

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**STUDY SESSION OF THE BOARD OF TRUSTEES**  
**Wednesday, September 9, 2020**

**Closed Session at 5:00 p.m.; Open Meeting at 6:00 p.m.**

This meeting will be held telephonically via Zoom.

Members of the public should **NOT** come to District Office to participate.

**Join this Zoom Meeting – <https://smccd.zoom.us/j/91767302193>**

**Dial-In: 1-669-900-9128 – Webinar ID: 917 6730 2193**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

**Observing the Meeting**

Members of the public who wish to observe the meeting may do so by accessing the link or calling the following telephone number above at the beginning of the meeting.

**Providing Public Comment During the Meeting on NON-AGENDA Items**

To make a comment regarding a non-agenda item, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear. Members of the public making comment are reminded of the 3-minute time limit for comment.

For members of the public who do not have access to a computer or smart device, time will be allotted at the end of public comments for members of the public to comment using a phone.

**Providing Public Comment During the Meeting on AGENDA Items**

To make a comment regarding an item on the published agenda, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear.

For members of the public who do not have access to a computer or smart device, time will be allotted at the end of public comments on the agenda item for members of the public to comment using a phone.

**Accommodations**

Persons with disabilities who require an accommodation or service should contact the contact the Chancellor’s Office at (650) 358-6877 at least 24 hours prior to the Board meeting.

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**5:00 p.m.      Call to Order**

**CLOSED SESSION ITEMS FOR DISCUSSION**

1. Conference with Labor Negotiators  
Agency Designated Representative: Mitchell Bailey  
Employee Organizations: CSEA
2. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Three cases
3. Consideration of Action in Connection with a Student pursuant to Ed. Code § 72122
4. Ratification of May and June 2020 Confidential District Warrants

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**RECESS TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

**6:00 p.m. Call to Order / Roll Call / Pledge of Allegiance**

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

**STATEMENTS FROM OTHER REPRESENTATIVE GROUPS**

AFT, Local 1493  
CSEA, Chapter 33  
AFSCME, AFL-CIO, Local 829, Council 57

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

**NEW BUSINESS**

- 20-9-1A Approval of Revision to Miscellaneous Pay Rates Salary Schedule
- 20-9-2A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

**Approval of Consent Agenda**

*All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing for Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.*

- 20-9-1CA Correction to Board Report 20-3-3CA Acceptance of Gifts and Donations by the District
- 20-9-2CA Ratification of May and June 2020 District Warrants
- 20-9-3CA Renewal of Sole Source Agreement with State Chancellor’s Office Identified Key Talent to Steer College of San Mateo’s Regional Energy, Construction and Utilities Grant
- 20-9-4CA Approval of College of San Mateo/Community, Continuing & Corporate Education Collaborative Programming

**Other Recommendations**

- 20-9-101B Public Hearing of the 2020-21 Final Budget
- 20-9-102B Adoption of the 2020-21 Final Budget

**INFORMATION REPORTS**

- 20-9-2C      Update on District Public Safety Department Practices
- 20-9-3C      Discussion of Future Activities Relating to South Bay Public Safety Consortium Policies and Practices
- 20-9-4C      Update on COVID-19 Fall 2020 Procedures and Implications for Planning for Spring 2020 Semester

**COMMUNICATIONS**

**STATEMENTS FROM BOARD MEMBERS**

**RECONVENE TO CLOSED SESSION (if necessary)**

**RECONVENE TO OPEN SESSION (if necessary)**

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION (if necessary)**

**ADJOURNMENT**



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

*Cañada College • College of San Mateo • Skyline College*

## Combined Report of the District Chancellor and College Presidents

We commit to promoting social justice

SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT

*This video is the first of a series planned by the District Academic Senate Task Force on Teaching and Learning.*

## BOARD REPORT | SEPTEMBER 9, 2020

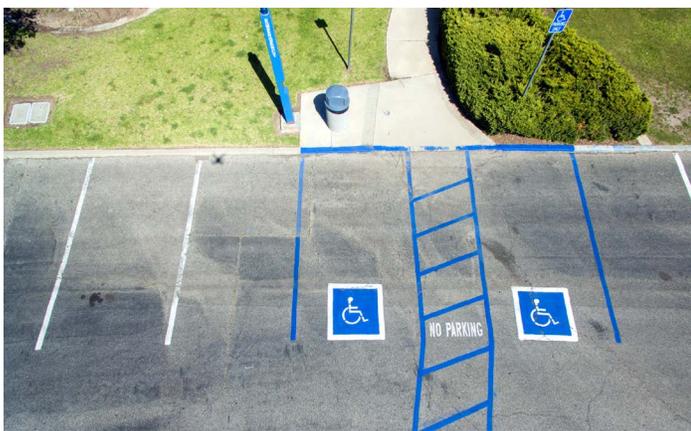
### Our Welcome Back Video



With the return to a fall semester of mostly online instruction, many members of our college and district community have concerns about teaching, learning, and working in challenging conditions. With that in mind, students, faculty, staff and administrators shared their concerns—and how they plan to respond to the challenges—in a [welcome video](#).

[This video](#) is the first of a series planned by the District Academic Senate Task Force on Teaching and Learning. Watch for more videos soon.

### District Set to Release Draft ADA Plan for Public Comment



The San Mateo County Community College District has spent the past year evaluating compliance of its facilities and services with the Americans with Disabilities Act (ADA) of 1990. ADA provides comprehensive civil rights protections to qualified individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

The District's findings and recommendations have been assembled in a draft report that is ready for review and comment by the District community and the public. The draft ADA plan covers all three campuses and the District Office. There are two components of the ADA plan:

1. Transition Plan: this identifies physical barriers in buildings, roads, stairs, ramps, etc.
2. Self-assessment Survey: this evaluates the accessibility of services to students, staff and the public such as ITS, websites and human resources.

The draft plan and a comment form will be posted on the [District homepage](https://smccd.edu/) (https://smccd.edu/) on Tuesday, Sept. 8. Two public forums will also be held via Zoom, details to be announced soon.

### San Mateo County Community College District Emergency Food Distribution Program Expands to Skyline College



The San Mateo County Community College District Emergency Food Distribution has added a second location at Skyline College to its weekly services. The program launched on Wednesday, September 2.

The CSM food distribution has served more than 19,000 families since it began on April 3. With Second Harvest locations in the Bay Area running at full capacity, there was

## BOARD REPORT | SEPTEMBER 9, 2020

a need for additional locations. Skyline College's SparkPoint Center partnered with Second Harvest to establish the new program.

The weekly Emergency Food Distribution Schedule is now:

### Skyline College

Wednesdays, 11am – 1pm  
Enter campus via College Drive

### College of San Mateo

Fridays, 11am – 1pm  
Enter campus via West Hillsdale Blvd

The SMCCCD Emergency Food Distribution continues to provide a critical basic need for the community during the COVID-19 crisis, helping to offset the effects of unemployment and school closures. The program has made a significant impact since starting in April:

- 19,100 families served
- 754,540 pounds of food distributed
- \$1.13 million in groceries costs offset for families

Food boxes are supplied through a partnership with Second Harvest of Silicon Valley. Each family receives a 39-pound box of food worth about \$60. The food distribution is open to the public and serves a large number of college students as well as community members.

Prior to the pandemic, Second Harvest of Silicon Valley was already providing food to about 260,000 people per month in the Bay Area. By June, that number skyrocketed to more than 500,000 people per month. The demand has remained at that level and is expected to continue for another 12-18 months.

### *Other SMCCCD Food Distribution Programs*

In addition, the District purchases food cards from local grocery stores, each card worth \$75-150, for more than 900 food-insecure students each month. Since March, the district has provided more than \$800,000 worth of grocery cards to students who need food.

The San Mateo County Community Colleges Foundation has set up an emergency fund to support these efforts as well as emergency scholarships and other student needs. Please visit [foundation.smccd.edu](https://foundation.smccd.edu) to support our local students.

### Hundreds of District Faculty Complete Summer Training



As initially reported in June, the San Mateo County Community College District provided summer professional development to hundreds of instructors, counselors and student support staff at Cañada College, College of San Mateo and Skyline College. Dubbed Quality Online Teaching & Learning, the 25-hour training program involved technical training, mentoring and peer support to enhance online education across the community college district.

The scope of the training program was massive, providing professional development for 650 college faculty as well as dual enrollment faculty, faculty instructors, and other support staff. The training program was supported by more than \$1.4 million in Federal CARES Act funding as well as District funds.

Quality Online Teaching & Learning provides foundational instruction in five key areas:

1. Use of technology for teaching online
2. Digital literacy
3. Best practices for online communication
4. Educational equity in online courses
5. Student readiness through support resources

The District also created a large professional development program for San Mateo County schoolteachers. SMCCCD's Community, Continuing, and Corporate Education division partnered with the San Mateo County Office of Education to design a summer series of two-week workshops designed to help teachers teach online. The program served about 350 teachers this summer. See more at the [Office of Education website](#).

**District Provides Classrooms for 2020 Census Worker Training**



**STAND UP AND BE COUNTED!**

The Census is the largest peacetime mobilization of people in the United States. This year the 2020 Census is contacting more than 100,000 housing units in San Mateo County that have not yet responded to the 2020 Census. To accomplish this our local Area Census Office needed to train 2,000 new employees – called enumerators – to conduct these face-to-face interviews.

The three colleges of the San Mateo County Community College District—Cañada College, College of San Mateo, and Skyline College—provided sanitized classroom space for the training program.

Training took place from July 31 to August 5. About 200 trainees were on each campus each day, using five classrooms on each campus in order to maintain social distancing. Trainees and instructors wore face coverings and underwent health screening before entering campuses. College Facilities staff performed daily classroom sanitization for the Census program.

Read more at [news.smccd.edu](https://news.smccd.edu)



**College Hosts First Virtual COLTS-CON**

**FAMILY NIGHT**  
NOCHE DE FAMILIA

**TUESDAY AUG 4TH**  
GET READY FOR COLLEGE

**WEDNESDAY AUG 5TH**  
CHOOSE A PATH

**THURSDAY AUG 6TH**  
STAY CONNECTED FOR SUCCESS

Kimberly Ortega-Ramirez

Tamarik Rabb

Guidance Gunundu

Dontario Beverly

Have any questions? Type them in the Q&A box!  
¿Tiene preguntas? ¡Escribelas en la ventana de Q&A!

**2020 COLTS-CON**  
Cañada College

For the first time ever, the Cañada College Summer Bridge Program, COLTS-CON, was offered online. Working collaboratively as a college community, the COLTS-CON Planning Team presented a three-day conference style bridge program designed to prepare new and continuing students for the start of college, with special emphasis on virtual learning.

This year, COLTS-CON kicked off with Family Night-Noche de Familia. Student participants and their families were invited to join the COLTS-CON team to learn about what students and parents could expect from COLTS-CON and the many resources and services available to them. The event was the perfect beginning to the three-day learning experience.

The first day of COLTS-CON started with three local area artists Yosimar Reyes, Cece Carpio and Ivan Reyes who shared their talents and wisdom with the student participants. The second day featured a faculty panel that included David Eck, Sumathi Shankar, Paul Naas and Gampi Shankar who delighted students with nuggets of wisdom that highlighted how to be successful in an online platform and advised students how to stay motivated. The day also featured Cañada's "Interest-Areas" and Guided Pathways.

## BOARD REPORT | SEPTEMBER 9, 2020

The final day of COLTS-CON included a student panel that showcased recent student graduates and their path to success, completion and transfer. New and current students received “just-in-time” knowledge from their recent peers that focused on the transfer process and encouraged the mindset that “transfer and completion is possible.” Student participants also were able to take part in the “Student Services Town Hall” where Cañada College administrators introduced themselves and representatives from college student services and resources shared information.

Students were able to access COLTS-CON through Canvas and the sessions and presentations were recorded so that they are accessible for students that were not able to attend live. These resources will continue to be available on our Canvas page for new and continuing students. COLTS-CON was a tremendous success and a model for virtual bridge programs in the future!

### Looking Ahead - Leadership Retreat Outcomes



On August 12 and 13, more than 50 student, faculty and classified staff leaders and administrators, from all participatory governance groups, joined together for Cañada College’s second annual Leadership Retreat. Held on Zoom this year, the event involved participants from every stakeholder group that is part of the College’s [participatory governance framework](#). The group tackled the challenges and opportunities facing the College due to the COVID-19 pandemic and renewed the College’s commitment to being an anti-racist institution. More information, including all of the materials and notes from the Retreat can be found [here](#).

This Retreat has become part of [the College’s annual planning cycle](#). Participants helped shape a draft Anti-Racist Framework for the College and refined six strategic priorities that emerged from the [Education Master Plan](#) and [Strategic Enrollment Management Plan](#). Both the Framework and the strategic priorities were further discussed at Flex Day and will be discussed at the first meeting of the [Planning and Budgeting Council](#) on September 2. The draft commitments to Anti-Racism and the six strategic priority areas include:

#### *College Commitments to Anti-Racism (draft)*

We are Cañada College, a community of scholars and practitioners. As a collective and as individuals we commit to:

- critically examine our behaviors and college practices for the conscious and unconscious ways in which we contribute to systemic racism;
- uplift stories and data about the impact of anti-Blackness, oppression, poverty, and racism in our communities;
- reimagine and build a community of learning and service based in anti-racism, social justice, and liberation;

We welcome and invite these commitments as essential components of an anti-racist and socially-just community for the students we serve, the community where we work, and the world we live in.

#### *Strategic Priority Areas*

- Improve student completion by developing and implementing a comprehensive college-wide approach to [enrollment management, student retention, and course scheduling](#)
- Collaborate with [K-12 and Adult School partners](#) to promote relationships, seamless transitions, and alignment of pathways
- Expand and [enhance marketing](#) and effective communication of opportunities for students
- Establish a robust college-wide [professional learning](#) program that engages campus constituents while creating opportunities for innovative practices that support student success and promote equity

- Promote a campus culture that fosters a climate of inclusivity
- Institutionalize effective structures and best practices of Hispanic-Serving and Asian American and Native American Pacific Islander Serving Institutions in order to reduce the obligation gap. [NOTE: These will include related Guided Pathways and Student Equity and Achievement Plan initiatives].

To create greater transparency around these conversations and the College's decision-making processes generally, please find the following helpful resources: [Cañada Collaborates](#) provides information about Cañada's strategic priorities as well as contact information for key College Councils, Senates and Committees; and the PBC's [Participatory Governance Manual](#) also contains important information about how the campus community works together to achieve college-wide goals and objectives.

### Cañada College Stands Against Racism: Black Lives Matter

Following the murder of George Floyd on May 25, the Cañada Community embarked on a series of conversations and strategic planning activities to fulfill the [College Mission, Vision and Values](#), the [District's commitment to social justice](#) and [President Moore's statement in support of Black Lives Matter](#). In addition to the Leadership Retreat, a Flex Day Session (a continued discussion that began at the Retreat) was held on August 18 (see here for the [slides](#) and [notes](#) from that session). This year, Cañada College hosted three [Critical Conversations](#) over the summer and will continue to have regular conversations about race. The College will be launching a "community read" to discuss Ibram X. Kendi's, *How to be an Antiracist*. In addition, Cañada College has joined the USC California Community College Racial Equity Leadership Alliance and will be sending teams to participate in their monthly e-convenings. More information about Cañada's continued efforts will be posted [here](#).

## College of San Mateo

### CSM Alumna Launches Transfer Podcast



Ariana offers advice to students about her CSM experience and the transfer process.

CSM alumna Ariana Davarpanah recently transferred to Stanford University, beginning her first semester this fall. After posting about her academic journey over the summer on her LinkedIn page, other students began reaching out to ask questions about her experience. As the inquiries continued, Ariana realized her story could help inform and inspire others. In order to share with a broader audience, she created a podcast focused on transferring from community college to a four-year university.

Titled *Transfer Tea*, [the podcast](#) is "meant to create a community for successful and prospective transfer students to learn about the process, share stories, and promote community college and transfer success." New episodes are posted every Tuesday.

### CSM Ranked Third Best Community College in the U.S.



On August 17, 2020, personal finance site WalletHub.com ranked CSM as the third best community college in their annual "Best & Worst Community Colleges." [See the full rankings.](#)

## CSM's First Virtual Flex Day A Success



On Tuesday, August 18th, CSM held its first virtual Flex Day. It was a full and well-attended day of reconnection after a busy and eventful summer. The event kicked off with opening remarks from Chancellor Mike Claire and Interim President Kim Lopez. They were followed by a panel of amazing students bravely sharing their experiences and challenges from recent months along with their concerns and hopes for the fall semester.

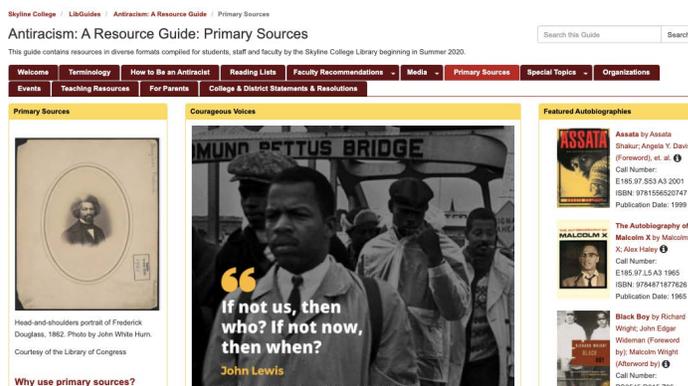
The activities continued in Zoom breakout sessions facilitated by CSM faculty and staff as well as a guest speaker from LinkedIn, covering a variety of topics on pedagogy, antiracism, technology, accessibility, equity, and student support. Finally, the day concluded with a District-wide keynote speaker, Joel Baum from [Gender Spectrum](#), who delivered an engaging and incisive webinar about the historical, political, and cultural dimensions of gender followed by the SafeZone committee chairs of all three colleges giving updates on how we're working to support LGBTQ+ students in the District.

While there is no substitute for gathering in person, the online format allowed more part-time and remote faculty and staff to participate in Flex Day than ever before, and recordings of the sessions were made available to the whole campus community for the first time. Faculty and staff not only got a chance to learn and connect, but they also gained an invaluable understanding of the student perspective as they navigated the links, gallery views, and breakout rooms throughout the day.

*Article by Liz Schuler, CSM PD Coordinator.*



## Introducing Antiracism: A Skyline College Library Resource Guide



The Skyline College Library is pleased to present [Antiracism: A Resource Guide](#), a collaborative community resource. The impetus for this guide was our collective response to the murder of George Floyd by police in Minneapolis in May. We recognized the need to educate ourselves and our community on the complex topic of racism against Black people in America and to show solidarity with those in our community—especially students and staff—who have been harmed by racist ideas, policies and practices.

This online guide curates, compiles and provides access to high quality resources for battling racial bias. While the primary audience for this guide is our students, we've also included resources for instructors, staff, and those of us who are actively parenting.

Guide content includes:

- Terminology of racism
- How to be an antiracist
- Recommended reading lists
- Faculty resource recommendations by Tamara Perkins, Nathan Jones, Jesse Raskin and Tasia Scott (Please contact the Library to include yours, too)

## BOARD REPORT | SEPTEMBER 9, 2020

- Media: podcasts, radio, film and television
- Primary sources
- Organizations and events
- Teaching resources & resources for parents
- A range of special topics: Activism & Sports, Black Lives Matter, The Crown Act, Gender & Feminism, Race & Criminal Justice, Racism against Asian-Americans during the 2020 Pandemic, and coming soon, Voting Rights and Voter Suppression.

As this new resource grows, we seek to continue authentic collaboration with the Skyline College community. An easy way to provide feedback or suggest resources is to submit a [Research Help Form](#). Please include any links to sources you'd like us to explore.

Thank you for being a key part of the Library's active work to build racial justice. <https://guides.skylinecollege.edu/>

*Article by Jessica Silver-Sharp*

### Study Abroad Students Awarded \$32,000 from Gilman Scholarship



Ten students from Cañada College, College of San Mateo, and Skyline College were awarded a total of \$32,000 from the U.S. Department of State's [Benjamin A. Gilman International Scholarship](#), a grant program that enables students of limited financial means to study or intern abroad. The program is committed to reshaping study abroad to make it more accessible and inclusive for students who, due to financial constraints, might not otherwise participate. Its goal is to increase opportunities to live and learn abroad while building mutual intercultural understanding between students and their host communities. For the last application cycle (deadline March 2020), 20

SMCCCD students applied, and 10 students were awarded the scholarship—an award rate of 50%. The list of all colleges and universities awarded the Gilman Scholarship is listed on the [Gilman Scholarship website](#).

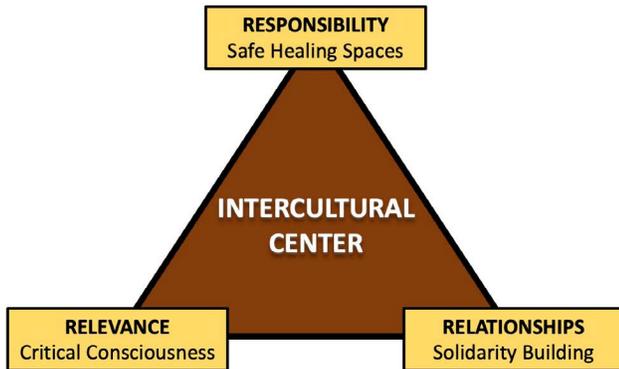
Due to the COVID-19 pandemic, these scholarships were delayed, the recipients notified several months later than usual. Students who applied last March had been planning to participate in study abroad or global internship programs during the Summer 2020 or Fall 2020 sessions. However, in light of the pandemic and the suspension of most study abroad programs across the country, the Gilman Scholarship Program has allowed students to defer their scholarship award to a future study abroad or global internship program, or to use their award for a virtual global program.

The next round of the [Gilman Scholarship application is now open!](#) The deadline is Tuesday, October 6, 2020. Students can work with the SMCCCD Study Abroad staff for assistance in applying for the Gilman Scholarship as well as to learn about future study abroad and virtual global learning experiences. Email [studyabroad@smccd.edu](mailto:studyabroad@smccd.edu) or visit [smccd.edu/studyabroad](http://smccd.edu/studyabroad) to connect with the Study Abroad team.

SMCCCD Study Abroad is the district-wide study abroad program housed in the Global Learning Programs and Services Division at Skyline College. For more information about studying or interning abroad, faculty teach abroad opportunities, community travel for lifelong learners, visiting international faculty presenters and student scholarship opportunities, please contact Zaid Ghori at [ghoriz@smccd.edu](mailto:ghoriz@smccd.edu) or (650) 738-7088 or Stephanie Wells at [wells@smccd.edu](mailto:wells@smccd.edu). You can also learn more by visiting the SMCCD Study Abroad Facebook page or Instagram page @smccd\_study\_abroad.

*Article by Stephanie Wells*

### Introducing Skyline College's new Intercultural Center!



The Student Equity and Support Programs Division (SESP) is excited to invite all to take part in the development of our new Intercultural Center! We say "development" because this space is a work in progress that will require community sharing, listening, vulnerability, and resilience from the entire Skyline College Community.

The Intercultural Center will provide a welcoming space on campus, as well as a virtual campus for students, faculty members, and classified professionals to explore their identities, find community, and work towards racial and social justice. The programs will center on racial and ethnic identity, and also provide multiple aspects of identity.

SESP will be hosting a zoom forum for all members of Skyline College on September 9th, 2020 at 12:00 noon to learn more about your hopes for the Intercultural Center and to share details regarding our upcoming events for the Fall 2020 Semester.

Please fill out the [Intercultural Center Survey](#) to provide YOUR input on OUR Intercultural Center. You can visit our [website](#) to learn more about the Intercultural Center's Vision, Mission, and Values Statement.

*Article by Allen Ocampo*

**BOARD REPORT NO. 20-9-1A**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: David Feune, Director of Human Resources, (650) 358-6775

**APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE**

The Miscellaneous Pay Rates Salary Schedule was originally established by the Board of Trustees in 1989 (Board Report No. 89-7-3A) for selected services not covered by other District salary schedules. The classifications are designed to supplement current staff services on a short-term, non-continuing basis, and constitute temporary, at-will employment for special District services and projects.

It is recommended that the following positions be classified as short-term professional experts and included on the Miscellaneous Pay Rates Salary Schedule.

- **Academic Coach** – Math in the End Zone is a new Learning Community dedicated to football-playing student athletes. The Academic Coach will instill specific coaching methodologies into the math class with the goal that students will be more engaged in math. The coaching methodologies include strategies such as developing friendly competition in the classroom, goal setting, teamwork, case loading, commitment to completing, dedication, accountability, perseverance, and resiliency to overcome setbacks. Pay Range of \$50.00 to \$75.00 per hour.
- **Practicum Mentor (Early Childhood Education)** – Due to COVID-19 prompting the San Mateo County Public Health Department to prohibit placing our students as volunteers in classrooms with children, our ECE Practicum students do not have the opportunity to get hands-on experience with children under the supervision of Master Teachers trained in the CA Early Childhood Mentor Teacher Program. As a result, it was necessary to find another means for these students to get experience equivalent to this ‘hands-on’ training. Utilizing Practicum Mentors to create a Community of Practice leverages the experience and guidance of these mentor teachers in roles that allow the students to understand better what their instructors are teaching during the instructional part of the class. Instead of pure observation, as they would have with access to videos alone, these Practicum Mentors will allow the students to benefit from their experience in the field of early childhood development. Specifically, Practicum Mentors will facilitate a Community of Practice (CoP) each week. Practicum Mentors will meet with their CoP at a time that they and their assigned students agree upon. During the CoP meetings, the Practicum Mentors and the students will review assignments that may be written, self -videos or other activities that will be pre-organized by the primary course instructor. Pay Range: \$35.00 per hour.

**Recommendation**

It is recommended that the Miscellaneous Pay Rates Salary Schedule be revised, effective September 1, 2020, as indicated on the attached pay schedule.



**MISCELLANEOUS PAY RATES SALARY SCHEDULE**  
(Effective September 1, 2020)

<b>CLASSIFICATION</b>	<b>HOURLY PAY RATES</b>
<p><b>Academic Coach</b> Will instill specific coaching methodologies into a class with the goal that students will be more engaged. The coaching methodologies include strategies such as developing friendly competition in the classroom, goal setting, teamwork, case loading, commitment to completing, dedication, accountability, perseverance, and resiliency to overcome setbacks.</p>	\$50.00 - \$75.00
<p><b>Accompanist</b> Play piano to assist in voice classes and for choral groups.</p>	\$50.00 – \$75.00
<p><b>Art Model</b> Perform specialized services in an instructional classroom environment for Art classes where the curriculum calls forth the requirement of drawing the human figure, with attention to drawing from the live model.</p>	\$25.00 - \$50.00
<p><b>Assistant Coach</b> Provide support for coaching in a specific sport; supervise practices, assist at games.</p>	Up to \$20,000 per season.
<p><b>College Physician</b> Plans, implements and leads professional College health care services in conjunction with public health nursing staff; provides medical advice and treatment in the College Health Center; writes prescriptions as needed; confers with medical plan providers and emergency medical personnel regarding follow-up care; sets up and maintains confidential documentation of treatment and services provided; completes required medical provider and emergency forms; makes presentations to students, organizations and other groups as assigned.</p>	\$110.00 - \$125.00
<p><b>Community Services Instructor/Short Course (Teacher) Instructor</b> Instruct not-for-credit, personal and professional enrichment courses taught on a wide variety of topics at SMCCCD, as well as out in the community. Per contractual agreement between CCCE and business and industry customers, instruct and set up activities and develop curriculum or activities within the focus of the program(s). Independently prepare lesson plans and class/program materials, records of attendance and other related duties.</p>	\$20.00 - \$350.00
<p><b>Consultant (Non-Instructional)</b> Perform review, analysis, and consultation for specific events/ and/or projects requiring specialized knowledge or expertise. Work is completed with a high degree of discretion, independent judgement, and generally performed as professional or administrative work.</p>	\$25.00 - \$200.00
<p><b>Contract Education Instructor (not-for-credit)</b> Instruct not-for-for credit programs offered to public or private organizations to promote education/training and economic development for the business community. Maximum rate of pay subject to agreement between the district and trainer.</p>	\$50.00 - \$350.00
<p><b>Counseling Intern</b> Provides individual, couple and group personal counseling to students; provides consultation with faculty and staff; attends outreach activities (in class presentation, workshops, tabling, etc.); collaborates with on-campus programs; provides referrals to off-campus resources; attends weekly group supervision/training and individual supervision; maintains clinical records.</p>	\$20 Flat Rate



**MISCELLANEOUS PAY RATES SALARY SCHEDULE**  
(Effective September 1, 2020)

<b>CLASSIFICATION</b>	<b>HOURLY PAY RATES</b>
<b>EMT I Proctor</b> Assists instructors in the various classes and schedules assignments to part-time instructors, which can result in work assignments varying from one to several class sessions per semester.	\$25.00 Flat Rate
<b>Fashion Design Program Assistant</b> Makes minor repairs to sewing machines, provides department tours, designs program websites, creates brochures and flyers to advertise classes and events, speaks at career days, plans for events, and manages supplies and equipment for the Fashion Design program.	\$16.19 – \$16.98 – \$17.80
<b>Health Educator</b> Assist in organizing and delivering health education programs and services to students. Provide proactive health information on an as-needed basis.	\$27.00 Flat Rate
<b>KCSM Projects Leader</b> Under direction of General Manager or other management staff, directs and coordinates contracts, technical requirements, compliance with Federal Communications Commission regulations, studio scheduling and other strategic planning and logistics for special station projects and productions.	\$60.00 Flat Rate
<b>KCSM Production Operator</b> Operates cameras; adjusts camera angles and apertures; makes minor repairs to equipment and supplies; serves as studio mixer; operates teleprompters.	\$35.00 – \$40.00 - \$45.00
<b>KCSM Floor Director</b> Works with producer and other directors to set up, monitor and adjust camera angles, cues, lighting and sound performance quality; supervises scripts, placement and performance of on-air talent.	\$30.00 – \$35.00 – \$40.00
<b>KCSM Video Shader</b> Operates cameras to monitor color and level of consistency throughout various programs.	\$30.00 – \$35.00 – \$40.00
<b>KCSM Video Mixer</b> Sets up production video consoles pursuant to producer/director requests. Serves as interface between producer/directors and crews.	\$35.00 – \$40.00 – \$45.00
<b>Practicum Mentor (Early Childhood Education)</b> Facilitate a Community of Practice (CoP) each week. Practicum Mentors will meet with their CoP at a time that they and their assigned students agree upon. During the CoP meetings, the Practicum Mentors and the students will review assignments that may be written, self -videos or other activities that will be pre-organized by the primary course instructor.	\$35.00
<b>Shuttle Drivers</b> Drive District-issued 10 passenger van for various events, programs, meetings, and tours.	\$16.50
<b>Videographer</b> Film specific events and/or projects such as, campus events, campus activities, teaching in classrooms, campus landscapes, and conduct interviews to gather footage for the college. Film will be edited for use on the college website, social media and to document the work and activities of the college for communications and promotional purposes.	\$50.00 - \$200.00

**BOARD REPORT NO. 20-9-2A**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: David Feune, Director, Human Resources, (650) 358-6775

**APPROVAL OF PERSONNEL ITEMS**

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

**A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT  
(NP = New position, \* = New Employee)**

**College of San Mateo**

<b>Alma Lizette Bricker</b>	Acting Vice President of Student Services	Office of the Vice President of Student Services
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Appointed Acting Vice President of Student Services, effective August 20, 2020.

<b>Tabitha Conaway</b>	Acting Dean of Enrollment Services and Support Programs	Enrollment Services
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Appointed Acting Dean of Enrollment Services and Support programs, effective August 20, 2020.

**B. PUBLIC EMPLOYMENT**

**1. New Hires (NP = New Position, \* = New Employee)**

**College of San Mateo**

<b>Evelyn Bench*</b>	Office Assistant II	Enrollment Services
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New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$50,520 - \$64,404), effective October 1, 2020, replacing Max Ullrich who was reassigned.

<b>Catherine Braddon-Harkin*</b>	Instructor, Nursing	Math/Science Division
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New temporary full-time academic employment, effective for the 2020-2021 academic year.

**Steven Liao\***

Financial Aid Assistant

Enrollment Services

New full-time, 12-month classified employment (Grade 22A of the Classified Salary Schedule 60; Salary Range: \$56,064 - \$71,928), effective September 10, 2020, replacing Diane Fernandez who was reassigned.

## 2. Re-Employment

### College of San Mateo

**Lia Thomas**

Digital Services &amp; Instruction Librarian

Academic Support  
& Learning Technologies

Recommend approval of an extension for a temporary academic position (10-month), effective Fall semester 2020 through Spring semester 2021. The position was originally approved on January 8, 2020.

## C. REASSIGNMENT THROUGH THE HIRING PROCESS

### College of San Mateo

**Deborah Laulusa**

Executive Assistant

Office of the Vice President  
of Student Services

Reassigned from Program Services Coordinator, Degree Audit (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$62,868 - \$80,220) into this classified assignment (Grade 201C of the Confidential Salary Schedule 50; Salary Range: \$78,936 - \$100,860), effective September 10, 2020, replacing Juan Dennis Tordesillas who was reassigned.

**Manuel Delgado Soler**

Counselor

Counseling

Reassigned from Financial Aid Technician (Grade 26A of the Classified Salary Schedule 60; Salary Range: \$61,968 - \$79,188) into this temporary full-time academic employment, effective September 1, 2020 through Spring 2021.

## D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

## E. CHANGES IN STAFF ALLOCATION

None

## F. PHASE-IN RETIREMENT

None

## G. LEAVE OF ABSENCE

None

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**1. Retirement**

**College of San Mateo**

**David Danielson** Professor Social Science/Creative Arts

Retired as Professor Emeritus, effective May 22, 2020 with 30 years of District service. Eligible for District retiree benefits.

**2. Post-Retirement**

None

**3. Resignation**

**Cañada College**

**Melissa Alforja** TRIO SSS Counselor/Coordinator Student Services

Resignation effective August 28, 2020 with 7 years of District Service.

**College of San Mateo**

**Rupinder Kaur** Instructor, Nursing Math/Science Division

Resignation effective July 20, 2020 with 4 years of District Service.

**I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**

None

**J. PROFESSIONAL EXPERT/CONTRACT POSITIONS**

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Business, Design and Workforce – Education & Human Development	2	09/24/2020	12/19/2020	<b>Professional Expert: Practicum Mentor – Early Childhood Education (ECE):</b> Facilitate a Community of Practice (CoP) each week. Practicum Mentors meet with their CoP at a time that they and their assigned students agree upon. During the CoP meetings, the Practicum Mentors and the students will review assignments that may be written, self -videos or other activities that will be pre-organized by the primary course instructor.

College of San Mateo	Kinesiology / Athletics / Dance	1	09/14/2020	06/01/2021	<p><b>Professional Expert:</b>  <b>Academic Coach:</b>  Math in the End Zone is a new Learning Community dedicated to football playing student athletes. The Academic Coach will instill specific coaching methodologies into a class with the goal that students will be more engaged. The coaching methodologies include strategies such as developing friendly competition in the classroom, goal setting, teamwork, case loading, commitment to completing, dedication, accountability, perseverance, and resiliency to overcome setbacks.</p>
Skyline College	BEPP / ECE	2	09/24/2020	12/18/2020	<p><b>Professional Expert:</b>  <b>Practicum Mentor - Early Childhood Education (ECE):</b>  Facilitate a Community of Practice (CoP) each week. Practicum Mentors meet with their CoP at a time that they and their assigned students agree upon. During the CoP meetings, the Practicum Mentors and the students will review assignments that may be written, self -videos or other activities that will be pre-organized by the primary course instructor.</p>

**K. SHORT-TERM, NON-CONTINUING POSITIONS**

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	DRC / Alternate Media Office	1	09/14/2020	12/31/2020	<p><b>Office Assistant II:</b>  This position will support the Alt Media staff by performing the following duties; assist with project schedules and workflows; assist with daily inquiries from students and instructors; assist with maintaining office supplies and inventory records of Alt Media equipment that is loaned out to students</p>
Skyline College	Kinesiology, Athletics, Dance	24	09/10/2020	06/30/2021	<p><b>Assistant Coach:</b>  <i>Previously Requested Position</i>  These positions are needed to provide the support necessary to head coach for all Skyline College</p>

					athletic programs. Duties include but are not limited to; assist with game-day preparation and follow-up, plan / supervise instruction / student-athletes, drive vans, resolve student-athlete issues, aid in the recruitment, retention and matriculation process, facilitate fundraising efforts, program promotion, and community outreach, compile and submit statistics, scout opponents and film games/practices. This request is meant to supersede the board approved request (Board Report 20-6-1A; June 10, 2020) in light of the Coronavirus Pandemic and impact on the CCCAA competitive schedule.
Skyline College	Student Equity & Support Programs/ EOPS	1	08/20/2020	12/31/2020	<b>Instructional Aide II:</b> <i>Previously Requested Position</i> This position will be tutoring Math, Business, Accounting and Science, up to 20 hours per week for EOPS students.

**BOARD REPORT NO. 20-9-1CA**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, 574-6510

**CORRECTION TO BOARD REPORT 20-3-3CA – ACCEPTANCE OF GIFTS AND DONATIONS BY THE DISTRICT**

On March 25, 2020, the Board approved Report 20-3-3CA, Acceptance of Gifts and Donations by the District, for scoreboards donated by the International Brotherhood of Electrical Workers (IBEW) Local 617. The report called for the acceptance of scoreboards, valued at \$103,829.59, for replacement at all three campuses.

This was an error. The acceptance of the gift should have been for scoreboard replacement at College of San Mateo only.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the corrected report as described above.

**BOARD REPORT NO. 20-9-2CA**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Bernata Slater, Chief Financial Officer, 358-6755

**RATIFICATION OF MAY AND JUNE 2020 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of May and June 2020 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period May 1, 2020 through June 30, 2020 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
May 1 - 30, 2020  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
!0084343	05/05/20	Santamaria, Carlos J.	12,500.00	CSM Grant Related Consulting Services
!0084344	05/05/20	U.S. Bank National Association ND, .	248,722.96	Districtwide Procurement Card Payment
!0084348	05/05/20	American Federation of Teachers	63,074.37	Monthly Union Dues
!0084351	05/05/20	BankMobile Technologies, Inc.	50,644.75	Financial Aid Disbursement
!0084353	05/05/20	CalPERS	1,713,126.71	Monthly Health Insurance Premium
!0084356	05/05/20	CDW LLC	49,120.94	Districtwide Computers and Equipment Purchases
!0084357	05/05/20	Coulter Construction Inc.	78,036.35	CSM Building Modernization and Repairs Projects
!0084359	05/05/20	Educational Computer Systems, Inc.	11,283.22	Student 1098T Preparation and Distribution Services
!0084375	05/05/20	Quality Education Consultants, LLC	12,500.00	Cañada Grant Related Consulting Services
!0084376	05/05/20	Schneider Electric Buildings Americas, Inc.	17,230.83	Districtwide Facilities Management Systems Maintenance and Service
!0084377	05/05/20	School Project for Utility Rate Reduction (SPURR)	61,347.55	Utilities
!0084379	05/05/20	Sedgwick Claims Management Services, Inc.	25,993.58	Replenish Workers' Compensation Insurance Fund
!0084383	05/12/20	SMCCCD Bookstore	12,133.57	CSM Copy Print and Special Projects Class Materials Purchases
!0084384	05/05/20	SMCCCD Bookstore	117,965.23	Monthly Student Fees Reimbursement and Payroll Deductions
!0084387	05/05/20	VALIC Retirement Services Company	298,554.27	Monthly Tax Sheltered Annuities
!0084401	05/12/20	Allana Buick & Bers, Inc.	18,770.00	Cañada Building Construction Consulting Services
!0084402	05/12/20	BankMobile Technologies, Inc.	78,542.76	Financial Aid Disbursement
!0084407	05/12/20	Gordon Kenny Realty, Inc.	40,000.00	Cañada Vista Operational Expenses Advancement
!0084410	05/12/20	Home Depot USA Inc.	10,878.41	Skyline and Cañada Facilities Custodial Supplies Purchases
!0084415	05/12/20	Knorr Systems, Inc.	19,198.27	CSM Instructional Pool Repair and Supplies Purchases
!0084416	05/12/20	Linguabee LLC	10,272.00	Cañada and Skyline Student Sign Language Interpreting Services
!0084418	05/12/20	One Workplace L. Ferrari, LLC	138,388.66	Cañada Furniture Purchase
!0084422	05/12/20	Siemens Industry, Inc.	34,160.75	Cañada and Skyline Fire Alarm and Sprinkler Systems Inspection Services
!0084425	05/12/20	SMCCCD Bookstore	27,228.17	CSM Departmental Supplies Purchase
!0084426	05/12/20	Statewide Educational Wrap-Up Program	162,474.90	CSM Construction Project Insurance Premium
!0084427	05/12/20	Swinerton Builders	219,033.50	Construction Program Management Services
!0084443	05/19/20	Allana Buick & Bers, Inc.	12,992.50	Cañada Buildings Construction Consulting Services
!0084444	05/19/20	BankMobile Technologies, Inc.	2,125,031.55	Financial Aid Disbursement
!0084445	05/19/20	C2G Civil Consultants Group Inc.	36,998.40	CSM Water Supply Tank Replacement Project
!0084448	05/19/20	CIS, Inc	58,759.00	Cañada Construction Project Inspection Services
!0084449	05/19/20	Coulter Construction Inc.	15,406.20	District ITS Office Construction Project
!0084450	05/19/20	Dell Marketing LP	93,864.95	Districtwide Computer Purchases
!0084456	05/19/20	LPA Inc.	182,479.00	Skyline Construction Document Services
!0084461	05/19/20	Schneider Electric Buildings Americas, Inc.	17,230.83	Districtwide Facilities Management Systems Maintenance and Service
!0084463	05/19/20	Signet Testing Laboratories, Inc.	82,250.62	Cañada Construction Project Testing and Inspection Services
!0084486	05/26/20	BankMobile Technologies, Inc.	450,451.35	Financial Aid Disbursement
!0084493	05/26/20	Crown Education	13,475.00	International Students Recruitment Services Fees
!0084498	05/26/20	San Mateo County Schools Insurance Group	188,743.00	Monthly Dental and Vision Insurance Premiums
!0084499	05/26/20	Schneider Electric Buildings Americas, Inc.	22,556.66	Districtwide Facilities Management Systems Maintenance and Repair Service
!0084503	05/26/20	W.E. Lyons Construction CO.	232,944.37	Cañada Vista and Building 9 Envelope Damage Repair Projects
518828	05/05/20	CAW Architects, Inc.	12,696.74	CSM Construction Administration Services
518834	05/05/20	Constellation NewEnergy, Inc.	17,962.22	Utilities
518846	05/05/20	Engineerica Systems, Inc.	10,000.00	CSM software annual subscription
518856	05/05/20	Interact Communications	79,565.00	Districtwide Digital Marketing Campaign
518876	05/05/20	LPAS, Inc.	13,054.50	Skyline Construction Projects Architectural Services
518887	05/05/20	NGI Capital, Inc.	37,792.50	Districtwide CRM System Development and Implementation Services
518931	05/05/20	C S E A	19,140.93	Monthly Union Dues
518954	05/05/20	VALIC	22,783.33	Monthly Tax Sheltered Annuities Employee Contribution
518999	05/12/20	Interact Communications	39,130.00	Cañada College Marketing Campaign
519046	05/12/20	Relation Insurance Services - Education, Inc.	438,480.00	CSM International Students Health Insurance Premium
519047	05/12/20	Relation Insurance Services - Education, Inc.	206,640.00	Skyline International Students Health Insurance Premium
519058	05/12/20	Sedgwick Claims Management Services, Inc.	27,265.50	Districtwide Worker's Comp Quarterly TPA Service Fees
519062	05/12/20	Strata Information Group	132,328.00	Monthly Districtwide Professional & Management Services
519064	05/12/20	SummerHill Skyline LLC	19,527.40	Skyline Ridge Housing Construction Project
519085	05/12/20	Division of the State Architect	13,850.00	Skyline Construction Project DSA Plan Review Fee
519086	05/12/20	Division of the State Architect	147,150.00	Cañada Construction Project DSA Plan Review Fee
519111	05/19/20	BEST Contracting Services, Inc.	14,603.87	Skyline SouthWall Waterproofing Project
519112	05/19/20	Brucelli Advertising Company, Inc.	16,331.25	Districtwide COVID-19 Related Supplies Purchases
519113	05/19/20	Bunton Clifford and Associates, Inc.	65,454.00	Cañada Construction Document Services
519130	05/19/20	Digital Scepter Corporation	13,500.00	Districtwide Firewall Upgrade Project
519151	05/19/20	Harry L. Murphy, Inc	31,484.66	District ITS Office Carpet Installation
519219	05/19/20	Sowiski, Mona C.	11,000.00	Cañada Executive Leadership Consulting Services
519227	05/19/20	Unstructured Plans, Inc.	25,000.00	Cañada Student Support Directional Video Productions
519243	05/19/20	Division of the State Architect	41,950.00	Cañada Construction Project DSA Plan Review Fee
519244	05/19/20	Employment Development Department	14,281.95	State Unemployment Insurance Quarterly LEC taxes
519248	05/19/20	The Guardian Life Insurance Company	56,351.51	Monthly Life Insurance Premium
519258	05/26/20	Bay Area Bioscience Education Community	26,250.00	Skyline BioSCOPE Grant Related Project Management Services
519259	05/26/20	Bay Area Community Resources	12,500.00	Skyline Sustainability Fellow Services
519273	05/26/20	Constellation NewEnergy, Inc.	47,129.25	Utilities
519311	05/26/20	Pacific Gas & Electric Co	25,971.52	Utilities
519314	05/26/20	Pacific Gas & Electric Co	35,967.20	Utilities
519315	05/26/20	Pacific Gas & Electric Co	29,956.79	Utilities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 May 1 - 30, 2020  
 WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
519334	05/26/20	Sowiski, Mona C.	14,000.00	Skyline Executive Leadership Consulting Services
519349	05/26/20	U.S. Postal Services	10,000.00	Skyline Postage Purchases
519350	05/26/20	U.S. Postal Services	22,000.00	Districtwide Postage Purchases

District Payroll Disbursement (excluding Salary Warrants)

J2006023	05/11/20	Mass Mutual 457	54,498.12	Tax Annuity
J2005786	05/01/20	US Treasury - Federal Payroll Tax	2,270,358.18	Federal Payroll Tax
J2005786	05/01/20	EDD - State Payroll Tax	475,337.06	State Payroll Tax
J2005786	05/01/20	EDD - State Payroll Tax	18,528.49	State Tax-Disability Insurance
J2006025	05/18/20	US Treasury - Federal Payroll Tax	106,069.89	Federal Payroll Tax
J2005787	05/08/20	PERS Retirement	1,325,584.65	PERS Retirement Advance
J2005923	05/11/20	State Teacher Retirement - Cash Balance	66,695.59	STRS Retirement-Cash Balance
J2005788	05/01/20	State Teacher Retirement - Defined Benefit	1,339,743.85	STRS Retirement-Defined Benefit 95%
J2006026	05/14/20	State Teacher Retirement - Defined Benefit	65,480.48	STRS Retirement-Defined Benefit Bal

SMCCCD Bookstores

No check was issued in May 2020

Subtotal	14,537,759.61	96%
Warrants Issued ≤ \$10,000	660,937.67	4%
Total Non-Salary Warrants Issued	<u>15,198,697.28</u>	100%

District Accounts Payable	Ck#518815-519354, DD84340-84505	9,777,375.78
District Payroll	Ck#150132-150760, DD50199226-50201108	13,967,654.42
SMCCCD Bookstores	EFT 97955	380.12
Total Warrants Including Salaries May 2020		<u>23,745,410.32</u>

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
June 1 - 30, 2020  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
!0084517	06/02/20	Santamaria, Carlos J.	12,500.00	CSM Grant Related Consulting Services
!0084518	06/02/20	U.S. Bank National Association ND, .	354,405.56	Districtwide Procurement Card Payment
!0084519	06/02/20	American Federation of Teachers	62,393.18	Monthly Union Dues
!0084520	06/02/20	Apple Computer, Inc	17,929.94	Districtwide Computer Purchases
!0084521	06/02/20	B & H Foto & Electronics Corp.	10,687.63	Districtwide IT Equipment Purchases
!0084522	06/02/20	BankMobile Technologies, Inc.	282,012.04	Financial Aid Disbursement
!0084523	06/02/20	CalPERS	1,707,168.67	Monthly Health Insurance Premium
!0084525	06/02/20	CCT Technologies, Inc.	25,130.25	Districtwide Loaner Laptops Purchases
!0084528	06/02/20	Dell Marketing LP	29,780.61	Districtwide Computer Purchases
!0084530	06/02/20	Gordon Kenny Realty, Inc.	125,398.80	Cañada and College Vista Operational Expenses Advancement and Water Expenses
!0084534	06/02/20	Chen, Gang	14,880.00	International Students Recruitment Services Fees
!0084537	06/02/20	Noll & Tam Architects	11,134.55	CSM Parking Lot Design Services
!0084543	06/02/20	School Project for Utility Rate Reduction (SPURR)	56,680.98	Utilities
!0084545	06/02/20	Signet Testing Laboratories, Inc.	23,673.28	Cañada Construction Project Testing and Inspection Services
!0084548	06/02/20	SMCCCD Bookstore	243,772.56	Monthly Student Fees Reimbursement and Payroll Deductions
!0084549	06/02/20	ThyssenKrupp Elevator Corporation	19,600.95	Districtwide Elevators Maintenance Services
!0084553	06/02/20	VALIC Retirement Services Company	288,644.27	Monthly Tax Sheltered Annuities
!0084580	06/09/20	AECOM Technical Services, Inc.	13,144.00	Cañada Construction Project Consulting Services
!0084584	06/09/20	BankMobile Technologies, Inc.	68,030.88	Financial Aid Disbursement
!0084586	06/09/20	Blach Construction Company	4,906,296.28	Cañada Construction Project
!0084587	06/09/20	CCT Technologies, Inc.	31,030.84	Districtwide Computer Hardware Upgrade
!0084589	06/09/20	Coulter Construction Inc.	42,021.00	Skyline Sport Fields Fence Replacement
!0084591	06/09/20	Dell Marketing LP	28,653.71	Districtwide Computers and IT Equipment Purchases
!0084602	06/09/20	Maverick Networks, Inc.	255,178.36	Districtwide Telephone Handsets and Accessories Purchases
!0084603	06/09/20	One Workplace L. Ferrari, LLC	16,472.66	CSM Furniture Purchase and Installation
!0084605	06/09/20	Pacific Dining - Food Service Management	34,542.25	Cañada Catering Services and Cafeteria Contracted Services
!0084607	06/09/20	Quality Education Consultants, LLC	12,500.00	Cañada Grant Related Consulting Services
!0084610	06/09/20	Schneider Electric Buildings Americas, Inc.	24,179.00	CSM Parking Lot Lightning Integration Project
!0084612	06/09/20	Sedgwick Claims Management Services. Inc.	16,811.56	Replenish Workers' Compensation Insurance Fund
!0084613	06/09/20	Signet Testing Laboratories, Inc.	22,665.20	Cañada Construction Project Testing and Inspection Services
!0084614	06/09/20	SM County Community College District	44,073.20	Replenish Flex Spending Account
!0084617	06/09/20	Swinerton Builders	210,112.50	Construction Program Management Services
!0084621	06/09/20	W W Grainger Inc	12,099.31	Districtwide COVID-19 related supplies purchases
!0084632	06/09/20	XL Construction Corporation	115,104.66	Skyline Construction Project Retention Release
!0085044	06/16/20	Allana Buick & Bers, Inc.	41,877.50	Cañada Construction Project Consulting Services
!0085046	06/16/20	Apple Computer, Inc	11,929.71	Districtwide Computer Purchases
!0085048	06/16/20	BankMobile Technologies, Inc.	693,109.67	Financial Aid Disbursement
!0085051	06/16/20	CIS, Inc	52,762.00	Cañada Construction Projects Inspection Services
!0085052	06/16/20	Coulter Construction Inc.	30,809.70	Skyline Construction Project
!0085053	06/16/20	Dell Marketing LP	87,918.08	Districtwide COVID-19 Related Computers and Skyline and Cañada Computer Purchases
!0085055	06/16/20	Enterprise FM Trust	14,686.15	Districtwide Vehicle Lease Payments
!0085061	06/16/20	Noll & Tam Architects	126,359.73	Cañada Swing Space Architectural Services
!0085064	06/16/20	Oracle America, Inc.	15,030.73	Districtwide ITS Software Update License and Support Services
!0085068	06/16/20	SMCCCD Bookstore	14,965.17	Cañada Special Programs Student Books Purchase
!0085074	06/16/20	W.E. Lyons Construction CO.	170,488.42	Cañada Vista Envelope Repair Projects
!0085082	06/18/20	Apple Computer, Inc	16,937.28	CSM Computer Purchase
!0085088	06/18/20	Noll & Tam Architects	100,619.79	Cañada Swing Space Architectural Services
!0085089	06/18/20	Oracle America, Inc.	15,225.00	Districtwide ITS Cloud Infrastructure Credits
!0085091	06/18/20	Schneider Electric Buildings Americas, Inc.	18,136.47	Districtwide Facilities Management Systems Maintenance and Repair Service
!0085093	06/18/20	SMCCCD Bookstore	60,053.51	CSM Special Programs Student Books Purchase
!0085126	06/23/20	BankMobile Technologies, Inc.	187,289.50	Financial Aid Disbursement
!0085127	06/23/20	Blach Construction Company	4,581,717.53	Cañada Construction Project
!0085132	06/23/20	Enterprise FM Trust	11,690.85	Districtwide Vehicle Lease Payments
!0085142	06/23/20	LPA Inc.	221,251.50	Skyline Construction Documents Services
!0085144	06/23/20	Netronix Integration, Inc.	10,069.07	Skyline Security Cameras Purchase and Installation Services
!0085145	06/23/20	Noll & Tam Architects	11,620.65	CSM Parking Lot Construction Administration Services
!0085147	06/23/20	San Mateo County Union Community Alliance	10,000.00	CSM Pre-apprenticeship Program training services
!0085152	06/23/20	SMCCCD Bookstore	19,980.14	Skyline Departmental Supplies Purchases
!0085153	06/23/20	SMCCCD Bookstore	23,600.00	CSM and Cañada Grant Programs Gift Cards Purchases
!0085154	06/23/20	SMCCCD Bookstore	53,593.75	Districtwide Meals Plan Program Payments
!0085155	06/23/20	SMCCCD Bookstore	148,119.25	Districtwide Promise Program payments
!0085168	06/25/20	W.E. Lyons Construction CO.	17,110.15	Cañada Building 9 Envelope Damage Repair Projects
!0085169	06/25/20	CDW LLC	18,879.36	Skyline Swing Space ITS Servers Upgrade
!0085172	06/25/20	Fisher Scientific Company, LLC	13,013.09	CSM Science Equipment Purchase
!0085178	06/25/20	Chen, Gang	14,880.00	International Students Recruitment Services Fees
!0085182	06/25/20	Netronix Integration, Inc.	169,181.76	Districtwide Security Cameras Purchase and Installation Services
!0085187	06/25/20	Siemens Industry, Inc.	33,754.50	CSM Fire Alarm Systems Annual Inspection Services
!0085191	06/25/20	SMCCCD Bookstore	62,325.00	Districtwide Meals Plan Program Payments
!0085192	06/25/20	Swinerton Builders	222,086.50	Construction Program Management Services
!0085193	06/25/20	W.E. Lyons Construction CO.	325,092.33	Cañada Building 9 Envelope Damage Repair Projects
519358	06/02/20	C S E A	19,085.23	Monthly Union Dues
519378	06/02/20	The Guardian Life Insurance Company	12,562.57	Monthly Life Insurance Premium
519380	06/02/20	VALIC	22,783.33	Monthly Tax Sheltered Annuities Employee Contribution
519385	06/02/20	Ann Kennedy Group, Inc.	23,085.00	Bond Related Consulting Services
519386	06/02/20	APPA, Leadership in Educational Facilities	15,920.00	Facilities Leadership Academy Training Services
519387	06/02/20	AT&T/MCI	13,924.76	Districtwide Telephone Services
519396	06/02/20	Calif Water Service Co	41,918.31	Utilities
519397	06/02/20	Calif Water Service Co	29,790.07	Utilities
519406	06/02/20	City of Redwood City	15,904.05	Utilities
519407	06/02/20	City of San Bruno	23,143.50	Utilities
519409	06/02/20	Constellation NewEnergy, Inc.	26,836.62	Utilities
519410	06/02/20	Cornerstone Earth Group, Inc.	24,131.00	Cañada Construction Project Geotechnical Consulting Services
519416	06/02/20	Digital Scepter Corporation	1,223,496.98	Districtwide Firewall Upgrade Project
519423	06/02/20	FolgerGraphics, Inc.	29,239.79	CSM Class Schedules and Districtwide Marketing Campaign Printing Service
519442	06/02/20	Lamar Transit, LLC	14,000.00	Skyline Advertising Services
519449	06/02/20	LPAS, Inc.	123,876.25	Skyline Construction Projects Architectural Services
519458	06/02/20	NGI Capital, Inc.	17,390.00	Districtwide CRM System Development and Implementation Services
519464	06/02/20	Pacific Gas & Electric Co	21,195.13	Utilities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 June 1 - 30, 2020  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
519467	06/02/20	Pasadena Area Community City College District	75,000.00	District CA Higher Education Innovation Grant related services
519475	06/02/20	Sage Renewable Energy Consulting, Inc.	20,537.50	Districtwide Solar and Energy Storage Development Consulting Services
519480	06/02/20	Strategic Energy Innovations	36,875.00	Districtwide Sustainability Fellowship Program Services
519503	06/09/20	Agbayani Construction Corporation	51,859.66	Skyline Construction Project Retention Release
519506	06/09/20	All American Sports Corp	19,746.26	CSM Sports Equipment Purchasing and Reconditioning
519518	06/09/20	Bunton Clifford and Associates, Inc.	65,454.00	Cañada Construction Documents Services
519529	06/09/20	City of Redwood City	19,079.25	Utilities
519573	06/09/20	One Diversified, LLC	16,949.29	Cañada and CSM AV Equipment Purchase
519587	06/09/20	Regents of the University of California	46,068.00	International Students Transfer Collaborative Program services
519614	06/09/20	Blach Construction Company	256,122.23	Cañada Construction Project
519616	06/09/20	The Guardian Life Insurance Company	56,427.22	Monthly Life Insurance Premium
520023	06/16/20	4imprint, Inc.	10,797.12	Skyline and Cañada Promotion Materials Purchases
520025	06/16/20	Ahlborn Fence & Steel, Inc.	30,580.00	CSM Parking Lots Barrier Gates Purchase and Installation
520036	06/16/20	Baer, Frederick L.	15,000.00	Districtwide Sport information, PR and Press Releases Services
520039	06/16/20	Bay Area Bioscience Education Community	26,250.00	Skyline BioSCOPE Grant Related Project Services
520040	06/16/20	BetterGIS, Inc.	15,000.00	Landmark Software Annual License and Support
520043	06/16/20	Calif Water Service Co	41,853.16	Utilities
520054	06/16/20	Constellation NewEnergy, Inc.	38,221.90	Utilities
520055	06/16/20	Cornerstone Media, LLC	23,500.00	Cañada Film Production Services
520080	06/16/20	Kaplan International North America, LLC	10,000.00	International Students Recruitment Services
520110	06/16/20	NGI Capital, Inc.	12,025.00	Districtwide CRM System Development and Implementation Services
520113	06/16/20	Oldcastle Precast Inc.	10,966.64	CSM Storm Filter System Services
520119	06/16/20	Pacific Gas & Electric Co	46,526.93	Utilities
520130	06/16/20	Relation Insurance Services - Education, Inc.	112,560.00	Cañada International Students Health Insurance Premium
520132	06/16/20	San Francisco State University	19,502.77	Skyline Engineering Transfer Bridge Program related services
520177	06/16/20	U.S. Postal Services	22,000.00	Districtwide Marketing Campaign Postage Services
520179	06/18/20	AAA Business Supplies & Interiors	10,444.09	ITS COVID-19 related supplies purchases
520184	06/18/20	BEST Contracting Services, Inc.	30,400.00	Skyline Building Improvement Project
520188	06/18/20	Constellation NewEnergy, Inc.	18,508.07	Utilities
520190	06/18/20	Crowe LLP	12,010.00	Districtwide Professional Services Audit Fees
520195	06/18/20	FolgerGraphics, Inc.	18,866.42	Districtwide Marketing Printing Services
520211	06/18/20	Pacific Gas & Electric Co	26,944.65	Utilities
520215	06/18/20	Progress Software Corporation	14,955.00	Districtwide Software Service and Support
520229	06/18/20	City of Redwood City	25,000.00	Cañada Annual Membership Dues (replacement check)
520235	06/18/20	Unstructured Plans, Inc.	25,000.00	Cañada Student Support Directional Video Productions (replacement check)
520256	06/23/20	California Department of Education	31,387.00	Child Development Apportionment Overpayment Refund
520258	06/23/20	CAW Architects, Inc.	33,370.00	CSM Construction Administration Services
520267	06/23/20	Cornerstone Earth Group, Inc.	29,636.30	Cañada Construction Project Geotechnical Consulting Services
520275	06/23/20	Digital Scepter Corporation	15,632.15	Districtwide Firewall Upgrade Project
520284	06/23/20	Galeb Paving, Inc.	264,480.00	CSM Construction Services
520292	06/23/20	Griffin Painting, Inc.	18,500.00	Skyline Building Painting Services
520316	06/23/20	LPAS, Inc.	125,520.85	Skyline Construction Project Architectural Services
520372	06/23/20	The Scion Group LLC	20,000.00	Student Housing Feasibility Study
520376	06/23/20	TRC Engineers, Inc.	14,107.50	Districtwide Solar and Energy Storage Geotechnical Services
520380	06/23/20	Verde Design Inc.	18,991.18	Skyline Architectural Services
520396	06/23/20	Blach Construction Company	237,896.80	Cañada Construction Project
520397	06/23/20	Galeb Paving, Inc.	13,920.00	CSM Construction Services
520407	06/25/20	AT&T/MCI	13,390.79	Districtwide Telephone Services
520426	06/25/20	Donna M. Buchanan	16,350.00	Cañada Retreat and Conference Planning Services
520432	06/25/20	FolgerGraphics, Inc.	18,235.00	Districtwide Marketing Printing Services
520438	06/25/20	Harry L. Murphy, Inc	18,679.00	CSM Flooring Demolition and Installation Services
520444	06/25/20	K-Log Inc.	11,283.02	Skyline Furniture Purchase
520450	06/25/20	Linkedin Corporation	77,500.00	Districtwide LinkedIn Learning Subscription services
520458	06/25/20	One Diversified, LLC	14,396.10	Districtwide AV Equipment Purchase
520460	06/25/20	Pacific Gas & Electric Co	10,823.83	Utilities
520470	06/25/20	Regents of the University of California	46,068.00	International Students Transfer Collaborative Program services
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J2007243	06/23/20	Mass Mutual 457	\$ 54,898.12	Tax Annuity
J2006476	06/01/20	US Treasury - Federal Payroll Tax	\$ 2,275,433.96	Federal Payroll Tax
J2006476	06/01/20	EDD - State Payroll Tax	\$ 482,104.03	State Payroll Tax
J2006476	06/01/20	EDD - State Payroll Tax	\$ 17,092.61	State Tax-Disability Insurance
J2006811	06/16/20	US Treasury - Federal Payroll Tax	\$ 122,389.28	Federal Payroll Tax
J2006811	06/16/20	EDD - State Payroll Tax	\$ 10,398.19	State Payroll Tax
J2006477	06/10/20	PERS Retirement	\$ 1,312,149.19	PERS Retirement Advance
J2006994	06/18/20	PERS Retirement	\$ 15,441.95	PERS Retirement Balance
J2007002	06/18/20	PERS Retirement - Arrears	\$ 20,904.03	PERS Retirement Arrears
J2006814	06/11/20	State Teacher Retirement - Cash Balance	\$ 62,773.84	STRS Retirement-Cash Balance
J2006648	06/04/20	State Teacher Retirement - Defined Benefit	\$ 1,317,309.60	STRS Retirement-Defined Benefit 95%
J2006821	06/11/20	State Teacher Retirement - Defined Benefit	\$ 69,412.16	STRS Retirement-Defined Benefit Bal
<u>SMCCCD Bookstores</u>				
120181	06/10/20	Cengage Learning	19,668.47	Purchase of Inventory
120185	06/10/20	Citi Cards	19,174.37	Purchase of Inventory
120192	06/10/20	InComm	20,048.75	Purchase of Inventory
120194	06/10/20	John Wiley & Sons Inc	20,746.36	Purchase of Inventory
120196	06/10/20	MacMillan Publishing USA	48,398.80	Purchase of Inventory
120198	06/10/20	McGraw Hill Education PE	66,150.00	Purchase of Inventory
120209	06/10/20	Pacific Dining	19,788.46	Purchase of Inventory
120211	06/10/20	Pearson Education INC	136,864.80	Purchase of Inventory
120212	06/10/20	Pearson Education INC	40,443.53	Purchase of Inventory
120217	06/10/20	Redshelf	14,002.87	Purchase of Inventory
120224	06/10/20	SM CC College District	460,811.30	Salaries and Benefits March, April 2020
120225	06/10/20	SM CC College District	205,464.62	P Card Reimbursement to District Through March 2020
Subtota			27,626,222.08	93%
Warrants Issued ≤ \$10,000			2,079,775.93	7%

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
June 1 - 30, 2020  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
		Total Non-Salary Warrants Issued	<u>29,705,998.01</u>	100%
District Accounts Payab		Ck#519355-520505, DD84508-85195	23,251,498.48	
District Payroll		Ck#150761-151514, DD50201109-50202573	10,675,361.75	
SMCCCD Bookstores		CK#120173- 120229, EFT 21074	<u>1,135,772.18</u>	
		Total Warrants Including Salaries June 2020	<u>35,062,632.41</u>	

**BOARD REPORT NO. 20-9-3CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Alex Kramer, Director of Workforce Development, College of San Mateo

**RENEWAL OF SOLE SOURCE AGREEMENT WITH STATE CHANCELLOR'S OFFICE  
IDENTIFIED KEY TALENT TO STEER COLLEGE OF SAN MATEO'S REGIONAL ENERGY,  
CONSTRUCTION AND UTILITIES GRANT**

College of San Mateo has been issued an intent to award memo for renewal of its Regional Director for Employer Engagement: Energy, Construction and Utilities grant (formerly known as Deputy Sector Navigator) from the California Community Colleges Chancellor's Office. As such, College of San Mateo is seeking to renew contract services with key talent to plan, coordinate and execute all deliverables identified within its 2020-2021 project application.

In an effort to support consistent leadership within each statewide sector team, the California Community Colleges Chancellor's Office has vetted and approved a pool of qualified individuals in which colleges are highly encouraged to onboard to manage grant efforts. In adherence to this precedent, College of San Mateo seeks to renew contract services with Carlos Santamaria of CEES Advisors to steer efforts identified in College of San Mateo's Regional Director for Employer Engagement: Energy, Construction and Utilities grant project application in the amount of \$147,500.

**RECOMMENDATION**

It is recommended that the Board approve a renewal sole source agreement with the key talent identified by the State Chancellor's Office, Carlos Santamaria of CEES Advisors, in the amount of \$147,500.

**BOARD REPORT NO. 20-9-4CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Alex Kramer, Director of Workforce Development, College of San Mateo  
Jonathan Bissell, Executive Director, Community, Continuing and Corporate Education

**APPROVAL OF COLLEGE OF SAN MATEO / COMMUNITY, CONTINUING AND CORPORATE EDUCATION COLLABORATIVE PROGRAMMING**

In response to the recent economic downturn experienced in San Mateo County and across our nation as a result of COVID-19, SMCCCD colleges, in partnership with Community, Continuing and Corporate Education (CCCE), have formed a Workforce Development Task Force to serve displaced workers and small businesses in need of resources, retraining and upskilling during this complex time. As such, College of San Mateo seeks to partner with CCCE to offer low-cost, not-for-credit workforce training for impacted individuals in our local communities throughout the fall 2020 and spring 2021 semesters.

College of San Mateo seeks to offer the following collaborative programming in partnership with CCCE:

- **Building and Facilities Maintenance Technician Training**

*Facilities Maintenance Job Readiness Training:* This 27-hour training is designed to prepare participants with the knowledge, skills and certification required to enter the workforce as building and facilities maintenance workers. Training will focus on industry-informed skills including building and environmental awareness, communications and soft skills, Microsoft Office, safety training, work order management systems and troubleshooting skills. All training will be provided virtually and will lead to OSHA-10 certification, and a joint not-for-credit certificate of course completion from CCCE and CSM for all program participants that successfully complete training.

*Energy Auditing Fundamentals for Commercial Buildings:* This 24-hour training is designed to complement the facilities maintenance job readiness training by teaching in-demand commercial building energy auditing skills. This training will be delivered virtually and will focus on the history of energy auditing including legislative forces that have brought this work to light in recent years, as well as technical training on indoor air quality, energy efficiency and sustainability, and reporting aligned with the American Society of Heating, Refrigerating, and Air-Conditioning Engineer (ASHRAE) standards. Students will participate in virtual building walk-throughs to simulate real-world exercises. Participants that successfully complete this training will be awarded a joint not-for-credit certificate of course completion from CCCE and CSM.

While both of these trainings provide participants with in-demand skills to enter the workforce as building and facilities maintenance technicians, the programs also provide value foundational knowledge that equips students for success in CSM's for-credit Facilities Management program which is designed for working adults and is offered in partnership with the International Facilities Management Association (IFMA).

- **Cloud Computing**

Cloud computing is a paradigm shift in the way applications and data are created, distributed, and maintained. Jobs requiring cloud computing skills and knowledge are the largest, and fastest-growing tech jobs in the Bay Area, with an estimated 16,000+ current openings with median annual earnings at over \$100,000.

This industry-informed training will offer approximately 60 hours of virtual not-for-credit training to participants using the Amazon Web Services (AWS) platform. Training will prepare students to sit for the AWS Foundational Cloud Practitioner Certification exam. Participants that successfully complete this training will be provided a joint not-for-credit certificate of course completion from CCCE and CSM.

It is important to note that while this training is specific to cloud computing, it will also provide opportunities to students interested in earning an AS degree in the Computer & Information Science programs at CSM.

## **RECOMMENDATION**

It is recommended that the Board of Trustees approve the not-for-credit short term programs as described above.

**BOARD REPORT NO. 20-9-101B**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Bernata Slater, Chief Financial Officer, 358-6795

**PUBLIC HEARING OF THE 2020-21 FINAL BUDGET**

California Code of Regulations, Title V §58301, specifies that the proposed budget for the ensuing year be available for public inspection and that a public hearing be held.

The proposed 2020-21 budget to be presented for adoption has been available on the District's website since September 4, 2020, and in conformance with §58301, the public hearing has been scheduled for this meeting of September 9, 2019.

In accordance with the Code, notification of the dates and locations at which the proposed budget was available for inspection, as well as the date, time, and location of the public hearing, was published in the *San Mateo County Times*.

**RECOMMENDATION**

It is recommended that the Board of Trustees proceed with the public hearing on the proposed 2020-21 Final Budget for the San Mateo County Community College District.

**BOARD REPORT NO. 20-9-102B**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Bernata Slater, Chief Financial Officer, 358-6795

**ADOPTION OF THE 2020-21 FINAL BUDGET**

Section No. 58305(c) of the California Code of Regulations, Title 5, requires that “on or before the 15<sup>th</sup> day of September, the governing board of each district shall adopt a final budget.” The adoption of the budget will provide the District with a comprehensive financial plan of income sources and proposed expenditures for the 2020-21 fiscal year.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the 2020-21 Final Budget in the amounts detailed below, and that the CCFS-311 report be submitted to the State Chancellor’s Office.

<b>Fund</b>	<b>2020-21 Budget</b>	<b>% of Total</b>
Unrestricted General Fund	\$231,142,290	47.85%
Self-Insurance Fund	4,915,236	1.02%
Debt Service Fund	67,601,288	14.00%
Restricted General Fund	51,781,513	10.72%
Capital Projects Fund	89,648,892	18.56%
Bookstore Fund	6,313,225	1.31%
Cafeteria Fund	221,480	0.05%
San Mateo Athletic Club (SMAC)	4,636,085	0.96%
Community, Continuing, and Corp Ed	1,380,054	0.29%
Child Development Fund	1,163,365	0.24%
Trust Funds (Financial Aid)	17,076,561	3.54%
Reserve for Post-Retirement Benefits/Housing Loan	7,136,355	1.48%
<b>TOTAL</b>	<b>\$483,016,343</b>	<b>100.00%</b>



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

# **Fiscal Year 2020-2021 Adopted Budget Report**



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# FY 2020-2021 FINAL BUDGET REPORT



## BOARD OF TRUSTEES

Karen Schwarz, *President*

Thomas A. Nuris, *Vice President-Clerk*

Maurice Goodman

Richard Holober

Dave Mandelkern

Jade Shonette, *Student Trustee*

Michael E. Claire, *Chancellor*

Bernata Slater, *Chief Financial Officer*

Peter Fitzsimmons, *District Budget Officer*

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## TABLE OF CONTENTS

Chancellor’s Letter .....	3
2020-21 Budget Summary	
Adopted State Budget.....	5
Community College Budget Highlights.....	5
State and National Economic Overview.....	7
Local Economic Overview .....	8
District Funding and Priorities Overview.....	8
2020-21 SMCCCD Budget.....	13
Unrestricted General Fund Revenues.....	14
District Committee on Budget and Finance.....	16
Beginning Balance.....	17
Reserves.....	17
Unrestricted General Fund Expenditures & Site Allocations.....	17
Other Funds	
Self-Insurance Fund (Fund 2) .....	21
Debt Service Fund (Fund 25).....	22
Restricted General Fund (Fund 3) .....	22
Capital Projects Fund (Fund 4) .....	23
Auxiliary/Enterprise Funds (Associated Students, Bookstore, Cafeterias, SMAC, CCCE).....	26
Child Development Fund (Fund 6) .....	35
Trust Funds (Financial Aid—Fund 7).....	35
Reserve for Post-Retirement Benefits / Housing Fund (Fund 8) .....	35
2020-21 All Funds Budget Summary .....	37
Budget Summary Tables	
SMCCCD Funds Chart.....	41
2020-21 Final Budget – All Funds .....	42
2019-20 Year-End Actuals – All Funds .....	44
Budget Detail Tables	
Unrestricted General Fund (Fund 1).....	48
Education Protection Account (EPA) .....	50
Self-Insurance Fund (Fund 2).....	55
Debt Service Fund (Fund 25) .....	59
Restricted General Fund (Fund 3).....	62
List of Specially Funded Programs.....	64
Capital Projects Fund (Fund 4) .....	69
2019-20 Capital Projects Financial Summary.....	70
Enterprise – Auxiliary Services Funds (Fund 5)	
Community, Continuing, and Corporate Education .....	74
Bookstore.....	75

Cafeteria .....	76
San Mateo Athletic Club .....	77
Special Revenue Fund – Child Development Fund (Fund 6) .....	80
Expendable Trust Fund – Student Financial Aid Fund (Fund 7) .....	84
Reserve Fund for Post-Retirement Benefits / Housing Loan (Fund 8) .....	89
 Supplemental Information	
Resource Allocation Model.....	92
Fund 1 Full Absorption Budget .....	94
Historical FTES Analysis.....	96
Inter-fund Transfers .....	98
District Cash Flow Summary for Year Ending June 30, 2020.....	99
SMCCCD Debt Service Payment Schedules.....	100
County Treasurer Report of Interest Rates.....	101

**Acknowledgements:**

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This book is made possible by contributions from numerous District staff under the leadership of Chief Financial Officer Bernata Slater and District Budget Officer Peter Fitzsimmons. Special thanks to the business services staff for assisting with their efforts in developing the 2020-21 Final Budget.



## CHANCELLOR'S LETTER

September 2020

Dear Colleagues and Friends,

This budget is presented during extraordinary circumstances that have caused the District to drastically modify its operating model in the face of a global pandemic and anticipate the lasting economic impacts of this crisis for years to come. At no time in recent memory have so many factors outside the District's control amassed into a perfect storm of social, financial, educational and political uncertainty. Yet, the District remains committed to advancing priorities that support students and our community and this balanced budget reflects those priorities.

Student success remains the District's top priority. By continuing to fund important completion initiatives such as the Promise Scholars Program, essential basic needs programs such as the Food Insecurity Assistance program, emergency aid during the pandemic and a host of other programs and support services designed to assist students inside and outside of the classroom, the District remains committed to putting "Students First." This is also underscored in the District's focus to provide training and professional development for faculty and staff to assist them in navigating in a remote working environment to serve and support students.

This budget also reflects the District's commitment to social justice, equity, diversity and pledge to being an anti-racist institution. In addition to direct allocations to support the Equity Institute and Museum of Tolerance programs, the District is prioritizing resources to ensure that barriers to racial and socio-economic progress are removed and that everyone – students, faculty, staff and members of the broader District community – find our institutions to be welcoming, accepting and supportive places to learn, work and visit.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael E. Claire", with a long horizontal flourish extending to the right.

Michael E. Claire  
Chancellor

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## 2020-21 ADOPTED STATE BUDGET

The California Legislature approved the 2020-21 State Budget with over \$134 billion in General Fund spending which the Governor signed into law on June 30, 2020. The Budget Act includes components of the Governor's May Revise and the Legislature's plan, which they adopted on June 15, 2020, and is vastly different from the Governor's initial proposal in January 2020. The public health emergency associated with the pandemic has resulted in enormous hardship at all levels. In addition to massive impacts on social services and health systems, COVID-19 has caused a "seismic shift" in the state's economic conditions. In January 2020, the State projected a \$5.6 billion surplus for 2020-21 with \$21 billion in reserves. Following three quarters of strong economic growth, the state's economy entered a deep and sudden recession in the fourth quarter of 2019-20 due to statewide stay-at-home orders. The recession, combined with \$5.7 billion in new spending related to the pandemic, reduced available funding and imposed significant cash deferrals. The result is a decline in overall state General Fund spending of approximately 9% over 2019-20. Although the Budget Act has been adopted, it is possible that the Governor and Legislature may make changes to the budget later in the fiscal year.



## COMMUNITY COLLEGE BUDGET HIGHLIGHTS

The Board of Governors amended the 2020-21 California Community Colleges Budget and Legislative Request in March 2020. This adjustment in budget priorities focused on the fundamental needs of students, faculty, and staff to support districts through the public health emergency while mitigating disruption to instruction, and the system's continued focus on equity and momentum to achieve the various components contained within the *Vision for Success*. The revised priorities fell within four main categories:



- **Ongoing Investments:** Increase foundational resources, expand the system's online education ecosystem, and support part-time faculty.
- **Budget-Neutral Action:** Consolidate multiple disparate funding streams for system support and accountability into a unified California Community Colleges (CCC) System Support Program. (Note that the State Budget Act deferred this request for consideration in the future.)
- **One-Time Investments:** Support students' basic needs, help faculty transition to quality online instruction, mitigate the loss of enrollment fee revenues, and improve faculty diversity.
- **Non-Proposition 98 Investments:** Approve new Cal Grant framework that focuses resources on the most financially vulnerable students regardless of segment.

Despite the significant reduction in available resources, the 2020-21 State Budget preserved funding for most community college programs at the 2019-20 levels. In addition, the budget provides the system with a \$120 million block grant to help districts cover costs associated with the pandemic. The San Mateo County Community College District (SMCCCD) will receive \$1.65 million of the block grant. In order to accomplish the aforementioned, the State Budget defers \$1.453 billion in payments to community colleges as follows:

- February 2021 payment (\$253 million) deferred to November 2021
- March 2021 payment (\$300 million) deferred to October 2021
- April 2021 payment (\$300 million) deferred to September 2021
- May 2021 payment (\$300 million) deferred to August 2021
- June 2021 payment (\$300 million) deferred to July 2021

If the State receives sufficient federal aid, \$791 million of the \$1.453 billion in deferrals will be rescinded; however, this is not assured.

Other major components of the 2020-21 State Budget for California Community Colleges include:

**Apportionment**

The budget continues implementation of the Student Centered Funding Formula (SCFF), which does not currently apply to the SMCCCD given its community-supported (basic aid) status. Although the statutory COLA for 2020-21 is 2.31%, given the State’s economic condition, the State Budget Act does not provide for any COLA or growth funding. The hold harmless provision has been extended by two years (through 2023-24), whereby districts will receive at least their 2017-18 total computational revenue.

As a reminder, this formula allocates funding to general apportionment districts based upon full-time equivalent students (FTES) as well as additional factors. There are three calculations in the formula: (1) a base allocation consistent with the prior SB361 formula; (2) a supplemental allocation based on the number of students who receive a California College Promise Grant, Pell Grant, or are AB540 students; and (3) a student success allocation, which allocates funds for outcomes related to a variety of “success metrics” including the number of associate degree transfers (ADTs), associate degrees (AAs), bachelor’s degrees (BAs), or credit certificates awarded; the number of students completing transfer-level math and English within the first academic year of enrollment; the number of transfers to four-year universities; the number of students completing nine or more career technical education (CTE) units; and the number of students attaining a regional living wage. There are “bonuses” based on outcomes of the California College Promise Grant or Pell Grant recipients in the afore-mentioned metrics.

As mentioned earlier, the funding formula does not impact SMCCCD for General Fund apportionment because the District is community-supported; however, categorical funding allocations may be appropriated using the same methodology in the future. Staff remains actively engaged at the state level and is closely following the impact that the continued implementation of SCFF may have on students.

**Continuation of the California College Promise Program**

The budget continues to provide funding for the California College Promise Program for first-time, full-time students. Districts may use the funds to waive some or all of the tuition fees for first-time, full-time students for their first and or second years. Districts may also use the allocation for other forms of direct or indirect aid to students as long as such usage is aligned with the programmatic goals. Recently the program guidelines were modified to allow districts to define “full-time” for students with disabilities to be less than 12 units. SMCCCD is estimated to receive approximately \$1.6 million, which will be used to waive tuition fees and provide direct and indirect aid to students.

**CalSTRS and CalPERS**

The budget redirects \$2.3 billion from the 2019-20 State Budget Act that was allocated to provide long-term relief for the California State Teachers’ Retirement System (CalSTRS) and the California Public Employees’ Retirement System (CalPERS) to further reduce the employer contribution rates for 2020-21 and 2021-22. This action reduced the employer contribution rates by approximately 2% and does provide short-term relief to employers; however, districts continue to grapple with long-term funding strategies as rates are expected to continue to rise as noted below:

<b>Current Rates</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
CalSTRS	17.10%	<b>16.15%</b>	16.00 %*	18.10 %*	18.10 %*
CalPERS	19.72%	<b>20.70%</b>	23.01 %*	26.24 %*	27.14 %*
<b>January 2020 Proposed Rates</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
CalSTRS	17.10%	<b>18.40%</b>	18.10%	18.10%	18.10%
CalPERS	19.72%	<b>22.80%</b>	24.90%	25.90%	26.60%

\*projections from School Services of California

## Other Components

- **Student Equity and Achievement Program:** As a condition of receiving these categorical funds, districts must now support or establish on-campus food pantries or regular food distribution programs. SMCCCD has food pantries and food insecurity assistance programs at each college. Further, the District has been operating an emergency food distribution for students and the community and plans to expand locations and continue operations for the foreseeable future.
- **Classified Employees:** The Legislature's intent is that districts maintain all classified employees in 2020-21 and prohibits districts from laying off any permanent or probationary employee with a classification in nutrition, transportation, or custodial services during the fiscal year.
- **Strong Workforce Program:** The Legislature is encouraging districts to expedite the development of short-term CTE courses to address the impact of the pandemic with these categorical resources.
- **Fifty Percent Law:** Budget trailer bill language exempts COVID-19-related expenditures from the calculation through June 30, 2021.
- **Student Aid:** The budget provides \$11 million for emergency financial aid to undocumented community college students by redirecting funds from the Dreamer Incentive Grant Program. In addition, the Cal Grant Program is fully funded and provides \$.25 million for a student loan working group.

## Capital Funding

The budget provided \$223.1 million in funds from Proposition 51, which was approved by the voters in 2016. This funds 15 continuing and 25 new projects statewide. SMCCCD's has three projects included, which are the Campus Water Tank Replacement at CSM, Building 13 – Multiple Program Instructional Center at Cañada College, and Building 2 - Workforce and Economic Development Prosperity Center at Skyline College.

## STATE AND NATIONAL ECONOMIC OVERVIEW

As mentioned earlier, the public health emergency has taken a tremendous toll on California's robust economy over the past several months. The pandemic-induced recession is consistent with the economic plunge experienced by the entire nation and other parts of the world. Despite a small uptick in jobs in May 2020, the unemployment rate has skyrocketed during the statewide stay-at-home order with nearly 3 million officially unemployed workers and a jobless rate of 15.9% in June 2020, exceeding the former highest rate ever experienced, which was during the Great Depression.<sup>1</sup>

The U.C.L.A. Anderson Forecast, which has been providing California's economic outlook since 1952, expects that the state and national economies will not fully recover until "well past 2022."<sup>2</sup> The worst declines will continue to be in the leisure, hospitality, and many lower-wage industries, while higher-wage areas like technology and other professional employment sectors will likely fare much better, a dynamic that will unfortunately widen the equity gap.

Given the uncertainty of COVID-19 mitigation, it is unlikely that the V-shaped recovery that some economists predicted (i.e., a rapid decline followed by a rapid expansion) is going to materialize. It is much more likely to be a U-shaped recovery wherein the economy will likely experience a fairly long period of low output and high unemployment and, whenever the pandemic is tamed, a gradual expansion — but no one can predict when the worst will be over.<sup>3</sup> The worldwide spread of COVID-19 has halted the longest expansion on record in the United States. Similar to the statewide outlook, a U-shaped recovery from the recession is projected nationally with unemployment rates projected at 9.3% in 2020 and dropping to 6.5% and 5.5% in 2021 and 2022, respectively.<sup>4</sup>

<sup>1</sup> <https://calmatters.org/commentary/2020/06/california-employment-economic-recovery/>

<sup>2</sup> <https://www.nytimes.com/2020/07/10/business/economy/california-economy-coronavirus.html>

<sup>3</sup> <https://calmatters.org/commentary/2020/08/california-economy-jobs-future-predictions/>

<sup>4</sup> <https://www.thebalance.com/us-economic-outlook-3305669>

## LOCAL ECONOMIC OVERVIEW

As a community-supported district, SMCCCD staff pays particularly close attention to the local economy and real estate markets. When California issued the statewide stay-at-home order in March 2020, which essentially shutdown the economy due to the pandemic, the County of San Mateo embarked on a difficult journey in an effort to combat the spread of COVID-19. The County was not immune to the drastic and sudden increase in unemployment. As of June 2020, the county’s unemployment rate reached 10.8%,<sup>5</sup> which is slightly better than the statewide rate of 15.1% and the national rate of 11.2%. To put this into perspective, unemployment rates as reported in the 2019-20 Final Budget Report for June 2019 for the county, state, and nation were 2.2%, 4.2%, and 3.8%, respectively.



Despite the ongoing health and economic crises inflicted by the pandemic, the local real estate market made a dramatic recovery from the steep declines experienced in March 2020 and April 2020. The median residential sales price hit a new high in the second quarter of 2020, and high-end homes, in particular, have seen extremely strong demand – in fact, this applies to virtually every market in the Bay Area. More affluent buyers – the demographic least affected by COVID-19, unemployment, and also having the greatest financial resources – have been entering the market to a greater degree than other segments.<sup>6</sup>

Although the pandemic rattled the housing market in its early stages, the overall vacancy rate in June 2020 was at a relatively low 6.2%,<sup>7</sup> indicating that San Mateo County still struggles with housing shortages and that demand remains strong. It is unknown how the public health emergency will impact the local economy in the long-term considering the host of rapidly changing socio-economic factors. Given the District’s community-supported status and its reliance on property taxes, which is dependent on assessed valuation (an economic lagging indicator), the District is anticipating lower property tax revenue increases over the next couple years. As indicated in the 2020-21 Tentative Budget, the District has planned for three scenarios. The 2020-21 Final Budget is based upon Scenario 1 (reflected below) with assessed valuation for 2020-21 anticipating an increase of 7.02%, which is consistent with data from the Assessor’s Office,<sup>8</sup> with modest decreases in the out years. For contingency planning purposes, Scenario 2 and 3 have been discussed across the organization.

Property Tax Planning Scenarios (2021, 2022, 2023)

Property Taxes	2020-21	2021-22	2022-23
Scenario 1 (Current)	7.02%	4.5%	4.0%
Scenario 2		1.5%	0.5%
Scenario 3		-1.5%	-3.5%

## DISTRICT FUNDING AND PRIORITIES OVERVIEW

The San Mateo County Community College District continues its community-supported (basic aid) status for the tenth consecutive year (since 2011-12). To ensure protection against any legislation that may threaten this status, District officials continue to play an active and vital role in policy and advocacy positions, and participate in many statewide committees to represent the views and interests of both the District and the community it serves.

As the District continues to pursue different avenues and approaches to address community needs, which also include responding to the educational requirements of its student population, there remains a strong commitment to maintain a prudent and stable financial position in this time of economic uncertainty. This budget supports the

<sup>5</sup> <https://samceda.org/sites/default/files/SMC%20Economic%20%26%20Industry%20Overview%20June%202020.pdf>

<sup>6</sup> <https://chriseckert.us/market-report/real-estate-market-report-san-mateo-county-area-july-2020/>

<sup>7</sup> <https://samceda.org/sites/default/files/SMC%20Economic%20%26%20Industry%20Overview%20June%202020.pdf>

<sup>8</sup> <https://www.smcacre.org/assessor-clerk-recorder-press-releases-0>

mentioned and is aligned with the District Strategic Plan, and supports a myriad programs upon which a few are highlighted below along with information pertaining to financial resources to address the pandemic.

**Commitment to 50% Law Compliance**

As a community-supported district experiencing declining enrollment while implementing various student-centered initiatives that fall on the non-instructional side of the equation, the District has struggled since 2015-16 to comply with spending at least 50% of its unrestricted general fund resources on the instructional side of the equation. Recognizing the Board of Trustees’ concern with the year-over-year declines and the importance of investments in full-time faculty, the 2020-21 Budget allocates \$0.7 million in on-going funds to convert part-time faculty to full-time faculty as follows: four teaching faculty at Skyline College, three teaching faculty at the College of San Mateo, and three teaching faculty at Cañada College. The colleges will begin the process of prioritizing and filling these new full-time positions as soon as possible.

**Promise Scholars Program**

The Promise Scholars Program (PSP), available at all three colleges, provides financial, academic, and personalized student services for first time, full-time students whose educational goal is to earn a certificate or associate degree. In alignment with the District’s Strategic Plan, the PSP removes financial barriers that prevent students from being able to pursue their educational goals full-time. The program includes the promise scholarship, a dedicated counselor delivering personalized academic and socio-cultural support, and performance-centered interventions.

Participants also receive a monthly incentive (either transportation support or meal plan support), a bookstore voucher for books and course materials, and access to loaner laptops. This is done in recognition of the fact that it is more than just the cost of enrollment that prevents students from accessing higher education. By way of adopting this budget, the Board of Trustees affirms its commitment to continue to serve up to 2,000 students in 2020-21. The 2020-21 budget includes an allocation of \$3.2 million from the funds listed below, applied towards fee waivers and support for students.

The District remains committed to expanding the PSP in future years in order to support eligible students. The District plans to utilize any and all state funding available, including California College Promise (AB19) funds, and will continue to raise funds through the Foundation and through both public and private partnerships in order to meet the needs of the community.

**Promise Scholars Program Funding Sources and Allocations**

Source	Amount
Enterprise Funds	\$400,000
Foundation	\$300,000
Housing Fund	\$300,000
State & One-Time Resources	\$750,000
Fund 1 (Fee Waivers)	\$1,450,000
<b>2019/20 Total</b>	<b>\$3,200,000</b>

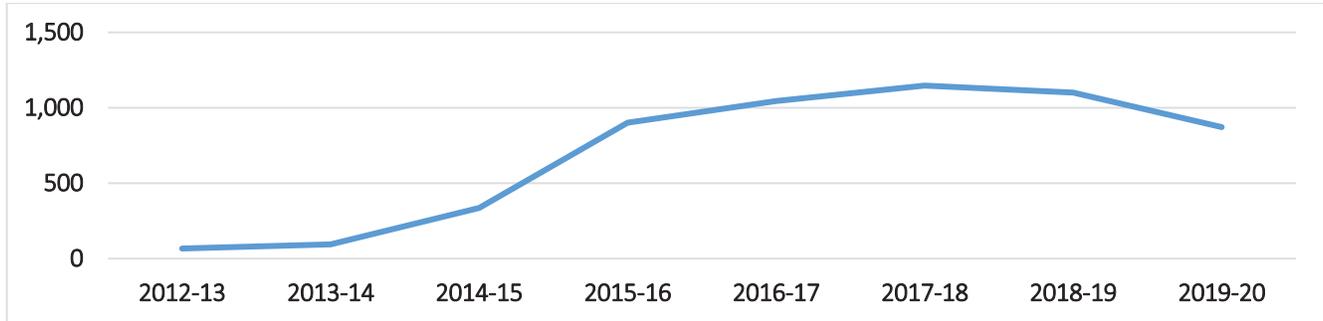
**International Education**

A combination of factors including federal anti-immigration policies coupled with the pandemic pushed international student enrollment back to the level of 2015-16, a 44% reduction. Despite this significant setback, the District still places #14 among all community colleges in the nation in the number of enrolled international students (up from #17 in the prior year, which is an indication that other districts have experienced a heavier enrollment loss.<sup>9</sup>) The 2020-

<sup>9</sup> <https://www.iae.org/Research-and-Insights/Open-Doors/Data/Community-College-Data-Resource/Community-College---International-Students/Top-Host-Institutions>

21 Budget anticipates a significant decrease in international tuition fee revenues as compared to the prior year’s budget amounting to a loss of \$3.7 million as a result of the enrollment declines.

International FTES Enrollment Trend (2013 – 2020)



In order to mitigate the negative geopolitical impact on international student enrollment and to remain competitive in the higher education marketplace, the District has implemented a new initiative known as the Global Online Learning (GOL) program. In 2019-20, a pilot program was conducted at Skyline College, which gave confidence and data that this program, which provides distance education abroad, is viable. Since February 2020, the District has embarked on expanding the program. The development work continues to be led by Skyline College’s Global Learning Programs and Services (GLPS) and the Office of the Provost, International Affairs. The U.S. State Department and the U.S. Commerce Department are both promoting the program in South America, India, the Middle East, and Africa. As of early August 2020, 70 new students have enrolled in the program. The District is encouraged that additional students will enroll in the spring 2020.

**Equity Institute**

This District budget includes a second allocation of \$800,000 in support for the Equity Institute to expand its operations. Started as a pilot program in 2018-19 at Skyline College, the Institute develops transformative experiences for organizations committed to becoming more culturally literate and equity advancing. The Institute facilitates professional development opportunities focused on strategic institutional responses to issues around race, gender, and equity. The Institute hosts fee-based equity academies quarterly, summits biennially, and cabinet roundtables for colleges throughout the state. The Institute is poised to evolve into a self-supporting, revenue-generating program.

**Food Insecurity Initiative**

Similar to the 2019-20 budget, the 2020-21 budget provides \$1 million in one-time funding to provide direct support to students who have food insecurities. Working with points of contact at each of the three colleges, students with food insecurities were identified and based upon a needs assessment were allotted a daily dollar amount for use at either a campus bookstore or cafeteria. After the stay-at-home order in March 2020, the District had to rapidly pivot the process given that the bookstores and cafeterias were suddenly closed. With over 1,900 students identified as being food insecure for the spring 2020 term, the District began to distribute Safeway cards valued at \$75 or \$150 each month so that the students would be able to purchase groceries at their local Safeway store.

Changes to the program were made for the summer term that will remain in effect through the end of the pandemic. These changes include sending students electronic gift cards to their my.smccd.edu email address through an online gift card distribution platform called Tango Cards. Through this platform students will receive a link where they can select the option to receive a gift card to Safeway, Target, Walmart, or Whole Foods, in order to access the food retailer that is most convenient for them. Additionally, students can mix and match their gift card options, for example \$75 at Safeway and \$75 at Walmart, in order to maximize their access. Some cards can also be used online as a convenience for students that are unable to travel to stores in person. Utilizing electronic gift cards provide students with added security, choice, and convenience as students can access their gift card any time without having to wait on the mail or be present during mail delivery.

**COVID-19**

As previously mentioned, the pandemic has had a financial impact on all levels of government including the District. In spring 2020, the District expended approximately \$1.2 million in unrestricted general fund resources on personal protective equipment (PPE), technology equipment, and other employee expenses. It is estimated that the child development centers and other campus-generated revenues (e.g., passport office, equity institute, etc.) experienced an opportunity loss of \$0.1 million as result of the stay-at-home order. Additionally approximately \$0.6 million in refunds for enrollment and parking fees were issued to over 3,000 students who unfortunately had to withdraw from all or part of their studies due to the coronavirus during the spring term.

The estimated revenue losses to auxiliary services for 2019-20 are \$1.6 million with details as follows:

- **CCCE** = \$0.25 million
- **Cafeterias / Catering Services** = \$51,000
- **Bookstores** = \$0.6 million
- **SMAC** = \$0.7 million

These revenue losses associated with fixed costs such as payroll compound to a staggering impact to the enterprise funds for 2019-20. Pandemic-induced financial losses will continue into 2020-21 until normal operations can resume.

In 2019-20, the District was allocated approximately \$5.9 million in federal funding via the CARES Act and \$0.6 million of this amount was expended pursuant to the MOU between the District and AFT to address the sudden need to transition to distance education modalities during the spring term and \$2.9 million was provided to students as direct financial aid through June 30, 2020. The balance of \$2.4 million will be expended during 2020-21 pursuant to the federal guidelines, with the majority being disbursed as direct financial aid to students.

In summary, a total of approximately \$4.7 million from various resources was expended in the first four months of the pandemic (March through June 2020). Coupled with the estimated revenue loss of \$2.3 million, the estimated financial impact of the pandemic to the District in 2019-20 totaled approximately \$7 million as noted below:

2019-20 COVID-19 Related Expenses	\$ (in millions)	
Unrestricted General Fund	\$	1.20
Restricted General Fund – CARES Act (Student Aid)		2.90
Restricted General Fund – CARES Act (Institutional)		0.60
<b>Total Expenses</b>	<b>\$</b>	<b>4.70</b>
2019-20 COVID-19 Revenue Loss	\$ (in millions)	
General Fund (Enrollment, Parking refunds)	\$	0.60
Child Development Center, Passport Office, Others		0.10
Community Education		0.30
Cafeteria		0.05
Bookstores		0.60
SMAC		0.70
<b>Total Revenue Loss</b>	<b>\$</b>	<b>2.25</b>

In 2020-21, the District will receive a one-time block grant of \$1.6 million from the State to respond to the pandemic. The 2020-21 Budget also includes a set-aside of \$1.2 million in unrestricted general fund resources to respond to expenses that will be incurred as a result of the pandemic. Lastly, the Colleges and District have allocated an additional \$4.1 million from unspent 2019-20 site allocations in the Emergency Preparedness Fund to buttress against additional expenses in 2020-21 as a result of the pandemic. Including the carryover funding from the CARES Act, the 2020-21 Budget allocates \$9.3 million to address pandemic-related expenses in 2020-21 and/or beyond, as needed, excluding the enterprise funds that support the District's auxiliary organizations.

2020-21 SMCCCD BUDGET

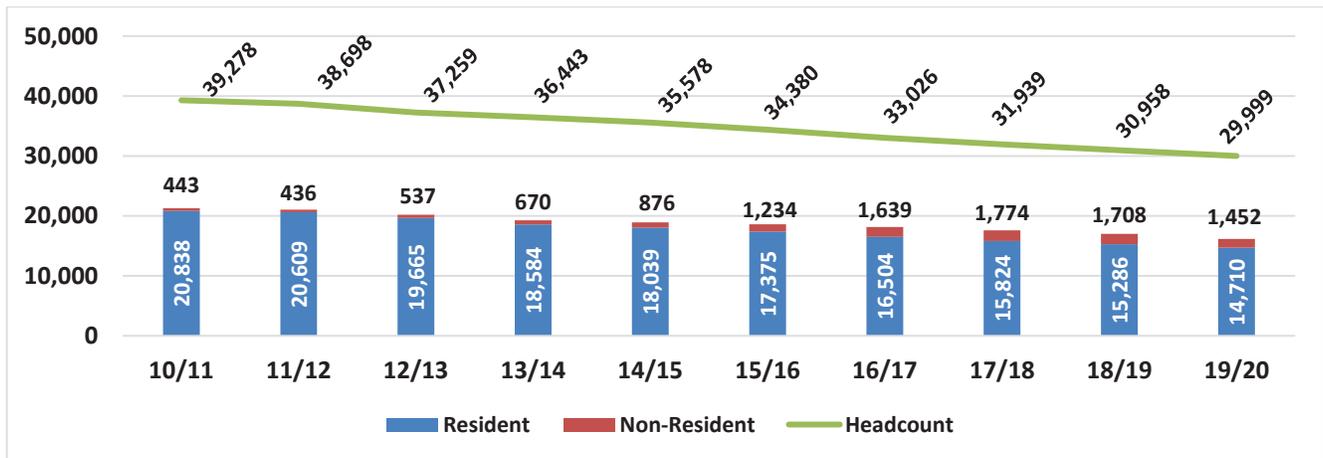
The District’s 2020-21 Tentative Budget was based on the most current revenue assumptions available in early May 2020. The Final Budget assumptions have been adjusted to reflect the State budget and the District’s community-supported status. Changes have occurred since May 2020 that form the basis for revised revenue and expenditure budgets as follows:

2020-21 Tentative Budget Assumptions	2020-21 Final Budget Assumptions																				
1. No resident tuition fee increases	1. No resident tuition fee increases																				
2. 2019-20 FTES based on the District’s P-2 (Second Principal Apportionment) report to the State as of April 15, 2020:	2. 2019-20 FTES based on the District’s P-A (Annual Principal Apportionment) report as of July 15, 2020:																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Campus</u></th> <th style="text-align: right;"><u>FTES</u></th> </tr> </thead> <tbody> <tr> <td>Cañada College</td> <td style="text-align: right;">3,411</td> </tr> <tr> <td>College of San Mateo</td> <td style="text-align: right;">6,054</td> </tr> <tr> <td>Skyline College</td> <td style="text-align: right;"><u>6,668</u></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>16,132</b></td> </tr> </tbody> </table>	<u>Campus</u>	<u>FTES</u>	Cañada College	3,411	College of San Mateo	6,054	Skyline College	<u>6,668</u>	<b>Total</b>	<b>16,132</b>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Campus</u></th> <th style="text-align: right;"><u>FTES</u></th> </tr> </thead> <tbody> <tr> <td>Cañada College</td> <td style="text-align: right;">3,405</td> </tr> <tr> <td>College of San Mateo</td> <td style="text-align: right;">6,096</td> </tr> <tr> <td>Skyline College</td> <td style="text-align: right;"><u>6,661</u></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>16,162</b></td> </tr> </tbody> </table>	<u>Campus</u>	<u>FTES</u>	Cañada College	3,405	College of San Mateo	6,096	Skyline College	<u>6,661</u>	<b>Total</b>	<b>16,162</b>
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3. On-going property tax growth of 6.86% - State revenue COLA does not apply	3. On-going property tax growth of 7.02% - State revenue COLA does not apply																				
4. CPI of 3.14%	4. CPI of 0.98%																				
<b>Summary</b>	<b>Summary</b>																				
Total Projected Revenue            \$207,481,650	Total Projected Revenue            \$208,411,970																				
Total Projected Expenses <u>\$207,481,650</u>	Total Projected Expenses <u>\$208,411,970</u>																				
Estimated Surplus                        \$(-0-)	Estimated Surplus                        \$(-0-)																				
<i>NOTE: Beginning with the 2015-16 fiscal year, SMCCCD implemented the use of a new resource allocation model to reflect the District’s community-supported status that prioritizes programs and services according to the needs of the local community as defined in the District’s Strategic Plan.</i>	<i>NOTE: Compensation adjustments based upon AFT and CSEA negotiated agreements are pending allocation to sites.</i>																				

### Enrollment Trends

The chart below represents annual enrollment trends for the past ten years. The decline in enrollment is partially attributed to the dramatic improvement in the economy experienced by the county over the past ten years. Enrollment (FTES) for summer 2020 increased over summer 2019 by 21.8%.<sup>10</sup> The District is closely monitoring the impact of the pandemic-induced recession on enrollment.

Annual Enrollment Trends (2011 – 2020)



### GENERAL FUND REVENUES

The General Fund consists of two segments: “Unrestricted” and “Restricted.” At SMCCCD, the Unrestricted General Fund is commonly referred to as “Fund 1” and the Restricted Fund is referred to as “Fund 3.” Approximately 82% of the General Fund consists of the unrestricted portion of the General Fund budget and supports most of the general programs of the District.

The restricted portion of the General Fund (approximately 18%) accounts for federal, state, and local monies that must be spent for specific purposes as defined by law, regulation, or delegation. Examples of restricted funds include state categorical programs such as Student Equity and Achievement (SEA), Extended Opportunity Programs and Services (EOPS), and Disabled Students Programs and Services (DSPS). Other restricted funds come from foundations; fundraising and partnerships with industry and the community; and grants from local, state, and federal governments.

The following information focuses primarily on the Unrestricted General Fund; however, the District’s other funds are also included.

#### 2020-21 Unrestricted General Fund Revenue

Under state law, each district has a “revenue limit,” which is a maximum amount of the general purpose funding as determined by the State according to the SCFF. The revenue in the calculation is drawn from three primary sources: local property taxes, student enrollment fees, and state general apportionment. When property taxes and enrollment fees exceed the state revenue limit, the district is known as basic aid or “community-supported”.

Since becoming community-supported in 2011, SMCCCD does not receive state general apportionment. Rather, the District receives the bulk of its unrestricted revenue from local property taxes and student fees, including non-resident tuition. These two primary sources represent 92.85% of the unrestricted revenues.

<sup>10</sup> Point In Time Comparison Report dated August 11, 2020 from the District’s Office of Planning, Research, and Institutional Effectiveness (PRIE)

## District Cash Flow and Reserves

The District's financial standing continues to be strong and stable. With its current community-supported status, the District is no longer entirely dependent on state apportionment. This means that funding is generally more predictable and is predicated on the local economy as opposed to that of the State. The majority of revenues are received twice per year (December and April) when property tax revenues are distributed by the County.

Between the months of July and December, without significant cash receipts, cash management is vital. In order to simplify the process and obtain the best pricing for issuance costs, the District has participated in the California School Boards Association (CSBA) *California Reserve Program* for the issuance of tax-exempt, tax revenue anticipation notes (TRANS) to smooth its cash flow. In past years, it had been standard practice to issue a TRANS to provide the necessary cash flow to fund District operations to meet payroll and other District obligations during the months before property tax revenues are available. However, due to its favorable financial position, it was not necessary for the District to issue a TRANS in 2019-20 for cash flow purposes nor is this financing mechanism anticipated for 2020-21. The District is closely monitoring the potential impact of the recession on property tax receipts for 2021-22 with regards to cash flow to ascertain if short-term borrowing will be required in 2021-22.

Various Measure H Bond construction projects are underway and the District issued the second and final tranche of the Measure H Bond Authorization in fall 2018 to fund these projects.

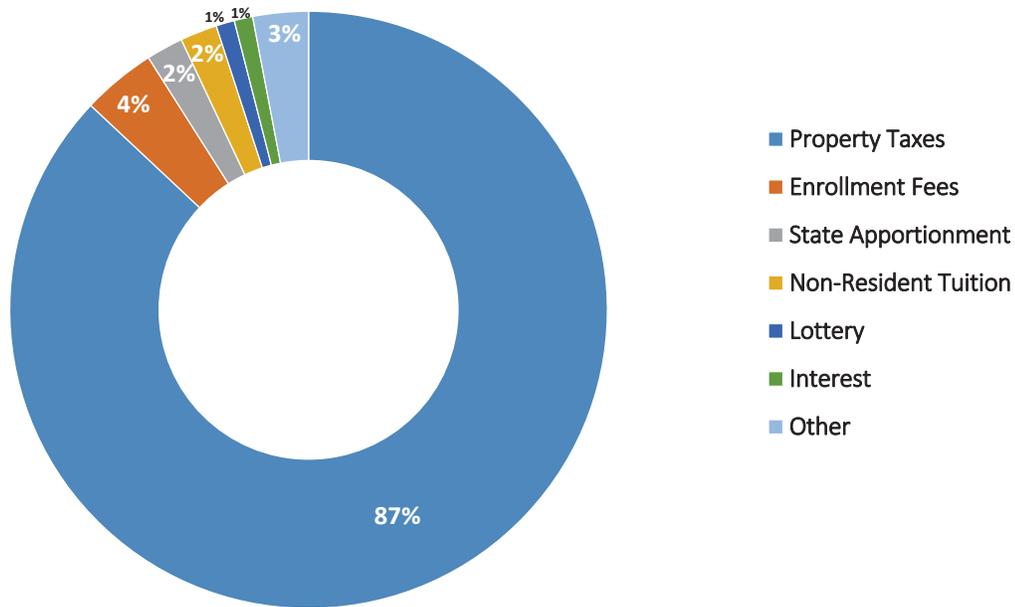
The 2020-21 Budget maintains the reserves at the minimum of 15 percent of expenditures. For the current budget year, this equals approximately two months' payroll. The appropriate level of reserves (15%) will be maintained in the District's Unrestricted General Fund.

## 2020-21 Unrestricted General Fund Revenue Projections

2020-21 Final	REVENUE
\$188,787,190	<b>Base Revenue:</b> Includes property taxes, supplemental taxes, student enrollment fees, and no state general apportionment (as the District is community-supported). <b>Property Taxes</b> (secured, unsecured, supplemental, etc.): \$165,666,426 <b>RDA Property Taxes</b> (AB1290, Residual, etc.): \$14,970,114 <b>Student Fees:</b> \$8,150,650 (reduced due to Promise Scholars Fee Waiver)
1,437,300	<b>Educational Protection Account (Prop 55):</b> State allocation from personal income taxes calculated at \$100 per resident FTES.
2,292,300	<b>Lottery:</b> Projection is based on estimated receipts for 2020-21. Proposition 20 restricts a certain portion of lottery funding for the purchase of instructional materials which are included in the Restricted General Fund.
492,704	<b>State allocations</b> for Part-Time Faculty Parity, Office Hours and Medical reimbursements.
467,362	<b>Apprenticeship:</b> Programs at College of San Mateo and Skyline College.
433,490	<b>Mandated Costs:</b> The District is budgeting \$30.16 per FTES in 2020-21.
4,733,625	<b>Non-Resident Tuition:</b> The non-resident rate is \$288 per unit.
1,500,000	<b>Interest:</b> Estimated based on a combination of short-term interest rates and cash flow projections based on favorable economic climate.
8,267,999	<b>Miscellaneous:</b> Includes most current projections for the State's STRS On-Behalf payment (a pass-through), full-time faculty funding from the State, facility rental income, cosmetology sales, library fines, class audit fees, transcript fees, satellite dish income, and other miscellaneous student fees and income.
<b>\$208,411,970</b>	<b>TOTAL PROJECTED REVENUE</b>

The District Committee on Budget and Finance reviews and assists in formulating the District’s revenue assumptions. The chart below illustrates the various sources of revenue.

2020-21 Unrestricted Fund Revenue Sources



### DISTRICT COMMITTEE ON BUDGET AND FINANCE

The District Committee on Budget and Finance is a subcommittee of the District Participatory Governance Council. Its main purpose is to focus on budget planning. The Committee reviews State budget proposals and assists in developing District income assumptions, budget goals, and budget allocations. The Committee meets monthly and members receive regular updates on State and District budget and finance issues. Each member actively contributes, participates, and is responsible for dissemination of information to their respective constituencies.

Members for 2020-21 include:

- |  |   |
|--|---|
| Eloisa Briones, <i>Vice President for Administration</i><br><i>Skyline College</i> | Vincent Li, <i>Academic Senate Representative</i><br><i>College of San Mateo</i>      |
| Anthony Burrola, <i>AFSCME Representative</i>                                      | Graciano Mendoza, <i>Vice President of Administration</i><br><i>Cañada College</i>    |
| Mary Chries Concha Thia, <i>Budget Office</i><br><i>Cañada College</i>             | Micaela Ochoa, <i>Vice President of Administration</i><br><i>College of San Mateo</i> |
| Sam Haun, <i>CSEA Representative</i>   | Martin Partlan, <i>Academic Senate Representative</i><br><i>Cañada College</i>        |
| Judy Hutchinson, <i>Budget Office</i><br><i>Skyline College</i>                    | Ludmila Prisecar, <i>Budget Office</i><br><i>College of San Mateo</i>                 |
| Nick Kapp, <i>Academic Senate Representative</i><br><i>Skyline College</i>         | Bernata Slater, <i>Chief Financial Officer</i><br><i>District Office</i>              |
| Steven Lehigh, <i>AFT Representative</i>   | Student Representatives from each College   |

## 2020-21 BEGINNING BALANCE

The 2020-21 General Fund beginning balance is \$55,723,195. The beginning balance (i.e., prior-year carryover) includes reserves for specific projects and activities of the 2019-20 year that have been carried over into the new fiscal year and are committed to those purposes.

The table below details the components of the District's 2020-21 beginning balance.

Project / Activity	Balance
<b>Miscellaneous Designated Funds:</b>	
Apprenticeship	\$1,331,252
CSM Facility Rentals	999,268
CSM Fitness Center	611,878
CSM Special Allocations	1,439,205
Elections Carryover	287,942
Emergency Preparedness	
Cañada	846,661
CSM	1,161,150
Skyline	900,001
District / Facilities	1,166,852
Equity Institute	523,627
Indirect Cost Pool	605,819
One-Time General Purpose	
Cañada	2,339,760
CSM	2,131,574
Skyline	914,887
District / Facilities	2,497,439
Professional Development	334,463
Skyline International	280,695
Skyline Special Allocations	1,246,200
Staff Development	369,292
Telecom Contracts	706,590
<b>Various Projects:</b>	
Cañada	285,191
CSM	431,384
Skyline	584,137
District / Facilities	211,139
<b>Encumbrances:</b>	
Cañada	16,968
CSM	20,020
Skyline	90,769
District / Facilities	58,066
Central Services	338,094
Reserve for Unrealized Gain/Fair Market Value Adj (GASB Entry)	1,431,079
Contingency Reserve (15%)	31,561,795
	\$55,723,195

## RESERVES

The 2020-21 Budget includes a District reserve of \$31,561,795 in its fund balance which is equivalent to 15%. The State recommends a five percent minimum reserve. The District's reserve includes amounts for budget contingency, emergency response, and cash flow. The contingency reserve is not budgeted as a line item as there is no intention to expend these funds except in an emergency.

## 2020-21 UNRESTRICTED GENERAL FUND EXPENDITURE PLAN

Expenditure projections are based upon the revenue estimates and are adjusted throughout the budget development process as new information becomes available.

The expenditure budget for the unrestricted portion of the general fund amounts to \$208,411,970, which represents an increase of \$930,320 from the tentative budget estimate of \$207,481,650. Net changes were due in large part to a slight increase in estimates for interest earnings based on new estimates related to investments provided by the San Mateo County, an increase in STRS-On Behalf (GASB Entry) offset by additional reductions in enrollment fees and slight reductions to property tax estimates.

2020-21 cost-of-living adjustments for non-represented employees (excluding administrators) and AFSCME were provided for in July 2020, with approval from the Board of Trustees. Site allocations have been adjusted for these employee groups. Negotiations for compensation for AFT and CSEA, are on-going and once settled will be allocated to the sites via the resource allocation model.

## 2020-21 Unrestricted General Fund Expenditure Plan

2020-21 Final	EXPENDITURES
\$171,424,264	Site Allocations – Includes allocations for salaries and benefits adjusted for growth per the allocation model, and for step and column changes and longevity known-to-date. Also includes EPA (Educational Protection Account) allocation.  Benefits – Includes benefit increases known-to-date. This also includes the internal charge (3% of payroll) for the future cost for District-paid retiree medical benefits.
9,096,149	Other benefit costs for the adjunct faculty medical reimbursement program, faculty office hours, and STRS on-behalf payments.
4,413,475	Transfer to the Parking fund for Facilities and Public Safety staff.
518,315	Revenue Generating Programs /Contracts – Cosmetology sales and other college revenue-generating activities, facility use rental fees, telecommunications satellite contract allocations, and 8% of non-resident out-of-state student tuition.
467,362	Apprenticeship – Expenditure budget corresponds with revenue assumptions. Programs include automotive technology at Skyline College and electrical at CSM.
3,903,980	Miscellaneous – Includes audit fees, banking and credit card fees, allowance for bad debt, IRS fees to process 1098 and 1099 forms, AFT and Academic Senate release time, special events fund, CalPERS/STRS administrative fees, vehicle leases, opening day and end of year expenses, contingency for pandemic-related expenses (\$1.1 million), an allocation to be distributed to the colleges to convert part-time faculty to full-time in an effort to achieve the “75/25” full-time to part-time ratio (\$0.7 million), and other miscellaneous expenses.
4,222,417	Utilities – Includes gas, electricity, water/irrigation, garbage, and other charges. The Facilities Department analyzes projected costs for new campus buildings as well as rate increases and offsets from the cogeneration plants and solar farm. Utilities cost projections assume mostly online classes in Fall 2020.
5,581,079	Salary commitments – Includes anticipated AFT and CSEA COLA for 2020-21.
500,000	Managed Hiring – Includes resources necessary for the placement of staff into unfunded classified positions, thereby avoiding layoffs.
2,815,663	Insurance – Includes transfers to the Self-Insurance fund (Fund 2) for property and liability insurance premiums and workers’ compensation insurance premiums.
985,000	Consultant/Legal fees.
767,123	Staff Development – Includes annual allocation for faculty, management, and classified professional development.
3,637,143	Software/Hardware/Telephone – Includes maintenance and operating costs for ITS software and hardware, as well as telephone charges. This line item covers Districtwide existing software and new contracts.
80,000	Museum of Tolerance –Training scheduled for 2020-21.
<b>\$208,411,970</b>	<b>TOTAL PROJECTED EXPENDITURES</b>

## 2020-21 BUDGETED EXPENDITURES

The total Unrestricted General Fund budget includes site allocations and the beginning balance (i.e., prior-year carryover) as indicated in the following major areas:

**Salaries** **\$121,637,663**

The expenditure budget for salaries includes increases for step placement, longevity, and 2020-21 compensation increases known to date. Salaries and benefits combined account for approximately 72.5% of the total budget.

**Benefits** **\$45,884,026**

Updates to benefit rates for 2020-21 are included. The budget includes the January 1, 2021, increases in non-capped premium rates for employees and retirees and increases in employee health premium caps when part of the negotiated collective bargaining settlements. This amount also includes a benefit for the future cost for District-paid retiree medical benefits.

**Supplies** **\$8,073,696**

Projected expenditures in this category include all types of operating supplies, including miscellaneous office supplies, subscriptions, printing, fuel, etc.

**Other Expenses and Services** **\$43,098,550**

The expenditure budget includes operating expenses such as utilities, conference and travel, maintenance costs, contracted services, election costs, leases, telephone service, and computer hardware and software contracts. This also includes much of the carryovers for the sites.

**Equipment** **\$2,461,157**

Expenditures in this category include instructional equipment, library books, furniture, and site and building improvements. A large majority of the District’s capital expenses are included in the Capital Projects Fund.

**Transfers/Other** **\$9,987,199**

The Unrestricted General Fund includes transfers to other District funds. The projected transfers include transfers to the Self-Insurance Fund for insurance premiums, the Restricted General Fund to support the Promise Scholars program and other programs including the Parking Fund, and to the Child Development Fund.

**Total Expenditure Budget** **\$231,142,291\***

*\*This total includes site allocations, EPA, Transfers, Central Services expenses as well as committed or carryover funds from 2019-20.*

## 2020-21 SITE ALLOCATIONS

**Cañada College**

Site Allocation	\$31,474,043
EPA (Prop 55)	<u>263,020</u>
<b>Total</b>	<b>\$31,737,063</b>

**College of San Mateo**

Site Allocation	\$48,016,621
EPA (Prop 55)	<u>424,817</u>
<b>Total</b>	<b>\$48,441,438</b>

**Skyline College**

Site Allocation	\$51,099,837
EPA (Prop 55)	<u>425,832</u>
<b>Total</b>	<b>\$51,525,669</b>

**District Office**

Site Allocation	\$21,368,433
EPA (Prop 55)	<u>181,555</u>
<b>Total</b>	<b>\$21,549,988</b>

**Facilities**

Site Allocation	\$18,028,030
EPA (Prop 55)	<u>142,076</u>
<b>Total</b>	<b>\$18,170,106</b>

**Total**

Site Allocations	\$169,986,964
EPA (Prop 55)	<u>1,437,300</u>
<b>Total</b>	<b>\$171,424,264</b>

**BUDGET SUMMARY**

**Revenue**

Beginning Balance	\$ 55,723,193
2020-21 Revenue	<u>208,411,970</u>
Total	\$264,135,163

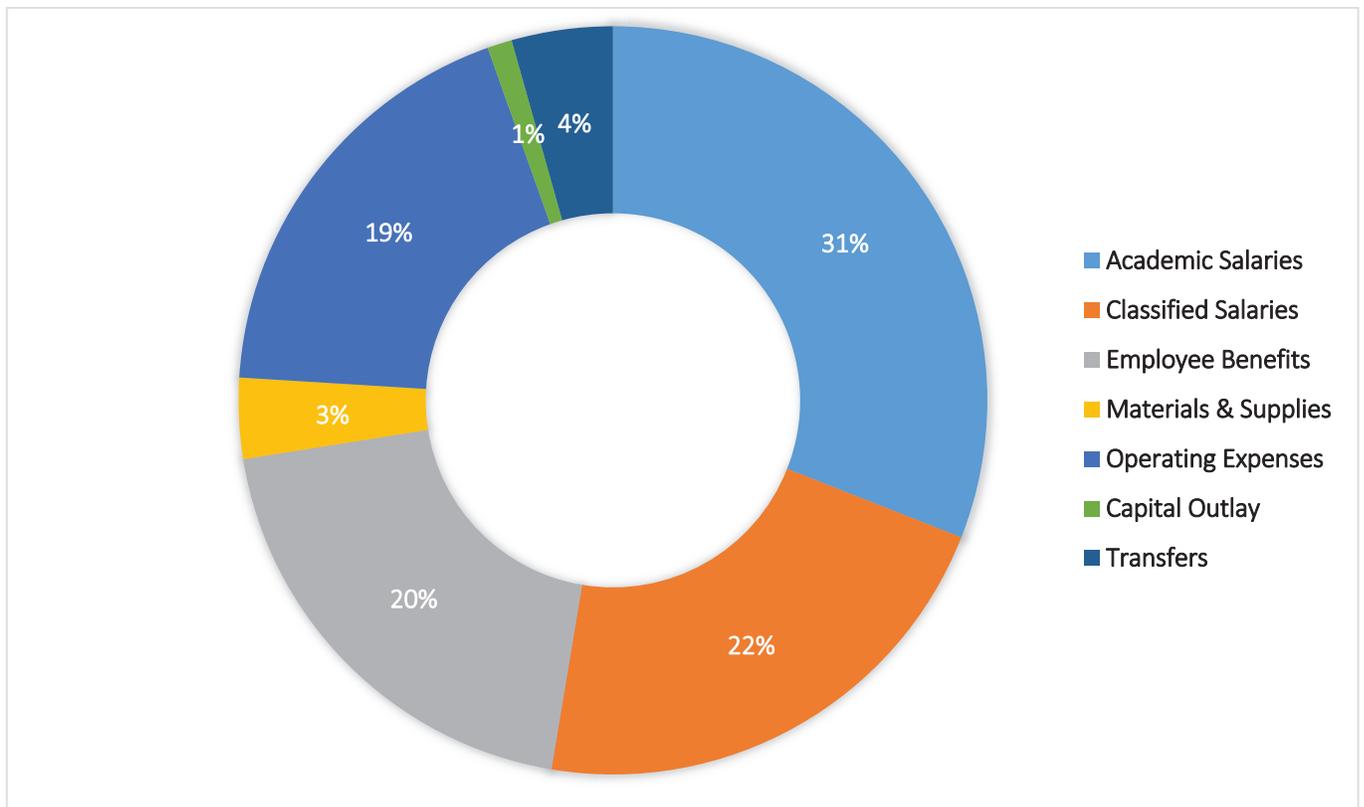
**Expense**

Site Allocations	\$171,424,264
Central Services	36,987,706
2019-20 Committed	<u>24,161,398</u>
Subtotal	\$232,573,368

Reserves	31,561,795
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**Balanced Budget** \$ (0)

2020-21 Budgeted Expenditures by Account Type



## SELF-INSURANCE FUND (FUND 2)

The District is entering into its fourteenth year of a more independent risk management program since withdrawing from the Bay Area Community College Joint Powers Agency (JPA) in 2005-06. The risk management program uses a combination of self-insured retention (SIR) amounts and insured limits. The current program permits the District to manage risk with greater flexibility to meet its needs associated with its size and complexity. After withdrawing from the JPA, the District contracted for independent coverage and administration of claims from insurance underwriters and third party claims administrators. The largest risk programs are those for property, liability, and workers' compensation risk coverage. The District maintains a self-insured retention to cover expected losses, and a combination of primary insurance and re-insurance levels to cover unexpected losses. The Self-Insurance fund is used to fund and manage the expenses associated with this risk management program.

Due to current insurance market conditions; natural disasters such as floods, hurricanes, and fires; newly constructed building resulting in higher valuation, and insured loss experience, the District expects an over-all 55% increase to insurance rates for 2020-21. Staff is actively engaged in evaluating options to mitigate potential future cost increases.

Workers' compensation costs have remained relatively low, allowing the District to maintain its internal charge percentage at less than one percent (0.71%) of salaries. This is due in large part to the emphasis that the Facilities Department has placed on safety, resulting in extraordinarily low number of accidents and claims. The District uses an actuarially-based program to determine its internal charge for worker's compensation.

The District maintains a variety of insurance policies, levels of self-insured retention, and self-insurance. The chart below illustrates the District's primary policies, as well as the claims management contracts. In addition, the District has several smaller policies that cover business travel, crime, terrorism, cyber liability, student accidents, student athletes, international student health insurance, student malpractice, and Health Center malpractice.

POLICY	CARRIER	A.M.BESTS RATING	TYPE OF COVERAGE
Excess Workers Compensation Program	Safety National Casualty Corporation	A+ XII	Statutory Workers' Compensation and Employers' Liability Excess Workers' Compensation Program SIR: \$350,000 To STAT PLUS \$1M Employers Liability and a two-year rate guarantee
Property, Inland Marine and Boiler and Machinery Program	Travelers Property Casualty Company of America	A++ XV	Deductible: \$150,000
Excess Liability Program Including GL, AL, EBL, School Board Legal, EPL, Law Enforcement Liability, Sexual Harassment and Sexual Abuse. Sexual Abuse is per occurrence trigger	Princeton Excess & Surplus Lines Insurance Company, owned and operated by Munich RE Insurance	A+ XV	SIR: \$150,000 \$4,850,000 PER occurrence and \$5M aggregate \$2,500 Loss Control Fund \$1M one-time payment of Corridor deductible

SELF School Excess Liability Fund	Joint Powers Authority for Schools in the state of CA.	Not Applicable	\$55M XS \$5M
Third Party Administrator (Liability)	Claims Retention Services		
Third Party Administrator (Excess Workers' Compensation)	SEDGWICK CMS		

The 2020-21 Self-Insurance budget, detailed on page 55, totals \$4,840,672. The budget is higher than 2019-20 due, in part, to the inclusion of an estimated assessment of \$1.7 million towards the AB218 Funding Plan approved by the SELF Board for 2020-21. (This is the first year of a consecutive three-year assessment.) This assessment is intended to establish the necessary reserves for SELF to offset any potential claims associated the passage of AB218. Although the District does not currently have any claims as a result of this legislation and its exposure is low, the District’s membership in SELF since 1986 requires the contribution. Estimated income is \$4,218,514, which consists of a transfer from Fund 1 to fund insurance premiums and internal benefit charges to offset Workers’ Compensation costs. The net beginning balance of the Self-Insurance Fund is \$7,771,440. This balance will cover incurred – but not yet reported – losses.

### DEBT SERVICE FUND (FUND 25)

The purpose of the Debt Service Fund is to account for the accumulation of resources for, and the payment of, general long-term debt. Revenue to this fund comes from the assessed property taxes to pay off the General Obligation Bonds.

The Debt Service Fund budget for 2020-21, shown on page 59 totals \$67,601,288, which includes debt reduction principal and interest payments, which is offset by an estimated income of the same amount. The net beginning balance is \$68,406,932. The schedule for long-term debt can be found in the Supplemental Information section.

### RESTRICTED GENERAL FUND (FUND 3)

The Restricted General Fund accounts for specially-funded federal, state or local grants or agreements which have specific purposes and must be spent accordingly. The 2020-21 Final Budget includes the most current data available. A list of the specific programs and grants can be found on pages 64.

Included in the Restricted General Fund are the Health Services and Parking Programs. Health fee income is estimated at \$670,000. Parking fee income and fines are estimated at \$717,000. The programs anticipate a transfer-in from Fund 1 in the amount of \$210,000 and \$4.8 million respectively given the reduced revenue as a result of declining enrollment and the stay-at-home order through the fall semester coupled with increased personnel costs. Additionally a portion of the local resources supporting the Promise Scholars Program as well as state resources (e.g., AB19) are included in the Restricted General Fund.

As part of the cash deferrals, the State will defer approximately 90% or \$5.9 million of the District’s 2020-21 cash allocation for the Student Equity and Achievement Program into 2021-22.

The Restricted General Fund budget for 2020-21, as shown on page 62 is \$51,781,513. This total reflects the 2020-21 budget for new grants and categorical program allocations as well as funds carried over from 2019-20. The net beginning balance in the Restricted General Fund is \$22,408,005.

## CAPITAL PROJECTS FUND (Fund 4)

The Capital Projects Fund is a restricted fund and reflects year-end data and funding carryover for projects approved but not completed in prior years. A project list can be found on pages 70. Expenditures for 2019-20 were \$100,495,253.

The Bond Construction Fund, a sub-account of the Capital Projects Fund, was established for the deposit of proceeds from the sale of general obligation bonds. Deposits are used to meet the costs of property acquisition, facilities planning, inspections, surveys, new construction, modernization, and new equipment.

### Capital Improvement Program

In November 2014, voters in San Mateo County voted (66.4% favorable) to approve Measure H, a \$388 million bond measure that will allow the District to complete the modernization/construction/reconstruction projects as envisioned in the 2015 Facilities Master Plan Amendment that was approved by the Board of Trustees in January 2015. The District received its first Measure H bond issuance of \$127 million in June 2015 and the second and final issuance of \$261 million in December 2018. To date, the funds have generated interest of \$11.01 million, which increased the Measure H budget from \$388 million to \$399.01 million. As of June, 30, 2020, the District has expended \$254,629,596 and committed \$41,505,974 of Measure H funds – 74 percent of the total authorization.

The following is a list of site-specific activities that have been recently completed or are currently in design, pre-construction, or construction phases. Construction dates listed reflect currently planned schedules as of June 30, 2020, but are subject to change.



**Completed Projects** – The following projects were completed in 2019-20:

- Campus Bus Stop Relocation
- Astronomy Observatory
- Building 9 Exterior Envelope Repairs

**Active Construction Projects** – The following projects are under construction:

- Building 1N Kinesiology and Wellness Center (anticipated completion – Spring 2021)
- Building 16/18 Swing/Secondary Effects (anticipated completion – Summer 2023)
- Parking Lot 6 Expansion (anticipated completion – Spring 2021)



*Building 1 Progress*



*Building 9*

**Projects In Planning** – The following projects are in the planning and design stage:

- Building 9 Reconfiguration
- Building 13 Multiple Program Instructional Center
- Building 13 Swing Space
- Building 22 Classroom Upgrades and Public Safety Department Relocation

# College of San Mateo

**Completed Projects** – The following project was completed in 2019-20:

- Building 17 Student Life and Learning Communities Renovation

**Active Construction Projects** – The following projects are under construction:

- Building 3 Theatre Modernization (anticipated completion – Winter 2020)
- Building 20 Demolition / Edison Lot 7 Expansion (anticipated completion – Winter 2020)



*Edison Lot Progress*



*Building 17 Spark Point*

**Projects In Planning** – The following projects are in the planning and design stage:

- Building 19 Facelift
- Water Supply Tank Replacement



**Completed Projects** – The following projects were completed in 2019-20:

- Building 3 South Wall Waterproofing
- Building 6 Fireside Furniture Refresh

**Active Construction Projects** – The following projects are under construction:

- Building 1 Social Science and Creative Arts Building Facelift (anticipated completion – Summer 2021)

- Building 2 Workforce and Economic Development Prosperity Center (anticipated completion – Summer 2022)
- Building 19 Pacific Heights Swing Space (anticipated completion – Spring 2021)
- Buildings 3A/B/C/D/E Portable Replacement (anticipated completion – Fall 2020)



*Building 3A-E Portable Replacement Progress*



*Building 3 South Wall Waterproofing*

**Projects In Planning** – The following project is in the planning and design stage:

- Building 2 Workforce and Economic Development Prosperity Center

**Future State Capital Outlay Funded Projects** – The following projects have been submitted for future State Capital Outlay funding; however, the District may rescind the submissions if matching funds are not identified:

- Building 5 Learning Resource Center Technology and Environmental Modernization (FPP) - Pending Review for 2022-23
- Building 1 Visual and Performing Arts Modernization (IPP) – Pending Review
- Building 19 Pacific Heights Modernization (IPP) – Pending Review



**Completed Projects** – The following projects were completed in 2019-20:

- Districtwide Fire Alarm Panel Replacement
- Districtwide Classroom Security Hardware Replacement
- Districtwide Interior Lighting LED Retrofit
- Districtwide Network Core Switch Upgrade
- Districtwide Symetra UPS Device
- Districtwide Network Switch Upgrade (10GB)
- Districtwide Emergency Alert System Speaker Coverage Expansion
- Districtwide Video Server Upgrade

**Active Districtwide Projects** – The following projects are under construction:

- Districtwide Information Telephone System Upgrades (anticipated completion – Summer 2020)
- Districtwide UPS Device (MDF/IDF) Replacement (anticipated completion – Summer 2020)
- Districtwide Firewall Network Switch Replacement (anticipated completion – Spring 2021)
- Districtwide Wireless Access Point Replacement (anticipated completion – Fall 2020)
- Districtwide Video Camera Replacement (anticipated completion – Spring 2022)
- Cañada Vista Exterior Envelope Repairs (anticipated completion – Fall 2020)

**Projects in Planning** – The following projects are in the planning and design stage:

- Districtwide ADA Transition Plan Upgrade
- Districtwide Emergency Generators
- College Ridge Employee Housing Complex at Skyline College

## AUXILIARY and ENTERPRISE FUNDS (FUND 5)

### ASSOCIATED STUDENTS



The Associated Student Bodies (ASB) represent student interests at each of the District’s Colleges.

Net income comparing fiscal years 2019-20 and 2018-19 are listed below:

Associated Students - Cañada	2019-20	2018-19	\$ Change	% Change
Net Income for the year	\$43,608	\$14,615	\$22,993	198.39%
Beginning Fund Balance, July 1	\$297,974	\$283,359	\$14,615	5.16%
Ending Fund Balance, June 30	\$341,582	\$297,974	\$43,608	14.63%

Associated Students - CSM	2019-20	2018-19	\$ Change	% Change
Net Income for the year	\$28,446	\$5,936	\$22,510	379.20%
Beginning Fund Balance, July 1	\$290,633	\$284,697	\$5,936	2.09%
Ending Fund Balance, June 30	\$319,079	\$290,633	\$28,446	9.79%

Associated Students - Skyline	2019-20	2018-19	\$ Change	% Change
Net Income for the year	\$80,982	\$(52,824)	\$133,806	253.30%
Beginning Fund Balance, July 1	\$522,725	\$575,549	\$(52,824)	-9.18%
Ending Fund Balance, June 30	\$603,707	\$522,725	\$80,982	15.49%

**ASB Revenue**

Activity card sales are the major source of income for the Associated Students. Payment of the Student Body Fee supports many student-sponsored activities and programs and entitles students to a photo-ID student body card.

**ASB Expenditures**

The ASBs regularly report their events and activities to the Board of Trustees. The expenditures supporting those activities include normal operating expenses (office supplies, activity cards, student assistant salaries and other miscellaneous expenses) as well as student programs, scholarships, and club assistance supporting campus life. The number and type of events that the ASBs hold may fluctuate from year to year based on the priorities of the student government.

The following table summarizes the number of events organized by the ASB at each college and also a comparison of total expenditures.

Associated Students	2019-20		2018-19			
Activities vs. Expenditure Analysis	# of Events	Expenditure	# of Events	Expenditure	\$ Change	% Change
Cañada College ASB	102	\$94,649	85	\$132,596	\$(37,947)	-28.62%
College of San Mateo ASB	78	\$186,617	76	\$242,762	\$(56,145)	-23.13%
Skyline College ASB	63	\$143,507	47	\$307,889	\$(164,382)	-53.39%

**AUXILIARY OPERATIONS**

San Mateo County Community College District Auxiliary Services and Enterprise Operations provide services at all three Colleges including the operations of the bookstores, dining services, vending services, Community Continuing and Corporate Education, and the San Mateo Athletic Club and Aquatic Center (at the College of San Mateo).

Each of the operations is unique in the services provided. The financial presentation for each of the enterprise operations is highlighted below with a brief narrative of each service for 2019-20 in relation 2018-19. This has been an incredibly challenging year for all of the District’s Auxiliary operations which rely on face-to-face transactions with customers. It is highly likely that 2020-21 will also be incredibly challenging given the public health emergency. The 2020-21 Budget anticipates that most enterprise funds will have to draw from fund balance as a result.



**Bookstores**

The landscape of collegiate retailing continues to change at a rapid and dramatic pace. At one time, the College Bookstore was the one place students could go to purchase all of the required academic materials to achieve success. Today, nothing could be further from the truth. The reality is that the College Bookstores of today have had to change

their way of thinking and operating to compete in this electronic content-driven environment. This paradigm, while not new, is still maturing and growing at an incredible pace. Some colleges and universities are adopting a total electronic platform and have done away with textbooks altogether. Others have taken the more common hybrid approach and, while they still have textbooks for some classes, encourage faculty to seek less expensive electronic

media for their classes including open source materials and zero textbook cost materials. This is the case with the District as a growing number of faculty are choosing to put the textbook aside and are using alternative materials exclusively.

Although the District has faced declining enrollment for the last several years, the Bookstore maintained a profit each year of operation since 2006 until the last two years when the effects of alternative materials were most significant.

Since the enrollment peak in 2009-10, the District has lost 31.5% of its enrollment as measured in FTES. Despite these years of declining enrollment and along with the switch to alternative content delivery methods, the College Bookstores have continued to identify new products and services to attract both student and employee customers including, but not limited to, the establishment of the textbook rental program, the opening of coffee and convenience stores at each location, and the provision of specialty services at each college.

In the continued effort to reduce the cost of academic materials and help to increase access for students, the Bookstore team continues to focus on providing "Inclusive Access" (IA) materials despite the financial impact to the bottom line. The IA program has experienced explosive growth since its inception like no other program before it. As IA continues on its growth trajectory in concert with other textbook cost-cutting measures including the Zero Textbook Costs initiative, which provides academic materials at little or no cost, the Bookstores will face continued, serious financial pressure as illustrated in the financial statements over the prior two years. Particularly noteworthy is the fact that despite declining enrollment and sales decreases in almost every category including new and used textbook sales and textbook rentals, sales of digital and inclusive access materials continue to increase.

### Financial Information

The following data reflect Bookstore operations for the fiscal year beginning July 1, 2019 through June 30, 2020.

Bookstore Sales	2019-20	2018-19	\$ Change	% Change
Regular Merchandise Sales	\$4,811,992	\$5,453,125	\$(641,133)	-11.76%
Computer Products Sales	120,731	181,196	(60,465)	-33.37%
Total Merchandise Sales	<b>\$4,932,723</b>	<b>\$5,634,321</b>	<b>\$(701,598)</b>	<b>-12.45%</b>
Textbook Rental Income	204,437	314,383	(109,946)	-34.97%
Production Service Income	256,291	336,983	(80,692)	-23.95%
Total Sales	<b>\$5,393,451</b>	<b>\$6,285,687</b>	<b>\$(892,236)</b>	<b>-14.19%</b>

Total sales decreased slightly by 14.19% percent in 2019-20 compared to 2018-19 due to the decrease in sales across every category (with the exception of digital and inclusive access materials, which continues to grow) as a direct result of both the pandemic which accounts for the loss of more than \$600,000 in sales and declining enrollment.

Cost of sales decreased by 7.71% or \$287,590 compared to 2018-19. Overall inventory shrinkage was less than one percent of sales again this year due to loss prevention efforts and improvements with invoice processing. (The industry standard is two percent.) Due to the stay-at-home order, only one physical inventory count was performed instead of the two physical counts normally conducted. Total Operating Expenses decreased by 4.07% or \$121,951 compared to 2018-19, which is noteworthy given the fact that the bookstores continued to pay student employees for all the hours scheduled to work through the end-of-the-year without a revenue offset.

Exacerbated by the year-over-year reductions in sales, along with increasing personnel and other costs and the devastating impact of pandemic, the Bookstores had an operational loss of \$868,206 in 2019-20 and an overall loss of \$1,079,806 which includes the assessment of non-operational income and expenses including a significant investment loss \$56,279.

The following table provides a summary of comparative figures.

Bookstore Recap	2019-20	2018-19	\$ Change	%Change
<b>Operations</b>				
<b>Sales</b>				
Merchandise Sales	\$4,932,723	\$5,634,321	\$(701,598)	-12.45%
Textbook Rental Income	204,437	314,383	(109,946)	-34.97%
Production Service Income	256,291	336,983	(80,692)	-23.95%
<b>Total Sales</b>	<b>\$5,393,451</b>	<b>\$6,285,687</b>	<b>\$(892,236)</b>	<b>-14.19%</b>
Less: Cost of Sales	3,444,297	3,731,887	(287,590)	-7.71%
<b>Gross Profit from Operations</b>	<b>\$1,949,154</b>	<b>\$2,553,800</b>	<b>\$(604,646)</b>	<b>-23.68%</b>
Total Operating Expenses	2,871,482	2,993,433	(121,951)	-4.07%
<b>Net Income/(Loss) from Operations</b>	<b>\$(922,328)</b>	<b>\$(439,633)</b>	<b>\$(482,695)</b>	<b>-109.80%</b>
Other Income	54,122	50,312	3,810	7.57%
<b>Net Operation Profit/(Loss)</b>	<b>\$(868,206)</b>	<b>\$(389,321)</b>	<b>\$(478,885)</b>	<b>-123.01%</b>
<b>Non Operational Income/(Expenses)</b>				
Non Operational Income	\$101,808	\$286,192	\$(184,384)	-64.43%
Investments - Adjust to Market	(56,279)	(108,888)	52,609	48.31%
Non Operational Expenses				
Admin Salary & Benefits	170,938	155,885	15,053	9.66%
Other Expenses	86,191	92,038	(5,847)	-6.35%
College Support	-	105,367	(105,367)	-100.00%
<b>Total Non-Operational Income/(Expenses)</b>	<b>\$(211,600)</b>	<b>\$(175,986)</b>	<b>\$(35,614)</b>	<b>-20.24%</b>
<b>Net Change in Fund Balance</b>	<b>\$(1,079,806)</b>	<b>\$(565,306)</b>	<b>\$(514,499)</b>	<b>-91.01%</b>

The District anticipates that enrollment declines, the continued transition to either Zero Textbook Cost materials (ZTC) or to lower cost, lower margin digital materials (IA), and the devastating impact of pandemic, there will continue to be challenging times ahead for the bookstores and in fact, college bookstores across the country. These challenges will continue to apply pressure on the bookstores' overall financial performance despite the innovations implemented over the years. Despite these innovations, the trajectory the bookstores are on is unsustainable in the current operational format. In 2020-21, recommendations will be made by the District to the Board of Trustees for consideration to mitigate the future financial challenges.

The Bookstore Fund budget for 2020-21 totals \$6,313,225 as indicated on page 75. The net beginning balance for the Bookstore Fund is \$5,680,962, which is a decrease of almost \$1.1 million from the prior year. The budget includes provisions for increased annual cash flow requirements, inventory, and full maintenance needs of the store facilities.

## Cafeterias

The Cafeteria Fund budget for 2020-21 totals \$221,480 as indicated on page 76. The net beginning balance in the Cafeteria Fund is \$789,944.

Beverage, Snack and Food Service Vendors:

- The District's beverage vending service partner is Pepsi Bottling Group. The contract was awarded July 1, 2017, ending on June 30, 2024, with the option of renewing for three one-year terms at the discretion of the District.
- The District's snack vending partner is Compass Group USA through its Canteen Vending Services Division. The contract was effective July 1, 2017, ending on June 30, 2022.
- The District's food service partner is Pacific Dining Services. The contract was awarded on July 1, 2017 through June 30, 2022 with an option for one five-year renewal at the discretion of the District.

Year-over-year comparisons are noted below:

Cafeteria Recap	2019-20	2018-19	\$ Change	%Change
<b>Operations</b>				
Revenues				
Food Service Income	\$153,774	\$208,699	\$(54,925)	-26.32%
Interest Income	14,980	16,370	(1,389)	-8.49%
Event Rental	113,844	108,296	5,548	5.12%
<b>Total Revenues</b>	<b>\$282,599</b>	<b>\$333,366</b>	<b>\$(50,767)</b>	<b>-15.23%</b>
<b>Expenditures</b>	<b>\$282,033</b>	<b>\$261,092</b>	<b>\$20,941</b>	<b>8.02%</b>
<b>Non-Operational Income/(Expenses)</b>				
Investments – Adjust to Market	\$13,451	\$6,550	\$6,901	105.35%
<b>Net Change in Fund Balance</b>	<b>\$14,016</b>	<b>\$78,824</b>	<b>(\$64,807)</b>	<b>-82.22%</b>

Food Service Income	2019-20	2018-19	\$ Change	% Change
<b>Pacific Dining</b>				
Skyline	\$46,612	\$61,539	\$(14,927)	-24.26%
Skyline Events	4,662	-	4,622	100.00%
Cañada	24,488	34,377	(9,889)	-28.77%
CSM	62,882	86,344	(23,462)	-27.17%
CSM Events	15,130	26,439	(11,309)	-42.77%
<b>Total Food Service Income</b>	<b>\$153,774</b>	<b>\$208,699</b>	<b>\$(39,998)</b>	<b>-19.17%</b>

Due to the closure of the three college dining halls and the cancellation of all outside events scheduled in both the Bayview and Farallon Dining Rooms because of the pandemic, food service income has decreased by 19.17% or \$39,998.



Operating revenues slightly exceeded total expenses. This coupled with investment income provided for an increase to fund balance in an amount of \$14,016. Although lower than last year’s result by over 82%, this fund is the only enterprise fund that did not experience a loss in 2019-20 primarily due to the stay-at-home order.

Event rental income increased in 2019-2020 by just over 5% with the addition and opening of the Farrallon Room at Skyline College in August 2019. Making these spaces available to the public when not being used by college programs engages the community in a very special way and introduces tens of thousands of people each year to the colleges. Event rental fees are directed back into the facility for continued upgrade, upkeep, and enhanced maintenance allowing for the District to maintain the facility.

Income from food service and vending contracts enables the District to provide food and beverage services to students. These combined resources, along with interest income, also provide a stable Cafeteria Fund not requiring support from the Unrestricted General Fund.

**San Mateo Athletic Club and San Mateo Aquatic Center (SMAC)**

Operating as an enterprise through Auxiliary Services and Enterprise Operations, the San Mateo Athletic Club (SMAC) is a self-sustaining, community-centered, fee-based operation offering a variety of service options to the San Mateo campus community and the community at large. The concept of a multi-use space enables the District to maximize

the use of facility resources and consequently create a revenue stream that will supplement the facility budgetary needs, including equipment maintenance and replacement.

Year-over-year comparisons are shown below:

San Mateo Athletic Club and Aquatic Center				
Income Statement Part 1 - Operational Revenues and Expenses	2019-20	2018-19	\$ Change	%Change
<b>Operating Revenues</b>				
Registration & Membership	\$3,356,774	\$3,616,609	\$(259,835)	-7.18%
Personal Training	389,350	438,873	(49,523)	-11.28%
Aquatics	780,249	1,117,183	(336,934)	-30.16%
Parking	58,249	67,955	(9,706)	-14.28%
Group Exercise	353,854	384,661	(30,807)	-8.01%
Retail	22,878	28,516	(5,638)	-19.77%
Other Income	9,948	10,369	(420)	-4.05%
<b>Total Operating Revenue</b>	<b>\$4,971,302</b>	<b>\$5,664,166</b>	<b>\$(692,864)</b>	<b>-12.23%</b>
<b>Operating Expenses *</b>	<b>\$4,311,555</b>	<b>\$4,283,543</b>	<b>\$28,011</b>	<b>0.65%</b>
<b>Operational Income/(Loss) before District and College Support</b>	<b>\$659,748</b>	<b>\$1,380,623</b>	<b>\$(720,875)</b>	<b>-52.21%</b>

\*Operating Expenses includes the salaries and benefits paid by EXOS.

At the conclusion of a full ten years of service to the College of San Mateo's Kinesiology, Athletics and Dance Division as well as to the San Mateo community who use the facility as dues paying members, SMAC continues to play an essential role supporting numerous academic and non-academic District programs.

Due to the immediate closure of SMAC by the District on March 11, 2020, due to the stay-at-home order, SMAC suffered significant financial losses. The income statement is now divided in two distinct parts. Part 1 of the income statement contains all of the income and expenses directly related to the operation of the facility by the management partner EXOS. The expenses include all SMAC staff salary and benefit expenses (EXOS employees), the management fee (reduced in April by EXOS to assist the District during the pandemic) paid to EXOS for the operation of SMAC, and the incentive payment paid to EXOS based on the financial performance through March 2020. Although the operational income generated by SMAC fell by 52%, the operation generated a surplus of just under \$660,000 (which is a decline of \$720,875 from the prior year.)

San Mateo Athletic Club and Aquatic Center				
Income Statement Part 2 - District Support and Reserve	2019-20	2018-19	\$ Change	%Change
Operational Income/(Loss) before District and College Support	\$659,748	\$1,380,623	\$(720,875)	-52.21%
<b>Non-Operational District Support Income and Expenses</b>				
<b>Non-Operational District Support Income</b>				
Support from Bookstore for CCCE	-	105,367	(105,367)	-100.00%
Interest Income on Investments	120,215	113,307	6,908	6.10%
Unrealized Gain - Investment	71,306	24,926	46,380	186.07%
Operating Expenses charge back to District	94,055	114,289	(20,234)	-17.70%
<b>Total Non-Operational District Support Income</b>	<b>285,576</b>	<b>357,889</b>	<b>(72,313)</b>	<b>-20.21%</b>
<b>Non-Operational District Support Expense **</b>				
Admin Salaries & Benefits	548,118	518,725	29,392	5.67%
Equipment Use Fee & Depreciation	59,788	58,074	1,714	2.95%
Miscellaneous Expenses	16,383	28,704	(12,322)	-42.93%
Pool Maintenance	45,043	48,299	(3,256)	-6.74%
Realized Loss - Investment	36,981	15,843	21,138	133.42%
Unrealized Loss - Investment	-	23,792	(23,792)	-100.00%
<b>Total Non-Operational District Support Expense</b>	<b>706,313</b>	<b>693,439</b>	<b>12,874</b>	<b>1.86%</b>
<b>Net Income/(Loss) after Non Operational District Support Income/Expense</b>	<b>\$224,085</b>	<b>\$1,045,073</b>	<b>\$(820,989)</b>	<b>-78.56%</b>
<b>Non-Operational College Support</b>				
College Academic Program Support***	\$94,055	\$114,289	\$(20,234)	-17.70%
College Non-Academic Program Support****	411,674	694,517	\$(282,843)	-40.73%
<b>Total Non-Operational College Support Expense</b>	<b>\$505,729</b>	<b>\$808,806</b>	<b>\$(303,077)</b>	<b>-37.47%</b>
<b>Net Income/(Loss) to Reserve</b>	<b>\$(266,717)</b>	<b>\$236,267</b>	<b>\$(502,985)</b>	<b>-212.89%</b>
<i>*Operating expenses consists of salaries and benefits paid by EXOS.</i>				
<i>**Non-Operational District Support Expense consists of SMCCCD Administrative and Facilities salaries and benefits.</i>				
<i>*** College Academic Program Support - This expense represents the expenses related to materials that are purchased by SMAC and used by the academic programs including sweat towels, laundry supplies, restroom supplies, etc. and is calculated on total usage of the space.</i>				
<i>****Examples of College Non-Academic Program Support includes PSP, WEZ, KCSM, BAPA Scholarships, Skyline President's Breakfast, and Cañada President's Luncheon.</i>				

Part 2 of the income statement captures all of the income and expenses charged to SMAC that are unrelated to the operation managed by EXOS. These income categories include interest income from investments, unrealized investment gains and operational expenses incurred by the college academic program recognized as income coming from the college academic program and then waived as and realized as an expense. Other expenses include District salary and benefit expense charged to SMAC (including Auxiliary Services, CSM Facilities, and District Accounting staff), equipment use and depreciation expenses, other miscellaneous expenses, pool maintenance, and investment losses. The District also uses revenue generated by SMAC to fund various college departments and activities including Writing in the End Zone (WEZ) and various fund raising efforts by multiple college departments as well as the Promise Scholars Program. Despite the losses due to the pandemic, SMAC funded all of the programs it has always funded including the Promise Scholars Program netting an overall loss for SMAC for the first time in the ten years of operation. SMAC has a robust reserve and the District anticipates that SMAC will be able to continue funding college programs including PSP in 2020-21 using reserves.

In an effort to meet the needs of students and the community, SMAC is complying with all of the mandated State and County Health orders and continues to operate the aquatics program as well as some outdoor physical programming where permitted. However, with the COVID-19 restrictions in place, the District expects that revenue will be seriously impacted. All efforts to mitigate losses are being taken under consideration by both the District and EXOS while continuing to serve members and students.

The San Mateo Athletic Club budget for 2020-21 totals \$4,636,085 as indicated on page 77. The net beginning balance is \$3,620,894.

### **Community, Continuing and Corporate Education (CCCE)**

The California Community College system established not-for-credit Community Education programs such as CCCE to address the needs of the community by offering additional educational opportunities beyond for-credit instruction. As such, CCCE works to educate and enhance the lives of San Mateo County residents, families, businesses, nonprofits, government agencies, and internationals through self-supportive and innovative educational programs, partnerships, signature programs, and global impact initiatives. The following provides a brief narrative on select programmatic highlights reflective of the Districts' CCCE program.

#### ***Silicon Valley Intensive English Program (SVIEP)***

The Silicon Valley Intensive English Program (SVIEP) was founded in summer 2015 and launched with federal approval in the fall 2016 semester with the goal of providing a high-quality, in-house pathway to college for international students unable to matriculate directly to one of the three colleges due to insufficient TOEFL or IELTS test scores. SVIEP's strategic focus aligns with the District Strategic Plan's Goal 4 strategy to link the District's community and international education efforts to create synergies that strengthen both programs.

SVIEP has been a significant contributor to international student enrollments for the colleges, and was the number two all-time referral source of international students for the District in 2019-20. SVIEP's close alignment with the District's international team and brand, San Mateo Colleges of Silicon Valley, has been a strong support to District recruitment efforts both pre and post pandemic. Prior to the health emergency, despite strong political pressures impacting language school enrollments across the country, SVIEP matriculated over 100 international students to the three colleges – conservatively representing well over \$1.7 million dollars in tuition and enrollment fees for the District over the students' course of study. Significantly, none of these students would have been eligible to attend any of the District's three colleges without the existence of SVIEP.

In spite of persistent headwinds facing international enrollments, SVIEP's strong supportive role for the District's GOL program, as well as promotion of SVIEP's online options, provide cause for optimism ahead. SVIEP remains closely aligned with the District's international strategy, and will continue to work in tandem with GOL to support international student recruitment strategies.

#### ***Bay Area Pathways Academy (BAPA)***

The Bay Area Pathways Academy (BAPA) is a comprehensive summer learning experience for students entering grades 6 through 9. The program hosts a broad selection of academic, enrichment, technology, fitness and aquatics programs that serves as a pathway-experience for children and families to embark upon the journey to community college and beyond. BAPA 2020 was notable in that for the first time in the program's history, 100% of classes and operations were carried out online. Despite the challenges associated with this shift to online, 2020 was a positive experience for both students and parents, and served as a great introduction to synchronous learning that many had not had the opportunity to experience in the past. As always, BAPA students of all socio-economic backgrounds and ethnicities participated side-by-side, virtually, in one of the Bay Area's most comprehensive summer camp experiences, enjoying exciting and enriching classes in Academics, Robotics and Artificial Intelligence (AI), Languages, and much more.

BAPA remains tuition supported and is typically very strong in terms of enrollments and revenue generation. Due to individual family situations requiring many to request refunds prior to the start of camp, enrollments were significantly lower for 2020 than in prior years. Despite this drop, many parents expressed interest in ongoing virtual enrichment classes for their camp-aged children throughout the year – an opportunity which the program will explore for 2020-21 as a means of supporting the community.

**Corporate Education**

Corporate Education, also referred to as Contract Education, provides training for both domestic and international clients, designed to support the organizational goals of each client through customized solutions that range from basic skills to highly specialized training.

Similar to peer programs throughout the state, Corporate Education revenues for 2019-20 were significantly impacted by the pandemic due to reductions in company training budgets, cancellations of planned trainings, and reduced leads for business development. In the face of this impact, Corporate Education began a shift in late spring to a “train the trainer” model, which has already yielded significant results. Specific successes to date have included large scale design and delivery of online professional development for public schools in collaboration with the County Office of Education, as well as design and delivery of online professional development for Contract Education trainers and directors throughout the state. These early successes paved the way for recognition of CCCE training quality, resulting in stronger partnerships and multiple requests for similar such trainings throughout the coming fiscal year. Other domestic opportunities showing signs of resurfacing for 2020-21 include union and government training contracts. On the international training front, requests for virtual services have begun to surface and will lead to additional opportunities.

Year-over-year comparisons are shown below:

<b>Community, Continuing &amp; Corporate Education (with SVIEP)</b>	<b>2019-20</b>	<b>2018-19</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Operating Revenues</b>	\$951,702	\$1,230,447	\$(278,744)	-22.7%
<b>Operating Expenditures</b>				
Salaries and Benefits	929,490	\$800,111	\$129,380	16.2%
Other Operating Expenses	\$474,974	\$709,981	\$(235,006)	-33.1%
<b>Total Operating Expenses</b>	<b>\$1,404,465</b>	<b>\$1,510,091</b>	<b>\$(105,627)</b>	<b>-7.0%</b>
<b>Net Operating Profit/(Loss) before College Support Income</b>	<b>\$(452,762)</b>	<b>\$(279,645)</b>	<b>\$(173,117)</b>	<b>-61.9%</b>
<b>College Support Income</b>	<b>\$403,000</b>	<b>\$279,667</b>	<b>\$123,333</b>	<b>-44.1%</b>
<b>Net Change in Fund Balance</b>	<b>\$(49,762)</b>	<b>\$22</b>	<b>\$(49,784)</b>	

Key goals for Corporate Education in 2020-21 include strategic leveraging of new train the trainer partnerships, development of asynchronous products, and increased business development in the Bay Area and beyond – with a goal to achieve \$500,000 in revenue for 2020-21 and to build its reputation as a high-quality training provider and partner. In line with these goals, requests for training in summer 2020 bode well for the new year and the receipt of the 2020 Star Performer award for Leadership from the California Community College’s Contract Education (CE) Technical Assistance Provider awarded to contract education programs that make exceptional contributions to the field of workplace education and training indicate a broader appreciation of CCCE’s leadership role and reputation.

In summary, CCCE’s embrace of the possibilities and opportunities unleashed and uncovered by the pandemic provide a path forward for success in 2020-21. These opportunities appear especially salient for Corporate Education with a projected doubling of revenues, for SVIEP with a projected 30% revenue increase due to partnership on GOL initiatives, for BAPA with projected stabilization of enrollment revenues through year-round youth programming opportunities, and for Community Education with a pivot toward new programming reflective of post-COVID community needs.

## CHILD DEVELOPMENT FUND (FUND 6)

The Child Development Fund detailed on page 80 maintains the required financial accounting for the District's Child Development Centers at the College of San Mateo and Skyline College. The Fund was established by the Board of Trustees on April 8, 1981, to account for the Child Development Center (CDC) at College of San Mateo (Mary Meta Lazarus Child Development Center). During spring 1996, the Skyline College Children's Center (Skyline College Child Development Laboratory Center) was established. Cañada College currently does not operate a Child Development Center.

The 2020-21 budget for the Child Development Fund totals \$1,163,365. Estimated income is projected at \$256,622 given the anticipated closure of the centers through December 31, 2020. There is no net beginning balance for the Child Development Fund and the shortfall in revenues to cover the fixed costs will be backfilled by a combination of redevelopment fund balance funds in amount not to exceed \$0.4 million and one-time funds from the colleges.

## TRUST FUNDS (STUDENT FINANCIAL AID FUND 7)

The Student Aid Fund detailed on page 84 includes the 2020-21 estimated allocations from the Federal government for Pell Grants (PELL), Supplemental Educational Opportunity Grants (SEOG) and Federal Direct Student Loans (FDSL), as well as estimated State funding for Cal Grants and scholarships from the SMCCC Foundation that are disbursed through District accounts.

The 2020-21 budget for the Student Aid Fund totals \$17,076,561. Estimated income in the Student Aid Fund is also \$17,076,561.

The California College Promise Grant (formerly known as BOG Grant) funding is not reflected within this fund, but rather as an offset to enrollment fees within the Unrestricted General Fund.

The Fund does not include Federal Work Study payments, which are considered wages for work rather than financial assistance in the form of aid. Work Study funds are maintained in the Restricted General Fund.

Direct financial aid payments to students from College EOPS and CARE grants typically are paid from the Student Aid Fund. Other College programs that pay direct grants and scholarships to students include federal TRiO, National Science Foundation (NSF) funds, CARES Act (emergency aid to students due to the pandemic); the Grove Foundation Scholarships, and the Student Success Completion Grant (SSCG) program. Income and expenditures will be recognized in this Fund when amounts are realized for aid purposes.

## RESERVE FUND FOR POST-RETIREMENT BENEFITS / HOUSING LOAN (FUND 8)

The Reserve Fund for Post-Retirement Benefits budget for 2020-21 totals \$7,136,355 as shown on page 89. The net beginning balance in the fund for Post-Retirement Benefits totals \$11,052,001 and \$5,640,184 for the Housing Loan program for a total of \$16,692,185. The Fund consists of estimated interest income, charges for retirees "pay as you go" medical benefit costs and transfers from other funds.

According to GASB 45 requirements, the District must determine its overall liability of post-retirement medical benefits plan regularly. An actuarial study uses assumptions for future benefit costs. The District charges itself an amount to cover the future medical benefit costs for current employees. These charges appear as part of the benefit expenses in all funds and are transferred to this fund.

In 2009, the District established an irrevocable trust, the Futuris Other Post-Employment Benefits (OPEB) Trust. Establishing the trust and the agreements does not obligate the District to place funds in the trust, and funds may be disbursed from the trust for any current retiree benefit expense. This tends to lessen the restrictive aspects of the

trust and continues to allow for cash management flexibility. The Trust enables the District to invest in longer term investments and receive a better return which in turn reduces the District's liability.

As of June 30, 2020, the District's Investment Trust portfolio had an asset allocation in mutual funds of 55% in fixed income funds, 39 percent in equity funds (equity funds were comprised of 31% in domestic equity and 8% in international equity), and 6% in real estate. The value of the portfolio as of June 30, 2020, was \$128,560,589. The District has contracted with Total Compensation Services for a "roll-forward actuarial valuation as of June 30, 2020, of retiree health liabilities in compliance with Governmental Accounting Standards Board (GASB) Statements 74 and 75. As of this writing, the report is not yet available and is expected in September 2020; however, the last study prepared as of June 30, 2020, determined an OPEB liability of \$109.6 million with assets of \$123 million (or 12% "over-funded"). While considering new hires, increased cost of medical benefits, employee and retiree demographics, market fluctuations, and additional contributions the District is anticipating the result of the updated roll-forward actuarial valuation to indicate that the liability will continue to be fully-funded. Given this funding status, this budget anticipates disbursing \$7.1 million from the Reserve Fund for Post-Retirement to fund its "pay as you go" retiree benefit costs in 2020-21. The District anticipates to start drawing from the Futuris Other Post-Employment Benefits (OPEB) Trust in 2021-22 to fund "pay as you go" retiree benefit costs while continuing to charge itself for future OPEB benefits for current employees. Effective 2020-21, this charge is 3%, which is a decrease of 2% from prior years.

## 2020-21 ALL FUNDS BUDGET SUMMARY

The 2020-21 budgets for each fund include revenue and expenditure budgets. For summary information, please refer to the tables on pages 42-43. The relationship of each fund's expenditures to the total Final Budget is illustrated in the following table:

Fund	2020-21 Budget	% of Total
Unrestricted General Fund	\$231,142,290	47.85%
Self-Insurance Fund	4,915,236	1.02%
Debt Service Fund	67,601,288	14.00%
Restricted General Fund	51,781,513	10.72%
Capital Projects Fund	89,648,892	18.56%
Bookstore Fund	6,313,225	1.31%
Cafeteria Fund	221,480	0.05%
San Mateo Athletic Club (SMAC)	4,636,085	0.96%
Community, Continuing, and Corp Ed	1,380,054	0.29%
Child Development Fund	1,163,365	0.24%
Trust Funds (Financial Aid)	17,076,561	3.54%
Reserve for Post-Retirement Benefits / Housing Loan	7,136,355	1.48%
<b>TOTAL</b>	<b>\$483,016,343</b>	<b>100.00%</b>

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## BUDGET TABLES

Funds Chart

2020-2021 Adoption Budget

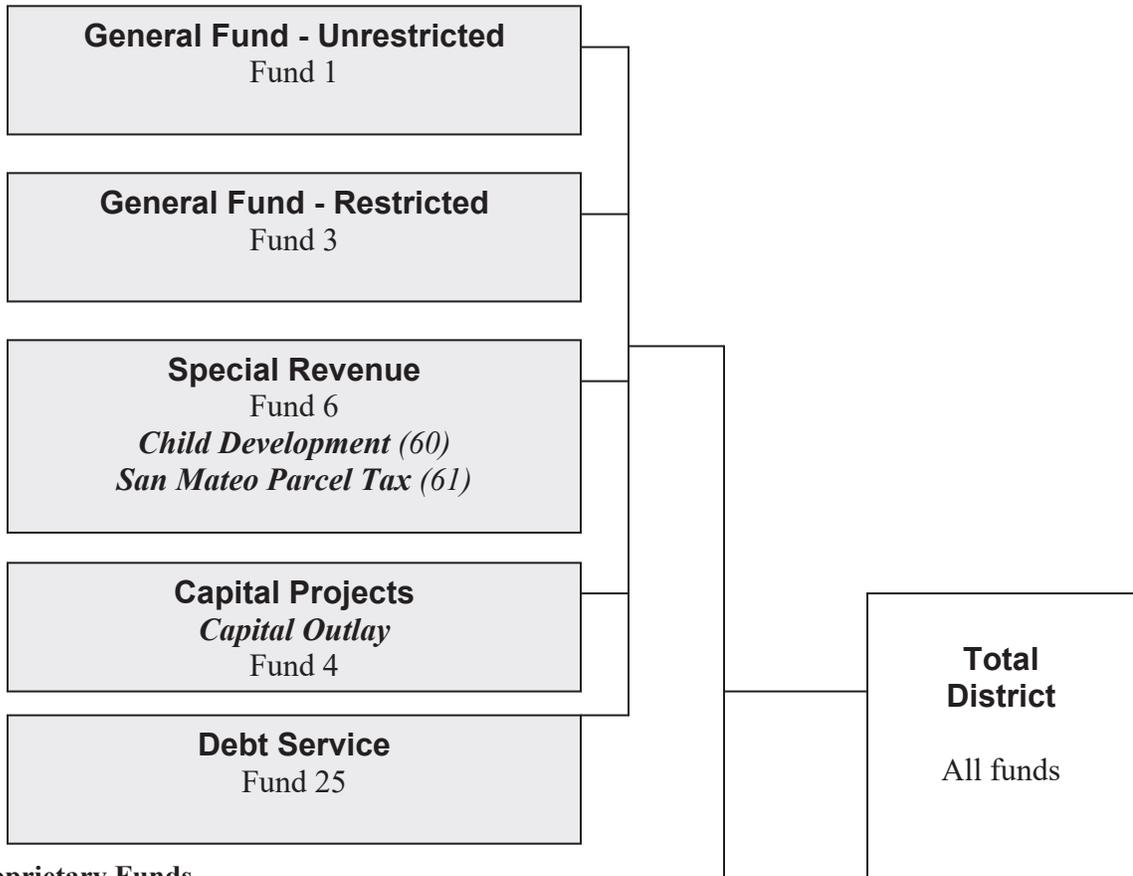
2019-2020 Year-End Actuals



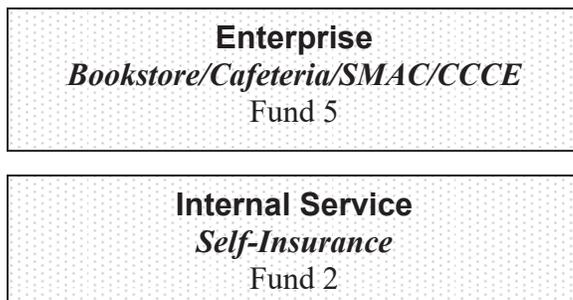
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# San Mateo County Community College District Funds

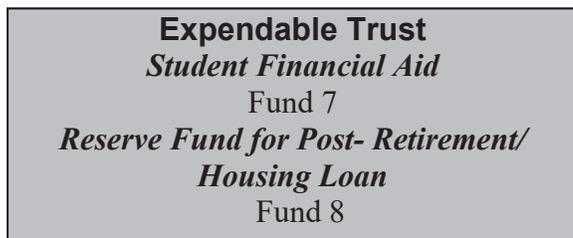
## Governmental Funds



## Proprietary Funds



## Fiduciary Funds



**San Mateo County Community College District**  
**2020-2021**  
**Final Budget - All Funds**

Governmental Funds					Proprietary	
Total General Fund		Special Revenue	Capital Projects	Debt Service		Enterprise Fund
Unrestricted	Restricted	Child Development	Capital Outlay	Debt Service		CCC Education

**Revenue**

1	Federal Revenue	0	8,258,380	19,000	0	0	0
2	State Revenue	13,488,940	30,010,378	74,200	5,268,695	0	0
3	Local Revenue	194,923,030	7,086,918	163,422	3,232,000	67,601,288	1,395,000
4	<b>Total Revenue</b>	<b>208,411,970</b>	<b>45,355,676</b>	<b>256,622</b>	<b>8,500,695</b>	<b>67,601,288</b>	<b>1,395,000</b>

**Expenses**

5	Cost of Sales	0	0	0	0	0	0
6	Certificated Salaries	71,580,579	8,424,902	225,728	1,000	0	0
7	Classified Salaries	50,057,084	13,760,429	538,197	2,255,658	0	643,558
8	Employee Benefits	45,884,026	10,279,631	366,393	898,632	0	296,496
9	Materials & Supplies	8,073,696	2,246,302	31,547	2,624,750	0	40,000
10	Operating Expenses	43,098,550	11,754,692	1,500	5,856,473	0	400,000
11	Capital Outlay	2,461,157	911,760	0	77,612,379	0	0
12	<b>Total Expenses</b>	<b>221,155,091</b>	<b>47,377,718</b>	<b>1,163,365</b>	<b>89,248,892</b>	<b>0</b>	<b>1,380,054</b>

**Transfers & Other**

13	Transfers In	0	6,425,837	906,743	0	0	0
14	Other Sources	0	0	0	0	0	0
15	Transfers out	(9,907,199)	0	0	(400,000)	0	0
16	Contingency/Deficit	0	0	0	0	0	0
17	Other Out Go	(80,000)	(4,403,795)	0	0	(67,601,288)	0
18	<b>Total Transfers/Other</b>	<b>(9,987,199)</b>	<b>2,022,041</b>	<b>906,743</b>	<b>(400,000)</b>	<b>(67,601,288)</b>	<b>0</b>

**Fund Balance**

19	Net Change in Fund Balance	(22,730,320)	0	0	(81,148,197)	0	14,946
20	Beginning Balance, July 1	55,723,193	22,408,005	0	304,693,994	68,406,932	59,873
21	Adjustments to Beginning Balance	0	0	0	0	0	0
22	<b>Net Fund Balance, 6/30</b>	<b>32,992,874</b>	<b>22,408,005</b>	<b>0</b>	<b>223,545,797</b>	<b>68,406,932</b>	<b>74,819</b>

*\*\*Note: Minor differences in dollar amounts due to rounding*

**San Mateo County Community College District**  
**2020-2021**  
**Final Budget - All Funds**

Proprietary Funds				Fiduciary Funds		Total District All Funds
Enterprise Funds		Internal Service		Expendable Trusts		
Bookstore	Cafeteria	San Mateo Athletic Club	Self- Insurance	Trust Fund (Student Aid)	Retirement Reserve	
0	0	0	0	14,086,561	0	22,363,941 1
0	0	0	0	1,350,000	0	50,192,213 2
5,200,000	150,000	3,750,000	0	1,640,000	3,000	285,144,657 3
<b>5,200,000</b>	<b>150,000</b>	<b>3,750,000</b>	<b>0</b>	<b>17,076,561</b>	<b>3,000</b>	<b>357,700,812 4</b>
3,200,000	0	0	0	0	0	3,200,000 5
0	0	0	0	0	0	80,232,209 6
1,915,509	67,431	378,564	51,430	0	0	69,667,860 7
682,716	24,049	150,980	23,134	0	7,120,355	65,726,412 8
15,000	0	0	0	0	0	13,031,295 9
500,000	130,000	3,706,541	4,840,672	0	16,000	70,304,428 10
0	0	0	0	0	0	80,985,296 11
<b>6,313,225</b>	<b>221,480</b>	<b>4,236,085</b>	<b>4,915,236</b>	<b>0</b>	<b>7,136,355</b>	<b>383,147,500 12</b>
0	0	0	2,974,620	0	0	10,307,199 13
0	0	0	1,243,894	0	3,124,169	4,368,063 14
0	0	0	0	0	0	(10,307,199) 15
0	0	0	0	0	0	0 16
0	0	(400,000)	0	(17,076,561)	0	(89,561,644) 17
<b>0</b>	<b>0</b>	<b>(400,000)</b>	<b>4,218,514</b>	<b>(17,076,561)</b>	<b>3,124,169</b>	<b>(85,193,580) 18</b>
(1,113,225)	(71,480)	(886,085)	(696,722)	0	(4,009,186)	(110,640,269) 19
5,680,962	789,944	3,620,894	7,771,440	81,380	16,692,185	485,928,803 20
0	0	0	0	0	0	0 21
<b>4,567,737</b>	<b>718,464</b>	<b>2,734,809</b>	<b>7,074,718</b>	<b>81,380</b>	<b>12,682,999</b>	<b>375,288,534 22</b>

**San Mateo County Community College District**  
**2019-2020**  
**Year End Actuals - All Funds**

Governmental Funds					Proprietary
Total General Fund		Special Revenue	Capital Projects	Debt Service	Enterprise Fund
Unrestricted	Restricted	Child Development	Capital Outlay	Debt Service	CCC Education

**Revenue**

1	Federal Revenue	2,709	7,866,739	53,194	0	1,220	0
2	State Revenue	13,953,612	25,760,163	262,793	1,541,339	224,860	0
3	Local Revenue	194,326,672	7,562,858	431,350	9,772,015	67,673,931	951,702
4	<b>Total Revenue</b>	<b>208,282,993</b>	<b>41,189,761</b>	<b>747,337</b>	<b>11,313,354</b>	<b>67,900,010</b>	<b>951,702</b>

**Expenses**

5	Cost of Sales	0	0	0	0	0	0
6	Certificated Salaries	63,953,665	10,417,863	227,508	368	0	0
7	Classified Salaries	44,327,444	14,325,086	746,018	2,935,067	0	711,616
8	Employee Benefits	49,581,094	9,635,335	408,169	1,177,092	0	217,874
9	Materials & Supplies	2,251,933	1,752,719	66,513	2,763,249	0	69,700
10	Operating Expenses	15,970,141	4,540,228	1,459	6,165,501	0	405,274
11	Capital Outlay	1,006,660	1,110,851	0	81,707,735	0	0
12	<b>Total Expenses</b>	<b>177,090,936</b>	<b>41,782,082</b>	<b>1,449,668</b>	<b>94,749,011</b>	<b>0</b>	<b>1,404,464</b>

**Transfers & Other**

13	Transfers In	4,346,242	7,902,723	702,331	21,646,630	0	0
14	Other Sources	4,787	0	0	7,750,752	0	403,000
15	Transfers out	(22,979,330)	(11,325,197)	0	(5,746,242)	0	0
16	Contingency	0	0	0	0	0	0
17	Other Out Go	(52)	(2,164,073)	0	0	(65,549,956)	0
18	<b>Total Transfers/Other</b>	<b>(18,628,352)</b>	<b>(5,586,547)</b>	<b>702,331</b>	<b>23,651,139</b>	<b>(65,549,956)</b>	<b>403,000</b>

**Fund Balance**

19	Net Change in Fund Balance	12,563,705	(6,178,868)	0	(59,784,517)	2,350,054	(49,762)
20	Beginning Balance, July 1	43,159,488	28,586,873	0	364,478,511	66,056,878	109,635
21	Adjustments to Beginning Balance	0	0	0	0	0	0
22	<b>Net Fund Balance, June 30</b>	<b>55,723,193</b>	<b>22,408,005</b>	<b>0</b>	<b>304,693,994</b>	<b>68,406,932</b>	<b>59,873</b>

*\*\*Note: Minor differences in dollar amounts due to rounding.*

**San Mateo County Community College District**  
**2019-2020**  
**Year End Actuals- All Funds**

Proprietary Funds				Fiduciary Funds			
Enterprise Funds			Internal Service	Expendable Trusts			
Bookstore	Cafeteria	San Mateo Athletic Club	Self-Insurance	Trust Fund (Student Aid)	Retirement Reserve	Total District All Funds	
0	0	0	0	16,802,908	0	24,726,770 1	
0	0	0	0	1,354,518	0	43,097,285 2	
5,549,381	296,050	4,971,303	0	1,638,691	289,324	293,463,277 3	
<b>5,549,381</b>	<b>296,050</b>	<b>4,971,303</b>	<b>0</b>	<b>19,796,118</b>	<b>289,324</b>	<b>361,287,333 4</b>	
3,444,297	0	0	0	0	0	3,444,297 5	
0	0	0	0	0	0	74,599,403 6	
2,005,154	106,129	389,228	237,985	0	0	65,783,726 7	
665,793	37,951	158,890	125,685	0	3,300,000	65,307,882 8	
15,562	0	0	0	0	0	6,919,676 9	
498,381	137,955	4,469,749	3,516,965	0	9,410	35,715,063 10	
0	0	0	0	0	0	83,825,246 11	
<b>6,629,187</b>	<b>282,035</b>	<b>5,017,867</b>	<b>3,880,635</b>	<b>0</b>	<b>3,309,410</b>	<b>335,595,294 12</b>	
0	0	0	1,953,760	3,511,683	0	40,063,369 13	
0	0	285,576	1,808,146	0	6,115,649	16,367,910 14	
0	0	0	0	(12,600)	0	(40,063,369) 15	
0	0	0	0	0	0	0 16	
0	0	(505,729)	0	(23,295,200)	0	(91,515,010) 17	
<b>0</b>	<b>0</b>	<b>(220,153)</b>	<b>3,761,906</b>	<b>(19,796,118)</b>	<b>6,115,649</b>	<b>(75,147,100) 18</b>	
(1,079,806)	14,015	(266,717)	(118,729)	0	3,095,563	(49,455,061) 19	
6,760,768	775,929	3,887,611	7,890,169	81,380	13,596,622	535,383,864 20	
0	0	0	0	0	0	0 21	
<b>5,680,962</b>	<b>789,944</b>	<b>3,620,894</b>	<b>7,771,440</b>	<b>81,380</b>	<b>16,692,185</b>	<b>485,928,803 22</b>	

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## Unrestricted General Fund (Fund 1)

The Unrestricted General Fund is maintained to account for those monies that are not restricted in their use by external sources. This is one of the largest of the funds and the one we most commonly think of when discussing the budget.

Proposition 55 (EPA) funds are included as part of Fund 1. The site allocation budgets are shown in detail following the General Fund pages in this section.

In general, there are no external restrictions imposed on the use of these monies; however, the District's Board of Trustees may designate portions of this fund as special allocations or set-asides for specific purposes. Examples of these designated allocations include the set aside for Faculty Professional Development or Classified Staff Development, which provides financing for efforts to enhance staff development skills.



**San Mateo County Community College District**  
**2020-21 Budget**  
**Unrestricted General Fund (Fund 1)**

	Cañada	CSM	Skyline	District Office	Central Services	2020-2021 Adoption Budget	
<b>Revenue</b>							
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	1
2 State Revenue	263,020	424,817	425,832	323,631	12,051,640	13,488,940	2
3 Local Revenue	2,732,763	5,527,694	4,862,442	282,500	181,517,631	194,923,030	3
4 <b>Total Revenue</b>	<b>\$2,995,783</b>	<b>\$5,952,511</b>	<b>\$5,288,274</b>	<b>\$606,131</b>	<b>\$193,569,271</b>	<b>\$208,411,970</b>	4
<b>Expenses</b>							
5 Certificated Salaries	\$14,995,479	\$24,268,641	\$23,491,369	\$1,961,064	\$6,864,025	\$71,580,579	5
6 Classified Salaries	7,327,225	9,321,818	9,873,492	19,797,510	3,737,038	50,057,084	6
7 Employee Benefits	7,052,843	10,656,338	11,363,947	10,206,972	6,603,926	45,884,026	7
8 Materials & Supplies	222,423	381,115	4,733,637	2,081,288	655,233	8,073,696	8
9 Operating Expenses	5,024,974	9,294,389	6,735,379	8,390,785	13,653,023	43,098,550	9
10 Capital Outlay	2	1,851,265	26,885	469,204	113,800	2,461,157	10
11 <b>Total Expenses</b>	<b>\$34,622,945</b>	<b>\$55,773,567</b>	<b>\$56,224,710</b>	<b>\$42,906,823</b>	<b>\$31,627,046</b>	<b>\$221,155,091</b>	11
<b>Transfers &amp; Other</b>							
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	12
13 Other Sources	0	0	0	0	0	0	13
14 Transfers Out	(753,458)	(1,030,883)	(507,318)	(276,169)	(7,339,370)	(9,907,199)	14
15 Contingency	0	0	0	0	0	0	15
16 Other Out Go	0	0	(80,000)	0	0	(80,000)	16
17 <b>Total Transfers/Other</b>	<b>(\$753,458)</b>	<b>(\$1,030,883)</b>	<b>(\$587,318)</b>	<b>(\$276,169)</b>	<b>(\$7,339,370)</b>	<b>(\$9,987,199)</b>	17
<b>Fund Balance</b>							
18 Net Change in Fund Balance	(\$32,380,621)	(\$50,851,939)	(\$51,523,754)	(\$42,576,861)	\$154,602,855	(\$22,730,320)	18
19 Beginning Balance, July 1	0	0	0	0	0	55,723,193	19
20 Adjustments to Beginning Balance	0	0	0	0	0	0	20
21 <b>Net Fund Balance, June 30</b>	<b>(\$32,380,621)</b>	<b>(\$50,851,939)</b>	<b>(\$51,523,754)</b>	<b>(\$42,576,861)</b>	<b>\$154,602,855</b>	<b>\$32,992,874</b>	21

*Includes Education Protection Account (EPA) and beginning balances.*

**San Mateo County Community College District**  
***Unrestricted General Fund (Fund 1) - Total District***

	<b>2019-20 Revised Budget</b>	<b>2019-20 Actual</b>	<b>2020-2021 Adoption Budget</b>	
<b>Revenue</b>				
1 Federal Revenue	\$2,709	\$2,709	\$0	1
2 State Revenue	13,953,612	13,953,612	13,488,940	2
3 Local Revenue	192,559,535	194,326,672	194,923,030	3
4 <b>Total Revenue</b>	<b>\$206,515,856</b>	<b>\$208,282,993</b>	<b>\$208,411,970</b>	4
<b>Expenses</b>				
5 Certificated Salaries	\$65,052,828	\$63,953,665	\$71,580,579	5
6 Classified Salaries	44,897,432	44,327,444	50,057,084	6
7 Employee Benefits	49,906,157	49,581,094	45,884,026	7
8 Materials & Supplies	4,510,197	2,251,933	8,073,696	8
9 Operating Expenses	33,902,665	15,970,141	43,098,550	9
10 Capital Outlay	1,981,415	1,006,660	2,461,157	10
11 <b>Total Expenses</b>	<b>\$200,250,694</b>	<b>\$177,090,936</b>	<b>\$221,155,091</b>	11
<b>Transfers &amp; Other</b>				
12 Transfers In	\$4,346,242	\$4,346,242	\$0	12
13 Other Sources	4,787	4,787	0	13
14 Transfers out	(23,570,855)	(22,979,330)	(9,907,199)	14
15 Contingency	0	0	0	15
16 Other Out Go	26,295	(52)	(80,000)	16
17 <b>Total Transfers/Other</b>	<b>(\$19,193,531)</b>	<b>(\$18,628,352)</b>	<b>(\$9,987,199)</b>	17
<b>Fund Balance</b>				
18 Net Change in Fund Balance	(\$12,928,369)	\$12,563,705	(\$22,730,320)	18
19 Beginning Balance, July 1	43,159,488	43,159,488	55,723,193	19
20 Adjustments to Beginning Balance	0	0	0	20
21 <b>Net Fund Balance, June 30</b>	<b>\$30,231,119</b>	<b>\$55,723,193</b>	<b>\$32,992,874</b>	21

*Includes Education Protection Account (EPA).  
Includes combined total of Central Services, District Office, Cañada College, College of San Mateo, and Skyline College.*

**San Mateo County Community College District**  
**2020-21 Budget**  
**Education Protection Account (EPA)**

	Cañada	CSM	Skyline	District Office	2020-2021 Adoption Budget		
<b>Revenue</b>							
1	Federal Revenue	\$0	\$0	\$0	\$0	1	
2	State Revenue	263,020	424,817	425,832	323,631	2	
3	Local Revenue	0	0	0	0	3	
4	<b>Total Revenue</b>	<b>\$263,020</b>	<b>\$424,817</b>	<b>\$425,832</b>	<b>\$323,631</b>	<b>\$1,437,300</b>	4
<b>Expenses</b>							
5	Certificated Salaries	\$193,146	\$338,926	\$310,553	\$0	\$842,625	5
6	Classified Salaries	0		0	239,017	239,017	6
7	Employee Benefits	69,874	85,891	115,279	84,614	355,657	7
8	Materials & Supplies	0	0	0	0	0	8
9	Operating Expenses	0	0	0	0	0	9
10	Capital Outlay	0	0	0	0	0	10
11	<b>Total Expenses</b>	<b>\$263,020</b>	<b>\$424,817</b>	<b>\$425,832</b>	<b>\$323,631</b>	<b>\$1,437,300</b>	11
<b>Transfers &amp; Other</b>							
12	Transfers In	\$0	\$0	\$0	\$0	\$0	12
13	Other Sources	0	0	0	0	0	13
14	Transfers out	0	0	0	0	0	14
15	Contingency	0	0	0	0	0	15
16	Other Out Go	\$0	0	0	0	0	16
17	<b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	17
<b>Fund Balance</b>							
18	Net Change in Fund Balance	\$0	\$0	\$0	\$0	\$0	18
19	Beginning Balance, July 1	0	0	0	0	0	19
20	Adjustments to Beginning Balance	0	0	0	0	0	20
21	<b>Net Fund Balance, June 30</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	21

# San Mateo County Community College District

## *Education Protection Account (EPA)*

	2019-20 Revised Budget	2019-20 Actual	2020-2021 Adoption Budget	
<b>Revenue</b>				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	1,459,739	1,459,739	1,437,300	2
3 Local Revenue	0	0	0	3
4 <b>Total Revenue</b>	<b>\$1,459,739</b>	<b>\$1,459,739</b>	<b>\$1,437,300</b>	4
<b>Expenses</b>				
5 Certificated Salaries	\$815,466	\$815,466	\$842,625	5
6 Classified Salaries	207,774	206,895	239,017	6
7 Employee Benefits	439,623	437,377	355,657	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	0	0	0	9
10 Capital Outlay	0	0	0	10
11 <b>Total Expenses</b>	<b>\$1,462,864</b>	<b>\$1,459,739</b>	<b>\$1,437,300</b>	11
<b>Transfers &amp; Other</b>				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	0	0	0	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	17
<b>Fund Balance</b>				
18 Net Change in Fund Balance	(\$3,125)	\$0	\$0	18
19 Beginning Balance, July 1	0	0	0	19
20 Adjustments to Beginning Balance	0	0	0	20
21 <b>Net Fund Balance, June 30</b>	<b>(\$3,125)</b>	<b>\$0</b>	<b>\$0</b>	21

*Includes combined total of Central Services, District Office, Cañada College, College of San Mateo, and Skyline College.*

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## INTERNAL SERVICE FUND (Fund 2)

This fund is used to account for the financing of tangible goods provided by one department or agency to other departments or agencies on a cost-reimbursement basis. The Self-Insurance Fund is the fund designated to account for revenue and expense of the District's self-insurance programs, including both Property and Liability and Workers' Compensation insurance needs.

An amount is transferred into this fund each year from the Unrestricted General Fund in anticipation of estimated losses. This is a reserve for current and future losses; it may or may not be depleted during the year.



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## San Mateo County Community College District

### *Internal Service - Self-Insurance Fund (Fund 2) - Central Services*

		2019-20 Revised Budget	2019-20 Actual	2020-2021 Adoption Budget	
<b>Revenue</b>					
1	Federal Revenue	\$0	\$0	\$0	1
2	State Revenue	0	0	0	2
3	Local Revenue	0	0	0	3
4	<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	4
<b>Expenses</b>					
5	Certificated Salaries	\$0	\$0	\$0	5
6	Classified Salaries	48,413	237,985	51,430	6
7	Employee Benefits	22,250	125,685	23,134	7
8	Materials & Supplies	0	0	0	8
9	Operating Expenses	2,128,324	3,516,965	4,840,672	9
10	Capital Outlay	0	0	0	10
11	<b>Total Expenses</b>	<b>\$2,198,987</b>	<b>\$3,880,635</b>	<b>\$4,915,236</b>	11
<b>Transfers &amp; Other</b>					
12	Transfers In	\$2,037,272	\$1,953,760	\$2,974,620	12
13	Other Sources	967,741	1,808,146	1,243,894	13
14	Transfers out	0	0	0	14
15	Contingency	0	0	0	15
16	Other Out Go	0	0	0	16
17	<b>Total Transfers/Other</b>	<b>\$3,005,013</b>	<b>\$3,761,906</b>	<b>\$4,218,514</b>	17
<b>Fund Balance</b>					
18	Net Change in Fund Balance	\$806,026	(\$118,729)	(\$696,722)	18
19	Beginning Balance, July 1	7,890,169	7,890,169	7,771,440	19
20	Adjustments to Beginning Balance	0	0	0	20
21	<b>Net Fund Balance, June 30</b>	<b>\$8,696,195</b>	<b>\$7,771,440</b>	<b>\$7,074,718</b>	21

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## DEBT SERVICE FUND (Fund 25)

The Debt Services Fund is used to account for the accumulation of resources for, and the payment of general long-term debt.

The fund which is used to record transactions related to the receipt and expenditure of the general obligation bond is called the Bond Interest Redemption Fund.



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**San Mateo County Community College District**

***Debt Service Fund (Fund 25) - Central Services***

	2019-20 Revised Budget	2019-20 Actual	2020-2021 Adoption Budget	
<b>Revenue</b>				
1 Federal Revenue	\$0	\$1,220	\$0	1
2 State Revenue	0	224,860	0	2
3 Local Revenue	65,549,956	67,673,931	67,601,288	3
4 <b>Total Revenue</b>	<b>\$65,549,956</b>	<b>\$67,900,010</b>	<b>\$67,601,288</b>	4
<b>Expenses</b>				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	0	0	0	6
7 Employee Benefits	0	0	0	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	0	0	0	9
10 Capital Outlay	0	0	0	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	11
<b>Transfers &amp; Other</b>				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	0	0	0	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(65,549,956)	(65,549,956)	(67,601,288)	16
17 <b>Total Transfers/Other</b>	<b>(\$65,549,956)</b>	<b>(\$65,549,956)</b>	<b>(\$67,601,288)</b>	17
<b>Fund Balance</b>				
18 Net Change in Fund Balance	\$0	\$2,350,054	\$0	18
19 Beginning Balance, July 1	66,056,878	66,056,878	68,406,932	19
20 Adjustments to Beginning Balance	0	0	0	20
21 <b>Net Fund Balance, June 30</b>	<b>\$66,056,878</b>	<b>\$68,406,932</b>	<b>\$68,406,932</b>	21

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## RESTRICTED GENERAL FUND (Fund 3)

The Restricted General Fund is maintained to account for those monies that are restricted in their use by law, regulations, donors, or other outside Federal, State, and Local agencies.

Examples of restricted sources of monies include Extended Opportunity Programs and Services (EOPS), Student Equity and Achievement Program, Disabled Students Programs & Services (DSPS), State Instructional Equipment, Federal Work-Study Program, KCSM grants and donations, Parking (includes parking permit and parking citation revenue), and Health Services.

A complete list of these specially funded programs showing project budgets which may not coincide with the fiscal year budget are detailed on the following pages.



**San Mateo County Community College District**  
**2020-21 Budget**  
**Restricted General Fund (Fund 3)**

	Cañada	CSM	Skyline	District Office	2020-2021 Adoption Budget		
<b>Revenue</b>							
1	Federal Revenue	\$3,371,748	\$1,811,476	\$2,333,097	\$742,060	\$8,258,380	1
2	State Revenue	6,228,684	8,783,382	10,971,454	4,026,858	30,010,378	2
3	Local Revenue	1,143,563	2,832,694	2,153,766	956,894	7,086,918	3
4	<b>Total Revenue</b>	<b>\$10,743,995</b>	<b>\$13,427,551</b>	<b>\$15,458,317</b>	<b>\$5,725,813</b>	<b>\$45,355,676</b>	4
<b>Expenses</b>							
5	Certificated Salaries	\$2,253,774	\$2,811,138	\$3,359,991	\$0	\$8,424,902	5
6	Classified Salaries	3,137,546	3,546,576	3,424,892	3,651,415	13,760,429	6
7	Employee Benefits	2,310,843	2,681,936	2,662,626	2,624,227	10,279,631	7
8	Materials & Supplies	476,807	568,271	991,837	209,388	2,246,302	8
9	Operating Expenses	2,080,629	3,367,282	3,968,534	2,338,248	11,754,692	9
10	Capital Outlay	154,308	336,261	316,321	104,871	911,760	10
11	<b>Total Expenses</b>	<b>\$10,413,906</b>	<b>\$13,311,462</b>	<b>\$14,724,201</b>	<b>\$8,928,148</b>	<b>\$47,377,718</b>	11
<b>Transfers &amp; Other</b>							
12	Transfers In	\$717,960	\$608,000	\$300,000	\$4,799,877	\$6,425,837	12
13	Other Sources	0	0	0	0	0	13
14	Transfers out	0	0	0	0	0	14
15	Contingency	0	0	0	0	0	15
16	Other Out Go	(1,048,049)	(724,090)	(1,034,116)	(1,597,541)	(4,403,795)	16
17	<b>Total Transfers/Other</b>	<b>(\$330,089)</b>	<b>(\$116,090)</b>	<b>(\$734,116)</b>	<b>\$3,202,336</b>	<b>\$2,022,041</b>	17
<b>Fund Balance</b>							
18	Net Change in Fund Balance	\$0	\$0	\$0	\$0	\$0	18
19	Beginning Balance, July 1	0	0	0	0	22,408,005	19
20	Adjustments to Beginning Balance	0	0	0	0	0	20
21	<b>Net Fund Balance, June 30</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,408,005</b>	21

## San Mateo County Community College District

### ***Restricted General Fund (Fund 3) - Total District***

	2019-20 Revised Budget	2019-20 Actual	2020-2021 Adoption Budget	
<b>Revenue</b>				
1 Federal Revenue	\$16,141,745	\$7,866,739	\$8,258,380	1
2 State Revenue	38,890,039	25,760,163	30,010,378	2
3 Local Revenue	9,345,167	7,562,858	7,086,918	3
4 <b>Total Revenue</b>	<b>\$64,376,951</b>	<b>\$41,189,761</b>	<b>\$45,355,676</b>	4
<b>Expenses</b>				
5 Certificated Salaries	\$13,678,594	\$10,417,863	\$8,424,902	5
6 Classified Salaries	16,890,472	14,325,086	13,760,429	6
7 Employee Benefits	11,318,156	9,635,335	10,279,631	7
8 Materials & Supplies	4,991,779	1,752,719	2,246,302	8
9 Operating Expenses	16,265,275	4,540,228	11,754,692	9
10 Capital Outlay	2,034,838	1,110,851	911,760	10
11 <b>Total Expenses</b>	<b>\$65,179,113</b>	<b>\$41,782,082</b>	<b>\$47,377,718</b>	11
<b>Transfers &amp; Other</b>				
12 Transfers In	\$7,906,934	\$7,902,723	\$6,425,837	12
13 Other Sources	0	0	0	13
14 Transfers out	(11,325,197)	(11,325,197)	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(5,071,580)	(2,164,073)	(4,403,795)	16
17 <b>Total Transfers/Other</b>	<b>(\$8,489,843)</b>	<b>(\$5,586,547)</b>	<b>\$2,022,041</b>	17
<b>Fund Balance</b>				
18 Net Change in Fund Balance	(\$9,292,004)	(\$6,178,868)	\$0	18
19 Beginning Balance, July 1	28,586,873	28,586,873	22,408,005	19
20 Adjustments to Beginning Balance	0	0	0	20
21 <b>Net Fund Balance, June 30</b>	<b>\$19,294,869</b>	<b>\$22,408,005</b>	<b>\$22,408,005</b>	21

*Includes combined total of Central Services, District Office, Cañada College, College of San Mateo, and Skyline College.*

**San Mateo County Community College District**

**2020-21 FINAL BUDGET - SPECIALLY FUNDED PROGRAMS**

**New funds and carry-over balances from the prior year for current fiscal year expenditures**

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>Cañada College</u>	<u>College of San Mateo</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30005	Work Study	Federal	83,799	103,624	262,102		449,525
30007	CTEA Perkins IV-1C	Federal	119,302	185,194	197,490		501,986
30117	NSF S-STEM Scholarships C/O	Federal	4,514				4,514
30121	HSI Institutional ESO C/O	Federal	262,627				262,627
30127	TRIO - SSS	Federal			112,185		112,185
30128	TRIO - SSS	Federal	64,791				64,791
30133	Math Science Eng Improvement Prog Inst C/O	Federal	34,666				34,666
30134	HSI Institutional ESO Adelante C/O	Federal	569,629				569,629
30135	HSI STEM GANAS C/O	Federal	1,063,118				1,063,118
30136	HSI STEM Plus C/O	Federal		670,879			670,879
30143	TRIO - Upward Bound C/O	Federal	63,277				63,277
30147	NSF S-STEM Scholarships	Federal	222,001				222,001
30148	HSI Coop Strengthening STEM Pathways C/O	Federal			555,143		555,143
30149	Math Science Eng Improvement Prog Suppl C/O	Federal	6,726				6,726
30151	NSF - INCLUDES SJECED CCCEM	Federal	10,000		5,000		15,000
30153	NSF IUSE Trabajo	Federal	307,875				307,875
30154	CARES Act - HEERF – Institutional	Federal	460,804	824,716	937,139		2,222,659
30155	CARES Act - HEERF - MSI	Federal	40,803		91,172		131,975
30156	NSF Bioscope	Federal			144,500		144,500
30157	COVID-19 Response Block Grant	Federal				742,060	742,060
31012	Foster Care Education	Federal	28,817				28,817
31033	TANF	Federal	28,998	27,062	28,366		84,426
31002	DSP&S	State	472,073	1,043,777	602,115		2,117,965
31003	EOP&S	State	554,637	589,502	588,644		1,732,783
31004	EOP&S/CARE	State	63,242	37,784	60,471		161,497
31012	Foster Care Education	State	45,551				45,551
31016	AB602-Board Fin Asst Prog Adm Allow	State	217,546	244,961	293,807		756,314
31031	CalWORKs	State	137,717	124,798	133,504		396,019
31045	Staff Diversity	State				102,231	102,231
31069	Lottery Prop 20 Instructional Materials C/O	State	148,596	479,187	374,408		1,002,191
31077	MESA/CCCP/FSS C/O	State	60,600	37,776	45,441		143,817
31128	UC Regents Puente Program	State			1,500		1,500
31157	UC Regents Puente Program	State	1,500				1,500
31168	CalSTRS On-behalf Payments	State				940,000	940,000
31175	RSCCD CTE Data Unlocked Initiative C/O	State		50,000			50,000
31195	Guided Pathways Year 4	State	51,518	65,406	79,717		196,641
31209	CCC Mental Health Services Grant Prog C/O	State		4,866	56,469		61,335
31214	CCCCO Innovation in Higher Ed C/O	State	188,717	107,124	583,009	367,830	1,246,681
31216	Student Equity and Achievement Program	State	1,642,722	2,317,671	2,517,819		6,478,212
31217	Nursing Program Support	State		189,039			189,039
31218	SMUHSD - ACCEL AEBG 1819 C/O	State		28,421	121,594		150,014
31219	CCCCO 1819 Strong Workforce Local 1819 C/O	State	359,343	399,765	408,815		1,167,923
31220	Student Success Completion Grant	State	261,148	485,579	648,799		1,395,526
31221	CCCCO Financial Aid Technology	State	119,826	129,990	34,096		283,912
31222	CCCCO CA Apprenticeship Initiative C/O	State			679,360		679,360
31226	Veteran Res Center Grant Prog C/O	State			56,991		56,991
31228	UC Regents Puente Program CSM	State		1,500			1,500
31232	Mental Health Support 2018-20 C/O	State	25,171				25,171
31233	Veteran Resource Center 1819 C/O	State	11,967	12,702	39,106		63,775
31234	Incarcerated Students Reentry Prog C/O	State	9,813				9,813
31235	SEAP carry-over	State	13,890	395,772	455,660		865,322
31236	Classified Prof Dev 1819 C/O	State				108,368	108,368
31237	Umoja Program C/O	State		877	5,223		6,100
31240	ACCEL Adult Education Block Grant 1920 C/O	State	161,563	186,303	165,601		513,467
31241	Cabrillo CCD Strong Workforce Reg 1819 C/O	State	262,029	233,236	834,908		1,330,173
31242	CCCCO Improving Online CTE Pathways C/O	State	37,162		319,263		356,426
31243	RSCCD DSN Global Trade C/O	State	48,966				48,966
31244	RSCCD DSN Health C/O	State	186,116				186,116
31245	Veteran Resource Center 1920 C/O	State	53,039	89,739	81,810		224,588
31246	CCCCO College Promise AB19 1920 C/O	State		76,403	78,318		154,721
31247	Strong Workforce Program Local 1920 C/O	State	683,705	813,845	895,944		2,393,494
31252	RSCCD DSN Energy Constr & Util 1920 C/O	State		78,640			78,640
31253	Hunger Free Campus Support 2019-21 C/O	State	355	17,226	16,130		33,710
31254	Cabrillo CCD 1920 Strong Workforce C/O	State	375,499	485,366	493,603		1,354,468
31255	SCCCD IEPI Equity Institute	State			200,000		200,000
31257	Veteran Resource Center 20-21	State	17,699	17,699	17,699		53,097
31259	California College Promise AB19 20-21	State				1,597,541	1,597,541
31260	EOPS 1920 C/O	State			44,886		44,886

31261	CARE 1920 C/O	State		8,043	5,221		13,264
31262	Foster Care Education 1920 C/O	State	11,119				11,119
31263	CalWORKs 1920 C/O	State	5,855	11,182	31,522		48,559
31264	Nursing Program Support 1920 C/O	State		19,204			19,204
31265	COVID-19 Response Block Grant	State				910,888	910,888
32004	Public Bdcst-CSG-FM	Local		110,335			110,335
32017	Menlo Park Redevelopment	Local	339,150				339,150
32063	SMCOE - First 5 Early Childhood - EQUIP C/O	Local	4,403		4,963		9,367
32081	SMCGS Grant - Canada Coll Library C/O	Local	5,107				5,107
32110	Public Bdcst-CSG-FM Restricted	Local		40,130			40,130
32124	J M Littlefield Foundation SMCCCF C/O	Local			25,706		25,706
32131	Transatlantic Mobility Program 2018 C/O	Local			10,682		10,682
32132	BAAQMD Climate Corps Fellows C/O	Local				73,750	73,750
32133	SAGA Foundation C/O	Local	6,386				6,386
32134	UWBA-SparkPoint CSM C/O	Local		3,545			3,545
32135	CBF Grant, CSM - Project Change C/O	Local		107,808	29,888		137,697
32137	PLP Innovation and Tech Grant C/O	Local			10,740		10,740
32138	Pinpoint Fndn Can Guardian Scholars	Local	12,000				12,000
32139	San Bruno Community Foundation SBRAP	Local			100,000		100,000
32140	Burton Book Fund	Local	1,000		3,000		4,000
35014	Expand Your Horizons C/O	Local			5,989		5,989
35023	KCSM FM	Local		1,600,000			1,600,000
35029	Career Development C/O	Local		7,130			7,130
35045	Financial Aid Admin Cost Allow C/O	Local	10,575	9,108	34,968	11,274	65,925
35046	Peninsula Library System	Local				50,000	50,000
35058	Skyline President's Innovation Fund	Local			270,191		270,191
35062	Promise Scholarship Program C/O	Local			500,023		500,023
35063	Promise Scholarship Program	Local	862,055				862,055
35064	Promise Scholarship Program	Local		1,009,263			1,009,263
35066	Food Insecurity Program C/O	Local	262,886	213,375	257,616	104,871	838,748
38187	Middle College HS	Local			900,000		900,000
38188	Middle College HS	Local	117,960				117,960
39001	Parking Fees	Local				5,516,877	5,516,877
39030	Health Services	Local	240,000	340,000	300,000		880,000
Total 2020-2021 Final Budget			<u>11,461,955</u>	<u>14,035,551</u>	<u>15,758,318</u>	<u>10,525,689</u>	<u>51,781,513</u>

C/O - Estimated carry-forward funds from prior year

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## CAPITAL PROJECTS FUND (Fund 4)

The District's Capital Outlay Fund is used to account for construction and acquisition of major capital improvements. Included are the acquisition or construction of all major fixed assets. In addition, site improvements, buildings, and equipment purchased as part of a large facility project are included.

The Revenue Bond Construction Fund, which is included as a sub-account of the Capital Projects Fund, has been established for the deposit of proceeds from the sale of revenue bonds. The deposits are used to meet the costs of property acquisition, facilities planning, inspections, surveys, new construction, modernization, and new equipment.



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# San Mateo County Community College District

## Capital Projects Fund (Fund 4) - Total District

	2019-20 Revised Budget	2019-20 Actual	2020-2021 Adoption Budget	
<b>Revenue</b>				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	2,702,549	1,541,339	5,268,695	2
3 Local Revenue	6,140,720	9,772,015	3,232,000	3
4 <b>Total Revenue</b>	<b>\$8,843,269</b>	<b>\$11,313,354</b>	<b>\$8,500,695</b>	4
<b>Expenses</b>				
5 Certificated Salaries	\$368	\$368	\$1,000	5
6 Classified Salaries	6,056,676	2,935,067	2,255,658	6
7 Employee Benefits	2,559,388	1,177,092	898,632	7
8 Materials & Supplies	11,673,915	2,763,249	2,624,750	8
9 Operating Expenses	29,777,346	6,165,501	5,856,473	9
10 Capital Outlay	353,660,219	81,707,735	77,612,379	10
11 <b>Total Expenses</b>	<b>\$403,727,912</b>	<b>\$94,749,011</b>	<b>\$89,248,892</b>	11
<b>Transfers &amp; Other</b>				
12 Transfers In	\$21,646,630	\$21,646,630	\$0	12
13 Other Sources	7,750,752	7,750,752	0	13
14 Transfers out	(5,746,242)	(5,746,242)	(400,000)	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 <b>Total Transfers/Other</b>	<b>\$23,651,139</b>	<b>\$23,651,139</b>	<b>(\$400,000)</b>	17
<b>Fund Balance</b>				
18 Net Change in Fund Balance	(\$371,233,504)	(\$59,784,517)	(\$81,148,197)	18
19 Beginning Balance, July 1	364,478,511	364,478,511	304,693,994	19
20 Adjustments to Beginning Balance	0	0	0	20
21 <b>Net Fund Balance, June 30</b>	<b>(\$6,754,993)</b>	<b>\$304,693,994</b>	<b>\$223,545,797</b>	21

*Includes combined total of Central Services, District Office, Cañada College, College of San Mateo, and Skyline College.*

**2019-20 Capital Projects Financial Summary**  
**Budget Expenditures as of June 30, 2020**

LOCATION	PROJECT NAME	FUND		2019-20 BUDGET	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE
		NUMBER					
CAÑADA	CAN Vista Housing Repairs	40301		7,949,988.44	6,839,352.77	831,228.79	279,406.88
CAÑADA	CAN Bldg 9 Exterior Envelope Repairs*	40302		(652,688.91)	(652,688.91)	0.00	0.00
CAÑADA	CAN Housing Maintenance Reserve	40303		536,922.00	8,600.00	1,375.00	526,947.00
CAÑADA	CAN Housing Capital Reserve	40305		1,205,566.89	0.00	0.00	1,205,566.89
CAÑADA	CAN Instructional Equipment	43383		2,550,956.47	2,924.69	609.62	2,547,422.16
CAÑADA	CAN Solar Photovoltaic System	44345		392,076.05	20,857.40	0.00	371,218.65
CAÑADA	CAN Bldg 1 Kinesiology and Wellness	44347		0.00	0.00	0.00	0.00
CAÑADA	CAN Bldg 13 Multiple Program Inst. Ctr.	44348		815,000.00	301,000.00	383,092.00	130,908.00
CAÑADA	CAN Bldg 1 Kinesiology and Wellness	45309		93,964,522.38	51,142,043.01	30,167,339.98	12,655,139.39
CAÑADA	CAN Bldg 23N Math/Science/Tech	45310		8,725,474.84	4,720,391.64	592,930.01	3,412,153.19
CAÑADA	CAN Emergency Building Repairs	45311		409,746.15	22,938.01	0.00	386,808.14
CAÑADA	CAN Technology and Equipment	45312		262,288.33	191,346.94	60,754.21	10,187.18
CAÑADA	CAN Bldg 9 Exterior Envelope Repairs	45314		6,065,141.00	5,186,231.52	557,877.00	321,032.48
CAÑADA	CAN Bldg 13 Multiple Program Inst. Ctr.	45317		16,795,000.00	822,078.22	825,779.35	15,147,142.43
CAÑADA	CAN Bldg 22 Swing Space	45318		5,600,000.00	381,678.61	368,904.01	4,849,417.38
CAÑADA	CAN Bldgs 16/18 Secondary Effects	45319		3,000,000.00	96,045.40	10,315.01	2,893,639.59
CAÑADA	CAN Central Plant Upgrade	45315		35,182.95	27,252.95	7,930.00	0.00
CAÑADA	CAN Small Projects	45322		435,247.01	64,351.00	14,000.00	356,896.01
CSM	CSM Housing Maintenance Reserve	40403		562,743.41	20,058.41	1,375.00	541,310.00
CSM	CSM Housing Capital Reserve	40405		5,600,694.07	0.00	0.00	5,600,694.07
CSM	CSM Instructional Equipment	43483		1,978,150.99	335,440.56	0.00	1,642,710.43
CSM	CSM FY1819 SMSR Projects	43490		291,173.74	291,173.74	0.00	0.00
CSM	Ergonomic office furniture (completion)	44435		23,775.20	8,378.07	0.00	15,397.13
CSM	CSM Claims Contingency	44457		1,175,353.52	0.00	0.00	1,175,353.52
CSM	CSM Bldg 36 Mechanical Engineering	44459		150,000.00	78,660.00	0.00	71,340.00
CSM	CSM Bldg 10 Bayview Furniture Refresh	44460		135,583.19	135,583.19	0.00	0.00
CSM	CSM Water Supply System Upgrade	44461		505,000.00	191,422.50	65,085.00	248,492.50
CSM	CSM Bldg 3 Modernization	45407		1,687,418.63	279,605.91	85,180.13	1,322,632.59
CSM	CSM Bldg 17 Student Life/Learning Comm	45408		3,151,097.62	2,419,691.64	50,387.61	681,018.37
CSM	CSM Bldg 19 Center for Emerging Tech.	45409		2,705,176.34	8,484.00	199,728.00	2,496,964.34
CSM	CSM Emergency Building Repairs	45411		187,308.03	177,405.56	9,902.47	0.00
CSM	CSM Edison Lot	45414		6,013,226.60	1,129,348.99	4,768,659.95	115,217.66
CSM	CSM Water Supply System Upgrade	45415		546,041.68	24,455.60	202,938.80	318,647.28
CSM	CSM Asphalt Repairs Project*	45416		(37,606.22)	(37,606.22)	0.00	0.00
CSM	CSM Corp Yard	45417		1,994,550.00	13,450.00	0.00	1,981,100.00
CSM	CSM Instruction Pool Replaster	45418		265,000.00	219,785.76	0.00	45,214.24
CSM	CSM Bldg 19 Floor Abatement	45420		400,000.00	0.00	0.00	400,000.00
CSM	CSM Small Projects	45422		700,643.62	121,928.20	0.00	578,715.42
DISTRICTWIDE	General Capital Projects	40000		2,369,234.42	0.00	0.00	2,369,234.42
DISTRICTWIDE	College Contingency	40001		99,706,654.65	5,346,242.30	0.00	94,360,412.35
DISTRICTWIDE	College One Time Fd Reserve	40006		6,380,282.98	0.00	0.00	6,380,282.98
DISTRICTWIDE	Aux Services Use Fee	40007		45,472.40	0.00	0.00	45,472.40
DISTRICTWIDE	DW Construction Planning Internal Svc Fund	40009		16,500.70	12,487.05	0.00	4,013.65
DISTRICTWIDE	State Capital Project Match	40010		10,446,018.03	0.00	0.00	10,446,018.03
DISTRICTWIDE	DO Parking Lot Retaining Wall	42005		447,900.00	0.00	0.00	447,900.00
DISTRICTWIDE	DO Rm 303 Furniture Upgrade	42006		5,458.33	0.00	0.00	5,458.33
DISTRICTWIDE	DW Athletic Fields Replacement	42103		710,763.48	22,072.25	0.00	688,691.23
DISTRICTWIDE	Redevelopment Program	43001		3,634,479.69	400,000.00	0.00	3,234,479.69
DISTRICTWIDE	Physical Plant Instructional Support FY1718	43004		149,587.69	149,587.69	0.00	0.00
DISTRICTWIDE	Property Management	44001		5.07	0.00	0.00	5.07
DISTRICTWIDE	PE Vans Purchase	44003		303,814.91	0.00	0.00	303,814.91
DISTRICTWIDE	Student Housing	44005		53,500.00	25,000.00	28,500.00	0.00
DISTRICTWIDE	District Facilities Projects	44102		5,004,188.90	528,779.79	98,754.07	4,376,655.04
DISTRICTWIDE	District Funded FCI Contingency	44103		5,060,958.19	0.00	0.00	5,060,958.19
DISTRICTWIDE	District Facility Improvements	44106		343,025.00	286,544.55	29,574.35	26,906.10
DISTRICTWIDE	Energy Efficiency Projects Fund	44108		3,329,331.79	80,992.19	0.00	3,248,339.60
DISTRICTWIDE	DW L-T Support/Service/Maintenance	44111		17,068.93	15,918.30	0.00	1,150.63
DISTRICTWIDE	HMB Idle Well Termination	44113		150,000.00	2,375.35	16,974.65	130,650.00
DISTRICTWIDE	DW Irrigation Efficiency	44114		37,521.26	0.00	0.00	37,521.26
DISTRICTWIDE	DW IT Firewall and Related Security	44115		1,543,955.01	385,910.40	54,830.95	1,103,213.66
DISTRICTWIDE	DW CIP3 Master	45000		7,001,382.19	0.00	0.00	7,001,382.19
DISTRICTWIDE	DW CIP3 Planning	45001		5,893,397.25	939,334.52	325,038.53	4,629,024.20

DISTRICTWIDE	DW Network Core Switch upgrade	45002	142,474.05	135,349.05	0.00	7,125.00
DISTRICTWIDE	DW UPS Device(MDF/IDF) Replacement	45003	221,141.21	5,994.12	0.00	215,147.09
DISTRICTWIDE	DW Network Firewall Switch Replacmt	45005	521,765.86	168,547.16	0.00	353,218.70
DISTRICTWIDE	DW Telephone System Replacement	45006	842,450.52	286,008.70	0.00	556,441.82
DISTRICTWIDE	DW Wireless Access Point(WAP) Repl	45007	178,265.51	161,005.74	0.00	17,259.77
DISTRICTWIDE	DW Network Switch Upgrade (10 GB)	45008	216,944.75	208,885.43	2,570.09	5,489.23
DISTRICTWIDE	DW Server Replacement	45009	1,295,572.51	240,886.71	19,500.00	1,035,185.80
DISTRICTWIDE	DW Fire Alarm Panels Upgrade	45010	554,753.44	12,561.47	3,975.00	538,216.97
DISTRICTWIDE	DW Classroom Security Hardware	45011	273,538.18	208,617.81	21,953.49	42,966.88
DISTRICTWIDE	DW EAS Speaker Coverage Expansion	45014	2,225.61	2,225.61	0.00	0.00
DISTRICTWIDE	DW Video Camera Replacement	45016	711,755.45	186,667.83	1,662.87	523,424.75
DISTRICTWIDE	DW Classroom Projection Screen Repl	45017	95,355.22	8,412.29	1,050.00	85,892.93
DISTRICTWIDE	DW Baiting Cage Upgrade	45018	482,900.00	19,073.60	0.00	463,826.40
DISTRICTWIDE	DW Technology Replacement	45019	959,676.04	665,632.35	221,849.13	72,194.56
DISTRICTWIDE	DW Solar and Energy Storage	45020	500,000.00	94,696.50	209,058.50	196,245.00
DISTRICTWIDE	DW Interior LED Lighting Retrofit	45021	1,219.34	1,219.34	0.00	0.00
DISTRICTWIDE	DW Emergency Generators	45023	1,000,000.00	4,980.00	197,088.00	797,932.00
DISTRICTWIDE	Facilities Excellence (Foundation)	46112	9,117.66	9,117.66	0.00	0.00
SKYLINE	SKY Bldg 6 Servery	42206	338,014.28	2,624.81	0.00	335,389.47
SKYLINE	SKY Housing	42210	13,152,589.07	583,570.30	582,295.46	11,986,723.31
SKYLINE	SKY Small Projects	42211	1,921,128.83	219,199.52	388.97	1,701,540.34
SKYLINE	SKY Yr19-20 SMSR Projects	43247	185,549.00	185,482.00	67.00	0.00
SKYLINE	SKY Instructional Equipment	43283	898,992.18	179,975.52	10,898.78	708,117.88
SKYLINE	SKY B6 Fireside Project	44244	100,000.00	58,649.82	41,350.18	0.00
SKYLINE	SKY Bldg 2 Workforce/Econ Dev't	44245	1,197,000.00	868,617.00	87,000.00	241,383.00
SKYLINE	SKY Bldg 1 Social Science/Creative Arts*	45204	(136,843.20)	(136,843.20)	0.00	0.00
SKYLINE	SKY Bldg 12 Environmental Science	45205	10,295,674.16	8,528,321.78	167,948.50	1,599,403.88
SKYLINE	SKY Bldg 2 Workforce/Econ Dev't	45207	18,844,000.00	1,321,696.25	1,225,970.00	16,296,333.75
SKYLINE	SKY Lot L Expansion	45208	4,462.17	4,247.51	0.00	214.66
SKYLINE	SKY Bldg 19 and North Campus Improvements*	45209	(877.26)	(877.26)	0.00	0.00
SKYLINE	SKY Emergency Building Repairs	45211	450,514.67	397,873.89	29,716.49	22,924.29
SKYLINE	SKY Technology and Equipment	45212	166,054.15	166,054.15	0.00	0.00
SKYLINE	SKY Accessible Path of Travel	45213	296,947.38	203,104.00	0.00	93,843.38
SKYLINE	SKY Bldg 5 CTTL Modification	45215	100,468.26	443.66	3,676.00	96,348.60
SKYLINE	SKY Bldg 7 STEM Center	45216	1,126,659.84	1,060,026.98	37,145.49	29,487.37
SKYLINE	SKY Promise Schlr WKFC Career Relo	45217	69,818.45	17,044.55	0.00	52,773.90
SKYLINE	SKY Bldg 3 South Wall Waterproofing	45218	247,536.40	94,167.22	13,134.00	140,235.18
SKYLINE	SKY Portable Replacement	45219	3,131,716.00	426,128.16	74,880.32	2,630,707.52
SKYLINE	SKY Bldg 19 Swing Space	45220	5,000,000.00	517,625.29	689,407.31	3,792,967.40
SKYLINE	SKY Bldg 1 Social Science/Creative Arts Facelift	45221	500,000.00	70,131.87	13,839.60	416,028.53
SKYLINE	SKY Small Projects	45222	799,339.49	421,313.01	147,220.33	230,806.15
SKYLINE	SKY B1 Facelift	45223	14,000,000.00	99,881.47	176,663.50	13,723,455.03
<b>TOTAL</b>			<b>409,474,154.11</b>	<b>100,495,253.22</b>	<b>43,739,373.50</b>	<b>265,239,527.39</b>

\* Negative budget and expenditures reflect prior-year corrections.

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## ENTERPRISE FUND (Fund 5) Auxiliary Fund

The District maintains enterprise funds. These funds account for operations that the Board requires to be self-supporting. These funds are maintained independently of other District funds to facilitate the entrepreneurial nature of the activities involved and also provide the necessary flexibility to report the retail and operational requirements of these self-supporting services.

The Bookstore Fund is used to account for revenues received and expenses made to operate the District's bookstores. The Cafeteria Fund is used to account for revenues received and expenses related to contracted food service and vending operations of the District. The San Mateo Athletic Club (SMAC) accounts for revenues received and expenses related to the operations of the athletic club and aquatic center. The Community, Continuing, and Corporate Education (CCCE) is the newest addition to the enterprise funds with the goal of increasing and meeting educational opportunities and needs in San Mateo County.



**San Mateo County Community College District**  
**Enterprise Fund (Fund 5)**  
**Community, Continuing, and Corporate Education**

	2019-20 Revised Budget	2019-20 Actual	2020-2021 Adoption Budget	
<b>Income</b>				
1 Federal Income	\$0	\$0	\$0	1
2 State Income	0	0	0	2
3 Local Income	1,650,000	951,702	1,395,000	3
<b>4 Total Income</b>	<b>\$1,650,000</b>	<b>\$951,702</b>	<b>\$1,395,000</b>	<b>4</b>
<b>Expenses</b>				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	652,350	711,616	643,558	6
7 Employee Benefits	308,228	217,874	296,496	7
8 Materials & Supplies	68,000	69,700	40,000	8
9 Operating Expenses	610,000	405,274	400,000	9
10 Capital Outlay	0	0	0	10
<b>11 Total Expenses</b>	<b>\$1,638,578</b>	<b>\$1,404,464</b>	<b>\$1,380,054</b>	<b>11</b>
<b>Transfers &amp; Other</b>				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	0	403,000	0	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$403,000</b>	<b>\$0</b>	<b>17</b>
<b>Fund Balance</b>				
18 Net Change in Fund Balance	\$11,422	(\$49,762)	\$14,946	18
19 Beginning Balance, July 1	109,635	109,635	59,873	19
20 Adjustments to Beginning Balance	0	0	0	20
<b>21 Net Fund Balance, June 30</b>	<b>\$121,057</b>	<b>\$59,873</b>	<b>\$74,819</b>	<b>21</b>

**San Mateo County Community College District  
Enterprise Fund (Fund 5)  
Bookstore**

	2019-20 Revised Budget	2019-20 Actual	2020-2021 Adoption Budget	
<b>Income</b>				
1 Federal Income	\$0	\$0	\$0	1
2 State Income	0	0	0	2
3 Local Income	7,000,000	5,549,381	5,200,000	3
<b>4 Total Income</b>	<b>\$7,000,000</b>	<b>\$5,549,381</b>	<b>\$5,200,000</b>	<b>4</b>
<b>Expenses</b>				
5 Cost of Sales	\$4,000,000	\$3,444,297	\$3,200,000	5
6 Certificated Salaries	0	0	0	6
7 Classified Salaries	1,988,439	2,005,154	1,915,509	7
8 Employee Benefits	728,242	665,793	682,716	8
9 Materials & Supplies	15,000	15,562	15,000	9
10 Operating Expenses	600,000	498,381	500,000	10
11 Capital Outlay	0	0	0	11
<b>12 Total Expenses</b>	<b>\$7,331,681</b>	<b>\$6,629,187</b>	<b>\$6,313,225</b>	<b>12</b>
<b>Transfers &amp; Other</b>				
13 Transfers In	\$0	\$0	\$0	13
14 Other Sources	0	0	0	14
15 Transfers out	0	0	0	15
16 Contingency	0	0	0	16
17 Other Out Go	0	0	0	17
<b>18 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>18</b>
<b>Fund Balance</b>				
19 Net Change in Fund Balance	(\$331,681)	(\$1,079,806)	(\$1,113,225)	19
20 Beginning Balance, July 1	6,760,768	6,760,768	5,680,962	20
21 Adjustments to Beginning Balance	0	0	0	21
<b>22 Net Fund Balance, June 30</b>	<b>\$6,429,087</b>	<b>\$5,680,962</b>	<b>\$4,567,737</b>	<b>22</b>

**San Mateo County Community College District  
Enterprise Fund (Fund 5)  
Cafeteria**

	2019-20 Revised Budget	2019-20 Actual	2020-2021 Adoption Budget	
<b>Income</b>				
1 Federal Income	\$0	\$0	\$0	1
2 State Income	0	0	0	2
3 Local Income	350,000	296,050	150,000	3
<b>4 Total Income</b>	<b>\$350,000</b>	<b>\$296,050</b>	<b>\$150,000</b>	<b>4</b>
<b>Expenses</b>				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	87,036	106,129	67,431	6
7 Employee Benefits	28,552	37,951	24,049	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	130,000	137,955	130,000	9
10 Capital Outlay	0	0	0	10
<b>11 Total Expenses</b>	<b>\$245,588</b>	<b>\$282,035</b>	<b>\$221,480</b>	<b>11</b>
<b>Transfers &amp; Other</b>				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	0	0	0	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>17</b>
<b>Fund Balance</b>				
18 Net Change in Fund Balance	\$104,412	\$14,015	(\$71,480)	18
19 Beginning Balance, July 1	775,929	775,929	789,944	19
20 Adjustments to Beginning Balance	0	0	0	20
<b>21 Net Fund Balance, June 30</b>	<b>\$880,341</b>	<b>\$789,944</b>	<b>\$718,464</b>	<b>21</b>

**San Mateo County Community College District**  
**Enterprise Fund (Fund 5)**  
**San Mateo Athletic Club / CSM Fitness Center**

	2019-20 Revised Budget	2019-20 Actual	2020-2021 Adoption Budget	
<b>Revenue</b>				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	0	0	0	2
3 Local Revenue	5,982,835	4,971,303	3,750,000	3
4 <b>Total Revenue</b>	<b>\$5,982,835</b>	<b>\$4,971,303</b>	<b>\$3,750,000</b>	4
<b>Expenses</b>				
5 Cost of Goods Sold	\$0	\$0	\$0	5
6 Salaries	373,299	389,228	378,564	6
7 Employee Benefits	156,846	158,890	150,980	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses*	4,596,061	4,469,749	3,706,541	9
10 Capital Outlay	0	0	0	10
11 <b>Total Expenses</b>	<b>\$5,126,206</b>	<b>\$5,017,867</b>	<b>\$4,236,085</b>	11
<b>Transfers &amp; Other</b>				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	218,000	285,576	0	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(500,000)	(505,729)	(400,000)	16
17 <b>Total Transfers/Other</b>	<b>(\$282,000)</b>	<b>(\$220,153)</b>	<b>(\$400,000)</b>	17
<b>Fund Balance</b>				
18 Net Change in Fund Balance	\$574,629	(\$266,717)	(\$886,085)	18
19 Beginning Balance, July 1	3,887,611	3,887,611	3,620,894	19
20 Adjustments to Beginning Balance	0	0	0	20
21 <b>Net Fund Balance, June 30</b>	<b>\$4,462,240</b>	<b>\$3,620,894</b>	<b>\$2,734,809</b>	21

\*Operating expenses consists of salaries and benefits paid by EXOS

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## SPECIAL REVENUE FUND (Fund 6)

This fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Special Revenue Funds encompass activities not directly related to the educational program of the College but that provide a service to students—and which may provide non-classroom instructional or laboratory experience for students and incidentally produce revenue and non-instructional expense. The District maintains one such fund, the Child Development Fund, which is used to account for the activities of the child development centers at the Colleges.



**San Mateo County Community College District**  
**2020-21 Budget**  
**Child Development Fund (Fund 60) - Total District**

	Skyline	CSM	2020-2021 Adoption Budget		
<b>Revenue</b>					
1	Federal Revenue	\$15,000	\$4,000	\$19,000	1
2	State Revenue	54,200	20,000	74,200	2
3	Local Revenue	60,712	102,710	163,422	3
4	<b>Total Revenue</b>	<b>\$129,912</b>	<b>\$126,710</b>	<b>\$256,622</b>	4
<b>Expenses</b>					
5	Certificated Salaries	\$118,196	\$107,532	\$225,728	5
6	Classified Salaries	207,956	330,241	538,197	6
7	Employee Benefits	151,213	215,180	366,393	7
8	Materials & Supplies	13,000	18,547	31,547	8
9	Operating Expenses	1,000	500	1,500	9
10	Capital Outlay	0	0	0	10
11	<b>Total Expenses</b>	<b>\$491,365</b>	<b>\$672,000</b>	<b>\$1,163,365</b>	11
<b>Transfers &amp; Other</b>					
12	Transfers In	\$361,453	\$545,290	\$906,743	12
13	Other Sources	0	0	0	13
14	Transfers out	0	0	0	14
15	Contingency	0	0	0	15
16	Other Out Go	0	0	0	16
17	<b>Total Transfers/Other</b>	<b>\$361,453</b>	<b>\$545,290</b>	<b>\$906,743</b>	17
<b>Fund Balance</b>					
18	Net Change in Fund Balance	\$0	\$0	\$0	18
19	Beginning Balance, July 1	0	0	0	19
20	Adjustments to Beginning Balance	0	0	0	20
21	<b>Net Fund Balance, June 30</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	21

**San Mateo County Community College District**  
**Child Development Fund (Fund 60) - Total District**

	2019-20 Revised Budget	2019-20 Actual	2020-2021 Adoption Budget	
<b>Revenue</b>				
1 Federal Revenue	\$53,194	\$53,194	\$19,000	1
2 State Revenue	262,793	262,793	74,200	2
3 Local Revenue	432,350	431,350	163,422	3
4 <b>Total Revenue</b>	<b>\$748,337</b>	<b>\$747,337</b>	<b>\$256,622</b>	4
<b>Expenses</b>				
5 Certificated Salaries	\$227,508	\$227,508	\$225,728	5
6 Classified Salaries	746,018	746,018	538,197	6
7 Employee Benefits	408,169	408,169	366,393	7
8 Materials & Supplies	67,513	66,513	31,547	8
9 Operating Expenses	1,459	1,459	1,500	9
10 Capital Outlay	0	0	0	10
11 <b>Total Expenses</b>	<b>\$1,450,668</b>	<b>\$1,449,668</b>	<b>\$1,163,365</b>	11
<b>Transfers &amp; Other</b>				
12 Transfers In	\$702,331	\$702,331	\$906,743	12
13 Other Sources	0	0	0	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 <b>Total Transfers/Other</b>	<b>\$702,331</b>	<b>\$702,331</b>	<b>\$906,743</b>	17
<b>Fund Balance</b>				
18 Net Change in Fund Balance	\$0	\$0	\$0	18
19 Beginning Balance, July 1	0	0	0	19
20 Adjustments to Beginning Balance	0	0	0	20
21 <b>Net Fund Balance, June 30</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	21

*Includes combined total of College of San Mateo and Skyline College.*

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## EXPENDABLE TRUST FUND (Fund 7)

### Student Financial Aid

Funds of this type account for assets held by the District as trustee. Funds in this category include financial aid such as Federal Student Aid PELL/SEOG, Cal Grants, and EOPS Direct Aid to Students.



**San Mateo County Community College District**  
**2020-21 Budget**  
**Student Aid Fund (Fund 7) - Total District**

	Cañada	CSM	Skyline	2020-2021 Adoption Budget		
<b>Revenue</b>						
1	Federal Revenue	\$2,922,353	\$4,992,532	\$6,171,676	\$14,086,561	1
2	State Revenue	270,000	480,000	600,000	1,350,000	2
3	Local Revenue	550,000	600,000	490,000	1,640,000	3
4	<b>Total Revenue</b>	<b>\$3,742,353</b>	<b>\$6,072,532</b>	<b>\$7,261,676</b>	<b>\$17,076,561</b>	4
<b>Expenses</b>						
5	Certificated Salaries	\$0	\$0	\$0	\$0	5
6	Classified Salaries	0	0	0	0	6
7	Employee Benefits	0	0	0	0	7
8	Materials & Supplies	0	0	0	0	8
9	Operating Expenses	0	0	0	0	9
10	Capital Outlay	0	0	0	0	10
11	<b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	11
<b>Transfers &amp; Other</b>						
12	Transfers In	\$0	\$0	\$0	\$0	12
13	Other Sources	0	0	0	0	13
14	Transfers out	0	0	0	0	14
15	Contingency	0	0	0	0	15
16	Other Out Go	(3,742,353)	(6,072,532)	(7,261,676)	(17,076,561)	16
17	<b>Total Transfers/Other</b>	<b>(\$3,742,353)</b>	<b>(\$6,072,532)</b>	<b>(\$7,261,676)</b>	<b>(\$17,076,561)</b>	17
<b>Fund Balance</b>						
18	Net Change in Fund Balance	\$0	\$0	\$0	\$0	18
19	Beginning Balance, July 1	0	0	0	81,380	19
	Adjustments to Beginning					
20	Balance	0	0	0	0	20
21	<b>Net Fund Balance, June 30</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$81,380</b>	21

## San Mateo County Community College District

### *Student Aid Fund (Fund 7) - Total District*

	2019-20 Revised Budget	2019-20 Actual	2020-2021 Adoption Budget	
<b>Revenue</b>				
1 Federal Revenue	\$17,214,117	\$16,802,908	\$14,086,561	1
2 State Revenue	1,446,206	1,354,518	1,350,000	2
3 Local Revenue	1,665,283	1,638,691	1,640,000	3
4 <b>Total Revenue</b>	<b>\$20,325,606</b>	<b>\$19,796,118</b>	<b>\$17,076,561</b>	4
<b>Expenses</b>				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	0	0	0	6
7 Employee Benefits	0	0	0	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	0	0	0	9
10 Capital Outlay	0	0	0	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	11
<b>Transfers &amp; Other</b>				
12 Transfers In	\$3,511,683	\$3,511,683	\$0	12
13 Other Sources	0	0	0	13
14 Transfers out	(12,600)	(12,600)	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(23,824,689)	(23,295,200)	(17,076,561)	16
17 <b>Total Transfers/Other</b>	<b>(\$20,325,606)</b>	<b>(\$19,796,118)</b>	<b>(\$17,076,561)</b>	17
<b>Fund Balance</b>				
18 Net Change in Fund Balance	\$0	\$0	\$0	18
19 Beginning Balance, July 1	81,380	81,380	81,380	19
Adjustments to Beginning				
20 Balance	0	0	0	20
21 <b>Net Fund Balance, June 30</b>	<b>\$81,380</b>	<b>\$81,380</b>	<b>\$81,380</b>	21

*Includes combined total of Cañada College, College of San Mateo, and Skyline College.*

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## RESERVE FUND FOR POST-RETIREMENT BENEFITS AND EMPLOYEE HOUSING LOAN (Fund 8) Expendable Trust

Also an Expendable Trust, the Reserve for Post- Retirement Benefits was established to reflect the District's liability that has already been incurred and continues to incur as employees earn the right to health benefits upon retirement.

This Fund has been generated by transfers made from the Unrestricted General Fund. Effective July 2009, these transfers come from all funds and are now charged as part of the benefit expense in those funds. The goal is to eventually have enough funds in this reserve to pay the ongoing costs of retiree benefits.

Fund 8 also accounts for the District Employee Housing Loan Program for first-time homebuyers that supplement the employees' down payment savings up to \$150,000 and a closing cost grant for \$1,000.



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**San Mateo County Community College District**

***Reserve Fund for Post Retirement Benefits / Housing Loan (Fund 8) - Central Services***

	<b>2019-20 Revised Budget</b>	<b>2019-20 Actual</b>	<b>2020-2021 Adoption Budget</b>		
<b>Revenue</b>					
1	Federal Revenue	\$0	\$0	\$0	1
2	State Revenue	0	0	0	2
3	Local Revenue	120,000	289,324	3,000	3
4	<b>Total Revenue</b>	<b>\$120,000</b>	<b>\$289,324</b>	<b>\$3,000</b>	4
<b>Expenses</b>					
5	Certificated Salaries	\$0	\$0	\$0	5
6	Classified Salaries	0	0	0	6
7	Employee Benefits	3,300,000	3,300,000	7,120,355	7
8	Materials & Supplies	0	0	0	8
9	Operating Expenses	16,000	9,410	16,000	9
10	Capital Outlay	0	0	0	10
11	<b>Total Expenses</b>	<b>\$3,316,000</b>	<b>\$3,309,410</b>	<b>\$7,136,355</b>	11
<b>Transfers &amp; Other</b>					
12	Transfers In	\$0	\$0	\$0	12
13	Other Sources	5,111,793	6,115,649	3,124,169	13
14	Transfers out	0	0	0	14
15	Contingency	0	0	0	15
16	Other Out Go	(3,600,000)	0	0	16
17	<b>Total Transfers/Other</b>	<b>\$1,511,793</b>	<b>\$6,115,649</b>	<b>\$3,124,169</b>	17
<b>Fund Balance</b>					
18	Net Change in Fund Balance	(\$1,684,207)	\$3,095,563	(\$4,009,186)	18
19	Beginning Balance, July 1	13,596,622	13,596,622	16,692,185	19
20	Adjustments to Beginning Balance	0	0	0	20
21	<b>Net Fund Balance, June 30</b>	<b>\$11,912,415</b>	<b>\$16,692,185</b>	<b>\$12,682,999</b>	21

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## SUPPLEMENTAL INFORMATION

Resource Allocation Model

Full Absorption Budget

FTE Analysis

Budgeted Inter-Fund Transfers

Cash Flow Summary

Debt Service Payment Schedule

County Treasurer Interest Rates Report



**FY20-21 ADOPTED RESOURCE ALLOCATION - FUND 1**

**Step One: Base Allocation and FTES Allocation**

Prior Year Allocations:

	Skyline	Canada	CSM	DO	Facilities	Central Services	Total
	\$48,708,562	\$30,085,382	\$48,592,472	\$20,767,048	\$16,251,340	\$35,673,274	\$200,078,078
	<b>38.24%</b>	<b>23.62%</b>	<b>38.15%</b>				

Prior Year TOTAL FTES:

15-16 FTES	7,649	4,051	6,909				18,609
16-17 FTES	7,294	3,959	6,890				18,143
17-18 FTES	7,119	3,662	6,819				17,599
18-19 FTES	6,881	3,564	6,551				16,996
19-20 FTES	6,661	3,405	6,096				16,162
Five Year Avg.	7,121	3,728	6,653				17,502
% of Total FTES	<b>40.68%</b>	<b>21.30%</b>	<b>38.01%</b>				

Adjustment to PY Allocation:

	\$0.00	\$0.00	\$0.00				
--	--------	--------	--------	--	--	--	--

**Step Two: Central Services Anticipated Expense Net Increase/Decrease**

	Skyline	Canada	CSM	DO	Facilities	Central Services	Total
						\$1,434,095	\$1,434,095

**Step Three: Allocate Square Footage**

\$4.55

	Skyline	Canada	CSM	DO	Facilities	Central Services	Total
					\$523,580		\$523,580

**Step Four: Allocate Growth Based Upon Increase/Decrease in FTES Average vs. Goals**

	Skyline	Canada	CSM	DO	Facilities	Central Services	Total
20-21 FTES Projections	6,463	3,284	5,647				15,394
"New" Five Year Average	6,883	3,575	6,401				16,859
<b>Difference</b>	<b>(237)</b>	<b>(153)</b>	<b>(252)</b>				<b>(643)</b>
FTES Growth Allocation	\$0	\$0	\$0				\$0
International Students	-\$691,963	-\$152,911	-\$2,802,514				-\$3,647,388
<b>Sub Total</b>	<b>-\$691,963</b>	<b>-\$152,911</b>	<b>-\$2,802,514</b>				<b>-\$3,647,388</b>

**Step Five: Allocate 20% of College Growth Allocation to DO**

	Skyline	Canada	CSM	DO	Facilities	Central Services	Total
FTES Growth Allocation				\$0			\$0
International Students				-\$911,847			-\$911,847
<b>Total</b>				<b>-\$911,847</b>			<b>-\$911,847</b>

**Step Six: Allocate Any Special Amounts Agreed Upon**

	Skyline	Canada	CSM	DO	Facilities	Central Services	Total
COLA	\$1,597,172	\$1,090,012	\$1,535,668	\$776,774	\$765,106	-119,661	\$5,645,070
Step & LSI	\$572,166	\$332,872	\$431,877	\$194,969	\$360,876	\$0	\$1,892,760
CPI	\$45,506	\$25,184	\$54,045	\$36,372	\$45,364	\$0	\$206,470
Other	\$458,100	-\$159,919	-\$204,242	\$330,185	-\$55,127	\$0	\$368,997
Innovation Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$2,672,944</b>	<b>\$1,288,150</b>	<b>\$1,817,347</b>	<b>\$1,338,302</b>	<b>\$1,116,218</b>	<b>-\$119,661</b>	<b>\$8,113,297</b>

**Step Seven: Allocate Any Remaining Available Funds (+/-)**

Prior Year Allocation	\$200,078,078						
Property Tax Growth	\$11,713,240						
Other Revenue	<u>-\$4,816,648</u>						
FY20-21 Revenue	\$206,974,670	(excludes Proposition 30/55)					
Increase/Decrease from PY Allocation	\$6,896,592						
Transfer In from Fund 4 (DO)	\$0						
Reserve	\$0						
	<u>\$6,896,592</u>						
Less Allocations:							
Step One	\$0						
Step Two	\$1,434,095						
Step Three	\$523,580						
Step Four	-\$3,647,388						
Step Five	-\$911,847						
Step Six	\$8,113,297						
	<u>\$5,511,737</u>						
<b>Available for Allocation</b>	<b><u>\$1,384,855</u></b>						
	Skyline	Canada	CSM	DO	Facilities	Central Services	Total
PY Site Allocations	\$48,708,562	\$30,085,382	\$48,592,472	\$20,767,048	\$16,251,340		\$164,404,804
% of Total	29.63%	18.30%	29.56%	12.63%	9.88%		100.00%
<b>ADJUSTMENT PER STEP SEVEN:</b>	<b><u>\$410,294</u></b>	<b><u>\$253,423</u></b>	<b><u>\$409,316</u></b>	<b><u>\$174,930</u></b>	<b><u>\$136,892</u></b>		<b><u>\$1,384,855</u></b>

**Step Eight: FINAL ALLOCATION**

	Skyline	Canada	CSM	DO	Facilities	Central Services	Total
PY Site Allocation	\$48,708,562	\$30,085,382	\$48,592,472	\$20,767,048	\$16,251,340	\$35,673,274	\$200,078,078
Step One	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Step Two	\$0	\$0	\$0	\$0	\$0	\$1,434,095	\$1,434,095
Step Three	\$0	\$0	\$0	\$0	\$523,580	\$0	\$523,580
Step Four	-\$691,963	-\$152,911	-\$2,802,514	\$0	\$0	\$0	-\$3,647,388
Step Five	\$0	\$0	\$0	-\$911,847	\$0	\$0	-\$911,847
Step Six	\$2,672,944	\$1,288,150	\$1,817,347	\$1,338,302	\$1,116,218	-\$119,661	\$8,113,297
Step Seven	\$410,294	\$253,423	\$409,316	\$174,930	\$136,892	\$0	\$1,384,855
Total Increase/Decrease	\$2,391,275	\$1,388,661	-\$575,851	\$601,385	\$1,776,690	\$1,314,433	\$6,896,592
<b>Subtotal</b>	<b><u>\$51,099,837</u></b>	<b><u>\$31,474,043</u></b>	<b><u>\$48,016,621</u></b>	<b><u>\$21,368,433</u></b>	<b><u>\$18,028,030</u></b>	<b><u>\$36,987,707</u></b>	<b><u>\$206,974,670</u></b>
Proposition 30/55 Allocation	\$425,832	\$263,020	\$424,817	\$181,555	\$142,076	\$0	\$1,437,300
<b>FY20-21 Site Allocation</b>	<b><u>\$51,525,669</u></b>	<b><u>\$31,737,063</u></b>	<b><u>\$48,441,438</u></b>	<b><u>\$21,549,988</u></b>	<b><u>\$18,170,107</u></b>	<b><u>\$36,987,707</u></b>	<b><u>\$208,411,970</u></b>

## Full Absorption Budget for 20/21 Fund 1

	Skyline	Cañada	CSM	District Office	Facilities	Central Svcs	Total
<b>20/21 Site Allocations</b>	<b>\$ 51,525,669</b>	<b>\$ 31,737,063</b>	<b>\$ 48,441,438</b>	<b>\$ 21,549,988</b>	<b>\$ 18,170,107</b>	<b>\$ 36,987,705</b>	<b>\$ 208,411,970</b>
Central Services	\$ 11,294,946	\$ 7,897,627	\$ 12,223,797	\$ 3,302,209	\$ 2,269,126	\$ (36,987,705)	\$ -
Subtotal	\$ 62,820,615	\$ 39,634,690	\$ 60,665,235	\$ 24,852,197	\$ 20,439,233	\$ -	\$ 208,411,970
Facilities Allocation	\$ 6,414,376	\$ 5,606,340	\$ 8,133,024	\$ 285,493	\$ (20,439,233)		\$ -
Subtotal	\$ 69,234,991	\$ 45,241,030	\$ 68,798,260	\$ 25,137,690	\$ -	\$ -	\$ 208,411,970
District Office	\$ 9,038,266	\$ 6,587,260	\$ 9,512,163	\$ (25,137,689)			\$ -
<b>Total</b>	<b>\$ 78,273,257</b>	<b>\$ 51,828,291</b>	<b>\$ 78,310,422</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 208,411,970</b>
% of Total funding	38%	25%	38%				
FTES Goal for 20/21	6,463	3,284	5,647				15,394
% of Total FTES	42%	21%	37%				
\$ per FTES	\$ 12,111	\$ 15,782	\$ 13,868				\$ 13,539
\$ before absorption	\$ 7,972	\$ 9,664	\$ 8,578				
% of base amt/total	66%	61%	62%				

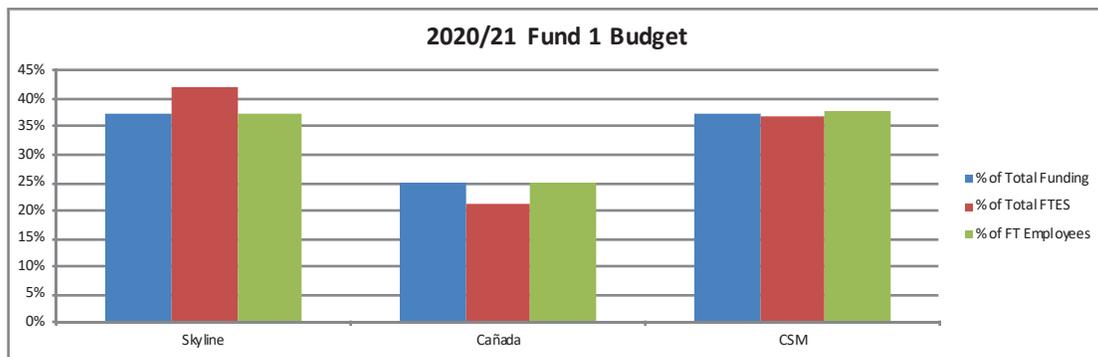
### Detail of Allocations

#### Central Services:

Utilities	31%	27%	40%	1%			
Square footage	560,098	489,541	710,169	24,929			1,784,737
	\$ 1,325,107	\$ 1,158,180	\$ 1,680,152	\$ 58,978		\$ (4,222,417)	\$ -
Retiree/other benefits	29%	19%	29%	9%	14%		
Number of FT employees	311	208	315	103	151		1,088
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance							
Based upon square footage	\$ 883,630	\$ 772,317	\$ 1,120,387	\$ 39,329		\$ (2,815,663)	
Managed hiring							
				\$ 500,000		\$ (500,000)	
Salary commitments							
Based upon # of Faculty & Classified	273	169	276				718
	\$ 2,122,054	\$ 1,313,652	\$ 2,145,373	\$ -	\$ -	\$ (5,581,079)	
Staff development							
Based upon # of FT Employees	\$ 219,279	\$ 146,656	\$ 222,099	\$ 72,623	\$ 106,467	\$ (767,123)	

## Full Absorption Budget for 20/21 Fund 1

	Skyline	Cañada	CSM	District Office	Facilities	Central Svcs	Total
<b>Districtwide Technology</b>							
PCs	1,234	1,288	1,403	362			
Macs	385	258	535	12			
<b>Total</b>	<b>1,619</b>	<b>1,546</b>	<b>1,938</b>	<b>374</b>			
Percent of Computers	30%	28%	35%	7%			
	\$ 1,075,139	\$ 1,026,661	\$ 1,286,979	\$ 248,364		\$ (3,637,143)	
<b>Consultant/Legal/Election</b>							
Percent of Budget	30%	19%	28%	13%	11%		
	\$ 296,065	\$ 182,360	\$ 278,343	\$ 123,826	\$ 104,405	\$ (985,000)	
<b>Formula Adjustment / Contracts</b>							
Per Site	\$ 104,518	\$ 47,223	\$ 84,074	\$ 70,000	\$ 212,500	\$ (518,315)	
<b>Apprenticeship</b>							
Per college	\$ 8,413		\$ 458,949			\$ (467,362)	
<b>Miscellaneous &amp; Museum of Tolerance</b>							
Per college	\$ 26,667	\$ 26,667	\$ 26,667	\$ -		\$ (80,000)	
Percent of Budget	\$ 5,234,075	\$ 3,223,911	\$ 4,920,773	\$ 2,189,089	\$ 1,845,754	\$ (17,413,603)	
<b>District Office:</b>							
<b>General Services</b>							
Percent of Budget	\$ 305,782	\$ 188,345	\$ 287,478	\$ (781,605)			
<b>Business / Administrative Services</b>							
Percent of Budget	\$ 1,505,604	\$ 927,372	\$ 1,415,482	\$ (3,848,458)			
<b>Information Technology</b>							
PCs	1,234	1,288	1,403	362			
Macs	385	258	535	12			
<b>Total</b>	<b>1,619</b>	<b>1,546</b>	<b>1,938</b>	<b>374</b>			
Percent of Computers	30%	28%	35%	7%			
	\$ 2,403,492	\$ 2,295,120	\$ 2,877,064	\$ 555,223	\$ 8,130,899		
<b>Human Resources</b>							
Number of FT employees	\$ 873,146	\$ 583,969	\$ 884,376	\$ (2,341,492)			
<b>International Education</b>							
Number of Int'l FTES	160	91	205				456
	\$ 566,123	\$ 321,983	\$ 725,345	\$ (1,613,451)			
<b>Chancellor's Office/Foundation/Board</b>							
Number of FT employees	\$ 1,107,403	\$ 740,642	\$ 1,121,646	\$ (2,969,691)			
<b>Educational Services</b>							
Number of FT employees	\$ 449,096	\$ 300,360	\$ 454,872	\$ (1,204,329)			
<b>Community &amp; Government Relations</b>							
Number of FT employees	\$ 178,437	\$ 119,340	\$ 180,732	\$ (478,509)			
<b>Remaining Allocation</b>							
Percent of Budget	\$ 1,649,183	\$ 1,110,129	\$ 1,565,167	\$ (4,324,478)			



**San Mateo County Community College District  
FTES Analysis**

	Annual 2014-15	Annual 2015-16	Annual 2016-17	Annual 2017-18	Annual 2018-19	Annual 2019-20
<b>College of San Mateo</b>						
Resident						
Fall & Spring	5,574	5,429	5,187	5,016	4,842	4,600
Fall & Spring (N/C*)	4	3	3	3	2	1
Summer	757	718	654	649	639	636
Summer (N/C*)	1	0	0	0	0	0
Total, Resident	6,336	6,150	5,845	5,667	5,484	5,238
Apprenticeship	62	64	94	99	101	109
Flex-time	5	8	5	5	6	12
Non-Resident						
Fall & Spring	472	642	881	966	886	684
Fall & Spring (N/C*)	1	1	1	1	0	0
Summer	31	44	64	79	74	54
Summer (N/C*)	0	0	0	0	0	0
Total, Non-Resident	504	687	947	1,046	960	737
<b>Total, College of San Mateo</b>	<b>6,907</b>	<b>6,909</b>	<b>6,891</b>	<b>6,818</b>	<b>6,551</b>	<b>6,096</b>
<b>Cañada College</b>						
Resident						
Fall & Spring	3,419	3,333	3,203	2,933	2,836	2,701
Fall & Spring (N/C*)	24	16	0	0	0	7
Summer	488	450	460	456	439	424
Summer (N/C*)	9	8	4	0	0	2
Total, Resident	3,940	3,807	3,668	3,390	3,276	3,134
Apprenticeship	0	0	0	0	0	0
Flex-time	5	6	6	5	5	5
Non-Resident						
Fall & Spring	134	216	255	225	248	232
Fall & Spring (N/C*)	2	2	0	0	0	1
Summer	16	19	30	42	35	33
Summer (N/C*)	0	1	0	0	0	0
Total, Non-Resident	152	238	285	267	282	266
<b>Total, Cañada College</b>	<b>4,097</b>	<b>4,051</b>	<b>3,959</b>	<b>3,661</b>	<b>3,563</b>	<b>3,405</b>

**San Mateo County Community College District  
FTES Analysis**

	<b>Annual 2014-15</b>	<b>Annual 2015-16</b>	<b>Annual 2016-17</b>	<b>Annual 2017-18</b>	<b>Annual 2018-19</b>	<b>Annual 2019-20</b>
<b>Skyline College</b>						
Resident						
Fall & Spring	6,531	6,245	5,911	5,784	5,580	5,383
Fall & Spring (N/C*)	81	55	46	34	24	27
Summer	1,067	1,025	918	829	800	788
Summer (N/C*)	7	6	5	5	2	4
<b>Total, Resident</b>	<b>7,686</b>	<b>7,331</b>	<b>6,880</b>	<b>6,652</b>	<b>6,406</b>	<b>6,202</b>
Apprenticeship	2	5	3	2	2	4
Flex-time	3	4	4	4	7	7
Non-Resident						
Fall & Spring	193	276	369	408	414	401
Fall & Spring (N/C*)	4	2	3	3	2	2
Summer	23	31	35	50	50	46
Summer (N/C*)	0	0	0	0	0	0
<b>Total, Non-Resident</b>	<b>220</b>	<b>309</b>	<b>407</b>	<b>461</b>	<b>465</b>	<b>448</b>
<b>Total, Skyline College</b>	<b>7,911</b>	<b>7,649</b>	<b>7,294</b>	<b>7,118</b>	<b>6,881</b>	<b>6,661</b>
<b>District</b>						
Resident						
Fall & Spring	15,524	15,007	14,302	13,733	13,259	12,684
Fall & Spring (N/C*)	109	74	49	36	26	35
Summer	2,312	2,193	2,032	1,935	1,878	1,848
Summer (N/C*)	17	14	9	5	2	6
<b>Total, Resident</b>	<b>17,962</b>	<b>17,288</b>	<b>16,392</b>	<b>15,709</b>	<b>15,165</b>	<b>14,573</b>
Apprenticeship	64	69	97	101	103	113
Flex-time	13	18	15	14	18	24
Non-Resident						
Fall & Spring	799	1,134	1,506	1,599	1,547	1,316
Fall & Spring (N/C*)	7	5	4	4	2	3
Summer	70	94	129	170	159	133
Summer (N/C*)	0	1	0	0	0	0
<b>Total, Non-Resident</b>	<b>876</b>	<b>1,234</b>	<b>1,639</b>	<b>1,774</b>	<b>1,708</b>	<b>1,452</b>
<b>Total, District</b>	<b>18,915</b>	<b>18,609</b>	<b>18,144</b>	<b>17,597</b>	<b>16,995</b>	<b>16,162</b>

\*N/C = Non-credit

2020-21 Budgeted Interfund Transfers Budget

To

Fund	General Insurance 1	2	Debt Service 25	3	Capital Projects 4	Enterprise Funds	Child Developmt 6	Financial Aid 7	Reserve for Post-Ret Ben 8	Total
1	2,974,620			6,425,837			506,743			9,907,200
2										0
25										0
3										0
4							400,000			400,000
Enterprise										0
6										0
7										0
8										0
<b>Total</b>	<b>0</b>	<b>2,974,620</b>	<b>0</b>	<b>6,425,837</b>	<b>0</b>	<b>0</b>	<b>906,743</b>	<b>0</b>	<b>0</b>	<b>10,307,200</b>

From

**San Mateo County Community College District**  
**DISTRICT CASH FLOW SUMMARY**  
**FOR THE QUARTER ENDING JUNE 30, 2020**

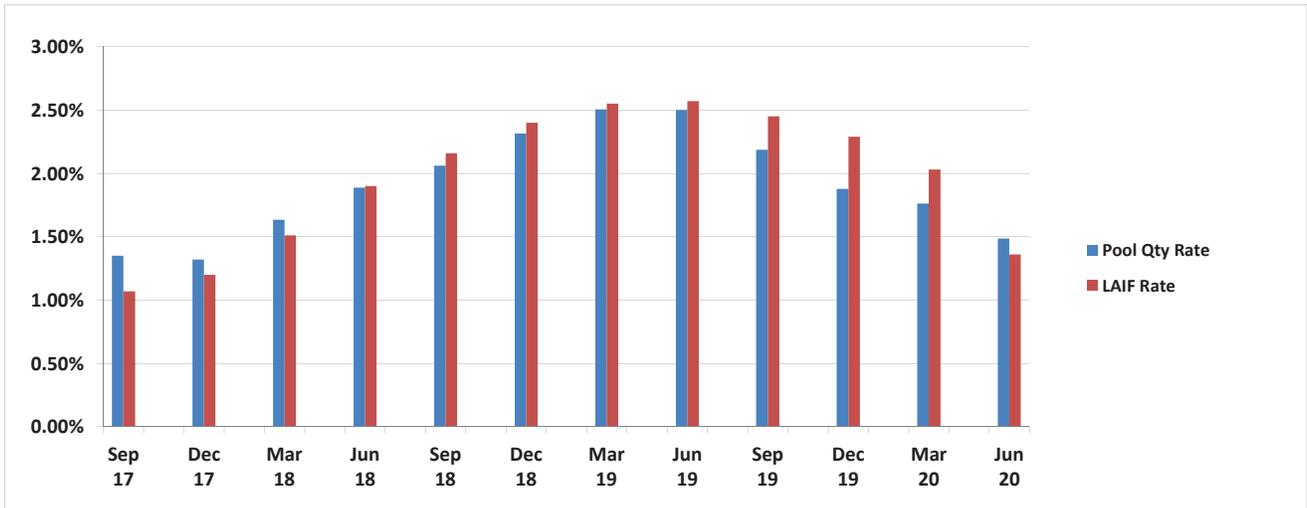
	GENERAL FUND	Payroll Fund	GENERAL RESTRICTED FUND	INSURANCE & Debt Services FUND	CAPITAL OUTLAY FUND	CHILD CARE FUND	STUDENT AID FUND	POST- RETIREMENT RESERVES
<b>Reg. Cash Balance in County Treasury</b>	19,504,739.52	4,333,239.15	35,524,514.25	75,626,419.30	373,190,327.42	82,972.29	33,632.38	-
<b>Cash inflow from operations:</b>								
Year-to-date Income	212,634,022.39		49,092,483.55	71,661,916.45	40,710,735.98	1,449,667.65	23,307,800.08	6,404,973.06
Accounts Receivable	(3,655,522.52)	132.10	(79,631.47)	(1,860,356.35)	(12,006,984.86)	(12,728.05)	(2,731,845.33)	(119,608.61)
Advances / Prepaid	(468,487.75)	131,814.28	(218,808.78)	(10,184.60)	325,649.76			
Cash awaiting for deposit	105,904.98							
<b>Total Income</b>	<b>228,120,656.62</b>	<b>4,465,185.53</b>	<b>84,318,557.55</b>	<b>145,417,794.80</b>	<b>402,219,728.30</b>	<b>1,519,911.89</b>	<b>20,609,587.13</b>	<b>6,285,364.45</b>
<b>Cash outflow for operations:</b>								
Year to date expenditure	200,070,316.90		55,271,351.54	69,430,590.99	100,495,253.22	1,449,667.65	23,307,800.08	3,309,410.00
Deferred Income	262,534.41		2,302,640.63	50.50	87,506.00	62,098.00		
Account Payable	(2,650,564.50)	(429,909.36)	(2,032,973.36)	37,273.76	5,638,659.28	4,742.98	(2,771,096.95)	
<b>Cash Balance From Operations</b>	<b>30,438,369.81</b>	<b>4,895,094.89</b>	<b>28,777,538.74</b>	<b>75,949,879.55</b>	<b>295,998,309.80</b>	<b>3,403.26</b>	<b>72,884.00</b>	<b>2,975,954.45</b>
<b>Other Cash inflow</b>								
Medical Flex Plan / Revolv. Fund	-			-				
TRANS	-							
Trusts (JPA & 3CBG)								
<b>Reg. Investment Balance</b>								
LAIIF Balance	599.79							
County Pool Balance	-							
Special Bond					-			12,441,331.83
C.O.P. & Others	30,158,533.85				5,000.00			
Total Beg. Balance	30,159,133.64				5,000.00			12,441,331.83
<b>Y.T.D. Investment Balance</b>								
LAIIF Balance	612.06							
County Pool Balance	-							
Special Bond					-			15,417,286.28
C.O.P./Bank CD	31,170,235.64				5,000.00			
Y.T.D. Balance	31,170,847.70				5,000.00			15,417,286.28
Net Cash changes from Investment	(1,011,714.06)				-			(2,975,954.45)
Net changes from unrealized gain / (loss)								
Cash Balance in County Treasury	29,426,655.75	4,895,094.89	28,777,538.74	75,949,879.55	295,998,309.80	3,403.26	72,884.00	-
<b>Net Cash (Excluding TRANS &amp; Trusts)</b>	<b>29,426,655.75</b>	<b>4,895,094.89</b>	<b>28,777,538.74</b>	<b>75,949,879.55</b>	<b>295,998,309.80</b>	<b>3,403.26</b>	<b>72,884.00</b>	<b>-</b>

**San Mateo County Community College District  
Combined Debt Service Schedules**

<u>Period</u>	<u>Election of 2001 Authorization</u>	<u>Election of 2005 Authorization</u>	<u>2012 Refunding Bonds</u>	<u>2014 Refunding Bonds</u>	<u>Series A Bonds</u>	<u>Series B Bonds</u>	<u>2018 Refunding Bonds</u>	<u>2019 Forward Delivery Refunding Bonds</u>	<u>Total</u>
9/1/2020	6,405,000.00	18,030,000.00	10,621,862.50	2,567,625.00	1,592,875.00	15,881,912.50	662,693.75	568,125.00	56,330,093.75
3/1/2021	0.00	0.00	758,962.50	2,062,725.00	1,592,875.00	5,625,812.50	662,693.75	568,125.00	11,271,193.75
9/1/2021	11,375,000.00	19,365,000.00	6,703,962.50	2,577,725.00	1,592,875.00	9,530,812.50	662,693.75	568,125.00	52,376,193.75
3/1/2022	0.00	0.00	640,062.50	2,052,425.00	1,592,875.00	5,528,187.50	662,693.75	568,125.00	11,044,368.75
9/1/2022	12,135,000.00	20,830,000.00	6,865,062.50	2,587,425.00	1,797,875.00	5,528,187.50	662,693.75	568,125.00	50,974,368.75
3/1/2023	0.00	0.00	499,437.50	2,041,725.00	1,587,750.00	5,528,187.50	662,693.75	568,125.00	10,887,918.75
9/1/2023	11,985,000.00	22,325,000.00	8,049,437.50	2,296,725.00	1,972,750.00	5,898,187.50	662,693.75	568,125.00	53,757,918.75
3/1/2024	0.00	0.00	339,000.00	2,036,625.00	1,578,125.00	5,518,937.50	662,693.75	568,125.00	10,703,506.25
9/1/2024	12,785,000.00	23,905,000.00	4,499,000.00	5,541,625.00	2,158,125.00	6,363,937.50	662,693.75	568,125.00	56,483,506.25
3/1/2025	0.00	0.00	235,000.00	1,949,000.00	1,563,625.00	5,497,812.50	662,693.75	568,125.00	10,476,256.25
9/1/2025	13,630,000.00	25,575,000.00	4,750,000.00	5,604,000.00	2,353,625.00	6,857,812.50	662,693.75	568,125.00	60,001,256.25
3/1/2026	0.00	0.00	122,125.00	1,857,625.00	1,543,875.00	5,463,812.50	662,693.75	568,125.00	10,218,256.25
9/1/2026	14,520,000.00	27,345,000.00	5,007,125.00	5,657,625.00	2,308,875.00	7,633,812.50	662,693.75	568,125.00	63,703,256.25
3/1/2027	0.00	0.00	0.00	1,762,625.00	1,524,750.00	5,409,562.50	662,693.75	568,125.00	9,927,756.25
9/1/2027	21,785,000.00	29,205,000.00	0.00	5,322,625.00	2,524,750.00	8,194,562.50	662,693.75	568,125.00	68,262,756.25
3/1/2028	0.00	0.00	0.00	1,673,625.00	1,499,750.00	5,339,937.50	662,693.75	568,125.00	9,744,131.25
9/1/2028	22,930,000.00	31,165,000.00	0.00	5,348,625.00	2,754,750.00	8,794,937.50	662,693.75	568,125.00	72,224,131.25
3/1/2029	0.00	0.00	0.00	1,581,750.00	1,468,375.00	5,253,562.50	662,693.75	568,125.00	9,534,506.25
9/1/2029	6,895,000.00	33,245,000.00	0.00	22,591,750.00	2,998,375.00	9,428,562.50	662,693.75	568,125.00	76,389,506.25
3/1/2030	0.00	0.00	0.00	1,056,500.00	1,430,125.00	5,149,187.50	662,693.75	568,125.00	8,866,631.25
9/1/2030	26,125,000.00	35,425,000.00	0.00	5,066,500.00	3,260,125.00	10,099,187.50	662,693.75	568,125.00	81,206,631.25
3/1/2031	5,815,000.00	0.00	0.00	7,746,250.00	1,384,375.00	5,025,437.50	662,693.75	568,125.00	21,201,881.25
9/1/2031	0.00	34,995,000.00	0.00	8,296,500.00	3,469,375.00	10,885,437.50	662,693.75	568,125.00	58,877,131.25
3/1/2032	0.00	0.00	0.00	598,750.00	1,332,250.00	4,878,937.50	662,693.75	568,125.00	8,040,756.25
9/1/2032	0.00	36,680,000.00	0.00	8,413,750.00	3,762,250.00	11,643,937.50	662,693.75	568,125.00	61,730,756.25
3/1/2033	0.00	0.00	0.00	403,375.00	1,271,500.00	4,709,812.50	662,693.75	568,125.00	7,615,506.25
9/1/2033	0.00	39,325,000.00	0.00	8,388,375.00	4,071,500.00	12,449,812.50	662,693.75	568,125.00	65,465,506.25
3/1/2034	0.00	0.00	0.00	203,750.00	1,215,500.00	4,516,312.50	662,693.75	568,125.00	7,166,381.25
9/1/2034	0.00	42,110,000.00	0.00	8,353,750.00	4,385,500.00	13,311,312.50	662,693.75	568,125.00	69,391,381.25
3/1/2035	0.00	0.00	0.00	0.00	1,136,250.00	4,340,412.50	662,693.75	568,125.00	6,707,481.25
9/1/2035	0.00	45,035,000.00	0.00	0.00	4,731,250.00	14,175,412.50	8,992,693.75	568,125.00	73,502,481.25
3/1/2036	0.00	0.00	0.00	0.00	1,046,375.00	4,143,712.50	496,093.75	568,125.00	6,254,306.25
9/1/2036	0.00	48,110,000.00	0.00	0.00	1,046,375.00	15,603,712.50	8,896,093.75	4,108,125.00	77,764,306.25
3/1/2037	0.00	0.00	0.00	0.00	1,046,375.00	3,914,512.50	328,093.75	479,625.00	5,768,606.25
9/1/2037	0.00	51,350,000.00	0.00	0.00	1,046,375.00	16,574,512.50	8,778,093.75	4,489,625.00	82,238,606.25
3/1/2038	0.00	0.00	0.00	0.00	1,046,375.00	3,661,312.50	159,093.75	379,375.00	5,246,156.25
9/1/2038	0.00	54,750,000.00	0.00	0.00	1,046,375.00	17,601,312.50	8,644,093.75	4,889,375.00	86,931,156.25
3/1/2039	0.00	0.00	0.00	0.00	1,046,375.00	3,399,937.50	0.00	266,625.00	4,712,937.50
9/1/2039	0.00	0.00	0.00	0.00	1,046,375.00	18,669,937.50	0.00	5,311,625.00	25,027,937.50
3/1/2040	0.00	0.00	0.00	0.00	1,046,375.00	3,113,625.00	0.00	140,500.00	4,300,500.00
9/1/2040	0.00	0.00	0.00	0.00	1,046,375.00	19,793,625.00	0.00	5,760,500.00	26,600,500.00
3/1/2041	0.00	0.00	0.00	0.00	1,046,375.00	2,696,625.00	0.00	0.00	3,743,000.00
9/1/2041	0.00	0.00	0.00	0.00	7,931,375.00	20,431,625.00	0.00	0.00	28,363,000.00
3/1/2042	0.00	0.00	0.00	0.00	874,250.00	2,253,250.00	0.00	0.00	3,127,500.00
9/1/2042	0.00	0.00	0.00	0.00	8,449,250.00	21,783,250.00	0.00	0.00	30,232,500.00
3/1/2043	0.00	0.00	0.00	0.00	684,875.00	1,765,000.00	0.00	0.00	2,449,875.00
9/1/2043	0.00	0.00	0.00	0.00	9,004,875.00	23,205,000.00	0.00	0.00	32,209,875.00
3/1/2044	0.00	0.00	0.00	0.00	476,875.00	1,229,000.00	0.00	0.00	1,705,875.00
9/1/2044	0.00	0.00	0.00	0.00	9,591,875.00	24,714,000.00	0.00	0.00	34,305,875.00
3/1/2045	0.00	0.00	0.00	0.00	249,000.00	641,875.00	0.00	0.00	890,875.00
9/1/2045	0.00	0.00	0.00	0.00	10,209,000.00	26,316,875.00	0.00	0.00	36,525,875.00
<b>Total:</b>	<b>\$166,385,000.00</b>	<b>\$638,770,000.00</b>	<b>\$49,091,037.50</b>	<b>\$125,641,375.00</b>	<b>\$126,438,375.00</b>	<b>\$465,976,437.50</b>	<b>\$56,175,068.75</b>	<b>\$44,005,375.00</b>	<b>\$1,672,482,668.75</b>

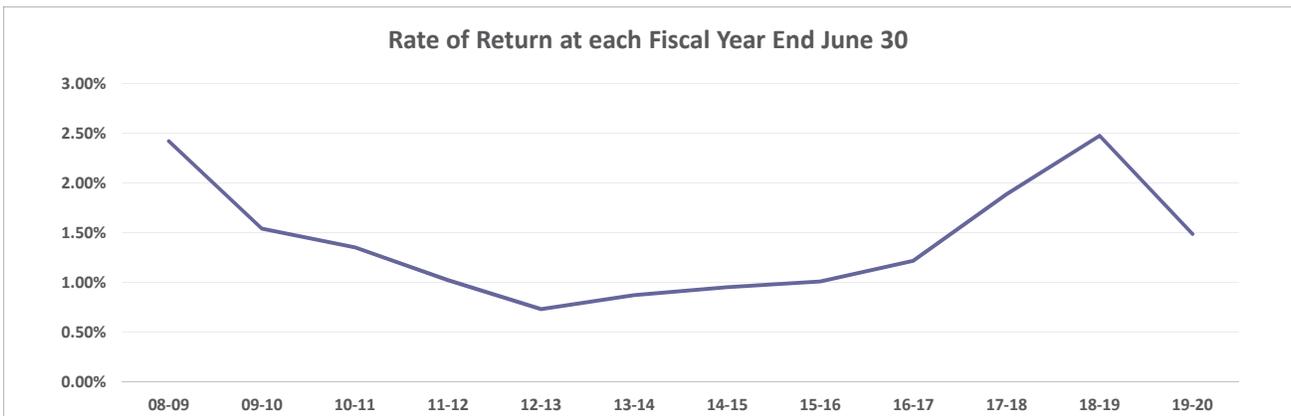
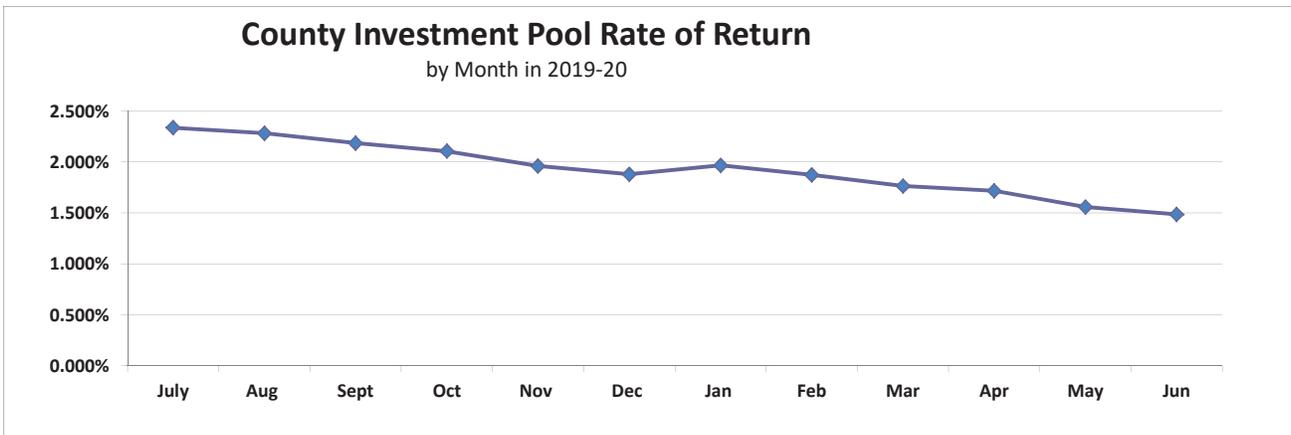
Quarterly Interest Rate for County Pool vs Sacramento LAIF

	<u>Pool Qty Rate</u>	<u>LAIF Rate</u>
Sep 17	1.35%	1.07%
Dec 17	1.32%	1.20%
Mar 18	1.63%	1.51%
Jun 18	1.89%	1.90%
Sep 18	2.06%	2.16%
Dec 18	2.32%	2.40%
Mar 19	2.51%	2.55%
Jun 19	2.50%	2.57%
Sep 19	2.19%	2.45%
Dec 19	1.88%	2.29%
Mar 20	1.76%	2.03%
Jun 20	1.49%	1.36%



County Interest Rate : <http://www.sanmateocountytreasurer.org/investmentReports.html>

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>
July	3.20%	1.12%	1.25%	1.04%	0.77%	0.75%	0.70%	0.72%	0.900%	1.250%	2.000%	2.336%
Aug	3.00%	0.92%	1.48%	1.25%	0.88%	0.75%	0.77%	0.85%	0.920%	1.350%	2.020%	2.281%
<b>Sept</b>	<b>3.44%</b>	<b>1.02%</b>	<b>1.64%</b>	<b>1.31%</b>	<b>0.98%</b>	<b>0.79%</b>	<b>0.82%</b>	<b>0.84%</b>	<b>0.944%</b>	<b>1.351%</b>	<b>2.060%</b>	<b>2.186%</b>
Oct	2.30%	1.04%	1.25%	1.04%	0.88%	0.75%	0.80%	0.90%	0.900%	1.300%	2.160%	2.105%
Nov	2.45%	1.10%	1.25%	1.04%	1.00%	0.75%	0.80%	0.90%	1.130%	1.300%	2.230%	1.959%
<b>Dec</b>	<b>2.54%</b>	<b>1.11%</b>	<b>1.04%</b>	<b>1.19%</b>	<b>0.97%</b>	<b>0.72%</b>	<b>0.83%</b>	<b>0.88%</b>	<b>1.042%</b>	<b>1.321%</b>	<b>2.315%</b>	<b>1.879%</b>
Jan	2.05%	1.02%	1.10%	1.01%	0.75%	0.75%	1.00%	0.89%	1.050%	1.400%	2.450%	1.967%
Feb	1.92%	1.02%	1.15%	1.02%	0.75%	0.75%	0.88%	0.92%	1.100%	1.500%	2.450%	1.871%
<b>Mar</b>	<b>1.60%</b>	<b>1.01%</b>	<b>1.12%</b>	<b>1.04%</b>	<b>0.84%</b>	<b>0.75%</b>	<b>0.98%</b>	<b>0.99%</b>	<b>1.129%</b>	<b>1.633%</b>	<b>2.505%</b>	<b>1.762%</b>
Apr	1.77%	0.94%	1.07%	1.00%	0.73%	0.62%	0.65%	0.88%	1.130%	1.709%	2.452%	1.717%
May	2.15%	1.15%	1.10%	1.00%	0.73%	0.67%	0.80%	0.97%	1.180%	1.828%	2.494%	1.557%
<b>Jun</b>	<b>2.42%</b>	<b>1.54%</b>	<b>1.35%</b>	<b>1.02%</b>	<b>0.73%</b>	<b>0.87%</b>	<b>0.95%</b>	<b>1.01%</b>	<b>1.218%</b>	<b>1.888%</b>	<b>2.476%</b>	1.485%



**LAIF**

	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
July															
August															
September	3.18%	4.93%	5.24%	2.77%	0.90%	0.51%	0.38%	0.35%	0.26%	0.24%	0.32%	0.60%	1.07%	2.16%	2.45%
October															
November															
December	3.63%	5.11%	4.96%	2.54%	0.60%	0.46%	0.38%	0.32%	0.26%	0.25%	0.37%	0.68%	1.20%	2.40%	2.29%
January															
February															
March	4.03%	5.17%	4.18%	1.91%	0.56%	0.51%	0.38%	0.28%	0.23%	0.26%	0.46%	0.78%	1.51%	2.55%	2.03%
April															
May															
June	4.53%	5.23%	3.11%	1.51%	0.56%	0.48%	0.38%	0.24%	0.22%	0.28%	0.55%	0.92%	1.90%	2.57%	1.36%
Qty Avg	3.84%	5.11%	4.37%	2.18%	0.66%	0.49%	0.38%	0.30%	0.24%	0.26%	0.43%	0.75%	1.42%	2.42%	2.03%

**BOARD REPORT NO. 20-9-2C**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Jose Nunez, Vice Chancellor, Facilities Planning, Maintenance & Operations,  
Public Safety, 358-6836  
Bill Woods, Chief/Director of Public Safety, 358-6840

**UPDATE ON DISTRICT PUBLIC SAFETY DEPARTMENT PRACTICES**

Staff have formally briefed the Board of Trustees on several prior occasions (November 8, 2017, March 14, 2018, April 25, 2018, May 16, 2018 and July 24, 2019) about the results of the (Margolis Healy) Public Safety Study. The study was widely briefed to student, faculty and staff stakeholder groups all across the District in spring 2018. At its May 16, 2018 meeting, the Board adopted staff recommendations to maintain the current model of a non-sworn and unarmed Public Safety Department and for implementing the 71 operational recommendations offered by Margolis Healy in their report. The Department continues to implement those recommendations. Further, the Board agreed that regardless of the implementation of any alternate operating scenario, the Department of Public Safety (DPS) should become fully staffed, update needed technologies, engage and invest in training around community engagement practices, de-escalation, crime prevention, and unconscious bias. This approach is the current operating model of the Department.

As part of their recommendations, staff also contemplated the exploration of alternative models, such as a School Resource Officer model. The Public Safety Department began their work to implement the recommendations of the study and planned a reasonable implementation period before further exploring the School Resource Officer model. At the time when the Department was ready to re-engage on this issue, there were senior departmental leadership changes with two partner law enforcement agencies, including the retirement of the Chief at San Mateo Police Department, and the movement of the hiring of the Chief of the San Bruno Police Department as the new Chief in San Mateo. The Department felt it was critical to have the new Chiefs in place before engaging further on the School Resource Officer discussion. With the current social environment and with grave concerns about use of force by police, staff recommends indefinitely tabling further discussion or consideration of the School Resource Officer model.

The District's Department of Public Safety recognizes the frustration many persons are experiencing, related to recent violent law enforcement-related events across our nation. The Department is fully aware of the population we serve and it strives to ensure its staff is culturally competent and that it aligns itself with the anti-racism posture of the District. While DPS is not a sworn or armed police department, it realizes that some in our campus communities may have mistakenly seen the Department as such. With this in mind, over the last few years, DPS has made operational changes to "de-militarize" and "de-police" the department. Below are additional measures the Department has taken to support the students, faculty, staff and visitors who learn, work and visit our campuses and offices.

**Campus Engagement**

- DPS has modified its uniform, removing badges and patches, which are commonly associated with sworn law enforcement, from shirts and outerwear. Public Safety Officers in the Department now

wear polo shirts simply emblazoned with the SMCCCD district logo. This change has softened the appearance and DPS staff have been told that this change has made some look at officers as more approachable.

- The Department has also modified its staffing schedule so that the same officers are on the same campuses during the same times. This is an important way to cultivate relationships with staff, faculty and students. Members of our communities feel more comfortable in passing on safety information or concerns to people that they are familiar with or with whom they have an established relationship.
- Last summer, members of the Department attended a three-day training on crime prevention and community engagement.
- The Department instituted “Canopy Days” in which officers can be found out in open areas of campuses, under a canopy, providing helpful information, along with donuts, coffee and pizza. This provides an informal setting for all in our community to stop by and chat with officers, gather information, have a snack and ask questions.
- Last year, DPS instituted Public Safety Student Advisory Committees on each campus. These student committees met each month with the public safety captain that oversees DPS operations at that campus and provide an opportunity for two-way dialogue that help foster mutual understanding and resolve issues. Sometimes conversations are related to DPS operations and policies, sometimes students inquire about jobs and careers in law enforcement, sometimes students use this opportunity to bring safety or security concerns to the Department in an informal and casual way.

### **Mission, Vision and Values**

In these times of violence, social unrest and racist actions, the Department felt it was necessary to adopt and promote an updated mission, value and vision statement. This statement was developed by the DPS leadership and serves as the department’s philosophy.

#### ***Mission Statement***

The Department of Public Safety at San Mateo County Community College District exists to support the educational missions of our District and Colleges.

Through our partnership with our campus communities, we strive to provide a safe and secure college environment for all students, staff, faculty, and visitors. With a highly visible presence and professional interactions with all on our three campuses, the Department of Public Safety is committed to achieving this mission through the provision of a variety of services, and respect for all in our diverse campus communities.

#### ***Vision***

The Department of Public Safety strives to be highly visible, diligent, and service-driven in meeting the public safety and security needs of the students, faculty, staff, and visitors to our district communities.

***Values****Human Life*

We value human life and dignity above all else. We give first priority to situations which threaten life. We treat all people with courtesy and respect. We are compassionate and caring.

*Service*

We value the opportunity to serve our campus communities effectively and equitably. We respect the importance of a crime prevention alliance with all and a united effort to keep our campuses safe and secure. We look for opportunities to provide service and to be of assistance, and strive to be helpful and approachable.

*Respect*

We recognize our responsibilities and will treat others as we would like to be treated. We will faithfully, and without bias, honor our obligations to our campus community. We believe that Black lives matter.

*Excellence*

There is always room for improvement—and that the never-ending search for improvement leads to excellence. We aim for excellence in everything we do.

This statement will be posted in the lobbies of all DPS offices and added to the DPS webpage.

**Training and Professional Development**

The Department also recognizes training as an important part of maintaining a team that uses standardized practices and operations. During bi-annual department training, the following trainings have taken place over the last few years:

- Conflict Resolution – Nancy Nelson (SMCCD Continuing Ed)
- Implicit Bias – Jeremiah Sims (Director of Equity CSM)
- Implicit Bias – (Skyline Office of Equity)
- Communication, De-escalation and Understanding Trauma – Michele Batista (Director of Student Services, Skyline College)
- Crisis Intervention Training – San Mateo County (approx. 1/3 of officers have completed)

The following department training was planned and was postponed, due to Covid-19:

- Campus Mental Health Issues – Makiko Ueda – (Coordinator, CSM Prof Counseling)
- AB 390 Training/State mandated for campus Security – Working on online option
- De-escalation Techniques for Campuses – Working on online option

**Use of Force**

Great concern has centered on use of force protocols and guidelines among law enforcement and public safety organizations in recent months, and appropriately so. The Department of Public Safety has reviewed its protocols and has very strict guidelines and expectations. The Department is not armed with lethal weapons and officers only carry on their person basic safety equipment including pepper spray. Incidents

that require force or elevated physical interaction are referred to the respective law enforcement agency that serves the respective District location. District Public Safety officers observe and report.

As a further example of limiting use of force, Department of Public Safety guidelines on the use of chokeholds include:

- *Chokeholds and Strangulation:* Department members shall not use chokeholds or strangulation techniques as a means of control except as a last resort during a life and death struggle.
- *Reporting:* Any use of physical force shall be reported to the officer's supervisor as soon as practical.
- *Intervention:* Officers and employees shall be responsible for reporting witnessed use of force violations. When practical, officers shall intervene through verbal or physical means to prevent physical harm to the subject as a result of the misapplication of force.

### **Moving Forward**

The safety of students, staff, faculty and visitors to District sites is paramount to the Department. Ensuring that everyone who uses our campuses feels welcomed and safe is essential to allowing the District to facilitate the critical educational and community services it offers. The Department understands its role in helping support that environment and is committed to working collaboratively with students, staff, faculty and members of the community to ensure that policies and practices are unbiased, anti-racist, respective of the populations it serves. The Department will continue to engage members of the campus communities in identifying ways to provide better levels of service and engagement and will engage in training and professional development to provide all of its employees with opportunities to be current on and proficient in the most current thinking and practices in effective public safety methods.

**BOARD REPORT NO. 20-9-3C**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, 574-6510

**DISCUSSION OF FUTURE ACTIVITIES RELATING TO SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM POLICIES AND PRACTICES**

At its meeting on June 24, 2020, the Board received a presentation on the South Bay Regional Public Safety Training Consortium relating to addressing cultural sensitivity and people with disabilities in the Police Academy. The discussion led the Board to want to consider additional opportunities it could explore in advocating for modifications to standards and practices mandated for the Academy.

The Board will discuss its interest in pursuing any future collaborations with Consortium members to advocate for any policy or practice changes from the state.

**BOARD REPORT NO. 20-9-4C**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, 574-6510  
Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning

**UPDATE ON COVID-19 FALL 2020 OPERATING PROCEDURES AND  
IMPLICATIONS FOR PLANNING AND OPERATIONS FOR SPRING 2020 SEMESTER**

The Board has received regular updates on the District's operations relating to COVID-19 and the impacts on educational and administrative functions. The District has been planning and operating in a remote modality since March 2020 based on guidance and protocols from county and state health officials.

Last week, Governor Newsom announced a new schematic by which counties will be classified and allowed to resume certain functions over time. Under this new color-coded system (purple, red, orange, yellow), each county is categorized based on the severity/number of COVID-19 cases (purple being widespread and yellow being minimal), and sets timelines and metrics which counties must meet to move from one color to the next.

Based on this new system, San Mateo County, like many counties in the state, is in the purple category. As such, non-essential indoor activities are prohibited. This is the posture the District has been operating under for months and continues to operate under for the fall 2020 semester. It will be likely that the county will move between color categories (both up and down) over time. This movement will prove challenging for organizations trying to resume in-person, indoor activities.

As it relates to District operations, in anticipating this level of fluctuation, groups, including the District Academic Senate, are considering recommendations relating to the spring 2021 semester. There is no anticipation of a change in the external operating environment with regard to a vaccine for COVID-19. This means that a degree of threat to health and life will continue to exist through the spring 2021 semester. Administration, along with the District Academic Senate, anticipate bringing a formal recommendation relating to remaining in an online/remote operating mode for spring 2021 to the Board for consideration at its September 23 study session.