

Minutes of Strategic Planning and Allocation of Resources Committee
Held on November 8, 2018
Held in Building 6, Room 6-203

Chairs:

Jacqueline Honda

Members Present:

Zachary Bruno, Filipp Gleyzer, Pearl Ibeanusi, Barbara Lamson, Nicole Porter, Christine Roumbanis, Bianca Rowden-Quince, Leigh Anne Shaw, Jennifer Taylor-Mendoza, Miranda Wang

Guest Present:

Katrina Pantig

Members Absent:

Wissem Bennani, Eloisa Briones, Kathryn Williams Browne, Angélica Garcia, Luis Escobar, Michael Fitzgerald, Kathy Fitzpatrick, Melissa Komadina, Evan Leach, Pia Walawalkar, *Gabe Saucedo (Spring 2019 only)*

Resource:

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

1. GENERAL FUNCTIONS

1.1. Call to Order

Jacqueline Honda called the regular meeting to order at 2:12 p.m.

1.2. Approve Agenda

Due to lack of a quorum, no action was taken.

1.3. Approve Minutes

Due to lack of a quorum, no action was taken.

1.4. Comprehensive Program Review (CPR) Presentation Data Determination

Due to lack of a quorum, no action was taken.

2. ANNOUNCEMENT

2.1. Equity Training Series (ETS)

Katrina Pantig, Program Services Coordinator of Student Equity and Support Programs Division, made an announcement about the [Equity Training Series](#) (ETS). A [video clip](#) on Equity Training Series 2017 Reflection was shown to the Committee. The ETS provides participants: 1) an opportunity to engage in in-depth conversations with experts in the field, who will be the guest speakers for each week's session, 2) a structure on how to apply knowledge from the ETS to actions, and 3) an overall experience to work and share with colleagues. Since the launch of ETS in 2016, 60 colleagues have completed the program. Application for the Spring 2019 cohort is open until November 17, 2018. For more information, members may visit the [Equity Training Series website](#) or contact Katrina Pantig.

2.2. Participatory Governance Survey

Participatory Governance Survey will be sent to all employees campus-wide and the survey will closed on November 30, 2018. The survey results will be used in Institutional Self-Evaluation Report (ISER). Survey

takes are highly encouraged to share their comments and thoughts. For questions about the survey, contact [Jacqueline Honda](#).

3. TRAINING

3.1. Budget 101 Basics and Q & A

Paul Cassidy presented the first session of Budget 101 Basics. In the session, Members were introduced to different types of funds, including fund 1, 2, 25, 3, 4, 5, 6, 7, and 8. However, per SPARC's constituency, the Committee will only be making recommendations to the strategic level budget on Fund 1. Members may refer to [Budget 101 slides](#) as a supplement to the topics covered. Next Budget 101 session will cover topic on account 1310.

4. ANNOUNCEMENT

4.1. District Committee on Budget and Finance (DCBF) Update

Judy Hutchinson provided an update on the DCBF meeting held on October 16, 2018. At the DCBF meeting, Karrie Mitchell, Vice President of Planning, Research, and Institutional Effectiveness, made a presentation on the [Strategic Plan](#), which was adopted in 2015. Also discussed at the meeting was the Retirement Fund 8, which is nearly 100% fully funded based on the last actuarial study. A new actuarial study is done every two year, the next one in 2019. The District assesses Fund 1 5% of employee salaries to pay into Fund 8.

Next scheduled DCBF meeting will be held on November 20.

4.2. Review Education Master Plan

Members worked in pairs or in small group to review the given part of the education master plan. Due to time constraint at the SPARC meeting, Members were not given the entire document. However, Members are highly encouraged to read the entire document of the [Education Master Plan](#) and provide feedback in the [survey](#) unanimously.

Below highlighted some of the comments from the Committee:

- It is liked by the Members that Skyline College's initiatives are highlighted in the plan.
- The inclusion access should be stated in the plan.
- Meta Major should be renamed to Guided Pathway Meta Major.
- There seems to have many redundancy in the last bullet point on page 4. It needs a revision.
- The textbook is focus solely on textbook access at low or zero cost, but it does not include the effectiveness as of the results.
- In reference Strategic 2 second bullet, MATH classes are huge and classroom size is a factor to students' success.
- In order increase International Student populations, a plan to build an on-site housing is recommended.
- The Adult Partnership was not mentioned in the plan.
- It is not clear that which entity/entities on campus overseeing the plan to ensure all actions are executed.
- A question was raised whether SPARC is subject to the Brown Act. Chairman Honda will research the topic and get back to the Committee.

5. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, November 29, 2018 at 2:10 p.m. in Room 6-203.



6. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:05 p.m.

Minutes were approved by Members on December 13, 2018.