

Minutes of Strategic Planning and Allocation of Resources Committee
Held on January 25, 2018
Held in Building 6, Room 6-203

Chairs:

Eloisa Briones, Kathryn Williams Browne, Jacqueline Honda

Members Present:

Wissem Bennani, Claudia Sofia Acuna, Nina Floro, Angélica Garcia, Christopher Gibson, Filipp Gleyzer, Melissa Komadina, Barbara Lamson, Evan Leach, Christine Roumbanis, Michelle Tam, Linda Whitten, Karen Wong, Soodi Zamani

Guest(s) Present:

Alejandro Guzman, Linda Whitten's Accounting student

Members Absent:

Eric Brenner, Luis Escobar, Bridget Fischer, Michael Fitzgerald, Kathy Fitzpatrick, Zaid Ghori, Michelle Hawkins, Jennifer Taylor-Mendoza,

Resource:

Belinda Chan (Recorder), Judy Hutchison (Recorder), Zahra Mojtahedi

1. GENERAL FUNCTIONS

1.1. Call to Order

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

1.2. Approve Agenda

On behalf of Eloisa Briones, Belinda Chan proposed to make a change on item number 3 under Discussion/ Report from "Shuttle Grant Update" to "Call for District Innovation Fund Proposals". Jacqueline Honda also proposed to add an agenda item under Discussion/ Report to cover Campus Climate. A motion was made by Christine Roumbanis, which was seconded by Karen Wong, to approve the January 25, 2018 Agenda with proposed amendment. Motion carried unanimously.

1.3. Approve Minutes

A motion was made by Barbara Lamson, which was seconded by Linda Whitten, to approve the October 26, 2017 Minutes as written. Motion carried unanimously.

2. DISCUSSION/ REPORT

2.1. Balanced Scorecard Metrics for Budget

Jacqueline Honda presented the 2016/17 Balanced Scorecard Outcome Measure Dashboard on FBO4 Budget Efficiency and led the discussion on budget metric. This item measures the ratio of actual general fund expenditures at the college to the year's total unrestricted fund budget (or Fund 1). The item was brought to discussion due to the low ratio in Academic Year 2016/17, 1.9% against the College's goal, 2.5%. It posed for discussion on how the College's goal was set. Angelica Garcia, Vice President of Student

Services, explained that the percentage does not reflect a bad indicator as FBO4 only reflects the ratio on Fund 1, which does not include other funds, such as Categorical Funds.

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

Judy Hutchinson and Barbara Lamson provided the Committee an update on DCBF meeting that was held on January 23, 2018. Some of the highlight included:

- The California Community Colleges Chancellor's Office is planning to host the 115th college, an online college, in 2019. It is planned to target the California residents who were not included in the higher education attainment group. There were many push back from the faculty and college administration because it will compete with the online programs at the other 114 colleges. Also, there are questions around how accreditation would be accomplished.
- Funding Formula Change: New funding formula – 50% on FTES, 25% on low income/Pell students; 25% on outcomes (transfer degrees, certificates, awards).
 - o Being part of the Association of Chief Business Officials (ACBO), Executive Vice Chancellor Kathy Blackwood has been working on funding formula and came up with a proposal: recommendation included 3 funding blocks – performance outcomes tied to strategic vision goals (includes transfer, degree and certificate awards, CTE wage gains, and equity gaps and incentive); base funding amount (rural or urban, facilities, etc.); and enrollment based on FTES and headcount. However, the new funding formula, proposed by the State Chancellor's Office, does not reflect much of the recommendations. There are many questions regarding the funding formula and more clarification needed; however SMCCCD is community funded, so we are not impacted as long as we are above the revenue limit calculation. However, the formula will affect the categorical fund, such as EOPS, CalWorks, etc.
- Categorical Block: The Chancellor's Office is considering of combining the categorical funds (EOPS, CalWorks, etc.) in one categorical block as it is executed in the integrated plan (BSI/SEP/SSP).
- SMCCCD Districtwide Promise Program: Members may refer to the draft SharePoint
- Foundation did well in fundraising, which has raised twice as much as before. One contribution channel is to support the Promise Program. However, it is advised not to deplete all the two years donations at once due to tax deduction. It is advised to save apportion for the next year as the State tax will be at different rate.
- San Mateo County's property tax is over 5%. The District is aiming that it will go above 7%.

2.3. Call for District Innovation Fund Proposals [amended item]

Template for Fund 1 Innovation Fund Proposals was tabled.

Members inquired about "who gets to submit the proposal?" Corresponded by Angélica Garcia, the District Innovation Fund Proposal is a collaboration among divisions in top-down approach. The Fund is for something new but underway by the Institution not at the divisional or departmental level.

The key component for submitting this proposal is to ensure that the proposed project is aligned with the institutional M-V-V as well as District's strategic goals. Projects operating on President Innovation Fund (PIF), or soft money, may be good candidates for the District Innovation Fund. The District will review programs underway that shows evidence in successes (proven success/ measurable success).

Eloisa Briones encouraged Members to provide her feedback and comments.

2.4. Campus Climate Survey [added item]

Zahra Mojtahedi provided an overview of the Student Campus Climate. The survey will be deployed in late February/ early March of Spring 2018, which will cover topics in Course Taking History, Course Climate and Equity (classroom experience), Exclusion/Discrimination (classroom experience), Incident of Bias, Ed Goal and Guided Pathways, Financial Insecurity, Physical Safety, Demographic and Enrollment Questions, as well as Open-ended questions for general feedback. The result of the survey will be included in the Accreditation Institutional Self Evaluation Report. Thus, PRIE Office is soliciting the entire college to support effort to produce a high response rate. Some recommendations for higher response rate included:

- Designate one or more computer(s) in The Learning Center for students to fill out the survey during surveying period
- Ensure the survey is not too long
- Include definition in the survey, so students may understand terminologies with better content.

2.5. M-V-V Review for Accreditation

In preparation for Accreditation's writing, Jacqueline Honda invited Members to review Skyline College's Mission-Vision-Values and align it with Accreditation Standard IA: Mission, Academic Quality and Institutional Effectiveness. Members were divided into groups to discuss if the M-V-V corresponds well to Standard IA.

All groups recommended to include the language "data" in the M-V-V to uphold for the narrative to IA2.

2.6. Educational Master Plan

Also in preparation for Accreditation's writing, Skyline College is the process to update Educational Master Plan. Members were given index cards to answer the following question. Members may discuss with their representing entities and submit their answers by the next meeting.

- What new programs do you feel are needed for Skyline College to better serve the community? What do we want Skyline College to be in the next 2-5 years?

3. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, February 9, 2018 at 2:10 p.m. in Room 6-203.

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:59 p.m.

Minutes were approved by Members on March 22, 2018.