



Minutes of Strategic Planning and Allocation of Resources Committee
Held on March 22 2018
Held in Building 6, Room 6-202

Chairs:

Eloisa Briones, Kathryn Williams Browne, Jacqueline Honda

Members Present:

Wissem Bennani, Michael Fitzgerald, Filipp Gleyzer, Zaid Ghorri, Michelle Hawkins, Barbara Lamson, Christine Roumbanis, Linda Whitten, Karen Wong, Soodi Zamani

Guest(s) Present:

Carina Anttila-Suarez, Carla Grandy, Ronda Wimmer, Adam Windham

Linda Whitten's Accounting 131 Students:

Ernest Bediako, Brandon Louie, Mariah Tolentine, Yen Trang

Members Absent:

Claudia Sofia Acuna, Eric Brenner, Luis Escobar, Bridget Fischer, Kathy Fitzpatrick, Nina Floro, Angélica Garcia, Christopher Gibson, Evan Leach, Melissa Komadina, Jennifer Taylor-Mendoza, Michelle Tam

Resource:

Belinda Chan (Recorder), Judy Hutchison (Recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order

Due to a conflict in room reservation, the SPARC met in Room 6-202 instead of Room 6-203. Kathryn Williams Browne called the regular meeting to order at 2:15 p.m.

1.2. Approve Agenda

Eloisa Briones proposed to make a change of order to Discussion/Report items as 2018/19 Budget Update being the first item on the list and followed by Sustainability Plan Update, Comprehensive Program Review Presentation Update, Comprehensive Program Review Rubric, and Strategic Plan Open Forum. A motion was made by Michael Fitzgerald and seconded by Michelle Hawkins to approve March 22, 2018 Agenda with amendment. Motion carried unanimously.

1.3. Approve Minutes

A motion was made by Christine Roumbanis and seconded by Michael Fitzgerald to approve both January 25, 2018 and February 8, 2018 Minutes as written. Motion carried unanimously.

2. DISCUSSION/ REPORT

2.1. 2018/19 Budget Update

Documents titled "[Resources Allocations 18/19 Budget Scenario](#)" and "[Skyline College General Unrestricted Fund Projected Expenditures for FY 2018-2019](#)" were distributed.

Highlights of the 2018/19 Budget Update included:

- Due to the projected numbers of international students for 2017/18 being less than the actual numbers of international students enrolled, Skyline College will have to return the projected budget on international students to the District in 2018/19. An adjustment is listed in Item 6.
- Fund listed in the Central Services is a temporary fund that will eventually be allocated among the three colleges, the District, the Facilities.
- Innovation Fund is not the same as President's Innovation Fund (PIF). The PIF is a one-time fund, which may become a part of Skyline College's permanent budget. District Innovation Fund is tied with District Strategic Plan. Projects that tie to District Strategic Plan will be prioritized.
 - o SPARC will review the PIF allocation in the future. A suggestion made is to develop a rubric to evaluate the PIF submission.
- The property tax is at 6.11% increase, but the budget scenario is based on a projection of 7.5% increase.
- 1310 Fund is based on a calculation of 525 load. The 2018/19 budget will also stay at the 525 load.
- Skyline College FY 2018-2019 projected expenditures falls short of 2018/19 projected budget by \$1,063,622 (over \$1M). Thus, it was proposed to use the ending balance of 2017-2018 plus International Student Program initial funding (one-time) to cover the shortfall.

2.2. Sustainability Plan Update

The Sustainability Plan is in the process of being updated. Carina Anttila-Suarez presented an update of the [Sustainability Plan](#) and collected feedback from the Committee. Skyline College was honored as the number one college in the world in sustainability efforts.

Some of the feedback highlighted below:

- Members like that the sustainability plan and will incorporate into curriculum
- Expansion of shuttle/transportation services to reduce carbon footprint
- Christine Roumbanis would like to invite Mary Thomasmeyer to the divisional meeting

Members were encouraged to send additional comments and feedback directly to the [Mary Thomasmeyer](#), Sustainability Fellow at Skyline College.

2.3. Comprehensive Program Review Presentation

The Comprehensive Program Review (CPR) presentations will be held at the Curriculum Committee on Wednesday, April 4, 2018 and April 18, 2018. Members are highly encouraged to attend the presentations to learn about the reviewing process in preparation for SPARC to oversee the process beginning Academic Year 2018/19.

2.4. Comprehensive Program Review Rubric

[Comprehensive Program Review \(CPR\) rubric](#) was distributed.

With the transition of SPARC hosting Comprehensive Program Review beginning Academic Year 2018/19, the CPR rubric will be use as a guidance to provide feedback to the presenting teams. Members found the rubric very useful for both the reviewing members and the presenters. A recommendation suggested aligning each of the CPR prompts to the rubric for easier reference.

2.5. Strategic Planning Open Forum

The entire Skyline College community (students, staff, faculty, and administrators) is invited to attend the Strategic Planning Open Forum tomorrow, March 23, 2018 to help update Skyline College's Strategic Plan,



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which was expired in 2017. The event will be held in Building 6, Fireside Dining Room, from 12:30 p.m. to 2:00 p.m.

3. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, April 12, 2018 at 2:10 p.m. in Room 4-301.

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:58 p.m.

Minutes were approved by Members on April 12, 2018.