



Minutes of Strategic Planning and Allocation of Resources Committee
Held on August 27, 2020
Zoom

Chairs Present:

Eloisa Briones, Leigh Anne Shaw, Ingrid Vargas

Members Present:

Carsbia Anderson, Lindsey Ayotte, Rachel Bell, Wissem Bennani, Luis Escobar, Connor Fitzpatrick, Kathy Fitzpatrick, Filipp Gleyzer, Carla Grandy (substituting for Science, Technology, Engineering, and Mathematics Representative), Lucy Jovel, Nancy Kaplan-Biegel, Melissa Komadina, Danni Redding Lapuz (substituting as Social Science/Creative Arts Representative), Barbara Lamson, Joe Morello, Dino Nomicos, Athena Nazario, Shaun Perisho, Nicole Porter, Bianca Rowden-Quince, Gabe Saucedo, Jennifer Taylor-Mendoza, Andrea Vizenor, Yiya Wang, Karen Wong

Guests Present:

Kate Williams Browne, Comprehensive Program Review (CPR) Task Force Member/ Former SPARC Tri-Chair
Christopher Gibson, Dean of Language Arts
Jessica Hurless, Chair of Curriculum Committee
Michael Kane, Dean of Business, Education, and Professional Programs
Melissa Moreno, College President
Jesse Raskin, Vice President of Academic Senate

Members Absent:

Zachary Bruno, Sonya Pope, Miranda Wang

Resource Persons Present:

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

1. GENERAL FUNCTIONS

1.1. Call to Order

Leigh Anne Shaw called the regular meeting to order at 2:12 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

Motion to approve August 27, 2020 agenda made by Joseph Morello and seconded by Connor Fitzpatrick.
Motion carried unanimously.

2.2. Approve Minutes

Motion to approve May 14, 2020 minutes made by Connor Fitzpatrick and seconded by Barbara Lamson.
Motion carried unanimously.

3. DISCUSSION/REPORT

3.1. Introduction and SPARC Charge

Tri-chair Leigh Anne Shaw introduced herself and Tri-chairs and reviewed the SPARC committee charge. Leigh Anne Shaw has assumed the tri-chair role formerly held by Kathryn Browne.

Members and new members introduced themselves. President Dr. Melissa Moreno was present to answer any questions as well as acknowledged committee work. Out of deference to the committee, she would only stay for an initial period of time.

3.2. Report on Final 2020-21 Fund 1 Budget

Tri-chair Vice President of Administrative Services Eloisa Briones provided a report on the Final fiscal year 20-21 Fund 1 budget for Skyline College. She reminded the committee when they originally discussed the budget in early spring, it was pre-COVI-19 and we were not dealing with the pandemic. She reviewed the original assumptions along with the final assumptions that were used as well as highlights from the California budget that informs the District and College budgets. The International Student headcount declined further than originally projected in spring, resulting in loss of tuition fee revenues. At the May 14, 2020 meeting, SPARC recommended status quo fund 1 budget and to set aside funds for COVID-19 and any increase in site allocations would only be for one time use since we do not know what the future allocations will bring. The final budget reflects the new dollars available is \$221,937, and if the site salary correction of 19-20 of approximately \$458K is taken into account, the result is a site reduction.

Of note, the Board of Trustees voted to allocate \$700,000 districtwide to convert adjunct faculty to full time faculty positions. Skyline College will receive funds of \$280,000 for four new positions. Canada College and College of San Mateo will each receive \$210,000 for three positions.

A schedule of future budget related topics for SPARC meetings was provided.

One member asked why our college insurance goes up to \$1 million. VP Briones indicated the premium costs are District calculations and based on past claim experience, additional needs, and projections.

See [Adopted Fund 1 Budget](#) for more information.

3.3. CPR Task Force Tentative Recommendations and Discussion

Tri chair Dean of Planning, Research, Innovation and Institutional Effectiveness Ingrid Vargas led the discussion on the tentative recommendations of the Comprehensive Program Review (CPR) Task Force sub-committee of SPARC. For additional information, see (insert slides here)

She reviewed the purpose of CPR and noted that we are currently at step 7 of the recommendations under these areas – Purview Management and Oversight, Communication and Transparency, and Program Review Scope and Process. Task Force members reviewed in further detail their recommendations.

SPARC members broke out into groups in breakrooms to discuss the recommendations and provide input in these areas – Purview Management and Oversight, Communication and Transparency. The committee then reconvened as one group to review the feedback.

Next steps:

- a) recommendations will be presented at the September 3, 2020 Academic Senate meeting
- b) Task Force compiles SPARC and Academic Senate feedback, along with any other feedback that can be sent to the Task Force separately
- c) Task Force develops final proposed recommendations to present at the 9/10/20 SPARC meeting
- d) SPARC members will bring back recommendations to their constituent groups and vote on the final recommendations at the October 8, 2020 SPARC meeting

Due to time limitations, Dean Vargas noted the committee will discuss the breakout room feedback further at the next SPARC meeting on September 10, 2020.

Initial Feedback from breakout groups:

- enjoyed intentionality of new proposals and spells out steps; transparency; everyone understand processes and share responsibility

- opportunity to remember we are a family and one college; solid product processed to recruit students and clear alignment and APP and updates to ALUR and resource request and budget
- like idea that get feedback throughout process; formulate in way to understand questions (before final presentation) – little more distance between reviews and budget proposals – gives more space for honest pros and cons discussion
- Is IEC right place and are they prepared for this responsibility – maybe more instruction and less from student services – so maybe need more SS and add responsibilities (charge)
- IEC organization and resources – from ~~tri-chair to two-chair~~ two chair to tri-chair
- Prof Development – can't just spring on people, need ample time and become familiar and train
- Template and questions simplify
- primarily happy, no major concerns
- Can we use different tool than SPOL – ease of use hard, extract info, accessibility
- Tri-chair model – could that be way for Academic Senate to be on IEC model
- Faculty academic senate – part of legal purview to look at program review – but want strong leadership to transition into new work
- Will there be lack of balance if no classified professional in IEC – as long as classified professionals included in membership it is ok, don't need to expand tri-chair model; make sure SS and classified represented

Roundup

Task Force will take to Academic Senate; then September 10, 2020 two weeks will have revised updated recommendations and will set aside more time for discussion for SPARC, so there will be plenty of time before the vote on October 8, 2020. Also, SPARC members can email CPR Task Force members for any comments or suggestions.

4. ANNOUNCEMENT

There was no announcement.

5. NEXT REGULAR MEETING

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

6. ADJOURNMENT

There being no further business, the August 27, 2020 meeting was adjourned at 4:07 p.m..

Minutes were approved by Members on September 10, 2020.