



**Minutes of Strategic Planning and Allocation of Resources Committee
Held on February 24, 2022
Zoom**

Chairs Present:

Lindsey Ayotte, Joe Morello, Ingrid Vargas

Members Present:

Luis Escobar, Connor Fitzpatrick, Ricardo Flores, Jessica Hurless, Lucy Jovel, Nancy Kaplan-Biegel, Ellen Murray, Dino Nomicos, Vivian Paw, Shaun Perisho, Mustafa Popal, Marlon Villalobos, Andrea Vizenor, Kenyatta Weathersby, Karen Wong

Members Absent: Chelssee De Barra, Kathy Fitzpatrick, Chris Gibson, Filipp Gleyzer, Melissa Komadina, Linda Liu, Gabe Saucedo, Russell Waldon, Tina Watts

Resource Persons Present:

Paul Cassidy, Judy Hutchinson, Zahra Mojtahedi, Becky Threewit (Recorder)

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1. **SPARCKle Minutes:** The SPARCKle minutes topic for the day was “What is a great life hack that you want to share with the group?”
 2. **GENERAL FUNCTIONS**
 - 2.1. **Call to Order**

Lindsey Ayotte called the regular meeting to order at 2:23 p.m.
 3. **ACTION ITEM(S)**
 - 3.1. **Approve Agenda**

A motion was made by Karen Wong and seconded by Ellen Murray to approve the February 24, 2022 meeting agenda. Motion carried unanimously.
 - 3.2. **Approve Minutes**

A motion was made by Nancy Kaplan-Biegel and seconded by Connor Fitzpatrick to approve the February 10, 2022 meeting minutes. Motion carried unanimously.
 4. **DISCUSSION/REPORT**
 - 4.1. **Tentative Fund 1 Budget FY22-23 Resource Allocation:** Paul Cassidy presented on the Skyline College FY22-23 Resource Allocation Preliminary Estimate. The presentation focused on Fund 1, “site allocation” money that the college receives from the District, which comes from San Mateo County taxpayers. These funds are used to run the core operations at the college. The projected total for FY2022-23 is about \$229.2M, a \$10M increase from last year. This increase is consistent with previous years. Projected expenditures are balanced at \$229.2M, with greatest expenditures going toward site allocations. Skyline College receives the largest of these allocations. Paul presented an eight-step allocation model, which illustrates a more detailed breakdown of resource allocation. Click [here](#) to view the presentation.
 - 4.2. **Education Master Planning: Communications Plan:** Communications Manager Connor Fitzpatrick presented on the Education Master Planning Communications Plan. The Plan includes establishment of a website and surveys for community input, communications through Campus Announcements, and regularly soliciting feedback throughout the process. The goal is for the website to include a summary of planned work, drafts of the College’s MVV (Mission/Vision/Values), and the previous Education Master Plan. Members provided input on the communications plan regarding promotional strategies and additional communications outside of Campus Announcements, e.g., via divisions and departments. The



Communications Plan will emphasize using clear, succinct language paired with surveys to garner well-informed feedback.

- 4.3. **Education Master Planning: Internal Scan Part II:** Dean of PRIE Ingrid Vargas presented on student outcomes in Part II of Skyline College’s Internal Scan presentation series in SPARC. The presentation focused on first time, full-time student cohorts across a five-year time frame. Data reviewed included percentage of students completing an SEP, fall-to-spring persistence, fall-to-spring-to-fall persistence, and percentage of students earning 20+ units in first year (fall and spring), as well as details about the completion of transfer-level courses in the first year and associate degrees or four-year university transfers within two and three years. Non-cohort-based goals include increasing the number of students earning associate degrees and certificates and the number of students transferring to CSU and UC. Committee discussion topics included but were not limited to: the distinction between auto-awarding degrees and stackable certificates and the implications of students pursuing multiple awards for the calculation of the number of units earned by degree completers metric. Click [here](#) to view the presentation.
- 4.4. **Education Master Planning: Goal Drafting:** The Committee reviewed the Education Master Plan timeline, key definitions (goals, strategies, and tactics), and goal focus areas. Six potential goal focus areas used for kicking off the discussion included: Student Enrollment, Student Outcomes, Campus Climate, Anti-Racism & Equity, Civic Mindset, and Fiscal Stability. Committee conversation included observation that some of the focus areas cut across all goal focus areas (e.g. Anti-Racism & Equity), and that a goal with a focus area related to excellence in transformative teaching and learning may make sense for further discussion. Ingrid Vargas clarified position of the Education Master Plan within the [Skyline College Integrated Planning Model](#). Click [here](#) to view the presentation.

5. ANNOUNCEMENT

No announcements were made.

6. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, March 10, 2022 from 2:10 to 4:00 p.m.

7. ADJOURNMENT

There being no further business, a motion was made by Ingrid Vargas to adjourn the meeting. The meeting was adjourned at 4:00 p.m.