

STRATEGIC PLANNING COMMITTEE

AGENDA

Wednesday, January 20, 2016

SSV 151

2:30pm – 4:00pm

TYPE OF MEETING: Regular
NOTE TAKER: Jerene Kelly
PLEASE REVIEW/BRING: Agenda, Minutes and Supporting Documents

Committee Members:

Dr. David Adams (Faculty)
Dr. Ed Beyer, Co-Chair (AS: President)
Dr. Liette Bohler (Faculty Union)
Mr. Mark Bryant (VP, Human Res.)
Ms. Carolyn Burrell (AS: Library)
Ms. Noemi Bustamante (ASO: Student)
Mr. Michael Dioquino (ITS)
Ms. Joshuaree Dumas (ASO: Student)
Ms. Wendy Dumas (Business Services)
Mr. Kyle Faber (Classified: ITS)

Ms. Kim Fite (Classified Union)
Dr. Meeta Goel, Co-Chair (Dean, IERP/Library)
Mr. Doug Jensen (Exec. Dir., FAC)
Ms. Suzanne Olson (Classified: Acad. Affairs)
Ms. Jenell Paul (Classified, Student Services)
Mr. Duane Rumsey (Enrollment Mgmt.)
Dr. Bonnie Suderman (VP, Academic Affairs)
Ms. LaDonna Trimble (Dean, Student Services)
Dr. Les Uhazy (Dean, Math & Science)
Dr. Erin Vines (VP, Student Services)

ITEMS	PERSON(S) RESPONSIBLE	
STANDING ITEMS:		
I. Approval of Minutes: November 18 th & December 2 nd , 2015 (Attachments)	All	
II. Opening comments from the Co- Chairs	Dr. Goel & Dr. Beyer	
III. Reports	All	
INFORMATION/DISCUSSION/ACTION ITEMS		
IV. BC and HR Subgroup Recommendations (Job Positions) (Attachment)	Ms. Diana Keelen	
V. AVC Values	Ms. Bustamante, Drs. Suderman, Uhazy, and Adams	
NEXT SPC REGULAR MEETING DATE: February 17, 2016		

STRATEGIC PLANNING COMMITTEE MINUTES

Wednesday, December 2, 2015
SSV 151
2:30pm – 4:00pm

TYPE OF MEETING: Regular
NOTE TAKER: Jerene Kelly
PLEASE REVIEW/BRING: Agenda, Minutes and Supporting Documents

Committee Members:

Dr. David Adams (Faculty)
Dr. Ed Beyer, Co-Chair (AS: President)
Dr. Liette Bohler (Faculty Union) (V. CHRISTOPHER - PROXY)
Mr. Mark Bryant (VP, Human Res.: Ex-Officio) (ABSENT)
Ms. Carolyn Burrell (AS: Library)
Ms. Noemi Bustamante (ASO: Student)
Mr. Michael Dioquino (ITS)
Ms. Joshuaree Dumas (ASO: Student) (ABSENT)
Ms. Wendy Dumas (Business Services)
Mr. Kyle Faber (Classified: ITS) (ABSENT)

Ms. Kim Fite (Classified Union)
Dr. Meeta Goel, Co-Chair (Dean, IERP/Library)
Mr. Doug Jensen (Exec. Dir., FAC)
Ms. Suzanne Olson (Classified: Acad. Affairs)
Ms. Jenell Paul (Classified, Student Services)
Mr. Duane Rumsey (Enrollment Mgmt.) (J. JONES - PROXY)
Dr. Bonnie Suderman (VP, Academic Affairs: Ex-Officio)
Ms. LaDonna Trimble (Dean, Student Services) (ABSENT)
Dr. Les Uhazy (Dean, Math & Science)
Dr. Erin Vines (VP, Student Services: Ex-Officio) (ABSENT)

ITEMS	PERSON(S) RESPONSIBLE	ACTION
STANDING ITEMS:		
I. Approval of Minutes: November 18, 2015	All	Tabled until next meeting
II. Opening comments from the Co-Chairs	Dr. Goel & Dr. Beyer	No opening comments
III. Reports	All	No reports
INFORMATION/DISCUSSION ITEMS		
IV. Sharing information on the External Scan: - characteristics of the economy - higher education public policy that impacts the college - characteristics of the population served in the effective service area	Dr. Fred Trapp	<p>Dr. Trapp gave a presentation on the Educational Master Plan: External Environmental Scan, as well as a quick overview of the document. At his meeting he focused on the external scan, and at another meeting, he will focus on the internal environmental scan, and move on to planning assumptions. In particular, he spent time on the last 2 chapters that are pieces of the Educational Master Plan activity that were not in the 2013 version of the Ed Master plan.</p> <p>He explained that “Opportunities for the future” and “Projections for the Future Program of Instruction” has several components in it: one is the discussion of occupational opportunities in the labor market area, aligned to the instructional programs that AVC already offer. Another major piece is the vision of the faculty and the student services professionals, and where they see the program’s instruction and services going into the future.</p> <p>The part that he closed out the chapter on, are things that AVC might want to consider that may not come out in our data collection from the college. Dr. Trapp said that the “Projections for the future is really a bridging chapter. That’s where he begin to make the projection of future weekly student attendance contact hours, and converts that to</p>

		<p>an assignable square footage, applying the state’s utilization standards, and he passes that information over to the architects, who are going to be working on our facilities master plan. The objective there is to say how did the time, when we look out at 2030, do we need additional space for instructional and student services purposes, and approximately how much might we need.</p> <p>Dr. Goel asked Dr. Trapp if he would come back and share the themes with the committee. She explained that they haven’t done the development of an EMP, so the group needs to come up with how the committee will do them and what kind of strategic plan group they are going to have. For example, if there are four goals will there be four groups that have college wide representation, or are they going to get the areas involved in specific goals. Right now, there’s no process...they could look at what was done last time, and if they like it, or want to approve upon it. Dr. Goel said while waiting on Dr. Trapp’s direction, they will come up with a process that will work, since he will be looking towards the committee to refine the goals and come up with objectives and tactics .</p>
<p>V. AVC Vision and Values Survey Outcomes</p>	<p>Dr. Goel and Dr. Beyer</p>	<p>The group reviewed the responses to the ‘AVC Vision and Values Survey Outcomes’ handout.</p> <p>A motion was made to move the vision statement forward for recommendation. Motion passed with no further discussion: All in favor; 0 Opposed; 0 Abstention.</p> <p>A motion was made to move forward with recommending scaling down the ten values into four (Education, Integrity, Excellence, and Community). There were further discussions to work the remaining six words into the four top values: Motion passed with: All in favor; 0 Opposed; 0 Abstention.</p> <p>Ms. Bustamante, Dr. Suderman, Dr. Uhazy, and Dr. Adams volunteered to collaborate on the definitions of all ten words.</p>
<p>NEXT SPC REGULAR MEETING DATE: JANUARY 20, 2016</p>		

STRATEGIC PLANNING COMMITTEE MINUTES

Wednesday, November 18, 2015
SSV 151
2:30pm – 4:00pm

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Dr. Les Uhazy (Dean, Math & Science)
Dr. Erin Vines (VP, Student Services: Ex-Officio)

ITEMS	PERSON(S) RESPONSIBLE	ACTION
STANDING ITEMS:		
I. Approval of Minutes: September 2, 2015	All	Minutes were approved.
II. Opening comments from the Co-Chairs	Dr. Goel & Dr. Beyer	Dr. Goel reported that Dr. Trapp will be giving a presentation at the December 2, 2016 SPC meeting.
III. Reports - Facilities Services (Update)	All Mr. Jensen	Doug Jensen - Reported on the Facilities Master Plan Process. He is working with the consultants and they are coming to present the progress at our February or March 2016 meeting.

INFORMATION/DISCUSSION ITEMS

IV. Input from College Community on Vision Statement from March 2015 SP-BC (handout)	Dr. Goel & Dr. Beyer	Dr. Goel reported that IERP is working on creating the 'AVC Vision and Values Survey' questions that will go out in the next couple of days. The survey will close on December 1, 2015. The results will be presented at the SPC meeting on December 2 nd .
V. Review of AVC Values (attachment)	Dr. Goel & Dr. Beyer	The committee reviewed the AVC values. The goal is to select the top 5 values that they would like to see exemplify AVC decision making and behaviors. The results will be presented at the SPC meeting on December 2 nd .
VI. Introduction to the Baldrige Framework (handout)	Dr. Goel	Dr. Goel shared with the committee that a Baldrige survey was introduced in leadership and to the rest of the employees regarding AVC progress with respect to addressing its mission.

NEXT SPC REGULAR MEETING DATE: December 2, 2015

Payroll Supervisor

Following the completion of the Districts application to achieve Fiscal Independence from the Los Angeles County Office of Education, it is clear there is an immediate need for a Payroll Supervisor and Payroll Technician to fully meet the obligations of an independent payroll department. The increasing complexity associated with payroll taxes, retirement, benefits, and changing legislation requires a dedicated individual to keep us in full compliance. In addition, the workload of existing payroll technicians has increased exponentially over the past few years, stretching the existing work force to its limits.

The importance of a well organized, efficient, accurate and well managed payroll department cannot be overstated, especially when you consider that 84% of the districts total budget is funneled through this area. Based on this information it is the HR subgroup committee's recommendation to support the hiring of a Payroll Supervisor and a Payroll Technician for the current fiscal year.

Technical Analyst

Paid through Student Equity - \$69,217

To assist with pulling additional data to support student equity efforts.

Program Specialists

Paid through Student Equity - \$123,458

To support the needs of our disproportionately impacted groups towards their access and completion.

Clerical Assistant III

Paid through First Year Experience Funds - \$60,020

To assist the project director in record keeping, project implementation, budget monitoring, and project activities.