



<h2 style="margin: 0;">Strategic Planning Committee Agenda</h2>	<p>Wednesday, September 6, 2017 SSV-151 2:30pm – 4:00pm</p>
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Type of Meeting: Regular Note Taker: Jerene Kelly Please Review/Bring: Agenda, Minutes and Supporting Documents
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Committee Members:

Co-Chair: Van Rider (AS: President) Co-Chair: Meeta Goel (Dean, IERP/Library) Liette Bohler (Faculty Union) Carolyn Burrell (AS: Library Faculty) Michael Dioquino (ITS) Elizabeth Diachun (Exec. Director, Marketing) Wendy Dumas (Business Services) Kim Fite (Classified Union) Kyle Faber (Classified Union) Rosa Fuller (AS: Student Services Faculty) Doug Jensen (Exec. Director, Facilities) Angela Koritsoglou (Faculty Union)	Laureano Flores (Dean: Academic Affairs) Connie Martinez (ASO) Suzanne Olson (Classified: Acad. Affairs) Jenell Paul (Classified, Student Services) LaDonna Trimble (Dean, Student Services)
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Ex-Officios:
 Ed Knudson (Superintendent/President)
 Mark Bryant (EVP, Human Res.)
 Bonnie Suderman (EVP, Academic Affairs)
 Erin Vines (EVP, Student Services)

Items	Person	Action
I. Approval of Minutes: August 9, 2017	All	
II. Opening comments from the Co-Chairs	Meeta & Van	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
III. Subgroup/Committee Reports	All	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
IV. 2017-2018 Adopted Budget (attached)	Diana	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
V. Input from Planning Group for September 29 th College-Wide Retreat (handout)	Meeta	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
VI. SPC Membership Update (handout)	Meeta	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>



NEXT MEETING DATE:	October 4, 2017
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<p style="text-align: center;"> SPC MEETING DATES (JULY 1, 2017 – JUNE 30, 2018) SSV-151 @ 2:30 – 4:00PM 2017– 2018 SPC MEETINGS (1ST WEDNESDAY/MONTHLY) </p>		
July 5, 2017 (Cancelled)	November 1, 2017	March 7, 2018
August 2, 2017 (rescheduled for Aug. 9)	December 6, 2017	April 11, 2018 (date changed due to spring break, April 2nd – 7th)
September 6, 2017	January 3, 2018	May 2, 2018
October 4, 2017	February 7, 2018	June 6, 2018



Strategic Planning Committee Minutes		Wednesday, August 9, 2017 SSV-151 2:30pm – 4:00pm
Type of Meeting: Regular Note Taker: Jerene Kelly Please Review/Bring: Agenda, Minutes and Supporting Documents		
Committee Members: Co-Chair: Mr. Van Rider (AS: President) Angela Koritsoglou (Faculty Union) - <i>Absent</i> Co-Chair: Dr. Meeta Goel (Dean, IERP/Library) Connie Martinez (ASO)- <i>Absent</i> Liette Bohler (Faculty Union)- <i>Absent</i> Suzanne Olson (Classified: Acad. Affairs) Carolyn Burrell (AS: Library)- <i>Absent</i> Jenell Paul (Classified, Student Services) Michael Dioquino (ITS)- <i>Absent</i> LaDonna Trimble (Dean, Student Services)- <i>Absent</i> Elizabeth Diachun (Exec. Director, Marketing) Ex-Officios: Wendy Dumas (Business Services) Ed Knudson (Superintendent/President) Kim Fite (Classified Union) Mark Bryant (EVP, Human Res.) Kyle Faber (Classified Union) - Proxy Pamela Ford Bonnie Suderman (EVP, Academic Affairs) Doug Jensen (Exec. Director, Facilities) – Proxy Jared Simmons Erin Vines (EVP, Student Services)		
Items	Person	Action
I. Approval of Minutes: May 3, 2017	All	Approved as presented.
II. Opening comments from the Co-Chairs (handout)	Meeta & Van	Issues Discussed: Dr. Goel commented on the SPC membership list. She informed everyone that she put out a call to fill the needed positions. The Marketing & Foundation positions are going to CCC on September 13 th . She asked that each member get a proxy for the meetings. Action Taken: Follow Up Items:
III. Subgroup/Committee Reports	All	Issues Discussed: No reports Action Taken: Follow Up Items:
IV. Mission Statement Review	Ed	Issues Discussed: Mr. Knudson distributed and reviewed the college mission statement with the committee. He stated that periodically we have to review the mission statement of the college, and it goes through a process. The current mission statement went through a process two years ago and was completed at the college-wide retreat at the end of September of that year. “Antelope Valley Community College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success, offering value and opportunity in service to our community.” This statement is the language that was decided on at that time through an editing process. It has to go through a full college review and then to the Board for approval. This process should occur periodically at least every 3 years. It was found two years ago that there were 4 different published mission statements throughout the college. The current one has been used consistently for the last two

		<p>years, which is in our accreditation documents, our catalog, and approved by the Board. He asked everyone to review (not so much editing the language of the mission) to see if there's something that changed at the college that would have shifted the mission in some other fashion. After reviewing it in SPC, it will go to the college-wide planning retreat on September 29th for college-wide review, and then to the October Board for approval. There was further discussion on the punctuation after the word "opportunity" in the last sentence. It was noted that it was grammatically correct in the catalog. The mission statement will read as follows:</p> <p>"Antelope Valley Community College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success, offering value and opportunity, in service to our community."</p> <p>Mr. Knudson said that once a month he is going to try and start attending meetings to be involved. He said that AVC needs to focus on the planning structures of the college. Part of it is in our QFE process that we put for accreditation and the other part is that planning & program review drives the budget process. We already started and have been through half the process and the 'All College Planning Retreat' will bring the college together to look at the pieces of the Strategic Plan for the next 3 years. The planning we are doing now is for 2018-2019. He stressed that it's really important that everyone get involved and engage as much as possible in the Strategic Plan so that our program reviews, unit plans, and annual updates all reflect budget requests for budget allocation for 2018-2019 to meet those planning ideas.</p> <p><u>Action Taken:</u> Mr. Knudson will correct the BP by adding the comma after the word "opportunity."</p> <p><u>Follow Up Items:</u></p>
<p>V. The Chronicle's Great Colleges to Work for 2017: AVC's Results (handout)</p>	<p>Meeta</p>	<p><u>Issues Discussed:</u> Dr. Goel discussed and distributed a handout entitled, "The Chronicle: 2017 Great Colleges to Work For" survey. She shared with the committee the results of the survey that was done in the spring at AVC for the first time. Dr. Goel explained and reviewed with the committee the topline results by job category percentages in the various categories (overall, administration, faculty, exempt prof. staff, non-exempt staff, and adjunct faculty). She asked each person representing their area at SPC to please share the results/information with their Department and/or Division.</p> <p><u>Action Taken:</u> <u>Follow Up Items:</u></p>
<p>VI. 2017-2020 College Wide Priorities and other EMP Materials from the July 2017 Admin. Council Retreat (attached)</p>	<p>Meeta</p>	<p><u>Issues Discussed:</u> Dr. Goel discussed and reviewed with the group the "AVC Strategic Plan 2016-2019 (following the fall 2016 college-wide retreat)," the "Progress on President's Goals," and the "College-Wide Priorities 2017-2020," and the over-arching priorities (Marketing & Outreach, Community Participation, and EMP Goal#1). Dr. Goel wasn't able to</p>



		<p>attend the "Administration Council Retreat," and asked the people who attended if they had anything to add...no one had anything to share with the committee.</p> <p>Dr. Goel noted that the President shared with her a request was made at the Admin. Council Retreat to schedule a few brown bag meetings for people who need assistance with their unit plans. The meetings will be led by the President on August 11th & 25th and September 8th & 22nd (Friday's) in the staff lounge at 8:30a.m. She asked that everyone let their area know about the meetings. Dr. Goel will create a 2017-2020 Strategic Planning template and pull some of the information from the 2016-2019 goals.</p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
VII. Prep for the September 29 th , 2017 College-Wide Planning Retreat (handout)	Meeta	<p><u>Issues Discussed:</u></p> <p>Dr. Goel share that after the last retreat there were 13 people who volunteered to help out with the retreat for this year. Everyone was contacted, and she asked if there were others interested in volunteering this year.</p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
NEXT MEETING DATE:		September 6, 2017

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2017-2018 Adopted Budget

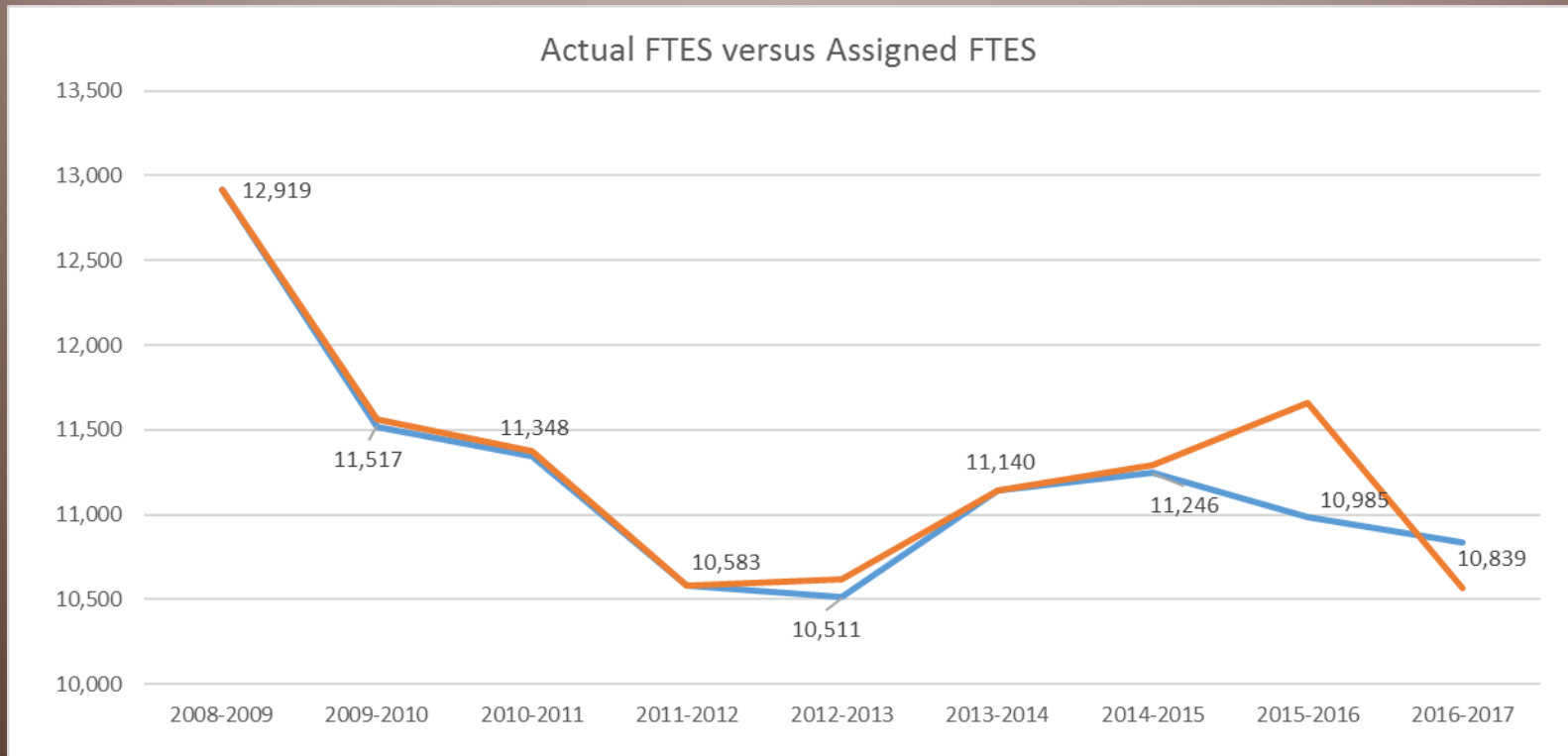


Strategic Planning Committee
September 6, 2017

Diana Keelen, Executive Director of Business
Services



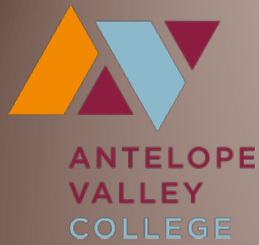
Actual FTES





2016-2017 Unrestricted Estimated Actuals

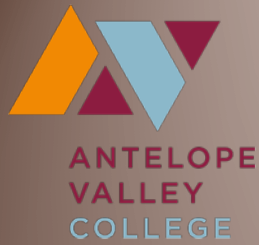
Beg. Balance	\$20,877,692
Revenue	\$63,898,434
Expenses	\$69,962,498
Ending Fund Balance	\$14,813,628
Surplus/(Deficit)	\$(6,064,064)
One Time Committed Funds & Assigned Reserves	\$(1,113,364)
Unassigned Ending Fund Balance	\$13,700,264
Unassigned Reserve %	20%



2017-2018 Enacted Budget

Ongoing Funds

Item	2016-17 Enacted Totals	2017-18 Governor's January Proposal	2017-18 May Revision	Conference Committee	Notes
Ongoing Funds					
Cost of Living Adjustment (COLA)	0%	\$94.1 M (1.48%)	\$97 M (1.56%)	\$97 M (1.56%)	
Enrollment Growth	2%	\$79.3 M (1.34%)	\$57.8 M (1%)	\$57.8 M (1%)	Allows the system to serve around 24,000 more students.
Base Augmentation	\$75 M	\$23.6 M	\$183.6 M	\$183.6 M	
Student Success and Support Program (SSSP)	No Augmentation	No Augmentation	No Augmentation	No Augmentation	
SSSP - Equity	No Augmentation	No Augmentation	No Augmentation	No Augmentation	
Workforce & CTE Pathways	\$248 M	No Augmentation	No Augmentation	No Augmentation	
Basic Skills	\$30M	No Augmentation	No Augmentation	No Augmentation	
Part-Time Faculty Office Hours	\$3.6 M	No Augmentation	No Augmentation	\$5 M	
COLA for EOPS, DSPS, Cal Works, Childcare Tax Bailout	0%	\$5.6 M (1.48%)	\$5.6 M (1.56%)	\$5.6 M (1.56%)	
Full-Time Student Success Grants	\$41.2 M	No Augmentation	\$5 M	\$25 M	Full-time, Cal Grant B recipients
Completion Incentive Grants				\$25 M	For student who complete Education Plan and take 15 units.
Financial Aid Administration				\$1 M	
Online Education	No Augmentation	\$10 M	\$10 M	\$10 M	



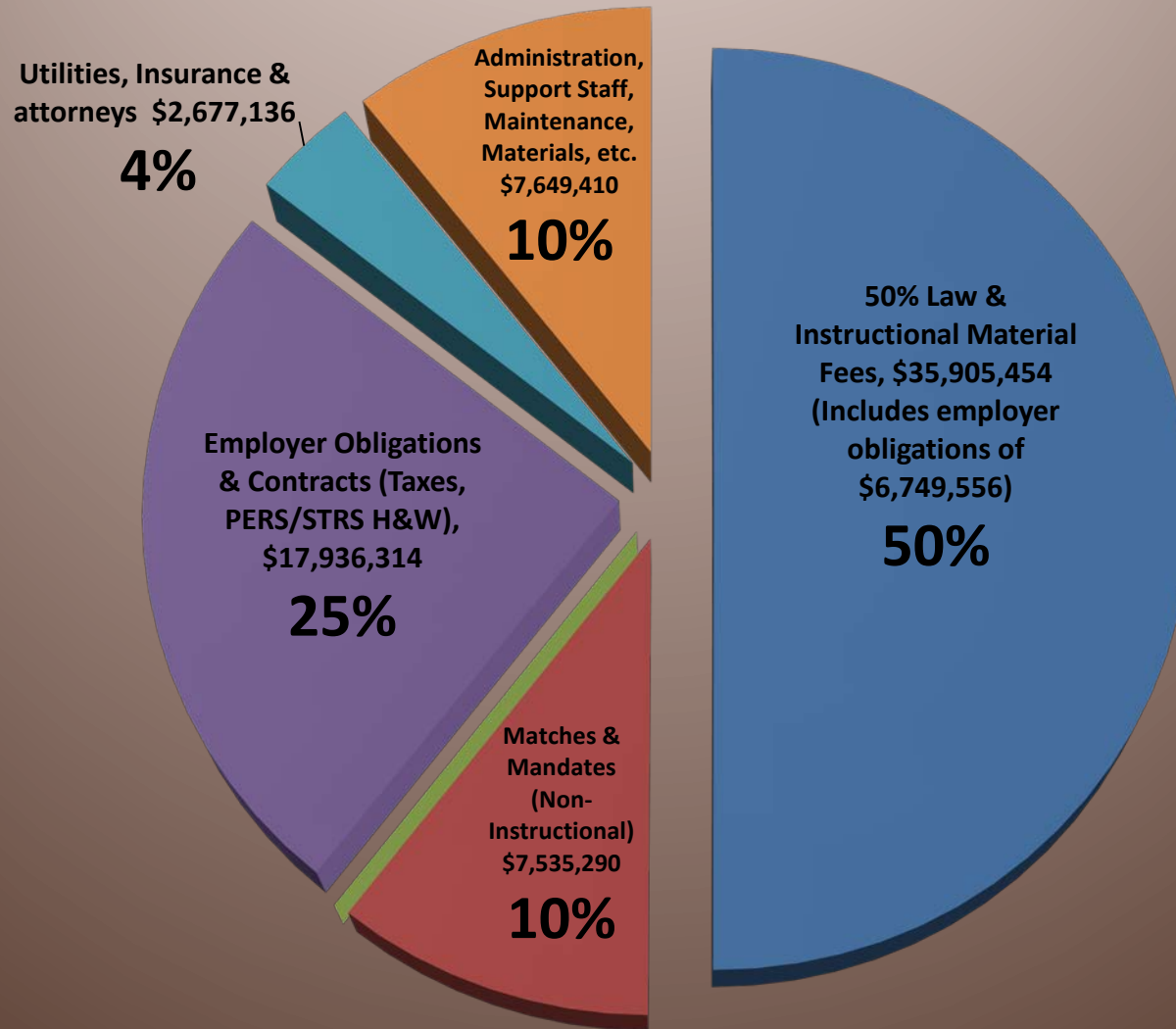
2017-2018 Enacted Budget

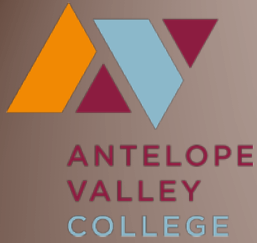
One Time Funds

Item	2016-17 Enacted Totals	2017-18 Governor's January Proposal	2017-18 May Revision	Conference Committee	Notes
One-Time Funds					
Guided Pathways		\$150 M	\$150 M	\$150 M	Amends trailer bill language: (1) clarify the Guided Pathways four pillar framework; (2) clarify the funds will be used for release time, professional development, and technology solutions; (3) CO authority to require program criteria, qualitative and quantitative indicators; and (4) requires annual report. More TBL details to come.
Integrated Library Systems		\$6 M	\$6 M	\$6 M	
Deferred Maintenance & Instructional Equipment		\$43.7 M	\$135.8 M	\$76.8 M	Will be released in 2017-2018
COLA Mandates Block Grant				\$0.5 M	One-Time
Prop 39 Clean Energy Job Creation Fund		\$52.3 M	\$46.5 M	\$46.5 M	
EEO Program		None	\$1.82 M	\$1.82 M	One-time from FON penalties
Veterans Resource Center				\$7 M	\$5 M one-time, including \$2 M one-time for Norco, plus \$5 M ongoing with TBL.
Campus Sexual				\$2.5 M	One-time
Academic Senate				\$1 M	One-time for the development of C-ID system
Hunger Free				\$2.5 M	One-time
Economic Workforce Development Grants				\$8 M	Workforce incentive grants for regions with high unemployment (one-time)
Umoja				\$2.5 M	
Mental Health				\$4.5 M	One-time
Compton College				\$11.3 M	
Innovation Awards		\$20 M	\$20 M	\$20 M	Focus areas to be determined by CCC Chancellor, TBL with criteria.



2017-2018 "Unrestricted" Adopted Budget Expenses





Major Unrestricted Fund Expenditure Changes

Exhibit A				
2016-2017 Budget Changes to 2017-2018 Adopted Budget				
	Change	Increase	Decrease	Total
1	Increase in Step & Column Estimates	\$ 356,511		
2	Notification to change board elections to even years	\$ 67,000		
3	Increase in OPEB Actuarial Study Costs to implement GASB 74/75	\$ 7,000		
4	Security Contract Increase including 2 additional Sheriffs for Palmdale	\$ 160,867		
5	Minimum Wage Increase from \$10 to \$11 Jul-Dec 2017 & \$11 to \$12 Jan-Jun 2018	\$ 153,510		
6	Decrease in liability insurance 20%. Moved from SIRMA to SWACC		\$ (130,129)	
7	Removal of 2% one time off schedule salary increase		\$ (1,017,174)	
8	Removal of Central Plant Payment		\$ (510,994)	
9	Administrative Assistant for Palmdale Center Dean	\$ 72,222		
10	Removal of one-time approved resource allocation funds 16-17		\$ (250,000)	
11	1.56% COLA on salaries & benefits	\$ 794,563		
12	Reclassification of classified & confidential employees	\$ 64,961		
13	Faculty retirements & replacement difference	\$ 187,953		
14	Palmdale Center Rent (\$500K covered by Palmdale Redevelopment funds) \$463K covered by Lancaster Redevelopment	\$ -		
15	Increase in Utilities Expense & Desert Haven increase	\$ 96,480		
16	STRS increase from 12.58% to 14.43%	\$ 433,766		
17	PERS increase from 13.05% to 15.53%	\$ 434,266		
18	5% of categorical salaries reserve	\$ 154,740		
19	Resource Allocation Funding Ongoing Staffing	\$ 452,211		
20	Reduction in Hourly Budget from Ongoing Staffing		\$ (31,697)	
21	25% reduction in hourlyls		\$ (320,000)	
21	Resource Allocation Funding Ongoing Non Staffing	\$ 81,375		
22	Resource Allocation Funding One-Time	\$ 98,875		
23	Sport Physicals with Drug Testing	\$ 16,000		
24	CDC Shade Structure-Deemed unsuitable by facilities	\$ 25,000		
25	Set aside for 4.5% H&W increase subject to negotiations	\$ 286,797		
26	Library Books and other reference materials (includes Palmdale)	\$ 75,000		
	Total Increase (Decrease)	\$ 4,019,097	\$ (2,259,994)	\$ 1,759,103

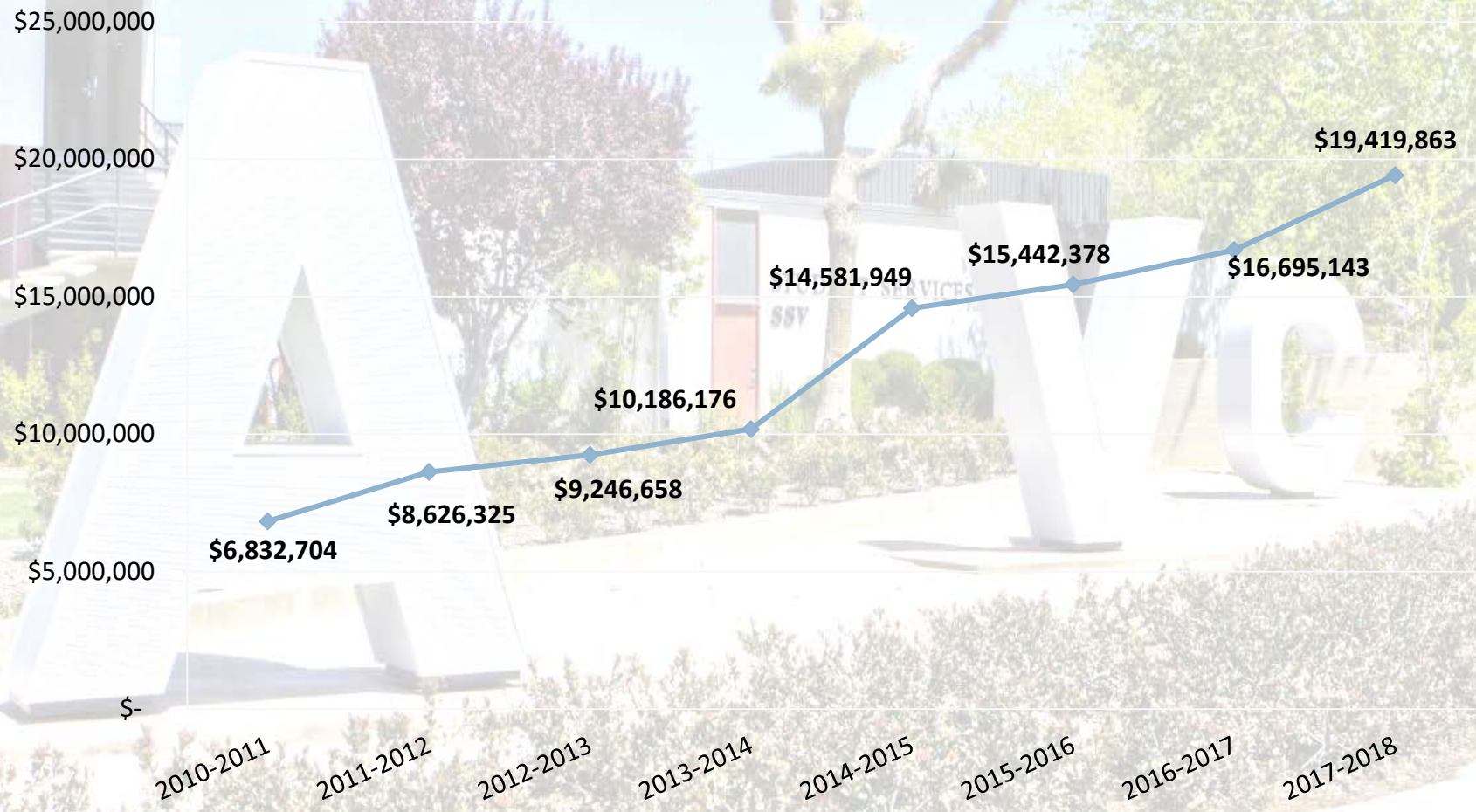


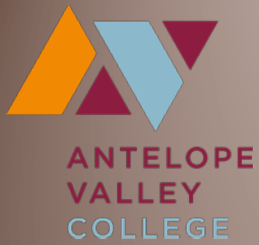
2017-2018 Unrestricted Adopted Budget

Beg. Balance	14,813,628
Revenue	65,775,955
Expenses	71,703,604
Ending Fund Balance	8,885,979
Surplus/(Deficit)	(5,927,649)
One-Time Committed Funds & Assigned Reserves	(400,073)
Unassigned Ending Fund Balance	8,485,906
Reserve %	12%



Grants & Categorical Programs





2017-2018 AVC Budget

2017-2018 Adopted Budget										
Fund	Name	Beginning Balance	Revenue	Expenditures	Ending Balance	Committed/Assigned Reserves	Surplus/ Deficit	Unrestricted Balance	Reserve	% of overall budget
	<i>General Fund</i>									
10	Unrestricted	14,813,628	65,775,955	71,703,604	8,885,979	(400,073)	(5,927,649)	8,485,906	12%	36.17%
13 & 14	Restricted	5,439,755	19,532,871	21,355,476	3,617,150		(1,822,605)			10.77%
21	Bond Interest & Redemption	15,407,577	13,137,153	13,079,237	15,465,493		57,916			6.60%
41	Capital Outlay Fund	3,895,273	2,638,184	6,233,290	300,167		(3,595,106)			3.14%
42	Revenue Bond Construction	132,595,930	312,612	47,211,542	85,697,001		(46,898,930)			23.82%
51	Bookstore	922,660	882,992	967,369	838,283		(84,377)			0.49%
52	Cafeteria	(88,365)	343,998	382,950	(127,317)		(38,952)			0.19%
33	Child Development Center	0	746,156	746,156	0		0			0.38%
72	Student Rep	298,532	35,895	50,000	284,427		(14,105)			0.03%
74	Financial Aid	861,108	35,952,827	36,200,868	613,067		(248,041)			18.26%
75	Scholarships & Loan	58,635	296,499	297,445	57,689		(946)			0.15%
Antelope Valley College Budget			139,655,142	198,227,936			(58,572,794)			100.00%



**ANTELOPE
VALLEY
COLLEGE**

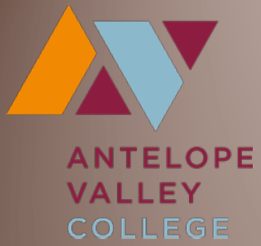
Page 14
of Budget
Narrative

2017-2018					Allocation	BC Recommend	EC Decision				
Meeting Date						7/26/2017	8/4/2017				
On Going Funds Available					500,000	502,488	501,890				
2017-2018 Summary All Classified & CMS by Score					Requested		Budget Committee Recommendation		Executive Council Decision		
Position Title	Points	Rank	Total	Cumulative	Allocate	Cumulative	Allocate	Cumulative	Comments	Net Effect	Cumulative
IERP: Director*	275	4	123,061	123,061	123,061	123,061	123,061	123,061	Research Analyst can be charged to categorical program	35,673	35,673
Grounds Irrigation Equipment	295	1	67,082	190,143	67,082	190,143	67,082	190,143			225,817
Facilities Services: Project	290	Tie 1	115,485	305,628	115,485	305,628					
Information Tech.: Project Manager	290	Tie 1	115,485	421,113	115,485	421,113	115,485	305,628	Temp move to Permanent. Fill Programmer Position	16,728	242,545
Facilities Services: Transportation Driver *	276	Tie 2	56,108	477,220	0						
Business Services: Budget	276	3	90,087	567,307	0						
Student Services: Education	275	4	79,882	647,189	0						
Information Tech. : Administrative Assistant	266	5	73,137	720,325	0		73,137	378,764			315,681
IERP: Library Assistant	246	to 6	56,108	776,433	0						
Academic Affairs: Lab Tech. - Ceramics/Photo	237	Tie 7	73,137	849,570	0						
Student Services: Clerical I	236	Tie 7	55,256	904,826	0						
Business Services: Warehouse Assistant	233	9	63,394	968,219	0		31,697	410,461	50% FTE, Reduce Hourly Budget	0	315,681
Academic Affairs: Lab Tech. -	232	10	73,137	1,041,356	0						
Business Services: Sound	227	11	84,800	1,126,156	0						
Information Tech.: Systems Administrator	222	12	105,094	1,231,249	0						
Business Services: Stage	217	5	90,087	1,321,336	0						
Facilities Services: Maintenance Assistant	212	13	63,394	1,384,730	0						
Business Services: House	208	6	90,087	1,474,817	0						
Information Tech.: Help Desk Coordinator *	203	14	73,137	1,547,953	0						
Student Services: Education	202	15	79,882	1,627,835	0						
Academic Affairs: Instructional Aide-Welding/Auto *	193	16	77,552	1,705,387	0						
2017-2018 Palmdale Positions											
Position Title			Total	Cumulative	Allocate	Cumulative	Allocate	Cumulative	Comments	Net Effect	Cumulative
Library Tech			73,137	73,137	0		73,137	400,000			388,838
Physical Sciences Lab Tech			73,137	146,273	0						
Maintenance Assistant			63,394	209,667	0		31,697	515,395	50% FTE		420,515



STRS

	Employer
2013-2014	8.25%
2014-2015	8.88
2015-2016	10.73
2016-2017	12.58
2017-2018	14.43
2018-2019	16.28
2019-2020	18.13
2020-2021	19.1



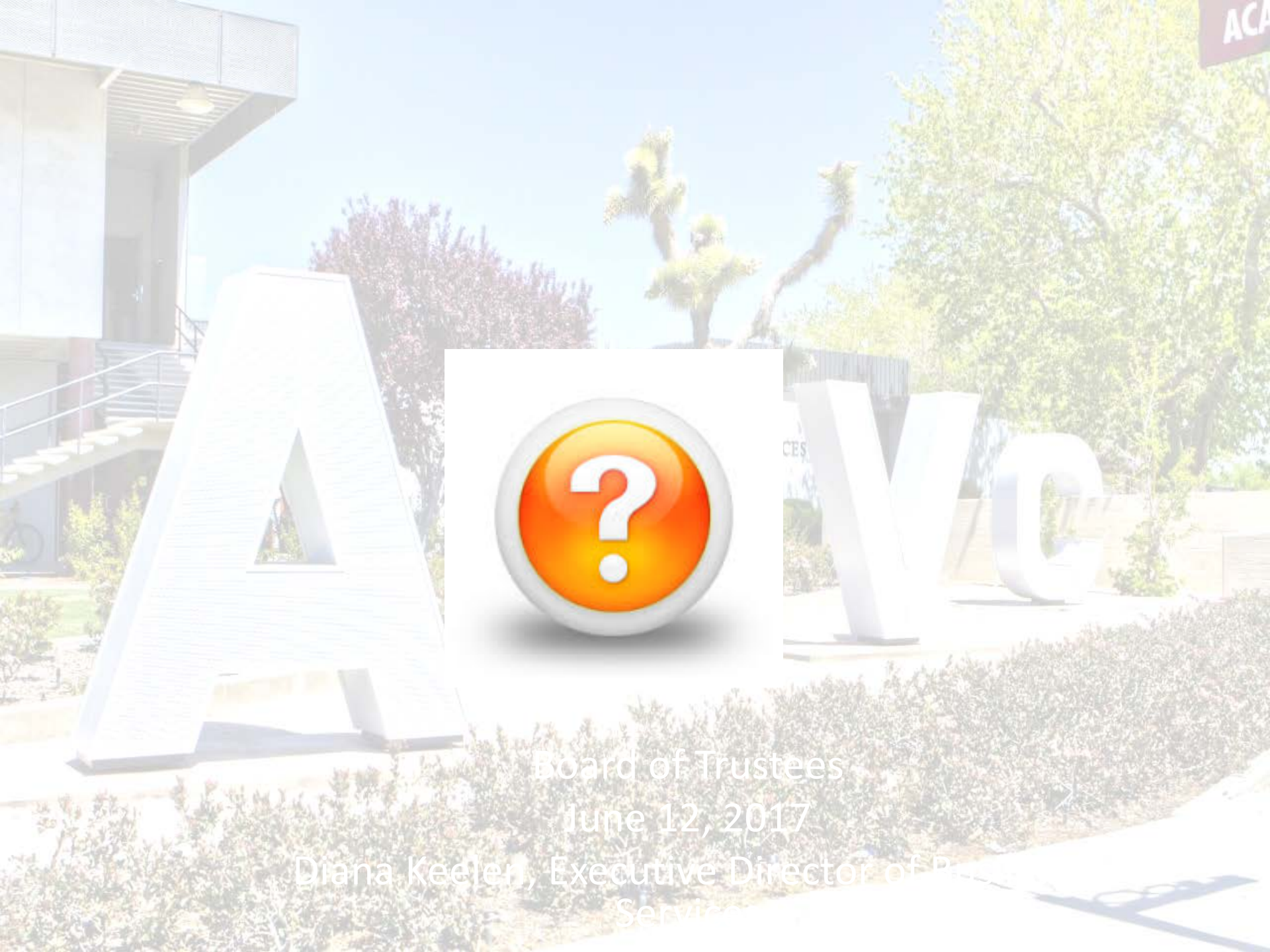
PERS

	Employer
2013-2014	11.44%
2014-2015	11.77
2015-2016	11.85
2016-2017	13.89
2017-2018	15.53
2018-2019	18.1
2019-2020	20.8
2020-2021	23.8



3 Year Budget Projection

	2018-2019	2019-2020	2020-2021
Begin Balance	8,885,979	4,127,738	-1,551,898
Revenues	67,697,609	66,950,109	66,950,109
Expenditures	72,205,850	72,629,746	73,673,199
Ending Balance	4,127,738	-1,551,898	-8,274,988
Surplus/Deficit	-4,508,241	-5,679,636	-6,723,089
Assigned	-500,000	-500,000	-500,000
Unassigned	3,627,738	-2,051,898	-8,774,988
Unassigned Reserve %	5.0%	-2.8%	-11.9%



Board of Trustees

June 12, 2017

Diana Keeler, Executive Director of Business
Services