



**ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
October 15, 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**
- 2. OPENING COMMENTS FROM THE CO-CHAIRS**
- 3. OPEN COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**
 - a. October 1, 2014 (attachment)
- 5. REPORTS (5 minutes)**
 - a. Budget and Finance Sub-Committee: Ms. Diana Keelan
 - b. Facilities Subgroup: Mr. Doug Jensen
 - c. Human Resources Subgroup: Mr. Mark Bryant
 - d. Communications Subgroup: Ms. Liz Diachun
 - e. Educational Master Plan: Dr. Meeta Goel
- 6. ACTION ITEMS**
 - a. AVC Mission Statement
- 7. DISCUSSION ITEMS**
- 8. INFORMATIONAL ITEM**
 - a. Draft of the classified position requisition justification - Ms. Pamela Ford
- 9. 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	April 15, 2015	July 15, 2015

- 10. OPEN FORUM**
- 11. ADJOURNMENT**

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**ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) Minutes
October 1, 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 2:37pm.

2. OPENING COMMENTS FROM THE CO-CHAIRS

Dr. Beyer announced that item 7b is being pulled from the agenda. The SPBC committee members introduced their selves to the new ASO representatives.

3. OPEN COMMENTS FROM THE PUBLIC

No comments.

4. APPROVAL OF MINUTES

a. August 27th, 2014 (attachment)

A motion was made and seconded to approve the minutes of October 1, 2014 with the following corrections:

- 8b: should read, "Report was tabled," instead of "No report"
- 2.1: last sentence should read, "...1 Faculty & 1 Union" instead of "1 Classified & 1 Union"
- 2.1: should read "VP's" instead of "VP of Human Resources"

Motion passed with no discussion, 10 in Favor; 0 Opposed; 2 Abstentions.

5. REPORTS (5 minutes)

a. Budget and Finance Sub-Committee: Ms. Diana Keelan

Diana gave a brief update that a survey link was sent out for budget resource allocation, and hope at the next SPBC meeting to have some recommendations from the Budget and Finance group for long-time funding.

b. Facilities Subgroup: Mr. Doug Jensen

Doug reported that on a couple of projects that are still open (Health & Sciences and the Theater Arts bldgs.) as far as closing out the state documentation. He also reported on a couple of Active projects, such as fencing the gates, etc. (a handout was distributed with a list of active projects). A task team was established to discuss how to conduct lock downs, active shooter drills, visiting the Santa Monica College to get some ideas (due to the active shooter incident they had on their campus) on their assessments for security and safety procedures. They also discussed the 5-year construction plan, and other State Bond issues.

c. Human Resources Subgroup: Mr. Mark Bryant

No Report.

d. Communications Subgroup: Ms. Liz Diachun

No Report.

e. Educational Master Plan: Dr. Meeta Goel

No Report.

f. ITS Report: Rick Shaw

Rick reported that at the IT committee meeting, the group reviewed the AVC Technology policy, and staff bringing their own technology to campus. He also reported that IT concluded the search for a resource manager, and recruiting for additional positions in ITS.

6. ACTION ITEMS

No action items.

7. DISCUSSION ITEMS

a. College Wide Planning Retreat- Dr. Meeta Goel & Dr. Ed Beyer

Dr. Goel discussed, and reviewed the college mission that was presented at the college wide planning retreat (see attachment). She shared with the group, although there isn't a final tally, that the bottom was the preferred mission with one word changed (the word 'public' was added). Dr. Goel asked the group about their thoughts. She will find out the next steps, and will bring back to a future meeting as an action item.

Dr. Goel also discussed the Educational Master Plan (EMP) goals with the SPBC. She informed the group that the President asked everyone to tie their area, discipline, goals, and initiatives to the three priorities listed. (see attachment).

Dr. Beyer also discussed a document with SPBC that Bonnie Suderman distributed at the college wide retreat, regarding Basic Skills. (See attachment). He also shared with the committee that according to a significant number of AVC veterans who attended the retreat, this was the first of its kind...they didn't recall having one before. It's going to occur every year in September as part of the planning cycle, and open to the entire campus. The only thing that's requested when the announcement is sent out is to RSVP (a head-count is needed for breakfast).

8. INFORMATIONAL ITEM

a. **Two Counseling Positions (Categorical Grant Funded): SSSP Funding, Sal + Benes= \$104,824.10 per position totaling \$209,648.20 (High estimate using Master's & Step 10) - Ms. Diana Keelen**

Diana Keelen and Dr. Vines informed the committee about the requirements and recommendations for recruitment for the two counseling positions.

b. **Two Education Advisor Positions (Categorical Grant Funded): SSSP Funding, Sal + Benes= \$72,721.73 per position totaling \$145,443.46 (The Total SSSP Budget Impact Estimate for Items a & b = \$355,901.66)-Ms. Diana Keelen**

Diana Keelen informed the committee about the recommendations for recruitment of the two education advisor positions.

9. SPBC ADMINISTRATIVE BUSINESS

a. **2014 – 2015 SPBC Meetings**

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10. OPEN FORUM

11. ADJOURNMENT

The meeting was adjourned at 3:15p.m.

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

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Remedial

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Percentage of credit students tracked for six years through 2012-13 who started first time in 2007-08 below transfer level in English, mathematics, and/or ESL and completed a college-level course in the same discipline.

MATH		ENGLISH		ESL	
29.4%		22.4%		6.8%	
Gender	%	Gender	%	Gender	%
FEMALE	30.1	FEMALE	25.1	FEMALE	6.4
MALE	27.5	MALE	18.5	MALE	8.6
Age	%	Age	%	Age	%
UNDER 20	35.2	UNDER 20	26.3	UNDER 20	20.0
20-24	22.1	20-24	18.0	20-24	5.3
25-29	23.8	25-29	18.1	25-29	9.1
40 OR OVER	19.3	40 OR OVER	19.7	40 OR OVER	3.3
Ethnicity/Race	%	Ethnicity/Race	%	Ethnicity/Race	%
AFRICAN AMERICAN	14.7	AFRICAN AMERICAN	14.6	AFRICAN AMERICAN	0.0*
AMERICAN INDIAN/ ALASKA NATIVE	24.2	AMERICAN INDIAN/ ALASKA NATIVE	15.4	AMERICAN INDIAN/ ALASKA NATIVE	0.0*
ASIAN	54.8	ASIAN	56.7	ASIAN	20.6
FILIPINO	41.0	FILIPINO	22.2	FILIPINO	0.0*
HISPANIC	30.3	HISPANIC	23.1	HISPANIC	5.2
PACIFIC ISLANDER	42.9*	PACIFIC ISLANDER	50.0*	PACIFIC ISLANDER	N/A
WHITE	36.8	WHITE	29.1	WHITE	0.0

0%: Cohort with no students attaining an outcome

N/A: Cohort has no students

* Student with no data

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Basic Skills Progress Tracker - Parameter Selection Area

Select College Antelope Valley	Select Cohort Term Fall 2007	Select End Term Spring 2014	Select Basic Skills Subject English - Writing
Select Starting Cohort Level Two Levels Below Transfer	Customize cohort (Optional)	View Report	

Export To -> Excel CSV Text Records Per Page: 10 Simple Layout Advanced Layout

Report Data & Format Area

Report Area

	Fall 2007-Spring 2014											
	<input checked="" type="checkbox"/> Two Levels Below Transfer			<input checked="" type="checkbox"/> One Level Below Transfer			<input checked="" type="checkbox"/> Transferable					
	Students	Attempts	Success	Students	Attempts	Success	Students	Attempts	Success			
<input checked="" type="checkbox"/> Antelope Valley Total												
English - Writing	242	311	158	122	189	71	65	103	51			

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Basic Skills Progress Tracker - Parameter Selection Area

Select College Antelope Valley	Select Cohort Term Fall 2007	Select End Term Spring 2014	Select Basic Skills Subject English - Writing
Select Starting Cohort Level Three Levels Below Transfer	Customize cohort (Optional)	View Report	

Export To -> Excel CSV Text Records Per Page: 10 Simple Layout Advanced Layout

Report Data & Format Area

Report Area

	Fall 2007-Spring 2014												
	<input checked="" type="checkbox"/> Three Levels Below Transfer			<input checked="" type="checkbox"/> Two Levels Below Transfer			<input checked="" type="checkbox"/> One Level Below Transfer			<input checked="" type="checkbox"/> Transferable			
	Students	Attempts	Success	Students	Attempts	Success	Students	Attempts	Success	Students	Attempts	Success	
<input checked="" type="checkbox"/> Antelope Valley Total													
English - Writing	222	260	124	96	134	61	46	73	29	32	54	25	

Report Format Selection Area - Check bold to include in the report

**Assessment Testing
Fall 2013 Course Placements**

The following tables represent English, Reading and Math course placements for students who took the Compass and MDTP Assessments between February 19, 2013 and August 30, 2013.

English Placement

Course	Level	Count	%
ENGL 095	EPL 1	820	19%
ENGL 097	EPL 2	711	16%
ENGL 099	EPL 3	988	23%
ENGL 101	EPL 4	1795	42%
		4314	100%

} Basic Skills English placement is 58%.

Reading Placement

Course	Level	Count	%
READ 095	RPL 1	159	3%
READ 097	RPL 2	485	11%
READ 099	RPL 3	1287	28%
CLR	RPL 4	2662	58%
		4593	100%

} Basic Skills Reading placement is 42%.

Math Placement

Course	Level	Count	%
UNDETERMINED	MPL X	354	9%
MATH 050	MPL 2	1089	26%
MATH 060	MPL 2.5	466	11%
MATH 070	MPL 3	1784	43%
MATH 102	MPL 4	177	4%
MATH 115/125/130	MPL 5	222	5%
MATH 135	MPL 6	21	1%
MATH 140	MPL 7	32	1%
MATH 150	MPL 8	18	<1%
		4163	100%

} Basic Skills Math placement is 88%.

Basic Skills Needs

(Based on 2013/14 data, 2 levels below college level)

Course	Fall Enr.	# Sections needed	# Sections in fall 2013	FTEF	Spr. Enr.	# Sections needed	Sections in spring 2014	FTEF
ENG 97	711	24	13	4.8	1183	39	13	7.8
ENG 99	988	33	22	6.6	1327	44	23	8.8
Read 97	485	16	2	3.2	417	18	4	3.6
Read 99	1287	43	8	8.6	1045	47	8	9.4
Math 65	1555	39	27	9.75	1507	47	27	9.4
Math 70	1784	45	22	11.25	1292	67	30	15.25
ESL								
ESL								
L CTR								
TOTAL	6810				5623			

Mission Review
The Mission Approved for change by AP & F and the Academic Senate is:
"Antelope Valley Community College District provides a quality comprehensive education to all those who desire it, through innovative programs and services, and are empowered to pursue their educational, work, training, and life of total goals by means and methods that are defined as their success."

After review of the AP & F Mission of the Administrative Council Review & based on input as the College Wide Review, the following changes are recommended to the Mission:
"Antelope Valley College, a public institution of higher education, provides a quality, comprehensive, and diverse postsecondary education, for all committed to student success, offering value and opportunity to students in our community."

This Mission Approved by Administrative Council is Forward to the College Wide Planning Retreat for the 2014-15 15/16

The purpose of the College Wide Planning Retreat for the 2014-15 15/16 is to provide an opportunity for all staff and faculty to provide input to the College Wide Planning Retreat for the 2014-15 15/16.

The purpose of the College Wide Planning Retreat for the 2014-15 15/16 is to provide an opportunity for all staff and faculty to provide input to the College Wide Planning Retreat for the 2014-15 15/16.



2014 Administrative Council & College Wide Planning Retreats: Some Strategic Planning Outcomes

Mission Statement
The Mission for Antelope Valley College is to provide a quality education to the diverse community of learners. Through innovative programs and services, students are empowered to pursue their intellectual, social, creative, and vocational goals to become self-actualized individuals who are successful in their careers.

After review of the 2014 Mission and Administrative Council Report A found no input at the College Wide Retreat, the following changes are recommended to the Mission:
Antelope Valley College is a public institution of higher education providing quality, comprehensive education to a diverse population of learners. We are committed to student success, lifelong learning and community service to our students.



2014 Administrative Council & College Wide Planning Retreats: Some Strategic Planning Outcomes

Mission Review

The Mission forwarded for change by AP & P and the Academic Senate is:

“Antelope Valley Community College District provides a quality comprehensive education to a diverse community of learners. Through innovative programs and services, students are empowered to pursue their intellectual, social, creative, and vocational goals by team-oriented professionals who are dedicated to their success.”

After review of the AVC Mission at the Administrative Council Retreat & based on input at the College Wide Retreat, the following changes are recommended to the Mission:

“Antelope Valley 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.”

Priorities Identified by Administrative Council & Reviewed at the College Wide Planning Retreat for the 2014-16 EMP:

First priority is Educational Master Plan Goal #4: The College will increase student success in Basic Skills and ESL.

- **This aligns with Board initiative from 2013-14 and each of their initiatives for 2014-15. It is also consistent with statewide SSSP initiative and compliance.**

Second Priority is Educational Master Plan Goal #1: The College as a community will provide students with an environment which supports learning and facilitates student success.

- **This aligns with each Board initiative and the statewide SSSP initiative and compliance.**

Third Priority is Educational Master Plan Goal #3: The College will expand and diversify Career Technical Education options for students.

- **This aligns with Board initiatives and community workforce development needs.**

It is recognized that all elements of the Educational Master Plan require attention and action, however, for the coming year, the college will focus its efforts on achieving significant progress on the first three priorities.