

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**REGULAR MEETING AGENDA**  
**February 27, 2008, 6:00 p.m.**  
**District Office Board Room**  
**3401 CSM Drive, San Mateo, CA**

**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 need to 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 taped; tapes are kept for one month.*
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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

08-2-1      [Minutes of the Regular Meeting of the Board of Trustees of January 23, 2008](#)

08-2-2      [Minutes of the Board Retreat of February 9, 2008](#)

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

08-2-7C      [Presentation of Safety Award by Keenan & Associates](#)

08-2-8C      [Update on the District Bookstores Textbook Rental Program: Two Years of Growth](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

**NEW BUSINESS**

08-2-1A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

## **Other Recommendations**

- 08-2-100B      [Receipt and Acceptance of the 2006-07 KCSM Audit Report](#)
- 08-2-101B      [Receipt and Acceptance of the 2006-07 General Obligation Bond Financial and Performance Audits](#)
- 08-2-102B      [Adoption of Resolution No. 08-1 of the San Mateo County Community College District Authorizing Issuance of Tax and Revenue Anticipation Notes](#)
- 08-2-103B      [Approval of Purchase of Field Cameras and Accessories for KCSM](#)
- 08-2-104B      [2007-08 Mid-Year Budget Report](#)
- 08-2-105B      [Adoption of Resolution No. 08-2 of the San Mateo County Community College District Authorizing Use of Design-Build Project Delivery Method - Cañada College Gateways Project](#)
- 08-2-106B      [Approval of Construction Consultants](#)
- 08-2-107B      [Approval of Contract Award for Skyline College CIP2 Design-Build Project](#)
- 08-2-108B      [Approval to Execute an Agreement with Management & Police Consulting, LLC for Organizational Assessment of Security Operations - Districtwide](#)

## **INFORMATION REPORTS**

- 08-2-9C          [Discussion of Accreditation Reports](#)
- 08-2-10C        [Continuation of Discussion of 2008 Board Goals](#)

## **STATEMENTS FROM BOARD MEMBERS**

## **COMMUNICATIONS**

### **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment
    1. Employment: **Cañada College** – Dean of Science & Technology, Science & Technology; **Skyline College** – Program Services Coordinator, Center for International Trade Development; Interim Dean of Special Projects, President's Office
  - B. Public Employee Discipline, Dismissal, Release
2. Conference with Legal Counsel – Anticipated Litigation – 2 Cases
3. Discussion of Labor Issues with AFT

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
January 23, 2008  
San Mateo, CA**

**The meeting was called to order at 6:06 p.m.**

**Board Members Present:** President Holober, Vice President-Clerk Schwarz, Trustees Hausman, Mandelkern, and Miljanich, and Student Trustee Young

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

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to approve the minutes of the Study Session of the Board of January 9, 2008. The motion carried, all members voting "Aye."

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

**Report on Sustainable San Mateo County (08-1-3C)**

The report was presented by Tina King, Education and Outreach Director of Sustainable San Mateo County, a non-profit organization dedicated to the health of the County economy, environment and society. It was started in 1992 by Marcia Pagels who convened a group of community volunteers whose mission is to educate decision makers and the public throughout the County on the importance of sustainability. Sustainability is defined as meeting the needs of today without compromising the ability of future generations to meet their own needs. Sustainable planning integrates the objectives of economic vitality, social well-being and environmental health. It seeks equilibrium between short-term economic and social benefits and longer-term environmental needs. Sustainable San Mateo County produces the annual "Indicators for a Sustainable San Mateo County" report; a copy of the April 2007 edition was distributed to the Board. It is a fact-based report about local trends over time. It uses approximately 30 indicators which represent the foundation for a sustainable community, ranging from air quality and energy use to education and affordable housing.

At the ninth annual Sustainable San Mateo County Awards event on March 13, 2008, the District will be honored with a special tribute for outstanding commitment to the 3 E's of sustainability: a vibrant Economy, social Equity and a healthy Environment. Ms. King noted that the District enhances the economic vitality in the region by offering career programs and job opportunities. The District contributes to social equity by offering a top-quality education to all members of the community. The District is helping to improve the environmental integrity of the community by being committed to LEEDS certification in new projects and undertaking energy efficiency projects.

**Concurrent Enrollment Update (08-1-4C)**

Vice Chancellor Jing Luan provided printed copies of tonight's presentation to the Board; a copy is attached. Vice Chancellor Luan reviewed the goals and objectives of concurrent enrollment and provided data as shown on the charts in the report. Professor Patty Dilko presented the portion of the report providing an update on the Memorandum (MOU) negotiated in June 2007. Vice President of Instruction Susan Estes and Professor Jeremy Ball presented the portion of the report on concurrent enrollment at College of San Mateo; President Morrow on concurrent enrollment at Skyline College; and Vice president of Instruction Marilyn McBride on concurrent enrollment at Cañada College.

Vice President Schwarz asked if Skyline has considered offering a Middle College High School. President Morrow said Skyline would like to offer the program and is trying to find a way to make it work. At the time the State offered funding to assist in the development of Middle Colleges, Skyline chose not to participate. Vice President Schwarz asked if there is a model for the expansion of Middle College at Cañada and if increasing the number of students could “water down” the program. Vice President McBride said there is not a model but the intent is to keep the program rigorous. Sequoia High School requested that more students participate and they will be sending more teachers to teach the high school courses that the students need to complete. Vice President Schwarz asked if a higher percentage of students are attending District Colleges as a result of the Cañada @ Carlmont program. Vice President McBride said most of the students participating in this program go directly to four year colleges.

Trustee Hausman asked what criteria are used to select classes to be taught at the high schools. Vice President McBride said discussions are held with the discipline faculties at the schools to determine which courses would supplement the existing curriculum and would also be of interest to students.

Trustee Miljanich said that while it is clear that students, particularly male, underprepared and underrepresented students, benefit from concurrent enrollment and that placement tests show students come to the Colleges underprepared, she is concerned that no time frame has been presented indicating when more courses might be offered and that no sense of urgency was conveyed in the presentation. President Morrow said it is the Colleges’ job to communicate eagerness to partners at the other institutions, who don’t always share a sense of urgency. President Mohr agreed, saying more communication is needed with students’ families as well as with high school administrators and teachers.

Trustee Miljanich expressed concern about the fourth recommendation listed in the presentation: “that the ‘concurrent enrollment’ model proposed in the June 2007 MOU be set aside to allow more comprehensive conversations to flourish.” She said she recognizes that program development is challenging, but given the success of concurrent enrollment as shown by the data, and given the Board’s support for the program, she questions why there is a recommendation to put it aside. Professor Dilko said only the MOU model, in which high school teachers teach college classes at the high schools, is problematic. She said that there is difficulty with this model at both the Colleges and the high schools. Faculty are excited about other concurrent enrollment models, such as middle college, summer programs and learning communities. Trustee Miljanich said the MOU model seems to be the most expedient way to bring concurrent enrollment to the schools; Professor Dilko responded that if faculty at the Colleges and high schools are unwilling to have conversations, the expediency is lost. Professor Ball added that this issue was causing problems and the recommendation was proposed so that other forms of concurrent enrollment could move forward and achieve success. Vice President McBride said this model is successful in some cases and unsatisfactory in others. There must be continuing dialogue about how classes are offered at the high schools without sacrificing rigor. President Mohr noted that many high school faculty have as much training as do College faculty. He believes that if high school teachers are carefully selected, and there is dialogue among College and high school faculty about what is expected, the model will work.

Trustee Mandelkern said the presentation provided an excellent review and that the District white paper, “Enhancing ‘High School-to-College’ Success,” was also excellent. He said there is fragmentation in the Colleges’ concurrent enrollment programs and not a lot of progress has been made in unifying offerings across the District to all high schools in the service area. While the MOU model is only one facet of the concurrent enrollment program, Trustee Mandelkern believes that putting it aside is a mistake because it is a model that might work. He said there seemed to be a broader objection by faculty to concurrent enrollment. Trustee Mandelkern said the benefits of concurrent enrollment are clearly shown and he is frustrated at not seeing forward progress in increasing the reach of the program. He said that concurrent enrollment is not just about AP classes; it can fill gaps in the high school programs, including vocational programs and courses that have been cut because of budget problems. He said that parents in the community are very supportive of concurrent enrollment programs because of the enrichment and economic benefits, and the programs need to be more widely available. Trustee Mandelkern proposes a comprehensive overview of the current status of concurrent enrollment. He recommends development of a standard framework to include all concurrent enrollment programs and

communication about these programs to the high schools. He recommends development of a matrix to show communication that has occurred, such as chancellor to superintendents, presidents to principals, faculty to faculty, the District Board to high school district boards, etc. Vice President Schwarz agreed, saying she has heard from the community that high school counselors do not promote the District's concurrent enrollment programs; for instance, students find out about Middle College from other students.

Referencing the statement on page 3 of the white paper that "high school age students attending our Colleges are increasingly underprepared," Vice President Schwarz said concurrent enrollment is a way to close the gap. In addition, Vice President Schwarz referenced the statement on page 18 of the white paper that "determination of high school faculty qualifications to teach a college class must be in compliance with the regulations from the State Chancellor's Office entitled "Minimum Qualifications for Faculty and Administrators in California Community Colleges." Therefore, the issue of high school teachers teaching the courses should not be a complication. Trustee Hausman added that issues must be addressed directly rather than putting things aside because there are philosophical differences.

Student Trustee Young said she sees no problem with qualified high school teachers teaching college courses at the high schools, but recognizes that the recommendation to put the MOU model aside was a strategic move in order to move forward. Trustee Young is also concerned that these students do not have the opportunity to become involved in extracurricular activities such as clubs, sports and student government because they are not on the College campus; involvement in such activities help students perform better academically. Professor Dilko said this issue was raised in faculty discussions. President Claire said there might be an opportunity to link college and high school clubs and activities such as movie nights.

Trustee Miljanich asked if the issue concerns numbers, i.e., whether the District's pool of faculty is large enough to teach all of the classes that the Colleges hope to offer at the high schools. President Mohr said he does not have the answer, but that some District faculty do not want to teach at the high schools. He said it is important to remember that some high school teachers are also District adjunct faculty. Trustee Mandelkern said the issue raised by CSM faculty is larger than just the MOU model and asked where the Academic Senate and CSM faculty members stand on concurrent enrollment. Professor Dilko said there were faculty members who originally said that no high school students were ready to take college courses and that no high school teachers were qualified to teach college courses. However, when the MOU was formalized, the conversation evolved and opposition is against only the MOU model. Professor Dilko said it is a case of control of curriculum; if teachers are not District employees, there is nothing the District can do except not offer the class again if expectations are not met.

President Holober said the major concern seems to be "who teaches." He said that, while he recognizes the importance of maintaining quality and rigor, the MOU model is only one component of concurrent enrollment. The Middle College High Schools are doing well. Courses being taught on the College campuses are not problematic for the faculty; however, enrollment in these classes has declined and President Holober is concerned that there has been no discussion on how to boost enrollment in these classes which can serve the needs of many students. Classes taught at the high schools have grown and could boost enrollment more quickly. The District needs to be welcomed at the high schools, but reducing resistance at the high school level may conflict with the philosophy of District faculty. President Holober questioned whether the District may be limited in progressing further than filling recognized gaps in the high schools' curricula because of opposition to the MOU model. President Claire agreed that there is a need to work on bringing more students to the College campuses; he said the decline was due to Title 5 which brought an immediate drop in headcount. He also said that it is often difficult for high schools to give up parts of their curriculum. President Mohr said GPAs are higher for concurrently enrolled students because they are already goal-oriented and accustomed to doing well. The District needs to reach deeper into the student body to reach those who are not motivated and who do not have family support; the District must bring college to students who need it most.

Trustee Mandelkern said it is time to take concrete next steps, defining specifically what concurrent enrollment means in all its facets. Many large high schools have very low participation and the District needs to examine and analyze data to find out why.

Trustee Hausman noted that discussions have recognized two different tracks of students – those who are highly motivated and those who are underprepared. Trustee Mandelkern said this points to the richness of concurrent enrollment; it can benefit a broad range of students. Chancellor Galatolo spoke about students' ability to benefit from higher learning. He pointed out that underprepared students may pass a college course offered at their high school, thereby gaining self confidence, and ultimately may come to one of the District's Colleges and succeed as college students. Other students will take college courses offered at their high school and go directly to a four year college.

Trustee Miljanich said the Board recognizes that communication between the District and the high schools is needed. She believes the high schools may not feel the same sense of urgency and may not welcome the Colleges on their campuses in the way the District would want. Discussion followed on how best to facilitate communication, with suggestions such as meeting with individual high school boards and holding a summit. Chancellor Galatolo would like to survey high school students to identify their needs, recognizing that what they would like to see offered may compete with courses already offered at their high schools. Student Trustee Young said she still has concerns about the lack of the "college experience" for these students. Chancellor Galatolo said that some students don't have cars, time to come to the Colleges for classes, etc. He added that there are students whose objective is simply to take college level classes and who do not have an interest in other activities. Trustee Mandelkern said that many students do not have the opportunity to come to the Colleges because they have to go to jobs, family, etc. He said the District needs to offer access to a broad range of students with different needs.

Professor Dilko encouraged the Board to look at issues in a universal way but recognize that individual Colleges and high schools are different. She emphasized that faculty are very supportive of concurrent enrollment, and it is only the MOU model that is not supported.

Vice Chancellor Luan said that faculty, staff and administration share many views regarding concurrent enrollment and are moving in the right direction. The intent of putting aside the one model was to allow concurrent enrollment to move forward in other ways. Chancellor Galatolo noted that Trustee Mandelkern had requested a more comprehensive overview; he said the Colleges will develop a comprehensive plan for concurrent enrollment with clearly defined targets and measurable performance outcomes and bring this plan back to the Board.

### **STATEMENTS FROM EXECUTIVES**

Executive Reports were presented by Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr, Executive Vice Chancellor Keller and District Academic Senate 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 viewed the new STAR projector at College of San Mateo today. He is impressed with the excitement brought to the classroom by Professors Darryl Stanford and Mohsen Janatpour. They would like to invite the Board to view the Planetarium in conjunction with a future Board meeting.

Adding to her written report, President Morrow distributed a postcard inviting Skyline College alumni to an alumni mixer on February 21, 2008. Skyline is working on building an alumni organization. Chancellor Galatolo said this effort at Skyline, along with the other Colleges, could be coordinated with the Foundation. President Morrow agreed, saying she is currently in discussions with Foundation Executive Director Stephani Scott.

President Claire highlighted items in his written report and distributed a CD of music performed by the Bulldog Band.

President Mohr highlighted items in his written report.

Executive Vice Chancellor Keller reported that the District is close to an agreement with McCarthy Building Companies on the scope and breadth of the CIP2 Design-Build project at College of San Mateo. Executive Vice Chancellor Keller also reported that on January 16, a delegation from China came to the District to learn about the

role of the Foundation. Lastly, Executive Vice Chancellor Keller gave a brief synopsis of the State budget delivered by the Governor on January 10 and said that the District is communicating with the College Presidents on how to build the District budget.

District Academic Senate President Dilko reported that enrollment is strong for the current semester and most classes are full.

#### **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 (08-1-3A)**

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the actions in Board Report No. 08-1-3A. Trustee Mandelkern asked whether, given the status of the State budget, the District should consider putting a hold on hiring. Chancellor Galatolo responded that this option will be discussed at the upcoming Board Retreat. After this discussion, the motion carried, all members voting "Aye."

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

The Consent Agenda consists of the following Board Reports:

- |          |  |
|----------|--|
| 08-1-1CA | Declaration of Surplus Property  |
| 08-1-2CA | Approval of Contract Renewal with Descalso Lithograph, Inc., 2008 – KCSM   |
| 08-1-3CA | Authorization and Utilization of Contra Costa Community College District Contract for Districtwide Moving Services |
| 08-1-4CA | Approval of Nonresident Tuition Fee, 2008-09   |
| 08-1-5CA | Ratification of Second Quarter District Warrants, 2007-2008  |
| 08-1-6CA | Approval of 2008-09 Budget and Planning Calendar   |

Trustee Mandelkern requested that item 08-1-4CA be removed from the Consent Agenda for further discussion. It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the remainder of the items on the Consent Agenda. The motion carried, all members voting "Aye."

#### **APPROVAL OF NONRESIDENT TUITION FEE, 2008-09 (08-1-4CA)**

Trustee Mandelkern expressed concern about the amount of the increase, noting that with the combined tuition fee and additional capital outlay charge, the District would be charging the highest rate of the contiguous districts. Chancellor Galatolo said that as a policy matter, the issue is open for discussion. He said that while the intent is to keep up with inflation, the recommended increase is 3.80% which is less than the 2007-08 4.53% State COLA. Executive Vice Chancellor Keller said the State policy is to try to recover expenses from those who don't contribute through paying taxes and for whom no FTES apportionment is received, and to also recover costs. The fees charged do not fully recover the District's costs or the capital expense outlay. President Holoher asked if the difference in fees has an impact on which college a student chooses to attend. Executive Vice Chancellor Keller said the District does not spend much money on recruitment, unlike a neighboring district which has a large marketing program. Chancellor Galatolo added that once a commitment is made to recruit nonresident students, it can become expensive as new courses need to be developed to meet the students' needs.

After this discussion, it was moved by Trustee Hausman and seconded by Vice President Schwarz to approve the nonresident tuition fee for 2008-09 as described in the report. The motion carried, all members voting “Aye.”

### **Other Recommendations**

#### **CONTRACT AWARD FOR CAÑADA COLLEGE FACILITIES MAINTENANCE CENTER (08-1-100B)**

It was moved by Student Trustee Young and seconded by Vice President Schwarz to approve the contract award as described in the report. The motion carried, all members voting “Aye.”

#### **AUTHORIZATION TO ADJUST BOARD MEMBER COMPENSATION IN COMPLIANCE WITH LEGISLATION (08-1-101B)**

It was moved by Trustee Miljanich and seconded by Student Trustee Young to authorize the adjustment as described in the report. Trustee Mandelkern said he would refer fellow Board members to his comments from last year, when he voted to oppose the adjustment. President Holoher said that for a period of time, the Board did not receive adjustments in compensation so they are behind compared with increases received by other District employees. However, given the news on the State budget, President Holoher would like to see the increase be the same as that received by other employees last summer. Chief Financial Officer Kathy Blackwood verified that increase as 3.5% plus 1% on benefits, for a net compensation increase of 4.5%. Vice President Schwarz said she appreciates the sentiment expressed by President Holoher, but since the difference in the increase received by other employees and the recommended adjustment to Board member compensation is small, she will support the adjustment. After this discussion, the motion to authorize the adjustment as described in the report passed by a vote of 4-1, with Trustee Mandelkern voting “No.” Student Trustee Young cast an advisory vote of “No.”

#### **APPOINTMENT OF NEW MEMBERS TO BOND OVERSIGHT COMMITTEE (08-1-102B)**

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the appointments as recommended in the report. The motion carried, all members voting “Aye.”

#### **REVISION OF DISTRICT RULES AND REGULATIONS, SECTION 8.31, DISPOSAL OF DISTRICT PERSONAL PROPERTY (08-1-103B)**

It was moved by Trustee Hausman and seconded by Vice President Schwarz to approve the revision as described in the report. The motion carried, all members voting “Aye.”

#### **APPROVAL OF AGREEMENT WITH SUTRO TOWER, INC. FOR TOWER UPGRADES FOR THE DIGITAL TELEVISION TRANSITION – KCSM (08-1-104B)**

It was moved by Vice President Schwarz and seconded by Trustee Mandelkern to approve the agreement with Sutro Tower. The motion carried, all members voting “Aye.”

### **INFORMATION REPORTS**

#### **ACCEPTANCE OF GIFTS BY THE DISTRICT (08-1-5C)**

The Board received the report.

### **STATEMENTS FROM BOARD MEMBERS**

Vice President Schwarz said she would like an update on Foundation activities. President Holoher noted that there have been no appointments of Board members to serve on the Foundation Board. After a brief discussion, it was agreed that this would be added to the Board Retreat agenda as an action item.

Trustee Mandelkern attended a meeting at KCSM on January 15 at which PBS President Paula Kerger was in attendance. Trustee Mandelkern was impressed with KCSM staff as they asked thoughtful questions and discussed issues including fundraising and digital studios. Trustee Mandelkern said he asked Ms. Kerger about the status of the indecency case against the District and he asked KCSM General Manager Marilyn Lawrence to provide an update. Ms. Lawrence said the case is awaiting reconsideration by the FCC. She said Ms. Kerger reported that each commissioner feels that the District’s case will never be acted on unless they are forced to do so. After the presidential election, new commissioners will be appointed and it is Ms. Lawrence’s plan to ask



Congresswoman Anna Eshoo to petition the Commission to dismiss the case. In the meantime, KCSM's license is on hold. Although this does not keep the station from operating, Trustee Mandelkern emphasized the importance of seeking to get the license renewed.

Trustee Mandelkern commented on the inspirational story of Foilan Malit, a Filipino immigrant who attended Cañada and Skyline Colleges and has been accepted to Cornell University. Mr. Malit is the first person in his family to attend college.

Trustee Mandelkern informed the Board about a company called Granicus which provides internet streaming services, and asked if there would be interest in putting District Board meetings on the internet. After a brief discussion, Chancellor Galatolo suggested that KCSM General Manager Marilyn Lawrence investigate and report back to the Board.

Trustee Miljanich reiterated that the Board appreciates the participation and conversation about concurrent enrollment that occurred earlier in the meeting. The Board welcomes the opportunity for people to be open and have communication, even if they don't appear to agree on an issue.

Student Trustee Young reported that students from Skyline College and College of San Mateo went on winter retreat together. They met separately within their own student bodies and also at the District level. Student Trustee Young commented that all of the Colleges have good teams in student government. Student Trustee Young also urged everyone to vote yes on Proposition 92.

#### **COMMUNICATIONS**

None

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

The Board recessed to Closed Session at 9:35 p.m.

The Board reconvened to Open Session at 10:45 p.m.

#### **CLOSED SESSION ACTIONS TAKEN**

President Holoher reported that, at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A and 1-B.

#### **ADJOURNMENT**

It was moved by Trustee Hausman and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:46 p.m.

The next meeting of the Board will be the annual Board Retreat on February 9, 2008 at 9:00 a.m. in the College Vista Clubhouse.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the February 27, 2008 meeting.

Karen Schwarz  
Vice President-Clerk

**Minutes of the Annual Retreat of the Board of Trustees  
San Mateo County Community College District  
February 9, 2008  
San Mateo, CA**

**The meeting was called to order at 9:10 a.m.**

**Board Members Present:** President Holoher, Vice President-Clerk Schwarz, Trustees Hausman, Mandelkern and Miljanich , and Student Trustee Young

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

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

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

Chancellor Galatolo updated the Board on the recent actions of the Accrediting Commission regarding Cañada College and College of San Mateo.

**NEW BUSINESS**

**APPOINTMENT OF REPRESENTATIVES TO FOUNDATION BOARD (08-2-1B)**

Trustee Miljanich nominated Vice President Schwarz and Trustee Hausman to be the representatives. The motion was seconded by Trustee Mandelkern. The motion carried, all members voting “Aye.”

**STUDENT FEEDBACK (08-2-1C)**

President Morrow presented the highlights of the research Skyline College undertook regarding student feedback.

- |             |   |
|-------------|---|
| Fall 2005   | Launched Fresh Look project.<br>Findings: Skyline is perceived as cozy and inviting; the schedule is used to promote/market programs and services; students want more cultural/social events on campus.   |
| Spring 2006 | Student Campus Climate Survey <ol style="list-style-type: none"><li>1) Concern about distraction caused by construction</li><li>2) College again described as cozy and inviting</li><li>3) High satisfaction with faculty</li><li>4) Want more opportunities for campus feedback</li><li>5) Students want early notification of poor performance (implemented in spring 2007)</li><li>6) Safety, security and parking were concerns</li></ol> |
| Fall 2006   | Media Preference Survey to determine how best to communicate with students.<br>Learned that malls, theatres and coffee shops are good places to advertise.<br>Students indicated they don't read newspapers and prefer that schedules be mailed to their homes. Students also rely on the Web for information.  |
| Fall 2006   | First Year Experience study yielded approximately 50 recommendations which the College is addressing.   |

Spring and Summer 2007	Additional interviews with students regarding high school preparation and college orientation. Students did not know about a lot of student services. Most students supported a college orientation class, which is being developed.
Fall 2007	Survey found that most students learn about the College by referral.

President Morrow said that Skyline College will continue its efforts to learn firsthand from students about their impressions and concerns about the College.

President Claire presented the report on College of San Mateo. He said the major focus of his first year as President was to revamp the management team. This past year the College hired two vice presidents and three deans; also, several directors were hired this year. This year, his major focus will be on response to the accreditation report, development of a strategic marketing plan and improvement of enrollment management. He said the College needs to identify target markets and develop different messages for each.

President Claire said the Students Speak initiative is a survey of students regarding their impressions about the College.

- 1) Students believe CSM is a quality academic institution.
- 2) Students expressed frustration with the College intake processes, which are currently under study and will be revised.
- 3) Matriculation is a barrier for older students who take only one class.
- 4) The College needs to “brand” itself consistently.

President Claire distributed a paper (attached) which identified the immediate actions the College will take to improve services and more effectively communicate with students. He also described a new email advertising strategy utilizing “sponsored links” which the College has launched.

President Mohr presented the report on Cañada College. He said that Jim Collins, in his book “Good to Great,” lists five items that distinguish an institution. Chief among them are:

- Leadership
- “Hedgehog Concept” – you need to recognize what you’re best at and what differentiates you from your competitors

President Mohr also described feedback received from basic skills students:

- High school counselors are not very good and have little regard for community colleges.
- More outreach to middle school students is needed. These students’ parents do not know much about the community colleges.
- Summer bridge courses are very good.

ESL students surveyed said they need additional help with registration, and they complained about the lack of information regarding transfer courses.

President Mohr also learned that students:

- Want more articulation agreements with four-year colleges
- Want more foreign languages
- Think counseling needs improvement
- Want more clubs
- Want more library hours and more classes at 10:00 a.m., 11:00 a.m. and noon

- Love small classes
- Rated faculty highly

President Mohr described the results of the Noel Levitz survey which was included in the Board's packet.

Vice President Schwarz asked whether Skyline is advertising at Tanforan; President Morrow reported that they have not but may do so in the future.

The Board and staff discussed dual enrollment, in which a student can be accepted at a UC or CSU and take the first two years at a community college. The Board asked for more information on the topic at a future meeting.

#### **STUDY SESSION AGENDAS – 2008 CALENDAR (08-2-2C)**

Trustee Mandelkern asked that the March 12 session also include apprenticeship programs. He also asked for discussion of the location and fit of career/technical/apprenticeship programs at each College.

Regarding the April 9 meeting, Trustee Mandelkern asked that the Colleges report on articulation of courses between and among the Colleges.

Trustee Miljanich asked that a report on foster youth and other at-risk students be included in the "Closing the Achievement Gap" session.

Trustee Mandelkern asked that a session on distance learning be added, possibly at a November study session.

Trustee Mandelkern also asked for a report on KCSM/Telecourses at the March regular meeting.

President Holober said the Board may hold a study session on the budget prior to adoption.

Employee benefits may be another topic for a study session.

#### **DISCUSSION OF STATE BUDGET (08-2-3C)**

Chief Financial Officer Kathy Blackwood distributed a budget update which is attached.

The Board asked staff to gather more information about generation of enrollment by program area and by the type of student (transfer, basic skills, etc.).

President Holober asked for a report on WSCH/FTES/Enrollment/Load. Vice Chancellor Luan will provide this report.

CFO Blackwood said the State is proposing a \$400 million cut to Proposition 98 this year, including \$340 million at the K-12 level and \$40 million for community colleges. The State Chancellor's Office has funds to cover \$26 million of this deficit; \$14 million remains. The SMCCCD share of this is \$280,000. CFO Blackwood said the District has enough money to cover this deficit if need be.

Budget assumptions for 2008-09 include 0% COLA and 1% growth (to which the District is not entitled). The property tax increase for 2008-09 is assumed to be 6.9% statewide. CFO Blackwood also said there is talk about increases in student fees.

The District is examining options with regard to retirement incentives and benefits.

The budget assumptions will be brought to the Board in March.

**COMPRESSED ACADEMIC CALENDAR 15/5/15/5/5 (08-2-4C)**

Vice Chancellor Luan, District Academic Senate President Dilko, CFO Blackwood and Skyline Vice President of Instruction Regina Stroud presented this item to the Board (see attachment). Trustee Hausman suggested that students should be surveyed regarding their preferences on the calendar.

**DISTANCE EDUCATION (08-2-5C)**

Vice Chancellor Luan led the discussion on this item; a printed copy of the presentation is attached.

Trustee Mandelkern suggested that the Board adopt a policy that equalizes how the load is determined for all courses: telecourses, online and regular classroom classes. Trustee Mandelkern also suggested that, to be successful, the District should focus on which courses need to be included in order to offer a meaningful program, rather than having individual faculty developing courses they want to offer.

Chancellor Galatolo said there will be future discussions about this topic.

**BOARD GOALS – 2008 (08-2-6C)**

The Board discussed and made modifications to the 2008 proposed goals; they will be brought back to the Board at the February 27 regular meeting.

President Holober said the Skilled Trades Prep program was a 2006 goal; he is concerned that after two years, the goal has not been implemented. President Claire said he has been working to accelerate implementation of this goal. Implementation was slowed because of difficulty finding teachers. President Mohr said he believes the Sequoia High School District should be ready to adopt this program. President Holober said the original concept was to move students from this program into apprenticeship jobs on District projects and that District contractors would set aside some slots for these apprentices.

**ADJOURNMENT**

The meeting was adjourned by consensus at 3:10 p.m.

The next meeting of the Board will be a regular meeting on February 27, 2008 at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the February 27, 2008 meeting.

Karen Schwarz  
Vice President-Clerk

**PRESENTATION OF SAFETY AWARD BY KEENAN & ASSOCIATES**

There is no printed report for this agenda item.

**UPDATE ON THE DISTRICT BOOKSTORES TEXTBOOK RENTAL PROGRAM:  
TWO YEARS OF GROWTH**

There is no printed report for this agenda item.

**BOARD REPORT 08-2-1A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources and Employee Relations  
(650) 358-6767

**APPROVAL OF PERSONNEL ITEMS**

**A. REASSIGNMENT**

**Cañada College**

**Renee Moresco** Program Services Coordinator Counseling Services

Promoted through the hiring process from an Admissions & Records Assistant II position at Cañada College into this full-time 12-month position, effective January 30, 2008, replacing Jose Javier Urena who resigned.

**District Office**

**Darne Duckett** Groundskeeper Facilities Planning & Operations

Promoted through the hiring process from a Custodian position into this full-time 12-month position, effective February 11, 2008. The position has been vacant for several years.

**Thomas Bauer** Director of Auxiliary Services Administrative Services

Reassigned from the position of Director of Bookstore Operations, effective February 28, 2008. Mr. Bauer has been detailed into the Director of Auxiliary Services position since October of 2006. His previous position of Director of Bookstore Operations was subsequently removed with the approval of a new administrative salary schedule in December 2007.

**B. CHANGE IN STAFF ALLOCATION**

**College of San Mateo**

1. Recommend creation of a new classification, "Visual Communications Coordinator," at Grade 30 of the Classified Salary Schedule 60, effective November 1, 2007.

Also recommend an increase in staff allocation to add one full-time 12-month per year Visual Communications Coordinator position in the Public Relations and Marketing Office, effective November 1, 2007. Also recommend reclassification of the Production Arts position (4C0264) to the new classification. The classification change more accurately describes the increased responsibilities assigned to the position.

It is also recommended that the incumbent, David McLain, be placed at the new salary and title, effective November 1, 2007.

2. Recommend a change in staff allocation to add one full-time Promotions and Web Content Coordinator position at Grade 31 of the Classified Salary Schedule 60 in the Public Relations and Marketing Office, effective February 28, 2008.



## BOARD REPORT 08-2-1A

### District Office

Recommend a change in staff allocation to delete one full-time Staff Assistant position (1C0421) at Grade 21 of the Classified Salary Schedule 60 in the Foundation Office and to add one full-time 12-month Administrative Assistant position at Grade 180S of the Classified Professional/Supervisory Salary Schedule 40, effective February 28, 2008.

### C. LEAVE OF ABSENCE

#### District Office

**Cristina Cruz**

Staff Assistant

Chancellor's Office

Recommend approval of a personal leave of absence without pay from February 13, 2008 until May 13, 2008.

**Nicole Wang**

Senior Accounting Technician

Chancellor's Office

Recommend approval of a pregnancy disability leave of absence, effective February 4, 2008, 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.

### D. 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	Science & Technology	1	3/1/08	5/30/08	Instructional Aide II: Assistance in phlebotomy lab with setup and cleanup of materials and implementing skills and techniques covered in lecture.
Skyline	Instruction Office (Evening)	1	2/28/08	6/30/08	Office Assistant II: Provide clerical support for evening administration, faculty, staff, and students.
District	Information Technology Services	1	2/28/08	6/30/08	Programmer/Analyst: Programming duties as assigned.
District	Web Support Analyst	1	2/28/08	6/30/08	Web Support Analyst: Determine web application needs and coordinate webpage development.

**BOARD REPORT NO. 08-2-100B**

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

**RECEIPT AND ACCEPTANCE OF THE 2006-07  
KCSM AUDIT REPORT**

Attached are copies of the audits of KCSM-FM and KCSM-TV financial records, prepared by the Board-approved firm of Vavrinek, Trine, Day & Company. The audits were based upon the fiscal year ending June 30, 2007. A representative of the auditing firm will be present at this meeting to respond to questions about the audit in general and about the firm's findings and recommendations.

**RECOMMENDATION**

It is recommended that the Board of Trustees receive and accept the 2006-07 audit reports for KCSM-FM and KCSM-TV, which were filed with the Corporation for Public Broadcasting prior to the January 31, 2008 due date.

**KCSM-TV**

**A PUBLIC TELECOMMUNICATIONS ENTITY  
OPERATED BY THE SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT**

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**FINANCIAL STATEMENTS  
WITH  
INDEPENDENT AUDITORS' REPORT**

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**JUNE 30, 2007**

**KCSM-TV**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**JUNE 30, 2007**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of  
KCSM-TV

We have audited the accompanying financial statements of KCSM-TV (a public telecommunications entity operated by the San Mateo County Community College District) as of June 30, 2007, as listed in the table of contents. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the financial statements present only the KCSM-TV resource of the general fund of the San Mateo County Community College District and do not purport to, and do not, present fairly the financial position of the San Mateo County Community College District as of June 30, 2007, and the changes in its financial position and cash flows, where applicable, for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of KCSM-TV as of June 30, 2007, and the changes in financial position and cash flows thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 4, 2007, on our consideration of KCSM-TV's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*, and should be read in conjunction with this report in assessing the results of our audit.

*Vavrinek, Trine, Day & Co LLP*

Pleasanton, California  
December 4, 2007

**KCSM-TV**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF NET ASSETS**  
**JUNE 30, 2007**

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**ASSETS**

**Current Assets**

Accounts receivable	\$ 116,859
Due from district	2,400,000
<b>Total current assets</b>	<u>2,516,859</u>

**Noncurrent assets**

Capital assets	5,023,469
Accumulated depreciation	(2,011,098)
<b>Total noncurrent assets</b>	<u>3,012,371</u>
<b>TOTAL ASSETS</b>	<u>5,529,230</u>

**LIABILITIES**

**Current Liabilities**

Cash overdraft	1,789,378
Accounts payable	24,588
<b>Total liabilities</b>	<u>1,813,966</u>

**NET ASSETS**

Investment in capital assets	3,012,371
Unrestricted	702,893
<b>TOTAL NET ASSETS</b>	<u>\$ 3,715,264</u>

The accompanying notes are an integral part of these financial statements.

**KCSM-TV**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2007**

**OPERATING REVENUES**

Direct Income	
CPB community service grants	\$ 642,078
CPB television interconnection grants	13,251
CPB other income	259,960
Business and industry	27,678
Subscription and membership	1,161,286
Local donation - digital conversion	16,005
Royalties	51,426
Other income	39,519
San Mateo County Community College District	1,127,639
Indirect Support	
San Mateo County Community College District	875,989
<b>Total Operating Revenues</b>	<u>4,214,831</u>

**OPERATING EXPENSES**

Programming and production	1,257,088
Broadcasting	1,722,278
Program information and promotion	194,425
Management and general	1,210,187
Fundraising support	455,939
Underwriting and grant solicitation	174,535
<b>Total Operating Expenses</b>	<u>5,014,452</u>
<b>Operating Loss</b>	<u>(799,621)</u>

**OTHER INCOME**

Transfer from district	<u>2,400,000</u>
------------------------	------------------

**CHANGE IN NET ASSETS**

**NET ASSETS AT BEGINNING OF YEAR**  
**NET ASSETS AT END OF YEAR**

1,600,379
<u>2,114,885</u>
<u>\$ 3,715,264</u>

The accompanying notes are an integral part of these financial statements.

**KCSM-TV**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2007**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
CPB community service grants	\$ 642,078
CPB television interconnection grants	(35,732)
CPB other income	259,960
Business and industry	27,678
Subscription and membership	1,061,653
Local donation - digital conversion	16,005
Royalties	51,426
Other income	39,519
Payments to suppliers	(1,988,000)
Payment to /(on behalf of) employees	(2,597,855)
<b>Net Cash Used By Operating Activities</b>	<u>(2,523,268)</u>
<b>CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES</b>	
Purchase of equipment	(723,371)
Transfer from District	2,003,628
<b>Net Cash Provided By Capital Financing Activities</b>	<u>1,280,257</u>
<b>NET DECREASE IN CASH</b>	(1,243,011)
<b>CASH AND CASH EQUIVALENTS (OVER DRAFT) AT BEGINNING OF YEAR</b>	(622,114)
<b>CASH AND CASH EQUIVALENTS (OVER DRAFT) AT END OF YEAR</b>	<u>\$ (1,865,125)</u>
<b>RECONCILIATION OF NET OPERATING REVENUES TO NET CASH USED BY OPERATING ACTIVITIES</b>	
Operating loss	\$ (799,621)
Adjustments to reconcile operating income to net cash provided by operating activities	
Depreciation	436,510
Changes in assets and liabilities	
Decrease in accounts receivable	(48,983)
Decrease in due from other funds	(2,003,628)
Decrease in accounts payable	(7,913)
Decrease in deferred income	(99,633)
<b>NET CASH USED BY OPERATING ACTIVITIES</b>	<u>\$ (2,523,268)</u>
<b>NONCASH TRANSACTIONS</b>	
Indirect support - San Mateo Community College District	<u>\$ 875,989</u>

The accompanying notes are an integral part of these financial statements.



**KCSM-TV**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2007**

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**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

KCSM-TV is a public telecommunications radio station operated by San Mateo County Community College District. KCSM-TV is a program of San Mateo County Community College District general fund, and all activities are also reported within the financial statements of the District.

These financial statements are not intended to, and do not purport to, present fairly the financial position and changes in the financial position of the San Mateo County Community College District in compliance with accounting principles generally accepted in the United States of America.

**Basis of Accounting**

The KCSM-TV financial statements are prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board (GASB). In addition, the District applies all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

KCSM-TV operates as a proprietary resource within the general fund; it uses an enterprise fund format to report its activities for financial statement purposes. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the cost and expenses, including depreciation, of providing goods or services to its customers be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. KCSM-TV is not an entity separate from the College District and, therefore, does not present a Management Discussion and Analysis section.

Enterprise format accounts for activities similar to those in the private sector, where the proper matching of revenues and costs is important and the full accrual basis of accounting is required. With this measurement focus, all assets and all liabilities of the enterprise are recorded on its statement of net assets, all revenues are recognized when earned and all expenses, including depreciation, are recognized when incurred.

For internal operating purposes, the District's Board of Trustees has established separate sub-funds, each of which includes a separate self-balancing set of accounts and a separate Board approved budget for the activities of KCSM-TV. These sub-funds are combined into the single enterprise fund format when presented in the accompanying financial statements.

The District's Board of Trustees adopts annual budgets on a basis consistent with accounting principles generally accepted in the United States of America.

**KCSM-TV**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2007**

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**Land, Buildings and Improvements**

KCSM-TV records assets purchased at cost. The value of donated goods is recorded when there is an objective basis available to measure their value. Donated materials and equipment are reflected as contributions in the accompanying statements at their estimated values at date of receipt. KCSM-TV depreciates all equipment using the straight-line method of depreciation over the estimated useful life of the related assets, ranging from 5 to 20 years.

**Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the reporting date and revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash Flows**

For purposes of the statement of cash flows, KCSM-TV considers all investments with a maturity of six months or less to be cash equivalents.

**Income Taxes**

KCSM-TV is a program of San Mateo County Community College District. San Mateo County Community College District is a public educational institution and is considered to be a political subdivision of the State of California and is therefore tax exempt and not subject to filing information returns.

**NOTE 2 – DEPOSITS AND INVESTMENTS**

**Summary of Deposits and Investments**

Deposits and investments as of June 30, 2007, are classified in the accompanying financial statements as an overdraft in governmental fund investments in the amount of \$(1,789,378). Cash accounts maintained by KCSM-TV are held by San Mateo County Community College District in pooled amounts at the San Mateo County Treasury. For cash flow purposes, San Mateo County Community College District allows KCSM-TV to have negative cash balances in anticipation of accounts receivable being collected and the District contributing funds necessary to operate KCSM-TV. At June 30, 2007, cash due to the District amounted to \$1,789,378 for this purpose.

**KCSM-TV**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2007**

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**Policies and Practices**

KCSM - TV is authorized through the District under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

**Investment in County Treasury** – KCSM – TV and the District are considered to be involuntary participants in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the entity's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

**General Authorizations**

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment In One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

**KCSM-TV**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2007**

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**Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. KCSM-TV and the District manages exposure to interest rate risk by depositing funds with the San Mateo County Treasury. KCSM-TV's share of deposits with the County Treasury was a negative (\$1,789,378). The weighted average maturity of the San Mateo pooled investments at June 30, 2007 was approximately 1.0 years.

**NOTE 3 - EQUIPMENT**

Changes in equipment are summarized as follows:

	<u>Beginning of Year</u>	<u>Additions</u>	<u>Deletions</u>	<u>End of Year</u>
Equipment	\$ 4,300,098	\$ 723,371	\$ -	\$ 5,023,469
Less - Accumulated Depreciation	<u>1,574,588</u>	<u>436,510</u>	<u>-</u>	<u>2,011,098</u>
Net Equipment	<u>\$ 2,725,510</u>	<u>\$ 286,861</u>	<u>\$ -</u>	<u>\$ 3,012,371</u>

Current year depreciation expense was \$436,510.

**NOTE 4 - DONATED SERVICES AND MATERIALS**

During the year, many KCSM-TV individuals donate significant amounts of time and services in an effort to advance the programs and objectives of the station. These services have not been recorded in the financial statements because no objective basis is available to measure the value of such services.

**NOTE 5 - RELATED PARTY TRANSACTIONS**

During the year, KCSM-TV received indirect administrative support from San Mateo County Community College District, the entity that operates the station, in the amount of \$875,989.

During the year, KCSM-TV also received \$1,127,639 of support for payroll and benefits from San Mateo County Community College District.

## INDEPENDENT AUDITORS' REPORT



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Governing Board  
KCSM-TV  
San Mateo, California

We have audited the financial statements of KCSM - TV resource of the general fund of San Mateo County Community College District as of and for the year ended June 30, 2007, which comprises the KCSM - TV basic financial statements and have issued our report thereon dated December 4, 2007. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered KCSM-TV's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the KCSM-TV's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the KCSM-TV's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the District's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the District's financial statements that is more than inconsequential will not be prevented or detected by the District's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the District's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether KCSM-TV's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Governing Board, management, the California Department of Education, the State Chancellor's Office, Federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

VaurineK, Tine, Day & Co LLP

Pleasanton, California  
December 4, 2007

**KCSM-FM**

**A PUBLIC TELECOMMUNICATIONS ENTITY  
OPERATED BY THE SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT**

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**FINANCIAL STATEMENTS  
WITH  
INDEPENDENT AUDITORS' REPORT**

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**JUNE 30, 2007**



**KCSM-FM**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**JUNE 30, 2007**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees  
KCSM-FM

We have audited the accompanying financial statements of KCSM-FM (a public telecommunications entity operated by the San Mateo County Community College District) as of June 30, 2007, as listed in the table of contents. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the financial statements present only the KCSM-FM resource of the general fund of San Mateo County Community College District and do not purport to, and do not, present fairly the financial position of the San Mateo County Community College District as of June 30, 2007, and the changes in its financial position and cash flows, where applicable, for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of KCSM-FM as of June 30, 2007, and the changes in financial position and cash flows thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 4, 2007, on our consideration of KCSM-FM's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*, and should be read in conjunction with this report in assessing the results of our audit.

*Vavrinek, Trine, Day & Co LLP*

Pleasanton, California  
December 4, 2007

**KCSM-FM**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF NET ASSETS**  
**JUNE 30, 2007**

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**ASSETS**

**Current assets**

Cash and cash equivalents	\$ 558,497
Accounts receivable	29,031
<b>Total current assets</b>	<u>587,528</u>

**Noncurrent assets**

Capital assets	331,489
Accumulated depreciation	(153,538)
<b>Total noncurrent assets</b>	<u>177,951</u>
<b>TOTAL ASSETS</b>	<u>765,479</u>

**LIABILITIES**

**Current Liabilities**

Accounts payable	<u>6,261</u>
------------------	--------------

**NET ASSETS**

Investment in capital assets	177,951
Unrestricted	581,267
<b>TOTAL NET ASSETS</b>	<u>\$ 759,218</u>

The accompanying notes are an integral part of these financial statements.

**KCSM-FM**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2007**

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**OPERATING REVENUES**

Direct Income

CPB community service grants	\$ 183,144
Business and industry	52,740
Subscription and membership	1,168,966
Other income	1,236
Facilities use	37,547

Indirect support

San Mateo County Community College District	299,520
<b>Total Operating Revenues</b>	<u>1,743,153</u>

**OPERATING EXPENSES**

Programming and production	587,989
Broadcasting	245,773
Program information and promotion	78,350
Management and general	428,008
Fundraising support	335,832
Underwriting and grant solicitation	33,954
<b>Total Operating Expenses</b>	<u>1,709,906</u>

**CHANGE IN NET ASSETS**

**NET ASSETS AT BEGINNING OF YEAR**

**NET ASSETS AT END OF YEAR**

33,247
<u>725,971</u>
<u>\$ 759,218</u>

The accompanying notes are an integral part of these financial statements.

**KCSM-FM**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2007**

---

**CASH FLOWS FROM OPERATING ACTIVITIES**

CPB community service grants	\$ 183,144
Business and industry	52,740
Subscription and membership	1,140,720
San Mateo County Community College District	299,520
Other income	38,783
Payments to suppliers	(900,717)
Payment to /(on behalf of) employees	(791,260)
<b>Net Cash Provided By Operating Activities</b>	<u>22,930</u>

**NET INCREASE IN CASH**

**CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR**

**CASH AND CASH EQUIVALENTS AT END OF YEAR**

1,260
<u>557,237</u>
<u>\$ 558,497</u>

**RECONCILIATION OF NET OPERATING REVENUES TO NET CASH  
USED BY OPERATING ACTIVITIES**

Operating Income	\$ 33,247
Adjustments to reconcile operating income to net cash provided by operating activities	
Depreciation	23,256
Changes in assets and liabilities	
Decrease in accounts receivable	(28,247)
Increase in accounts payable	(5,326)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>\$ 22,930</u>

**NONCASH TRANSACTIONS**

Indirect support - San Mateo Community College District	<u>\$ 299,520</u>
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The accompanying notes are an integral part of these financial statements.

**KCSM-FM**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2007**

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**NOTE #1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

KCSM-FM is a public telecommunications radio station operated by San Mateo County Community College District. KCSM-FM is a program of San Mateo County Community College District general fund, and all activities are also reported within the financial statements of the District.

These financial statements are not intended to, and do not purport to, present fairly the financial position and changes in the financial position of the San Mateo County Community College District in compliance with accounting principles generally accepted in the United States of America.

**Basis of Accounting**

The KCSM-FM financial statements are prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board (GASB). In addition, the District applies all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

KCSM-FM operates as a proprietary resource within the general fund; it uses an enterprise fund format to report its activities for financial statement purposes. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the cost and expenses, including depreciation, of providing goods or services to its customers be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. KCSM-FM is not an entity separate from the College District and, therefore, does not present a Management Discussion and Analysis section.

Enterprise format accounts for activities similar to those in the private sector, where the proper matching of revenues and costs is important and the full accrual basis of accounting is required. With this measurement focus, all assets and all liabilities of the enterprise are recorded on its statement of net assets, all revenues are recognized when earned and all expenses, including depreciation, are recognized when incurred.

For internal operating purposes, the District's Board of Trustees has established separate sub-funds, each of which includes a separate self-balancing set of accounts and a separate Board approved budget for the activities of KCSM-FM. These sub-funds are combined into the single enterprise fund format presented in the accompanying financial statements.

The District's Board of Trustees adopts annual budgets on a basis consistent with accounting principles generally accepted in the United States of America.

**KCSM-FM**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2007**

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**Land, Buildings and Improvements**

KCSM-FM records assets purchased at cost. The value of donated goods is recorded when there is an objective basis available to measure their value. Donated materials and equipment are reflected as contributions in the accompanying statements at their estimated values at date of receipt. KCSM-FM depreciates all equipment using the straight-line method of depreciation over the estimated useful life of the related assets, ranging from 5 to 20 years.

**Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the reporting date and revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash Flows**

For the purposes of the statement of cash flows, KCSM-FM considers all investments with a maturity of six months or less to be cash equivalents.

**Income Taxes**

KCSM-FM is a program of San Mateo County Community College District. San Mateo County Community College District is a public educational institution and is considered to be a political subdivision of the State of California and is therefore tax exempt and not subject to filing information returns.

**NOTE 2 – DEPOSITS AND INVESTMENTS**

**Summary of Deposits and Investments**

Deposits and investments as of June 30, 2007, are classified in the accompanying financial statements as a governmental fund investment in the amount of \$558,497. Cash accounts maintained by KCSM-FM are held by San Mateo County Community College District in pooled amounts at the County Treasury.

**KCSM-FM**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2007**

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**Policies and Practices**

KCSM - FM is authorized through the District under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

**Investment in County Treasury** – KCSM – FM and the District are considered to be involuntary participants in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the entity's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.



**KCSM-FM**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2007**

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**General Authorizations**

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment In One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

**Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. KCSM-FM and the District manages exposure to interest rate risk by depositing funds with the San Mateo County Treasury. KCSM-FM's share of deposits with the County Treasury was a \$558,497. The weighted average maturity of the San Mateo pooled investments at June 30, 2007, was approximately 1.0 years.

**KCSM-FM**  
**A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2007**

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**NOTE 3 – EQUIPMENT**

Changes in equipment are summarized as follows:

	<u>July 1, 2006</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2007</u>
Equipment	\$ 309,819	\$ 21,670	\$ -	\$ 331,489
Less - Accumulated Depreciation	<u>130,282</u>	<u>23,256</u>	<u>-</u>	<u>153,538</u>
Net Equipment	<u>\$ 179,537</u>	<u>\$ (1,586)</u>	<u>\$ -</u>	<u>\$ 177,951</u>

Current year depreciation expense was \$23,256.

**NOTE 4 – DONATED SERVICES**

During the year, many KCSM-FM individuals donate significant amounts of time and services in an effort to advance the programs and objectives of the station. These services have not been recorded in the financial statements because no objective basis is available to measure the value of such services.

**NOTE 5 – RELATED PARTY TRANSACTIONS**

During the year, KCSM-FM received indirect administrative support from San Mateo Community College District, the entity that operates the station, in the amount of \$299,520.

## INDEPENDENT AUDITORS' REPORT



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Governing Board  
KCSM-FM  
San Mateo, California

We have audited the financial statements of KCSM - FM resource of the general fund of San Mateo County Community College District as of and for the year ended June 30, 2007, which comprises the KCSM - FM basic financial statements and have issued our report thereon dated December 4, 2007. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered KCSM-FM's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the KCSM-FM's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the KCSM-FM's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the District's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the District's financial statements that is more than inconsequential will not be prevented or detected by the District's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the District's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether KCSM-FM's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Governing Board, management, the California Department of Education, the State Chancellor's Office, Federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

Vaurine K, Trine, Day & Co LLP

Pleasanton, California  
December 4, 2007

**BOARD REPORT NO. 08-2-101B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**RECEIPT AND ACCEPTANCE OF THE 2006-07  
GENERAL OBLIGATION BOND FINANCIAL AND PERFORMANCE AUDITS**

Attached is a copy of the General Obligation Bond financial and performance audits for the San Mateo County Community College District, prepared by the Board-approved firm of Vavrinek, Trine, Day & Company. The audits were based upon the fiscal year ending June 30, 2007. Representatives of the Bond Oversight Committee have received copies of the audit reports. A representative of the auditing firm will be present at this meeting to respond to questions about the audits in general and about the firm's findings and recommendations.

**RECOMMENDATION**

It is recommended that the Board of Trustees receive and accept the 2006-07 audit reports for the General Obligation Bond funds.

**SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT**

**CAPITAL OUTLAY –  
BOND FUND 2001 ELECTION  
FINANCIAL REPORT**

**JUNE 30, 2007**

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**CAPITAL OUTLAY – BOND FUND 2001 ELECTION  
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JUNE 30, 2007**

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**Vavrinek, Trine, Day & Co., LLP**

Certified Public Accountants

**VALUE THE DIFFERENCE**

## INDEPENDENT AUDITORS' REPORT

Measure C Citizens' Oversight Committee  
 San Mateo County Community College District  
 San Mateo, California

We have audited the accompanying financial statements of the capital outlay - bond fund 2001 Election of the San Mateo County Community College District, as of and for the year ended June 30, 2007, as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the financial statements present only the capital outlay - bond fund 2001 election and are not intended to present fairly the financial position and results of operations of the San Mateo County Community College District in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the capital outlay - bond fund 2001 election of the San Mateo County Community College District at June 30, 2007, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Vavrinek, Trine, Day & Co LLP*

Pleasanton, California  
 January 11, 2008

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT****CAPITAL OUTLAY - BOND FUND 2001 ELECTION  
BALANCE SHEET  
JUNE 30, 2007**

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**ASSETS**

Investment	\$ 22,490,931
Accounts receivable	1,434,513
Due from other funds	2,924,639
Prepaid Expenses	22,995
Total Assets	<u>\$ 26,873,078</u>

**LIABILITIES AND FUND EQUITY****LIABILITIES**

Accounts payable	<u>\$ 2,790,372</u>
------------------	---------------------

**FUND EQUITY**

Fund balances	
Unreserved	
Undesignated	<u>24,082,706</u>
Total Liabilities and Fund Equity	<u>\$ 26,873,078</u>

The accompanying notes are an integral part of these financial statements.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**CAPITAL OUTLAY – BOND FUND 2001 ELECTION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE**  
**FOR THE YEAR ENDED JUNE 30, 2007**

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**REVENUES**

Interest and investment earnings	\$ 3,329,402
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**EXPENDITURES****Current**

Books and supplies	4,282,281
--------------------	-----------

Services and operating expenditures	2,583,316
-------------------------------------	-----------

Capital outlay	26,843,121
----------------	------------

Total Expenditures	<u>33,708,718</u>
--------------------	-------------------

**EXCESS OF REVENUES OVER/**

(UNDER) EXPENDITURES	<u>(30,379,316)</u>
----------------------	---------------------

**OTHER FINANCING SOURCES/(USES)**

Operating transfers out	<u>(104,132,450)</u>
-------------------------	----------------------

Total Other Financing Sources (Uses)	<u>(104,132,450)</u>
--------------------------------------	----------------------

**EXCESS OF REVENUES AND OTHER****FINANCING SOURCES OVER/(UNDER)**

EXPENDITURES AND OTHER USES	(134,511,766)
-----------------------------	---------------

FUND BALANCE, BEGINNING OF YEAR	<u>158,594,472</u>
---------------------------------	--------------------

FUND BALANCE, END OF YEAR	<u><u>\$ 24,082,706</u></u>
---------------------------	-----------------------------

The accompanying notes are an integral part of these financial statements.

## **SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

### **CAPITAL OUTLAY – BOND FUND 2001 ELECTION NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007**

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#### ***NOTE #1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

The accounting policies of the San Mateo County Community College District capital outlay - bond fund 2001 election conforms to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants. The San Mateo County Community College District capital outlay - bond fund 2001 election accounts for financial transactions in accordance with the policies and procedures of the California College Budget and Accounting Manual.

#### **Financial Reporting Entity**

These financial statements were prepared to comply with the requirements of proposition 39 related to the 55% voter approval requirements for bond issues and include only the capital outlay - bond fund 2001 election established to account for the expenditures of the general obligation bonds approved in November 2001. These financial statements are not intended to present fairly the complete financial position and results of operations of the San Mateo County Community College District in conformity with generally accepted accounting principles.

#### **Fund Accounting**

The District accounts for the capital outlay – bond fund 2001 election in a fund, which is considered to be a separate accounting entity from all other funds of the District. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance (or retained earnings), revenues, and expenditures (or expenses), as appropriate. District resources are allocated to and accounted for in individual governmental funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

#### **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

Governmental funds are generally accounted for using the modified accrual basis of accounting. Their revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered), except for unmatured interest on general long-term debt, which is recognized when due.

#### **Encumbrances**

The District utilizes an encumbrance accounting system under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated when the commitments are paid and all outstanding encumbrances are liquidated at June 30 since they do not constitute expenditures or liabilities.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**
**CAPITAL OUTLAY – BOND FUND 2001 ELECTION**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2007**


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**Fund Balance Reserves and Designations**

Reservations of the ending fund balance indicate the portions of fund balance not available for appropriation or amounts legally segregated for a specific future use. Designations of the ending fund balance indicate tentative plans for financial resource utilization in a future period.

**Property Tax**

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10, and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County of San Mateo bills and collects the taxes for the District. The District recognizes tax revenues when received.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

**NOTE #2 – INVESTMENTS**

**Investments Authorized Under Debt Agreements** - The debt agreement limits investments to the San Mateo County Investment Pool. The Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment In One Issuer
County Pooled Investment Funds	N/A	None	None

**Investment in County Treasury** - The Capital Outlay Bond Fund and the District are considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT****CAPITAL OUTLAY – BOND FUND 2001 ELECTION  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

---

**Interest Rate Risk** - Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Capital Outlay Bond Fund and the District manages exposure to interest rate risk by depositing substantially all of its funds in the County Treasury Pool. The fair value of deposits at the County Treasury at June 30, 2007 was \$22,490,931 and the weighted average maturity of the pool is 1.0 year.

**Credit Risk** - Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measure by the assignment of a rating by a nationally recognized statistical rating organization. The Capital Outlay Bond Fund only invests in County Pooled Investment Funds which are not required to be rated.

**Custodial Credit Risk – Deposits** - This is the risk that in the event of a bank failure, the Capital Outlay Bond Fund or District's deposits may not be returned to it. The Capital Outlay Bond Fund does not have any deposits subject to custodial credit risk.

**NOTE #3 – ACCOUNTS RECEIVABLE**

Accounts receivable at June 30, 2007, consists of the following:

Interest	<u>\$ 1,434,513</u>
----------	---------------------

**NOTE #4 – INTERFUND TRANSACTIONS****Interfund receivables/payables (Due To/Due From)**

At June 30, 2007, Bond Fund 2001 Election has \$2,924,639 due from Capital Outlays Fund for bond projects.

**Operating transfers**

At June 30, 2007, operating transfers out to the bond fund 2005 Election was \$104,132,450 for bond proceeds that were initially recorded in bond fund 2001 election.

**NOTE #5 – ACCOUNTS PAYABLE**

Accounts payable at June 30, 2007, consists of the following:

Vendor payables	<u>\$ 2,790,372</u>
-----------------	---------------------

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT****CAPITAL OUTLAY – BOND FUND 2001 ELECTION  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

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*NOTE #6 – FUND BALANCES*

Fund balances are composed of the following elements:

Unreserved	
Undesignated	<u>\$ 24,082,706</u>

*NOTE #7 – LONG-TERM DEBT***A. Long-Term Debt Summary**

Under the modified accrual basis of accounting, liabilities for long-term debt are not reported in the individual funds of the District. However, they are reported as liabilities on the Statement of Net Assets in the Entity Wide financial statements of the District. A schedule of changes in long-term debt for the year ended June 30, 2007, is shown below:

	Balance Beginning of Year	Accretion	Deductions	Balance End of Year
General obligation bonds	<u>\$ 204,134,593</u>	<u>\$ 3,791,207</u>	<u>\$ 2,435,000</u>	<u>\$ 205,490,800</u>

**General Obligation Bonds 2001 Election**

Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds Beginning of Year	Accretion	Redeemed	Bonds End of Year
6/4/2002	9/1/2026	5.20-5.74%	\$ 96,875,613	\$ 91,839,938	\$ 1,276,337	\$ 1,395,000	\$ 91,721,275
2/9/2005	9/1/2029	3.00-5.00%	69,995,132	71,732,182	1,211,785	1,040,000	71,903,967
4/11/2006	3/1/2031	3.50-5.00%	40,124,660	40,562,473	1,303,085	-	41,865,558
				<u>\$ 204,134,593</u>	<u>\$ 3,791,207</u>	<u>\$ 2,435,000</u>	<u>\$ 205,490,800</u>

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT****CAPITAL OUTLAY – BOND FUND 2001 ELECTION  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

The general obligation bonds mature through 2032 as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest to Maturity</u>	<u>Total</u>
2008	\$ 2,400,000	\$ 6,123,427	\$ 8,523,427
2009	3,205,000	5,799,523	9,004,523
2010	3,760,000	5,680,843	9,440,843
2011	4,365,000	5,522,170	9,887,170
2012	5,050,000	5,335,312	10,385,312
2013-2017	32,650,000	22,606,606	55,256,606
2018-2022	27,540,000	14,718,405	42,258,405
2023-2027	24,550,000	8,886,438	33,436,438
2028-2032	24,735,000	3,152,475	27,887,475
Total	128,255,000	\$ 77,825,199	\$ 206,080,199
	Accretions to date		
	77,235,800		
	<u>\$205,490,800</u>		

**NOTE #8 – COMMITMENTS AND CONTINGENCIES**

As of June 30, 2007, the building fund 2001 election has the following commitments with respect to unfinished capital projects:

<u>Description</u>	<u>Amount</u>
District wide energy efficiency projects	\$ 778,050
District wide other projects	909,660
Skyline buildings	267,101
Skyline other projects	167,356
Canada buildings	1,007,901
Canada other projects	175,388
College of San Mateo integrated science center	452,884
College of San Mateo other projects	503,634
	<u>\$ 4,261,974</u>



**SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT**

**CAPITAL OUTLAY –  
BOND FUND 2001 ELECTION  
PERFORMANCE REPORT**

**JUNE 30, 2007**



## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Measure C Citizens' Oversight Committee  
 San Mateo County Community College District  
 San Mateo, California

We have performed the agreed-upon procedures listed below, which were agreed to by the management of the San Mateo County Community College District and the Measure C Citizen's Oversight Committee, solely to review at least 25% of the expenditures of the 2001 General Obligation Bond funds for the period of July 1, 2006 through June 30, 2007 for the purpose of verifying if the use of the funds is within the scope of the published materials specifying the intended use of bond funds. We used election documents, District resolutions, the master plan and the revised master plan as guidance for the intended use of the funds. For any expenditures in question, we recommended that the District obtain the opinion of legal counsel and we informed this committee as to the issues. Management is responsible for San Mateo County Community College District's compliance with those requirements. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below for either the purpose for which this report has been requested or for any other purpose.

### *Financial Summary*

1. The 2001 general obligation bonds were authorized at an election of the registered voters of the District held on November 6, 2001. The bonds were authorized at an issuance of \$207,000,000 principal amount for the purpose of financing the addition and modernization of school facilities. The 2001 bonds were issued in three series with principal amounts as follows: \$96,875,613 issued June 4, 2002; \$69,995,132 issued February 9, 2005; and \$40,124,660 issued April 11, 2006.
2. Total expenditures and encumbrances through June 30, 2007, were \$195,095,545.

### *Agreed Upon Procedures Performed*

1. Verify that the expenditure of funds was accounted for separately in the accounting records to allow for accountability.
2. Verify that the net funds from the sale of the General Obligation Bonds were deposited in total into the District's accounts by obtaining settlement statement for the new bond issue and verifying amounts deposited into the building and bond interest and redemption funds.

3. Select 25% of the expenditures and verify that the funds expended complied with the purpose that was specified to the registered voters of the District through election materials, district resolutions, and master plan. See supplemental information for list of expenditures reviewed.
4. Verify that the State and District policies were followed in the awarding of bids and expenditure of the funds.

*Results of Procedures*

1. The general obligations bond fund expenditures were accounted for separately in the capital outlay - bond fund of the District.
2. There were no bond sales related to the 2001 bond in the current year.
3. Our review of the expenditures for the period July 1, 2006, through June 30, 2007, did not reveal any items that were paid from the general obligation bond funds that did not comply with the purpose of the Bonds as approved by the registered voters of the District on November 6, 2001. We did not request that management of the District consult with legal counsel on any expenditures during the current period.
4. Our review of the policies over awarding of contracts revealed no exceptions to the policies of the District or the requirements of the State as they relate to awarding of contracts. Our review of the District policies over disbursement of funds revealed no exceptions to the disbursement policies of the District.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the San Mateo County Community College District and the Measure C Citizen's Fiscal Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.

*Vavinek, Tine, Day & Co LLP*

Pleasanton, California  
January 11, 2008

**SAN MATEO COUNTY COMMUNITY COLLEGE****2001 BONDS****INVOICES SELECTED****FOR THE YEAR ENDED JUNE 30, 2007**

Date	Vendor	Item Number in Exhibit A of Election Doc	Item Number in Facilities Project List	Location Coding	Amount
<b>A/C 49004 DW Prog/Proj Mgmt</b>					
5/11/2007	Swinerton Management	1, 8	A, T	5690-1149-715000	\$ 48,782
				5690-1149-715003	43,937
				5690-1149-715004	27,847
4/24/2007	Swinerton Management	1, 8	A, T	5690-1149-715000	63,910
				5690-1149-715003	57,561
				5690-1149-715004	36,482
3/13/2007	Swinerton Management	1, 8	A, T	5690-1149-715000	47,346
				5690-1149-715003	42,642
				5690-1149-715004	27,027
2/15/2007	Swinerton Management	1, 8	A, T	5690-1149-715000	65,047
				5690-1149-715003	58,585
				5690-1149-715004	37,132
1/17/2007	Swinerton Management	1, 8	A, T	5690-1149-715000	57,880
				5690-1149-715003	52,132
				5690-1149-715004	33,041
12/15/2006	Swinerton Management	1, 8	A, T	5690-1149-715000	60,740
				5690-1149-715003	54,706
				5690-1149-715004	34,673
11/7/2006	Swinerton Management	1, 8	A, T	5690-1149-715000	68,676
				5690-1149-715003	61,853
				5690-1149-715004	39,203
10/26/2006	Swinerton Management	1, 8	A, T	5690-1149-715000	49,182
				5690-1149-715003	44,296
				5690-1149-715004	28,075
9/5/2006	Swinerton Management	1, 8	A, T	5690-1149-715000	69,805
				5690-1149-715003	62,870
				5690-1149-715004	39,847
8/15/2006	Swinerton Management	1, 8	A, T	5690-1149-715000	113,597
				5690-1149-715003	102,312
				5690-1149-715004	64,846
					<b>\$ 1,594,032</b>
<b>A/C 49202 Sky Bldg 3</b>					
11/17/2006	Robert A. Bothman, Inc.	1	A	6210-1149-71500	\$ 104,810
1/8/2007	Robert A. Bothman, Inc.	1	A	6210-1149-71500	178,124
9/26/06	B.T.Mancini Co.	12	I-L	6210-1149-71500	107,746
8/30/06	Robert A. Bothman, Inc.	1	A	6210-1149-71500	485,788
					<b>\$ 876,469</b>

**SAN MATEO COUNTY COMMUNITY COLLEGE****2001 BONDS  
INVOICES SELECTED  
FOR THE YEAR ENDED JUNE 30, 2007**

Date	Vendor	Item Number in Exhibit A of Election Doc	Item Number in Facilities Project List	Location Coding	Amount
<b>A/C 49203 Sky Bldg 6/7A</b>					
3/2/2007	Hensel Phelps Construction	13	M, C	6220-1149-715003	\$ 1,088,204
1/19/2007	Hensel Phelps Construction	13	M, C	6220-1149-715003	1,196,603
12/13/2006	Hensel Phelps Construction	13	M, C	6220-1149-715003	929,263
11/30/2006	Hensel Phelps Construction	13	M, C	6220-1149-715003	1,350,307
10/6/2006	Hensel Phelps Construction	1	A	6220-1149-715003	1,061,905
8/21/2006	Hensel Phelps Construction	1	A	6220-1149-715003	1,146,204
					<b>\$ 6,772,486</b>
<b>A/C 49204 Sky Bldg 7/8</b>					
12/13/2006	John Plane Construction	1,2,5,6,7	A, B, T	6210-1149-71500	\$ 108,290
11/3/2006	John Plane Construction	1,2,5,6,7	A, B, T	6210-1149-71500	110,839
11/3/2006	John Plane Construction	1,2,5,6,7	A, B, T	6210-1149-71500	997,553
10/25/2006	John Plane Construction	1,2,5,6,7	A, B, T	6210-1149-71500	267,242
9/12/2006	John Plane Construction	1,2,5,6,7	A, B, T	6210-1149-71500	850,788
					<b>\$ 2,334,712</b>
<b>A/C 49303 Can Bldg 9</b>					
6/23/2007	S.J.Amoroso Construction	15, 35	G, II-I	6220-1149-715003	\$ 308,001
5/25/2007	S.J.Amoroso Construction	15, 35	G, II-I	6220-1149-715003	572,818
4/23/2007	S.J.Amoroso Construction	15, 35	G, II-I	6220-1149-715003	665,778
3/21/2007	S.J.Amoroso Construction	15, 35	G, II-I	6220-1149-715003	1,051,979
3/1/2007	S.J.Amoroso Construction	15, 35	G, II-I	6220-1149-715003	903,545
					<b>\$ 3,502,120</b>
<b>A/C 49317 Can Landscape Upgrades</b>					
12/11/2006	S.J.Amoroso Construction	34	II-H	6120-1149-71500	\$ 312,775
11/17/2006	S.J.Amoroso Construction	34	II-H	6120-1149-71500	397,336
10/16/2006	S.J.Amoroso Construction	34	II-H	6120-1149-71500	217,396
9/20/2006	S.J.Amoroso Construction	34	II-H	6120-1149-71500	246,703
					<b>\$ 1,174,209</b>
<b>A/C 49320 Can Bldg 16-17-18</b>					
5/2/2007	Big D Pacific Builders	2,14,20	B,F,L	6210-1149-71500	\$ 61,632
2/14/2007	Big D Pacific Builders	2,14,20	B,F,L	6210-1149-71500	256,438
1/29/2007	Big D Pacific Builders	2,14,20	B,F,L	6210-1149-71500	433,310
12/5/2006	Big D Pacific Builders	2,14,20	B,F,L	6210-1149-71500	358,084
11/7/06	Big D Pacific Builders	2,14,20	B,F,L	6210-1149-71500	195,578
					<b>\$ 1,305,042</b>

**SAN MATEO COUNTY COMMUNITY COLLEGE**
**2001 BONDS**  
**INVOICES SELECTED**  
**FOR THE YEAR ENDED JUNE 30, 2007**

Date	Vendor	Item Number in Exhibit A of Election Doc	Item Number in Facilities Project List	Location Coding	Amount
<b>A/C 49403 CSM Bldg.36</b>					
3/2/2007	McCarthy Building	25	Q	6210-1149-715003	\$ 444,665
12/13/2006	McCarthy Building	25	Q	6210-1149-715003	103,176
12/13/2006	McCarthy Building	25	Q	6210-1149-715003	928,459
11/30/2006	McCarthy Building	25	Q	6210-1149-715003	129,196
10/25/2006	McCarthy Building	25	Q	6210-1149-715003	110,407
8/30/2006	McCarthy Building	25	Q	6210-1149-715003	265,292
8/15/2006	McCarthy Building	25	Q	6210-1149-715003	178,482
10/9/2006	McCarthy Building	25	Q	6450-1149-715003	233,097
12/13/2006	McCarthy Building	25	Q	6450-1149-715004	562,649
					<b>\$ 2,955,423</b>
<b>A/C 49421 CSM Bldg 9</b>					
5/2/2007	Chevron	4	T1	6210-1149-71500	\$ 386,430
5/2/2007	Chevron	14	F	6210-1149-71500	154,452
5/2/2007	Chevron	4	T1	6210-1149-71500	120,260
11/7/2006	Chevron	4	T1	6210-1149-71500	579,886
11/7/2006	Chevron	4	T1	6210-1149-71500	129,599
					<b>\$ 1,370,627</b>
Invoices Tested					<b>\$ 21,885,120</b>
Total Expenditures					<b>\$ 33,708,718</b>
Percent Tested					<b>65%</b>

**SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT**

**CAPITAL OUTLAY –  
BOND FUND 2005 ELECTION  
FINANCIAL REPORT**

**JUNE 30, 2007**

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**CAPITAL OUTLAY – BOND FUND 2005 ELECTION  
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JUNE 30, 2007**

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**Vavrinek, Trine, Day & Co., LLP**

Certified Public Accountants

**VALUE THE DIFFERENCE**

## INDEPENDENT AUDITORS' REPORT

Measure A Citizens' Oversight Committee  
 San Mateo County Community College District  
 San Mateo, California

We have audited the accompanying financial statements of the capital outlay - bond fund 2005 election of the San Mateo County Community College District, as of and for the year ended June 30, 2007, as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the financial statements present only the capital outlay - bond fund 2005 election and are not intended to present fairly the financial position and results of operations of the San Mateo County Community College District in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the capital outlay - bond fund 2005 election of the San Mateo County Community College District at June 30, 2007, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Vavrinek, Trine, Day & Co LLP*

Pleasanton, California  
 January 11, 2008

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT****CAPITAL OUTLAY - BOND FUND 2005 ELECTION  
BALANCE SHEET  
JUNE 30, 2007**

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**ASSETS**

Investment	\$ 428,634,344
Accounts receivable	6,880,719
Due from other funds	5,054
Prepaid expenses	<u>1,395,231</u>
Total Assets	<u><u>\$ 436,915,348</u></u>

**LIABILITIES AND FUND EQUITY****LIABILITIES**

Accounts payable	<u>\$ 4,647,169</u>
------------------	---------------------

**FUND EQUITY**

Fund balances	
Unreserved	
Undesignated	<u>432,268,179</u>
Total Liabilities and Fund Equity	<u><u>\$ 436,915,348</u></u>

The accompanying notes are an integral part of these financial statements.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**CAPITAL OUTLAY – BOND FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE**  
**FOR THE YEAR ENDED JUNE 30, 2007**

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**REVENUES**

Interest and investment earnings	<u>\$ 10,061,090</u>
----------------------------------	----------------------

**EXPENDITURES**

## Current

Payroll and benefits	1,984,482
----------------------	-----------

Books and supplies	674,278
--------------------	---------

Services and operating expenditures	1,263,771
-------------------------------------	-----------

Capital outlay	<u>9,671,463</u>
----------------	------------------

Total Expenditures	<u>13,593,994</u>
--------------------	-------------------

**EXCESS OF REVENUES OVER/**

<b>(UNDER) EXPENDITURES</b>	<u>(3,532,904)</u>
-----------------------------	--------------------

**OTHER FINANCING SOURCES/(USES)**

Operating transfers in	135,429,395
------------------------	-------------

Operating transfers out	(36,796,945)
-------------------------	--------------

Other sources	<u>332,570,194</u>
---------------	--------------------

Total Other Financing Sources (Uses)	<u>431,202,644</u>
--------------------------------------	--------------------

**EXCESS OF REVENUES AND OTHER****FINANCING SOURCES OVER/(UNDER)**

<b>EXPENDITURES AND OTHER USES</b>	427,669,740
------------------------------------	-------------

**FUND BALANCE, BEGINNING OF YEAR**

	<u>4,598,439</u>
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<b>FUND BALANCE, END OF YEAR</b>	<u><u>\$ 432,268,179</u></u>
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The accompanying notes are an integral part of these financial statements.

## **SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

### **CAPITAL OUTLAY – BOND FUND 2005 ELECTION NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007**

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#### ***NOTE #1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

The accounting policies of the San Mateo County Community College District capital outlay - bond fund 2005 election conforms to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants. The San Mateo County Community College District capital outlay - bond fund 2005 election accounts for financial transactions in accordance with the policies and procedures of the California College Budget and Accounting Manual.

#### **Financial Reporting Entity**

These financial statements were prepared to comply with the requirements of proposition 39 related to the 55% voter approval requirements for bond issues and include only the capital outlay - bond fund 2005 election established to account for the expenditures of the general obligation bonds approved in August 2005. These financial statements are not intended to present fairly the complete financial position and results of operations of the San Mateo County Community College District in conformity with generally accepted accounting principles.

#### **Fund Accounting**

The District accounts for the capital outlay – bond fund 2005 election in a fund, which is considered to be a separate accounting entity from all other funds of the District. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance (or retained earnings), revenues, and expenditures (or expenses), as appropriate. District resources are allocated to and accounted for in individual governmental funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

#### **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

Governmental funds are generally accounted for using the modified accrual basis of accounting. Their revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered), except for unmatured interest on general long-term debt, which is recognized when due.

#### **Encumbrances**

The District utilizes an encumbrance accounting system under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated when the commitments are paid and all outstanding encumbrances are liquidated at June 30 since they do not constitute expenditures or liabilities.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**
**CAPITAL OUTLAY – BOND FUND 2005 ELECTION**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2007**


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**Fund Balance Reserves and Designations**

Reservations of the ending fund balance indicate the portions of fund balance not available for appropriation or amounts legally segregated for a specific future use. Designations of the ending fund balance indicate tentative plans for financial resource utilization in a future period.

**Property Tax**

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10, and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County of San Mateo bills and collects the taxes for the District. The District recognizes tax revenues when received.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

**NOTE #2 – INVESTMENTS**

**Investments Authorized Under Debt Agreements** - The debt agreement limits investments to the San Mateo County Investment Pool. The Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment In One Issuer
County Pooled Investment Funds	N/A	None	None

**Investment in County Treasury** - The Capital Outlay Bond Fund and the District are considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT****CAPITAL OUTLAY – BOND FUND 2005 ELECTION****NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2007**

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**Interest Rate Risk** - Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Capital Outlay Bond Fund and the District manages exposure to interest rate risk by depositing substantially all of its funds in the County Treasury Pool. The fair value of deposits at the County Treasury at June 30, 2007 was \$428,634,344 and the weighted average maturity of the pool is 1.0 years.

**Credit Risk** - Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measure by the assignment of a rating by a nationally recognized statistical rating organization. The Capital Outlay Bond Fund only invests in County Pooled Investment Funds which are not required to be rated.

**Custodial Credit Risk – Deposits** - This is the risk that in the event of a bank failure, the Capital Outlay Bond Fund or District's deposits may not be returned to it. The Capital Outlay Bond Fund does not have any deposits subject to custodial credit risk.

**NOTE #3 – ACCOUNTS RECEIVABLE**

Accounts receivable at June 30, 2007, consists of the following:

Interest	<u>\$ 6,880,719</u>
----------	---------------------

**NOTE #4 – INTERFUND TRANSACTIONS***Interfund receivables/payables (Due To/Due From)*

At June 30, 2007, bond fund 2005 election has \$5,054 due from Capital Outlays Fund for bond projects.

*Operating transfers*

At June 30, 2007, operating transfers out of \$36,796,945 to bond fund 2001 election to reimbursement bond project costs and operating transfers in of \$135,429,395 from Capital Outlay Funds for bond projects.

**NOTE #5 – ACCOUNTS PAYABLE**

Accounts payable at June 30, 2007, consists of the following:

Vendor payables	<u>\$ 4,647,169</u>
-----------------	---------------------

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT****CAPITAL OUTLAY – BOND FUND 2005 ELECTION  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

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*NOTE #6 – FUND BALANCES*

Fund balances are composed of the following elements:

Unreserved	
Undesignated	<u>\$ 432,268,179</u>

*NOTE #7 – LONG-TERM DEBT***A. Long-Term Debt Summary**

Under the modified accrual basis of accounting, liabilities for long-term debt are not reported in the individual funds of the District. However, they are reported as liabilities on the Statement of Net Assets in the Entity Wide financial statements of the District. A schedule of changes in long-term debt for the year ended June 30, 2007, is shown below:

	Balance Beginning of Year	Additions	Accretion	Balance End of Year
General obligation bonds	<u>\$ 136,064,684</u>	<u>\$ 332,570,194</u>	<u>\$ 9,471,547</u>	<u>\$ 478,106,425</u>

**General Obligation Bonds**

Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds Beginning of Year	Issued	Accretion	Bonds End of Year
4/11/2006	9/1/2030	3.75-5.00%	\$ 135,429,395	\$ 136,064,684	\$ -	\$ 4,263,261	\$ 140,327,945
12/12/2006	9/1/2038	3.50-5.00%	\$ 332,570,194	-	332,570,194	5,208,286	337,778,480
				<u>\$ 136,064,684</u>	<u>\$ 332,570,194</u>	<u>\$ 9,471,547</u>	<u>\$ 478,106,425</u>

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT****CAPITAL OUTLAY – BOND FUND 2005 ELECTION  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

The general obligation bonds mature through 2042 as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest to Maturity</u>	<u>Total</u>
2008	\$ 9,845,000	\$ 9,275,819	\$ 19,120,819
2009	12,860,000	10,519,438	23,379,438
2010	5,815,000	10,005,038	15,820,038
2011	6,835,000	9,772,438	16,607,438
2012	7,935,000	9,501,338	17,436,338
2013-2017	44,110,000	41,636,413	85,746,413
2018-2022	43,882,784	31,799,750	75,682,534
2023-2027	47,934,434	25,596,500	73,530,934
2028-2032	64,586,367	20,398,000	84,984,367
2033-2037	105,280,748	11,755,750	117,036,498
2038-2042	45,280,861	1,464,000	46,744,861
Total	394,365,194	\$ 181,724,484	\$ 576,089,678
Accretions to date	83,741,231		
	<u>\$478,106,425</u>		

**NOTE #8 – COMMITMENTS AND CONTINGENCIES**

As of June 30, 2007, the building fund had the following commitments with respect to unfinished capital projects:

<u>Description</u>	<u>Amount</u>
District wide projects	\$ 339,434
Skyline building	1,288,202
Skyline other projects	101,982
Canada building	754,401
Canada other projects	1,078,012
College of San Mateo building	246,613
College of San Mateo athletic facilities upgrade, phase 2	1,673,125
	<u>\$ 5,481,769</u>



**SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT**

**CAPITAL OUTLAY –  
BOND FUND 2005 ELECTION  
PERFORMANCE REPORT**

**JUNE 30, 2007**



**Vavrinek, Trine, Day & Co., LLP**

Certified Public Accountants

VALUE THE DIFFERENCE

## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Measure A Citizens' Oversight Committee  
San Mateo County Community College District  
San Mateo, California

We have performed the agreed-upon procedures listed below, which were agreed to by the management of the San Mateo County Community College District and the Measure A Citizen's Oversight Committee, solely to review at least 25% of the expenditures of the 2005 General Obligation Bond funds for the period of July 1, 2006 through June 30, 2007 for the purpose of verifying if the use of the funds is within the scope of the published materials specifying the intended use of bond funds. We used election documents, District resolutions, the master plan and the revised master plan as guidance for the intended use of the funds. For any expenditures in question, we recommended that the District obtain the opinion of legal counsel and we informed this committee as to the issues. Management is responsible for San Mateo County Community College District's compliance with those requirements. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below for either the purpose for which this report has been requested or for any other purpose.

### *Financial Summary*

1. The 2005 general obligation bond funds in the amount of \$468,000,000 were authorized at an election of the registered voters of the District held on August 8, 2005. The first series of the 2005 bonds was issued in April 2006 and in the principal amount of \$135,429,395. The second series of the 2005 bonds was issued in December 2006 and in the principal amount of \$332,570,194.
2. Total expenditures and encumbrances through June 30, 2007, were \$51,274,267.

### *Agreed Upon Procedures Performed*

1. Verify that the expenditure of funds was accounted for separately in the accounting records to allow for accountability.
2. Verify that the net funds from the sale of the General Obligation Bonds were deposited in total into the District's accounts by obtaining settlement statement for the new bond issue and verifying amounts deposited into the building and bond interest and redemption funds.
3. Select 25% of the expenditures and verify that the funds expended complied with the purpose that was specified to the registered voters of the District through election materials, district resolutions, and master plan. See supplemental information for list of expenditures reviewed.
4. Verify that the State and District policies were followed in the awarding of bids and expenditure of the funds.

*Results of Procedures*

1. The general obligations bond fund expenditures were accounted for separately in the capital outlay - bond fund of the District.
2. The net proceeds from the sale of the general obligation bonds during the year were deposited into the capital outlay - bond fund.
3. Our review of the expenditures for the period July 1, 2006, through June 30, 2007, did not reveal any items that were paid from the general obligation bond funds that did not comply with the purpose of the Bonds as approved by the registered voters of the District on August 9, 2005. We did not request that management of the District consult with legal counsel on any expenditures during the current period.
4. Our review of the policies over awarding of contracts revealed no exceptions to the policies of the District or the requirements of the State as they relate to awarding of contracts. Our review of the District policies over disbursement of funds revealed no exceptions to the disbursement policies of the District.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the San Mateo County Community College District and the Measure A Citizen's Fiscal Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.

*VairineK, Trine, Day & Co LLP*

Pleasanton, California  
January 11, 2008

**SAN MATEO COUNTY COMMUNITY COLLEGE****2005 BONDS****INVOICES SELECTED****FOR THE YEAR ENDED JUNE 30, 2007**

Invoice Date	Vendor	Item Number in Exhibit A of Election Doc	Item Number in Facilities Project List	Location Coding	Amount
<b>A/C 47001 DW CIP2 Planning</b>					
12/13/2006	Jones & Stokes Associates	13	III D 2	6122-1049-715000	\$ 34,961
1/23/2007	Jones & Stokes Associates	13	III D 2	6122-1049-715000	22,111
					<b>\$ 57,071</b>
<b>A/C 47401 CIP2 DB Project</b>					
5/15/2007	Steinberg Architecture	13	III B 4	6121-1049-715003	\$ 301,115
4/2/2007	Steinberg Architecture	13	III B 4	6121-1049-715003	267,430
1/24/2007	Steinberg Architecture	13	III B 4	6121-1049-715003	449,646
					<b>\$ 1,018,191</b>
<b>A/C 47422 CSM Athletic Facilities Upgrade Ph2</b>					
6/22/2007	Robert A. Bothman, Inc.	51	I V	6127-1149-715000	\$ 331,035
6/22/2007	Robert A. Bothman, Inc.	51	I V	6127-1149-715000	259,413
6/22/2007	Robert A. Bothman, Inc.	51	I V	6127-1149-715000	365,402
6/22/2007	Robert A. Bothman, Inc.	51	I V	6127-1149-715000	304,681
6/22/2007	Robert A. Bothman, Inc.	51	I V	6127-1149-715000	317,681
6/22/2007	Robert A. Bothman, Inc.	51	I V	6127-1149-715000	363,791
					<b>\$ 1,942,003</b>
<b>A/C 47201 Sky Bldg.3</b>					
4/10/2007	PP2-RECLS 10710012 per Lilian	13	III C 1	6210-1149-71500	\$ 316,921
10/9/2006	John Plane Construction	4,12,24	I T1,P	6210-1149-71500	166,101
					<b>\$ 483,023</b>
<b>A/C 47302 Can Bldg-16/17/18 Modern.</b>					
5/31/2007	Noll & Tam	38	III A1		\$ 110,927
12/15/2006	Noll & Tam	4	I T1		78,759
					<b>\$ 189,686</b>
Invoices Tested					<b>\$ 3,689,974</b>
Total Expenditures					<b>\$ 13,593,994</b>
Percent Tested					<b>27%</b>

**BOARD REPORT NO. 08-2-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**ADOPTION OF RESOLUTION NO. 08-1 OF THE SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT AUTHORIZING ISSUANCE OF  
TAX AND REVENUE ANTICIPATION NOTES**

Tax and Revenue Anticipation Notes (TRANs) are short-term debt instruments issued by community college districts throughout the State to accommodate periods when cash flow is inadequate to cover normal General Fund expenditures. Since the District's major source of funding is through local tax revenues that are distributed in two segments each year, the availability of the TRAN provides appropriate cash flow flexibility for the District. With the exception of 1991-92, the District has issued these instruments for the past twenty-two years. In order to simplify the process and obtain the best pricing for issuance costs, the District once again is proposing to participate in the California School Boards Association (CSBA) *California Cash Reserve Program* for issuance of tax-exempt TRANs.

The District will reserve the right to determine the maturity date of the TRAN in June 2008, depending on market conditions. The 2008-09 TRAN repayment will be due on June 30, 2009.

Pricing will be during June 2008; at that time, interest rates will be locked in. The District has the option of a fixed-rate investment for the note proceeds and is not obligated to participate until the District executes the pricing confirmation. Proceeds of the TRAN will be available to meet the District's temporary cash flow needs throughout the 2008-09 fiscal year.

Attached Resolution No. 08-1 authorizes the District to participate in the *California Cash Reserve Program* and to issue tax-exempt Tax and Revenue Anticipation Notes in an amount not to exceed \$20,000,000 for fiscal year 2008-09. The resolution authorizes various financing documentation and further authorizes the President of the Board of Trustees, the Chancellor, the Executive Vice Chancellor, the Chief Financial Officer and the Controller to sign all documents in connection with the issuance of the TRAN.

**RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 08-1 authorizing issuance of 2008-09 Tax and Revenue Anticipation Notes in an amount not to exceed \$20,000,000.

**THIS RESOLUTION MUST BE DISCUSSED, CONSIDERED AND DELIBERATED BY THE GOVERNING BOARD AS A SEPARATE ITEM OF BUSINESS ON THE GOVERNING BOARD'S AGENDA IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 53635.7.**

**DISTRICT RESOLUTION**

**NAME OF DISTRICT:** \_\_\_\_\_ \*

**LOCATED IN: COUNTY OF** \_\_\_\_\_

**MAXIMUM AMOUNT OF BORROWING:** \_\_\_\_\_

**RESOLUTION OF THE GOVERNING BOARD AUTHORIZING THE BORROWING OF FUNDS FOR FISCAL YEAR 2008-2009 AND THE ISSUANCE AND SALE OF A 2008-2009 TAX AND REVENUE ANTICIPATION NOTE THEREFOR AND PARTICIPATION IN THE CALIFORNIA SCHOOL CASH RESERVE PROGRAM AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY TO ISSUE AND SELL THE NOTE**

**WHEREAS**, school districts, community college districts and county boards of education are authorized by Sections 53850 to 53858, both inclusive, of the Government Code of the State of California (the "Act") (being Article 7.6, Chapter 4, Part 1, Division 2, Title 5 of the Government Code) to borrow money by the issuance of temporary notes;

**WHEREAS**, the governing board (the "Board") has determined that, in order to satisfy certain obligations and requirements of the school district, community college district or county board of education specified above (the "District"), a public body corporate and politic located in the County designated above (the "County"), it is desirable that a sum (the "Principal Amount"), not to exceed the Maximum Amount of Borrowing designated above, be borrowed for such purpose during the District's fiscal year ending June 30, 2009 ("Fiscal Year 2008-2009") by the issuance of a note therefor in anticipation of the receipt of taxes, income, revenue, cash receipts and other moneys to be received by the District for the general fund and, if so indicated in a Pricing Confirmation (as defined in Section 4 hereof), capital fund and/or special revenue fund

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\* If the Name of the District indicated on the face hereof is not the correct legal name of the District which adopted this Resolution, it shall nevertheless be deemed to refer to the District which adopted this Resolution, and the Name of the District indicated on the face hereof shall be treated as the correct legal name of said District for all purposes in connection with the Program (as hereinafter defined).

(or similarly named fund or funds as indicated in such Pricing Confirmation) of the District attributable to Fiscal Year 2008-2009;

**WHEREAS**, the District hereby determines to borrow, for the purposes set forth above, the Principal Amount by the issuance of the Note, as hereinafter defined;

**WHEREAS**, because the District does not have fiscal accountability status pursuant to Section 42650 or Section 85266 of the Education Code of the State of California, it requests the Board of Supervisors of the County to borrow, on the District's behalf, the Principal Amount by the issuance of the Note;

**WHEREAS**, pursuant to Section 53853 of the Act, if the Board of Supervisors of the County fails or refuses to authorize the issuance of the Note within the time period specified in said Section 53853, following receipt of this Resolution, and the Note is issued in conjunction with tax and revenue anticipation notes, in one or more series, of other Issuers (as hereinafter defined), the District may issue the Note in its name pursuant to the terms stated herein;

**WHEREAS**, the Principal Amount is to be confirmed and set forth in the Pricing Confirmation;

**WHEREAS**, it appears, and this Board hereby finds and determines, that the Principal Amount, when added to the interest payable thereon, does not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys of the District attributable to Fiscal Year 2008-2009 and available for the payment of the principal of the Note and the interest thereon;

**WHEREAS**, no money has heretofore been borrowed by or on behalf of the District through the issuance of tax anticipation notes or temporary notes in anticipation of the receipt of, or payable from or secured by, taxes, income, revenue, cash receipts or other moneys for Fiscal Year 2008-2009;

**WHEREAS**, pursuant to Section 53856 of the Act, certain moneys which will be received by the District during and attributable to Fiscal Year 2008-2009 can be pledged for the payment of the principal of the Note and the interest thereon (as hereinafter provided);

**WHEREAS**, the District has determined that it is in the best interests of the District to participate in the California School Cash Reserve Program (the "Program") organized by the California School Cash Reserve Program Authority (the "Authority"), whereby participating school districts, community college districts and county boards of education (collectively, the "Issuers") will simultaneously issue tax and revenue anticipation notes;

**WHEREAS**, the District desires to have its Note marketed together with some or all of the notes issued by other school districts, community college districts and county boards of education participating in the Program;

**WHEREAS**, Piper Jaffray & Co., on behalf of itself and on behalf of George K. Baum & Company (the "Underwriter"), will form one or more pools of notes or series of certificates (the

“Certificates”) of participation (the “Series of Certificates”) distinguished by (i) whether and what type(s) of Credit Instrument (as hereinafter defined) secures notes comprising each Series, and (ii) possibly other features, all of which the District hereby authorizes the Underwriter to determine;

**WHEREAS**, the Program requires the Issuers participating in any particular Series of Certificates to deposit their tax and revenue anticipation notes with U.S. Bank National Association, as trustee (the “Trustee”), pursuant to a trust agreement between such Issuers and the Trustee (such trust agreement, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as the “Trust Agreement”);

**WHEREAS**, the Program requires the Trustee, pursuant to the Trust Agreement, to execute and deliver the Certificates evidencing and representing proportionate undivided interests in the payments of principal of and interest on the tax and revenue anticipation notes issued by the Issuers comprising such Series of Certificates;

**WHEREAS**, the District desires to have the Trustee execute and deliver a Series of Certificates which evidences and represents interests of the owners thereof in the Note and the notes issued by other Issuers comprising such Series of Certificates;

**WHEREAS**, as additional security for the owners of the Certificates, all or a portion of the payments by all of the Issuers of their respective notes may or may not be secured by an irrevocable letter (or letters) of credit or policy (or policies) of insurance or other credit instrument (or instruments) (collectively, the “Credit Instrument”) issued by the credit provider (or credit providers) (collectively, the “Credit Provider”) designated in the Trust Agreement, as finally executed, pursuant to a credit agreement (or agreements) or commitment letter (or letters) (such credit agreement (or agreements) or commitment letter (or letters), if any, in the forms presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein collectively as, the “Credit Agreement”) identified in the Trust Agreement, as finally executed, between, in the case of an irrevocable letter (or letters) of credit or policy (or policies) of insurance, the Issuers and the respective Credit Provider;

**WHEREAS**, all or portions of the net proceeds of the Note may be invested in one or more Permitted Investments (as defined in the Trust Agreement), including under one or more investment agreements with one or more investment providers (if any), which investment agreements and provisions are to be determined in the Pricing Confirmation related to the Note;

**WHEREAS**, the Program requires that each participating Issuer approve the Trust Agreement and the alternative Credit Instruments, if any, in substantially the forms presented to the Board, with the final form of Trust Agreement, type of Credit Instrument and corresponding Credit Agreement determined in the Pricing Confirmation;

**WHEREAS**, pursuant to the Program each participating Issuer will be responsible for its share of (a) the fees of the Trustee and the costs of issuing the applicable Series of Certificates, and (b), if applicable, the fees of the Credit Provider, the Issuer’s allocable share of all Predefault



Obligations and the Issuer's Reimbursement Obligations, if any (each as defined in the Trust Agreement);

**WHEREAS**, pursuant to the Program, the Underwriter will submit an offer to purchase the Note and the notes issued by other Issuers participating in the same Series of Certificates all as evidenced and represented by such Series of Certificates (which offer will specify, as designated in the Pricing Confirmation, the Principal Amount, interest rate and Credit Instrument (if any)), and has submitted a form of certificate purchase agreement (such certificate purchase agreement, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as the "Certificate Purchase Agreement") to the Board; and

**WHEREAS**, it is necessary to engage the services of certain professionals to assist the District in its participation in the Program;

**NOW, THEREFORE**, the Board hereby finds, determines, declares and resolves as follows:

Section 1.      Recitals. All the above recitals are true and correct and this Board so finds and determines.

Section 2.      Issuance of Note. This Board hereby determines to borrow, and hereby requests the Board of Supervisors of the County to borrow for the District, solely for the purpose of anticipating taxes, income, revenue, cash receipts and other moneys to be received by the District for the general fund and, if so indicated in the Pricing Confirmation, the capital fund and/or special revenue fund (or similarly named fund or funds as indicated in the Pricing Confirmation)\* of the District attributable to Fiscal Year 2008-2009, and not pursuant to any common plan of financing of the District, by the issuance by the Board of Supervisors of the County, in the name of the District, of a note in the Principal Amount under Sections 53850 *et seq.* of the Act, designated the District's "2008-2009 Tax and Revenue Anticipation Note" (the "Note"), to be issued in the form of one fully registered note at the principal amount thereof as set forth in the Pricing Confirmation, to be dated the date of its delivery to the initial purchaser thereof, to mature (without option of prior redemption) not more than thirteen (13) months thereafter on a date indicated on the face thereof and determined in the Pricing Confirmation (the "Maturity Date"), and to bear interest, payable at maturity (and, if the maturity is longer than twelve (12) months, an additional interest payment shall be payable within twelve (12) months of the issue date, as determined in the Pricing Confirmation) and computed upon the basis of a 360-day year consisting of twelve 30-day months, at a rate not to exceed twelve percent (12%) per annum as determined in the Pricing Confirmation and indicated on the face of the Note (the "Note Rate"). If the Note as evidenced and represented by the Series of Certificates is secured in whole or in part by a Credit Instrument and is not paid at maturity or is paid (in whole or in part) by a draw under or claim upon a Credit Instrument which draw or claim is not fully reimbursed on such date, it shall become a Defaulted Note (as defined in the Trust Agreement), and the unpaid portion thereof (or the portion thereof with respect to which a Credit Instrument applies for which reimbursement on a draw, payment or claim has not been fully made) shall be deemed

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\* For purposes of this Resolution, such funds shall be referred to as the "capital fund" and "special revenue fund."

outstanding and shall continue to bear interest thereafter until paid at the Default Rate (as defined in the Trust Agreement). If the Note as evidenced and represented by the Series of Certificates is unsecured in whole or in part and is not fully paid at maturity, the unpaid portion thereof (or the portion thereof to which no Credit Instrument applies which is unpaid) shall be deemed outstanding and shall continue to bear interest thereafter until paid at the Default Rate. In each case set forth in the preceding two sentences, the obligation of the District with respect to such Defaulted Note or unpaid Note shall not be a debt or liability of the District prohibited by Article XVI, Section 18 of the California Constitution and the District shall not be liable thereon except to the extent of any available revenues attributable to Fiscal Year 2008-2009, as provided in Section 8 hereof.

The percentage of the Note as evidenced and represented by the Series of Certificates to which a Credit Instrument, if any, applies shall be (i) equal to 100%, if the size of the Credit Instrument is greater than or equal to the aggregate amount of principal of and interest on unpaid notes (or unpaid portions thereof) comprising such Series or (ii) equal to the amount of the Credit Instrument divided by the aggregate amount of unpaid principal of and interest on notes (or portions thereof), expressed as a percentage, if the size of the Credit Instrument is less than the aggregate amount of unpaid principal of and interest on notes (or unpaid portions thereof) as of the maturity date. Both the principal of and interest on the Note shall be payable in lawful money of the United States of America, but only upon surrender thereof, at the corporate trust office of U.S. Bank National Association in Los Angeles, California.

The principal amount of the Note shall, prior to the issuance thereof, be reduced from the Maximum Amount of Borrowing specified above if and to the extent necessary to obtain an approving legal opinion of Orrick, Herrington & Sutcliffe ("Bond Counsel") as to the legality thereof and the exclusion from gross income for federal tax purposes of interest thereon.

In the event the Board of Supervisors of the County fails or refuses to authorize the issuance of the Note within the time period specified in Section 53853 of the Act, following receipt of this Resolution, this Board hereby authorizes issuance of such Note, in the District's name, in one series, pursuant to the terms stated in this Section 2 and this Resolution. The Note shall be issued in conjunction with the note or notes of one or more other Issuers as part of the Program and within the meaning of Section 53853 of the Act.

Section 3. Form of Note. The Note shall be issued in fully registered form without coupons and shall be substantially in the form and substance set forth in Exhibit A, as attached hereto and by reference incorporated herein, the blanks in said form to be filled in with appropriate words and figures.

Section 4. Sale of Note; Delegation. Any one of the President or Chairperson of the Board, the Superintendent, the Assistant Superintendent for Business, the Assistant Superintendent for Administrative Services, the business manager, director of business or fiscal services or chief financial/business officer of the District, as the case may be, or, in the absence of said officer, his or her duly appointed assistant (each an "Authorized Officer"), is hereby authorized and directed to negotiate with the Underwriter an interest rate on the Note to the stated maturity thereof, which shall not exceed twelve percent (12%) per annum, and the purchase price to be paid by the Underwriter for the Note, which purchase price shall be at a

discount which when added to the District's share of the costs of issuance shall not be more than one percent (1%) of the Principal Amount of the Note. If such interest rate and price and other terms of the sale of the Note set out in the Pricing Confirmation are acceptable to said Authorized Officer, said Authorized Officer is hereby further authorized and directed to execute and deliver the pricing confirmation supplement to be delivered by the Underwriter to the District on a date within five (5) days, or such longer period of time as agreed by the Underwriter of said negotiation of interest rate and purchase price during the period from May 1, 2008 through March 1, 2009 (the "Pricing Confirmation"), substantially in the form presented to this meeting as Schedule I to the Certificate Purchase Agreement, with such changes therein as said Authorized Officer shall require or approve, and such other documents or certificates required to be executed and delivered thereunder or to consummate the transactions contemplated hereby or thereby, for and in the name and on behalf of the District, such approval by this Board and such officer to be conclusively evidenced by such execution and delivery. Any Authorized Officer is hereby further authorized to execute and deliver, prior to the execution and delivery of the Pricing Confirmation, the Certificate Purchase Agreement, substantially in the form presented to this meeting, with such changes therein as said officer shall require or approve, such approval to be conclusively evidenced by such execution and delivery; provided, however, that the Certificate Purchase Agreement shall not be effective and binding on the District until the execution and delivery of the Pricing Confirmation. Delivery of an executed copy of the Pricing Confirmation by facsimile transmission, e-mail transmission or other similar means of electronic transmission shall be deemed effective execution and delivery for all purposes. If requested by said Authorized Officer at his or her option, any duly authorized deputy or assistant of such Authorized Officer may approve said interest rate and price by execution of the Certificate Purchase Agreement and/or the Pricing Confirmation.

Section 5. Program Approval. The Note shall be combined with notes of other Issuers into a Series of Certificates as set forth in general terms in the Pricing Confirmation (which need not include specific information about such other notes or Issuers), and shall be marketed and sold simultaneously with such other notes of that Series of Certificates with such credit support (if any) referred to in the Pricing Confirmation, and shall be evidenced and represented by the Certificates which shall evidence and represent proportionate, undivided interests in the Note in the proportion that the face amount of the Note bears to the total aggregate face amount of the Note and the notes issued by other Issuers which the Series of Certificates represent. Such Certificates may be delivered in book-entry form.

The Districts hereby delegates to the Authority the authority to select the applicable Credit Instrument, Credit Provider and Credit Agreement, if any, for the Series of Certificates which evidences and represents interests of the owners thereof in the Note and the notes issued by other Issuers comprising such Series of Certificates, all of which shall be identified in, and approved by the Authorized Officer of the District executing, the Pricing Confirmation, the Trust Agreement and the Credit Agreement (if any), for and in the name and on behalf of the District, such approval of such officer to be conclusively evidenced by the execution of the Pricing Confirmation, the Trust Agreement and the Credit Agreement (if any).

The form of Trust Agreement and alternative general types and forms of Credit Agreements, if any, presented to this meeting are hereby approved, and each Authorized Officer is hereby authorized and directed to execute and deliver the Trust Agreement and a Credit

Agreement, if applicable, which shall be identified in the Pricing Confirmation, in substantially one or more of said forms (a substantially final form of Credit Agreement delivered to such Authorized Officer concurrent with the Pricing Confirmation), with such changes therein as said officer shall require or approve, such approval of this Board and such officer to be conclusively evidenced by the execution of the Trust Agreement, Credit Agreement and Pricing Confirmation, respectively.

The form of the Preliminary Official Statement presented to this meeting is hereby approved, and the Underwriter is hereby authorized to distribute the Preliminary Official Statement in connection with the offering and sale of the Certificates. Each Authorized Officer is hereby authorized and directed to provide the Underwriter with such information relating to the District as the Underwriter shall reasonably request for inclusion in the Preliminary Official Statement. Upon inclusion of the information relating to the District therein, the Preliminary Official Statement shall be, except for certain omissions permitted by Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the "Rule"), deemed final within the meaning of the Rule; provided that no representation is made as to the information contained in the Preliminary Official Statement relating to the other Issuers or any Credit Provider, and the Authority is hereby authorized to certify on behalf of the District that the Preliminary Official Statement is, as of its date, deemed final within the meaning of the Rule. If, at any time prior to the execution of the Pricing Confirmation, any event occurs as a result of which the information contained in the Preliminary Official Statement relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriter. The Authority is hereby authorized and directed, at or after the time of the sale of any Series of Certificates, for and in the name and on behalf of the District, to execute a final Official Statement in substantially the form of the Preliminary Official Statement presented to this meeting, with such additions thereto or changes therein as the Authority may approve, such approval to be conclusively evidenced by the execution and delivery thereof.

The Trustee is authorized and directed to execute Certificates on behalf of the District pursuant to the terms and conditions set forth in the Trust Agreement, in the aggregate principal amount specified in the Trust Agreement, and substantially in the form and otherwise containing the provisions set forth in the form of the Certificate contained in the Trust Agreement. When so executed, the Certificates shall be delivered by the Trustee to the Underwriter upon payment of the purchase price thereof, pursuant to the terms of the Trust Agreement and the Certificate Purchase Agreement.

Subject to Section 8 hereof, the District hereby agrees that if the Note as evidenced and represented by the Series of Certificates shall become a Defaulted Note, the unpaid portion thereof or the portion to which a Credit Instrument applies for which full reimbursement on a draw, payment or claim has not been made by the Maturity Date shall be deemed outstanding and shall not be deemed to be paid until (i) the Credit Provider providing a Credit Instrument with respect to the Series of Certificates, and therefore, if applicable, all or a portion of the District's Note, if any, has been reimbursed for any drawings or payments made under the Credit Instrument with respect to the Note, including interest accrued thereon, as provided therein and in the applicable Credit Agreement, and (ii) the holders of the Series of the Certificates which

evidence and represent the Note are paid the full principal amount represented by the unsecured portion of the Note plus interest accrued thereon (calculated at the Default Rate) to the date of deposit of such aggregate required amount with the Trustee. For purposes of clause (ii) of the preceding sentence, holders of the Series of Certificates will be deemed to have received such principal amount upon deposit of such moneys with the Trustee.

The District agrees to pay or cause to be paid, in addition to the amounts payable under the Note, any fees or expenses of the Trustee and, to the extent permitted by law, if the District's Note as evidenced and represented by the Series of Certificates is secured in whole or in part by a Credit Instrument, any Predefault Obligations and Reimbursement Obligations (to the extent not payable under the Note), (i) arising out of an "Event of Default" hereunder (or pursuant to Section 7 hereof) or (ii) arising out of any other event (other than an event arising solely as a result of or otherwise attributable to a default by any other Issuer). In the case described in (ii) above with respect to Predefault Obligations, the District shall owe only the percentage of such fees, expenses and Predefault Obligations equal to the ratio of the principal amount of its Note over the aggregate principal amounts of all notes, including the Note, of the Series of Certificates of which the Note is a part, at the time of original issuance of such Series of Certificates. Such additional amounts will be paid by the District within twenty-five (25) days of receipt by the District of a bill therefor from the Trustee.

Section 6      No Joint Obligation; Certificate Owners' Rights. The Note shall be marketed and sold simultaneously with the notes of other Issuers and shall be aggregated and combined with notes of other Issuers participating in the Program into a Series of Certificates evidencing and representing an interest in several, and not joint, obligations of each Issuer. The obligation of the District to Owners of Certificates is a several and not a joint obligation and is strictly limited to the District's repayment obligation under this Resolution, the resolution of the County providing for the issuance of the Note, if applicable, and the Note as evidenced and represented by such Series of Certificates.

Owners of Certificates, to the extent of their interest in the Note, shall be treated as owners of the Note and shall be entitled to all the rights and security thereof; including the right to enforce the obligations and covenants contained in this Resolution and the Note. The District hereby recognizes the right of the owners of the Certificates acting directly or through the Trustee to enforce the obligations and covenants contained in the Note, this Resolution and the Trust Agreement. The District shall be directly obligated to each owner of the Certificates for the principal and interest payments on the Note evidenced and represented by the Certificates without any right of counterclaim or offset arising out of any act or failure to act on the part of the Trustee.

Section 7      Disposition of Proceeds of the Note. The moneys received from the sale of the Note allocable to the District's share of the Costs of Issuance (as defined in the Trust Agreement) (which includes any issuance fees in connection with a Credit Instrument applicable to the Note, if any) shall be deposited in the Costs of Issuance Fund (as defined in the Trust Agreement) held and invested by the Trustee under the Trust Agreement and expended as directed by the Underwriter on Costs of Issuance as provided in the Trust Agreement.

The moneys received from the sale of the Note (net of the District's share of the Costs of Issuance) is hereby designated the "Deposit to Proceeds Subaccount" and shall be deposited in the District's Proceeds Subaccount hereby authorized to be created pursuant to, and held and invested by the Trustee under, the Trust Agreement for the District and said moneys may be used and expended by the District for any purpose for which it is authorized to expend funds upon requisition from the Proceeds Subaccount as specified in the Trust Agreement. The Pricing Confirmation shall set forth the amount of the Deposit to Proceeds Subaccount. The Authorized Officer is hereby authorized to approve the amount of such Deposit to Proceeds Subaccount. "Net Proceeds" means the Principal Amount of the Note net of the District's share of the Costs of Issuance. Subject to Section 8, the District hereby covenants and agrees to replenish amounts on deposit in its Proceeds Subaccount to the extent practicable from any source of available funds up to an amount equal to the unreplenished withdrawals from such Proceeds Subaccount.

The Trustee shall transfer to the Payment Account (hereinafter defined) of the District from amounts on deposit in the Proceeds Subaccount on the first day of each Repayment Month (as defined hereinafter) designated in the Pricing Confirmation, amounts which, taking into consideration anticipated earnings thereon to be received by the Maturity Date, are equal to the percentages of the principal and interest due with respect to the Note at maturity for the corresponding Repayment Month set forth in the Pricing Confirmation; provided, however, that on the twentieth day of the next to last Repayment Month designated in such Pricing Confirmation (or, if only one Repayment Month is applicable, on the twentieth day of the month preceding the Repayment Month designated in such Pricing Confirmation), the Trustee shall transfer all remaining amounts in the Proceeds Subaccount to the Payment Account all as and to the extent provided in the Trust Agreement; provided, however, that with respect to the transfer in any such Repayment Month (or month preceding a single Repayment Month), if said amount in the Proceeds Subaccount is less than the corresponding percentage set forth in the Pricing Confirmation of the principal and interest due with respect to the Note at maturity, the Trustee shall transfer to the related Payment Account of the District all amounts on deposit in the Proceeds Subaccount on the twentieth day of such Repayment Month (or month preceding a single Repayment Month).

In the event either (A) the Principal Amount of the Note, together with the aggregate amount of all tax-exempt obligations (including any tax-exempt leases, but excluding private activity bonds), issued and reasonably expected to be issued by the District (and all subordinate entities of the District) during the calendar year in which the Note is issued, will, at the time of the issuance of the Note (as indicated in the certificate of the District executed as of the date of issuance of the Note (the "District Certificate")), exceed fifteen million dollars (\$15,000,000), or (B) the Principal Amount of the Note, together with the aggregate amount of all tax-exempt obligations not used to finance school construction (including any tax-exempt leases, but excluding private activity bonds), issued and reasonably expected to be issued by the District (and all subordinate entities of the District) during the calendar year in which the Note is issued, will, at the time of the issuance of the Note (as indicated in the District Certificate), exceed five million dollars (\$5,000,000), the following paragraph will apply. In such case, the District shall be deemed a "Safe Harbor Issuer" with respect to the Note.

Amounts in the Proceeds Subaccount of the District and attributable to cash flow borrowing shall be withdrawn and expended by the District for any purpose for which the

District is authorized to expend funds from the general fund of the District, but, with respect to general fund expenditures, only to the extent that on the date of any withdrawal no other funds are available for such purposes without legislation or judicial action or without a legislative, judicial or contractual requirement that such funds be reimbursed. If on no date that is within six months from the date of issuance of the Note, the balance in the related Proceeds Subaccount attributable to cash flow borrowing and treated for federal tax purposes as proceeds of the Note is low enough so that the amounts in the Proceeds Subaccount qualify for an exception from the rebate requirements (the "Rebate Requirements") of Section 148 of the Internal Revenue Code of 1986 (the "Code"), the District shall promptly notify the Trustee in writing and, to the extent of its power and authority, comply with instructions from Orrick, Herrington & Sutcliffe LLP, Bond Counsel, supplied to it by the Trustee as the means of satisfying the Rebate Requirements.

Section 8      Source of Payment. (A) The principal amount of the Note, together with the interest thereon, shall be payable from taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys which are received by the District for the general fund and, if so indicated in the Pricing Confirmation, the capital fund and/or special revenue fund (if applicable) of the District and are attributable to Fiscal Year 2008-2009 and which are available for payment thereof. As security for the payment of the principal of and interest on the Note, the District hereby pledges certain unrestricted revenues (as hereinafter defined) which are received by the District for the general fund, and capital fund and/or special revenue fund (if applicable), of the District and are attributable to Fiscal Year 2008-2009, and the principal of the Note and the interest thereon shall constitute a first lien and charge thereon and shall be payable from the first moneys received by the District from such pledged revenues, and, to the extent not so paid, shall be paid from any other taxes, income, revenue, cash receipts and other moneys of the District lawfully available therefor (all as provided for in Sections 53856 and 53857 of the Act). In order to effect this pledge, the District agrees to the establishment and maintenance of the Payment Account as a special fund of the District (the "Payment Account") by the Trustee under the Trust Agreement as the responsible agent to maintain such fund until the payment of the principal of the Note and the interest thereon, and the District agrees to cause to be deposited (and shall request specific amounts from the District's funds on deposit with the County Treasurer for such purpose) directly therein the first amounts received in the months specified in the Pricing Confirmation as sequentially numbered Repayment Months (each individual month a "Repayment Month" and collectively "Repayment Months") (and any amounts received thereafter attributable to Fiscal Year 2008-2009) until the amount on deposit in such fund, taking into consideration anticipated investment earnings thereon to be received by the Maturity Date (as set forth in a certificate from the Underwriter to the Trustee), is equal in the respective Repayment Months identified in the Pricing Confirmation to the percentages of the principal of and interest due on the Note at maturity as specified in the Pricing Confirmation. The number of Repayment Months determined in the Pricing Confirmation shall not exceed six (6) and the amount of new money required to be deposited in any one Repayment Month (if there are more than two Repayment Months) as determined in the Pricing Confirmation shall not exceed fifty percent (50%) of the principal and interest due on the Note at maturity (such pledged amounts being hereinafter called the "Pledged Revenues"). The Authorized Officer is hereby authorized to approve the determination of the Repayment Months and percentages of the principal and interest due on the Note at maturity required to be on deposit in the Payment Account in each Repayment Month, all as specified in the Pricing Confirmation, by executing and delivering the Pricing Confirmation,

such execution and delivery to be conclusive evidence of approval by this Board and such officer. In the event that on the tenth Business Day (as defined in the Trust Agreement) of each such Repayment Month, the District has not received sufficient unrestricted revenues to permit the deposit into the Payment Account of the full amount of Pledged Revenues to be deposited in the Payment Account from said unrestricted revenues in said month, then the amount of any deficiency shall be satisfied and made up from any other moneys of the District lawfully available for the payment of the principal of the Note and the interest thereon, as and when such other moneys are received or are otherwise legally available. The term "unrestricted revenues" shall mean all taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts, and other moneys, intended as receipts for the general fund and capital fund and/or special revenue fund (if applicable) of the District attributable to Fiscal Year 2008-2009 of the District and which are generally available for the payment of current expenses and other obligations of the District.

(B) Any moneys placed in the Payment Account shall be for the benefit of the owner of the Note and (to the extent provided in the Trust Agreement) the Credit Provider, if any. The moneys in the Payment Account shall be applied only for the purposes for which the Payment Account is created until the principal of the Note and all interest thereon are paid or until provision has been made for the payment of the principal of the Note at maturity with interest to maturity (in accordance with the requirements for defeasance of the Certificates as set forth in the Trust Agreement) and (to the extent provided in the Trust Agreement), if applicable, the payment of all Predefault Obligations and Reimbursement Obligations owing to the Credit Provider.

(C) On any interest payment date (if different from the Maturity Date) and on the Maturity Date of the Note, the moneys in the Payment Account shall be transferred by the Trustee, to the extent necessary, to pay the principal of and interest on the Note or to reimburse the Credit Provider for payments made under or pursuant to the Credit Instrument. In the event that moneys in the Payment Account are insufficient to pay, in the case of an interest payment date, the interest, and in the case of the Maturity Date, the principal of and interest on the Note in full, moneys in the Payment Account shall be applied in the following priority: first to pay interest on the Note; second to pay principal of the Note; third to reimburse the Credit Provider for payment of interest, if any, on the Note; fourth to reimburse the Credit Provider for payment of principal, if any, of the Note; and fifth to pay any Reimbursement Obligations of the District and any of the District's pro rata share of Predefault Obligations owing to the Credit Provider. Any moneys remaining in or accruing to the Payment Account after the principal of the Note and the interest thereon and any Predefault Obligations and Reimbursement Obligations, if applicable, have been paid, or provision for such payment has been made, shall be transferred by the Trustee to the District, subject to any other disposition required by the Trust Agreement.

(D) Moneys in the Proceeds Subaccount and the Payment Account shall be invested by the Trustee pursuant to the Trust Agreement in the Investment Agreement (as defined in the Trust Agreement) and other Permitted Investments (as defined in the Trust Agreement) as described in and under the terms of the Trust Agreement, and as designated in the Pricing Confirmation; provided, however, that the portion of the Note designated in the Pricing Confirmation as the Special Capital Portion of the Note, if any, shall not be invested the Investment Agreement by the Trustee. The type of investments to be applicable to the proceeds



of the Note shall be determined by the District as designated in the Pricing Confirmation. In the event the District designates an investment agreement or investment agreements as investments, the District hereby appoints the bidding agent designated in the Pricing Confirmation (the "Bidding Agent") as its designee as a party authorized to solicit bids on or negotiate the terms of, the investment agreement or investment agreements. The District hereby directs the Trustee to invest such funds pursuant to such investment agreement or investment agreements (which shall be with a provider or providers rated in one of the two highest long-term rating categories by the rating agency or agencies then rating the applicable Series of Certificates (the "Rating Agency") and acceptable to the corresponding Credit Provider and the particulars of which pertaining to interest rate or rates and investment provider or providers will be set forth in the Pricing Confirmation) and authorizes the Trustee to enter into such investment agreement or investment agreements on behalf of the District. The Bidding Agent, on behalf of itself and any investment broker retained by it, is authorized to accept a fee from the investment provider in an amount not in excess of the present value of annual payments equal to 5/100th of a percent of the weighted average amount reasonably expected to be invested each year of the term of the investment agreement. The District's funds shall be accounted for separately and the obligation of the provider or providers of such investment agreement or investment agreements with respect to the District under such investment agreement or investment agreements shall be severable. Any such investment by the Trustee shall be for the account and risk of the District and the District shall not be deemed to be relieved of any of its obligations with respect to the Note, the Predefault Obligations or Reimbursement Obligations, if any, by reason of such investment of the moneys in its Proceeds Subaccount and Payment Account.

If, as of the first Business Day (as defined in the Trust Agreement) of each month, beginning in the month designated in Section 3.03 of the Trust Agreement, the total amount on deposit in the District's Payment Account and Proceeds Subaccount, taking into consideration anticipated earnings thereon to the Maturity Date of the Note, is less than the amount required to be on deposit in the Payment Account in such month (as specified in the Pricing Confirmation) and any outstanding Predefault Obligations and Reimbursement Obligations (if any), the District shall promptly file with the Trustee, and the Credit Provider, if any, a Financial Report and on the tenth Business Day of such month, if applicable, a Deficiency Report in substantially the forms set forth as Exhibits C and D to the Trust Agreement and shall provide such other information as the Credit Provider shall reasonably request. In the event of such deficiency, the District shall have no further right to requisition any moneys from the Proceeds Subaccount.

Notwithstanding any other investment policy of the District heretofore or hereafter adopted, the investment policy of the District pertaining to the Note and all funds and accounts established in connection therewith shall be consistent with, and the Board hereby authorizes investment in, the Permitted Investments. Any investment policy adopted by the Board hereafter in contravention of the foregoing shall be deemed to modify the authorization contained herein only if it shall specifically reference this Resolution and Section.

Section 9      Execution of Note. Any one of the Treasurer of the County, or, in the absence of said officer, his or her duly appointed assistant, the Chairperson of the Board of Supervisors of the County or the Auditor (or comparable financial officer) of the County shall be authorized to execute the Note issued hereunder by manual or facsimile signature and the Clerk of the Board of Supervisors of the County or any Deputy Clerk shall be authorized to countersign

the Note by manual or facsimile signature and to affix the seal of the County to the Note either manually or by facsimile impression thereof. In the event the Board of Supervisors of the County fails or refuses to authorize issuance of the Note as referenced in Section 2 hereof, any one of the President or Chairperson of the governing board of the District or any other member of such board shall be authorized to execute the Note by manual or facsimile signature and the Secretary or Clerk of the governing board of the District, the Superintendent of the District, the Assistant Superintendent for Business, the Assistant Superintendent for Administrative Services, the business manager, director of business or fiscal services or chief financial/business officer of the District, as the case may be, or any duly appointed assistant thereto, shall be authorized to countersign the Note by manual or facsimile signature. Said officers of the County or the District, as applicable, are hereby authorized to cause the blank spaces of the Note to be filled in as may be appropriate pursuant to the Pricing Confirmation. Said officers are hereby authorized and directed to cause the Trustee, as registrar and authenticating agent, to authenticate and accept delivery of the Note pursuant to the terms and conditions of the Certificate Purchase Agreement, this Resolution and the Trust Agreement. In case any officer whose signature shall appear on the Note shall cease to be such officer before the delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. The Note shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Trustee and showing the date of authentication. The Note shall not be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Trustee by manual signature, and such certificate of authentication upon the Note shall be conclusive evidence that such has been authenticated and delivered under this Resolution. The certificate of authentication on the Note shall be deemed to have been executed by the Trustee if signed by an authorized officer of the Trustee. The Note need not bear the seal of the District, if any.

Section 10. Note Registration and Transfer. (A) As long as the Note remains outstanding, the District shall maintain and keep at the principal corporate trust office of the Trustee, books for the registration and transfer of the Note. The Note shall initially be registered in the name of the Trustee as trustee under the Trust Agreement. Upon surrender of the Note for transfer at the office of the Trustee with a written instrument of transfer satisfactory to the Trustee, duly executed by the registered owner or its duly authorized attorney, and upon payment of any tax, fee or other governmental charge required to be paid with respect to such transfer, the County or the District, as applicable, shall execute and the Trustee shall authenticate and deliver, in the name of the designated transferee, a fully registered Note. For every transfer of the Note, the County, the District or the Trustee may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to the transfer, which sum or sums shall be paid by the person requesting such transfer as a condition precedent to the exercise of the privilege of making such transfer.

(B) Subject to Section 6 hereof, the County, the District and the Trustee and their respective successors may deem and treat the person in whose name the Note is registered as the absolute owner thereof for all purposes, and the County, the District and the Trustee and their respective successors shall not be affected by any notice to the contrary, and payment of or on account of the principal of such Note shall be made only to or upon the order of the registered

owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon the Note to the extent of the sum or sums so paid.

(C) The Note may, in accordance with its terms, be transferred upon the books required to be kept by the Trustee pursuant to the provisions hereof by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of the Note for cancellation, accompanied by delivery of a written instrument of transfer, duly executed in form approved by the Trustee.

(D) The Trustee will keep or cause to be kept, at its principal corporate trust office, sufficient books for the registration and transfer of the Note, which shall be open to inspection by the County and the District during regular business hours. Upon presentation for such purpose, the Trustee shall, under such reasonable regulations as it may prescribe, register or transfer or cause to be registered or transferred, on such books, the Note as hereinbefore provided.

(E) If any Note shall become mutilated, the County or the District, as applicable, at the expense of the registered owner of such Note, shall execute, and the Trustee shall thereupon authenticate and deliver a new Note of like tenor and number in exchange and substitution for the Note so mutilated, but only upon surrender to the Trustee of the Note so mutilated. Every mutilated Note so surrendered to the Trustee shall be cancelled by it and delivered to, or upon the order of the County or the District, as applicable. If any Note shall be lost, destroyed or stolen, evidence of such loss, destruction or theft may be submitted to the County, the District and the Trustee and, if such evidence be satisfactory to them and indemnity satisfactory to them shall be given, the County or the District, as applicable, at the expense of the registered owner, shall execute, and the Trustee shall thereupon authenticate and deliver a new Note of like tenor and number in lieu of and in substitution for the Note so lost, destroyed or stolen (or if any such Note shall have matured (as of the latest maturity date indicated on the face thereof) or shall be about to mature (as of the latest maturity date indicated on the face thereof), instead of issuing a substitute Note, the Trustee may pay the same without surrender thereof). The Trustee may require payment of a sum not exceeding the actual cost of preparing each new Note issued pursuant to this paragraph and of the expenses which may be incurred by the County or the District, as applicable, and the Trustee in such preparation. Any Note issued under these provisions in lieu of any Note alleged to be lost, destroyed or stolen shall constitute an original additional contractual obligation on the part of the County (on behalf of the District) or on the part of the District, as applicable, whether or not the Note so alleged to be lost, destroyed or stolen be at any time enforceable by anyone, and shall be entitled to the benefits of this Resolution with all other Notes secured by this Resolution.

Section 11. Covenants Regarding Transfer of Funds. It is hereby covenanted and warranted by the District that it will not request the County Treasurer to make temporary transfers of funds in the custody of the County Treasurer to meet any obligations of the District during Fiscal Year 2008-2009 pursuant to Article XVI, Section 6 of the Constitution of the State of California.

Section 12. Representations and Covenants.

(A) The District is a political subdivision duly organized and existing under and by virtue of the laws of the State of California and has all necessary power and authority to (i) adopt this Resolution and any supplement hereto, and enter into and perform its obligations under the Certificate Purchase Agreement, (ii) authorize the County to issue the Note on its behalf or, if applicable, issue the Note, and (iii) accept its obligations under the Credit Agreement(s).

(B) (i) Upon the issuance of the Note, the District will have taken all action required to be taken by it to authorize the issuance and delivery of the Note and the performance of its obligations thereunder, (ii) the District has full legal right, power and authority to request the County to issue and deliver the Note on behalf of the District and to perform its obligations as provided herein and therein, (iii) if applicable, the District has full legal right, power and authority to issue and deliver the Note and accept its obligations under the Credit Agreement(s).

(C) The issuance of the Note, the adoption of this Resolution, the acceptance of the District's obligations under the Credit Agreement(s) and the execution and delivery of the Certificate Purchase Agreement, the Trust Agreement and the Credit Agreement(s), if applicable, and compliance with the provisions hereof and thereof will not conflict with, breach or violate any law, administrative regulation, court decree, resolution, charter, by-laws or other agreement to which the District is subject or by which it is bound.

(D) Except as may be required under blue sky or other securities law of any state or Section 3(a)(2) of the Securities Act of 1933, there is no consent, approval, authorization or other order of, or filing with, or certification by, any regulatory authority having jurisdiction over the District required for the issuance and sale of the Note or the consummation by the District of the other transactions contemplated by this Resolution except those the District shall obtain or perform prior to or upon the issuance of the Note.

(E) The District has (or will have prior to the issuance of the Note) duly, regularly and properly adopted a budget for Fiscal Year 2008-2009 setting forth expected revenues and expenditures and has (or will have prior to the issuance of the Note) complied with all statutory and regulatory requirements with respect to the adoption of such budget. The District hereby covenants that it will (i) duly, regularly and properly prepare and adopt its revised or final budget for Fiscal Year 2008-2009, (ii) provide to the Trustee, the Credit Provider(s), if any, and the Underwriter, promptly upon adoption, copies of such revised or final budget and of any subsequent revisions, modifications or amendments thereto and (iii) comply with all applicable law pertaining to its budget.

(F) The Principal Amount of the District's Note issued hereunder plus the interest payable thereon, on the date of issuance of the Note, will not exceed fifty percent (50%) of the estimated amounts of the District's uncollected taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts, and other moneys to be received by the District for the general fund and, if applicable, capital fund and/or special revenue fund of the District attributable to Fiscal Year 2008-2009 all of which will be legally available to pay principal of and interest on the Note.

(G) The County has experienced an ad valorem property tax collection rate of not less than eighty-five percent (85%) of the average aggregate amount of ad valorem property taxes levied within the District in each of the five fiscal years from Fiscal Year 2002-2003 through Fiscal Year 2006-2007, and the District, as of the date of adoption of this Resolution and on the date of issuance of the Note, reasonably expects the County to have collected and to collect at least eighty-five percent (85%) of such amount for Fiscal Years 2007-2008 and 2008-2009, respectively.

(H) The District (i) has not defaulted within the past twenty (20) years, and is not currently in default, on any debt obligation, (ii) to the best knowledge of the District, has never defaulted on any debt obligation, and (iii) has never filed a petition in bankruptcy.

(I) The District's most recent audited financial statements present fairly the financial condition of the District as of the date thereof and the results of operation for the period covered thereby. Except as has been disclosed to the Underwriter and the Credit Provider(s), if any, there has been no change in the financial condition of the District since the date of such audited financial statements that will in the reasonable opinion of the District materially impair its ability to perform its obligations under this Resolution and the Note. The District agrees to furnish to the Underwriter, the Trustee and the Credit Provider(s), if any, promptly, from time to time, such information regarding the operations, financial condition and property of the District as such party may reasonably request, including the Financial Report and Deficiency Report, if appropriate, appearing as Exhibits C and D to the Trust Agreement.

(J) There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, arbitrator, governmental or other board, body or official, pending or, to the best knowledge of the District, threatened against or affecting the District questioning the validity of any proceeding taken or to be taken by the District in connection with the Note, the Certificate Purchase Agreement, the Trust Agreement, the Credit Agreement(s), if any, or this Resolution, or seeking to prohibit, restrain or enjoin the execution, delivery or performance by the District of any of the foregoing, or wherein an unfavorable decision, ruling or finding would have a materially adverse effect on the District's financial condition or results of operations or on the ability of the District to conduct its activities as presently conducted or as proposed or contemplated to be conducted, or would materially adversely affect the validity or enforceability of, or the authority or ability of the District to perform its obligations under, the Note, the Certificate Purchase Agreement, the Trust Agreement, the Credit Agreement(s), if any, or this Resolution.

(K) The District will not directly or indirectly amend, supplement, repeal, or waive any portion of this Resolution (i) without the consents of the Credit Provider(s), if any, or (ii) in any way that would materially adversely affect the interests of any holder or Owner of the Note or the Certificates.

(L) Upon issuance of the Note, the Note, this Resolution and the District's acceptance of its obligations under the corresponding Credit Agreement, will constitute legal, valid and binding agreements of the District, enforceable in accordance with their respective terms, except as such enforceability may be limited by bankruptcy or other laws affecting creditors' rights generally, the application of equitable principles if equitable remedies are sought, the exercise of

judicial discretion in appropriate cases and the limitations on legal remedies against school districts, community college districts and county boards of education, as applicable, in the State of California.

(M) It is hereby covenanted and warranted by the District that all representations and recitals contained in this Resolution are true and correct, and that the District and its appropriate officials have duly taken, or will take, all proceedings necessary to be taken by them, if any, for the levy, receipt, collection and enforcement of the Pledged Revenues in accordance with law for carrying out the provisions of this Resolution and the Note.

(N) The District shall not incur any indebtedness that is not issued in connection with the Program under this Resolution and that is secured by a pledge of its unrestricted revenues unless such pledge is subordinate in all respects to the pledge of unrestricted revenues hereunder.

(O) So long as the Credit Provider is not in default under the corresponding Credit Instrument, the District hereby agrees to pay its pro rata share of all Predefault Obligations and all Reimbursement Obligations attributable to the District in accordance with provisions of the applicable Credit Agreement, if any, and the Trust Agreement. Prior to the Maturity Date, moneys in the District's Payment Account shall not be used to make such payments. The District shall pay such amounts promptly upon receipt of notice from the Credit Provider, if any, that such amounts are due to it by instructing the Trustee to pay such amounts to the Credit Provider on the District's behalf by remitting to the Credit Provider moneys held by the Trustee for the District and then available for such purpose under the Trust Agreement. If such moneys held by the Trustee are insufficient to pay the District's pro rata share of such Predefault Obligations and all Reimbursement Obligations attributable to the District (if any), the District shall pay the amount of the deficiency to the Trustee for remittance to the Credit Provider.

(P) So long as any Certificates issued in connection with the Note are Outstanding, or any Predefault Obligation or Reimbursement Obligation is outstanding, the District will not create or suffer to be created any pledge of or lien on the Note other than the pledge and lien of the Trust Agreement.

(Q) As of the date of adoption of this Resolution, based on the most recent report prepared by the Superintendent of Public Instruction of the State of California, the District does not have a negative certification (or except as disclosed in writing to the Credit Provider(s), if any, a qualified certification) applicable to the fiscal year ending June 30, 2008 (the "Fiscal Year 2007-2008") within the meaning of Section 42133 of the Education Code of the State of California. The District covenants that it will immediately deliver a written notice to the Authority, the Trustee, Underwriter, the Credit Provider(s), if any, and Bond Counsel if it (or, in the case of County Boards of Education, the County Superintendent of Schools) files with the County Superintendent of Schools, the County Board of Education or the State Superintendent of Public Instruction or receives from the County Superintendent of Schools or the State Superintendent of Public Instruction a qualified or negative certification applicable to Fiscal Year 2007-2008 or Fiscal Year 2008-2009 prior to the respective Closing Date referenced in the Pricing Confirmation or the Maturity Date of the Note.

(R) To the extent required by law and by the State Superintendent of Public Instruction, the District fully funded its Reserve for Economic Uncertainties for Fiscal Year 2007-2008 and will fully fund its Reserve for Economic Uncertainties for Fiscal Year 2008-2009.

(S) The District will maintain a positive general fund balance in Fiscal Year 2008-2009.

(T) The District will maintain an investment policy consistent with the policy set forth in Section 8.

(U) The District covenants that it will immediately deliver a written notice to the Authority, the Trustee, the Underwriter, the Credit Provider(s), if any, and Bond Counsel upon the occurrence of any event which constitutes an Event of Default hereunder or would constitute an Event of Default but for the requirement that notice be given, or time elapse, or both.

Section 13. Tax Covenants. (A) The District will not take any action or fail to take any action if such action or failure to take such action would adversely affect the exclusion from gross income of the interest payable on the Note under Section 103 of the Internal Revenue Code of 1986 (the "Code"). Without limiting the generality of the foregoing, the District will not make any use of the proceeds of the Note or any other funds of the District which would cause the Note to be an "arbitrage bond" within the meaning of Section 148 of the Code, a "private activity bond" within the meaning of Section 141(a) of the Code, or an obligation the interest on which is subject to federal income taxation because it is "federally guaranteed" as provided in Section 149(b) of the Code. The District, with respect to the proceeds of the Note, will comply with all requirements of such sections of the Code and all regulations of the United States Department of the Treasury issued or applicable thereunder to the extent that such requirements are, at the time, applicable and in effect.

(B) In the event the District is deemed a Safe Harbor Issuer (as defined in Section 7), this paragraph (B) shall apply. The District covenants that it shall make all calculations in a reasonable and prudent fashion relating to any rebate of excess investment earnings on the proceeds of the Note due to the United States Treasury, shall segregate and set aside from lawfully available sources the amount such calculations may indicate may be required to be paid to the United States Treasury, and shall otherwise at all times do and perform all acts and things necessary and within its power and authority, including complying with the instructions of Orrick, Herrington & Sutcliffe LLP, Bond Counsel referred to in Section 7 hereof to assure compliance with the Rebate Requirements. If the balance in the Proceeds Subaccount attributed to cash flow borrowing and treated for federal tax purposes as proceeds of the Note is not low enough to qualify amounts in the Proceeds Subaccount attributed to cash flow borrowing for an exception to the Rebate Requirements on at least one date within the six month period following the date of issuance of the Note (calculated in accordance with Section 7), the District will reasonably and prudently calculate the amount, if any, of investment profits which must be rebated to the United States and will immediately set aside, from revenues attributable to the Fiscal Year 2008-2009 or, to the extent not available from such revenues, from any other moneys lawfully available, the amount of any such rebate in the Rebate Fund referred to in this Section 13(B). In addition, in such event, the District shall establish and maintain with the

Trustee a fund separate from any other fund established and maintained hereunder and under the Trust Agreement designated as the “2008-2009 Tax and Revenue Anticipation Note Rebate Fund” or such other name as the Trust Agreement may designate. There shall be deposited in such Rebate Fund such amounts as are required to be deposited therein in accordance with the written instructions from Bond Counsel pursuant to Section 7 hereof.

(C) Notwithstanding any other provision of this Resolution to the contrary, upon the District’s failure to observe, or refusal to comply with, the covenants contained in this Section 13, no one other than the holders or former holders of the Note or Certificate Owners, the Credit Provider(s), if any, or the Trustee on their behalf shall be entitled to exercise any right or remedy under this Resolution on the basis of the District’s failure to observe, or refusal to comply with, such covenants.

(D) The covenants contained in this Section 13 shall survive the payment of the Note.

Section 14. Events of Default and Remedies.

If any of the following events occurs, it is hereby defined as and declared to be and to constitute an “Event of Default”:

(A) Failure by the District to make or cause to be made the deposits to the Payment Account required to be made hereunder on or before the fifteenth (15th) day after the date on which such deposit is due and payable, or failure by the District to make or cause to be made any other payment required to be paid hereunder on or before the date on which such payment is due and payable;

(B) Failure by the District to observe and perform any covenant, condition or agreement on its part to be observed or performed under this Resolution, for a period of fifteen (15) days after written notice, specifying such failure and requesting that it be remedied, is given to the District by the Trustee or any Credit Provider, if applicable, unless the Trustee and such Credit Provider shall all agree in writing to an extension of such time prior to its expiration;

(C) Any warranty, representation or other statement by or on behalf of the District contained in this Resolution or the Certificate Purchase Agreement (including the Pricing Confirmation) or the Credit Agreement(s) (if and as applicable) or in any requisition or any Financial Report or Deficiency Report delivered by the District or in any instrument furnished in compliance with or in reference to this Resolution or the Certificate Purchase Agreement or the Credit Agreement(s) (if and as applicable) or in connection with the Note, is false or misleading in any material respect;

(D) Any event of default constituting a payment default occurs in connection with any other bonds, notes or other outstanding debt of the District;

(E) A petition is filed against the District under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect and is not dismissed within 30 days after such filing, but the Trustee shall have the right to intervene in the proceedings



prior to the expiration of such 30 days to protect its and the Certificate Owners' (or Noteholders') interests;

(F) The District files a petition in voluntary bankruptcy or seeking relief under any provision of any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect, or consents to the filing of any petition against it under such law;

(G) The District admits insolvency or bankruptcy or is generally not paying its debts as such debts become due, or becomes insolvent or bankrupt or makes an assignment for the benefit of creditors, or a custodian (including without limitation a receiver, liquidator or trustee) of the District or any of its property is appointed by court order or appointed by the State Superintendent of Public Instruction or takes possession thereof and such order remains in effect or such possession continues for more than 30 days, but the Trustee shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its and the Certificate Owners' or Noteholders' interests; and

(H) An "Event of Default" under the terms of the resolution, if any, of the County providing for the issuance of the Note.

Whenever any Event of Default referred to in this Section 14 shall have happened and be continuing, the Trustee shall, in addition to any other remedies provided herein or by law or under the Trust Agreement, have the right, at its option without any further demand or notice, to take one or any combination of the following remedial steps:

(1) Without declaring the Note to be immediately due and payable, require the District to pay to the Trustee, for deposit into the Payment Account of the District under the Trust Agreement an amount equal to the principal of the Note and interest thereon to maturity plus all other amounts due hereunder, and upon notice to the District the same shall become immediately due and payable by the District without further notice or demand; and

(2) Take whatever other action at law or in equity (except for acceleration of payment on the Note) which may appear necessary or desirable to collect the amounts then due and thereafter to become due hereunder or to enforce any other of its rights hereunder.

Notwithstanding the foregoing, and subject to the terms of the Trust Agreement concerning exercise of remedies which shall control if inconsistent with the following, if the Note is secured in whole or in part by a Credit Instrument or if a Credit Provider is subrogated to rights under the Note, as long as the Credit Provider has not failed to comply with its payment obligations under the Credit Instrument, the Credit Provider shall have the right to direct the remedies upon any Event of Default hereunder so long as such action will not materially adversely affect the rights of any Certificate Owner, and the Credit Provider's prior consent shall be required to any remedial action proposed to be taken by the Trustee hereunder, except that nothing contained herein shall affect or impair the right of action of any Owner of a Certificate to

institute suit directly against the District to enforce payment of the obligations evidenced and represented by such Owner's Certificate.

If the Credit Provider is not reimbursed on any interest payment date of the Note for the drawing, payment or claim, as applicable, used to pay principal of and interest on the Note due to a default in payment on the Note by the District, as provided in Section 5.03 of the Trust Agreement or if any principal of or interest on the Note remains unpaid after the Maturity Date of the Note, the Note shall be a Defaulted Note, the unpaid principal of and interest on thereof or the portion thereof to which a Credit Instrument applies for which reimbursement on a draw, payment or claim has not been made shall be deemed outstanding and shall bear interest at the Default Rate until the District's obligation on the Defaulted Note is paid in full or payment is duly provided for, all subject to Section 8 hereof.

Section 15. Trustee. The Trustee is hereby appointed as paying agent, registrar and authenticating agent for the Note. The District hereby directs and authorizes the payment by the Trustee of the interest on and principal of the Note when such become due and payable, from the Payment Account held by the Trustee in the name of the District in the manner set forth herein. The District hereby covenants to deposit funds in the Payment Account at the times and in the amounts specified herein to provide sufficient moneys to pay the principal of and interest on the Note on the day on which the Note matures. Payment of the Note shall be in accordance with the terms of the Note and this Resolution.

The District hereby agrees to maintain the Trustee under the Trust Agreement as paying agent, registrar and authenticating agent of the Note.

The District further agrees to indemnify, to the extent permitted by law and without making any representation as to the enforceability of this covenant, and save the Trustee, its directors, officers, employees and agents harmless against any liabilities which it may incur in the exercise and performance of its powers and duties under the Trust Agreement, including but not limited to costs and expenses incurred in defending against any claim or liability, which are not due to its negligence or default.

Section 16 Sale of Note. The Note as evidenced and represented by the Series of Certificates shall be sold to the Underwriter, in accordance with the terms of the Certificate Purchase Agreement, hereinbefore approved.

Section 17 Appointment of Professionals. Orrick, Herrington & Sutcliffe LLP is hereby appointed Bond Counsel for the Series of Certificates and the Program, and Piper Jaffray & Co. and George K. Baum & Company are hereby appointed underwriters for the Series of Certificates and the Program. Kutak Rock LLP is hereby appointed as special counsel to the District.

Section 18 Form 8038-G. Any Authorized Officer is hereby authorized to execute and deliver any Information Return for Tax-Exempt Governmental Obligations, Form 8038-G of the Internal Revenue Service ("Form 8038-G"), in connection with the issuance of the Note and the related Series of Certificates. To the extent permitted by law, the Authority, the Trustee, the Underwriter and Bond Counsel are each hereby authorized to execute and deliver any Form

8038-G for and on behalf of the District in connection with the issuance of the Note and the related Series of Certificates, as directed by an Authorized Officer of the District.

Section 19. Continuing Disclosure Undertaking.

(A) The District covenants, for the sole benefit of the Owners of the Series of Certificates which evidence and represent the Note (and, to the extent specified in this Section 19, the beneficial owners thereof), that the District shall provide in a timely manner, through the Trustee acting as dissemination agent (the “Dissemination Agent”) to each nationally recognized municipal securities information repository or to the Municipal Securities Rulemaking Board, and to any State of California information depository, notice of any of the following events with respect to the District’s outstanding Note, if material (each a “Listed Event”): (1) principal and interest payment delinquencies on the Note and the related Series of Certificates; (2) non-payment related defaults; (3) modifications to rights of Owners and beneficial owners of the Series of Certificates which evidence and represent the Note; (4) optional, contingent or unscheduled bond calls; (5) defeasances; (6) rating changes; (7) adverse tax opinions or events affecting the tax-exempt status of the Note and the related Series of Certificates; (8) unscheduled draws on debt service reserves reflecting financial difficulties; (9) unscheduled draws on the credit enhancement reflecting financial difficulties; (10) substitution of credit or liquidity providers, or their failure to perform; and (11) release, substitution or sale of property securing repayment of the Note.

Whenever the District obtains knowledge of the occurrence of a Listed Event, the District shall as soon as possible determine if such event would be material under applicable federal securities laws. The Authority and the Dissemination Agent shall have no responsibility for such determination and shall be entitled to conclusively rely upon the District’s determination.

If the District determines that knowledge of the occurrence of a Listed Event would be material under applicable federal securities laws, the District shall promptly provide the Authority and the Dissemination Agent with a notice of such occurrence which the Dissemination Agent agrees to file with the Municipal Securities Rulemaking Board and the State Repository.

(B) In the event of a failure of the District to comply with any provision of this section, any Owner or beneficial owner of the related Series of Certificates may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this section. A default under this section shall not be deemed an Event of Default under Section 14 hereof, and the sole remedy under this section in the event of any failure of the District to comply with this section shall be an action to compel performance.

(C) For the purposes of this section, a “beneficial owner” shall mean any person which has the power, directly or indirectly, to make investment decisions concerning ownership of any Certificates of the Series which evidences and represents the Note (including persons holding Certificates through nominees, depositories or other intermediaries).

(D) The District's obligations under this section shall terminate upon the legal defeasance, prior redemption or payment in full of its Note. If such termination occurs prior to the final maturity of the related Certificates, the District shall give notice of such termination in the same manner as for a Listed Event under subsection (A) of this section.

(E) The Dissemination Agent shall not be responsible in any manner for the content of any notice or report prepared by the District pursuant to this section. In no event shall the Dissemination Agent be responsible for preparing any notice or report or for filing any notice or report which it has not received in a timely manner and in a format suitable for reporting. Nothing in this section shall be deemed to prevent the District from disseminating any other information, using the means of dissemination set forth in this section or any other means of communication, or including any other notice of occurrence of a Listed Event, in addition to that which is required by this section. If the District chooses to include any information in any notice of occurrence of a Listed Event in addition to that which is specifically required by this section, the District shall have no obligation under this section to update such information or include it in any future notice of occurrence of a Listed Event.

(F) Notwithstanding any other provision of this Resolution, the District with the consent of the Dissemination Agent and notice to the Authority may amend this section, and any provision of this section may be waived, provided that the following conditions are satisfied:

(1) If the amendment or waiver relates to the provisions of subsection (A) of this section, it may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature or status of an obligated person with respect to the Note and the related Certificates, or the type of business conducted;

(2) The undertaking, as amended or taking into account such waiver, would in the opinion of nationally recognized bond counsel, have complied with the requirements of the Rule at the time of the original issuance of the Note and the related Certificates, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and

(3) The amendment or waiver either (i) is approved by the Owners or beneficial owners of the Certificates of the Series which evidences and represents the Note in the same manner as provided in the Trust Agreement for amendments to the Trust Agreement with the consent of Owners or beneficial owners, or (ii) does not, in the opinion of nationally recognized bond counsel, materially impair the interests of the Owners or beneficial owners of the related Certificates. In the event of any amendment or waiver of a provision of this section, notice of such change shall be given in the same manner as for an event listed under subsection (A) of this section, and shall include, as applicable, a narrative explanation of the reason for the amendment or waiver; provided, however, the District shall be responsible for preparing such narrative explanation.

(G) The Dissemination Agent shall have only such duties as are specifically set forth in this section. The Dissemination Agent shall not be liable for the exercise of any of its rights hereunder or for the performance of any of its obligations hereunder or for anything whatsoever

hereunder, except only for its own willful misconduct or gross negligence. Absent gross negligence or willful misconduct, the Dissemination Agent shall not be liable for an error of judgment. No provision hereof shall require the Dissemination Agent to expend or risk its own funds or otherwise incur any financial or other liability or risk in the performance of any of its obligations hereunder, or in the exercise of any of its rights hereunder, if such funds or adequate indemnity against such risk or liability is not reasonably assured to it. The District hereby agrees to compensate the Dissemination Agent for its reasonable fees in connection with its services hereunder, but only from the District's share of the costs of issuance deposited in the Costs of Issuance Fund held and invested by the Trustee under the Trust Agreement.

(H) This section shall inure solely to the benefit of the District, the Dissemination Agent, the Underwriter and Owners and beneficial owners from time to time of the Certificates, and shall create no rights in any other person or entity.

Section 20. Approval of Actions. The aforementioned officers of the County or the District, as applicable, are hereby authorized and directed to execute the Note and to cause the Trustee to authenticate and accept delivery of the Note pursuant to the terms and conditions of the Certificate Purchase Agreement and the Trust Agreement. All actions heretofore taken by the officers and agents of the County, the District or this Board with respect to the sale and issuance of the Note and participation in the Program are hereby approved, confirmed and ratified and the officers and agents of the County and the officers and agents of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions and execute any and all certificates, requisitions, agreements, notices, consents, and other documents, including tax certificates, letters of representations to the securities depository, guaranteed investment contracts, other or additional municipal insurance policies or credit enhancements or credit agreements or insurance commitment letters, if any, and closing certificates, which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Note in accordance with, and related transactions contemplated by, this Resolution. The officers of the County referred to above in Section 9 hereof, and the officers of the District referred to above in Section 4 hereof, are hereby designated as "Authorized District Representatives" under the Trust Agreement.

In the event that the Note or a portion thereof is secured by a Credit Instrument, the Authorized Officer is hereby authorized and directed to (i) acknowledge the terms of the corresponding Credit Agreement, and (ii) provide the Credit Provider with any and all information relating to the District as such Credit Provider may reasonably request.

Section 21. Proceedings Constitute Contract. The provisions of the Note and of this Resolution shall constitute a contract between the District and the registered owner of the Note and the Credit Provider, and such provisions shall be enforceable by mandamus or any other appropriate suit, action or proceeding at law or in equity in any court of competent jurisdiction, and shall be irrevocable.

Section 22. Limited Liability. Notwithstanding anything to the contrary contained herein or in the Note or in any other document mentioned herein or related to the Note, the District shall not have any liability hereunder or by reason hereof or in connection with the

transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 8 hereof and the County is not liable for payment of the Note or any other obligation of the District hereunder.

Section 23. Severability. In the event any provision of this Resolution shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 24 Submittal of Resolution to County. The Secretary or Clerk of the Board of the District is hereby directed to submit one certified copy each of this Resolution to the Clerk of the Board of Supervisors of the County, to the Treasurer of the County and to the County Superintendent of Schools.

EXHIBIT A  
FORM OF NOTE

R-1

\$\_\_\_\_\_

\_\_\_\_\_ DISTRICT/\_\_\_\_\_ BOARD OF EDUCATION  
COUNTY OF \_\_\_\_\_, CALIFORNIA  
2008-2009 TAX AND REVENUE ANTICIPATION NOTE

Date of  
Original Issue

REGISTERED OWNER: U.S. BANK NATIONAL ASSOCIATION, AS TRUSTEE

PRINCIPAL AMOUNT: \_\_\_\_\_ DOLLARS

<u>Interest Rate</u>		<u>Maturity Date</u>		
____%				
<u>First</u> <u>Repayment Month</u>	<u>Second</u> <u>Repayment Month</u>	<u>Third</u> <u>Repayment Month</u>	<u>Fourth</u> <u>Repayment Month</u>	<u>Fifth</u> <u>Repayment Month</u>
____% (Total of [principal] [interest] [principal and interest] due at maturity)	____% (Total of [principal] [interest] [principal and interest] due at maturity)	____% (Total of [principal] [interest] [principal and interest] due at maturity)	____% (Total of [principal] [interest] [principal and interest] due at maturity)	100% (Total of principal and interest due)**

FOR VALUE RECEIVED, the District/Board of Education designated above (the "District"), located in the County designated above (the "County"), acknowledges itself indebted to and promises to pay on the applicable maturity date specified above to the registered owner identified above, or registered assigns, the applicable principal amount specified above, together with interest thereon from the date hereof until the applicable principal amount shall have been paid, payable [on \_\_\_\_\_ 1, 2009 and thereafter, and] on the applicable maturity date specified above in lawful money of the United States of America, at the rate of interest specified above (the "Note Rate"). Principal of and interest on this Note are payable in such coin or currency of the United States as at the time of payment is legal tender for payment of private and public debts, such principal and interest to be paid upon surrender hereof at the principal corporate trust office of U.S. Bank National Association in Los Angeles, California, or its successor in trust (the "Trustee"). Interest shall be calculated on the basis of a 360-day year, consisting of twelve 30-day months, in like lawful money from the date hereof until the applicable maturity date specified above and, if funds are not provided for payment at the applicable maturity, thereafter on the basis of a 360-day year for actual days elapsed until payment in full of said principal sum. Both the principal of and interest on this Note shall be payable only to the registered owner hereof upon surrender of this Note as the same shall fall due; provided, however, no interest shall be payable for any period after the applicable maturity during which the holder hereof fails to properly present this Note for payment. If the District

\*\*\* Number of Repayment Months and percentages and amount of principal of Note shall be determined in Pricing Confirmation (as defined in the Resolution).

fails to pay interest on this Note on any interest payment date or pay the principal of or interest on this Note on the maturity date or the Credit Provider (as defined in the Resolution hereinafter described), if any, is not reimbursed in full for the amount drawn on or paid pursuant to the Credit Instrument (as defined in the Resolution) to pay all or a portion of the principal of and interest on this Note on the date of such payment, this Note shall become a Defaulted Note (as defined and with the consequences set forth in the Resolution).

[It is hereby certified, recited and declared that this Note (the "Note") represents an authorized issue of the Note in the aggregate principal amount authorized, executed and delivered pursuant to and by authority of a resolution of the governing board of the District duly passed and adopted heretofore, under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5 of the California Government Code (the "Resolution"), to all of the provisions and limitations of which the owner of this Note, by acceptance hereof, assents and agrees.]\*

[It is hereby certified, recited and declared that this Note (the "Note") represents an authorized issue of the Note in the aggregate principal amount authorized, executed and delivered pursuant to and by authority of certain resolutions of the governing boards of the District and the County duly passed and adopted heretofore, under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5 of the California Government Code (collectively, the "Resolution"), to all of the provisions and limitations of which the owner of this Note, by acceptance hereof, assents and agrees.]\*\*

The principal of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the District for the general fund [and capital fund and/or special revenue fund] of the District and are attributable to Fiscal Year 2008-2009 and which are available for payment thereof. As security for the payment of the principal of and interest on the Note, the District has pledged the first amounts of unrestricted revenues of the District received in the sequentially numbered Repayment Months set forth on the face hereof (and any amounts received thereafter attributable to Fiscal Year 2008-2009) until the amount on deposit in the Payment Account (as defined in the Resolution) in each such month, taking into consideration anticipated earnings thereon to be received by the maturity date, is equal to the corresponding percentages of principal of and interest due on the Note at such maturity set forth on the face hereof (such pledged amounts being hereinafter called the "Pledged Revenues"), and the principal of the Note and the interest thereon shall constitute a first lien and charge thereon and shall be payable from the Pledged Revenues, and to the extent not so paid shall be paid from any other moneys of the District lawfully available therefor as set forth in the Resolution. The full faith and credit of the District is not pledged to the payment of the principal of or interest on this Note. The County is not liable for payment of this Note.

This Note is transferable, as provided by the Resolution, only upon the books of the District kept at the office of the Trustee, by the registered owner hereof in person or by its duly authorized attorney, upon surrender of this Note for transfer at the office of the Trustee, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Trustee

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\* This paragraph is applicable only if the Note is issued by the District.

\*\* This paragraph is applicable only if the Note is issued by the County.



duly executed by the registered owner hereof or its duly authorized attorney, and upon payment of any tax, fee or other governmental charge required to be paid with respect to such transfer, a fully registered Note will be issued to the designated transferee or transferees.

The [County, the]\* District and the Trustee may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and [the County,]\* the District and the Trustee shall not be affected by any notice to the contrary.

This Note shall not be valid or become obligatory for any purpose until the Certificate of Authentication and Registration hereon shall have been signed by the Trustee.

It is hereby certified that all of the conditions, things and acts required to exist, to have happened and to have been performed precedent to and in the issuance of this Note do exist, have happened and have been performed in due time, form and manner as required by the Constitution and statutes of the State of California and that the amount of this Note, together with all other indebtedness of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

[IN WITNESS WHEREOF, the Board of Supervisors of the County has caused this Note to be executed by the manual or facsimile signature of a duly authorized officer of the County and countersigned by the manual or facsimile signature of its duly authorized officer and caused its official seal to be affixed hereto either manually or by facsimile impression hereon as of the date of authentication set forth below.]\*

[IN WITNESS WHEREOF, the governing board of the District has caused this Note to be executed by the manual or facsimile signature of a duly authorized officer of the District and countersigned by the manual or facsimile signature of its duly authorized officer as of the date of authentication set forth below.]\*\*

[COUNTY OF \_\_\_\_\_]\*  
[DISTRICT/ \_\_\_\_\_]  
BOARD OF EDUCATION]\*\*

By \_\_\_\_\_  
Title:

[(SEAL)]

Countersigned

By \_\_\_\_\_  
Title:

\* Applicable only if the Note is issued by the County.

\*\* This paragraph is applicable only if the Note is issued by the District.

CERTIFICATE OF AUTHENTICATION AND REGISTRATION

This Note is the Note mentioned in the within-mentioned Resolution authenticated on the following date:

U.S. BANK NATIONAL ASSOCIATION,  
as Trustee

BY \_\_\_\_\_  
AUTHORIZED OFFICER

### ASSIGNMENT

For Value Received, the undersigned, \_\_\_\_\_, hereby sells, assigns and transfers unto \_\_\_\_\_ (Tax Identification or Social Security No. \_\_\_\_\_) the within Note and all rights thereunder, and hereby irrevocably constitutes and appoints \_\_\_\_\_ attorney to transfer the within Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

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NOTICE:        The signature to this assignment must correspond with the name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

Signature Guaranteed:

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NOTICE:        Signature(s) must be guaranteed by an eligible guarantor institution.

SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, Secretary of the Governing Board of the [Insert name of District] District/ [Insert name of County if District is an Office of Education] Board of Education, hereby certify as follows:

The foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Governing Board of the District/Board of Education duly and regularly held at the regular meeting place thereof on the \_\_\_ day of \_\_\_\_\_, 2008, of which meeting all of the members of said Governing Board had due notice and at which a majority thereof were present; and at said meeting said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

An agenda of said meeting was posted at least 72 hours before said meeting at \_\_\_\_\_, \_\_\_\_\_, California, a location freely accessible to members of the public, and a brief general description of said resolution appeared on said agenda.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office; the foregoing resolution is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes; and said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect. The Maximum Amount of Borrowing specified in the foregoing resolution is \$\_\_\_\_\_.

Dated: \_\_\_\_\_, 2008

\_\_\_\_\_  
Secretary of the Governing Board  
of the [Insert Name of District] District/ [Insert name of County if District is an Office of Education] Board of Education

**BOARD REPORT NO. 08-2-103B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Bob Domenici, Senior Buyer, 358-6728  
Michele Muller, Director of Engineering, KCSM, 524-6908

**APPROVAL OF PURCHASE OF FIELD CAMERAS AND ACCESSORIES FOR KCSM**

KCSM wishes to acquire two field production cameras and associated equipment capable of delivering high definition signals. After studying the available products utilized in the broadcast industry, KCSM determined that the SONY PDWF-355L and PMWEX1 XDCAM HD cameras and XDCam HD recorders offer the functionality necessary for KCSM field productions.

On January 15, 2008, Bid Number 86575 for High Definition Field Cameras and Associated Equipment for KCSM was sent to several qualified vendors. There were seven vendors that responded by the January 31<sup>st</sup> due date. There were two bids that were disqualified because they did not follow District rules for submitting the bid, and one vendor declined to bid. Of the remaining four, the bid response from SONY was the lowest (approximately \$4,070 less) than the bid response from B & H Photo.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the purchase of two Sony Field camera systems, accessories, and XDCAM HD recorders in an amount not to exceed \$107,500.00 excluding tax, to be funded through Bond Measure II (Measure A, 2005).

**BOARD REPORT NO. 08-2-104B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**2007-08 MID-YEAR BUDGET REPORT**

The purpose of the Mid-Year Budget Report is to provide information about the District's financial condition as of December 31, 2007. Reports routinely received separately by the Board, including the quarterly report of Auxiliary Operations (Associated Students, Bookstore, and Cafeteria), the quarterly District Financial Summary (CCFS-311Q Report and District Cash Flow Summary), and the semi-annual requests to approve adjustments to the budget as required by Title 5, are included in this comprehensive report.

The document consists of narrative materials outlining the fiscal activities of the District during the first half of 2007-08, as well as 2008-09 State budget projections and preliminary District budget planning. Also included are year-to-date budget tables for each of the District's funds and locations and supplemental information relating to the budget.

**RECOMMENDATION**

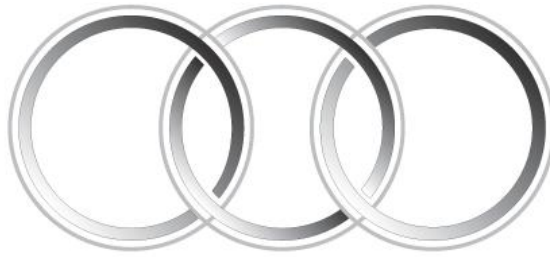
It is recommended that the Board approve budgetary transfers and income adjustments for the period ending December 31, 2007, as outlined in the attached report on pages 9-10.

# San Mateo County Community College District

## 2007-08 Mid-Year Budget Report



<http://www.smccd.edu>



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

**2007-08**  
***Mid-Year Budget***  
***Report***

**Board of Trustees**

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Karen Schwarz, *Vice-President-Clerk*  
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Richael Young, *Student Trustee, 2007-08*

Ron Galatolo, *District Chancellor*  
James Keller, *Executive Vice Chancellor*  
Kathy Blackwood, *Chief Financial Officer*  
Rachelle Minong, *District Budget Officer*





# San Mateo County Community College District 2007-08 Mid-Year Budget Report

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## 2007-08 Mid-Year Budget Summary

The Mid-Year report provides information about the status of the District's Unrestricted General Fund, as well as summary information about other District funds. It also provides an overview of the Governor's January budget proposal for 2008-09.



Governor Schwarzenegger released his proposed budget for 2008-09 on January 10, 2008. This budget has been characterized as extremely complex compared to those from recent years. State revenues

continue to deteriorate, as the slowdown in the housing market, tighter credit, weakening property taxes, and falling consumer confidence take their toll on the state and national economies. Moreover, a number of budget assumptions in 2007-08 are not being realized.

The Governor's proposal will be modified in May to reflect his latest estimates of State revenues and it will be subject to numerous legislative augmentations, amendments and other changes before it is passed by the legislature and sent to the Governor for signature. The January proposal is normally just the starting point for deliberations of the 2008-09 spending plan.

The Governor has indicated that a top priority for his Administration is to maintain support for education and community colleges have surprisingly avoided deeper cuts than initially thought.

The District budget development process keeps the Board, staff and students informed of budget matters. The District Committee on Budget and Finance discusses fiscal issues during its regular monthly meetings. The District continues to update the college community on the State's eroding economic picture to provide guidance on what actions might be appropriate.

Recent news with the State's finances makes this year a crucial one for understanding the implications of State actions on our local budget. The level of concern becomes more elevated with each revised forecast. Some speculate that it may be another long, arduous battle in the legislature, similar to what occurred before final passage of the 2007-08 budget in August 2007 which was 40 days late.

## The Governor's recommendations affecting community colleges:

- **No COLA** representing **\$291.7 million** shortfall in apportionments
- **Across the board reduction to categorical programs** representing 4% to 11% decrease
- **One-percent enrollment growth** for 2008-09 versus the Department of Finance' estimate of enrollment demand at 3%
- **No change in student fees**, remains at **\$20/unit**
- **Delay in the June 2008 apportionment release** from scheduled release of July to September
- A net **decrease** in Chancellor's Office State operations support of **\$626,000**
- A proposal to **change the calculation for the statutory COLA to be reflective of the Consumer Price Index (CPI-W)** for wage earners and clerical workers rather than the current index, which would reduce the DOF estimate of COLA for 2008-09 from 4.94% to 3.65%
- **Eliminate new awards for the Cal Grant Competitive Program** to the tune of **\$57.4 million** (but continuing to provide for renewal awards)
- **Nursing Initiative**: this will **reduce funding for this purpose to \$19.7 million**
- **Career Technical Education Initiative**: the workload budget continues **\$58 million** in 2008-09 for this purpose
- **Student Success Initiative (basic skills)**: will be **reduced to \$29.8 million** under proposed budget balancing reductions.
- **Capital Outlay**: **proposes \$453.5 million** from the 2008 Community College Capital Outlay Bond Fund for 64 community colleges facility projects

## State Budget Overview

Following is a slightly revised version of the information sent by the Vice Chancellor of Fiscal Policy, Erik Skinner, providing details of the Governor's proposal. As anticipated, the *2008-09 Budget* was filled with tough news and cuts. The Administration is estimating the State's fiscal imbalance at \$14.5 billion, \$3.3 billion associated with the 2007-08 and \$11.2 billion associated with 2008-09. The Governor proposes no tax increases and instead applies across-the-board reductions to virtually all sectors of the budget in order to achieve balance.

## Declaration of Fiscal Emergency

The Governor declared a fiscal emergency under the provisions of Proposition 58 in order to address the current budget crisis. Proposition 58 allows the Governor to declare a fiscal emergency when General Fund revenues come in significantly below estimates. The Governor's declaration triggers a special session of the legislature during which the Governor proposes budget solutions. If the legislature fails to act to address the budget problem within 45 days (by the deadline of February 23<sup>rd</sup>), they are prohibited from engaging in other legislative business.

## Current Year (2007-08)

- According to the Administration's calculations, Proposition 98 funding provided in the *2007-08 Budget Act* is \$1.4 billion more than required by the Proposition 98 minimum guarantee. This makes it possible for the State to reduce current year Proposition 98 spending by up to \$1.4 billion without suspending Proposition 98.
- Despite this flexibility, the Governor proposes a mid-year reduction of only \$400 million to K-12 schools and community colleges, stating that he does not feel that it would be possible for schools and colleges to achieve savings on the magnitude of \$1.4 billion during the current year.
- Of the proposed \$400 million current year reduction, \$360 million would be taken from K-12 schools and \$40 million from the community colleges. (At this writing, this figure is down to \$31M from \$40M).
- The proposed \$40 million mid-year reduction for community colleges would be applied as a one-time reduction to apportionments (schedule 1). However, the budget proposes working with community college stakeholders during the upcoming special session on the budget to find alternative one-time current year reductions to substitute for the proposed reduction in apportionments.

## Budget Year (2008-09)

- The Governor proposes suspending Proposition 98 for the 2008-09 fiscal year, thus eliminating any minimum funding requirement for K-12 schools and community colleges. The level of Proposition 98 spending proposed in the Governor's budget is \$55.7 billion; roughly \$4 billion lower than statutory provisions of Proposition 98.
- For the community colleges, this translates into a \$483 million reduction compared to our projected budget needs. That is, compared to projected program costs, growth, and COLA, the Governor's proposed budget provides \$483 million less than what is needed for 2008-09.

### **This \$483 million reduction consists of the following:**

- **Zero COLA.** This represents a \$291.7 million shortfall in apportionments.
- **One-percent enrollment growth.** This represents a \$111.8 million reduction to enrollment growth compared to the Department of Finance's (DOF) estimate of enrollment demand. DOF estimates growth in community college enrollment demand for 2008-09 at three percent; the Governor proposes funding for only one percent growth.

- **Across-the-board reduction to categorical programs.** This represents a reduction of \$80 million. Reductions to categorical programs range from four to eleven percent below the 2007-08 Budget Act levels.
- The Governor proposes no increase in student fees for 2008-09. Recent UC and CSU fee increases to address budget constraints may exert pressure to ultimately increase community college fees.
- In the Student Aid Commission budget, the Governor proposes elimination of all new Competitive CalGrant Awards, resulting in savings of \$57.4 million to the State. Competitive CalGrant renewals would not be affected.

## Fiscal Policy Changes

The Governor proposes the following:

- Changing the cost of living (COLA) factor for community colleges and K-12 schools to reflect the Consumer Price Index (CPI-W). According to the Administration, this measure would reduce the COLA to 3.65% (from 4.94%) and better account for the underlying cost pressures on school budgets which are primarily wage-driven.
- Delaying the \$200 million deferral payment from July to September. The stated purpose of this proposal is to improve the State's cash flow situation. In the event of a late budget, this will seriously impact school districts' cash flow and cause borrowing at the expense of providing instruction and services.

## Capital Outlay

- The 2008-09 Governors' Budget includes \$893.5 million in 2008-09 for 99 community college projects. This represents all of the projects proposed in the System's 2008-09 Capital Outlay plan.
- The Governor proposes additional public infrastructure bonds, including higher education bonds for 2008 and 2010. Under the proposal, community colleges would receive a total of \$6 billion (\$3.75 billion from the 2008 bond and \$2.25 billion from the 2010 bond).



The Legislative Analyst Office will provide a more in-depth review of the Proposed Budget the third week of February, at which time it will provide the legislature with further analysis of the 2008-09 Budget Proposal and alternative means for closing the budget gap.

## Proposition 98 Review

Proposition 98 was a State constitutional amendment approved by the voters in 1988 (and later amended by Proposition 111). It established minimum funding levels for K-14 education. Proposition 98 funding for K-14 education represents more than 40% of the State's budget. There are three tests which determine Proposition 98 K-14 funding:

**Test 1:** Guarantees that K-14 education's funding will not fall below a certain percentage. This test was used only in the first year of Proposition 98.

**Test 2:** Provides that K-14 education will receive, as a minimum, its prior-year total funding adjusted for enrollment growth and per capita personal income. Generally, this test is operative in years with normal to strong General Fund revenue growth.

**Test 3:** Provides an alternative calculation of the funding base in years in which State per-capita general fund revenues grow more slowly than per capita personal income. In order to make up for the lower funding level under *Test 3*, in subsequent years K-14 education receives a maintenance allowance equal to the difference between what should have been provided if the revenue conditions had not been weak and what was actually received under the *Test 3* formula. This maintenance allowance is paid in subsequent years when the growth in per capita State tax revenue outpaces the growth in per capita personal income.

Under *Test 3*, funding growth is automatically reduced, but Proposition 98 can also be suspended any time with a two-thirds vote of the legislature and approval by the Governor. Following a suspension, the formula provides for funding to eventually get back on track via a “maintenance factor,” but the funding lost in the meantime cannot be recovered. The reduced funding levels and suspensions of *Test 3* coupled with increased funding levels of *Test 2* and the maintenance factor can cause large swings in funding.

For more details regarding Proposition 98, please visit the Legislative Analyst’s website for an explanation of the amendment: [http://lao.ca.gov/2005/prop\\_98\\_primer/prop\\_98\\_primer\\_020805.htm](http://lao.ca.gov/2005/prop_98_primer/prop_98_primer_020805.htm)

### **Proposition 92 (Community College Initiative)**

In January 2007, supporters of the Community College Initiative submitted 900,000 signatures to county election officials across the State in support of a ballot initiative. This initiative would have separated the Proposition 98 funding formulas for K-12 and community colleges, allowing community colleges to grow at a faster rate than K-12 due to community colleges’ faster enrollment growth. Currently, Proposition 98 growth is determined by K-12 enrollments, which are not projected to increase as fast as community college enrollments. The new calculation for funding would be based on young adult population growth, specifically those between ages 18 through 25. The initiative would have fixed the community college share of Proposition 98 at 10.4%, which is the percentage share community colleges received in 2005-06 when it was written, but less than the 11% provided by the initial Proposition 98 calculation.

The initiative would have reduced enrollment fees to \$15 per unit and set restrictions on fee increases. By stabilizing fees, enrollment would be stabilized. In 2003-04 when fees went up, thousands of students who were expected to enroll did not. The initiative would also have preserved rights of local governing boards in the constitution and given the State Chancellor some autonomy and ability to appoint his or her own executive staff.

Proposition 92 was not approved by California voters during the recent February 5<sup>th</sup> primary. According to Scott Lay, President and Chief Executive Officer of the Community College League, “it’s a new day for community college advocacy”. When the effort began three-and-one-half years ago, a \$14 billion State budget deficit was not foreseen. Mr. Lay further commented that discussions are underway to engage in dialog and debate to protect the right of every Californian to attend college. To this end, a rally is scheduled in Sacramento on April 1<sup>st</sup> to call attention to the threats of cuts in higher education.

### **District Enrollment**

The District planned and budgeted to grow a total of 1.7% full time equivalent students (FTES) in 2007-08 (Cañada 1%, CSM 2% and Skyline 2%). The first period report projections include actual numbers for Summer and Fall and estimates for Spring. Presently, the District is showing an astonishing growth rate of over 5%. At this rate, SMCCCD will make up half of 1,980 FTES shifted over the summer. By next year, we should be out of the borrowing stage, and depending on funded growth be over the cap.

A detailed historical chart of FTES is located on Pages 82-83. The final column of the chart reflects FTES for Summer 2007, Fall 2007 and a projection for Spring 2008. The figures do not include “shifting” adjustments associated with FTES claims submitted to the State.

Following are charts distributed by the Office of the Vice Chancellor, Educational Services and Planning using data from the Hyperion enrollment tool. The numbers detailing headcount and enrollment are useful but should not be used to project funding as funding received is based primarily on FTES. The Headcount data reflects total number of students in attendance. Enrollment data reflects total number of enrollments in each class.

### End of First Day of Classes

Tuesday, January 22, 2008

Overview	Cañada		CSM		Skyline		SMCCCD	
	Count	Change	Count	Change	Count	Change	Count	Change
Course Enrollments	13,515	6.2%	25,835	6.4%	21,437	7.6%	60,787	6.8%
College Headcounts	5,835	6.3%	10,134	8.6%	8,452	9.6%	24,421	8.4%
FTES*	1,824	6.7%	3,676	7.1%	3,053	7.1%	8,553	7.0%
Load**	475	5.9%	459	6.1%	524	2.9%	484	5.0%

Sub-Populations	Count	Change	Count	Change	Count	Change	Count	Change
First-Time	227	-8.8%	381	0.5%	255	17.0%	863	2.0%
First-Time Transfer	355	25.0%	719	6.2%	606	20.0%	1,680	14.6%
Returning	486	-9.5%	815	2.8%	721	10.2%	2,022	1.9%
Returning Transfer	275	7.8%	638	22.2%	492	10.8%	1,405	15.1%
Concurrent K-12	259	-4.8%	245	-18.1%	159	16.1%	663	-6.4%
Continuing	4,232	8.8%	7,336	10.2%	6,218	8.0%	17,786	9.1%

Source: Hyperion Enrollment [Static Reports](#)

For this report, Course Enrollments, FTES, and Load are based on DESR-history files. Select 200708 Census Day and then select either Census Enrollment or FTES & WSCH or Section & Load.

For Concurrent Enrollment, please use data in Student Type as identified in the DESR-Official Census Report, not data in Educational Level per ITS/DSSWAG.

Note: Change refers to the difference in percentages from a comparable day a year ago.

\*FTES: Full Time Equivalent Student. It is point in time and will change as the semester progresses.

\*\*Load: Teaching Load is taken as the ratio of WSCH<sup>\*\*\*</sup> to FTE<sup>\*\*\*\*\*</sup>. It is point in time and will change as the semester progresses.

\*\*\*WSCH: Weekly Student Contact Hours

\*\*\*\*\*FTE: The Full-Time Equivalent faculty count is determined by a set of rules provided to each college at the time the data are requested.

Generally, the figures are the decimal fraction of the teaching hours or units (whichever is standard at a given college) ascribed to the faculty member for teaching work done. Non-teaching time is specifically excluded so that it does not affect the value of the data. Work done by non-certificated personnel is not included.



Thanks to Information Technology Services and the Decision Support Services Work and Advisory Group (DSSWAG) for their work on developing and reporting real-time enrollment and to Suki Chang for her help in the update. Enrollment numbers are posted daily on the District portal site throughout the semester to assist managers in viewing headcounts.

### Last Day to Add/Drop

Monday, February 04, 2008

Overview	Cañada		CSM		Skyline		SMCCCD	
	Count	Change	Count	Change	Count	Change	Count	Change
Course Enrollments	14,234	5.5%	26,596	4.7%	22,566	10.4%	63,396	6.8%
College Headcounts	6,324	5.4%	10,619	4.2%	8,940	8.8%	25,883	6.0%
FTES*	1,893	5.7%	3,774	6.4%	3,206	10.4%	8,873	7.7%
Load**	503	5.5%	475	6.1%	557	4.7%	508	5.6%

Sub-Populations	Count	Change	Count	Change	Count	Change	Count	Change
First-Time	307	-15.2%	430	-7.1%	332	4.4%	1,069	-6.5%
First-Time Transfer	400	20.5%	780	1.2%	701	13.8%	1,881	9.4%
Returning	582	-16.5%	902	-5.8%	831	3.9%	2,315	-5.7%
Returning Transfer	306	13.8%	677	22.4%	541	10.4%	1,524	16.2%
Concurrent K-12	419	30.9%	338	-32.8%	212	21.8%	969	-2.8%
Continuing	4,309	7.1%	7,492	8.0%	6,322	8.6%	18,123	8.0%

Source: Hyperion Enrollment [Static](#) Reports

For this report, Course Enrollments, FTES, and Load are based on DESR-history files. Select 200708 Census Day and then select either Census Enrollment or FTES & WSCH or Section & Load.

For Concurrent Enrollment, please use data in Student Type as identified in the DESR-Official Census Report, not data in Educational Level per ITS/DSSWAG.

Note: Change refers to the difference in percentages from a comparable day a year ago.

\*FTES: Full Time Equivalent Student. It is point in time and will change as the semester progresses.

\*\*Load: Teaching Load is taken as the ratio of WSCH<sup>\*\*\*</sup> to FTE<sup>\*\*\*\*</sup>. It is point in time and will change as the semester progresses.

<sup>\*\*\*</sup>WSCH: Weekly Student Contact Hours

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Generally, the figures are the decimal fraction of the teaching hours or units (whichever is standard at a given college) ascribed to the faculty member for teaching work done. Non-teaching time is specifically excluded so that it does not affect the value of the data. Work done by non-certificated personnel is not included.

## SMCCCD 2008-09 Budget Planning

On January 23, 2008, the Board of Trustees approved the 2008-09 Budget and Planning Calendar which can be found on Pages 85-86. The District Committee on Budget & Finance will be shortly reviewing preliminary income assumptions and expenditure plans for 2008-09. The District's 2007-08 first Principal Apportionment (P1) report is a useful tool for projecting current and future FTES revenue. Although the District will not receive the P1 until late February, the State has made available a worksheet for districts to use in estimating their current year revenues. Based on the District's reported enrollment and the worksheet provided, the tool projects State revenues at \$106,895,779. This projected revenue includes the shift of Summer 2007 FTES into 2006-07. As previously reported, this shift increased funding for 2007-08 and, because of the one-year declining enrollment mechanism, allows the District to stay at that same level for 2008-09. These funds are treated as one-time funds and used for one-time purposes or reserved for future deficits because, at any time, the State could eliminate the mechanism for allowing districts to shift FTES. One of the components included in the resource allocation model is enrollment growth. Incorporated into the preliminary resource allocation model is a 1.7% increase in enrollment over 2007-08. The growth assumption for 2008-09 will be based on the second Principal Apportionment (P2) estimates for 2007-08.

### Tax Revenue Anticipation Notes (TRANs)

Property taxes to support the District's operation are received in December and April of each year. Every year, the District issues Tax Revenue Anticipation Notes (TRANs) to provide the necessary cash flow to fund District operations prior to the receipt of property tax revenues. In prior years, the District has issued \$14 to \$20 million in tax exempt notes to cover the District's needs. Due to the triple flip and consequent ERAF shortfall in San Mateo County, the portion of the District's revenues coming from State funds has increased from \$0 to almost \$33 million. That means that some funds are coming from the State every month. This reduced the District's reliance on property tax funds and lessened the amount of TRANs issued. However, the possibility of State funds being deferred from June to September, along with a late budget, forces the District to prepare for TRANs as high as \$20 million.

### Increased Costs

In addition to the increased cost of employee compensation settlement agreements, movements on the salary schedule for all employees generally add a 1% cost to the budget. Increased expenditures for employee benefits will be included in the 2007-08 expenditure plan as budget planning commences. On January 1, 2008 health care premiums increased an average of 5.67%.

The Department of Finance has not yet estimated the employer contribution rate for the Public Employees Retirement System (PERS) for 2008-09. The current 2007-08 rate is 9.306%. The PERS Board will not adopt an official rate until their Board meeting in May. Changes to the rate can significantly increase District costs. The State Teachers Retirement System (STRS) rate has remained at 8.25% for several years but is projected to increase beginning in 2009 by one-half of 1% per year and will continue to a maximum of 13% to 14.25%.

### District Committee on Budget and Finance members:

Kathy Blackwood	District
Chief Financial Officer	
Rick Ambrose	CSM
Academic Senate	
Anyta Archer	Skyline
Classified	
Eloisa Briones	Skyline
Budget Office	
Jim Keller	District
Executive Vice Chancellor	
John Kirk	CSM
AFT	
Maggie Ko	CSM
Classified	
Vickie Nunes	Cañada
Budget Office	
Martin Partlan	Cañada
Academic Senate	
Virgil Stanford	CSM
Budget Office	
Terry Watson	Cañada
Classified	
Linda Whitten	Skyline
Academic Senate	
Jozsef Veres	Cañada
AFSCME	
Student representatives	from each campus

## 2007-08 Mid-Year Budget Status

### Revenues

The District's revenue received to date is \$69,040,415 or 61.34% of the total revenue budget. This could be due to better investment strategies and increase in non-resident fees.

<b>Unrestricted General Fund Revenue</b>	<b>2007-08 Budget</b>	<b>12/31/2007 Actuals</b>	<b>% of Total Budget</b>
Base Revenue	\$104,865,779	\$65,998,799	62.94%
Lottery	2,400,000	0	0%
State PT Faculty Compensation	1,208,079	0	0%
Apprenticeship	407,341	183,416	45.03%
Non Resident Tuition	1,694,634	1,376,085	81.20%
Interest Income	983,500	1,110,062	112.87%
Miscellaneous	993,274	372,054	37.46%
<b>Total Projected Revenue</b>	<b>\$112,552,607</b>	<b>\$69,040,415</b>	<b>61.34%</b>

### Expenditures

The District's expenditures to date are \$54,638,911 or 46.50% of the total expenditure budget which is equivalent to the percentage for the same period last year.

<b>Unrestricted General Fund</b>	<b>2007-08 Budget</b>	<b>12/31/2007 Actuals</b>	<b>% of Total Budget</b>
Cañada College	\$15,666,356	\$8,358,934	53.39%
College of San Mateo	34,155,380	17,720,769	52.39%
Skyline College	25,075,041	13,003,389	52.20%
District Office	15,591,435	7,686,621	49.93%
Central Services	27,008,416	7,869,198	34.52%
<b>Total Expense Budget</b>	<b>\$117,496,628</b>	<b>\$54,638,911</b>	<b>46.50%</b>

The financial tables in this report include actual expenditures for each fund and location as of December 31, as well as comparisons to three previous years.

Note that in addition to Districtwide expenditures, Central Services also serves as a holding account for some allocations to be transferred to the sites at the end of the fiscal year (i.e. formula adjustments). In addition, the District 5% contingency reserve in the amount of \$5,627,630 is reflected in the fund balance.

### **Transfer of Funds**

Title 5 regulations require the Board to approve transfers between expenditure classifications made after final adoption of the budget. District Rules and Regulations, Section 8.11, specifies that budgetary transfers will be authorized only when expenditures in certain object accounting classifications are in excess of the amounts budgeted and when there are amounts in other object classifications that will not be required for expenditures in those classifications. In addition, District Rules and Regulations, Section 8.02, requires a report on funds accepted on behalf of the District. The resulting changes to the final adopted budget are submitted to the Board semi-annually.

The following paragraphs summarize transfers submitted by the District units to realign individual line-item account classifications and to provide flexibility within budget allocations. All budget transfer detail is maintained on the Banner finance system, providing necessary documentation to support the summary report submitted to the Board for approval. Increases and decreases in major line item object accounts are shown for both income and expenditures.

**General Fund (Unrestricted) – Fund 1**

Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$41,737
2000	Classified Salaries	(47,391)
3000	Employee Benefits	8,072
4000	Supplies & Materials	(708,128)
5000	Operating Expenses	742,955
6000	Capital Outlay	43,448
7000	Other Outgo	0
	Total	\$80,694

Changes in expenditure budgets are a result of the transfer of site ending balance and transfers to sites holding accounts.

Adjust the **REVENUE** amounts in the following classifications:

8800	Local Revenues	\$67,700
8900	Other Sources	12,994
	Total	\$80,694

Changes in revenue budgets are primarily the result of revenue from Facilities Use contracts and surplus sale proceeds.

**General Fund (Restricted) – Fund 3**

Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$125,707
2000	Classified Salaries	85,339
3000	Employee Benefits	11,829
4000	Supplies & Materials	201,125
5000	Operating Expenses	219,455
6000	Capital Outlay	(34,761)
7000	Other Outgo	38,987
	Total	\$717,732

Increases in the Restricted General Fund budget occurred as a result of new external programs and grants as well as some budget revisions to existing programs. A list of new grants and augmentations to specially funded programs in the Restricted General Fund is located on Page 44.

Adjust the **REVENUE** amounts in the following classifications:

8100	Federal Revenues	\$62,500
8600	State Revenues	431,942
8800	Local Revenues	217,667
8900	Other Sources	5,623
	Total	\$717,732

**Capital Outlay Projects Fund – Fund 4**

Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Certificated Salaries	\$0
2000	Classified Salaries	0
3000	Employee Benefits	0
4000	Supplies & Materials	497,650
5000	Operating Expenses	3,157,673
6000	Capital Outlay	17,074,005
	Total	\$20,729,328

The increase in the expenditure budget relates to the redefinition of various projects as well as a shift in when and how expenses are accrued. Salary and benefit adjustments were made after the close of the second quarter.

Adjust the **REVENUE** amounts in the following classifications:

8600	State Revenues	\$4,949,000
8800	Local Revenues	10,996,276
	Total	\$15,935,276

Revenues now reflect normal flow of income that does not include issuance of bonds or certificates of participation.

### **Child Development Fund – Fund 6**

Adjust the **EXPENDITURE** amounts in the following classifications:

4000	Supplies & Materials	\$4,181
	Total	\$4,181

Increases in the Child Development Fund budget occurred as a result of new one-time Federal contracts for instructional materials and other resources for the on-campus Child Development Centers.

Adjust the **REVENUE** amounts in the following classifications:

8100	Federal Revenues	\$4,181
	Total	\$4,181

### **Trust Fund (Student Aid) – Fund 7**

Adjust the **EXPENDITURE** amounts in the following classifications:

7600	Payments to Students	\$69,217
	Total	\$69,217

Increases in the Trust Fund budget occurred as a result of transfers from the Restricted General Fund (specially funded programs) to pay Federal and State Financial Aid awards to eligible students.

Adjust the **REVENUE** amounts in the following classifications:

8900	Other Sources	\$69,217
	Total	\$69,217

## **Other Funds**

### **Self Insurance Fund**

The Self Insurance Fund (Page 40) provides for the payment of claims, deductible amounts, administrative costs and related services; purchase of excess insurance; and other purposes as defined by the Education Code. Mid-year expenditures of \$214,813 include salary costs and insurance premiums, and transfers into the fund are from Workers' Compensation benefits.

### **Debt Service Fund**

The purpose of a Debt Service Fund (Page 42) is to account for the accumulation of resources for, and the payment of, general long-term debt and long-term leases. Revenue comes from general obligation bonds.

### **Restricted General Fund**

The Restricted General Fund (Pages 45-49) includes all specially funded programs which are restricted in their use by law, regulations, donors, or other outside Federal, State and Local agencies. Included in the Restricted General Fund are Health Services and Parking Programs:



### Health Services Fund

Mid-year Health Services Fee revenue increased from \$670,946 in 2006-07 to \$740,359. In addition to a health fee increase of \$1 beginning 2007-08, AB982 removed from the Education Code the BOG student fee waiver program for low-income students. Low-income students are now required to pay the Health Services fee, but many low income students receive financial aid which covers the fee.

Health Services operational costs exceed revenues, and while the State should provide the difference through mandated cost reimbursements; the State continues suspension of all mandated cost reimbursements. Health Services operations rely on donations and College support to assist in maintaining services to students.

### Parking Fund

Effective Spring 2008, the parking fee is \$35, up from \$30 per semester. The summer session fee remains at \$20. The fee will increase to \$40 in Fall 2008 for a full semester as permitted by the Education Code. The daily permit will increase from \$1 to \$2. After several months of discussions with students, the increases were approved by the Board and should bring SMCCCD fees consistent with our neighboring colleges in order to reduce the current annual operating deficit. In accordance with State law, students who are eligible for a Board of Governor's Grant that waives their enrollment fees pay only \$20 per semester for a parking permit. This increase does not affect those students.

Mid-year parking fee revenue decreased from \$763,785 in 2006-07 to \$747,679 in 2007-08. Parking permit fee revenue decreased by 0.36% and parking citation fee revenue decreased by 12% which may be due to reduced citations at Cañada and CSM as well as an income posting that occurred after the close of the second quarter.

Parking revenue does not cover all eligible parking-related expenses and the fund is subsidized by the Colleges.

### **Capital Projects Fund**

The Capital Projects Fund is a restricted fund and reflects estimated year-end data and funding carryover for projects approved but not completed in prior years. A project list can be found on Pages 52-54. The adjusted budget is \$89,906,852. Project expenditures as of December 31 were \$14,929,419 and transfers totaled \$200,000.

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

#### **Facilities Maintenance Center Groundbreaking at Skyline College**



## Capital Improvement Program

The District is nearing completion of the first phase of the Capital Improvement Program (CIP) with only a handful of projects remaining, including two projects at Cañada and Skyline Colleges. Those projects are the modernization of Cañada College Building 16/18 Sciences and Engineering, Skyline's Building 7 Allied Health, and both Skyline's and Cañada's Facilities Maintenance Centers. In fiscal year 2007-2008, the focus of the Construction Planning Department moved into extensive short and long-term planning at all three campuses for the District's Capital Improvement Program, Phase 2 (CIP2).

On a program level, this year's contractor prequalification concluded in January 2008 with over 100 prequalified contractors, including many large contracting firms, as well as a host of small, local and emerging firms. Staff continues to revise and update the master schedule and the master budget of the Capital Improvement Program to coincide with the funding and programming requirements of CSM and Skyline College's Design-Build Projects, State and locally funded modernization projects.

Compilations of site-specific activities, which have recently been completed or are currently in design, pre-construction, or construction, are listed below. Construction dates listed are what is currently planned and scheduled at this point in time, but are subject to change.



**Active Construction Projects**--The following projects are under active construction:

- Utilities Chilled Water Line Infrastructure Extension (Air Conditioning!)
  - Construction to be completed February 2008
- Buildings 16/18 Science & Engineering Modernization
  - Construction Phase: January 2008 - August 2008

**Active Planning Projects**--The following projects are in active planning with estimated construction phases noted:

- Building 8 Administration Phase 2 Modernization
  - Construction phase: May 2008 - December 2008
- New Building 7 Facilities Maintenance Center
  - Construction phase: February 2008 - December 2008
- Gateways, Circulation and Parking Project (see more details below)
  - Construction phase: May 2008 - May 2009
- Buildings 5/6 Student Center/Classroom Modernization
  - Construction phase: January 2009 - March 2010

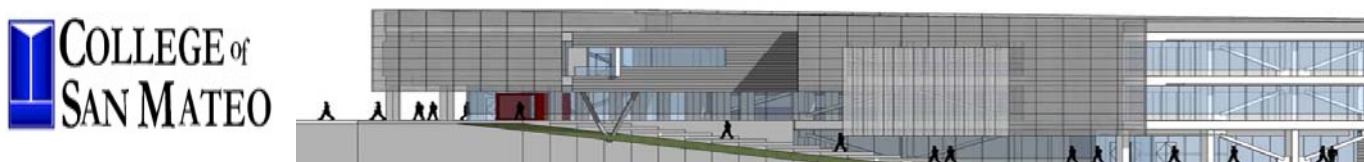
The major CIP2 project at Cañada College is the Gateways, Circulation and Parking Project. The intent of this project is to complete the site work--Cañada's landscaping, roadways and parking which started in CIP1. As of this printing, designs have been completed and staff is preparing for bidding documents. Particular attention will be given to the following elements:

- Landmark entries at Farm Hill Boulevard and Cañada Road
- Landscape hierarchies to define vehicular and pedestrian circulation routes and manage pedestrian/vehicular interface
- Activated spaces that support campus activities
- Accessible paths of travel for the physically disabled community
- Emergency vehicle access
- Safety and security measures
- Public Transportation, Passenger Drop-Off and Pick-Up Zones, Service & Delivery

The Bid and contract award phase for this project is scheduled for February - April 2008. Construction is scheduled to begin in summer of 2008.

**Future State Capital Outlay Funded Projects--**The District received confirmation from the State Chancellor's Office on three future State funded projects at Cañada College in the amount of over \$23 million dollars with funding pending November 2008 Statewide Bond:

- Building 13 Instructional Building Modernization
  - Approved Final Project Proposal (FPP)
  - Pre Construction Phase: FY 08-09
  - Construction Phase: ~ February 2010 - February 2011
- Building 1 Gymnasium Modernization
  - Approved Final Project Proposal (FPP)
  - Pre Construction Phase: FY 09-10
  - Construction Phase: ~ August 2010 - August 2011
- Electrical Infrastructure Upgrades - Pending January 2009 State Board Of Governor Approval



**Completed Projects--**At CSM, the following projects were completed in January 2008 and ready in time for the Spring semester:

- Building 16 Instructional Building Renovation Phase 2
- Buildings 2/4 Fine Arts and Building 14 General Classroom Swing Project
- East Campus Gateway and Athletic Fields Upgrade

**Active Planning Projects--**An extensive list of projects are in the planning stage at CSM and include:

- Building 16 Classroom Modernization Phase 3
  - New Elevator, Modernization of Restrooms and Common Areas
  - Construction Period: Spring 2008 - December 2008



- Buildings 2/4 Fine Arts Complex Modernization
  - Construction Period: Spring 2008 - December 2008
- Building 14 Classroom Modernization Phase 2
  - Construction Period: Spring 2008 - December 2008
- Building 9 Restrooms Modernization
  - Construction Period: a couple of months between Spring 2008 - December 2008
- Demolition of Buildings 21-29 (State Funded Project)
  - Increment 1—Electrical Load Center 4 Replacement--Winter 2008
  - Increment 2—Demolition of Buildings 21-27 & 29--Winter 2010
- The new buildings & site work of CIP2 Design-Build Project
  - New Building 10N
  - New Building 5N
  - Demolition of Buildings 5, 6, 10, 11, 13, T1 and the Kiosk
  - Design and Construction Period: Winter 2008 - Summer 2011

### **More Details about the CIP2 CSM Design Build Project**

This major CIP2 project was conceived in response to the District's 2006 Master Plan and when concluded the project will provide a renaissance to the College of San Mateo.

The District prequalified Design-Build teams in January 2007. Construction Planning issued a Request for Proposal (RFP) for the project on June 28, 2007. At the request of Design-Build Entities (DBEs), the District held confidential meetings with each team from July through October 2007. On October 30, 2007, McCarthy Building Companies submitted the lone Design-Build proposal to the District. The Construction Planning Department, along with Swinerton Management and Consulting and Cumming, Inc, the District's Cost Estimator, has evaluated the proposal as the "best value" to the District. Evaluation was based on the five criteria established by Education Code 81700 (Price, Technical Expertise, Life Cycle Costs over 25 Years, Skilled Labor Force Availability, and Acceptable Safety Record). The District added three additional criteria, Architectural Aesthetics and Design Innovation, Project Management Plan, and Program Requirements that are critical to the success of the project for a TOTAL of 100 points. McCarthy's proposal scored a 95 on this evaluation.

On December 7, 2007, the Board of Trustees authorized the Executive Vice Chancellor to execute a contract for the CSM CIP2 Design-Build Project in an amount not to exceed \$150,000,000. In collaboration with the campus and the McCarthy Design-Build team, the Construction Planning Department worked to align the scope of the project with the Board approved contractual allowance established by the Board. An agreement between the District and the McCarthy team was reached on January 23<sup>rd</sup> for \$142,500,000.

**Future State Capital Outlay Funded Projects--**The District received confirmation on two future State-funded projects in the amount of over \$16 million dollars and planning will begin upon the passage of the November 2008 Statewide Bond:

- CSM Building 12 Renovation
  - Approved Final Project Proposal (FPP)
  - Pre Construction Phase: FY 08-09
  - Construction Phase: ~ April 2010 - April 2011
- CSM Building 19 Emerging Technologies Center
  - Approved Final Project Proposal (FPP)
  - Pre Construction Phase: FY 09-10
  - Construction Phase: ~ April 2011 - April 2012



**Active Construction Projects--**The following Skyline College Projects are in active construction:

- Building 7 Allied Health/Vocational Technology and Training Center
  - Construction Phase: Fall 2007 - Fall 2008
- Replacement Facilities Maintenance Center
  - Construction Phase: January 2008 - September 2008

**Active Planning Projects--**The following projects are in the design and pre-construction phase:

- Building 1, phases 2&3 Fine Arts Complex Modernization
  - Pre Construction Phase: ~ Winter - Fall 2008
- Building 5
  - Pre Construction Phase: ~ Spring 2008 - Fall 2008
  - Construction Phase: ~ Winter 2010 - Summer 2010
- Buildings & Sitework of CIP2 Skyline College Design-Build Project
  - Gateways & Quad Construction
  - New Building 11 Auto Transmission
  - New Building 4 Cosmetology, Administration and Wellness
  - Parking, Paving, Sidewalk, Roadway Upgrade work
  - Design and Construction period: Winter 2008 - Spring 2011

### **More Details about the CIP2 Skyline Design Build Project**

In order to best meet the current and future needs of Skyline College, construction of new facilities for instruction, multicultural programs, and administrative offices as well as improved exterior areas was recommended in the San Mateo County Community College District's 2006 Facilities Master Plan. This complex, multi-component project will be delivered using the Design-Build construction method. New buildings 4N and 11N will continue the process of reinvigorating the facilities at Skyline College, in addition to enhancing and expanding academic program offerings.

**Future State Capital Outlay Funded Projects--**The District received confirmation on three future State-funded projects at Skyline College in the amount of over \$16 million dollars upon the passage of the November 2008 Statewide Bond:

- B2 Modernization Phase 3
  - Approved Final Project Proposal FPP
  - Pre Construction Phase: FY 08-09
  - Construction Phase: ~ Winter 2009 - Winter 2010
- B1 Modernization Phase 4: Theatre Renovation
  - Approved Final Project Proposal FPP
  - Pre Construction Phase: FY 09-10
  - Construction Phase: ~ April 2011 - April 2012
- Electrical Infrastructure Upgrades - Pending January 2009 State Board Of Governor Approval

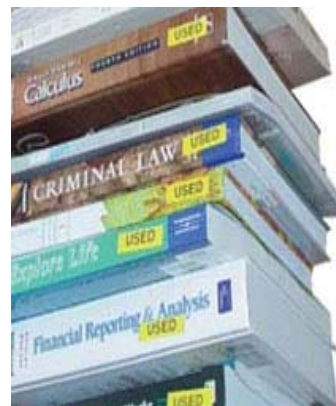
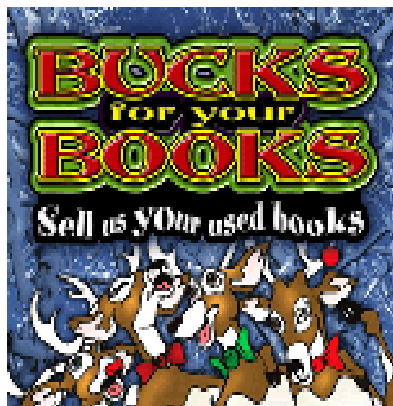
## Enterprise Fund

### Bookstores

The following data reflects Bookstore operations for the fiscal year beginning July 1 through December 31, 2007.

Bookstore Sales	2007-08	2006-7	\$ Change	% Change
Regular Merchandise Sales	\$3,442,538	\$3,106,466	\$336,072	10.82%
Computer Products Sales	494,696	537,076	-42,380	-7.89%
<b>Total Merchandise Sales</b>	<b>\$3,937,234</b>	<b>\$3,643,542</b>	<b>\$293,691</b>	<b>8.06%</b>
Textbook Rental Sales	53,793	33,257	20,536	61.75%
<b>Total Sales</b>	<b>\$3,991,027</b>	<b>\$3,676,799</b>	<b>\$314,227</b>	<b>8.54%</b>

Regular merchandise sales have increased this year compared to last year by \$336K or 10.82% in large part due to a 9.06% increase in the sale of textbooks. In computer product sales, the unusual \$150K District order in December 2006 for a lab contributed to a sales increase last year. The increase in regular merchandise sales can be attributed in part to an enrollment increase and the fantastic job the bookstore staff did getting the bookstores ready for the school rush.



The textbook increase this year over last year realized a \$123,026 or 6% increase in new book sales and a \$158,947 or a 20% increase in used book sales. The used book program has saved students \$363,132 to date! The New Text Equivalent (NTE), a common measure of unit sales of textbooks showed an 11% increase in unit textbook sales this year versus last year. Textbook rental income has increased as efforts continue to aggressively grow the program. The bookstores have collected rental fees of \$53,793 as of December 2007. Had these books been sold new instead of rented, the resulting sales volume would have been \$215,188. The program has saved students \$161,395 this year alone! The program has been very successful and provides students with a low cost alternative to buying textbooks at full retail.

Cost of goods increased only slightly despite an overall 8.06% increase in sales, resulting in an 18.07% increase in gross profit. Total operating expenses increased by 5.09% over the same period last year. Operating expenses have increased due to the increase in salary and benefits compared to the prior year as well as substantially increased freight costs. Many of the direct expenses are actually lower this year than the prior year.

Interest and other income increased by 21.27% over the same period last year due to sound investment management, continued management of vendor payments to improve cash flow and an increase in commissions from numerous vendors including Apple, Dell, Missouri Book Services and Nebraska Book Company.

Comparative figures are shown below:

<b>Bookstore Recap</b>	<b>2007-08</b>	<b>2006-07</b>	<b>\$ Change</b>	<b>%Change</b>
Total Merchandise Sales	\$3,937,234	\$3,643,543	\$293,691	8.06%
Textbook Rental Fees	53,793	33,257	20,536	61.75%
Cost of Goods Sold	2,817,985	2,683,267	134,718	5.02%
Gross profit	1,173,042	993,533	179,509	18.07%
Total Operating Expenses	1,177,374	1,120,361	57,013	5.09%
Net Income from Operations	-\$4,332	-\$126,828	\$122,496	96.58%
Interest and Other Income	191,979	158,308	33,671	21.27%
Net Income Before Other Expenses	187,647	31,480	156,167	496.08%
Other Exp-Admin Salary & Benefits	38,362	41,752	-3,390	-8.12%
Other Exp-District Support	39,618	33,780	5,838	17.28%
Net Change in Fund Balance	\$109,668	-\$44,052	\$153,719	348.95%

### **Cafeterias**

Food service has been provided by Pacific Dining since Summer 2007. The District's vending services contractors are Pepsi Bottling Group and Action Vending.

Income from food service and vending contracts enables the District to provide food and beverage services to students and staff. These combined resources, along with interest income, also provides a stable Cafeteria fund not requiring support from the general fund. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts. It is important to note that the food service income has increased by 39.67% or \$17,391 due to the quality service offered by our new vendor, Pacific Dining. Vending income has dropped primarily due to machines that are removed due to building closures and related construction. Interest income rose due to sound investment management.

Second quarter comparisons are noted below:

<b>Cafeteria Fund</b>	<b>2007-08</b>	<b>2006-07</b>	<b>\$ Change</b>	<b>% Change</b>
Food Service Income	\$61,228	\$43,838	\$17,391	39.67%
Vending Income	27,988	32,963	-4,975	-15.09%
Interest Income	12,785	9,918	2,868	28.91%
Other Income	500	0	500	100.00%
Expenditures	107,194	88,546	18,648	21.06%
Net Change in Fund Balance	-\$4,692	\$1,828	-\$2,864	156.67%

Compared to the second quarter 2006-07 there has been a significant increase in depreciation expense in 2006-07; the increase is due to addition of cafeteria equipment and renovation during the summer of 2006 as well as continually increasing repairs needed at the CSM and Cañada locations.

## Child Development Fund



The Child Development Fund (Pages 68-72) is a special revenue fund that is used to account for the activities of on-campus preschool programs that serve children of students, faculty, and staff. The primary source of revenue is State funding for children who qualify for subsidized care and Board-approved fees assessed for non-subsidized children.

College of San Mateo and Skyline College each operate a Child Development Center under a single General Center Child Development agreement from the California Department of Education. Cañada College has subcontracted its portion of the General Center agreement to the City of Pacifica since 2006-07.

## Trust Fund (Student Aid)

Awards for Fall 2007 are reflected in this report and total \$3,039,833, an increase of \$221,382 over the same period last year. Additional Fall 2007 awards, along with those for Spring 2008, will be processed during the second half of the year. The Student Financial Aid Fund can be found on Pages 74-78.

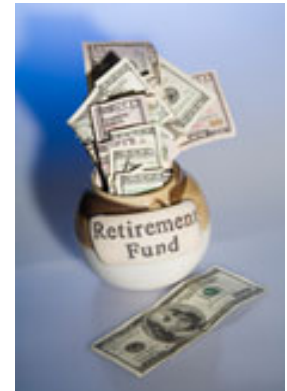


The fund does not include Federal Work Study payments, which are considered wages for work rather than financial assistance in the form of aid. Work Study funds are maintained in the Restricted General Fund.

## Retirement Reserve Fund

With adoption of the 2007-08 budget, the Board approved a transfer of \$1,500,000 from the general fund into the retirement reserve account. When the 2007-08 Final Budget Report was prepared in Summer 2007, the fund balance was expected to be approximately \$32 million at the end of the current fiscal year. Because of sound investment decisions exercised by Chief Financial Officer Kathy Blackwood and Controller Ray Chow, that amount has now been reached. By June 30, 2008, the fund balance projection is estimated at \$32.5 million consisting of revenue and interest.

Currently, all retirement medical premiums are funded from the Unrestricted General Fund. The benefits provided to the District's retirees are not affected by the balance in this account. The fund was established to meet future needs and to lessen the burden on the general fund. The Retirement Reserve Fund can be found on Page 80.





## Associated Students

Total income and expenditures for the Associated Student Body (ASB) at each College for the second quarter of 2006-07 and 2007-08 are listed below:

<b>ASB Total Income</b>	<b>2007-08</b>	<b>2006-07</b>	<b>\$ Change</b>	<b>%Change</b>
Cañada College ASB	\$54,982	\$51,022	\$3,959	7.76%
College of San Mateo ASB	112,302	129,015	-16,713	-12.95%
Skyline College ASB	88,111	81,432	6,679	8.20%

<b>ASB Total Expenditures</b>	<b>2007-08</b>	<b>2006-07</b>	<b>\$ Change</b>	<b>%Change</b>
Cañada College ASB	\$24,989	\$16,425	\$8,564	52.14%
College of San Mateo ASB	60,114	63,194	-3,080	-4.87%
Skyline College ASB	35,069	20,645	14,424	69.87%

Activity card sales are the major source of income for the Associated Students. Cañada has recorded a 14.28% increase this year; CSM has recorded an 18.23% decrease due to the residual effect from change of accounting policy from cash basis to accrual basis starting fiscal year 06-07; Skyline has recorded a 4.56% increase.

Expenditures of the ASBs include normal operating expenses (office supplies, activity card and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life. All three Colleges have recorded a common increase in program activities and publicity expense this year.

Below is a comparison of the second quarter Net Income from ASB Operations:

<b>ASB Net Income</b>	<b>2007-08</b>	<b>2006-07</b>	<b>\$ Change</b>	<b>%Change</b>
Cañada College ASB	\$29,993	\$34,597	-\$4,604	-13.31%
College of San Mateo ASB	52,188	65,821	-13,633	-20.71%
Skyline College ASB	53,042	60,787	-7,745	-12.74%

A summary of program and activities and detail financial statements are appended under the Supplemental Information section of this Budget Report.

**Cañada Students**



**Skyline Students**



## **GASB 45**

Governmental Accounting Standards Board Statement 45 (GASB 45) establishes uniform financial reporting standards for Other Post-Employment Benefits (OPEB) other than pensions and requires school districts to financially recognize their liabilities for retiree health and welfare benefits. For the District, this includes the cost of post retirement medical benefits for its current and future retirees. Like many governmental employers, the District pays for medical insurance for retirees. Unlike PERS and STRS, these retirement costs are not pre-funded. Instead, the District pays each year's cost out of the current year's budget, also called the "pay as you go" method.

GASB 45 does not require districts to fund its retiree health and welfare benefits, but it does require systematic, accrual-based measurement and recognition of the expense over employees' years of service and requires districts to provide information regarding the progress being made to fund the plan. Many districts have utilized cash accounting methods but will now need to implement full accrual accounting that creates the ongoing expense plus "catch up" liability. Expense and liability are based on annual required contribution (ARC) as calculated by an actuary. ARC consists of the normal cost or expense, the amortization of unfunded accrual liability for up to 30 years, and the interest adjustment if there is no funding through a plan. The effective date for implementation of GASB 45 for the San Mateo County Community College District is fiscal year 2008-2009. In the summer of 2006, the District contracted with an actuary to calculate the estimated post employment liability and information needed to manage the liability. The actuary estimated the amount of the post employment liability based on the District's contract language, the number of employees (retired and active), other information about District employees and the District's health benefits, and assumptions based on industry standards. The study is complex as it projects the District's future cash flows for benefits over the course of 30 years.

### **Post Retirement Benefit Actuarial Study**



Total Compensation Systems performed an actuarial study of the District's obligations in Fall 2006 assessing the liabilities for current retirees, current employees who have already become eligible for post-retirement benefits and current employees who are not yet eligible but may become eligible. At that time, the total amount of the District's liability was estimated to be \$149,530,877. If one thinks of this as a long-term savings plan, the District could set aside funds every year for this purpose. These funds would accrue interest, but at the same time, they would be used to make the "pay as you go" payments each year. The District is paying over \$6 million each year in the "pay as you go" payments for current retirees. In addition, the District is setting aside \$1.5M every year towards this liability and the Reserve for Post Retirement Benefits (Fund 8) will have accrued over \$32 million by the end of June 2008, including interest. The complete study is available at: [www.smccd.edu/portal/dcbf](http://www.smccd.edu/portal/dcbf).

Discussion of post retirement benefits as well as its impact on charging any part of retiree benefit costs to categorical programs has been a major topic at the District Committee on Budget and Finance meetings. Chief Financial Officer Kathy Blackwood has prepared for prudent fiscal management of retiree health costs and liabilities which requires establishment of a long-term plan. The Colleges have been notified of the urgency of the matter and she has been invited to speak at several College Budget Committee forums to discuss the issue.

The District is seriously acting on the recommendations by Total Compensation Systems cited in the study and is not "waiting to address retiree health benefit funding until the GASB accounting standards become effective as it will dramatically reduce employers' fiscal options. By then, unfunded actuarial accrued liabilities will be bigger, thereby increasing the expenses needed to amortize the unfunded liability. Higher future amortization expenses would squeeze financial resources for vital services. Waiting to address these issues until required by GASB will result in less time to evaluate options and take action to protect benefits for future retirees and/or reduce benefit costs. To the extent retiree benefits are subject to collective bargaining, the timing and extent of benefit and funding changes may be constrained."

## **District Housing**

The District built College Vista, a 44-unit faculty and staff residential complex at College of San Mateo, offering high quality, below-market rental housing for employees of the District. It has now been in existence for more than two years and has proven to be a success according to the current District occupants.

Plans have been underway to develop a similar residential complex at the Cañada College site. The Initial Study and Negative Declaration prepared by Jones & Stokes looked at the overall impact of the project on the environment. The complex is a first class project offered by the District at below-market rates because it owns the land, can finance with tax-exempt debt, does not pay property taxes and does not have a profit motive.

Like College Vista, the new development would be a top-quality construction project, comparable to other new developments in the area. District employees could live in these apartments at below market rents and, during that time, bank the rent savings for an eventual down payment on a home purchase. When the employee is ready to purchase a home, the District could provide down payment assistance with very favorable loan terms to assist in that purchase.

## **Accreditation**

Since 2005, each of the three Colleges had been working diligently, tirelessly and independently on Accreditation Self-Studies in preparation for Accreditation site visits during the week of October 22, 2007. The Self-Studies were presented to the Board of Trustees in July before being printed and sent to the Accrediting Commission for Community and Junior Colleges.

The Commission adopted new accreditation standards in 2002. The Accreditation standards have specific questions that relate to the role of a multi-college district office; thus District employees have served on College writing teams and have participated in providing information and drafting portions of the responses to the standards. The District had facilitated meetings for the three College Steering Committee Co-chairs and Accreditation Liaison Officers (ALOs) to collaborate on the progress of Self-Studies.

During the visit, a distinct 10-member team representing other community colleges across the State visited each of our Colleges and met with various college groups to verify contents of the report in addressing the standards.

At this time, all three Colleges remain accredited. Skyline's accreditation has been reaffirmed and Skyline is required to complete a progress report by October 2009. CSM and Cañada are required to complete two successive progress reports, one in October 2008, and another in October 2009 to address team recommendations.

The accreditation cycle repeats every six years. All colleges are required to file a mid-term report after a comprehensive evaluation due in October 2010. The next scheduled visit will occur in Fall 2013.

The Commission reminded the District that colleges are to use the report to improve educational programs and services of the institution.

## **Concurrent Enrollment**

In response to a San Mateo County Grand Jury recommendation and growing national trends, the District has paid particular attention to curriculum articulation with feeder public high schools and the related strategy of offering classes on high school sites.

In September 2006, high school district superintendents, internal management teams, union representatives and faculty and staff from the three Colleges attended a Board of Trustees meeting. The goal of the session was to expand upon the existing course offerings in high schools, while maintaining curriculum rigor and adequate resource demands. Research and meetings regarding this work are ongoing. The Academic Senate and AFT have actively participated in developing course offerings in high schools. The program's purpose is to determine how best to give students earlier exposure to the rigor of a college course and to earn college credits. Since the three Colleges have different feeder high schools, the structure of coordinating these issues will be to establish college level task forces consisting of faculty and staff. The Vice Chancellor for Education Services & Planning, Jing Luan, is coordinating this effort with the leadership of the task force groups.



## Distance Education

The California Community College System Strategic Plan and our own research demonstrate a clear need for expanding our access to a population that is increasingly mobile, technically savvy and desirous of alternative access to learning. One of the best ways to satisfy student demands is to expand our existing technology-assisted learning. A Distance Education Advisory Committee (DEAC) has been established with three subcommittees reviewing three categories of key issues: curriculum standards, resource allocation, and selection of technology platforms.

Beginning in 2007-08, several new online courses were developed and are currently being taught by faculty at the three Colleges. The number will increase in the next few years as the demand for more of these classes grow.

## Payroll News

For over a year, District paychecks have been issued in-house. The County of San Mateo Office of Education produced monthly payroll for several years. Because the District has the capability within its Banner system to produce its own payroll, the District decided to begin implementation. We have been able to produce our own payroll since the County Office of Education approved the District's request to become "fiscally accountable" in 2005. The District now works directly with the County Controller instead of the County Office of Education.

Along with the issuance of checks, W2's were mailed for the first time using Banner. State and Federal reporting have also been completed on a regular basis. The District has completed a full year of Banner payroll.

The next phase of the project is getting manual timesheets automated. The target date to begin the process of "web time entry" is April 2008. Through the internet using WebSmart, some groups of employees will be able to enter their work hours online and have them approved electronically.

Beginning this calendar year, anyone who has received a paycheck through the Banner system is able to access payroll information such as his or her

paystub, W2 for 2007 and other benefits and deductions using WebSmart. Updating employee information is also available. A few features have already been available to employees through WebSmart such as leave balances, emergency contacts, and cell phone emergency notifications.

## Technological Advances

Staff in ITS, Administrative Services, and Human Resources have also been actively working on a variety of projects to streamline operations.

In Human Resources, a new applicant tracking software called People Admin has recently been implemented, which will eliminate the processing of paper documents and improve efficiency. Over 1324 applicants have utilized this tool to date.

The General Accounting Department implemented direct deposit or Automated Clearing House (ACH) payments to vendors' banks in the Fall. Due to this success, the decision was made to have direct deposit available to district retirees for their quarterly medical and Medicare reimbursements. More than fifty percent are now active participants. Additionally, financial aid payments to students are now directly deposited to their financial institutions.

Another exciting innovation was the purchase of "remote deposit imaging" equipment to transmit check images directly to the bank.

## Museum of Tolerance

On May 29, 2002, the Board of Trustees approved an annual allocation of \$50,000 to continue Museum of Tolerance training and follow-up activities for District employees and trustees. Since 2000, the San Mateo County Community College District has sent groups of 20 employees to the Museum of Tolerance training in Los Angeles. The 16th group is scheduled to visit the Museum of Tolerance the weekend of March 2, 3 and 4, 2008.

The Museum of Tolerance is a leading provider of transformational workplace learning and leadership development. Set in experiential state of the art training facilities, programs bridge personal, local and global issues, challenging participants to redefine professional roles in an increasingly complex and changing world.



**SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT**

## **Budget Tables**

Page 25 – **SMCCCD Funds Chart**

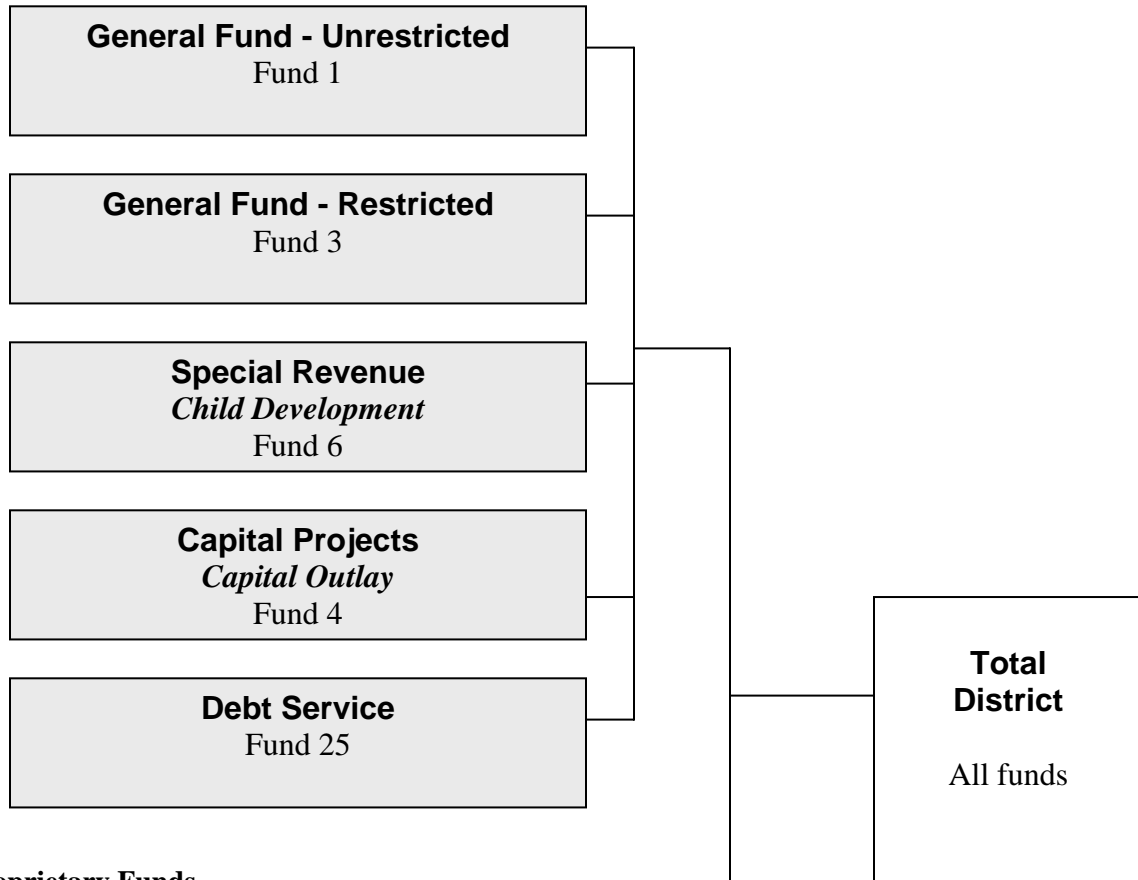
Page 26 – **2007-08 Adoption Budget**

Page 28 – **2007-08 Mid-Year Actuals**

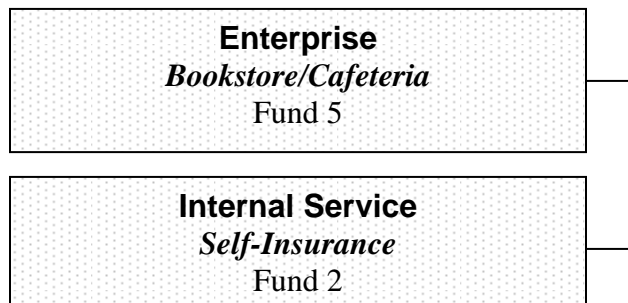
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# San Mateo County Community College District Funds

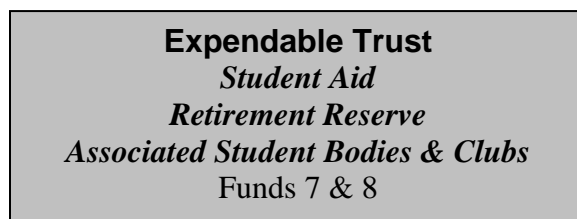
## Governmental Funds



## Proprietary Funds



## Fiduciary Funds



**San Mateo County Community College District**  
**2007-2008**  
**Final Budget - All Funds**



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

**Revenue**

1	Federal Revenue	0	3,181,060	31,000	0	0
2	State Revenue	36,823,645	11,344,489	540,270	10,403,221	0
3	Local Revenue	75,728,962	8,743,441	200,000	18,894,472	21,450,000
4	<b>Total Revenue</b>	<b>112,552,607</b>	<b>23,268,989</b>	<b>771,270</b>	<b>29,297,693</b>	<b>21,450,000</b>

**Expenses**

5	Cost of Sales	0	0	0	0	0
6	Certificated Salaries	49,310,529	4,231,803	176,208	0	0
7	Classified Salaries	24,521,491	8,195,200	477,441	3,400,000	0
8	Employee Benefits	23,627,427	3,043,007	264,233	884,000	0
9	Materials & Supplies	3,489,472	2,766,312	65,500	5,941,877	0
10	Operating Expenses	11,320,095	5,372,466	94,379	7,836,949	0
11	Capital Outlay	308,815	511,735	0	85,208,051	0
12	<b>Total Expenses</b>	<b>112,577,829</b>	<b>24,120,524</b>	<b>1,077,761</b>	<b>103,270,877</b>	<b>0</b>

**Transfers & Other**

13	Transfers In	0	869,023	346,673	0	0
14	Other Sources	0	0	0	0	0
15	Transfers out	(3,192,306)	(138,368)	0	0	0
16	Contingency	(1,725,495)	0	0	0	0
17	Other Out Go	(1,000)	(879,120)	0	0	(28,149,707)
18	<b>Total Transfers/Other</b>	<b>(4,918,801)</b>	<b>(148,465)</b>	<b>346,673</b>	<b>0</b>	<b>(28,149,707)</b>

**Fund Balance**

19	Net Change in Fund Balance	(4,944,022)	(1,000,000)	40,182	(73,973,184)	(6,699,707)
20	Beginning Balance, 7/1/07	10,571,652	3,973,235	156,256	514,212,362	30,844,674
21	Adjustments to Beginning Balance	0	0	0	0	0
22	<b>Net Fund Balance, 6/30/07</b>	<b>5,627,630</b>	<b>2,973,235</b>	<b>196,438</b>	<b>440,239,178</b>	<b>24,144,967</b>

**San Mateo County Community College District**  
**2007-08**  
**Final Budget - All Funds**

Proprietary Funds			Fiduciary Funds			
Enterprise Funds		Internal Service	Expendable Trusts		Total District All Funds	
Bookstore	Cafeteria	Self- Insurance	Trust Fund (Student Aid)	Retirement Reserve		
0	0	0	5,470,671	0	8,311,078	1
0	0	0	512,839	0	62,522,333	2
8,179,563	173,063	0	0	1,020,000	167,469,903	3
8,179,563	173,063	0	5,983,510	1,020,000	238,303,314	4
5,433,777	0	0	0	0	5,433,777	5
0		0	0	0	48,138,747	6
1,420,450	17,226	26,875	0	0	33,574,776	7
339,638	4,337	8,772	0	0	26,285,375	8
0	59,383	10,000	0	0	21,359,071	9
787,385	94,500	700,000	0	0	33,808,765	10
0	0	0	0	0	58,161,318	11
7,981,250	175,446	745,647	0	0	226,761,830	12
						0
						0
0	0	2,005,000	0	1,500,000	4,599,114	13
0	0	0	0	0	0	14
						0
0	0	0	0	0	(2,926,115)	15
0	0	0	0	0	23,276	16
0	0	0	(5,983,510)	0	(16,838,705)	17
0	0	2,005,000	(5,983,510)	1,500,000	(15,142,428)	18
						0
						0
198,313	(2,383)	1,259,353	0	2,520,000	(3,600,944)	19
5,831,207	629,374	5,025,079	128,421	30,115,703	273,508,630	20
0	0	0	0	0	0	21
6,029,520	626,991	6,284,432	128,421	32,635,703	269,907,687	22

**San Mateo County Community College District  
2007-2008**

**Second Quarter Actuals - All Funds**



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

**Revenue**

1	Federal Revenue	0	1,159,243	6,316	0	0
2	State Revenue	17,759,245	4,251,821	220,140	429,693	24,161
3	Local Revenue	29,635,484	3,797,803	118,074	5,662,455	12,412,632
4	<b>Total Revenue</b>	<b>47,394,729</b>	<b>9,208,867</b>	<b>344,530</b>	<b>6,092,148</b>	<b>12,436,793</b>

**Expenses**

5	Cost of Sales	0	0	0	0	0
6	Certificated Salaries	23,982,725	2,019,654	83,988	68,633	0
7	Classified Salaries	11,714,462	3,770,499	248,227	1,122,862	0
8	Employee Benefits	11,708,712	1,431,600	129,729	340,337	0
9	Materials & Supplies	1,206,387	711,991	29,974	1,055,506	0
10	Operating Expenses	4,475,668	2,036,300	56	2,743,415	0
11	Capital Outlay	50,957	83,386	0	9,598,666	0
12	<b>Total Expenses</b>	<b>53,138,911</b>	<b>10,053,430</b>	<b>491,974</b>	<b>14,929,419</b>	<b>0</b>

**Transfers & Other**

13	Transfers In	\$0	165,124	0	0	0
14	Other Sources	4,149	0	0	200,000	0
15	Transfers out	(1,500,000)	(222,205)	0	0	0
16	Contingency	(0)	0	0	0	0
17	Other Out Go	0	(388,671)	0	0	(19,105,684)
18	<b>Total Transfers/Other</b>	<b>(1,495,851)</b>	<b>(445,752)</b>	<b>0</b>	<b>200,000</b>	<b>(19,105,684)</b>

**Fund Balance**

19	Net Change in Fund Balance	(7,240,032)	(1,290,315)	(147,444)	(8,637,271)	(6,668,891)
20	Beginning Balance, 7/1/06	10,571,652	3,973,235	156,256	213,940,712	30,844,674
21	Adjustments to Beginning Balance	0	0	0	0	0
22	<b>Net Fund Balance, 6/30/07</b>	<b>3,331,620</b>	<b>2,682,920</b>	<b>8,812</b>	<b>205,303,441</b>	<b>24,175,783</b>

**San Mateo County Community College District**  
**2007-08**  
**Second Quarter Actuals - All Funds**

Proprietary Funds			Fiduciary Funds			
Enterprise Funds		Internal Service	Expendable Trusts			
Bookstore	Cafeteria	Self-Insurance	Trust Fund (Student Aid)	Retirement Reserve	Total District All Funds	
0	0	0	2,677,551	0	6,278,184	1
0	0	0	280,433	0	65,586,652	2
4,183,006	102,502	0	313,341	353,623	267,701,509	3
4,183,006	102,502	0	3,271,325	353,623	339,566,345	4
2,817,985	0	0	0	0	2,817,985	5
0	0	10,602	0	0	45,181,901	6
672,003	9,649	46,014	0	0	28,960,722	7
192,917	2,205	7,989	0	0	23,275,957	8
15,556	0	0	0	0	7,598,919	9
374,877	95,340	150,208	0	3,031	20,593,994	10
0	0	0	0	0	82,582,159	11
4,073,338	107,194	214,813	0	3,031	211,011,638	12
0	0	980,278	57,692	1,500,000	55,050,975	13
0	0	0	0	0	5,060,724	14
					0	
0	0	0	0	0	(56,927,553)	15
0	0	0	0	0	0	16
0	0	0	(3,039,833)	0	(46,477,517)	17
0	0	980,278	(2,982,141)	1,500,000	(43,293,372)	18
109,668	(4,692)	765,465	289,184	1,850,592	85,261,335	19
5,831,207	629,374	5,025,079	128,421	30,115,703	191,257,513	20
0	0	0	0	0	0	21
5,940,875	624,682	5,790,544	417,605	31,966,295	276,518,848	22



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## **Unrestricted General Fund (Fund 1)**

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

*In general, there are no external restrictions imposed on the use of these monies; however the District's Board of Trustees may designate portions of this fund as special allocations or set-asides for specific purposes. An example of resources designated in this manner is the set aside for Trustee's Program Improvement projects, which provides financing for efforts to improve programs and services.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Unrestricted General Fund (Fund 1) - Cañada College***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-2008 Adoption Budget	2007-2008 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	1,466,641	1,502,439	1,276,207	1,529,445	1,530,205	1,203,012	79%	3
4 <b>Total Revenue</b>	<b>\$1,466,641</b>	<b>\$1,502,439</b>	<b>\$1,276,207</b>	<b>\$1,529,445</b>	<b>\$1,530,205</b>	<b>\$1,203,012</b>	<b>79%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$3,613,476	\$4,012,828	\$4,309,996	\$8,990,168	\$9,536,740	\$4,971,006	52%	5
6 Classified Salaries	1,077,073	1,191,860	1,489,629	3,248,075	3,305,425	1,588,036	48%	6
7 Employee Benefits	1,007,719	1,135,023	1,261,186	2,820,138	2,826,456	1,417,622	50%	7
8 Materials & Supplies	86,572	82,522	100,603	239,109	239,316	106,384	44%	8
9 Operating Expenses	233,315	232,127	238,420	337,967	378,593	255,551	68%	9
10 Capital Outlay	19,977	536	0	20,335	20,335	20,335	100%	10
11 <b>Total Expenses</b>	<b>\$6,038,133</b>	<b>\$6,654,897</b>	<b>\$7,399,834</b>	<b>\$15,655,792</b>	<b>\$16,306,865</b>	<b>\$8,358,934</b>	<b>51%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	1,962	20	0	0	0	0	0%	13
14 Transfers out	0	0	0	(10,564)	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(351)	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$1,611</b>	<b>\$20</b>	<b>\$0</b>	<b>(\$10,564)</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$4,569,881)	(\$5,152,438)	(\$6,123,627)	(\$14,136,911)	(\$14,776,660)	(\$7,155,922)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$4,569,881)</b>	<b>(\$5,152,438)</b>	<b>(\$6,123,627)</b>	<b>(\$14,136,911)</b>	<b>(\$14,776,660)</b>	<b>(\$7,155,922)</b>		21

*Net Fund Balances totals do not include all State and Local revenue, most of which is located in the Central Services budget.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Unrestricted General Fund (Fund 1) - College of San Mateo***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-2008 Adoption Budget	2007-2008 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$24	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	3,865,885	3,853,327	3,416,342	3,429,833	3,431,118	3,062,043	89%	3
4 <b>Total Revenue</b>	<b>\$3,865,885</b>	<b>\$3,853,327</b>	<b>\$3,416,366</b>	<b>\$3,429,833</b>	<b>\$3,431,118</b>	<b>\$3,062,043</b>	<b>89%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$8,771,100	\$9,196,110	\$10,333,687	\$20,392,536	\$20,568,532	\$10,892,931	53%	5
6 Classified Salaries	2,437,533	2,476,894	2,856,946	\$6,163,473	\$6,275,168	2,996,085	48%	6
7 Employee Benefits	2,407,700	2,601,056	2,839,374	\$5,855,124	\$5,876,528	3,008,932	51%	7
8 Materials & Supplies	132,381	166,489	167,995	\$461,249	\$458,988	190,635	42%	8
9 Operating Expenses	466,197	530,304	425,921	\$940,928	\$1,552,410	632,186	41%	9
10 Capital Outlay	25,418	10,104	11,426	\$10,899	\$10,899	0	0%	10
11 <b>Total Expenses</b>	<b>\$14,240,329</b>	<b>\$14,980,957</b>	<b>\$16,635,349</b>	<b>\$33,824,209</b>	<b>\$34,742,525</b>	<b>\$17,720,769</b>	<b>51%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$5,571	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	497	48,432	4,302	0	0	0	0%	13
14 Transfers out	0	0	0	(330,171)	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	(1,000)	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$497</b>	<b>\$54,003</b>	<b>\$4,302</b>	<b>(\$331,171)</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$10,373,947)	(\$11,073,627)	(\$13,214,681)	(\$30,725,547)	(\$31,311,407)	(\$14,658,726)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$10,373,947)</b>	<b>(\$11,073,627)</b>	<b>(\$13,214,681)</b>	<b>(\$30,725,547)</b>	<b>(\$31,311,407)</b>	<b>(\$14,658,726)</b>		21

*Net Fund Balances totals do not include all State and Local revenue, most of which is located in the Central Services budget.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Unrestricted General Fund (Fund 1) - Skyline College***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-2008 Adoption Budget	2007-2008 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	2,738,986	2,726,873	2,499,473	2,467,364	2,474,060	2,324,999	94%	3
4 <b>Total Revenue</b>	<b>\$2,738,986</b>	<b>\$2,726,873</b>	<b>\$2,499,473</b>	<b>\$2,467,364</b>	<b>\$2,474,060</b>	<b>\$2,324,999</b>	<b>94%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$6,317,221	\$6,816,622	\$7,351,605	\$14,905,200	\$14,988,766	\$7,959,620	53%	5
6 Classified Salaries	1,807,178	1,885,177	2,204,116	4,680,039	4,741,641	2,267,351	48%	6
7 Employee Benefits	1,738,958	1,913,461	2,027,078	4,251,619	4,260,904	2,151,004	50%	7
8 Materials & Supplies	186,618	173,881	199,172	396,333	396,288	231,772	58%	8
9 Operating Expenses	333,868	377,290	438,279	591,556	867,215	377,174	43%	9
10 Capital Outlay	90,261	2,109	32,914	84,058	79,420	16,468	21%	10
11 <b>Total Expenses</b>	<b>\$10,474,104</b>	<b>\$11,168,539</b>	<b>\$12,253,164</b>	<b>\$24,908,805</b>	<b>\$25,334,234</b>	<b>\$13,003,389</b>	<b>51%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	927	0	0	0	0%	13
14 Transfers out	0	(6,000)	0	(166,237)	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>(\$6,000)</b>	<b>\$927</b>	<b>(\$166,237)</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
Net Change in								
18 Fund Balance	(\$7,735,117)	(\$8,447,665)	(\$9,752,764)	(\$22,607,678)	(\$22,860,174)	(\$10,678,390)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
Adjustments to Beginning								
20 Balance	0	0	0	0	0	0		20
<b>Net Fund Balance,</b>								
21 <b>Dec. 31</b>	<b>(\$7,735,117)</b>	<b>(\$8,447,665)</b>	<b>(\$9,752,764)</b>	<b>(\$22,607,678)</b>	<b>(\$22,860,174)</b>	<b>(\$10,678,390)</b>		21

*Net Fund Balances totals do not include all State and Local revenue, most of which is located in the Central Services budget.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Unrestricted General Fund (Fund 1) - District Office***

	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-2008 Adoption Budget	2007-2008 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	8,530	0	0	0	2,524	0%	2
3 Local Revenue	54,737	58,557	(357,419)	0	0	(5,353)	0%	3
4 <b>Total Revenue</b>	<b>\$54,737</b>	<b>\$67,087</b>	<b>(\$357,419)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$2,829)</b>	<b>0%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$158,295	\$168,942	\$124,765	\$272,912	\$334,040	\$146,914	44%	5
6 Classified Salaries	3,729,809	3,977,495	4,033,189	9,815,247	9,857,507	4,734,921	48%	6
7 Employee Benefits	1,284,460	1,402,193	1,364,051	3,474,794	3,483,061	1,675,252	48%	7
8 Materials & Supplies	254,060	364,632	550,509	568,622	658,588	620,723	94%	8
9 Operating Expenses	439,783	370,478	348,047	1,188,045	1,394,423	502,915	36%	9
10 Capital Outlay	101,558	64,474	59,790	75,343	116,592	5,896	5%	10
11 <b>Total Expenses</b>	<b>\$5,967,966</b>	<b>\$6,348,214</b>	<b>\$6,480,351</b>	<b>\$15,394,963</b>	<b>\$15,844,211</b>	<b>\$7,686,621</b>	<b>49%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	3,100	0	0	0	81	0	0%	13
14 Transfers out	0	0	0	(196,472)	(196,472)	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	(6,341)	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$3,100</b>	<b>\$0</b>	<b>(\$6,341)</b>	<b>(\$196,472)</b>	<b>(\$196,391)</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$5,910,129)	(\$6,281,127)	(\$6,844,111)	(\$15,591,435)	(\$16,040,602)	(\$7,689,450)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$5,910,129)</b>	<b>(\$6,281,127)</b>	<b>(\$6,844,111)</b>	<b>(\$15,591,435)</b>	<b>(\$16,040,602)</b>	<b>(\$7,689,450)</b>		21

*Net Fund Balances totals do not include all State and Local revenue, most of which is located in the Central Services budget.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Unrestricted General Fund (Fund 1) - Central Services\****

	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-2008 Adoption Budget	2007-2008 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	3,245,332	11,568,360	19,233,394	36,823,645	36,823,645	17,756,721	48%	2
3 Local Revenue	37,459,094	21,003,584	24,292,910	68,302,320	68,370,020	23,050,783	34%	3
4 <b>Total Revenue</b>	<b>\$40,704,426</b>	<b>\$32,571,944</b>	<b>\$43,526,304</b>	<b>\$105,125,965</b>	<b>\$105,193,665</b>	<b>\$40,807,504</b>	<b>39%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$27,023	\$89,657	\$68,412	\$4,749,713	\$3,924,189	\$12,254	0%	5
6 Classified Salaries	77,962	234,968	248,911	614,657	294,358	128,069	44%	6
7 Employee Benefits	3,178,549	3,071,410	3,101,631	7,225,752	7,188,549	3,455,902	48%	7
8 Materials & Supplies	14,939	12,871	26,332	1,824,159	1,028,164	56,873	6%	8
9 Operating Expenses	2,379,443	2,189,989	2,368,955	8,261,599	8,507,880	2,707,842	32%	9
10 Capital Outlay	9,120	15,299	26,721	118,180	125,017	8,258	7%	10
11 <b>Total Expenses</b>	<b>\$5,687,036</b>	<b>\$5,614,194</b>	<b>\$5,840,962</b>	<b>\$22,794,060</b>	<b>\$21,068,157</b>	<b>\$6,369,198</b>	<b>30%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$45,000	\$0	\$0	\$0	0%	12
13 Other Sources	0	1,780	6,324	0	4,172	4,149	99%	13
14 Transfers out	(1,866,697)	0	(1,940,967)	(2,488,862)	(2,488,862)	(1,500,000)	60%	14
15 Contingency	0	0	0	(1,725,495)	(1,725,495)	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>(\$1,866,697)</b>	<b>\$1,780</b>	<b>(\$1,889,643)</b>	<b>(\$4,214,357)</b>	<b>(\$4,210,185)</b>	<b>(\$1,495,851)</b>	<b>36%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$33,150,693	\$26,959,530	\$35,795,699	\$78,117,548	\$79,915,323	\$32,942,455		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$33,150,693</b>	<b>\$26,959,530</b>	<b>\$35,795,699</b>	<b>\$78,117,548</b>	<b>\$79,915,323</b>	<b>\$32,942,455</b>		21

*\*Central Services includes most of the general fund revenue, contingency, funds for transfer (e.g. capital outlay, reserve for retiree benefits), retiree benefits and special allocation holding accounts. It does not include the District Office.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Unrestricted General Fund (Fund 1) - Total District***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-2008 Adoption Budget	2007-2008 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$24	\$0	\$0	\$0	0%	1
2 State Revenue	3,245,332	11,576,890	19,233,394	36,823,645	36,823,645	17,759,245	48%	2
3 Local Revenue	45,585,343	29,144,780	31,127,513	75,728,962	75,805,403	29,635,484	39%	3
4 <b>Total Revenue</b>	<b>\$48,830,675</b>	<b>\$40,721,670</b>	<b>\$50,360,931</b>	<b>\$112,552,607</b>	<b>\$112,629,048</b>	<b>\$47,394,729</b>	<b>42%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$18,887,116	\$20,284,159	\$22,188,465	\$49,310,529	\$49,352,267	\$23,982,725	49%	5
6 Classified Salaries	9,129,555	9,766,394	10,832,791	\$24,521,491	\$24,474,099	11,714,462	48%	6
7 Employee Benefits	9,617,387	10,123,143	10,593,320	\$23,627,427	\$23,635,498	11,708,712	50%	7
8 Materials & Supplies	674,571	800,394	1,044,611	\$3,489,472	\$2,781,344	1,206,387	43%	8
9 Operating Expenses	3,852,606	3,700,189	3,819,622	\$11,320,095	\$12,700,521	4,475,668	35%	9
10 Capital Outlay	246,333	92,522	130,851	\$308,815	\$352,263	50,957	14%	10
11 <b>Total Expenses</b>	<b>\$42,407,568</b>	<b>\$44,766,800</b>	<b>\$48,609,660</b>	<b>\$112,577,829</b>	<b>\$113,295,992</b>	<b>\$53,138,911</b>	<b>47%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$5,571	\$45,000	\$0	\$0	\$0	0%	12
13 Other Sources	5,560	50,232	11,553	0	4,253	4,149	98%	13
14 Transfers out	(1,866,697)	(6,000)	(1,940,967)	(3,192,306)	(2,685,334)	(1,500,000)	56%	14
15 Contingency	0	0	0	(1,725,495)	(1,725,495)	0	0%	15
16 Other Out Go	(351)	0	(6,341)	(1,000)	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>(\$1,861,488)</b>	<b>\$49,803</b>	<b>(\$1,890,755)</b>	<b>(\$4,918,801)</b>	<b>(\$4,406,576)</b>	<b>(\$1,495,851)</b>	<b>34%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$4,561,619	(\$3,995,327)	(\$139,484)	(\$4,944,023)	(\$5,073,520)	(\$7,240,033)		18
19 Beginning Balance, July 1	9,947,691	9,927,385	9,879,705	10,571,652	10,571,652	10,571,652		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$14,509,310</b>	<b>\$5,932,058</b>	<b>\$9,740,221</b>	<b>\$5,627,630</b>	<b>\$5,498,133</b>	<b>\$3,331,619</b>		21

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



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## Internal Service Fund (Fund 2)

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

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

**San Mateo County Community College District  
2007-2008 Mid-Year Budget**

***Internal Service - Self-Insurance Fund (Fund 2) - Total District***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	3,729	1,258	0	0	0	0	0%	3
4 <b>Total Revenue</b>	<b>\$3,729</b>	<b>\$1,258</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$10,602	0%	5
6 Classified Salaries	0	0	19,407	26,875	26,875	46,014	171%	6
7 Employee Benefits	0	0	5,898	8,772	8,772	7,989	91%	7
8 Materials & Supplies	0	0	0	10,000	10,000	0	0%	8
9 Operating Expenses	11,854	2,179	301,222	700,000	700,000	150,208	21%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$11,854</b>	<b>\$2,179</b>	<b>\$326,527</b>	<b>\$745,647</b>	<b>\$745,647</b>	<b>\$214,813</b>	<b>29%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$60,000	\$0	\$332,000	\$2,005,000	\$2,005,000	\$980,278	49%	12
13 Other Sources	0	0	876,371	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$1,208,371</b>	<b>\$2,005,000</b>	<b>\$2,005,000</b>	<b>\$980,278</b>	<b>49%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$51,875	(\$920)	\$881,844	\$1,259,353	\$1,259,353	\$765,465		18
19 Beginning Balance, July 1	488,061	528,892	3,321,927	5,025,079	5,025,079	5,025,079		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$539,936</b>	<b>\$527,972</b>	<b>\$4,203,771</b>	<b>\$6,284,432</b>	<b>\$6,284,432</b>	<b>\$5,790,544</b>		21



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

## Debt Service Fund (Fund 25)

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

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

**San Mateo County Community College District**  
**2007-2008 Mid-Year Budget**  
***Internal Service - Debt Service Fund (Fund 25) - Total District***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	61	0	0	0	0	24,161	0%	2
3 Local Revenue	3,215,977	43,219	25,304,699	21,450,000	21,450,000	12,412,632	58%	3
4 <b>Total Revenue</b>	<b>\$3,216,038</b>	<b>\$43,219</b>	<b>\$25,304,699</b>	<b>\$21,450,000</b>	<b>\$21,450,000</b>	<b>\$12,436,793</b>	<b>58%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	400	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$258,641	0	0	\$0	\$0	\$0	0%	12
13 Other Sources	72,947	\$105,891	\$0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(515,790)	(481,338)	(5,101,657)	(28,149,707)	(28,149,707)	(19,105,684)	68%	16
17 <b>Total Transfers/Other</b>	<b>(\$184,202)</b>	<b>(\$375,447)</b>	<b>(\$5,101,657)</b>	<b>(\$28,149,707)</b>	<b>(\$28,149,707)</b>	<b>(\$19,105,684)</b>	<b>68%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$3,031,836	(\$332,228)	\$20,202,642	(\$6,699,707)	(\$6,699,707)	(\$6,668,891)		18
19 Beginning Balance, July 1	8,895,199	10,019,899	5,669,094	30,844,674	30,844,674	30,844,674		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$11,927,035</b>	<b>\$9,687,671</b>	<b>\$25,871,736</b>	<b>\$24,144,967</b>	<b>\$24,144,967</b>	<b>\$24,175,783</b>		21



## **Restricted General Fund (Fund 3)**

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

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

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

San Mateo County Community College District

**2007-08 FUND 3 BUDGET REVENUE ADJUSTMENTS - SPECIALLY FUNDED PROGRAMS**

<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>
30038	Child Dev Consortium - Yosemite CCD	Federal		12,500	10,000		22,500
30078	BARTPC Peralta CCD	Federal	13,333	13,333	13,334		40,000
31002	Disabled Students Prog & Services	State	17,807	55,706	56,098		129,612
31003	Extended Opportunity Prog & Services	State	47,742	50,069	31,798		129,609
31004	EOP&S/Coop Agencies Resources for Ed	State	9,881	(83)	(127)		9,671
31009	Matriculation	State	26,541	36,763	27,599		90,904
31012	Foster Care Education Program	State		(4,904)			(4,904)
31028	Inst Equip & Sch Maint Block Grant	State	161,744	78,276	125,136		365,156
31043	Transfer and Articulation	State	5,000	5,000	5,000		15,000
31086	Inst Equip Block Grant-on-going	State				(224,858)	(224,858)
31090	Basic Skills Reappropriation 06-07	State	173,100	171,863	220,720	(565,683)	-
31099	Basic Skills 07-08	State	100,000	172,842	251,161	(520,664)	3,339
31101	Econ Dev Incumbent Worker - Solar Energy	State			(89,637)		(89,637)
32015	SM Co JPA/Genentech Science	Local		4,000			4,000
35001	Miscellaneous Donations	Local	6,041	2,125	8,071	5,512	21,750
35020	Donations - Athletics - Women's Soccer	Local		3,660			3,660
35048	SMCCC Fdtn Donations	Local		13,880			13,880
38001	Corp/Continuing Ed Indirect	Local	111			11,276	11,387
38165	SMC HSA Ind Liv Prog C&CE	Local	169,919				169,919
38163	Terra Firma Diversion Contract Ed	Local	6,745				6,745
<b>Total 2007-2008 Fund 3 Budget Revenue Adjustments</b>			<b>737,965</b>	<b>615,030</b>	<b>659,153</b>	<b>(1,294,416)</b>	<b>717,732</b>

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Restricted General Fund (Fund 3) - Cañada College***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$401,425	\$667,117	\$383,401	\$1,014,314	\$1,040,147	\$420,241	40%	1
2 State Revenue	798,894	928,026	994,022	2,539,743	3,107,400	1,140,872	37%	2
3 Local Revenue	623,720	551,444	483,922	933,090	954,630	510,527	53%	3
4 <b>Total Revenue</b>	<b>\$1,824,039</b>	<b>\$2,146,587</b>	<b>\$1,861,345</b>	<b>\$4,487,147</b>	<b>\$5,102,178</b>	<b>\$2,071,640</b>	<b>41%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$478,417	\$493,874	\$492,838	\$1,177,467	\$1,251,391	\$578,674	46%	5
6 Classified Salaries	640,300	632,304	557,048	1,311,137	1,313,952	646,586	49%	6
7 Employee Benefits	241,320	254,896	215,008	479,364	482,498	253,237	52%	7
8 Materials & Supplies	65,053	250,678	186,827	442,682	475,605	125,967	26%	8
9 Operating Expenses	144,464	178,793	117,668	459,330	912,280	134,981	15%	9
10 Capital Outlay	179,442	48,646	10,876	248,910	280,313	20,335	7%	10
11 <b>Total Expenses</b>	<b>\$1,748,996</b>	<b>\$1,859,190</b>	<b>\$1,580,266</b>	<b>\$4,118,891</b>	<b>\$4,716,039</b>	<b>\$1,759,780</b>	<b>37%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$110,254	\$110,254	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(6,671)	(9,065)	(36,164)	0	(8,892)	(8,892)	100%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(147,696)	(173,579)	(137,593)	(347,299)	(356,289)	(190,884)	54%	16
17 <b>Total Transfers/Other</b>	<b>(\$154,367)</b>	<b>(\$182,644)</b>	<b>(\$173,756)</b>	<b>(\$237,044)</b>	<b>(\$254,926)</b>	<b>(\$199,776)</b>	<b>78%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$79,325)	\$104,753	\$107,323	\$131,212	\$131,212	\$112,084		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$79,325)</b>	<b>\$104,753</b>	<b>\$107,323</b>	<b>\$131,212</b>	<b>\$131,212</b>	<b>\$112,084</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*



**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Restricted General Fund (Fund 3) - College of San Mateo***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	(\$169,723)	\$355,195	\$409,837	\$872,836	\$886,169	\$285,042	32%	1
2 State Revenue	745,607	1,318,714	1,431,771	4,232,247	4,774,063	1,741,004	36%	2
3 Local Revenue	2,856,604	2,634,199	2,698,020	6,481,781	6,664,486	2,495,503	37%	3
4 <b>Total Revenue</b>	<b>\$3,432,488</b>	<b>\$4,308,109</b>	<b>\$4,539,628</b>	<b>\$11,586,864</b>	<b>\$12,324,718</b>	<b>\$4,521,550</b>	<b>37%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$507,638	\$524,143	\$558,446	\$1,624,791	\$1,641,143	\$709,366	43%	5
6 Classified Salaries	1,551,796	1,698,146	1,862,031	4,113,020	4,152,377	1,914,859	46%	6
7 Employee Benefits	566,012	609,670	637,100	1,388,757	1,398,012	692,920	50%	7
8 Materials & Supplies	319,622	357,978	484,551	1,503,139	1,673,427	482,670	29%	8
9 Operating Expenses	1,558,873	1,430,743	1,693,649	3,698,312	4,117,287	1,683,767	41%	9
10 Capital Outlay	123,873	3,076	222,514	102,494	146,538	61,676	42%	10
11 <b>Total Expenses</b>	<b>\$4,627,815</b>	<b>\$4,623,756</b>	<b>\$5,458,291</b>	<b>\$12,430,512</b>	<b>\$13,128,784</b>	<b>\$5,545,258</b>	<b>42%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$419,785	\$419,895	\$151,589	36%	12
13 Other Sources	11,100	0	0	0	0	0	0%	13
14 Transfers out	0	(2,001)	(22,100)	(45,497)	(76,167)	(189,671)	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(67,586)	(88,793)	(83,402)	(265,036)	(274,057)	(92,991)	34%	16
17 <b>Total Transfers/Other</b>	<b>(\$56,486)</b>	<b>(\$90,795)</b>	<b>(\$105,502)</b>	<b>\$109,252</b>	<b>\$69,671</b>	<b>(\$131,073)</b>	<b>-188%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$1,251,813)	(\$406,442)	(\$1,024,165)	(\$734,395)	(\$734,394)	(\$1,154,781)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$1,251,813)</b>	<b>(\$406,442)</b>	<b>(\$1,024,165)</b>	<b>(\$734,395)</b>	<b>(\$734,394)</b>	<b>(\$1,154,781)</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Restricted General Fund (Fund 3) - Skyline College***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$150,688	\$542,780	\$577,968	\$1,285,066	\$1,308,400	\$453,960	35%	1
2 State Revenue	566,257	1,118,873	1,141,739	4,373,924	5,007,598	1,330,041	27%	2
3 Local Revenue	632,385	541,388	597,150	956,896	959,042	611,467	64%	3
4 <b>Total Revenue</b>	<b>\$1,349,330</b>	<b>\$2,203,041</b>	<b>\$2,316,857</b>	<b>\$6,615,886</b>	<b>\$7,275,039</b>	<b>\$2,395,468</b>	<b>33%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$522,368	\$584,313	\$642,843	\$1,403,680	\$1,439,110	\$718,617	50%	5
6 Classified Salaries	740,453	824,925	824,760	2,208,389	2,251,557	905,238	40%	6
7 Employee Benefits	311,153	342,808	346,709	985,582	985,022	381,285	39%	7
8 Materials & Supplies	52,623	123,523	89,932	634,421	630,628	69,190	11%	8
9 Operating Expenses	71,756	156,560	161,869	1,021,166	1,439,959	143,409	10%	9
10 Capital Outlay	50,001	16,265	9,563	156,751	271,402	1,374	1%	10
11 <b>Total Expenses</b>	<b>\$1,748,353</b>	<b>\$2,048,393</b>	<b>\$2,075,675</b>	<b>\$6,409,989</b>	<b>\$7,017,678</b>	<b>\$2,219,114</b>	<b>32%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$338,984	\$338,984	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(3,135)	0	(15,792)	(92,872)	(123,360)	(23,642)	19%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(113,533)	(86,185)	(92,626)	(266,786)	(287,761)	(104,795)	36%	16
17 <b>Total Transfers/Other</b>	<b>(\$116,668)</b>	<b>(\$86,185)</b>	<b>(\$108,418)</b>	<b>(\$20,673)</b>	<b>(\$72,137)</b>	<b>(\$128,437)</b>	<b>178%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$515,691)	\$68,463	\$132,764	\$185,224	\$185,224	\$47,917		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$515,691)</b>	<b>\$68,463</b>	<b>\$132,764</b>	<b>\$185,224</b>	<b>\$185,224</b>	<b>\$47,917</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Restricted General Fund (Fund 3) - District Office***

	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$310,400	\$0	\$5,674	\$8,844	\$8,844	\$0	0%	1
2 State Revenue	2,888,241	39,702	52,526	198,574	(1,112,631)	39,904	-4%	2
3 Local Revenue	1,432,418	115,765	169,390	371,673	382,950	180,306	47%	3
4 <b>Total Revenue</b>	<b>\$4,631,059</b>	<b>\$155,467</b>	<b>\$227,591</b>	<b>\$579,092</b>	<b>(\$720,837)</b>	<b>\$220,210</b>	<b>-31%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$1,073	\$12,555	\$25,866	\$25,866	\$12,997	50%	5
6 Classified Salaries	211,541	220,501	234,863	562,654	562,654	303,816	54%	6
7 Employee Benefits	71,482	78,302	79,314	189,304	189,304	104,158	55%	7
8 Materials & Supplies	16,926	60,817	38,104	186,071	187,776	34,164	18%	8
9 Operating Expenses	113,848	56,913	124,378	193,658	(877,606)	74,143	-8%	9
10 Capital Outlay	490,839	0	0	3,580	(221,278)	0	0%	10
11 <b>Total Expenses</b>	<b>\$904,636</b>	<b>\$417,607</b>	<b>\$489,215</b>	<b>\$1,161,133</b>	<b>(\$133,283)</b>	<b>\$529,279</b>	<b>-397%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	9,806	11,066	9,898	\$0	\$5,512	13,535	0%	12
13 Other Sources	\$15,773	\$0	\$0	0	0	\$0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$25,579</b>	<b>\$11,066</b>	<b>\$9,898</b>	<b>\$0</b>	<b>\$5,512</b>	<b>\$13,535</b>	<b>246%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$3,752,001	(\$251,073)	(\$251,726)	(\$582,041)	(\$582,041)	(\$295,534)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$3,752,001</b>	<b>(\$251,073)</b>	<b>(\$251,726)</b>	<b>(\$582,041)</b>	<b>(\$582,041)</b>	<b>(\$295,534)</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Restricted General Fund (Fund 3) - Total District***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$692,790	\$1,565,093	\$1,376,881	\$3,181,060	\$3,243,560	\$1,159,243	36%	1
2 State Revenue	4,998,999	3,405,316	3,620,058	11,344,489	11,776,430	4,251,821	36%	2
3 Local Revenue	5,545,126	3,842,796	3,948,482	8,743,441	8,961,108	3,797,803	42%	3
4 <b>Total Revenue</b>	<b>\$11,236,915</b>	<b>\$8,813,205</b>	<b>\$8,945,420</b>	<b>\$23,268,989</b>	<b>\$23,981,098</b>	<b>\$9,208,868</b>	<b>38%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$1,508,423	\$1,603,403	\$1,706,682	\$4,231,803	\$4,357,510	\$2,019,654	46%	5
6 Classified Salaries	3,144,090	3,375,875	3,478,702	8,195,200	8,280,539	3,770,499	46%	6
7 Employee Benefits	1,189,967	1,285,676	1,278,131	3,043,007	3,054,836	1,431,600	47%	7
8 Materials & Supplies	454,224	792,995	799,415	2,766,312	2,967,437	711,991	24%	8
9 Operating Expenses	1,888,941	1,823,009	2,097,564	5,372,466	5,591,921	2,036,300	36%	9
10 Capital Outlay	844,155	67,987	242,953	511,735	476,974	83,386	17%	10
11 <b>Total Expenses</b>	<b>\$9,029,800</b>	<b>\$8,948,946</b>	<b>\$9,603,446</b>	<b>\$24,120,524</b>	<b>\$24,729,218</b>	<b>\$10,053,430</b>	<b>41%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$9,806	\$11,066	\$9,898	\$869,023	\$874,646	\$165,124	19%	12
13 Other Sources	26,873	0	0	0	0	0	0%	13
14 Transfers out	(9,806)	(11,066)	(74,056)	(138,368)	(208,419)	(222,205)	107%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(328,815)	(348,557)	(313,621)	(879,120)	(918,107)	(388,671)	42%	16
17 <b>Total Transfers/Other</b>	<b>(\$301,942)</b>	<b>(\$348,557)</b>	<b>(\$377,779)</b>	<b>(\$148,465)</b>	<b>(\$251,880)</b>	<b>(\$445,752)</b>	<b>177%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$1,905,173	(\$484,298)	(\$1,035,805)	(\$1,000,000)	(\$999,999)	(\$1,290,314)		18
19 Beginning Balance, July 1	599,466	(32,392)	2,016,772	3,973,235	3,973,235	3,973,235		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$2,504,639</b>	<b>(\$516,690)</b>	<b>\$980,967</b>	<b>\$2,973,235</b>	<b>\$2,973,236</b>	<b>\$2,682,921</b>		21

*Includes combined total of District Office, Cañada College, College of San Mateo, and Skyline College, as well as entire beginning balance.*

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## Capital Projects Fund (Fund 4)

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

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

**2007-08 Capital Projects Financial Summary**  
**Budget Expenditures as of December 31, 2007**

LOCATION	PROJECT NAME	FUND NUMBER	ORIGINAL BUDGET	2007-08 BUDGET	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE *
CAÑADA	Library & Student Resource Ctr (Bldg 9)	41315	700,255.28	700,255.28	223,686.49	185,653.06	290,915.73
CAÑADA	CAN Bldgs 5/6 Academic Facilities Reconstruction	41317	0.00	57,000.00	19,152.49	0.00	37,847.51
CAÑADA	Science Lab Upgrade	44329	15,737.20	15,737.20	0.00	0.00	15,737.20
CAÑADA	Arts Project	44343	8,500.00	8,500.00	0.00	0.00	8,500.00
CAÑADA	CAN Bldg 13 Modernization	47301	2,968,471.78	2,968,471.78	0.00	0.00	2,968,471.78
CAÑADA	CAN Bldgs 16/18 Modernization	47302	5,378,000.48	5,378,000.48	513,179.15	1,341,618.49	3,523,202.84
CAÑADA	CAN Bldg 7 FMC	47303	1,556,793.44	1,569,559.77	109,052.80	400,027.15	1,060,479.82
CAÑADA	CAN Bldgs 5/6 Modernization	47304	6,197,689.06	6,197,689.06	(44,022.00)	731,498.51	5,510,212.55
CAÑADA	CAN Bldg 1 Modernization	47305	1,962,188.07	1,962,188.07	0.00	0.00	1,962,188.07
CAÑADA	CAN Bldg 8 Admin Renovation	47306	1,420,847.17	1,420,847.17	40,996.76	109,889.38	1,269,961.03
CAÑADA	CAN Valve Replacement Project	47307	0.00	67,076.00	0.00	0.00	67,076.00
CAÑADA	CAN Bldg 3 Modernization	47309	816,459.31	816,459.31	210,690.00	9,202.06	596,567.25
CAÑADA	CAN Gateways, Circulation & Parking	47312	9,437,426.16	9,437,426.16	402,711.17	271,958.90	8,762,756.09
CAÑADA	CAN Quad Water Feature	47313	66,259.69	66,259.69	53,460.65	387.00	12,412.04
CAÑADA	CAN Athletic Facilities Upgrade, Phase 2	47322	100,643.00	100,643.00	2,700.00	275.00	97,668.00
CAÑADA	Bookstore Project	48300	101,124.43	101,124.43	89,201.70	11,922.73	0.00
CAÑADA	Faculty/Staff Housing-Cañada Site	48310	0.00	600,000.00	488,815.87	61,961.27	49,222.86
CAÑADA	CAN Bldg 3 Modernization	49301	0.00	3,566.92	0.00	3,566.92	0.00
CAÑADA	CAN Bldg 6	49302	6,180.81	0.00	0.00	0.00	0.00
CAÑADA	CAN Bldg 9	49303	1,518,850.74	828,850.74	580,184.25	69,403.41	179,263.08
CAÑADA	CAN Space Programming	49304	50,743.51	39,318.64	8,000.66	19,402.10	11,915.88
CAÑADA	CAN Exterior Improvements	49305	9,972.16	9,972.16	0.00	0.00	9,972.16
CAÑADA	CAN Swing Space	49306	153,297.40	0.00	0.00	0.00	0.00
CAÑADA	CAN Utility Infrastructure Upgrade	49308	3,935.76	3,935.00	0.00	3,935.00	0.00
CAÑADA	CAN Bldg 13	49309	0.00	5,350.67	0.00	5,350.67	0.00
CAÑADA	CAN Fire/Life Safety	49311	1,542.35	0.00	0.00	0.00	0.00
CAÑADA	CAN Bldg 2	49312	423,457.06	298,258.75	32,151.30	72,556.46	193,550.99
CAÑADA	CAN Bldg 22	49313	148,182.06	122,021.65	19,828.75	0.00	102,192.90
CAÑADA	CAN Wayfinding Signage	49315	7,991.94	5,770.00	5,770.00	0.00	0.00
CAÑADA	CAN Landscape Upgrades	49317	316,898.19	25,593.24	25,593.24	0.00	0.00
CAÑADA	CAN Bldgs 16/17/18	49320	654,373.76	3,824,521.71	146,206.87	3,655,800.77	22,514.07
CAÑADA	CAN Emerg. Bldg Repairs Allow.	49324	59,753.67	168,425.61	0.00	0.00	168,425.61
CAÑADA	CAN Access Controls	49326	133,942.64	25,512.98	93.00	25,419.98	0.00
CAÑADA	CAN Classroom Smart	49327	5,188.15	5,203.80	4,163.80	1,040.00	0.00
CAÑADA	CAN Construction Management	49328	101,821.60	101,821.61	39,182.00	62,639.61	0.00
CAÑADA	CAN Bldgs 20 and 21	49330	990.00	990.00	990.00	0.00	0.00
CAÑADA	CAN Bldgs 16/17 Modernization	49901	0.00	10,000,000.00	920,551.37	9,079,443.31	5.32
CSM	COP Investment	40001	250,000.00	0.00	0.00	0.00	0.00
CSM	CSM Bldg 10 Hazardous Materials	41413	3,328.20	3,328.20	0.00	0.00	3,328.20
CSM	CSM Bldg 10 Haz Subs	41414	30,767.81	5,930.00	5,930.00	0.00	0.00
CSM	CSM Bldgs 21-27 Demolition	41415	0.00	345,000.00	0.00	0.00	345,000.00
CSM	CSM Dental Hygiene Program	42402	25,000.00	25,000.00	0.00	0.00	25,000.00
CSM	Reroof Admin Bldg	43413	0.00	0.00	1,000.00	0.00	(1,000.00)
CSM	CSM Bldg 9 Exterior Waterproofing	43479	25,487.01	25,487.01	0.00	0.00	25,487.01
CSM	Reading for Success	44427	13,480.44	13,480.44	0.00	0.00	13,480.44
CSM	CSM Regional Public Safety Center	44433	60,332.36	60,332.36	0.00	0.00	60,332.36
CSM	Ergonomic office furniture (completion)	44435	78,504.57	78,504.57	2,018.65	0.00	76,485.92
CSM	Haz. Mat. clean-up/disposal	44438	1,300.94	14,733.98	2,979.72	1,633.83	10,120.43
CSM	Window blinds for Bldg. 1 & other depts.	44448	13,433.13	0.09	0.00	0.00	0.09
CSM	Facilities Projects Contingency Fund	44449	377,545.75	0.00	0.00	0.00	0.00
CSM	Technology Improvements	44452	43,925.08	43,925.08	0.00	0.00	43,925.08
CSM	Emergency Preparedness	44453	21,724.04	21,724.04	0.00	0.00	21,724.04
CSM	CSM CIP2 Design Build Project	47401	97,409,961.87	97,409,961.87	120,197.55	104,397.21	97,185,367.11
CSM	CSM Bldg 14 Facelift	47402	13,031,625.95	13,031,625.95	145,306.31	238,616.31	12,647,703.33
CSM	CSM Bldg 16 Modernization	47403	4,267,753.85	4,267,753.85	592,986.78	1,097,069.32	2,577,697.75
CSM	CSM Bldgs 2/3/4 Fine Arts Complex Modernization	47404	9,905,363.71	9,905,363.71	446,843.77	305,423.55	9,153,096.39
CSM	CSM Bldg 12 Modernization	47405	1,743,000.00	1,743,000.00	0.00	0.00	1,743,000.00
CSM	CSM CIP2 Programming/Space Planning	47406	200,000.00	200,000.00	0.00	0.00	200,000.00
CSM	CSM Coastside Shoreline Station T1	47407	1,000,000.00	1,000,000.00	114,964.15	24,520.43	860,515.42
CSM	CSM North Gateway	47408	14,584,639.33	14,584,639.33	0.00	0.00	14,584,639.33
CSM	CSM Bldg 8 Modernization	47409	16,662,138.40	16,662,138.40	0.00	10,325.85	16,651,812.55
CSM	CSM Bldg 19 Modernization	47410	15,763,388.47	15,763,388.47	0.00	0.00	15,763,388.47
CSM	CSM Bldg 9 Modernization	47411	45,000.00	45,000.00	0.00	0.00	45,000.00
CSM	CSM Athletic Facilities Upgrade, Phase 2	47422	2,350,334.95	2,350,334.95	1,721,970.62	344,490.59	283,873.74
CSM	Bookstore Project	48400	1,159,729.20	1,159,729.20	0.00	0.00	1,159,729.20
CSM	CSM Bldg 18	49401	17,593.23	4,943.93	4,943.93	0.00	0.00
CSM	CSM Bldg 33	49402	5,608.28	0.00	0.00	0.00	0.00
CSM	CSM Integrated Science Center	49403	767,937.86	510,295.86	75,074.68	396,013.16	39,208.02
CSM	CSM Regional Public Safety Ctr	49404	45,891.04	4,463.00	4,463.00	0.00	0.00
CSM	CSM Swing Space	49405	31,849.96	3,772.96	0.00	0.00	3,772.96
CSM	CSM Space Programming	49406	49,085.68	41,448.59	1,439.44	8,763.10	31,246.05
CSM	CSM Exterior Walkway Lighting	49407	1,252.94	1,252.94	0.00	0.00	1,252.94
CSM	CSM Bldgs 25-29	49408	398.00	0.00	0.00	0.00	0.00
CSM	KCSM Digital Project	49409	1,034,992.68	994,992.68	330,592.46	420,971.69	243,428.53

**2007-08 Capital Projects Financial Summary**  
**Budget Expenditures as of December 31, 2007**

LOCATION	PROJECT NAME	FUND NUMBER	ORIGINAL BUDGET	2007-08 BUDGET	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE *
CSM	CSM Bldg 1/5/6	49410	4,238.89	6,712.57	2,534.28	919.88	3,258.41
CSM	CSM Bldg 34	49411	69,889.87	99,002.91	13,252.00	0.00	85,750.91
CSM	CSM Utility Infrastructure Upgrade	49413	82,605.59	126,535.39	78,845.06	0.00	47,690.33
CSM	CSM Bldg 8	49414	44,130.53	50,830.76	0.00	14,000.00	36,830.76
CSM	CSM Bldg 14	49415	13,399.13	13,563.51	13,563.51	0.00	0.00
CSM	CSM Bldg 19	49417	375,548.26	330,321.25	304,937.09	339.00	25,045.16
CSM	CSM Bldg 10/11/12	49420	0.00	8,249.00	8,249.00	0.00	0.00
CSM	CSM Bldg 9	49421	474,577.87	238,989.13	52,326.89	11,268.40	175,393.84
CSM	CSM Landscape Upgrades	49423	13,300.00	12,675.00	0.00	12,675.00	0.00
CSM	CSM Bldg 3	49426	7,080.02	13,534.19	1,667.55	6,113.00	5,753.64
CSM	CSM Bldg 16	49427	224,866.81	3,832.13	0.00	0.00	3,832.13
CSM	CSM Emergency Building Repairs	49429	107,714.36	60,280.35	12,481.00	881.36	46,917.99
CSM	CSM Bldgs 21-24	49433	4,837.00	4,837.00	0.00	0.00	4,837.00
CSM	CSM Classroom Technology	49438	568,458.91	150,844.13	101,192.89	49,651.24	0.00
CSM	CSM Access Controls	49440	1,148.44	0.00	0.00	0.00	0.00
CSM	CSM Construction Management	49441	154,625.80	154,625.88	59,504.00	95,121.88	0.00
DISTRICTWIDE	General Capital Projects	40000	11,789,026.24	11,200,158.87	0.00	0.00	11,200,158.87
DISTRICTWIDE	College Housing Project	40003	1,128,500.00	1,228,500.00	0.00	0.00	1,228,500.00
DISTRICTWIDE	Construction Planning Internal Svc Fund	40009	56,293.86	56,293.86	24,012.86	0.00	32,281.00
DISTRICTWIDE	College Art	42003	11,205.00	11,205.00	2,239.00	0.00	8,966.00
DISTRICTWIDE	Redevelopment Program	43001	5,498,238.75	5,498,238.75	775.00	2,613.75	5,494,850.00
DISTRICTWIDE	Property Management Study	44001	2,188,051.19	2,188,051.19	0.00	7,481.50	2,180,569.69
DISTRICTWIDE	District Facilities Projects	44102	1,210,573.98	1,210,573.98	95,439.10	200,081.63	915,053.25
DISTRICTWIDE	District Office Improvements	44106	54,240.71	69,240.71	64,737.53	2,893.82	1,609.36
DISTRICTWIDE	Energy Efficiency Projects Fund	44108	2,586,044.36	2,586,044.36	18,861.76	15,990.00	2,551,192.60
DISTRICTWIDE	Ugrd. Tank Mandated Monitor	46106	11,488.20	11,488.20	0.00	0.00	11,488.20
DISTRICTWIDE	Facilities Excellence (Foundation)	46112	0.00	0.00	50.00	0.00	(50.00)
DISTRICTWIDE	Chem Hygiene Hazmat/Comm Plan	46213	17,518.89	17,518.89	17,533.89	0.00	(15.00)
DISTRICTWIDE	Bond Construction General	47000	24,412,243.77	33,773,899.68	0.00	0.00	33,773,899.68
DISTRICTWIDE	DW CIP2 Planning	47001	6,581,294.54	6,582,294.54	1,703,905.10	385,737.12	4,492,652.32
DISTRICTWIDE	DW Legal Services	47002	300,000.00	300,000.00	0.00	0.00	300,000.00
DISTRICTWIDE	DW Energy Efficiency Projects	47004	729,356.00	100,000.00	0.00	100,000.00	0.00
DISTRICTWIDE	DW FF&E Showroom	47005	146,566.30	146,566.30	155.00	15,825.00	130,586.30
DISTRICTWIDE	DW Safety and Security Cameras	47006	0.00	950,000.00	0.00	0.00	950,000.00
DISTRICTWIDE	DW Contingency	47007	0.00	629,356.00	0.00	0.00	629,356.00
DISTRICTWIDE	DW Small Projects	47008	169,030.49	364,704.33	282,375.83	14,780.00	67,548.50
DISTRICTWIDE	DW Infrastructure Projects	47009	6,476,322.07	6,409,246.07	51,915.64	541,782.05	5,815,548.38
DISTRICTWIDE	DW Halon Fire Suppression	47010	20,000.00	20,000.00	6,479.00	6,361.00	7,160.00
DISTRICTWIDE	C.O.P. Projects	48001	792,277.03	792,277.03	0.00	0.00	792,277.03
DISTRICTWIDE	Faculty/Staff Housing-College Vista	48100	609,983.95	9,983.95	7,482.38	0.00	2,501.57
DISTRICTWIDE	DW Athletic Facilities	48101	160,045.87	160,045.87	138.00	0.00	159,907.87
DISTRICTWIDE	Bond Construction General	49000	10,486,381.57	861,001.35	3,600.00	6,000.00	851,401.35
DISTRICTWIDE	DW Energy Efficiency Projects	49001	783,139.61	794,282.54	58,084.67	0.00	736,197.87
DISTRICTWIDE	DW Signage	49003	0.39	0.00	0.00	0.00	0.00
DISTRICTWIDE	DW Program and Project Management	49004	943,442.10	941,098.99	350,425.37	573,244.03	17,429.59
DISTRICTWIDE	DW Existing Blueprint Conversion	49008	37,967.42	37,967.42	0.00	0.00	37,967.42
DISTRICTWIDE	DW Legal Services	49009	131,328.87	131,328.87	17,977.42	9,812.65	103,538.80
DISTRICTWIDE	DW Teledata Upgrade	49015	796,624.36	796,624.36	78,437.45	43,045.85	675,141.06
DISTRICTWIDE	DW Comp. Maint. Mgmt. System	49016	220,270.67	220,270.67	0.00	0.00	220,270.67
DISTRICTWIDE	DW CIP Contingency	49017	1,369,247.22	448,442.11	0.00	0.00	448,442.11
SKYLINE	Allied Health (Bldg 7)	41221	9,476,000.00	9,476,000.00	2,399,586.03	6,032,066.73	1,044,347.24
SKYLINE	SKY Facilities Maintenance Center	41222	0.00	4,547,000.00	0.00	0.00	4,547,000.00
SKYLINE	SKY Bldg 7 Haz Subs	41223	80,885.00	105,722.81	0.00	0.00	105,722.81
SKYLINE	Pacific Heights Project	42202	27,124,670.95	27,124,670.95	4,500.00	10,000.00	27,110,170.95
SKYLINE	SKY B3, Phase 2	42204	0.00	100,000.00	0.00	0.00	100,000.00
SKYLINE	Avon Damages Repair	44241	65,100.04	65,100.04	0.00	0.00	65,100.04
SKYLINE	SKY Bldg 5 CIRD Office Repairs	46214	6,815.55	6,815.55	5,833.61	1,660.86	(678.92)
SKYLINE	SKY Bldg 3 Modernization	47201	277,530.66	285,004.73	198,378.53	103,520.95	(16,894.75)
SKYLINE	SKY Bldg 7 Allied Health	47202	2,151,354.06	2,201,944.06	293,393.16	39,759.00	1,868,791.90
SKYLINE	SKY Bldg 8 Modernization	47203	445,180.60	445,180.60	20,999.27	0.00	424,181.33
SKYLINE	SKY Bldg 12 FMC	47204	2,084,310.56	2,084,310.56	131,413.59	491,143.18	1,461,753.79
SKYLINE	SKY Portable Restroom	47205	0.05	0.05	0.00	0.00	0.05
SKYLINE	SKY CIP2 Programming/Space Planning	47206	157,366.22	157,366.22	0.00	0.00	157,366.22
SKYLINE	SKY Utility Infrastructure	47207	2,149.00	2,149.00	0.00	0.00	2,149.00
SKYLINE	SKY Wayfinding	47208	500,000.00	500,000.00	0.00	0.00	500,000.00
SKYLINE	SKY CIP2 Design Build Project	47209	58,222,647.64	58,222,647.64	52,635.02	94,380.00	58,075,632.62
SKYLINE	SKY Bldg 1 Modernization	47210	8,125,792.16	8,125,792.16	10,871.26	18,828.74	8,096,092.16
SKYLINE	SKY Bldg 2 Modernization, Phase 3	47211	9,194,460.88	9,194,460.88	469,600.85	38,334.90	8,686,525.13
SKYLINE	SKY Bldg 16 Modernization	47212	2,500,000.00	2,500,000.00	0.00	0.00	2,500,000.00
SKYLINE	SKY Bldg 5 Partial Renovation	47213	600,000.00	600,000.00	4,098.99	28,454.77	567,446.24
SKYLINE	SKY Loma Chica Project	47215	66,548.66	66,548.66	137,473.64	2,059.00	(72,983.98)
SKYLINE	SKY Bldg 9 Auto Shop Project	47216	24,252.70	24,252.70	1,574.70	0.00	22,678.00
SKYLINE	SKY Pacific Heights Facelift	47217	0.00	100,000.00	0.00	22,562.50	77,437.50



**2007-08 Capital Projects Financial Summary**  
**Budget Expenditures as of December 31, 2007**

LOCATION	PROJECT NAME	FUND NUMBER	ORIGINAL BUDGET	2007-08 BUDGET	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE *
SKYLINE	SKY Athletic Facilities Upgrade, Phase 2	47222	153,355.32	153,355.32	0.00	0.00	153,355.32
SKYLINE	Sky Bldg 3	49202	65,009.53	62,042.17	50,343.10	6,608.64	5,090.43
SKYLINE	Sky Bldg 6/7A	49203	467,696.01	274,025.31	144,899.27	106,341.85	22,784.19
SKYLINE	Sky Bldgs 7/8	49204	46,406.83	48,550.87	8,394.81	10,626.19	29,529.87
SKYLINE	Sky Bldg 5	49205	2,959.20	11,972.26	0.00	3,896.00	8,076.26
SKYLINE	SKY Space Programming	49206	15,898.93	14,065.17	754.06	6,417.01	6,894.10
SKYLINE	SKY Swing Space	49207	42,701.57	9,843.86	5,926.44	3,000.00	917.42
SKYLINE	SKY Bldg 1	49209	474.94	0.00	0.00	0.00	0.00
SKYLINE	SKY Bldg 2	49210	0.00	2,961.49	1,966.00	0.00	995.49
SKYLINE	SKY Utility Infrastructure Upgrade	49211	1,531.71	67,278.57	16,653.27	1,048.15	49,577.15
SKYLINE	SKY Landscape Upgrade	49214	0.05	0.00	0.00	0.00	0.00
SKYLINE	SKY Exterior Painting	49215	9,526.17	9,526.17	0.00	0.00	9,526.17
SKYLINE	SKY Bldg 6 Portable CDC	49217	0.00	9,319.13	9,319.13	0.00	0.00
SKYLINE	SKY Roofing/Waterproofing	49218	23,052.42	16,620.11	0.00	0.00	16,620.11
SKYLINE	SKY Bldgs 9/10	49219	2.21	0.00	0.00	0.00	0.00
SKYLINE	SKY Access Controls	49223	17,467.01	17,909.91	1,042.38	16,867.53	0.00
SKYLINE	SKY Emerg. Bldg. Repair Allow.	49224	54,564.71	63,854.14	0.00	0.00	63,854.14
SKYLINE	SKY Bldg 7 Allied Health	49225	103,310.94	844,114.35	17,092.50	21,417.50	805,604.35
SKYLINE	SKY Construction Management	49226	120,685.60	120,685.51	46,440.00	74,245.51	0.00
<b>TOTAL</b>			<b>419,442,724.37</b>	<b>434,740,530.38</b>	<b>14,929,419.26</b>	<b>28,325,033.99</b>	<b>391,486,077.13</b>



**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Capital Projects Fund (Fund 4) - Cañada College***

	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	2007-08 Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	794,318	4,373,121	38,912	1%	2
3 Local Revenue	2,980	5,379	0	0	0	0	0%	3
4 <b>Total Revenue</b>	<b>\$2,980</b>	<b>\$5,379</b>	<b>\$0</b>	<b>\$794,318</b>	<b>\$4,373,121</b>	<b>\$38,912</b>	<b>1%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	(1,380)	3,108	0	0	0	0	0%	6
7 Employee Benefits	632	426	0	0	0	0	0%	7
8 Materials & Supplies	8,135	361,872	73,504	2,202,982	2,670,235	264,945	10%	8
9 Operating Expenses	73,528	1,201,859	162,863	1,667,092	3,276,719	778,624	24%	9
10 Capital Outlay	2,324,542	4,239,244	9,132,137	24,744,545	24,218,155	2,848,772	12%	10
11 <b>Total Expenses</b>	<b>\$2,405,457</b>	<b>\$5,806,509</b>	<b>\$9,368,504</b>	<b>\$28,614,619</b>	<b>\$30,165,108</b>	<b>\$3,892,340</b>	<b>13%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$2,402,477)	(\$5,801,130)	(\$9,368,504)	(\$27,820,301)	(\$25,791,987)	(\$3,853,428)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$2,402,477)</b>	<b>(\$5,801,130)</b>	<b>(\$9,368,504)</b>	<b>(\$27,820,301)</b>	<b>(\$25,791,987)</b>	<b>(\$3,853,428)</b>		<b>21</b>

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Capital Projects Fund (Fund 4) - College of San Mateo***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-2008 Adoption Budget	2007-08 Adjusted Budget	2007-08 Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	29,988	101,655	32,216	5,930	180,103	3037%	2
3 Local Revenue	11,229	0	20,000	54,472	0	0	0%	3
4 <b>Total Revenue</b>	<b>\$11,229</b>	<b>\$29,988</b>	<b>\$121,655</b>	<b>\$86,688</b>	<b>\$5,930</b>	<b>\$180,103</b>	<b>0%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	9,145	0	0	0	0	0	0%	6
7 Employee Benefits	1,271	0	0	0	0	0	0%	7
8 Materials & Supplies	5,589	989,982	721,981	1,346,321	2,341,970	494,588	21%	8
9 Operating Expenses	100,767	268,914	368,331	3,474,066	3,142,234	512,479	16%	9
10 Capital Outlay	6,370,936	10,917,798	4,638,790	27,034,406	19,780,810	3,212,197	16%	10
11 <b>Total Expenses</b>	<b>\$6,487,708</b>	<b>\$12,176,694</b>	<b>\$5,729,102</b>	<b>\$31,854,793</b>	<b>\$25,265,014</b>	<b>\$4,219,264</b>	<b>17%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	1,000	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$6,476,479)	(\$12,145,706)	(\$5,607,447)	(\$31,768,105)	(\$25,259,084)	(\$4,039,161)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$6,476,479)</b>	<b>(\$12,145,706)</b>	<b>(\$5,607,447)</b>	<b>(\$31,768,105)</b>	<b>(\$25,259,084)</b>	<b>(\$4,039,161)</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Capital Projects Fund (Fund 4) - Skyline College***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-2008 Adoption Budget	2007-08 Adjusted Budget	2007-08 Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	194,304	0	9,556,885	11,269,680	80,885	1%	2
3 Local Revenue	4,705	4,575,770	0	8,000	0	267,585	0%	3
4 <b>Total Revenue</b>	<b>\$4,705</b>	<b>\$4,770,074</b>	<b>\$0</b>	<b>\$9,564,885</b>	<b>\$11,269,680</b>	<b>\$348,470</b>	<b>3%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	4,683	0	0	0	281	281	100%	6
7 Employee Benefits	704	0	0	0	33	33	100%	7
8 Materials & Supplies	22,032	240,980	732,268	1,982,574	1,938,611	156,879	8%	8
9 Operating Expenses	795,152	289,974	369,087	2,254,916	2,048,103	609,966	30%	9
10 Capital Outlay	3,405,805	10,313,081	11,676,164	26,711,268	19,432,193	3,266,030	17%	10
11 <b>Total Expenses</b>	<b>\$4,228,376</b>	<b>\$10,844,035</b>	<b>\$12,777,519</b>	<b>\$30,948,758</b>	<b>\$23,419,222</b>	<b>\$4,033,190</b>	<b>17%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$4,223,671)	(\$6,073,961)	(\$12,777,519)	(\$21,383,873)	(\$12,149,542)	(\$3,684,719)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$4,223,671)</b>	<b>(\$6,073,961)</b>	<b>(\$12,777,519)</b>	<b>(\$21,383,873)</b>	<b>(\$12,149,542)</b>	<b>(\$3,684,719)</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Capital Projects Fund (Fund 4) - Districtwide***

	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	2007-08 Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	\$393,110	\$0	\$729,288	19,802	106,000	\$129,793	122%	2
3 Local Revenue	1,735,793	910,289	337,302,652	18,826,000	7,500,000	5,394,870	74%	3
4 <b>Total Revenue</b>	<b>\$2,128,903</b>	<b>\$910,289</b>	<b>\$338,031,940</b>	<b>\$18,845,802</b>	<b>\$7,606,000</b>	<b>\$5,524,663</b>	<b>73%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$47,472	\$100,000	\$150,000	\$68,633	46%	5
6 Classified Salaries	422	4,955	493,564	3,400,000	3,500,000	1,122,580	32%	6
7 Employee Benefits	71	600	157,464	884,000	900,000	340,303	38%	7
8 Materials & Supplies	2,763	137,317	110,430	410,000	602,019	139,094	23%	8
9 Operating Expenses	1,853,998	975,105	3,834,349	440,875	3,242,412	842,346	26%	9
10 Capital Outlay	8,909,050	11,220,690	1,959,210	6,717,832	2,663,077	271,668	10%	10
11 <b>Total Expenses</b>	<b>\$10,766,304</b>	<b>\$12,338,667</b>	<b>\$6,602,489</b>	<b>\$11,952,707</b>	<b>\$11,057,509</b>	<b>\$2,784,625</b>	<b>25%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$611,282	\$0	\$5,800,000	\$0	\$0	\$0	0%	12
13 Other Sources	7,377,894	0	25,000	0	0	200,000	0%	13
14 Transfers out	(869,923)	(5,571)	5,845,000	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$7,119,253</b>	<b>(\$5,571)</b>	<b>\$11,670,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$1,518,148)	(\$11,433,949)	\$343,099,451	\$6,893,095	(\$3,451,509)	\$2,940,038		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$1,518,148)</b>	<b>(\$11,433,949)</b>	<b>\$343,099,451</b>	<b>\$6,893,095</b>	<b>(\$3,451,509)</b>	<b>\$2,940,038</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*

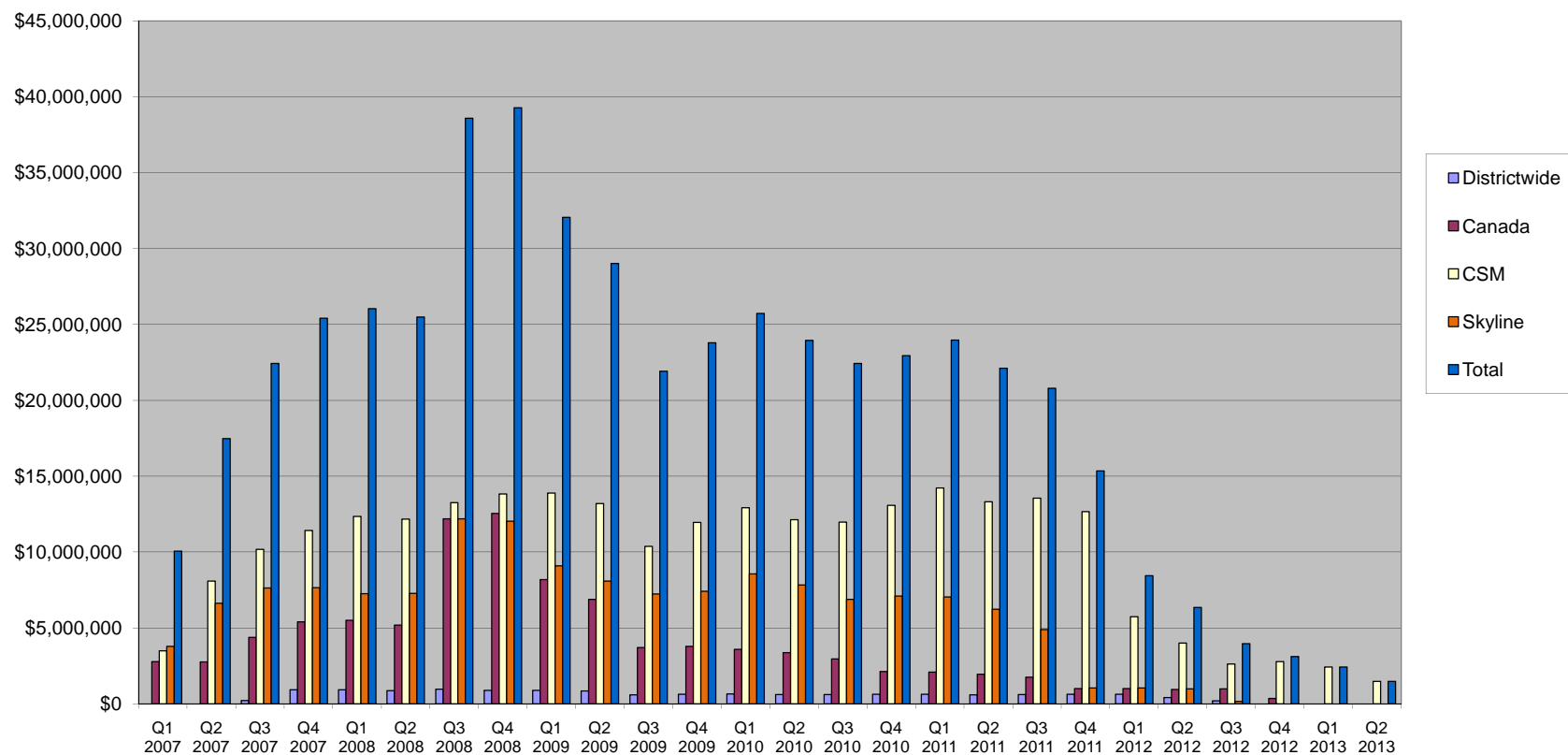


**San Mateo County Community College District  
2007-2008 Mid-Year Report  
Capital Projects Fund (Fund 4) - Total District**

	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	2007-08 Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	\$393,110	\$224,292	\$830,943	\$10,403,221	\$15,754,731	\$429,693	3%	2
3 Local Revenue	\$1,754,707	\$5,491,438	\$337,322,652	\$18,894,472	\$7,500,000	\$5,662,455	75%	3
4 <b>Total Revenue</b>	<b>\$2,147,817</b>	<b>\$5,715,730</b>	<b>\$338,153,595</b>	<b>\$29,297,693</b>	<b>\$23,254,731</b>	<b>\$6,092,149</b>	<b>26%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$47,472	\$100,000	\$150,000	\$68,633	46%	5
6 Classified Salaries	\$12,870	\$8,063	\$493,564	\$3,400,000	\$3,500,281	\$1,122,862	32%	6
7 Employee Benefits	\$2,678	\$1,026	\$157,464	\$884,000	\$900,033	\$340,337	38%	7
8 Materials & Supplies	\$38,519	\$1,730,151	\$1,638,183	\$5,941,877	\$7,552,835	\$1,055,506	14%	8
9 Operating Expenses	\$2,823,445	\$2,735,852	\$4,734,630	\$7,836,949	\$11,709,468	\$2,743,415	23%	9
10 Capital Outlay	\$21,010,333	\$36,690,813	\$27,406,301	\$85,208,051	\$66,094,235	\$9,598,666	15%	10
11 <b>Total Expenses</b>	<b>\$23,887,845</b>	<b>\$41,165,905</b>	<b>\$34,477,614</b>	<b>\$103,370,877</b>	<b>\$89,906,852</b>	<b>\$14,929,419</b>	<b>17%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$611,282	\$0	\$5,800,000	\$0	\$0	\$0	0%	12
13 Other Sources	\$7,377,894	\$1,000	\$25,000	\$0	\$0	\$200,000	0%	13
14 Transfers out	(\$869,923)	(\$5,571)	\$5,845,000	\$0	\$0	\$0	0%	14
15 Contingency	\$0	\$0	\$0	\$0	\$0	\$0	0%	15
16 Other Out Go	\$0	\$0	\$0	\$0	\$0	\$0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$7,119,253</b>	<b>(\$4,571)</b>	<b>(\$20,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$14,620,775)	(\$35,454,746)	\$303,655,981	(\$74,073,184)	(\$66,652,121)	(\$8,637,270)		18
19 Beginning Balance, July 1	7,900,433	129,362,713	213,940,712	514,212,362	213,940,712	213,940,712		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$6,720,342)</b>	<b>\$93,907,967</b>	<b>\$517,596,693</b>	<b>\$440,139,178</b>	<b>\$147,288,591</b>	<b>\$205,303,442</b>		21

*Includes combined total of District Office, Cañada College, College of San Mateo, and Skyline College, as well as the entire beginning balance.*

## Capital Improvement Program (All Funds) Cash Flow by Quarter





SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

## **Enterprise Fund Auxiliary Fund (Fund 5)**

*The District maintains two enterprise funds. These funds account for operations that the Board requires to be self-supporting via user charges.*

*The **Bookstore Fund** is used to account for revenues received and expenses made to operate the District's bookstores.*

*The **Cafeteria Fund** is used to account for revenues received and expenses related to the contracted food service and vending operations of the District. Both of these funds are maintained independently of other District funds to facilitate the entrepreneurial nature of the activities involved. This also provides the necessary flexibility to report the retail and operational requirements of these self-supporting services.*



**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
**Enterprise Fund - Bookstore (Fund 5)**



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Income</b>								
1 Federal Income	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Income	0	0	0	0	0	0	0%	2
3 Local Income	4,198,344	3,537,489	3,835,108	7,661,956	7,661,956	4,183,006	55%	3
4 <b>Total Income</b>	<b>\$4,198,344</b>	<b>\$3,537,489</b>	<b>\$3,835,108</b>	<b>\$7,661,956</b>	<b>\$7,661,956</b>	<b>\$4,183,006</b>	<b>55%</b>	4
<b>Expenses</b>								
5 Cost of Sales	\$3,101,035	\$2,651,028	\$2,683,267	\$4,978,320	\$4,978,320	\$2,817,985	57%	5
6 Certificated Salaries	0	0	0	0	0	0	0%	6
7 Classified Salaries	638,513	564,250	669,183	1,754,076	1,754,076	672,003	38%	7
8 Employee Benefits	161,613	132,843	185,125	360,312	360,312	192,917	54%	8
9 Materials & Supplies	18,552	14,673	15,556	27,600	27,600	15,556	56%	9
10 Operating Expenses	111,981	308,567	326,029	500,037	500,037	374,877	75%	10
11 Capital Outlay	0	0	0	0	0	0	0%	11
12 <b>Total Expenses</b>	<b>\$4,031,694</b>	<b>\$3,671,361</b>	<b>\$3,879,160</b>	<b>\$7,620,345</b>	<b>\$7,620,345</b>	<b>\$4,073,338</b>	<b>53%</b>	12
<b>Transfers &amp; Other</b>								
13 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	13
14 Other Sources	0	0	0	0	0	0	0%	14
15 Transfers out	0	0	0	0	0	0	0%	15
16 Contingency	0	0	0	0	0	0	0%	16
17 Other Out Go	(72,947)	(105,891)	0	0	0	0	0%	17
18 <b>Total Transfers/Other</b>	<b>(\$72,947)</b>	<b>(\$105,891)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	18
<b>Fund Balance</b>								
Net Change in Fund								
19 Balance	\$93,703	(\$239,763)	(\$44,052)	\$41,611	\$41,611	\$109,668		19
20 Beginning Balance, June 1	5,547,244	5,298,468	5,697,412	5,831,207	5,831,207	5,831,207		20
Adjustments to Beginning								
21 Balance	(11)	0	0	0	0	0		21
22 <b>Net Fund Balance, Dec. 31</b>	<b>\$5,640,936</b>	<b>\$5,058,705</b>	<b>\$5,653,360</b>	<b>\$5,872,818</b>	<b>\$5,872,818</b>	<b>\$5,940,875</b>		22



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

**BOOKSTORES**  
**Balance Sheet**  
**December 31, 2007**

**ASSETS**

Cash for Operations and Investments	\$4,051,175
Accounts Receivable	166,818
Inventory	2,226,872
Furniture, Fixtures & Equipment (Net)	424,934
<b>TOTAL ASSETS</b>	<b>\$6,869,799</b>

**LIABILITIES AND CAPITAL**

Liabilities	\$928,924
Capital-Reserved	5,940,875
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$6,869,799</b>



**SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT**

**BOOKSTORES  
Income Statement  
For the Period Ending December 31, 2007**

	<u>Year to Date Actual</u>		<u>2007-2008 Budget</u>
<b>INCOME</b>			
Merchandise Sales	\$3,937,234	100.00%	\$7,242,986
<b>COST OF GOODS SOLD</b>			
Merchandise Purchases	<u>2,817,985</u>	<u>71.57%</u>	<u>4,978,320</u>
<b>GROSS PROFIT</b>	<u>\$1,119,249</u>	<u>28.43%</u>	<u>\$2,264,666</u>
<b>OPERATING EXPENSES</b>			
Salaries & Benefits	\$826,559		\$1,662,612
Other Inventory Expenses	\$182,499		\$351,819
Equipment Maintenance & Rental	7,233		32,400
Travel, Conference	9,973		28,050
Dues & Membership	2,923		10,310
Insurance	3,300		14,160
Utilities	17,173		32,514
Contracted Services	24,731		73,506
Legal, Audit and Bad Debts	(3,064)		3,600
Other Expenses	<u>106,047</u>		<u>250,030</u>
<b>TOTAL OPERATING EXPENSES</b>	<u>\$1,177,374</u>	<u>29.90%</u>	<u>\$2,459,001</u>
<b>NET INCOME FROM OPERATIONS</b>	(\$58,125)	-1.48%	(\$194,335)
<b>OTHER INCOME</b>			
Interest & Other Income	\$245,772		\$418,970
<b>TOTAL OTHER INCOME</b>	<u>\$245,772</u>	<u>6.24%</u>	<u>\$418,970</u>
<b>NET INCOME BEFORE OTHER EXPENSES</b>	\$187,647	4.77%	\$224,635
<b>OTHER EXPENSES</b>			
Administrative Salary and Benefits	\$38,361		\$91,464
Rent	\$33,780		\$67,560
Donations	5,838		24,000
<b>TOTAL OTHER EXPENSES</b>	<u>\$77,979</u>	<u>1.98%</u>	<u>\$183,024</u>
<b>Net Change in Fund Balance</b>	<b>\$109,668</b>	<b>2.79%</b>	<b>\$41,611</b>
Capital, July 1, 2007	5,831,207		
Prior Year Adjustment	<u>                    </u>		
<b>Capital, December 31, 2007</b>	<u><b>\$5,940,875</b></u>		

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
**Enterprise Fund - Cafeteria (Fund 5)**



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	65,722	89,622	86,718	174,000	174,000	102,502	59%	3
4 <b>Total Revenue</b>	<b>\$65,722</b>	<b>\$89,622</b>	<b>\$86,718</b>	<b>\$174,000</b>	<b>\$174,000</b>	<b>\$102,502</b>	<b>59%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	2,953	20,000	20,000	9,649	48%	6
7 Employee Benefits	0	0	332	4,500	4,500	2,205	49%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	62,908	71,475	85,261	186,100	186,100	95,340	51%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$62,908</b>	<b>\$71,475</b>	<b>\$88,546</b>	<b>\$210,600</b>	<b>\$210,600</b>	<b>\$107,194</b>	<b>51%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$2,813	\$18,147	(\$1,828)	(\$36,600)	(\$36,600)	(\$4,692)		18
19 Beginning Balance, July 1	746,416	692,808	630,858	629,374	629,374	629,374		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$749,229</b>	<b>\$710,955</b>	<b>\$629,030</b>	<b>\$592,774</b>	<b>\$592,774</b>	<b>\$624,682</b>		21



**CAFETERIAS  
Balance Sheet  
December 31, 2007**

**ASSETS**

Cash for Operations and Investments	\$518,830
Cash Reserve for Equipment	0
Accounts Receivable	7,633
Furniture, Fixtures & Equipment (Net)	285,621
<b>TOTAL ASSETS</b>	<b>\$812,084</b>

**LIABILITIES AND CAPITAL**

Liabilities	\$187,402
Capital, July 1, 2007	\$629,374
Adjustment to Capital	(4,692)
Capital, December 31, 2007	\$624,682
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$812,084</b>



**CAFETERIAS  
Income Statement  
For the Period Ending December 31, 2007**

	<b>Year to Date Actual</b>	<b>2007-2008 Budget</b>
<b>INCOME</b>		
Special Service Income	\$0	\$0
Vending Income	27,988	56,000
Food Service Income	61,228	100,000
Interest	12,786	18,000
Other Income	500	0
<b>TOTAL INCOME</b>	<b>\$102,502</b>	<b>\$174,000</b>
<b>EXPENSES</b>		
Salaries	\$9,649	20,000
Benefits	\$2,205	4,500
Depreciation Expense	\$26,000	52,000
Service Contracts & Repairs	30,162	60,000
Non Inventory Equipment	7,526	15,000
College Support	31,606	59,000
Unrealized Loss from Investments	-	-
Other	46	100
<b>TOTAL EXPENSES</b>	<b>\$107,194</b>	<b>210,600</b>
<b>NET INCOME FROM OPERATIONS</b>	<b>(\$4,692)</b>	
Capital, July 1, 2007	\$629,374	<b>(\$36,600)</b>
<b>Capital, December 31, 2007</b>	<b>\$624,682</b>	



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

## Special Revenue Fund (Fund 6)

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

*Special Revenue Funds encompass activities not directly related to the educational program of the College but that provide a service to students—and which may provide non-classroom instructional or laboratory experience for students and incidentally produce revenue and non-instructional expense.*

*The District maintains one such fund, the **Child Development Fund**, which is used to account for the activities of the child care centers at the Colleges.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
**Child Development Fund (Fund 6) - Cañada College**



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	(103,797)	19,593	33,982	100,000	100,000	0	0%	2
3 Local Revenue	17	(85)	7	0	0	8	0%	3
4 <b>Total Revenue</b>	<b>(\$103,780)</b>	<b>\$19,508</b>	<b>\$33,989</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$8</b>	<b>0%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$13,986	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	2,769	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	1,360	(8,844)	0	92,000	92,000	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$18,114</b>	<b>(\$8,844)</b>	<b>\$0</b>	<b>\$92,000</b>	<b>\$92,000</b>	<b>\$0</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$121,894)	\$28,352	\$33,989	\$8,000	\$8,000	\$8		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
Adjustments to Beginning								
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$121,894)</b>	<b>\$28,352</b>	<b>\$33,989</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Child Development Fund (Fund 6) - College of San Mateo***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$5,950	\$3,427	\$3,197	\$14,000	\$15,235	\$6,316	41%	1
2 State Revenue	(11,539)	114,930	73,939	148,202	148,202	220,140	149%	2
3 Local Revenue	46,476	47,261	73,246	170,000	170,000	102,041	60%	3
4 <b>Total Revenue</b>	<b>\$40,887</b>	<b>\$165,618</b>	<b>\$150,382</b>	<b>\$332,202</b>	<b>\$333,437</b>	<b>\$328,498</b>	<b>99%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$33,890	\$35,850	\$41,403	\$96,069	\$96,069	\$44,402	46%	5
6 Classified Salaries	82,614	82,050	111,944	244,891	244,891	122,316	50%	6
7 Employee Benefits	35,959	39,845	46,210	120,589	120,589	53,467	44%	7
8 Materials & Supplies	11,082	12,894	14,813	40,500	41,735	14,968	36%	8
9 Operating Expenses	17	7	0	1,000	1,000	31	3%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$163,562</b>	<b>\$170,646</b>	<b>\$214,370</b>	<b>\$503,048</b>	<b>\$504,283</b>	<b>\$235,184</b>	<b>47%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$73,222	\$0	\$46,210	\$203,028	\$203,028	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$73,222</b>	<b>\$0</b>	<b>\$46,210</b>	<b>\$203,028</b>	<b>\$203,028</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$49,453)	(\$5,027)	(\$17,778)	\$32,182	\$32,182	\$93,314		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$49,453)</b>	<b>(\$5,027)</b>	<b>(\$17,778)</b>	<b>\$32,182</b>	<b>\$32,182</b>	<b>\$93,314</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*



**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
**Child Development Fund (Fund 6) - Skyline College**



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$7,432	\$17,000	\$19,946	\$0	0%	1
2 State Revenue	(1,803)	0	127,503	292,068	292,068	0	0%	2
3 Local Revenue	12,157	5,533	14,309	30,000	30,000	16,025	53%	3
4 <b>Total Revenue</b>	<b>\$10,354</b>	<b>\$5,533</b>	<b>\$149,245</b>	<b>\$339,068</b>	<b>\$342,014</b>	<b>\$16,025</b>	<b>5%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$31,955	\$34,068	\$38,236	\$80,139	\$80,139	\$39,587	49%	5
6 Classified Salaries	86,265	96,252	126,089	232,550	232,550	125,911	54%	6
7 Employee Benefits	42,308	46,249	62,756	143,645	143,645	76,261	53%	7
8 Materials & Supplies	11,503	17,068	13,915	25,000	27,946	15,006	54%	8
9 Operating Expenses	781	981	1,065	1,379	1,379	25	2%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$172,812</b>	<b>\$194,618</b>	<b>\$242,061</b>	<b>\$482,713</b>	<b>\$485,659</b>	<b>\$256,790</b>	<b>53%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$233,475	\$0	\$62,756	\$143,645	\$143,645	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$233,475</b>	<b>\$0</b>	<b>\$62,756</b>	<b>\$143,645</b>	<b>\$143,645</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$71,018	(\$189,085)	(\$30,060)	\$0	\$0	(\$240,765)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$71,018</b>	<b>(\$189,085)</b>	<b>(\$30,060)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$240,765)</b>		21

Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Child Development Fund (Fund 6) - District Office***

	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 <b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	10,500	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$10,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$0	(\$10,500)	\$0	\$0	\$0	\$0		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$0</b>	<b>(\$10,500)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		21

*All District activity relates to repair/construction projects at CSM & Skyline managed by Facilities department.  
Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Child Development Fund (Fund 6) - Total District***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$5,950	\$3,427	\$10,629	\$31,000	\$35,181	\$6,316	18%	1
2 State Revenue	(117,139)	134,523	235,424	540,270	540,270	220,140	41%	2
3 Local Revenue	58,651	52,708	87,562	200,000	200,000	118,074	59%	3
4 <b>Total Revenue</b>	<b>(\$52,538)</b>	<b>\$190,659</b>	<b>\$333,616</b>	<b>\$771,270</b>	<b>\$775,451</b>	<b>\$344,531</b>	<b>44%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$79,831	\$69,918	\$79,639	\$176,208	\$176,208	\$83,988	48%	5
6 Classified Salaries	168,879	178,302	238,033	477,441	477,441	248,227	52%	6
7 Employee Benefits	81,035	86,094	108,966	264,233	264,233	129,729	49%	7
8 Materials & Supplies	22,585	29,963	28,728	65,500	69,681	29,974	43%	8
9 Operating Expenses	2,159	(7,857)	1,065	94,379	94,379	56	0%	9
10 Capital Outlay	0	10,500	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$354,488</b>	<b>\$366,919</b>	<b>\$456,431</b>	<b>\$1,077,761</b>	<b>\$1,081,942</b>	<b>\$491,974</b>	<b>45%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$306,697	\$0	\$108,966	\$346,673	\$346,673	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency/Reserve	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$306,697</b>	<b>\$0</b>	<b>\$108,966</b>	<b>\$346,673</b>	<b>\$346,673</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$100,329)	(\$176,260)	(\$13,849)	\$40,182	\$40,182	(\$147,443)		18
19 Beginning Balance, July 1	\$93,855	250,125	272,565	156,256	156,256	156,256		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$6,474)</b>	<b>\$73,864</b>	<b>\$258,716</b>	<b>\$196,438</b>	<b>\$196,438</b>	<b>\$8,813</b>		21

*Includes combined total of District Office, Cañada College, College of San Mateo, and Skyline College, as well as entire beginning balance.*



## **Expendable Trust Fund**

### **Financial Aid (Fund 7)**

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

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Student Aid Fund (Fund 7) - Cañada College***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$469,022	\$492,546	\$535,508	\$1,148,162	\$1,150,812	\$574,264	50%	1
2 State Revenue	43,896	44,678	45,752	88,880	88,880	49,616	56%	2
3 Local Revenue	8,123	36,677	38,573	0	0	76,096	0%	3
4 <b>Total Revenue</b>	<b>\$521,041</b>	<b>\$573,901</b>	<b>\$619,833</b>	<b>\$1,237,042</b>	<b>\$1,239,692</b>	<b>\$699,976</b>	<b>56%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$30,008	\$0	\$8,892	\$8,892	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(532,607)	(590,990)	(621,043)	(1,237,042)	(1,248,584)	(648,578)	52%	16
17 <b>Total Transfers/Other</b>	<b>(\$532,607)</b>	<b>(\$590,990)</b>	<b>(\$591,035)</b>	<b>(\$1,237,042)</b>	<b>(\$1,239,692)</b>	<b>(\$639,686)</b>	<b>52%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$11,566)	(\$17,089)	\$28,798	\$0	\$0	\$60,290		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$11,566)</b>	<b>(\$17,089)</b>	<b>\$28,798</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,290</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Student Aid Fund (Fund 7) - College of San Mateo***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$909,183	\$880,390	\$877,302	\$1,999,628	\$2,004,578	\$988,716	49%	1
2 State Revenue	74,964	90,349	110,626	185,074	185,074	122,295	66%	2
3 Local Revenue	16,843	77,331	68,649	0	0	123,246	0%	3
4 <b>Total Revenue</b>	<b>\$1,000,990</b>	<b>\$1,048,070</b>	<b>\$1,056,577</b>	<b>\$2,184,702</b>	<b>\$2,189,652</b>	<b>\$1,234,257</b>	<b>56%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$22,100	\$0	\$29,100	\$29,100	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(1,032,152)	(1,077,945)	(1,000,231)	(2,184,702)	(2,218,752)	(1,138,377)	51%	16
17 <b>Total Transfers/Other</b>	<b>(\$1,032,152)</b>	<b>(\$1,077,945)</b>	<b>(\$978,131)</b>	<b>(\$2,184,702)</b>	<b>(\$2,189,652)</b>	<b>(\$1,109,277)</b>	<b>51%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$31,162)	(\$29,875)	\$78,446	\$0	\$0	\$124,980		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$31,162)</b>	<b>(\$29,875)</b>	<b>\$78,446</b>	<b>\$0</b>	<b>\$0</b>	<b>\$124,980</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Student Aid Fund (Fund 7) - Skyline College***



	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$1,176,252	\$1,022,941	\$1,037,359	\$2,322,881	\$2,326,806	\$1,114,571	48%	1
2 State Revenue	92,013	119,175	110,808	238,885	238,885	108,522	45%	2
3 Local Revenue	270,097	119,670	58,440	0	0	113,999	0%	3
4 <b>Total Revenue</b>	<b>\$1,538,362</b>	<b>\$1,261,786</b>	<b>\$1,206,607</b>	<b>\$2,561,766</b>	<b>\$2,565,691</b>	<b>\$1,337,092</b>	<b>52%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$12,050	\$0	\$19,700	\$19,700	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(1,308,825)	(1,325,213)	(1,197,177)	(2,561,766)	(2,585,391)	(1,252,878)	48%	16
17 <b>Total Transfers/Other</b>	<b>(\$1,308,825)</b>	<b>(\$1,325,213)</b>	<b>(\$1,185,127)</b>	<b>(\$2,561,766)</b>	<b>(\$2,565,691)</b>	<b>(\$1,233,178)</b>	<b>48%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$229,537	(\$63,427)	\$21,480	\$0	\$0	\$103,914		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$229,537</b>	<b>(\$63,427)</b>	<b>\$21,480</b>	<b>\$0</b>	<b>\$0</b>	<b>\$103,914</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*

**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Student Aid Fund (Fund 7) - District Office***

	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	1,649	0	0	0	0	0	0%	3
4 <b>Total Revenue</b>	<b>\$1,649</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$1,649	\$0	\$0	\$0	\$0	\$0		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
Adjustments to Beginning								
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$1,649</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.  
See Districtwide page for complete fund totals.*



**San Mateo County Community College District**  
**2007-2008 Mid-Year Report**  
***Student Aid Fund (Fund 7) - Total District***



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-07 Actuals	2007-08 Adoption Budget	2007-08 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$2,554,457	\$2,395,877	\$2,450,169	\$5,470,671	\$5,482,196	\$2,677,551	49%	1
2 State Revenue	210,873	254,202	267,186	512,839	512,839	280,433	55%	2
3 Local Revenue	296,712	233,677	165,662	0	0	313,341	0%	3
4 <b>Total Revenue</b>	<b>\$3,062,043</b>	<b>\$2,883,757</b>	<b>\$2,883,017</b>	<b>\$5,983,510</b>	<b>\$5,995,035</b>	<b>\$3,271,325</b>	<b>55%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$64,158	\$0	\$57,692	\$57,692	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(2,873,584)	(2,994,148)	(2,818,451)	(5,983,510)	(6,052,727)	(3,039,833)	50%	16
17 <b>Total Transfers/Other</b>	<b>(\$2,873,584)</b>	<b>(\$2,994,148)</b>	<b>(\$2,754,293)</b>	<b>(\$5,983,510)</b>	<b>(\$5,995,035)</b>	<b>(\$2,982,141)</b>	<b>50%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$188,458	(\$110,391)	\$128,724	\$0	\$0	\$289,184		18
19 Beginning Balance, July 1	127,386	127,962	126,701	128,421	128,421	128,421		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$315,844</b>	<b>\$17,571</b>	<b>\$255,425</b>	<b>\$128,421</b>	<b>\$128,421</b>	<b>\$417,605</b>		21

*Includes combined total of District Office, Cañada College, College of San Mateo, and Skyline College, as well as entire beginning balance.*



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

## **Retirement Reserve Fund Expendable Trust (Fund 8)**

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

*This Fund will increase with transfers made from the Unrestricted General Fund and other sources and decrease when benefits are paid out. Because this reserve is relatively new and is small compared to the total liability already incurred, current retiree benefits continue to be paid from the General Fund on a “pay as you go” basis. Eventually, however, an increasing portion of retiree benefits will be paid directly from the Reserve Fund.*



**San Mateo County Community College District**  
**2007-2008 Mid-Year Budget**  
***Retirement Reserve (Fund 8) - Total District***

	2nd Quarter 2004-05 Actuals	2nd Quarter 2005-06 Actuals	2nd Quarter 2006-2007 Actuals	2007-2008 Adoption Budget	2007-2008 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	133,463	91,056	261,684	1,020,000	1,400,000	353,623	25%	3
4 <b>Total Revenue</b>	<b>\$133,463</b>	<b>\$91,056</b>	<b>\$261,684</b>	<b>\$1,020,000</b>	<b>\$1,400,000</b>	<b>\$353,623</b>	<b>25%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	3,031	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,031</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$1,500,000	\$0	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>100%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$1,633,463	\$91,056	\$1,761,684	\$2,520,000	\$2,900,000	\$1,850,592		18
19 Beginning Balance, July 1	16,139,901	21,961,007	24,219,353	30,115,703	30,115,703	30,115,703		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$17,773,364</b>	<b>\$22,052,063</b>	<b>\$25,981,037</b>	<b>\$32,635,703</b>	<b>\$33,015,703</b>	<b>\$31,966,295</b>		21



**SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT**

## **Supplemental Information**

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Academic Salaries**



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

	<u>Actual 1998-99</u>	<u>Actual 1999-2000</u>	<u>Actual 2000-2001</u>	<u>Actual 2001-2002</u>	<u>Actual 2002-2003</u>	<u>Actual 2003-2004</u>	<u>Actual 2004-2005</u>	<u>Actual 2005-2006</u>	<u>Actual 2006-2007</u>	<u>1st Period Actual 2007-2008</u>
<b><i>College of San Mateo</i></b>										
Resident										
Fall & Spring	7,756	7,611	7,263	7,336	8,041	8,059	7,561	7,311	7,423	7,703
Summer	<u>822</u>	<u>925</u>	<u>883</u>	<u>911</u>	<u>1,026</u>	<u>1,122</u>	<u>989</u>	<u>945</u>	<u>956</u>	<u>963</u>
Total, Resident	8,578	8,536	8,146	8,247	9,067	9,181	8,550	8,256	8,379	8,666
Total, Apprenticeship	209	171	173	171	165	131	140	146	156	191
Flex-time	14	15	14	10	9	14	9	12	10	12
Non-Resident										
Fall & Spring	335	360	315	327	288	245	223	234	226	213
Summer	<u>25</u>	<u>31</u>	<u>32</u>	<u>28</u>	<u>33</u>	<u>26</u>	<u>19</u>	<u>21</u>	<u>20</u>	<u>15</u>
Total, Non-Resident	360	391	347	355	321	271	242	255	246	229
<b>College of San Mateo Total</b>	<b>9,161</b>	<b>9,113</b>	<b>8,680</b>	<b>8,783</b>	<b>9,562</b>	<b>9,597</b>	<b>8,941</b>	<b>8,669</b>	<b>8,791</b>	<b>9,097</b>
<b><i>Canada College</i></b>										
Resident										
Fall & Spring	2,773	2,816	2,988	3,358	3,489	3,606	3,631	3,707	3,770	3,937
Fall & Spring (N/C)	5	6	6	25	8	43	50	43	27	52
Summer (N/C)	-	-	-	-	1	-	2	4	4	5
Summer	<u>347</u>	<u>359</u>	<u>381</u>	<u>392</u>	<u>466</u>	<u>18</u>	<u>298</u>	<u>359</u>	<u>380</u>	<u>401</u>
Total, Resident	3,125	3,181	3,375	3,775	3,964	3,667	3,981	4,113	4,181	4,395
Flex-time	11	11	7	4	3	6	3	3	3	3
Non-Resident										
Fall & Spring	157	152	155	152	116	76	73	71	62	60
Fall & Spring (N/C)	1	1	1	4	2	3	2	1	1	2
Summer (N/C)	-	-	-	-	-	-	-	-	-	-
Summer	<u>13</u>	<u>11</u>	<u>8</u>	<u>12</u>	<u>10</u>	<u>1</u>	<u>2</u>	<u>7</u>	<u>8</u>	<u>7</u>
Total, Non-Resident	171	164	164	169	128	80	77	79	71	69
<b>Canada College Total</b>	<b>3,307</b>	<b>3,356</b>	<b>3,546</b>	<b>3,948</b>	<b>4,095</b>	<b>3,753</b>	<b>4,061</b>	<b>4,195</b>	<b>4,255</b>	<b>4,467</b>
<b><i>Skyline College</i></b>										
Resident										
Fall & Spring	5,541	5,470	5,222	5,780	6,375	6,107	6,014	5,912	5,840	6,334
Fall & Spring (N/C)	14	-	-	-	-	-	-	-	-	-
Summer (N/C)	-	-	-	-	-	-	-	-	-	-
Summer	<u>749</u>	<u>828</u>	<u>1,021</u>	<u>897</u>	<u>1,010</u>	<u>865</u>	<u>826</u>	<u>853</u>	<u>844</u>	<u>866</u>
Total, Resident	6,304	6,298	6,243	6,677	7,385	6,972	6,840	6,765	6,684	7,200
Total, Apprenticeship	45	43	43	42	31	9	4	4	3	3
Flex-time	10	16	10	4	4	5	4	9	3	5
Non-Resident										
Fall & Spring	121	166	203	159	154	124	109	97	101	104
Summer	<u>16</u>	<u>18</u>	<u>23</u>	<u>26</u>	<u>22</u>	<u>18</u>	<u>13</u>	<u>12</u>	<u>10</u>	<u>0</u>
Total, Non-Resident	137	184	226	185	176	142	122	109	111	104
<b>Skyline College Total</b>	<b>6,496</b>	<b>6,541</b>	<b>6,522</b>	<b>6,908</b>	<b>7,596</b>	<b>7,128</b>	<b>6,970</b>	<b>6,887</b>	<b>6,801</b>	<b>7,312</b>



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

	<u>Actual 1998-99</u>	<u>Actual 1999-2000</u>	<u>Actual 2000-2001</u>	<u>Actual 2001-2002</u>	<u>Actual 2002-2003</u>	<u>Actual 2003-2004</u>	<u>Actual 2004-2005</u>	<u>Actual 2005-2006</u>	<u>Actual 2006-2007</u>	<b>1st Period <u>Actual 2007-2008</u></b>
<i><b>District</b></i>										
Resident										
Fall & Spring	16,070	15,897	15,473	16,474	17,905	17,772	17,206	16,930	17,033	17,974
Fall & Spring (N/C)	19	6	6	25	8	43	50	43	27	52
Summer (N/C)	0	0	0	0	1	0	2	4	4	5
Summer	<u>1,918</u>	<u>2,112</u>	<u>2,285</u>	<u>2,200</u>	<u>2,502</u>	<u>2,005</u>	<u>2,113</u>	<u>2,157</u>	<u>2,180</u>	<u>2,230</u>
Total, Resident	18,007	18,015	17,764	18,699	20,416	19,820	19,371	19,134	19,244	20,261
Total, Apprenticeship	254	214	216	213	196	140	144	150	159	194
Flex-time	35	42	31	18	16	25	16	24	16	20
Non-Resident										
Fall & Spring	613	678	673	638	558	445	405	402	389	377
Fall & Spring (N/C)	1	1	1	4	2	3	2	1	1	2
Summer (N/C)	0	0	0	0	0	0	0	0	0	0
Summer	<u>54</u>	<u>60</u>	<u>63</u>	<u>66</u>	<u>65</u>	<u>45</u>	<u>34</u>	<u>40</u>	<u>38</u>	<u>22</u>
Total, Non-Resident	668	739	737	709	625	493	441	443	428	402
<b>District Total</b>	<b>18,964</b>	<b>19,010</b>	<b>18,748</b>	<b>19,639</b>	<b>21,253</b>	<b>20,478</b>	<b>19,972</b>	<b>19,751</b>	<b>19,847</b>	<b>20,876</b>

**BOARD REPORT NO. 08-1-6CA**

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

**APPROVAL OF 2008-09 BUDGET AND PLANNING CALENDAR**

The budget development process for 2008-09 requires formulation of a budget calendar. Included in the 2008-09 calendar is consultation with the Committee for Budget and Finance, which is a subcommittee of the District Shared Governance Council in matters relating to finance.

The calendar provides timelines for planning, discussions and decisions by the Board, and concludes with adoption of the Final Budget for 2008-09 on September 10, 2008.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached 2008-09 Budget and Planning Calendar.

## Budget and Planning Calendar, 2008-09

<u>Date</u>	<u>Campus &amp; District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
September	Campuses Finalize Spring 2008 Schedule of Classes		
November – December		Review of Budget and Planning Calendar, discussion of budget strategies and resource allocation, and budget development process	
January 10	Governor's Budget Proposal		
January	Chancellor's Council review/revise draft of Budget and Planning Calendar and budget development process; discussion of Governor's Budget; District revenue/expenditure implications.	Review of Governor's Budget and discussion of District revenue and expenditure implications (inform DSGC at its next meeting). Finalize resource allocation recommendation.	Approval of 2008-09 Budget and Planning Calendar, review of Governor's Budget, review of State and District revenue and expenditure implications, and discussion of program and operational priorities.
January/ February	Chancellor's Council discussions of budget strategies and allocations. Approve resource allocation.	Continuing discussion of State budget and District revenue/expenditure options.	Board policy discussions/decision regarding budget adjustments which impact existing positions.
February	Legislative Analyst's Office Review of Governor's Proposed Budget		
February	Campuses Finalize Summer Session 2008 Schedule of Classes	Review of preliminary District revenue assumptions and expenditure plans.	Review of preliminary District revenue assumptions and expenditure plans.
February/ March	Discussion of budget priorities at Colleges and with Chancellor's Cabinet.	Review of 2007-08 Mid-Year Budget Report	Review of 2007-08 Mid-Year Budget Report
March	Campuses Finalize Fall 2008 Schedule of Classes	Review of Board budget priorities and Districtwide allocations (inform DSGC at its next meeting).	Review/approval of 2008-09 budget priorities and Districtwide allocations.
April			Budget update with Board; review budget assumptions for Tentative budget.
May 9	Site Tentative Budgets completed. Work resumes developing final budget after tentative budget is loaded.		
Mid-May	Governor's May Revise		
May	Review of Governor's May Revise	Review of Governor's May Revise (inform DSGC at its next meeting).	Governor's May Revise; budget priorities, goals and objectives.
June	District Office completes budget input and prepares Tentative Budget document	Review of 2008-09 Tentative Budget	
June 25			Adoption of 2008-09 Tentative Budget and 2008-09 Gann Limit.



<u>Date</u>	<u>Campus &amp; District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
June-August	Final adjustments to budget are made.		
July	Enactment of 2008-09 State Budget		
August	Legislative Trailer Bills		
August	2007-08 books are closed. District Office completes budget input and prepares Final Budget document.		
Sept.10			Public Hearing/Adoption of 2008-09 Final Budget.



**Associated Students of Cañada College  
2<sup>nd</sup> Quarter Report (October-December)  
Fall 2007**

*Prepared by: Aja Butler  
Coordinator of Student Activities  
Cañada College*

In **October** the ASCC held their two annual events: Club Day and the Halloween Festival. Fifteen clubs participated in club Day, including two new clubs Reel Films and the Anthology Club. Club Day included music from WILD 94.9 and pizza. The Halloween Festival included: free pizza, games, a costume contest, and prizes.

In **December** the Young Latino Leaders held their annual Posado. The event included live performances and traditional Mexican food.

# ASSOCIATED STUDENTS CAÑADA

## Balance Sheet YTD Comparison

As of December 31, 2007

	<u>Dec 31, '07</u>	<u>Dec 31, '06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1050-3 · CASH/CHECKING-WELLS FARGO	199,056.14	164,221.24	34,834.90	21.21%
1060-3 · CASH/CHECKING - UNION BANK	40,000.00	40,000.00	0.00	0.0%
1080-3 · CASH/CD-WESTERN FIN. BANK	30,000.00	30,000.00	0.00	0.0%
Total Checking/Savings	<u>269,056.14</u>	<u>234,221.24</u>	<u>34,834.90</u>	<u>14.87%</u>
Other Current Assets				
1200-3 · EOPS LOAN RECEIVABLE	3,456.91	3,056.91	400.00	13.09%
1220-3 · DEAN'S EMERGENCY LOAN RECEIVABL	5,760.06	7,110.06	-1,350.00	-18.99%
1410-3 · ACCOUNTS REC.- STUDENT BODY FEE	64,328.10	56,089.20	8,238.90	14.69%
1411-3 · A/R STUD.FEE-BAD DEBT ALLOWANCE	-2,435.87	-1,134.36	-1,301.51	114.74%
1450-3 · INTEREST RECEIVABLE	195.53	95.55	99.98	104.64%
Total Other Current Assets	<u>71,304.73</u>	<u>65,217.36</u>	<u>6,087.37</u>	<u>9.33%</u>
Total Current Assets	<u>340,360.87</u>	<u>299,438.60</u>	<u>40,922.27</u>	<u>13.67%</u>
Fixed Assets				
1800-3 · FURNI/FIX & EQUIP	40,051.54	40,051.54	0.00	0.0%
1810-3 · ACCUM. DEPRECIATION/F&F - EQUIP	-36,681.49	-35,071.26	-1,610.23	4.59%
Total Fixed Assets	<u>3,370.05</u>	<u>4,980.28</u>	<u>-1,610.23</u>	<u>-32.33%</u>
<b>TOTAL ASSETS</b>	<u><u>343,730.92</u></u>	<u><u>304,418.88</u></u>	<u><u>39,312.04</u></u>	<u><u>12.91%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
CLUB ACCOUNTS - CANADA	27,161.36	31,827.25	-4,665.89	-14.66%
TRUST ACCOUNTS - CANADA	145,186.35	131,285.97	13,900.38	10.59%
2850-3 · STUDENT CASH CLEARING	72.00	72.00	0.00	0.0%
Total Other Current Liabilities	<u>172,419.71</u>	<u>163,185.22</u>	<u>9,234.49</u>	<u>5.66%</u>
Total Current Liabilities	<u>172,419.71</u>	<u>163,185.22</u>	<u>9,234.49</u>	<u>5.66%</u>
Long Term Liabilities				
2100-3 · EOPS LOAN FUND	7,744.00	7,744.00	0.00	0.0%
2120-3 · DEANS' EMERGENCY LOAN FUND	9,565.00	9,565.00	0.00	0.0%
2140-3 · LATIN AMERICAN LOAN FUND	351.28	351.28	0.00	0.0%
2145-3 · MISCELLANEOUS LOAN FUNDS	84.95	84.95	0.00	0.0%
Total Long Term Liabilities	<u>17,745.23</u>	<u>17,745.23</u>	<u>0.00</u>	<u>0.0%</u>

# ASSOCIATED STUDENTS CAÑADA

## Balance Sheet YTD Comparison

As of December 31, 2007

	<u>Dec 31, '07</u>	<u>Dec 31, '06</u>	<u>\$ Change</u>	<u>% Change</u>
Total Liabilities	190,164.94	180,930.45	9,234.49	5.1%
Equity				
3100-3 · CAPITAL-COLLEGE	123,573.12	88,891.41	34,681.71	39.02%
Net Income	<u>29,992.86</u>	<u>34,597.02</u>	<u>-4,604.16</u>	<u>-13.31%</u>
Total Equity	<u>153,565.98</u>	<u>123,488.43</u>	<u>30,077.55</u>	<u>24.36%</u>
TOTAL LIABILITIES & EQUITY	<u><u>343,730.92</u></u>	<u><u>304,418.88</u></u>	<u><u>39,312.04</u></u>	<u><u>12.91%</u></u>

# ASSOCIATED STUDENTS CAÑADA

## Profit Loss YTD Comparison

July through December 2007

	<u>Jul - Dec '07</u>	<u>Jul - Dec '06</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4115-3 · ATM	507.00	645.50	-138.50	-21.46%
4130-3 · INTEREST EARNED	557.08	567.12	-10.04	-1.77%
4135-3 · MISCELLANEOUS INCOME	0.00	30.00	-30.00	-100.0%
4138-3 · SPACE RENTAL - VENDOR'S FEES	0.00	435.00	-435.00	-100.0%
4145-3 · STUDENT ACTIVITY CARD SALES	50,705.00	44,369.60	6,335.40	14.28%
4155-3 · VENDING INCOME	3,212.67	4,975.09	-1,762.42	-35.43%
Total Income	<u>54,981.75</u>	<u>51,022.31</u>	<u>3,959.44</u>	<u>7.76%</u>
Expense				
5023-3 · CENTRAL DUPLICATING EXPENSE	1.74	255.02	-253.28	-99.32%
5060-3 · CONFERENCE EXPENSE	2,225.26	1,606.60	618.66	38.51%
5070-3 · DEPRECIATION/F & F	755.58	1,065.68	-310.10	-29.1%
5120-3 · EQUIPMENT EXPENSE	0.00	432.99	-432.99	-100.0%
5130-3 · MISCELLANEOUS EXPENSES	622.13	0.00	622.13	100.0%
5140-3 · OFFICE SUPPLIES EXPENSE	2,491.37	1,630.09	861.28	52.84%
5155-3 · PROGRAM ASSISTANCE EXPENSE	5,142.69	613.55	4,529.14	738.19%
5160-3 · PROGRAMS EXPENSE	7,814.11	1,751.01	6,063.10	346.26%
5180-3 · PUBLICITY	3,053.98	468.88	2,585.10	551.34%
5185-3 · SPACE RENTAL EXPENSE	0.00	435.00	-435.00	-100.0%
5210-3 · STUDENT ACTIVITY CARD EXPENSES	1,271.28	2,383.95	-1,112.67	-46.67%
5220-3 · VENDING EXPENSE	1,610.75	5,782.52	-4,171.77	-72.14%
Total Expense	<u>24,988.89</u>	<u>16,425.29</u>	<u>8,563.60</u>	<u>52.14%</u>
Net Income	<u>29,992.86</u>	<u>34,597.02</u>	<u>-4,604.16</u>	<u>-13.31%</u>

The Associated Students of College of San Mateo (ASCSM) has had a productive second half of the fall 2007 semester. Although this is a time of transition in Student Activities and at CSM, the ASCSM has been able to successfully continue to participate in college governance and has been able to create a lively and entertaining campus atmosphere for CSM student, faculty, staff, and administrators. Some of the highlights for the second half of the fall 2007 semester are:

**Ongoing Activities**

In addition to participating in their weekly Student Senate meetings, the members of the ASCSM have also been actively involved with each of their standing committees, including the Academic Enhancement Committee, the Finance & Administration Committee, the Programs & Services Committee, the Public Relations Committee, the Inter Club Council, and the Legislative & Governmental Affairs Committee.

Members of the ASCSM Student Senate continued to participate in College and District governance committees. At the College level, student leaders are attending numerous committee meetings, including the College Council, the Faculty Academic Senate, the Committee on Instruction, the Enrollment Management Committee, the Diversity in Action Group, the College Auxiliary Services Advisory Committee and the College Assessment Committee. At the District level, students are also involved in the District Shared Governance Council, the District Committee on Budget & Finance, the District Auxiliary Services Advisory Committee and the District Student Council.

Additionally, representatives of the Student Senate have been involved with the college's planning process for new construction. Members of the ASCSM also continued to serve on the search committee to fill the vacant Coordinator of Student Activities position.

The ASCSM, in cooperation with the Student Activities Office, continued to issue credit card style Student and Staff ID Cards to the College community. To date, the AS has issued thousands of ID Cards to Students, Faculty, Staff and Administrators.

To further increase the value of the CSM ID Card, the ASCSM has continued to expand and sponsor the Merchant Discount Program. This program provides a list of discount opportunities available to students, faculty, staff and administrators at on-campus AS-sponsored events, club events, local merchants, national chains and on the Internet, and includes movie theaters, restaurants, museums, art galleries, travel agencies and cultural centers.

The AS has continued to support the CSM Ambassadors Program, which coordinates and provides tours of the campus for individuals and groups interested in attending College of San Mateo.

**Events and Activities:****October 2007**

On Thursday, October 11, the Diversity in Action Group and the Gay-Straight Alliance, an ASCSM Club, co-sponsored an open forum for National Coming Out Day. The event gave GLBTQ members of the campus

community the opportunity to share their experiences and discuss ways of creating a welcoming climate at CSM.

Throughout the latter half of the month of October, several ASCSM Clubs, including The Catholic Club on Campus (“Triple C”) and the French Club, participated in the Language Arts Department’s annual World Language Week event. The event is a celebration of language and culture that highlights the diverse population at CSM.

During the week of October 22, the ASCSM sponsored Oktoberfest. The event, which included live music, contests, free food, and interactive games such as an obstacle course, a climbing wall, and a dunk tank, was a successful first-time fall event.

Also during the week of October 22, representatives from the ASCSM were involved with the college’s accreditation visit. In addition to be involved with the development of the college’s self study, members of the ASCSM met with members of the visiting team to share their perspective on CSM. At the visiting team’s debriefing meeting, the involvement and the commitment of CSM’s students was recognized as a commendation.

To celebrate Halloween, the ASCSM Programs & Services committee converted the Gallery Room in Building 5 into a haunted house. The committee also sponsored a costume contest and pumpkin pie eating contest on Halloween.

### **November 2007**

Over the weekend of November 9, 10, and 11, representatives from the ASCSM participated in the Fall General Assembly for the Student Senate for California Community Colleges (SSCCC). The General Assembly provided an opportunity for student leaders from around the state to come together and vote on various resolutions regarding issues facing community college students.

On Friday, November 16, the CSM Music Department, with support from the Associated Students, sponsored the annual CSM Jazz Festival. The festival featured bands from 13 local high schools, a free noontime concert, and instrument workshops for the high school students.

### **December 2007**

During the first week of December, the Diversity in Action Group (DIAG), the Gay-Straight Alliance and the Associated Students sponsored a display of the AIDS Memorial Quilt. The highlight of the weeklong event was a presentation by Dennis Smith, a co-founder of the quilt, on Wednesday, December 5.

On Thursday, December 6, the Performance Dance Ensemble held their annual Fall Dance Showcase. The showcase provided students in the dance program the opportunity to choreograph and perform their own pieces for the campus community.

In cooperation with the CSM Library, the ASCSM sponsored extended hours for the Library during the week of December 10 and December 17. This pilot program was intended to gauge the popularity of extending the hours for the period around final examinations. Depending on student feedback, the program may be repeated in the future.

Fauzi K Hamadeh

Fall 2007 Acting Coordinator of Student Activities & ASCSM Advisor  
College of San Mateo

# ASSOCIATED STUDENTS CSM

## Balance Sheet YTD Comparison

As of December 31, 2007

	<u>Dec 31, 07</u>	<u>Dec 31, 06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1050-4 · WELLS FARGO CHECKING ACCT	100.28	68,132.53	-68,032.25	-99.85%
1051-4 · UNION BANK OF CALIFORNIA	277,334.36	125,473.04	151,861.32	121.03%
1150-4 · PETTY CASH ASCSM	25.00	25.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>277,459.64</u>	<u>193,630.57</u>	<u>83,829.07</u>	<u>43.29%</u>
<b>Other Current Assets</b>				
1210.4 · ACCOUNTS RECEIVABLE - MISC	4,632.85	3,523.50	1,109.35	31.48%
1220.4 · A/R-Student Body Card Fee	100,682.00	136,551.00	-35,869.00	-26.27%
1221-4 · Allowance for Bad Debts-S.B.C.F	-1,912.96	-3,440.89	1,527.93	-44.41%
1310-4 · EMERGENCY LOAN RECEIVABLE	2,605.00	3,700.00	-1,095.00	-29.6%
1320-4 · LUCILE KOSHLAND E- LOAN REC.	0.00	350.00	-350.00	-100.0%
1330-4 · DISTRICT INVESTMENT POOL	376,708.88	361,992.27	14,716.61	4.07%
1340-4 · INVESTMT.MARK TO MARKET ADJMT.	-2,545.70	-5,567.02	3,021.32	-54.27%
<b>Total Other Current Assets</b>	<u>480,170.07</u>	<u>497,108.86</u>	<u>-16,938.79</u>	<u>-3.41%</u>
<b>Total Current Assets</b>	<u>757,629.71</u>	<u>690,739.43</u>	<u>66,890.28</u>	<u>9.68%</u>
<b>Fixed Assets</b>				
1800.4 · FURNITURE & FIXTURE-ASCSM	0.00	224.00	-224.00	-100.0%
1820.4 · OFFICE EQUIPMENT	0.00	0.00	0.00	0.0%
1840.4 · FURNITURE & FIXTURE - CAFE	0.00	462.27	-462.27	-100.0%
1860.4 · STUDENT CARD EQPT- ASCSM	0.00	0.00	0.00	0.0%
1870.4 · GAME & RECREATION FURNITURE	0.00	0.00	0.00	0.0%
<b>Total Fixed Assets</b>	<u>0.00</u>	<u>686.27</u>	<u>-686.27</u>	<u>-100.0%</u>
<b>TOTAL ASSETS</b>	<u><u>757,629.71</u></u>	<u><u>691,425.70</u></u>	<u><u>66,204.01</u></u>	<u><u>9.58%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	25,822.92	14,578.52	11,244.40	77.13%
<b>Total Accounts Payable</b>	<u>25,822.92</u>	<u>14,578.52</u>	<u>11,244.40</u>	<u>77.13%</u>
<b>Other Current Liabilities</b>				
2010-4 · EMERGENCY LOAN FUND	10,453.95	11,251.95	-798.00	-7.09%
2015-4 · LUCILE KOSHLAND - LOAN FUND	4,600.00	4,600.00	0.00	0.0%
2020-4 · PEACHES WINSTON BOOK FUND	3,974.13	3,974.13	0.00	0.0%
2030-4 · FOREIGN STUDENT LOAN FUND	1,524.00	1,524.00	0.00	0.0%
2100-CL · CLUB ACCOUNTS	125,227.11	101,307.69	23,919.42	23.61%
2500-TR · TRUST ACCOUNT	267,908.09	268,688.30	-780.21	-0.29%
<b>Total Other Current Liabilities</b>	<u>413,687.28</u>	<u>391,346.07</u>	<u>22,341.21</u>	<u>5.71%</u>
<b>Total Current Liabilities</b>	<u>439,510.20</u>	<u>405,924.59</u>	<u>33,585.61</u>	<u>8.27%</u>
<b>Total Liabilities</b>	<u>439,510.20</u>	<u>405,924.59</u>	<u>33,585.61</u>	<u>8.27%</u>



# ASSOCIATED STUDENTS CSM

## Balance Sheet YTD Comparison

As of December 31, 2007

	<u>Dec 31, 07</u>	<u>Dec 31, 06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Equity</b>				
3100 · CAPITAL-ASCSM	0.00	88,085.20	-88,085.20	-100.0%
3150 · CAPITAL-CSM CAFE	0.00	31,915.13	-31,915.13	-100.0%
3160 · CAPITAL-CSM VENDING	30,768.12	30,768.12	0.00	0.0%
3900 · Fund Balance	0.00	-66,404.02	66,404.02	100.0%
3901 · Fund Balance - ASCSM	244,178.42	175,028.12	69,150.30	39.51%
3902 · Fund Balance - CSM Cafe	27,378.68	-3,319.13	30,697.81	-924.88%
3950 · PRIOR YEAR ADJUSTMENTS	-36,393.25	-36,393.25	0.00	0.0%
Net Income	<u>52,187.54</u>	<u>65,820.94</u>	<u>-13,633.40</u>	<u>-20.71%</u>
Total Equity	<u>318,119.51</u>	<u>285,501.11</u>	<u>32,618.40</u>	<u>11.43%</u>
 <b>TOTAL LIABILITIES &amp; EQUITY</b>	 <u><u>757,629.71</u></u>	 <u><u>691,425.70</u></u>	 <u><u>66,204.01</u></u>	 <u><u>9.58%</u></u>

**ASSOCIATED STUDENTS CSM**

Profit Loss YTD Comparison  
July through December 2007

	<u>Jul - Dec 07</u>	<u>Jul - Dec 06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4115 · ATM	943.50	2,098.00	-1,154.50	-55.03%
4122 · PROGRAMS - INCOME	447.75	0.00	447.75	100.0%
4125 · GAMES/RECREATION	1,790.80	456.76	1,334.04	292.07%
4135 · MISC INCOME	190.06	380.00	-189.94	-49.98%
4145 · STUDENT BODY CARD FEE	84,593.50	103,449.00	-18,855.50	-18.23%
4154 · VENDING-PEPSI	8,547.24	11,950.44	-3,403.20	-28.48%
4155 · VENDING-ACTION	4,337.27	4,446.17	-108.90	-2.45%
4156 · CAFE CONTRACT COMMISSION	2,577.30	230.78	2,346.52	1,016.78%
<b>Total Income</b>	<u>103,427.42</u>	<u>123,011.15</u>	<u>-19,583.73</u>	<u>-15.92%</u>
<b>Expense</b>				
5070 · DEPRECIATIONS	44.00	1,214.70	-1,170.70	-96.38%
5078 · Loss on Disposal of Equipment	0.00	814.63	-814.63	-100.0%
5090 · EQUIPMENT REPAIR/MAINTENANCE	370.87	0.00	370.87	100.0%
5110 · FURNITURE/FIXTURES/EQUIPMENT	12.98	0.00	12.98	100.0%
5120 · Bad Debts Expense-Std. B. C. F.	343.97	1,965.54	-1,621.57	-82.5%
5130 · MISC EXPENSE	80.00	0.00	80.00	100.0%
5140 · OFFICE SUPPLIES	1,463.52	520.20	943.32	181.34%
5142 · Telephone Expense	13.56	0.00	13.56	100.0%
5160 · OPERATING	76.61	780.28	-703.67	-90.18%
5165 · HOSPITALITY	209.08	626.65	-417.57	-66.64%
5170 · PROGRAMS	13,088.32	1,273.97	11,814.35	927.37%
5172 · PUBLICATION EXPENSE	1,181.90	59.94	1,121.96	1,871.81%
5175 · CLUB ASSISTANCE/ICC	1,450.59	1,245.76	204.83	16.44%
5177 · COLLEGE PROGRAM ASSISTANCE	0.00	300.00	-300.00	-100.0%
5178 · SCHOLARSHIP-SMCCCD FOUNDATION	500.00	0.00	500.00	100.0%
5180 · STUDENT EXPRESS CARD	878.00	2,114.97	-1,236.97	-58.49%
5200 · STUDENT ASSISTANT ASCSM	24,938.84	35,649.94	-10,711.10	-30.05%
<b>Total Expense</b>	<u>44,652.24</u>	<u>46,566.58</u>	<u>-1,914.34</u>	<u>-4.11%</u>
<b>Net Ordinary Income</b>	<u>58,775.18</u>	<u>76,444.57</u>	<u>-17,669.39</u>	<u>-23.11%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4130 · INTEREST EARNED-DIST.INVESTMENT	8,874.17	6,003.76	2,870.41	47.81%
<b>Total Other Income</b>	<u>8,874.17</u>	<u>6,003.76</u>	<u>2,870.41</u>	<u>47.81%</u>
<b>Other Expense</b>				
6554 · CAFE CONT.COMM.exp. to Reserve	2,577.30	230.78	2,346.52	1,016.78%
6555 · Vending Inc. Exp. to VP Trust	12,884.51	16,396.61	-3,512.10	-21.42%
<b>Total Other Expense</b>	<u>15,461.81</u>	<u>16,627.39</u>	<u>-1,165.58</u>	<u>-7.01%</u>
<b>Net Other Income</b>	<u>-6,587.64</u>	<u>-10,623.63</u>	<u>4,035.99</u>	<u>-37.99%</u>
<b>Net Income</b>	<u><u>52,187.54</u></u>	<u><u>65,820.94</u></u>	<u><u>-13,633.40</u></u>	<u><u>-20.71%</u></u>



**Associated Students of Skyline College  
Budget Report for the 2nd Quarter 2007-2008  
Summary of Programs and Activities**

The following is a summary highlighting the events and activities of this quarter.

***Shared Governance:*** The students continue to serve on the following committees at Skyline College and the District:

- Art on Campus
- Campus Auxiliary Services Advisory Committee
- College Budget
- College Council
- Commencement Committee
- Curriculum Committee
- District Auxiliary Services Advisory Committee
- District Associated Students Governing Board
- District Board of Trustees
- District Budget Committee
- District Shared Governance Council
- Ed Policy Committee
- Fresh Look / Webpage Advisory Committee
- Health and Safety Committee
- Institutional Planning
- Technology Committee

***Student Handbook and Academic Planners:*** The ASSC continues to work with the Student Activities Office to distribute the Student Handbooks and Academic Planners. Current copies of the handbook are available in the Student Activities Office.

***Recruitment of Students:*** The ASSC continues to encourage student participation in activities, events and student government, using handouts, flyers and giveaways to increase participation and attendance. Anticipating full council membership by the spring semester.

***Student Identification Cards:*** The Student Activities Office continues to produce Student ID Cards for the student body with assistance from the ASSC.

***Skyline Organizations and Club SOCC:*** The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own. Club Manual and instructions on how to start a club are available in the Student Activities Office. Our newest club is the Running Club.

***Program and Events:***

**October 15-November 02, 2007**

Multicultural Hip Hop Conference  
ASSC sponsored with Filipino Student Union

**November 1, 2007**

Dia Los Muertos  
ASSC sponsored with LASO/Puente

**November 2, 2007**

Rock the School Bells  
ASSC sponsored with Kababayan Program

**November 16, 17 and 18, 2007**

NASCO Conference  
Ron Galatolo

**November 14, 2007**

Latino Film Festival

**November 15, 2007**

Latino Film Festival

**November 21, 2007**

Second Harvest Food Drive  
Sponsored by the ASSC  
Club grants for this event were as follows  
1<sup>st</sup> place-\$500.00  
2<sup>nd</sup> place-\$250.00  
3<sup>rd</sup> place-\$100.00

**November 30 – December 4**

Respiratory Therapy Club Conference

**December 5, 2007**

Other 49ers – Ruthanne Lum McCunn

**December 7, 2007**

Toys for Tots  
Sponsored by the ASSC

Amory Nan Cariadus  
Coordinator of Student Activities  
Skyline College  
Phone: (650) 738-4334  
Email: cariadusa@smccd.net

# Associated Students Skyline

## Balance Sheet YTD Comparison

As of December 31, 2007

	<u>Dec 31, '07</u>	<u>Dec 31, '06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
101 - Change Fund	25.00	25.00	0.00	0.0%
100 - Cash in Bank	167,389.65	134,529.13	32,860.52	24.43%
103 - District Investment Pool	450,122.66	428,013.76	22,108.90	5.17%
<b>Total Checking/Savings</b>	<u>617,537.31</u>	<u>562,567.89</u>	<u>54,969.42</u>	<u>9.77%</u>
<b>Accounts Receivable</b>				
1200 - *Accounts Receivable	367,115.50	463,062.90	-95,947.40	-20.72%
<b>Total Accounts Receivable</b>	<u>367,115.50</u>	<u>463,062.90</u>	<u>-95,947.40</u>	<u>-20.72%</u>
<b>Other Current Assets</b>				
Accounts Receivable	175,479.82	33,486.51	141,993.31	424.03%
<b>Total Other Current Assets</b>	<u>175,479.82</u>	<u>33,486.51</u>	<u>141,993.31</u>	<u>424.03%</u>
<b>Total Current Assets</b>	<u>1,160,132.63</u>	<u>1,059,117.30</u>	<u>101,015.33</u>	<u>9.54%</u>
<b>Fixed Assets</b>				
160.0 - Fixed Assets	4,293.67	6,383.05	-2,089.38	-32.73%
<b>Total Fixed Assets</b>	<u>4,293.67</u>	<u>6,383.05</u>	<u>-2,089.38</u>	<u>-32.73%</u>
<b>TOTAL ASSETS</b>	<u><u>1,164,426.30</u></u>	<u><u>1,065,500.35</u></u>	<u><u>98,925.95</u></u>	<u><u>9.28%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 - Accounts Payable	1,099.28	1,099.28	0.00	0.0%
<b>Total Accounts Payable</b>	<u>1,099.28</u>	<u>1,099.28</u>	<u>0.00</u>	<u>0.0%</u>
<b>Other Current Liabilities</b>				
Club Accounts	122,520.86	111,750.05	10,770.81	9.64%
Loan Funds	3,182.66	3,182.66	0.00	0.0%
Trust Accounts	694,668.79	621,555.33	73,113.46	11.76%
<b>Total Other Current Liabilities</b>	<u>820,372.31</u>	<u>736,488.04</u>	<u>83,884.27</u>	<u>11.39%</u>
<b>Total Current Liabilities</b>	<u>821,471.59</u>	<u>737,587.32</u>	<u>83,884.27</u>	<u>11.37%</u>
<b>Total Liabilities</b>	<u>821,471.59</u>	<u>737,587.32</u>	<u>83,884.27</u>	<u>11.37%</u>
<b>Equity</b>				
400 - Opening Bal Equity	137,292.05	137,292.05	0.00	0.0%
450 - Retained Earnings	152,620.94	129,834.11	22,786.83	17.55%
Net Income	53,041.72	60,786.87	-7,745.15	-12.74%
<b>Total Equity</b>	<u>342,954.71</u>	<u>327,913.03</u>	<u>15,041.68</u>	<u>4.59%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,164,426.30</u></u>	<u><u>1,065,500.35</u></u>	<u><u>98,925.95</u></u>	<u><u>9.28%</u></u>

## Associated Students Skyline

### Profit Loss YTD Comparison

July through December 2007

	<u>Jul - Dec 07</u>	<u>Jul - Dec 06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
<b>Revenues from Operations</b>				
<b>508 · Interest Income</b>	10,675.73	7,222.59	3,453.14	47.81%
<b>510 · Miscellaneous Income</b>	80.00	50.00	30.00	60.0%
<b>520 · Student Activity Card Income</b>	72,681.50	69,508.90	3,172.60	4.56%
<b>528 · Vending Income</b>	4,673.32	4,650.21	23.11	0.5%
<b>Total Revenues from Operations</b>	<u>88,110.55</u>	<u>81,431.70</u>	<u>6,678.85</u>	<u>8.2%</u>
<b>Total Income</b>	88,110.55	81,431.70	6,678.85	8.2%
<b>Expense</b>				
<b>Operating Expenses</b>				
<b>601 · Payroll Expense</b>	743.75	3,440.50	-2,696.75	-78.38%
<b>602 · Employee Benefits</b>	16.79	73.08	-56.29	-77.03%
<b>620 · Depreciation</b>	796.56	1,292.82	-496.26	-38.39%
<b>622 · General Fund Expenditures</b>	150.37	130.00	20.37	15.67%
<b>623 · Office Supplies</b>	3,219.98	3,772.07	-552.09	-14.64%
<b>624 · Activities Fund</b>	14,971.24	3,771.01	11,200.23	297.01%
<b>625 · Chartered Clubs/Org. Fund</b>	11,875.00	1,000.00	10,875.00	1,087.5%
<b>626 · Scholarships&amp;NonProfit Donation</b>	1,000.00	759.88	240.12	31.6%
<b>632 · ASSC President's Account</b>	10.83	0.00	10.83	100.0%
<b>642 · Conference &amp; Travel</b>	0.00	6,405.47	-6,405.47	-100.0%
<b>650 · Publicity Expense</b>	2,284.31	0.00	2,284.31	100.0%
<b>Total Operating Expenses</b>	<u>35,068.83</u>	<u>20,644.83</u>	<u>14,424.00</u>	<u>69.87%</u>
<b>Total Expense</b>	<u>35,068.83</u>	<u>20,644.83</u>	<u>14,424.00</u>	<u>69.87%</u>
<b>Net Income</b>	<u><u>53,041.72</u></u>	<u><u>60,786.87</u></u>	<u><u>-7,745.15</u></u>	<u><u>-12.74%</u></u>

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA**

**CHANGE THE PERIOD**

**Fiscal Year: 2007-2008**

**Quarter Ended: (Q2) Dec 31, 2007**

**District: (370) SAN MATEO**

Line	Description	Actual 2004-05	As of June 30 for the fiscal year specified Actual 2005-06	Actual 2006-07	Projected 2007-2008
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	90,654,782	106,151,800	113,931,358	112,627,610
A.2	Other Financing Sources (Object 8900)	121,817	78,404	707,657	12,994
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>90,776,599</b>	<b>106,230,204</b>	<b>114,134,015</b>	<b>112,640,604</b>
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	87,847,388	92,651,889	100,452,457	107,714,897
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,949,516	13,625,995	12,989,611	4,918,801
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>90,796,904</b>	<b>106,277,884</b>	<b>113,442,068</b>	<b>112,633,698</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>-20,305</b>	<b>-47,680</b>	<b>691,947</b>	<b>6,906</b>
D.	<b>Fund Balance, Beginning</b>	<b>9,947,691</b>	<b>9,927,386</b>	<b>9,879,706</b>	<b>9,879,706</b>
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>9,947,691</b>	<b>9,927,386</b>	<b>9,879,706</b>	<b>9,879,706</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>9,927,386</b>	<b>9,879,706</b>	<b>10,571,653</b>	<b>9,886,612</b>
F.1	<b>Percentage of GF Fund Balance to GF Expenditures (E. / B.3)</b>	<b>10.9%</b>	<b>9.3%</b>	<b>9.3%</b>	<b>8.8%</b>

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	20,287	17,440	21,827	18,340
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	As of the specified quarter ended for each fiscal year				
	2004-05	2005-06	2006-07	2007-2008	
H.1	Cash, excluding borrowed funds				6,082,687
H.2	Cash, borrowed funds only				0
H.3	<b>Total Cash (H.1 + H.2)</b>	<b>17,459,816</b>	<b>8,261,141</b>	<b>12,444,121</b>	<b>6,082,687</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	112,552,607	112,620,307	47,386,354	42.1%
I.2	Other Financing Sources (Object 8900)	0	12,994	12,523	96.4%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>112,552,607</b>	<b>112,633,301</b>	<b>47,398,877</b>	<b>42.1%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	112,577,020	113,295,992	53,138,912	46.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,918,801	4,918,801	1,500,000	30.5%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>117,496,629</b>	<b>118,214,793</b>	<b>54,638,912</b>	<b>46.2%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-4,944,022</b>	<b>-5,581,692</b>	<b>-7,240,035</b>	
L.	<b>Adjusted Fund Balance, Beginning</b>	<b>9,879,706</b>	<b>9,879,706</b>	<b>9,879,706</b>	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>4,935,684</b>	<b>4,298,014</b>	<b>2,639,671</b>	
M.	<b>Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)</b>	<b>4.2%</b>	<b>3.6%</b>		

**V. Has the district settled any employee contracts during this quarter?**

**NO**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled	Management	Academic	Classified
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(Specify) VVVV-VV		Permanent		Temporary		
		Total Cost Increase	% *	Total Cost Increase	% *	
		Total Cost Increase	% *	Total Cost Increase	% *	
a. SALARIES:						
	Year 1:					
	Year 2:					
	Year 3:					
b. BENEFITS:						
	Year 1:					
	Year 2:					
	Year 3:					

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**  
This year? **NO**  
Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)



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**San Mateo County Community College District**  
**DISTRICT CASH FLOW SUMMARY**  
**FOR THE QUARTER ENDING DECEMBER 31, 2007**

	<u>GENERAL FUND</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE &amp; Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST- RETIREMENT RESERVES</u>
<b>Beg. Cash Balance in County Treasury</b>	<b>17,577,058.43</b>	<b>5,725,610.88</b>	<b>35,781,613.27</b>	<b>511,819,628.57</b>	<b>91,308.78</b>	<b>292,848.63</b>	<b>-</b>
<b>Cash inflow from operations:</b>							
Year-to-date Income	47,398,877.34	9,373,991.27	13,417,071.43	6,292,148.91	344,530.83	3,329,016.98	1,853,623.11
Accounts Receivable	4,371,675.66	3,016,314.18	473,639.65	13,725,185.60	103,035.77	154,963.23	2,967,240.58
Deferred Income	(2,951,908.34)	(1,009,476.68)		(259,009.65)	(13,722.50)	(219,501.75)	
Cash awaiting for deposit	-						
<b>Total Income</b>	<b>66,395,703.09</b>	<b>17,106,439.65</b>	<b>49,672,324.35</b>	<b>531,577,953.43</b>	<b>525,152.88</b>	<b>3,557,327.09</b>	<b>4,820,863.69</b>
<b>Cash outflow for operations:</b>							
Year to date expenditure	54,638,911.54	10,664,305.67	19,320,496.04	14,929,419.26	491,973.65	3,039,833.00	3,031.18
Advances / Prepaid	22,808.51	(420.00)	-	-	-	-	
Account Payable	9,964,306.03	(13,034.04)	50,415.44	8,639,448.29	29,021.01	(32,832.50)	
<b>Cash Balance From Operations</b>	<b>1,769,677.01</b>	<b>6,455,588.02</b>	<b>30,301,412.87</b>	<b>508,009,085.88</b>	<b>4,158.22</b>	<b>550,326.59</b>	<b>4,817,832.51</b>
<b>Other Cash inflow</b>							
Medical Flex Plan / Revolv. Fund	-		6,663.91				
TRANS							
Trusts (JPA & 3CBG)							
<b>Beg. Investment Balance</b>							
LAIIF Balance	5,331,426.28						20,676,385.12
County Pool Balance	1,364,236.81						3,713,787.94
Special Bond			87,594.65	5,000.00			2,298,711.07
C.O.P.	-						
<b>Total Beg. Balance</b>	<b>6,695,663.09</b>		<b>87,594.65</b>	<b>5,000.00</b>			<b>26,688,884.13</b>
<b>Y.T.D. Investment Balance</b>							
LAIIF Balance	5,458,205.06						21,168,059.75
County Pool Balance	1,380,035.60						8,039,952.81
Special Bond			90,021.32	5,000.00			2,298,704.08
C.O.P.	-			-			
<b>Y.T.D. Balance</b>	<b>6,838,240.66</b>		<b>90,021.32</b>	<b>5,000.00</b>			<b>31,506,716.64</b>
Net Cash changes from Investment	(142,577.57)		(2,426.67)	-			(4,817,832.51)
Net changes from unrealized gain / (loss)							
Cash Balance in County Treasury	1,627,099.44	6,455,588.02	30,298,986.20	508,009,085.88	4,158.22	550,326.59	0.00
<b>Net Cash (Excluding TRANS &amp; Trusts)</b>	<b>1,627,099.44</b>	<b>6,455,588.02</b>	<b>30,292,322.29</b>	<b>508,009,085.88</b>	<b>4,158.22</b>	<b>550,326.59</b>	<b>0.00</b>

**San Mateo County Community College District**  
**ACTUAL SITE EXPENDITURE COMPARISON BY MAJOR ACCOUNT CODE**  
Page 1

	TOTAL GEN'L FUND EXPENSES	FTES	PER FTES	ACADEMIC SALARIES			CLASSIFIED SALARIES		
				1000		PER FTES	2000		PER FTES
2000-01				AMOUNT	%		AMOUNT	%	
Cañada College	\$11,808,658	3,546	\$3,330	\$7,181,138	60.81%	\$2,025	\$2,190,884	18.55%	\$618
College of San Mateo	\$27,940,102	8,680	\$3,219	\$16,860,441	60.34%	\$1,942	\$4,906,389	17.56%	\$565
Skyline College	\$20,003,626	6,522	\$3,067	\$11,770,621	58.84%	\$1,805	\$3,431,499	17.15%	\$526
Central Svcs/District Office	\$20,860,800	0	\$0	\$971,335	4.66%	\$0	\$5,661,786	27.14%	\$0
<b>Total</b>	<b>\$80,613,186</b>	<b>18,748</b>	<b>\$4,300</b>	<b>\$36,783,535</b>	<b>45.63%</b>	<b>\$1,962</b>	<b>\$16,190,558</b>	<b>20.08%</b>	<b>\$864</b>
<b>2001-2002</b>									
Cañada College	\$12,632,803	3,948	\$3,200	\$7,853,008	62.16%	\$1,989	\$2,310,446	18.29%	\$585
College of San Mateo	\$29,955,660	8,783	\$3,411	\$18,156,582	60.61%	\$2,067	\$5,515,589	18.41%	\$628
Skyline College	\$21,496,139	6,908	\$3,112	\$12,639,227	58.80%	\$1,830	\$4,136,010	19.24%	\$599
Central Svcs/District Office	\$22,580,021	0	\$0	\$515,388	2.28%	\$0	\$6,976,608	30.90%	\$0
<b>Total</b>	<b>\$86,664,623</b>	<b>19,639</b>	<b>\$4,413</b>	<b>\$39,164,205</b>	<b>45.19%</b>	<b>\$1,994</b>	<b>\$18,938,653</b>	<b>21.85%</b>	<b>\$964</b>
<b>2002-2003</b>									
Cañada College	\$12,914,050	4,095	\$3,154	\$7,938,949	61.48%	\$1,939	\$2,466,168	19.10%	\$602
College of San Mateo	\$30,361,237	9,562	\$3,175	\$18,624,825	61.34%	\$1,948	\$5,930,211	19.53%	\$620
Skyline College	\$21,601,746	7,596	\$2,844	\$12,985,438	60.11%	\$1,710	\$4,224,624	19.56%	\$556
Central Svcs/District Office	\$24,579,650	0	\$0	\$1,061,516	4.32%	\$0	\$7,816,635	31.80%	\$0
<b>Total</b>	<b>\$89,456,683</b>	<b>21,253</b>	<b>\$4,209</b>	<b>\$40,610,728</b>	<b>45.40%</b>	<b>\$1,911</b>	<b>\$20,437,638</b>	<b>22.85%</b>	<b>\$962</b>
<b>2003-2004</b>									
Cañada College	\$11,792,286	3,754	\$3,141	\$7,098,066	60.19%	\$1,891	\$2,090,852	17.73%	\$557
College of San Mateo	\$28,985,348	9,598	\$3,020	\$17,502,322	60.38%	\$1,824	\$5,157,683	17.79%	\$537
Skyline College	\$20,325,148	7,128	\$2,851	\$12,208,467	60.07%	\$1,713	\$3,783,320	18.61%	\$531
Central Svcs/District Office	\$27,181,269	0	\$0	\$574,914	2.12%	\$0	\$7,823,285	28.78%	\$0
<b>Total</b>	<b>\$88,284,051</b>	<b>20,480</b>	<b>\$4,311</b>	<b>\$37,383,769</b>	<b>42.34%</b>	<b>\$1,825</b>	<b>\$18,855,140</b>	<b>21.36%</b>	<b>\$921</b>
<b>2004-2005</b>									
Cañada College	\$13,075,199	4,061	\$3,220	\$7,522,047	57.53%	\$1,852	\$2,320,706	17.75%	\$571
College of San Mateo	\$29,993,932	8,942	\$3,354	\$18,130,378	60.45%	\$2,028	\$5,125,054	17.09%	\$573
Skyline College	\$21,488,221	6,970	\$3,083	\$12,940,296	60.22%	\$1,857	\$3,773,824	17.56%	\$541
Central Svcs/District Office	\$26,239,553	0	\$0	\$556,323	2.12%	\$0	\$8,142,280	31.03%	\$0
<b>Total</b>	<b>\$90,796,905</b>	<b>19,973</b>	<b>\$4,546</b>	<b>\$39,149,044</b>	<b>43.12%</b>	<b>\$1,960</b>	<b>\$19,361,863</b>	<b>21.32%</b>	<b>\$969</b>
<b>2005-06</b>									
Cañada College	\$13,755,589	4,195	\$3,279	\$8,025,133	58.34%	\$1,913	\$2,548,605	18.53%	\$608
College of San Mateo	\$31,692,633	8,669	\$3,656	\$19,075,209	60.19%	\$2,200	\$5,370,121	16.94%	\$619
Skyline College	\$22,945,013	6,887	\$3,332	\$13,556,860	59.08%	\$1,968	\$4,053,691	17.67%	\$589
Central Svcs/District Office	\$37,884,646	0	\$0	\$684,157	1.81%	\$0	\$8,810,570	23.26%	\$0
<b>Total</b>	<b>\$106,277,881</b>	<b>19,751</b>	<b>\$5,381</b>	<b>\$41,341,359</b>	<b>38.90%</b>	<b>\$2,093</b>	<b>\$20,782,987</b>	<b>19.56%</b>	<b>\$1,052</b>
<b>2006-07</b>									
Cañada College	\$15,513,098	4,255	\$3,646	\$9,052,774	58.36%	\$2,128	\$2,997,603	19.32%	\$704
College of San Mateo	\$34,805,627	8,791	\$3,959	\$21,259,480	61.08%	\$2,418	\$5,942,897	17.07%	\$676
Skyline College	\$24,344,471	6,801	\$3,580	\$14,577,180	59.88%	\$2,143	\$4,425,099	18.18%	\$651
Central Svcs/District Office	\$32,732,386	0	\$0	\$543,059	1.66%	\$0	\$9,007,902	27.52%	\$0
<b>Total</b>	<b>\$107,395,582</b>	<b>19,847</b>	<b>\$5,411</b>	<b>\$45,432,493</b>	<b>42.30%</b>	<b>\$2,289</b>	<b>\$22,373,501</b>	<b>20.83%</b>	<b>\$1,127</b>

Notes:

- Expenditures represent unrestricted general fund (Fund 1) for all activity centers
- Spreadsheet continued on next page

**San Mateo County Community College District**  
**ACTUAL SITE EXPENDITURE COMPARISON BY MAJOR ACCOUNT CODE**  
**Page 2**

EMPLOYEE BENEFITS 3000			SUPPLIES/SERVICES 4000-5000			CAPITAL OUTLAY 6000			OTHER OUTGO 7000		
AMOUNT	%	PER FTES	AMOUNT	%	PER FTES	AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
\$1,477,846	12.51%	\$417	\$849,738	7.20%	\$240	\$109,052	0.92%	\$31	\$0	0.00%	\$0
\$3,381,767	12.10%	\$390	\$1,549,140	5.54%	\$178	\$349,089	1.25%	\$40	\$893,275	3.20%	\$103
\$2,411,962	12.06%	\$370	\$1,504,845	7.52%	\$231	\$586,994	2.93%	\$90	\$297,705	1.49%	\$46
\$4,197,159	20.12%	\$0	\$5,375,003	25.77%	\$0	\$1,255,583	6.02%	\$0	\$3,399,934	16.30%	\$0
<b>\$11,468,734</b>	<b>14.23%</b>	<b>\$612</b>	<b>\$9,278,726</b>	<b>11.51%</b>	<b>\$495</b>	<b>\$2,300,718</b>	<b>2.85%</b>	<b>\$123</b>	<b>\$4,590,914</b>	<b>5.69%</b>	<b>\$245</b>
\$1,641,808	13.00%	\$416	\$621,208	4.92%	\$157	\$48,445	0.38%	\$12	\$157,888	1.25%	\$40
\$3,779,836	12.62%	\$430	\$1,591,167	5.31%	\$181	\$360,865	1.20%	\$41	\$551,621	1.84%	\$63
\$2,722,326	12.66%	\$394	\$1,359,202	6.32%	\$197	\$460,671	2.14%	\$67	\$178,703	0.83%	\$26
\$4,649,086	20.59%	\$0	\$6,028,644	26.70%	\$0	\$724,435	3.21%	\$0	\$3,685,858	16.32%	\$0
<b>\$12,793,056</b>	<b>14.76%</b>	<b>\$651</b>	<b>\$9,600,221</b>	<b>11.08%</b>	<b>\$489</b>	<b>\$1,594,416</b>	<b>1.84%</b>	<b>\$81</b>	<b>\$4,574,070</b>	<b>5.28%</b>	<b>\$233</b>
\$1,865,192	14.44%	\$455	\$554,146	4.29%	\$135	\$31,230	0.24%	\$8	\$58,365	0.45%	\$14
\$4,411,303	14.53%	\$461	\$1,193,566	3.93%	\$125	\$103,905	0.34%	\$11	\$97,427	0.32%	\$10
\$3,064,203	14.18%	\$403	\$1,200,784	5.56%	\$158	\$121,793	0.56%	\$16	\$4,904	0.02%	\$1
\$5,824,556	23.70%	\$0	\$6,920,699	28.16%	\$0	\$305,539	1.24%	\$0	\$2,650,705	10.78%	\$0
<b>\$15,165,254</b>	<b>16.95%</b>	<b>\$714</b>	<b>\$9,869,195</b>	<b>11.03%</b>	<b>\$464</b>	<b>\$562,467</b>	<b>0.63%</b>	<b>\$26</b>	<b>\$2,811,401</b>	<b>3.14%</b>	<b>\$132</b>
\$1,942,156	16.47%	\$517	\$579,130	4.91%	\$154	\$26,203	0.22%	\$7	\$55,879	0.47%	\$15
\$4,761,950	16.43%	\$496	\$1,075,809	3.71%	\$112	\$105,309	0.36%	\$11	\$382,275	1.32%	\$40
\$3,393,849	16.70%	\$476	\$836,728	4.12%	\$117	\$35,212	0.17%	\$5	\$67,572	0.33%	\$9
\$7,234,924	26.62%	\$0	\$6,894,239	25.36%	\$0	\$342,145	1.26%	\$0	\$4,311,762	15.86%	\$0
<b>\$17,332,879</b>	<b>19.63%</b>	<b>\$846</b>	<b>\$9,385,906</b>	<b>10.63%</b>	<b>\$458</b>	<b>\$508,869</b>	<b>0.58%</b>	<b>\$25</b>	<b>\$4,817,488</b>	<b>5.46%</b>	<b>\$235</b>
\$2,186,184	16.72%	\$538	\$949,290	7.26%	\$234	\$70,109	0.54%	\$17	\$26,863	0.21%	\$7
\$5,131,569	17.11%	\$574	\$1,396,104	4.65%	\$156	\$43,686	0.15%	\$5	\$167,140	0.56%	\$19
\$3,674,519	17.10%	\$527	\$925,656	4.31%	\$133	\$71,598	0.33%	\$10	\$102,326	0.48%	\$15
\$7,964,149	30.35%	\$0	\$6,693,121	25.51%	\$0	\$230,493	0.88%	\$0	\$2,653,187	10.11%	\$0
<b>\$18,956,422</b>	<b>20.88%</b>	<b>\$949</b>	<b>\$9,964,172</b>	<b>10.97%</b>	<b>\$499</b>	<b>\$415,886</b>	<b>0.46%</b>	<b>\$21</b>	<b>\$2,949,516</b>	<b>3.25%</b>	<b>\$148</b>
\$2,426,386	17.64%	\$578	\$741,963	5.39%	\$177	\$1,662	0.01%	\$0	\$11,840	0.09%	\$3
\$5,502,772	17.36%	\$635	\$1,526,260	4.82%	\$176	\$32,953	0.10%	\$4	\$185,318	0.58%	\$21
\$3,965,764	17.28%	\$576	\$1,175,846	5.12%	\$171	\$5,192	0.02%	\$1	\$187,660	0.82%	\$27
\$8,353,451	22.05%	\$0	\$6,570,316	17.34%	\$0	\$224,975	0.59%	\$0	\$13,241,177	34.95%	\$0
<b>\$20,248,373</b>	<b>19.05%</b>	<b>\$1,025</b>	<b>\$10,014,385</b>	<b>9.42%</b>	<b>\$507</b>	<b>\$264,782</b>	<b>0.25%</b>	<b>\$13</b>	<b>\$13,625,995</b>	<b>12.82%</b>	<b>\$690</b>
\$2,657,715	17.13%	\$625	\$803,287	5.18%	\$189	\$1,719	0.01%	\$0	\$51,186	0.33%	\$12
\$5,946,591	17.09%	\$676	\$1,656,659	4.76%	\$188	\$0	0.00%	\$0	\$288,699	0.83%	\$33
\$4,162,778	17.10%	\$612	\$1,153,116	4.74%	\$170	\$26,299	0.11%	\$4	\$149,225	0.61%	\$22
\$3,568,987	10.90%	\$0	\$6,917,282	21.13%	\$0	\$194,463	0.59%	\$0	\$12,500,693	38.19%	\$0
<b>\$16,336,071</b>	<b>15.21%</b>	<b>\$823</b>	<b>\$10,530,344</b>	<b>9.81%</b>	<b>\$531</b>	<b>\$222,481</b>	<b>0.21%</b>	<b>\$11</b>	<b>\$12,989,803</b>	<b>12.10%</b>	<b>\$654</b>

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for all activity centers

**San Mateo County Community College District**  
**ACTUAL EXPENDITURE COMPARISON FOR THE SMCCCD BY MAJOR BUDGET ACTIVITY**

Page 1

	TOTAL GEN'L FUND EXPENSES	FTES	INSTRUCTION & INSTRUCTIONAL SERVICES			STUDENT SERVICES		
			AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
<b>2001-2002</b>								
Cañada College	\$12,337,984	3,948	\$9,300,549	75.38%	\$2,356	\$1,824,057	14.78%	\$462
College of San Mateo	\$28,326,892	8,783	\$22,824,753	80.58%	\$2,599	\$3,564,453	12.58%	\$406
Skyline College	\$21,052,322	6,908	\$16,332,449	77.58%	\$2,364	\$2,640,226	12.54%	\$382
Central Svcs/District Office	\$20,917,912	0	\$4,492,050	21.47%	\$0	\$1,071	0.01%	\$0
<b>Total</b>	<b>\$82,635,110</b>	<b>19,639</b>	<b>\$52,949,801</b>	<b>64.08%</b>	<b>\$2,696</b>	<b>\$8,029,807</b>	<b>9.72%</b>	<b>\$409</b>
<b>2002-2003</b>								
Cañada College	\$12,568,099	4,095	\$9,462,639	75.29%	\$2,311	\$1,814,555	14.44%	\$443
College of San Mateo	\$28,608,707	9,559	\$23,215,700	81.15%	\$2,429	\$3,396,281	11.87%	\$355
Skyline College	\$21,190,072	7,585	\$16,576,214	78.23%	\$2,185	\$2,520,121	11.89%	\$332
Central Svcs/District Office	\$22,991,850	0	\$5,849,476	25.44%	\$0	\$400,752	1.74%	\$0
<b>Total</b>	<b>\$85,358,728</b>	<b>21,239</b>	<b>\$55,104,029</b>	<b>64.56%</b>	<b>\$2,594</b>	<b>\$8,131,709</b>	<b>9.53%</b>	<b>\$383</b>
<b>2003-2004</b>								
Cañada College	\$11,527,638	3,753	\$8,863,921	76.89%	\$2,362	\$1,466,925	12.73%	\$391
College of San Mateo	\$26,917,388	9,597	\$21,243,979	78.92%	\$2,214	\$3,554,627	13.21%	\$370
Skyline College	\$19,951,945	7,127	\$15,620,283	78.29%	\$2,192	\$2,289,664	11.48%	\$321
Central Svcs/District Office	\$24,932,870	0	\$6,062,452	24.32%	\$0	\$234,218	0.94%	\$0
<b>Total</b>	<b>\$83,329,841</b>	<b>20,477</b>	<b>\$51,790,635</b>	<b>62.15%</b>	<b>\$2,529</b>	<b>\$7,545,434</b>	<b>9.05%</b>	<b>\$368</b>
<b>2004-2005</b>								
Cañada College	\$12,766,997	4,061	\$9,884,468	77.42%	\$2,434	\$1,578,171	12.36%	\$389
College of San Mateo	\$28,153,518	8,942	\$22,304,783	79.23%	\$2,494	\$3,657,969	12.99%	\$409
Skyline College	\$21,141,029	6,970	\$16,707,797	79.03%	\$2,397	\$2,461,809	11.64%	\$353
Central Svcs/District Office	\$25,456,582	0	\$6,316,373	24.81%	\$0	\$332,869	1.31%	\$0
<b>Total</b>	<b>\$87,518,126</b>	<b>19,973</b>	<b>\$55,213,421</b>	<b>63.09%</b>	<b>\$2,764</b>	<b>\$8,030,818</b>	<b>9.18%</b>	<b>\$402</b>
<b>2005-2006</b>								
Cañada College	\$13,433,034	4,195	\$10,429,502	77.64%	\$2,486	\$1,732,452	12.90%	\$413
College of San Mateo	\$29,641,602	8,669	\$23,696,737	79.94%	\$2,734	\$3,653,820	12.33%	\$421
Skyline College	\$22,541,883	6,887	\$17,500,735	77.64%	\$2,541	\$2,710,112	12.02%	\$394
Central Svcs/District Office	\$29,071,627	0	\$6,420,495	22.09%	\$0	\$138,270	0.48%	\$0
<b>Total</b>	<b>\$94,688,147</b>	<b>19,751</b>	<b>\$58,047,469</b>	<b>61.30%</b>	<b>\$2,939</b>	<b>\$8,234,654</b>	<b>8.70%</b>	<b>\$417</b>
<b>2006-2007</b>								
Cañada College	\$15,188,197	4,255	\$11,678,314	76.89%	\$2,745	\$2,005,024	13.20%	\$471
College of San Mateo	\$32,849,639	8,791	\$26,222,370	79.83%	\$2,983	\$4,035,319	12.28%	\$459
Skyline College	\$24,083,289	6,801	\$18,875,389	78.38%	\$2,775	\$2,828,514	11.74%	\$416
Central Svcs/District Office	\$31,405,893	0	\$10,113,333	32.20%	\$0	\$91,401	0.29%	\$0
<b>Total</b>	<b>\$103,527,018</b>	<b>19,847</b>	<b>\$66,889,406</b>	<b>64.61%</b>	<b>\$3,370</b>	<b>\$8,960,258</b>	<b>8.65%</b>	<b>\$451</b>

Notes:

- Expenditures represent unrestricted general fund (Fund 1) for activity centers 0100 through 6700 only.
- Instruction/Instructional Services includes activity centers 0100 through 6100
- Student Services includes activity centers 6200 through 6400
- Plant Operations includes activity center 6500
- Institutional Support includes activity centers 6600 through 6700
- Totals do **not** include Ancillary Services in activity centers 6800 through 7000

**San Mateo County Community College District**  
**ACTUAL EXPENDITURE COMPARISON FOR THE SMCCCD BY MAJOR BUDGET ACTIVITY**

Page 2

	TOTAL GEN'L FUND EXPENSES	FTES	PLANT OPERATIONS			INSTITUTIONAL SUPPORT		
			AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
<b>2001-2002</b>								
Cañada College	\$12,337,984	3,948	\$3,882	0.03%	\$1	\$1,209,496	9.80%	\$306
College of San Mateo	\$28,326,892	8,783	\$50,182	0.18%	\$6	\$1,887,504	6.66%	\$215
Skyline College	\$21,052,322	6,908	\$63,849	0.30%	\$9	\$2,015,798	9.58%	\$292
Central Svcs/District Office	\$20,917,912	0	\$7,421,023	35.48%	\$0	\$9,003,768	43.04%	\$0
<b>Total</b>	<b>\$82,635,110</b>	<b>19,639</b>	<b>\$7,538,936</b>	<b>9.12%</b>	<b>\$384</b>	<b>\$14,116,566</b>	<b>17.08%</b>	<b>\$719</b>
<b>2002-2003</b>								
Cañada College	\$12,568,099	4,095	\$14,410	0.11%	\$4	\$1,276,495	10.16%	\$312
College of San Mateo	\$28,608,707	9,559	\$91,980	0.32%	\$10	\$1,904,746	6.66%	\$199
Skyline College	\$21,190,072	7,585	\$92,136	0.43%	\$12	\$2,001,601	9.45%	\$264
Central Svcs/District Office	\$22,991,850	0	\$7,622,870	33.15%	\$0	\$9,118,752	39.66%	\$0
<b>Total</b>	<b>\$85,358,728</b>	<b>21,239</b>	<b>\$7,821,396</b>	<b>9.16%</b>	<b>\$368</b>	<b>\$14,301,594</b>	<b>16.75%</b>	<b>\$673</b>
<b>2003-2004</b>								
Cañada College	\$11,527,638	3,753	\$22,774	0.20%	\$6	\$1,174,018	10.18%	\$313
College of San Mateo	\$26,917,388	9,597	\$25,548	0.09%	\$3	\$2,093,234	7.78%	\$218
Skyline College	\$19,951,945	7,127	\$34,393	0.17%	\$5	\$2,007,605	10.06%	\$282
Central Svcs/District Office	\$24,932,870	0	\$8,099,486	32.49%	\$0	\$10,536,714	42.26%	\$0
<b>Total</b>	<b>\$83,329,841</b>	<b>20,477</b>	<b>\$8,182,201</b>	<b>9.82%</b>	<b>\$400</b>	<b>\$15,811,571</b>	<b>18.97%</b>	<b>\$772</b>
<b>2004-2005</b>								
Cañada College	\$12,766,997	4,061	\$26,358	0.21%	\$6	\$1,277,999	10.01%	\$315
College of San Mateo	\$28,153,518	8,942	\$52,632	0.19%	\$6	\$2,138,134	7.59%	\$239
Skyline College	\$21,141,029	6,970	\$30,015	0.14%	\$4	\$1,941,408	9.18%	\$279
Central Svcs/District Office	\$25,456,582	0	\$8,298,369	32.60%	\$0	\$10,508,972	41.28%	\$0
<b>Total</b>	<b>\$87,518,126</b>	<b>19,973</b>	<b>\$8,407,373</b>	<b>9.61%</b>	<b>\$421</b>	<b>\$15,866,514</b>	<b>18.13%</b>	<b>\$794</b>
<b>2005-2006</b>								
Cañada College	\$13,433,034	4,195	\$18,700	0.14%	\$4	\$1,252,381	9.32%	\$299
College of San Mateo	\$29,641,602	8,669	\$67,045	0.23%	\$8	\$2,224,001	7.50%	\$257
Skyline College	\$22,541,883	6,887	\$39,579	0.18%	\$6	\$2,291,457	10.17%	\$333
Central Svcs/District Office	\$29,071,627	0	\$9,178,140	31.57%	\$0	\$13,334,722	45.87%	\$0
<b>Total</b>	<b>\$94,688,147</b>	<b>19,751</b>	<b>\$9,303,463</b>	<b>9.83%</b>	<b>\$471</b>	<b>\$19,102,561</b>	<b>20.17%</b>	<b>\$967</b>
<b>2006-2007</b>								
Cañada College	\$15,188,197	4,255	\$24,767	0.16%	\$6	\$1,480,092	9.75%	\$348
College of San Mateo	\$32,849,639	8,791	\$102,174	0.31%	\$12	\$2,489,776	7.58%	\$283
Skyline College	\$24,083,289	6,801	\$69,199	0.29%	\$10	\$2,310,187	9.59%	\$340
Central Svcs/District Office	\$31,405,893	0	\$9,271,854	29.52%	\$0	\$11,929,305	37.98%	\$0
<b>Total</b>	<b>\$103,527,018</b>	<b>19,847</b>	<b>\$9,467,994</b>	<b>9.15%</b>	<b>\$477</b>	<b>\$18,209,360</b>	<b>17.59%</b>	<b>\$917</b>

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for activity centers 0100 through 6700 only.
2. Instruction/Instructional Services includes activity centers 0100 through 6100
3. Student Services includes activity centers 6200 through 6400
4. Plant Operations includes activity center 6500
5. Institutional Support includes activity centers 6600 through 6700
6. Totals do **not** include Ancillary Services in activity centers 6800 through 7000

**San Mateo County Community College District**

**ACTUAL EXPENDITURE COMPARISON OF ACADEMIC SALARIES--ACCOUNT CODE 1000**

Page 1

	TOTAL GEN'L FUND EXPENSES 1000X only	REGULAR TEACHING SALARIES		HOURLY TEACHING SALARIES		REGULAR NON TEACHING SALARIES	
		AMOUNT	%	AMOUNT	%	AMOUNT	%
<b>2000-2001</b>							
Cañada College	\$7,181,138	\$3,169,536	44.14%	\$2,262,946	31.51%	\$647,262	9.01%
College of San Mateo	\$16,860,442	\$7,638,107	45.30%	\$5,031,408	29.84%	\$2,374,979	14.09%
Skyline College	\$11,770,621	\$5,822,017	49.46%	\$3,169,580	26.93%	\$1,239,044	10.53%
Central Svcs/District Office	\$971,334	\$0	0.00%	\$0	0.00%	\$543,410	55.94%
<b>Total</b>	<b>\$36,783,535</b>	<b>\$16,629,660</b>	<b>45.21%</b>	<b>\$10,463,934</b>	<b>28.45%</b>	<b>\$4,804,695</b>	<b>13.06%</b>
<b>2001-2002</b>							
Cañada College	\$7,853,008	\$3,232,830	41.17%	\$2,634,411	33.55%	\$747,935	9.52%
College of San Mateo	\$18,156,582	\$8,334,112	45.90%	\$5,405,488	29.77%	\$2,452,138	13.51%
Skyline College	\$12,639,227	\$6,009,572	47.55%	\$3,662,685	28.98%	\$1,307,260	10.34%
Central Svcs/District Office	\$515,389	\$0	0.00%	\$0	0.00%	\$61,896	12.01%
<b>Total</b>	<b>\$39,164,206</b>	<b>\$17,576,514</b>	<b>44.88%</b>	<b>\$11,702,584</b>	<b>29.88%</b>	<b>\$4,569,229</b>	<b>11.67%</b>
<b>2002-2003</b>							
Cañada College	\$7,938,949	\$3,467,519	43.68%	\$2,615,205	32.94%	\$805,999	10.15%
College of San Mateo	\$18,624,825	\$8,518,979	45.74%	\$5,604,672	30.09%	\$2,409,304	12.94%
Skyline College	\$12,985,437	\$6,069,969	46.74%	\$4,062,460	31.28%	\$1,257,087	9.68%
Central Svcs/District Office	\$1,061,515	\$0	0.00%	\$391,050	36.84%	\$211,944	19.97%
<b>Total</b>	<b>\$40,610,726</b>	<b>\$18,056,467</b>	<b>44.46%</b>	<b>\$12,673,387</b>	<b>31.21%</b>	<b>\$4,684,334</b>	<b>11.53%</b>
<b>2003-2004</b>							
Cañada College	\$7,098,066	\$3,144,684	44.30%	\$2,302,158	32.43%	\$760,360	10.71%
College of San Mateo	\$17,502,322	\$8,577,689	49.01%	\$5,012,198	28.64%	\$1,823,505	10.42%
Skyline College	\$12,208,468	\$6,112,291	50.07%	\$3,334,618	27.31%	\$1,119,031	9.17%
Central Svcs/District Office	\$628,339	\$0	0.00%	\$112,740	17.94%	\$130,975	20.84%
<b>Total</b>	<b>\$37,437,195</b>	<b>\$17,834,664</b>	<b>47.64%</b>	<b>\$10,761,714</b>	<b>28.75%</b>	<b>\$3,833,871</b>	<b>10.24%</b>
<b>2004-2005</b>							
Cañada College	\$7,522,047	\$3,276,153	43.55%	\$2,656,401	35.31%	\$546,918	7.27%
College of San Mateo	\$18,130,378	\$8,676,777	47.86%	\$5,535,593	30.53%	\$1,864,834	10.29%
Skyline College	\$12,940,296	\$6,088,589	47.05%	\$3,795,455	29.33%	\$1,288,737	9.96%
Central Svcs/District Office	\$556,323	\$0	0.00%	\$0	0.00%	\$130,512	23.46%
<b>Total</b>	<b>\$39,149,044</b>	<b>\$18,041,520</b>	<b>46.08%</b>	<b>\$11,987,449</b>	<b>30.62%</b>	<b>\$3,831,002</b>	<b>9.79%</b>
<b>2005-2006</b>							
Cañada College	\$8,025,133	\$3,505,905	43.69%	\$2,853,363	35.56%	\$542,219	6.76%
College of San Mateo	\$19,075,209	\$9,146,227	47.95%	\$5,821,588	30.52%	\$1,867,996	9.79%
Skyline College	\$13,556,860	\$6,550,140	48.32%	\$3,977,735	29.34%	\$1,312,030	9.68%
Central Svcs/District Office	\$684,157	\$0	0.00%	\$0	0.00%	\$184,560	26.98%
<b>Total</b>	<b>\$41,341,359</b>	<b>\$19,202,272</b>	<b>46.45%</b>	<b>\$12,652,686</b>	<b>30.61%</b>	<b>\$3,906,806</b>	<b>9.45%</b>
<b>2006-2007</b>							
Cañada College	\$9,052,775	\$3,440,689	38.01%	\$3,695,489	40.82%	\$650,099	7.18%
College of San Mateo	\$21,259,480	\$9,336,418	43.92%	\$7,163,376	33.69%	\$2,414,805	11.36%
Skyline College	\$14,577,179	\$6,361,816	43.64%	\$5,016,930	34.42%	\$1,370,191	9.40%
Central Svcs/District Office	\$490,047	\$0	0.00%	\$186	0.04%	\$90,637	18.50%
<b>Total</b>	<b>\$45,379,481</b>	<b>\$19,138,923</b>	<b>42.18%</b>	<b>\$15,875,981</b>	<b>34.98%</b>	<b>\$4,525,732</b>	<b>9.97%</b>

Notes:

1. Regular Non Teaching Salaries includes counselors, Librarians, Psychologists, Nurses, Coordinators, and other reassigned time
2. Expenditures represent certificated salary expenses in the unrestricted general fund (Fund 1) for all activity centers

**San Mateo County Community College District**

**ACTUAL EXPENDITURE COMPARISON OF ACADEMIC SALARIES--ACCOUNT CODE 1000**

Page 2

	TOTAL GEN'L FUND EXPENSES 1000X only	HOURLY NON TEACHING SALARIES		ACADEMIC ADMINISTRATIVE SALARIES		ACADEMIC SUPERVISORY SALARIES	
		AMOUNT	%	AMOUNT	%	AMOUNT	%
<b>2000-2001</b>							
Cañada College	\$7,181,138	\$141,102	1.96%	\$693,578	9.66%	\$266,714	3.71%
College of San Mateo	\$16,860,442	\$419,276	2.49%	\$1,161,731	6.89%	\$234,939	1.39%
Skyline College	\$11,770,621	\$487,859	4.14%	\$901,089	7.66%	\$151,032	1.28%
Central Svcs/District Office	\$971,334	\$70,628	7.27%	\$357,298	36.78%	\$0	0.00%
<b>Total</b>	<b>\$36,783,535</b>	<b>\$1,118,865</b>	<b>3.04%</b>	<b>\$3,113,696</b>	<b>8.46%</b>	<b>\$652,685</b>	<b>1.77%</b>
<b>2001-2002</b>							
Cañada College	\$7,853,008	\$92,711	1.18%	\$842,565	10.73%	\$302,556	3.85%
College of San Mateo	\$18,156,582	\$532,656	2.93%	\$1,219,820	6.72%	\$212,368	1.17%
Skyline College	\$12,639,227	\$530,632	4.20%	\$963,653	7.62%	\$165,426	1.31%
Central Svcs/District Office	\$515,389	\$106,633	20.69%	\$346,859	67.30%	\$0	0.00%
<b>Total</b>	<b>\$39,164,206</b>	<b>\$1,262,632</b>	<b>3.22%</b>	<b>\$3,372,897</b>	<b>8.61%</b>	<b>\$680,350</b>	<b>1.74%</b>
<b>2002-2003</b>							
Cañada College	\$7,938,949	\$91,244	1.15%	\$740,766	9.33%	\$218,216	2.75%
College of San Mateo	\$18,624,825	\$516,423	2.77%	\$1,337,925	7.18%	\$237,522	1.28%
Skyline College	\$12,985,437	\$442,875	3.41%	\$978,686	7.54%	\$174,360	1.34%
Central Svcs/District Office	\$1,061,515	\$155,679	14.67%	\$302,842	28.53%	\$0	0.00%
<b>Total</b>	<b>\$40,610,726</b>	<b>\$1,206,221</b>	<b>2.97%</b>	<b>\$3,360,219</b>	<b>8.27%</b>	<b>\$630,098</b>	<b>1.55%</b>
<b>2003-2004</b>							
Cañada College	\$7,098,066	\$107,055	1.51%	\$638,217	8.99%	\$145,592	2.05%
College of San Mateo	\$17,502,322	\$383,720	2.19%	\$1,458,659	8.33%	\$246,551	1.41%
Skyline College	\$12,208,468	\$408,556	3.35%	\$1,039,982	8.52%	\$193,990	1.59%
Central Svcs/District Office	\$628,339	\$69,631	11.08%	\$314,993	50.13%	\$0	0.00%
<b>Total</b>	<b>\$37,437,195</b>	<b>\$968,962</b>	<b>2.59%</b>	<b>\$3,451,851</b>	<b>9.22%</b>	<b>\$586,133</b>	<b>1.57%</b>
<b>2004-2005</b>							
Cañada College	\$7,522,047	\$135,800	1.81%	\$860,529	11.44%	\$46,245	0.61%
College of San Mateo	\$18,130,378	\$380,334	2.10%	\$1,411,863	7.79%	\$260,976	7.79%
Skyline College	\$12,940,296	\$474,803	3.67%	\$1,094,725	8.46%	\$197,987	1.53%
Central Svcs/District Office	\$556,323	\$24,801	4.46%	\$401,010	72.08%	\$0	0.00%
<b>Total</b>	<b>\$39,149,044</b>	<b>\$1,015,739</b>	<b>2.59%</b>	<b>\$3,768,127</b>	<b>9.63%</b>	<b>\$505,209</b>	<b>1.29%</b>
<b>2005-2006</b>							
Cañada College	\$8,025,133	\$203,198	2.53%	\$910,945	11.35%	\$9,502	0.12%
College of San Mateo	\$19,075,209	\$418,873	2.20%	\$1,546,789	8.11%	\$273,736	8.11%
Skyline College	\$13,556,860	\$508,931	3.75%	\$1,019,490	7.52%	\$188,533	1.39%
Central Svcs/District Office	\$684,157	\$6,460	0.94%	\$493,137	72.08%	\$0	0.00%
<b>Total</b>	<b>\$41,341,359</b>	<b>\$1,137,462</b>	<b>2.75%</b>	<b>\$3,970,361</b>	<b>9.60%</b>	<b>\$471,771</b>	<b>1.14%</b>
<b>2006-2007</b>							
Cañada College	\$9,052,775	\$228,981	2.53%	\$988,140	10.92%	\$49,377	0.55%
College of San Mateo	\$21,259,480	\$469,672	2.21%	\$1,583,476	7.45%	\$291,733	1.37%
Skyline College	\$14,577,179	\$509,909	3.50%	\$1,079,613	7.41%	\$238,720	1.64%
Central Svcs/District Office	\$490,047	\$23,116	4.72%	\$376,108	76.75%	\$0	0.00%
<b>Total</b>	<b>\$45,379,481</b>	<b>\$1,231,678</b>	<b>2.71%</b>	<b>\$4,027,337</b>	<b>8.87%</b>	<b>\$579,830</b>	<b>1.28%</b>

Notes:

1. Regular Non Teaching Salaries includes counselors, Librarians, Psychologists, Nurses, Coordinators, and other reassigned time
2. Expenditures represent certificated salary expenses in the unrestricted general fund (Fund 1) for all activity centers



**BOARD REPORT NO. 08-2-105B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Rick Bennett, Executive Director Construction Planning, 358-6852

**ADOPTION OF RESOLUTION NO. 08-2 OF THE SAN MATEO COUNTY COMMUNITY  
COLLEGE DISTRICT AUTHORIZING USE OF DESIGN-BUILD PROJECT DELIVERY  
METHOD - CAÑADA COLLEGE GATEWAYS PROJECT**

Education Code §81700 (Assembly Bill 1000) requires that the Board adopt a resolution authorizing use of the Design-Build project delivery method prior to completing the State-sanctioned prequalification process and issuing Requests for Proposals to prequalified Design-Build entities for projects.

In November 2006 (Board Report No. 06-11-101B), the Board passed Resolution 06-19, authorizing the use of the Design-Build delivery method for projects at the College of San Mateo and Skyline College. At that time, AB 1000 authorized selected community college districts to utilize Design-Build construction methods for projects exceeding \$10 million. On July 3, 2007, Senate Bill 614 revised the funding level for which the Design-Build delivery method could be utilized, and reduced the amount from \$10 million to \$2 million. This change in funding level amount allows the San Mateo County Community College District to consider the use of the Design-Build delivery method for a wider range of projects. Resolution 08-2 authorizes the District to use the Design-Build delivery method for the Cañada College Gateways, Circulation and Parking Project.

**Project Scope** - The intent of this project is to enhance the exterior environment at Cañada College and make the whole campus experience an integral part of attaining this goal. The project hopes to give the campus a park-like quality, with a strikingly beautiful and impressive appearance while requiring minimal maintenance. This project will create a cohesive identity throughout the campus. By addressing key exterior elements, the campus environment will be enhanced, taking full advantage of the many natural assets which already exist. This project will provide safe, comfortable and clear areas for students and faculty to navigate and relax.

**Project Status** - In January 2007 (Board Report No. 07-1-102B), the Board authorized execution of a contract with David Gates & Associates to prepare construction drawings for this project. The construction drawings were completed and approved by the Division of the State Architect on February 5, 2008. The District plans to engage a Design-Build Entity (DBE) to complete this project in order to seek innovative ways to schedule the work activities with the ultimate goal of reducing costs, so that the project can be completed in a cost-effective manner. Further, the District is seeking value engineering opportunities from the DBE's that will decrease the overall project cost without sacrificing quality.

**Request for Qualifications** - The District plans to issue a Supplemental Request for Qualifications (RFQ) to contractors that are already on the District's general prequalification list. This RFQ will request additional information that will allow the District to select up to five Design-Build teams, who will prepare proposals for this project. Criteria for eligibility will include financial strength, safety record, litigation history, team experience and dynamics, experience with projects of this type, proposed approach for the project, and understanding of the College's vision for the campus.

**RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 08-2, authorizing use of the Design-Build delivery method for the Cañada College Gateways, Circulation and Parking Project.

**RESOLUTION NO. 08-2**

**BY THE GOVERNING BOARD OF  
THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**STATE OF CALIFORNIA**

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**RESOLUTION AUTHORIZING THE UTILIZATION OF DESIGN-BUILD DELIVERY**

WHEREAS, Education Code §81700 authorizes community college districts, including San Mateo County Community College District, to use the Design-Build construction method on projects costing in excess of \$2 million; and

WHEREAS, San Mateo County Community College District conducted an evaluation of the traditional Design-Bid-Build delivery method for the Cañada College Gateways, Circulation and Parking Project; and

WHEREAS, the Governing Board of the San Mateo County Community College District finds that use of the Design-Build delivery method for the facilities described above for Cañada College will either (1) reduce comparable costs of the projects, or (2) expedite completion of the projects, or (3) provide features unavailable through the traditional Design-Bid-Build process;

NOW, THEREFORE, BE IT RESOLVED that the San Mateo County Community College District Board of Trustees authorizes utilization of the Design-Build construction delivery method, as provided for under Education Code §81700, for Cañada College Gateways, Circulation and Parking Project.

REGULARLY PASSED AND ADOPTED this 27<sup>th</sup> day of February 2008.

Ayes:

Noes:

Attest:

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Karen Schwarz, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 08-2-106B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Rick Bennett, Executive Director Construction Planning, 358-6752

**APPROVAL OF CONSTRUCTION CONSULTANTS**

During the course of each year, the District retains various construction-consulting services, including engineers, architects and other specialists. The professional services required by the District in its Capital Improvement Program are temporary or specialized in nature and District employees do not provide such expertise. Services provided include architectural, engineering, master scheduling, program information and project controls, building commissioning, construction testing and inspection, environmental, documentation for construction planning, as required by the State Chancellor's office, and construction-related legal services.

Listed below are eighteen construction consultants from the pre-qualified pool that the District expects to have under contract within the next six months in support of the planning and construction efforts.

<b>Firm</b>	<b>Board Approval Requested</b>	<b>Activity/Projects</b>
Alternative Delivery Solutions LLC	\$20,000.00	Consulting Services for Design-Build Contract
Beverly Prior Architects	\$50,000.00	Architectural Services for Building 2/4 College of San Mateo
Carrier Johnson	\$200,000.00	Architectural Services for Building 9 College of San Mateo
Crosby Group	\$75,000.00	Structural Engineering Consultation
Cumming Corporation	\$50,000.00	Cost Estimating Services for CIP2 Projects
Danny Tanaka	\$100,000.00	Project Management Services for Building 2/4, Building 14/16, & Building 9 College of San Mateo
Dovetail Decisions Consultants, Inc.	\$250,000.00	Furniture, Fixtures, & Equipment Consulting Services for CIP2 Projects
Gates and Associates	\$30,000.00	Landscape Architectural Services for Gateways Project at Cañada College

Glenn Claycomb	\$210,000.00	Project Management Services for Design-Build Project at Skyline College
Jeffrey Trust	\$75,000.00	Creation of Computer Aided Design (CAD) electronic database and Districtwide Emergency Service Mapping
Kleinfelder, Inc.	\$50,000.00	Environmental / Hazardous Assessment for CIP2 Projects
Merle Cannon	\$20,000.00	Consulting and Strategic Planning for Facilities Capital Outlay
MVE Institutional, Inc.	\$90,000.00	Planning for Building 1/8 (a State Capital Outlay Project) at College of San Mateo
Ninyo & Moore	\$75,000.00	Environmental / Geotechnical Assessment Districtwide
Noll & Tam Architects	\$2,500,000.00	Architectural Services for Building 16/18 at Cañada College, Demolition of Seismic Hazardous Buildings at College of San Mateo and Building 1 at Skyline College
Parsons Commercial Technology Group Inc.	\$500,000.00	Design Management Consulting and Program Level Information Controls
Smith – Emery Company	\$400,000.00	Special Inspection and Testing Services for the Facilities Maintenance Centers at Cañada College and Skyline College
Treadwell & Rollo, Inc.	\$65,000.00	Environmental / Geotechnical Assessment for CIP2 Projects

Funding sources for construction consultant services include general obligation bond funds, State scheduled maintenance funds, State hazardous materials program funds, State funds approved for capital outlay projects, and a small portion of District funds.

## RECOMMENDATION

The District recommends that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$4,760,000.00.

**BOARD REPORT NO. 08-2-107B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Rick Bennett and Linda da Silva, Executive Directors, Construction Planning  
358-6752 and 358-6726

**APPROVAL OF CONTRACT AWARD FOR  
SKYLINE COLLEGE CIP2 DESIGN-BUILD PROJECT**

On January 9, 2008, the Board was presented a status report (Board Report 07-11-4C) on the Skyline College CIP2 Design-Build project. This project includes the construction of Building 4N (Cosmetology, Administration, Fitness, and General Lecture Classrooms), Building 11N (Automotive Transmission Facility), and the campus exterior. Hensel Phelps Construction Company was the only firm that submitted a proposal to the District for this project. The following report summarizes the evaluation of Hensel Phelps' proposal and recommends that the Board authorize the Executive Vice Chancellor to execute a Design-Build contract with Hensel Phelps Construction Company.

**PROPOSAL EVALUATION**

Skyline College administration, faculty, staff and students, as well as District staff and Swinerton Management & Consulting have reviewed Hensel Phelps' proposal to determine if it meets the requirements set forth in the Request for Proposal (RFP). The consensus of the reviewers is that the proposal is responsive to the RFP, although as mentioned in the Board Report of January 9, 2008, the District needed to work closely with Hensel Phelps Construction toward scope and budget alignment. The following summarizes the reviewers' assessment of the eight Evaluation Factors, which were described in the RFP. A description of the criteria by which each of these eight Evaluation Factors was assessed is attached for reference.

**1. Price** – Prior to issuance of the RFP, District staff received conceptual cost estimates from the bridging architects' cost consultant. Following receipt of McCarthy's proposal, both Swinerton Management & Consulting and Cumming LLC (the District's cost consultant) evaluated Hensel Phelps' proposal. The pricing is in line with industry averages for construction within the San Francisco Bay Area.

**2. Technical Expertise** – Hensel Phelps proposed an experienced team of construction managers, architects, subcontractors, and specialty consultants to design and construct this project. Throughout the proposal preparation period, the team demonstrated their ability to respond quickly, in an innovative manner, to the feedback provided during confidential meetings. Their technical expertise has also been demonstrated by the educational facilities that they have constructed throughout the United States and locally by their successful completion of Skyline's Student Support and Community Services Building 6 and the Science Annex, Building 7A.

**3. Life Cycle Costs** – Hensel Phelps' proposal satisfies the program requirement of facilities whose sustainable design results in low life cycle costs over a twenty-five year period. The proposal includes LEED (Leadership in Energy and Environmental Design) certification for Building 4N, including energy efficiency 25% greater than required by Title 24.

**4. Skilled Labor Force** – Hensel Phelps’ proposal meets the requirement to ensure a skilled labor force on this project. This project is subject to the requirements of the District’s Program Stabilization Agreement. In addition, the proposal describes how Hensel Phelps will meet the Board of Trustees’ goals to maximize opportunities for local, small and emerging businesses, engage the local workforce and students enrolled in the skilled trades preparation (pre-apprenticeship) program.

**5. Acceptable Safety Record** – Hensel Phelps’ safety record speaks for itself. They are one of only a few California contractors who have been awarded leadership status in CAL/OSHA’s Golden State Program. In addition, they were awarded an Associated General Contractors of California First Place Safety Award.

Hensel Phelps also described the duties of their Safety Director, who will coordinate education and training, maintain safety, and will maintain records and reporting requirements. The information submitted demonstrates that Hensel Phelps is committed to providing a safe campus environment during the construction period for Skyline students and faculty, along with construction workers.

**6. Architectural Aesthetics and Design Innovation** - The proposed architectural design has resonated reasonably well within the campus community. Many survey participants included comments that will be addressed during the next phase of design. The design solution showed a high level of responsiveness to the 2006 Master Plan, the Request for Proposal, and respects the existing architectural vernacular.

**7. Project Management Plan** – The proposal presented detailed information outlining how Hensel Phelps plans to manage the project. The information included a preliminary schedule, a design review decision matrix, a preliminary construction logistics plan, as well as a detailed staffing plan. These documents provide a roadmap for what will occur over the next several years, allowing College administration, District staff and Swinerton Management & Consulting to coordinate design and construction activities with College operations and other capital projects.

**8. Program Requirements** – Hensel Phelps’ proposal meets the space program requirements as outlined in the RFP. The proposed space layout and floor plans achieve the required space arrays and adjacencies for the academic and auxiliary programs within Buildings 4N and 11N.

Hensel Phelps also provided the following information as requested:

- Verification that they have reviewed and will comply with SMCCCD design standards
- A list of major equipment and material suppliers
- An outline of construction specifications

### **PROPOSAL SCORE**

Based on the Proposal Evaluation information cited above, the following is a score of Hensel Phelps’ proposal.

Evaluation Factor	Maximum Possible Score	Proposal Score
1. Price	20 points	17 points
2. Technical Expertise	10 points	10 points
3. Life Cycle Costs over 25 Years	10 points	10 points
4. Skilled Labor Force Availability	10 points	10 points
5. Acceptable Safety Record	10 points	10 points
6. Architectural Aesthetics and Design Innovation	10 points	9 points
7. Project Management Plan	15 points	14 points
8. Program Requirements	<u>15 points</u>	<u>14 points</u>
TOTAL (Maximum)	100 points	94 points

**STIPEND**

The California Community Colleges Design-Build Guidelines strongly suggest that a stipend be paid to the team(s) not awarded the Design-Build contract in recognition of the significant effort involved in the development of a proposal. Because Hunt Construction Group and Sundt, Inc. did not submit proposals, they are not entitled to the \$70,000 stipends established in the RFP.

**FUNDING**

This project will be funded by Measure A general obligation bonds. The cost proposal provided by Hensel Phelps offered a myriad of line items which added up to \$77 million. This amount exceeds the project budget. Over the last two months, Skyline administration, District staff and Hensel Phelps worked collaboratively to identify priority items and value engineer remaining items in order to align program and budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract for the Skyline College CIP2 Design-Build project in an amount not to exceed \$65,000,000.

**BOARD REPORT NO. 08-2-108B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations, 358-6836

**APPROVAL TO EXECUTE AN AGREEMENT WITH  
MANAGEMENT & POLICE CONSULTING, LLC  
FOR ORGANIZATIONAL ASSESSMENT OF SECURITY OPERATIONS – DISTRICTWIDE**

In the aftermath of the Columbine and Virginia Tech incidents, as well as the recent Northern Illinois University shootings, District staff is working vigorously and collaboratively with the three Colleges in order to streamline its security operations and maximize its limited resources. Informal research and interviews conducted by the Vice Chancellor of Facilities and Vice Chancellor of Human Resources with College Administration and College security staffs reveal that there are inefficiencies in terms of human and fiscal resources as well as effective security practices.

Currently, the three Colleges have security operations that are autonomous entities and operate independently from each other. Inefficiencies found during these informal assessments revealed a lack of organizational support and operating procedures in areas such as parking enforcement, emergency preparedness, public safety training, customer service, and first responder. The three Colleges also have inconsistent hours of operations which, in some cases, leave certain campuses with a lack of adequate security coverage.

The District has recently begun to upgrade its public safety posture by the introduction of a sophisticated Access Controls and Monitoring System (ACAMS) to include video. This ACAMS system is currently deployed at Cañada College Buildings 2, 9, and 22; College of San Mateo Buildings 9, 18, 33, 35 and 36; Skyline College Buildings 3, 6, 7A, and 8; and the District Administration Office. The introduction of ACAMS has already proven to provide a level of asset security, personal safety, and slight reduction in security and facilities operating cost. New technologies also bring in new operating and training requirements. It is the intent of the District to use technology as well as to streamline its current decentralized security operations that could provide fiscal and human resources efficiencies and economies of scale.

The District proposes to engage Management & Police Consulting (MPC), LLC to provide an overall Organizational Security Assessment of the Colleges' security operations in order to ensure that a cohesive and streamlined organization is developed as well as ensure that all resources are maximized. MPC proposes to:

- Conduct an organizational assessment of the existing security organization
- Analyze all existing policies and procedures, emergency plans, existing facilities and resource capabilities for the District
- Conduct an assessment of use of force options



- Analyze communications and dispatch functions
- Analyze job descriptions
- Examine parking and citation procedures
- Analyze inter-campus operability of security staff
- Conduct a security assessment of the physical plant in terms of emergency response protocols as they relate to cooperation with local law enforcement, fire and emergency medical first responders
- Conduct in-depth interviews of College Administration and security staff regarding current and proposed public safety models
- Conduct an in depth review of current training practices, work environment, and related security purchases
- Analyze training and potential cross training of all campus security staffs
- Research “Best Practices” in relation to issues identified

MPC will produce a comprehensive report that will assist the District and College leadership in its decision-making process to achieve its stated goal of using technology and its limited resources effectively and efficiently in order to provide for a safe and secure campus.

## **RECOMMENDATION**

It is recommended that the Board of Trustees approve execution by the District of an agreement with Management & Police Consulting, LLC for Districtwide organizational assessment of the Colleges' security operations in the amount not to exceed \$104,500.00.

**DISCUSSION OF ACCREDITATION REPORTS**

There is no printed report for this agenda item.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
PROPOSED 2008 GOALS**

**Integration of Planning, Budget and Resource Allocation:** In order to develop a shared vision of the future that faculty, staff, students and community understand and support, the District, through its shared governance processes, has been working to develop an integrated strategic planning model. This model incorporates and builds upon five elements: the College Educational Master Plans; the Facilities Master Plan; a coordinated institutional research component; a comprehensive program review process; and an annual budget that is based upon the other four elements.

Many elements required for the integrated strategic planning system are already in place; however, they are not completely standardized within the District nor appropriately linked. The Vice Chancellor for Educational Services and Planning has taken responsibility for developing an organizational infrastructure that will produce the integrated strategic planning system for the District.

Specific goals for 2008 include:

***Education and Planning Goals***

1. Immediately address recommendations of the Accreditation Commission for Cañada College and College of San Mateo; present a progress report to the Board in May, 2008; and prepare final response for submittal in late August/early September, 2008.
2. The Strategic Planning process was discussed by the Board in April, 2007. The 2008 goal is to complete the District's Strategic Plan in the spring and begin implementation in the fall, with careful attention to integration of this plan with current College planning efforts, in order to assure concurrence with a Districtwide vision.
3. Analyze the results of the community needs assessment and the survey of high school students. Using these results, the Colleges will undertake an analysis of current course and program offerings and modify these offerings and delivery methods as deemed appropriate.
4. Continue efforts to improve high school to college transition and success (e.g., CalPASS, Summer Bridge Academy, Jump Start, Hermanos, concurrent enrollment, etc.) and expand the number of concurrent enrollment classes on high school campuses. The District and the Colleges will develop a comprehensive plan for concurrent enrollment with clearly defined targets and measurable performance outcomes.
5. Upon completion and adoption of the District's distance education plan (scheduled for the spring), the District will begin implementation of the plan with annual review of goals and targets established by the Colleges in response to the plan.
6. Expand the Skilled Trades Prep program by offering the program at Peninsula High School as a concurrent enrollment opportunity no later than fall 2008. Develop an articulation agreement with the San Mateo Adult School to foster the movement of students from the San Mateo Adult School program to the CSM program no later than May 2008. Develop and execute a marketing plan and related recruiting strategies for San Mateo County high schools immediately, with the goal of developing a thirty student cohort for fall 2008 semester. Expand course offerings to include the CSM campus in the fall 2008 semester.

7. Complete the implementation of the automated degree audit system to improve student access to information and provide tools, in addition to counseling services, that will allow students to be informed of progress made on their chosen program and able to plan the next steps towards their final goal.
8. Complete the agreed-upon research agenda and further refine the structure of research support in order to assure that both District and College research goals are coordinated and adequately address the needs of the Board, administration and faculty.
9. Implement the action plan which responds to Board directives received at 2007 study sessions concerning counseling. The goal is to identify and implement strategies to ensure efficiency, consistency and relevance in student counseling.
10. Work with the District Academic Senate to effect the remaining standardization of graduation requirements across the District.
11. Develop an equivalence matrix of all courses offered at all three Colleges to be effective in spring 2009 and included in the 2009-10 catalogs.
12. Continue work to ensure the ongoing viability of the University Center at Cañada College, including pursuing opportunities for alternative funding sources and adding at least one new bachelor's degree program that can be offered through the University Center.
13. Open and begin offering classes at the Half Moon Bay satellite center; ensure that all facilities and support services are fully functional ( e.g., computer lab, testing center, counseling and general lecture classrooms).
14. Reexamine District and College marketing strategies and practices and develop an integrated and targeted marketing program that utilizes multiple media to reach prospective students, current students and opinion leaders in the County.
15. Examine the potential for a Districtwide compressed calendar, including review of prior research and investigation of both opportunities and logistical requirements as identified by colleges which currently utilize the compressed calendar.

#### ***Human Resources/Recruitment/Retention Goals***

16. Implement two-year employment contracts for administrators.
17. Conduct train-the-trainer sessions in spring 2008 and beyond. The goal is to have all permanent employees experience diversity training as a supplement to our twice yearly Museum of Tolerance trainings.
18. Implement the human resources recommendations from the Accreditation Team that call for the District to 1) incorporate effectiveness in producing student outcomes into the evaluation of faculty and others responsible for student progress; and 2) develop rules and regulations regarding the evaluation of College presidents.
19. Begin construction of Cañada Vista to provide safe, affordable upscale housing close to work for District faculty and staff.

***Facilities Goals***

20. Complete negotiations with the successful Design/Build teams for the Skyline and CSM projects; begin construction on those projects. Regarding Cañada College, complete the RFP process and initiate construction on the gateways/landscaping project at the College.
21. Focus the Capital Improvement effort to ensure that all existing buildings that have not been addressed as part of the first phase of construction, and not slated for demolition, are modernized to meet the needs of the instructional and support mission of the Colleges.
22. The District has been successful in securing more than \$87.5 million dollars through the CCCC State Capital Outlay to date. Work to ensure that the \$60 million dollars (currently approved for project in FY 2007/08 and 2008/09 by the Board of Governors and slated for the November 2008 General Election) is secured through a vigorous awareness campaign with the local community and business partners.
23. The current campus security operation is autonomous; has different operating procedures, policies, staffing models, levels of trainings, hours of operations; different equipment; and is not coordinated cohesively. The District will review and re-organize the current campus security, parking and public safety operations and procedures as well as incorporate electronic access controls and video monitoring technology in order to provide a cohesive, secure and safe campus environment.
24. Revamp the Districtwide emergency preparedness readiness plan by ensuring that all administrators, supervisors and key staff are compliant with Office of Emergency Service (OES), National Incident Management System (NIMS) and Standard Emergency Management (SEMS) standards. Work with the Colleges to ensure that Emergency Preparedness training and emergency drills are conducted with local Law Enforcement, Fire, and Emergency Medical Teams at the Colleges.
25. Revise the District's Hazardous and Chemical Action plans and procedures as well as conduct training in order to ensure that all staff, faculty, and students who come in contact with chemicals are OSHA compliant.
26. Develop a comprehensive plan to provide the increased maintenance staff needed as new buildings are brought on line.
27. Evaluate and refine the Capital Improvement Program's revenue "sources and uses" document to assure that there is adequate funding available from all sources (bond, State, private donations and other local revenues) to complete all projects.

***Finance Goals***

28. Maintain fiscal stability; develop strategies and actions to manage the effects of the State's budget deficit on our District.
29. Improve and expand on efforts to sustain and increase student enrollment.
30. In order to enhance the value of bond funds and post retirement benefit funds on deposit, the District will direct investments to earn the maximum amount permitted under federal arbitrage limits while maintaining appropriate levels of safety and liquidity.