



**Minutes of Strategic Planning and Allocation of Resources Committee**  
**Held on May 10, 2018**  
**Held in Building 6, Room 6-203**

**Chairs:**

Eloisa Briones, Kathryn Williams Browne, Jacqueline Honda

**Members Present:**

Michael Fitzgerald, Nina Floro, Angélica Garcia, Zaid Ghori, Filipp Gleyzer, Michelle Hawkins, Barbara Lamson, Christine Roumbanis, Gabe Saucedo, Jennifer Taylor-Mendoza, Karen Wong, Soodi Zamani, Linda Whitten

**Members Absent:**

Claudia Sofia Acuna, Wissem Bennani, Eric Brenner, Luis Escobar, Bridget Fischer, Kathy Fitzpatrick, Christopher Gibson, Melissa Komadina, Evan Leach, Michelle Tam

**Resource:**

Belinda Chan (Recorder), Zahra Mojtahedi

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**1. GENERAL FUNCTIONS**

**1.1. Call to Order**

Kathryn Williams Browne called the regular meeting to order at 2:15 p.m. Due to lack of a quorum when the meeting called to order, the meeting began with “2018/19 Tentative Budget for Fund 1” under DISCUSSION/REPORTS.

**2. DISCUSSION/ REPORTS**

**2.1. 2018/19 Tentative Budget for Fund 1**

[FY 2018 – 2019 Tentative Budget Scenario](#) was tabled.

Eloisa Briones highlighted the changes made on the budget scenario since the March 22, 2018 meeting, which included the followings:

- Item 6 “Step & Column” on Page 2: The increased dollar amount in this line is due to an addition to the 7<sup>th</sup> Column. Changes in Step & Column are not counted toward as new fund because they are “pass-through” money, which they come and go, explained by Eloisa.
- Item 6 “Other” on Page 2: The negative amount of \$461,292 is the final year of the three year-cycle of Skyline College pay back to the San Mateo County Community College District (SMCCCD) of the \$1.3M correction.
- Item 4 “International Students” on Page 2: The negative amount of \$149,720 is a one-time money to return to SMCCCD due to a lower headcounts of international students enrolled in Academic Year 2017/2018 compared to the headcounts of international students for Academic Year 2017/2018 projected.
- Item 8 on Page 4: It shows that Skyline College has an increase in the amount of \$2.3M, but of which, \$2.5M is “pass-through” money, thus, Skyline College is in red or negative for total allocation amount.

Next, [FY 2018 – 2019 Tentative Budget Expenditures and Funding Sources](#) was tabled.

**Approved Minutes**

In the March 22, 2018 meeting, Skyline College's budget expenditure was at \$42M with a deficit of \$1.1M. After the District's budget update in May 2018, Skyline College has a positive ending balance. Eloisa explained that the tentative budget remains changing. The final budget will be presented in one of the fall 2018 SPARC meetings.

*Note: CDLC = Child Development Laboratory Center*

### **3. ACTION ITEMS**

#### **3.1. Approve Agenda**

Eloisa Briones proposed to change the "2018/19 Tentative Budget for Fund 1" from a Discussion/Report item to an Action item. Jacqueline Honda made a motion and seconded by Christine Roumbanis to change "2018/19 Tentative Budget for Fund 1" to an action item to become "Recommendation to Adopt the 2018/19 Tentative Budget for Fund 1". Angelica Garcia, then, made a motion, which was seconded by Jennifer Taylor-Mendoza, to approve the May 10, 2018 Agenda with amendment. Motion carried unanimously with no nays and abstention.

#### **3.2. Approve Minutes**

Kathryn Williams Browne adopted a new way of approving minutes, which is practice in the Academic Senate, that named movers are not necessary. When there is no changes/ comments/ objection to the Minutes, the Minutes will be carried unanimously.

With the new adoption, both the April 12, 2018 Minutes and April 26, 2018 Minutes were carried as written.

#### **3.3. Recommendation to Adopt the 2018/19 Tentative Budget on Fund 1**

A motion was made by Christine Roumbanis and seconded by Jennifer Taylor-Mendoza to recommend adopting the 2018/2019 Tentative Budget on Fund 1 and to recommend it to College Governance Council. Motion carried unanimously with no objection and abstention.

#### **3.4. Recommendation to Adopt Skyline College's Goals and Initiatives**

Skyline College's Goals and Initiatives was drafted by Jacqueline Honda with assistance from Zahra Mojtahedi through amalgamation of feedback via Strategic Plan Open Forum, Strategic Goals and Initiatives feedback survey, Skyline College's committees, and in-person and electronic comments.

With members' suggestion to possibly making changes to the introductory paragraph of "Skyline College's Goals and Initiatives", the item was tabled for discussion with a motion made by Michael Fitzgerald and seconded by Angelica Garcia.

Comments collected from the discussion included:

- To move the first sentence to the last sentence within the same paragraph
- To move the first sentence to the second sentence within the same paragraph
- To remain unchanged as written because the first sentence is the thesis statement

Seven (7) Members voted in favor of changing the introductory paragraph of Skyline College's Goals and Initiatives with eight (8) Members against it. Thus, the motion was defeated.

A motion was made by Karen Wong and seconded by Linda Whitten to recommend adopting Skyline College's Goals and Initiatives as written and to recommend it to College Governance Council. Motion carried unanimously with no objection and abstention.

**3.5. Recommendation to Adopt Skyline College's Mission-Vision-Values [added on May 14, 2018]**

Skyline College's [revised Mission-Vision-Values](#) (M-V-V) was brought to the Committee as a discussion item on January 25, 2018. After circulating through the college governance committees for discussion, the revised M-V-V was brought back to the SPARC for recommendation. A vote to adopt the revised M-V-V and recommend it to College Governance Council (CGC) was conducted via Novi Survey, an online survey tool, on May 14, 2018. All of the 17 members who responded to the survey voted in favor to adopt the revised Mission-Vision-Values and recommended it to College Governance Council (CGC). The action item carried unanimously. (See [Novi Survey results](#))

**4. NEXT REGULAR MEETING**

Next regular meeting will be held on Thursday, September 13, 2018 at 2:10 p.m. in Room 6-203.

**5. ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:52 p.m.

Minutes were approved by Members on September 13, 2018.