



**Minutes of Strategic Planning and Allocation of Resources Committee
Held on October 12, 2023
Via Zoom**

Tri-Chairs Present: Lindsey Ayotte, Joe Morello

Members Present: Chris Watters, Rod Daus-Magbual, Christopher Collins, Isabelle Escobar, Leigh Anne Shaw, Karen Wong, Elian Fontanilla, Cassidy Ryan-White, Shaun Perisho, Gavin Townsley, Miranda Wang, Liz Llamas, Alice Yang, Lorraine DeMello, Vivian Paw, Luis Escobar, Kenyatta Weathersby, Nancy Kaplan-Biegel

Members Absent: Ingrid Vargas, Hellen Zhang, Ellen Murray, Chris Gibson, Kevin Corsiglia

Resource Persons Present: Paul Cassidy, Judy Hutchinson

ACTION ITEMS/REPORT

The regular meeting was called to order at 2:16 p.m.

- 1. SPARCKle Minutes:** The SPARCKle Minutes ice-breaker topic for discussion was “what would you do with or after a \$3 million personal windfall”?
- 2. October 12, 2023 Agenda Approval**
A motion was made and seconded to approve the October 12, 2023 agenda. Motion carried unanimously.
- 3. September 28, 2023 Minutes Approval**
A motion was made and seconded to approve the September 28, 2023 agenda with corrections to list of attendees. Motion carried unanimously.

DISCUSSION/REPORT ITEMS

- 4. Budget 102: Funds 3, 4, 6 & 7 (Member Training)**
Finance and Operations Manager Paul Cassidy presented an overview of how the different (other) Fund types support and augment Fund 1. He reviewed aspects of *fund accounting* and how it affects the utilization of term restricted source as well as provided a few examples of visible activities on the Skyline Campus that reside in those Fund types.

Take-aways from the presentation included:

- Sources in Fund types 3, 4, 6, and 7 comprised more than 35% of FY23 operations.
- These other sources funded more than \$ 11 million in salary and benefits and provided essential support for more than 60 FTE including faculty positions
- Fund 4 sources are designated for equipment and buildings and assets that are typically amortized over a multiyear life-cycle.
- Fund 7 contains financial aid for students which exceeded \$9 million, annually.

[Click here](#) to view the presentation slides.

5. SMCCCD Adopted Budget

SMCCCD Chief Financial Officer Bernata Slater reviewed the 2023-204 SMCCCD Adopted Budget. This budget was submitted and approved by the Board of Trustees at the Board meeting on September 13, 2023. CFO Bernata Slater reviewed key budget principles including address Board goals and District Strategic Plan; balanced budget projections through FY26; maintain adequate reserves; prudent use of one-time funds with one-time expenses; support college budgeting priorities in accordance with participatory governance protocols and accreditation standards.

Key points from the presentation included:

- Fund 1 District wide budget for FY23-24 was \$260 million; the total budget from all sources exceeded \$527 million.
- Considerations that continue to weigh on budget planning include: San Mateo County property taxes, enrollment trends, rising insurance cost, strategic initiative expansions and additions including *SB893*, auxiliary operations, and higher inflation.
- The 2023-2024 Budget is balanced; the budget is guided by the District Mission; it provides resources for students, employees, and the community.
- Reserves are, as planned, at 15%.

[Click here](#) to view the presentation slides.

6. Draft Enrollment Strategy Plan

Enrollment Strategy Committee Tri-Chairs

(<https://skylinecollege.edu/enrollmentstrategies/members.php>) presented the draft Enrollment Strategy Plan. The Plan replaces a prior plan from Fall 2013

(<https://skylinecollege.edu/prie/assets/plansandinitiatives/SEPMfinal-2v3.pdf>).

- The draft plan contemplates how best to leverage *SB893* to attract a diverse mix of students from San Mateo County. Growth of student enrollment may include areas of non-traditional student continuation such as older students and part-time or remote-learning students.
- The draft plan continues to incorporate valuable feedback from constituent groups.

[Click here](#) to view the presentation slides.

REGULAR MEETING

The next regular meeting will take place on Thursday November 9, 2023.

ADJOURNMENT

There being no further business, meeting was adjourned at 4:00 p.m.