STRATEGIC PLANNING & BUDGET COUNCIL AGENDA	WEDNESDAY, OCTOBER 7, 2026 2:30 PM – 4:00 PM CH 334

Type Of Meeting: SPBC Meeting
Note Taker: Emily Moulton
Please Review/Bring: Agenda, Minutes, and Supporting Documents

SPBC 2026-2027 PURPOSE & GOALS:

Strategic Priorities
Ensure the College's strategic priorities guide institutional planning and decision-making. Regularly review progress toward the strategic goals and identify opportunities, challenges, and emerging needs that may impact the College's ability to accomplish its mission.

Institutional Planning
Provide oversight and coordination of institutional planning to ensure plans are aligned with the Educational Service Plan, strategic priorities, and College mission. Strengthen connections among planning documents, annual institutional goals, program review, and outcomes assessment, while identifying gaps or areas needing greater coordination.

Resource Allocation
Ensure resource allocation is connected to strategic priorities and institutional planning. Review and prioritize resource requests using established criteria and make recommendations to the Superintendent/President that support student success, institutional effectiveness, and the effective use of College resources.

Strategic Planning and Budget Committee Members:

- ☐ Shami Brar, VP AS (Co-Chair)
- ☐ Jason Bowen (Co-Chair) (Proxy: Linda Parker)
- ☐ Scott Lee, Faculty Union
- ☐ Linda Parker, Instructional Resources Faculty
- ☐ Kevin North, Transfer Faculty
- ☐ Rod Schilling, Student Services Faculty
- ☐ Lauren Elan-Helsper, VP PCT (Proxy: Linda Beam)
- ☐ Kathryn Mitchell, VP AA
- ☐ Idania Padron, VP SSV
- ☐ Rashitta Brown-Elize, Acting VP ESA
- ☐ Cedric Williams, Classified
- ☐ Marvin Guzman, Classified
- ☐ Veronica Sirotzki, Classified
- ☐ Maria Groth, Classified
- ☐ Jenell Paul, Classified
- ☐ Sarah Schneider, CMS
- ☐ Noe Flores, Director Facilities Planning & Logistics
- ☐ Saul Hom, Exec. Director ITS
- ☐ Dianne Knippel, Exec. Director Foundation
- ☐ Moamer Qazafi, Exec. Director Marketing and Public Information
- ☐ Svetlana Deplazes, Interim Dean IERP & Library
- ☐ Jill Zimmerman, Dean Student Health & Wellness
- ☐ Octavio Cruz, Dean of Enrollment Services & Access
- ☐ Valeria Pacheco, Student Representative
- ☐ Shannon Hyman, Student Representative
- ☐ James Nasipak, Director Auxiliary Services

Guests:
Vacant
Academic Senate: Adjunct Faculty
Academic Senate: Vocational Faculty

*Call to go out in Fall to fill membership vacancies and replace those who have not attended a meeting in the last 12 months.

Ex-Officio: Jennifer Zellet (Superintendent/President)

AGENDA ITEMS	PERSON(S) RESPONSIBLE	ISSUES DISCUSSED /ACTION ITEMS
INFORMATION/DISCUSSION ITEMS:		
I. Opening Comments from Co-Chairs	VP Brar & Dr. Bowen	
II. Approval of SPBC Minutes for September 16, 2026.	All	
III. Pension Stabilization (Keenan and Associates)	VP Brar Roslyn Washington Gail Beal	
IV. Resource Allocation Requests Scoring.	VP Brar	
V. Subcommittee Assignments.		
VI. Non-agendized items discussions.	All	
Information Items: Educational Service Plan Strategic Goals Facilities Service Plan		
Upcoming Meetings: November 4, 2026 | CH 334 | 2:30p.m.-4:00p.m.		

0STRATEGIC PLANNING & BUDGET COUNCIL MINUTES (Approved at the October 7, 2026 meeting)	WEDNESDAY, SEPTEMBER 16, 2026 2:30 PM – 4:00 PM CH 334

Type Of Meeting: SPBC Meeting
Note Taker: Emily Moulton
Please Review/Bring: Agenda, Minutes, and Supporting Documents

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Strategic Planning and Budget Committee Members:

☒ Shami Brar, VP AS (Co-Chair)
☒ Jason Bowen (Co-Chair) (Proxy: Linda Parker)

☒ Scott Lee, Faculty Union
☒ Linda Parker, Instructional Resources Faculty
☒ Kevin North, Transfer Faculty
☐ Marissa Latuno, Vocational Faculty
☐ Rod Schilling, Student Services Faculty

☐ Cedric Williams, Classified
☐ Marvin Guzman, Classified
☐ Veronica Sirotzki, Classified
☒ Maria Groth, Classified
☒ Jenell Paul, Classified
☒ Sarah Schneider, CMS

☒ Lauren Elan-Helsper, VP PCT (Proxy: Linda Beam)
☒ Kathryn Mitchell, VP AA
☒ Idania Padron, VP SSV
☒ Rashitta Brown-Elize, Acting VP ESA

☐ Noe Flores, Director Facilities Planning & Logistics
☒ Saul Hom, Exec. Director ITS
☐ Dianne Knippel, Exec. Director Foundation
☒ Moamer Qazafi, Exec. Director Marketing and Public Information
☒ Svetlana Deplazes, Interim Dean IERP & Library
☒ Jill Zimmerman, Dean Student Health & Wellness
☒ Octavio Cruz, Dean of Enrollment Services & Access
☒ James Nasipak, Director Auxiliary Services

☐ Valeria Pacheco, Student Representative
☐ Shannon Hyman, Student Representative

Guests: Wendy Duman, Tammara Steffes, Lisa Nowak, Jedidiah Lobos
Vacant
Academic Senate: Adjunct Faculty

*Call to go out in Fall to fill membership vacancies and replace those who have not attended a meeting in the last 12 months.

Ex-Officio: Jennifer Zellet (Superintendent/President)

AGENDA ITEMS	PERSON(S) RESPONSIBLE	ISSUES DISCUSSED / ACTION ITEMS
INFORMATION/DISCUSSION ITEMS:		
I. Opening Comments from Co-Chairs	Shami & Jason	Dr. Bowen welcomed the committee. VP Brar reported that the budget was approved by the Board of Trustees. He also noted that the rankings from the HR Subgroup would be included as part of the Resource Allocation Requests discussion.
II. Approval of SPBC Minutes for September 2, 2026.	All	The minutes were approved as presented, with the correction that James Nasipak was not in attendance.
III. Resource Allocation Requests Review.	Shami	The committee began its review of the Resource Allocation Requests with the HEPA filter request for the Welding program. The filters were previously funded through Strong Workforce and the department indicated that the ongoing cost should be supported by District funds. VP Brar discussed the importance of utilizing the most restrictive funding sources before unrestricted funds, particularly given the District's level of restricted fund carryover. VP Mitchell noted that when funding is allocated to support a specific plan, those funds should be used to fulfill the plan, while recognizing that some level of District contribution may also be appropriate. VP Elan Helsper noted that the HEPA filters require replacement on a regular schedule and that, following the initial investment, the ongoing need is primarily maintenance and replacement of the filters. The committee discussed restricted and unrestricted funding, including the amount of restricted fund carryover and the operational challenges associated with maintaining significant restricted and unrestricted reserves. Dr. Bowen asked about the sources of unrestricted funds and whether unrestricted funds become restricted when allocated to a resource. VP Brar clarified that funds would only become restricted if designated as such by the Board. VP Brar provided NextUp as an example of a program with significant restricted fund carryover noting that those funds are limited to specific allowable uses and could not be used for an unrelated expense such as the HEPA filters. Tammara Steffes noted that the District has approximately 68 restricted funds. Dr. Bowen requested information on the District's restricted funds and their allowable uses. The Compendium of Allocations and Resources will be provided to the committee as a reference. The committee discussed how alternative funding sources should be considered during the resource allocation process. The committee will score the requests before they move forward to Executive Council for further consideration. The committee also discussed how members should address questions that arise while reviewing requests. VP Brar

		encouraged members to use the information provided in each request and refer to the applicable Program Review and supporting documentation as needed noting that requesters are responsible for providing sufficient detail to support their requests. Dr. Bowen asked why all Resource Allocation Requests could not be approved, and the committee discussed the limited funding available. VP Brar clarified that determining the total amount available for resource allocation is not the committee's responsibility; the committee's role is to score the requests. He also clarified that the process does not include permanent staffing positions but may include short-term staffing, equipment, supplies, and contracts. The committee discussed how requests related to regulatory or compliance requirements should be identified. A potential revision to the Resource Allocation Request application was discussed that would require requesters to cite the applicable regulation or requirement when a request is identified as necessary for compliance. Members also discussed the potential consequences of noncompliance. The discussion returned to the use of restricted funds. VP Brar reiterated that available restricted funding should be utilized when appropriate. VP Mitchell discussed the importance of using restricted funds to accomplish the purposes for which they were allocated and noted that once a project is completed, remaining funds may be available for other allowable needs. VP Brown-Elize asked whether a "no" response from Facilities Support indicated that a request had been denied. VP Brar clarified that it does not necessarily indicate a denial, as Facilities may not have reviewed or been aware of the request. The committee continued discussing requests related to legal and compliance requirements. Dr. Bowen noted that requirements established by law must be addressed. VP Brar explained that some requests may fall into a gray area when determining whether they are specifically required for compliance. Tammara added that urgent needs will be addressed when identified; however, in some cases, the need may not become known until it is submitted through the resource allocation process. VP Elan Helsper presented the HR Subgroup prioritization rankings. (see attached) She explained that requesters were given approximately three minutes to provide a brief overview of their request. The requests included 21 classified positions, 8 restricted classified positions, 6 CMSA positions, and 3 restricted CMSA positions. Positions were ranked within their respective categories rather than through one overall ranking. Dr. Bowen asked whether all of the positions would be hired. VP Elan Helsper explained that the HR Subgroup rankings are

		presented to SPBC, which makes a recommendation to the Superintendent/President for final consideration. The committee discussed the relationship between faculty hiring and operational staffing, including the impact of the 50% Law. VP Brar noted that staffing decisions must consider the District's overall needs and recent hiring, and that departments with urgent needs may receive consideration while other positions may need to wait. Dr. Scott Lee asked whether job descriptions were available for the requested positions. VP Elan Helsper indicated that job descriptions were available for some but not all of the requests. The committee also discussed the number of positions that may ultimately be approved and the relationship between recent faculty growth and the District's ability to add operational positions. VP Padron asked whether the restricted CMSA positions would continue to move forward. Svetlana Deplazes raised a question regarding Program Review and the use of SurveyMonkey. VP Brar explained that one of the purposes of Program Review is to identify resource needs; however, the Resource Allocation Request is a separate process that requires departments to submit their requests for consideration. Dr. Jill Zimmerman noted that the Program Review and budget request cycles are currently not aligned. The committee also discussed the need to build an approval queue into the process. Committee members were asked to complete scoring of the Resource Allocation Requests prior to the next meeting.
IV. Subcommittee Assignments.		Subcommittee assignments were not discussed and will be carried forward to a future meeting.
V. Non-agendized items discussions.	All	None.
Information Items: Educational Service Plan Strategic Goals Facilities Service Plan		
Upcoming Meetings: October 7, 2026 | CH 334 | 2:30p.m.-4:00pm		

HR Subgroup 2026-2027 Growth Positions Ranking

2026-2027 Positions	Rank
Classified	
Lead Accounting Technician - AS/Financial & Fiscal Services- L. Nowak	1
Clerical Assistant III - AA/Academic Affairs - K. Mitchell	2
Performing Arts Theatre Technician - AS/Auxiliary Services- J. Nasipak	3
Attendance Accounting Technician - SS/Enrollment Services - I. Padron	4
Clerical Assistant II - PCT/PCT - H. Miller	5
Articulation Specialist - SS/C&M - I. Padron	6
Network Administrator - AS/ITS - D. Danyluk	7
Events and Conferences Coordinator - AS/Auxiliary Services - J. Nasipak	8
Program Coordinator - SS/Student Development - R. Castillejo	9
Programmer Analyst - AS/ITS - D. Conner	10
IERP Senior Institutional Researcher - ESA/IERP - S. Deplazes	11
Instructional Assistant: Welding (12mo) - AA/AAIAT - M. Clinton-Houck	12
Instructional Asst.: Electrical Tech & Electronics -AA/AAIAT - M. Clinton-Houck	13
Campus Events Worker (2) - AS/Auxiliary Services/Campus Events - J. Nasipak	14
Fingerprint Technician - PCT/PCT - H. Miller	15
Educational Advisor - SS/Student Health & Wellness - J. Zimmerman	16

HR Subgroup 2026-2027 Growth Positions Ranking

Campus Events Worker (1) - AS/Auxiliary Services/Campus Events - J. Nasipak	**17**
Auto Equipment Mechanic - AS/Facilities/Motor pool - N. Flores	**18**
Locksmith - AS/Facilities/M&O - N. Flores	**19**
Maintenance Assistant 50% - AS/Facilities/M&O - N. Flores	**20**
Technical Analyst - AS/ITS - D. Conner	**21**
Classified Restricted	
Financial Aid Specialist - SS/Financial Aid - P. Carter	**1**
Program Specialist - SS/Marauder Promise - S. Schnieder	**2**
Food Services Assistant II - AS/Auxiliary Services/Food Services - J. Nasipak	**3**
Clerical Assistant III - SS/EOPS & NextUp - K. Ruff	**4**
Clerical Assistant III - ESA/Learning Center - A. Hawkins	**5**
Transportation Driver - AS/Auxiliary Services/Motorpool - J. Nasipak	**6**
Learning Center Specialist - ESA/Learning Center - A. Hawkins	**7**
Administrative Assistant - SS/Student Health & Wellness - J. Zimmerman	**8**
CMSA	
Director Information Security - AS/ITS - S. Hom	**1**
Interactive Process and Accommodations Specialist - PCT/RM - C. Hootman	**2**
PCT Assistant - PCT/PCT - H. Miller	**3**

HR Subgroup 2026-2027 Growth Positions Ranking

Manager, Institutional Data Governance & Compliance - AS/ITS - D. Conner	**4**
Manager Auxiliary Services - AS/Auxiliary Services/Campus Events - J. Nasipak	**5**
Library, Manager - ESA/Library - S. Deplazes	**6**
CMSA Restricted	
HUB Manager - ESA/Student Equity - R. Farley	**1**
ESA Information Supervisor - ESA/Student Equity - R. Farley	**2**
ESA Dean - ESA/Student Equity - R. Farley	**3**