



Agenda
District Participatory Governance Council
Monday, November 6, 2023
2:15 p.m.

Zoom Meeting Link

<https://smccd.zoom.us/j/84813702830?pwd=M3NFTVdMYWNaYmVRaDFMbXISL1ZKdz09>

- 1. CALL TO ORDER/ESTABLISH A QUORUM** *(Time Allotted: 5 minutes)*
- 2. STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**
(Time Allotted: 5 minutes)
- 3. ACTION ITEM** *(Time Allotted: 5 minutes)*
 - a. Gathering Spaces Norms
- 4. DISCUSSION/INFORMATIONAL ITEMS** *(Time Allotted: 40 minutes)*
 - a. First Read (again)
 - i. BP 6.04 Minimum Class Size
 1. Presentation and Review of Board Report by Dr. Aaron McVean, VC of Educational Services
 - b. First Read
 - i. BP 8.11 District Budget
 1. Presentation by Bernata Slater, Acting EVC
- 5. FUTURE AGENDA ITEMS** *(Time Allotted: 5 minutes)*
 - a. BP 6.26 - Transfer of Credit and Graduation and/or Certificate Program Requirements for Students Who Transfer among the District's Colleges
- 6. CLOSING REMARKS**
- 7. ADJOURNMENT**

Proposal for Action:

DISTRICT PARTICIPATORY GOVERNANCE COUNCIL TO ADOPT A BASELINE OF GATHERING SPACES NORMS REQUIRED IN EVERY GATHERING OR MEETING SPACE.

The Co-Chairs of DPGC recommend that the committee adopt a baseline of gathering space norms so that every person can expect that these norms will be honored when entering a meeting or gathering space.

- A. Students First, while also recognizing the diversity of staff and the work they do.
- B. Speak on behalf of a constituent group you are representing while attempting to connect your constituent group's view to the overall good of the District.
- C. Interpersonal Level of Equity – Peer to Peer, no hierarchy in the room
- D. Challenge ideas, not people
- E. Be careful of speaking in generalities - frame comments in your own experience. Use concrete examples.
- F. Make Space vs. Take Space
- G. Give credit where it is due
- H. Respect/Multi-partiality - experience & communicate respect in ways that are informed by our culture, tradition & language; no tone policing
- I. Listen for understanding
- J. Honesty/transparency
- K. Calling in is preferred to calling out
- L. Assume positive intentions and take responsibility for impact
- M. Avoid deliberation in the chat as much as possible, unless the chat "has the floor"/the collective attention of the meeting

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 6.04 Minimum Class Size Guidelines

Review Date: 9/14

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1. The District's Colleges will organize classes in as efficient a manner as possible consistent with good instructional practices and the needs of students
 2. Classes with fewer than twenty (20) students will normally be cancelled or merged with another section.
 3. Certain classes with enrollments of twenty (20) or fewer, for example required sequential courses, single sessions required for a major, and classes in facilities which will not accommodate twenty (20) students, will be carefully reviewed in consultation with discipline faculty and, if offered, will be balanced against large classes.

BOARD POLICY NO. 8.11 (BP 6200 and 6250)

BOARD POLICY
San Mateo County Community College District

Subject: BP 8.11 District Budget
Revision Date: 3/11
Policy References: Education Code Section 70902(b)(5), Title 5 Sections 58300 et seq.;
ACCJC Accreditation Standard III.D

1. The District budget is a financial plan for the operation of the District and its Colleges for the fiscal year in accordance with Board-adopted educational short- and long-term goals and objectives.
 - a. College and District functions and services shall be performed within the Board-approved line item budget.
 - b. The approved plans for programs, services, personnel, facilities, and finance, all correlated and interdependent, shall be reflected in the annual budget.
 - c. Each budget shall contain all proposed expenditures and all estimated income for the fiscal year, compared to the last completed fiscal year.
2. The Board shall adopt tentative and final budgets at the time and in the manner prescribed by Title 5 and the California Community Colleges Budget and Accounting Manual.
 - a. A budget calendar shall be developed to serve as a guide to the Board and administration for the orderly development of the budget, in accordance with law.
 - b. The Chancellor has overall responsibility for the management of the District's budget.
 - c. Each College shall operate within the allocations of the current budget. The President of each College is responsible for operating the College within the limitations placed by the budget.
 - d. The Chief Financial Officer is responsible for the general management of the budgeting, budget controls, and the accounting programs of the District. College administrative responsibilities include: adherence to guidelines established by the District Administrative Services Office; compliance with time deadlines; and following generally accepted accounting principles.
 - e. All funds received, including bookstore, cafeteria, Associated Student organizations, trust accounts, etc., shall be considered District funds and shall be administered according to guidelines set by the District Administrative Services Office.
 - f. **As part of the District's contingency planning, the Unrestricted General Fund reserves shall be no less than the recommendation made by the California Community College Chancellor's Office. The reserves will be set annually with the adopted budget to ensure fiscal stability of our programs and services.**
3. The Board authorizes the establishment and maintenance of a general fund. All District monies not required to be placed in a special fund or account shall be deposited in the District's general fund, which is maintained in authorized accounts, including those maintained by the County Treasurer, Local Agency Investment Fund, and those authorized by trust and debt instrument agreements. The general fund may be used for general purposes including, but not limited to, the cost of operations and capital outlay expenditures.

2023-24 BEGINNING BALANCE

The 2023-24 General Fund beginning balance is \$45,662,756. The beginning balance (i.e., prior-year carryover) includes 15% reserves as well as funding for specific projects and activities of the 2022-23 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 2023-24 beginning balance. Additionally, please refer to the table on the following page for additional details.

Project / Activity	Balance
Miscellaneous Designated Funds:	
Faculty Professional Development	552,375
Free College Initiative	4,607,664
Staff Development	728,410
Various Projects:	
CAÑADA	4,486
CSM	29,608
SKYLINE	48,583
DISTRICT / FACILITIES	296
Encumbrances:	
CAÑADA	4,464
CSM	23,518
SKYLINE	23,643
DISTRICT / FACILITIES	17,012
CENTRAL SERVICES	1,230,076
Fair Market Value Adj (GASB Entry)	475,873
Contingency Reserve (15%)	37,916,748
	\$45,662,756

RESERVES

The 2023-24 Budget includes a District reserve of \$37,916,748 in its fund balance, which is equivalent to 15%. The State recommends that districts adopt policies and procedures consistent with the budgeting best practices published by the Government Finance Officers Association (GFOA). Among these practices is to maintain sufficient unrestricted reserves with a suggested minimum of two months of total general fund operating expenditures. 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.

2023-24 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 \$252,778,071, which represents an increase of \$1,775,568 from the tentative budget estimate of \$251,002,503. Net changes were due to revisions in revenue estimates noting that the expenditure plan excludes budgets carried over from 2022-23.

Appendix D: Districts' Fiscal Health

The Board of Governors has established standards for sound fiscal management and a process to monitor and evaluate the financial health of community college districts. These standards are intended to be progressive, with the focus on prevention and assistance at the initial level and more direct intervention at the highest level.

Under that process, each district is required to regularly report to its governing board the status of the district's financial condition and to submit quarterly reports to the Chancellor's Office three times a year in November, February, and May. Based on these reports, the Chancellor is required to determine if intervention is needed. Specifically, intervention may be necessary if a district's report indicates a high probability that, if trends continue unabated, the district will need an emergency apportionment from the state within three years or that the district is not in compliance with principles of sound fiscal management. The Chancellor's Office's intervention could include, but is not limited to, requiring the submission of additional reports, requiring the district to respond to specific concerns, or directing the district to prepare and adopt a plan for achieving fiscal stability. The Chancellor also could assign a fiscal monitor or special trustee.

The Chancellor's Office believes that the evaluation of fiscal health should not be limited to times of crisis. Accordingly, the Fiscal Forward Portfolio has been implemented to support best practices in governance and continued accreditation, and to provide training and technical assistance to new chief executive officers and chief business officers through personalized desk sessions with Chancellor's Office staff.

The Chancellor's Office's ongoing fiscal health analysis includes review of key financial indicators, results of annual audit reports, and other factors. A primary financial health indicator is the district's unrestricted reserves balance. **The Chancellor's Office recommends that districts adopt policies to maintain sufficient unrestricted reserves with a suggested minimum of two months of general fund operating expenditures or revenues, consistent with Budgeting Best Practices published by the Government Finance Officers Association.**

Districts are strongly encouraged to regularly assess risks to their fiscal health. The Fiscal Crisis and Management Assistance Team has developed a Fiscal Health Risk Analysis for districts as a management tool to evaluate key fiscal indicators that may help measure a district's risk of insolvency in the current and two subsequent fiscal years.

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.26 Transfer of Credit and Graduation and/or Certificate Program Requirements for Students Who Transfer among the District's Colleges

Revision Date: 9/08; 4/15

1. Students may transfer from one College within the District to another without penalty, although differences in curriculum offerings among the Colleges may exist.
2. Individual courses students have taken at a particular College within the District that satisfy an area in the general education pattern, elective, statutory, and specific area requirements at one District College shall be accepted by the other District Colleges as satisfying those same requirements.
3. Students who have completed an entire General Education pattern, electives, residency, competency, statutory and specific area requirements, at one District College shall be determined to have completely fulfilled all area requirements for graduation or certificate programs at any of the District Colleges. Upon transferring to another District College, students shall be required to complete only those courses applicable toward their major for the Associate Degree or Certificate Program.
4. District students who transfer to another College within the District shall receive full transfer credit for instruction completed in their major field but, in order to graduate with a locally-awarded AA or AS degree, they shall be expected to meet the major-field graduation requirements established by the College to which they have transferred. The local major-field graduation requirements do not apply to Associate Degrees for Transfer.
5. Students who have taken course work at more than one of the District's Colleges shall ordinarily be recommended for graduation by the College in which they have taken the majority of their course work. Students who have completed the majority of their course work at a college outside the District must complete a minimum of twelve (12) units or a minimum of fifty percent (50%) of the total units required (whichever is less) for the major at one or more the District Colleges in order to be recommended for graduation with the Associate of Arts or Associate of Science Degree or completion of a Certificate Program. The 50% requirement does not apply to Associate Degrees for Transfer.

BP 8.11 District Budget (continued)

4. The Board authorizes a fund for expenditures for long-range building maintenance, purchase of new equipment or replacement of equipment, repair of operating maintenance systems, major/minor construction (remodeling), and any other capital outlay items as defined by the California School Accounting Manual.
5. The Board authorizes the establishment and maintenance of a community education fund for accounting and control of income and expenditures involved in fee-based, noncredit programs.
6. The Board authorizes a health fee fund to comply with a mandate by the State Chancellor to report student health fee income and expenditures. The College President shall be responsible for the provision of health services, within the constraints of the health fee fund.
7. The Board authorizes a child development fund for accounting and control of income and expenditures involved in the child care and development programs. The College President shall be responsible for operation of the Child Care Center in accordance with the Board-approved budget.
8. The Board authorizes a student aid fund for accounting and control of federal and state allocations for loans and scholarships. The College President shall be responsible for operation of the financial aid programs and offices within available funding.
9. The Board authorizes the establishment and maintenance of auxiliary accounts. The Chief Financial Officer shall be responsible for the efficient operation of the auxiliaries.
10. The Board authorizes the establishment and maintenance of student organization accounts at each College. The College President shall be responsible for the proper administration of each student organization account.
11. Budget transfers and revisions shall be submitted to the Board for ratification semi-annually. Budgetary transfers will be authorized only when expenditures in certain (object) accounting classifications are in excess of the amounts budgeted and there are amounts in other object classifications that will not be required for expenditures in those classifications.
12. All transfers from contingency accounts shall be submitted to the Board for approval semi-annually. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board.
13. The Chief Financial Officer shall be responsible for the proper accounting of all funds and accounts.