

**Minutes of Strategic Planning and Allocation of Resources Committee Held  
on September 12, 2024**

**Zoom:** <https://smccd.zoom.us/j/89715478630>

**Chairs Present:** Joe Morello, Cassidy Ryan, Ingrid Vargas

**Members Present:** Kadae Htoo Aung, Chris Collins, Kevin Corsiglia, Lorraine DeMello, Chris Gibson, Nancy Kaplan-Biegel, Elizabeth Llamas, Ellen Murray, Vivian Paw, Cassidy Ryan, Gavin Townsley, Chris Watters, Kenyatta Weathersby, Karen Wong

**Members Absent:** Luis Escobar, Rod Magbual, Shaun Perisho, Hellen Zhang

**Resource Persons Present:** Paul Cassidy, Zahra Mojtahedi, Becky Threewit

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1. **SPARCKle Minutes:** Would you rather be able to fly or be invisible with the caveat that you can only do either for as long as you can hold your breath?

2. **GENERAL FUNCTIONS**

2.1. **Call to Order**

Cassidy Ryan called the regular meeting to order at 2:18 p.m.

3. **ACTION ITEM(S)**

3.1. **Approve Agenda**

A motion was made by Nancy Kaplan-Biegel and seconded by Chris Gibson to approve the September 12, 2024 meeting agenda. Motion carried unanimously.

3.2 **Approve Minutes**

A motion was made by Karen Wong and seconded by Cassidy Ryan to approve the August 29, 2024 meeting minutes. Motion carried unanimously.

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4. **DISCUSSION/REPORT**

4.1. **Budget 101:**

Committee resource person Paul Cassidy led a presentation on the basics of college budgeting. Paul reviewed Fund 1, including valid uses and restrictions; other Fund categories; and the breakdown of Fund utilization by division. Paul's [Budget 101 presentation slides](#) can be viewed on the SPARC website.

5. **ACTION ITEM**

5.1. **Budget Recommendation FY24/25:**

SPARC unanimously adopted the following motion made by Cassidy Ryan and seconded by Chris Gibson, for the FY 24-25 fiscal year:

- a. SPARC recommends a roll-forward Fund 1 budget (no increases or decreases) for FY 24-25.

- b. Deans and divisional programs will be able to plan and implement their budget for FY 24-25 with no anticipated reductions or increases in ongoing Fund 1 support.
- c. Divisional programs working through their dean and VP may request one-time funds (equipment, services, etc.) for unforeseen/unanticipated needs that cannot be covered in the existing Fund 1 budget.

The [FY 24-25 budget recommendation](#) can be viewed on the SPARC website.

## **6. DISCUSSION/REPORT**

### **6.1 Mission-Vision-Values (M-V-V) Review:**

Zahra Mojtahedi and Karen Wong presented a review of the current draft Mission-Vision-Values (M-V-V) document. Committee members broke into breakout groups to discuss whether the draft reflects our College aspirations and goals. Committee members returned from breakout groups to bring ideas to the larger group. Zahra and Karen will incorporate edits brought by the committee and share out a draft in October.

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### **NEXT REGULAR MEETING**

The next regular meeting will take place on Thursday September 26, 2024.

## **7. ADJOURNMENT**

The meeting was adjourned at 4:01 p.m.