

**Educational Planning Committee  
February 5, 2024  
2:45-4:00 p.m.  
Zoom**

**Present:** Holley Shafer, Mary Kesler, Alina Varona, Brier Welch, Emily Fox, Sara Malmquist-West, Julian Solis, Zachary Rowson, Irina Roderick, Eresa Puch, Lily Barajas

**Absent:** Hector Saez

**Agenda:** Approved

**Minutes from last meeting 1/22/24:** Approved

**Study Session:**

- Facilitator leads review of CS 1 and CS 3

**EPC Discussion on future work of EPC**

In one of the April meetings, EPC will be discussing committee feedback on any changes that should be made to the EPC charge and how we monitor Educational Master Plan and the Strategic Plan. Holley will give some guidance but would like feedback on this and how to make our work more meaningful.

**Champion Presentation by: Eresa Puch**

**CS 1: [The fiscal integrity and wellbeing of the District is maintained in a manner that is prudent, responsive, sustainable, and transparent.](#)**

**Objective 1.1 Reserve is maintained in accordance with BP/AP 6251.**

Eresa shared COM's Adoption Budget for the current fiscal year – page 29 shows Reserve Levels.

COM's Reserve for 2023-2024 is 16.7%, which is above our target of 11.5%  
Forecast of 2026-2027 shows that Reserves may be below the target.

**Objective 1.2 Adequately maintain the District's credit/bond ratings with Standard and Poor's and Moody's associated with all bond types – revenue, lease revenue, general obligation, certificate of participation, and others.**

Eresa shared Current COM Credit/Bond Ratings:

- Moody's Aaa (Prime) rating as of 8/19/21

- S&P AAA (Prime) rating for General Obligation (GO) and AA+ (High grade) for Lease financing as of 4/7/23.
- Other Pension Employee Benefit liability: Retirement
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**Discussion:**

**What contributes to the changes in reserves for 2026/27?**

- Future forecasts are based on future revenues, expenditures are increasing and a more aggressive revenue forecast.
- What happens if we go lower in general fund reserve?
- Make changes in Board Policy or control our spending.
- COM is Basic Aid or community funded. Funding comes from a percentage of property taxes. We receive more money than Community Colleges funded by the state.
- Budget Assumptions page of the Adoption Budget lists where the Property Tax info comes from.
- State Law says Property Taxes cannot increase higher than 2%, COM cannot forecast higher than a 2% increase, but sometimes revenue from Property Taxes does result in higher than a 2% increase.
- Salary Schedules and Benefits make up 85-88% of the budget, Fixed costs, operating expenses were raised 7% this year, these will decrease to 5%, 3% in coming years.
- Increases in these expenses- revenue expenses are not as aggressive as increases in expenditures. However, revenue could be higher or Board could change policy or district makes changes in spending.
- Feb. 13<sup>th</sup> is this year's PRAC presentation of budget assumptions.

**50 % rule discussion:**

- COM is not in compliance. We are offering a lot more student services due to the extra money that comes from Basic Aid money, which accounts for more than 50% of the expenditure for Faculty.
- Lab assistants, Technology, Counseling and Library are not counted in the 50%.
- There is no penalty for non-compliance.

**Champion Presentation by: Eresa Puch**

**CS 3: Plan, design, facilitate and provide logistics for the creation of workforce housing for the purpose of recruiting and retaining district employees including staff, faculty, and administrators in a sustainable manner.**

**Objective 3.1**

**Plan and design a facility to house District employees at the Kentfield and Indian Valley Campus.**

- There are no current plans for workforce housing. COM owns a property with potential for 20 units in Kentfield.
- There have been plans for 150 units of housing at IVC. No progress on moving housing forward currently.
- No PPP entity partnership has been created.
- New President would like COM to participate in discussions with other community agencies.

### **Objective 3.2**

**Develop the Board policies, administrative procedures, and associated collective bargaining related to employee housing.**

#### **Discussion:**

- No progress on employee housing moving forward currently.
- Needs Assessment: There are no plans for needs assessment at this time. President will be working on this. Brier would like to be included in any task force on this subject.
- Employee survey will be done this semester by PRIE. Any data points for a current needs assessment regarding housing that could be included? Eresa will include EPC in any needs.
- No plans for the site for the 20-unit housing on the site of the old Chinese restaurant on Sir Francis Drake Blvd.
- What is the plan with a partnership with University of the Redlands, campus nearby – identifying the use of space there? Informal partnerships and athletes and international students are currently living in the dorms there. It is Market rate housing.
- Next step would be discussing with community neighbors.
- Housing subsidies? Perhaps negotiating subsidies for housing in the area. Legal aspects of that need to be considered.
- Increase in housing building will probably help by increasing Property Taxes.

**Wrap Up:** Next meeting is Monday, March 4 (Zoom only)

**Study session for 3/4/24 meeting:** CS 6 and IVC 4 – Eresa Puch