

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA  
REGULAR MEETING  
August 19, 2009  
District Office Board Room  
3401 CSM Drive, San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

*Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*

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**6:00 p.m. ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

09-8-1            Minutes of the Regular Meeting of the Board of Trustees of July 22, 2009

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

09-8-1C            Presentation of Above and Beyond Awards

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

**NEW BUSINESS**

09-8-1A            Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

09-8-2A            Public Hearing of American Federation of Teachers (AFT), Local 1493, AFL-CIO Initial Contract Proposal to the District and District's Initial Proposal to AFT; Adoption of District's Initial Proposal

## **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.*

- 09-8-1CA      [Approval of Community College League of California \(CCLC\) Membership Dues, 2009-10](#)
- 09-8-2CA      [Ratification of Fourth Quarter District Warrants, 2008-2009](#)
- 09-8-3CA      [Approval of Off-Campus Facilities, 2009-10](#)

## **Other Recommendations**

- 09-8-100B      [Public Hearing of the 2009-10 Final Budget](#)
- 09-8-101B      [Public Hearing for Categorical Funding Flexibility and Approval to Transfer Funds between Specified Categorical Funds](#)
- 09-8-102B      [Contract Award for the Cañada College Tree Trimming Project](#)
- 09-8-103B      [Approval for District to Advance Cal Grant Awards to Students](#)
- 09-8-104B      [Update and Recommendations on Cañada Vista Construction and Subcontractors](#)

## **INFORMATION REPORTS**

- 09-8-2C      [Follow-up Report on KCSM](#)
- 09-8-3C      [Update on Tuition Assistance Program](#)
- 09-8-4C      [2010 Contractor Prequalification](#)
- 09-8-5C      [Information on Town of Woodside Regarding Cañada Campus](#)
- 09-8-6C      [Discussion of Board of Trustees Self-Evaluation, 2009](#)

## **STATEMENTS FROM BOARD MEMBERS**

### **COMMUNICATIONS**

### **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment - None
  - B. Public Employee Discipline, Dismissal, Release

### **CLOSED SESSION ACTIONS TAKEN**

### **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
July 22, 2009  
San Mateo, CA**

**The meeting was called to order at 6:04 p.m.**

**Board Members Present:** President Karen Schwarz, Vice President-Clerk Patricia Miljanich, Trustees Helen Hausman, Richard Holober and Dave Mandelkern, and Student Trustee Virginia Medrano Rosales

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Victoria Morrow, College of San Mateo President Michael Claire, Cañada College President Tom Mohr, and District Academic Senate President Patty Dilko

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the minutes of the July 8, 2009 Study Session. The motion carried, all members voting "Aye."

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

None

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Executive Reports were presented by Chancellor Galatolo, President Morrow, President Claire, President Mohr, Executive Vice Chancellor Keller, and President Dilko. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo said the new sculpture of the District logo, located outside the District Office, was conceived, welded and installed by employees of the Facilities Department who took it upon themselves to complete this beautification project at a very low cost. Chancellor Galatolo thanked Facilities Manager Diane Martinez for her leadership and also welcomed Cliff Heap, Senior Maintenance Engineer at Cañada. Vice Chancellor José Nuñez said Juan Lopez, Maintenance Engineer at College of San Mateo, designed and welded the sculpture; other members of the team were Samuel Brambila, Tim Granillo, Rome Langi, Carol Reed and Steve Zoboli. Vice Chancellor Nuñez said the sculpture and surrounding area were made with recycled materials and cost approximately \$600, none of which came from the general fund. President Schwarz suggested that the team receive "Above and Beyond" awards at a future meeting and all Board members agreed.

Chancellor Galatolo said that Marie Sandler, who taught Early Childhood Education at Cañada College from September 1974 until her retirement in December 2006, passed away recently. He asked that tonight's meeting be adjourned in her memory and all Board members agreed.

President Morrow said Skyline's summer session enrollment showed a sharp increase and the fall enrollment is looking the same. President Morrow said the center of campus is torn up while site work continues. The hardscape will be completed by Opening Day. This summer, the first annual Summer Counselor Institute was held, sponsored by Skyline's College Success Initiative. The second annual Welcome Day for students and parents will be held on August 8.

President Claire presented t-shirts to Board members from the Japanese American Citizens League, given in appreciation for the honorary degrees bestowed at the 2009 commencement. President Claire said the College for Kids program, which is held at all of the campuses, celebrated its 17<sup>th</sup> year this summer with high enrollment; he recognized Lily Lau, Director of Community Education. Student leaders have been elected for the 2009-10 academic

year, with Steffi Santana serving as President of the Associated Students at CSM. CSM will sponsor a stage at the San Mateo County Fair with entertainment arranged by Theatre Events Manager Helen Souranoff.

President Mohr distributed graphs showing significant growth in student headcount. Enrollment growth is strongest among transfer students and is exceptionally strong in the STEM (science, technology, engineering, math) disciplines. The student population is shifting toward having a higher proportion of full-time students. President Mohr congratulated Vice President of Student Services Peter Barbatis whose dissertation, "Perceptions of Underprepared Community College Students Regarding Their Educational Achievement," was named the 2009 Dissertation of the Year by the National Association on Student Development. Cañada's first Math Jam, a two-week practice session, was successful; of the 32 student students who completed the program, 18 placed into a higher math class after taking the placement test a second time.

Executive Vice Chancellor Keller deferred his comments until the budget update to be presented later.

President Dilko said the Academic Senate has not been active during the summer. Faculty are engaged at the three campuses in looking at reorganizing and staying involved with communication.

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

None

#### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (09-7-3A)**

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the actions in Board Report No. 09-7-3A. The motion carried, all members voting "Aye."

#### **AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493, AFL-CIO INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFT (09-7-4A)**

It was moved by Trustee Holober and seconded by Trustee Hausman to accept receipt of AFT's initial proposal and the District's initial proposal and to hold a public hearing of the proposals at the next regularly scheduled Board meeting. Trustee Mandelkern noted that AFT's proposal addresses compensation only for the first year of a three-year contract and asked if this is customary. Vice Chancellor Harry Joel said it is assumed AFT will ask for reopeners on wages. After this discussion, the motion carried, all members voting "Aye."

#### **APPROVAL OF CONSENT AGENDA**

The Consent Agenda consists of the following Board Reports:

- |          |   |
|----------|---|
| 09-7-1CA | Acceptance of Gifts by the District   |
| 09-7-2CA | Approval of Budgetary Transfers for the Period Ending May 31, 2009 and Adoption of Resolution No. 09-7 Authorizing Budget Transfers for 2008-09 |
| 09-7-3CA | Approval of Voluntary International Student Insurance Program, 2009-10  |

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the items on the Consent Agenda. The motion carried, all members voting "Aye."

#### **Other Recommendations**

#### **APPROVAL OF COMMUNITY SERVICES CLASSES, FALL/WINTER 2009 – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (09-7-1B)**

It was moved by Trustee Hausman and seconded by Trustee Holober to approve classes as listed in the report. The motion carried, all members voting "Aye."

**APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS, CHAPTER 7, SECTIONS 7.39, MATRICULATION AND 7.50, STUDENT FINANCIAL AID PROGRAMS; AND ADDITION OF SECTION 7.45, TRANSFER CENTER (09-7-2B)**

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the revisions and addition as detailed in the report. The motion carried, all members voting "Aye."

**ADOPTION OF RESOLUTION NO. 09-8 ESTABLISHING A TRUST FUND FOR POST-RETIREMENT BENEFITS AND A RETIREMENT BOARD OF AUTHORITY (09-7-100B)**

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the adoption of Resolution No. 09-8 as detailed in the report. Regarding appointment of the members of the Retirement Board of Authority, who are named by titles or designations, Trustee Holoher asked for clarification of the statement that they "shall be appointed until such time as their successors shall be appointed by the Employer." Chief Financial Officer Kathy Blackwood said that the Board of Trustees has ultimate authority and can replace any member at any time. Trustee Mandelkern noted that AFT and CSEA will each appoint a member but AFSCME is not mentioned. CFO Blackwood said all bargaining units were invited to appoint a member to the team that was working to set up the trust and the Board of Authority, and AFSCME did not appoint anyone. She also said the makeup of the Board of Authority is in line with shared governance groups, in which CSEA appoints all classified members. After discussion regarding the best way to ensure that all employees are represented, it was agreed that the resolution will be modified to specify that the member appointed by CSEA will represent all classified employees and the member appointed by AFT will represent all academic personnel. After this discussion, the motion to adopt the resolution as modified carried, all members voting "Aye."

**APPROVAL OF CONTRACTS FOR TRUST AND ADVISING SERVICES (09-7-101B)**

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the contracts as detailed in the report. Trustee Holoher said the report does not show the bid comparisons; he asked who the low bidder was and how it compared with the bid that was selected. CFO Blackwood said it was not a simple case of looking at the low bidder because the price varied depending on the amount to be invested and the services to be provided. In general, it is based on points determined by how the money is invested against the earnings, much like a mutual fund. The Board Report shows the various items the District considered and what the District was looking for in the teams that presented the services they would provide. Trustee Holoher asked what percentage will be charged as a management fee. Chuck Thompson of RPM Consulting Group said there are three separate fees for (1) the administration group, (2) the investment manager and (3) the trust company, and each is 12 basis points. Trustee Mandelkern asked if it is customary to have the same firm handle all three components or if they are looked at competitively. CFO Blackwood said the District was looking for a separation between each of the functions in order to provide checks and balances. Mr. Thompson said it also provides for less conflict of interest. Trustee Holoher asked what the duration of the contract is. CFO Blackwood said it is a three year contract which can be terminated with 60 days notice. After this discussion, the motion to approve the contracts carried, all members voting "Aye."

**AUTHORIZATION AND UTILIZATION OF SAN DIEGO COUNTY CONTRACT FOR CUSTODIAL SUPPLIES (09-7-102B)**

It was moved by Trustee Hausman and seconded by Vice President Miljanich to approve the utilization of the San Diego County contract as detailed in the report. The motion carried, all members voting "Aye."

**APPROVAL TO AMEND AGREEMENT WITH COMMERCIAL ENERGY FOR NATURAL GAS – DISTRICTWIDE (09-7-103B)**

It was moved by Trustee Holoher and seconded by Vice President Miljanich to approve the authorization to amend pricing agreements as detailed in the report. The motion carried, all members voting "Aye."

**CONTRACT AWARD FOR PRINTING AND MAILING SERVICES (09-7-104B)**

It was moved by Trustee Hausman and seconded by Vice President Miljanich to award the contract as detailed in the report. The motion carried, all members voting "Aye."

**APPROVAL OF CONSTRUCTION CONSULTANTS (09-7-105B)**

It was moved by Trustee Holoher and seconded by Vice President Miljanich to approve the construction consultant services as detailed in the report. The motion carried, all members voting "Aye."

**APPROVAL OF CONTRACT WITH THOMAS F. CASEY FOR LEGAL COUNSEL SERVICES (09-7-106B)**

It was moved by Trustee Hausman and seconded by Vice President Miljanich to approve the contract as detailed in the report. Trustee Mandelkern asked what Mr. Casey's total billings were for the last fiscal year. Director of Community and Government Relations Barbara Christensen said they were approximately \$30,000. Trustee Holober said this is a very favorable contract for the District. Chancellor Galatolo agreed and said that Mr. Casey and Ms. Christensen are an unbeatable team in the area of redevelopment agencies. Ms. Christensen said that Mr. Casey will also continue to provide management training at the Colleges and at District management meetings. After this discussion, the motion carried, all members voting "Aye."

**INFORMATION REPORTS**

**NAMING OF THE FITNESS AND AQUATICS CENTERS AT COLLEGE OF SAN MATEO (09-7-2C)**

Director of Auxiliary Services Tom Bauer, who has been named Director of the Fitness and Aquatics Centers, said the 24,500 square foot Fitness Center will include strength training, cardiovascular training, open workout area, spinning room, group exercise room, yoga room and Pilates room. The aquatics complex will contain a 50 meter Olympic size swimming pool along with a 25 meter pool for Adaptive Fitness. The Fitness and Aquatic Centers will serve the needs of the academic programs at CSM and will also be a community focused, fee-based operation offering numerous service options to the campus community and the community at large. A team including the Chancellor, CSM Dean of Athletics, CSM Fitness faculty, Construction Planning Department staff, Mr. Bauer and others is working on finalizing the plans for the layout and procurement of equipment in the facility. President Claire said that all decisions regarding construction are also routed through the President's Cabinet. Mr. Bauer is working with various teams to create budgets, job descriptions, staffing and marketing plans as well as long-term strategic goals and objectives. Potential endeavors include club swimming, masters swimming, aesthetics program, nutrition counseling and partnering programs with the Peninsula Healthcare District, as well as certification programs for spinning, Pilates, yoga, lifeguard and personal trainer.

Working with a consultant, several names for the Centers were chosen for consideration. The names were shared with members across all constituencies at the College. The overwhelming favorite for the Fitness Center was "San Mateo Athletic Club at College of San Mateo." For the Aquatics Center, the name that rose to the top from the beginning is "San Mateo Aquatics at College of San Mateo."

Trustee Hausman asked if fees for community-based programs have been determined. Mr. Bauer said comparisons with other fitness clubs in the area and other information are being refined. It is his intention to bring details to the Board at the August meeting. Vice President Miljanich asked if parking will be included with memberships. Mr. Bauer said it will and that this is a distinct advantage which might be used in marketing the facility.

Trustee Mandelkern said a concern might be how to deal with the blend of students using the facility to fulfill course requirements and the public who will have different desires. Mr. Bauer said the facility is very large and will be able to accommodate all users' needs. In speaking with others who have opened similar facilities (University of Wisconsin-Oshkosh and City College of San Francisco), Mr. Bauer was told that serving various groups' needs is seamless and that the main problem is maintenance. Trustee Mandelkern said there might be people who sign up for a class in order to get a free membership rather than paying for a community membership. In addition, some members might ask an instructor who is teaching a class to "tag along" to learn how to use equipment. Mr. Bauer said he sees instructional classes and memberships as complementary rather than competitive. Students enrolled in a class use the facility only during that class time, while those with memberships have unfettered access to the Fitness Center and the Aquatics Center.

Trustee Holober asked if staffing will be provided by regular employees of the District. Chancellor Galatolo said staff will be a combination of faculty, classified and students, and possibly independent contractor trainers. Trustee Holober asked how revenues which are from community members rather than student fees will be accounted for in the budget. Mr. Bauer said revenues and expenses will remain in Fund 5, as they do for the Bookstores.

President Schwarz asked what the projected opening date is. Mr. Bauer said the contractually promised date is May 1, 2010. If construction continues to be on schedule and equipment arrives on time, opening could occur as early as February 1. Chancellor Galatolo said a charter membership drive must occur before opening. President Schwarz

asked if positions at the Centers could be considered if there is another round of managed hiring next year. Mr. Bauer said employees could be considered depending on their background and experience.

Trustee Holoher asked if the area was surveyed in terms of demand and market saturation. Chancellor Galatolo said a demographic analysis was done for sites at both Skyline and CSM. The results showed Skyline to be an extremely attractive site and CSM was also above the norm, with unmet need in this location. Chancellor Galatolo said the Center will draw people to the campus even on weekends and introduce them to other programs the College has to offer. Rick Bennett, Executive Director of Construction Planning, said the research showed that the availability of parking will bolster demand. President Schwarz asked if there will eventually be a center at Skyline. Mr. Bennett said the District has applied for a fitness center at Skyline as a State-funded program.

Trustee Holoher asked if children's programs are being considered. Mr. Bauer said this is being studied.

Trustee Holoher said the health club field has many consumer complaints and he hopes the District will have a model operation that sets the standard for fitness clubs.

### **SURPLUS SALES FOR SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT – FY 2008-2009 (09-7-3C)**

The Board accepted the printed report without questions or comments.

### **UPDATE ON BUDGET (09-7-4C)**

Executive Vice Chancellor Keller commended CFO Blackwood for her work with the three campuses. CFO Blackwood said the Big 5 announced a budget deal but it is by no means finalized. It is anticipated that the Senate will vote on the budget tomorrow and the Assembly on Friday. No details are being released at this time. It appears that the budget will be similar to what CFO Blackwood laid out at the last Board meeting. Anticipated adjustments include:

- The \$85 million targeted to be cut from categoricals in 2008-09, and later amended to be cut from the general fund in 2008-09, will likely be made to the general fund in 2009-10, and this will add to the District's workload reduction.
- CFO Blackwood had anticipated borrowing more FTES from summer than she was able to do because the District grew more than anticipated. Consequently, we are approximately 600 FTES over the funding level for 2010-11, assuming a 1% funded growth in 2010-11. Therefore, we will need to reduce FTES, cut classes and serve fewer students. Trustee Holoher asked if a downward adjustment needs to be made before that time. CFO Blackwood said the goals are a reduction of 300 FTES this year and 300 FTES next year. Because of heavy enrollment demand, class sizes have gone up considerably. Executive Vice Chancellor Keller said that previously, when student fees were increased, there was a decline in enrollment. However, because the UCs and CSUs are reducing enrollment and the community colleges are expected to have increasing enrollment demands as a result, it is impossible to predict the effect of a fee increase.
- The State was going to defer money from 2008-09 into 2009-10. It is clear that the intent was that these deferrals would be permanent, and preliminary information shows a deferral of money from June 2010 to July 2010. However, it is not clear whether there will be the same deferrals for 2009-10 and, if so, if they will affect community colleges or only K-12 schools.
- It appears there is agreement to not settle the issue of the Proposition 98 maintenance factor, but instead to make a one-time payment of \$9.5 billion sometime in the future in lieu of the maintenance factor.
- No suspension of Proposition 98.
- Career Technical Education will take the same level of cuts as other programs.
- The State will take \$1 billion from the Highway Users Tax Account (HUTA); this is money that usually comes to State and local governments for street and road repair.
- The State will either borrow against anticipated Redevelopment Agency (RDA) funds or allow RDAs to extend their agreements, resulting in the continuation of property tax payments to the State. In San Mateo County, the RDAs, cities and County all pay into the Education Revenue Augmentation Fund (ERAF). There is more money in ERAF than the ten non-basic aid districts can use so the excess gets paid back to the cities and County, but not to the RDAs. It is not clear how this will affect the District.
- Cuts to prisons will remain in the budget but where the cuts are to be made will be decided later.
- There is no information on federal stimulus dollars at this time.

Trustee Mandelkern asked if there is an estimate for the percentage of cuts to the District budget. CFO Blackwood said her best guess is that the 10% cuts already made and the one-time funds generated from shifting FTES between years will get the District through the 2009-10 fiscal year. There will most likely be mid-year cuts in 2009-10. Those reductions, along with declining state revenues, will likely require another 5% to 10% cuts in 2010-11. Chancellor Galatolo said the proposed budget does nothing to fix the State's structural problems and he believes the State will face the same problems in future years until there is an alignment between spending and revenue.

Trustee Holoher said it is important that lawmakers be told it is fiction that community colleges can absorb all of the UC and CSU reductions in enrollment. Trustee Mandelkern said there is a public expectation that the District's budget can be cut repeatedly and the level of services provided will be the same; he said it is important to expose the fact that there are consequences to actions.

President Schwarz said the District is fortunate to have highly skilled employees who do the best possible job of dealing with the crisis. She thanked all District employees, from every employment group, for pulling together during this time.

#### **STATEMENTS FROM BOARD MEMBERS**

Student Trustee Medrano Rosales will be attending the Student Trustee Workshop on August 14 and 15 and the Welcome Day at Skyline. Members of the Skyline Runners Club will participate in the San Francisco Marathon this weekend.

Trustee Mandelkern will be out of the country on opening day. Trustee Mandelkern expressed gratitude and appreciation to staff, administration and faculty for all the work they continue to do during the difficult financial times. He mentioned Auxiliary Services finding ways to increase revenue, classified staff beautifying buildings, and faculty participating in enrichment activities during the summer. Trustee Mandelkern said he was elected and reelected to serve the needs of the community in providing educational opportunities in the County for people with a variety of needs, such as transfer students and people reentering the workforce or enhancing skills. He said it is gut-wrenching to be in a situation in which the Board has to discuss reducing FTES and eliminating opportunities for students and it is the antithesis of what elected officials should be doing. Trustee Mandelkern said voters need to understand the impact of what is happening and should be encouraged to send the message to their elected officials in Sacramento that this is an unacceptable course for the State.

Trustee Hausman said she believes the District is the best run community college district anywhere, beginning with the Chancellor and spreading to all employees. Trustee Hausman and President Schwarz attended the San Mateo Community College Foundation meeting. The Foundation is working hard to raise money and has a computer system to track information, particularly targeting alumni. Trustee Hausman said that Jude Pittman, Associate Professor of Art at CSM, will have a number of works exhibited at the "50/50 Show" at the Sanchez Art Center in Pacifica; the exhibit will run through August 29.

President Schwarz said she, Trustee Hausman and Student Trustee Medrano Rosales will attend a portion of the CSEA Conference as guests. President Schwarz said the Board self-evaluation is coming up soon. She cited a book titled "The Rogue Trustee" as an example of what a Board member does not want to be; she will share the book with anyone who is interested. President Schwarz announced that Trustee Miljanich was called away and will not be in attendance at the Closed Session.

#### **COMMUNICATIONS**

None

#### **RECESS TO CLOSED SESSION**

President Schwarz announced that during Closed Session, the Board will discuss the personnel item listed as 1-B on the printed agenda.

The Board recessed to Closed Session at 8:20 p.m.

The Board reconvened to Open Session at 9:20 p.m.



**CLOSED SESSION ACTIONS TAKEN**

President Schwarz reported that, at the Closed Session just concluded, the Board considered the personnel item listed on the printed agenda and voted 4-0 to approve the actions in Board Report No. 1-B.

**ADJOURNMENT**

It was moved by Trustee Holoher and seconded by Trustee Hausman to adjourn the meeting in memory of Marie Sandler. The motion carried, all members voting "Aye." The meeting was adjourned at 9:25 p.m.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the August 19, 2009 meeting.

Patricia Miljanich  
Vice President-Clerk

**BOARD REPORT NO. 09-8-1C**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Barbara Christensen, Director of Community/Government Relations

**PRESENTATION OF ABOVE AND BEYOND AWARDS**

At the Board meeting of July 22, 2009, Chancellor Galatolo and Vice Chancellor José Nuñez reported on the Facilities Department staff members who designed, welded and installed the District logo sculpture and surrounding area in front of the District Office. Because these staff members donated their talents and used scrap materials, the cost to the District was minimal. President Schwarz suggested that the Board grant them “Above and Beyond” awards and all Board members agreed.

Employees receiving the awards are:

Samuel Brambila  
Tim Granillo  
Rome Langi  
Juan Lopez  
Diane Martinez  
Adrian Otis  
Carol Reed  
Steve Zoboli

**BOARD REPORT 09-8-1A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources and Employee Relations  
(650) 358-6767

**APPROVAL OF PERSONNEL ITEMS**

**A. REASSIGNMENT**

**Cañada College**

**Helia Ying** Division Assistant Counseling Services

Reassigned through the managed hiring process from an Accounting Technician position (Grade 24) at College of San Mateo into this full-time 12-month position at Grade 24 of the Classified Salary Schedule (60), effective August 13, 2009, replacing Jacquelyn Holley who resigned.

**College of San Mateo**

**Dante Betteo** KCSM Programming Development Manager KCSM

Reassigned through the managed hiring process from an Executive Producer (Grade 200S) position into this full-time 12-month position at Grade 192S of the Classified Professional/Supervisory Salary Schedule (40), effective July 20, 2009. The change in staff allocation was Board approved on June 24, 2009.

**Sinclair Crockett** KCSM Business & Fundraising Manager KCSM

Reassigned through the managed hiring process from a Director of External Affairs (Grade 195S) position into this full-time 12-month position at Grade 200S of the Classified Professional/Supervisory Salary Schedule (40), effective July 20, 2009. The change in staff allocation was Board approved on June 24, 2009.

**Katherine Becker** KCSM Production Coordinator KCSM

Reassigned through the managed hiring process from a TV Producer/Director II position (Grade 36) into this full-time 12-month position at Grade 36 of the Classified Salary Schedule (60), effective July 20, 2009. The change in staff allocation was Board approved on June 24, 2009.

**Karen Erickson** KCSM Broadcast Operations Engineer KCSM

Reassigned through the managed hiring process from a Broadcast Engineer I position (Grade 32) into this full-time 12-month position at Grade 32 of the Classified Salary Schedule (60), effective July 20, 2009. The change in staff allocation was Board approved on June 24, 2009.

**Greg Jarrell** KCSM Broadcast Operations Engineer KCSM

Reassigned through the managed hiring process from a Broadcast Engineer I position (Grade 32) into this full-time 12-month position at Grade 32 of the Classified Salary Schedule (60), effective July 20, 2009. The change in staff allocation was Board approved on June 24, 2009.

**Herbert Mintz** KCSM Broadcast Operations Engineer KCSM

Reassigned through the managed hiring process from a Broadcast Engineer I position (Grade 32) into this full-time 12-month position at Grade 32 of the Classified Salary Schedule (60), effective July 20, 2009. The change in staff allocation was Board approved on June 24, 2009.

**Antonia Savage** KCSM Broadcast Operations Engineer KCSM

Reassigned through the managed hiring process from a Broadcast Engineer I position (Grade 32) into this full-time 12-month position at Grade 32 of the Classified Salary Schedule (60), effective July 20, 2009. The change in staff allocation was Board approved on June 24, 2009.

**Niruba Srinivasan** KCSM Broadcast Operations Engineer KCSM

Reassigned through the managed hiring process from a Television Programmer position (Grade 25) into this full-time 12-month position at Grade 32 of the Classified Salary Schedule (60), effective July 20, 2009. The change in staff allocation was Board approved on June 24, 2009.

**Cristina Cruz** Office Assistant II Business & Technology

Reassigned through the managed hiring process from a Staff Assistant position (Grade 21) at the District Office into this full-time 11-month position at Grade 18 of the Classified Salary Schedule (60), effective July 21, 2009, replacing Rooya Khoja who resigned.

### Skyline College

**Nadia Tariq** Career Resources/Counseling Aide Counseling Services

Reassigned through the managed hiring process from an Instructional Aide I position (Grade 16) at Skyline College into this full-time 12-month position at Grade 19 of the Classified Salary Schedule (60), effective August 5, 2009, replacing Angelica Gorostiza who was reassigned.

**Christianne Marra** Division Assistant Counseling Services

Reassigned through the managed hiring process from an Administrative Assistant position (Grade 180S) at College of San Mateo into this full-time 12-month position at Grade 24 of the Classified Salary Schedule (60), effective August 6, 2009, replacing Kristen Abel who resigned.

**Rita Gulli** Program Services Coordinator Science/Math/Technology

Reassigned through the managed hiring process from a Staff Assistant position (Grade 21) at College of San Mateo into this full-time 12-month position at Grade 27 of the Classified Salary Schedule (60), effective August 6, 2009. The change in staff allocation is included in this report.

**Judith Cheung** Staff Assistant Language Arts/Learning Resources

Reassigned through the managed hiring process from an Accounting Technician position (Grade 24) at College of San Mateo into this full-time 12-month position at Grade 21 of the Classified Salary Schedule (60), effective August 17, 2009. The change in staff allocation was Board approved on March 25, 2009.

District Office

**Lubomir Avgarski** Public Safety Officer Public Safety

Reassigned through the managed hiring process from a Laboratory Technician position (Grade 26) at College of San Mateo into this full-time 12-month position at Grade 27 of the Classified Salary Schedule (60), effective August 10, 2009. The change in staff allocation was Board approved on July 22, 2009.

**Kevan Lesch** Utility Engineer Facilities Planning & Operations

Reassigned through the managed hiring process from an Electronics Technician position (Grade 30 of the Classified Salary Schedule) at College of San Mateo into this full-time temporary position at Grade DD of the Facilities Salary Schedule (70), effective August 17, 2009.

**Xuan Ma** Custodian Facilities Planning & Operations

Reassigned through the managed hiring process from an Instructional Aide II position (Grade 22 of the Classified Salary Schedule) at College of San Mateo into this full-time temporary position at Grade AA of the Facilities Salary Schedule (70), effective August 17, 2009.

**Alex Pfaeffle** Utility Engineer Facilities Planning & Operations

Reassigned through the managed hiring process from an Automotive Technician position (Grade 26 of the Classified Salary Schedule) at Skyline College into this full-time temporary position at Grade DD of the Facilities Salary Schedule (70), effective August 17, 2009.

**Stephen Opson** Project Coordinator II Construction Planning Department

Reassigned through the managed hiring process from a TV Program Director position (Grade 195S of the Classified Professional/Supervisory Salary Schedule) at KCSM into this full-time 12-month position at Grade 38 of the Classified Salary Schedule (60), effective August 19, 2009.

**B. LATERAL TRANSFER**Cañada College

**Jeanne Stalker** Program Services Coordinator Admissions & Records

Transferred through the managed hiring process from College of San Mateo into this full-time 12-month position at Grade 27 of the Classified Salary Schedule (60), effective October 7, 2009, replacing Renee Moresco who is retiring.

**Barton Scott** Administrative Analyst President's Office

Transferred through the managed hiring process from the Educational Services & Planning Office at the District Office into this full-time 12-month temporary position at Grade 195S of the Classified Professional/Supervisory Salary Schedule (40), effective August 6, 2009.

Skyline College

**Linda Allen** Staff Assistant Counseling Services/DSPS

Transferred through the managed hiring process from Cañada College into this full-time 12-month position at Grade 21 of the Classified Salary Schedule (60), effective August 20, 2009, replacing Sheila Claxton who retired.

**Sheldon Carroll**

Program Services Coordinator

Admissions &amp; Records

Transferred through the managed hiring process from College of San Mateo into this full-time 12-month position at Grade 27 of the Classified Salary Schedule (60), effective September 1, 2009, replacing Persis Morrice who is retiring.

**John Saenz**

Instructional Aide II

Language Arts/Learning Resources

Transferred through the managed hiring process from College of San Mateo into this full-time 12-month position at Grade 22 of the Classified Salary Schedule (60), effective August 17, 2009, replacing Charles Leach who retired.

**C. PHASE-IN RETIREMENT****Cañada College****Ronald Trugman**

Professor

Business, Workforce &amp; Athletics

Recommend approval of participation in the Phase-In Retirement Program for four (4) years effective August 17, 2009. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

**College of San Mateo****Frances Schulze**

Professor

Language Arts

Recommend approval of participation in the Phase-In Retirement Program for one (1) year effective August 17, 2009. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

**D. CHANGE IN STAFF ALLOCATION****College of San Mateo**

Recommend a change in staff allocation to decrease one 12-month per year Senior Broadcast Engineer position in KCSM from full-time (100%) to part-time (60%), 12 months per year, effective October 1, 2009.

It is also recommended that the assignment of the incumbent, Donald Hackler, be adjusted accordingly, effective October 1, 2009.

**Skyline College**

1. Recommend a change in staff allocation to increase an Instructional Aide II position (2C0054) in the Business Division from 48% to 73% of full-time, effective July 1, 2009. The increase in assignment for this position will meet the needs of the department.

It is also recommended that the assignment of the incumbent, David Hall, be increased, effective July 1, 2009.

2. Recommend a change in staff allocation to delete one full-time 12-month per year temporary Project Director position at grade 175S of the Classified Professional/Supervisory Salary Schedule (40) in the Science/Math/Technology Division and to add one full-time 12-month per year temporary Program Services Coordinator position at grade 27 of the Classified Salary Schedule (60), effective August 5, 2009 through February 28, 2012. The temporary position will be funded by the Department of Labor Bay Clean Energy Careers grant, which is due to expire on February 28, 2012.

District Office

Recommend creation of a new classification, "Document Management Specialist," at Grade 22 of the Classified Salary Schedule (60), effective August 20, 2009.

Also recommend an increase in staff allocation to add two full-time, 12-month per year Document Management Specialist positions in the Construction Planning Department, effective August 20, 2009.

**E. LEAVE OF ABSENCE**Cañada College**Sarita Ramos**

Accounting Technician

Operations

Recommend approval of a pregnancy disability leave of absence, effective August 10, 2009, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

Skyline College**Kennya Zepeda**

Admissions &amp; Records Assistant II

Enrollment Services

Recommend approval of a pregnancy disability leave of absence, effective August 3, 2009, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

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

The following is a list of requested classified short-term, non-continuing services that require Board approval prior to the employment of temporary individuals to perform these services, pursuant to Assembly Bill 500 and its revisions to Education Code 88003:

<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	Operations	1	8/20/2009	9/30/2009	<b>Accounting Technician:</b> Student payments, issuance of parking permits, opening and closing cashier sessions, balancing, and other duties during registration periods.
CSM	Operations	1	8/20/2009	9/30/2009	<b>Accounting Technician:</b> Student payments, issuance of parking permits, opening and closing cashier sessions, balancing, and other duties during registration periods.
Skyline	Operations	1	8/20/2009	9/30/2009	<b>Accounting Technician:</b> Student payments, issuance of parking permits, opening and closing cashier sessions, balancing, and other duties during registration periods.
Cañada	Counseling/Enrollment Services	2	8/20/2009	9/30/2009	<b>Admissions &amp; Records Assistant II:</b> Application and registration processing, assist students at counter and by phone during registration periods.

CSM	Admissions & Records	2	8/20/2009	9/30/2009	<b>Admissions &amp; Records Assistant II:</b> Application and registration processing, assist students at counter and by phone during registration periods.
Skyline	Enrollment Services	2	8/20/2009	9/30/2009	<b>Admissions &amp; Records Assistant II:</b> Application and registration processing, assist students at counter and by phone during registration periods.
CSM	Community Education	1	8/20/2009	12/31/2009	<b>Office Assistant I:</b> Assist with student registration, customer service, preparation and distribution of instructor materials.
CSM	Community Education	1	8/20/2009	12/31/2009	<b>Staff Assistant:</b> Operational clerical support for Community Education programs, exchanges information with students, faculty, and staff. Assignment is 48% of full-time.
CSM	Math/Science/Dental Assisting	1	8/20/2009	12/31/2009	<b>Instructional Aide II:</b> Provides support for Dental Assisting lab classes when students work independently under supervision.
CSM	Physical Education/Athletics	2	8/20/2009	6/30/2010	<b>Athletic Trainer:</b> Assistance to full-time athletic trainer when multiple events are hosted and/or when large events are held.
CSM	Student Services/Health Center	1	7/6/2009	6/30/2010	<b>College Physician:</b> Provides medical advice and treatment in the College Health Center. <i>(This position was scheduled to be approved by the Board in June and was inadvertently delayed in Human Resources.)</i>
Skyline	Business & Industry Relations	1	8/6/2009	12/31/2009	<b>Office Assistant I:</b> Provides receptionist and clerical services for patrons, staff and students in Cosmetology during evening and Saturday hours. <i>(This position request was inadvertently delayed at the campus.)</i>
Skyline	Language Arts	1	8/20/2009	6/30/2010	<b>Program Services Coordinator:</b> Coordinate services of the English Language Institute; student recruitment; conduct workshops and training; student referrals; data collection; other support services. Position is grant funded at 60% of full-time.
Skyline	Operations/Central Duplicating	1	8/20/2009	9/30/2009	<b>Office Assistant II:</b> Assist with printing jobs and customer service as needed.
Skyline	Operations/Central Duplicating	1	9/1/2009	9/30/2009	<b>Lead Duplicating Equipment Operator:</b> Process duplicating work requests and prepare billing.
Skyline	Vice President, Student Services	1	8/20/2009	12/31/2009	<b>Administrative Secretary:</b> Clerical assistance to the Vice President of Student Services, including preparation of correspondence, reports, minutes, and calendaring of meetings and events.



District	Bookstore (Cañada)	1	9/1/2009	12/31/2009	<b>Bookstore Operations Assistant:</b> Assist with the operation and management of the Pony Express Kiosk operated by the Bookstore, including planning, purchasing, merchandising and inventory.
District	Bookstore (CSM)	1	8/20/2009	12/31/2009	<b>Bookstore Operations Assistant:</b> Planning, purchasing, merchandising and inventory of textbooks, supplies and other items for the Bookstore.

**BOARD REPORT NO. 09-8-2A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Harry Joel, Vice Chancellor - Human Resources (358-6767)

**PUBLIC HEARING OF AMERICAN FEDERATION OF TEACHERS (AFT),  
LOCAL 1493, AFL-CIO INITIAL CONTRACT PROPOSAL TO THE DISTRICT  
AND DISTRICT'S INITIAL PROPOSAL TO AFT; ADOPTION OF DISTRICT'S  
INITIAL PROPOSAL**

At its meeting of July 22, 2009 the Board of Trustees received an initial proposal from AFT, Local 1493. A copy of the AFT proposal is attached and by reference made a part of this agenda item.

The District proposes adjustments to compensation that correspond with the current economic climate, State budget cuts and their impact on the overall District's budget for fiscal years 2009/10 - 2011/12. The AFT contract expired on June 30, 2009 and the District will negotiate in good faith the AFT's proposals as has occurred in the past.

Staff proposes that the Board of Trustees hold a public hearing on the proposal as required by the Educational Employment Relations Act.

**RECOMMENDATION**

It is recommended that the Board of Trustees hold a public hearing at this meeting. After the public hearing, it is recommended that the Board of Trustees adopt the District's initial proposal to AFT.

July 6, 2009

To: Harry Joel, Vice-Chancellor, Human Resources and Employee Relations  
San Mateo County Community College District

From: Joaquín J. Rivera, Chief Negotiator  
San Mateo Community College Federation of Teachers, AFT Local 1493,  
AFL-CIO

Re: Contract Proposals for the 2009-2012 Contract of Academic Employees in the  
San Mateo County Community College District

Please transmit these contract proposals to the Board of Trustees in order to initiate the negotiations process for a new three years contract.

Article 2: Organizational Rights

- Add to 2.1: Notwithstanding the foregoing, the Union shall have the right to distribute, using its own personnel, Union newsletters to faculty boxes, without reservation.

Article 5: Peaceful Settlement of Differences

- Delete Section 5.3

Article 7: Hours of Employment

- Change the workweek for nurses so that it is the same as for librarians.
- Language to modify this article will be forthcoming.

Article 8: Pay and Allowances

- The Regular Faculty Salary Schedule shall be increased by 11% for the 2009-10 academic year.
- The Adjunct Faculty Salary Schedule shall be increased by 11% for the 2009-10 academic year.
- The Faculty Overload Salary Schedule shall be increased by 11% for the 2009-10 academic year.
- The Post-Retirement Salary Schedule shall be increased by 11% for the 2009-10 academic year.
- Add MA w/ 75 units to column 5 of the Regular Faculty Salary Schedule.
- Reinstate the 12 month option for paycheck distribution.
- Provide additional compensation for combined-level classes.
- Provide compensation for committee work, program review, SLO development and other administrative functions.

Article 9: Health and Welfare Benefits

- Effective August 17, 2009, the District will adjust the employer paid premium cap for the PERS Health Plans medical coverage using Kaiser as the benchmark. The District will increase the medical cap as follows: Full coverage for single employees in all plans except PERS Care which will be capped at \$604.00 per month. For 2-Party and Family Kaiser coverage the employee out of pocket will not exceed \$40.00 per month. For 2-Party and Family coverage for all other medical plans the Employer contribution established for the Kaiser Health Plan will apply to these plans.
- The District will provide the medical stipend to part-time faculty who are employed in the District 20% or more of a full-time load (3/15 FLC).
- Change Disability insurance benefits for faculty to the same received by administrators.

Article 10: Retirement

- Faculty on post-retirement contracts will not lose their seniority on the part-time seniority list.

Article 11: Leaves

- Language to modify this article will be forthcoming.

Article 13: Professional Development Program

- Language to modify this article will be forthcoming.

Article 14: Layoffs

- Add to 14.2 that the Union will also receive notice of the names of those identified for layoff.

Article 17: Grievance Procedure

- Add binding arbitration as the last step of the grievance procedures.

Article 18: Summer Session Employment

- Add Article 19 to 18.1

Article 19: Part-Time Employment

- The District will provide part-time faculty access to a group health plan.
- Increase to five (5), the number of semesters a break in service can exceed before the person's name is to be removed from the seniority list.
- Language strengthening seniority rights for part-timers in the areas of assignment and retention and for preference for full-time positions will be forthcoming.

Article 22: Unit Banking

- Increase to 30 the number of units that could be accumulated before having to sue them.

Appendix F: FLC Allocation

- Increase Biological Sciences and Physical Sciences to 1 FLC per hour.
- Increase Cosmetology laboratory classes to .70 FLC per hour.

Add an Academic Freedom clause to the contract.

Language to modify the MOU's on Distance Education and large classes will be forthcoming.

Add a progressive discipline system to the contract that includes a Skelly clause.

We reserve the right to add to, modify or delete proposals at any time for any reason.

**BOARD REPORT NO. 09-8-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790

**APPROVAL OF COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC)  
MEMBERSHIP DUES, 2009-10**

The Community College League of California (CCLC) was formed in 1990 as the result of the merger of the California Association of Community Colleges (CACC), the California Community College Trustees (CCCT), and the Chief Executive Officers of the California Community Colleges. The CCLC staff provides assistance to its members in the areas of education services, research and policy analysis, governmental relations, communications, athletics and association operations as well as facilitation of Board retreats and sponsorship of workshops and seminars.

The District has been a member in good standing of the CCLC since its inception in 1990 and was a member of the CACC and CCCT for many years prior to the merger.

The CCLC assesses its dues annually in conjunction with the dues for the Commission on Athletics (COA) which is a part of the CCLC. For 2009-10, the total being assessed by CCLC/COA for the District's annual membership is \$41,766 (the same amount as 2008-09).

Payment of the CCLC portion of the dues (\$26,521) is prorated among the Board of Trustees, the Chancellor's Office, and the three Colleges. Payment of the COA portion of the dues (\$15,245) is prorated among the three Colleges only.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve payment of Community College League of California membership dues, including dues for the Commission on Athletics, in the amount of \$41,766 for 2009-10.

**BOARD REPORT NO. 09-8-2CA**

TO: Member of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathryn Blackwood, Chief Financial Officer, 358-6869

**RATIFICATION OF FOURTH QUARTER DISTRICT WARRANTS, 2008-2009**

Attached as Exhibits A, B and C are the warrants in excess of \$10,000 that were issued in the months of April, May and June 2009 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. Education Code Section 85266 requires that the Board of Trustees approve warrants issued by the District. Accordingly, 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 April 1, 2009 through June 30, 2009 and ratify the contracts entered into leading to such payments.



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
APRIL 1-30, 2009  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
006244	04/09/09	Sarouhan, Dan E.	14,375.00	Districtwide FPO Consulting Services
006248	04/09/09	Bayview Environmental Services	49,200.00	CSM Hazardous Materials Abatement Services
006250	04/09/09	Bunton Clifford Associates, Inc.	16,240.70	Cañada Architectural Services
006251	04/09/09	Casey Printing ,Inc.	32,209.93	Skyline Printing Services
006255	04/09/09	Dovetail Decision Consultants, Inc.	30,010.33	Districtwide Site Furniture Design Standard Consulting Services
006257	04/09/09	Goodman Marketing Partners Inc.	10,847.12	KCSM Direct Mailing Services
006265	04/09/09	Prestige Graphics, Inc.	11,000.00	Districtwide Mailing Services
006267	04/09/09	TAC Americas Inc.	28,850.00	CSM Equipment Installation Services
006286	04/16/09	Claycomb, Glenn D.	17,283.56	Districtwide CPD Consulting Services
006291	04/16/09	Bayview Environmental Services	13,928.03	CSM Hazardous Materials Abatement Services
006292	04/16/09	Bunton Clifford Associates, Inc.	18,460.27	Cañada Architectural Services
006293	04/16/09	CIS, Inc	23,720.00	Districtwide DSA Inspection Services
006294	04/16/09	Computerland	79,852.15	Districtwide ITS Software Purchase
006296	04/16/09	Dovetail Decision Consultants, Inc.	14,131.53	Districtwide Site Furniture Design Standard Consulting Services
006304	04/16/09	Swinerton Management & Consulting	11,228.00	Program Management Services
006329	04/23/09	Casey Printing ,Inc.	39,145.12	Cañada Class Schedule Printing Services
006330	04/23/09	CIS, Inc	47,730.00	Districtwide DSA Inspection Services
006331	04/23/09	Cor-O-Van Moving & Storage Co.	38,303.47	CSM Furniture Purchase
006334	04/23/09	GRD Energy Inc.	17,700.00	Districtwide Commissioning Services
006335	04/23/09	Krueger International	38,485.75	Cañada and CSM Furniture Purchase
006342	04/23/09	TAC Americas Inc.	15,866.67	Districtwide Building Management Services and Repairs
419288	04/02/09	David L. Gates & Associates	12,173.28	Cañada Architectural Services
419298	04/02/09	Kleinfelder	42,933.04	CSM Materials Testing and Inspection Services
419303	04/02/09	Pac Gas & Elec Co	19,037.51	Utilities
419305	04/02/09	Pac Gas & Elec Co	10,402.92	Utilities
419308	04/02/09	Q Builders, Inc.	10,269.24	Skyline Construction Services
419311	04/02/09	Schindler Elevator	11,463.00	Districtwide Elevator Maintenance Services
419322	04/02/09	Calif State Teachers Retirement System	59,679.82	CAL-STRS Cash Balance Contribution
419323	04/02/09	CalPERS	466,237.12	Cal PERS Contribution Advance
419338	04/02/09	Public Empl Ret Sys	1,106,730.53	Health Insurance Monthly Premium
419339	04/02/09	S.M.C.S.I.G.	149,530.76	Dental Premium Payment
419340	04/02/09	S.M.C.S.I.G.	19,841.22	Vision Premium Payment
419342	04/02/09	Carrubba, Francesco	16,047.84	Coastside Office Rent
419360	04/06/09	Constellation NewEnergy Inc.	24,119.98	Utilities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 APRIL 1-30, 2009  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
419361	04/06/09	Constellation NewEnergy Inc.	17,824.02	Utilities
419363	04/06/09	Dell Computers	11,383.14	Cañada Computer Purchase
419371	04/06/09	Hartford Life & Accident Insurance Co.	34,787.68	Districtwide Life Insurance Premium Payment
419375	04/06/09	Industrial Employers/Distributors Assoc.	10,400.88	Districtwide Labor Relations Service Fee
419380	04/06/09	Pacific West Sound	11,084.90	Skyline Equipment Purchase
419414	04/06/09	Wells Fargo Bank	278,609.67	District Procurement Card Payment
419472	04/09/09	Beverly Prior Architects	28,875.00	CSM Design Services
419482	04/09/09	Dell Computers	14,452.14	CSM Computer Purchase
419491	04/09/09	May, Skipp S.	24,819.94	Districtwide Facilities UHF Radio Purchase
419497	04/09/09	Pacific West Sound	11,888.56	Skyline Equipment Purchase
419507	04/09/09	Siemens Fire Safety	15,475.50	Districtwide Fire Alarm System Services
419526	04/09/09	SMCCCD Bookstore	13,096.31	CSM Computer Purchase
419527	04/09/09	SMCCCD Revolving Account	10,484.14	Flex Spending Account Replenish
419528	04/09/09	State Board of Equalization	33,008.00	Use and Sales Tax Payment
419534	04/13/09	Bayside Heating & Air Conditioning	12,085.00	District Office and Skyline HVAC Services
419535	04/13/09	Beverly Prior Architects	15,150.00	CSM Design Services
419544	04/13/09	D & B Power Associates, Inc.	13,012.14	Districtwide ITS Equipment Purchase
419546	04/13/09	DAVCO Waterproofing Services, Inc.	11,300.00	Skyline Roof System Defects Repair Services
419547	04/13/09	Dell Computers	10,026.94	CSM Computer Purchase
419554	04/13/09	Fisher Scientific Company	12,156.40	Skyline Equipment Purchase
419569	04/13/09	Pasco Scientific Co.	22,153.41	Skyline Equipment Purchase
419572	04/13/09	Rainin Instrument LLC	13,151.82	Skyline Equipment Purchase
419579	04/13/09	Schembri Construction Co., Inc.	129,138.30	Cañada Construction Services
419587	04/13/09	Trust, Jeffrey M.	13,555.00	Districtwide Architectural and AutoCAD Consulting Services
419588	04/13/09	U.S. Postal Services	10,000.00	District Postage Purchase
419597	04/13/09	Division of the State Architect	12,975.78	Cañada DSA Fees
419598	04/13/09	Division of the State Architect	17,487.70	CSM DSA Fees
419604	04/13/09	Schembri Construction Co., Inc.	14,348.70	Cañada Construction Services
419624	04/16/09	Applied Survey Research	10,000.00	Cañada ECE Strategic Planning Services
419629	04/16/09	Big D Pacific Builders	175,566.00	Cañada Construction Services
419634	04/16/09	Dell Computers	51,444.96	Districtwide Computer Purchase
419639	04/16/09	Keenan & Associates	48,341.91	Cañada Housing Project Insurance Fees
419654	04/16/09	S.B.R.P.S.T.C.	63,770.66	South Bay Regional Public Safety Training Fee
419656	04/16/09	Sequoia Union High School District	13,260.00	Cañada Fast Track Services
419657	04/16/09	Keenan & Associates	313,587.00	Cañada Housing Project Insurance Fees
419658	04/16/09	Swinerton Management & Consulting	325,216.07	Program Management Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 APRIL 1-30, 2009  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
419673	04/16/09	Swinerton Management & Consulting	17,116.64	Program Management Services
419677	04/16/09	Employment Development Department	68,046.02	Districtwide Unemployment Fees
419690	04/16/09	SMCCCD Bookstore	30,999.58	Cañada EOPS Books and Backpacks Purchase
419700	04/20/09	Bayside Heating & Air Conditioning	10,728.00	Skyline HVAC Services
419706	04/20/09	City of Pacifica Child Care	25,120.00	Cañada Childcare Services
419707	04/20/09	Cornerstone Earth Group, Inc.	39,403.88	CSM and Cañada Ground Motion Consulting & Testing Services
419708	04/20/09	CSW-Stuber-Stroeh Engineering Group, Inc.	14,866.40	CSM Construction Services
419709	04/20/09	Dell Computers	13,323.46	Districtwide Computer Purchase
419722	04/20/09	Hensel Phelps Construction Co.	890,235.00	Skyline Construction Services
419734	04/20/09	Netxperts, Inc.	12,113.59	Districtwide Servers Purchase
419754	04/20/09	Hensel Phelps Construction Co.	98,915.00	Skyline Construction Services
419795	04/23/09	Constellation NewEnergy Inc.	26,515.08	Utilities
419796	04/23/09	Constellation NewEnergy Inc.	32,749.92	Utilities
419798	04/23/09	Coulter Construction Inc.	18,418.40	CSM and Skyline Construction Services
419820	04/23/09	John Plane Construction	484,205.54	Cañada Construction Services
419825	04/23/09	McCarthy Building Companies	5,600,143.80	CSM Construction Services
419829	04/23/09	Moodlerooms, Inc.	12,280.00	ITS Webhosting Services
419836	04/23/09	Robert A. Bothman	300,349.14	Cañada Construction Services
419837	04/23/09	Sacramento Theatrical Lighting, LTD	35,410.00	KCSM Studio Dimming Project
419842	04/23/09	Spitz, Inc.	15,325.00	KCSM Software Maintenance Services
419853	04/23/09	John Plane Construction	53,800.62	Cañada Construction Services
419865	04/23/09	Robert A. Bothman	15,807.85	Cañada Construction Services
419867	04/23/09	SMCCCD Revolving Account	23,648.98	Flex Spending Account Advance
419870	04/23/09	U.S. Postal Services	10,000.00	Skyline Postage Purchase
419871	04/23/09	McCarthy Building Companies	622,238.20	CSM Construction Services
419877	04/27/09	Atlas/Pellizzari Electric Inc.	14,269.00	Skyline Electrical Services
419878	04/27/09	B & H Photo Video	12,661.40	KCSM Lighting Equipment Purchase
419881	04/27/09	Carrubba, Francesco	16,401.75	Coastside Office Rent
419901	04/27/09	Pac Gas & Elec Co	23,060.42	Utilities
419909	04/27/09	Sutro Tower Inc.	17,173.00	KCSM Transmitter Leasing Fee
419919	04/27/09	Datam SF, LLC	37,558.61	Skyline Conference Space Reservation
419991	04/29/09	EBSCO	12,564.78	Cañada Library Books Purchase
419992	04/29/09	Education Housing Partners, LLC.	178,132.00	Cañada Housing Project Consulting Services
420002	04/29/09	Miller, Brown & Dannis, A Professional Corp.	10,404.17	Districtwide Legal Services
420006	04/29/09	Pac Gas & Elec Co	11,204.52	Utilities
420009	04/29/09	Pankow Special Projects, L.P.	217,440.00	CSM Construction Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
APRIL 1-30, 2009  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
420013	04/29/09	Sugimura & Associates Architects	12,978.25	CSM Architectural Services
420019	04/29/09	Advanced System Group	779,269.98	KCSM Media Grid Content Director Package Purchase
420020	04/29/09	AIG Valic	30,929.78	Tax Shelter Annuities
420024	04/29/09	American Federation of Teachers	52,160.44	Union Dues
420025	04/29/09	Associated Std -Canada	36,023.60	Cañada Student Body Fees
420026	04/29/09	Associated Std-CSM	53,585.96	CSM Student Body Fees
420027	04/29/09	Associated Std-Skyline	49,904.00	Skyline Student Body Fees
420032	04/29/09	C S E A	13,264.22	Union Dues
420034	04/29/09	Capital Guardian Trust Co.	43,650.49	Tax Shelter Annuities
420041	04/29/09	Fidelity Service Company	61,269.00	Tax Shelter Annuities
420051	04/29/09	Franklin Templeton Trust Company	27,126.33	Tax Shelter Annuities
420053	04/29/09	Galic Disbursing Company	20,705.99	Tax Shelter Annuities
420058	04/29/09	Hartford Retirement Plans Service Center	65,946.48	Life Insurance Payment
420068	04/29/09	Metropolitan Life Insurance Company	14,038.33	Life Insurance Payment
420075	04/29/09	Public Empl Ret Sys	1,097,061.26	Health Insurance Monthly Premium
420080	04/29/09	Pankow Special Projects, L.P.	24,160.00	CSM Construction Services
420084	04/29/09	SMC College Ed. Housing Corp.	42,705.00	College Vista Rent Payment
420087	04/29/09	SMCCCD Bookstore	12,085.09	Employee Loan to own payments
420095	04/29/09	TIAA	10,875.00	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
87095	04/01/09	US Treasury - Union Bank	1,412,346.56	Federal Tax
87179	04/01/09	US Treasury - Union Bank	257,082.54	State Tax
67091	04/22/09	US Treasury - Union Bank	72,762.14	Federal Tax
JE261854	04/30/09	State Teacher Retirement System	622,355.61	STRS Retirement
<u>SMCCCD Bookstores</u>				
105002	04/06/09	Nebraska Book Company	15,121.64	
105009	04/06/09	SMCC College District	16,042.52	
105022	04/21/09	Apple Computer Inc.	16,017.35	
105057	04/21/09	SMCC College District	334,302.51	
EFT#20414	04/30/09	Board of Equalization	41,788.00	
Subtotal			18,599,139.38	94%
Warrants Issued ≤ \$10,000			1,162,467.94	6%
Total Non-Salary Warrants Issued			19,761,607.32	100%

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
APRIL 1-30, 2009  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
District Accounts Payable		419215-420103, DD6214-DD6355	16,883,841.03	
District Payroll		39465-40370, DD45133-DD46582	8,018,527.79	
SMCCCD Bookstores		104974-105061 & EFT#20414, 20464	505,527.57	
		Total Warrants Including Salaries - April 2009	<u>25,407,896.39</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MAY 1-31, 2009  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
006396	05/07/09	Bunton Clifford Associates, Inc.	32,699.62	Cañada Architectural Services
006397	05/07/09	Casey Printing ,Inc.	98,770.87	Skyline & CSM Printing Services
006405	05/07/09	Noll & Tam	85,977.82	Cañada Design Services
006406	05/07/09	Oracle USA, Inc.	45,435.12	Districtwide ITS Software Update License & Support
006409	05/07/09	Sch Proj/Util Rate Reduc.	45,617.13	Utilities
006461	05/14/09	Claycomb, Glenn D.	16,726.03	Districtwide CPD Consulting Services
006463	05/14/09	Sarouhan, Dan E.	12,375.00	Districtwide FPO Consulting Services
006468	05/14/09	GRD Energy Inc.	16,190.00	Districtwide Commissioning Services
006470	05/14/09	Prestige Graphics, Inc.	14,000.00	Districtwide Mailing Services
006474	05/14/09	Swinerton Management & Consulting	11,440.00	Program Management Services
006489	05/21/09	Bayview Environmental Services	24,600.00	CSM Hazardous Materials Abatement Services
006492	05/21/09	Cor-O-Van Moving & Storage Co.	22,582.88	CSM Moving Services
006497	05/21/09	GRD Energy Inc.	14,400.00	Cañada & CSM Commissioning Services
006498	05/21/09	Krueger International	48,348.29	Cañada Furniture Purchase
006504	05/21/09	Snader & Associates	11,210.37	KCSM Equipment Purchase
006541	05/28/09	Claycomb, Glenn D.	11,709.59	Districtwide CPD Consulting Services
006551	05/28/09	CIS, Inc	81,597.00	Districtwide DSA Inspection Services
006555	05/28/09	Dovetail Decision Consultants, Inc.	30,584.42	Districtwide Site Furniture Design Standard Consulting Services
006560	05/28/09	Sch Proj/Util Rate Reduc.	40,976.22	Utilities
006562	05/28/09	TAC Americas Inc.	10,401.67	Districtwide Building Management Services
420119	05/04/09	Hartford Life & Accident Insurance Co.	34,766.76	Districtwide Life Insurance Premium Payment
420153	05/04/09	Calif State Teachers Retirement System	48,921.94	CAL-STRS Cash Balance Contribution
420154	05/04/09	CalPERS	465,218.71	Cal PERS Contribution Advance
420162	05/04/09	S.M.C.S.I.G.	148,216.96	Dental Premium Payment
420163	05/04/09	S.M.C.S.I.G.	19,730.61	Vision Premium Payment
420218	05/07/09	Dell Computers	14,736.71	ITS Equipment Purchase
420228	05/07/09	Hensel Phelps Construction Co.	120,309.50	Skyline Construction Services
420230	05/07/09	Hensel Phelps Construction Co.	1,082,785.50	Skyline Construction Services
420235	05/07/09	John Plane Construction	401,331.97	Cañada Construction Services
420236	05/07/09	Kleinfelder	42,455.76	CSM Materials Testing and Inspection Services
420245	05/07/09	Pac Gas & Elec Co	12,510.59	Utilities
420246	05/07/09	Pac Gas & Elec Co	10,677.74	Utilities
420250	05/07/09	Q Builders, Inc.	121,565.94	Skyline Construction Services
420256	05/07/09	Schembri Construction Co., Inc.	33,620.40	Cañada Construction Services
420267	05/07/09	John Plane Construction	44,592.44	Cañada Construction Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MAY 1-31, 2009  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
420295	05/07/09	San Bruno Mun Util	10,960.29	Utilities
420305	05/07/09	Wells Fargo Bank	236,388.44	District Procurement Card Payment
420316	05/11/09	Education Housing Partners, LLC.	124,188.00	Cañada Construction Services
420329	05/11/09	Robert A. Bothman	535,842.88	Cañada Construction Services
420344	05/11/09	Robert A. Bothman	28,202.26	Cañada Construction Services
420410	05/14/09	DES Architects	26,081.06	Skyline Architectural Services
420423	05/14/09	Mondo USA Inc.	15,631.63	CSM Repair Services
420426	05/14/09	Pac Gas & Elec Co	141,953.98	Utilities
420441	05/14/09	Strata Information Group	50,504.00	ITS Consulting Services
420454	05/14/09	Employment Development Department	15,621.15	Quarterly Unemployment Insurance
420479	05/18/09	John Plane Construction	46,396.88	Skyline Construction Services
420480	05/18/09	John Plane Construction	14,880.63	Cañada Construction Services
420486	05/18/09	Dell Computers	13,009.47	Cañada Equipment Purchase
420487	05/18/09	DES Architects	25,271.75	CSM Architectural Services
420499	05/18/09	John Plane Construction	417,571.87	Skyline Construction Services
420500	05/18/09	John Plane Construction	133,925.67	Cañada Construction Services
420525	05/18/09	W W Grainger Inc	28,674.36	Cañada Facilities Equipment Purchase
420531	05/18/09	CalPERS	10,650.01	Cal PERS Contribution Balance
420575	05/21/09	Carrubba, Francesco	16,401.75	Coastside Office Rent
420578	05/21/09	Constellation NewEnergy Inc.	33,274.09	Utilities
420583	05/21/09	Enterprise Roofing Service, Inc.	19,441.00	CSM Exterior Waterproofing Project
420590	05/21/09	Kleinfelder	20,679.00	CSM Materials Testing and Inspection Services
420595	05/21/09	McCarthy Building Companies	5,847,108.53	CSM Construction Services
420599	05/21/09	Musson Theatrical	27,448.00	CSM SO Cable Replacement Project
420606	05/21/09	Pac Gas & Elec Co	18,714.89	Utilities
420610	05/21/09	Pac Gas & Elec Co	14,535.53	Utilities
420611	05/21/09	Pac Gas & Elec Co	15,923.47	Utilities
420616	05/21/09	Performance Abatement Services, Inc.	74,165.00	CSM Hazardous Materials Abatement Services
420617	05/21/09	Q Builders, Inc.	30,991.00	CSM Demolition & Repair Services
420620	05/21/09	Recycling Industries Inc.	15,982.00	Skyline Garbage Compactor Purchase
420623	05/21/09	San Mateo Union High School District	35,035.97	Middle College High School Program Services
420628	05/21/09	Strata Information Group	50,504.00	ITS Consulting Services
420629	05/21/09	Sugimura Finney Architects	61,134.46	CSM Architectural Services
420631	05/21/09	TRC Engineers, Inc.	21,801.10	Skyline Geotechnical Observation & Testing Services
420654	05/21/09	McCarthy Building Companies	649,678.73	CSM Construction Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MAY 1-31, 2009  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
420716	05/28/09	Amer.Inst./Foreign Study	20,000.00	NCSAC Italian Language Course Services
420723	05/28/09	Bayside Heating & Air Conditioning	29,512.20	District Office Back-up Cooling System
420734	05/28/09	Constellation NewEnergy Inc.	28,457.90	Utilities
420735	05/28/09	Cornerstone Earth Group, Inc.	53,722.31	CSM Geotechnical Observation & Testing Services
420736	05/28/09	Coulter Construction Inc.	11,976.00	Skyline Construction Services
420738	05/28/09	D & B Power Associates, Inc.	39,271.30	Districtwide Teledata Project Equipment Purchase
420739	05/28/09	Decker Electric Company, Inc.	23,203.00	CSM Lighting Project
420741	05/28/09	DES Architects	77,168.67	CSM Architectural Services
420751	05/28/09	Hewlett Packard Company	46,960.81	Cañada Equipment Purchase
420766	05/28/09	Miles Electric Vehicles	53,730.38	Facilities Electrical Vehicle Purchase
420774	05/28/09	Pac Gas & Elec Co	13,312.96	Utilities
420777	05/28/09	Parsons Commercial Technology Group Inc.	11,857.50	Districtwide CIP Professional Services
420784	05/28/09	Strata Information Group	50,504.00	ITS Consulting Services
420786	05/28/09	Sutro Tower Inc.	17,173.00	KCSM Transmitter Leasing Fee
420787	05/28/09	Swinerton Management & Consulting	353,450.97	Program Management Services
420793	05/28/09	Vangent, Inc.	25,058.40	2008 TRA Reporting Services
420799	05/28/09	AIG Valic	29,829.78	Tax Shelter Annuities
420802	05/28/09	American Federation of Teachers	54,291.37	Union Dues
420807	05/28/09	C S E A	13,241.31	Union Dues
420809	05/28/09	Capital Guardian Trust Co.	52,533.99	Tax Shelter Annuities
420810	05/28/09	Swinerton Management & Consulting	18,602.68	Program Management Services
420820	05/28/09	Fidelity Service Company	62,519.00	Tax Shelter Annuities
420833	05/28/09	Franklin Templeton Trust Company	32,726.33	Tax Shelter Annuities
420835	05/28/09	Galic Disbursing Company	28,622.49	Tax Shelter Annuities
420840	05/28/09	Hartford Retirement Plans Service Center	45,946.48	Life Insurance Payment
420853	05/28/09	Metropolitan Life Insurance Company	14,038.33	Tax Shelter Annuities
420871	05/28/09	SMC College Ed. Housing Corp.	45,080.00	College Vista Rent Payment
420875	05/28/09	SMCCCD Bookstore	12,938.72	Employee Loan to own payments
420877	05/28/09	SMCCCD Revolving Account	21,218.31	Flex Spending Account Advance
420883	05/28/09	TIAA	10,675.00	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
10505	05/01/09	US Treasury - Union Bank	1,365,994.85	Federal Tax
10725	05/01/09	US Treasury - Union Bank	247,989.30	State Tax
68595	05/20/09	US Treasury - Union Bank	48,756.24	Federal Tax
JE263225	05/31/09	State Teacher Retirement System	636,170.16	STRS Retirement



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 MAY 1-31, 2009  
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Bookstores</u>				
105063	05/11/09	Apple Computer Inc.	11,155.00	Purchase of Inventory
105101	05/26/09	Apple Computer Inc.	28,363.50	Purchase of Inventory
105113	05/26/09	El Dorado Trading Group	12,868.00	Purchase of Inventory
105145	05/27/09	SMCC College District	152,161.54	Salary & Benefits April 2009
105146	05/27/09	SMCC College District	12,789.95	Purchase of Inventory
		Subtotal	15,919,528.14	94%
		Warrants Issued ≤ \$10,000	1,040,596.40	6%
		Total Non-Salary Warrants Issued	<u>16,960,124.54</u>	100%
Accounts Payable		420104-420888, DD6367-DD6567	14,349,447.48	
District Payroll		40371-41235, DD46583-DD48043	7,914,998.89	
SMCCCD Bookstores		105062-105146 & EFT#59587	<u>308,161.02</u>	
		Total Warrant Including Salaries - May 2009	<u>22,572,607.39</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JUNE 1-30, 2009  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
006599	06/04/09	Sarouhan, Dan E.	12,875.00	Districtwide FPO Consulting Services
006604	06/04/09	Bunton Clifford Associates, Inc.	40,859.04	Cañada Architectural Services
006610	06/04/09	Intermountain Electric Company	12,744.00	Cañada Electrical Services
006611	06/04/09	Krueger International	10,123.54	Skyline Furniture Purchase
006613	06/04/09	Noll & Tam	12,097.78	Cañada Design Services
006615	06/04/09	Prestige Graphics, Inc.	15,387.86	Districtwide Parking Permits
006627	06/11/09	Atlas/Pellizzari Electric Inc.	24,695.00	Cañada and District Office Electrical Services
006630	06/11/09	Noll & Tam	21,461.25	CSM Design Services
006634	06/11/09	Swinerton Management & Consulting	17,151.00	Program Management Services
006663	06/18/09	CIS, Inc	92,860.00	Districtwide DSA Inspection Services
006667	06/18/09	GRD Energy Inc.	23,300.00	Districtwide Commissioning Services
006668	06/18/09	Intermountain Electric Company	12,245.00	Cañada and CSM Office Electrical Services
007088	06/25/09	CIS, Inc	99,390.00	Districtwide DSA Inspection Services
007089	06/25/09	Computerland	37,066.34	CSM Software Purchase
007090	06/25/09	Computerland	13,078.30	Cañada Software Purchase
007094	06/25/09	Dovetail Decision Consultants, Inc.	16,398.10	Districtwide Site Furniture Design Standard Consulting Services
007095	06/25/09	Goodman Marketing Partners Inc.	37,343.05	KCSM Direct Mailing Services
007096	06/25/09	Keenan & Associates	15,000.00	Districtwide Insurance Related Services Commission
007097	06/25/09	Krueger International	13,437.95	CSM Furniture Purchase
007100	06/25/09	Noll & Tam	26,557.50	Cañada Architectural Services
007102	06/25/09	Sch Proj/Util Rate Reduc.	30,101.76	Utilities
420892	06/01/09	Comm College League/Calif	36,561.42	Districtwide Database Subscription Services
420896	06/01/09	Pac Gas & Elec Co	10,230.59	Utilities
420900	06/01/09	Calif State Teachers Retirement System	50,879.62	CAL-STRS Cash Balance Contribution
420901	06/01/09	CalPERS	462,768.31	Cal PERS Contribution Advance
420957	06/04/09	Critchfield Mechanical. Inc	29,500.00	Cañada Mechanical Services
420991	06/04/09	Public Empl Ret Sys	1,100,619.33	Health Insurance Monthly Premium
420992	06/04/09	S.M.C.S.I.G.	19,902.29	Vision Premium Payment
420993	06/04/09	S.M.C.S.I.G.	149,141.65	Dental Premium Payment
421001	06/05/09	John Plane Construction	51,408.34	Skyline Construction Project
421009	06/05/09	Constellation NewEnergy Inc.	28,877.42	Utilities
421023	06/05/09	Golden Project Management& Install LLC	10,028.00	Skyline and Canada Equipment Receiving Services
421028	06/05/09	Hartford Life & Accident Insurance Co.	34,671.81	Districtwide Life Insurance Premium Payment
421032	06/05/09	John Plane Construction	462,675.07	Skyline Construction Project

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JUNE 1-30, 2009  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
421040	06/05/09	Midpoint International Inc.	17,995.00	Skyline Waste/Recycle Stations Purchase
421043	06/05/09	Netxperts, Inc.	22,192.70	ITS Equipment Purchase
421044	06/05/09	Pankow Special Projects, L.P.	230,056.20	CSM Construction Project
421048	06/05/09	Recycling Industries Inc.	15,982.00	Cañada Trash Compactor Purchase
421049	06/05/09	Rodan Builders, Inc.	285,785.84	CSM Construction Project
421057	06/05/09	TRC Engineers, Inc.	21,805.20	Cañada and Skyline Geotechnical Observation & Testing Services
421100	06/05/09	Rodan Builders, Inc.	15,590.28	CSM Construction Project
421101	06/05/09	Rodan Builders, Inc.	16,163.70	CSM Construction Project
421102	06/05/09	Pankow Special Projects, L.P.	25,561.80	CSM Construction Project
421132	06/11/09	Applied Survey Research	10,000.00	Cañada ECE Strategic Plan Development Services
421159	06/11/09	Education Housing Partners, LLC.	486,671.00	Cañada Housing Project Consulting Services
421175	06/11/09	NetVersant Solition II LP	13,358.80	Cañada and Skyline Camera Monitoring System Services
421184	06/11/09	Q Builders, Inc.	49,898.65	Skyline Construction Project
421188	06/11/09	Riva Technologies	12,227.93	KCSM Equipment Purchase
421189	06/11/09	Robert A. Bothman	612,166.53	Cañada Construction Project
421190	06/11/09	Rodan Builders, Inc.	173,312.64	CSM Construction Project
421194	06/11/09	San Mateo Union High School District	30,000.00	CSM Tech Prep Services Reimbursement
421231	06/11/09	Robert A. Bothman	32,219.29	Cañada Construction Project
421232	06/11/09	Rodan Builders, Inc.	19,256.96	CSM Construction Project
421239	06/11/09	U.S. Postal Services	20,000.00	CSM Postage Purchase
421240	06/11/09	U.S. Postal Services	33,000.00	CSM Postage Purchase
421244	06/11/09	Wells Fargo Bank	294,917.55	District Procurement Card Payment
421260	06/15/09	Interact Communications	20,100.00	Skyline Marketing Services
421270	06/15/09	S.B.R.P.S.T.C.	31,885.33	South Bay Regional Public Safety Training Fee
421274	06/15/09	Sony Electronics Inc.	45,393.32	KCSM Equipment Purchase
421290	06/15/09	San Bruno Mun Util	19,559.67	Utilities
421330	06/18/09	Bayside Heating & Air Conditioning	12,920.00	Skyline HVAC Services
421347	06/18/09	Hensel Phelps Construction Co.	166,600.90	Skyline Construction Project
421351	06/18/09	Hensel Phelps Construction Co.	1,499,408.10	Skyline Construction Project
421355	06/18/09	James Middleton and Associates, Inc.	13,742.47	Cañada Parking Meters Purchase and Installation
421360	06/18/09	Koblick Supply Hardware	22,685.71	Cañada Equipment Purchase
421373	06/18/09	Netxperts, Inc.	29,214.43	ITS Equipment Purchase
421377	06/18/09	Pac Gas & Elec Co	19,193.81	Utilities
421382	06/18/09	Robert A. Bothman	964,580.90	Cañada Construction Project
421384	06/18/09	San Francisco State University	45,132.00	Cañada MESA Engineering Program Services
421387	06/18/09	SCMS Inc.	17,472.96	KCSM Antenna Purchase

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JUNE 1-30, 2009  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
421394	06/18/09	Sugimura Finney Architects	31,622.81	CSM Architectural Services
421395	06/18/09	Swinerton Management & Consulting	301,651.32	Program Management Services
421407	06/18/09	Swinerton Management & Consulting	15,876.38	Program Management Services
421413	06/18/09	Robert A. Bothman	50,767.42	Cañada Construction Project
421418	06/18/09	Vavrinek, Trine, Day & Co.	16,000.00	Districtwide Audit Services
421840	06/22/09	Constellation NewEnergy Inc.	25,399.84	Utilities
421841	06/22/09	Constellation NewEnergy Inc.	32,929.14	Utilities
421842	06/22/09	Constellation NewEnergy Inc.	42,570.71	Utilities
421855	06/22/09	McCarthy Building Companies	8,160,984.90	CSM Construction Services
421856	06/22/09	Miraglia, Don	10,444.61	Districtwide Locksmith Services
421861	06/22/09	Pac Gas & Elec Co	18,714.89	Utilities
421868	06/22/09	Pac Gas & Elec Co	15,648.48	Utilities
421880	06/22/09	McCarthy Building Companies	906,776.10	CSM Construction Project
421891	06/22/09	SMCCCD Revolving Account	34,085.38	Flex Spending Account Advance
421930	06/25/09	Dell Computers	40,066.61	CSM Computer Purchase
421933	06/25/09	Hensel Phelps Construction Co.	316,103.90	Skyline Construction Project
421936	06/25/09	Hensel Phelps Construction Co.	2,844,935.10	Skyline Construction Project
421940	06/25/09	Kleinfelder	15,546.32	CSM Materials Testing and Inspection Services
421941	06/25/09	Kleinfelder	12,328.59	CSM Materials Testing and Inspection Services
421958	06/25/09	Pac Gas & Elec Co	15,375.79	Utilities
421959	06/25/09	Pac Gas & Elec Co	14,717.38	Utilities
421992	06/25/09	SM County Community College District	20,000.00	Flex Spending Account Chase Account Advance
421997	06/25/09	U.S. Postal Services	10,000.00	Skyline Postage Purchase
421998	06/25/09	U.S. Postal Services	10,000.00	Skyline Postage Purchase
422000	06/26/09	ACCO Engineered Systems	38,875.00	Skyline and CSM HVAC Equipment Installation
422001	06/26/09	Advance Soil Technology Inc.	11,065.00	Skyline Soil Inspection Services
422026	06/26/09	Dovetail Decision Consultants, Inc.	13,725.72	Districtwide Site Furniture Design Standard Consulting Services
422043	06/26/09	NetVersant Solition II LP	13,742.12	Districtwide Equipment Purchase
422044	06/26/09	Noll & Tam	13,278.75	Cañada and Skyline Architectural Services
422050	06/26/09	Q Builders, Inc.	86,209.25	Districtwide Construction Projects
422056	06/26/09	San Francisco State University	27,048.00	Cañada MESA Engineering Program Services
422067	06/26/09	Wenger Corporation	17,804.75	Skyline Electrical Carts Purchase
422073	06/26/09	ALG Valic	45,413.28	Tax Shelter Annuities
422075	06/26/09	American Federation of Teachers	16,681.81	Union Dues
422078	06/26/09	C S E A	12,194.80	Union Dues
422092	06/26/09	Fidelity Service Company	29,489.00	Tax Shelter Annuities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JUNE 1-30, 2009  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
422101	06/26/09	Franklin Templeton Trust Company	29,690.33	Tax Shelter Annuities
422103	06/26/09	Galic Disbursing Company	21,045.99	Tax Shelter Annuities
422106	06/26/09	Hartford Retirement Plans Service Center	34,155.84	Life Insurance Payment
422111	06/26/09	Life Insurance of the Southwest	27,175.00	Life Insurance Payment
422127	06/26/09	SMC College Ed. Housing Corp.	26,124.00	College Vista Rent Payment
422138	06/26/09	Statewide Educational Wrap-Up Program (S	50,924.00	Districtwide Workers' Comp Insurance Premium
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
88556	06/01/09	US Treasury - Union Bank	1,373,691.86	Federal Tax
88644	06/01/09	US Treasury - Union Bank	266,486.40	State Tax
85193	06/19/09	US Treasury - Union Bank	73,219.41	Federal Tax
JE264898	06/30/09	State Teacher Retirement System	259,921.70	STRS Retirement
<u>SMCCCD Bookstores</u>				
105224	06/23/09	MBS Textbook Exchange	91,628.88	Purchase of Inventory
105228	06/23/09	Nebraska Book Company	84,509.22	Purchase of Inventory
105232	06/23/09	Pearson Education Inc	15,067.92	Purchase of Inventory
105244	06/23/09	SMCC College District	145,835.79	Salary & Benefits May 2009
EFT#36764	06/15/09	Board Of Equalization	22,611.37	Sales Tax Period to 6/15/09
Subtotal			24,187,648.85	96%
Warrants Issued $\leq$ \$10,000			890,166.68	4%
Total Non-Salary Warrants Issued			<u>25,077,815.53</u>	100%
District Accounts Payable	420889-422142, DD6576-DD7129		22,635,910.36	
District Payroll	41236-42137, DD48044-DD48984		5,423,781.63	
SMCCCD Bookstores	105147-105250 & EFT#36764		462,600.26	
Total Warrants Including Salaries - June 2009			<u>28,522,292.25</u>	

**BOARD REPORT NO. 09-8-3CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790

**APPROVAL OF OFF-CAMPUS FACILITIES, 2009-10**

In order to bring programs and services to various sectors of the community that the District serves, it is frequently necessary to use facilities other than those provided at the Colleges. The additional off-campus facilities are used to provide programs that either require specialized facilities or are of such a nature that they need to be conducted at off-campus sites. Most of the sites are utilized at no cost to the District. Also, contract classes which are conducted by the Colleges and Community Education are often offered at off-campus facilities, as noted in the attachment.

The attached Exhibits A, B, C and D indicate the planned off-campus sites for 2009-10, as submitted by Community Education, Cañada College, College of San Mateo and Skyline College, respectively.

**RECOMMENDATION**

It is recommended that the Board approve use of off-campus facilities for the 2009-10 academic year as detailed in the attached exhibits.

**COMMUNITY EDUCATION CLASSES**  
**Off Campus Facilities**  
**2009-10**

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Kathy's Kreative Kakes 631 S. B. Street San Mateo	Cake Decorating Classes	None
South Linden Station 160 S. Linden Ave. South San Francisco	Fused glass class	None
St. Johns' Cemetery 910 Orange San Mateo	Tour of St. John's Grand Tombs	None
Union Cemetery Woodside Rd. Redwood City	Tour of Union Cemetery	None
Being Yoga 1863 El Camino Real Burlingame	Exercise class	None
Peninsula Parks and Trails Various field trip locations to Bay Area parks	Walking Tours	None
Burlingame Recreation Center 850 Burlingame Ave. Burlingame	Emeritus classes	None
Little House 800 Middle Ave. Menlo Park	Emeritus classes	\$10/person /session
The Peninsula Regent 1 Baldwin Ave. San Mateo	Emeritus classes	None
San Mateo Senior Center 2645 Alameda de las Pulgas San Mateo	Emeritus classes	None
Savvy Cellar 2048 Broadway St. Redwood City, CA	Wine survey class	None

<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
CSM Coastside 225 South Cabrillo Highway <a href="#">Shoreline Station</a> , Building D, 2nd floor Half Moon Bay	Various workshops	None
Potrero Hill San Francisco	Walking Tour	None
The Fillmore and Nihonmachi San Francisco	Walking Tours	None
Bernal Heights San Francisco	Walking Tours	None



**CAÑADA COLLEGE**  
**Off-campus Facilities**  
**2009-10**

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Belle Haven Community School 415 Ivy Drive Menlo Park	English as a Second Language/CBET	None
Boys & Girls Club 2031 Pulgas Avenue East Palo Alto	English as a Second Language/CBET	None
Carlmont High School 1400 Alameda De Las Pulgas Belmont	Mathematics	None
Community Wellness Center 711 Nevada Street Redwood City	Adaptive Physical Education	None
East Palo Alto Academy 475 Pope Street Menlo Park	Career and Personal Development; Health Science; Literature; Psychology; Reading	None
East Palo Alto Charter School Phoenix Academy 1848 C Bay Street East Palo Alto	Computer Business Office Technology, Astronomy; Psychology; Drama; Music; Computer Programming; Political Science; Speech; Mathematics; Oceanography	None
Fair Oaks Head Start 3502 Middlefield Road Menlo Park	Early Childhood Education	None
Fair Oaks School 2950 Fair Oaks Avenue Redwood City	English as a Second Language/CBET	None
First Presbyterian Church of San Mateo 194 West 25th Ave. San Mateo	Early Childhood Education	None
Garfield Charter School 3600 Middlefield Road Menlo Park	English as a Second Language/CBET	None
Hawes School 909 Roosevelt Avenue Redwood City	English as a Second Language/CBET	None

<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
Hoover School 701 Charter Street Redwood City	English as a Second Language/CBET	None
John Gill Elementary School 555 Ave de la Ora Redwood City	English as a Second Language/CBET; ECE/ESL Learning Community	None
Kaiser Medical Center 1200 El Camino Real South San Francisco	Clinical Instruction	None
Kaiser Medical Center 1150 Veterans Boulevard Redwood City	Clinical Instruction	None
Kaiser Outpatient Clinics Mountain View, Campbell, Milpitas	Clinical Instruction	None
Lucile Packard Children's Hospital, Stanford 725 Welch Road Palo Alto	Clinical Instruction	None
Main Street Park Community Center 1101 Main Street Half Moon Bay	Early Childhood Education; Human Services	None
Menlo Park Center/Job Train 1200 O'Brien Menlo Park	Career & Personal Development; Computer Business Office Technology; Computer Information Technology; Early Childhood Education; Human Services	None
PAMF: Redwood City Center 805 Veterans Blvd. Redwood City	Clinical Instruction	None
Redwood City Main Library 1044 Middlefield Road Redwood City	Learning Center	None
San Francisco VA Medical Center 2150 Clement Street San Francisco	Clinical Instruction	None
San Mateo County Government Center 455 County Center Redwood City	Accelerated Degree Program	None

<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
San Mateo County Human Services Agency 400 Harbor Belmont	Foster Care – Resource Parent Training	None
San Mateo County Law Library 710 Hamilton Redwood City	Paralegal	None
San Mateo County Medical Center 222 West 39th Avenue San Mateo	Clinical Instruction	None
San Mateo Credit Union 350 Convention Way (First Floor) Redwood City	Business Writing	None
Sequoia High School 1201 Brewster Avenue Redwood City	Career and Personal Development; Multimedia, Art and Technology	None
Sequoia Hospital Whipple and Alameda Redwood City	Clinical Instruction	None
Seton Coastsides 600 Marine Boulevard Moss Beach	Clinical Instruction	None
Seton Hospital 1900 Sullivan Daly City	Clinical Instruction	None
Taft Elementary 903 10 <sup>th</sup> Street Redwood City	English as a Second Language/CBET	None
VA Palo Alto Health Care System 3801 Miranda Avenue Palo Alto	Clinical Instruction	None
Woodside High School 199 Churchill Avenue Woodside	Health Science; Mathematics	None

**COLLEGE OF SAN MATEO**  
**Off-Campus Facilities**  
**2009-10**

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
California Pacific Medical Center San Francisco	Clinical Instruction	None
San Mateo County Medical Center 222 W. 39 <sup>th</sup> Ave. San Mateo	Clinical Instruction; Adaptive Physical Education	None
University of California School of Dentistry 707 Parnassus, D-1011 San Francisco	Clinical Instruction	None
University of Pacific School of Dentistry 2155 Webster St. San Francisco	Clinical Instruction	None
Veterans Admin. Hospital S.F. - Dental Division 4150 Clement St. San Francisco	Clinical Instruction	None
Private Dental Offices San Mateo County	Clinical Instruction	None
Kaiser Medical Center 1150 Veterans Blvd. Redwood City	Clinical Instruction	None
Kaiser Medical Center 1200 El Camino Real So. San Francisco	Clinical Instruction	None
Mills Peninsula Health Services 101 So. San Mateo Dr. San Mateo and 1501 Trousdale Drive Burlingame	Clinical Instruction	None
Sequoia Hospital Whipple Ave. & Alameda de las Pulgas Redwood City	Clinical Instruction	None

<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
Seton Medical Center 1900 Sullivan Ave. Daly City and Seton Coastside 600 Marine Boulevard Moss Beach, CA 94038	Clinical Instruction; Adaptive Physical Education	None
University of California San Francisco Medical Center 505 Parnassus, L1-171 San Francisco	Clinical Instruction	None
St. Luke's Hospital 3555 Army St. San Francisco	Clinical Instruction	None
Fremont Surgery Center 2675 Stephenson Boulevard Fremont	Clinical Instruction	None
San Ramon Regional Medical Center 6001 Norris Canyon Rd. San Ramon	Clinical Instruction	None
Summit Medical Center 350 Hawthorne Ave. Oakland	Clinical Instruction	None
El Camino Hospital 2500 Grant Rd. Mountain View	Clinical Instruction	None
El Camino Surgery Center 2480 Grant Rd. Mountain View	Clinical Instruction	None
Good Samaritan Hospital 2425 Samaritan Dr. San Jose	Clinical Instruction	None
Regional Medical Center of San Jose 225 North Jackson Ave. San Jose	Clinical Instruction	None
San Jose Medical Center 675 East Santa Clara St. San Jose	Clinical Instruction	None

<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
Santa Clara Valley Medical Center 751 Bascom Ave. San Jose	Clinical Instruction	None
Surgicare 221 N. Jackson Ave. San Jose	Clinical Instruction	None
Half Moon Bay High School Lewis Foster Dr. Half Moon Bay	Career & Personal Development	None
Mercy High School 2750 Adeline Dr. Burlingame	Career & Personal Development	None
Martin Luther King Center 725 Mt. Diablo Ave. San Mateo	General Education & enrichment programs; Humanities; Fire Technology	None
San Mateo Senior Center 2645 Alameda de las Pulgas San Mateo	History Class; Social Science	None
Moffett Field or San Francisco International Airport	Aircraft rescue	None
Coyote Point Fire Range San Mateo	Admin. of Justice	None
Brisbane Fire Department 3445 Bayshore Blvd. Brisbane	Fire Technology	None
Burlingame Fire Station #34 799 California Dr. Burlingame	Fire Technology	None
Calif. Dept. of Forestry Fire Station 20 Tower Rd. Belmont	Fire Technology	None
Daly City Fire Station 101 Lincoln St. Daly City	Fire Technology	None

<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
Half Moon Bay Fire Department 635 Main St. Half Moon Bay	Fire Technology	None
Menlo Park Fire Protection District 300 Middlefield Rd. Menlo Park	Fire Technology	None
Pacifica Fire Department Linda Mar Station, Linda Mar Blvd. Pacifica	Fire Technology	None
Pt. Montara Fire Protection District 501 Stetson St. Moss Beach	Fire Technology	None
Redwood City Fire Department 755 Marshall St. Redwood City	Fire Technology	None
San Bruno Fire Department 555 El Camino Real San Bruno	Fire Technology	None
San Mateo Fire Department 120 S. Ellsworth Ave. San Mateo	Fire Technology	None
So. San Francisco Fire Department 33 Arroyo Dr., Suite F South San Francisco	Fire Technology	None
South County Fire Authority 666 Elm St. San Carlos	Fire Technology	None
Woodside Fire Protection District 3111 Woodside Rd. Woodside	Fire Technology	None
Sprinkler Fitters' Training Center 23312 Cabot Blvd. Hayward	Sprinkler Fitters Apprenticeship	Per agreement
Electricians' Training Center 625 Industrial Rd. San Carlos	Electricians Apprenticeship	Per agreement

<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
San Mateo County Juvenile Hall 21 Tower Rd. San Mateo	Career & Personal Development	None
San Mateo County Women's Correctional Center Redwood City	Career & Personal Development	None
Half Moon Bay High School Lewis Foster Drive Half Moon Bay	Graphics 160 Class (91069)	None
Half Moon Bay High School Lewis Foster Drive Half Moon Bay	Multimedia 274 Class (91045)	None
Peninsula Regent 1 Baldwin Ave. San Mateo	Physical Education	None
St. Rose Hospital 27200 Calaroga Ave. Hayward	Clinical Instruction	None
Washington Hospital 2000 Mowry Ave. Fremont	Clinical Instruction	None
Kaiser Medical Center 4144 Geary Boulevard, #223 San Francisco	Clinical Instruction	None
Kaiser Medical Center 27400 Hesperian Hayward	Clinical Instruction	None
Kaiser Medical Center 900 Kiely Boulevard Santa Clara	Clinical Instruction	None
Kaiser Santa Teresa Hospital 250 Hospital Parkway San Jose	Clinical Instruction	None
Hillsdale High School 3115 Del Monte Street San Mateo, CA 94403	Concurrent Enrollment Classes	None



<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
Martin Luther King Center 725 Mt. Diablo Ave. San Mateo	General Education & enrichment programs; Humanities; Fire Technology	\$15 per class session (waived if class participates in volunteer service)
Latino Commission 301 Grand Avenue, So. San Francisco	Alcohol and Other Drug Studies	None
Human Services Agency 400 Harbor Blvd. Bldg. C Belmont	Human Services Classes	None
Silicon Valley Foundation 1700 El Camino Real San Mateo	Human Services Classes	None
1710 S. Amphlett Boulevard San Mateo	Human Services Classes	None
CSM Coastside 225 South Cabrillo Highway <a href="#">Shoreline Station</a> , Building D, 2nd floor Half Moon Bay	Coastside Courses	Leased
Carlmont High School 1400 Alameda de las Pulgas Belmont	Intercollegiate Aquatics Practice and Competition	Per Agreement
Highlands Recreation Center 1851 Lexington Ave. San Mateo	Intercollegiate Aquatics Practice	Per Agreement

**SKYLINE COLLEGE  
Off-Campus Facilities  
2009-10**

<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
American Medical Response (AMR) 1616 Rollins Road Burlingame	Emergency Medical Technology	None
BayShore Ambulance Company 370 Hatch Foster City	Emergency Medical Technology	None
California Pacific Medical Center 2333 Buchanan Street San Francisco	Respiratory Therapy – Clinical Instruction	None
Brisbane Parks and Recreation Department Mission Blue Center 50 Park Place Brisbane	Dance	None
Capuchino High School 1501 Magnolia Drive San Bruno	Career & Personal Development, Counseling	None
Community Learning Center 520 Tamarack Lane South San Francisco	English for Speakers of Other Languages	None
Contra Costa Medical Center 2500 Alhambra Martinez	Central Service Technology	None
Cypress Golf Course 2001 Hillside Boulevard Colma	Golf	None
Eden Medical Center Lake Chabot Road Castro Valley	Surgical Technology	None
El Camino High School 1320 El Campo Drive South San Francisco	Career & Personal Development., Counseling	None

<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
Genentech 1500 Grandview Drive South San Francisco	Early Childhood Education; Biotechnology Internships	None
Healdsburg District Hospital 1375 University Street Healdsburg	Surgical Technology	None
Hillsdale High School 3115 Del Monte Street San Mateo	Psychology	None
Jefferson High School 6996 Mission Street Daly City	Dance	None
Kaiser Northern California Foundation Hospitals and the Permanente Medical Group (to include: Kaiser Walnut Creek, Kaiser Santa Clara, Kaiser Hayward, Kaiser Redwood City, Kaiser Santa Rosa, Kaiser San Rafael & Kaiser South San Francisco) Oakland	Surgical Technology; Central Service Technology	None
Kaiser Permanente – San Francisco 2425 Geary Street San Francisco	Respiratory Therapy & Surgical Technology – Clinical Instruction	None
Los Gatos Community Hospital 815 Pollard Road Los Gatos	Surgical Technology	None
Mills-Peninsula Hospital 1783 El Camino Real Burlingame	Respiratory Therapy, Emergency Medical Technology, Surgical Technology & Central Service Technology – Clinical Instruction	None
Oceana High School 401 Paloma Avenue Pacifica	Career & Personal Development; Music	None
Our Second Home 725 Price Street Daly City	Early Childhood Education	None

<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
Petaluma Valley Hospital 1165 Montgomery Drive Santa Rosa	Surgical Technology	None
Saint Francis Memorial Hospital 900 Hyde Street San Francisco	Respiratory Therapy & Surgical Technology – Clinical Instruction	None
St. Luke's Hospital 3555 Army Street San Francisco	Respiratory Therapy & Surgical Technology – Clinical Instruction	None
St. Rose Hospital 27200 Calaroga Avenue Hayward	Surgical Technology	None
San Francisco General Hospital 1001 Potrero Street San Francisco	Respiratory Therapy – Clinical Instruction	None
Santa Clara Valley Medical Center 751 South Bascom San Jose	Surgical Technology	None
Santa Rosa Memorial Hospital 1165 Montgomery Santa Rosa	Surgical Technology	None
Sequoia Hospital 170 Alameda Redwood City	Emergency Medical Technology, Surgical Technology & Central Service Technology – Clinical Instruction	None
Seton Medical Center 1900 Sullivan Daly City	Respiratory Therapy, Emergency Medical Technology, Surgical Technology & Central Service Technology – Clinical Instruction	None
South San Francisco High School 400 B Street South San Francisco	Career & Personal Development; Cosmetology; Counseling	None
Stanford Health Services 300 Pasteur Drive Stanford	Surgical Technology	None

<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
Thornton High School 115 First Avenue Daly City	Dance	None
University of California, S.F. 501 Parnassus Avenue San Francisco	Respiratory Therapy – Clinical Instruction	None

**BOARD REPORT NO. 08-9-100B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Kathy Blackwood, Chief Financial Officer, 358-6869

**PUBLIC HEARING OF THE 2009-10 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 2009-10 budget to be presented for adoption has been available since August 14, 2009, and, in conformance with §58301, the public hearing has been scheduled for this meeting of August 19, 2009.

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 2009-10 Final Budget for the San Mateo County Community College District.

THE FINAL BUDGET REPORT provides a summary of 2009-10 State and District budget planning information. It primarily focuses on the Unrestricted General Fund and includes information on other funds. This report is an abbreviated version of the Final Budget book normally published and adopted in September.

### **State Budget Summary**

The Governor signed the budget on July 29 while vetoing over \$600 million. No vetoes were made to the community colleges or to the Cal Grant program. The most notable veto in higher education was \$6.3 million shaved from administration funding for the California Student Aid Commission in an attempt to force a restructuring of Cal Grant program administration. Community Colleges' Chancellor Jack Scott has stated that he believes mid-year cuts reflecting further erosion of State revenues are highly likely.

College fees were increased 30% to \$26 per unit. According to Scott Lay of the Community College League of California, the community college system will likely enroll 250,000 fewer students this fiscal year due to the fee increase.

Following is Chancellor Jack Scott's summary regarding the California community colleges' budget.

### California Community Colleges' Budget

For the California Community Colleges, the revised budget generally mirrors the budget adopted by the Legislative Conference Committee on June 16.

- Departures from Conference Committee version:
  - \$85 million in proposed 2008-09 cuts were not adopted.
  - The deferral of an additional \$115 million from 2008-09 to 2009-10 was not adopted.
  - An augmentation of \$10 million to SB 70 CTE programs relative to the Conference version. This augmentation was accomplished by redirecting \$10 million previously committed to a general purpose one-time block grant under SB 1133. (Note: the Conference version cut \$20 million from SB 70 CTE funds, leaving \$38 million. The adopted package brings the total to \$48 million.)
  - The deferral of general apportionments from 2009-10 to 2010-11 was increased by \$48 million over the Conference version, bringing the total inter-year deferral to \$703 million. (Note: the deferral from 2008-09 to 2009-10 was \$540 million. The Conference version increased the deferral by \$115 million. The adopted package adds another \$48 million.)
- Major features of the revised CCC budget:
  - Student fees increased from \$20 to \$26 per credit unit effective Fall 2009 (this increase generates \$80 million in revenues that is used to mitigate cuts to the community colleges)
  - An estimated allocation of \$130 million in federal funds provided through the State Stabilization provisions of the American Recovery and Reinvestment Act (ARRA). The actual amount of funding received by the community colleges will be determined in the coming weeks based on a formula-driven calculation.
  - Elimination of all growth funds
  - No COLA
  - \$333 million in cuts to categorical programs (a \$140 million one-time backfill is provided using federal ARRA funds and fee revenues, bringing the net reduction to \$193 million). Cuts to specific categorical programs vary from no cut to total elimination with most programs facing cuts of between 16 and 32 percent, after accounting for the one-time backfill. Specific categorical cuts are as follows:

- No cuts: Student Financial Aid Administration, Foster Care Education
  - 16 percent cut: CalWORKs services, Basic Skills, Disabled Students Programs and Services, EOPS & CARE, Fund for Student Success, Nursing
  - 17 percent cut: SB 70 CTE (total funding cut from \$58 million to \$48 million)
  - 20 percent cut: Telecommunication/Technology
  - 32 percent cut: Academic Senate, Apprenticeship, Child Care Tax Bailout, Economic Development, Equal Employment Opportunity, Transfer Education and Articulation, Matriculation, Part-time Faculty Compensation, Part-time Faculty Health Insurance, Part-time Faculty Office Hours
  - Elimination: Physical Plant/Instructional Equipment, California High School Exit Exam (CAHSEE)
- \$120 million reduction to general purpose funds (in lieu of the proposal to reduce funding rates for physical education courses).
  - A budgeted 2009-10 local property tax shortfall of \$53 million (the total budgeted property tax shortfall is \$116 million, but \$63 million in relief is provided).
  - A budgeted 2009-10 student fee shortfall of \$21 million.
  - Language authorizing the Chancellor to reduce base workload measures in proportion to cuts in general apportionment funding. This provision will bring the enrollment expectations used in the apportionment process in line with the level of funding provided by the state. Legislative intent language states that districts should, to the greatest extent possible, make reductions in course sections in areas other than workforce training, transfer, and basic skills.
  - Language authorizing community college districts to transfer funds out of certain categorical programs and into any other categorical program included in the State budget. A public board meeting is required before making such a transfer.

### Major Policy Issues

- **Student Fee Increase.** AB 2xxxx contains a provision increasing community college student fees to \$26 per credit unit effective Fall 2009. This change is now in effect as AB 2xxxx as an urgency measure.
- **Workload Adjustment.** AB 1xxxx includes a provision which authorizes the Chancellor to adjust districts' base workload measures commensurate with reductions in general apportionments. This action will reduce base workload expectations for purposes of apportionment calculations and make it easier for districts to make necessary cuts to course sections. Language states intent that reductions in course sections, to the greatest extent possible, be achieved in areas other than basic skills, CTE, and transfer. The Chancellor's office is preparing guidance for districts on this matter and will provide that to districts shortly.
- **Full-Time Faculty Obligation.** While the revised budget package does not explicitly modify the requirements for districts to employ certain numbers of full-time faculty, the loss in funded credit full-time equivalent students that is likely to occur as the result of budget cuts will, for most districts, lead to a decline in the number of full-time faculty required to be employed. My office will endeavor to provide timely and complete information on this topic as it unfolds.
- **Fifty-Percent Law.** The revised budget does nothing to change the obligation of districts under the Fifty-Percent Law. However, it is likely that the deep cuts contained in the revised budget will place new strains on districts as they attempt to maintain core student services and baseline administrative functions. The Board of Governors has authority to waive Fifty-Percent Law penalties for an individual district in the event of fiscal hardship.
- **Categorical Flexibility.** AB 2xxxx contains language that provides districts with increased discretion in the use of some categorical funds. Specifically, districts would be able to redirect



funds from any of the categorical programs subject to the 32 percent reduction (see above) to support any other categorical program funded in the state budget. Before exercising flexibility, districts would be required to discuss the redirection of funds at a regularly scheduled public meeting. This flexibility applies to fiscal years 2009-10 through 2012-13.

### **SMCCCD Budget Planning**

Based on the latest budget news, San Mateo County Community College District will likely reduce enrollment. Over the summer months, District leadership and other groups have met and discussed long-term strategies to address revenue reductions facing the District. Budget forums will commence in the Fall semester as we prepare for probable mid-year adjustments in 2009-10 and even deeper reductions next fiscal year. The District maintains sufficient reserves to be used for events such as late State apportionments. The District issued \$30 million in Tax Revenue Anticipation Notes (TRANs) in July to provide the necessary cash. There are controls in place to conserve the cash while still making timely payments.

While State agencies and other schools report addressing catastrophic funding shortfalls with salary rollbacks, layoffs and furloughs, the District initially resorted to leaving open positions unfilled, offering retirement incentives and implementing managed hiring, consolidating class sections and reducing part-time faculty assignments, as well as curbing spending by reducing operating expenses with less travel and conferences, eliminating overtime in certain departments, suspending institutional memberships and programs such as Museum of Tolerance, and cancelling classified staff development workshops. Despite all these actions, the enormous deficit before us will not be sufficiently addressed.

The weeks and months ahead will be critical as faculty, students and staff and the entire college community engage in dialogue to identify solutions and next steps to meet the severe fiscal challenges. Prudent planning and communication are vital to the District's ability to survive. The District is committed to doing everything possible to minimize layoffs.

As State Chancellor Jack Scott expressed in an email distributed system wide, "the test of our worth will be how well we manage to meet the critical educational needs of Californians during challenging fiscal times and how well we preserve the core instructional and student support infrastructure of our colleges".

### **Enrollment**

For the third consecutive year, the Colleges are experiencing surging enrollment from high school graduates unable to attend CSU, UC and private universities as well as newly unemployed workers who seek training and skills to better prepare for an increasingly competitive job market. This encouraging trend, however, will result in the District reaching its Full Time Equivalent Student (FTES) cap in 2009-10. Once the District reaches cap, the State no longer funds FTES beyond the maximum level. In our case, this totals 21,790 funded credit FTES. Further, a recent email regarding "workload reductions" from Vice Chancellor Erik Skinner indicates that SMCCCD's projected funded FTES will be reduced to 20,979. This 811 decrease in FTES translates to a net loss of \$3,702,215. Faced with the reduction in revenue, Chief Financial Officer Kathy Blackwood has asked the Colleges to reduce FTES.

CCLC's President Scott Lay explains workload reductions on the League website:

*The workload reduction matches funded enrollment with available funding which is an adjustment expected to reduce funded enrollment in districts by 2.5-3.5%...This is essential to keep per-student funding in line with the Statewide prescribed funding levels and avoid a permanent erosion of quality.*

## 2009-10 Revenue Projection

The estimates are based upon the enacted State budget signed by the Governor on July 29th and will be revised as necessary during the fiscal year to reflect the latest information from the State. The funding mechanism of SB361 provides guidance for estimating district apportionment. The District subsequently prepared an estimate of its base revenue taking into consideration a set of factors that includes enrollment and projected property tax assessed valuation. More information will be disseminated at the Budget workshop in Sacramento the third week in August that will confirm how closely we estimated revenue. The District's total revenue projection is \$108,474,177 which is \$4,189,929 less than Tentative Budget due to the decrease in revenue (i.e. zero funded growth, cut from base apportionment and workload reduction).

For 2009-10, the assumptions include (highlighted are the items that differ from the Tentative assumptions):

1. Continuation of SB 361 funding as proposed at the State budget workshops.
2. 2009-10 FTES based on no state growth over 2008-09 FTES goals and no shifting of FTES.
3. 2009-10 Non-resident FTES declines at the same rate as 2007-08 over 2006-07
4. Zero State revenue COLA.
- 5. Zero State funded growth.**
6. Deficit factor on State revenue projected.
7. 0.80% inflation on certain expenses.
8. Utilities and benefits are based on 2008-09 increase over 2007-08.
9. No increase for Full Time faculty outside of what Colleges fund from their site allocations.
10. State revenue COLA minus 1% for salary compensation settlement.
11. Fixed costs are based on best guesses.
12. Continuation of Apprenticeship programs (Electricians and Sprinkler Fitters) at CSM.
- 13. \$5.9 million budget cut from base apportionment.**
- 14. Student fees increase from \$20 to \$26, 10% increase in BOG waivers**

Revenue estimates are based on the assumptions listed above and expenditures include costs to continue ongoing operations. In addition to annual inflationary cost increases, the costs associated with providing health and medical benefits to active and retired employees increase each year.

The following tables compare the changes between the 2009-10 Tentative Budget and the Final Budget.

Revenue	2009-10 Final Budget	2009-10 Tentative	Change
Base Revenue	\$105,755,349	\$104,939,134	\$816,215
Growth/Restoration	(3,705,995)	0	(3,705,995)
Lottery	2,399,161	2,254,518	144,643
State PT Faculty Parity	257,547	1,609,670	(1,352,124)
Apprenticeship	221,148	221,148	0
Non-Resident Tuition	1,551,466	1,644,137	(92,671)
Interest	1,000,000	1,000,000	0
Miscellaneous	995,500	995,500	0
<b>Total</b>	<b>\$108,474,177</b>	<b>\$112,664,106</b>	<b>\$(4,189,929)</b>

Expenditures	2009-10 Final Budget	2009-10 Tentative	Change
Site Allocations	\$71,997,018	\$72,262,113	(265,095)

Employee Benefits	19,924,200	20,512,225	(588,025)
Retiree Benefits	7,112,362	7,114,733	(2,371)
Formula Adjustments	877,161	877,161	0
Apprenticeship	221,148	221,148	0
Miscellaneous	1,118,000	1,118,000	0
Utilities	5,009,782	5,236,298	(226,516)
Salary Commitments	3,504,876	2,587,725	917,151
Managed Hiring	1,629,000	300,000	1,329,000
Insurance	998,928	998,928	0
Consultant/Legal/Election	203,200	403,200	(200,000)
Staff Development	381,232	381,232	0
Software/Hardware/Telephone	597,400	597,400	0
Centers for Teaching/Learning	306,900	306,900	0
Retirement Reserve Transfer	0	0	0
Museum of Tolerance	0	50,000	(50,000)
<b>Total</b>	<b>113,881,208</b>	<b>112,967,064</b>	<b>914,144</b>

The estimated expenditures exceed projected revenues by \$5,407,031. To address the deficit, the District Office and Colleges will be using their reserves to deal with revenue reductions.

### 2009-10 Beginning Balance

The beginning balance is estimated at \$ 14,530,403 and includes reserves of 5% according to board policy. The following chart itemizes the beginning balance. The remaining balance originates from specific projects and activities of the 2008-09 year and is carried over into the new fiscal year as committed to these purposes. At the close of 2008-09, many outdated projects have been closed and cleared from the carryover list and added to each site's ending balance.

Project/Activity	Balance
Professional Development	\$178,499
Program Improvement	43,536
Staff Development	36,431
Miscellaneous Designated Funds:	
Emergency Preparedness	210,116
Cañada SFSU Facility Contracts	160,911
Satellite Dish Contracts	448,463
Fleet Program	15,420
Equipment Surplus	34,423
Cañada Honors Program	11,459
CSM Science Sales	5,607
Skyline Proctoring Service	2,223
College Emergency Loans	149,507
Skyline President's Innovation Fund	7,536
CSM President's Innovation Fund	12,304
Other Projects	922,911
Apprenticeship	15,385
Site Prior Year Commitments	128,087
College Event Funds	84,017
Site Ending Balances:	
Cañada College	510,681
College of San Mateo	1,823,485
Skyline College	1,126,861
District Office	715,500

Facilities	755,754
Contingency Reserve (5%)	6,064,016
Reserve to address funding 09/10 shortfall	1,067,272
Total	\$14,530,403

### 2009-10 Site Allocations

The site allocations for the Final Budget have been adjusted for step, column, and longevity increases as well as for growth according to the resource allocation model. The allocations include permanent and hourly salaries and discretionary operating costs. Employee benefits have been budgeted separately in Central Services. The site allocations total \$71,997,018:

Cañada College	\$12,526,747
College of San Mateo	\$25,140,395
Skyline College	\$21,025,791
District Office	\$7,904,025
Facilities	\$5,400,060

### 2008-09 Site Ending Balances

The sites are relying on their balances to partially mitigate the expected deficit in 2009-10. Increases in site balances from the Tentative budget are a result of collaborative efforts throughout the District that includes substantial savings in hourly instructional salaries due to improved productivity and load; not hiring replacements for some vacant positions; charging allowable salaries, benefits and operating expenses to State categorical programs and grants; suspension and control of travel, conferences and institutional memberships; and finally sweeping unused one-time funds into each of the site's ending balance.

Cañada College	\$510,680
College of San Mateo	\$1,823,485
Skyline College	\$1,126,861
District Office	\$715,500
Facilities	\$755,754

The major functional uses of the unrestricted general fund budget are illustrated below by major account category.

Account Category	2009-10 Final Budget	2009-10 Tentative	Change
Certificated Salaries	48,379,901	49,023,103	(643,202)
Classified Salaries	24,134,562	23,348,058	786,504
Employee Benefits	27,010,560	26,942,989	67,571
Supplies/Materials	2,224,948	2,224,948	0
Operating Expenses	10,657,916	9,651,687	1,006,229
Capital Outlay	83,074	83,074	0
Transfers/Other	1,390,246	1,693,205	(302,959)
Total	113,881,208	112,967,064	914,144

San Mateo County Community College District

Exhibit A-1

**2009-10 FINAL BUDGET - UNRESTRICTED GENERAL FUND  
INCOME ASSUMPTIONS**

	<b>Tentative Budget 2008-09</b>	<b>Final Budget 2008-09</b>	<b>Tentative Budget 2009-10</b>	<b>Final Budget 2009-10</b>
<b>ESTIMATED CURRENT INCOME</b>				
General Revenue and Fees	92,515,968	108,229,523	104,939,133	105,755,349
Restoration/Growth	13,550,083	0	0	(3,705,995)
Lottery	2,277,591	2,503,260	2,254,518	2,399,161
State Part-Time Faculty Support	1,339,145	1,609,670	1,609,670	257,547
Apprenticeship Programs	474,754	216,157	221,148	221,148
Non-Resident Tuition	1,517,175	1,510,091	1,644,137	1,551,466
Interest Income	1,686,000	1,686,000	1,000,000	1,000,000
Mandated Cost Reimbursement	0	0	0	0
Miscellaneous Income	995,500	995,500	995,500	995,500
<b>TOTAL ESTIMATED CURRENT INCOME</b>	<b>114,356,216</b>	<b>116,750,201</b>	<b>112,664,106</b>	<b>108,474,177</b>
<b>TOTAL INCOME + NET BEGINNING BALANCE (Unrestricted Fund Only)</b>	<b>\$124,800,745</b>	<b>\$127,062,753</b>	<b>\$123,794,192</b>	<b>\$123,004,580</b>
<b>EXPENDITURE PLAN</b>				
<b>2008-09 CARRYOVER</b>				
<b>COMMITMENTS</b>				
Contingency Increment (Included below)	(90,181)	0	290,657	0
<b>SAVINGS FOR</b>				
<b>REBUDGETING</b> (From Previous Page)	413,000	847,616	3,225,947	4,932,280
<b>COMMITMENTS AND REBUDGETED SAVINGS</b>	<b>\$4,726,718</b>	<b>\$3,973,995</b>	<b>\$5,772,390</b>	<b>\$7,399,114</b>
<b>CURRENT EXPENDITURES:</b>				
Site Allocations				
College/District Base Allocations	75,778,595	77,611,094	72,262,113	71,997,018
Formula Adjustments/Contracts	877,161	877,161	877,161	877,161
Apprenticeship Programs	474,754	216,157	221,148	221,148
Salary commitments (Hrly. COLA)	1,756,107	4,067,710	2,587,726	3,504,876
Matriculation	0	0	0	0
<b>Districtwide Obligations</b>				
Employee/Retiree Benefits	24,867,300	25,328,600	27,626,958	27,036,562
Utilities	4,850,000	5,008,180	5,236,298	5,009,782
Insurance	1,000,000	991,000	998,928	998,928
Soft/Hardware Maintenance Contracts	597,400	597,400	597,400	597,400
<b>Special Appropriations</b>				
FTES Growth	0	0	0	0
Managed Hiring	300,000	300,000	300,000	1,629,000
Resource Allocation Model	102,000	0	0	0
Miscellaneous	1,118,000	1,148,000	1,118,000	1,118,000
Consultants/Legal Expense	200,000	200,000	203,200	203,200
Election	200,000	200,000	200,000	0
Program Improvement (Trustee Funds)	50,000	50,000	50,000	50,000
Classified Staff Development	25,000	50,000	50,000	50,000
Management Staff Development	13,000	13,000	16,232	16,232

**2009-10 FINAL BUDGET - UNRESTRICTED GENERAL FUND  
ESTIMATED EXPENDITURES**

	<b>Tentative Budget 2008-09</b>	<b>Final Budget 2008-09</b>	<b>Tentative Budget 2009-10</b>	<b>Final Budget 2009-10</b>
Professional Development	290,000	265,000	265,000	265,000
Technology Advancement	306,900	306,900	306,900	306,900
Museum of Tolerance	50,000	50,000	50,000	0
Reserve Fund for Post-Retirement Benefits	1,500,000	1,500,000	0	0
<b>ESTIMATED CURRENT EXPENDITURES</b>	<b>\$114,356,217</b>	<b>\$118,780,202</b>	<b>\$112,967,064</b>	<b>\$113,881,207</b>
<b>TOTAL ESTIMATED EXPENDITURES</b> including carryover	<b>\$119,082,935</b>	<b>\$122,754,197</b>	<b>\$118,739,454</b>	<b>\$121,280,321</b>
Reserve for Contingency	\$5,717,811	\$5,939,010	\$5,648,353	\$6,064,016
Revolving Fund, Stores, & General Reserve	0	0	0	0
Reserve to address funding shortfall	0	399,547	0	1,067,271
Estimated Marginal Revenue/Deficit	(1)	(2,030,001)	(302,958)	(5,407,030)
Subtotal	\$5,717,810	\$4,308,556	\$5,345,395	\$1,724,257
<b>TOTAL EXPENDITURES + RESERVES</b> <b>(Unrestricted General Fund)</b>	<b>\$124,800,745</b>	<b>\$127,062,753</b>	<b>\$124,084,849</b>	<b>\$123,004,578</b>

San Mateo County Community College District

Exhibit B

**2009-10 FINAL BUDGET - SELF-INSURANCE FUND**

	Actual 2007-08	Final Budget 2008-09	Actual 2008-09	Final Budget 2009-10
NET BEGINNING BALANCE	\$ 5,025,079	\$ 6,445,054	\$ 6,445,054	\$ 6,286,697
ESTIMATED INCOME				
Interest	\$ 422,129	\$ 210,000	\$ (215,747)	\$ 178,000
Self Insurance Transfer	1,981,139	2,001,000	2,022,868	1,850,000
Interfund Transfer In	-	-	-	-
TOTAL ESTIMATED INCOME	<u>\$ 2,403,268</u>	<u>\$ 2,211,000</u>	<u>\$ 1,807,121</u>	<u>\$ 2,028,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 7,428,347</u>	<u>\$ 8,656,054</u>	<u>\$ 8,252,175</u>	<u>\$ 8,314,697</u>
EXPENDITURES				
Salaries	\$ 150,495	\$ 27,109	\$ 121,604	\$ 27,395
Benefits	41,051	9,508	41,531	12,347
Supplies	2,139	10,000	-	10,000
Insurance	718,501	991,000	1,749,343	947,000
Operating Expenses	71,107	72,000	53,000	94,000
TOTAL EXPENDITURES	<u>\$ 983,293</u>	<u>\$ 1,109,617</u>	<u>\$ 1,965,478</u>	<u>\$ 1,090,742</u>
TOTAL ENDING BALANCE	<u>\$ 6,445,054</u>	<u>\$ 7,546,437</u>	<u>\$ 6,286,697</u>	<u>\$ 7,223,955</u>
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$ 7,428,347</u>	<u>\$ 8,656,054</u>	<u>\$ 8,252,175</u>	<u>\$ 8,314,697</u>

**2009-10 FINAL BUDGET - SPECIALLY FUNDED PROGRAMS**  
**New Funds for the Current Fiscal Year as of August 12, 2009**  
**State Categorical funds reflect full cuts before applying Federal ARRA funds**

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30004	TRIO - Student Support Services	Federal			497,720		497,720
30004	TRIO - Upward Bound	Federal		250,000			250,000
30005	Work Study	Federal	106,385	83,799	262,102		452,286
30007	Career and Tech Ed Act (CTEA) Title IC	Federal	295,293	140,308	227,551		663,152
30028	TRIO - Student Support Services	Federal		231,550			231,550
30034	CTEA Tech Prep	Federal	65,145	65,144	65,144	7,817	203,250
30057	Workability III	Federal			149,214		149,214
30077	National Science Foundation - Chemistry	Federal		269,964			269,964
30079	Minority Science and Engineering Impr Prog	Federal		225,000			225,000
30080	College Cost Reduction and Access	Federal		570,825			570,825
30082	SAFE - Sequoia Union HSD	Federal		1,917			1,917
30085	USDOL-ETA CBJTG BayCEC	Federal			380,000		380,000
31002	Disabled Students Prog & Services	State	508,110	259,618	436,935		1,204,663
31003	Extended Opportunity Prog & Services	State	455,333	364,281	399,435		1,219,049
31004	Cooperative Agencies Resources for Educ	State	20,618	23,731	36,140		80,489
31009	Matriculation	State	215,942	147,993	178,929		542,864
31012	Foster Care Education	State		93,741			93,741
31016	Board Fin Asst Prog Adm Allow	State	282,452	213,240	250,800		746,492
31030	Tele-Com & Technology	State				74,181	74,181
31031	CalWORKs	State	57,970	57,970	57,970		173,910
31032	Middle College High School	State	77,981	77,981			155,962
31033	TANF	Federal	26,125	26,125	26,125		78,375
31035	Center for Int'l Trade Development	State			77,900		77,900
31043	Transfer and Articulation	State	1,520	1,520	1,520		4,560
31045	Staff Diversity	State				8,476	8,476
31055	MESA/CCCP	State		50,595	50,595		101,190
31055	MESA/CCCP	Local		7,947			7,947
31069	Lottery-Prop 20-Instruct Materials	State				166,019	166,019
31078	Enrollment Growth AD Nursing	State	80,512				80,512
31109	Basic Skills 09-10	State	68,000	107,203	186,532		361,735
32003	Public Bdcst-CSG-TV	Local	612,481				612,481
32004	Public Bdcst-CSG-FM	Local	146,864				146,864
32005	Public Bdcst-Interconnect	Local	12,578				12,578
32015	SM Co JPA/Genentech Science	Local		4,000			4,000
32017	Menlo Park Redevelopment	Local		198,000			198,000
32055	Peninsula Health Care District	Local	353,338				353,338
32063	Early Childhood Impr Prog - SMCOE - First 5	Local		337,580			337,580
35022	KCSM TV	Local	2,800,000				2,800,000
35023	KCSM FM	Local	1,500,000				1,500,000
35046	Peninsula Library Systems	Local				140,000	140,000
38165	SMC Ind Living Skills	Local	150,000				150,000
38179	SMC Business Writing Academy	Local		25,000			25,000
39001	Parking Fees	Local	1,247,037	416,145	756,986	133,018	2,553,186
39017	Community Education	Local	580,000				580,000
39030	Health Service Fees	Local	388,235	205,349	343,914		937,498
Total 2009-2010 New Funds			10,051,919	4,456,527	4,385,512	529,510	19,423,469



**2009-10 FINAL BUDGET - SPECIALLY FUNDED PROGRAMS**  
**Carry-over from Prior Years**

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30004	TRIO Student Support Services	Federal			128,701		128,701
30004	TRIO Upward Bound	Federal		24,975			24,975
30005	Work Study	Federal	-	3,034	-		3,034
30028	TRIO Student Support Services	Federal		72,288			72,288
30075	UISFL Asian Studies	Federal			11,478		11,478
30077	National Science Foundation - Chemistry	Federal		101,495			101,495
30079	MSEIP Minority Science Engineering	Federal		61,385			61,385
30080	CCRAA Hispanic Serving Inst	Federal		322,406			322,406
30083	WIA - EWD/Allied Health Prog	Federal		46,011			46,011
30085	USDOL-ETA CBJTG BayCEC	Federal			752,950		752,950
30086	NSF S-STEM (M-SETS) Scholarships	Federal		54,103			54,103
31002	AB 77/DSPS/Handicap	State	22,498	-	30,602		53,099
31003	Extended Opportunity Program	State	11,390	-	60,113		71,502
31004	Care/EOP	State	10,094	-	12,307		22,401
31009	Matriculation	State	46,266	43,014	33,941		123,221
31016	Board Fin Asst Prog Adm Allow	State	-	-	55,472		55,472
31028	Inst Equip & Sch Maint Block Grant	State	145,736	138,974	113,165		397,874
31029	Inst Equip Block Grant	State				938,634	938,634
31030	Tele-Com & Technology	State	19,239	7,786	9,039	150,810	186,874
31043	Transfer and Articulation	State	-	-	457		457
31045	AB1725 Staff Diversity	State				2,943	2,943
31046	Faculty and Staff Development	State	27,068	6,541	22,686		56,295
31047	AB1725 Faculty and Staff Development	State			2,340		2,340
31051	Middle College High School	State	14,923	13,831			28,754
31066	CCSF CA Early Childhood Mentor Prgm	State			558		558
31069	Lottery-Prop 20-Instruct Materials	State	112,661	87,623	137,859	410,723	748,867
31077	MESA/CCCP	State		22,133	18,829		40,962
31078	Enrollment Growth AD Nursing	State	84,439				84,439
31079	TTIP Video over Internet	State				11,619	11,619
31087	CCC Live Caption	State	9,036				9,036
31099	Basic Skills 07-08	State	75,207	34,833	-		110,040
31102	CTE Equipment Allied Health	State	1,904	-	-	145	2,048
31104	CTE Community Collaborative Project	State			194,614		194,614
31105	Basic Skills 08-09 appropriation	State	100,000	166,759	210,505		477,264
31106	CTE Com Collaborative Project 09-10	State			375,651		375,651
31107	Entrepreneurship Career Pathways	State			50,000		50,000
31108	LCCCD - CCC ESL/BSI Prof Dev Grant	State		31,250			31,250
32006	Silicon Valley Community Fdtn Grant	Local		1,025			1,025
32011	Pen Com Fdt C/S Grant	Local		2,000	269		2,269
32015	SM Co JPA/Genentech Science	Local		1,017			1,017
32045	SMCCC Fdtn-New Gateway Proj	Local		2,474			2,474
32055	Peninsula Health Care District	Local	129,362				129,362
32058	CPB Digital Dist Fund Phase 2	Local	190,327				190,327
32059	SMCCC Fdtn-SBC Pacific Bell	Local			4,862		4,862
32062	Carnegie Foundation Grant	Local	363				363
32066	Kaiser Foundation - CSM Nursing Lab	Local	7				7
32068	Calif Dental Assoc Foundation Grant	Local	949				949
32071	SMCDS Dental Health Foundation	Local	2,463				2,463
32074	Chabot-Las Positas - FINP - MOU	Local			13,168		13,168
32075	SF Fdtn - BAWFC - SSS Grant	Local			30,000		30,000
35001	Miscellaneous Donations	Local	83,146	23,488	37,255	614,517	758,406
35003	Physical Education	Local		10,368			10,368
35004	General Instruction	Local		350	250		600
35005	Toyota T-Ten	Local			6,161		6,161
35014	Expanding Your Horizons	Local			13,489		13,489
35020	Athletics - Women's Soccer	Local		3,977			3,977
35021	Bookstore	Local			1,460		1,460
35029	Career Development	Local	3,299	1,073	2,111		6,484
35036	Bookstore PLS Support	Local				19,943	19,943
35037	Instrument Tech Consortium	Local	779				779


**2009-10 FINAL BUDGET - SPECIALLY FUNDED PROGRAMS**  
**Carry-over from Prior Years**


<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
35041	Ctr for Int'l Trade Match	Local			73,981		73,981
35045	Financial Aid Admin Allowance	Local	11,138	8,883	123,069	22,109	165,200
35046	Peninsula Library Systems	Local				279,366	279,366
35048	SMCCC Fdntn Donations	Local	3,533	1,238			4,771
35052	IVES	Local				240,248	240,248
36010	San Mateo County WIB Rapid Response	Federal			7,364		7,364
38001	Corp/Continuing Ed (C&CE) Indirect	Local	419,035		7,582	124,795	551,412
38035	ROP Cont Cls Manicure	Local			10,486		10,486
38115	Genentech Contract Ed	Local			14,543		14,543
38169	Prudential Realty Contract Ed	Local			5,614		5,614
38171	SEIU UHWW JEEF Contract Ed	Local			1,694		1,694
39017	Community Education	Local	79,044	9,263	104		88,411
39024	Summer Camp Volleyball	Local			957		957
Total 2009-2010 Carry-over Funds			1,603,906	1,303,599	2,575,687	2,815,851	8,299,043
Total 2009-2010 Specially Funded Programs			<u>11,693,713</u>	<u>5,822,626</u>	<u>6,961,199</u>	<u>3,345,361</u>	<u>27,822,900</u>


**2009-10 TENTATIVE BUDGET - CAPITAL PROJECTS FUND**


As of 8/12/09

	Actual 2007-08	Final Budget 2008-09	Actual 2008-09	Tentative Budget 2009-10
ESTIMATED NET BEGINNING BALANCE	\$ 514,212,362	\$ 481,025,247	\$ 481,025,247	\$ 346,931,551
ESTIMATED INCOME				
Bond Construction	\$ 20,058,666	\$ 14,250,000	\$ (12,506,697)	\$ 6,392,000
Staff Housing Project	2,335,000	0	0	0
Capital Outlay Projects - State Funded	4,625	0	0	0
Capital Outlay - Planning	224,844	35,000	352,113	0
C.O.P. Capital Projects	148,495	136,000	13,570	109,340
College Capital Outlay Planning	444,000	0	207	0
Staff Housing Maintenance Reserves	435,000	400,000	460,000	460,000
Facilities Capital Improvement	91,143	0	105,782	0
Foundation Funded Projects	17,741	0	4,568	0
Hazardous Substances Projects -State Funded	12,738,465	10,064,941	10,795,955	512,210
Interest	1,420,892	1,670,000	(1,635,852)	1,227,380
Pacific Heights Project - Skyline	0	0	0	0
Property Management Study	0	0	0	0
Redevelopment	2,096,033	1,600,000	2,552,197	2,200,000
Scheduled Maintenance - State Funded	31,798	457,811	483,157	123,683
Scheduled Maintenance - District Funded	1,482,652	0	1,000,000	0
Non-resident capital outlay recovery fee	38,653	38,800	40,696	40,500
TOTAL ESTIMATED INCOME	\$ 41,568,007	\$ 28,652,552	\$ 1,665,696	\$ 11,065,113
TOTAL INCOME & NET BEGINNING BALANCE	\$ 555,780,369	\$ 509,677,799	\$ 482,690,943	\$ 357,996,664
ESTIMATED EXPENDITURES				
Bond Construction	\$ 59,246,138	\$ 420,055,964	\$ 120,350,013	\$ 276,433,223
Staff Housing Project	699,850	4,034,685	2,505,301	1,449,384
Capital Outlay - Planning	114,924	10,738,470	16,116	10,922,918
Capital Outlay Projects - State Funded	0	0	0	0
C.O.P. Capital Projects	126,191	2,327,768	156,969	2,034,799
College Capital Outlay Planning	252,239	452,966	102,107	621,066
Staff Housing Maintenance Reserves	0	1,478,500	0	2,078,500
Facilities Capital Improvement	863,357	3,779,733	211,297	4,527,687
Foundation Funded Projects	17,749	0	4,568	0
Hazardous Substances Projects -State Funded	12,769,718	9,994,969	10,742,690	495,503
Pacific Heights Project - Skyline	21,075	26,903,596	1,750	26,901,846
Property Management Study	100,500	533,016	27,997	335,019
Redevelopment	1,915	7,792,356	1,004,548	9,940,006
Scheduled Maintenance - State Funded	509,115	1,034,375	483,157	123,683
Scheduled Maintenance - District Funded	31,614	457,811	152,255	1,036,488
Non-resident capital outlay recovery fee	737	388,954	624	430,726
TOTAL ESTIMATED EXPENDITURES	\$ 74,755,122	\$ 489,973,163	\$ 135,759,392	\$ 337,330,848
TOTAL ENDING BALANCE	\$ 481,025,247	\$ 19,704,636	\$ 346,931,551	\$ 20,665,815
TOTAL EXPENDITURES & ENDING BALANCE	\$ 555,780,369	\$ 509,677,799	\$ 482,690,943	\$ 357,996,664

 SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT		<b>DISTRICT BOOKSTORES</b>	
		<b>Balance Sheet</b> June 30, 2009	
	<u>June 30, 2009</u>	<u>June 30, 2008</u>	
<b>ASSETS</b>			
Cash for Operations and Investments	\$4,680,376	\$4,464,559	
Accounts Receivable	315,528	285,163	
Inventory	1,880,174	1,807,787	
Furniture, Fixtures & Equipment (Net)	353,856	380,327	
<b>TOTAL ASSETS</b>	<b><u>\$7,229,934</u></b>	<b><u>\$6,937,836</u></b>	
<b>LIABILITIES AND CAPITAL</b>			
Liabilities	758,196	755,912	
Capital-Reserved	6,471,738	6,181,924	
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b><u>\$7,229,934</u></b>	<b><u>\$6,937,836</u></b>	

 SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT		<b>DISTRICT BOOKSTORES</b>	
		<b>Income Statement</b> For the Year Ending June 30, 2009	
	<u>Year to Date Actual</u>	<u>2008-2009 Budget</u>	
<b>INCOME</b>			
Merchandise Sales	\$8,704,553	\$8,500,000	
Commission	76,490	\$135,115	
Interest	124,563	198,000	
Other Income	196,664	166,885	
In-kind Donation	64,516	-	
<b>TOTAL INCOME</b>	<b><u>\$9,166,786</u></b>	<b><u>\$9,000,000</u></b>	
<b>EXPENSES</b>			
Salaries	\$1,310,436	\$1,330,986	
Benefits	368,531	360,148	
Merchandise Purchases	6,194,387	6,220,000	
Store and Office	45,657	20,180	
Travel, Conference, Membership	24,104	29,610	
Utilities	51,255	26,128	
Contracted Services	51,841	86,487	
Depreciation Expense	90,987	94,344	
Freight	259,939	205,460	
Other	225,175	268,491	
Administrative Salary and Benefits	109,361	106,819	
<b>TOTAL EXPENSES</b>	<b><u>\$8,731,673</u></b>	<b><u>\$8,748,653</u></b>	
<b>NET INCOME FROM OPERATIONS</b>	<b><u>\$435,113</u></b>	<b><u>\$251,347</u></b>	
Loss on Investments	(145,299)	\$0	
<b>NET INCOME</b>	<b><u>\$289,814</u></b>	<b><u>\$251,347</u></b>	
Capital, July 1, 2008	6,181,924		
<b>Capital, June 30, 2009</b>	<b><u>\$6,471,738</u></b>		

 SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT		<b>DISTRICT CAFETERIAS</b> <b>Balance Sheet</b> <b>June 30, 2009</b>	
		<u>June 30, 2009</u>	<u>June 30, 2008</u>
<b>ASSETS</b>			
Cash for Operations and Investments	\$245,659	\$350,319	
Accounts Receivable & Prepayment	42,205	171,242	
Furniture, Fixtures & Equipment (Net)	168,118	51,793	
<b>TOTAL ASSETS</b>	<b><u>\$455,982</u></b>	<b><u>\$573,354</u></b>	
<b>LIABILITIES AND CAPITAL</b>			
Liabilities	\$57,538	\$165,286	
Capital, July 1, 2008	\$408,068	\$629,374	
Adjustment to Capital	(9,624)	(221,306)	
Capital, June 30, 2009	<u>\$398,444</u>	<u>\$408,068</u>	
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b><u>\$455,982</u></b>	<b><u>\$573,354</u></b>	

 SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT		<b>DISTRICT CAFETERIAS</b> <b>Income Statement</b> <b>For the Year Ending June 30, 2009</b>	
		<u>Year to Date Actual</u>	<u>2008-2009 Budget</u>
<b>INCOME</b>			
Special Service Income	\$37,684	\$20,000	
Vending Income	66,492	52,872	
Food Service Income	106,287	150,000	
Interest	4,383	23,848	
Other Income	997	0	
<b>TOTAL INCOME</b>	<b><u>\$215,843</u></b>	<b><u>\$246,720</u></b>	
<b>EXPENSES</b>			
Salary	\$20,402	20,000	
Benefits	\$4,887	4,500	
Depreciation Expense	29,978	15,000	
Service Contracts & Repairs	70,439	99,400	
Non Inventory Equipment	1,025	1,000	
College Support	89,564	69,373	
Other	254	100	
<b>TOTAL EXPENSES</b>	<b><u>\$216,549</u></b>	<b><u>\$209,373</u></b>	
<b>NET INCOME FROM OPERATIONS</b>	<b><u>(\$706)</u></b>	<b><u>\$37,347</u></b>	
Loss on Investments	(16,700)	\$0	
Profit on Disposal of Fixed Assets	7,782	\$0	
<b>NET INCOME</b>	<b><u>(\$9,624)</u></b>	<b><u>\$37,347</u></b>	
Capital, July 1, 2008	\$408,068		
<b>Capital, June 30, 2009</b>	<b><u>\$398,444</u></b>		

San Mateo County Community College District

Exhibit H

**2009-10 FINAL BUDGET - CHILD DEVELOPMENT FUND**

	Actual 2007-08	Final Budget 2008-09	Actual 2008-09	Final Budget 2009-10
NET BEGINNING BALANCE	\$156,256	\$177,874	\$177,874	\$166,888
INCOME				
Fees	\$195,799	\$197,912	\$221,821	\$230,000
Gifts and Donations	20,017	20,000	20,029	20,000
Calif. Dept. of Educ. - Child Development	556,373	556,000	497,057	371,680
Calif. Dept. of Educ. - Child Nutrition	2,051	2,100	1,968	2,100
Federal Revenue - Child Nutrition	32,426	33,000	35,559	34,000
Incoming Transfers/Other	353,722	381,396	432,795	420,310
TOTAL INCOME	\$1,160,389	\$1,190,408	\$1,209,229	\$1,078,090
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$1,316,645</u>	<u>\$1,368,282</u>	<u>\$1,387,103</u>	<u>\$1,244,978</u>
EXPENDITURES				
Salaries	\$706,599	\$708,561	\$736,034	\$727,186
Employee Benefits	272,218	297,753	296,271	275,716
Supplies	14,404	13,300	14,131	14,500
Food	52,284	64,000	61,458	63,000
Other Operating Expense	93,266	95,150	96,837	6,200
Site Renovation	0	0	15,484	0
TOTAL ESTIMATED EXPENDITURES	\$1,138,771	\$1,178,764	\$1,220,215	\$1,086,603
ENDING BALANCE	\$177,874	\$189,518	\$166,888	\$158,376
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$1,316,645</u>	<u>\$1,368,282</u>	<u>\$1,387,103</u>	<u>\$1,244,978</u>

San Mateo County Community College District

Exhibit I

**2009-10 FINAL BUDGET - TRUST FUNDS**

	Actual 2007-08	Final Budget 2008-09	Actual 2008-09	Final Budget 2009-10
NET BEGINNING BALANCE	\$128,421	\$192,001	\$192,001	\$173,501
INCOME				
Federal Pell, SEOG, ACG	\$6,410,411	7,000,429	8,538,477	\$9,485,461
Cal Grants	485,928	485,928	486,129	500,000
Transfers-In	202,501	114,739	121,265	90,000
Other	80	0	0	0
TOTAL INCOME	<u>\$7,098,920</u>	<u>\$7,601,096</u>	<u>\$9,145,871</u>	<u>\$10,075,461</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$7,227,341</u>	<u>\$7,793,097</u>	<u>\$9,337,872</u>	<u>\$10,248,962</u>
EXPENDITURES				
Administrative Expenditures	\$1,266	\$0	\$3,791	\$21,752
Federal Pell, SEOG, ACG	6,413,107	7,063,929	8,603,809	9,463,710
Cal Grants	485,928	485,928	486,129	500,000
Other (EOP&S, CARE, TRIO)	135,039	114,739	70,642	90,000
TOTAL EXPENDITURES	<u>\$7,035,340</u>	<u>\$7,664,596</u>	<u>\$9,164,371</u>	<u>\$10,075,461</u>
TOTAL ENDING BALANCE	\$192,001	\$128,501	\$173,501	\$173,501
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$7,227,341</u>	<u>\$7,793,097</u>	<u>\$9,337,872</u>	<u>\$10,248,962</u>

San Mateo County Community College District

Exhibit J

**2009-10 FINAL BUDGET - RESERVE FUND FOR POST-RETIREMENT BENEFITS**

	Actual 2007-08	Final Budget 2008-09	Actual 2008-09	Final Budget 2009-10
NET BEGINNING BALANCE	\$ 30,115,703	\$ 32,836,442	\$ 32,836,442	\$ 34,564,967
ESTIMATED INCOME				
Incoming Transfers	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -
Interest	1,210,304	1,088,700	292,300	252,000
Home Loan Interest	14,267	5,300	5,238	5,817
TOTAL INCOME	<u>\$ 2,724,571</u>	<u>\$ 2,594,000</u>	<u>\$ 1,797,538</u>	<u>\$ 257,817</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 32,840,274</u>	<u>\$ 35,430,442</u>	<u>\$ 34,633,980</u>	<u>\$ 34,822,784</u>
EXPENDITURES				
Home Loan Closing Fee Assistance				\$ 39,390
Operating Expenses	\$ 3,832	\$ 2,250	\$ 69,013	\$ 40,000
ESTIMATED EXPENDITURES	<u>\$ 3,832</u>	<u>\$ 2,250</u>	<u>\$ 69,013</u>	<u>\$ 79,390</u>
TOTAL ENDING BALANCE	<u>\$ 32,836,442</u>	<u>\$ 35,428,192</u>	<u>\$ 34,564,967</u>	<u>\$ 34,743,394</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 32,840,274</u>	<u>\$ 35,430,442</u>	<u>\$ 34,633,980</u>	<u>\$ 34,822,784</u>



**2008-09 Year to Date Report - ASSOCIATED STUDENTS**

<b>Associated Students Income</b>	<b>2007-08</b>	<b>2008-09</b>	<b>\$ Change</b>	<b>%Change</b>
Cañada College ASB	\$ 97,789	\$ 111,650	\$ 13,861	14.17%
College of San Mateo ASB	205,236	213,614	8,378	4.08%
Skyline College ASB	146,146	153,571	7,425	5.08%

<b>Associated Students Expenditures</b>	<b>2007-08</b>	<b>2008-09</b>	<b>\$ Change</b>	<b>%Change</b>
Cañada College ASB	\$ 79,609	\$ 85,878	\$ 6,269	7.87%
College of San Mateo ASB	167,978	205,099	37,121	22.10%
Skyline College ASB	96,400	85,613	-10,787	-11.19%

<b>Associated Students Net Income</b>	<b>2007-08</b>	<b>2008-09</b>	<b>\$ Change</b>	<b>%Change</b>
Cañada College ASB	\$ 18,180	\$ 25,772	\$ 7,592	41.76%
College of San Mateo ASB	37,258	8,515	-28,743	-77.15%
Skyline College ASB	49,746	67,958	18,212	36.61%

**BOARD REPORT NO. 09-8-101B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Kathryn Blackwood, Chief Financial Officer, 358-6869

**PUBLIC HEARING FOR CATEGORICAL FUNDING FLEXIBILITY AND APPROVAL  
TO TRANSFER FUNDS BETWEEN SPECIFIED CATEGORICAL FUNDS**

The 2009/10 budget revision provides for the flexibility of categorical funds for the 2009/10 budget year, providing that certain categorical funds may be used for the purposes of any other categorical program. The state has not given the District its final categorical allocations, so the 2009/10 budget that the Board will adopt in September budgets the minimum expected allocations for these categorical programs. The District is requesting the Board approve flexibility to move funds between the following categorical programs. Final budget changes will be brought to the Board with the Mid-Year Report and budget revisions when we know what the final allocations will be.

All of these programs have been cut by the state from their 08/09 funding levels. The intent is for the colleges to review their priorities given the significant budget cuts in both the categorical and the unrestricted funds and, with input from the college constituencies, determine the best use of the funds that remain. At this point in time, the colleges are not anticipating moving any of the funds from their original programs with the exception of funds for grants that have terminated. The budget calls for the District to receive certain grant funds based on the grants the District received in 2008/09. While it is not yet clear if the District will actually receive funds for programs that have ended, in the event that the funds are received, the District would like the maximum flexibility to use those funds from programs that have terminated for other ongoing programs.

The following table lists the programs that have the flexibility and those additional programs that could receive the funds.

Program	Transfer From	Transfer To
Equal Employment	X	X
Economic Development	X	X
Apprenticeship	X	X
PT Faculty Office Hours	X	X
PT Faculty Compensation	X	X
PT Faculty Health Insurance	X	X
Transfer/Articulation	X	X
Matriculation	X	X
Financial Aid Administration		X
Student Success		X
CalWORKS		X
Basic Skills		X
Nursing Support		X
Disabled Students		X
EOPS/CARE		X
Telecommunications		X
Scheduled Maintenance		X
Instructional Equipment		X
Career Technical Education		X

### RECOMMENDATION

It is recommended that the Board of Trustees hold a public hearing on categorical funding flexibility and, after the hearing, approve in advance transferring funds between the specified categorical funds, with actual budget transfers to be approved with the Mid-Year Report.

**BOARD REPORT NO. 09-8-102B**

TO: Members of the Board of Trustees  
 FROM: Ron Galatolo, Chancellor  
 PREPARED BY: Rick Bennett, Executive Director of Construction Planning, 358-6752

**CONTRACT AWARD FOR THE CAÑADA COLLEGE TREE TRIMMING PROJECT**

Cañada College is fortunate to have a spectacular location that affords broad views across the entire Bay Area and ample space for College activities and woodland grounds. This project focuses on those woodland areas and the mature landscaping throughout the campus. The scope of this project includes health pruning of existing trees, potential fire and hazard reduction through the removal of overgrown brush and grasses, and vista pruning to improve upon the panoramic views and to showcase the beauty of old growth trees. In limited cases, trees that are in failing health or those that present significant safety concerns will be removed.

The nature of this project requires a tree service contractor who holds a D49 (specialized tree trimming license) from the California State Licensing Board. After examining the current list of prequalified contractors, Staff realized that there was a shortage of qualified tree trimming firms to conduct a public bid. Accordingly, concurrent with bidding the scope of work, the Construction Planning Department qualified tree trimming contractors specifically for this project. Interested contractors were required to submit a contractor qualification application. These applicants were evaluated using the District’s standard qualification criteria, including:

- Construction Experience and Work History
- Contractor’s Licensing
- Litigation and Arbitration History
- Compliance with Statutory Requirements
- Documented Safety Record
- Prevailing Wage Requirements
- Benefits and Retirement Programs
- Insurance and Bonding Requirements
- Project Personnel and Financial Information

On July 23, 2009 Staff conducted a pre-bid site walk to explain the scope details of the tree work required. The District received six applications and four of the six D49 contractors met the qualification criteria and were qualified to bid on this project. The four contractors submitted the following bids on July 30, 2009:

<b>Contractor</b>	<b>Location</b>	<b>Bid</b>
West Coast Arborists, Inc.	Stockton, CA	\$296,280
Arborwell	Hayward, CA	\$363,110
Davey Tree Expert Company	Menlo Park, CA	\$364,740
The Professional Tree Care Company	Berkeley, CA	\$386,000

As the Board can see, West Coast Arborists, Inc. was the apparent low bidder. Following bid submission, Staff conducted due diligence on the proposed bid and found that West Coast conducts business

throughout California with a positive reputation for the craft of appropriate tree care. Their extensive work includes clients in both the private and public sectors, with significant work on college campuses and with municipalities. Staff believes that West Coast Arborists' low bid reflects aggressive pricing current in the bidding marketplace and that they have the expertise and resources to accomplish successfully the desired outcome of the project. Furthermore, they have exhibited a safety record that exceeds the District's insurance standards. As such, West Coast Arborists was deemed the lowest responsible, responsive bidder. Staff now requests that the Board award the Cañada Tree Trimming Project to West Coast Arborists, Inc.

This project will be funded out of Measure "A" general obligation bond funds.

**RECOMMENDATION**

The District recommends that the Board of Trustees award a contract for the Cañada College Tree Trimming Project to West Coast Arborists, Inc. in the amount of \$296,280.

**BOARD REPORT NO. 09-8-103B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790

**APPROVAL FOR DISTRICT TO ADVANCE CAL GRANT AWARDS TO STUDENTS**

Because the State has a cash flow problem, the State is issuing registered warrants for Cal Grant money which would normally be released in September. Cal Grants are awarded to students who meet certain financial criteria and have a minimum 2.0 grade point average. For the District, the dollar amount of the deferred disbursement is approximately \$250,000 and would affect about 365 students. Eligible students will experience an immediate adverse impact; in addition to the inability to pay fees, some students will be unable to purchase required textbooks and supplies early in the term and, as a result, will not be able to keep up with their classes. The Board is being asked to approve use of District funds to advance this financial support to the students. If approved, the grant money will be released to eligible students in September. It is anticipated that the State will release the funds for Cal Grants when the registered warrants can be redeemed in October.

This amount of money is available in the General Fund and can be advanced until October without adverse consequences.

**RECOMMENDATION**

It is recommended that the Board approve use of District funds to advance Cal Grant awards to eligible students at the three Colleges.

San Mateo County Community College District

August 19, 2009

**BOARD REPORT NO. 09-8-104B**

**UPDATE AND RECOMMENDATIONS ON CAÑADA VISTA  
CONSTRUCTION AND SUBCONTRACTORS**

**The printed report for this agenda item will be available for distribution at the meeting.**

San Mateo County Community College District

August 19, 2009

**BOARD REPORT NO. 09-8-2C**

**FOLLOW-UP REPORT ON KCSM**

**There is no printed report for this agenda item.**



San Mateo County Community College District

August 19, 2009

**BOARD REPORT NO. 09-8-3C**

**UPDATE ON TUITION ASSISTANCE PROGRAM**

**There is no printed report for this agenda item.**

**BOARD REPORT NO. 09-8-4C**

TO: Members of the Board of Trustees  
 FROM: Ron Galatolo, Chancellor  
 PREPARED BY: Rick Bennett, Executive Director, Construction Planning, 358-6752

**2010 CONTRACTOR PREQUALIFICATION**

In April 2000, the Board of Trustees directed the use of Public Contract Code Section 20111.5, which authorizes the District to require prequalification of prospective bidders on public works projects subject to public bidding requirements. Under these provisions, only prequalified bidders are eligible to submit bids for District construction projects. The District’s annual prequalification process has worked well since the first prequalification and with the expansion of the District’s construction activity; the process has provided a pool of highly qualified and sophisticated contractors that have become familiar with the District’s requirements, processes and standards.

The planning for the 2010 Prequalification cycle has begun and the tentative schedule is as follows:

<b>Schedule for SMCCCD 2010 Contractor Prequalification</b>	
1. September 7	Update web site with 2010 Prequalification Process Information
2. September 14 & 21	Post Legal Ads in local newspaper
3. September 28	Notification email to contractors listed in District’s vendor database
4. October 5	Targeted Release date--Application posted on the Facilities website
5. October 5	Prequalification Conference
6. October 13 & 15	Prequalification Clinics
7. November 2	Application Due Date
8. January 1, 2010	2010 listing of Prequalified Contractors posted to Facilities website

The Construction Planning Department will deliver the Request for Prequalification via email to over 500 contractors listed in the District’s vendor database that have worked with us in the past and/or have expressed interest in working with the District. In addition, legal advertisements in local newspapers and placements of the Request for Prequalification on contractor trade journals and websites will advance the outreach effort.

The prequalification process and application has evolved and improved since the District began the process in 2000, but the focus of the application remains true to the original questionnaire. In the 2007 cycle, the District converted from a paper-based system to a web-based prequalification application. Contractors now complete an online application and attach required documentation, simplifying the application process for contractors. Once firms have prequalified, they can re-qualify for the following year by updating their application with only the information that changed over the course of the year, rather than having to complete an entirely new application every year. In addition, the online process creates efficiencies for District staff to evaluate of the applications with approximately 75% of the analysis being automated.

San Mateo County Community College District requires its prequalified contractors to meet certain applicable criteria, such as:

- Construction Experience
- Contractor's License
- Work History
- Litigation and Arbitration History
- Disqualification from Previous Projects
- Compliance with Statutory Requirements
- Documented Safety Record
- Prevailing Wage Requirements
- Project Personnel
- Benefits and Retirement Programs
- Insurance Requirements
- Bonding Information
- Financial Information

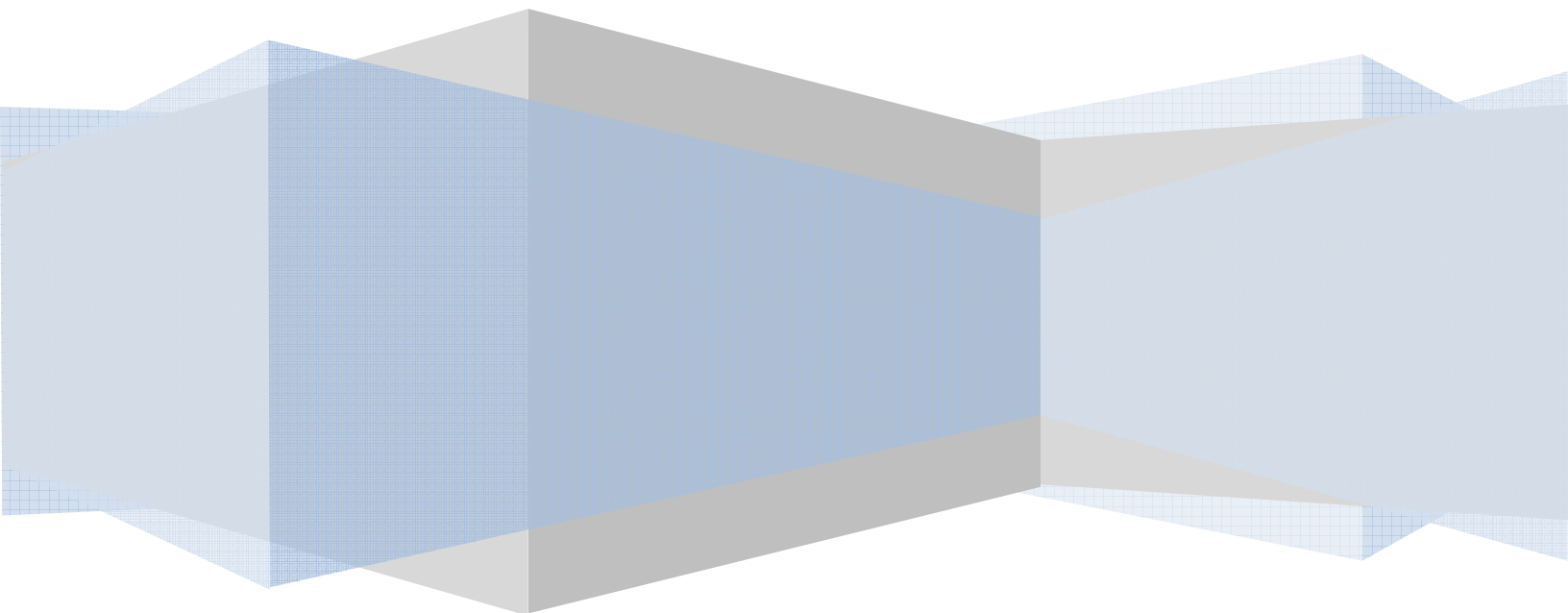
Attached is a copy of the 2010 Application for Contractor Prequalification. No changes will be made to this previously Board approved version used in 2009.

**SMCCCD**

# **Application for Contractor Pre-Qualification for Calendar Year 2010**

**Construction Planning Department**

**August 10, 2009**



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Section A: Contact Information

<b>Questions</b>
1. Contractor Name (As it appears on License)
2. Business Address 1
3. Business Address 2
4. City
5. State
6. Zip
7. Phone
8. Fax
9. Website, if firm has one
10. Type Of Firm: Corporation, Partnership, Sole Proprietorship, or Joint Venture
11. Name and Title of person completing this application
12. Phone of person filling out application
13. Email of person filling out application
14. Enter name of owner(s) of company if a sole proprietorship or partnership.

Section B: Contractor's License

<b>Questions</b>
15. Contractor's License Number(s)
16. Number of Years License has been Under Firm Name
17. Within the past five years, has firm been subject to disciplinary action by the California State Contractor's License Board?
18. Have officers or principals of the firm ever had their contractor's license suspended or revoked for any reason?
19. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license. Name One: Name Two:

Section C: Information about Firms who are Corporations  
(Sections C, D and E: Only one section will be completed depending upon the firm's answer to question 10.)

<b>Questions</b>
20. Date Incorporated
21. Under the laws of what state?
22. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent of the corporation's stock.

Name: Position: Years with Company: % Ownership:
23. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. NOTE: For this question, "owner" and "partner" refer to ownership of ten percent or more of the business, or 10 percent or more of its stock, if the business is a corporation. Person's Name: Construction Firm: Dates of Person's Participation with Firm:

Section D: Information about Firms that are Partnerships or Sole Proprietorships

<b>Questions</b>
24. Date of Formation
25. Under the laws of what state?
26. Provide all the following information for each partner who owns 10 percent or more of the firm. Name: Position: Years with Company: % Ownership:
27. Identify every construction firm that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. NOTE: For this question, "owner" and "partner" refer to ownership of ten percent or more of the business, or 10 percent or more of its stock, if the business is a corporation. Person's Name: Construction Firm: Dates of Person's Participation with Firm:

Section E: Information for Firms that are Joint Ventures

<b>Questions</b>
28. Date of Commencement of Joint Venture
29. Provide all of the following information for each firm that is a member of the joint

venture that expects to bid on one or more projects: Name of firm % Ownership of Joint Venture
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Section F: Other Information About Your Firm

<b>Questions</b>
30. Has there been any change in ownership of the firm at any time during the last three years? NOTE: A corporation whose shares are publicly traded is not required to answer this question. If "yes", upload document with explanation.
31. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm. If "yes", upload document with explanation.
32. State your firm's gross revenues for each of the last three years: Current Year: Last Year: Year before last:
33. Has your firm changed names or license number in the past five years? If "yes", please upload document with explanation.
34. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?
35. If the answer to question 34 is "yes", state the beginning and ending dates of the period of debarment
36. At any time during the last five years, has your firm, or any of its owners or officers, been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?
37. Has any Contractors State License Board license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years? If "yes", please upload document with explanation.

Section G: Disputes

<b>Questions</b>
38. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise



<p>prevented from bidding on, or completing, any government agency or public works project for any reason? NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.</p>
<p>39. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder? If "yes," upload a document Identifying the year of the event, the owner, the project and the basis for the finding by the public agency.</p>
<p>NOTE: The following two questions (Q40 &amp; 41) refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.</p>
<p>40. In the past five years has any claim against your firm concerning your firm's work on a construction project been filed in court or arbitration</p>
<p>41. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration? If "yes," upload a document identifying the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).</p>
<p>42. Has there been an inquiry or charge by the U.S. Department of Labor, Division of Industrial Relations against your firm within the past five (5) years? (If answer is Y, force upload of explanatory document)</p>
<p>43. Does your firm have any outstanding judgments, demands or liens resulting from violations of the California Labor Code, California Business and Professions Code or State Licensing laws? (If answer is Y, force upload of explanatory document)</p>
<p>44. Is your firm currently under investigation by any Federal or state agency for failing to comply with Federal or state laws, including but not limited to the California Labor Code, California Business and Professions Code or State Licensing laws? (If answer is Y, force upload of explanatory document)</p>
<p>45. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity? (If "yes," upload a document identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.)</p>
<p>46. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction? (If "yes," upload a document identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.)</p>
<p>47. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?</p>

(If “yes,” upload a document indicating the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.)

Section H: Financial Information

Audited or Reviewed Financial Statements for most recently completed fiscal year are required to be submitted.

<b>Questions</b>
48. Has your firm ever reorganized under the protection of bankruptcy laws?
49. If “yes”, please enter date of reorganization

The District has elected to implement a mandatory Owner Controlled Insurance Program (“OCIP”) for its Capital Improvement Program. The OCIP will provide Workers’ Compensation, Employer’s Liability, General Liability, Excess Liability, Contractors’ Pollution Liability, and Builders Risk insurance for eligible Contractors/Subcontractors providing direct, on-site labor to the District’s Projects. Please see [hyperlink](#) to view “Section 00 73 17 Insurance”, which contains an explanation of what is covered by OCIP and the remaining required contractor-provided insurance coverage.

<b>Questions</b>
50. Does your firm have a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate?
51. Contractor has current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq. – If No, is contractor exempt because it has no employees?
52. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?
53. List your firm’s Experience Modification Rate (EMR) (California workers’ compensation experience rate) for each of the past three premium years. Please enter current year. Current Year Previous Year Year Prior to Previous Year
54. In the last five years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm? (If “yes”, upload a document describing the reasons the insurance policy was not renewed)

Identify up to three Banking Institutions where firm does business:  
(Same questions for three institutions):

<b>Questions</b>
55. Name of Institution
56. Address

57. Contact Person/Phone
58. Number of Years with this Institution
59. Type(s) of accounts
60. Average Monthly Balance
61. Credit Limit
62. Security required for credit/credit increase

Section I: Safety

<b>Questions</b>
63. Has your firm been cited for OSHA violations within the past five (5) years? (If answer is Y, force upload of explanatory document)
64. Does Bidder have home office safety representatives who visit/audit the job site?
65. Name and Title of this person
66. Phone
67. Email

Section J: Prevailing Wage and Apprenticeship Compliance

<b>Questions</b>
68. Do you or the entity which provides employees currently offer health and welfare benefits for your employees who would work on this project and who are covered by prevailing wage law? (If answer is no, provide in an uploaded document a description of the health and welfare benefits; Eligible employees; Plan administrator(s); and the number of years the benefit plan has been in existence.) Upload documents that demonstrate you or the entity providing employees provide such benefits, including but not limited to: the nature of the benefits; who qualifies for them; who provides them; the cost of the benefits; and the method by which the cost per hour is calculated.
69. Do you or the entity which provides employees currently provide retirement/pension benefits for your employees who would work on this project and who are covered by prevailing wage law? (If answer is no, provide in an uploaded document a description of the retirement/pension benefits; Eligible employees; Plan administrator(s); and the number of years the benefit plan has been in existence.) Upload documents that demonstrate you or the entity that provides employees provide such benefits, including but not limited to: the nature of the benefits; who qualifies for them; who provides them; the cost of the benefits; and the method by which the cost per hour is calculated.
70. Do you employ properly registered apprentices upon Public Works projects, in accordance with California Code of Regulations Title 8, Division 1, Chapter 2, Subchapter 1, Article 10, Section 230.1 (authority cited: Labor Code Sections 1777.5, 1777.6, 1777.7)? (If answer is no, please upload a document that explains how you comply with applicable

Labor Code requirements)
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Section K: Certified Payroll

<b>Questions</b>
71. In accordance with the California Labor Code, a certified copy of all employees' payroll records shall be made available upon request. Have you provided certified payrolls within the last two (2) years? If yes, please upload a sample certified payroll document containing the following information: Project Name, Name of awarding agency, total certified payroll, contact person name and phone number.

Section L: Bonding

<b>Questions</b>
72. Name of Bonding Company/Surety
73. Name, Address and Telephone Number of Surety Agent
74. Name, Address and Telephone Number of all Bonding Companies/Sureties with whom you have done business in the past five years. (Enter N/A if none other than in question 72)
75. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner? If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.
76. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private? (If "yes," upload a signed document showing the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.)

Section M: Key Personnel

<b>Questions</b>
77. Name and Résumés of people likely to work on our projects. This is not a commitment on Contractor's part; project personnel will be confirmed at the time of each bid. Key people include Superintendants, Project Managers, Project Executives and Company Executives. (You may upload Personnel résumés in lieu of filling out form. )

Section N: Recent Project Experience (permit upload of additional project data)

List at least three recent projects for an Educational or Public entity. You may upload documents demonstrating your experience.

<b>Questions</b>
78. Project Name (You may upload any descriptive documents)
79. Project Location
80. Project Owner
81. Project Owner Contact (Name and Phone )
82. Project Architect/Engineer
83. Project Architect/Engineer Contact (Name and Phone)
84. Project Construction or Project Manager (Name and Phone)
85. Description of Project, Scope of Work Performed (You may upload any descriptive documents)
86. Project Total Construction Cost
87. Project Total Change Order Amount
88. Project Original Scheduled Date of Completion
89. Project Time extensions granted (Number of days)
90. Project Actual Date of Completion
91. Project Number of Stop Notices filed by Subcontractors or Suppliers

Section O: Composition of Firm Ownership

(Completion of this section is optional)

<b>Questions</b>
92. Ethnicity
93. Gender
94. Disabled Veteran Business
95. Please enter any other information you would like to share with us concerning your Firm Ownership

Section P: Declaration

<b>Fields</b>
96. I, the undersigned, certify and declare that I have read all the foregoing answers to this Construction Contractor Prequalification Form; that all responses are correct and complete of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct. Note: You will not be permitted to make any changes to this application once it is submitted.
97. Vendor Name
98. Submitted By
99. Submitted by Title
100. Submitted by Phone
101. Submitted by Email

Appendix A: List of Required Documents

- Letter of Bondability from Bonding/Surety Company
- Certificate of Insurance for General Liability and Workers Compensation
- Certified Payroll
- Financial Statements (Audited or Reviewed)
- Key Personnel Résumés

San Mateo County Community College District

August 19, 2009

**BOARD REPORT NO. 09-8-5C**

**INFORMATION ON TOWN OF WOODSIDE REGARDING CAÑADA CAMPUS**

**There is no printed report for this agenda item.**

**BOARD REPORT NO. 09-8-6C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Ginny Brooks, Executive Assistant to the Board of Trustees, 358-6753

**DISCUSSION OF BOARD OF TRUSTEES SELF-EVALUATION, 2009**

Each member of the Board of Trustees has completed a self-evaluation dealing with the performance of the full Board. The various areas covered in the self-evaluation range from Institutional Planning to Governmental Relations.

The results have been compiled by staff and the Board will engage in a dialogue regarding the results of the self-evaluations.