

Minutes of Strategic Planning and Allocation of Resources Committee
Held on September 9, 2021
Zoom

Chairs Present:

Lindsey Ayotte, Eloisa Briones, Ingrid Vargas

Members Present:

Chelssee De Barra, Connor Fitzpatrick, Kathy Fitzpatrick, Ricardo Flores, Filipp Gleyzer, Jessica Hurless, Lucy Jovel, Nancy Kaplan-Biegel, Melissa Komadina, Linda Liu/ Vivian Paw, Joe Morello, Dino Nomicos, Shaun Perisho, Marlon Villalobos, Tina Watts, Kenyatta Weathersby, Karen Wong

Guest(s) Present:

Newin Orante

Members Absent:

Zachery Bruno, Luis Escobar, Gabe Saucedo, Andrea Vizenor, Russell Waldon

Resource Persons Present:

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

1. GENERAL FUNCTIONS

1.1. Call to Order

Lindsey Ayotte called the regular meeting to order at 2:12 p.m.

2. ACTION ITEM(S)

2.1. Approve Agenda

A motion was made by Nancy Kaplan-Biegel and seconded by Marlon Villalobos to approve the September 9, 2021 agenda as written. Motion carried unanimously.

2.2. Approve Minutes

Minor spelling error proposed to be corrected on the May 13, 2021 minutes. The minutes were approved with recommended amendment. Motion carried unanimously with three abstentions.

3. DISCUSSION/REPORT

3.1. Member Introductions [2:14 – 2:38 pm]

Lindy Ayotte welcomed SPARC members. Members participated in an ice-breaker activity sharing their best purchases or purchase to come during the pandemic.

3.2. New Members Orientation [2:39 – 3:01 pm]

SPARC's charge, updated membership, and the Integrated Planning and Resources Allocation model were shared. See [SPARC AY2021-2022 Orientation](#) slides for more information.

SPARC membership changed from three Vice Presidents to one Vice President of Administrative Services and two Management Council members. Other memberships remain unchanged. While the voting membership has changed, SPARC remains accessible to the college community to participate as guests.

SPARC's role includes making recommendation on new Fund 1 money allocations, and reviewing and recommending college-wide plans for eventual approval by the College Governance Council (CGC). SPARC also will play a role in coordinating and integrating strategic plans. Members' responsibilities are to report and discuss SPARC items to their constituent groups and solicit feedback back from them to inform college planning and budgeting processes.

3.3. Budget 101 [3:01 – 3:26 pm]

Paul Cassidy provided an introduction to college budgeting, including the different fund types. The presentation clarified that the Integrated Planning and Resource Allocation model shown in the previous item is different from the District’s Resource Allocation model, and that SPARC is charged with reviewing new Fund 1 money only.

See [Budget 101 and End Year Budget](#) slides (# 2 – 16) for an overview of Skyline College’s budget.

3.4. Recap of FY 2020-21 Year End Summary [3:26 – 3:56 pm]

Eloisa Briones provided an update on the FY2020-21 budget.

Due to the COVID-19 pandemic, the District has been conservative in spending. The end results of the FY2020-21 operation expenses show an increase in revenue due to the funding through property taxes continued during the FY 2020-21.

COLA for AFT/Non-Rep/Admin does not appear on the budget adoption until July 27, 2021 because the negotiation between the District and the respective parties was not finalized until late July 2021.

Compensation adjustments are higher than the College’s increased site allocation but may be addressed through other means such as last year’s carryover. In addition, if making any recommendations, they will most likely be pertaining to one-time funds this year.

International student revenue has increased with actual international headcount being higher than projected headcount.

See [Budget 101 and End Year Budget](#) slides (# 18 – 24) for details on Year End Summary.

3.5. SPARC Calendar Overview [3:56 – 3:38 pm]

Lindsey Ayotte presented SPARC’s tentative calendar for the upcoming meetings. Actual meeting content will be shared in each agenda.

4. ANNOUNCEMENT

Bernata Slater, Chief Financial Officer, will be joining the next SPARC meeting on September 30, 2021.

5. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, September 30, 2021 at 2:10 p.m.

6. ADJOURNMENT

Connor Fitzpatrick made a motion, seconded by Karen Wong, to adjourn the September 9, 2021 meeting. There being no further business, the meeting was adjourned at 3:58 p.m.

Minutes were approved by Members on September 30, 2021.