



**Minutes of Strategic Planning and Allocation of Resources Committee**  
**Held on September 11, 2015**  
**Building 6, Room 6-203**

**Chairs:**

Eloisa Briones, Kate Williams Browne, Aaron McVean

**Members Present:**

Wissem Bennani, Eric Brenner, Luis Escobar, Kathleen Feinblum, Mike Fitzgerald, Kathy Fitzpatrick, Flipp Gleyzer, Michelle Hawkins, Melissa Komadina, Barbara Lamson, Evan Leach, David Martinez, Sarah Perkins, Jesse Raskin, Linda Whitten, Soodi Zamani

**Members Absent:**

Angélica Garcia, Chris Gibson, Jonathan Gonzalez, Mary Gutierrez, Dino Nomicos

**Guests:**

President Regina Stanback Stroud, Jonathan Paver

**Resource:**

Judy Hutchinson, Karen Wong, Belinda Chan (Recorder)

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**1. GENERAL FUNCTIONS**

**1.1 Call to Order**

Aaron McVean welcomed all attendees and called the regular meeting to order at 2:15 p.m.

**1.2 Introduction**

Members and guests in attendance were invited to do a self-introduction.

**1.3 Adoption of Agenda**

Karen Wong made a request to add new business to the agenda. A motion was made by Jesse Raskin and seconded by Evan Leach to approve the September 11, 2015 agenda as amended. Motion carried unanimously.

**1.4 Approval of Minutes**

A motion was made by Evan Leach and seconded by Barbara Lamson to approve the May 14, 2015 minutes as written. No change was made. Motion carried unanimously.

**2. REPORTS/ DISCUSSIONS**

**2.1 Review Committee Charge**

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



Eloisa Briones explained that SPARC evolves from merging of Institutional Planning Committee (IPC) and College Budget Committee (CBC) with topics in planning and budget focused. Function of IPC and CBC was tabled. See Appendix I.

## **2.2 SMCCCD Strategic Plan (Student First)**

Strategic Goal 1: Develop and strengthen new educational offerings, interventions, and support program that increase student success

Strategic Goal 2: Establish and expand relationships with school districts, 4-year college partners, and community based organizations to increase higher education attainment throughout San Mateo County

Strategic Goal 3: Increase program delivery options, including the expanded use of instructional technology, to support student learning and success

Strategic Goal 4: Ensure necessary resources are available to implement this strategic plan through sound fiscal planning and management of allocations. Project community-supported status and undertake the development of innovative sources of revenue that support educational programs beyond that which is available from community and state allocations.

SMCCCD Strategic Plan was tabled. Aaron McVean read the SMCCCD strategic goals that are aligned with Skyline Priorities as highlighted in Appendix II.

## **2.3 Skyline College Strategic Priorities**

President Regina Stanback Stroud emphasized Skyline College Strategic Priorities is to have 75% of students “Get in, Get Through, and Get Out” on time, which means 2 years of full-time or 4 year of part-time coursework. Pathways to student success will be established via Skyline Promise models. Detail of Skyline Promise is documented in Appendix III.

## **2.4 Skyline College Strategic Planning 2015/16**

Successful Course Completion data was tabled. See Appendix IV.

Aaron McVean addressed that successful rate throughout the Community College system has remained at an average of 70%. In the data provided, the success rate ranged from 30% to 90% for most commonly enrolled courses. For years, the term-to-term (Fall to Spring) persistence rate has been at the average of 60%, but it drops to 30 – 40% average for Fall-Spring-Fall persistence rate. Students with unsuccessful first year experience will unlikely continue in the following semester. Increasing the success rate of students’ first year experience would be one of recommendations to increase overall success and persistence rates.



**ACTION ITEM(S)**

**2.5 Recommendation of Addendum to Technology Master Plan**

Jonathan Paver presented the Skyline College Technology Plan Addendum to the Committee, to include Five Year Proposed Technology Budget, Faculty, Staff & Service Area Replacement Plan 2015 – 2019, Instructional Lab Replacement Schedule 2015 – 2020, and Upcoming Technology Projects in the Technology Plan. See Appendix V for detail.

A motion was made by Mike Fitzgerald and seconded by Linda Whitten to recommend Addendum to Technology Master Plan. Motion carried unanimously.

**3. ADDED ITEM - ANNOUNCEMENT**

Karen Wong recruited the help of Members to remind colleagues of their divisions that the Allocation Planning and Resource Survey sent through the Campus Announcement is due tomorrow, September 11, 2015.

**4. NEXT REGULAR MEETING**

Next regular meeting will be held on Thursday, September 24, 2015 at 2:10 p.m. in Room 4-301. Executive Vice Chancellor Blackwood will be presenting in the next SPARC meeting.

**5. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:56 p.m.

Minutes were approved by Members on September 24, 2015.