

**Minutes of Strategic Planning and Allocation of Resources Committee
Held on September 14, 2023
Via Zoom**

Chairs Present: Lindsey Ayotte, Joe Morello, Ingrid Vargas

Members Present: Chris Collins, Kevin Corsiglia, Lorraine DeMello, Isabelle Escobar, Luis Escobar, Elian Fontanilla, Chris Gibson, Lucy Jovel, Nancy Kaplan-Biegel, Melissa Komadina, Liz Llamas, Ellen Murray, Dino Nomicos, Vivian Paw, Shaun Perisho, Cassidy Ryan-White, Leigh Anne Shaw, Gavin Townsley, Miranda Wang, Kenyatta Weathersby, Karen Wong, Alice Yang

Members Absent: Rod Magbual, Chris Watters, Hellen Zhang

Resource Persons Present: Paul Cassidy (Co-Recorder), Zahra Mojtahedi (Co-Recorder),
Judy Hutchinson

ACTION ITEMS/REPORT

The regular meeting was called to order at 2:15 p.m.

- 1. SPARCKle Minutes:** In an interactive discussion facilitated by Tri-Chair Ayotte, Committee members shared in Zoom breakout rooms their favorite childhood games.
- 2. September 14, 2023 Agenda Approval**
A motion was made by Leigh Anne Shaw and seconded by Vivian Paw to approve the September 14, 2023 agenda based on amended agenda shared via screenshare by Tri-Chair Vargas; motion carried unanimously.
- 3. Budget Recommendation for FY23/24 Approval**
Tri-Chair and VPA Morello presented on the adopted budget including information on baseline budget increases for fiscal year 20215-2016 to present.

The Committee voted on the following budget recommendation: a roll-forward Fund 1 budget (no increases or decreases) for FY 23-24 *and* Deans and Divisional programs will be able to plan and implement their budget for FY 23-24 with no anticipated reductions or increases in Fund 1 support.

Cassidy Ryan-White made a motion, seconded by Chris Gibson, to approve the above budget recommendation. The motion carried with seventeen votes in favor and one abstention.

[Click here](#) to view PDF of the presentation associated with this action item.

DISCUSSION/REPORT ITEMS

4. **Budget 101 – Committee Training**

College Finance Manager Paul Cassidy provided an introduction to Committee members on college budgeting, in general, on behalf of the VPAS Office. Topics covered included but were not limited to: an explanation of key college funding sources (e.g. Fund 1, Fund 3, etc.), fund utilization at Skyline College as depicted in a pie chart, the key items that Fund 1 sources support (e.g., 70.8% salaries, 25.5% benefits), and restrictions on general unrestricted fund use.

In the second half of the presentation, Cassidy focused on the results of FY 2022-2023 operations including adopted budget site allocation amount, budget augmentations during the year, and total expenses including transfers. The end of the presentation included an interactive Q&A on topics including the anticipated timing of COLA increases reflecting in employee pay, and the additive nature of international student enrollment revenue.

[Click here](#) to view the PowerPoint presentation slides.

5. **Skyline College Enrollment Trends**

Tri-Chair and Dean of PRIE Ingrid Vargas provided an overview of recent enrollment pattern trends using “Appendix E: Enrollment Trends in Environmental Context” from the Skyline College Education Master Plan, also known as “The People’s Plan” to set the foundation for the presentation.

Dean Vargas began with an overview of thirty years of enrollment trends and population demographic changes (e.g. impact of recent regional net migration trends), and demographic comparisons of the College’s enrollment to the county/region.

[Click here](#) to view the presentation materials.

REGULAR MEETING

The next regular meeting will take place on Thursday September 28, 2023.

ADJOURNMENT

There being no further business, meeting was adjourned at 4:00 p.m.