

STRATEGIC PLANNING COMMITTEE BUDGET COMMITTEE	WEDNESDAY, JANUARY 17, 2024
AGENDA	2:30 PM – 4:00 PM
	SSV 236

TYPE OF MEETING: SPC & BC Joint Meeting
NOTE TAKERS: Jerene Kelly / Amanda Khatib
PLEASE REVIEW/BRING: Agenda, Minutes, and Supporting Documents

<p>Strategic Planning Committee Members:</p> <ol style="list-style-type: none"> Meeta Goel, Co-Chair (Dean, IERP/Library) Hal Huntsman, Co-Chair (AS: President) Michael Dioquino (Exec. Director or Designee-IT) Jim Landreth (Classified Union: CTE) James Nasipak (Director, Business Services) Jenell Paul (Classified: Student Services) Rodney Schilling (AS: Counseling Faculty) Casey Scudmore (?) Kim Sennett (AS: CTE/Vocational Faculty) Veronica Sirotzki (Classified Union) Jill Zimmerman (Dean, Student Services) Leslie Saldivar (ASO Rep.) Emmanuella Agyeman (ASO Rep.) Michael Carey (AS: Adjunct Faculty) Linda Parker (AS: Library Faculty) Vanessa Escobar (Interim Director: Student Equity) Tamira Palmetto (Co-Chair Enrollment Mgmt) <p>Vacant Faculty Union</p>	<p>Budget Committee Members:</p> <ol style="list-style-type: none"> Sarah Johnston, Co-Chair (Exec. Dir., Fiscal & Fin. Services) Hal Huntsman, Co-Chair (AS: President) Dang Huynh (Adjunct Faculty, Proxy, Noah Stepro) Gem DeJesus (ASO: Student Rep.) Suzanne Olson (Classified Staff) Angela Musial (CMS Staff) Ben Partee (Interim Dean, Athletics & Kinesiology) LaDonna Trimble (Dean, Student Services) Marvin Guzman (Facilities) Karen Heinzman (Faculty) James Firth (Human Resources) Daniel Conner (ITS) Stacey Adams (Program Review Committee) Pamela Ford (Classified Union) Kent Moser (Faculty Union) Andrea Brown (FY/SY Experience) 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, Administrative Services)
Kathy Bakhit (VP, Academic Affairs)	Idania Padron (VP, Student Services)
Lauren Elan Helsper (VP, Human Resources)	Alejandro Guzman (Exec. Director, Marketing)

AGENDA ITEMS	PERSON(S) RESPONSIBLE	ISSUES DISCUSSED / ACTION ITEMS
INFORMATION/DISCUSSION ITEMS:		
I. Approval of Minutes for Joint SPC-BC Meetings on October 4 th and Nov. 14, 2023	All	
II. Opening Comments from Co-Chairs	Meeta, Sarah & Hal	
III. Educational Service Plan Presentation	Dr. Fred Trapp	Issues Discussed
IV. Vision-Aligned Reporting <ul style="list-style-type: none"> Vision 2030 Goals & Metrics: https://www.cccco.edu/About-Us/Vision-2030/outcomes-and-metrics Vision-Aligned Reporting: https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/vision-aligned-reporting 	Meeta	Issues Discussed:
V. Guided Pathways Representative on SPC	Nate	Issues Discussed:
VI. Next Joint Meeting (TBD)	Meeta, Sarah, Hal	

STRATEGIC PLANNING COMMITTEE BUDGET COMMITTEE MINUTES	WEDNESDAY, OCTOBER 4, 2023 2:30 PM – 4:00 PM SSV 236
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TYPE OF MEETING: SPC & BC Joint Meeting
NOTE TAKERS: Jerene Kelly / Amanda Khatib
PLEASE REVIEW/BRING: Agenda, Minutes, and Supporting Documents

<p>Strategic Planning Committee Members: *Present</p> <ol style="list-style-type: none"> 1. Meeta Goel, Co-Chair (Dean, IERP/Library) * 2. Hal Huntsman, Co-Chair (AS: President) * 3. Michael Dioquino (Exec. Director or Designee-IT) * 4. Jim Landreth (Classified Union: CTE) 5. James Nasipak (Director, Business Services) 6. Jenell Paul (Classified: Student Services) 7. Rodney Schilling (AS: Counseling Faculty) * 8. Casey Scudmore (?) 9. Kim Sennett (AS: CTE/Vocational Faculty) 10. Veronica Sirotzki (Classified Union) 11. Jill Zimmerman (Dean, Student Services) * 12. Leslie Saldivar (ASO Rep.) * 13. Emmanuella Agyeman (ASO Rep.) 14. Michael Carey (AS: Adjunct Faculty) * 15. Linda Parker (AS: Library Faculty) * 16. Vanessa Escobar (Interim Director: Student Equity) 17. Tamira Palmetto (Co-Chair Enrollment Mgmt) <p><u>Vacant</u> Faculty Union</p>	<p>Budget Committee Members:</p> <ol style="list-style-type: none"> 1. Sarah Johnston, Co-Chair (Exec. Dir., Fiscal & Fin. 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. Svetlana Deplazes (Enrollment Management) 10. Marvin Guzman (Facilities) 11. Karen Heinzman (Faculty) 12. James Firth (Human Resources) 13. Daniel Conner (ITS) 14. Stacey Adams (Program Review Committee) 15. Pamela Ford (Classified Union) 16. Kent Moser (Faculty Union) 17. Andrea Brown (FY/SY Experience) 18. Kevin North (Outcomes Committee) <p><u>Vacant</u> Adjunct Faculty Staff Outcomes Committee</p>
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Ex-Officio's

Jennifer Zellet (Superintendent/President) *	Shami Brar (VP, Administrative Services) *
Kathy Bakhit (VP, Academic Affairs) *	Idania Padron (VP, Student Services) *
Lauren Elan Helsper (VP, Human Resources) *	Alejandro Guzman (Exec. Director, Marketing) *

AGENDA ITEMS	PERSON(S) RESPONSIBLE	ISSUES DISCUSSED / ACTION ITEMS
INFORMATION/DISCUSSION ITEMS:		
I. Approval of Minutes for Joint SPC-BC Meeting on March 22, 2023	All	The minutes were approved as presented.
II. Opening Comments from Co-Chairs	M. Goel H. Huntsman S. Johnston	The Co-Chairs welcomed SPC and BC to the joint meeting.

<p>II. AVC SERVES 2023-2026 Strategic Plan Draft Goals</p>	<p>Hal & Meeta</p>	<p><u>Issues Discussed:</u> SPC wants feedback about Goals #1, 2, & 6 for the three potential goals for our long-term Strategic Goals, especially #6, because it has an “OR” in the text, and we couldn’t decide which was best. The three goals are: #1-Service: Realign college policies, practices, and processes to remove barriers and to become more effective, efficient, and responsive to students, employees, and the community. #2-Equity: Improve the college culture by becoming a more caring, welcoming, accessible, and inclusive campus. #6-Success: Become a more student-focused college to enrich the student experience and boost success rates; ‘OR’ boost success rates by prioritizing the student experience. The Executive Council and Academic Senate feedback was that “boost success rates by prioritizing the student experience” was preferred.</p>
<p>III. Roles of SPC and BC (SPC-BC Flow Chart attachment)</p>	<p>Hal & Meeta</p>	<p><u>Issues Discussed:</u> SPC-BC reviewed and discussed the roles of SPC and BC according to the presented flow chart. It was suggested to rejoin the committees. Several members gave their understanding and knowledge of the history of SPC & BC as one group. Getting the small group to work on the AP & BP 3250 Institutional Planning verbiage and the diagram (SPC-BC flowchart) was recommended. <u>Action Item:</u> Create a small group to discuss what they want the flowchart to look like and come back with a plan. Michael, Alejandro, Shami, LaDonna, and Leslie agreed to join the group and work on these discussion items.</p>
<p>IV. Next Steps for Planning (attachment)</p>	<p>Meeta & Hal</p>	<p><u>Issues Discussed:</u> The next steps are to modify and get the draft goals to the areas for them to tie their work to them. It was discussed whether SPC-BC should continue (or not) and no longer follow the 2017 diagram (SPC & BC), revert to AP2510 (dissolve the budget committee), and become a subgroup (as it is in AP2510.) <u>Action Item:</u> <ul style="list-style-type: none"> •Everyone was asked to share the three goals with their areas, to visit the homepage, and to review the mission, vision, and values because the mission and vision have not been revised since 2014. •The new group will further discuss recombining the Strategic Planning and Budget Committees as one group. </p>
<p>V. Budget Calendar</p>	<p>Sarah</p>	<p><u>Issues Discussed:</u> The budget calendar was presented when the Governor proposed his budget until the Adopted Budget was presented to the Board of Trustees in September for approval.</p>
<p>VI. SCFF Scenario</p>	<p>Sarah</p>	<p><u>Issues Discussed:</u> As of 2022-2023 Emergency Conditions Allowance sunsets, we were protected for a while under this. SCFF hold harmless is active through 2024-2025. FY 2022-23, our 320 reports showed an Annual FTES of ~9,002, and then we did our recalculation, which was ~9,043. 2024-25 funding will be the new SCFF hold harmless provision floor. Starting in 2025-26, districts will be funded at their SCFF generated amount for that year or their “floor” (2024-25 funding amount).</p>
<p>VII. Revised Budget Committee Meeting Schedule FY 23-24 (attachment)</p>	<p>Sarah</p>	<p><u>Issues Discussed:</u> The revised Budget Committee meeting schedule was presented to align with how the budget cycle works.</p>

VIII. Budget Committee Role	Sarah	<p><u>Issues Discussed:</u> The definition of participatory governance and how the Budget Committee is designed to allow those on campus to have a voice but that the decisions are made ultimately at the Executive Council, President, and Board level was presented. The committee's role is to give the Budget to the committee for feedback in the planning and development stage, resource allocation and request process, budget review, and monitoring with budget vs. actuals, thus allowing the committee to provide recommendations to leadership. The Budget Committee also provides transparency, which bridges the Administration and the rest of the campus. This also allows for departments to advocate externally for funding.</p>
IX. 320 Recalculation for 2022-2023	Sarah	<p><u>Issues Discussed:</u> A demonstration was provided with the District being in an out-of-stability scenario utilizing the SCFF calculator and built-in assumptions. She displayed the TCR calculations with details on the SCFF calculation, minimum revenue commitment calculation, and prior year TCR stability calculation.</p>
NEXT SPC & BC JOINT MEETING: November 15, 2023		



STRATEGIC PLANNING COMMITTEE BUDGET COMMITTEE DRAFT MINUTES	WEDNESDAY, NOVEMBER 15, 2023 2:30 PM – 4:00 PM SH 219
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NOTE TAKERS: Jerene Kelly / Amanda Khatib
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 for Joint SPC-BC Meeting on October 4, 2023	All	It was motioned to shorten, summarize the minutes, and remove the information in red. The approval of the minutes was tabled until the next joint meeting.
II. Opening Comments from Co-Chairs	Meeta, Hal, Sarah	The co-chairs like to get the goals approved and move forward with the next steps.
III. Approve Strategic Plan Goals (attachment)	Hal & Meeta	<p><u>Issues Discussed:</u></p> <p>It was motioned to approve all three goals (1,2 and 6), with the sixth goal using the second part.</p> <p>#1-Service: Realign college policies, practices, and processes to remove barriers and to become more effective, efficient, and responsive to students, employees, and the community.</p> <p>#2-Equity: Improve the college culture by becoming a more caring, welcoming, accessible, and inclusive campus.</p> <p>#6-Success: Boost success rates by prioritizing the student experience.</p> <p>The next step is for the committee to develop a template for the</p>

		2023-2026 plan, which adds these goals and provides the areas with key initiatives that are going on (ex., Vision 2030, Guided Pathways, Achieving the Dream). The areas will come up with what they will be doing to help further these goals.
IV. Update from Facilities	Shami	<u>Issues Discussed:</u> The Educational Service Plan was recently updated. The first Facilities sub-committee meeting is planned to be held in January.
V. Report Back from the sub-committee that met to discuss our structural question.	Hal	<i>It was motioned and approved to add this agenda item.</i> <u>Issues Discussed:</u> The SPC-BC sub-committee had a meeting regarding the strategic planning and budgeting committees. The discussion was centered around what comes from SPC-BC being two separate committees, as opposed to one committee, and how it trickles down to the other committees, how it all works, and how it eventually makes its way to the Program Review. A draft presentation was given on ideas for the structure of the committees.

Next Meeting: January 17, 2024