

**CHAPTER 8: Business Operations**  
**ADMINISTRATIVE PROCEDURE NO. 8.14.1 (AP 6740)**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

**Subject:** AP 8.14.1 Bond Oversight Committee  
**Adoption Date:** 10/13; 11/14  
**References:** Education Code Sections 15278, 15280 and 15282

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The Bond Oversight Committee is charged by State law to ensure that bond proceeds are spent only for construction, reconstruction, rehabilitation or replacement of District facilities, including the furnishing and equipping of facilities or the acquisition or lease of real property, in compliance with the specific projects listed in Measure A on the November, 2005 ballot and Measure H on the November, 2014 ballot (see attached lists).

The Committee shall ensure that no funds are expended for teacher or administrator salaries or other operating expenses.

For further information about the Bond Oversight Committee, see Board Policy 8.14.

## **MEASURE A BOND PROJECTS LIST**

### **REPAIR, RENOVATION & CONSTRUCTION at District Colleges where and as needed**

- Make seismic and structural upgrades
- Repair or replace roofing
- Remove hazardous materials, including asbestos
- Renovate or replace plumbing, natural gas, storm and sanitary drainage systems
- Install or upgrade building fire sprinkler and alarm systems
- Renovate and improve accessibility of restrooms
- Modifications/renovations for handicapped accessibility to classrooms, labs and other facilities, including new elevators and lifts
- Repair, modernize and construct interior and exterior instructional and support facilities on all three campuses
- Install security access and communications systems to improve safety and security
- Replace or install campus signage to improve accessibility, circulation, and emergency disaster response
- Apply interior and exterior waterproofing and painting
- Repair/replace interior finishes, including flooring, windows and wall systems, hardware, whiteboards, etc.
- Replace, repair or install erosion mitigation and landscape irrigation systems; complete other landscaping projects
- Energy efficiency projects to reduce operational costs and improve efficiency including but not limited to:
  - Install/upgrade energy management and environmental control systems
  - Repair, replace or install new heating, ventilation and air conditioning systems to improve indoor air quality
  - Repair, replace or upgrade windows
  - Replace or upgrade electrical and lighting systems
- Repair/modernize College libraries

### **TECHNOLOGY AND EQUIPMENT at District Colleges where and as needed**

- Upgrade or purchase new workforce development equipment (e.g., specialized equipment for law enforcement, fire safety, emergency and medical technician, forensics, nursing, biotechnology, automotive technology programs, etc)
- Upgrade or purchase new science lab equipment (e.g., microscopes, centrifuges; electronic balances, measuring scales, seismograph stations, vacuum pumps, incubators; optic systems and timers, etc)
- Renovate, upgrade or install infrastructure for networks to support instructional and administrative functions including distance learning
- Upgrade or replace computer hardware and software, including audio visual equipment
- Replace or upgrade obsolete communications and broadcast systems
- Replace or upgrade classroom equipment, furniture and fixtures (e.g., desks, workstations, chairs, tables, podiums, screens, lecterns, white boards, etc) and equipment and machinery to support College operations
- Upgrade College emergency and disaster response systems, in coordination with City and County agencies.
- Update College library collections

**MAJOR PROJECTS at Cañada College, College of San Mateo and Skyline College**

- Reconstruction/renovation of facilities to accommodate fire science, law enforcement, emergency and medical technician programs
- Reconstruction/renovation of existing facilities for nursing, anatomy and other science laboratories and classrooms
- Renovation of facilities to house the Emerging Technologies Center, including computer forensics, nanotechnology and bio-medical technology programs
- Reconstruction/renovation of existing facilities to support Math and Multimedia Programs
- Construction of new Workforce Development Center for programs such as biotechnology training programs, the Center for International Trade Development and other economic development programs
- Renovation/new construction of facilities to house the Student Support Services Center (e.g., admissions, financial aid, counseling, etc)
- Renovation or construction of an Early Childhood Development Center
- Construction of new High Tech Automotive Instructional Center
- Demolition of outdated, non-compliant structures
- Other property acquisitions and improvements to meet student and community needs, including payment of lease obligations, to accommodate growth and improve accessibility
- Repair, replace and re-route existing roadways, pedestrian walkways, parking and public transit facilities to improve accessibility, circulation, safety and emergency response
- Reconstruction/renovation of existing facilities to support the University Center

## **MEASURE H BOND PROJECTS LIST**

### **MODERNIZATION AND CONSTRUCTION**

- Prepare students for high-demand 21st century jobs by constructing and upgrading classrooms, labs and job training facilities
- Modernize or construct science, engineering and math classrooms and labs
- Update campus facilities to improve access for disabled students
- Modernize decades-old aging infrastructure including leaking roofs and deteriorating electrical, plumbing and mechanical systems
- Provide adequate classrooms and labs for nursing, radiologic technology, respiratory therapy, surgical technology, dental assisting and other health service programs
- Remove hazardous materials, including asbestos, from College facilities
- Upgrade computer labs and classroom technology to support quality teaching and learning
- Improve classrooms and educational facilities to meet earthquake, fire and safety codes
- Modernize or construct classrooms and other facilities for workforce training; multidisciplinary academic areas; kinesiology; physical training; public safety; early-childhood education; and for humanities, social sciences and fine and performing arts activities
- Replace aging heating, ventilation and air conditioning infrastructure with energy-efficient systems
- Reduce operating costs and preserve the environment by installing renewable and alternative energy systems
- Renovate or construct interior and exterior instructional and support facilities
- Install security, video and communications systems to improve safety at the Colleges
- Repair or replace furniture, fixtures and finishes throughout the College District
- Repair or install erosion control, landscaping and wildfire mitigation
- Modernize Learning Centers and Libraries to support state-of-the-art teaching and learning
- Make other real property improvements or acquisitions and pay lease obligations to meet student and community needs
- Modernize roadways, walkways, parking, signage and transit facilities to improve accessibility, circulation, safety, disaster and emergency response
- Demolish outdated, non-code-compliant structures

### **TECHNOLOGY AND EQUIPMENT**

- Provide high quality instructional equipment for 21st century learning and job training
- Upgrade science and engineering lab equipment
- Upgrade or replace specialized job training equipment such as nursing, health sciences, public safety, biotechnology and renewable energy fields
- Replace or upgrade computers and technology equipment
- Upgrade network infrastructure and telephone systems
- Renovate, upgrade or install network infrastructure to support instructional and web based student support services including distance learning and online classes, and administrative services
- Replace or upgrade computer hardware and software, including audio visual equipment and communication systems

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- Upgrade College emergency and disaster response systems, in coordination with City and County agencies