

# Skyline College College Budget Committee

Minutes  
Thursday, Dec. 13, 2012  
6-6203 2:10 pm-4:00pm



**Skyline**  
COLLEGE  
ACHIEVE

## College Budget Committee

### Membership 2012-2013

#### Co-Chairs

Eloisa Briones  
*Director of Business Services  
and*

Leigh Anne Shaw  
*President, Academic Senate*

Regina Stanback-Stroud  
(ex officio)  
*President*

Sarah Perkins  
*Interim Vice President of  
Instruction*

Joi Blake  
*Vice President of  
Student Services*

Joe Morello  
*Dean of Kinesiology  
Athletics and Dance*

David Ulate (ex officio)  
*Int. Dean of Research, Planning and  
Institutional Effectiveness*

Rick Wallace  
*Dean of Counseling*

John Mosby  
*Dean of Enrollment Services*

Pcyeta Jackson  
Barbara Lamson  
*Classified*

Alex Shkurko  
*Associated Students*

Nina Floro (ex officio)  
*AFT*

Rick Escalambre  
Linda Whitten  
*Business*

Carla Campillo  
*Counseling*

Kathleen Feinblum  
Jeff Westfall  
*Language Arts*

Mike Fitzgerald  
Amber Steele  
*Kinesiology Athletics and Dance*

Eric Brenner  
George Wright  
*Social Science/Creative Arts*

Evan Leach  
Soodi Zamani  
*Science/Math/Technology*

Call to Order	Co-Chairs	1 min	Present: Eloisa Briones, Leigh Anne Shaw, Regina Stanback Stroud, Sarah Perkins, Joi Blake, Joe Morello, John Mosby, Pcyeta Jackson, Alex Shkurko, Nina Floro, Linda Whitten, Barbara Lamson, Carla Campillo, Kathleen Feinblum, Jeff Westfall, Amber Steele, Eric Brenner, George Wright, Evan Leach Absent: David Ulate, Rick Wallace, Rick Escalambre, Mike Fitzgerald, Soodi Zamani	Action
Adoption of Agenda	Co-chairs	1 min	M: Morello/S: Campillo	Action
Approval of Oct 25, 2012 Minutes	Co-chairs	5 min	M: Morello/ S: Stanback Stroud/U	Action
Public Comment (Non-Members of CBC)	Co-chairs	10 min	There was no comment from the public.	Information
DCBF Report	Barbara Lamson	10 min	<b>Proposition 30 passed;</b> it includes education protection account which gives CCs additional \$100/FTES (basic aid schools, too). Projected \$1.9m for SMCCCD. Likely to happen only the first year, so we will treat it as 1-time funding. Not to be spent on administrative expenses; KB wants them to be considered restricted funds which could help with the general fund 50% rule. Instead of submitting mandated cost claim form, as in the past, Chancellor's Office will issue a mandated cost block grant; this better ensures getting funds.  <b>Redevelopment agencies closing.</b> SMCCCD will receive approximately 7% of the excess. More information available soon.  <b>KCSM bids rejected.</b> Laws have changed; share value will likely rise. Comparative sales are \$15-\$30M. SMCCCD is not shutting KCSM down. A new RFP will go out, and a search for a partner who can cover the deficit will begin.  <b>Fraud investigation ongoing.</b> Several existing internal controls helped locate fraud.	Information

			<p><b>SMCCCD master calendar.</b> Will incorporate planning dates for all locations.</p> <p><b>Allocation model.</b> 2010 staffing report was reviewed. Discussion of outcomes-based funding; should the district implement it? LA Shaw shared that the SSTF had this issue in their original list of initiatives; it was mentioned in the final draft, but no recommendations were attached to it. CBC drafted the following resolution:</p> <p>The Skyline College Budget Committee recognizes that the District Committee on Budget and Finance is considering local allocation model adjustments that will justly allocate SMCCCD resources. Skyline College Budget Committee is committed to constructive engagement in the modification of the local allocation model. Because performance-based funding has been proven to be detrimental to educational institutions in every state in which it has been implemented, on principle, the Skyline College Budget Committee strongly opposes the use of student outcomes measures and the initiatives as a factors in the allocation of local resources.</p> <p>M/S/U – Wright/Westfall – motion approved</p>	
Productivity and Efficiency Report	Eloisa Briones	10 min	Eloisa shared data: 14079 headcount, load 605. FTES goal for this year is 7985; we are now at 4842. Other 2 colleges are comparing FTES goals.	Information
IPC Update	Eloisa Briones	10 min	<p><b>IPC Update.</b> A plan was created using the Enrollment Management Assessment tool from Noel Levitz; enrollment management will be important in Skyline’s new fiscal picture.</p> <p><b>Human resources staffing manual.</b> Looks at percentages of all employees, maintains balance. Draft created in 2007 by Staffing for Success Task Force (a shared governance group) which has regrouped with Kate Williams Browne, Linda Whitten, Eloisa Briones, and Joe Morello. They will meet in Spring to finalize the plan.</p> <p><b>IPC finalized the IRB proposal</b> which will go into effect in Spring 2013. We will be eligible for federal grants.</p> <p><b>Planning governance manual</b> outlines our shared governance processes. The document has been reviewed by many shared governance bodies and was approved by IPC.</p> <p><b>Skyline Annual Program Plan</b> will assist the college in maintaining quality programs.</p> <p><b>Discussion of combining IPC/CBC.</b> Continued discussion; no solutions at this time. One scenario: two committees merge and a meet twice a month, one focus on budget and one on planning. Reasons for discussion: 1) to ensure that planning is informed by budget and vice versa; 2) to improve faculty participation in IPC. Concerns: 1) merging the two committees would dilute the process; 2) maintaining membership of both committees is a difficult task. The size of the committee would probably be 2 faculty from each division just like IPC and CBC. IPC will make a recommendation to College Council and College Council will ask CBC for its input. Governance structure would need to be revised; one task force with a new charge, to go into effect in fall 2013. This is not a new topic, the last three years of A.S. minutes show discussion on this subject.</p> <p>Suggestion: Ask David Ulate to make the discussion board for this topic available to CBC.</p>	

Measure G Report to Oversight Committee	Eloisa Briones	5 min	Current allocation and past expenses last year were reviewed. This information can be reviewed on Sharepoint.
Early SMCCD Resource Allocation Projections for 2013-2014	Eloisa Briones	10 min	<p>Depending on the timing of when the report comes out, our numbers get adjusted as we report FTES to the state. Our 5-year average has gone up by 135, Cañada's has gone up by 13, and CSM's has gone down by 328. Next year, CSM's biggest year gets dropped out of their 5-year average, so their allocation will go down. Skyline sees a bump in FTES for next year; growth allocation for Skyline and Cañada and negative growth for CSM. In addition, we'll receive growth for international students (who must be full time, so they bring in about \$7000 per FTES).</p> <p>Our budget is primarily salaries (position control) and benefits, plus adjunct salaries (1310), hourly salaries, hourly benefits, discretionary budgets and other. Total \$20,019,676 which includes \$454,627 in the "other" column (cushion) and a reserve of \$719,078 for a reserve – all is built into our budget. A large portion of our Measure G is used for hourly instruction and hourly counseling plus benefits, backfill for the BSI funding that was cut, and trustees' fund backfill (this came from the discretionary column).</p> <p>After calculating FTES goal of 8815 (load 590, to be conservative), we estimate we'll need 6.3 million in our instruction budget next year. We are short by about \$500,000, but we can make it up with our reserves and cushion funding in other categories if we do not touch our reserves this year.</p>
Skyline College Budget Goals for 2013-2014	Eloisa Briones	10 min	<p>The CBC sets the goals for the allocation of resources. Eloisa made a list of the budget goals for 13-14.</p> <ol style="list-style-type: none"> <li>1. Institutionalize CITD, established 2008, living on state funding since its inception.</li> <li>2. Institutionalize Sparkpoint center, established 2009, currently grant funded with contributions from United Way and other sources.</li> <li>3. Institutionalize Center for Workforce Development, which can bring in grants and which has been sharing its director with the Sparkpoint program for the last three years. This allows us to have options, doesn't mean moving salaries to fund 1, but strategizing resources we want to keep on campus.</li> </ol> <p>The choice of programs and services in the planning documents show what we are committed to; we can't depend on soft money for things of value to the college. Measure G was for \$2.3m; when it goes away, we will need to have a system in place for viability.</p>
Skyline College Early Budget projections for FY 2013-2014	Eloisa Briones	10 min	<p>Eloisa explained the current year projections and onto the 13-14 projected budget. Part of the reserve can be used to cover the 1310 funding needed in 13-14.</p> <p>Goals: increase faculty and staffing, build reserve, and keep in mind that Measure G money is temporary and we will have to assume costs it now covers.</p> <p>Regina shared that there have been discussions with Senate about finding a new way to replace retirees instead of having the FTEF process be used for both new and replacement hires.</p> <p>Eloisa presented three scenarios for allocation for hiring and asked the CBC to make a recommendation. The maximum proposal, which included 4 faculty, 4 classified, and 1 administrator, was recommended by resolution.</p>

			M/S/U –Brenner/Wright – To approve the proposed maximum scenario of 4 faculty, 4 classified, and 1 administrator. 1 opposed (Whitten).	
Acknowledgement of Retiring CBC Members	Leigh Anne Shaw	5 min	Leigh Anne took a moment to acknowledge the retiring CBC members: Jeff Westfall, Pat Deamer, and past retirees Mike Williamson and Connie Beringer.	
Next meeting Room 6-6203	Leigh Anne Shaw	1 min	Jan 31, 2013	Information
Adjourn	Co-chairs	1 min	Meeting was adjourned at 4:10 pm.	Action