

**Minutes of Strategic Planning and Allocation of Resources Committee**  
**Held on February 27, 2020**  
**Building 6, Room 6-203**

**Chairs Present:**

Eloisa Briones, Kate Williams Browne, Ingrid Vargas (via Zoom)

**Members Present:**

Lindsey Ayotte, Zachary Bruno, Morelia Karina Cruz, Luis Escobar, Connor Fitzpatrick, Kathy Fitzpatrick, Philipp Gleyzer, Lucy Jovel, Barbara Lamson, Joe Morello, Athena Nazario, Bianca Rowden-Quince, Leigh Anne Shaw, Jennifer Taylor-Mendoza, Miranda Wang, Kenyatta Weathersby, Karen Wong

**Members Absent:**

Wissem Bennani, Michael Fitzgerald, Angélica Garcia, Melissa Komadina, Sonya Pope, Nicole Porter, Gabe Saucedo, Andrea Vizenor, second Social Science/Creative Arts Representative

**Resource Persons Present:**

Paul Cassidy, Belinda Chan (co-Recorder), Judy Hutchinson (co-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 2:19 p.m.

**2. ACTION ITEM(S)**

**2.1. Approve Agenda**

A motion was made by Eloisa Briones and seconded by Barbara Lamson to change the agenda items presenting order of the February 27, 2020 Agenda. Motion carried unanimously.

**2.2. Approve Minutes**

The [February 13, 2020 Minutes](#) were approved as written.

**3. DISCUSSION/REPORT**

**3.1. Comprehensive Program Review (CPR) Redesign [Guided by Kate Williams Browne]**

A two-page document “Proposed Scenario for a SPARC ‘CPR Redesign Work Group’” was distributed.

Members made amendments to the followings:

**Charge:**

“Develop recommendations for improvement to [streamline](#) the current Program Review process, with a focus on redesigning Comprehensive Program Review (CPR). [added streamline]

7. “Recommend improvements to the existing Program Review process [with consideration for workload](#)” [added with consideration for workload]

**Membership:**

“The work group will be led by a S” [deleted this line]

“4 faculty members (with representation from both academic and non-academic programs; Curriculum Committee and Faculty senate will be given an opportunity to designate a representative.) [removed 3-]

“2 classified professionals” [removed 1-]

“2 deans or directors (with representation from both academic and non-academic programs) [removed -3]

“The PRIE team and other SPARC support members will serve as resources to the Work Group.” [new line added]

**Timeline:**

“Faculty will be compensated for the work in summer 2020.” [new line added]

No changes made to the Accountability and the Work Group Deliverables sections.

Karen Wong made a motion, which was seconded by Barbara Lamson, to approve the amendments made on the proposed scenario for SPARC on the CPR Redesign Work Group.

**Volunteers of the CPR Redesign Work Group include:**

Kate Williams Browne (Faculty/Academic Senate)

Bianca Rowden-Quince (Faculty)

Karen Wong (Faculty)

Jessica Hurlless (Faculty/Curriculum; non-SPARC member)

Connor Fitzpatrick (Classified)

Luis Escobar (Administrator/Dean-Counseling)

Joe Morello (Administrator/Dean-Instruction)

Ingrid Vargas (Administrator/PRIE)

**3.2. Preliminary budget [presented by Paul Cassidy]**

Allocation of the New Fund One money, voted by SPARC, was presented. The allocation of resources was broken down by organization codes. \$11,500 was the base amount allocated to each division through the Consumer Price Index (CPI).

Timeline for upcoming preliminary budget activity:

March 12: New Fund One for Academic Year 2020/21 will be presented

March 26: Members will work in groups to discuss in preparation for the vote and to solicit input from their constituents

April 30: Members will recommend one budget scenario to the College Governance Council

**3.3. DCBF Update [presented by Judy Hutchinson]**

Judy Hutchinson provided an update from District Committee on Budget and Finance (DCBF) meetings held on January 21, 2020 and February 18, 2020. The DCBF items included CCSF-320 Apportionment Attendance Report, Governors' Budget for 2020-21 and an economic forecast presented at the California Community Colleges Chancellor Office State Budget Workshop. The presentations can be found on the SPARC website.

**3.4. Preliminary budget on Fund One [presented by Eloisa Briones]**

District's Tentative Resource Allocation on Fund 1 was distributed.

Members were reminded that changes to the budget occur regularly. The numbers presented on paper were not finalized.

Under the “Step Six: Allocate Any Special Amounts Agreed Upon” section, Skyline College will receive money from the two sister colleges and the District due to an error made in the site allocation fund in the previous years. Eloisa Briones thanked Judy Hutchinson and Paul Cassidy for conducting the analysis.

**4. ANNOUNCEMENT**

April 30, 2020 meeting hours will be extended after the Comprehensive Program Review (CPR) presentations for preliminary budget scenario voting.

**5. NEXT REGULAR MEETING**

Next regular meeting will be held on Thursday, March 13, 2020 at 2:10 p.m. in **Room 4-301**.

**6. ADJOURNMENT**

There being no further business, Filipp Gleyzer made a move which was seconded by Connor Fitzpatrick to adjourn the meeting. February 27, 2020 meeting was adjourned at 4:02 p.m.

Minutes were approved by Members via Zoom on March 12, 2020.