



**ANTELOPE VALLEY COLLEGE  
STRATEGIC PLANNING COMMITTEE (SPC) AGENDA  
March 18, 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. March 4, 2015 (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. Vision Recommendations: Dr. Meeta Goel
- 8. DISCUSSION ITEMS**
  - a. SP/BC Membership: Drs. Meeta Goel and Ed Beyer (attached)
  - b. SP/BC Mission Review: Dr. Goel (attached)
  - c. ILO Review and Modification

- 9. INFORMATIONAL ITEM**  
None

**10. SPBC ADMINISTRATIVE BUSINESS**

- a. 2014 – 2015 SPBC Meetings

<del>August 6, 2014</del>	<del>November 5, 2014</del>	<del>February 4, 2015</del>	May 6, 2015
<del>August 27, 2014 (Special)</del>	<del>November 19, 2014</del>	<del>February 18, 2015</del>	May 20, 2015
<del>September 3, 2014</del>	<del>December 3, 2014</del>	<del>March 4, 2015</del>	June 3, 2015
<del>September 17, 2014</del>	<del>December 17, 2014-Canceled</del>	March 18, 2015	June 17, 2015
<del>October 1, 2014</del>	<del>January 7, 2015-Canceled</del>	April 1, 2015	July 1, 2015
<del>October 15, 2014</del>	<del>January 21, 2015-Canceled</del>	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  
March 4, 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**

Dr. Ed Beyer, Academic Senate President and Dr. Meeta Goel, Dean of Institutional Effectiveness, Research and Planning, called the meeting to order at 2:41 pm.

**2. REMOVAL OF AGENDA ITEMS**

**3. OPENING COMMENTS FROM THE CO-CHAIRS**

Dr. Goel commented on several negative comments she heard about SPBC, such as:

- ‘we are in the dark about SPBC’
- ‘the only thing they know about SPBC is that it’s the most dysfunctional meeting on campus’
- ‘SPBC is broken’ (it was announced at a meeting she attended)

She reminded the group about a statement that Dr. Beyer made at a prior SPBC meeting, ‘comparing the meetings to now, from over a year ago, the meetings has changed so much for the better, and how everyone is laughing and getting along.’ She explained that when she hears the same negative tape being played from over a year or 2 ago, it gets old. Especially when the people making these comments don’t attend the SPBC meetings. Dr. Goel asked everyone to help by taking information back to the groups they represent or lead.

**4. OPEN COMMENTS FROM THE PUBLIC**

Mr. Shaw commented on the email that was sent out regarding “Call for SPBC Representatives.” He said that the email stated to forward responses to Nancy, not Jerene.

**5. APPROVAL OF MINUTES**

- a. A motion was made and seconded to approve the minutes of February 18, 2015.  
Motion passed with no discussion, All in Favor; 0 Opposed; 1 Abstention.

**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. SP/BC Membership: Dr. Ed Beyer**

Dr. Beyer reported that the first SPC meeting will be on March 18, 2015. He asked the SPBC to send recommendations to Jerene Kelly for representation on the SPC, and to Deborah Morgan for BC.

**b. Brainstorm – Recommendations for AVC’s Vision: Dr. Goel**

Dr. Goel distributed an handout, and gave a presentation entitled, “Vision Review” (attached). She discussed the strategic planning overview, and everyone viewed an utube video entitled: Simeon Sinek’s Ted Talk Regarding “Start with Why”: <https://www.youtube.com/watch> (People don’t buy what you do; they buy why you do it...). The committee reviewed AVC’s current vision statement, and some examples of good vision statements from the handout. Dr. Goel asked the committee to brainstorm and give examples/suggestions of vision statements for AVC to help us standout and resonates throughout the community.

Some brainstorm ideas/statements:

- Your first choice for success
- First choice for success
- My first choice for success
- The community's first choice for success
- To provide accessible quality education that transforms lives
- Student's first (used at College of the Canyons)
- First steps to success
- Antelope Valley's first choice for success
- AVC: First choice for success

Dr. Beyer asked about the 'Strategic Planning Overview' diagram. He stated that the diagram is saying that we draw our mission from our vision. Dr. Goel explained that the vision should guide everything, but not to get stuck on the arrows. She continued to explain that once you implement your EMP and the President's goals, and get some results from your actions: missions are about actions. The vision is about desire: the desire to act going down and the results feeds up and then you tweet your visions, missions, and values again, based on your results. The vision is the 'why', the mission is the 'what and how'

**9. INFORMATIONAL ITEM**

a. None

**10. SPBC ADMINISTRATIVE BUSINESS**

a. 2014 – 2015 SPBC Meetings

<del>August 6, 2014</del>	<del>November 5, 2014</del>	<del>February 4, 2015</del>	May 6, 2015
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**11. OPEN FORUM**

Mr. Smith informed the committee that the ASO visited Assemblyman Tom Lackey. Bridget reminded everyone about the Tuscany tickets. The cost is \$100.00 per ticket and only 300 will be sold.

**12. ADJOURNMENT**

The meeting was adjourned at 3:47pm

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

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# DRAFT



## ANTELOPE VALLEY COLLEGE

### College Coordinating Council Committee Information Sheet

#### Budget Committee 2015 - 2018

*Committee Name*

	<b>Appointed by</b>	<b>Member</b>	<b>Proxy</b>	<b>Term</b>	<b>Exp Date</b>
<b>Co-Chair</b>	Position: Executive Director of Business Services	Diana Keelen		Standing Appt	
<b>Co-Chair</b>	Position: Academic Senate President <i>or</i> Designee			Standing Appt	
Member	Adjunct Faculty Representative			1 year	2016
Member	ASO Representative			1 year	2016
Member	Classified Representative			3 year	2017
Member	CMS Representative			3 year	2018
Member	Dean of Academic Affairs			3 year	2016
Member	Dean of Student Services			3 year	2017
Member	Enrollment Management Committee			3 year	2018
Member	Facilities			3 year	2016
Member	Academic Senate			3 year	2017
Member	Human Resources			3 year	2018
Member	Information Technology Services			3 year	2016
Member	Outcomes Committee			3 year	2017
Member	Program Review Committee			3 year	2018
Member	Student Success Committee			3 year	2016
Member	Classified Union			3 year	2017
Member	Faculty Union			3 year	2018
Ex-Officio	Superintendent/President	Mr. Edward Knudson		Standing Appt	
Ex-Officio	VP Academic Affairs <i>or</i> Designee	Dr. Bonnie Suderman		Standing Appt	
Ex-Officio	VP Student Services	Dr. Erin Vines		Standing Appt	
Ex-Officio	VP Human Resources	Mr. Mark Bryant		Standing Appt	

# DRAFT

## **Type of Committee/Authority:**

Participatory Governance

## **Purpose:**

Responsible for developing a Finance Plan to analyze and determine the financial impact and necessary resources to implement the Facilities, Human Resources, Technology, and Enrollment Management plans.

Responsible for evaluating and prioritizing the annual budget requests to most efficiently utilize institutional resources and present those recommendations to the Executive Committee.

The budget committee reviews the annual budget requests and makes a recommendation to fund those requests that utilize institutional resources most efficiently in accomplishing the district's strategic goals and improving the Institutional Learning Outcomes. BC works collegially with the Superintendent/President to recommend budget priorities in a timely fashion. The Superintendent/President may recommend budget expenditures to the Board of Trustees without consensus of the BC in those instances of legal and fiscal responsibility, as cited in both Education Code and Title 5. The Superintendent/President submits budget recommendations to the Board of Trustees for approval.

## **Council Recommendations Submitted:**

Recommendations are submitted to the Executive Council. Representatives inform their respective constituency.

## **Product:**

- Budget recommendations to the Executive Council
- Oversight and monitoring of the district's Finance Plan

## **Composition:**

As listed on page 1.

## **Terms:**

Permanent by position and one or three-year terms according to constituency group.

## **Quorum:**

50% plus one.

## **Meetings:**

Meetings are held the second and fourth Wednesdays of the month throughout the year, 2:30 to 4:00 pm, in SSV 151.

## **Minutes/Records:**

Minutes are posted to the public AVC website and retained by the recorder:  
<http://www.avc.edu/administration/organizations/spbc/>

## **Operations:**

N/A

**Prepared by:**

**Date:**

*Revised: February 2015*

*Original: February 2015*

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DRAFT

11 Feb 2015



**ANTELOPE VALLEY COLLEGE**

**College Coordinating Council  
Committee Information Sheet**

**Strategic Planning Committee 2016 - 2018**

*Committee Name*

	<b>Appointed by</b>	<b>Member</b>	<b>Proxy</b>	<b>Term</b>	<b>Expiration*</b>
<b>Co-Chair</b>	Dean of Institutional Effectiveness, Research & Planning <i>or</i> Designee	Dr. Meeta Goel		Standing Appointment	
<b>Co-Chair</b>	Academic Senate President	Dr. Ed Beyer		Standing Appointment	
Ex-Officio	Superintendent/President	Edward Knudson		Ex-Officio	
Member	Vice President Academic Affairs	Dr. Bonnie Suderman		Ex-Officio	
Member	Vice President Student Services	Dr. Erin Vines		Ex-Officio	
Member	Vice President Human Resources	Mark Bryant		Ex-Officio	
Member	Executive Director			3 year	2016
Member	Executive Director			3 year	2017
Member	Executive Director			3 year	2018
Member	Co-Chair, Enrollment Mgmt			3 year	2016
Member	Faculty Union			3 year	2017
Member	Classified Union President			3 year	2018
Member	AS: Transfer Faculty			3 year	2016
Member	AS: Student Services Faculty			3 year	2017
Member	AS: IRES			3 year	2018
Member	AS: Vocational Faculty			3 year	2016
Member	AS: Adjunct Faculty			1 year	2016
Member	Classified			2 year	2016
Member	Classified			2 year	2017
Member	Classified			2 year	2018
Member	Classified			2 year	2016
Member	Classified			2 year	2017
Member	CMS			3 year	2018
Member	Dean			3 year	2016
Member	Dean			3 year	2017
Member	Student			1 year	2016
Member	Student			1 year	2016

**\*Term expirations occur at the end of June in the year indicated.**

**Type of Committee/Authority:**

Participatory governance.

**Purpose:**

The Strategic Planning Copmmittee (SPC) is a participatory governance committee that provides oversight and monitoring of the various planning documents within the institution in order to accomplish the mission and goals of the district. SPC utilizes the Educational Master Plan, which is the district’s strategic plan, to review the mission, vision, values and practices of the institution and to monitor and modify the Strategic Goals and the Institutional Learning Outcomes.

In order to function most efficiently and to support and execute the Educational Master Plan, members of the SPC will be assigned to one or more of the following subgroups/subcommittee.s.

- Facilities
- Human Resources
- Communications
- Educational Master Plan

Membership in the subgroup/subcommittee can be expanded by issuing a campus-wide call to all constituent groups through established channels in order to enhance its membership. Each subgroup/subcommittee has the responsibility to determine its own membership.

**Committee Recommendations Submitted:**

Recommendations are submitted to the Superintendent/President. Representatives inform their respective constituency.

**Product:**

- Oversight and monitoring of the district’s planning documents
- Modifications to the Strategic Goals based on Institutional Learning Outcomes

**Composition:**

As listed on page 1.

**Terms:**

Permanent by position and one, two and three-year terms according to constituency group.

**Quorum:**

50% plus one.

**Meetings:**

Meetings are held the first and third Wednesdays of the month throughout the year, 2:30 to 4:00 pm, in SSV 151.

**Minutes/Records:**

Minutes are posted to the public AVC website and retained by the recorder:  
<http://www.avc.edu/administration/organizations/spbc/>

**Operations:**

N/A

**Prepared by:**

**Date:** *Revised: July 2013*

*Original: May 2008*

# VISION REVIEW

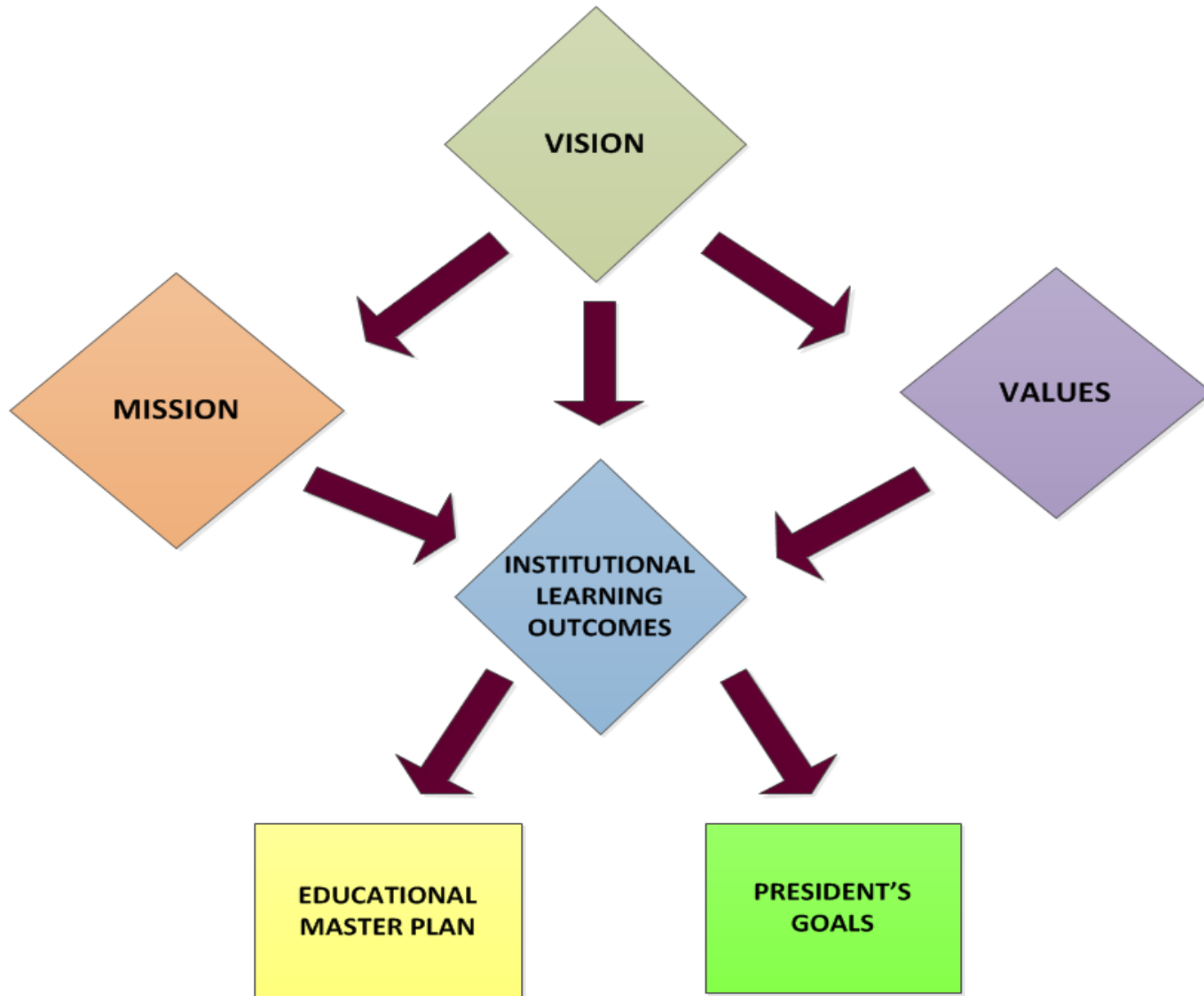
*AVC STRATEGIC PLANNING COUNCIL*

*Dr. Meeta Goel & Dr. Ed Beyer*

*March 4th, 2015*



# STRATEGIC PLANNING OVERVIEW



# WHAT IS A VISION STATEMENT?

- Desired end state or long-term desire
- Ideal future state
- It is inspirational
- A shared purpose, dream for the organization
- Informs/guides internal and external constituents
- Helps the organization focus on what is most important

## More Specifically, a Good Vision Statement:

- Answers the questions: Why do we exist? Are we working on the right thing? What do we intend to be?
- Is concise: A single phrase or sentence (about 10-15 words) that clearly explains what AVC is trying to accomplish in the future
- Is specific, but not so specific that it will not be applicable in a year or two (it has broad applications)
- Is easy to understand and communicate

# Simon Sinek's Ted Talk Regarding "Start with Why":

<https://www.youtube.com/watch?v=sioZd3AxmnE>

# Examples of Good Vision Statements:

- *Amazon: To be the world's most customer centric company*
- *Ben & Jerry's: Making the best possible ice cream in the nicest possible way*
- *Cold Stone Creamery: The ultimate ice cream experience*
- *Disney: To make people happy*
- *Apple: A computer in the hands of everyday people*
- *Google: To provide access to the world's information in one click*
- *LinkedIn: To connect the world's professionals and make them more productive and successful*

# REVIEW CURRENT AVC VISION:

*To provide quality education that enriches lives and builds futures.*

# **NEXT STEP:**

**Planning group makes recommendations to the President for AVC's Vision statement who determines further actions regarding the Vision with the Board e.g. any adjustments to these recommendations for AVC's Vision, input regarding the Vision from the greater college community, etc.**