



Minutes of Strategic Planning and Allocation of Resources Committee
Held on April 29, 2021
Zoom

Chairs Present:

Eloisa Briones, Leigh Anne Shaw

Members Present:

Rachel Bell, Zachery Bruno, Ricardo Coronado, Luis Escobar, Kathy Fitzpatrick, Filipp Gleyzer, Lucy Jovel, Nancy Kaplan-Biegel, Barbara Lamson, Joe Morello, Athena Nazario, Newin Orante, Shaun Perisho, Nicole Porter, Bianca Rowden-Quince, Jennifer Taylor-Mendoza, Miranda Wang, Kenyatta Weathersby, Karen Wong

Guest Present:

Cheryl Johnson, Dean of Student Equity and Service Programs (SESP)

Members Absent:

Connor Fitzpatrick, Melissa Komadina, Dino Nomicos, Sonya Pope, Gabe Saucedo, Ingrid Vargas, Andrea Vizenor, Russell Waldon

Resource Persons Present:

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

1. GENERAL FUNCTIONS

1.1. Call to Order

Leigh Anne Shaw called the regular meeting to order at 2:13 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Shaun Perisho and seconded by Nicole Porter to approve the April 29, 2021 agenda as written. Motion carried unanimously.

2.2. Approve Minutes

The April 8, 2021 minutes were approved as written.

2.3. Approve Criteria for Undergoing Comprehensive Program Review

Karen Wong, Tri-Chair of the Institutional Effectiveness Committee (IEC), presented the “Guidelines on Which Programs Should Undergoing Program Review.” Comments and feedback have been collected and incorporated from Vice President of Instruction, PRIE Dean, Curriculum Chair, and Institutional Effectiveness Committee members.

A motion was made by Newin Orante and seconded by Nancy Kaplan-Biegel to approve the criteria for programs undergoing comprehensive program review (CPR) as listed in “Guidelines on Which Programs Should Undergoing Program Review.” Motion carried unanimously with 100% approval.

2.4. Approve Program Review Update (PRU) Templates for piloting

Karen Wong, Tri-Chair of the Institutional Effectiveness (IEC), presented the [Program Review Update \(PRU\) templates](#). In the piloting phase, the document will be submitted via Word.

Karen Wong also shared the minor changes made on the Comprehensive Program Review (CPR) based on PRU feedback.

Approved Minutes

A motion was made by Rachel Bell and seconded by Lucy Jovel to approve the Program Review Update (PRU) templates for piloting. Using the Zoom poll, 90% of the members in attendance approved the motion and 10% abstained from the vote. Motion carried.

3. DISCUSSION/REPORT

3.1. District Committee on Budget and Finance (DCBF) Report

Judy Hutchinson provided an update on the DCBF meeting held on April 20, 2021. The committee was apprised of the details of the CCFS-320 Apportionment Attendance Report for the Period P2 for the San Mateo County Community College District (SMCCCD) and Skyline College. See [CCFS-320 Report](#) for details.

3.2. Skyline College Tentative Budget Report FY 2021-2022, Part I

Eloisa Briones presented the most recent version of the SMCCCD Fund 1 tentative revenue and expenditure assumptions for FY2021-22. Changes will continue to be posted until the budget is finalized.

Although SMCCCD is a community supported district that does not receive general apportionment, categorical and selected state funds, such as Proposition 30, still base funding on FTES counts.

To date, only Cost-of-Living Adjustment (COLA) for CSEA employees (listed in slide 6) is allocated to the sites in the latest Resource Allocation (RA). COLA for AFT, non-reps and administrators are still to be calculated and added to expenditures. The remaining funds available in the RA may not be sufficient to cover the rest of negotiated settlements, unless revenues significantly increase and/or other expenditures decrease.

Chair Briones proposed that the Committee consider recommending a status quo budget for FY 2021-22, review the final district budget after its adoption the Fall 2021, and revise the budget, if necessary. One time funds will be available to meet division resource needs next year.

Details of the Tentative Budget can be found in the [Tentative Budget Report FY 2021-2022 slides](#).

Chair Briones and Paul Cassidy will provide a summary to members to discuss with the constituent groups.

4. ANNOUNCEMENT

SPARC members will be voting on the tentative budget for FY 2021-2022.

5. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, May 13, 2021 at 2:10 p.m.

6. ADJOURNMENT

There being no further business, a motion was made by Nicole Porter and seconded by Karen Wong to adjourn the April 29, 2021 meeting. The meeting was adjourned at 3:22 p.m.

Minutes were approved by Members on May 13, 2021.