

PRESIDENT'S INNOVATION FUND APPLICATION 2022-2023

The Presidents Innovation Fund (PIF) supports creativity and innovation at Skyline College. Faculty, Staff and Management are encouraged to propose ideas that will support the college's [Mission, Vision, Values and Goals](#) and the work of the People's College Initiative.

President's Council

The major source is the fundraising of the President's Council, a group of dedicated community leaders Skyline College is fortunate to have who actively support the college. The President's Council raises financial support for the President's Innovation Fund and the Promise Scholars Program by hosting the President's Breakfast every spring. They provide insightful counsel to the college and are truly an asset to the college and our community. The President's Council includes representatives from business, industry, government, nonprofits and other organizations whose interest in a connection with Skyline College provides a strong base of knowledge and support the President of the College.

San Mateo County Community College Foundation

The San Mateo County Community College Foundation, whose mission is to promote student success and program innovation, also provides resources to support the President's Innovation Fund through the generosity of donors. The Board of Directors is made up of dedicated people who champion the development effort and build meaningful relationships between the colleges and community in order to advance the mission of San Mateo County Community College District.

Guidelines

Proposals that align with Skyline College's [People's College Initiative](#) or that address enrollment recovery and student belonging will be viewed very favorably.

Please follow the instructions precisely:

1. In order for the proposal to be considered, obtain the signed approval of your division dean/departmental supervisor prior to submission to the President.
2. The maximum number of years a particular proposal will be funded by the PIF is three years.
3. Proposals shall be submitted electronically to the President's Office (tentes@smccd.edu) **by 12:00 p.m. on Thursday, April 28, 2022. Please use the subject "PIF2023-name of your proposal"**
4. Awards will be announced in mid-June. The proposals are selected by the executive committee of the President's Council in consultation with the President and cabinet.
5. Any collateral materials (marketing, video, etc.) created, produced and/or distributed in relationship to all awarded the PIF grants must receive approval from the Marketing Office per college guidelines.
6. Awardees are expected to appear in the promotional video, present to the Board of Trustees, and present to the President's Council if asked to do so. Awardees are also expected to submit Skyline Shines articles announcing the launch, mid/update and completion of the proposal (minimally, a total of 3 articles for the year) using the [publication guidelines](#).

A complete proposal must contain the following:

1. Narrative: (Please attach a narrative with the following sections)

a. Description of the project (not to exceed 1 page)

- Please describe the issue and what you propose be done to address the issue.
- Please describe how this proposal supports the the priorities of Skyline College (e.g. enrollment recovery or the [People's College Initiative](#)).
- Please present your consideration of any or all of the following:
 - A. People's College Initiative
 - i. [Antiracism & Equity](#)
 - ii. [Climate Review](#)
 - iii. [Participatory Governance](#)
 - iv. [Civic Mindset](#)
 - B. Enrollment Recovery
 - i. Improve a Sense of Student Belonging

b. Sustainability Plan (not to exceed ½ page)

Do you envision this as a project that could become a permanent part of the college? If so, how?

c. Project Lead Qualifications (not to exceed ½ page)

Please describe the qualifications of the project leader and of others who will be involved in the project.

2. Action Plan (See attached form)

3. Budget Forms

- a. Budget narrative (See attached form)
- b. Detailed line-item budget. (See attached form)

PIF Action Plan

Proposal Title _____

Goal: (What is the long term aim – It should be Specific, Measurable, Achievable, Realistic and Timely (SMART))					
Objective (What is the concrete attainment to move toward the goal?)	Activities (What will you do to meet the objective?)	Timeline (When will you complete this component?)	Person Responsible (Who is the responsible person for completing this objective?)	Evaluation/Deliverable (How will you know you have reached the objective?)	Resources Needed (What do you need to make this possible?)

Goal: (What is the long term aim – It should be Specific, Measurable, Achievable, Realistic and Timely (SMART))

Activities (What will you do to meet the objective?)	Activities (What will you do to meet the objective?)	Activities (What will you do to meet the objective?)	Activities (What will you do to meet the objective?)	Activities (What will you do to meet the objective?)	Resources Needed (What do you need to make this possible?)

**President's Innovation Fund
Budget Narrative
2022-2023**

	Description	Amount
1000's (Faculty and Administrative Salary)		
2000's (Classified Salary)		
3000's (Benefits)		
4000's (Supplies & Materials)		
5000's (Other Operating Expenses and Services)		
6000's (Capital Outlay)		

**President's Innovation Fund
Budget Worksheet
2022-2023**

Title of Grant:

Requested by:

Amount Requested:

The Budget for this project should be designated in the following appropriate categories:

1451	Counseling Salaries (pt-counseling)	\$ _____
1495	Other Certificated Salaries (Faculty at Special Rate)	\$ _____
2392	Student Assistant Salaries (Hourly)	\$ _____
2394	Short-Term Hourly-Classified (Hourly)	\$ _____
2341	Clerical Overtime	\$ _____
3999	Employee Benefits	\$ _____
4510	Supplies (\$500 or less)	\$ _____
4511	Non-Inventoried Equipment (at least \$500 and up to \$5,000)	\$ _____
4580	Central Duplicating	\$ _____
5130	Contract Personnel (Independent Contractors)	\$ _____
5211	Conference Expense - In State	\$ _____
5212	Conference Expense – Out of State	\$ _____
5220	Mileage	\$ _____
5621	Software and Software License	\$ _____
5621N	Software License – Non-Taxable	\$ _____
5680	Contract Transportation	\$ _____
5690	Other Contracted Services	\$ _____
5694	Contracted Printing Services	\$ _____
5820	Postage	\$ _____
6450	Inventoried Equipment (Over \$5,000)	\$ _____
7602	Payments to or for students for scholarships	\$ _____
7677	Payments to or for students for transportation	\$ _____
7678	Payments to or for students for meals	\$ _____

TOTAL \$ _____

Payments to or for students must be reported to Financial Aid and applied to the student's accounts.



President's Innovation Fund (PIF) Financial Accounting Process

PIF Project/Grantee(s) shall submit all approved requests for payment, receipts for reimbursement, independent contracts, service agreements, and timesheets to the Skyline College Administrative Services office for processing. Please submit the reimbursement requests within two weeks of the charge in order to ensure prompt payment. Independent and standard service contracts should be submitted three weeks prior to the event. Forms can be found in the Downloads on the SMCCCD Portal Page: <https://downloads.smccd.edu/>

Reimbursements

This section applies to Skyline College staff and faculty only.

All requests for payment shall be made using the following forms:

- SMCCCD ***Petty Cash Reimbursement Form***, if the total is under \$100,
- SMCCCD ***Reimbursement Request Form***, if total exceeds \$100, *or*
- SMCCCD ***Conference Expense Form***
- SMCCCD ***Mileage Reimbursement*** for mileage, parking and toll reimbursements - not related to a conference.

All documentation must be attached to the form for reimbursement, including original receipts, (except if travel expense is paid by procurement card, and then attach a copy). Receipts should be taped separately on to a piece of white paper. Please include a copy of the conference agenda with all conference expense reports.

For PIF related reimbursement requests, turn in completed forms, signed and approved by the Department Dean/Supervisor, to the Skyline College Administrative Services office for processing. Forms are on the SMCCCD Portal Page, in the Downloads, under Accounts Payable, Other Expense and Reimbursement Forms or Conference Advance and Expense Forms.

Prior to registering for a conference or workshop, please submit a Conference Attendance Approval form to your Dean and Vice President for review and approval. An electronic copy of the Conference Attendance Approval form is on the Skyline College website.

Outside Goods and Services

There are a number of ways to pay for outside goods and services, including presenters.

To make a purchase of a **tangible good**, you can use your procurement card or work with a Skyline College Banner user (your Division Assistant) to create a requisition for a purchase order. Do not make the purchase unless you can pay with a procurement card or personal credit card. The District

Purchasing Department will make the purchase on your behalf when using the requisition process. If an item is purchased with a personal credit card, use the reimbursement forms mentioned above to be reimbursed. All electronic equipment and software purchases must be processed through the ITS department. **Purchasing Procedures are posted on the District Portal Downloads, in the Purchasing/General Services folder. For procurement card use, please follow the procurement card user's guide posted on the District Downloads under Purchasing/Procurement Card – US Bank.**

There are three types of contracts for services:

1. Independent Contract

To pay an **individual**, or an individual with a DBA (Business Name), but **using their social security number, for a service**, such as presenting, speaking, researching, etc. an **Independent Contract** and all required documentation must be completed, submitted, and **approved prior to the start of the service performance**. Required documentation that must be attached to the Independent Contract includes:

- a signed W-9 form (latest IRS version available),
- a signed I-9 form employee page,
- a signed I-9 form employer page,
- a form 587, if contractor is from outside of California,
- a form 590, if applicable,
- a copy of a signed social security card (with no INS restrictions), and
- a copy of a photo ID (such as a driver's license or passport)
- or a copy of a valid U.S. passport

When the service is complete, an approved **IC Payment Authorization Form** needs to be submitted to the Skyline College Administrative Services office for processing. If there is an invoice, attach it to the form. Please see additional information and the forms on the SMCCD Portal Page, Downloads, Purchasing/General Services, and Independent Contracts.

2. Performance Agreement

If you are hiring a group or individual to do a performance at Skyline College, you will need to use this form. This agreement will be used for performances by bands, dancers, acrobats, or any other type of performers. The Performance Agreement once completed and signed, should be submitted with

- a completed and signed W-9 form (latest IRS version available),
- If a performer is using a social security number on the W-9, we will also need
 - a signed I-9 form employee page,
 - a signed I-9 form employer page,
 - a form 587, if contractor is from outside of California,
 - a form 590, if applicable,
 - a copy of their social security card (with no INS restrictions), and
 - a copy of a photo ID (such as a driver's license),
 - or a valid U.S. passport

You can find this agreement and instructions on the District portal page, under the District Downloads, in the Purchasing/General Services folder, in the contracts folder.

The signed and approved agreement and all the required documents should be in place and approved before any performance takes place. When the service is complete and the individual

has submitted an invoice, an approved **IC Payment Authorization Form** needs to be submitted, for individuals, to the Skyline College Administrative Services office for processing. To pay a company on a Performance Agreement a requisition will need to be submitted and the invoice would be paid against the PO generated from the requisition, through District Accounts Payable.

3. Standard Service Contract

To pay a **company, using a Federal Tax ID number, for a service**, you will need to complete a **Standard Service Contract**. Make sure you select the appropriate risk level contract. The contract will need to be signed by the service provider.

- A W-9 form needs to be completed, signed, and attached to the Standard Service Contract.
- The Contractor will need to supply a **Certificate of Insurance (COI)**, naming San Mateo County Community College District as the certificate holder on their policy for the duration of the project. Please make sure the **COI certificate holder states: San Mateo County Community College District, 3401 CSM Drive, San Mateo, CA 94402.**
- They will also be required to supply an insurance **Additional Insured (AI) Endorsement** from their insurance company. **The COI description box should name SMCCCD as the Additional Insured (AI): *The San Mateo County Community College District, its Officers, Agents and Employees are named as additional insured per attached endorsement.***
- **This contract will need to be submitted and approved prior to the start of any work.** Please submit the contract and other required documents to the Skyline College Administrative Services office for processing to the District, two to three weeks before the event. The contract will be assigned an iContract number.
- When the contract and all required documentation are approved by the District Office, a requisition for a purchase order will need to be prepared by your Division Assistant. Please include the iContract number on the requisition. The District will then prepare a Purchase Order for the service.
- When the service is complete, an invoice needs to be generated by the company providing the services and submitted to Accounts Payable, to be paid against the purchase order. You will need to approve the invoice, write okay to pay, and the PO number, and then send it to A/P. Our current A/P representative is Victoria Lin. Please find the Standard Service Contract on the SMCCCD Portal Page, in the Downloads, under Purchasing/General Services, and Contracts.

For more information, please review the Purchasing Procedures on the SMCCCD Portal Page, Downloads, under Purchasing/General Services, in Purchasing Procedures folder.

Hiring Staff

Hiring a short-term hourly employee requires board approval before a person can be hired and allowed to work. Work with your Division Dean if you need to hire a short-term employee for your PIF project. The Dean will submit a **Personnel Requisition Form (PRF) through the college approval process before submission to the SMCCCD Board**. When Board approval is in place and you hire a short-term temporary worker, a Personnel Action Form (PAF) must be filled out and approved. For new employees a new-hire packet will also need to be completed, submitted and approved prior to the start of any work.

Hiring student assistants does not require board approval. PRFs are not required, only the Personnel Action Form is required. **The PAF and the New Hire Packet (for new student assistants only) must be completed before anyone can start working.** The appropriate PIF account numbers should be listed on the PAF. All new hire documents can be found on the Downloads tab, under Human Resources, on the portal page, <https://downloads.smccd.edu/browse/hr>. Please note that each PIF will be responsible for paying the benefits related to the salary charged to the PIF. These expenses should be built into the PIF budget.

Presenters who are SMCCCD employees, and who will receive hourly pay, will be paid upon submission of approved District timesheets. If you need information about hourly employee pay rates, contact the Skyline College Payroll Department, Vivian Paw (short-term and student assistants) 650-78-4209 or Linda Liu (hourly certificated) 650-738-4194.

Use the PIF Fund numbers, Org Codes, Account Numbers, and Program Codes (FOAPs), as assigned, on the time sheets. Be sure to use the appropriate 4-digit account number. Write which PIF project it is associated with, brief description of work completed, and any other necessary notes on the timesheet. Once the forms are completed, secure approval signatures from the Dean/Supervisor. Turn in the original signed timesheet in to Skyline College Payroll Department for processing.

PLEASE NOTE: ALL TIMESHEETS must be submitted within a month of the work in order to meet the deadline for timesheet processing. Any faculty timesheet submitted after a month of the work can be charged a penalty fee from STRS for the late submission.

Student Assistants and Board approved Short Term Hourly employees must submit hours via web time entry.

Stipends and Honorariums are no longer allowable.

Central Duplicating and Postage Expenses

Each PIF project must incorporate duplicating and postage expenses in the project budget. If you are planning to send out a large mailing, please alert the mailroom and request an estimate of the postage costs associated with your project. Supply your PIF FOAP to the mailroom for large mailings. Write the PIF project name and FOAP on the Central Duplication Request form.

For ease of processing, the following account numbers should be used for duplicating and postage for mailings.

Graphic Arts and Production	35058-2142-4580-XXXXXX (program code as assigned)
Postage	35058-2142-5820-XXXXXX (program code as assigned)

(Note: If you were assigned a budget in a different fund number, you can use that # instead.)

PIF Support

Additional support for you in planning and presenting your PIF projects is available and can be provided by the College Marketing, Communication, and Public Relations Department. These include:

- ✚ Event Calendaring (Internal & External)
- ✚ Event Planning Information and Support
- ✚ Promotional Materials
- ✚ Press Releases
- ✚ Advertising

For any additional information regarding your funds and account procedures, please contact your Division Assistant or Dean. If you need further assistance, please contact Barbara Lamson, at Skyline College Administrative Services, extension 4406.

PLEASE NOTE:

- Remember to communicate with your Division Deans of the progress of your PIF project.
- When planning your event sponsored by the PIF funds, please email Cherie Colin and Theresa Tentes, with the President's Office the details of when, where, and title of the event so the President's Council may be informed of your event.

It is the responsibility of each PIF project grantee to monitor spending and stay within the approved budget.

A year-end report is due by April 28, 2023 or upon completion of the project. Please send the report to Nancy Argarin argarinn@smccd.edu.

All PIF funds expire at the end of the fiscal year on June 30, 2023.