

**Minutes of the Strategic Planning and Resource Allocation Committee Held on
September 25, 2025**

Zoom: <https://smccd.zoom.us/j/89715478630>

Chairs Present: Paul Cassidy, Cassidy Ryan, Ingrid Vargas

Members Present: Michelle Amaral, Jose Cartagena, Christopher Collins, Chelssee De Barra, Lorraine DeMello, Katie Hern, Michael Kane, Nancy Kaplan-Biegel, Albin Lee, Liz Llamas, Will Minnich, Andy Murillo, Vivian Paw, Roger Perez-Vaughan, Jiaxuan Qiao, Bianca Rowden-Quince, Gavin Townsley, Eric Torres, Christopher Watters, Kenyatta Weathersby, Phillip Williams, Hellen Zhang

Members Absent: Kevin Corsiglia, Lauren Ford, Filipp Gleyzer, Eric Imahara, Monique Ubungen Wardell, Clair Yeo-Sugajski

Resource Persons Present: Zahra Mojtahedi, Becky Threewit, Karen Wong

-
1. **SPARCKle Minutes:** If you could only have one type of candy for the rest of your life, what kind would you pick?
 2. **GENERAL FUNCTIONS**
 - 2.1. **Call to Order**

Committee Tri-chair Cassidy Ryan called the regular meeting to order at 2:15 p.m.
 3. **ACTION ITEM(S)**
 - 3.1. **Approve Agenda**

A motion was made by Will Minnich and seconded by Hellen Zhang to approve the September 25, 2025 meeting agenda. The motion carried.
 - 3.2. **Approve Minutes**

A motion was made by Nancy Kaplan-Biegel and seconded by Katie Hern to approve the September 11, 2025 meeting minutes. The motion carried.
 4. **DISCUSSION/REPORT**
 - 4.1. **Recap of EMP Goal 6 Metric Discussion and Next Steps**

Committee Tri-chair Ingrid Vargas re-opened the discussion on EMP Goal 6, focusing on transparency in the resource allocation process. Ingrid noted that only 43% of employees in the climate survey reported understanding the process, with EMP targets set at 60% by spring and 70% longer term. While Administrative Services has posted information online, members agreed that simply placing materials on the website does not meet the goal without active communication to the campus community.

Committee resource person Karen Wong shared Cañada College's approach, where all resource requests are summarized annually in a PowerPoint and categorized as filled, denied, pending review, or fulfilled through other resources. Committee members responded positively, suggesting Skyline explore a similar model and involve Cabinet and deans, who play a central role in communicating outcomes.

Several ideas were raised for improving communication, including:

- Using MCPR to notify employees about new updates.
- Sending concise messages with direct links instead of long emails.
- Tracking link clicks to gauge engagement.
- Framing subject lines around common questions, e.g., *"Wondering what happens to your resource allocation request?"*

Next steps include reviewing Cañada's materials in more detail, assessing feasibility for Skyline, and bringing ideas to Cabinet. The committee will revisit the discussion in a future meeting and consider recommending a new transparency model to CGC and the President.

4.2. Budget 301 - External Sources

Committee Tri-chair Paul Cassidy provided an overview of Fund 3, which supports campus programs through state and federal grants. Fund 3 dollars are highly visible and student-facing, adding \$22 million to college resources in FY 2024–25—about a 36% increase over Fund 1. The adopted FY 2025–26 budget is \$30.2 million, expected to grow closer to \$40 million. These funds support FTE positions, cover salaries, benefits, student aid, contracts, supplies, and equipment.

Paul emphasized that Fund 3 is restricted to specific purposes and often requires cost-sharing. While essential, these funds carry obligations and long-term costs. Major programs funded include SEAP, Strong Workforce, TRiO, Promise, and student aid. Paul concluded that Fund 3 plays a vital role in student programs and staffing, while reminding the committee of its limitations. Paul's presentation slides can be found on the [SPARC website](#).

4.3. Student Equity Plan Discussion

Committee member Roger Perez-Vaughan presented an update on the Student Equity Plan, which should be approved by the Board in November. SPARC's role is to confirm alignment with the Education Master Plan (EMP). The plan focuses on disproportionately impacted groups identified by the State Chancellor's Office, including first-generation, Latinx, and Black students.

Roger highlighted strategies around enrollment, math and English completion, and persistence. A key recommendation was to default education plans to include transfer-level math and English in the first year, addressing gaps rooted in course-taking rather than course success. Expanding Puente cohorts was also discussed as a way to reduce Latinx

equity gaps.

Committee members emphasized the need for clearer communication, training to support tools like dashboards, and attention to part-time students whose timelines differ from full-time peers. Overall, the committee agreed the draft strategies align with EMP goals, while noting refinements may be needed as the plan is finalized.

5. ACTION ITEM

5.1. Student Equity Plan Recommendation to CGC

A motion was made by Cassidy Ryan and seconded by Michael Kane to approve the Student Equity Plan as it aligns with the Education Master Plan. The motion passed.

NEXT REGULAR MEETING

The next regular meeting will take place on October 9, 2025.

6. ADJOURNMENT

There being no additional agenda items, the meeting was adjourned at 3:54 p.m.