

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES RETREAT
February 12, 2011, 9:00 a.m.
Cañada Vista Club House, 3 Olive Court, 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.*

9:00 a.m. **ROLL CALL**

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

INFORMATION REPORTS

- | | |
|---------|---------------------------------------------------------------------------------------------------------------------|
| 11-2-1C | <u>Report on Goals for 2010-11</u> |
| 11-2-2C | <u>Proposed Goals for 2011-12</u> |
| 11-2-3C | <u>Budget Update</u> |
| 11-2-4C | <u>International Education</u> |
| 11-2-5C | <u>Timing of Potential General Obligation Bond</u> |
| 11-2-6C | <u>Bond Oversight Committee Report and Communications to the Public Regarding Measure G Efforts</u> |

RECESS TO CLOSED SESSION

1. Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organizations: AFT, AFSCME and CSEA
3. Conference with Legal Counsel – Potential Litigation Pursuant to Government Code Subdivision
(c) of Section 54956.9 – 1 case

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REPORT ON 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. *Due to another year of State budget reductions, the District needed to reduce operating expenses throughout the District. Since funding for personnel is the largest expenditure, staffing levels were reduced in a variety of ways: 1) of 13 retirements, only 6 employees were replaced; 2) of 8 resignations, only 4 were replaced; 3) 9 other positions, including one administrative position, were eliminated and 4) in the managed hiring program, 16 positions were unfunded and 12 of the incumbents were assigned to more essential positions. The remaining 4 employees retired or are retiring in 2011 and will not be replaced.*

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. *Student services staff held meetings to discuss ways to cut operational costs while maintaining student access and success. In updates to the Board, the following service improvements, increased efficiency and cost savings strategies have been implemented since early 2010:*
 - *centralized processing of incomplete student applications (Canada and Skyline)*
 - *centralized processing of outgoing web-requested transcripts (CSM)*
 - *standardized in-person orientation programs for new students including group counseling and revamped the Priority Enrollment Program (PEP) to include a group counseling component resulting in a 1-2 semester student educational plan*
 - *expanded group counseling programs for specific audiences (e.g., orientation, transfer, career workshops and for students on probation etc.) by roughly 50%*
 - *expanded availability of walk/in drop in counseling during peak times*
 - *counseling resources shared across the three colleges based on college and student needs*
 - *automated and centralized the enrollment verification process*
 - *completed integration of SARS (student appointment registration system) enabling counselors district-wide to view counselor notes of students*
 - *Purchased Degree Works software to provide for an electronic student education plan. Installation and implementation are in progress.*

Similarly, the presidents and vice presidents of instruction reviewed, from a district-wide perspective, program offerings, athletic programs, load and cost data, and the status of the PIV process at each college, which informed the recommended budget cuts, and program and section reductions for the 2010/2011, all of which was reported to the Board.

3. Aggressively protect local control and retention of property taxes by maintaining a presence in Sacramento and good communication with our local legislators. *The governor's most recent budget proposal to eliminate redevelopment agencies and redirect related property taxes demonstrates the Administrations' (Republican and Democrat) attempt to use local property taxes to lessen the state's financial burden. Although there were no outright attempts to take local property taxes away from our District, the Administration continues to stay in close communication with local legislators regarding this issue. Four related issues arose this year which have the potential to affect our revenues: 1) the Controller's Office attempt to charge the District more than \$280,000 each year for collection of Measure G funds; 2) the State Chancellor's Office attempt to require the District to count Measure G funds as apportionment funds, triggering the need to hire additional full time staff, even*

though Measure G funds will only be collected for four years; and 3) long-standing disputes with the cities of San Carlos and Brisbane over the calculation of redevelopment pass through payments for the District, caused the District to file lawsuits against each City. The District administration is aggressively pursuing a favorable outcome on each of these three issues.

4. Pursue a bond, parcel tax and/or other special assessment. *The District successfully passed the Measure G Parcel Tax, which will provide approximately \$6-\$7 million annually to help bridge the funding gap caused by the State's inability to properly fund education in California.*
5. Work with State and Federal legislators to enact new measures or secure new funds for strategic initiatives or 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. *The Chancellor and staff did have several discussions with the District Academic Senate and State legislators regarding this matter. We also attempted to meet again with CSU Chancellor Charlie Reed. The Assembly Higher Education Committee was planning a hearing on this matter in early February, but cancelled the meeting. We are attempting to work with the Committee chair and Assembly member Fong to reinstate the hearing.*
 - 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. *This year, working with Jackie Speier's Office, the District received a \$350,000 earmark for the Cañada and College of the Canyons University Centers (\$250,000 for Cañada and \$100,000 for C of C). College of the Canyons received an Alternative Energy grant from Representative Buck McKeon; SMCCCD (Skyline College) received \$100,000 of these funds. Representative Anna Eshoo submitted an earmark request for a Career Ladders project (Skyline College and College of San Mateo), which did not make it through the appropriations process.*
 - 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. *The District worked closely with Representatives Anna Eshoo and Jackie Speier to seek a federal bailout for all public agencies in the country that lost that lost funds due to the Lehman collapse. This included efforts to have special legislation passed, as well as an effort to have TARP funds allocated for this purpose. Thus far, we have been unsuccessful in this effort. Several County agencies decided to sue the County Controller's Office regarding this matter; the SMCCCD decided to stay the course with our Congressional representatives until they determine that there are no further avenues at the federal level to pursue and then pursue every local option to recover lost funds.*
 - 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. *Working with Assembly Member Hill, the District sponsored AB 1748, which accomplishes the goals cited above; this bill was passed and became effective January 1, 2011.*

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
PROPOSED GOALS FOR 2011-12**

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; continue efforts to build energy efficient infrastructure and facilities; and adopt green/clean and sustainable practices. Expand efforts to create programs and services that provide additional unrestricted income for the District to be used to enhance student instruction and support services, i.e., San Mateo Athletic Club, rents from housing projects, increased facility rentals, etc.
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. Seek out, implement and expand cost effective means to improve access and higher education opportunities for our community and students. Use the Board's adopted "Core Values" statement (adopted in December, 2009) as a guide for all program/budget modifications and adjustments. Use Measure G Funds to expand instructional opportunities and related student services for students.
3. Aggressively protect local control and retention of property taxes by maintaining a presence in Sacramento and good communication with our local legislators. Work with local legislators and the system office to reduce regulatory impediments that drive up operational costs and reduce efficiency.
4. Course Articulation; Degree Audit and SB 1440: Work with the District Curriculum Committee, District Academic Senate and vice presidents to 1) continue alignment courses with remaining differences and 2) encourage faculty participation in reviewing Transfer Model Curriculum for those majors suggested by the Statewide Academic Senate, and possibly develop proposals for submission for SB1440 degrees for our unique degrees, where appropriate. Coordinate with all three colleges the submittal and review of course articulation agreements with four-year institutions. Complete implementation of the degree audit system according to schedule.
5. Chancellor, District Curriculum Committee, District Academic Senate and vice presidents working closely with state legislature on the issue of CSU local service area.
6. Pursue a general obligation bond to complete the District's Education and Facilities Master Plans; and to provide local funds to replace those funds lost by the County Treasurer's Lehman Brother investment and the State's retrenchment of capital projects due to the non-authorization of state education bonds for six years (the past four and next two).
7. Work with State and Federal legislators to enact new measures or secure new funds for strategic initiatives or 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.
 - 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.
 - Pursue relief from regulations that unnecessarily impose high costs or inefficiencies for College District operations.

Board Report No. 11-2-3C, Budget Update

Board Report No. 11-2-4C, International Education

Board Report No. 11-2-5C, Timing of Potential General Obligation Bond

There are no printed reports for these agenda items.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**Bond Oversight Committee
Annual Report to the Community - 2010****Background**

Voters in San Mateo County generously voted to approve two separate bond measures (Measure C in 2001 and Measure A in 2005) which together provided \$675 million in funding for updating, modernizing, and retrofitting the three community colleges serving County residents: Cañada College, College of San Mateo and Skyline College. As required by law, the District Board of Trustees established a Bond Oversight Committee in 2001 composed of community leaders with expertise in finance, accounting, education, construction, sustainability and local government. The Committee is charged with the responsibility to assure voters that bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of College facilities in compliance with the ballot language approved by voters, and that no funds are used for teacher or administrator salaries.

During the past year, the Bond Oversight Committee met quarterly to review the District's bond project plans, timelines and proposed expenditures. At each meeting, the Committee was provided with financial and project plan updates describing the bond-related activities undertaken by the District during the quarter. Throughout the year, members of the Bond Oversight Committee also toured facilities under construction as well as newly completed buildings. This year saw a major change in the membership of the Bond Oversight Committee. Due to term limits that are imposed by State law, eight members were termed out and seven new members were added to the Committee; in addition, a new student member of the board was appointed by the Associated Students organization.

The accounting firm of Vavrinek, Trine, Day & Co., LLP (VTD) conducted both a financial and a performance audit of bond expenditures and activities for both bond funds—Measure C and Measure A. The firm found that the bond fund financial statements present fairly the financial position and results of operations for each respective fund. As part of the performance audits, VTD reviewed 99% of Measure C expenditures and 33% of Measure A expenditures and found that the use of funds was consistent with the stated purposes of the respective bond project lists approved by voters. As of December 30, 2010, the District has expended all of Measure C funds; spending from this bond measure is completed. In addition, the District has expended \$381,143,787 and committed \$21,041,146 of Measure A funds—86% of the total authorization.

2010 in Review

During 2010, there was extensive construction activity on the College of San Mateo and Skyline College campuses. At Cañada College, the construction pace has slowed as most major projects have been completed. District and College administrations continued their collaboration in planning and scheduling construction projects to minimize the impact on the campus communities and to ensure that bond project funds are efficiently and effectively expended on College improvements that will benefit students for generations to come.

District staff also worked aggressively to secure additional State, local and private funding to supplement bond funds; to date, the District has secured more than \$84.3 million from these sources. However, the District is still suffering from the County's loss of \$155 million in funds invested in Lehman Brothers when it went bankrupt in 2008. This caused a loss of \$20 million in College District bond project funds; we continue to pursue all available means to try to recoup some of these losses, including a potential federal bailout and/or litigation. The District also has experienced a decline in State Capital Outlay funds for projects on all

three campuses, due to the fact that the State failed to approve an educational facilities bond in 2008 or 2010. The District lost \$54 million in previously-approved State funds due to the lack of the 2008 bond measure. The Lehman and State Capital Outlay losses forced the District to scale back or eliminate several construction projects previously planned.

Cañada College

As stated earlier, most of the planned construction projects at Cañada College have been completed. During 2010, the following bond-funded projects occurred at Canada College:

- The modernization of Building 5 and 6, which houses the cafeteria and student services activities, is currently under construction; completion is expected in Fall 2011. As part of this project, two elevators are being added for ADA access to major parts of the building which are located on a steep hillside below the main part of the campus. Total project cost is \$14.4 million: \$5 million State Capital Outlay and \$9.4 million Measure A funds.
- Buildings 2, 3, 16, 17 and 18, which previously underwent interior building modernization utilizing Measure C and Measure A funds, were painted in 2010.
- A campus tree trimming project was also completed during the year. The tree trimming was needed for fire mitigation and erosion control. As a result of this project, a beautiful grove of olive trees, which is believed to have been part of the original campus landscape design, was rediscovered at the secondary entrance to the campus, off Cañada Road.
- A high voltage electrical infrastructure upgrade for the entire campus is currently in the planning stages. This project, which is primarily funded by the State, will also utilize Measure A funds. This project will go out to bid in Spring 2011 with construction starting Summer 2011. Total project cost is \$4.6 million: \$3.8 million State Capital Outlay and \$768,000 Measure A funds.

College of San Mateo

Construction began in 2008 on the large \$226 million CSM Design/Build Project, which involved demolition of four buildings; construction of two new buildings, a new aquatic center, electrical power distribution system replacement, a new central chiller plant, and extensive site work and landscape improvements, including the Fine Arts Courtyard. In 2010:

- The new 88,000 square foot Building 5, Health and Wellness, opened in Spring 2010. Building 5 houses several CSM workforce programs, including dental, nursing and cosmetology, as well as a new fitness/wellness center that is used for PE classes, for a community fitness center and to train fitness professionals. It is adjacent to the new aquatic center, featuring an Olympic-sized pool and a second pool for competition warm-ups as well as Adaptive Physical Education. This new building has received LEED Gold certification (Leadership in Energy and Environmental Design), demonstrating the District's commitment to sustainable building design and construction. Funding for the building and Aquatic Center is from Measure A. Total project cost is \$61 million, all from Measure A.
- Construction is nearing completion on the new 143,000 square foot Building 10: College Center, which will place the cafeteria, bookstore and critical student services in the heart of the campus. The new facility will unite Student Services into a "One-Stop Shop," including admissions, career services, counseling, health center, financial aid, disabled students programs & services, cafeteria, and bookstore. Building 10 will also house a new Learning Center, a centralized tutorial and student support lab where students can get assistance across the disciplines from writing and mathematics to speech communication and foreign languages. In addition, Building 10 will house three high-tech,

large classrooms; faculty offices; and three large labs for speech, multimedia and broadcasting. This new building is also targeted to receive LEED Gold certification. This building is being funded with Measure A, and is expected to open in Spring, 2011. Total project cost is \$91 million.

- Modernization of Buildings 12, 15 and 17 was completed in 2010. Building 12 is the former science building; the first floor has been completed modernized to house the Administration of Justice and Fire Science Programs. Buildings 15 and 17, with 80 faculty offices, were completely gutted and modernized (building systems such as HVAC, plumbing, electrical fire alarm, and access controls; restrooms; paint; flooring; and ADA compliance, etc.). Total project cost is \$14.9 million, all from Measure A.
- The main campus also went through massive site work improvements that included ADA accessibility improvements, new pedestrian walkways, parking, landscaping, energy efficient exterior LED lighting, asphalt roadway and parking repairs, upgrades to the main campus quad, erosion and fire mitigation measures (coordinate with the Cities of Hillsborough and San Mateo). Total project cost is \$42 million, all from Measure A.
- There are two projects in the planning stages at CSM: demolition of seismically unsafe buildings 20-29 and renovation of the area to accommodate additional parking, pedestrian walkways, site improvements to include landscaping, erosion and fire mitigation, improved ADA accessibility and an outdoor plaza; and an electrical 480KW load center upgrade/reconstruction. The current electrical infrastructure is underground and the College has experienced two underground explosions due to outdated, nonfunctional equipment. Total project cost is \$17 million: \$10 million in State Capital Outlay and \$7 million from Measure A.

Skyline College

Construction began in 2008 on the large \$89 million Skyline Design/Build Project, which involved demolition of one building; construction of two new buildings; landscape improvements; new 480KW load center and main high voltage control center for the campus; and extensive ADA accessibility site work and including the central courtyard. In 2010:

- Construction is just about completed on the new 73,000 square foot Building 4: Multicultural Center, Cosmetology, and Administration & Classrooms; a grand opening is planned for Spring 2011. Building 4 is on track to receive LEED Gold certification. Total project cost is \$55 million, all from Measure A.
- Site work improvements around campus, particularly in and around the new central courtyard at Skyline, were completed in 2010. In addition, the perimeter roadway around campus has been redesigned to allow for a roundabout, drop off area near the Student Center and all parking lots on campus were re-paved (for the first time since 1969). Total project cost is \$20.5 million, all from Measure A.
- Construction was completed on the 6,746 square foot New Auto Technology Facility. This building houses the new auto transmission program as well as a classroom and laboratory facilities. Total project cost is \$7.6 million, all from Measure A.
- A new Facilities Maintenance Center opened at Skyline College in 2010, replacing 50-year old former Coast Guard facilities that had housed facilities staff and equipment since the College opened in 1969. This project consists of engineering, custodial, and grounds facilities to maintain campus operations. This new building also received LEED Gold certification. Project cost is \$8.2 million: \$5 million in State Capital Outlay and \$3.2 million from Measure A.

Districtwide

Sustainability is one of the Guiding Principles identified in the College District Facilities Master Plan. To achieve these goals, the District requires its consultants and contractors to employ sustainable strategies in the projects included in the District's Capital Improvement Program. The District is proactively looking for opportunities to employ such strategies in the areas of energy management, waste reduction/waste management, water conservation, use of renewable and green construction materials, and building orientation and design. To date, the District has received LEED Certification (Leadership in Energy and Environmental Design) for three new buildings: the two Facilities Maintenance Centers and Building 5 at CSM. Building 10 at CSM and Building 4 at Skyline are also on track to received LEED Gold certification.

The Bond Oversight Committee continues to be gratified with the results of the District's modernization and new construction efforts. More detailed information about the bond projects, timelines, and expenditures-to-date is available on the District's web site: www.smccd.edu. To navigate to the information from the home page, click on *Bond Oversight Committee* on the District's main web page. There you will find bond projects and information related to the activities of the Bond Oversight Committee: meeting dates, agendas, minutes, and reports. Additional questions and/or concerns should be addressed to the Bond Oversight Committee in care of: christensen@smccd.edu.

The Bond Oversight Committee welcomes members of the community to its meetings which are held every quarter.

Submitted by Bond Oversight Committee Members (2011):

Linda Asbury
Gita Dev
Steve Dworetzky
Jeff Gonzalez, student member
Maritess Lagandaon
Sylvia Merkadeau
Gus Petropoulos
Alan Talansky
Victor Torreano
Adrienne Zanini