



**Minutes of the Strategic Planning and Allocation of Resources Committee (SPARC)
Held on September 12, 2019
Building 6, Room 6-203**

Chairs:

Eloisa Briones, Kathryn Williams Browne, Ingrid Vargas

Members Present:

Lindsey Ayotte, Zachary Bruno, Karina Morelia Cruz, Luis Escobar, Michael Fitzgerald, Kathy Fitzpatrick, Angélica Garcia (via Zoom), Filipp Gleyzer, Lucy Jovel, Melissa Komadina, Barbara Lamson, Joseph Morello, Athena Nazario, Nicole Porter, Bianca Rowden-Quince, Leigh Anne Shaw, Jennifer Taylor-Mendoza, Andrea Vizenor, Russell Waldon (substituting for Sonya Pope), Karen Wong

Guest(s) Present:

Christopher Gibson, Dean of Language Arts
Carla Grandy, Director of Guided Pathways and Comprehensive Redesign
Jose Gutierrez, Parliamentary of Associated Students of Skyline College
Jannett Jackson, Interim College President
Danni Redding Lapuz, Dean of Social Science and Creative Arts

Members Absent:

Wissem Bennani, Gabe Saucedo, John Ulloa, Miranda Wang, Kenyatta Weathersby

Resource:

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

1. GENERAL FUNCTIONS

1.1. Welcome and Introduction

Kate Browne welcomed members and called the regular meeting to order at 2:12 p.m. Members and guests in attendance introduced themselves.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Karen Wong and seconded by Luis Escobar to approve the September 12, 2019 Agenda as written. The motion carried unanimously.

2.2. Approve Minutes

No amendments were proposed to the [May 9, 2019 Minutes](#). The Minutes were approved as written.

3. DISCUSSION/REPORT

3.1. SPARC Charge and Purview

Ingrid Vargas reviewed the SPARC's charge, membership, and members' responsibilities. Details can be found by visiting the [SPARC website](#).

3.2. 2019-20 Fund 1 Budget Update

Paul Cassidy, Finance and Operations Manager, presented an overview of the College's adopted budget for FY 2019-20. The SMCCCD Board of Trustees adopted the district final budget during its meeting on September 11, 2019. Details of the final budget are available at [FY 2019-20 Adopted Budget](#). Between the approval of the Tentative Budget in May and the adoption of the Final Budget, the college site

allocation increased. The College now has \$1.1M available in general unrestricted funds (Fund 1). SPARC will make a recommendation to CGC on the allocation of these new ongoing dollars.

San Mateo County Community College District (SMCCCD) income and expenditures are categorized according to fund types, each fund type has a specific set of parameters or ‘terms’ that govern use.

Members were reminded that the SPARC’s purview is limited to recommendations on the allocation of Fund 1 dollars, and that activities like Strong Workforce and Student Equity are funded from Fund 3 sources.

3.3. Integrated Planning Process

Ingrid Vargas presented a proposed new diagram depicting Skyline College’s existing Integrated Planning and Resource Allocation Model. In the diagram, the integrated planning and resource allocation process of Skyline College, driven by Mission-Vision-Values and aligned with strategic goals within the Education Master Plan, has two major focuses: institutional-wide planning and program-focused planning.

Members were encouraged to provide feedback to the draft diagram. Interim President Jackson called for adding clarification that communication and dialogue occurs in multiple directions (not just in the single direction shown by the arrows). Dean Vargas will make that and other minor language changes requested before posting the diagram to the Skyline College website.

3.4. Priorities for 2019-20

Vice Presidents Jennifer Taylor Mendoza and Angélica Garcia presented information about several strategic initiatives (listed below) that could be supported by a portion of the new Fund 1 dollars, making them less reliant on uncertain State and grant funding.

- Comprehensive Redesign and Guided Pathways
- Counseling Redesign
- High Impact Practices (HIPs)
- AB705
- Zero Textbook Cost (ZTC) and Open Educational Resources (OER)
- Programs and Online Degree Development (PODD)
- Dual Enrollment

3.5. 2019-20 Budget Scenarios

Vice President Eloisa Briones, and Finance and Operations Manager Paul Cassidy, presented three scenarios for allocation of \$1,095,064 in new Fund 1 dollars in the 2019-20 budget. The three scenarios presented alternative distributions of the available dollars into five categories, based on types of expenditures and areas for emphasis.

Due to a recent change that the District no longer provides funding for instructional equipment, some members proposed increase the funding allocation in Category 4 for instructional equipment. The Committee was reminded that an increase in instructional equipment allocation means a decrease in another category. Possible changes to the three scenarios will be discussed at the next SPARC meeting on September 26, 2019.

Several members requested additional information before they take the scenarios back to their constituents including definitions of expense types and previous year expenditure in relevant categories.

The tri-chairs indicated that these questions would be addressed at the next SPARC meeting on September 26, 2019.

3.6. Conclusion and Next Steps

Members and guests in attendance were encouraged to send questions about the allocation of new Fund 1 dollars to the tri-chairs ahead of the next SPARC meeting. Fund 1 allocation options will be discussed at the next SPARC meeting so that members can be prepared to bring information back to their constituent groups before the vote on a recommendation to the College Governance Council (CGC) takes place at the Oct 10, 2019 SPARC meeting.

2. ANNOUNCEMENT

No announcements were made.

3. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, September 26, 2019 at 2:10 p.m. in Room 4-301.

4. ADJOURNMENT

There being no further business, Michael Fitzgerald made a motion and seconded by Zachary Bruno to adjourn the meeting. September 12, 2019 meeting adjourned at 4:13 p.m.

Minutes were approved by Members on September 26, 2019.