

**San Mateo County Community College District**  
**3401 CSM Drive**  
**San Mateo, CA 94402**  
**SMCCCD Measure “G” Oversight Committee Meeting**  
**February 7, 2012**  
**4:00 p.m-5:30 p.m.**  
**Bldg. 4, Room 4343**  
**Skyline College**  
**3300 College Drive**  
**San Bruno, CA 94066**

**MINUTES**

**Committee Member Attendance**

Meg Finones	P
Virginia Chang Kiraly	P
Corey Geiger	P
Lori Lutzker	by phone
John Sheldon (chair)	P
Brian Sullivan	P
Jim Wyatt	A

**Others Present:** Executive Vice-Chancellor Kathy Blackwood; CSM President Mike Claire; Cañada College President Jim Keller; Skyline College President Regina Stanback Stroud

**Call to order**

Chairman Sheldon called the meeting to order at 4:15 PM

**Introductions**

Along with the other committee members, Corey Geiger, the newest member of the committee replacing Jim Hartnett who resigned, introduced himself. He said he is resident of San Carlos and has worked with CSM on some entrepreneurial endeavors.

**Review and Approval of Minutes from the November 14, 2011 Meeting**

Discussion: Mr. Sheldon pointed out that some of the numbers in the second paragraph of the discussion of the financial report were incorrectly stated as “B” for billion instead of “M” for million. He said the “72” and “30” dollar amounts should be “M” for million not “B” for billion.

	Finones	Geiger	Kiraly	Lutzker	Sheldon	Sullivan	Wyatt
Motion	X						
Second						X	

Aye	4 (Kiraly not present for this vote)
Noe	0
Abstain	1

**Motion Passed with corrections to minutes as discussed.**

### **SCI Report**

Executive Vice Chancellor (EVC) Blackwood presented the report to the committee. She explained that SCI is a consultant that provides administrative assistance with recordkeeping for the parcel tax including tracking historical and current levies, senior exemptions, and parcel listings. She reminded the group that the District has taken the position, as a matter of good will, to give refunds to seniors if they request them even if they have missed a deadline to file for the exemption. Chairman Sheldon asked if the County or the District issues these refund checks and EVC Blackwood said the District issues them and that refunds issued by the District are not reflected in SCI's report. In response to Ms. Finones question, EVC Blackwood said that the county charges the district \$85,000 to collect the parcel taxes. She also said that the amount of refunds given by the district as refunds is about \$23,000.

Chairman Sheldon asked EVC Blackwood to give the committee some background on the senior exemption. She said that the statute pertaining to parcel taxes is silent with respect to community colleges and that the District could have been challenged for offering the exemption but was not.

Chairman Sheldon asked what SCI charges for their services and EVC Blackwood said they are paid approximately \$6,000-\$7,000 per year.

Mr. Geiger asked about figure 3. He noted the significant increase in general and administrative costs between 2010-11 and 2011-12 and asked for an explanation about the increase and for more information as to what those costs include. EVC Blackwood said that they are costs incurred at the colleges to support students and will be further explained when the financials are discussed and when the colleges give their reports later in the meeting. Chairman Sheldon indicated that as he recalled, the colleges had gotten a late start in implementing their expenditure plans. EVC Blackwood explained that for the most part the colleges needed to wait until the Spring 2011 semester before expending the funding due to the length of time it took to certify the election results and to make sure that there was not going to be a challenge regarding the senior exemption. Consequently, the 2010-11 figures represent a short year and that unexpended funds were carried over into 2011-12. She said that figure 3 is only a budget number and that the "general and administrative" category includes unspent budget and does not include any salaries. Chairman Sheldon and Mr. Geiger suggested that future reports from SCI should describe the "general and administrative" category further to make sure the public is not confused about how the funds are being spent. EVC Blackwood said that she would discuss this with SCI.

### **2010-11 Report to the Community**

EVC Blackwood gave the group a draft of the report to the community and invited their comments. She said that report is modeled after a similar report prepared by the Bond Oversight committee. She said the once the committee approves the report it would be posted to the committee's public website and distributed to the media.

Chairman Sheldon suggested that group review the report and offer comments via email. Mr. Sullivan suggested that the report be updated be to include definitions of some of the education specific terminology such as "section" to clarify it for the public. Mr. Geiger suggested that the report highlight accomplishments like more degrees, more certificates and the like. Chairman Sheldon suggested that a paragraph be added to the first page that calls out major

accomplishments.

Mr. Geiger pointed out the confusion he experienced in reading the financial report included in the report to the community. For instance in the category of non-instructional salaries it appears that CSM has spent \$18,000 on non-instructional salaries while Cañada has spent \$95,000 and that it is not evident in the reporting as to why there is such a discrepancy.

Mr. Geiger, Ms. Kiraly, President Stroud and President Claire all said that the report should make it clear to the public that expenditures are for services and faculty directly impacting the students.

Mr. Geiger noted that the “net amount” reported at the bottom of the financials included in the report to the community should be explained. He said that it should be made clear that the school year starts in July and that the amount includes funding that would be rolled over into the next year, again ensuring that the public understands that the funding is being spent in a timely fashion. EVC Blackwood agreed and reiterated that for the reasons discussed earlier in the meeting, spending did not start until September and that she would clarify that in the report.

Mr. Sullivan requested that both the SCI report and the report to the community be updated to reflect an explanation of the amounts related to senior income and senior exemptions. Chairman Sheldon agreed and asked that footnotes be added. Mr. Sullivan also asked that the “interest income” line item be explained to the public. EVC Blackwood reminded the committee that the Measure G funds are kept in segregated accounts in the county pool and that there is interest income associated with these funds. She said that although there is no legal obligation to use the interest for measure G projects, the funds have been allocated for that purpose and that she will update the community report accordingly.

Mr. Sullivan said if there is already an established format for the report that the new report should not deviate from that format. EVC Blackwood said that although the report is based on the Bond Oversight Committee’s report, this is the first report on Measure G.

Ms. Kiraly asked about the District’s plans after the parcel tax has expired. She also expressed concern about the public’s perception of the District. EVC Blackwood said that the financing matter is still under discussion by the Board of Trustees. She indicated that the District will engage in a community needs survey and is interested in understanding, changing and enhancing public perception.

EVC Blackwood said that the District is facing further cuts that when added to current reductions could be as high as 13% and that the Measure G Parcel tax directly impacts its ability to offer courses and student services despite the drastic cuts. She also said that waitlists are trending down and that enrollment fees will be going up to \$46 per unit in June. She said that higher fees may also cause a reduction in enrollments. President Stroud said that the Colleges’ ability to employ the Measure G funding to smooth out the impact of the cuts in state funding is an accomplishment that should be called out to the community—especially when compared to cuts that other college districts were forced to make.

EVC Blackwood said that she will take all of the committee member’s comments into account and produce a second draft. She asked that they email any further suggestions to her. Chairman Sheldon asked that the document point the press and other interested parties to the committee’s

website should they require additional detail that might not be included in the report to the community.

### **2011-12 College Plans (approved by Board in December)**

The committee members were given the Colleges' 2011-12 Measure G College Plans. President Claire said that reports from all three colleges follow the same structure and report on three areas: Instruction, Student Support and Course and Program Innovation. The summary page includes summaries of accomplishments and activities for each of the areas. He pointed out that the funds in CSM's instruction plan are used for the people who are working with students every day as are those in the student support plan. He said that the activities in the innovation area show that the colleges are moving forward despite budget reductions. He said that for CSM, the bulk of the funding was used to create a predictable and stable environment for students and that a priority had been put on maintaining class sections and that there were no cuts to class sections this semester. He also mentioned that student support funding included funds for CSM's learning center and student and peer mentors. He referred to Mr. Gieger's earlier question about \$118,000 in expenditures at CSM and said that those funds were used in supports of projects that help students transfer. He said that some funding has been allocated to "innovation grants" for individual faculty members for curriculum and other innovations and that a Math Boost program had been implemented. President Claire noted that each of the items in the plan had been linked to the specific Measure G ballot language and is included in the college reports. Chairman Sheldon indicated that these plans and activities are the items that should be highlighted in the report to the public.

President Stroud highlighted some of the key components of the Skyline College update including: funding of 205 sections serving 6000 students; 80% successful course completion for the ASTEP math academy where normal completion statewide is only 50%; updated database and online media in Library offering students new ways to use and look for information; additional staff to provide services to students in admissions and records, financial aid and counseling; articulation assistance and support for DegreeWorks to help increase transfer; increase adjunct faculty participation in institutional conversations around SLOs; pursuing accreditation for Business program – a first for California Community Colleges; math and English acceleration projects to decrease student "loss points"; and increased support for online/distance education. President Stroud also noted that the associated Measure G ballot language is missing from the detail information for Skyline's course and innovation projects. She indicated that this was an oversight. She also pointed out some examples of new degrees and certificates and discussed efforts to hire full-time faculty for an ABA accredited paralegal certificate, plans for a college for working adults, and the Sojourn to the Past curriculum taught on all three campuses by one of the Little Rock 9.

Referring to the Cañada College reports, President Keller indicated that the college had focused on preserving sections. He noted that student enrollments in math and science had increased and science classes have reached capacity based on the availability for physical space for those programs. Noting that the college is involved in career technical education, he said that the college increased workforce development offerings which help students who are not transferring gain access to jobs. He also noted that the college had put a lot of emphasis on bringing back student support and counseling in particular. He said that there are about 26 different programs that rely on a high level of counseling and support for students and that the funding has allowed the college to add the much needed student contact hours. The college has also implemented programs that help accelerate the student's path through college. He said that programs such as

Math Jam and Word Jam help students make an early connection with faculty and staff and help them place into higher level classes. President Keller said that the extra attention ultimately helps students succeed and that student success is an important topic at both the state and district levels. He said the college has been working on ways to incorporate some of these initiatives into the general fund in order to sustain them when Measure G funding is not available. As noted by EVC Blackwood and others, President Keller said that the implementation of Measure G programs started a bit slowly but is ramping up and will ramp down as funds go down.

### **2011-12 Quarterly Financial Report**

EVC Blackwood directed the committee's attention to the financial reports that were included in the meeting handouts. She said that reports reflect activity from July 1 through December 31, 2011 and, per the committee's request, one of the reports includes budget vs. actual expenditures. She said that, in response to concerns about clarity expressed earlier in the meeting, that the labels of the various budget categories could be changed to be more clear. Chairman Sheldon asked if the financial reports are included on the committee website and EVC Blackwood said they were.

Chairman Sheldon said that he had noticed a line item for \$1400 in the category of "conference and travel". President Stroud explained that expenses for professional development would likely be included in this line item and EVC Blackwood noted that professional development is clearly included in the measure. She reiterated that she can adjust the language to make sure that the purpose of the expenditures is clear.

Mr. Geiger asked for further clarification of the year to date expenditures vs. the budget balance and wondered whether the budget balance should reflect that half of the budget for the year had been spent. EVC Blackwood said that it depends on several things including the nature of the project; when it had started; if there had been activity during the summer and other factors. Mr. Geiger also noted that it was not clear how funds allocated to the line item "Other Administrative Expenses" relate to the college plans.

Chairman Sheldon summarized the groups' general consensus is that it is hard to connect the financials to the college presidents reports. He said that issue of the carryover funding also complicates the comparison of the two reports as well as the fact that the Presidents' reports are presented as plan number whereas the financial reports reflect budget vs. actual expenditures. President Keller also noted that the college rates of expenditures are different. It was decided that revised labels and footnotes should be used to clarify the reporting. Mr. Sullivan suggested that some graphics might also be appropriate.

Mr. Geiger indicated that there is an amount of approximately \$1M shown as "general and administrative expense" for the District. EVC Blackwood said this funding is in a holding account and will be allocated to the colleges. She reiterated that none of the funds will be spent at the district and that all of the Measure G money will go to the colleges. EVC Blackwood will make sure this is clear on future reporting.

### **Public Comments**

There were no members of the public in attendance.

### **Schedule of Future Meetings**

Chairman Sheldon suggested that EVC Blackwood staff poll the members for a convenient time

for the next meeting sometime in mid-May. Committee members indicated that the 4PM meeting time is good but that a morning meeting would be fine too. EVC Blackwood said that the next meeting would be held at Cañada College. She reminded the group to send comments relative to the Community report to her attention.

Motion to Adjourn

Discussion: None

	Finones	Geiger	Kiraly	Lutzker	Sheldon	Sullivan	Wyatt
Motion		X					
Second						X	

Aye	5(Kiraly not present for this vote)
Noe	0
Abstain	0

**Motion Passed.**

Meeting adjourned at 5:30PM.