



ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
January 21, 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

2. REMOVAL OF AGENDA ITEMS

3. OPENING COMMENTS FROM THE CO-CHAIRS

4. OPEN COMMENTS FROM THE PUBLIC

5. APPROVAL OF MINUTES

- a. December 3, 2014 (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: Mr. Richard Shaw
No report.
- f. ASO: Mr. Shawn R. Smith
No report.
- g. Educational Master Plan: Dr. Meeta Goel
No report.

7. ACTION ITEMS

- a. None

8. DISCUSSION ITEMS

- a. None

9. INFORMATIONAL ITEM

- a. Categorical Funded Position- Program Specialist: Ms. Diana Keelen (Attachment)
Program Specialist, Outreach, 12 month position, Title V funded, Range 13, \$61,193 w/benefits.
- b. SPBC Split – Dr. Ed Beyer

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	March 18, 2015	June 17, 2015
October 1, 2014	January 7, 2015	April 1, 2015	July 1, 2015
October 15, 2014	January 21, 2015 (Canceled)	April 15, 2015	July 15, 2015

10. OPEN FORUM

11. 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 (SPBC) Minutes**

December 3, 2014

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 2:33pm.

2. REMOVAL OF AGENDA ITEMS

3. OPENING COMMENTS FROM THE CO-CHAIRS

Dr. Goel asked everyone to copy the Co-Chairs on agenda items to Jerene Kelly, and for greater clarity about where on the agenda they want the items.

4. OPEN COMMENTS FROM THE PUBLIC

No Comments

5. APPROVAL OF MINUTES

a. December 3, 2014 (attachment)

A motion was made and seconded to approve the minutes of December 3, 2014.

Motion passed with no discussion, All in Favor; 0 Opposed; 0 Abstentions.

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 Byrant

No Report

d. Communications Subgroup: Ms. Liz Diachun

No Report

e. Educational Master Plan: Dr. Meeta Goel

Dr. Goel reported that she sent an email to SPBC regarding the SP/BC split.

7. ACTION ITEMS

None

8. DISCUSSION ITEMS

None

9. INFORMATIONAL ITEM

a. 2015-2016 budget process: Ms. Diana Keelen

Operational goals developed in order to have more equitable scoring rubric and resource allocation.

b. Categorical Funded Position – Program Specialist

This information item will go to the Budget Committee

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 (Canceled)	December 3, 2014	March 4, 2015	June 3, 2015
September 17, 2014 (Canceled)	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	April 15, 2015	July 15, 2015

11. OPEN FORUM

12. ADJOURNMENT

The meeting was adjourned at 2:48

MEMBERS PRESENT

Dr. Ed Beyer	Kim Fite	Diana Keelen	Maria Valenzuela
Dr. Liette Bohler	Pamela Ford	Jenell Paul	
Mark Bryant	Dr. Meeta Goel	Dr. Bonnie Suderman	
Carolyn Burrell	Dr. Lee Grishman	LaDonna Trimble	
Liz Diachun	Jack Halliday	Dr. Les Uhazy	
MEMBERS ABSENT			GUESTS/EX-OFFICIO MEMBERS
Bridget Razo Paul Sanchez Richard Shaw	Shawn R. Smith Megan Turrill Dr. Erin Vines	Dr. Jill Zimmerman	Jerene Kelly Ed Knudson

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 Ms. Bonnie Suderman, Vice President of Academic Affairs, at (661) 722-6304 (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

Michelle Hernandez

Director, Student Activities and Community Outreach

Date: December 8, 2014

To: Budget & Finance Sub-Committee

From: Michelle Hernandez

Director, Student Activities & Community Outreach

RE: *Justification for “Program Specialist-Outreach”*

AVC was awarded the Title V Hispanic Serving Institution Grant: *Making the Critical First Year of College a Safe Bridge to Degree Completion for Hispanic and Other At-Risk Students* in October 2014. Funds from this grant were designated to hire a Program Specialist-Outreach*. Strengthening the bridge between feeder high schools and AVC is a key strategy aimed at improving the success of first generation, low income, and underrepresented students. AVC plans to select a well-qualified person to be responsible for developing all AHE Bridge strategies. The Program Specialist-Outreach will work closely with the director and the rest of the AVID Campus Team. S/he will coordinate with AVID Campus Team to ensure the bridge integrates seamlessly with AVC programs and services; work with high school teachers and counselors to carry-out outreach activities and guide students to the timely completion of crucial matriculation steps; develop, coordinate, and continuously improve high school workshops, pre-assessment workshops, and summer bridge activities to best support underserved students in their transition into AVC; develop, coordinate, and continuously improve the Student Success Kick-Off event; work strategically toward structural solutions that will institutionalize Bridge activities in the most efficient and sustainable possible way; attend all AVID Team meetings and participate in self-study and evaluation activities. Careful planning for sustainable institutionalization will allow the commitment of grant funds to taper down through the life of the project.

*Program Specialist-Outreach is listed as “Bridge Developer” in the grant proposal.