



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT MEASURE G PARCEL TAX OVERSIGHT COMMITTEE ANNUAL REPORT TO THE COMMUNITY – 2012/2013

In June 2010, the residents of San Mateo County supported the San Mateo County Community College students by approving the Measure G parcel tax. In an economic climate of deep cuts to education funding, a struggling economy and record unemployment, more students than ever are looking to Skyline College, College of San Mateo and Cañada College to upgrade their job skills or prepare them to transfer to increasingly scarce spaces at the University of California, the California State University and other 4-year institutions. Measure G funding helps our colleges maintain the classes and services needed to support these students.

Although not required by law, the San Mateo County Community College District Board of Trustees created an oversight committee to assure the community that Measure G funds are expended for the purposes approved by the voters and to see that none of the funds are used for administrator salaries or benefits. The committee consists of 7 members appointed by the SMCCCD Board of Trustees. The committee met twice during the fiscal year and discussed financial reports and college activity plans with district budget officials and college presidents and reviewed the 2011/12 report to the community.

The committee is pleased to submit its third annual report.

2012/2013 In Review

The revenues. When the new parcel tax was placed on the property tax bills in 2010-11, seniors who had missed the deadline to apply for an exemption ahead of the property tax bills were able to request a refund of taxes they had paid. These exemptions are good for the life of the parcel tax. The district processed \$9,599 in refunds for 2012/13, down from \$10,650 in 2011/12. The net revenues received for 2012/13 after the exemptions and including interest income was \$6,986,474.

The expenditures. The Board of Trustees approved the college plans in December 2012 for the 2012/13 funds. College administrators consulted with faculty and staff and developed individual college plans to respond to the uses as stated in the Measure G ballot language.

Each of the colleges

- added class sections¹ that enable students to progress toward the completion of their majors, degrees, and certificates;
- maintained student support programs that ensure the presence of necessary counseling, tutoring and other forms of support that are fundamental to high levels of student success;
- supported innovative course programs that are relevant and recent such as increasing distance education offerings and student leadership opportunities;

During 2012/2013 year, Measure G funds were used to

- Save or add 800 course sections
- Provide an additional class space for 28,000 students
- Add counseling and library services
- Increase the number of degrees and certificates
- Provide for a veterans resource center
- Support math and reading programs to improve college success

- and supported programs that address identified student needs and thus enable the colleges to move forward toward meeting their mission and goals.

College activities. In October 2012, the colleges reported to the oversight committee the many activities that have been made possible due to Measure G funding. Additional sections¹ of English, math and science classes were added. Student support services like counseling, help for veterans and disabled students, and tutoring were funded. Short intensive courses such as Math Boost, Word Jam and other programs to help students accelerate their progress through math and English courses were implemented. This year the colleges used some of the funding to implement Degree Works, an online degree tracking system; to open a Veterans Resource Center and an Outreach Office; and to implement a new counseling/advising model.

The college plans on the following pages summarize the vital activities supported by Measure G, link each of the activities to the language in the official ballot measure, and report the planned and actual expenditures for the 2012/2013 year along with planned expenditures for 2013/2014. The 2012-13 plans were approved by the Board of Trustees in December, 2012. The 2013-14 plans were incorporated into the SMCCCD 2013-14 Final Budget Report that was adopted by the Board in September, 2013.

2013-14 is the final year of Measure G funding. All three colleges have worked to stretch out some of the funding for a fifth year and are working with existing funding to incorporate the new programs and some level of funding for classes into future year budgets.

According to the Official Ballot language, Measure G funds will be used to:

- preserve job training programs in nursing, healthcare, computers, green technology, police and firefighting;
- maintain academic subjects including science, English and mathematics;
- keep libraries open and maintain library services;
- prepare students to transfer to four year colleges and universities;
- maintain academic counseling programs and other student services;
- attract and retain instructors;
- modernize classroom technology and computer labs;
- provide equipment and technology for science labs; and offer classes and labs necessary to meet student demand.

In summary. The committee is gratified by the colleges’ planning and implementation of the activities funded with Measure G tax dollars and the District’s fiscal management of the funds. If you would like further information, formal financial reports and other items related to the activities of the Measure G Committee including meeting dates, agendas, and minutes, are available on the Committee’s website located at: www.smccd.edu under the “Business and Community” tab.

¹ A section is an additional class of a particular course. For instance, a college might offer English 101 and have many sections of that class at different times and on different days. More sections of a class means it is available for more students.



Cañada College
2013-14 Measure G Plan
Summary

Resource Plan & Accomplishments/Activities	Planned Amount	Measure G Criteria	Planned Amount	Expended Amount
	2013-14		2012-13	
<p>Instruction Plan: One of the largest reductions the College had to make in 2009-2010 was in the number of course sections. Measure G allows the College to increase the number of sections offered to our students. This year we plan to add about 140 sections using Measure G funds. These sections provide opportunities for students to take needed basic skills, general education and career technical education courses. Having this access to courses increases opportunity for students to complete educational goals. In addition to these extra sections, we are developing programs through Neighborhood College that can be offered both Bayside and Coastside. Some classes will be offered in hybrid formats. In addition, distance education has been increased to provide increased flexibility for students. We will be expanding workforce curriculum as well. We are continuing and expanding the College for Working Adults program (CWA) which allows working students to take classes at convenient times. Our first cohort of CWA students plans to graduate in Spring 2014 with their Associate in Arts Degree.</p> <p>Accomplishments/Activities in 2012-13:</p> <ul style="list-style-type: none"> • Funded 148 sections that served approximately 4,000 students. • Continued funding to coordinate and improve basic skills, distance education and workforce development offerings. • Continued funding a Workforce Development Specialist • Continued offering College for Working Adults serving an additional 30 students 	\$1,194,261	*Restoring funding to offer an adequate number of classes & labs to meet growing student demand	\$1,177,262	\$1,063,771
<p>Student Support Plan: The additional student support will expand our library hours, increase the limited counseling services, address a critical need to improve the transferability of our courses to four year universities, expand our new student orientation program, provide necessary support for veterans and first generation students, increase the number of students who complete the FAFSA (Free Application for Federal Student Aid) and thus receive financial aid, expand tutoring, and further develop student communication.</p> <p>Accomplishments/Activities in 2012-13:</p> <ul style="list-style-type: none"> • Continued the expanded academic counseling with drop-in appointments utilized by students • Continued the Peer Mentoring Program to assist first generation students • Continued with added services for veterans and financial aid students • Library and Learning Center continued with extended evening hours • Library continued to offer services available on Saturdays, to include Math tutoring and Librarian assistance • Director of Articulation continued to work with faculty, state and universities focusing on transfer agreements from the community college to the four year universities so the students do not have to repeat specific courses 	\$816,068	*Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs *Keeping libraries open and maintaining library services	\$844,348	\$967,516
<p>Course and Program Innovation Plan: The MATH JAM and WORD JAM programs, Workforce Development, Basic Skills Success Programming, Leadership Development, and Adjunct Faculty Professional Development are all necessary programs to improve access and success for our students. The MATH JAM and WORD JAM programs have proven to significantly improve student success by providing intensive preparation to students.</p> <p>Accomplishments/Activities in 2012-13:</p> <ul style="list-style-type: none"> • Continued working to increase the number of associate degrees and occupational certificates awarded in 2011-2012 • Continued to fund PEP (Priority Enrollment Program) for our local high school seniors • Student government leaders attended leadership trainings • Continued to partially fund the MATH JAM to improve success rates in Math • Continued to partially fund WORD JAM to improve success rates in English 	\$289,671	*Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting *Preparing students to transfer to four-year colleges & universities *Maintaining Core Academics	\$328,390	\$264,197
Total Measure G	\$2,300,000		\$2,350,000	\$2,295,484



**College of San Mateo
2013-14 Measure G Plan
Summary**

Resource Plan	Planned Amount	Measure G Criteria	Planned Amount	Amount Expended*
	2013-14		2012-13	
<p>Instruction Plan: The college will use Measure G funds to maintain its 2012/13 level of course offerings and also continue to expand offerings in well-documented, high-demand areas that are consistent with SMCCCD Board core values. Library services will be maintained to meet student demand at peak times. Measure G funds will also be used to fund instructional aid positions that directly support the College's programs.</p> <p>Key Activities/Accomplishments 2012-13:</p> <ul style="list-style-type: none"> Funded approximately 350 course sections in math, English, science, career and technical education and other high-demand disciplines. Added library staff hours. The college increased enrollment in online course offerings by approximately 10 percent from the prior academic year. 	\$1,900,000	<p>Restoring funding to offer an adequate number of classes and labs to meet growing student demand.</p> <p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.</p> <p>Maintaining core academics including Science, English, and Mathematics.</p> <p>Attracting and retaining qualified instructors.</p> <p>Keeping libraries open and maintaining library services.</p>	\$1,808,974	\$2,035,159
<p>Student Support Plan: The college has implemented many changes to its student support model. However, funding is needed to offer adequate counseling hours and provide appropriate classified staff support in high-demand areas.</p> <p>Major Activities/Accomplishments 2012-13:</p> <ul style="list-style-type: none"> A new counseling/advising model has been fully implemented. The College was able to maintain increased classified staffing that directly supports students in special programs and services. Total associate degrees awarded increased by approximately 17 percent from the prior academic year. 	435,000	<p>Maintain academic counseling programs and other student support programs to promote student achievement, graduation, and access to high-paying jobs.</p>	526,026	567,843
<p>Course and Program Innovation Plan: The college will continue to offer innovation grants to support program and course-based innovative efforts. Funds allocated in prior years for other innovative activities such as the Five in Five Initiative, Distance Education, and Scholarship of Teaching and Learning have not been fully exhausted. Thus, new funding will not be allocated to these activities until existing funds are fully spent.</p> <p>Major Activities/Accomplishments 2012-13:</p> <ul style="list-style-type: none"> Distance education plan completed and implemented. Math Supplemental Instruction program fully implemented. Reading Apprenticeship program fully implemented. 	15,000	<p>Preparing students to transfer to four-year colleges and universities.</p> <p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.</p>	15,000	167,025
Total Measure G Request	\$2,350,000		\$2,350,000	\$2,770,027

*The amount expended for fiscal year 2012-13 exceeds the 2012-13 planned amount because unexpended funds from the prior fiscal year were spent in the 2012-13 fiscal year.



Skyline College 2013-2014 Measure G Plan Summary

Resource Plan	Planned Amount 2013-14	Measure G Criteria	Planned Amount 2012-2013	Expended Amount 2012-2013
<p>1310-Class Sections: Provide for class sections that would otherwise not be able to be supported from the general fund. The College was able to add 71 class sections to the Fall 2013 semester and will be able to retain most sections in Spring 2014.</p> <p>Accomplishments/Activities for 2012-13:</p> <ul style="list-style-type: none"> Funded 302 sections that served approximately 7,245 students; Course offerings included 130 classes for transfer, 61 Career Technical classes, and 34 Basic Skills classes preparing students for transfer level classes; and In 2012-13 additional class sections were offered in Accounting, Business Computer Systems and Management, and Early Childhood Education 	\$719,189	Funding to maintain core academics, including science, English and mathematics; preserving job training programs and preparing students to transfer to four-year colleges and universities.	\$1,200,918	\$1,417,424
<p>Student Services: Meet student demand in areas of (1) registration and admission services so students may enroll in classes, (2) EOP&S and Transfer Center Services, (3) Counseling services, (4) Financial Aid services and (5) expanded Library Hours and electronic library media services.</p> <p>Accomplishments/Activities for 2012-13:</p> <ul style="list-style-type: none"> Expanded and streamlined counseling services such as orientation, career, internship placement and early alert to promote student access, retention and completion. Over 3,000 student education plans were completed and updated. Completed full implementation of Degree Works an online degree tracking system. Continued Transfer Initiative efforts to increase transfer rates which included the establishment of a Transfer Advisory Committee, Inaugural Transfer Conference and Transfer Ambassador Program. This resulted in Transfer boards in 24 classrooms, implementation of the Transfer Advocate program and offerings of first Associate Degree for Transfer workshops. Increased Financial Aid workshops and implementation of Online Financial Aid TV to increase student access to financial literacy information. Established the Veterans Resource Center, Veterans Advisory Committee and Veterans Club. Developed and launched a comprehensive Veterans webpage. Established an Outreach Office which has developed an Outreach Strategic Plan, assigned student ambassadors to feeder high schools, and participated in community events to promote college programs and support services. Extended Library hours during the evening Conducted a Healthy Choices Campaign to promote health and public safety, including themes such as influenza prevention, healthy eating and living, women's rights and gender identity, driving safe and legally, and healthcare and mental health awareness 	\$430,811	Provide academic counseling programs & other student services to meet increased student demand and promote student achievement, graduation & access to high-paying jobs Keeping libraries open and maintaining library services	\$ 701,160	\$ 759,496

Resource Plan	Planned Amount 2013-14	Measure G Criteria	Planned Amount 2012-2013	Expended Amount 2012-2013
<p>Course and Program Innovation (CPI): Support Supplemental Instruction, program accreditation, Learning Communities, Math Academy, New Certificate Development and Adjunct Faculty participation</p> <p>Accomplishments/Activities for 2012-13:</p> <ul style="list-style-type: none"> • Wrote Distance Education Handbook including best practices and faculty resources and enhanced web resources for current students, students new to D.E., and for faculty • Held workshops for faculty on iPad use in the classroom; WebAccess and developed training materials for faculty using technology in the classroom • Developed curriculum for the Business Entrepreneurship Certificate which was approved by the Curriculum Committee • Conducted training for faculty in Supplemental Instruction practice and structure • Developed math-focused supplement for student recitation hours in chemistry classes and held Math STEP workshop for students • Used Completion by Design framework for College Success Initiative planning • Planned hybrid teaching workshops through the Center for Transformative Teaching and Learning • Funded Program Innovation Projects including: <ul style="list-style-type: none"> ○ From Language Assessment to Global Citizenship ○ A Language Lab of the Future, Part II ○ Disability Resource Center - Student Orientation program ○ Dartfish Software for Visual and Kinesthetic Training ○ Digital Oral History Projects ○ Educator Prep Institute On-line Program Expansion ○ Transforming Chem I Lab & Introductory Chem Lab to Inquiry based instruction ○ Wellness Program Strategic Planning • Provided funding that enabled the ECE program to hire student interns to support the learning lab • Funded faculty stipends that enabled part-time faculty to participate in program assessment, spring program planning, and student learning outcomes course level assessment • Supported Part time faculty in attending professional development workshops and conferences • Completed initial work in researching ABA requirements and developed process for Paralegal program accreditation; at the same time worked on creating a pathway for students from associate degree to law degree 	\$0	<p>Funding to maintain core academics, including science, English and mathematics; preserving job training programs and preparing students to transfer to four-year colleges and universities.</p> <p>Provide academic counseling programs & other student services to meet increased student demand and promote student achievement, graduation & access to high-paying jobs Keeping libraries open and maintaining library services</p>	\$447,922	\$459,494
<p>Reserve for Year 5: Set aside half of 2013-2014 Measure G allocation to enable the college to continue funding added class sections and provide student support services in 2014-2015.</p>	\$1,150,000	<p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting Preparing students to transfer to four-year colleges & universities Maintaining Core Academics Attracting and retaining qualified faculty.</p>	\$0	\$0
Total Measure G Request	\$2,300,000		\$2,350,000	\$2,636,414