

**Minutes of Strategic Planning and Allocation of Resources Committee**  
**Held on December 13, 2018**  
**Held in Building 6, Room 6-203**

**Chairs:**

Eloisa Briones, Kathryn Williams Browne

**Members Present:**

Michael Fitzgerald, Filipp Gleyzer, Pearl Ibeanusi, Barbara Lamson, Nicole Porter, Christine Roumbanis, Bianca Rowden-Quince, Leigh Anne Shaw, Jennifer Taylor-Mendoza, Miranda Wang, Delisle Warden (substituting for Alessandra Zanassi)

**Guest Present:**

Kathy Blackwood

**Members Absent:**

Wissem Bennani, Zachary Bruno, Angélica Garcia, Luis Escobar, Kathy Fitzpatrick, Melissa Komadina, Evan Leach, Pia Walawalkar, *Gabe Saucedo (Spring 2019 only)*

**Resource:**

Paul Cassidy, Belinda Chan (Co-Recorder), Judy Hutchinson (Co-Recorder), Zahra Mojtahedi

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**1. GENERAL FUNCTIONS**

**1.1. Call to Order**

Tri-Chair Kathryn Williams Browne called the regular meeting to order at 2:12 p.m.

**1.2. Approve Agenda**

A motion was made by Christine Roumbanis and seconded by Michael Fitzgerald to approve the December 13, 2018 Agenda as written. Motion carried unanimously.

**1.3. Approve Minutes**

The September 13, 2018 Minutes and September 27, 2018 Minutes were approved as written. An amendment was proposed to November 8, 2018 Minutes to include the questions about Brown Act and Adult Education Program title.

**1.4. Comprehensive Program Review (CPR) Presentation Data Determination**

No action was taken due to a change to the CPR Presentation date. Please see Discussion/Report section.

**2. SPECIAL BUSINESS**

**2.1. Farewell Executive Vice Chancellor Kathy Blackwood**

Tri-Chair Briones thanked Executive Vice Chancellor Blackwood for her great work for the District and the College.

Tri-Chair Williams Browne read the Board resolution written by Leigh Anne Shaw for the Academic Senate in acknowledging Executive Vice Chancellor Blackwood's contribution to the District. EVC Blackwood thanked the Academic Senate for the acknowledgment and said that she can be reached via District email for a little while. When asked about giving advice to the SPARC, EVC Blackwood rejoined that Skyline College is operating well but recommends to be flexible in budget planning. The New Governor is likely to spend all the reserves, so when the recession hits, California may not have much money remaining at the State level. The flexible planning will help to weather better for this kind of situation. Additionally, the real estate market is abating, which may lead to a lessened community support. For this instance, in order to prepare for the

upcoming recession, hiring adjuncts or short-terms employees would be a better alternative. EVC Blackwood appended that the predicted recession will not be as bad as the last cycle, but she reminded us that being resilience will adjust easily to misfortune to change. EVC Blackwood also recommended to stay engaged with the District to ensure messages relayed both ways.

**3. DISCUSSION/REPORT**

**3.1. Comprehensive Program Review (CPR) Presentation Date update**

Due to a recent announcement about President Regina Stanback Stroud’s retirement celebration to be held Thursday, April 25, 2019, the CPR presentation dates are rescheduled as followed:

	<b>Revised Schedule</b>
<b>CPR Submission due in SPOL</b>	Mar 1, 2019
<b>CPR Presentation</b>	<b>Mar 28, 2019 (5 groups)</b> <b>Apr 11, 2019 (5 groups)</b>

**3.2. Update on Budget Timeline**

Because the budget timeline ties with program review, Eloisa Briones presented the budget timeline before the Budget 101 Basics training.

Tri-Chair Eloisa Briones presented the budget timeline for FY 2019-2020. The District is likely to release the 2019-2020 fund 1 resource allocation by mid to late April before the tentative budget is finalized. The college will review very early fund 1 projections in late February. She reported that FY 2018-2019 is the final year of the 3-year correction to the college site allocation, equivalent to a \$400k reduction each year. Not having this correction beginning in FY 2019-2020 will alleviate some pressure on budget from cost increases.

Nevertheless, Fund 1 is not anticipated to grow significantly after step, column, & COLA increases. One-time ending balance carryover funds from prior year (FY1718) are being utilized for some new temporarily-funded positions. Additionally, the College will use vacant budgeted faculty and classified positions to meet institutional needs.

**4. TRAINING**

**4.1. Budget 101 Basics and Q & A**

In this second Budget 101 Basics Training, Paul Cassidy covered the budget topic on 1310, hourly employees or adjunct faculty.

In this second Budget 101 Basics Training, Paul Cassidy covered the budget topic on how FTEF is budgeted based on FTES. A committee member suggested that CSM and Canada appear to cancel fewer sections than Skyline. The committee member drew attention to the impact on adjunct faculty of class cancelations. Concern was raised about ability of students to transfer to another section in the case of section cancelation. Cassidy observed that over the last seven years, despite a 25% reduction in enrollment, full time faculty had not decreased. Tri-Chair Briones recommended to include enrollment management as a discussion topic for a future meeting.

**5. ANNOUNCEMENT**

Tri-Chair Briones highly encouraged the Committee to review the Institutional Self Evaluation Report (ISER) for comments, suggestions, and errors seeking.

**6. NEXT REGULAR MEETING**

Next regular meeting will be held on Thursday, January 31, 2019 at 2:10 p.m. in Room 6-203.

**7. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:22 p.m.

Minutes were approved by Members on February 14, 2019.