*Present

STRATEGIC PLANNING COMMITTEE / BUDGET COMMITTEE MINUTES	WEDNESDAY, SEPTEMBER 18, 2024 2:30 PM – 4:00 PM SSV 236
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PLEASE REVIEW/BRING: Agenda, Minutes, and Supporting Documents

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AGENDA ITEMS	PERSON(S) RESPONSIBLE	ISSUES DISCUSSED / ACTION ITEMS
INFORMATION/DISCUSSION ITEMS:		
I. Approval of Minutes SPBC June 26 th and 28 th Meetings	All	The minutes were not approved as a quorum was not met.
II. Opening Comments from Co-Chairs	Hal, Shami, Meeta	There were no welcoming comments, but introductions were held for everyone in the room.

<p>III. Membership (SPC attached)</p>	<p>Hal, Shami</p>	<p><u>Issues Discussed:</u> Representation from various departments, programs, etc., was discussed.</p> <p><u>Action Item:</u> SPC – It was agreed upon that representation from the following areas: 1 ESA, 1 CMSA, 1 Classified (Facilities), and Academic Affairs (CMS) should be added. Tamira Palmetto is not the Co-Chair for Enrollment Management. The Academic Senate will get with the Faculty Union to fill the vacancy. ITS to appoint the Interim Exec. Director or Designee. The note taker will send out a call to Classified Union to fill the Academic Affairs vacancy. The nursing vacancy is to be left alone and revisited later.</p> <p>BC—Dang Huynh is no longer an Adjunct; this is a vacancy. Kevin North fills outcomes, which should not say vacancy. Janet De Leon is the ASO rep. FY/SY Experience is vacant. The Dean of Student Services is also vacant.</p> <p>Each division is responsible for reviewing the membership list and providing SPC/BC with new member names to fill vacancies.</p>
<p>IV. Planning/Program Review Update</p>	<p>Hal, Shami, Meeta,</p>	<p><u>Issues Discussed:</u> Program Reviews are due November 15th every year. There is a Think Tank on October 1, with two separate sessions to assist with ideas on how to align your program area goals to AVC SERVES, encouraging all programs to attend.</p>
<p>V. ATD/ICAT Update</p>	<p>Meeta</p>	<p><u>Issues Discussed:</u> The assessment has received little participation, but we need feedback. ATD Coaches are coming on the 23rd to do a capacity café, look at our institution's capacity, and identify improvement areas. The ICAT 2.0 framework displays student and community-centeredness in the middle, surrounded by equity, and the outer shell consists of seven capacities: leadership commitment, data empowerment, educational excellence, organizational agility, digital transformation, disciplined implementation, and community connectedness.</p>
<p>VI. Community College Survey of Student Engagement (CCSSE)</p>	<p>Meeta</p>	<p><u>Issues Discussed:</u> AVC has participated in the CCSSE since 2008. It is conducted every two years with random sampling of all different course sections/subjects. Look at our benchmark report and the questions associated with each of the five benchmarks, and bring some ideas for the Think Tank to focus on for improvement.</p>
<p>VII. Budget Resource Requests</p>	<p>Shami</p>	<p><u>Issues Discussed:</u> The budget resource request process was explained from program review to the budget system. Budget Requests should be thought through and included in your upcoming program review. We should be planning for FY 25-26.</p>
<p>VIII. Budget Scoring Instructions</p>	<p>Wendy</p>	<p>A demonstration of accessing the Budget System and scoring resource requests was given. A handout was provided and emailed to Budget Committee members.</p> <p><u>Action Item:</u> The Budget Committee needs to score resource requests. The scoring window is open from 9/18 to 10/1.</p>