Minutes of Strategic Planning and Allocation of Resources Committee
Held on October 26, 2017
Held in Building 6, Room 6-203

Chairs:
Eloisa Briones, Jacqueline Honda

Members Present:
Eric Brenner, Claudia Sofia Acuna, Luis Escobar, Michael Fitzgerald, Kathy Fitzpatrick, Nina Floro, Christopher Gibson, Filipp Gleyzer, Michelle Hawkins, Melissa Komadina, Barbara Lamson, Evan Leach, William Minnich (subbing for Angélica Garcia), Joseph Morello, Jr. (subbing for Jennifer Taylor-Mendoza), Michelle Tam, Karen Wong, Soodi Zamani

Members Absent:
Wissem Bennani, Kathryn Browne, Bridget Fischer, Zaid Ghori, Christine Roumbanis, Linda Whitten

Guests Present:
Kathy Blackwood, Executive Vice Chancellor
James Houpis, Dean of Academic Support and Learning Technologies
Lasana Hotep, Dean of Student Equity and Support Programs
Regina Stanback Stroud, College President

Resource:
Belinda Chan (Recorder), Judy Hutchison (Recorder), Zahra Mojtahedi

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1. GENERAL FUNCTIONS

1.1. Call to Order and Introduction
Eloisa Briones called the regular meeting to order at 2:11 p.m.

2. DISCUSSION/ REPORT

2.1. 2017/18 Final Budget
Kathy Blackwood, Executive Vice Chancellor, provided an overview of the District 2017/18 Final Budget. We are one of 7 community-supported community college districts statewide. She estimates in 50 years most districts will be community supported as property taxes grow faster than other revenue sources. It was asked what external factors may impact or jeopardize our community supported status. She noted that our county property taxes are fairly diverse, and only the San Francisco International Airport would have a big impact us due to its huge travelers' volume. A housing bubble or natural disaster would also affect us. She pointed out that the Board of Trustees and Chancellor Ron Galatolo are looking at ways to expand the Promise program to provide greater support to students and achieve student success.

3. ACTION ITEMS

3.1. Approve Agenda
Due to a lack of quorum in the first part of the meeting, the order of this item was switched. Eloisa Briones proposed for an amendment to the agenda by adding an action item to adopting the 2017/18 Skyline College

Final Budget. A motion was made by Karen Wong, which was seconded by Christopher Gibson, to approve the October 26, 2017 Agenda as amended. Motion carried unanimously.

3.2. Approve Minutes

Due to a lack of quorum in the first part of the meeting, the order of this item was switched. Michael Fitzgerald requested an amendment to include the discussion he had with Christine Roumbanis in the minutes and Karen Wong proposed word corrections be made to item 4.2. A motion was made by Michael Fitzgerald, which was seconded by Karen Wong, to approve the September 28, 2017 Minutes with proposed amendment. Motion carried unanimously.

3.3. Recommendation of Adopting 2017/18 Final Budget

Due to the lack of quorum in the last meeting when the 2017/18 final budget was presented, no action was taken. Eloisa Briones proposed to adopt the budget. A motion was made by Evan Leach and seconded by Christopher Gibson to adopt the Skyline College 2017- 2018 Adopted Budget as presented on September 28, 2017 meeting.   Motion carried unanimously.

3.4. Recommendation of Adopting BSI/SEP/SSSP Integrated Plan to CGC

The California Community College Chancellor's Office (CCCCO) announced an effort to integrate Basic Skills Initiative (BS), Student Equity Program (SEP), and Student Success and Support Program (SSSP) into the 2017-19 Integrated Plan to be due on December 1, 2017. Luis Escobar (Dean of Counseling, Advising, and Matriculation), Lasana Hotep (Dean of Student Equity and Support Programs), and James Houpis (Dean of Academic Support and Learning Technologies) presented the Integrated BSI, SEP, and SSSP integrated plan to the committee. The State Chancellor's Office has implemented a new Integrated Planning process for these three categorical programs. The College receives annual allocations for these programs and have two years to expend the funds. The Integrated Plan allows the College to leverage and maximize the use of the funds without overlapping services that each program provides. See Integrated BSI/SEP/SSSP Plan 2017 – 2019 and Integrated Budget Plan for BSI/SEP/SSSP 2017 for detail.

Due to the time constraints in meeting the deadline to present to the Board, this integrated plan was presented to College Governance Council (CGC) yesterday and SPARC today. A motion was made by Jacqueline Honda and seconded by Christopher Gibson to recommend the 2017-2019 Integrated BSI/SEP/SSSP Plan to the Board. Motion carried unanimously.

3.5. Recommendation of Adopting Technology Plan to CGC

Prior to James Houpis presentation, College President Regina Stanback Stroud expressed her gratitude to Dean Houpis' tremendous effort on updating the Technology Plan. See Technology Plan 2018 – 2022 for detail.

Dean Houpis apprised the Committee that the highlighted items in Technology Plan are items that need to be addressed. Appendix A in the Technology Plan 2018 – 2022 listed the planning budget for the next five years, which included mostly hardware instead of software items. However, it does not include single point-in-time purchases or District-funded expenses.

The plan was thoroughly presented. Due to the time constraints in meeting the deadline to present to the Board, this integrated plan was presented to College Governance Council (CGC) yesterday and SPARC today. A motion was made by Jacqueline Honda and seconded by Karen Wong to recommend the 2018-2022 Technology Plan to the Board. Motion carried unanimously.

4. DISCUSSION/ REPORT

4.1. Educational Master Plan

Due to time constraints, this item was briefly discussed. Skyline College is in the process of updating the Educational Master Plan and Strategic Plan. Though the plan doesn't expired until 2019, it is important to align it with the institutional Strategic Plan, which is expiring this year. A consultant, who is an expert in the field, will be hired to facilitate the plan update. Some members were concerned on the expenses used to hire consultants for various projects. Dean Honda explained that hiring consultants are more economically viable than allocating one full-time position (FTEF) to this task.

Due to lack of time for further discussion, some questions listed below were presented to the Committee to think about as homework. Discussion will take place in the December meeting. Each member should take the questions back to their unit and solicit input.

1. What new programs do you feel are needed for Skyline College to better serve the community?

2. What Skyline College programs are in need of strengthening in order to better serve the community?

3. What is your assessment of the college's current planning structure and process? What works well, what could be improved?

4. How do advances in technology impact programs in your area?

4.2. Accreditation

Jacqueline Honda provided an update to the Committee that the Accreditation Steering Committee has been changed from a formerly co-chairs model, consisting of an Administrator and a Faculty to a tri-chairs model, which includes an Administrator, a Faculty, and a Classified Staff. The Tri-Chairs have been identified as William Minnich (Administrative Tri-Chair), Karen Wong (Faculty Tri-Chair), and Michele Haggar (Classified Tri-Chair). The Accreditation Steering Committee is in the process of recruiting writers. Recruiting announcements will also be seen through Skyline Shines as well as divisional meetings. Interested parties who would like to serve on the accreditation writing teams may contact Dean Honda at hondaj@smccd.edu directly.

4.2.1. Accreditation for Associate Science in Respiratory Care

Raymond Hernandez shared with the Committee that Associate Science in Respiratory Care is under accreditation process and will submit the annual report to accrediting agency on November 1, 2017. The program started in 1971 and has gone through annual report every year. The outcomes are listed in Associate of Science in Respiratory Care handout, pages 2 and 3, and the strengths and evidence are highlighted in the first page. This program is a highly recommended program that requires students to have a minimum of 150 hours working in clinical field as part of the curriculum prior to their program completion.

5. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, November 9, 2017 at 2:10 p.m. in Room 6-203.

6. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:01 p.m.
Minutes were approved by Members on January 25, 2018.