

STRATEGIC PLANNING COMMITTEE & BUDGET COMMITTEE MEETING AGENDA	WEDNESDAY, FEBRUARY 5, 2025 2:30 PM – 4:00 PM SSV 236
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TYPE OF MEETING: SPC & BC Meeting
NOTE TAKERS: Amanda Azevedo
PLEASE REVIEW/ BRING: Agenda, Minutes, and Supporting Documents

<p>Strategic Planning Committee Members:</p> <ol style="list-style-type: none"> 1. Rebecca Farley Co-Chair (VP, Student Equity & Achievement) 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 (Academic Senate: 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 (Academic Senate: Adjunct Faculty) 13. Linda Parker (Academic Senate: Library Faculty) 14. Jessica Eaton (Co-Chair Enrollment Mgmt) 15. Marissa Latuno (Health & Safety Sciences) 16. Daniel Conner (ITS Designee) <p>Vacant Equity and Student Achievement Academic Affairs (CMSA) Director, IR (CMSA) Faculty Union Academic Senate: CTE/Vocational Faculty Classified: Academic Affairs Classified: ITS</p>	<p>Budget Committee Members:</p> <ol style="list-style-type: none"> 1. Shami Brar, Co-Chair (VP, Administrative Services/CBO) 2. Hal Huntsman, Co-Chair (AS: President) 3. Janet Diaz De Leon (ASO: Student Rep.) 4. Suzanne Olson (Classified Staff) 5. Angela Musial (CMS Staff) 6. Ben Partee (Interim Dean, Athletics & Kinesiology) 7. Windy Franklin-Martinez (Interim Dean, Enrollment Services) 8. Marvin Guzman (Facilities) 9. Karen Heinzman (Faculty) 10. James Firth (Human Resources) 11. Daniel Conner (ITS) 12. Linda Parker (Program Review Committee) 13. Pamela Ford (Classified Union) 14. Kent Moser (Faculty Union) 15. Sarah Schneider (FY/SY Experience) 16. Kevin North (Outcomes Committee) <p>Vacant Adjunct Faculty Staff Enrollment Management</p>
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<p>Ex-Officio's Jennifer Zellet (Superintendent/President) Kathy Bakhit (VP of Academic Affairs) Lauren Elan Helsper (VP of People, Culture & Talent) Rebecca Farley (VP of Equity and Student Achievement)</p>	<p>Shami Brar (VP of Administrative Services) Idania Padron (VP of Student Services) Alejandro Guzman (Exec. Director of Marketing)</p>
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AGENDA ITEMS	PERSON(S) RESPONSIBLE	ISSUES DISCUSSED /ACTION ITEMS
INFORMATION/DISCUSSION ITEMS:		
I. Approval of Minutes for SP & BC October 16, 2024 Meeting	All	
II. Opening Comments from Co-Chairs	Hal, Shami, Rebecca	
III. Committee's Purpose & Goals	Hal & Rebecca	
IV. Overview of AVC Guiding Plans	Rebecca	
V. Exploration of Plan Alignment	Rebecca	
VI. Share-Out	Hal & Rebecca	
VII. Guiding Plan Timeline Overview	Rebecca	



STRATEGIC PLANNING AND BUDGET COMMITTEES JOINT MEETING MINUTES (DRAFT)	WEDNESDAY, OCTOBER 16, 2024 2:30 PM – 4:00 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
**Present*

- Strategic Planning Committee Members:**
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 (Academic Senate: 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: Student Rep.)
 11. Steve Benitez (ASO: Student Rep.) *
 12. Michael Carey (Academic Senate: Adjunct Faculty)
 13. Linda Parker (Academic Senate: Library Faculty) *
 14. Jessica Eaton (Co-Chair Enrollment Mgmt)
 15. Marissa Latuno (Health & Safety Sciences) *
- Vacant:**
 Executive Director or Designee (ITS)
 Equity and Student Achievement
 Academic Affairs (CMSA)
 Director, IR (CMSA)
 Faculty Union
 Academic Senate: CTE/Vocational Faculty
 Classified: Academic Affairs
 Classified: ITS

- Budget Committee Members:**
1. Shami Brar, Co-Chair (VP, Administrative Services/CBO)
 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. Marvin Guzman (Facilities)
 9. Karen Heinzman (Faculty) *
 10. James Firth (Human Resources)
 11. Daniel Conner (ITS) *
 12. Stacey Adams (Program Review Committee)
 13. Pamela Ford (Classified Union) *
 14. Kent Moser (Faculty Union) *
 15. Kevin North (Outcomes Committee)
- Vacant:**
 Adjunct Faculty Staff
 Outcomes Committee
 Enrollment Management

- Ex-Officio's:**
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| Jennifer Zellet (Superintendent/President)
Kathy Bakhit (VP of Academic Affairs) *
Lauren Elan Helsper (VP of People, Culture & Talent)
Rebecca Farley (VP of Equity and Student Achievement) * | Shami Brar (VP of Administrative Services)
Idania Padron (VP of Student Services)
Alejandro Guzman (Exec. Director of Marketing) * |
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AGENDA ITEMS	PERSON(S) RESPONSIBLE	ISSUES DISCUSSED / ACTION ITEMS
INFORMATION/DISCUSSION ITEMS:		
I. Approval of Minutes for SPBC June 26 th , August 28 th , and September 18 th Meetings	All	All meeting minutes were approved as presented.
II. Opening Comments from Co-Chairs	Hal, Shami, Meeta	None
III. ATD: Institutional Capacity Assessment Tool (ICAT) Tool 2.0 (attachment)	Meeta, All	The ICAT survey results were discussed, noting that 98 out of 800 employees completed it (suitable for an extended survey) with a 2.7 average capacity rating rounded to 3, indicating emerging status. Key areas for improvement include disciplined implementation. The discussion also covered the need for better data utilization and

		communication, particularly around student progress and educational costs. Everyone was asked to attend the Capacity Café meeting with the ICAT coaches on October 23 rd and share the information with their team. It was also suggested to ask the coaches about the survey completion rates and why some people started but did not finish the survey.
IV. Program Review and Area Goals	Meeta, Shami, Hal	The program review process was discussed, emphasizing the need to connect individual and Ed Service Plan goals. It was suggested that cross-references be captured for goals that fit multiple categories. The importance of aligning goals with the three prioritized goals for resource allocation was emphasized. The need for measurable goals to ensure follow-through and improvement based on data was also noted.
V. Review Budget Request Scoring Results	Wendy	There were 11 one-time and three ongoing requests in total. The scoring process and the impact of priority on funding, with some requests already funded, were also discussed. Others discussed the relationship between scoring and priority, noting the importance of justification in the budget request system. It was clarified that fund managers typically set priorities, and the scoring rubric aims to align with institutional goals. The upcoming budget request timeline focuses on earlier submissions to align with the planning calendar.

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	(December 2024- No meeting Scheduled) 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 CANCELLED	March 19, 2025	August 27, 2025 (on 4 th Wednesday)