Minutes of Strategic Planning and Allocation of Resources Committee
Held on September 25, 2014
Building 6, Room 6-203

Co-Chairs:
Eloisa Briones, Kate Browne, Aaron McVean

Members Present:
Wissem Bennani, Eric Brenner, Carla Campillo, Kathleen Feinblum, Kathy Fitzpatrick, Angelica Garcia, Chris Gibson, Mary Gutierrez, Michelle Hawkins, Barbara Lamson, Evan Leach, Dino Nomicos, Sarah Perkins, Jesse Raskin, Linda Whitten

Members Absent:
Joi Blake, Davante Cade, Rick Escalambre, Mike Fitzgerald, Soodi Zamani

Guests (Students of Linda Whitten) Present:
David R. Martinez, Michael McClure, Shelah Nombrado, Andrea Sanchez-Lopez, Edward Tellez, Jarom Vahai

Resource:
Belinda Chan (Recorder), Karen Wong

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1. GENERAL FUNCTIONS

1.1 Call to Order and Introduction
Aaron McVean called the regular meeting to order at 2:13 p.m. and introduced himself to the Committee.

1.2 Approval of Agenda
There were no addition or changes to the Agenda.

1.3 Approval of Minutes
A motion was made by Barbara Lamson and seconded by Kathy Fitzpatrick to approve the September 11, 2014 Committee meeting Minutes as written. No change was made. Motion carried unanimously.

2. DISCUSSIONS

2.1 Accreditation follow-up report and discussion
Aaron McVean provided Skyline College's accreditation follow-up report for the Committee to review. The Report posted on SharePoint with no action needed to be taken for the Committee. It was recommended by the College Governance Committee (CGC) for approval by the President. It will be presented to the Board of Trustees for approval on October 8, 2014 to be submitted to the Commission by October 15, 2014. See Follow-up Report and related document in Appendix I.

New accreditation requirements and revisions were made on July 24, 2014. One change was made this year that the Rubric will no longer be used, which will be reflected in the Mid Term Self-Study Report.

2.2 District Strategic Planning Forum

Co-Chairpersons reminded the Committee that the District Strategic Planning Forum will be held at Skyline College on Tuesday, September 30, 2014 from 2:00 to 4:00 p.m. in Rooms 6-202 to 6-206. Faculty and staff (especially members of SPARC) were highly encouraged to participate in the forum to ensure our voices are heard and comments are delivered to the District. Members unable to attend the forum may submit their comments to their Deans or Co-Chairpersons. See Appendix II for detail.

2.3 Review of Planning and Budget Calendar

The Co-Chairpersons explained that it is essential to review Skyline College's Planning and Budget Calendar alongside the District's Planning and Budget Calendar to ensure the Committee is fulfilling the District's and State's requirements for proper resource allocation and accreditation requirements. It is to demonstrate that SPARC activities are well integrated at the District level.

Aaron McVean indicated that in the perpetual calendar (as referenced in Appendix III A), activities related to planning are highlighted in blue and budget are in gold. Eloisa Briones followed up by providing an overview of District's Planning and Budget Calendar. See Appendix III B for details.

2.4 Review of SPARC Membership

Current membership of Strategic Planning and Allocation of Resources Committee (SPARC) was reviewed to ensure the list of members included representatives from College Budget Committee (CBC) and Institutional Planning Committee (IPC). No changes were made.

2.5 Report from District Committee and Budget Finance (DCBF)

Barbara Lamson shared some of the highlights from District Committee and Budget Finance (DCBF) Report that she and Linda Whitten had compiled:
(See Appendix IV for more detail)

- Property tax is 80% of our funding. In 2014-15, there will be an increase of 5.82% in property tax. Thus, funding will be increased.
- Enrollment of residents students remain at the same level, but there is an estimate of 20% increase in international students enrollments, which will boost our funding
- Funding received from redevelopment agencies is ongoing
- Funding received from Prop 30 remains available even though Skyline College is a community-funded college. Under Prop 30, funding receiving through Sales Tax remains available until December 2015. However, since the Sales Tax has been reduced, funding receiving through this portion will be decreased thereafter.
- We will continue receiving funding of $100 per FTES for 7 years through Prop 30 and currently we are in Year 3 of the 7 years.
- The District was able to refinance the Bond obtained in Years 2001 and 2005 due to the AAA (the highest) Bond Rating granted from Standard & Poor's and Moody's. Tax payers benefited by having a lower interest rate as a result of this refinancing.
- The community status we are in is solid as we are $25M over the State's revenue limit
- There are increases in CalPERS and CalSTRS. In 2014-15, increases will be up by $350K; in 2015-16, increases will be up by $1M. The increases will continue yearly until 2021
- Retirement fund is 60% funded.
- Measure G ended in June 2014, but funding is still available because each school has been saving the unused funding from the last year.

- 2014-15: has a reserve of 7%
- Under the Resource Allocation Model, each college will be given a base amount, but Canada will be given an extra of $1.3M for adjustment on demonstrated needs. Skyline College may obtain money for demonstrated needs if we prove to the District that extra resources are needed.

2.6 Review of 2014-2015 Budget Report

Hard copies of 2014-15 Budget Report was distributed to members in attendance. Eloisa Briones provided an overview of the Budget Report by covering information in below listed pages:

P.1 Budget highlights

P.2 State overview

P.3 SSSP Plan will continue receiving fund based on FTES.

P.4 Report on Measure G. Eloisa reiterated that Measure G expired in June 2014. However, Colleges were able to save the unused funds from last year for this year's use without Measure G fund.

  P. 7-8 listed Measure G fund for Skyline College

P.9 Comparison of FTES structured budget. 2014-15 will be the last year using the FTES structure to allocate fund

P.11 The last paragraph of the page describes the Board's Plan to increase reserve from 5% to 7%. Jesse Raskin questioned why an increase is necessary. Eloisa and Kate explained that this increase will be served as a cushion as Skyline College has become a community college.

P.15 2014-15 Budgeted Expenditures with Site Allocations

P.22 Associated Student Body financial statement in the past two years (2012-13 and 2013-14)

P.37 Skyline College oversees

  Fund 1 (General Unrestricted Fund)

  Fund 3 (General Restricted Fund) is designated for special purposes, which include categorical and grants

  Fund 6 (Special Revenue Fund) is for Child Care Development. Fund 1 can be transferred to Child Development when its revenue is short.

  Proprietary Funds are monitored by the District

P.46 Fund 1 (General Unrestricted Fund) Comparison between the Adopted Budget and the Actual Budget in 2012-13, 2013-14 and Adopted Budget of 2014-15

P.104-105 Proposed Board Goals for 2014-15. Similar to last year's Board Goals, maintaining physical disability is given the highest priority. Referenced to pamphlet of "Skyline College Strategic Plan 2012-2017", the "BG" items refer to Board Goal as listed in the Budget Report

Eloisa continued explaining the Resources Allocation Model (as listed on p102 -103 in 2014-15 Budget Report) in details. As stated, the current Allocation Model consists of 7 steps or adjustments.

1. 80% of prior year's site allocation will be funded to each college, 20% will be funded to the other college(s) that need adjustment
2. Provision to increase cost in Central Services. There was an overestimated budget in Retirement Benefits
3. Allocate $3.05 per square foot increase over previous year
4. Allocation of growth increase based on FTES goals.
5. Allocation of funds for District Office and Facilities based on college growth allocations. District gets 14% and Facilities gets 6%
6. Allocation of funds for step and column increases
7. Remaining funds will be distributed among the three colleges based on demonstrated need. If the demonstrated need has been continually proven to be an essential part of the funding, it will be permanently added to the base fund. Members raised questions about the criteria for demonstrating "need."

8. Final Allocations will be the sum of items 1 through 7 above.

Eloisa provided the Committee with some background information about the first three versions of Resource Allocation model.

- First Version: It appeared that three colleges will be funded. However, when looking into greater details, funds distribution did not look as it's appeared.
- Second Version: Canada College will receive an increase in resource allocation but not Skyline College and College of San Mateo
- Third Version: Canada College and College of San Mateo will receive an increase in resource allocation but not Skyline College.

Eloisa continued by explaining that Resource Allocation Model for reviewing is in the Fourth Version. She asked members to solicit input from their colleagues; members requested a one-page document explaining the proposed changes and how the resource allocation model will impact faculty and staff. Eloisa agreed to provide one.

See Appendix V for the Fourth Version of Resource Allocation Model.

2.7 Review of Student Support and Success Program (SSSP) Plan

Angelica Garcia provided printed materials and presented information on Student Support and Success Program (SSSP) Plan to the Committee. SSSP, formerly named Matriculation Program, provides four core services include:

- Orientation
- Assessment and Placement
- Counseling, Advising and Other Education Planning Services
- Student Follow-up for At-Risk Students

Student Equity Plan is now required to be linked to SSSP in below listed areas. This plan will be brought up to Joint Division Meeting on Friday, October 3, 2014, for discussion. Thereafter, it will be forwarded to College Council and then submitted to Board of Trustees for approval for November 20, 2014 or December 10, 2014 Board meeting.

- Access
- Course Completion
- ESL/ Basic Skills
- Degree and Certificates Awarded
- Transfer

No action is needed from the Committee. See Appendix VI for details.

3. NEXT REGULAR MEETING

Next meeting will be held on ~~Thursday, October 9, 2014, from 2:10 to 4:00 p.m. in room 6-203 **4-301**~~. Thursday, October 30, 2014 from 2:10 to 4:00 p.m. in Room 6-203. (*October 9, 2014 meeting was cancelled.*)

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:03 p.m.

Minutes approved by Members on October 30, 2014.