



FA2014-03  
Approved Minutes

**Minutes of Strategic Planning and Allocation of Resources Committee/  
New Resource Allocation Model Forum**

**Held on October 30, 2014  
Building 6, Room 6-203**

**Co-Chairs:**

Eloisa Briones, Kate Browne, Aaron McVean

**Members Present:**

Wissem Bennani, Joi Blake, Eric Brenner, Carla Campillo, Rick Escalambre, Kathleen Feinblum, Kathy Fitzpatrick, Angelica Garcia, Chris Gibson, Mary Gutierrez, Michelle Hawkins, Barbara Lamson, Evan Leach, Dino Nomicos, Jesse Raskin, Linda Whitten

**Members Absent:**

Davante Cade, Mike Fitzgerald, Sarah Perkins, Soodi Zamani

**Honorable Guest Present:**

Executive Vice Chancellor Kathy Blackwood

**Guests (Faculty and Staff) Present:**

Mousa Ghanma, Filipp Gleyzer, Tatiana Irwin, Richard Soyombo, Shawna Whitney

**Guests (Students of Linda Whitten) Present:**

Kevin Espinoza, David R. Martinez (on behalf of Davante Cade), Immanuel Martiniano, Michael McClure, Shelah Nombrado, Jose Ponce, Brande Porter, Natalie Wotman

**Resource:**

Belinda Chan (Recorder), Karen Wong

---

**1. GENERAL FUNCTIONS**

**1.1 Call to Order and Introduction**

Aaron McVean called the regular meeting to order at 2:13 p.m. and welcomed members and guests to the forum.

**1.2 Approval of Agenda**

A motion was made by Chris Gibson and seconded by Kate Browne to approve the October 30, 2014 Committee meeting Agenda as written. There were no addition or changes to the Agenda.

**1.3 Approval of Minutes**

A motion was made by Kate Browne and seconded by Kathy Fitzpatrick to approve the September 25, 2014 Committee meeting Minutes as written. No change was made. Motion carried unanimously.

**2. REPORTS/ DISCUSSIONS**



## 2.1 Update on ACBO Conference

Executive Chancellor Blackwood attended The Association of Chief Business Officials (ACBO) Conference held on October 27 – 29, 2014. Main topics discussed at the conference were about student equity and SSSP, a new strategy focus on student success, which will be included in District audit.

SSSP was called “Matriculation”, with services in counseling, career planning, transfers, and research. The funding in matriculation was 3 to 1 match. With its reformation to SSSP, funding is at 2 to 1 match, or extra funding is available. However, the funding is categorical fund or restricted fund for specific use. This funding is remained available to District even though SMCCCD is community funded as SSSP is a special program that targets student’s needs.

Eloisa Briones asked if the SSSP funding will be a permanent funding. Executive Chancellor Blackwood explained that the SSSP funding is an ongoing money receiving from the State, which can become permanent. However, the categorical fund has been taken away in the past, thus it is for the program to determine how many full time faculty and staff to hire based on the funding. In addition, there is a possible of risk of losing the funding if the State decides to roll this categorical funding to the base. The College, one of the 6 of 72 community funded colleges, will lose the funding from the State.

A new growth formula has been written, based on the below listed factors, but it does not affect us (Skyline College, Canada College, and College of San Mateo).

- Factor 1: Education Attainment
- Factor 2: Unemployment
- Factor 3: Pell (Poverty Indicator)
- Factor 4: Participator Rates
- Factor 5: Unfunded FTES

## 2.2 Budget Update (Report of District Committee on Budget and Finance)

All contractors will be required to purchase insurance. The amount of insurance coverage is determined on the risk factors.

The Big Three (Personal Income Tax, Corporation Tax, and Sales Tax) has gone up, which means an increase to our funding. Based on the current revenue projection, we will have a couple hundred million dollars as one time money for next year.

CalSTRS is going up in the next six years. The latest suggestion is to increase the base, but it will not affect us.

Measure G (parcel tax) ended in June 2014. The remaining funding receiving through Measure G before it expired is still available. A report will be written about projects and outcomes received on Measure G funding.

Annual audit by Vavrinek, Trine, and Day & Co. (VTD) will be completed soon. Written report is to be received by mid-December. This may be the first time without any audit findings. Executive Vice Chancellor Blackwood thanked everyone for doing excellent job in daily operation.



## 2.2 Review of District Planning Process

Documents and information Strategic Plans are available at the District Website at <http://smccd.edu/strategicplanning/resources.php> (or by clicking Strategic Planning from the District Home followed by Resources on the navigator menu on the left).

Documents and information about District Strategic Plan Data are available at the District Website at <http://smccd.edu/strategicplanning/data.php> (or by clicking Strategic Planning from the District Home followed by Strategic Plan Data on the navigator menu on the left). Reports on Planning Assumptions, Environmental Scan, Competitor Analysis, and Workforce Analysis are available at this page for review.

Members and interested parties are encouraged to review the documents and information published on the District Strategic Planning page before the next forum to be held in December. Feedback and comments may be submitted online at <http://smccd.edu/strategicplanning/feedback.php> or via email to Executive Vice Chancellor Blackwood ([blackwoodk@smccd.edu](mailto:blackwoodk@smccd.edu)).

## 2.3 Review of New Resource Allocation Model

2.3.1 Prelim Budget 15/16 was tabled. (see Appendix I)

2.3.2 New Resource Allocation Model has been changed from the former FTES base (or State driven formula) to the below listed items. This new resource allocation model has been taken to all planning bodies, cabinets, chancellor cabinets for review. It is hope that the model will take effect for 2015/16 budget year. Referred to Prelim Budget 15/16, Executive Vice Chancellor Blackwood explained all seven operational budget items in chronological order.

Step 1: A base amount will be given to the three colleges according to the previous year's growth and usage. Canada College will be given a one-time adjustment in the amount of \$1.3M for personnel purpose because Executive Vice Chancellor Blackwood explained that all three colleges need a minimum base amount in order to operate no matter the sizes of their enrollments.

Step 2: Fund will be distributed to central services (e.g. utilities, audits) and retirement benefits. This portion will be a fixed cost that goes up annually.

Step 3: Fund will be allocated to facilities based on the following formula. Half of the facilities funding will be based on site increases footage and half will be based on colleges' enrollment growth or shrinkage. Currently, Step 3 shown in Prelim Budget 15/16 is zero because there is not increase in new building. Should the bond passes, changes will be reflected in Step 3.

Step 4: All three colleges have not been having growth in enrollment in the past 5 years. However, the fund given to each college will not be taken away due to the shrinkage (or based on FTES) as resources will remain essential to serve students.

An allocation in Step 4 is dedicated to International students because of increases in International students' population for all colleges have shown. This permanent allocation will be used to serve



International students and to run International programs. 5% of this allocation will be used to serve resident students and a small portion will be allocated for professional developments.

Step 5: Fund will be used for marketing and recruitment purposes. Students succeeded our colleges will be the best advertisement to recruit more prospective students. It is hope to have a 20 percent increase per year.

Step 6: Fund will be used for salary increases (steps & columns), compensation, CPI on non-personal items (e.g. increases on papers and pens due to inflation), and demonstrated needs.

Money used for demonstrated needs can become part of the base if the money is used and shown with great results. To measure the effective use of demonstrated needs fund, an evaluation will be conducted at the end of each academic year, to oversee by the District.

Step 7: Remaining fund will be distributed across the board.

### 2.3.3 Questions & Answers

Q1 (Eloisa Briones): Is the fund on demonstrated needs available to the District?

Answer: The fund on demonstrated needs is available to all three colleges as well as the District

Q2 (Linda Whitten): How is CPI determined?

Answer: CPI is calculated based on Assessment Roll Summary published on [www.smcare.org](http://www.smcare.org).

Q3 (Kate Browne): How will demonstrated needs be changed?

Answer: When the demonstrated needs funding is ongoing, it will be added as the base amount. However, if revenue is lower than the requested or needed amount, there will be no demonstrated need funding available. If we are in deficit, funding to all colleges will be decreased or taken away.

Q4 (Karen Wong): When and how the rainy fund be determined?

Answer: The State recommends to have a minimum of 5% of reserve to last for two months. We will increase it from 5% to 7% for emergency preparedness. If used, this reserve fund will be available for one-time money.

Q5 (Dennis Wolbers): Why is allocation not based on FTES or enrollments?

Answer: It is simply because we have been growing. In fact, we are shrinking in terms of enrollments.

Q6 (Kate Browne): Is professional development fund not listed?

Answer: There are funding available on professional development. All colleges will receive a portion on this. Some of the funding will be receiving from the State but the District has not seen it yet.

## 3. ANNOUNCEMENT

**3.1** Deputy Chancellor James Keller is on leave and Executive Vice Chancellor Kathy Blackwood will take over the responsibility of strategic planning for all three colleges in addition to her current responsibilities.



**3.2** New Resource Allocation Model Forum part II for Skyline College will be held in December 2014. Detailed information to follow.

**4. NEXT REGULAR MEETING**

Next meeting will be held on Thursday, November 13, 2014 from 2:10 to 4:00 p.m. in Room 6-203.

**5. ADJOURNMENT**

Aaron McVean thanked Executive Vice Chancellor Kathy Blackwood for joining the SPARC and sharing updates to the Committee. There being no further business, the meeting was adjourned at 3:25 p.m.

Minutes approved by Members on November 13, 2014.