Minutes of Strategic Planning and Allocation of Resources Committee
Held on November 10, 2016
Held in Building 6, Room 6-203

Chairs:
Eloisa Briones, Kate Williams Browne, Cheri Jones

Members Present:
Eric Brenner, Nena Darwin, Luis Escobar, Kathy Fitzpatrick, Nina Floro, Chris Gibson, Filipp Gleyzer, Michelle Hawkins, Barbara Lamson, Evan Leach, Aaron McVean, Dino Nomicos, Linda Whitten, Karen Wong, Soodi Zamani

Members Absent:
Wissem Bennani, Jose Cartagena, Mike Fitzgerald, Angélica Garcia, Melissa Komadina, Christine Roumbanis

Guests Present:
Dan Ming, Professor of Automotive Technology
Linda Whitten's Accounting Students: Jennifer Jaimes, Jehu Stiers

Resource:
Belinda Chan (Recorder), Judy Hutchinson (Recorder), Zahra Mojtahedi

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1. GENERAL FUNCTIONS

1.1. Call to Order
Kate Williams Browne called the regular meeting to order at 2:16 p.m.

2. ACTION ITEMS

2.1. Approve Agenda
A motion was made by Linda Whitten and seconded by Barbara Lamson to adopt the November 10, 2016 meeting agenda as written. Motion carried unanimously.

2.2. Approve Minutes
A motion was made by Kathy Fitzpatrick and seconded by Karen Wong to approve the October 13, 2016 meeting minutes as written. Motion carried unanimously.

3. DISCUSSION/ REPORT

3.1. Skyline College Promise Update
 "Get in. Get through. Get out…on time!", an Skyline College Promise initiative, consists of Meta Majors and Guided Pathway, Promise Scholarship Program, and High School Partnerships and Programs.
In relating to Promise Scholarship Program, Luis Escobar provided a summary of Summer Scholars Institute (SSI) participants (Summer 2016 Cohort – the first cohort). In the related topic, Cheri Jones apprised the Committee the demographic of Skyline College Promise Scholarship recipients followed by Skyline College Express Shuttle ridership survey result. It was emphasized that SSI participants are guaranteed for Skyline College Promise Scholarship. See Appendix I for the Power Point Slides.

3.2. Skyline College Final Budget 2016/17

Eloisa Briones provided a summary of an adopted budget of 2016-2017 to the Committee. Details of the narrative summary can be found in Appendix II.

3.3. Progress on Use of IEPI Funds

Through an awarded Institutional Effectiveness Partnership Initiative (IEPI) Grant of $150,000, Skyline College has applied in two technology solutions to integrate enrollment management and management in accreditation as stated in the IEPI grant proposal. One is Ad Astra as a scheduling solution mainly for space management and another one is Strategic Planning Online (SPOL) as a planning and evidence collection tool for accreditation purposes.

SPOL is in the process of implementation and Members were invited to provide feedback regarding the existing Annual Program Review form, as listed below:
- Avoid having shrinkable font size
- Unclear process and information submitting to APP
- No feedback has been provided
- Include prior years of APP and CPR as reference
- Able to work in collaboration like Google Docs
- Convert budget request form and link it to strategic plan; Eloisa Briones will provide additional feedback pertaining to budget to Cheri Jones

Members requested for a SPOL demo, and the demo may be available in the next meeting.

4. NEXT REGULAR MEETING

Next regular meeting is scheduled to be held on Thursday, December 8, 2016 at 2:10 p.m. in Room 6-203.

5. ADJOURNMENT

Chris Gibson made a motion, which was seconded by Eric Brenner to adjourn the meeting. There being no further business, Kate Browne called to adjourn the meeting at 3:34 p.m.

Minutes were approved by Members on January 27, 2017.