

Minutes of Strategic Planning and Allocation of Resources Committee
Held on September 13, 2018
Held in Building 6, Room 6-203

Chairs:

Kathryn Williams Browne, Jacqueline Honda

Members Present:

Wissem Bennani, Zachary Bruno, Luis Escobar, Michael Fitzgerald, Kathy Fitzpatrick, Angélica Garcia, Filipp Gleyzer, Pearl Ibeanusi, Melissa Komadina, Barbara Lamson, Nicole Porter, Christine Roumbanis, Bianca Rowden-Quince, Leigh Anne Shaw, Jennifer Taylor-Mendoza, Pia Walawalkar, Miranda Wang, Karen Wong

Members Absent:

Eloisa Briones, Evan Leach, *Gabe Saucedo (Spring 2019 only)*

Resource:

Paul Cassidy, Belinda Chan (Recorder), Zahra Mojtahedi

1. GENERAL FUNCTIONS

1.1. Call to Order

Kathryn Williams Browne called the regular meeting to order at 2:12 p.m.

1.2. Approve Agenda

Karen Wong made a motion, which was seconded by Barbara Lamson, to approve the September 13, 2018 Agenda as written. Motion carried unanimously.

1.3. Approve Minutes

No amendment was proposed on May 10, 2018 Minutes. The May 10, 2018 Minutes were approved as written.

2. DISCUSSION/ REPORTS

2.1. Welcome and Introduction

Members in attendance did a self-introduction of their names and representing parties.

Members were given two minutes to share the reasons they attended the Committee and below listed some of the “why”:

- To represent own respective area(s)
- To actively participate in deliberations on decision that impact all areas
- To be able to discuss about budget allocation relating to the respective area(s)
- To understand division’s role
- To advocate for changes
- To learn about college’s resources and how to get them
- To learn about planning and allocation model
- To learn about program review role
- To have transparency and communication

- To try to keep timely communication and decision making
- To see the big picture
- To participate in institutional planning and make recommendations to College Governance Council

2.2. SPARC Charge and Members' Responsibilities

Strategic Planning and Allocation of Resources Committee's [charge](#) and [members' responsibilities](#) were read and discussed.

Some of the feedback included:

- To suggest to have Comprehensive Program Review (CPR) presentations on a Flex Day
- To suggest to keep up with other colleges' program review cycle

2.3. Budget Overview

Paul Cassidy, Finance and Operations Manager, presented Skyline College Budget Overview on behalf of Eloisa Briones. Members may refer to the [Budget Overview](#) for a quick glance of Skyline College's 2018-19 budget and [2018-19 Final Budget Report](#) for details.

2.4. Major Task(s)

Prior to the adjournment of the committee meeting, Kathryn Williams Browne posed the question "What are you going to do with the things just learned" to members. Members were given a few minutes sharing in pairs. Below highlighted some of the sharing:

- To share with respective division/area(s) and bring questions back to SPARC, if any
- To have more conversation about the budget
- To propose to have fundamental budget training, such as Budget 101, to allow all members to be budget literate and to understand the consequences that lead to various decision making, such as section cut
- To suggest having grants for budget discussion

3. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, September 27, 2018 at 2:10 p.m. in Room 6-203.

4. ADJOURNMENT

There being no further business. Angélica Garcia made a motion, which was seconded by Christine Roumbanis, to adjourn the meeting at 3:35 p.m.