



**FA2014-01
Approved Minutes**

**Minutes of Strategic Planning and Allocation of Resources Committee
Held on September 11, 2014
Building 6, Room 6-203**

Co-Chairs:

Eloisa Briones, Kate Browne

Members Present:

Wissem Bennani, Joi Blake, Eric Brenner, Kathleen Feinblum, Kathy Fitzpatrick, Angelica Garcia, Chris Gibson, Michelle Hawkins, Barbara Lamson, Evan Leach, Sarah Perkins, Linda Whitten

Members Absent:

Davante Cade, Carla Campillo, Rick Escalambre, Mike Fitzgerald, Mary Gutierrez, Aaron McVean, Dino Nomicos, Jesse Raskin, Soodi Zamani

Resource:

Belinda Chan (Recorder), Karen Wong

1. GENERAL FUNCTIONS

1.1 Call to Order

Kate called the meeting to order at 2:17 p.m.

1.2 Welcome and Introductions

Eloisa extended a cordial welcome to all and members introduced themselves.

1.3 Approval of Minutes

There were no minutes to approve since this was the first meeting of the year.

2. DISCUSSION

2.1 Overview of College Budget Committee (CBC) and Institutional Planning Committee (IPC)

Eloisa Briones gave the committee a brief history of how the college had worked on strengthening the integration of planning and resource allocation. This became the guiding force for the merger of the Institutional Planning Council and the College Budget Committee came about. The proposal was approved by both committees and the recommendation was brought to the College Governance Council in Spring 2014.



2.2 Recommended name of the committee

Eric Brenner suggested a minor change to the proposed committee name from Strategic Planning and Resources Allocation Committee (SPRAC) to Strategic Planning and Allocating Resource Committee (SPARC). All members in attendance voted in favor of renaming the committee to Strategic Planning and Allocation of Resources Committee (SPARC).

2.3 Recommended meeting structure

Eloisa announced that SPARC will meet twice a month on the second and last Thursday of each month. The first meeting focused on planning will be co-chaired by Aaron and Kate. The second meeting focused on budget will be co-chaired by Eloisa and Kate.

2.4 Review of the Charge of the Strategic Planning and Allocation of Resources Committee

The Compendium of Committees describes the charge of this committee as follows: “The Skyline College Strategic Planning and Resource Allocation Committee (now Strategic Planning and Allocation of Resources Committee) will coordinate, integrate and communicate college-wide planning and budgeting. This committee will make integrated planning and budget recommendations to the College Governance Council.” The committee members listed in the compendium does not include the Coordinator of Institutional Effectiveness as a member. It was recommended that Karen Wong, Coordinator of Institutional Effectiveness, attend the committee as a resource.

2.5 Planning Report

Eloisa shared the planning report Co-Chair Aaron had prepared. See Appendix I for detail.

2.6 Allocation Model Overview

Executive Vice Chancellor led the District Committee on Budget and Finance (DCBF) in reviewing the current resource allocation after SMCCD gained its community-supported status. As such, the district no longer receives state apportionment. The district’s current allocation model is FTES driven. Over the past year and a half, Kathy Blackwood has presented several versions of the new resource allocation model to the DCBF, college planning and budget committees and Presidents’ Cabinets, gathering feedback and making adjustments as needed. The district’s goal is to align the new allocation model with the district’s strategic plan. EVC Blackwood will present the new resource allocation model during the SPARC meeting on Thursday October 30, 2014.

2.7 Committee meeting location

All members in attendance recommended for committee meetings to remain in Room 6-203.

3. ANNOUNCEMENT

3.1 Orientation for new members or refreshers

Eloisa will organize an orientation for new members as well as offer refreshers to familiarize new and incumbent members about the budget processes. Schedules to be announced.



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4. Next Regular Meeting

Next meeting will be held on Thursday, September 25, 2014, in room 6-203.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:08 p.m.

Minutes approved by Members on September 25, 2014