

## Minutes of Strategic Planning and Allocation of Resources Committee

Held on May 11, 2017

Held in Building 6, Room 6-203

### Chairs:

Kate Williams Browne, Eloisa Briones

### Members Present:

Wissem Bennani, Nena Darwin, Luis Escobar, Mike Fitzgerald, Nina Floro, Angélica Garcia, Filipp Gleyzer, Michelle Hawkins, Melissa Komadina, Barbara Lamson, Evan Leach, Christine Roumbanis, Gabe Saucedo, Linda Whitten, Karen Wong

### Members Absent:

Eric Brenner, Jose Cartagena, Kathy Fitzpatrick, Chris Gibson, Aaron McVean, Soodi Zamani

### Guest Present:

Dainen Bocsary, Sustainability Coordinator

### Resource:

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

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## 1. GENERAL FUNCTIONS

### 1.1. Call to Order

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

## 2. DISCUSSION/ REPORT

### 2.1. Climate Action Plan Update [order changed due to lack of a quorum]

Climate Action Plan's matrix worksheet was distributed. See Appendix I.

Dainen Bocsary is collecting comments about the Climate Action Plan (CAP). Members may review the CAP and submit their comments online at [Sustainability Website](#). Bocsary will consolidate all comments and will bring the plan to College Governance Council on May 24, 2017. Upon his fulfillment of his current position as Sustainability Coordinator on in the end of June 2017, he will hand along the CAP to the next Sustainability Coordinator to bring it to the Board of Trustees in September 2017. CAP is a living plan that changes and updates will continue to occur. However, the comment page on Sustainability Website will be up until a week after Spring 2017 term ends.

The Committee recommended sharing the CAP with Stewardship for Equity, Equal Employment and Diversity (SEEED) Committee. Bocsary thanked for the suggestion and the SPARC Chairs thanked for the presentation.

## 3. ACTION ITEMS

### 3.1. Approve Agenda

A motion was made by Michelle Hawkins and seconded by Karen Wong to approve the May 11, 2017 Agenda with as written. Motion carried unanimously. [Action taken after a quorum occurred.]

#### **4.2. Approve Minutes**

A motion was made by Christine Roumbanis and seconded by Evan Leach to approve the March 30, 2017 Minutes as written. Motion carried unanimously. [Action taken after a quorum occurred.]

### **4. DISCUSSION/ REPORT**

#### **4.1. Recommendation of Adopting Tentative Budget for 2017-2018**

Handout of “Skyline College General Unrestricted Fund Simulations for FY 2017-2018” was distributed. See Appendix II for details.

Eloisa Briones provided the Committee the highlights and changes made comparing to the budget proposal in January 2017:

- International Student Program fun is \$40K lower than January 2017 proposal
- Position control listed in Appendix II does not include the cola fund, which will be allocate later.
- Middle case scenario appears to be a safer and more optimistic option that fits the College.
- Reserved remains available, but it may only be used for contingency.
- One-time fund in the amount of \$600K is allocated for Middle College
- More funding allocated to College of San Mateo (CSM) due to higher international students enrollments.

Members recommended of reviewing and shaping institutional priorities.

The Committee would like to be informed about the innovation fund submission. The turnaround time from application releasing date to submission date is usually very short, about 2 – 3 days turnaround. However, the Chairs will incorporate the topic into future agenda for discussion.

### **5. ACTION ITEM**

#### **5.1. Recommendation of Adopting Tentative Budget for 2017/18**

Linda Whitten made a motion to recommend adopting tentative budget for 2017-2018 on middle scenario to college governance, which was seconded by Mike Fitzgerald. Motion carried unanimously with no objection or abstention.

### **6. DISCUSSION/ REPORT**

#### **6.1. DCBF Update**

A printout of the State’s Governor Office email message was distributed. See Appendix III for details. Eloisa Briones also shared with the Committee on Governor’s latest budget received on May 11, 2017. Most of the listed items did not apply to Skyline College, a community support college. Skyline College will get funding for:

- facilities regarding instructional equipment and maintenance
- innovation award at \$20M and online education initiative at \$10M are available
  - o Skyline College has submitted the \$10M online education grant, which \$6M of which will be used for integrated library services

Eloisa Briones will attend Association of Chief Business Officials (ACBO) Conference in the end of May. Update of the conference will be shared with the Committee.

Barbara Lamson, member of both the District Committee on Budget & Finance (DCBF) and Strategic Planning and Allocation of Resources Committee (SPARC), shared with the Committee the highlights from the DCBF meeting in April.

- Estimate of the first round of utility will be sent to colleges, which will affect the budget. Central Services budget will be increase to cover the increase in utility.
- Revised tentative budget will go the Board in June 2017.
- Retiring trust account is building in progress. Currently, the retirees' benefits are paid out of general fund. When the trust account is established, the money may only be used for retirees' benefits.
- KCSM was not included in the FCC Auction this year due to a problem in the paperwork.
- AFSCME, CSEA, and non-rep group had settled the agreement, thus COLA bonuses will be issued in 2016/17 fiscal year. COLA on overtime will be issued in May and regular COLA in June. However, AFT has not settled on the agreement yet, thus it will not be getting COLA until the agreement is settled.
- Skyline College housing will be built on an 8-acre site on College Drive to accommodate 30-unit faculty/staff housing and 40 single family for-sale homes.

#### **7. NEXT REGULAR MEETING**

Next regular meeting will be held on Thursday, September 14, 2017 at 2:10 p.m. in Room 6-203.

#### **8. ADJOURNMENT**

There being no further business, Filipp Gleyzer made a motion, and seconded by Linda Whitten to adjourn the meeting at 3:29 p.m.

Minutes were approved by Members on September 28, 2017.