

**San Mateo County Community College District
SMCCCD Measure "G" Oversight Committee Meeting**

**October 18, 2012
4:15 p.m-5:30 p.m.
District Office Board Room
3401 CSM Drive
San Mateo, CA 94402**

MINUTES

Committee Member Attendance

Meg Finones	Present
Virginia Chang Kiraly	Phone
Corey Geiger	Present
Lori Lutzker	Present
John Sheldon (chair)	Present
Brian Sullivan	Phone
Jim Wyatt	Resigned

Others Present: Executive Vice-Chancellor Kathy Blackwood; CSM President Mike Claire; Cañada College Vice President Linda Hayes; Skyline College Vice President Sarah Perkins

Call to order

Chairman Sheldon called the meeting to order at 4:20 PM. Chairman Sheldon announced that Mr. Jim Wyatt has resigned from the committee membership due to the health reasons. Mr. Sheldon asked if the committee needs to have a certain number of members. Executive Vice Chancellor (EVC) Blackwood answered that per by law, committee needs seven members, and asked the members to recommend a person who is interested in serving on the committee. EVC Blackwood stated that she will also ask Barbara Christensen, Director of Government and Community Relations, and Chancellor Galatolo if they may know anyone in the community who might be interested in serving. Ms. Kiraly asked if geographical representation of the county would matter, and EVC Blackwood answered it would not be a factor.

Review and Approval of Minutes from the June 18, 2012 Meeting

	Finones	Geiger	Kiraly	Lutzker	Sheldon	Sullivan	Wyatt
Motion	X						
Second		X					

Aye	6
No	0

Motion Passed with corrections to minutes as discussed.

Annual Report to the Community 2011-12

EVC Blackwood said that this is not a complete year-end report. What she presented to the committee

is a financial report similar to what the committee had for 2010-11, and this is a three (3) page summary from each of the colleges. Two colleges sent draft 2011-12 information, and CSM sent the 2012-13 plan. EVC Blackwood will deliver the complete report to the committee before the next meeting. EVC Blackwood added that what she presented last time was one-page summary, followed by the three (3) pages from the colleges. She asked the committee if the report should have a similar format for 2011-12.

Mr. Geiger suggested that the report did an effective job of demonstrating accountability for the use of funds, and he thought that it was important in helping the public to gain confidence in the process. He would encourage the committee go with a similar process since it shows two sets of data points that can be useful for the public. Mr. Sheldon agreed and would also like see the report on both the "Community" and "Report" web pages. EVC Blackwood said she will put together the two (2) page summary which is review of 2011-12 and the draft report from the colleges. She will email it to the members before the next meeting so that committee members have time to review it; in that way, it can be done in a timelier manner than the previous one.

Mr. Sheldon asked if the District has an audit. EVC Blackwood answered that the audit is done for 2011-12, but it is not yet available. The audit will be due and presented to the Board in December. Mr. Sheldon asked if the committee should wait for the approval of the Board of the audit before the report is posted. EVC Blackwood stated that she is confident that there is no problem posting financial reports since she saw the draft audit findings already.

EVC Blackwood noted that the District received over \$7 million in revenue but also made some parcel tax refunds. The revenue will be less next year by a small amount as the refunds will result in a reduction in revenue in the future. She expects that refunds will get smaller as Measure G gets toward the end of the four-year period but that the total net will be fairly constant. Of the total \$7.1 million revenue, the District spent \$6.6 million, resulting in the District carrying \$500,000 over toward the next year. In addition, the District carried over \$2.7 million from 2010/11 into 2011/12 so the District has \$3.2 million available for 2012/13.

Because of the slow start in expending the funds, the District will be able to stretch the funds to cover five years. If the District doesn't get a renewal of the parcel tax, the carry-over funds will be used as a transition to not having the funds. Mr. Geiger stated that there is a difference of \$100,000 in revenue when comparing two reports. EVC Blackwood stated she will go back and correct it, and she suspected

that the difference is in the budget document. Mr. Sheldon asked if it is within the legal framework to stretch the carry-over amount to five years, and if the travel and conference expenses are legitimate expenses. EVC Blackwood said there are no requirements for spending the funds within the year, and the travel and conference expenses are legitimate expenses. For example, Skyline expanded the electronic library media, which is recorded as software system expenses and is appropriate. Measure G also specifically included professional development in the language, and the conference and travel expenses are a part of professional development.

Mr. Geiger asked about the benefits line, specifically if the benefits applying to this budget are customary and can be seen in the regular budget. EVC Blackwood said the way the District charges benefits is a flat percentage by each job classification type. All CSEA (California School Employees Association) staff members apply the same percentage rate, as well as AFT (American Federation of Teachers) and AFSCME (American Federation of State, County and Municipal Employees). It is consistent across the board.

Mr. Sheldon stated that the operating expenses in the 2011-12 budget are higher than what the colleges actually spent, and it looks like the budget will be higher for 2012-13. EVC Blackwood said the colleges are budgeting 100% or close to 100% of their allocation even though they are not actually spending it all. This is because the budget is not just a prediction of what they are going to spend, but also an authorization to spend. Colleges cannot spend what the Board has not approved in the budget. Therefore, if the colleges budget 100%, they are authorized to use the fund when something comes up; otherwise, they need to go back to the Board for permission. The budget has a dual purpose - being both an authorization as well as a picture of what we think will happen.

Mr. Sheldon summarized by saying that even though the 2012-13 adopted budget seems to potentially include a substantial amount of carry-over, that is not likely happen. EVC Blackwood said that by budgeting this way, if the colleges can use the money if they need to do so. Ms. Finones asked if the District will likely use more money if Proposition 30 does not pass. EVC Blackwood answered that the District became a Basic Aid district in 2011-12, which means the District is no longer getting the State apportionment. Therefore, if Proposition 30 fails to pass, the funding will not be cut. However, she is concerned that if the State has to cut \$5 billion out of Proposition 98 K-14 funding, the State might turn to Basic Aid schools to obtain additional funding. Community colleges receive categorical funds typically used to serve special populations such as the disabled and economically disadvantaged. In the K-12 system, Basic Aid districts already lose a portion of categorical funds in a "fair share" of the cuts. This is

not currently allowed by law in the community college system, but it could change and that is why it would be beneficial for Proposition 30 to pass.

College Presidents' Comments

Cañada College

Vice President Hayes commented that in 2011-12, Measure G made it possible for Cañada College to fund an additional 145 sections and serve 3,600 students. It allowed the college to hire a Workforce Development Specialist and a Workforce Development Director. The Workforce Development Specialist was able to write grants so that the college can find external funding. It has been a great opportunity to have those two positions which the college did not have in the past.

Measure G also supports "College for Working Adults," a District-wide program that was launched in 2010-11 and promotes education for working adults throughout the county. This is the third cohort of the accelerated program that offers classes one night a week and on Saturdays for working adults. It has been very popular.

In terms of student support, Cañada College has been able to expand counseling hours, and the college provided 7,000 drop-in appointments. The District's budget was severely cut a few years ago and by having this money, the school was able to restore more services for financial aid and programs for English learners, and also was able to hire an instructional aide at the Learning Center.

A Director of Articulation was also hired. Cañada College is behind in getting college courses articulated with UCs and CSUs. Ms. Finones asked what "articulation" means. Ms. Hayes explained that when students take courses at the community college level, those unit credits should be able to transfer to CSUs or UCs; otherwise, students have to take the courses again. It is critical to make sure that all of the courses are articulated so that students are not wasting time at our colleges. EVC Blackwood commented that it has to be done college by college. She continued that even within the UC or CSU system, there is no uniformity of articulation and there is no blanket agreement.

Measure G helped fund "Math Jam" and "Word Jam" at Cañada College. They have been running for two years, and are free for all students. After students take a placement test, the students take one week of intense one-on-one and group study in "Math Jam" and then take another placement test. After one week of "Math Jam", the statistics showed almost all students are qualified for one level higher. It is very difficult for students who start from Math 811 - which is lower than 8th grade level - to

succeed because it takes so much time to get to college level math. Our hope is to place students in a higher level course so they can get through the required math courses much faster and go on to UCs and CSUs. The College also offers “Word Jam” which is similar to “Math Jam” for English. The success rate for “Math Jam” is 98% and the rate for “Word Jam” is a little lower. Funds from Measure G have made this possible.

Mr. Geiger asked the meaning of “hybrid format.” Ms. Hayes answered that instead of students going two or three days a week to the classroom, they go some amount of time in the face-to-face traditional classroom, and they also participate in some type of distance education outside of the classroom, such as chat rooms, forums or other modes. The students are learning and working with a group for hours which are additional to the classroom hours. Mr. Geiger asked if those distance education hours are facilitated by an instructor. Ms. Hayes answered yes and that those hours are tracked.

College of San Mateo

President Claire apologized for being late; he was attending an event for honor students. Those honor sections were funded by Measure G. He added that CSM used Measure G funds to put together the honors program for high achieving students.

CSM’s summary report shows the plan for the current year which has not yet gone to the board, but has gone to all the way through the college approval processes. The bulk of the \$1.9 million is going directly to fund class sections. Although some of funds are going to innovative activities, most of it will go toward adding 270 sections and to support honor sections. CSM has tried to create a stable operating environment and a stable scheduling environment for students. Whether Proposition 30 passes or not, most schools are facing unstable conditions in the State. It is powerful for the college to assure students that the college maintains predictable, stable course offerings. CSM has not decreased course sections for the last three years, and classes are running at high levels of efficiency.

CSM also has been able to bring back student services. Measure G funds have been used for additional counseling hours and programs for special populations. Approximately 200 veterans are enrolled at CSM, and \$20,000 of Measure G funding was used for supporting the Veterans Center. CSM is also proud of a new program called the Puente Program which receives \$95,000 from the State; CSM is able to match that.

Significantly, although CSM has several labs and centers, it never had a signature learning center with

general tutoring support and other student services. The Student Learning Center finally opened last January. Measure G helps to fund staffing and supply costs. From January to May, 25,000 students visited the center. CSM is pleased to use Measure G funds for direct services for students.

There is a significant decrease in the “Course and Program Innovation Plan” compared to last year. Part of the reason for the decrease is that many of the “Course and Program Innovation Plans” became operational. It is a good example of the “carry-over” conversation which took place earlier. The college has identified some of the initiatives and CSM has already budgeted for those initiatives out of its general fund.

Mr. Geiger commented that it seems that all three colleges spend similar portions of money in similar directions, and all requests come down to \$2.35 million for each college. He was curious to know if the amount is by design or by coincidence. EVC Blackwood answered it is by design. The District took in \$7.1 million and it is split three ways. Mr. Geiger said that Cañada College is the smallest of three colleges, and felt that the funds are used to help existing students rather than enrolling more students. Therefore, he asked if dividing the funds evenly is a proper way of balancing the fund. EVC Blackwood answered that part of the reason that the revenue is divided evenly is that there is an argument to be made for a smaller college having less flexibility about where funds go because so much of it is tied up in fixed costs. She said each of the colleges needed to have special projects in variety of areas. For example, Math Jam costs same at all three colleges, whether the college is running it for 40 students or 80 students. President Claire commented that all the presidents meet regularly with Chancellor Galatolo and understand that each of the colleges has lost funds and the relative size is not currently an issue.

Skyline

Vice President Perkins explained that Skyline has added 149 sections this fall. Skyline maintained the FTES level and has increased the number of students served slightly. It would not have been possible without Measure G money. 51% of Skyline’s Measure G allotment goes into class sections. Another important piece is student services; 30% of Measure G funding has gone toward student support. Skyline is using the national model of “Completion by Design” which has four major components, from admitting students to getting them through to completion. It starts with recruitment of students, helping them stay and be successful in the college, and getting them to completion of degrees or certificates. Funding has been used in admissions, helping students with assessment and testing, and supporting students to stay in school.

As listed on the summary, EOPS and the Transfer Center have been enhanced to help students transfer to four-year colleges. Skyline is working on the complexity of transfer degrees. All three colleges are adding the new transfer degrees of Associate of Arts-Transfer (AAT) and Associate of Science-Transfer (AST). This is a result of SB 1440 through which the CSUs have agreed to accept these new degrees. Measure G allows the school to continue this important work of helping students complete their work and be able to transfer.

The third major area is Course and Program Innovation. Skyline took the model from Canada's "Math Jam" which helps students prepare for math placement tests. Another is "Math Academy", which helps students move from two levels below transfer level up to college level math. Skyline is also developing learning communities. Research on cohorts suggests that cohorts or learning communities lead to more successful results.

Skyline also used Measure G funds to enhance supplemental instruction. The concept of supplemental instruction is bringing in peers or graduate students to tutor. At Skyline, graduate students are actually placed in the class so that they are listening to what is going on in the class and get to know the instructors and the students. Outside of the class, the tutors meet with the students. This keeps the students involved in the cohort. It is shown to be successful across the nation. This is the most powerful way to help students get through gate-keeper courses such as algebra.

Measure G also allows Skyline to keep the library open, not only during late hours to address the night students, but also on Saturday so that Saturday students and other students are able to use the library. Mr. Sheldon stated that Skyline's use of funds is not dramatically different from other colleges. Ms. Perkins answered that the three Colleges work closely and meet regularly to talk about programs. For instance, "Math Jam" worked for Cañada and, rather than invent a new program, Skyline adopted that program. Mr. Sheldon asked if it was designed by the same team. Ms. Perkins answered that each college has a different team but are using the same model and the faculty work with each other.

EVC Blackwood commented the District conducted a survey of the community to ascertain what they felt about Measure G and whether they would support renewal of Measure G. The answer was a resounding "Yes". The election doesn't come up another two years, but it is good news.

Public comments

There were no members of the community in attendance.

Schedule next meeting

EVC Blackwood will circulate the 2011-12 report before the next meeting. All communication will be done by email. The next meeting will be held in February, 2013.

Motion to Adjourn

Discussion: None

	Finones	Geiger	Kiraly	Lutzker	Sheldon	Sullivan	Wyatt
Motion		X					
Second				X			

Aye	6
No	0
Abstain	0

Motion Passed.

Meeting adjourned at 5:30PM.