

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES ANNUAL RETREAT**  
**January 30, 2010, 8:30 a.m.**  
**Cañada College Library-Building 9, Room 354**  
**4200 Farm Hill Blvd.**  
**Redwood City, CA**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

*Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*

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**8:30 a.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

**INFORMATION REPORTS**

- |         |  |
|---------|--|
| 10-1-4C | <a href="#">Tour of Cañada Vista</a>   |
| 10-1-5C | <a href="#">Review of 2009 Board Goals and Discussion of 2010 Goals</a>  |
| 10-1-6C | <a href="#">Budget Strategies Relative to Governor's January Initial Budget Proposal</a>                             |
| 10-1-7C | <a href="#">Survey Results Regarding the Parcel Tax, General Obligation Bond and Maintenance Assessment District</a> |

**RECESS TO CLOSED SESSION**

Conference with Labor Negotiator

Agency Negotiator: Harry Joel

Employee Organizations: AFT and CSEA

**CLOSED SESSION ACTIONS TAKEN**

**ADJOURNMENT**

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
PROGRESS REPORT ON 2009-10 BOARD GOALS  
JANUARY, 2010**

**Integration of Planning, Budget and Resource Allocation:** In order to develop a shared vision of the future that faculty, staff, students and community understand and support, the District, through its shared governance processes, has been working to develop an integrated strategic planning model. This model incorporates and builds upon five elements: the College Educational Master Plans; the Facilities Master Plan; a coordinated institutional research component; a comprehensive program review process; and an annual budget that is based upon the other four elements.

Specific goals for 2009 include:

***Education and Planning Goals***

1. Continue to address recommendations from the Accreditation Commission for Cañada College and College of San Mateo; present progress reports to the Board as needed. The Board received numerous reports throughout the year on the extensive efforts undertaken by the Colleges to address concerns expressed by Accreditation Teams. Interim reports were submitted in the fall. Both Colleges were removed from sanctions and successfully obtained re-accreditation. Goal is completed.
2. Work with the District Academic Senate to effect the remaining standardization of graduation requirements across the District. The District curriculum committee has established a goal for 2009 and 2010 to complete this task and is working with each College's curriculum committee to share information and potential strategies in order to align the last remaining difference of the three graduation requirements. The remaining difference among the Colleges is the requirement for an Associate Degree: both Cañada and Skyline require 50% of the total units for a major to be completed at the local campus, while CSM requires a minimum of 12 units in the major. The District Colleges have aligned requirements for Residency and Certificates.
3. Examine the potential for a Districtwide compressed calendar, including review of prior research and investigation of both opportunities and logistical requirements as identified by colleges which currently utilize the compressed calendar. Due to the economic uncertainties the District currently faces, the compressed calendar committee, composed of faculty and staff from all three Colleges, agreed to put the compressed calendar study on hold for one year.
4. In 2009, develop a plan that would move KCSM TV/FM toward financial independence from the District over a three-year period by increasing revenues (e.g., forming partnerships, leasing channels, increasing underwriting opportunities, etc.) and streamlining operations (automation, program mix, etc.). The Board received numerous reports throughout the year about the efforts underway to accomplish this goal. The Board also has expressed its desire that there be no subsidy for KCSM, starting in the 2010-11 academic year. Currently, the District is circulating an RFP seeking corporations, agencies or organizations that might want to partner with the District and provide revenue for KCSM, possibly in exchange for leasing available signal spectrum or other services. If this RFP does not produce favorable results, the District will have to pursue other options to eliminate or substantially reduce the general fund subsidy needed to operate the TV and radio stations.

5. California recently passed AB 32, the landmark global warming legislation; it is estimated that, if 100 percent of the reduction targets mandated under AB 32 are met, the Gross State Product (GSP) will increase by about \$76 billion, real household incomes will rise up to \$48 billion, and as many as 403,000 new efficiency and climate action-related jobs will be created. To meet this demand, the District will explore opportunities for expanding “green/clean” classes with a goal of creating either a Districtwide and/or College program that trains students for emerging green/clean jobs in the County. In conjunction with the Santa Clarita Community College District, the District applied for an “Alternative Energy Programs” federal earmark to be used to develop and expand curriculum and certificate/degree programs, and to foster industry and community partnerships. We learned recently that the earmark request was successful and our District will receive \$100,000 in federal funding. While each of the Colleges has been offering a variety of “green” classes, this funding will help the Colleges develop certificate and possibly AA degree programs. Specifically, Skyline College is developing an *Environmental Science and Technology* program and a *Green Construction Management Certificate*. College of San Mateo plans to develop two certificate programs including a *Certificate of Achievement in Solar Energy* as well as a *Certificate of Specialization in Green Building Design and Inspection*. At Cañada College, expansion and development of green job training includes *LEED Preparation and Certification*, *Environmental Technician/Environmental Testing* and *Environmental Science*. In addition, Cañada College will be developing *Green Construction and Green Energy Management* partnerships with local high school districts. The College also seeks to expand their newly created *Center for Global and Sustainable Studies*, the purpose of which is to coordinate campus activities and work with faculty on collaborative curriculum development in the area of sustainability.
6. Continue efforts in College Connection to improve high school to college transition and success (e.g., CalPASS, Summer Bridge Academy, Jump Start, Hermanos, concurrent enrollment, etc.) and expand the number of concurrent enrollment classes on high school campuses and on college campuses. The District and the Colleges will develop a comprehensive plan for concurrent enrollment with clearly defined targets and measurable performance outcomes. Due to budget restraints, CSM reduced the number of sections offered on high school campuses, especially Hillsdale High School. However, Hillsdale High School faculty remain interested in continuing conversations with the math and English faculty at CSM concerning curricular issues relating to success in college. Skyline has put on hold work to establish a middle college on campus and has also reduced concurrent enrollment sections on high school campuses. Despite the on campus reductions, concurrent enrollment has grown by another 17% in spring 2011 as compared to last spring. The District is continuing to streamline the College Connection processes and coordinating meetings with the high school personnel on a regular basis. Special programs, such as Hermanos at Skyline and LEAP at Cañada, are maintaining momentum and demonstrating success.
7. Expand the Skilled Trades Prep program by identifying potential partners and developing articulation agreements with appropriate educational providers to foster the movement of students from these providers to CSM. Develop and execute a marketing plan and related recruiting strategies for San Mateo County high schools immediately, with the goal of developing a thirty student cohort. Expand course offerings to include the CSM campus in 2009-2010 academic year. The college is in the process of developing an articulation agreement with the San Mateo Adult School *Building Futures Program*. Unfortunately, there has been a general lack of interest in both the *Building Futures Program* and related CSM courses due to the downturn in the construction industry. CSM cannot support low-enrolled classes due to budget constraints. At the same time, CSM has formed a partnership with various entities including PG&E, East Bay Municipal Water District, the San Francisco Public Utility Commission, and others to offer a new Power Systems and Instrumentation certificate. This new program has been widely marketed, including the high schools. This new one-year program is based upon a cohort model. The entire program will launch in fall 2010. The College initiated a soft launch of the program in spring 2010 and classes are full.

### ***Human Resources/Recruitment/Retention Goals***

8. Continue to conduct diversity train-the-trainer sessions, as funding allows. The goal is to have all permanent employees experience diversity training as a supplement to our twice yearly Museum of Tolerance trainings. *With the budget constraints that faced the District, a decision was made to put the twice yearly Museum of Tolerance trainings on hiatus until such time that the District's financial position improves.*
9. Make every effort to implement (through the collective bargaining process) the human resources recommendations from the Accreditation Team that call for the District to incorporate effectiveness in producing student outcomes into the evaluation of faculty and others responsible for student progress. *Negotiations with AFT have begun and a District proposal to incorporate student outcomes into the faculty evaluation process has been submitted. However, the CFT has challenged WASC on the incorporation of SLO's into faculty evaluations, and may take legal action against the accreditation commission. Our local AFT has taken a similar position to CFT's and has been unwilling to address this issue. Until this matter is resolved, we are deferring action on this goal.*
10. To reach reductions in spending in fiscal year 2009-2010 without imposing lay-offs, implement the early retirement incentive and voluntary separation program to create vacancies into which we can reallocate classified staff through managed hiring to produce more efficient and effective operations. *The first round of managed hiring was completed in 2009; 53 employees elected to take an early retirement incentive or voluntary separation agreement and 29 positions were unfunded. Employees in unfunded positions were offered other positions within the District. At the conclusion of the process, there were 14 employees who did not find another permanent position within the District, so they were given a temporary assignment. Since that time an additional four positions have been unfunded. A second round of managed hiring will occur and it appears that the Human Resources staff will attempt to place the 18 individuals into 16 available permanent slots.*
11. Establish a consolidated Districtwide Public Safety Department that will provide for the efficient use of resources. Provide for and ensure continuous 24/7 public safety coverage of personnel and property with the integration of technology. Negotiate a Memorandum of Understanding with the Organization of Emergency Services, and local law enforcement and fire responder agencies on the use of District assets and combined emergency preparedness training. *This goal was accomplished.*

### ***Facilities Goals***

#### ***The following is a consolidated response for goals 12, 13, 14 and 19:***

*Refinement of the Capital Improvement Program's "sources and uses" document is a continuing process; changes are made both when project bids are received and when new information about State capital funding is available. Very recently, we learned that the State will not put a K-higher education bond on the November, 2010 ballot; the District had a number of projects that were dependent upon that bond. While the District's goal is to assure that all buildings on all three campuses are modernized, shrinking State resources, the loss of the Lehman funds and loss of \$79 million in State capital outlay funds have made that goal temporarily unattainable.*

*Shrinking operating funds due to the State's economic crisis has also made attainment of goals #14 and #19 temporarily unattainable.*

*In late fall, the District began the process of assessing the viability of raising funds locally for these needs. We are currently surveying voters to assess their willingness to pass a parcel tax and/or general obligation bond. A parcel tax could be used to employ additional maintenance staff, to purchase equipment and for*

other operational needs. A general obligation bond could fund the projects that are currently unfunded and include a sinking fund that could be used—over a 10 or 20 year period—for equipment replacement, which would alleviate the operating budget.

Due to recent court cases that placed restrictions on the formation of maintenance assessment districts, the District has decided to delay further examination of the possibility of forming a MAD until after the results of a parcel tax or GO bond are known.

12. Evaluate and refine the Capital Improvement Program's revenue "sources and uses" document to assure that there is adequate funding available from all sources (bond, State, private donations and other local revenues) to complete all projects. *See response above.*
13. Focus the Capital Improvement effort to ensure that all existing buildings that have not been addressed as part of the first phase of construction, and not slated for demolition, are modernized to meet the needs of the instructional and support mission of the Colleges. *See response above.*
14. Develop a comprehensive plan to provide the increased maintenance staff needed as new buildings are brought on line. *See response above.*

### ***Finance Goals***

15. Maintain fiscal stability; develop strategies and actions to manage the effects of the State's budget deficit on our District. Reduce operational costs to the greatest extent possible by continuing efforts to build energy efficient infrastructure and facilities and by adopting green/clean operational procedures. *This has been the major focus of the work of the District this year and will be proposed as Goal # 1 for 2010-11.*
16. Improve and expand on efforts to sustain and increase student enrollment within the State funding limits. Continue to refine marketing messages through various media to recruit particular groups of potential students. *Due to the economic crisis, joblessness and the fact that state universities are serving fewer students, District FTES has grown beyond the District's cap. College administrators are now working to "manage" enrollment in the most efficient way, in order to serve the greatest number of students, in keeping with the Board's core values.*
17. Resolve the funding disputes that exist with the Brisbane and San Carlos Redevelopment Agencies. *The County Counsel's office has prepared a complaint for each of these RDAs and filed the complaint in San Carlos. This is the first step in anticipation of a lawsuit.*
18. Establish a post-retirement benefits substantive plan in compliance with the requirements of GASB 43 and 45 and establish a trust fund for the benefits. *The District established a Retirement Board of Authority (RBOA) and an Other Post Employment Benefits (OPED) trust and has funded the trust with a \$5M transfer from its Retiree Benefits Fund. The trust is managed by Keenan, maintained by Benefit Trust and advised by Morgan Stanley. The RBOA has met and established an investment policy and will start communications to the employees this spring.*
19. Develop a plan and secure a source of funding for replacement of technology-based equipment which no longer meets minimum standards, such as computers, printers, network components, servers and software applications. *See response above.*

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
PROPOSED GOALS FOR 2010-11**

1. Maintain fiscal stability; develop strategies and actions to manage the effects of the State's budget deficit on our District. Reduce operational costs to the greatest extent possible by continuing efforts to build energy efficient infrastructure and facilities and by adopting green/clean operational procedures. Prepare for future reductions and another round of managed hiring.
2. Continue work on managing enrollments and on the consolidation, retooling or reduction of programs to maximize the number of students served even in a time of declining funding. Use the Board's adopted "Core Values" statement as a guide for all program / budget modifications and adjustments.
3. Aggressively protect property taxes by maintaining a presence in Sacramento and good communication with our local legislators.
4. Pursue a bond, parcel tax or other special assessment.
5. Work with State and Federal legislators to enact new measures or secure new funds for strategic initiatives of documented needs of the District, including:
  - Work with the State legislature to assess the need for and feasibility of community colleges offering selected baccalaureate degrees in certain high demand workforce areas.
  - Work with legislators to secure additional federal earmarks for strategic District initiatives, including 1) an alternative energy training institute that could provide training leading to jobs in the solar and wind energy industries, green construction jobs, energy management and LEED certification; and 2) a career ladders program in the health care field.
  - Continue lobbying efforts with public agencies across the country to secure federal funds to replace the funds lost by public agencies through the Lehman bankruptcy.
  - Sponsor legislation that would allow the sale, consumption or possession of alcohol pursuant to a license or permit for special events on campus. The principal attendees for these special events should be members of the general public or invited guests and not students of the District. This legislation, we believe will allow the District to rent facilities for additional revenue.

San Mateo County Community College District

January 30, 2010

**BOARD REPORT NO. 10-1-6C**

**BUDGET STRATEGIES RELATIVE TO GOVERNOR'S  
JANUARY INITIAL BUDGET PROPOSAL**

**There is no printed report for this agenda item.**

San Mateo County Community College District

January 30, 2010

**BOARD REPORT NO. 10-1-7C**

**SURVEY RESULTS REGARDING THE PARCEL TAX, GENERAL OBLIGATION BOND AND  
MAINTENANCE ASSESSMENT DISTRICT**

**There is no printed report for this agenda item.**