



**Minutes of Strategic Planning and Allocation of Resources Committee  
Held on February 14, 2019  
Held in Building 6, Room 6-203**

**Chairs:**

Eloisa Briones, Kathryn Williams Browne

**Members Present:**

Wissem Bennani, Luis Escobar, Kathy Fitzpatrick, Angélica Garcia, Filipp Gleyzer, Pearl Ibeanusi, Melissa Komadina, Barbara Lamson, Athena Nazario (substituting for Pia Walawalkar), Sonya Pope, Nicole Porter, Christine Roumbanis, Bianca Rowden-Quince, Gabe Saucedo, Leigh Anne Shaw

**Guest Present:**

Jacob Korf, Parliamentarian of Associated Students of Skyline College (ASSC)

**Members Absent:**

Zachary Bruno, Michael Fitzgerald, Evan Leach, Michael Reiner, Jennifer Taylor-Mendoza, Miranda Wang

**Resource:**

Paul Cassidy, Belinda Chan (Co-Recorder), Judy Hutchinson (Co-Recorder), Zahra Mojtahedi

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**1. GENERAL FUNCTIONS**

**1.1. Call to Order and Introduction**

Tri-Chair Kathryn Williams Browne called the regular meeting to order at 2:14 p.m.

**1.2. Approve Agenda**

A motion was made by Christine Roumbanis and seconded by Barbara Lamson to approve the February 14, 2019 Agenda as written. Motion carried unanimously.

**1.3. Approve Minutes**

December 13, 2018 Minutes approved as written. January 31, 2019 Minutes were proposed to update the upper right corner numbering system from FA2019-01 to SP2019-01. No further changes made, thus, January 31, 2019 Minutes were approved.

**2. DISCUSSION/REPORT**

**2.1. DCBF Update**

Judy Hutchinson provided a brief update on District Committee on Budget and Finance (DCBF) meeting, which was held on January 22, 2019. The discussed topics included CCCCO 320 Report, Governor's Proposed Budget for 2019-20.

**320 Report:** It is an annual report the District uses to report the projected and actual Full-Time Equivalent Students (FTES) to California Community College Chancellor's Office (CCCCO). The District makes three submission per year: January for P1 report, April for P2 report, and July for the Annual 320 submission. The First Period (P1) report was submitted on January 15, 2019 with a projection of 15,187 FTES for the entire District. FTES decreased from 15,722 on the P Annual from FY 2017-18. As a community-supported District that does not receive state apportionment, SMCCCD still keeps close attention to the FTES as it affects the State allocations for categorical and lottery funds.

**Governor's Proposed Budget:** The Governor's Proposed Budget is released in January, with Revision in May ("May Revise") after the April tax receipts are reported. The State legislature and Governor by law

should have a finalized budget adopted by June 30, 2019. Discussion at DCBF included the Capital Outlay Projects, in which several district projects previously approved will not be funded in the coming fiscal year. Chair Briones responded that Jose Nunez, Vice Chancellor of Facilities Planning, Maintenance and Operations, is in conversations with CCCCCO to reconsider the \$28M funding for these capital outlay projects. Other discussion included the Retirement buy-down, COLA, categorical program funding, and the proposed pre-K through College student longitudinal data project.

The Cost-of-living adjustment (COLA) of 3.46%, represents an increase compared to last year. While it does not affect how much apportionment the District receives, it affects the categorical funds, which include EOPS and CalWorks, Disability Resources Center (DRC), Student Success & Support Program (SSSP), Basic Skills, Student Equity Program, CARE. VP Garcia suggested that SPARC have further discussion on the impact of COLA on categorical programs at a future meeting.

Hutchinson will provide another update after the next DCBF meeting. For additional questions about the DCBF updates, Members may read [California Community College Chancellor's Office \(CCCCO\) Update on Governor's Budget](#) or contact Judy Hutchinson, Paul Cassidy, or Barbara Lamson directly.

## **2.2. District Innovation Fund Proposals**

Chair Eloisa Briones apprised the Committee about the [District Innovation Fund Proposals](#).

SPARC will review and prioritize college District Innovation Fund (DIF) proposals for FY 2019-2020 and make a recommendation to the President. The preliminary district resource allocation shows \$1M set aside for districtwide District innovation fund proposals. The DIF is separate from the President's Innovation Fund (PIF). District Innovation Fund proposals support the District and college strategic goals and priorities. Examples include Middle College, SparkPoint, the Dream Center, BAEC, and the Skyline Express Shuttle.

Proposals are due to Eloisa Briones and Judy Hutchinson on Monday, March 11, 2019 by 4:00 p.m. The SPARC will review and make a recommendation –to the President on Thursday, March 14, 2019.

For more information about the District Innovation Fund, members may review the board item on page 154 of the September 12, 2018 Board Packet.

## **2.3. Budget on FTES and FTEF**

Paul Cassidy, Finance and Operations Manager, did a graphic presentation on [FTES and FTEF](#) covering Academic Year 2013/14 through 2018/19.

In the graph presented, the Full Time Equivalent Student (FTES) enrollment has declined by more than 15% over the last six years. However, the Full Time Equivalent Faculty (FTEF) has not had as significant a change. FTEF and load are important components of the fund 1 budget that SPARC recommends to the President.

## **3. TRAINING**

### **3.1. Comprehensive Program Review (CPR) Training**

Karen Wong, Coordinator of Institutional Effectiveness, with Zahra Mojtahedi, Planning and Research Analyst, continued to provide the Comprehensive Program Review (CPR) Training to the Committee.

Members, in their CPR review groups, were given 10 minutes to review the CPR prompts and email any questions to Karen Wong. Wong and Mojtahedi will review and address the submitted questions in the next meeting.

Next, members remained in their CPR review groups, were given another 10 minutes to skim through the ESOL CPR, which was submitted in 2018. This activity helped members to get familiar with the actual CPR responses.

Chair Williams Browne complimented the new CPR process for fostering teamwork among SPARC team reviewers and engaging in appreciative inquiry with the CPR presenting teams.

An updated Comprehensive Program Review (CPR) timeline for SPARC was presented.

**4. ANNOUNCEMENT**

In place of the cancellation of the April 25, 2019 meeting due to College President's retirement celebration, SPARC will meet on Tuesday, April 23, 2019. Majority of the members had no conflict with their schedule, thus, the meeting on April 23, 2019 is confirmed. Meeting venue to be announced later.

**5. NEXT REGULAR MEETING**

Next regular meeting will be held on Thursday, February 28, 2019 at 2:10 p.m. in Room 6-203.

**6. ADJOURNMENT**

There being no further business, Angélica Garcia made a motion and seconded by Karen Wong to adjourn the meeting. The SPARC meeting was adjourned at 3:58 p.m.

Minutes were approved by Members on February 28, 2019.