



FA2015-04  
Approved Minutes

Minutes of Strategic Planning and Allocation of Resources Committee  
Held on December 10, 2015  
Building 6, Room 6-203

**Chairs:**

Eloisa Briones, Kate Williams Browne, Aaron McVean

**Members Present:**

Wissem Bennani, Eric Brenner, Luis Escobar, Kathleen Feinblum, Mike Fitzgerald, Chris Gibson, Flipp Gleyzer, Barbara Lamson

**Members Absent:**

Angélica Garcia, Jonathan Gonzalez, Mary Gutierrez, Kathy Fitzpatrick, Michelle Hawkins, Melissa Komadina, Evan Leach, David Martinez, Dino Nomicos, Sarah Perkins, Jesse Raskin, Linda Whitten, Soodi Zamani

**Guest:**

Joe Morello

**Resource:**

Judy Hutchinson, Zahra Mojtahedi, Belinda Chan (Recorder)

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**1. GENERAL FUNCTIONS**

**1.1 Call to Order**

Aaron McVean called the regular meeting to order at 2:16 p.m.

**1.2 Approval of Agenda**

Due to the absence of a quorum, no motion was made.

**1.3 Approval of Minutes**

Due to the absence of a quorum, no motion was made.

**2. REPORTS/ DISCUSSIONS**

**2.1 Update of IEPI-PRT Visit**

Kate Williams Browne provided an update about the IEPI-PRT visit took place on Monday, November 30, 2015. Colleges invite the Peer Review Team (PRT) may receive up to \$150,000 in grant funding to improve Institutional Effectiveness. A PRT of six members representing the Chancellor's Office's Institutional Effectiveness Division visited Skyline College and conversed a genuine dialogue about Skyline College's strength and areas for improvement. Areas for Skyline College to improve were discussed included: integrated planning and system, timeline, access to rich data easily and immediately, and participation and involvement. In order to improve, Skyline College is recommended to: review and improve the ways of execution, implement a new model for teaching innovation, and tighten collaboration with the District. Two follow-up visits will take place in Spring 2016 and the first one will tentatively be held in January.



On a separate note, Karen Wong and Jesse Raskin volunteered to serve on the IEPI-PRT to visit other colleges statewide, separately.

## **2.2 Skyline College Student Equity Plan (SEP)**

Aaron McVean presented an overview of the Student Equity Plan history and its development process. Student Equity Plan (SEP)'s purpose is to close achievement gaps and to address disproportional impact in 5 areas: access, course completion, basic skills completion, degrees/certificates completion and transfer. The SEP, with three to five-year timeframes of planned activities, will be updated and due to Chancellor's Office annually. The 2015/16 Student Equity Funding was increased by 70% (or \$85 million). Of the funding San Mateo County Community College District (SMCCCD) received for 2015/16, Skyline College received 42% (or \$719,925) of the Student Equity Funding. Compared to Student Success and Support Program (SSSP) Fund, Student Equity Fund has more flexibility in spending.

## **2.3 New Skyline Student Presentation**

Aaron McVean presented the "The Missing First Semester Student: What Can We Do?" presentation to the Committee. Echoed to President Stanback Stroud's Skyline Promise, the presentation provided the campus the data and knowledge to assist students to "Get in, Get through, Get out on time". Some of the highlights includes:

- New Skyline College student have a fairly equal spread (approximately 20% spread) among major ethnic groups: Asian, Filipino, Hispanic/ Latino, White (non-Hispanic), and Multi-ethnic.
- Of the new Skyline College students, 80% are part-timers, 80% are non-white and 80% are 28 and under.
- First time full-time students have been consistently obtaining higher persistence rates compared to first time part-time students. (88.2% vs 49.9%)

Some recommendations to the addressed problems included:

- To assist part-time students becoming full-time students with necessary assistances, such as book vouchers, child care vouchers, etc.
- To help students identify their real educational goals leading to more accurate data
- To understand and narrow the wide range of success course completion rates

## **2.4 Planning and Resource Allocation Cycle**

This item was not discussed in this meeting. It will be presented in the next meeting.

## **2.5 FY 2016/17 Budget Planning**

Eloisa Briones provided FY 2015/16 budget with an adopted budget for FY 2016/17. In Spring 2015, Executive Vice Chancellor Kathy Blackwood showed the Committee a 3-year scenario reflecting deficits in all years. At the May 14, 2015 SPARC meeting, the decision was made to not recommend hiring of any permanent positions. When additional funding was received in Fall 2015, EVC Blackwood made an adjustment to our budget. However, since the additional funding did not come until October/November 2015, no additional hiring was recommended. Some of the funding was put toward hourly and operational budgets. The remainder will be carried to the 2016/17 budget. VP Briones also reviewed the hourly budget expenditures in FY1415 and projections for FY1516 and FY1617. She noted that the committee will need to consider in future years the hourly staff budgets including adjunct faculty budgets (currently funded from Prop 30). Prop 30 funding is expected to decrease to half of FY1516 amount in the next two years and alternative sources of funding will be necessary.



In FY1516, there was a \$1.5 million site allocation fund for all three campuses of which \$800K went to Skyline College, \$200K for SparkPoint and \$600K for Middle College.

In support of President Stanback Stroud's excellent proposal, Skyline College received \$2.9 million (out of the approximately \$10 million one-time monies pool) for to implement the Skyline Promise over the next several years.

### **3. Announcement - Reminder**

#### **3.1 Campus Forum: Skyline Promise**

The campus forum on Skyline Promise is re-scheduled to Tuesday, January 19, 2016 at 2:00 p.m. in Building 6, Room 6-202 to 6-206. Faculty and staff are encouraged to attend.

#### **3.2 Spring Skyline Student Success Conference**

Skyline College will host its first Student Success Conference in Spring 2016. It is confirmed to be held on Friday, April 15, 2015. Detail to follow.

### **4. NEXT REGULAR MEETING**

Next regular meeting will be held on Thursday, January 28, 2016 at 2:10 p.m. in Room 6-203.

### **5. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:01 p.m.

**Minutes were approved on January 28, 2016.**