



Minutes of Strategic Planning and Allocation of Resources Committee

Held on October 13, 2016

Held in Building 6, Room 6-203

Chairs:

Eloisa Briones, Kate Williams Browne, Cheri Jones

Members Present:

Eric Brenner, Jose Cartagena, Nena Darwin, Luis Escobar, Kathy Fitzpatrick, Filipp Gleyzer, Michelle Hawkins, Melissa Komadina, Barbara Lamson, Evan Leach, Dino Nomicos, Christine Roumbanis, Linda Whitten, Karen Wong, Soodi Zamani

Members Absent:

Wissem Bennani, Mike Fitzgerald, Nina Floro, Angélica Garcia, Chris Gibson, Aaron McVean

Guests Present:

Kathy Blackwood, Executive Vice Chancellor

Dan Ming, Professor of Automotive Technology

Linda Whitten's Accounting Students: Chi Le Tang, Jehu "Jay" Stiers, Angeline Mingfield, Joao Silva, Christopher Rogers

Resource:

Belinda Chan, Judy Hutchinson, Zahra Mojtahedi

1. GENERAL FUNCTIONS

1.1. Call to Order

Kate Williams Browne welcomed the honorable guest Executive Vice Chancellor Kathy Blackwood and called the regular meeting to order at 2:15 p.m.

1.2. Welcome and Introduction

Eloisa Briones invited all participants in attendance introduced themselves.

1.3. Review Committee Charge

Eloisa Briones introduced committee charge and read to the committee:

"The Skyline College Strategic Planning and Allocation of Recourses committee (or SPARC) will coordinate, integrate and communicate college-wise planning and budgeting. This committee will make integrated planning and budget recommendations to the College Governance Council (CGC)."

The Committee has a slight change in chairmanship. SPARC is now being chaired by Eloisa Briones, Kate Williams Browne, and Cheri Jones.

2. ACTION ITEMS

2.1. Approve Agenda

A motion was made by Christine Roumbanis and seconded by Karen Wong to adopt the October 13, 2016 meeting agenda as written. Motion carried unanimously.

2.2. Approve Minutes

A motion was made by Barbara Lamson and seconded by Linda Whitten to approve the May 13, 2016 meeting minutes as written. 3 abstentions made. Motion carried unanimously.

3. DISCUSSION/ REPORT

3.1. Review Finalized 2016/17 Budget

Eloisa Briones welcomed Executive Vice Chancellor Kathy Blackwood to the SPARC meeting to present the finalized 2016/17 budget. Prior to that, Eloisa Briones provided a calendar on budget to the Committee:

April/ May	Finalize tentative budget
May (usually)	Discuss the tentative budget at SPARC
Summer (usually July)	Finalize budget
September/ October	Present finalized budget at SPARC

Executive Vice Chancellor Blackwood presented the 2016/17 final budget to the Committee, which was adopted by the Board on September 28, 2016. The District Unrestricted General Fund budget projects revenues of \$163,740,251, and expenditures of \$177,914,531. The expenditure budget includes committed and carryover funds from fiscal year 2015-16. See Appendix I for details.

Eloisa Briones expressed gratitude to Executive Vice Chancellor Blackwood for her presence and summary on District budget. The SPARC will discuss Skyline College budget in the next meeting.

3.2. Review Mid-term Report

On behalf of Aaron McVean, Accreditation Liaison Officer, Cheri Jones provided an update on the Mid-term Report. The Mid-term was submitted to Accrediting Commissions for Community and Junior Colleges (ACCJC) due to the last Commission visit in October 2013. The Mid-term Report demonstrated resolution of recommendations on the following. See Appendix II for full version of Mid-term Report.

College Recommendations

- Adhering to a systematic and regularly scheduled process for adjunct faculty performance evaluations
- Systematic review of integrated planning and resource allocation cycle
- Ensuring regular and effective faculty interaction with students in all DE courses

District Recommendations

- Broadly communicate modification of evaluation processes and ensure full implementation
- Develop goals for increasing professional development and orientation of new trustees.
- Establish regular cycle of evaluation of services and document outcomes.

3.3. Review Baccalaureate Degree Pilot Program Special Report

Skyline College submitted a Substantive Change Report pertaining to Baccalaureate Degree Pilot Program on April 7, 2015 and received approvals from Accrediting Commission for Community and Junior Colleges (ACCJC) on May 19, 2015 and California Community Colleges Chancellor’s Office on October 23, 2015. On July 21, 2016, Skyline College received a request from ACCJC to submit a Special Report to be due on October 1, 2016. With a great team work, the special report was approved by the Board of Governance and submitted to ACCJC prior to the due date. ACCJC is scheduled to have a site visit in February 2017. See Appendix III for full version of Baccalaureate Degree Pilot Program Special Report.



4. NEXT REGULAR MEETING

Next regular meeting is schedule to be held on Thursday, October 27, 2016 at 2:10 p.m. in Room 6-203.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:15 p.m.

Minutes were approved by Members on November 10, 2016.