

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT MEASURE G PARCEL TAX OVERSIGHT COMMITTEE ANNUAL REPORT TO THE COMMUNITY – 2010/2011

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 and the California State University. 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. From February 2011 through February 2012, the committee met three times and reviewed financial reports and college activity plans with district budget officials and college presidents and established a quarterly meeting schedule for the duration of the parcel tax.

The committee is pleased to submit its first report to the community.

2010/2011 In Review

The election. The first of its kind for a California Community College, the Measure G parcel tax was placed on the ballot in early June, 2010. Due to the necessity to count large numbers of absentee ballots (in excess of 70,000), county election officials delayed the final election results until late June. Once it was clear the measure had passed, the District began to finalize the amount of funding that would be available to the colleges. They processed 2,510 exemptions for senior citizens and negotiated with the County on the fees that would be charged for processing the additional tax payments. 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 paid. The district processed \$38,900 in refunds. After all of these factors were taken into account, it was determined that the \$34 per parcel tax, in effect for 4 years through 2013/14, would generate approximately \$7,000,000 per year.

The expenditure planning process. With the election results and revenue estimates confirmed, college and district officials began the process of planning the activities to be funded with the tax dollars. Already well into the fiscal year, each college prepared an expenditure and activity plan for 2010/2011. In December of 2010, the Board of Trustees approved the Colleges' initial plans for utilization of the

During 2010/2011 year, Measure G funds were used to

- Save or add 660 course sections
- Provide an additional class for 17,160 students
- Add 4,000 hours of counseling
- Fund innovations like Math Boost, Accelerated College and online programs
- Add services for veterans, financial aid, and disabled students

Measure G funds, and in December, 2011, the Board of Trustees reviewed the Measure G expenditures for 2010-11 and approved the College plans for 2011-12. Implementation and expenditures on the 2010-11 activity plans began in the middle of the 2010-11 school year.¹ The Measure G Oversight Committee reviewed the board-approved expenditure and activity plans in February and November, 2011 and again in February 2012.

College administration 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 sections that enable students to progress toward the completion of their majors, degrees, and certificates;
- developed 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;
- and developed programs that address identified student needs and enable the colleges to move forward toward meeting their mission and goals.

Report on college activities. In February of 2012, the colleges reported to the oversight committee the many activities that have been made possible due to Measure G funding. New sections² 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 like Math Boost, Word Jam and other programs to help students accelerate their progress through math and English courses were implemented.

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.

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 2010/2011 year along with planned expenditures for 2011/2012. The 2011-12 plans were approved by the Board of Trustees in December 2011.

In summary. The committee is gratified with 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 In reviewing the reporting for expenditures for the 2010-2011 year, it is important to note that implementation and expenditures during the first year did not begin until late in the fiscal year. In some instances, the colleges were not able to bring programs online and expend the budgeted dollars due to the timing of the start of their programs late in the fiscal year. Funding planned for the first year and not spent was carried over into the following year and used for the planned purposes.

² 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 on different times and days. More sections of a class means it is available for more students.

**Cañada College 2011-12 Measure G Plan
Summary**

Resource Plan & Accomplishments/Activities	Planned Amount	Measure G Criteria	Planned Amount	Amount Expended
	2011-12		2010-11	
<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 allowed the College to increase the number of sections each fiscal year. We increased the number of sections by 142 in 2010-11. These sections would provide opportunity for students to take needed basic skills and general education courses. Having this access to courses increased 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 Coastsides. 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 as offering the college for working adults which allows working students to take classes at convenient times.</p> <p>Accomplishments/Activities:</p> <ul style="list-style-type: none"> • Funded 142 sections that served approximately 3500 students. • Used funding to coordinate and improve basic skills, distance education and workforce development offerings. • Hired a Workforce Development Specialist • Launched College for Working Adults and Neighborhood College 	\$1,140,795	<ul style="list-style-type: none"> • Restoring funding to offer an adequate number of classes & labs to meet growing student demand 	\$957,350	\$885,440
<p>Student Support Plan: The additional student support has expanded our library hours, increased the limited counseling services, addressed a critical need to improve the transferability of our courses to four year universities, expanded our new student orientation program, provided necessary support for veterans, increased the number of students who complete the FAFSA and thus receive financial aid, expanded tutoring, and further developed student communication.</p> <p>Accomplishments/Activities:</p> <ul style="list-style-type: none"> • Expanded academic counseling with 6,400 drop-in appointments utilized by students • Launched a new Peer Mentoring Program to assist first generation students • Added services for veterans and financial aid students • Expanded Library and Learning Center evening and weekend hours, serving an additional 1200 students • Offered Math and English tutoring on Saturdays • Hired a Director of Articulation and Orientation who increased transferability of courses 	\$842,691	<ul style="list-style-type: none"> • Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs • Keeping libraries open and maintaining library services 	\$612,175	\$384,398
<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.</p> <p>Accomplishments/Activities:</p> <ul style="list-style-type: none"> • Increased by nearly 50% the number of associated degrees and occupational certificates awarded in 2010-2011 • Funded PEP (Priority Enrollment Program) for our local high school seniors • Conducted Leadership Training for the student government leaders • Partially funded MATH JAM to improve success rates in Math • Funded WORD JAM to improve success rates in English 	\$416,514	<ul style="list-style-type: none"> • 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 	\$345,080	\$48,362
Total Measure G	\$2,400,000		\$1,914,605	\$1,318,199

1. In reviewing the reporting for expenditures for the 2010-2011 year, it is important to note that implementation and expenditures during the first year did not begin until late in the fiscal year. In some instances, the colleges were not able to bring programs online and expend the budgeted dollars due to the timing of the start of their programs late in the fiscal year. Funding planned for the first year and not spent was carried over into the following year and used for the planned purposes. 2. 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 on different times and days. More sections of a class means it is available for more students.

**College of San Mateo 2011-12 Measure G Plan
Summary**

Resource Plan	Planned Amount	Measure G Criteria	Planned Amount	Amount Expended
	2011-12		2010-11	
<p>Instruction Plan for 2011-12: The college will use Measure G funds to maintain its 2010/11 level of course offerings for 2011/12 and also expand offerings in well-documented, high-demand areas that are consistent with Board core values. Expanded course offerings will include online sections to replace the telecourse offerings that have been eliminated. Some library services will be restored to meet student demand at peak times. Funds will be used to continue to support classified staff increases in instructional support areas. Finally, funds will be used to support instructional learning labs and centers.</p> <p>Activities/Accomplishments 2010-11:</p> <ul style="list-style-type: none"> • Funded 275 sections in math, English, science and other high-demand disciplines. Added sections for online offerings. • Added library staff hours. • Added 1.0 FTE Instructional Aids in high-demand instructional areas. 	\$1,522,202	<ul style="list-style-type: none"> • Restore funding to offer an adequate number of classes and labs to meet growing student demand. • Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting. • Maintaining core academics including Science, English, and Mathematics. • Attracting and retaining qualified instructors. • Keeping libraries open and maintaining library services. 	\$1,471,576	\$1,319,867
<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. Finally, funding will be used to provide operational support for the college's Learning Center.</p> <p>Activities/Accomplishments 2010-11:</p> <ul style="list-style-type: none"> • A new counseling model was implemented to streamline costs without a reduction in services. • Additional counseling hours enabled the college to add drop-in appointments as well as expanded veterans and DSPS (Disabled Students Programs & Services) services. • 1.0 FTE classified staff position restored to DSPS. 	\$433,726	<ul style="list-style-type: none"> • Maintain academic counseling programs and other student services to promote student achievement, graduation, and access to high-paying jobs. 	\$219,424	\$127,144
<p>Course and Program Innovation Plan: The college will continue to fund existing innovation activities. In addition the college will fund professional development activities as well as initiatives to further the college's "Five in Five" goals in transfer, CTE (Career and Technical Educations), and basic skills.</p> <p>Activities/Accomplishments 2010-11:</p> <ul style="list-style-type: none"> • Innovation grant criteria established and fully implemented. • Distance Education plan completed and implementation of the plan started. • Math Boost implemented. 	\$444,072	<ul style="list-style-type: none"> • Preparing students to transfer to four-year colleges and universities. • Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting. 	\$169,000	\$11,135
Total Measure G Request	\$2,400,000		\$1,860,000	\$1,458,146

1. In reviewing the reporting for expenditures for the 2010-2011 year, it is important to note that implementation and expenditures during the first year did not begin until late in the fiscal year. In some instances, the colleges were not able to bring programs online and expend the budgeted dollars due to the timing of the start of their programs late in the fiscal year. Funding planned for the first year and not spent was carried over into the following year and used for the planned purposes. 2. 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 on different times and days. More sections of a class means it is available for more students.

**Skyline College 2011-12 Measure G Plan
Summary**

2011-12 Resource Plan & 2010-11 Accomplishments/Activities	Planned Amount	Measure G Criteria	Planned Amount	Amount Expended
	2011-12		2010-11	
<p>Instructional Plan for Increased Sections 2011-12: Funding to maintain class sections in 2011-12 that would otherwise not be able to be supported from the general fund. The College was able to support 90 class sections to the Fall 2011 semester and will be able to retain most sections in Spring and Summer 2012. These include important transfer, CTE (Career and Technical Education), and basic skills classes.</p> <p>Accomplishments/Activities for 2010-11:</p> <ul style="list-style-type: none"> • Funded 205 sections that served approximately 6,000 students • Course offerings included 120 classes for transfer, 58 Career Technical classes and 24 basic skills classes preparing students for transfer level classes • Additional class sections were offered in Healthcare and Administration of Justice • Healthcare offerings included Sterile Processing, Emergency Medical Technician and CPR 	\$1,225,000	<ul style="list-style-type: none"> • Restoring funding to offer an adequate number of classes & labs to meet growing student demand 	\$1,200,000	\$1,098,475
<p>Student Services plan for 2011-12: meet student demand in areas of (1) registration and admission services so students may enroll in classes, (2) Counseling services, and (3) Financial Aid services. Expanded Library hours and electronic library media. In addition, a new transfer initiative, Skyline course articulation assistance is in place where courses or requirements of course work offered match to assure that the courses completed will not have to be repeated at the institution where students are transferring and the support for Degree Works.</p> <p>Accomplishments/Activities 2010-11:</p> <ul style="list-style-type: none"> • Expanded academic counseling to assist students during peak times and process prerequisite forms • Increased the number and areas of expertise of tutors in the Learning Center • Added services and outreach for financial aid students • Library and Learning Center expanded its evening and weekend hours • Purchased additional databases and on line media for the Library • Additional staff hired in Admissions and Records to process increased College applications 	\$586,654	<ul style="list-style-type: none"> • Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs • Keeping libraries open and maintaining library services 	\$394,125	\$403,993
<p>Course and Program Innovation Plan for 2011-12: Innovative programs that include supplemental Instruction, business program accreditation, learning communities, Math Academy, tutoring services, math and English acceleration project, prep for placement test, Leadership Academy, and Adjunct Faculty participation.</p> <p>Accomplishments/Activities for 2010-11:</p> <ul style="list-style-type: none"> • ASTEP Math Academy with over 80% successful course completion • Business Program Accreditation in first year of a two year process • Digital Communication Certificate completed • Math Academy and Hermanos/nas Learning Community continued • First Year Experience learning community pilot completed 	\$597,985	<ul style="list-style-type: none"> • 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 	\$478,486	\$72,265
Total Measure G Request	\$2,409,639		\$2,072,611	\$1,574,733

1. In reviewing the reporting for expenditures for the 2010-2011 year, it is important to note that implementation and expenditures during the first year did not begin until late in the fiscal year. In some instances, the colleges were not able to bring programs online and expend the budgeted dollars due to the timing of the start of their programs late in the fiscal year. Funding planned for the first year and not spent was carried over into the following year and used for the planned purposes. 2. 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 on different times and days. More sections of a class means it is available for more students.