

# STRATEGIC & PLANNING COMMITTEE

## AGENDA

**Wednesday, September 16, 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)  
 Mr. Mark Bryant (VP, Human Resources)  
 Ms. Carolyn Burrell (AS: Library)  
 Ms. Noemi Bustamante (ASO: Student)  
 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)

Ms. Brenna Humann (CMS)  
 Mr. Doug Jensen (Exec. Dir., FAC)  
 Mr. Katherine Mergliano (ITS)  
 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 & Engineering)  
 Dr. Erin Vines (VP, Student Services)

ITEMS	PERSON	ACTION
<b>STANDING ITEMS:</b>		
I. Approval of Minutes: September 2, 2015	All	
II. Opening comments from the Co-Chairs		
III. Reports	All	
<b>INFORMATION/DISCUSSION ITEMS</b>		
IV. Long Term Planning @ AVC	Mr. Ed Kundson	
<b>NEXT MEETING DATE: October 7<sup>th</sup>, 2016</b>		

# STRATEGIC & PLANNING COMMITTEE

## MINUTES (DRAFT)

Wednesday, September 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) **Absent**  
Mr. Mark Bryant (VP, Human Res.) **Absent**  
Ms. Carolyn Burrell (AS: Library)  
Ms. Noemi Bustamante (ASO: Student) **Absent**  
Ms. Joshua Dumas (ASO: Student)  
Ms. Wendy Dumas (Business Services) **Absent**  
Mr. Kyle Faber (Classified: ITS) **Absent**  
Ms. Kim Fite (Classified Union) **Absent**  
Dr. Meeta Goel, Co-Chair (Dean, IERP/Library)

Ms. Brenna Humann (CMS)  
Mr. Doug Jensen (Exec. Dir., FAC)  
Mr. Katherine Mergliano (ITS)  
Ms. Suzanne Olson (Classified: Acad. Affairs)  
Ms. Jenell Paul (Classified, Student Services)  
Mr. Duane Rumsey (Enrollment Mgmt.) **Absent**  
Dr. Bonnie Suderman (VP, Academic Affairs) **Absent**  
Ms. LaDonna Trimble (Dean, Student Services) **Absent**  
Dr. Les Uhazy (Dean, Math, Science & Engineering)  
Dr. Erin Vines (VP, Student Services)

### ITEMS

### PERSON(S) RESPONSIBLE

### ACTION

### STANDING ITEMS:

I. Approval of Minutes: Jun 3, 2015	All	The minutes were approved as presented.
II. Opening comments from the Co-Chairs	Dr. Goel and Dr. Beyer	Dr. Meeta Goel reminded everyone that Stephen Burns is working on the new SPC website, and Jerene will soon start updating the meeting information.
III. Reports	All	<b>Ms. Diana Keelen (Budget Committee)</b> gave a presentation and overview on the 2015-2016 drafted adopted budget. She shared with the committee some of the 2014-2015 events, such as; accomplishments, budget requests and, AVC unrestricted draft adopted budget highlights. The presentation also included the following highlights on the 2015-2016 drafted adopted budget: Governor's budget themes, general fund revenue, general fund expenses, FTES targets, tentative budget, adopted budget revenue & expense -investments, unrestricted adopted budget, reserves, 3-year budget trend, restricted programs, and budget requests. Ms. Keelen also shared how the 2015-2016 budget is tied to institutional planning. Dr. Goel asked if we are going to be notified as to which of our non-staffing requests are funded. Ms. Keelen said that Wendy Dumas is working on it, and there are going to be three forms of communication; in the budget narrative, on the budget committee website, and will inform Admin Council. Dr. Goel also asked if the budget requests submitted for computers went to ITS, and budget requests for facility went to facilities (Ms. Keelen response was yes), and if there is a procedure to access the requested funding. Ms. Keelen said that Rick Shaw is working with the in-tech committee on developing parameters for the refresh funding. He asked for approx. \$400,000 for District like computers, and he already received the computer requests. The

		<p>requests will be looked at along with the campus as whole, and will be determine what has a priority.</p> <p><b>Mr. Doug Jensen (Facilities)</b> gave a report on the Facilities Master Plan (FMP) proposal for a consultant. The SPC facilities sub-group reviewed a summary of the initial evaluation of the FMP proposals. Ten valid and complete proposals for the Comprehensive FMP were received. Seven of the ten proposal fees were significantly over the \$300,000 budget (\$390,892 to \$640,990). An initial evaluation was completed of the three proposals that were within the established budget (\$210,476 to \$293,167). The evaluation include proposals from Gensler, PMSM, and tBP/Architecture. Upon completion of the committee’s discussion there was a unanimous consensus to make the recommendation for moving forward one qualified firm which was Gensler. An interview with Gensler was scheduled for August 17<sup>th</sup> for final evaluation of their proposal.</p>
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**INFORMATION/DISCUSSION ITEMS**

<p>IV. Progress on the 2013-2016 EMP &amp; May 12<sup>th</sup> 2015 Board Retreats 3-year goals</p>	<p>Dr. Meeta Goel</p>	<p>Meeta gave an update of the Board and Admin Council Retreat. She referred to page 8 of the AVC EMP: 2013-2016 Update on Progress as of July 2015. These goals were prioritized higher by the college during 2014-2015. She explained that these goals were prioritized higher by the college during 2014-2015 for planning, program review and resource allocations purposes. She asked everyone to review the highlighted area that reads:</p> <p><i>“Recommendations for 2015-16 EMP Priorities are to keep Goals #3 &amp; #4 and add goals #5 &amp; #7 as priorities based on EMP progress to date, the attention needed for the new Palmdale Center, Facilities, and Technology plans, and the Board's priorities. Since good progress is being made and the initiatives under goal #1 have additional support from 3SP and Equity Plan funding currently, although work on this goal as well as all of the rest of the goals of the EMP will continue, goal #1 will not be one of the top goals for prioritization in program reviews and budget allocation during 2015-16.”</i></p> <p>Dr. Vines added that some way, we should always highlight “Student Success”, especially for accreditation purposes. Dr. Goel’s response was that for the new plan (EMP &amp; FMP) 2016 and beyond, it will be a top priority.</p>
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<p>V. 2015-2016 SPC meeting dates</p>		<p>A decision needs be made if there will be an October 21<sup>st</sup> meeting due to the President’s request to use the Boardroom for a special meeting. Dr. Goel and Dr. Beyer decided that this discussion item will be tabled until our next meeting October 7, 2016 to determine if there will be a short meeting, or to cancel the October 21, 2015 meeting.</p>
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**NEXT MEETING DATE: October 7<sup>th</sup>, 2016**