



**FA2014-03
Approved Minutes**

**Minutes of Strategic Planning and Allocation of Resources Committee
Held on November 13, 2014
Building 6, Room 6-203**

Co-Chairs:

Eloisa Briones, Aaron McVean

Members Present:

Wissem Bennani, Eric Brenner, Carla Campillo, Kathleen Feinblum, Mike Fitzgerald, Kathy Fitzpatrick, Angelica Garcia, Chris Gibson, Michelle Hawkins, Barbara Lamson, Evan Leach, Dino Nomicos, Sarah Perkins, Linda Whitten

Members Absent:

Joi Blake, Kate Browne, Davante Cade, Rick Escalambre, Mary Gutierrez, Jesse Raskin, Soodi Zamani

Guests (Students of Linda Whitten) Present:

Robert Chiu, Moaid Mahjoub, David Martinez, Immanuel Martiniano

Resource:

Belinda Chan (Recorder)

1. GENERAL FUNCTIONS

1.1 Call to Order

Aaron McVean called the regular meeting to order at 2:16 p.m.

1.2 Approval of Agenda

A motion was made by Evan L. and seconded by Carla Campillo to approve the November 13, 2014 Committee meeting Agenda as written. There were no additions or changes to the Agenda.

1.3 Approval of Minutes

A motion was made by Linda Whitten and seconded by Chris Gibson to approve the October 30, 2014 Committee meeting Minutes as written. No change was made. Motion carried unanimously with 1 abstention.

2. REPORTS/ DISCUSSIONS

2.1 Debrief of New Resource Allocation Model

Members were interested to learn the determination of applying and receiving demonstrated needs. Eloisa Briones stated that the District has yet to determine a process for demonstrated need funding. One option by the District is to distribute the demonstrated needs fund across the board, and the other option is to base it on an application process.

2.2 Strategic Planning and Balanced Scorecard

The Committee was being reminded that strategic planning and balanced scorecard should reflect Skyline College's Mission, Vision, and Values as stated below:

Mission Statement: "To empower and transform a global community of learners."



Vision Statement: “Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.”

Values Statement: “Education is the foundation of our civilized democratic society.”

2.3 Strategic Goals, Strategies, and Priorities

2.3.1 Members worked in groups to discuss the following questions.

Were you involved in the development of the Goals, Strategies, and/or Priorities? What did that process look like?

What questions do you have about the process and/or the resulting Goals, Strategies, and Priorities?

Are there gaps that we should be addressing given the new District Model?

2.3.2 Three sets of documents were given to each pair or group for review. (See Appendix I)

Aaron McVean led the Committee for open discussion. Some members commented that balanced scorecard did not measure all of the services provided at Skyline College, such as International Students services. It is because the balanced scorecard has not been updated since its first creation in 2006. In Academic Year 2013-14, the Institutional Planning Committee (IPC) requested to have the Skyline College Balanced Scorecard be reviewed because it has never been reviewed and updated since its creation. Karen Wong, Coordinator of Institutional Effectiveness and Chairperson of Skyline College Student Learning Outcomes and Assessment Committee (SLOAC) brought the Balanced Scorecard to SLOAC for review. Revision will be completed by February 2015. Once completed, the revision will be brought to Accreditation Oversight Committee (AOC), Strategic Planning and Allocation of Resources Committee (SPARC), and College Governance Council (CGC) for evaluation to ensure that the revision meets the requirements for Institution-Set Standards from the ACCJC.

2.4 Review of 2013/14 Balanced Scorecard

2013/14 Balanced Scorecard was presented. (See Appendix II)

Balanced Scorecard should and always comply with the Accreditation Standards of Accrediting Commission for Community and Junior Colleges (ACCJC) and College’s mission. Selected standards were shared with the Committee:

“Standard I.A.2 – The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students”

“Standard I.B.3 – The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information. (ER 11)” (*ER represented eligibility requirement.*)

3. ANNOUNCEMENT

Upcoming District Strategic Planning Sessions at Skyline College are as follow:



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Date	Day	Time	Topic
December 11, 2014	Thursday	2:30 p.m.	Internal Data and Trend
March 18, 2015	Wednesday	2:30 p.m.	Synthesizing Findings, Development of Preliminary Recommendation and Strategies
May 7, 2015	Thursday	2:30 p.m.	Review of New Strategic Plan, Implementing the District's Strategic Plan

4. NEXT SPECIAL MEETING

Next special meeting will be held on Thursday, December 11, 2014 at 2:30 p.m. Detail of meeting location to follow.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:59 p.m.

Minutes approved by Members on March 19, 2015.