



Minutes of Strategic Planning and Allocation of Resources Committee
Held on May 14, 2020
Zoom

Chairs Present:

Eloisa Briones, Kate Williams Browne, Ingrid Vargas

Members Present:

Carsbia Anderson, Lindsey Ayotte, Wissem Bennani, Luis Escobar, Michael Fitzgerald, Connor Fitzpatrick, Kathy Fitzpatrick, Filipp Gleyzer, Lucy Jovel, Melissa Komadina, Danni Redding Lapuz (Second Social Science/Creative Arts Representative), Sonya Pope, Nicole Porter, Barbara Lamson, Joe Morello, Athena Nazario, Bianca Rowden-Quince, Gabe Saucedo, Leigh Anne Shaw, Jennifer Taylor-Mendoza, Andrea Vizenor, Miranda Wang, Karen Wong

Guests Present:

Christopher Gibson, Dean of Language Arts
Jessica Hurless, Chair of Curriculum Committee
Jannett Jackson, College President

Members Absent:

Zachary Bruno, Morelia Karina Cruz, Kenyatta Weathersby

Resource Persons Present:

Paul Cassidy, Belinda Chan (co-Recorder), Judy Hutchinson (co-Recorder), Zahra Mojtahedi

1. GENERAL FUNCTIONS

1.1. Call to Order

Kate Williams Browne called the regular meeting to order at 2:15 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

Karen Wong made a motion which was seconded by Bianca Rowden-Quince to approve the May 14, 2020 Agenda as written. Motion carried unanimously.

2.2. Approve Minutes

The April 30, 2020 Minutes were approved as written.

3. DISCUSSION/REPORT

3.1. Comprehensive Program Review (CPR) Redesign Taskforce Update [presented by CPR Redesign Taskforce Team]

The Comprehensive Program Review (CPR) Redesign Taskforce provided updates of completed projects: (a) reviewing the history and current practice of Skyline College's program review process, (b) reviewing federal, state and accrediting body regulations pertaining to program review, and (c) researching nine California community colleges' program review processes that were recommended as models.

Current practices were evaluated by interviewing faculty/ staff from nine out of the ten programs that recently underwent program review. Below are some of the themes that emerged from the interviews about what they would like in order to complete the comprehensive program review:

- timely support in drafting the narratives

- more substantive feedback
- clarity on resource allocation requests and its relationship to program review
- for presentations to be revisited

See [Program Review Models Discussion](#) slides for details on the nine researched community colleges. The key takeaway is that all of the nine have a committee whose primary purview is program review, not an “add on”. See [CPR Interview Feedback](#) slides for details on programs undergoing Comprehensive Program Review (CPR) in 2019-20.

3.2. Skyline College Fund 1 FY 2020-2021 Tentative Budget Discussion [presented by Eloisa Briones and Paul Cassidy]

Summary of tentative Fund One budget scenarios was presented.

Discussion on the budget recommendations took place. Members agreed with the College to save Fund One money for future allocation.

Update on the district-wide resources allocation. Due to the COVID-19 pandemic, the Fund One site allocation of \$1.2M Skyline College seen on April 30 has decreased to \$909K. Changes of the Fund One site allocation amount will continue until it is finalized.

4. ACTION ITEM

4.1. Recommendation of Fund One Tentative Budget for FY 2020-2021 to College Governance Committee (CGC) [presented by Eloisa Briones]

Joe Morello made a motion with the following recommendations, which was seconded by Nicole Porter, and voted aye by all members in attendance.

- Use the increase of the college’s fund one site allocation for FY 2020-2021 (net of site salary adjustment) for one-time needs, instead of making ongoing and long-term commitments;
- Maintain a status quo fund one budget, unchanged from FY 2019-2020, plus any negotiated compensation adjustment (e.g. LSI, steps/columns, COLA); and
- Set aside one-time use COVID-19 mitigation funds to meet unforeseen costs and disruptions to revenue.

5. ANNOUNCEMENT [presented by Eloisa Briones and Kate Williams Browne]

Skyline College’s Town Hall will be hosted tomorrow, May 15, 2020 at 11:30 a.m. via Zoom.

Kate Williams Browne, President of Academic Senate, invited Michael (Mike) Fitzgerald to consider being the faculty marshal for the next graduation commencement. On behalf of the SPARC Chairs, she also expressed gratitude to Michael Fitzgerald for his 41 years of dedication and commitment to Skyline College and congratulated him on his retirement. Members also thanked and congratulated Mike.

Kate Williams Browne announced that it will be her last day being the SPARC Tri-Chair. The newly elected Academic Senate President, Leigh Anne Shaw, will be the next SPARC Tri-Chair. She sincerely thanked SPARC members for the support and commitment.

6. NEXT REGULAR MEETING

Next regular meeting will tentatively be held on Thursday, August 27, 2020 at 2:10 p.m.

7. ADJOURNMENT

There being no further business, the May 14, 2020 meeting was adjourned at 3:49 p.m..

Minutes were approved by Members via Zoom on August 27, 2020.