



**Minutes of Strategic Planning and Allocation of Resources Committee  
Held on October 29, 2015  
Building 6, Room 6-203**

**Chairs:**

Eloisa Briones, Aaron McVean

**Members Present:**

Eric Brenner, Kathleen Feinblum, Kathy Fitzpatrick, Angélica Garcia, Chris Gibson, Michelle Hawkins, Melissa Komadina, Barbara Lamson, David Martinez, Dino Nomicos, Jesse Raskin, Linda Whitten, Soodi Zamani

**Members Absent:**

Wissem Bennani, Kate Williams Browne, Luis Escobar, Mike Fitzgerald, Flipp Gleyzer, Jonathan Gonzalez, Mary Gutierrez, Evan Leach, Sarah Perkins

**Linda Whitten's Students:**

Manjot Kaur, Mousa Khoury, Eric Marshall, Ian Marshall, Weiquing Miao, Kallie Skahill

**Resource:**

Judy Hutchinson, Zahra Mojtahedi, Karen Wong, Belinda Chan (Recorder)

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**1. GENERAL FUNCTIONS**

**1.1 Call to Order**

Aaron McVean called the regular meeting to order at 2:12 p.m.

**1.2 Approval of Agenda**

Barbara Lamson made a request to add a business item to the agenda. A motion was made by Melissa Komadina and seconded by Jesse Raskin to approve October 29, 2015 agenda as amended. Motion carried unanimously.

**1.3 Approval of Minutes**

A motion was made by Barbara Lamson and seconded by Chris Gibson to approve September 22, 2015 Minutes as written. Motion carried unanimously.

**1.4 Mission, Vision, Values Review and Recommendation**

A motion was made by Linda Whitten and seconded by Jesse Raskin to recommend Mission, Vision, Values to College Governance Council (CGC). Motion carried unanimously. See [Appendix I](#) for details.

**2. REPORTS/ DISCUSSIONS**

**2.1 Integrated Planning and Resource Allocation Cycle**

Karen Wong highlighted results from the Employee Voice Survey: Integrated Planning and Resource Allocation Cycle (IPRAC), which was administered in September 2015. The committee broke out into groups to discuss survey results and identify potential areas of improvement. Specific areas of discussion included familiarity with



the cycle, understanding the role of each component (e.g., the Annual Program Plan, Comprehensive Program Review, Administrative Leadership Unit Reviews, Strategic Priorities, Outcome Assessments, and Educational Master Plan), alignment with resource allocation processes, timing and feedback loops. Aaron McVean and Karen will review the group feedback and make recommendations on the integrated planning and resource allocation cycle to the committee. See [Appendix II](#) for more details.

### **2.2 New Business Item: DCBF Update including highlights from the ACBO Conference**

Barbara Lamson highlighted updates from the October 20, 2015 meeting of the District Committee on Budget and Finance (DCBF), which included: the Board of Trustees adoption of District Strategic Plan; updates to District Budget; presentation from Jonathan Bissell, Director of Community, Continuing and Corporate Education, on the many initiatives at CCCE; presentation from Jose Nunez, and Vice Chancellor of Facilities, on the proposed construction projects under the new Bond measure. See [Appendix III](#) for more details.

Eloisa Briones gave a brief report from her attendance at the Association of Chief Business Officials (ACBO) Conference, which took place on October 26 – 28, 2016. The State Chancellor's Office referring to funding the colleges. The additional funds we received from the District for 2015/16 will be used toward operating budget expenses.

At the ACBO Conference, Executive Vice Chancellor Kathy Blackwood received the prestigious Walter Star Robie Award, which recognized her outstanding achievements and exemplary service as Chief Business Officials in her respective districts and the state of California. Chancellor Ron Galatolo was in attendance for her recognition.

## **3. Announcement**

### **3.1 Campus Forum: Skyline Promise**

A campus forum on Skyline Promise is scheduled to be held on Tuesday, November 17, 2015 at 2:00 p.m. in Building 6, Room 6-202 to 6-206. Faculty and staff are encouraged to attend.

### **3.2 Spring Skyline Student Success Conference**

Skyline College will host its first Student Success Conference in Spring 2016. It will tentatively be held on April 15, 2015. Detail to follow.

## **4. NEXT REGULAR MEETING**

Next regular meeting will be held on Thursday, November 12, 2015 at 2:10 p.m. in Room 6-203.

## **5. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:54 p.m.

**Minutes were approved on January 28, 2016.**