President's Innovation Fund
Cover Sheet
2016-2017

Instructions: Please complete this 1-page cover sheet

Title of Proposal: _____ **Requested by:** _____

Amount Requested: _____ **No. of times awarded: __Yr 1 __Yr 2 __Yr 3**

Need for Project: _____

PIF-Proposal Summary and Benefits to College, Students and Community:

Signatures:

_____   _____   _____
Faculty/Staff   **Date**   **Dean/Department Supervisor**

Internal Use Only
Request Number: _____Learning Community: Yes__ No __ Approved:__ Not Approved: __   *Proposal Originator Notified:___   Dean or Department Head Notified _____*

Amount Approved	Funding Source

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PRESIDENT'S INNOVATION FUND
2016-2017

The Presidents Innovation Fund (PIF) supports creativity and innovation at Skyline College. Faculty, Staff and Administrators are encouraged to "Dream Out Loud" and propose ideas that will support the college's Mission, Vision, Values and Goals. This year, we will focus on the Skyline Promise that "At least 75% of our students will get in, get through and get out on time as defined by their own educational goals. The Skyline Promise can be found at the following link:
http://www.skylinecollege.edu/promise/

The major provider of the resources is the President's Council, a group of dedicated community members Skyline College is fortunate to have a dedicated group of community leaders who have been actively supporting the college. The President's Council raises financial support for the President's Innovation Fund by hosting the President's Breakfast every spring. They provide insightful counsel to the college and are truly an asset to the college and our community. The President's Council includes representatives from business, industry, government, nonprofits and other organizations whose interest in a connection with Skyline College provides a strong base of knowledge and support for the President of the College. The purpose of the President's Council is to provide community input, feedback and support for the resource development program at Skyline College.

The San Mateo County Community College Foundation, whose mission is to promote student success and program innovation, also provides resources to support the President's Innovation Fund through the generosity of donors. The Board of Directors is made up of dedicated people who champion the development effort and build meaningful relationships between the colleges and community in order to advance the mission of San Mateo County Community Colleges Foundation. The experienced staff is committed to helping donors reach their philanthropic goals.

Proposals that align with the District and College Strategic Planning priorities and that support the Skyline Promise will be viewed very favorably.

Points to Remember
- In order for the proposal to be considered, obtain the signed approval of your division dean/departmental supervisor prior to submission to the President.
- The maximum number of years a particular proposal will be funded by the PIF is three years.
- **Proposals, including a signed original and an electronic copy, should be submitted to the President's Office (tentes@smccd.edu) by 4:00 p.m. on May 2, 2016.**
- Awards will be announced in mid-June. The proposals are selected by the executive committee of the President's Council in consultation with the President.
- **The PIO must approve any materials (print, video, etc.) created, produced and/or distributed in relationship to all awarded the PIF grants.**
- Awardees are expected to attend the President's Breakfast (March 2017), appear in the promotional video, present to the Board of Trustees, and present to the President's Council if asked to do so and submit regular updates on the project to Skyline Shines using the publication guidelines.

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A complete proposal must contain the following:

1. *Narrative: (Please attach a narrative, not to exceed 4 pages, with the following sections)*
    a. Description of the project
        *   Please describe the problem and what you propose be done to address the problem.
        *   Please present your consideration of any or all of the three components of The Skyline Promise as described below. Identify where the proposal will address student challenges in any or all of the following:
        i. Get In:
            1. Outreach, Engagement and enhanced partnership with high schools
            2. Dual Enrollment, Middle College and Program Alignment
            3. Summer Bridge Program and Scholars Academy
        ii. Get Through
            1. Success in the first semester to ensure persistence
            2. Expanded Successful student service models
            3. Incentivizing full-time enrollment
            4. Peer coaching
            5. Financial literacy
        iii. Get Out…On Time
            1. Guaranteed Pathways to Success
            2. Career Advancement Academies
            3. Metro Academies and Learning Communities
            4. Quality Instruction and professional development

    b. Sustainability Plan *(not to exceed 2 pages)*
        Do you envision this as a project that could become a permanent part of the college? If so, how?

    c. Project Lead Qualifications *(not to exceed 2 pages)*
        Please describe the qualifications of the project leader and of others who will be involved in the project.

2. *Action Plan (See attached form)*

3. *Budget Forms*
    a. Budget narrative *(See attached form)*
    b. Detailed line-item budget. *(See attached form)*

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Proposal Title_____

Goal: (What is the long term aim – It should be Specific, Measurable, Achievable, Realistic and Timely (SMART)					
Objective (What is the concrete attainment to move toward the goal?)	**Activities** (What will you do to meet the objective?)	**Timeline** (When will you complete this component?)	**Person Responsible** (Who is the responsible person for completing this objective?	**Evaluation/Deliverable** (How will you know you have reached the objective?)	**Resources Needed** (What do you need to make this possible?)

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Goal: (What is the long term aim – It should be Specific, Measurable, Achievable, Realistic and Timely (SMART)					
Activities (What will you do to meet the objective?)	**Activities** (What will you do to meet the objective?)	**Activities** (What will you do to meet the objective?)	**Activities** (What will you do to meet the objective?)	**Activities** (What will you do to meet the objective?)	**Resources Needed** (What do you need to make this possible?)

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	Description	Amount
1000's (Faculty and Administrative Salary)		
2000's (Classified Salary)		
3000's (Benefits)		
4000's (Supplies & Materials)		
5000's (Other Operating Expenses and Services)		
6000's (Capital Outlay)		

President's Innovation Fund
Budget Worksheet
2016-2017

Title of Grant:

Requested by:

Amount Requested:

The Budget for this project must be designated in the following appropriate categories:

1251	Counseling Salaries (FT – counseling)	$
1310	Teaching Salaries (Hourly)	$
1329	Substitute Teaching Salaries (Hourly)	$
1429	Prof Dev Counselor (FT-non-counseling work)	$
1451	Counseling Salaries (PT-counseling)	$
1495	Other Certificated Salaries (Faculty at Special Rate)	$
2392	Student Assistant Salaries (Hourly)	$
2394	Short-Term Hourly-Classified (Hourly)	$
3801	Permanent Employees Benefits	$
3802	Hourly Employees/Adjunct Faculty Benefits	$
4510	Supplies ($500 or less)	$
4511	Non-Inventoried Equipment (at least $500 and up to $5,000)	$
4580	Central Duplicating	$
5101	Honorarium for Students	$
5102	Honorarium for Non-students	$
5120	Lecturer Services (Independent Contractors)	$
5130	Contract Personnel (Independent Contractors)	$
5211	Conference Expense - In State	$
5212	Conference Expense – Out of State	$
5220	Mileage	$
5621	Software and Software License	$
5690	Other Contracted Services	$
5694	Contracted Printing Services	$
5820	Postage	$
6450	Inventoried Equipment (Over $5,000)	$
	TOTAL	**$**

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President's Innovation Fund (PIF)
Financial Accounting Process

PIF Project/Grantee(s) shall submit all requests for payment, receipts for reimbursement, independent contracts, service agreements, stipend requests and timesheets to the Skyline College Administrative Services office for processing. Please submit the requests within two weeks of the charge in order to ensure prompt payment. Forms can be found in the Downloads on the SMCCD Portal Page: http://www.smccd.edu/accounts/portal/.

Reimbursements
This section applies to Skyline staff and faculty only.

All requests for payment shall be made using the following:
- SMCCCD *Petty Cash Reimbursement Form*, if the total is under $100,
- SMCCCD *Reimbursement Request Form*, if total exceeds $100*, or*
- SMCCCD *Conference Expense Form or Mileage Reimbursement* for mileage, parking and toll reimbursements not related to a conference.

All documentation must be attached to the form for reimbursement, including original receipts, (except if travel expense is paid by procurement card, and then attach a copy). Receipts should be taped separately on to a piece of white paper.

For PIF related reimbursement requests, turn in completed forms, signed and approved by the Department Dean/Supervisor, to the Skyline Administrative Services office for processing. Forms can be obtained on the SMCCD Portal Page, Downloads, under Accounts Payable, Other Expense and Reimbursement Forms or Conference Advance and Expense Forms. **Prior to registering for a conference or workshop**, please submit a Conference Attendance Approval form to your dean and Vice President for review and approval. Contact Bryan Besnyi for an electronic copy of the form.

Outside Goods and Services

There are a number of ways to pay for outside goods and services, including presenters.

To make a purchase of a **tangible good**, you can use your procurement card or work with a Skyline Banner user (your Division Assistant) to create a requisition for a purchase order. Do not make the purchase unless you can pay with a procurement card or personal credit card. The District Purchasing Department will make the purchase on your behalf when using the requisition process. If an item is purchased with a personal credit card, use the reimbursement forms mentioned above to be reimbursed. All equipment purchases must be processed through the ITS department. **Purchasing Guidelines are being distributed with this information. For procurement card use, please follow the procurement card guidelines posted on the District Downloads under Purchasing/Procurement Card – US Bank.**

There are three types of contracts for services:

1. **Independent Contract**
   To pay an **individual**, or an individual with a DBA, but **using their social security number**, **for a service**, such as presenting, speaking, researching, etc. an **Independent Contract** and all required documentation must be completed, submitted, and **approved prior to the start of the service performance**. Required documentation that must be attached to the Independent Contract include:
   - a signed W-9 form,
   - a signed I-9 form employee page,
   - a signed I-9 form employer page,
   - a copy of a signed social security card (with no INS restrictions), and
   - a copy of a photo ID (such as a driver's license).

   When the service is complete, an IC Payment Authorization Form needs to be submitted to the Skyline Administrative Services office for processing. If there is an invoice, it should be attached to the form. Please see additional information and the forms on the SMCCD Portal Page, Downloads, under Purchasing/General Services, and Independent Contracts.

2. **Performance Agreement**
   If you are hiring a group or individual to do a performance at Skyline College, you will need to use this new form. This agreement will be used for performances by bands, dancers, acrobats, or any other type of performers. The Performance Agreement once completed and signed, should be submitted with
   - a completed and signed W-9 form.
   - If a performer is using a social security number on the W-9, we will also need
     - a signed I-9 form employee page,
     - a signed I-9 form employer page,
     - a copy of their social security card (with no INS restrictions), and
     - a copy of a photo ID (such as a driver's license).

   You can find this agreement and instructions on the District portal page, under the District Downloads, in the Purchasing/General Services folder, in the contracts folder. **The signed and approved agreement and all the required documents should be in place before any performance takes place.** When the service is complete and the individual has submitted an invoice, an approved Payment Authorization Form needs to be submitted to the Skyline College Administrative Services office for processing.

3. **Standard Service Contract**
   To pay a **company, using a Federal Tax ID number**, **for a service**, you will need to complete a **Standard Service Contract**. Make sure you select the appropriate risk level contract. The contract will need to be signed by the service provider.
   - A W-9 form needs to be completed, signed, and attached to the Standard Service Contract.
   - The Contractor will need to supply a Certificate of Insurance to the District, naming San Mateo County Community College District as insured on their policy for the duration of the project.

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- They will also be required to supply an endorsement from their insurance company. **This contract will need to be submitted and approved prior to the start of any work.** Please submit the contract to the Skyline College Administrative Services office for processing to the District.
- When the contract and all required documentation are approved by the District Office, a requisition for a purchase order will need to be prepared by your Division Assistant. The District will then prepare a Purchase Order for the service.
- When the service is complete, an invoice needs to be generated by the company providing the services and submitted to Accounts Payable, to be paid against the purchase order. You will need to approve the invoice, write okay to pay, and the PO number, and then send it to A/P. Our current A/P representative is Victoria Lin. Please find the Standard Service Contract on the SMCCD Portal Page, in the Downloads, under Purchasing/General Services, and Contracts.

Please review the Purchasing Procedures on the SMCCD Portal Page, Downloads, under Purchasing/General Services, in Purchasing Procedures folder.

Hiring Staff

Hiring a short-term hourly employee requires board approval before a person can be hired and allowed to work. Work with your Division Dean if you need to hire a short-term employee for your PIF project. The Dean will submit a **Personnel Requisition Form (PRF) through the college approval process before submission to the** SMCCCD Board. When Board approval is in place and you hire a short term temp, a Personnel Action Form (PAF) must be filled out and approved. For new employees a new-hire packet will also need to be completed, prior to the start of any work.

Hiring student assistants does not require board approval. PRFs are not required, only the Personnel Action Form is required. **The PAF and the New Hire Packet (for new student assistants only) must be completed before anyone can start working.** The appropriate PIF account numbers should be listed on the PAF. All new hire documents can be found on the Downloads tab, under Human Resources, on the portal page, http://www.smccd.edu/accounts/portal/. Please note that each PIF will be responsible for paying the benefits related to the salary charged to the PIF. These expenses should be built into the PIF budget.

Presenters who are SMCCCD employees, and who will receive hourly pay or a stipend, will be paid upon submission of approved District timesheets.

Honorariums can be given as a small token of appreciation, not in an amount that would be equal to or greater than a person's payroll. Honorariums to students or non-students who are not employees can be processed through the Skyline College Administrative Services Department. Non-employees who will be paid stipends or honorariums are required to submit
- Stipend Request form,
- a W-9 and
- a copy of the social security card.

Forms can be found on the Downloads under Accounts Payable/Grant expense forms and Stipend request form/Stipend Request Form. You will also find a stipend vs. salary guideline in the same location. The forms should be approved by the Dean and submitted to the Skyline College

Administrative Services Department for processing. If you need information about hourly employee pay rates, contact Vivian Paw (short-term and student assistants) or Ellen Lee (hourly certificated) in the Skyline College Payroll Department, 650-738-4194.

Use the PIF Fund numbers, Org Codes, Account Numbers, and Program Codes (FOAPs), as assigned, on the time sheets or Stipend Request forms. Be sure to use the appropriate 4 digit account number. Write which PIF project it is associated with and any other necessary notes on the timesheet. Once the forms are completed, secure approval signatures from the Dean/Supervisor. Turn in the original signed timesheet in to Skyline Payroll Department for processing. Stipend Request Forms should be turned into the Skyline College Business Services Department.

PLEASE NOTE: ALL TIMESHEETS must be submitted within a month of the work in order to meet the deadline for timesheet processing. Any faculty timesheet submitted after a month of the work can be charged a penalty fee from STRS for the late submission.

Student Assistants and Board approved Short Term Hourly employees must submit hours via web time entry.

Central Duplicating and Postage Expenses

Each PIF project must incorporate duplicating and postage expenses in the project budget.

If you are planning on sending out a large mailing, please alert the mailroom and request for an estimate of the postage costs associated with your project. Supply your PIF FOAP to the mailroom for large mailings. Write the PIF project name and FOAP on the Central Duplication Request form.

For ease of processing, the following account numbers should be used for duplicating and postage for mailings.

Graphic Arts and Production	35058-2150-4580-XXXXXX (program code as assigned)
Postage	35058-2150-5820-XXXXXX (program code as assigned)

(Note: If you were assigned a budget in a different fund number, you can use that # instead.)

PIF Support

Additional support for you in planning and presenting your PIF projects is available and can be provided by the College Marketing, Communication, and Public Relations Department. These include:

- Event Calendaring (Internal & External)
- Event Planning Information and Support
- Promotional Materials
- Press Releases
- Advertising

For any additional information regarding your funds and account procedures, please contact your Division Assistant or Dean. If you need further assistance, please contact Barbara Lamson, at Skyline College Administrative Services, extension 4406.

PLEASE NOTE:

- Remember to communicate with your Division Deans of the progress of your PIF project.

- When planning your event sponsored by the PIF funds, please email Cherie Colin and Theresa Tentes, with the President's Office the details of when, where, and title of the event.

It is the responsibility of each PIF project grantee to monitor spending and stay within the approved budget.

All PIF funds expire at the end of the fiscal year on June 30, 2017.

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MISSION – VISION - VALUES

Vision Statement
Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.

Mission Statement
To empower and transform a global community of learners.

Values Statement
Education is the foundation of our civilized democratic society.

Thus:
Campus Climate: We value a campus-wide climate that reflects a 'students first philosophy' with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.

Open Access: We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and responsive student services that enable them to advance steadily toward their goals.

Student Success: We value students' success in achieving their goals, and strengthening their voices as they transform their lives through their educational experience.

Academic Excellence: We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through career technical education programs and certificates, Associate of Arts and Associate of Science degrees, basic skills development, and lifelong learning. We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study. We are dedicated to an educational climate that values creativity, innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas.

Community Connection: We value a deep engagement with the community we serve and our role as an academic and cultural center for community including business, industry, labor, non-profits, government and the arts. We are dedicated to maintaining a college culture and institutional climate that is warm and welcoming to all.

Participatory Governance: We value just, fair, inclusive, and well understood, transparent governance processes based upon open and honest communication.
Sustainability: We value an institutional culture that represents a strong commitment to environmental sustainability and justice. We are committed to the tenets of sustainability "To meet present needs without compromising the ability of future generations to meet their needs."

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SKYLINE COLLEGE GOALS

1. Develop the scope, quality, accessibility and accountability of instructional and student service offerings, programs, and services to lead the San Francisco Bay region in transferring students, awarding degrees and certificates and reflecting social and educational equity.

2. Enhance institutional effectiveness in planning and decision-making processes through cooperative leadership, effective communication, and shared governance.

3. Fulfill the college's role as a leading academic and cultural center for the community.

4. Provide human, physical, technological and financial resources to assure excellent educational programs and student services in order to support students in attaining their educational goals and improve institutional effectiveness.

5. Recruit, retain and support a world-class faculty, staff and administration that is committed ongoing improvement through access to opportunities for professional growth and advancement.

6. Play a central role in the preparation of the regions workforce and expand networks and partnerships with business, the community, and non-profit organizations.

7. Establish and maintain fiscal stability and alignment of programs and services to the core mission, vision and values of the college. Currently listed as #6 – change to #7)

8. Internationalize the educational experience by enriching the college with a diverse community of learners representing the collective resources of humanity and engaging in a vibrant dialogue that engenders an understanding of others.

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SKYLINE COLLEGE STRATEGIC PLAN
2012-2017

Empowering and transforming the lives of a global community of learners calls for a strategic focus and priority setting. Skyline College has put forth its best thinking as we translate the mission, goals and strategic directions of San Mateo Community College District and Skyline College into meaningful programs and services that meet the community's needs for social, cultural, economic and educational fulfillment.

The six strategic priorities upon which Skyline College will focus over the next five years follow.

1. **FACILITIES & TECHNOLOGY:** Skyline College will identify and scale technology-enabled approaches and upgraded facilities to improve teaching and learning. This strategic priority will extend our reach and multiply the benefit of interactive digital research and learning support through expanding our technological capacity. We will have the ability to focus on digital and web services and support for students, faculty and staff (eBooks, eAudio, eMagazines, online services for tutoring and supporting learning) shift our focus to web enhanced services across the college. Examples include:
   - Online Learning Center (BG-3, BG-4, DSP-2.3c, SCG-4)
   - Library/Learning Resource Center
   - Technology Enhanced Classrooms
   - Electronic Signboard
   - Building 2
   - Building 1
   - Building 5

2. **STUDENT SERVICES:** Skyline College will expand and enhance Student Services programs through innovation and the seamless delivery of services. This strategic priority includes intentional and systematic approaches that build strong collaborations with K-12 and four-year partners using the cohort model, non-traditional strategies to support veterans, military personnel and their families, and seamless linkages between instructional programs, job placement services and, business and industry. Examples include:
   - Job Placement and Follow up (SCG-6)
   - Transfer (SCG-1)
   - The Skyline College Promise (BG-3, SCG-1)
   - Veterans Resource Center (pathway for vets) (BG-3, SCG-1)
   - Student Success Initiatives (BG-4, SCG-1)

3. **EQUITY & EXCELLENCE**: Skyline College will develop and strengthen relationships both domestic and international to ensure excellence in practice for an increasingly diverse student population. This strategic priority will increase the number of international students through innovative outreach and increased capacity initiatives (e.g. residential agreements). Additionally, there will be a strong focus on improving student outcomes through a dedicated professional development center inquiry center, where research will serve as the foundation for improving institutional practice. Examples include:
   - International Students/Study Abroad (BG-8, DSP-3.1f, SCG-8)

- Center for Transformative Teaching and Learning (Professional Development) (BG-7, DSP-4.5a, DSP-4.5b)
- Center for Transformative Inquiry (research) (BG-7, DSP-5.1c, SCG-2)
- Sustainability Initiative (BG-6, SCG-6)

4. **COMPREHENSIVE COMMUNITY CONNECTION:** Skyline College will engage in a comprehensive initiative to strengthen the community connections. This initiative will include an overarching outreach strategy that includes the development of a middle college and expanding concurrent enrollment. Finally, we will begin the discussions on the feasibility and benefits of a Vista Creative Arts Complex. Examples include:
   a. Community on Campus (BG-1, SCG-3)
   b. Comprehensive Outreach (BG-3, DSP-2.1b, SCG-1, SCG-3)
   c. Concurrent Enrollment (BG-3, DSP-5.2a, SCG-1, SCG-3)
   d. The Skyline College Promise
   e. Middle College (DSP-2.2b, DSP-2.2c, SCG-1, SCG-3)
   f. Workforce/Business & Industry Connections (BG-1, SCG-4, SCG-4)
   g. Vista Creative Arts Complex (initial conversations) (DSP-12.a, SCG-3)

5. **INSTRUCTION**: Skyline College will build on the strong educational foundations and college goals by enhancing accessibility, leading in workforce programs supporting the region, and providing learning opportunities that prepare students for their future. Skyline College faculty and staff keep abreast of emerging fields of study and engage in connecting academic programming with the needs of our students and community. Examples include:
   - College for Working Adults (BG-3, SCG-6)
   - Service Learning (BG-3, SCG-3)
   - Acceleration Project (BG-3, SCG-1, SCG-3)
   - New Programs (BG-1, SCG-1, SCG-3, SCG-4)
     a. ASL Interpreter Training
     b. Urban Music Academy
     c. Anesthesiology Certificate
     d. Journalism
     e. Art/Digital Imagery
     f. Digital Photography
     g. Teacher Prep Institute

6. **FISCAL STABILITY / RESOURCE DEVELOPMENT:** Skyline College will maintain fiscal stability through strategic integrated planning and resource allocation and development. This strategic priority strives to maintain the sound fiscal health of the institution through a balanced general fund budget with a built-in reserve, ongoing resource development and revenue generation. The college aims to provide stable funding to be able to create permanent classified and administrator positions as well as develop initiatives to meet student and community needs. Examples include:
   - Reserve for Contingency (BG-1, SCG-5, SCG-7)
   - Alternative Revenue Streams
     a. Grants Infrastructure (BG-1, DSP-4.1c, SCG-4)
     b. Facilities Rental (BG-1, DSP-4.1c, SCG-5)
     c. International Students Program (BG-1, BG-8, DSP-3.1f, SCG-8)