



Minutes of Strategic Planning and Allocation of Resources Committee

Held on September 28, 2017

Held in Building 6, Room 6-203

Chairs:

Eloisa Briones, Kathryn Browne, Jacqueline Honda

Members Present:

Eric Brenner, Claudia Sofia Acuna, Luis Escobar, Bridget Fischer, Michael Fitzgerald, Kathy Fitzpatrick, Nina Floro, Christopher Gibson, Zaid Ghorri, Filipp Gleyzer, Michelle Hawkins, Melissa Komadina, Barbara Lamson, Christine Roumbanis, Michelle Tam, Jennifer Taylor-Mendoza, Linda Whitten, Karen Wong

Members Absent:

Wissem Bennani, Angélica Garcia, Evan Leach, Soodi Zamani

Guests Present:

Aaron McVean, Interim Vice President of Planning and Research
Rudybill Ferrer, Linda Whitten's accounting student

Resource:

Belinda Chan (Recorder), Judy Hutchison (Recorder)

1. GENERAL FUNCTIONS

1.1. Call to Order and Introduction

Kathryn Browne called the regular meeting to order at 2:14 p.m. Members and guests in attendance introduced themselves and their representing divisions.

2. ACTION ITEMS

2.1. Approve Agenda

A motion was made by Barbara Lamson, which was seconded by Linda Whitten, to approve the September 28, 2017 Agenda as written. Motion carried unanimously.

2.2. Approve Minutes

A motion was made by Christine Roumbanis, which was seconded by Michelle Hawkins, to approve the May 11, 2017 Minutes as written. Motion carried unanimously.

3. DISCUSSION/ REPORT

3.1. Review Committee Charge and Membership

Kathryn Browne reviewed the Committee Charge and re-confirmed membership for the Committee, which is made up of two representatives from each division. See SPARC page for [charge](#).

4. ACTION ITEMS

4.1. Recommendation of Adopting District Metrics to College Governance Council

Aaron McVean, Interim Vice President of Planning, Research, and Institutional Effectiveness at the District Office, presented the newly launched [Students First District Strategic Plan](#) website to the Committee. It covers four areas: 1) Success, Equity, and Social Justice, 2) District Strategic Plan, 3) Strategic Goals, and 4) Scorecard and Metrics. Innovation funds and International students components tie to the District Strategic Plan, which is included in the District Metrics. The [metrics](#) are focused on full-time first time students in overall and specific areas, ' success of the past five years and the goals for the upcoming two years. Some members raised concerns about the possibility of reaching the goals. It was explained that the goals are **aspirational** goals set by the District and College Leadership Team as the Accrediting Commission for Community and Junior Colleges (ACCJC) does not recommend colleges use 5-year averages as their goals.

After the presentation of the metrics, the Committee was requested to vote on adopting the metrics. A motion was made by Christine Roumbanis and seconded by Christopher Gibson **to recommend that the College Governance Council adopt the District Metrics to recommend to the Board.** Motion carried unanimously with two opposing votes.

5. DISCUSSION/ REPORT

5.1. Accreditation Timeline

A working draft of the [Accreditation Timeline](#) was presented. It provides Members an overview of the process from now until the visit in fall 2019. This year (2017/18), Skyline College will identify gaps and collect evidence in preparing for the writing. Strategic Planning Online (SPOL) will be used to collect evidence and to compose the self-study.

A group of Skyline College colleagues attended a regional Institutional Self-Evaluation Report (ISER) training on September 27, 2017. The biggest highlight learned from the training was that the self-evaluation should **aim for** 100 pages in length instead of 500 pages, as in the previous cycle. The writing will be more focused and technical.

Current SPARC members who were involved in the last cycle of self-study include Eloisa Briones, Christopher Gibson, Melissa Komadina, Barbara Lamson, Christine Roumbanis, and Karen Wong. SPARC will hear regular update on Accreditation as an agenda item.

5.2. Skyline College Strategic Plan

Due to time constraints, this item was not discussed.

5.3. District Committee on Budget and Finance (DCBF) Update

Judy Hutchison shared some of the highlights from the District Committee on Budget and Finance (DCBF) below. See [DCBF Update](#) on September 19, 2017 for detail.

- Adopted Budget Update will be presented by Eloisa Briones.
- OPEB Update will be covered by Eloisa Briones.
- Public Safety Update – Margolies/ Healy study conducted in Spring 2017 made 71 recommendations and some have been implemented.



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Approved Minutes with Amendment

5.4. SMCCCD 2017/18 Final Budget

Eloisa Briones provided a quick overview on the [SMCCCD 2017/18 Final Budget](#). See [SMCCCD 2017/18 Final Budget](#) presentation for details.

A possible proposal is to use the retirement trust fund for the Promise Scholars. Details to follow.

5.5. Skyline College 2017/18 Adopted Fund 1 Budget

Eloisa Briones presented Skyline College 2017/18 Adopted Fund 1 Budget to the Committee. Hard copy of San Mateo County Community College District 2017-18 Final Budget Report was also distributed.

Referring to Pages 96-97 in the San Mateo County Community College District 2017-18 Final Budget Report, of the \$2.4M increase Skyline College received (listed in Final allocations), \$1.2M are allocated for Step & Column increases.

Below Items refer to Skyline College's 2017/18 Adopted Fund 1 Budget handout:

Page 3: shows the breakdown of the adopted budget; Prop 30 is still based on FTES at \$100/FTES.

Page 4: There is less money to spend on 1310 because the load is low.

A issue was brought up pertaining to FTES/load how the 20 to 1 students to faculty ratio determines the cancellation of a class. After Skyline College has become a community-supported college, the 20 to 1 students to faculty ratio has not been addressed or discussed. The member would like to ensure the College is aware of it.

6. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, October 26, 2017 at 2:10 p.m. in Room 6-203.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:12 p.m.

Minutes were approved by Members on October 26, 2017.