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| <b>STRATEGIC PLANNING COMMITTEE BUDGET COMMITTEE</b> | <b>WEDNESDAY, NOVEMBER 15, 2023</b> |
| <b>AGENDA</b>  | <b>2:30 PM – 4:00 PM</b>            |
|  | <b>SH 219</b>                       |

***TYPE OF MEETING:*** SPC & BC Joint Meeting  
***NOTE TAKERS:*** Jerene Kelly / Amanda Khatib  
***PLEASE REVIEW/BRING:*** Agenda, Minutes, and Supporting Documents

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| <p><b><u>Strategic Planning Committee Members:</u></b></p> <ol style="list-style-type: none"> <li>1. Meeta Goel, Co-Chair (Dean, IERP/Library)</li> <li>2. Hal Huntsman, Co-Chair (AS: President)</li> <li>3. Michael Dioquino (Exec. Director or Designee-IT)</li> <li>4. Jim Landreth (Classified Union: CTE)</li> <li>5. James Nasipak (Director, Business Services)</li> <li>6. Jenell Paul (Classified: Student Services)</li> <li>7. Rodney Schilling (AS: Counseling Faculty)</li> <li>8. Casey Scudmore (?)</li> <li>9. Kim Sennett (AS: CTE/Vocational Faculty)</li> <li>10. Veronica Sirotzki (Classified Union)</li> <li>11. Jill Zimmerman (Dean, Student Services)</li> <li>12. Leslie Saldivar (ASO Rep.)</li> <li>13. Emmanuella Agyeman (ASO Rep.)</li> <li>14. Michael Carey (AS: Adjunct Faculty)</li> <li>15. Linda Parker (AS: Library Faculty)</li> <li>16. Vanessa Escobar (Interim Director: Student Equity)</li> <li>17. Tamira Palmetto (Co-Chair Enrollment Mgmt)</li> </ol> <p><b><u>Vacant</u></b><br/>Faculty Union</p> | <p><b><u>Budget Committee Members:</u></b></p> <ol style="list-style-type: none"> <li>1. Sarah Johnston, Co-Chair (Exec. Dir., Fiscal &amp; Fin. Services)</li> <li>2. Hal Huntsman, Co-Chair (AS: President)</li> <li>3. Dang Huynh (Adjunct Faculty, Proxy, Noah Stepro)</li> <li>4. Gem DeJesus (ASO: Student Rep.)</li> <li>5. Suzanne Olson (Classified Staff)</li> <li>6. Angela Musial (CMS Staff)</li> <li>7. Ben Partee (Interim Dean, Athletics &amp; Kinesiology)</li> <li>8. LaDonna Trimble (Dean, Student Services)</li> <li>9. Marvin Guzman (Facilities)</li> <li>10. Karen Heinzman (Faculty)</li> <li>11. James Firth (Human Resources)</li> <li>12. Daniel Conner (ITS)</li> <li>13. Stacey Adams (Program Review Committee)</li> <li>14. Pamela Ford (Classified Union)</li> <li>15. Kent Moser (Faculty Union)</li> <li>16. Andrea Brown (FY/SY Experience)</li> <li>17. Kevin North (Outcomes Committee)</li> </ol> <p><b><u>Vacant</u></b><br/>Adjunct Faculty Staff Outcomes Committee<br/>Enrollment Management</p> |
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**Ex-Officio's**

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| Jennifer Zellet (Superintendent/President) | Shami Brar (VP, Administrative Services)     |
| Kathy Bakhit (VP, Academic Affairs)        | Idania Padron (VP, Student Services)         |
| Lauren Elan Helsper (VP, Human Resource)   | Alejandro Guzman (Exec. Director, Marketing) |

| AGENDA ITEMS   | PERSON(S) RESPONSIBLE                        | ISSUES DISCUSSED / ACTION ITEMS                                   |
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| <b><u>INFORMATION/DISCUSSION ITEMS:</u></b>                        |  |   |
| I. Approval of Minutes for Joint SPC-BC Meeting on October 4, 2023 | All  |   |
| II. Opening Comments from Co-Chairs                                | Meeta Goel<br>Hal Huntsman<br>Sarah Johnston |   |
| III. Approve Strategic Plan Goals (attachment)                     | Hal & Meeta                                  | <b><u>Issues Discussed:</u></b><br><br><b><u>Action Item:</u></b> |
| IV. Update from Facilities   | Hal & Meeta                                  | <b><u>Issues Discussed:</u></b><br><br><b><u>Action Item:</u></b> |

**Next Meeting: January 17, 2024**



\*Present

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| <b>STRATEGIC PLANNING COMMITTEE BUDGET COMMITTEE</b><br><b>DRAFT MINUTES</b> | <b>WEDNESDAY, NOVEMBER 15, 2023</b><br><b>2:30 PM – 4:00 PM</b><br><b>SH 219</b> |
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**TYPE OF MEETING:** SPC & BC Joint Meeting  
**NOTE TAKERS:** Jerene Kelly / Amanda Khatib  
**PLEASE REVIEW/BRING:** Agenda, Minutes, and Supporting Documents

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| Kathy Bakhit (VP, Academic Affairs) *        | Idania Padron (VP, Student Services) *         |
| Lauren Elan Helsper (VP, Human Resources) *  | Alejandro Guzman (Exec. Director, Marketing) * |

| AGENDA ITEMS  | PERSON(S) RESPONSIBLE                             | ISSUES DISCUSSED / ACTION ITEMS                         |
|---|---|---|
| <b>INFORMATION/DISCUSSION ITEMS:</b>                              |   |   |
| I. Approval of Minutes for Joint SPC-BC Meeting on March 22, 2023 | All   | The minutes were approved as presented.                 |
| II. Opening Comments from Co-Chairs                               | M. Goel<br>Hal Huntsman<br>S. Brar<br>S. Johnston | The Co-Chairs welcomed SPC and BC to the joint meeting. |

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| <p>II. AVC SERVES 2023-2026 Strategic Plan Draft Goals</p>     | <p>Hal &amp; Meeta</p> | <p><b>Issues Discussed:</b><br/> Hal shared that the SPC wants feedback about Goals #1, 2, &amp; 6 for the three potential goals for our long-term Strategic Goals, especially #6, because it has an “OR” in the text and couldn’t decide which was best. The three goals are:<br/> #1-Service: Realign college policies, practices, and processes to remove barriers and to become more effective, efficient, and responsive to students, employees, and the community.<br/> #2-Equity: Improve the college culture by becoming a more caring, welcoming, accessible, and inclusive campus.<br/> #6-Success: Become a more student-focused college to enrich the student experience and boost success rates; ‘OR’ boost success rates by prioritizing the student experience.<br/> Meeta noted that the goals were shared with the various committees between the last SPC meeting and this meeting. The Executive Council and Academic Senate feedback was that “boost success rates by prioritizing the student experience” was preferred.</p>  |
| <p>III. Roles of SPC and BC (SPC-BC Flow Chart attachment)</p> | <p>Hal &amp; Meeta</p> | <p><b>Issues Discussed:</b><br/> Hal and Meeta reviewed and discussed the Strategic Planning and Budget Committee flow chart and their roles. Hal commented that he likes the chart but feels it’s not being followed in its current state and suggested recombining the committees. He asked everyone their thoughts about combining the committees. Shami explained that this committee isn’t an AP2510, and there is history on how it got here. He also noted that the Budget Committee is fulfilling its role (e.g., sharing information and going through the prioritization process). At this point, he doesn’t know if rejoining the two committees is better. Meeta, Pamela, and Jill felt that when the two committees were combined, it didn’t work and explained why. Several members gave their understanding and knowledge of the history of SPC &amp; BC as one group. Stacy commented on the Program Review’s role and explained the process regarding the SPC &amp; BC. President Zellet stated that for strategic planning, she doesn’t see a disconnect between the big long-term plans because those are not detailed. Those are not necessarily funded regularly; that’s done through Program Review and addenda. Suppose this is the route that we choose to go. In that case, we need to bring out our timelines and make sure that they mesh in such a way that if it’s a full Program Review or Addendum, it happens promptly so that those requests can be pulled in time to inform budget; we are in control of those timelines locally on campus. Meeta explained that on the SPC-BC chart, the orange boxes on the chart (the environmental scanning information) should inform our planning. She suggested getting the group mentioned to work on the AP &amp; BP 3250 Institutional Planning verbiage and the diagram (SPC-BC flowchart). SPC &amp; BC agreed to meet jointly in November.<br/> <b>Action Item:</b><br/> Hal suggested getting a small group together to discuss what they want the flowchart to look like and come back with some plan. Michael, Alejandro, Shami, LaDonna, Kathy, and Tammara (?) agreed to join the group and work on these discussion items with Hal.</p> |
| <p>IV. Next Steps for Planning (attachment)</p>                | <p>Meeta &amp; Hal</p> | <p><b>Issues Discussed:</b><br/> The following steps are to modify and get the draft goals to the areas for them to tie their work to them.<br/> Shami wanted clarification on reverting to the AP2510 model, continuing as we have it, and letting the subgroup do its work. Hal said the subgroup would continue the job, and SPC-BC would start meeting jointly.<br/> Shami: To clarify, it was decided no longer to follow the 2017 diagram (SPC &amp; BC), revert to AP2510, and dissolve the budget committee, and it becomes a subgroup as it is in AP2510. The subgroup for the Budget</p>   |

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|  |       | <p>Committee will just be doing resource allocation.</p> <p>Pamela asked if, in the meantime, we would go back to what the policy says: committees work together until we come up with different language, or are we just going to keep lingering on this issue? Jill suggested allowing the new committee to do the work and come back with a recommendation.</p> <p>Meeta noted that when she first started AVC in July 2013, she was told that SPBC was the most dysfunctional group on campus and had a very toxic atmosphere. Granted, it isn't that way now.</p> <p>Ken (?): Doesn't know how many positions are appointed, but he's the Federation Teacher Appointee of the Budget Committee; if there's no more Budget Committee, he isn't appointed to the committee.</p> <p>Hal said that what we could do to avoid that, for the moment, would be to agree to continue meeting jointly. We don't abolish one committee; we keep meeting officially together.</p> <p>Shami: I don't have an issue with that, but then we are not reverting to AP2510 (?).</p> <p>Pamela: Before the change with SPC &amp; BC, so until AP2510 changes or whatever the new committee comes up with, will the Budget Committee, the same as the Strategic Planning, remain intact? Hal agreed.</p> <p>(I need the Committee to clarify this for me-Jerene).</p> <p><b>Action Item:</b><br/>Meeta asked everyone to share the three goals with their areas and to please visit the homepage and review the mission, vision, and values because the Mission and Vision have not been revised since 2014.</p> |
| V. Budget Calendar   | Sarah | <p><b>Issues Discussed:</b><br/>Sarah presented the budget calendar of when the Governor proposes his budget all the way up until the Adopted Budget is presented to the Board of Trustees in September for approval.</p>  |
| VI. SCFF Scenario  | Sarah | <p><b>Issues Discussed:</b><br/>Currently as of 2022-2023 Emergency Conditions Allowance sunsets, we were protected for a while under this. SCFF hold harmless is active through 2024-2025. FY 2022-23, our 320 report showed an Annual FTES of ~9,002 and then we did our recalculation and it was ~9,043. 2024-25 funding will be the new floor for SCFF hold harmless provision. Starting in 2025-26, districts will be funded at their SCFF generated amount for that year or their "floor" (2024-25 funding amount).</p>  |
| VII. Revised Budget Committee Meeting Schedule FY 23-24 (attachment) | Sarah | <p><b>Issues Discussed:</b><br/>Sarah presented the revised Budget Committee meeting schedule to align with how the budget cycle works.</p>  |
| VIII. Budget Committee Role  | Sarah | <p><b>Issues Discussed:</b><br/>Sarah presented the definition of participatory governance and how the Budget Committee is designed to allow those on campus to have a voice but that the decisions are made ultimately at the Executive Council, President, and Board level. She explained the role of the committee is to present the Budget to the committee for feedback in the planning and development stage, resource allocation and request process, budget review and monitoring with budget vs. actuals, thus allowing the committee to provide recommendations to leadership. Budget Committee also provides transparency which serves as a bridge between Administration and the rest of the campus. This also allows for departments to advocate externally for funding.</p>  |

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| IX. 320 Recalculation for 2022-2023 | Sarah | <b><u>Issues Discussed:</u></b><br>Sarah provided a demonstration with the District being in an out-of-stability scenario utilizing the SCFF calculator and built-in assumptions. She displayed the TCR calculations with details on the SCFF calculation, minimum revenue commitment calculation, and prior year TCR stability calculation. |
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**I. NEXT SPC & BC JOINT MEETING:** November 15, 2023

**The AVC SERVES Framework and the College's 2023-2026  
Strategic Plan DRAFT**

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| <b>Service*</b>  | <p><b>Strategic Goal 1-Service: Realign college policies, practices, and processes to remove barriers and to become more effective, efficient, and responsive to students, employees, and the community.</b></p> <p><i>Examples of Related Initiatives:</i></p> <ul style="list-style-type: none"> <li>● Continuous Improvement</li> <li>● Expanded Outreach - Increase access to dual enrollment and adult learners</li> <li>● Expanded community partnerships to meet workforce demand</li> <li>● Improved Communication</li> <li>● Foster a sense of belonging</li> </ul> |
| <b>Equity*</b>   | <p><b>Strategic Goal 2-Equity: Improve the college culture by becoming a more caring, welcoming, accessible, and inclusive campus.</b></p> <p><i>Examples of Related Initiatives:</i></p> <ul style="list-style-type: none"> <li>● Recruiting and hiring for diversity</li> <li>● Close equity gaps</li> <li>● Expand Professional development for all constituent groups</li> <li>● New student and employee onboarding</li> <li>● Nurture a culture of inquiry and data-informed decision-making</li> <li>● Growth mindset</li> </ul>                                      |
| <b>Resources</b> | <p><b>Strategic Goal 3-Resources: Increase student awareness about campus resources.</b></p> <p><i>Examples of Related Initiatives:</i></p> <ul style="list-style-type: none"> <li>● Basic needs</li> <li>● Improved student common spaces</li> <li>● Increased access to counseling/advising</li> </ul>   |
| <b>Vision</b>    | <p><b>Strategic Goal 4-Vision: Be more future-thinking, agile, innovative, and proactive.</b></p> <p><i>Examples of Related Initiatives:</i></p> <ul style="list-style-type: none"> <li>● Empower students to formulate and achieve their goals</li> <li>● Elevate student voices</li> <li>● Become a more sustainable and cleaner campus</li> </ul>   |
| <b>Education</b> | <p><b>Strategic Goal 5-Education: Expand offerings and more effective course scheduling.</b></p> <p><i>Examples of Related Initiatives:</i></p> <ul style="list-style-type: none"> <li>● Increase access to and awareness about learning support services</li> <li>● Increase English and Math completion within their first year</li> <li>● Within GP initiative, create effective ed plans to reduce the number of accumulated units while meeting ed goals</li> </ul>   |

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| <p><b>Success*</b></p> | <p><b>Strategic Goal 6-Success: Become a more student-focused college to enrich the student experience and boost success rates; OR Boost success rates by prioritizing the student experience.</b></p> <p><i>Examples of Related Initiatives:</i></p> <ul style="list-style-type: none"> <li>● Increase the # of degrees and certificates awarded, transfers</li> <li>● Strong workforce training to meet local workforce demand, power skills, field experience, work-based learning, internships/externships, licensure pass rates, job placement</li> <li>● Opportunities for obtaining sustainable wages</li> <li>● Improve success, retention, and persistence rates</li> <li>● Increase awareness about and celebrate successes</li> </ul> |
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***\*Recommended by SPC on 9-6-2023 as priorities for the 2023-2026 Strategic Plan. (Also fold in initiatives such as Vision for Success, Achieving the Dream, Caring Campus, Guided Pathways, Student Equity & Achievement Program, Accreditation (e.g. Quality Focus Essays, Institution Set Standards)-Some of the strategies/mechanisms for addressing/ achieving/ measuring college goals.)***