

**MEASURE “G” OVERSIGHT COMMITTEE  
San Mateo County Community College District  
November 14, 2011, 4:00PM -5:30PM  
College of San Mateo, City View Room**

**MINUTES**

**Committee Member Attendance**

Meg Finones	P
Virginia Chang Kiraly	A
Lori Lutzker	A
John Sheldon	P
Brian Sullivan	P
Jim Wyatt	P

**Others Present:** Executive Vice-Chancellor Kathy Blackwood; Director of Community and Government Relations Barbara Christensen; CSM President Mike Claire; Cañada College Interim President Jim Keller; Skyline College President Regina Stanback Stroud

Call to Order at 4:05PM

EVC Blackwood called the meeting to order noting that a quorum had not yet been reached. She said that former committee member Jim Hartnett had resigned and requested that if committee members had suggestions for a new member that they send contact information to her. She said that potential members needing information about the committee should be directed to the Measure G website. Mr. Sullivan arrived and a quorum was achieved.

Review and Approval of Minutes from the February 11, 2011 Meeting

Discussion: Mr. Sullivan requested that the minutes be changed to reflect the fact that he is an investment banker, not an investment broker.

	Finones	Kiraly	Lutzker	Sheldon	Sullivan	Wyatt
Motion				X		
Second	X					

Aye	4
Noe	0

**Motion Passed with change as requested by Mr. Sullivan.**

Election of Chair and Vice-Chair

EVC Blackwood asked for volunteers to serve as committee Chair and Vice-chair. Mr. Sheldon said he would serve as Chair and Mr. Sullivan said he would serve as Vice-chair. EVC Blackwood called for a vote of the membership approving the selection of Mr. Sheldon as Chair and Mr. Sullivan as Vice-chair. All members present voted “Aye”. There were no abstentions and Mr. Sheldon and Mr. Sullivan were elected.

### Review of Website

EVC Blackwood told the committee that the website is available at <http://www.smccd.edu/accounts/smccd/committees/measureoversight/default.shtml> and is located on the “Business and Community” tab on SMCCCD’s website at [www.smccd.edu](http://www.smccd.edu). She said that all meeting materials and reports are available there and that the website is also open to community members.

### Update on College Measure “G” Plans by College Presidents

The presidents discussed their Measure G summaries which were distributed to the committee prior to the meeting.

*Skyline College.* President Stroud said that Skyline had used funds to maintain and add to course offerings, to support program innovation, and to support instructional and student support services. As an example of program innovation, President Stroud mentioned the preparation of Skyline’s Business program for an accreditation process, a first for a business program in the California Community Colleges, which has resulted in revamped curriculum and strengthening of articulation with the CSUs. She also mentioned the Math Academy which has resulted in math success rates that are double those of standard math programs and also leads to success in subsequent courses. Additionally, she said that support in the areas of admissions and records, counseling and financial aid had been added.

Mr. Sullivan asked President Stroud what happens to courses that have been added or restored when the funding is no longer available. President Stroud noted that the colleges are in the planning process for future years. As information about the State budget, FTES and other factors become clear, they will be setting priorities.

Commenting on the State budget and its impact on the College’s plans for Measure “G” funding, EVC Blackwood said that anticipated state revenues would probably not be met and that more cuts are likely. She said that any additional cuts would be in addition to the 6.2% reduction the district had already experienced.

Mr. Sheldon noted that some of the 2010-2011 expenditures are under budget and asked for clarification. EVC Blackwood explained that the full amounts were not budgeted because, until the state funding picture was more defined, it wasn’t clear exactly how much of the funding the District would be getting and how much would be needed. Additionally, spending did not start on July 1<sup>st</sup> due to some uncertainty about whether the ballot measure would be challenged and how much the county would charge for processing the parcel tax.

*Cañada College.* President Keller said that Cañada was able to retain many sections that would otherwise have been cut. He said the College was also able to bring back some counseling hours that had been previously reduced. He also indicated the college had used funding to support the “Math Jam” and “Word Jam” programs which prepare students for the math and English placement tests. The college has also funded the College for Working Adults which puts a cohort of adults on track to get a degree. The college is also working on community based programs on the coast side and in East Palo Alto.

Regarding sustainability for the programs and an exit strategy after Measure G funding is depleted, he said it is very difficult for all the colleges and noted that there are many factors involved including what the state funding situation will be, what the district reserves are and how close the district is to basic aid. The Measure G funding has served as somewhat of a management tool to mitigate the uncertainty.

*College of San Mateo.* President Claire indicated that CSM also put a priority on maintaining and increasing sections. He said that there were some unspent funds due to hiring that has not yet occurred in distance education and other classified staff positions. With the loss of funding, particularly in matriculation, the college has lost nearly 40% of counseling staff. In order to continue to provide the needed services, the college has had to “think outside the box”. For instance, group counseling workshops are held for students who have the same major.

Chairman Sheldon noted that about ninety percent of funding had been used for instruction and wanted to know whether that was with the approval of the voters or based on the needs of the Colleges. EVC Blackwood said the colleges had determined the need but the usage of the funds is not inconsistent with the ballot language.

#### Financial Report

EVC Blackwood brought to the committee’s attention the printed financial reports for the periods covering July 1, 2010 through June 30, 2011 and July 1, 2011 through September 30, 2011. Referring to the 2010-2011 report, she pointed out that revenues reflect \$26K in parcel tax refunds to seniors who had not applied for the exemption ahead of time and also are net of \$85K the county charged to process the tax for the District. Regarding the current year’s report, she said that revenues will not be reflected until December when property taxes are collected. She said that the three colleges are preparing their plans for the upcoming year and that those will be presented to the Board in December.

Chairman Sheldon asked if the District would know whether revenue shortfalls at the state level would trigger additional cuts prior to the Measure G expenditure plans being brought to the Board. EVC Blackwood said that the decision from the state would be made in mid-December but probably not before the anticipated plans have been completed. She explained that if revenue shortfalls are between \$1-2B, the cuts to the community college system would be \$30B and shortfalls between \$2-4B would result in an additional \$72B in cuts. She noted that the District had budgeted in anticipation of both. She explained that the first \$30B will take the form of a direct cut to revenues and the second will be taken in the form of the number of students that the district is funded to serve. She also noted that in July, fees will go up from \$36 to \$46 per unit in order to backfill the \$30B cut.

Chairman Sheldon asked whether carry-over amounts can be used after the four years of the parcel tax have passed and EVC Blackwood said that they could.

EVC Blackwood noted that the audit for Measure G funds is carried out as a part of the District’s institutional audit. She said that the parcel tax does not require an individual audit similar to the general obligation bond; however she has asked the auditors to prepare an appropriate schedule anyway. EVC Blackwood confirmed for Chairman Sheldon that expenditures of the funds would be audited but uses of the funds would not.

Vice-chair Sullivan requested that the committee be provided with a report showing budgeted vs. actual expenditures and EVC Blackwood said she would prepare a report for the next meeting.

Annual Report to the Community

EVC Blackwood suggested the committee present an annual report to the community. Director Christensen said that typically staff would prepare a report to bring to the committee for approval. EVC Blackwood said she would write a report for committee review. President Stroud asked about the strategy of using the report as an opportunity for marketing. EVC Blackwood and President Claire expressed concerns about expenses and public perception of producing a high-end mailer. Ms. Finones asked how the report would be communicated to the community in addition to the website. Director Christensen said that the report would also be sent to the press and could be sent to student email accounts. She said that current class schedules also included a “thank you” to the community for their support of Measure G. EVC Blackwood asked committee members and others to send her report samples and she will also look at examples of K-12 parcel tax reports. Vice-chairman Sullivan asked about the timeline and EVC Blackwood indicated that the 2010-2011 report would be ready for approval by the next committee meeting with a draft to committee members a few weeks ahead of that meeting.

Public Comments

There were no members of the public present.

Schedule of Future meetings

EVC Blackwood will schedule upcoming meetings in February and May at the same time as today’s meeting. Committee members expressed a desire to meet at the various campuses.

Motion to Adjourn

	Finones	Kiraly	Lutzker	Sheldon	Sullivan	Wyatt
Motion						X
Second	X					

Aye	4
Noe	0

**Motion Passed. Meeting adjourned at: 5:00PM**