

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 22, 2012
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

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

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

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

12-2-1 [Minutes of the Regular Meeting of January 25, 2012](#)

12-2-2 [Minutes of the Annual Board Retreat of February 4, 2012](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

12-2-6C [Recognition by the Board of Nominees for the California Community College Classified Employee of the Year Award](#)

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES

12-2-7C [DegreeWorks Implementation Update](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 12-2-1A Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

Approval of Consent Agenda

All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing for Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.

- 12-2-1CA Ratification of November and December 2011 District Warrants

Other Recommendations

- 12-2-1B Approval of Curricular Additions – College of San Mateo and Skyline College
- 12-2-2B Approval of Community Education Youth Program, Summer 2012
- 12-2-100B Acceptance of 2011-12 Mid-Year Budget Report and Approval of Budgetary Transfers and Income Adjustments for the Period Ending December 31, 2011
- 12-2-101B Adoption of Resolution No. 12-3 Authorizing Issuance of Tax and Revenue Anticipation Notes
- 12-2-102B Approval for Categorical Funding Transfers
- 12-2-103B Acceptance of the Center for Law and Social Policy (CLASP), Benefits Access for College Completion Grant (BACC) – Skyline College
- 12-2-104B Acceptance of Bay Area Workforce Funding Collaborative Award to Skyline College
- 12-2-105B Acceptance of California Community Colleges Chancellor's Office State Trade and Export Promotion (STEP) Award to Skyline College
- 12-2-106B Approval of Revisions to District Rules and Regulations: Policies 1.02, Organization of the Board; 1.10, Duties and Responsibilities of the Board; 1.30, Compensation of Board Members; 1.35, Board Member Conduct; 1.40, Meetings of the Board; 1.45, Agendas for Meetings; 1.60, Rules of Order for Board Meetings; 2.21, Policy on Professional Ethics; 2.26, Drug-Free Workplace and Educational Environment; 6.25, Pass/No Pass Options; 8.06, Investment of District Funds; 8.29, Security of Criminal Records; 8.31, Disposal of District Property; 8.35, Cash Collections; 8.40, Risk Management; 8.42, Tax Deferred Compensation; 8.50, Accidents; 8.66, Solicitation of Funds; 8.67, Advertising in District Publications; 8.72, Refund of Fees; 8.74, Exemptions and Waivers from Fees
- 12-2-107B Approval of Construction Consultants

INFORMATION REPORTS

- 12-2-8C 2012 Contractor Prequalification Update
- 12-2-9C Discussion of Board of Trustees Self-Evaluation, 2012

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment: **Cañada College** – Counselor, Counseling Services; Assistant Project Director, Science & Technology; Retention Specialist, Science & Technology; Project Director, International Student Program, Center for International & University Studies; **College of San Mateo** – Cosmetology Aide, Business/Technology; **District Office** – Groundskeeper, Facilities Planning & Operations; Custodian, Facilities Planning & Operations
 - B. Public Employee Discipline, Dismissal, Release
 - C. Establishment of Equivalency to Minimum Qualifications
2. Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organizations: AFSCME, AFT and CSEA
3. Conference with Legal Counsel
Existing Litigation – 1 Case: Citizens for a Green San Mateo v. San Mateo County Community College District et al.; Case # CIV50680
4. Public Employee Performance Evaluation – Chancellor

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
January 25, 2012, San Mateo, CA**

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

Board Members Present: President Dave Mandelkern, Trustees Richard Holober, Patricia Miljanich and Karen Schwarz

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College Vice President of Instruction Sarah Perkins, District Academic Senate President Fermin Irigoyen

President Mandelkern announced that Vice President Hausman and Student Trustee Gladstone will not be at the meeting due to illness.

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Mandelkern said that in order to accommodate the auditor, it was requested that items 12-1-101B through 12-1-104B be placed on the agenda immediately after item 12-1-3C. There were no objections from the Board.

MINUTES

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the minutes of the study session of January 11, 2012. Trustee Holober asked that the minutes be amended in the two instances in which he was referred to as Board President. With this amendment, the motion carried, all members voting "Aye."

PRESENTATION OF RESOLUTION OF HONOR TO DR. AMELITO ENRIQUEZ (12-1-3C)

President Mandelkern said Dr. Enriquez received the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring at a White House ceremony on December 12. In conjunction with the award, Dr. Enriquez received \$25,000 from the National Science Foundation to advance his mentoring efforts. Dr. Enriquez was honored at Cañada College in December and the Board is pleased to honor him as well for all of his outstanding contributions to the academic life in the District, particularly at Cañada College with its renowned engineering program. As President Mandelkern presented the resolution to Dr. Enriquez, he said the Board thanks Dr. Enriquez for all he does for the District, Cañada College and students in the community.

Dr. Enriquez said he is pleased to receive the resolution and he shares it with the rest of the Cañada College family. He said he gets inspiration from his colleagues and students. He said the experience of receiving his award at the White House was amazing and he was pleased that his mother was present for the ceremony.

After the presentation to Dr. Enriquez, President Mandelkern presented an award to Trustee Holober in appreciation of his service as Board President last year. He said Trustee Holober exhibited distinguished and skillful leadership during a difficult year. Trustee Holober thanked the Board for the award. He said he enjoys serving on the Board and appreciates the work of the Chancellor, administration, faculty, staff and students. He said it is a privilege to work with the other members of the Board. Trustee Miljanich said that Trustee Holober represented the Board well with his judgment and commitment. She said that serving as President takes an extra measure of time and effort. Trustee Schwarz agreed, noting that giving of one's time takes away from family and work. She said Trustee Holober served as President with class and presented a good example of the Board to the public.

RECEIPT AND ACCEPTANCE OF THE 2010-11 DISTRICT AUDIT REPORT (12-1-101B)

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the audit as presented. Auditor Xiupin Guillaume of Vavrinek, Trine, Day & Co., LLP, said the audit covers the period July 1, 2010 to June 30, 2011. The report begins with the Independent Auditor's Report which is followed by Management's Discussion and Analysis, Financial Statements, Notes to Financial Statements, and Findings and Recommendations. Ms. Guillaume said the purpose of the audit is to provide an opinion on whether the District's financial statements are fairly stated and whether

the District is in compliance with certain provisions of federal and state regulations. The Summary of Auditor's Report shows that the auditor issued an unqualified opinion for the District's financial statements and for federal and state awards. President Mandelkern said the audit report is clear and he is pleased with the unqualified opinion. After this discussion, the motion to approve the audit report carried, all members present voting "Aye."

RECEIPT AND ACCEPTANCE OF THE 2010-11 KCSM AUDIT REPORT (12-1-102B)

It was moved by Trustee Miljanich and seconded by Trustee Holober to approve the audit as presented. Ms. Guillaume said the opinion of the auditors for both KCSM-FM and KCSM-TV is unqualified. KCSM-FM ended the year with net assets of approximately \$843,000, a decrease of \$42,000 from the previous year. The District's contribution to the program was \$97,000. KCSM-TV ended the year with net assets of approximately \$4.2 million, a decrease of approximately \$481,000 from the previous year. The District's contribution to the program was approximately \$1 million. President Mandelkern asked why, given that there was an increase in cash value of \$200,000 over last year, the District contributed \$1 million instead of \$800,000. Chancellor Galatolo said most of the increase can be attributed to cash flow issues, e.g. collection of accounts receivable and fewer liabilities being incurred. President Mandelkern said that the \$1 million subsidy from the District represents many course sections that could have been offered instead and this is why the Board previously made the decision not to subsidize the operations of KCSM-TV in the future. President Mandelkern asked if the District contribution to KCSM-FM, in the amount of \$97,000 this year, is expected to continue going forward. Chancellor Galatolo said that as the TV side is dissolved, there will still be fixed costs to be borne by KCSM-FM only. Therefore, he believes the amount of the District contribution will go up rather than down unless there is a fairly substantial increase in support from listeners and other sources. After this discussion, the motion to approve the audit report carried, all members present voting "Aye."

RECEIPT AND ACCEPTANCE OF THE 2010-11 GENERAL OBLIGATION BOND FINANCIAL AND PERFORMANCE AUDITS (12-1-103B)

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the audits as presented. Ms. Guillaume said that for both the 2001 Measure C fund and 2005 Measure A fund, the opinion of the auditors is unqualified. Measure C funds are completely spent as of June 30, 2011. Measure A has a balance of approximately \$62 million, available to be spent on the remaining bond projects. The results of the audit indicate that in all material respects, the District has properly accounted for expenditures and that such expenditures were made for authorized bond projects. After this discussion, the motion to approve the audit reports carried, all members present voting "Aye."

RECEIPT AND ACCEPTANCE OF THE 2010-11 RETIREMENT FUTURIS PUBLIC ENTITY INVESETMENT TRUST AUDIT REPORT (12-1-104B)

It was moved by Trustee Schwarz and seconded by Trustee Holober to accept the audit report as presented. Ms. Guillaume said the opinion of the auditors is unqualified. The fund balance as of June 30, 2011 is approximately \$16.7 million. Most of this balance comes from District contributions and investment income. No funds were distributed for retirement purposes during the year. Trustee Holober explained that this trust is a separate dedicated, irrevocable fund that was set up to fund retirement benefits for retirees in the future. The District also has a larger amount of money in a separate post-retirement fund. Executive Vice Chancellor Blackwood said there is currently \$35-36 million in that post-retirement fund. Trustee Holober said that the District has provided health benefits to retirees and, over the years, this has become a significant cost to the general fund. By gradually continuing to build this trust, it is hoped that it will generate enough income to move the costs out of the general fund and become self-supporting. Chancellor Galatolo applauded the efforts of the Board in being forward-thinking and establishing the trust a number of years ago. After this discussion, the motion to approve the audit report carried, all members present voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo said there were no adjustments in any of the four audit reports presented and he commended Executive Vice Chancellor Blackwood and her team for doing an outstanding job.

Skyline College President Stanback Stroud said that Skyline is pleased with the new coffee shop which opened in Building 6; feedback from students has been positive. She thanked Vice Chancellors Tom Bauer and José Nuñez and their teams, along with staff member Karen Pinkham for their work on this project. The President's Breakfast will be held on March 15. This event supports the President's Innovation Fund. President Stanback Stroud distributed a brochure on the "Expanding Your Horizons" conference which will be held at Skyline College on March 17. This conference, led by Dr. Christine Case and her team, focuses on girls in 6th through 12th grades who are interested in careers in math and science. Skyline College's first group of Advanced Hybrid Automotive Technology students completed their certificates in December. Grove Scholarships were recently awarded to Skyline College students.

College of San Mateo President Claire said the College Center has achieved LEED (Leadership in Energy and Environmental Design) Gold certification. He thanked the Board for providing leadership in this area. He said that in addition to practicing sustainable construction practices and energy efficiencies, there are also substantial dollar savings associated with LEED Gold certification; this ultimately benefits all students in the District as operating costs are reduced. President Claire congratulated the Board, Chancellor Galatolo and Vice Chancellor Nuñez and his team. The award will be presented at a formal ceremony at a later date. President Claire distributed an invitation to the grand opening of the new Learning Center on February 29. He said a new, dynamic Learning Center director has been hired. He said the Learning Center is a direct result of feedback from students in a student focus group study conducted approximately five years ago. The grand opening of the new Veterans Resource and Opportunity Center will take place on February 15. President Claire asked that this meeting be adjourned in memory of four retirees who passed away in January: faculty members Ted Rankin, JoAnn Rock and Vince Rascon, and classified staff member Leatha Webster.

Cañada College Vice President Perkins said the grand opening of the Center for Entrepreneurial Opportunities is taking place tonight from 5:00-7:00; more than 120 people from the community are at the Cañada College campus to celebrate this organization. The Center for Entrepreneurial Opportunities is a reorganization of the Small Business Program. Its purpose is to work with small businesses in the South County area to offer services, workshops and courses, and to consult with businesses to support small business growth. Vice President Perkins thanked Vice President Nuñez and his team, the ITS team and Roger Anchartchahar for transforming Building 21 from Swinerton offices to the Animation Lab, which is in full service for this semester. She said the Animation Lab has opened up opportunities for new partnerships. Vice President Perkins said Cañada College will host a series of six programs this semester centered on social justice.

Executive Vice Chancellor Blackwood said the Governor's budget includes an initiative for the November 2012 ballot that calls for a one-half cent increase to the State sales tax and for raising income taxes for those earning more than \$250,000 annually. The Governor said these measures would generate \$6.8 billion which would go to K-14 education. If the initiative passes, funding for schools actually would remain flat. If it does not pass, there would be more cuts, 90% of which would be to schools. This would result in another 5.6% workload reduction on top of this year's 7.5% reduction. Executive Vice Chancellor Blackwood said the District will achieve basic aid status this year. This means that if the Governor's ballot initiative fails, the District will not have the 5.6% workload reduction. She said this is relatively good news but cautioned that the District still has an \$8 million operating deficit.

Executive Vice Chancellor Blackwood said the Governor's budget had assumed that Redevelopment Agencies (RDAs) would be eliminated through AB 26 and reconstituted with AB 27. However, the California Supreme Court ruled that AB 27 was not constitutional. This means that RDAs are supposed to be dissolved on February 1 and revenues they would have received will be distributed to other taxing entities, including our District. Each RDA has created a list of enforceable obligations. The successor agencies, oversight boards, County auditors/controllers and Department of Finance will review these debts to make sure they are legitimate. The consultant hired by the District estimates that the District will receive \$2.8 million next year in funds that would have gone to the RDAs.

Chancellor Galatolo said there will be a more comprehensive budget review at the upcoming Board retreat.

President Irigoyen thanked previous Academic Senate Presidents Donna Bestock, Connie Beringer, Nick Kapp, Patty Dilko, Ray Hernandez and Diana Bennett for their influence on his development as a leader. He said he believes his role is to help other faculty members develop as leaders at the District level, including the current College Academic Senate leaders. President Irigoyen thanked those who have mentored him, including President Stanback Stroud and Mike Williamson, Vice President of Instruction at Skyline College. He congratulated Dr. Enriquez for his achievement and also acknowledged the efforts of all faculty members of the District who work hard to insure success for all students. President Irigoyen said the Board's responsible leadership makes it an honor to work in the District. He said faculty appreciates the Board's leadership with regard to the Student Success Task Force recommendations. The next meeting of the District Academic Senate will be held on February 13. The Student Success Task Force recommendations will be addressed along with the review of policies in the District Rules and Regulations. At this meeting, the Academic Senate will also be hosting Academic Senate Area B representative Jon Drinnon and Statewide official Dolores Davison.

Sandra Robles, President of the Associated Students of Cañada College (ASCC) thanked Brenda Herlihy, Commissioner of Publicity, for her help with the graphic design of tonight's PowerPoint presentation. Ms. Robles said there are 23 active clubs on campus. She displayed a list of the District and College committees on which students

serve. She reviewed ASCC sponsored events, including the Fall Leadership Retreat, Welcome Back Week which included "Night Life" for night students, Cañada Remembers (commemorating the tenth anniversary of 9/11), Constitution Day Voter Registration Drive, Spooky Spirit Thursday, Give Thanks Spirit Thursday and "Let It Snow." In addition, ASCC sponsored nine students from the TRiO Student Advisory Council to attend a Student Leadership Conference, approved funding for the Photon Masters Club for a graduation/awards event, and funded travel costs for members of the Honor Transfer Program to attend a conference. Some ASCC members attended the Fall Student Senate General Assembly. Upcoming events include additional Spirit Thursdays, Student Trustee nominee elections, and ASCC general elections. ASCC goals for 2011-12 will focus on leadership, community, change and mentorship. Club goals include retaining 50% of the clubs from the previous year and increasing new club formation by ten new clubs. Trustee Miljanich said she appreciates ASCC's efforts to include night students in their activities.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Tracy Rosenberg introduced herself as the Executive Director of Media Alliance, an advocacy group which focuses on democratic communications. Ms. Rosenberg said she speaks on behalf of members who are saddened to hear of the plan to sell KCSM-TV. She said they understand the catastrophic budget situation for education in California and the challenges the Board is facing, but they believe it is also important to talk about what it means to be a public trustee and a licensee of rare and valuable assets. She said the values of localism, diversity and uniqueness are not only enshrined in federal law, but also in the educational mission of a publicly supported institution which serves the community above and beyond the 18 to 20 years olds who participate in classes and workshops. Ms. Rosenberg said she believes she heard during the discussion of the audit that with the loss of KCSM-TV, the District's investment in KCSM-FM would increase substantially because of fixed expenses that will not vanish. She said she believes that both outlets are entitled to consistent treatment and a fair assessment of their contribution to the core values of the District. Ms. Rosenberg said the responsibility of what happens to KCSM-TV lies with the Board. She said there are many who believe that noncommercial, educational media is a public trust to be taken care of. President Mandelkern said he would like to correct the record by noting that the District serves the entire community; its students are not just 18 to 20 year olds, but range in age from early teens to people in their nineties.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-1-2A)

It was moved by Trustee Miljanich and seconded by Trustee Holober to approve the actions in Board Report No. 12-1-2A. The motion carried, all members present voting "Aye."

APPROVAL OF CONSENT AGENDA

President Mandelkern said the Consent Agenda consists of Board Reports 12-1-1CA, Approval of 2012-13 Budget and Planning Calendar, and 12-1-2CA, Denial of Claim Against the District by Michael Short. It was moved by Trustee Miljanich and seconded by Trustee Holober to approve the consent agenda. The motion carried, all members present voting "Aye."

Other Recommendations

ADOPTION OF RESOLUTION NO. 12-1 REGARDING THE RECOMMENDATIONS OF THE CALIFORNIA COMMUNITY COLLEGES STUDENT SUCCESS TASK FORCE (12-1-2B)

It was moved by Trustee Miljanich and seconded by Trustee Holober to adopt Resolution No. 12-1. Trustee Holober said he is comfortable with the resolution as it is measured in tone and lays out the various concerns raised at the study session of January 11. There was general discussion regarding distribution of the resolution to various groups, including Boards of Trustees throughout the State, the Community College League of California, media and other organizations which have expressed concerns about the Task Force recommendations, as well as legislative leaders who will be involved in discussions about the implementation of the recommendations. Chancellor Galatolo said staff will distribute the resolution in accordance with this discussion. President Irigoyen said he is pleased that the Board consulted with faculty and took action on the Task Force recommendations. After this discussion, the motion to adopt the resolution carried, all members present voting "Aye."

ADOPTION OF RESOLUTION NO. 12-2 REGARDING THE PROPOSED CALIFORNIA INITIATIVE 11-003 (12-1-3B)

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adopt Resolution No. 12-2. Trustee Holober said he supports this resolution and noted that the Board has supported similar legislation in the past. He said that California is the only oil producing state that does not have an oil severance tax and that California actually pays an oil severance tax of 25% on the oil it imports from Alaska. He said that he generally is philosophically opposed to the idea of taxes being earmarked for purposes other than the State general fund. However, since this is the initiative that is being proposed and since its intent is to benefit education, he will support it. Trustee Schwarz said she is pleased to be joining with other constituent groups in the District and hopes that they will be more forceful knowing that the entire District is behind them. President Mandelkern said it is embarrassing that California is the only oil producing state that does not have an oil severance tax and that such a tax is long overdue. College of San Mateo student Bailey Girard noted that the initiative prohibits passing the tax through to consumers by way of higher fuel prices. After this discussion, the motion to adopt Resolution No. 12-2 carried, all members present voting "Aye."

NOMINATIONS FOR MEMBERSHIP ON THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD, 2011 (12-1-4B)

President Mandelkern asked if there were any nominations of District Board members for membership on the CCCT Board. There were none.

APPROVAL OF NONRESIDENT TUITION FEE, 2012-13 (12-1-105B)

It was moved by Trustee Holober and seconded by Trustee Miljanich to approve the fee as detailed in the report. The motion carried, all members present voting "Aye."

ACCEPTANCE OF CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE CAREER ADVANCEMENT ACADEMY GRANT (12-1-106B)

It was moved by Trustee Schwarz and seconded by Trustee Holober to accept the grant as detailed in the report. The motion carried, all members present voting "Aye."

APPOINTMENT OF MEMBER TO MEASURE G CITIZENS OVERSIGHT COMMITTEE (12-1-107B)

It was moved by Trustee Holober and seconded by Trustee Miljanich to approve the appointment of Corey Geiger to the Measure G Citizens Oversight Committee. The motion carried, all members voting "Aye." Trustee Schwarz said she believes Mr. Geiger will be a positive addition to the committee. President Mandelkern said he has met Mr. Geiger and agreed with his selection as a member of the committee.

BOARD MEMBER COMPENSATION (12-1-108B)

President Mandelkern said that according to law, the Board is allowed to adopt a 5% increase in compensation on an annual basis. For the past three years, the Board has agreed to forgo any increase. Trustee Schwarz said she is in favor of declining an increase again this year. President Mandelkern said he would like to consider a ten percent reduction in compensation. Trustee Holober said he believes the Board should not accept an increase in compensation when employees have gone without for a long time. To set an example for the District as a whole, Trustee Holober said his preference is to have no change in compensation for 2012. It was moved by Trustee Miljanich and seconded by Trustee Schwarz that the Board decline an increase in compensation for 2012. The motion carried, all members present voting "Aye."

COMMUNICATIONS

President Mandelkern said the Board received three emails from members of the public regarding classes in Half Moon Bay and a letter from a member of the public regarding Community Education classes.

STATEMENTS FROM BOARD MEMBERS

Trustee Schwarz said she is the Board Representative to the San Mateo County School Boards Association (SMCSBA) and she attended a meeting of the SMCSBA Board on January 23. One item on the agenda concerned adding a representative to the County Treasury Committee and she believes President Mandelkern would be an ideal member. However, it was pointed out that because of the way the membership qualifications are written, most school board members throughout the County would have a conflict of interest. Trustee Schwarz said she forwarded this information, along with Chancellor Galatolo's letter on this topic, to the School Boards Association President and the County Superintendent of Schools. Trustee Schwarz said the School Boards Association is impressed with the facilities at College of San Mateo and would like to consider having future meetings there. She said there are only ten

nominations for the Kent Awards and the deadline has been extended. She encouraged anyone who knows of programs in the District that might deserve to be recognized to submit applications. Trustee Holober asked if the nominations should come from the District or the Colleges. Trustee Schwarz said they can come from either, as long as the program has been in existence for two or more years.

President Mandelkern said that as the District embarks on the spring semester, he wants to thank faculty, staff and administration for their work during difficult times. He said the results of that work can be seen as students achieve success at each of the three Colleges.

RECESS TO CLOSED SESSION

President Mandelkern announced that during Closed Session, the Board will (1) consider the personnel items listed as 1-A and 1-B on the printed agenda and (2) hold a conference with District Labor Negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA. The public employee performance evaluation as listed on the printed agenda will be postponed until all Board members are present.

The Board recessed to Closed Session at 7:50 p.m. and reconvened to Open Session at 8:50 p.m.

CLOSED SESSION ACTIONS TAKEN

President Holober reported that at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 4-0 to approve the items listed as 1-A and 1-B.

ADJOURNMENT

It was moved by Trustee Miljanich and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members present voting "Aye." The meeting was adjourned at 8:55 p.m. in memory of Ted Rankin, JoAnn Rock, Vince Rascon and Leatha Webster.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the February 22, 2012 meeting.

Helen Hausman
Vice President-Clerk

**Minutes of the Annual Retreat of the Board of Trustees
San Mateo County Community College District
February 4, 2012
Redwood City, CA**

The meeting was called to order at 9:00 a.m.

Board Members Present: President Dave Mandelkern, Vice President Helen Hausman, Trustees Richard Holober, Patricia Miljanich, Karen Schwarz

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Jim Keller

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

INFORMATON REPORTS

BOARD ACCOMPLISHMENTS – REVIEW BOARD GOALS FOR 2011-12 (12-2-1C)

Chancellor Galatolo and Director of Community/Government Relations Barbara Christensen presented the report, which the Board discussed. Each College President spoke about how Measure G funds were used, which is summarized in the Report on Progress on Goals board report.

PROPOSED BOARD GOALS FOR 2012-13 (12-2-2C)

President Mandelkern asked that the Board's "Reaffirmation of Core Values and Principles" be brought forward for review.

The Board reviewed the proposed Board goals as detailed in the board report. The goals will be brought back for approval in the spring.

The Board discussed setting a time limit that consultative groups will have (possibly six months) during which they can provide input on policy recommendations. After that time, policies will be sent to the Board for action. Trustee Holober suggested that a new Board goal be added: develop deadlines (time limits) during which faculty, staff and student groups can provide input on policies, thereby strengthening the shared governing process.

Trustee Holober suggested adding the following to the 2011-12 goals:

1. Explore options for renewal of Measure G. Start to examine timing.
2. Increase communication with the community about District goals and accomplishments as well as needs.

President Stanback Stroud suggested adding a goal of marketing academically superior colleges that are responsive to the County's workforce and economic development needs.

BUDGET UPDATE (12-2-3C)

Executive Vice Chancellor Blackwood presented the report. There was considerable discussion regarding how and when the District will achieve basic aid status and how it can continue to maintain basic aid status. President Mandelkern said that if the District becomes basic aid, it will be able to choose the number of students it can serve;

however, if the District then loses the basic aid status, there could be huge problems readjusting back to revenue limit funding.

Executive Vice Chancellor Blackwood said that if the District achieves basic aid status, it could:

- Choose to serve more students, but the cost to support all students would be less than the current revenue per student.
- Choose to serve fewer students and use the extra basic aid money for one-time expenditures, salary increases and/or on services that will help to ensure student success.
- Choose to serve the same number of students.

President Mandelkern said he believes the District should not deviate much from its current number of students and revenue per student.

Chancellor Galatolo said the District wants to do everything it can to assure that it achieves basic aid status this year.

Trustee Schwarz said she has a problem relying on the State's predictions about revenues. She said that if the District gains basic aid status, it will be able to serve its students better.

The consensus of the Board is that the District:

1. Wants to achieve basic aid status this year.
2. Should do whatever is necessary to maintain basic aid status.
3. Should keep enrollment at or slightly below State-funded levels.
4. Use any extra basic aid dollars for one-time needs.

Board members agreed that a community needs assessment is extremely important in determining the future direction for the Colleges and District. Needs assessment should include:

- Survey of the public
- Conversations with K-12 districts
- Conversations with employers

The Board and staff also discussed the demise of Redevelopment Agencies and the impact of that on the District.

Executive Vice Chancellor Blackwood reviewed budget scenarios if the Governor's tax proposal passes (attached).

PRIORITIES AND RESOURCES TO COMPLETE FACILITIES MASTER PLAN (12-1-4C)

Vice Chancellor José Nuñez presented the report, which is attached. Chancellor Galatolo said that at some point, the Board should engage in discussion regarding putting a facilities bond on the ballot in the future. President Mandelkern said that discussion should be combined with a discussion regarding the renewal of Measure G.

COMMUNITY/EXTERNAL RELATIONS (12-2-5C)

President Mandelkern said he believes the District needs to improve its community outreach and communication with the community.

Trustee Miljanich said the District needs to make sure that the community understands that the facility improvements are needed to serve student needs.

President Mandelkern said he believes the District should reach out to the community through:

- City Council joint meetings
- Chambers of Commerce
- School districts

Chancellor Galatolo said staff will add a Board goal reflecting this suggestion.

Trustee Hausman said the District should evaluate how frequently the District can ask voters for more support.

RECESS TO CLOSED SESSION

President Mandelkern announced that during Closed Session, the Board will conduct a public employee performance evaluation as listed on the printed agenda.

The Board recessed to Closed Session at 1:45 p.m.

The Board reconvened to Open Session at 2:58 p.m.

President Mandelkern said the Board took no action during Closed Session.

ADJOURNMENT

It was moved by Trustee Schwarz and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 3:01 p.m.

Submitted by

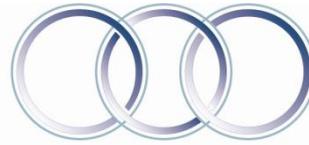
Ron Galatolo
Secretary

Approved and entered into the proceedings of the February 22, 2012 meeting.

Helen Hausman
Vice President-Clerk

Assumptions and Scenarios 2012-2015: Governor's Tax Passes
Feb 4, 2012

	2011/12	2012/13	2013/14	2014/15
State Revenue				
COLA	0%	0%	0%	2%
Growth	0%	0%	2%	2%
Deficit Factor	-2%	-1%	-1%	-1%
Local Revenue				
Property Taxes	\$1.1% + ?? RDA	1.1% + \$2.8M RDA	1.50%	2.00%
Fees	\$36	\$46	\$46	\$46
"Basic Aid Excess"	\$1.2M+?? RDA	\$4.1M	\$4.1M	\$2.4M
Measure G	\$1.2M	\$7M	\$7M	\$0
Expenses				
Inflation	3.00%	3.17%	3.00%	3.10%
PERS	10.92%	12.00%	12.00%	12.00%
Compensation	0%	0%	0%	0%
FTES				
Resident	20,017	20,377	20,777	21,185
Non-resident	435	449	464	478
Fund 1				
Revenues				
State Revenue Limit	\$ 98,485,000	\$ 100,000,000	\$ 101,807,000	\$ 105,723,000
"Basic Aid Excess"	\$ 1,193,000	\$ 4,119,000	\$ 4,164,000	\$ 2,364,000
Other Revenues	\$ 7,419,000	\$ 7,430,000	\$ 7,492,000	\$ 7,599,000
	\$ 107,097,000	\$ 111,549,000	\$ 113,463,000	\$ 115,686,000
Expenses				
Site Allocations	\$ 88,561,953	\$ 91,744,000	\$ 89,812,000	\$ 89,883,000
Site Cuts/Augment	\$ 3,182,047	\$ (1,932,000)	\$ 72,000	\$ 1,930,000
Fixed Costs	\$ 23,196,000	\$ 24,690,000	\$ 25,896,000	\$ 27,194,000
Compensation	\$ -	\$ -	\$ -	\$ -
	\$ 114,940,000	\$ 114,502,000	\$ 115,780,000	\$ 119,007,000
Beginning Balance	\$ 20,626,000	\$ 12,783,000	\$ 9,830,000	\$ 7,513,000
Surplus/Deficit	\$ (7,843,000)	\$ (2,953,000)	\$ (2,317,000)	\$ (3,321,000)
Ending Balance	\$ 12,783,000	\$ 9,830,000	\$ 7,513,000	\$ 4,192,000
5% Reserve	\$ 5,750,000	\$ 5,730,000	\$ 5,790,000	\$ 5,950,000
Additional Needed to Maintain Reserves				\$ 1,758,000
Fund 6				
Measure G	\$ 7,055,000	\$ 7,055,000	\$ 7,055,000	\$ -
Site Allocations	\$ 9,720,000	\$ 7,055,000	\$ 7,055,000	\$ -
Surplus/Deficit	\$ (2,665,000)	\$ -	\$ -	\$ -



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

CAPITAL & TECHNOLOGY NEEDS

FEBRUARY 4, 2012

Proposed Projects



Measure A

Budget Reconciliation

Measure A Fund Balance For the Year Ended June 30, 2011	\$ 62,223,337
Measure A Expenditures (July 1, 2011-December 31, 2011)	\$ (19,037,702)
Measure A Encumbrances (As of December 31, 2011)	\$ (8,308,981)
Measure A Funds Budgeted but not yet Encumbered (July 1, 2011-end of the program)	\$ (15,700,844)
Measure A Uncommitted Funds For the Year Ended December 31, 2011	\$ 19,175,810

District Wide & College Capital & Technology Needs Summary

Facility	August 2011	February 2012
Cañada College	\$114,900,000	\$89,000,000
College of San Mateo	\$146,053,000	\$94,025,000
Skyline College	\$140,164,000	\$101,000,000
District Wide	\$162,725,000	\$176,050,000
Grand Total:	\$563,842,000	\$460,075,000

Cañada College Capital & Technology Needs

Project	Bldg. #	Funding Needed	Description	Cut
Future Science/Allied Health/ Workforce Development Building	TBD	\$40,000,000	New Construction	
Physical Education & Athletics Building	1	\$20,000,000	Modernization & New Construction	
Academic/Technical Building	13	\$20,000,000	Modernization	
Renewable and Alternative Energy Projects	n/a	\$5,000,000	n/a	50%
Humanities/Arts/Theater Building	3	\$4,000,000	Modernization	50%
North Quad Development	n/a	\$4,500,000	New Construction	
Kinesiology Program	2	\$4,900,000	Modernization	
Renovation of south wing, ground floor of Library/Student Services Building	9	\$4,500,000	Modernization	
Northwest Campus Development	n/a	\$3,000,000	Modernization	
	Subtotal:	\$89,000,000		

College of San Mateo Capital & Technology Needs

Project	Bldg. #	Funding Needed	Description	Cut
Gymnasium Building	8	\$20,000,000	Modernization & Expansion	20%
Data Center/Campus Security/CSM 7	1	\$20,000,000	Demo & New Construction	
Emerging Technologies Program	19	\$14,000,000	Modernization	50%
Facilities Maintenance Center	7	\$11,375,000	Demo & New Construction	50%
Renewable and Alternative Energy Systems	n/a	\$8,500,000	New Construction	
Library Modernization	9	\$7,500,000	Modernization	50%
Theatre Improvements	2, 3	\$5,000,000	Modernization	
Science Labs	12	\$4,200,000	Modernization	50%
Corporation Yard	n/a	\$3,450,000	Modernization & New Construction	50%
Exterior Amphitheatre/ Demolish B1	4	\$6,500,000	Demo & New Construction	
	Subtotal:	\$94,025,000		

Skyline College Capital & Technology Needs

Project	Bldg. #	Funding Needed	Description	Cut
Social Science & Creative Arts Building/South Campus Gateway	1	\$72,000,000	Demo & New Construction	10%
Student Services Building	2	\$12,000,000	Modernization	
Pac Heights Demo & North Campus Improvements	19	\$8,000,000	Demo & New Construction	20%
Library/Learning Resource Building	5	\$7,500,000	Modernization	
Loma Chica	14	\$1,500,000	Modernization	50%
Center for Kinesiology and Human Performance/ Environmental Studies	n/a	\$36,000,000	New Construction	
Renewable and Alternative Energy Systems	n/a	\$5,647,000	New Construction	
Subtotal:		\$101,000,000		

District Wide Capital Needs

Project	Bldg. #	Funding Needed	Description	Cut
Coast Side Joint Use Facility	n/a	TBD	New Construction	
Various Facility/Capital Repairs	n/a	\$40,000,000	Facilities	
Classroom Furniture & Equipment	n/a	\$20,000,000	Colleges	
Roadway and Parking Lot Repairs	n/a	\$14,750,000	Demo & New Parking	
Campus Utilities Repairs & Upgrades	n/a	\$7,800,000	Facilities	
Site Work & ADA Accessibility Upgrades	n/a	\$5,000,000	Facilities	
Hazardous Materials Abatement	n/a	\$3,500,000	Facilities	50%
AED (Defibrillators) Purchase & Installation	n/a	\$175,000	Facilities	COMPLETE
Boiler Plant Air Quality Upgrades	n/a	\$3,000,000	Facilities	IN PROGRESS
Subtotal:		\$91,050,000		

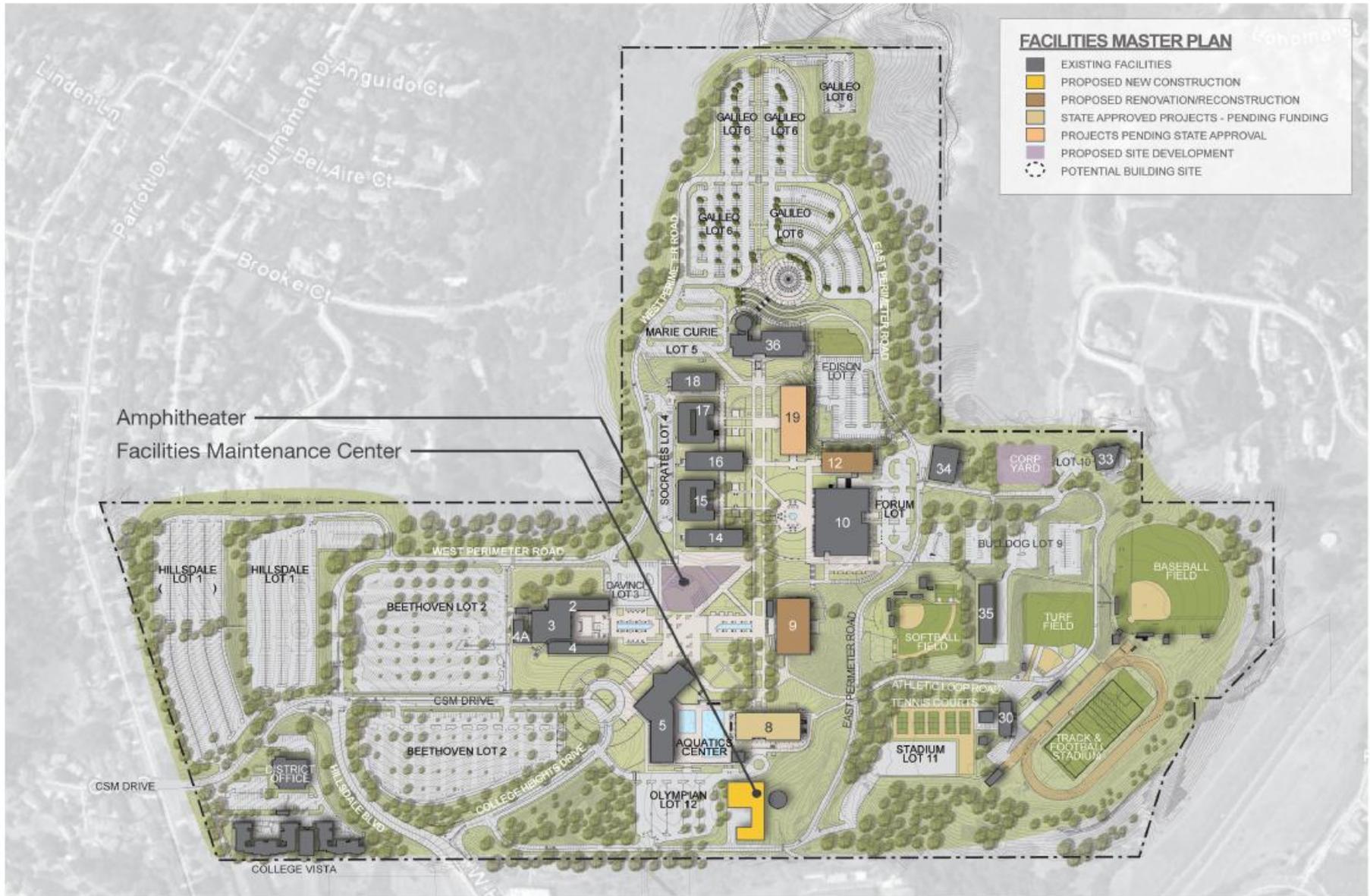
District Wide Technology Needs

Project	Bldg. #	Funding Needed	Description
Network Infrastructure and Phone System	n/a	\$35,000,000	ITS
Technology Upgrades	n/a	\$47,000,000	ITS
Surveillance/Camera/ACAM/EAS Upgrades	n/a	\$3,000,000	Public Safety
	Subtotal:	\$85,000,000	

Cañada College Facilities Master Plan 2011



College of San Mateo Facilities Master Plan 2011



Skyline College Facilities Master Plan 2011





President's Report to the Board of Trustees

Dr. Regina Stanback Stroud
February 22, 2012

Skyline College President's Breakfast



Dr. Regina Stanback Stroud
President, Skyline College

Cordially invites you to join the
Skyline College President's Council
for the

12th Annual President's Breakfast
Thursday, March 15, 2012

7:00 a.m. Networking Opportunity
7:30-8:30 a.m. Complimentary Breakfast

South San Francisco Conference Center
255 South Airport Boulevard • South San Francisco, California 94080

*Special thanks to Pacific Gas and Electric Company
for hosting the complimentary breakfast*

***Please RSVP to (650) 738-4325 by March 5, 2012
or register online at***

<http://events.constantcontact.com/register/event?llr=5e8sdedab&oeidk=a07e5hgz7ko992de00d>



Heart Wrenchers Car Club Presents the Second Annual “A Heart Wrenching Affair” Fundraiser

Please join Skyline College in supporting the female Automotive Technology students! Fourteen women are currently enrolled in Skyline College’s Automotive Technology program and their club, “The Heart Wrenchers,” is busy creating community service projects, supporting each other as they go through the program, and

bringing more women to the automotive industry. They have done a great job in the last year and they have many new, innovative ideas to achieve their goals. *(Article provided by Julia Johnson)*

Skyline College Youth Entrepreneurship Program (YEP) Begins Second Cohort with Hunters Point Family



On January 23, 2012 the Skyline College Youth Entrepreneurship Program (YEP) held its second orientation for the eight week Entrepreneurship Training with Hunters Point Family, a community-based organization located in the Bayview-Hunters Point area of San Francisco.

The instructor is Skyline College Faculty member, Mike Neuendorff who brings a wealth of experience both as an entrepreneur and instructor.

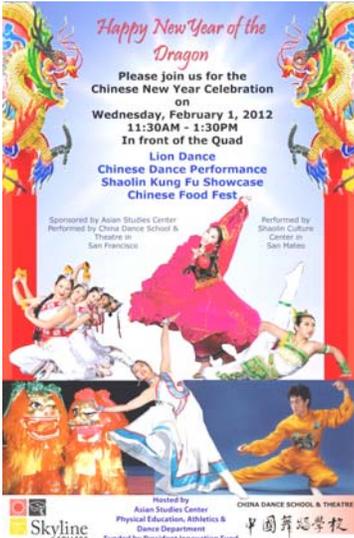
This cohort consists of 15 young adults interested in becoming entrepreneurs and/or interested in employment in an entrepreneurial environment and they see this as the first step towards achieving their goals.

This ongoing collaboration with Hunters Point Family will allow local residents to partake in the specially created eight week Entrepreneurship Training Program jointly developed between the Skyline College Youth Entrepreneurship Program (YEP), industry and community partners to focus on the primary stake-holders – the young adults. Not only is the objective to introduce entrepreneurship, but also to help remove economic barriers for young adults throughout the Bay Area.

Supported by several private-sector leaders, the eight week training program includes in-class sessions, guest speakers comprised of local Bay Area entrepreneurs, site visits to various small and medium-sized enterprises and a special trip to Skyline College.

The Youth Entrepreneurship Program is funded through grants from the offices of the Chancellor for California Community Colleges and locally hosted by Skyline College. *(Article provided by Pcyeta Jackson and Richard Soyombo, photo provided by Pcyeta Jackson.)*

Skyline College Celebrates the Year of the Dragon During Chinese New Year Festivities



Skyline College celebrated Chinese New Year on Wednesday, February 1, 2012 in the theater with a variety of exciting performances by the China Dance School and Theatre in San Francisco and the Shaolin Culture Center in San Mateo, which included a traditional lion dance, Chinese folk dance performances and the Shaolin Kung Fu showcase. A Chinese Food Fest was also held outside the theater with egg rolls and barbeque pork buns available for purchase.



The event is sponsored by the Skyline College Asian Studies Center and is hosted by the Asian Studies Center along with the Skyline College Kinesiology, Athletics and Dance departments. Funding for the event is provided by the President's Innovation Fund and the International Student Office. *(Article provided by Hui Pate and Christianne Marra, photos provided by Christianne Marra.)*



“Sustainability of Skyline College” Presentation & Walking Tour

As part of the Sustainable Campus Initiative, three All-Campus Workshops were held throughout the school year to offer widespread communication and education on sustainability issues. These workshops focused on environmental, social, and economic topics. The second workshop titled “Sustainability of Skyline College,” featured a presentation by Richard Inokuchi, Skyline College Facilities Manager, followed by a walking tour of three different areas on campus to demonstrate how we save energy and water, and increase our efficiency in the built environment. Kanjana Srisupatpongsa, Project Coordinator II in the District Facilities Planning Department gave a tour of our LEED Gold Building 4 and showcase how we exceed building performance and efficiency in five key areas. Richard gave a tour of the landscaping elements on campus that reduce our potable water use and filter stormwater so it replenishes our groundwater supply.

The third station is our campus boiler room and co-generation unit, where Roger Anchartechahar, Project Manager in the District Facilities Planning and Operations Department, and Patrick Yost of Chevron showed how we heat our campus buildings and explain the Nitrous Oxide retrofits. For more information on the Sustainable Campus Initiative, please contact Lindsey Virdeh at virdehl@smccd.edu or 650-738-4445. (Article provided by Lindsey Virdeh.)

Join us on a walking tour...
 ...to learn about Skyline's impact on the environment
Sustainability of Skyline College
 Tuesday, February 7, 2012
 2:00 p.m. — 4:00 p.m.
 Meet in Building 4, Room 4148 for an initial presentation
 Followed by a tour of the Skyline College Campus

Energy Efficiency: Boiler Room
 Join District Facilities Planning and Operations and Chevron project managers for a tour of the campus boiler room and co-generation unit to learn how we save energy and heat our buildings.

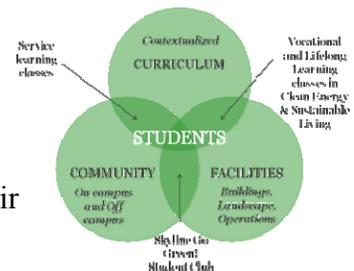
Low Water Use: Landscaping
 Richard Inokuchi, Facilities Manager, will give a tour of campus landscaping elements that reduce our potable water consumption.

For more information or to find out more about the Sustainable Campus Initiative, please contact Lindsey Virdeh at 650-738-4445 or virdehl@smccd.edu.

\$1,000 Available: All Faculty Welcome to Apply for the Innovative Sustainability Education Award

Funded by the President’s Innovation Fund (PIF), the Sustainable Campus Initiative (SCI) is an all-campus program engaging students, faculty, staff and the community to create a culture of sustainability on the Skyline College campus. There are three elements to this initiative: a Faculty Learning Community to explore and enrich the sustainable education experience of our students; an Environmental Science Service Learning Course, ENVS 680SD, where student projects will interface with campus facilities, local communities, and organizations to further sustainable goals; and All-Campus Sustainability Workshops to offer widespread communication and education on sustainability issues.

The goal of the Faculty Learning Community is to integrate concepts of sustainability into curriculum and lesson plans through the exchange of ideas and collaboration between faculty. Sustainability concepts address a broad range of topics including the economy, the environment, and society; and how economic activity affects people who in turn are constrained by their environment.



To encourage movement in this direction, a portion of the PIF funding provides awards for faculty who integrate concepts of sustainability into their curriculum in an innovative and effective way, connecting these concepts with student learning outcomes of the course. This award is intended to encourage and reward faculty who introduce a new way of teaching sustainability in their learning environments. All faculty are encouraged to apply! For an application and more information on this awards program, please contact Lindsey Virdeh at virdehl@smccd.edu or 650-738-4445. (Article provided by Lindsey Virdeh. Diagram created by Anjana Richards.)

Skyline College Celebrates African American Heritage History Month With a Performance by Alvon Johnson

Faculty, staff and students gathered at the Main Quad on Thursday, February 9 under sunny skies to celebrate Black History Month featuring a musical performance Alvon Johnson. The performance was presented by Skyline College's Center for Student Life and Leadership Development. Skyline College's very own music professor Kymberly Jackson joined Johnson on stage. *(Article provided by Christianne Marra and photos provided by Keisha Ford.)*



Reception Held to Welcome Minnijean Brown-Trickey

Members of the Skyline College community met Minnijean Brown-Trickey personally at a reception for her in the Multicultural Center on Monday, February 6. Minnijean was welcomed by President Regina Stanback Stroud who noted that Minnijean and the other courageous students who integrated Central High School in Little Rock, Arkansas made it possible for many of us to be where we are today. President Stroud expressed the gratitude of all of us. Minnijean said that she was thoroughly enjoying the college and its students and was very pleased to have the opportunity. *(Article provided by Donna Bestock and photos provided by Keisha Ford.)*



Several of the students at the reception had gone on the Sojourn to the Past and were renewing their acquaintance. Others said they would like to go.



The Skyline Jazz combo, Andrew Fenn, saxophone, Vincent Iannone, piano, Norm Medina, trombone, Alex Rosales, bass, Ben Villa, trumpet, and Nathaniel Welch, drums, played for the reception.

Celebrating African American Heritage

Saturday, February 11, 2012 Skyline College hosted the Northern California Council on Black American Affairs and Peralta Association of African American Affairs “Community College Career Institute for African American Faculty and Staff”. The event was held from 8:00 a.m. – 2:30 p.m. in building 6. A variety of workshops were offered from Community College Selection Processes to Application Process and Packaging and Mock Interviews. The event was a success with approximately 60 participants.

NCCBAA and PAAAA
Northern California Council on Black American Affairs and Peralta Association of African American Affairs

Community College Career Institute for African American Faculty and Staff

Participating Colleges:
 Peralta Community College District: Berkeley City College, College of Alameda, Merritt College, Laney College
 City College of San Francisco: Skyline College, Solano Community College, Modesto Junior College
 Contra Costa Community College District

Event Details:
 Saturday, February 11, 2012
 8am - 2:30pm
 Skyline College
 3300 College Drive
 San Bruno, CA

Workshops:

- Community College Selection Processes
- Application Processes and Packaging
- Effective Resume Preparation
- Effective Interviewing
- Career Ladder Advancement Strategies and Opportunities
- Networking with other Bay Area Community College Professionals

Registration:
 Career Institute fee: \$25.00*
 Continental breakfast and lunch provided
 Advanced registration by February 9, 2012 required
 Register at: <http://nccbaa.eventbrite.com>

Contact:
 For additional information email:
 Dr. Regina Stanback Stroud: roudr@amcced.edu or
 Carol Belle-Thomas Moss: cbellethomas@gmail.com
 *Scholarships available

Coaches vs. Cancer Fundraiser

Skyline College is participating in the Coaches vs. Cancer fundraiser sponsored by the Men’s and Women’s California Community College Basketball Association. This season, all proceeds from the following Skyline College home basketball games will be given to the American Cancer Society. In lieu of charging admission, spectators are being asked to make a donation, either by cash or check, which will be forwarded to the American Cancer Society. Checks should be made payable to the “American Cancer Society.”



The American Cancer Society is the nationwide community-based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer, through research, education, advocacy and service. (Article provided by Christianne Marra.)

Skyline College Student Art Show Featured at Sanchez Art Center in Pacifica



Sasipin Heinmiller
Leaving of the Soul



Thomas Agasid
Untitled

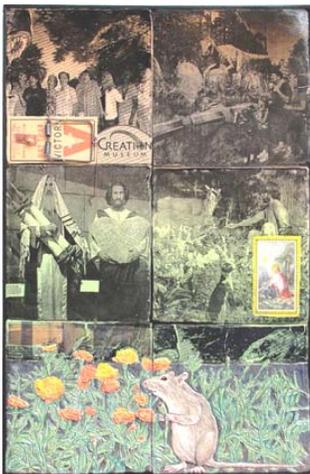


Linda Fahey
Wind and Waves

The East Gallery at the Sanchez Art Center in Pacifica is featuring *Memorandum to Light from Shadows*, a group show by Skyline College art students. The exhibit was originally held at the Skyline College Art Gallery in November. Curated by Skyline College professor Arthur Takayama, the exhibit features works in ceramics, sculpture and photography. *(Article provided by Arthur Takayama.)*

Art Exhibition *Opposites Attract* Opens on February 6 in the Skyline College Art Gallery

A new exhibition, *Opposites Attract: Meditations on a Natural World and Reflections on a Broken System*, will open in the Skyline College Art Gallery (Building 1) and will be featuring works by Daniel Galvez and Jos Sances.



Daniel Galvez has been executing public artwork for over thirty years. Galvez has created site-specific work for museums, colleges, federal buildings and many other public facilities. He enjoys painting large-scale murals for interior and exterior locations. His work often focuses on the spirit and dignity of individuals and the strength of the community. The *Wildcat Canyon Series* of paintings featured in the exhibition are Galvez's first studio pieces in many years and the only paintings in his repertoire in which the human element is present only in the invisible hand of the artist and the imagination of the viewer. Galvez was born in Calexico, California in 1953 and grew up in Sacramento. He received a Bachelor of Fine Arts from California College of the Arts and Crafts in 1975 and a Master of Arts in Painting from San Francisco State University in 1979.

Jos Sances is a Bay Area-based artist, and makes a living as a Designer/Printmaker/Muralist. Sances is the founder and art director of Alliance Graphics, a union screen print and design shop. Over the years Sances has designed and printed thousands of posters and t-shirts for hundreds of progressive causes, while simultaneously maintaining a steady output of art which addresses issues and ideas that concern him. In 2012, the Library of Congress acquired 487 prints from Sances which represented a broad overview of his thirty years in printmaking. Prior to founding Alliance Graphics, Sances co-founded Mission Grafica at the Mission Cultural Center in 1980 and worked there until 1988. The exhibition will include screen prints and ceramic sculptures created by Sances.



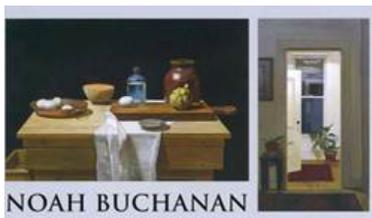
The collaborative relief sculpture, *Splicing Forms of Nature and Science*, located on the west side of Building 4 was created by Daniel Galvez and Jos Sances.



(Photos provided by Victor Valbuena Bareng. Article provided by Paul Bridenbaugh.)

Skyline College Art Instructor Noah Buchanan Featured in Solo Art Exhibition

The exhibition features recent paintings and drawings by Skyline College Art Instructor Noah Buchanan. The exhibition runs through March 10, 2012 at the John Pence Gallery located at 750 Post Street in San Francisco. Gallery hours are 10:00 a.m. – 6:00 p.m., Monday – Friday and 10:00 a.m. – 5:00 p.m. on Saturdays. (Article provided by Donna Bestock.)



NOAH BUCHANAN

NOAH BUCHANAN

Recent Paintings and Drawings

FEBRUARY 10 through MARCH 10, 2012

Opening Reception – Friday February 10, 2012
6 to 8 p.m.

JOHN PENCE GALLERY

750 POST STREET • SAN FRANCISCO • CALIFORNIA 94109
PHONE: 415.398.0100 FAX: 415.398.0101
HOURS: Monday - Friday 10 am to 6 pm, Saturday 10 am to 5 pm
www.johnpencegallery.com or johnpencegallery.com

established 1970



Early Childhood Education Is On The Move!

Just because we work with little people doesn't mean that we stand still! Note the four giant steps we are taking. The Child Development Center has moved into its new building, formerly Loma Chica. The new center will be formally introduced as the "Skyline College Early Learning & Child Development Center" at the Grand Opening on the afternoon of Wednesday, February 29, 2012. The ECE 360 Advocacy classes completed its Fall session with presentations from Supervisor Jerry Hill.



ECE 360 Advocacy in Early Childhood Education, taught by ECE Faculty Elaine Francisco who hosted Supervisor Jerry Hill.

The Department & CDC collaborated for a three day workshop on topics that included Special Ed legislation, identification and referral processes, and community resources for adapting and modifying programs.



Kate Williams Browne, Skyline College ECE Program Coordinator, giving lecture at Tianhua College of Shanghai Normal University.

The ECE Faculty of Skyline and Cañada Colleges met together to look at Kate Williams Browne's presentation of "Early Education in Shanghai" and to hear Julia Crockett Mannheimer's discussion of "The 'A' in SLOAC." (Article and photo's provided by Kathryn Browne.)

Students Booming in the Learning Center

As spring semester gets underway, the Learning Center (TLC) is in full swing with its efforts to promote its mission of empowering Skyline College students in becoming active learners. In just two weeks of the spring semester over 55 TLC tours and classroom presentations have been facilitated! This is more than all of the TLC requests combined from last semester. In fall 2011, Skyline College students spent over 30,000 contact hours in the TLC receiving tutoring and attending workshops. This is a number that would not have been possible without the collaboration of faculty and staff to promote the Center's services. (Article and photo's provided by Katie Ha.)



Orientation to Early Childhood Education Careers Held on Saturday February 4, 2012



Eighty students and several faculty attended the annual “Orientation to Early Childhood Education Careers” event on Saturday, February 4, 2012 at Skyline College. While they enjoyed fruit and Omega-3 packed goodies, they listened to a panel of Program Directors, Administrators and Early Education Mentor Teachers illustrating what employers look for when they hire for their very diverse centers. Some of our guests included: Karen Haas-Foletta of Footsteps Childcare and School-Age; Jeanne Lindberg of UMC Co-Op Preschool; Margarita Mazaracki of Bright Horizons; Sonia Bon and Gloria Gil from Early Learning Center at Notre Dame de Namur University; Daniele Koenig of Peninsula Temple Shalom Preschool; and Venecia Allen (East Palo Alto) and Tobi Garelick (South San Francisco) of Head Start.

As the participants came to realize, there are a variety of programs with varied needs and locations throughout our county. Moreover, many of the hiring tips offered were not only for the Early Care and Education fields. Participants expanded their knowledge about the Skyline College Career Center as Virginia Padron told them about different services available to them as they explore various options within the ECE world. Special thanks to Annie Trinh and Ira Lau for help with technology and facilities for the event. Evaluations collected after the morning included comments such as: “Very interesting and inspiring,” “Extremely helpful,” and “I am glad I came!” (*Article and photos provided by Kathryn Williams Browne and Cece Rebelé.*)

College Success Initiative (CSI) Hosts Basic Skills Acceleration Conference

Skyline College’s College Success Initiative (CSI) Committee has been working on ways to best serve our basic skills students. In an effort to continue our conversations of innovation in basic skills, Skyline College hosted an Acceleration conference this past Friday, February 3, 2012 in Building 6. This conference was in partnership with the California Community Colleges' Success Network (3CSN) and the California Acceleration Project (CAP).



The event was well attended having over fifty faculty and administrators from throughout the region present. In addition to a facilitated demonstration of the Basic Skills Tracking tool developed by 3CSN and the RP Group, attendees participated in conversations revolving around math and English. Topics included:



- the design and pedagogical principles of accelerated curriculum being practiced at community colleges throughout the state
- the coaching, professional learning and course development opportunities within 3CSN/CAP-supported communities of practice in accelerated curricula and pedagogy

At the end of the day, CAP and 3CSN coordinators Myra Snell and Katie Hern held a question and answer session that included the application process to the next cohort of the Community of Practice, other curricula, pedagogy, and policy questions.

This event was made possible by the support of Skyline College's administration, including President Regina Stanback Stroud, Interim Vice President of Instruction, Mike Williamson, Dean of Language Arts, Connie Beringer, Interim Dean of Math/Science/Technology, Ray Hernandez and all faculty that participated. Also, a special thank you goes to Cleavon Smith from 3CSN that helped organize this event at the college. Thank you to all for helping make this conference such a wonderful success. *(Article and photos provided by Nohel Corral.)*

Faculty and Staff Professional Development Opportunity SFSU Doctoral Program in Educational Leadership

San Francisco State University's doctoral program in educational leadership is now accepting applications for the Fall 2012 student cohort.

The SFSU program enables working professionals from the schools and community colleges to complete an Ed.D in three years. Classes are held every other weekend and in the summer, and taught by a distinguished interdisciplinary faculty.

The program's curriculum focuses on five major categories:

- Leadership and Systemic Reform
- Learning, Curriculum, and Assessment
- Equity, Diversity, and Structural Inequality
- Educational Program Administration
- Research activities

Information sessions are scheduled for applicants through April 2012.

TRiO Kicks-Off Another Great Semester

On Thursday, February 2, 2012 approximately sixty TRiO students came together to celebrate the beginning of another great semester. During the event, new and continuing TRiO students had the opportunity to interact with members of the staff and meet the newly elected TRiO Club Officers. In addition, students were informed of upcoming TRiO workshops and events as well as important deadlines for the Spring Semester.



In the spirit of Valentine's Day, students and staff also participated in a fun and interactive activity that brought forth their love for TRiO and the rich variety of services the program provides to 330 students each year. As students reflected on the activity, many of them expressed gratitude and shared with those present the positive impact that TRiO has had in their educational journeys at Skyline College. Moreover, TRiO students expressed their feelings of being surrounded by family within the TRiO community

and shared personal instances when they experienced unconditional support from the program, staff and fellow students.

The event was motivational and truly inspiring. Special thanks to Connie Beringer, Dean of Language Arts, for her continued support, Jessica Lopez, TRiO Counselor, for her help planning and facilitating the event, and to all TRiO staff for the great work they do to help TRiO students reach their educational objectives. *(Article and photos provided by Nohel Corral.)*



Regional National TRiO Day Conference to be held at Skyline College on Saturday, February 25, 2012

National TRiO Day
Empowering 1st Generation College Students

PARTICIPATING PROGRAMS

TRiO Student Support Services (including Skyline College, Cañada College, Henry Clay College, and City College of San Francisco)
TRiO Uplift Boundaries (Cañada College)
TRiO Talent Search Program (ACE Educational Services)

Event Highlights

Financial Aid and Literacy - Information on financial aid, college budgeting, money for college, and other financial resources.

Transition to College - Workshops on transitioning from high school to college and going from a community college to a four-year university (panels).

Motivational Speakers and Activities - The day will be filled with inspirational stories and speakers, including a keynote from Pablo Gonzalez.

In February, TRiO programs across the nation are celebrating the 40+ years of helping students achieve their academic goals! Join us for interactive workshops, money management tips, student-led activities, and motivational speakers!

"60% with the TRiO program at your college or high school by February 21st!"

This event is "FREE" and you will be provided with:

- Breakfast
- Lunch
- Fun Activities
- Great Workshops
- Prizes and Giveaways!

For more information, please contact: Judy Cheung at 650-738-4144.

This event is funded in part by the Chancellor's Office, California Community Colleges

2ND ANNUAL CONFERENCE

The Skyline College TRiO program, in partnership with TRiO programs from Cañada College, City College of San Francisco, Berkeley City College, ACE Educational Services (Talent Search), and SparkPoint Center at Skyline College will be hosting a regional National TRiO Day conference. The conference will be held on Saturday, February 25 from 9:00 a.m. – 2:00 p.m. in Building 6.

This free event is designed to help celebrate and empower our first-generation college students in TRiO. The day will consist of a welcome by President Regina Stanback Stroud followed by workshops on financial aid, financial literacy, panels composed of alumni and current students, and a final keynote speech from Pablo Gonzalez. In addition to the great workshops, four-year universities and community partners will be tabling during lunch time in the cafeteria.

For questions or more information, please contact Judy Cheung at 738-4144. RSVP's will be accepted until Tuesday, February 21, 2012. (Article provided by Nohel Corral.)

Free Tax Preparation at Skyline College

The Earn It! Keep It! Save It! program at Skyline College is providing free tax preparation to households that earned less than \$50,000 in 2011. Taxes will be prepared every Saturday, beginning February 4 through March 24, 2012 (except February 18, 2012) from 12:30 p.m. to 4:30 p.m. in Building 8, Room 8209. Please call (650) 738-7035 to make an appointment. (Article provided by Raymond Jones.)



Free Tax Preparation

Get the Refund You Deserve — Fast & Confidential

Location and Dates

SparkPoint at Skyline College
Accounting Lab, Bldg 8, Room 8209
3300 College Drive, San Bruno, CA 94066
650-738-7035

Saturdays: Feb 4 – Mar 24 (except Feb 18)
12:30 pm – 4:30 pm

Call today for an appointment

- Walk-ins based on availability.
- Open to students and the community.

To find additional sites near you, visit
www.earnitkeepitsaveit.org or call 211

Trained tax preparers are helping thousands of local residents.

Bring your:

- Photo ID for each person on your tax return
- Social Security card for each person on your tax return
- W-2 forms for all jobs held in 2011
- All 1099s, 1098's and any other tax forms
- Voided check or bank account and routing for direct deposit
- Last year's tax returns
- Childcare provider information
- Lender's name, address and phone number for CA renter's credit

Your 2010 income must be less than \$50,000 to qualify.



Transfer Center – Spring 2012 Highlights

Calendar of Events – Transfer Workshops and Events

This semester, we are excited to be providing students with a broad variety of workshops and activities.

Spring 2012 Transfer-related workshops:

- New Student Transfer Orientations
- Preparing for transfer to a CSU or UC
- Understanding the new Associate for Transfer Degrees
- I've been accepted to SFSU, now what?
- I've been accepted to UC Davis, now what?
- Exploring private colleges as a transfer option
- Exploring private colleges – Panel Presentation
- Preparing for Medical School - Presented by Stanford University
- Preparing for transfer as a nursing major

SAVE THE DATE - Transfer Fair

March 14, 2012 10:00 a.m. - 1:00 p.m.

Our annual transfer fair will provide students with the opportunity to learn about programs at different private colleges and universities. While our Fall semester focus is on preparing students to transfer to the California State University (CSU) and University of California (UC) systems, our Spring semester focus is on introducing students to the opportunities offered by private colleges and universities. Please consider bringing your class to this event and encourage your students to participate.

Discover UC Davis College Tour – Friday, March 16, 2012

UC Davis is one of our biggest feeder campuses within the UC system. This year, as we do every year, we will be taking a group of students to the Discover UC Davis College Tour on Friday, March 16th. Students participate in major specific workshops, hear from faculty and student speakers, attend a college tour, and have an opportunity to attend a student services fair. Transportation and lunch will be provided. Our bus will be leaving the campus at 7:00 am sharp and will be returning around 5:30 p.m. Interested students can register on the Transfer Center website beginning February 9, 2012.

Transfer Articulation Bridge (TAB) Program

TAB is a joint program between Skyline College and San Francisco State University designed to prepare first-generation, low income, and underrepresented students to transfer to SFSU. The TAB program provides students with the opportunity to concurrently enroll at SFSU while still taking courses at Skyline College, allowing them to earn units towards their bachelor degree. Students enroll in and take the ISED 201 Introduction to SFSU 3 unit course at the SFSU campus. The topics covered in class include: strategies for transferring Skyline College to SFSU, application and enrollment strategies, impacted majors, academic and support services at SFFSU, paying for college, and more! TAB orientations will be held on Friday, March 2 and Friday, March 30 from 12:10 pm – 1:10pm. Rooms TBD. For further information about the TAB program can be found at the Transfer Center website at skylinecollege.edu/transfer.

Transfer Center Class Tours

The Transfer Center is available to do tours to share with your students the services and resources that are available to them. Class tours can take as little as 10 -15 minutes or a full class session. Consider taking a tour of the Transfer Center and having a student write a research or reflection paper on what they learned. *(Article provided by Jacquie Escobar.)*



Welcome Sherrie Prasad

Sherrie Prasad has joined Skyline College in the Office of the President as the Office Assistant. Sherrie comes to Skyline College with a wealth of experience and talent in administrative and project management. She has previously served as a business associate at Western Journal of Medicine. She has also enjoyed a successful tenure as a Members Services Associate with the Women's Funding Network.

Sherrie will be the welcoming face and service provider as you visit the Building 4, third floor administrative suite which houses the Office of the President, Vice Presidents, Administrative Services, Public Information and Research and Planning.

Sherrie is a Skyline College transfer student success story. She attended Skyline College to complete her general education requirements and transferred to San Francisco State University where she earned a Bachelor's of Science Degree in Business Administration. Sherrie is very excited to be back at Skyline College and is looking forward to reacquainting herself with the college and our community.

SparkPoint Welcomes AmeriCorps VISTA Volunteer



SparkPoint at Skyline College is pleased to announce that Heather Drusilla Smith, AmeriCorps VISTA (Volunteers in Service to America) Volunteer, has joined the Skyline College community. Heather began her one year assignment in November 2011 to assist SparkPoint with capacity building activities including: the development of informational and marketing tools; support for service integration with SparkPoint's Efforts to Outcomes database; partnership development and support; the creation of conceptual models of the organization's structure and process flow; and the design of a financial coaching participant workbook.

Heather earned a Bachelor of Science degree in Social Sciences with a focus in Cross-Cultural Studies, and minors in International Relations and French. She was a Delegate Representative for Costa Rica at the Harvard Model United Nations Conference in Boston, Massachusetts in 2007. Heather received the Delegate Award of General Excellence for her outstanding participation in the conference from the California Polytechnic State University Political Science Department. She has worked with the United Nations Environment Program in several capacities in Kenya, Germany and South Korea. Heather was a Peace Corps Master's International student at the Monterey Institute of International Studies, earning a Master of Public Administration in International Management degree while serving as a Youth Development Peace Corps Volunteer in Belize City, Belize. She recently conducted research on cognitive and emotional challenges Belizean children face that impede integration into their schools and communities. Heather is proficient in French, Creole and English, and has basic Spanish skills. She serves as a member of Meridian Health Foundation's Board of Directors, an organization for which she was a consultant for several years. Heather is located in the SparkPoint Center, Building One, room 1219. Please feel free to drop by and welcome Heather to Skyline College. *(Article provided by William Watson.)*



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ February 22, 2012

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New Veterans Center Opens



CSM student veterans now have a place to call their own. Earlier this month, the college officially opened its new Veterans Resource and Opportunity Center (VROC) with a ribbon-cutting ceremony and open house. The program included remarks by college and district officials, a student veteran and a representative of Congresswoman Jackie Speier's Office; it also featured a color guard unit and musical selections by a group of CSM voice students. The event concluded with the ribbon cutting and tour of the center. Student veterans assisted in the Center, greeting guests and explaining the functions of the various areas. The VROC provides a Zen room, lounge, office space and several study areas with computers. The celebration was by all accounts a big success. It was very well-attended by members of the college community and many representatives from veterans groups throughout San Mateo County. *(Photo credit: CSM Community Relations and Marketing)*

CSM Students Named to PTK All-California Academic Team

CSM students **Emmeline Wong** and **Caleb Kenney** have been selected to the All-California Academic Team of Phi Theta Kappa (PTK). They will be recognized at an awards luncheon, sponsored by the Community College League of California on March 7 in Sacramento. Emmeline serves as co-president of PTK and was also a student senator. In fall 2011, she was instrumental in developing the college's participation in "Commit to Completion," a national education initiative designed to help students understand the impact of completing their community college education. Caleb is the financial officer for PTK; in that role, he developed a formal budgetary system for the chapter. He also was involved in "Commit to Completion." Both Emmeline and Caleb are business administration majors and have applied to UC Berkeley's Haas School of Business. *(Photo source: Emmeline Wong and Caleb Kenney)*



Antique & Collectible Market Finds a Home at CSM



The San Mateo Antiques & Collectibles Market has come to CSM! Featuring nearly 300 dealers, the market is the place to shop for vintage and retro items, antiques and anything collectible. The market is held on the third Sunday of the month from 9 am – 4 pm in the Beethoven Parking Lot; admission is free. The company that sponsors the market has also produced antique and collectible fairs in Alameda County, Candlestick Park and Pleasanton. It was drawn to CSM for the college's moderate weather, freeway access and available parking. *(Photo source: San Mateo Antiques and Collectibles market website)*

A Dozen Bulldogs Make Commitments to Universities

As of the end of January, 12 CSM football players had either signed letters of intent or gave verbal commitments to universities.

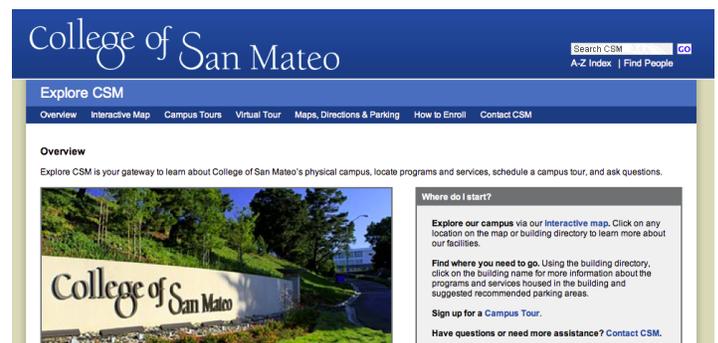
Signed Letters of Intent

Alex Hubbard Cal Poly, San Luis Obispo
Barrett Wangara Cal Poly, San Luis Obispo
Johnathan Murphy Southeastern Louisiana University
DJ McDonough Faulkner University (Alabama)
Vaughn Smith Tarleton State University (Texas)
Antoine Turner Faulkner University
Kenny Anderson Hastings College (Nebraska)
Craig Hartford Menlo College
Miles Freeman Carson-Newman College (Tennessee)

Verbal Commitments

Ron Fields University of Hawaii
Chuck Ragland Colorado State University
Lucky Dozier Northern Arizona University

CSM Launches Virtual Tour



Prospective students can now experience CSM from the convenience of their computers by taking the college's newly launched virtual tour. Virtual tours have become a very important marketing tool for colleges and universities. It is a way for prospective students—wherever they are—to experience the look and feel of a college campus. For many students, it's the next-best thing to being on campus.

CSM's virtual tour is a four-minute video that includes images of the campus and its surroundings, including stunning panoramic views, interior shots and many scenes of student life. The tour also weaves in information about CSM's history, academic excellence, athletic legacy and student services. It can be viewed by visiting collegeofsanmateo.edu/virtualtour. The video was produced by a team of staff from the Community Relations and Marketing Department.



Julian Edelman: From Bulldog Bowl to Super Bowl



Former CSM quarterback **Julian Edelman** received plenty of press in the weeks leading up to the Super Bowl. Edelman, a Woodside High graduate, plays for the New England Patriots and proved to be instrumental in helping the Patriots win the AFC Championship game and ultimately compete in the 2012 Super Bowl. Although the quarterback position belongs to teammate Tom Brady, Edelman proved his versatility in the AFC Championship by playing offense (receiver), defense and special teams. In CSM's inaugural Bulldog Bowl in 2005, Edelman led the bulldogs to an exciting 41-39 victory in the final seconds of the game. He transferred to Kent State University where he was a three-year starter; as a senior he threw for 1,820 yards and ran for 1,551. Edelman was drafted in the seventh round by the Patriots. (Photo source: Yahoo Sports website, Getty Sports)

College Celebrates Black History Month

The college is currently participating in Black History Month by offering a schedule of special events which celebrate the diversity of African American life and historical contributions:

~ "Any Form of Art" Contest in which students created any form of art (skit, video, song, poem, essay, painting, etc.), to interpret how African American culture influenced culture around the world.

~ A presentation by Rudy Ramirez about the blues and the African American experience;

~ "Everything Connects Workshop", a hands-on activity designed to build healthy communities beginning with the community of one—the self.

In addition, two Black History Month events were held in the Child Development Center for the children, parents and members of the college community: a singing, dancing and drumming performance by Rudy Ramirez; and a reading and signing of Charles Smith Jr.'s photographs interpreting Langston Hughes's poem, "My People."

Kudos

~ **Les Williams**, a CSM graduate of the class of 1939, was recently recognized in the George Lucas film, *Red Tails*, for his real-life role as one of the Tuskegee Airmen who flew combat aircraft during World War II. Williams was among the first African-American bomber pilots of the war; he and his fellow airmen overcame prejudice to become one of World War II's most highly respected fighter groups. Earlier this year, Williams co-wrote a book about his experience, "Victory: Tales of a Tuskegee Airman." In 2007, Williams received the Congressional Gold Medal, Congress's highest civilian honor.



Articles about William's life have appeared recently in the *San Mateo Daily Journal* ("Breaking Barriers," Jan. 31, 2012) and the *San Jose Mercury News* (Sharing Tales of Being A Tuskegee Airman," Feb. 5, 2012). The articles can be viewed by visiting:

smdailyjournal.com/article_preview.php?type=news&title=Breaking%20barriers&id=227658

www.mercurynews.com/columns/ci_19908546

Footnote: Williams was an attendee at CSM's inaugural Athletic Hall of Fame awards banquet in September 2011 when he accepted a hall of fame award on behalf of his cousin, Archie Williams, a 1936 Olympic gold medalist. (Photo source: *SM Daily Journal*)

~ **Susan Matthews**, adjunct art instructor, has a collection of her manuscripts for “Secrets Under the Skin” on display at the Arc Gallery of the University of Alaska Anchorage. “Secrets Under the Skin” is a project that involved the study of religious ritual and dance that migrated from Africa to Cuba through slave trade. (Photo source: susanmatthews.com)



~ **Noah Buchanan**, CSM adjunct art instructor, has a show of his recent paintings and drawings at the John Pence Gallery in San Francisco; the show runs through March 10.



NOAH BUCHANAN

NOAH BUCHANAN
Recent Paintings and Drawings

FEBRUARY 10 through MARCH 10, 2012

Opening Reception – Friday, February 10, 2012
6 to 8 pm

From cover image: *Still Life with Archibald*, Oil on linen, 24 x 36 inches, 2011; *A Night Entombed*, Oil on Linen, 26 x 15 inches, 2011

JOHN PENCE GALLERY
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established 1975



Top left: *There is a Way*
Oil on linen
11 x 23 inches, 2011



Top center: *Embark II*
Oil on panel
16 x 11 inches, 2010



Top right: *Something Lost*
Oil on panel
14 x 11 inches, 2010



Bottom left: *Mid-Winter's Dream*
Oil on linen
32 x 48 inches, 2010



Bottom right: *The Magician*
Oil on linen
21 x 30 inches, 2011

Upcoming Events

~ Learning Center Grand Opening Reception, Wednesday, February 29, 2–3:30 pm, Bldg. 10, Room 220

~ Karamu (Feast), Black History Month Soul Food Celebration, Wednesday, February 29, 11 am – 1 pm, Bldg. 17, Room 112

Student Success Story: Frank Simpson

AS degree, Electronics

Frank Simpson attended other community colleges before he decided that CSM was the best place to study the field that interested him: electronics. Through CSM’s electronics program, Frank learned the theories and applications widely used in the industry. “The hands-on instruction I received was so valuable because I could apply what I had learned as soon as I was hired as an engineering technician,” says Frank. To finance his education, Frank worked his way through college but managed to successfully balance work and academics. He would earn his associate in science degree in electronics, a degree that helped him to launch a 25-year career. “Without that education, I probably could not have secured my position in the field.”



Frank has gone on to work in various aspects of the electronics industry—from consumer electronics to IC (integrated circuit) manufacturing. He is currently a manufacturing engineer with one of the leading providers of power supply solutions for the electronics industry.

“I am grateful that I was able to obtain my education at such an affordable cost. The true savings for a quality education at CSM cannot be compared to any other college system.” Wanting to “return the favor” to CSM, Frank has demonstrated his appreciation. He contacted his former instructor, Roy Brixen, professor of electronics, and donated electronics components to the program. His donation has enabled CSM students to receive their “hands on” instruction from the very equipment they will find when they work in the industry. (Photo source: XP Power)

SPECIAL
POINTS OF
INTEREST:

- Assembly member Mike Eng presented a Certificate of Recognition to the Alliance for Language Learners of which Cañada is a member.
- The baseball team has opened 3-4 against some of the toughest competition in the state, playing four ranked teams.

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CIUS Allied Health Degree Begins This Spring 4

Cañada College

VOLUME 11, ISSUE 11

FEBRUARY 22, 2012

Kathy Smith is Named Cañada College Classified Employee of the Year for Serving as the “Secret Weapon” for the School

Linda Hayes, Dean of Workforce, Business & Athletics at Cañada, calls Kathy Smith the “secret weapon” at Cañada.

“Kathy has always been a person to get the job done in a timely fashion no matter how big or small the job might be,” Hayes said. “She, herself, went through the community college system here at Cañada College and, I might add, was an awesome student as I had her for a few computer related courses.”

Smith works as an administrative assistant for Middle College, assisting high school students and teachers in the program. She also assists the Athletics Department with administrative tasks, including the distribution of sports schedules. She has also been assisting in the Instruction Office for the past several months, filling in for another employee who is on sick leave.

“Kathy is the epitome of what every classified employee should strive to be in their career,” Hayes said. “She always makes sure students are first and get their needs taken care of and at the same time, assists the



faculty and staff not only in the division but throughout the college by assisting whenever and wherever possible. She is not the type of employee who worries about taking on a new task to help the college.”

She also goes above and beyond her job duties to help the college. She is an active volunteer with the Arts & Olive Festival, the largest scholarship fundraiser for students.

“Kathy is one that is a quiet leader—she rallies the troops, gets the job done and moves on to the next task,” Hayes said. “She gets involved every year in the annual Arts & Olive fundraising event for students on campus. She talks up the event and gets folks to volunteer for the day—she comes in like ‘Batman’ and swoops down and makes it all happen. She is truly a person at the college that goes above and beyond the call of duty.”

The Arts & Olive Fundraiser raises approximately \$20,000 annually which goes to fund scholarships for students at the college.

Kathy also volunteers to serve on a

variety of committees, including the Classified Senate and the Safety Committee.

She has also served as a classified representative on the Academic Senate Committee, the college Budget Committee, and Instructional Planning Council.

“She never misses a Safety Committee meeting and is a key person helping us follow through on initiatives,” said Deborah Joy, classified chair of the committee.

Roberta Chock, past president of the Classified Senate, said Kathy is also a quiet leader for all classified employees.

“You can count on her,” she said. “She is an active participant in classified employee issues but she doesn’t need to be seen as a leader. She is very popular among her co-workers because she is such a hard worker.”

Hayes agreed. “She definitely promotes open communication among work groups and is a stellar organizer. When you see Kathy’s name on a committee, you know the work will be completed in the best way possible.”

Students Audition for Role of Cañada College Mascot

A horse is a horse, of course, of course...unless that horse is the new Cañada College mascot. Unofficially dubbed "Corey", the new college mascot has been a hit with students. Last week, the Student Activities Office held tryouts. "The mascot will be at all of our major events on campus," said Victoria Worch, coordinator of student activities. While the new colt has a fearsome look, it has been a popular addition to campus events. "The students love him," Worch said. "The mascot is the life of the party. It's fun to watch the reaction of students seeing him for the first time. They are not sure what to think. As they get used to having him around, I think he'll quickly become a popular part of campus."



Jose Luis Blanco: Hooked on High Performance

Unlike many immigrants from Mexico, Jose Luis Blanco came to the United States with a marketable skill. Blanco's father owned a small mechanic shop where Blanco had worked ever since he was old enough to hold a wrench. But when the drug wars and a poor economy in his home state of Michoacán forced his Dad to close his shop, Blanco headed to the US.

Blanco, who arrived here when he was 20, quickly found work as a mechanic. Realizing the need to learn English, he took a few English classes at an adult school in LA; when he moved to the Bay Area he continued studying English at

Sequoia Adult School. He received a Sequoia Adult School Scholars (SASS) scholarship to attend Canada College in Fall, 2011, testing into the second highest level ESL class.



For nearly a century, the Sequoia District Adult School has served the Mid-peninsula community. Now serving 8,000 local residents annually, the school offers a wide variety of adult educational programs in more

than a dozen convenient locations throughout the community. SASS provides scholarships to underserved students who have graduated from Sequoia Adult School and want to further their education. Many of those students, like Blanco, have chosen to attend Cañada.

Blanco's life has changed significantly since starting college. He used to spend his free time watching TV and playing video games. Now, his spare hours are consumed with homework and books.

Still all things automotive remain his passion. In particular, he likes to work on high performance cars.

Club Rush Connects Students to Clubs on Campus



Students had the opportunity to learn about various clubs on campus and purchase a Valentine's Day surprise for their sweetie as part of the annual Club Rush event held Tuesday, Feb. 14 and Wednesday, Feb. 15 for evening students.

"It's a great introduction to the clubs for new and returning students," said Victoria Worch, Student Activities Coordinator.

Research indicates that students who make friends and are involved in extracurricular activities are more likely to succeed in school.

"Every year, we find students majoring in math and science who had never heard of MESA or didn't know we had a computer science or robotics club," said Cathy Lipe, MESA Program Director. "It's a great way to recruit new students and bring them into the college culture. When they meet other students who share the same major or same interests we see them more often in the Learning Center and at study sessions."

Worch said it's particularly important to connect evening students to the programs that help students succeed.

"Evening students appreciate these events," she said. "The perception is that evening students aren't interested in extracurricular activities but we find they really want a connection to the college outside of the classroom."





The Cañada College Art Department is proud to present an exhibition by the San Francisco artist, Leigh Barbier. The show is in the Cañada College Art Gallery, Building 9, and will run through March 1.

Leigh Barbier's drawings, paintings and sculpture derive from an imaginary landscape called 'Mushroomville'. Inspired by religious art, muralists of the Mexican Revolution, and lingering 60's Disney imagery, Barbier's enchanting yet sinister "Mushroomville" is an all-female community in a physically spare yet emotionally rich countryside, dotted with occasional log cabins, brick buildings, or hollowed trees for shelter.

The gallery is open on Mondays and Wednesdays 9 am to noon, and on Tuesdays and Thursdays 12 to 3 pm.

Theater Arts Production of "Fat Pig" Opens March 15

The Cañada College Theater Arts production of "Fat Pig" opens Thursday, March 15 with a special "pay-what-you-can" afternoon performance in the Flex Theater.

The play is written by Neil LaBute and premiered Off-Broadway in 2004. Fat Pig tells the story of Tom, a stereotypical professional in a large city, who falls for a very plus-size librarian named Helen.

"What happens when a fit young man falls in love with a plus-sized woman?

This hard-hitting but often funny and poignant play explores issues of body image, taboo attraction, and love



under the scrutiny of an image-conscious world, as Tom becomes torn between embracing his new-found love and relenting to peer pressure," said Theater Arts Professor Anna Budd.

Tom's best friend, Carter, finds out that Tom is seeing someone and the story begins to unfold.

"Our show has two casts – Cast A & Cast B," Budd said. "One actor plays two opposite parts – the love-struck Tom in

Cast A, and the snarky cynical Carter in Cast B. It's going to be interesting to see how audiences react if they see both shows with the two different casts."

The play was the winner of the Outer Critics Circle Award for Outstanding Off-Broadway Play in 2005 and was nominated for Laurence Olivier Awards for Best New Comedy in 2005.

Shows will be held March 16, 17 (day and evening shows) and the second cast will perform March 21, 23, 24 & 25. Tickets can be purchased at www.canadacollege.edu/arts/theatre.

Retired Professors Sam Nicolopoulos and Kent Sutherland Pass Away

Retired professors Samuel Nicolopoulos and Kent Sutherland passed away over the winter break. Sam passed away on December 27 while Kent passed on Jan. 1.

Sam began teaching at Cañada College in September 1968. During his years at Cañada as a physical education teacher and coach, Sam assisted in overseeing the Fitness for Life certification, developing a fitness testing program for South County Fire and was the Varsity Wrestling Coach. He also mentored, motivated, and nurtured the youth of the Peninsula for 39 years at

Carlmont High School and San Carlos High School. After retiring in 1991, he volunteered 14 years of his time as an assistant football coach at Woodside High School. Private family services have been held. Donations in Sam's name can be made to the Woodside High School Football program at 199 Churchill Avenue, Woodside, 94062 or to your favorite charity. Please click on to the link below which includes the announcement by the family in the Daily Journal. Kent began teaching at Cañada College in September 1970 and started the English Institute with another faculty member shortly

after. The English Institute developed into the ESL Department over the years. In the early 1970s, the College offered highest level of ESL at the College, and Kent was a tireless advocate for the growing needs of the local community; he led the effort to expand the course offerings to prepare ESL students to succeed in the transferrable level ESL course. He was a founding member of CATESOL at Cañada.

**Former President
Thomas Mohr Speaks
on Leadership**



Former President Tom Mohr returned to the college on Monday, Feb. 6 for a special lecture on leadership. Mohr's lecture, titled "Thoughts About Leadership in a Complex Environment," drew a large audience in Building 6, Room 102.

The lecture was sponsored by the Center for Innovation and Excellence in Teaching and Learning and the Center for Student Life and Leadership.

Mohr told the audience that leaders should study the habits of great thinkers. "Question any and all assertions," he said. "Leaders should welcome challenges to their way of thinking."

Mohr said great leaders empower others to question the logic of the leader while the leader gains new insight about the issue. "Don't surround yourself with followers," he said. "Leadership is a process of influencing others' perceptions of reality."

Great organizations embrace this concept, he said. Challenging ideas and questioning closely held beliefs is the only way to make sure an institution is constantly evolving, Mohr said.

National University, the second largest private, non-profit college in California, will Offer Bachelor of Science in Allied Health at CIUS This Spring

The agreement includes access to scholarship programs and discounted tuition for District students.

National University, the second largest private, nonprofit institution of higher education in California, and the San Mateo Community College District have signed a Memorandum of Agreement that will ease the transition from an associate's degree to a bachelor's degree at National University for many local students, both institutions announced last week. As a result of the agreement, National University will offer a Bachelor of Science in Allied Health degree program to District students through the Center for International and University Studies at Cañada College.

The agreement will make it easier for District students to pursue a bachelor's degree, to enroll in courses at National University concurrently with their enrollment at Cañada College or one of the other District colleges, or to transfer to the bachelor's degree program following completion of a certificate or associate's degree program.

"Since its foundation in 1971, National University has been dedicated to making educational opportunities available to lifelong learners," said Patricia Potter, Interim President of National University. "As California's second-largest private nonprofit institution of higher education, this agreement with the San Mateo Community College District and Cañada College is a logical and natural partnership that will allow each of the institutions to better serve their students."

"I am so excited about our

partnership with National University because of the excellent opportunity it offers our students to extend their educational pursuits beyond community college while enabling them to continue their academics right here at



Cañada College and in their home community where they live and work," said James Keller, Interim President at Cañada College.

The agreement between the two schools includes numerous benefits for students, including an extension of the National University Transfer to Triumph scholarship program, established under the Memorandum of Understanding between the California Community Colleges Chancellor's Office and National University, and National University's Promising Scholarship to transfer students from Cañada College. District students and alumni will be eligible to receive a 10 percent discount on the cost of tuition for all National University courses taken onsite at Cañada.

This new degree program is one of several bachelor's degree and professional certification programs offered to District students through the

Center for International and University Studies (CIUS) at Cañada College. CIUS brings these programs to the Cañada College campus so that District students and alumni can complete their higher education goals in their local community. CIUS is also home to Cañada College's international education programs.

The CIUS gives students an opportunity to go from an Associate Degree to a Bachelor's Degree with one of Cañada's partner universities without leaving campus. Cañada has partnerships with San Francisco State University, Notre Dame de Namur University, and National University. Keller said the CIUS is continually looking to expand its offerings to meet the needs of both students and the Bay Area workforce.

"The CIUS is one of Cañada's strengths," he said. "This new partnership illustrates how the CIUS can make education more convenient for students while also serving the workforce needs of the Bay Area."



BOARD REPORT NO. 12-2-6C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations,
574-6510

**RECOGNITION BY THE BOARD OF NOMINEES FOR THE CALIFORNIA COMMUNITY
COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARD**

The California Classified Employees of the Year awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. Each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Statewide award winners are selected by representatives of the Community Colleges Board of Governors, Chancellor's Office, and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting. Up to six recipients are selected and honored annually at the May Board of Governors meeting.

To be eligible for the award, a classified employee must have served a minimum of five years (full-time or part-time) as a permanent employee within the nominating Community College District. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

At the February 22, 2012 Board meeting, the San Mateo County Community College District Board of Trustees will honor each of the classified employees nominated by the Colleges and the District Office. The Board will also announce which nominee's information will be forwarded to the State Chancellor's Office.

San Mateo County Community College District

February 22, 2012

BOARD REPORT NO. 12-2-7C

DEGREEWORKS IMPLEMENTATION UPDATE

There is no printed board report for this agenda item.

BOARD REPORT 12-2-1A

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

APPROVAL OF PERSONNEL ITEMS

Changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel:

A. REASSIGNMENT

College of San Mateo

Karen Erickson Admissions & Records Assistant III Admissions & Records

Reassigned through the managed hiring process from a KCSM TV Broadcast Operations Engineer position (Grade 32 of Salary Schedule 60) into this position (Grade 24 of Salary Schedule 60), effective February 27, 2012, replacing Mario Mihelcic who was reassigned.

B. LEAVE OF ABSENCE

Skyline College

Karen Nielsen Cosmetology Aide Business Division

Recommend approval of a personal leave of absence without pay, effective January 17, 2012 through June 18, 2012.

C. CHANGE IN STAFF ALLOCATION

College of San Mateo

Recommend a change in staff allocation to add one full-time, 12-month per year Project Director (Grade 175S of Salary Schedule 40) for International Support Services, effective February 23, 2012. The new position is being added to assist with increasing the College's international student enrollment.

District Office

1. Recommend a change in staff allocation to add one full-time 12-month per year Maintenance Engineer position (Grade FF of Salary Schedule 70) and to delete one full-time 12-month per year Systems Engineer position (Grade HH of Salary Schedule 70), effective January 30, 2012.

It is also recommended that the Systems Engineer incumbent, Devitt Hartney, be reassigned to the new Maintenance Engineer position, effective January 30, 2012.

2. Recommend a change in staff allocation to add two full-time, 12-month per year Bookstore Operations Assistant positions (Grade 22 of Salary Schedule 60), effective February 23, 2012. The two new positions are being added to handle the increased volume of business generated at the coffee concessions at Skyline College and College of San Mateo.

Skyline College

Recommend a change in staff allocation to add one full-time Project Director position (Grade 175S of Salary Schedule 40) in Business Services, effective January 30, 2012. The position will be responsible for monitoring grant awards, as well as to provide needed services.

D. LEAVE OF ABSENCE

District Office

Larisa Howes Senior Accounting Technician Administrative Services

Recommend approval of a pregnancy disability leave of absence, effective January 30, 2012, 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.

Buu Khuu Custodian Facilities Planning & Operations

Recommend approval of a leave of absence (FMLA) without pay, with benefits, effective February 1, 2012 through April 24, 2012.

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	Center for International and University Studies	1	2/23/2012	6/30/2012	Assistant Project Director: Provide administrative assistance related to University Center projects.

Cañada	Science & Technology	1	2/23/2012	6/30/2012	Instructional Aide II: Assist CIS students, including leading study groups, tutoring students, and staffing drop-in CIS sessions in the Learning Center. <i>Position funded by the CalSTEP HSI grant.</i>
Skyline	Counseling/Student Services	1	3/1/2012	6/30/2012	Program Services Coordinator: Serve as liaison between student program participants and various instructional and student services departments; make referrals and conduct follow-up to determine student needs; enter, modify and retrieve online data; make presentations; and conduct workshops and tours.

BOARD REPORT NO. 12-2-1CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Kathryn Blackwood, Executive Vice Chancellor, 358-6869

RATIFICATION OF NOVEMBER AND DECEMBER 2011 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of November and December 2011 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period November 1, 2011 through December 31, 2011 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
NOVEMBER 1-30, 2011
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
024721	11/01/11	Sallie Mae Inc.	194,746.84	Financial Aid Disbursement
024722	11/01/11	SMC College Ed Housing Corp - Canada Vista	66,913.89	Cañada Vista November 2011 Rent Payment
024723	11/01/11	SMC College Ed Housing Corp - College Vista	47,188.00	College Vista November 2011 Rent Payment
024725	11/01/11	VALIC Retirement Services Company	214,353.48	Tax Shelter Annuities
024730	11/03/11	Casey Printing, Inc.	13,958.04	CSM Schedules Printing Services
024738	11/03/11	SM County Community College District	21,195.50	Replenish Flex Spending Account
024740	11/03/11	SMCCCD Bookstore	57,023.64	Cañada Special Programs Book Purchase
024748	11/08/11	Romero-Arias, Debora A.	10,000.00	CSM Interpreting Services
024750	11/08/11	U.S. Bank National Association ND, .	379,578.06	Districtwide Procurement Card Payment
024754	11/08/11	Sallie Mae Inc.	228,256.67	Financial Aid Disbursement
024777	11/10/11	Computerland	128,376.54	Districtwide Computer Purchase
024783	11/10/11	Sutro Tower Inc.	17,247.00	KCSM Transmitter Leasing Fee
024790	11/15/11	Associated Std-CSM	50,000.00	CSM ASB Interbank Transfer
024793	11/15/11	Sallie Mae Inc.	144,901.37	Financial Aid Disbursement
024802	11/17/11	Associated Std -Canada	34,613.36	Cañada ASB Interbank Transfer
024803	11/17/11	Associated Std-Skyline	100,000.00	Skyline ASB Interbank Transfer
024807	11/17/11	Constellation NewEnergy Inc.	45,102.32	Utilities
024808	11/17/11	Coulter Construction Inc.	56,812.00	CSM and Cañada Construction Projects
024812	11/17/11	Krueger International	41,014.17	CSM and Cañada Furniture Purchase
024813	11/17/11	Noll & Tam	35,800.75	Cañada Architectural Services
024820	11/17/11	Xerox Corporation	13,930.00	CSM New Machines Analyst and Training Services
024828	11/22/11	AMS.Net, Inc.	12,954.66	CSM and Cañada IT Equipment Purchase
024829	11/22/11	Bunton Clifford Associates, Inc.	24,153.06	Cañada Architectural Services
024830	11/22/11	Casey Printing, Inc.	37,172.10	Skyline Schedules Printing Services
024831	11/22/11	CIS, Inc	21,400.00	Districtwide DSA Inspection Services
024832	11/22/11	Computerland	35,380.51	Cañada IT Equipment Purchase
024833	11/22/11	Constellation NewEnergy Inc.	29,107.35	Utilities
024836	11/22/11	Interline Brands Inc.	16,895.77	Skyline & CSM Custodial Supplies Purchase
024838	11/22/11	Sallie Mae Inc.	155,848.07	Financial Aid Disbursement
024841	11/22/11	SMCCCD Bookstore	40,398.30	CSM EOPS Program Book Purchase
024848	11/29/11	Constellation NewEnergy Inc.	21,234.80	Utilities
024852	11/29/11	OmniUpdate, Inc.	23,288.00	Districtwide Licenses Purchase
024854	11/29/11	Sallie Mae Inc.	129,961.94	Financial Aid Disbursement
443153	11/01/11	American Federation of Teachers	55,899.32	Union Dues

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
NOVEMBER 1-30, 2011
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
443155	11/01/11	C S E A	12,419.08	Union Dues
443184	11/01/11	Hartford Retirement Plans Service Center	48,883.13	Tax Shelter Annuities
443205	11/03/11	Associated Std -Canada	31,969.96	Cañada ASB Interbank Transfer
443206	11/03/11	Associated Std-CSM	45,293.45	CSM ASB Interbank Transfer
443207	11/03/11	Associated Std-Skyline	46,964.94	Skyline ASB Interbank Transfer
443280	11/03/11	Pioneer Contractors, Inc.	40,300.00	Cañada Construction Project
443288	11/03/11	S.M.C.S.I.G.	162,513.50	Dental Premium Payment
443307	11/03/11	CalPERS	501,855.01	Monthly PERS Contribution Advance Payment
443318	11/03/11	Public Empl Ret Sys	1,201,448.76	Health Insurance Monthly Premium
443319	11/03/11	S.M.C.S.I.G.	19,445.07	Vision Premium Payment
443360	11/07/11	Strata Information Group	50,504.00	ITS Consulting Services
443365	11/10/11	Apple Computer, Inc	30,841.95	CSM Computers Purchase
443378	11/10/11	John Plane Construction	64,854.60	Cañada Construction Project
443379	11/10/11	John Plane Construction	25,900.31	Cañada Construction Project
443382	11/10/11	City of San Bruno	15,312.50	Utilities
443391	11/10/11	Fraser & Associates	11,302.88	Districtwide Financial Services
443402	11/10/11	Lloyd F. McKinney Associates, Inc.	24,392.31	Cañada Construction Project
443411	11/10/11	Pac Gas & Elec Co	12,873.84	Utilities
443420	11/10/11	Remy, Thomas, Moose, and Manley	19,638.66	Districtwide Legal Services
443438	11/10/11	Hartford Life & Accident Insurance Co.	34,700.16	Monthly Insurance Premiums
443450	11/14/11	Casey III, Thomas F.	12,750.00	Districtwide Legal Services
443467	11/15/11	County of San Mateo	14,616.50	Districtwide Parking Income Allocation
443484	11/17/11	Atlas/Pellizzari Electric Inc.	11,411.00	CSM Electrical Projects
443487	11/17/11	BNBuilders	25,441.20	Skyline Construction Project
443488	11/17/11	John Plane Construction	27,075.21	Cañada Construction Project
443489	11/17/11	C.L. Norton Company, Inc.	11,322.12	Skyline Locks Purchase and Installation
443496	11/17/11	Swinerton Management & Consulting	11,092.53	Program Management Services
443507	11/17/11	Foothill Air Conditioning & Heating , Inc	54,270.00	Cañada Construction Project
443515	11/17/11	John Plane Construction	281,511.89	Cañada Construction Projects
443531	11/17/11	Netronix Integration, Inc.	18,889.37	Districtwide ACAMS System Installation
443539	11/17/11	Robert A. Bothman	35,703.00	Skyline Construction Project
443552	11/17/11	Swinerton Management & Consulting	210,757.98	Program Management Services
443568	11/17/11	Commercial Energy of Montana, Inc.	34,957.07	Utilities
443577	11/17/11	Public Economics, Inc.	10,823.44	Districtwide Redevelopment Consulting Services
443614	11/21/11	Netronix Integration, Inc.	12,500.00	Districtwide ACAMS System Maintenance Services
443618	11/21/11	Pac Gas & Elec Co	29,606.39	Utilities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
NOVEMBER 1-30, 2011
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
443619	11/21/11	Pac Gas & Elec Co	39,382.30	Utilities
443655	11/22/11	A.C.C.J.C.	14,837.00	Cañada Annual Dues
443659	11/22/11	Atlas/Pellizzari Electric Inc.	15,370.00	Skyline Electrical Project
443661	11/22/11	Cumming Corporation	10,319.00	CPD Project Coordinator Services
443665	11/22/11	John Plane Construction	13,961.00	Cañada Construction Project
443667	11/22/11	Long Beach Co. Comm. College Dist.	15,520.12	Skyline Green Innovation Challenge Program
443672	11/22/11	Performance Abatement Services, Inc.	183,912.00	CSM Hazardous Abatement Services
443674	11/22/11	Robert A. Bothman	126,533.30	Cañada Construction Project
443675	11/22/11	Robert A. Bothman	114,727.00	Skyline Construction Projects
443679	11/22/11	Trimark ERF, Inc.	10,876.16	Cañada Cafeteria Kitchenware Purchase
443705	11/28/11	Swinerton Management & Consulting	10,388.28	Program Management Services
443745	11/28/11	Swinerton Management & Consulting	197,377.23	Program Management Services
443757	11/28/11	County of San Mateo	81,581.18	CSM Sewer Tax
443764	11/29/11	Advance Soil Technology Inc.	28,440.00	CSM and Skyline Geotechnical & Special Inspections
443787	11/29/11	Pac Gas & Elec Co	21,052.97	Utilities
443797	11/29/11	Vavrinek, Trine, Day & Co.	20,000.00	Districtwide Annual Audit Fees
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1201523	11/01/11	US Treasury - Union Bank	1,451,761.87	Federal Tax
J1201523	11/01/11	EDD - Union Bank	300,771.54	State Tax
J1201523	11/01/11	EDD - Union Bank	23,098.93	State Tax - SDI
J1201521	11/03/11	State Teacher Retirement - Cash Balance	68,343.54	STRS Retirement - Cash Balance
J1201921	11/18/11	US Treasury - Union Bank	48,173.27	Federal Tax
J1202175	11/30/11	State Teacher Retirement - County Paid	602,779.13	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
109058	11/21/11	Nebraska Book Company Inc.	14,193.06	Purchase of Inventory
109063	11/21/11	Pepsi Cola	10,015.03	Purchase of Inventory
109072	11/21/11	SMCC College District	183,415.29	Salaries & Benefits October 2011
109076	11/21/11	Sysco Food Company of SF	12,031.93	Purchase of Inventory
Subtotal			9,327,708.45	92%
Warrants Issued ≤ \$10,000			848,585.50	8%
Total Non-Salary Warrants Issued			<u>10,176,293.95</u>	100%

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
NOVEMBER 1-30, 2011
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
District Accounts Payable		443151-443798, DD24715-24856	7,383,987.10	
District Payroll		75154-75917, DD50025452-50026955	8,058,774.74	
SMCCCD Bookstores		109026-109078, EFT#99551	<u>290,307.87</u>	
		Total Warrants Including Salaries - November 2011	<u><u>15,733,069.71</u></u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
DECEMBER 1-31, 2011
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
024857	12/01/11	Associated Std -Cañada	10,874.11	Cañada ASB Interbank Transfer
024864	12/01/11	SMC College Ed Housing Corp - Cañada Vista	67,113.89	Cañada Vista December 2011 Rent Payment
024865	12/01/11	SMC College Ed Housing Corp - College Vista	45,913.00	College Vista December 2011 Rent Payment
024868	12/01/11	Sutro Tower Inc.	17,247.00	KCSM Transmitter Leasing Fee
024869	12/01/11	VALIC Retirement Services Company	205,304.04	Tax Shelter Annuities
024882	12/06/11	U.S. Bank National Association ND, .	344,880.97	Districtwide Procurement Card Payment
024885	12/06/11	Coulter Construction Inc.	45,288.00	CSM and Skyline Construction Projects
024888	12/06/11	Sallie Mae Inc.	74,266.17	Financial Aid Disbursement
024889	12/06/11	Schneider Electric Buildings Americas, Inc.	12,622.00	Districtwide Elevators Maintenance Services
024891	12/06/11	SMCCCD Bookstore	11,976.32	Skyline Central Duplicating Service
024902	12/08/11	Computerland	21,682.74	Districtwide Computer Purchase
024905	12/08/11	Coulter Construction Inc.	19,498.00	CSM Construction Project
024916	12/13/11	Sallie Mae Inc.	108,542.35	Financial Aid Disbursement
024917	12/13/11	SM County Community College District	23,314.19	Replenish Flex Spending Account
025380	12/19/11	AMS.Net, Inc.	11,440.57	ITS Equipment Purchase
025382	12/19/11	CIS, Inc.	20,160.00	Districtwide DSA Inspection Service
025383	12/19/11	Computerland	21,275.01	CSM & Canada Computer Purchase
025384	12/19/11	Constellation NewEnergy Inc.	69,013.70	Utilities
025386	12/19/11	Coulter Construction Inc.	87,007.81	CSM and Skyline Construction Project
025389	12/19/11	GRD Energy Inc.	29,481.00	Districtwide Construction/Design Commissioning Services
025391	12/19/11	Intermountain Electric Company	20,851.17	CSM and Cañada Electrical Service
025392	12/19/11	Sallie Mae Inc.	105,275.50	Financial Aid Disbursement
025393	12/19/11	Shannon - Leigh Associates	13,850.00	CSM Exterior Signage Design Service
025394	12/19/11	SMC College Ed Housing Corp - Cañada Vista	64,563.89	Cañada Vista January 2012 Rent Payment
025395	12/19/11	SMC College Ed Housing Corp - College Vista	47,188.00	College Vista January 2012 Rent Payment
025401	12/19/11	VALIC Retirement Services Company	190,929.05	Tax Shelter Annuities
025402	12/19/11	Western Allied Mechanical Inc.	40,500.00	CSM and Cañada Boiler Upgrade
443810	12/01/11	Bailey Fence Company Inc.	20,549.16	Skyline Fence and Rails Installation
443832	12/01/11	Peninsula Library System	11,876.00	District Portion of Library's Software Purchase
443839	12/01/11	Strata Information Group	11,500.43	ITS Consulting Service
443846	12/01/11	American Federation of Teachers	54,199.11	Union Due
443849	12/01/11	C S E A	12,389.47	Union Due
443850	12/01/11	CalPERS	500,321.35	Monthly PERS Contribution Advance Payment
443881	12/01/11	Hartford Retirement Plans Service Center	48,023.13	Tax Shelter Annuities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
DECEMBER 1-31, 2011
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
443922	12/05/11	Community Playgrounds	12,705.00	Skyline Community Playgrounds Remodeling
443935	12/05/11	San Mateo Union High School District	32,655.00	CSM Contract Service
443944	12/05/11	Calif Water Service Co	17,050.21	Utilities
443945	12/05/11	Constellation NewEnergy Inc.	21,234.80	Utilities
443952	12/05/11	Public Empl Ret Sys	1,209,709.84	Health Insurance December 2011 Premium
443953	12/05/11	S.M.C.S.I.G.	160,848.12	Dental Insurance December 2011 Premium
443973	12/08/11	Action Sign Systems	15,204.17	Skyline Wall Mounted Floor Directory
443974	12/08/11	AEDIS Inc.	32,668.63	Cañada Consulting Services
444007	12/08/11	Long Beach Co. Comm. College Dist.	30,643.36	Skyline Green Innovation Project
444014	12/08/11	Netronix Integration, Inc.	62,061.08	CSM License Plate Camera Installation
444034	12/08/11	Employment Development Department	33,240.13	State Unemployment Payment
444035	12/08/11	Hartford Life & Accident Insurance Co.	34,665.78	Monthly Insurance Premium
444039	12/08/11	S.M.C.S.I.G.	19,193.28	Vision Plan Monthly Premium
444056	12/12/11	City of San Bruno	11,656.14	Utilities
444068	12/12/11	Landscape Forms	14,248.22	CSM Public Area Furnishings
444076	12/12/11	Professional Personnel Leasing	10,505.50	Skyline Consulting Services
444078	12/12/11	Robert A. Bothman	40,500.00	CSM Construction Project
444085	12/12/11	Strata Information Group	72,476.64	ITS Consulting Service
444102	12/13/11	Contra Costa Comm Coll Dist.	29,894.39	Skyline Green Innovation Project
444115	12/15/11	AEDIS Inc.	11,571.05	Skyline Architectural Services
444124	12/15/11	BiRite Restaurant Supply Co., Inc.	13,609.17	CSM Equipment Purchase
444125	12/15/11	Braun Construction Services, Inc.	14,827.00	CSM Cabinets Purchase and Installation
444132	12/15/11	Commercial Energy of Montana, Inc.	56,218.37	Utilities
444185	12/15/11	Rosendin Electric, Inc.	24,997.00	CSM Electrical Service
444192	12/15/11	Strata Information Group	50,504.00	ITS Consulting Service
444194	12/15/11	Swinerton Management & Consulting	165,112.85	Program Management Services
444685	12/19/11	Bay City Boiler & Engineering Company, Inc.	39,330.00	Skyline Boiler and Burner Upgrades
444687	12/19/11	BNBuilders	188,115.30	Skyline Construction Project
444689	12/19/11	John Plane Construction	43,768.78	Cañada Construction Project
444690	12/19/11	John Plane Construction	53,048.10	Cañada Construction Project
444698	12/19/11	De Anza Tile Co. Inc.	26,460.00	Skyline Floor Replacement
444715	12/19/11	John Plane Construction	871,351.92	Cañada Construction Project
444720	12/19/11	McCarthy Building Companies	24,372.90	CSM Construction Project
444730	12/19/11	Pac Gas & Elec Co	23,218.56	Utilities
444731	12/19/11	Pac Gas & Elec Co	32,570.77	Utilities
444733	12/19/11	Pankow Special Projects, L.P.	352,647.90	CSM Construction Project

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
DECEMBER 1-31, 2011
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
444737	12/19/11	R.F. MacDonald Company. Inc.	257,260.00	Districtwide Boiler Burner Replacement Project
444757	12/19/11	Waterfall Mobile, Inc.	10,000.00	Annual AlertU License Fee
444758	12/19/11	Wausau Tile , Inc.	13,861.19	CSM Benches Replacement
444763	12/19/11	American Federation of Teachers	43,177.19	Union Dues
444768	12/19/11	C S E A	12,389.70	Union Dues
444771	12/19/11	CalPERS	500,074.34	Monthly PERS Contribution Advance Payment
444776	12/19/11	County of San Mateo	10,650.00	Districtwide Parking Income Allocation
444807	12/19/11	Hartford Retirement Plans Service Center	46,023.13	Tax Shelter Annuities
444808	12/19/11	iParadigms, LLC	37,712.80	Annual License Fees
444820	12/19/11	Public Empl Ret Sys	1,223,676.27	Health Insurance January 2012 Premium
444830	12/19/11	BNBuilders	20,901.70	Skyline Construction Project
444831	12/19/11	Pankow Special Projects, L.P.	39,183.10	CSM Construction Project
444842	12/19/11	U.S. Postal Services	11,804.64	District Postal Service
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1201928	12/01/11	US Treasury - Union Bank	1,401,118.80	Federal Tax
J1201928	12/01/11	EDD - Union Bank	291,058.70	State Tax
J1201928	12/01/11	EDD - Union Bank	21,395.67	State Tax - SDI
J1202031	12/09/11	State Teacher Retirement - Cash Balance	61,935.98	STRS Retirement - Cash Balance
J1202148	12/19/11	US Treasury - Union Bank	1,280,343.99	Federal Tax
J1202148	12/19/11	EDD - Union Bank	260,592.04	State Tax
J1202148	12/19/11	EDD - Union Bank	11,408.27	State Tax - SDI
J1202286	12/21/11	State Teacher Retirement - County Paid	541,024.25	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
109080	12/08/11	SMCCD	69,954.85	Procard Purchase Reimbursement July - September 2011
109122	12/15/11	Pepsi Cola	10,589.23	Purchase of Inventory
109107	12/15/11	Jostens	14,916.45	Purchase of Inventory
Subtotal			12,432,853.38	89%
Warrants Issued ≤ \$10,000			1,573,951.12	11%
Total Non-Salary Warrants Issued			<u>14,006,804.50</u>	100%

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
DECEMBER 1-31, 2011
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
District Accounts Payable		443799-444853, DD24857-25404	9,913,160.59	
District Payroll		75918-76640, DD50026956-50028455	8,771,129.27	
SMCCCD Bookstores		109079-109156, EFT#53093	<u>209,488.05</u>	
		Total Warrants Including Salaries - December 2011	<u><u>18,893,777.91</u></u>	

BOARD REPORT NO. 12-2-1B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Jing Luan, Ph.D., Vice Chancellor, Educational Services and Planning, 358-6880

**APPROVAL OF CURRICULAR ADDITIONS
COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

The addition of nine Associate Degrees for Transfer are proposed.

Each of the proposed programs has been reviewed by the appropriate Division Dean and approved by the College Curriculum or Instruction Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate Presidents provide oversight with respect to the necessary role of the local Senates in the review and approval process. The rigor of the approval process assures that each new program has substance and integrity in relation to its discipline and that it fills a clear student need not being served by existing program offerings.

RECOMMENDATION

It is recommended that the Board approve the attached curricular changes for the College of San Mateo and Skyline College catalogs.

San Mateo County Community College District

February 22, 2012

PREPARED BY: Susan Estes, Ph.D., Vice President, Instruction
College of San Mateo

APPROVED BY: Teresa Morris, Chair, Curriculum Committee
College of San Mateo

James Carranza, President, Academic Senate
College of San Mateo

Michael Claire, President
College of San Mateo

PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO

College of San Mateo proposes to offer an Associate Degree for Transfer in the following programs:

ADMINISTRATION OF JUSTICE

Administration of Justice – Associate in Science Degree for Transfer - (18-19 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for transfer)

GEOLOGY

Geology – Associate in Science Degree for Transfer - (28 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for transfer)

KINESIOLOGY

Kinesiology – Associate in Arts Degree for Transfer - (20-24 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for transfer)

PSYCHOLOGY

Psychology – Associate in Arts Degree for Transfer - (18-19 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for transfer)

STUDIO ARTS

Studio Arts – Associate in Arts Degree for Transfer - (27 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for transfer)

San Mateo County Community College District

February 22, 2012

PREPARED BY: Michael Williamson, Interim Vice President, Instruction
Skyline College

APPROVED BY: Dr. Nick Kapp, Curriculum Committee Co-Chair
Skyline College

Fermin Irigoyen, Academic Senate President
Skyline College

Dr. Regina Stanback Stroud, President
Skyline College

PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE

Skyline College proposes to offer an Associate Degree for Transfer in the following programs:

BUSINESS ADMINISTRATION

Business Administration – Associate in Science Degree for Transfer (26-28 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer)

COMMUNICATION STUDIES

Communication Studies – Associate in Arts Degree for Transfer (18 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer)

ENGLISH

English – Associate in Arts Degree for Transfer (18 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer)

KINESIOLOGY

Kinesiology – Associate in Arts Degree for Transfer (22-24 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer)

BOARD REPORT NO. 12-2-2B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Lily C. Lau, Director of Community Education
Community Education, 574-6179

APPROVAL OF COMMUNITY EDUCATION YOUTH PROGRAM, SUMMER 2012

The Division of Community Education requests the approval of the College for Kids program for young people ages 8 to 14 in San Mateo County. The division plans to offer the academic enrichment program at College of San Mateo and Skyline College as part of the District's community outreach activities.

The three-week College for Kids Program will be offered at Skyline College from June 18 through July 5. The program will be offered at College of San Mateo from July 9 through July 26. The courses available at all locations will consist of language arts, mathematics, sciences, creative arts, computers, multimedia and physical education. Classes will be taught from 1:30 to 4:45 p.m. Monday through Thursday with opportunities for students to select three of the available courses.

The fee for the College for Kids Programs will be \$399 per participant if registered by April 20 and \$415 per participant if registered after April 20. Scholarships will be available for those students needing assistance. The fees will cover the cost of instructors, student aides, supplies, and insurance. The programs will be self-supporting.

RECOMMENDATION

It is recommended that the Board approve the Community Education Summer Youth Program consisting of College for Kids at College of San Mateo and Skyline College, as detailed in the report.

BOARD REPORT NO. 12-2-100B

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

**ACCEPTANCE OF 2011-12 MID-YEAR BUDGET REPORT AND APPROVAL
OF BUDGETARY TRANSFERS AND INCOME ADJUSTMENTS
FOR THE PERIOD ENDING DECEMBER 31, 2011**

The purpose of the Mid-Year Budget Report is to provide information about the District's financial condition as of December 31, 2011. Reports routinely received separately by the Board, including the quarterly report of Auxiliary Operations (Associated Students, Bookstore, Cafeteria, San Mateo Athletic Club), 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 2011-12, as well as 2012-13 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 accept the Mid-Year Budget Report and approve budgetary transfers and income adjustments for the period ending December 31, 2011, as outlined in the attached report on pages 10-11.



Cañada College



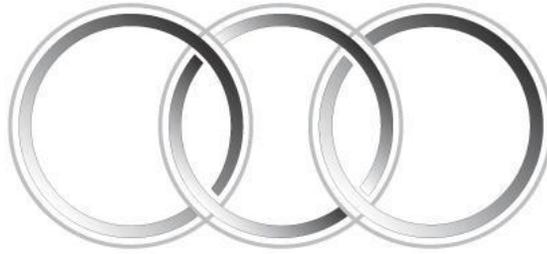
College of San Mateo

San Mateo County Community College District 2011-12 Mid-Year Budget Report

Skyline College

District Office





SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

2011-12
Mid-Year Budget
Report

Board of Trustees

Dave Mandelkern, *President*
Helen Hausman, *Vice-President-Clerk*
Richard Holober
Patricia Miljanich
Karen Schwarz
Patiane Gladstone, *Student Trustee, 2011-12*

Ron Galatolo, *District Chancellor*
Kathy Blackwood, *Interim Executive Vice Chancellor*
Raymond Chow, *Interim Chief Financial Officer*
Rachelle Minong, *District Budget Officer*

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San Mateo County Community College District 2011-12 Mid-Year Budget Report

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2011-12 Mid-Year Budget Summary

This 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 fiscal year 2012-13.

Governor Brown revealed his proposed budget for fiscal year 2012-13 a few days early on January 5, 2012. His proposed \$10.3 billion in "solutions" consist of \$4.2 billion in permanent expenditure reductions, \$4.7 billion in temporary revenues and \$1.4 billion of borrowing. The budget deficit includes \$4.1 billion carried over from 2011-12 that would be addressed through a combination of extensive cuts to social services and child care programs. Reduction of this deficit also relies on passage of an initiative that includes a temporary one-half percent sales tax increase and an increase to the income tax rate of those earning more than \$250,000. Failure of the tax measure in the November 2012 ballot would result in trigger cuts effective January 2013. The current State budget used the same mechanism which resulted in cuts applied well into the fiscal year.

The State faces yet another challenging year as more reductions are implemented throughout the system. While the Governor's plan deserves merit as it makes an effort to solve the chronic structural deficit and restore a balanced budget, it targets the most vulnerable in our population. Education funding has slowly eroded over the years. According to the California Budget Project, in 2010-11, 12.7 cents out of every dollar was spent on higher education, compared to 15.2 cents in 1980-81.¹ The ongoing reductions to higher education have resulted in elimination of programs and essential services. Significant threats remain as legislators deliberate and debate through budget hearings before the May Revise. For community colleges, planning remains difficult and it has now become customary to expect painful cuts year after year. These reductions spell hardships that have forced school districts to dip into reserves and borrow much needed cash to continue operations.

Through the years, our District has built conservative budgets based on preliminary information while anticipating uncertainties. Additionally, with a shrinking general fund, we continue to seek out ways to replace State revenues through other sources such as a parcel tax and grant funding.

The Governor makes the following recommendations affecting community colleges for 2012-13:

- Augment base funding for California Community Colleges by \$218.3 million assuming passage of the November initiative. This increase is targeted to buy back a portion of the \$961 million in deferrals resulting in no additional funding for community colleges
- No funding for growth
- No funding for cost of living (COLA) that would have been 3.17%
- No proposal to increase fees beyond the \$46 per credit unit effective Summer 2012
- Categorical program consolidation and flexibility
- Provide \$200 million for K-12 and community college mandate incentive block grant and eliminate more than half of the existing mandates. The community college share is \$12 million.
- Current year Proposition 98 reduction of \$146.9 million in community college apportionments to mirror an identical increase in offsetting property taxes resulting from the elimination of redevelopment agencies
- Increase GPA requirements for Cal Grant recipients—Transfer from 2.4 to 2.75; Cal Grant A from 3.0 to 3.25 and Cal Grant B from 2.0 to 2.75
- Higher education increases by 4% per year from 2013-14 to 2015-16 assuming the tax initiative is approved but the increases would all go toward deferrals

¹ California Budget Project Policy Basics, July 2011

State News

A sluggish economy, slow recovery and high unemployment continue to plague the State. Although there are signs of economic improvement, there has been growing concern nationwide over the federal debt limit debate and the financial crisis in Europe.



When the 2011-12 budget was enacted in June, it included conditions that would determine the amount of cuts to education funding should State revenues fall short. These “triggers” were to be determined based on the higher of the Department of Finance (DOF) or Legislative Analyst’s Office (LAO) updated estimates. The overly optimistic budget assumptions did not materialize. On December 13th, the DOF and LAO estimates were reported at \$86.25 billion and \$84.75 billion respectively. The DOF calculations were the higher of the two forecasts but still below the revenue projection for 2011-12 in June by \$2.2 billion and resulted in mid-year “trigger cuts” to various State programs.

For community colleges, effective January 1, 2012, Governor Brown’s Tier 1 (\$30 million) and Tier 2 (\$72 million) “triggers” were pulled. Fortunately, our local budget assumed these reductions and included a large enough deficit factor to avoid further cuts for the Spring term.

The Legislative Analyst’s Office (LAO) is a non-partisan unit that assists the Legislature with its fiscal planning. The LAO’s overview of the Governor’s budget concludes that for the most part, the proposal makes a genuine attempt at fixing several years of unbalanced State budgets. While the budget plan promises long-term improvements, it contains objectionable elements that would impact many Californians. In particular, the trigger plan creates significant uncertainty for educators in planning for the 2012-13 fiscal year. The LAO continues to caution that the Legislature carefully work on a budget package that helps schools respond to potential trigger cuts.²

Proposition 98

In his message to college business officials, State Vice Chancellor Dan Troy stated that the Governor proposes an increase to the Proposition 98 guarantee to \$52.5 billion assuming the tax initiative passes in the November election. If it does not pass, the guarantee would drop to \$47.7 billion when the triggers are implemented in January 2013. The community college share of the 2012-13 mid-year trigger cut is estimated at 5.56% and assumes that it would be applied as an ongoing workload reduction in 2012-13.

Redevelopment

As explained by School Services of California, the State Supreme Court recently rendered its decision on the challenge by redevelopment agencies (RDAs) regarding two bills enacted as part of the 2011-12 State budget. The Court ruled that Assembly Bill 26 of the First Extraordinary Session (ABX1 26), which dissolved RDAs, was constitutional. Its companion bill ABX1 27, was ruled unconstitutional. ABX1 27 would have allowed an RDA to remain in existence if it provided a payment to the county treasury to support local schools and other agencies, which the State would have used to offset its General Fund spending. The decision eliminated more than 400 RDAs throughout California.

The termination of RDAs will direct local property taxes to go back to local governments and local educational agencies (LEAs), thus, allowing the State to recapture approximately \$1 billion through school district revenue limits and community college apportionments; the adjustment is included in the Governor’s 2012-13 proposal.³

² LAO website: **The 2012-13 Budget: Overview of the Governor's Budget** January 11, 2012

³ The Community College Update by School Services, January 20, 2012.

District Status

In December, Chancellor Galatolo assured the community that our District has correctly reflected in its current budget both the State’s initial budget reductions of \$6 million as well as an additional \$2 million in mid-year cuts – all of which are being covered with one-time reserves. He cautioned that while this progressive financial planning means that we do not immediately need to reduce our current operating budgets, we will definitely need to address and mitigate funding reductions in all subsequent budget periods.

The District is currently less than \$1 million away from Basic Aid status. Based on the current projected deficit factor of 3.4% in calculating the first apportionment (P1) property taxes and student fees, the District should achieve Basic Aid status in the current 2011-12 year. The combination of increased student fees plus property taxes and the drop in revenue limit has resulted in the District becoming Basic Aid. Projections for 2012-13 indicates that the District will remain Basic Aid until State revenue growth surpasses property tax growth. Although this is good news since we will not be dependent on State apportionment, there could be future attempts by the State to go after local revenues and Basic Aid school districts.

It is the District’s position to protect and preserve local property taxes for community colleges. The District opposes attempts to redirect these stable funds to other Statewide needs and will assist in any effort to avoid the negative impact of the shift in local property taxes from community colleges to other local governments.

Measure G (SMCCCD parcel tax)

In June 2010, San Mateo voters passed Measure G, a four-year parcel tax that ends in June 2014. At the end of the first fiscal year 2010-11, the District received slightly more than \$7 million.

At the December 14, 2011 Board of Trustees meeting, each of the College Presidents presented their plans on the use of Measure G funds for current year 2011-12. The presentations listed three planning areas (Instruction, Student Support, Course and Program Innovation) identified by the Colleges.

In summary, the 2011-12 approved spending amounts are as follows:

Cañada College	\$2,400,000
College of San Mateo	\$2,400,000
Skyline College	\$2,409,639

The initial College allocations for the current year Adopted Budget reflected the same amounts from last fiscal year until the Board approved the College spending plans for 2011-12. They have now been adjusted according to the finalized plans and can be found on Pages 77-81.

Each of the Colleges developed a plan that responds to the needs outlined in the Measure G ballot such as:

- Add class sections to the College schedule that enable students to progress toward the completion of their majors, degrees, and certificates.
- Develop student support programs that ensure the presence of necessary counseling, tutoring, and other forms of support that are fundamental to high levels of student success.
- Develop programs that address identified student needs and enable the College to move forward toward meeting its mission and goals.



Cañada College 2011-12 Measure G Plans

Instruction Plan: \$1,140,795

One of the largest reductions the College had to make in 2009-2010 was in the number of class sections. Measure G allowed the College to increase the number of sections each fiscal year. The College plans to increase the number of sections by 142 from last fiscal year. These sections would provide opportunity for students to take needed basic skills and general education courses. Having this access to courses increased opportunity for students to complete educational goals. In addition to these extra sections, the College is developing programs through “Neighborhood College” that can be offered both Bayside and Coastside. Some classes will be offered in hybrid formats. In addition, distance education is increasing and the College will be expanding this area of instruction as well as workforce curriculum.

Accomplishments/Activities 2010-11:

- Funded 142 sections that served approximately 3500 students
- Used funding to coordinate and improve basic skills, distance education and workforce development offerings
- Hired a Workforce Development Specialist
- Launched College for Working Adults and Neighborhood College

Student Support Plan: \$842,691

The additional student support will expand library hours, increase limited counseling services, address a critical need to improve articulation with other colleges, expand the new student orientation program, provide necessary support for veterans, increase the number of students who complete the FAFSA and thus receive financial aid, expand tutoring, and further develop student communication.

Accomplishments/Activities 2010-11:

- Expanded academic counseling with 6,400 drop-in appointments utilized by students
- Launched a new Peer Mentoring Program
- Added services for veterans and financial aid students
- Library and Learning Center expanded its evening and weekend hours, serving an additional 1200 students
- Offered Math and English tutoring on Saturdays
- Hired a Director of Articulation and Orientation (Began work September 2011)

Course and Program Innovation Plan: \$416,514

The MATH JAM and WORD JAM programs, Workforce Development, Basic Skills Success Programming, Leadership Development, and Adjunct Faculty Professional Development are all necessary programs to improve access and success for the students.

Accomplishments/Activities 2010-11:

- Increased by nearly 50% the number of associate degrees and occupational certificates awarded in 2010-2011
- Funded PEP (Priority Enrollment Program)
- Leadership Training
- Partially funded MATH JAM
- Funded WORD JAM



College of San Mateo 2011-12 Measure G Plans

Instruction Plan: \$1,522,202

The College will use Measure G funds to maintain its 2010-11 level of course offerings and also expand offerings in well-documented, high-demand areas that are consistent with Board core values. Expanded course offerings will include online sections to replace the telecourse offerings that have been eliminated. Some library services will be restored to meet student demand at peak times. Funds will be used to continue to support classified staff increases in instructional support areas. Finally, funds will be used to support instructional learning labs and centers.

Activities/Accomplishments 2010-11:

- Funded 275 sections in math, English, science and other high-demand disciplines
- Added sections for online offerings
- Added library staff hours
- Added 1.0 FTE Instructional Aids in high-demand instructional areas

Student Support Plan: \$433,726

The College has implemented many changes to its student support model. However, funding is needed to offer adequate counseling hours and provide appropriate classified staff support in high-demand areas. Finally, funding will be used to provide operational support for the College's Learning Center.

Activities/Accomplishments 2010-11:

- A new counseling model was implemented which is based upon a triage approach
- Additional counseling hours enabled the College to add drop-in appointments as well as expanded veterans and DSP&S services
- 1.0 FTE classified staff position restored to DSP&S
- Maintained academic counseling programs and other student services to promote student achievement, graduation, and access to high-paying jobs

Course and Program Innovation Plan: \$444,072

The College will continue to fund existing innovation activities. In addition, the College will fund professional development activities as well as initiatives to further the College's "Five in Five" goals in transfer, Career Technical Education (CTE), and basic skills.

Activities/Accomplishments 2010-11:

- Innovation grant criteria established and fully implemented
- Distance Education plan completed and implementation of the plan started
- Math Boost implemented



Skyline College 2011-12 Measure G Plans

Instructional Plan for Increased Sections 2011-12: \$1,225,000

The College seeks funding to maintain class sections in 2011-12 that would otherwise not be able to be supported from the general fund. The College was able to support 90 class sections to the Fall 2011 semester and will be able to retain most sections in Spring and Summer 2012. These include important transfers, Career Technical, and basic skills classes.

Accomplishments/Activities for 2010-11:

- Funded 205 sections that served approximately 6000 students
- Course offerings included 120 classes for transfer, 58 Career Technical classes and 24 basic skills classes preparing students for transfer level classes
- Additional class sections were offered in Healthcare and Administration of Justice
- Healthcare offerings included Sterile Processing, Emergency Medical Technician and CPR

Student Services plan for 2011-12: \$586,654

The approved funding will assist in meeting student demand in areas of (1) Registration and admission services so students may enroll in classes, (2) Counseling services, and (3) Financial Aid services. Additionally, it would expand Library hours and electronic library media as well as assist in a new transfer initiative, articulation assistance and support for Degree Works.

Accomplishments/Activities 2010-11:

- Expanded academic counseling to assist students during peak times and process prerequisite forms
- Increased the number and areas of expertise of tutors in the Learning Center
- Added services and outreach for financial aid students
- Library and Learning Center expanded evening and weekend hours
- Purchased additional databases and online media for the Library
- Additional staff hired in Admissions and Records to process increased College applications

Course and Program Innovation Plan for 2011-12: \$597,985

Support innovative programs that include supplemental instruction, business program accreditation, learning communities, Math Academy, tutoring services, math and English acceleration project, prep for placement test, Leadership Academy, and Adjunct Faculty participation

Accomplishments/Activities for 2010-11:

- ASTEP Math Academy with over 80% successful course completion
- Business Program Accreditation in first year of a two year process
- Digital Communication Certificate completed
- Math Academy and Hermanos/Hermanas Learning Community continued
- First Year Experience learning community pilot completed

District Enrollment

The State does not fund FTES beyond the set State-determined level. Consequently, due to ongoing budget reductions, the District has attempted to stay within the District funded enrollment cap.

The Office of the Vice Chancellor of Educational Services and Planning provided the following enrollment data for Spring 2012. The numbers detailing headcount and enrollment are useful but should not be used to project funding as funding is primarily based on FTES. The Headcount data reflects the total number of students in attendance regardless of units taken. Enrollment data displays the total number of enrollments in each class. To make productivity reports more accurate, effective Fall 2010, contract courses are excluded from Enrollment, FTES, Load and Sections. Starting Fall 2011, we have added “internet” enrollments to reflect distance education.

End of First Day of Classes

Tuesday, January 17, 2012

	Cañada		CSM		Skyline		SMCCCD	
Overview	Count	Change	Count	Change	Count	Change	Count	Change
Course Enrollments	15,150	-3.4%	23,084	-5.0%	25,177	-1.1%	63,411	-3.1%
College Headcounts	6,351	-4.8%	9,082	-4.9%	9,702	-2.3%	25,135	-3.8%
FTES*	1,887	-8.9%	3,164	-10.7%	3,369	-3.7%	8,420	-7.6%
Load**	478	-11.9%	513	-9.7%	567	-3.7%	524	-8.0%
Sub-Populations	Count	Change	Count	Change	Count	Change	Count	Change
First-Time	183	-35.3%	256	-1.5%	225	0.9%	664	-13.8%
First-Time Transfer	381	-10.4%	557	-3.0%	594	2.1%	1,532	-3.1%
Returning	425	-17.3%	518	-11.8%	669	1.7%	1,612	-8.4%
Returning Transfer	319	1.9%	414	-1.4%	401	-7.2%	1,134	-2.7%
Concurrent K-12	236	10.8%	199	2.1%	192	-16.2%	627	-1.6%
Continuing	4,807	-2.2%	7,138	-4.9%	7,621	-2.3%	19,566	-3.3%
Internet Enrollments	1,071	30.9%	2,327	12.4%	2,675	-7.2%	6,073	5.2%

Source: Hyperion Enrollment Static Reports

For this report, Course Enrollments, FTES, and Load are based on DESR-history files. Select 201008 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 to FTE. 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.

SMCCCD 2011-12 and 2012-13 Budget Planning

The Board of Trustees approved the 2012-13 Budget and Planning Calendar in January 2012, which can be found on Pages 94-96. The District Committee on Budget and Finance began reviewing preliminary income assumptions and expenditure plans for 2012-13. As the College Budget Committees convene for the Spring term, plans will be discussed and shared with the District Committee for the coming fiscal year. The District will prepare an estimate of its base revenue taking into consideration a set of factors including enrollment, projected property tax assessed valuation and other factors.

For the fourth consecutive year, the State has not funded a cost of living adjustment (COLA). The challenge brought on by the budget shortfall has made it difficult to negotiate economic items with collective bargaining units throughout the District.

Cash Flow and Tax Revenue Anticipation Notes (TRANS)

Cash flow remains an issue due to ongoing apportionment deferrals. It has been necessary to issue TRANS to provide the necessary cash flow to fund District operations prior to the receipt of property tax revenues. Property taxes are distributed by the County in December and April. In prior years, the District has issued up to \$30 million in tax revenue anticipation notes to cover the District’s needs.

Increased Costs

Annual 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 2012-13 expenditure plans as budget planning begins. Health care premiums increased for all plans on January 1, 2012. As a result, out of pocket expenses have risen for a number of employees, causing employees to switch to more affordable medical plans. The largest increase was to HMO plans at an average of 10.6%, PPO plans at an average of 8.7% and basic association plans at an average of 7.2%. Delta Dental rates increased 1.9% and Delta Care (PMI) and vision care remained at the same level as last year; these increases are borne by the District.

The Public Employees Retirement System (PERS) employer contribution rate for 2012-13 is projected to be 11.2%, an increase of 2.77% according to the School Services dashboard. The current 2011-12 rate is 10.923%. The PERS Board adopts an official rate at their Board meeting in May. Changes to the rate can significantly increase District costs. The State Teachers Retirement System (STRS) Defined Benefit rate has remained at 8.25% for many years. Unlike PERS, whose Board authorizes contribution rates, the STRS contribution rate has not increased as the rates are codified in statute and any increase requires legislative action.

Utilities costs as well as property insurance costs are projected to increase with the existence of new buildings at the three Colleges.

District Committee on Budget and Finance members:	
Kathy Blackwood	District Executive Vice Chancellor
Eloisa Briones	Skyline Budget Office
Raymond Chow	District Chief Financial Officer
David Clay	Cañada Academic Senate
Laura Demsetz	CSM Academic Senate
Jacqueline Gamelin	CSM Academic Senate
Robert Hood	Cañada Classified
Maggie Ko	CSM Classified
Barbara Lamson	Skyline Classified
Vickie Nunes	Cañada Budget Office
Masao Suzuki	Skyline AFT
Linda Whitten	Skyline Academic Senate
Jozsef Veres	Cañada AFSCME
Student representatives from each campus	

2011-12 Mid-Year Budget Status

Revenues

The District’s revenue received to date is \$28,986,476 or 27.11% of the total revenue budget. Non-resident tuition fees and Interest Income exceed the total projected budget. There were no apprenticeship or property taxes received by December 31st.

Unrestricted General Fund Revenue	2011-12 Budget	12/31/2011 Actuals	% of Total Budget
Base Revenue	\$99,495,155	\$24,271,685	24.31%
Lottery	2,590,000	517,988	20.00%
State PT Faculty Compensation	627,423	324,998	51.80%
Apprenticeship	62,150	0	0%
Non Resident Tuition	1,899,299	1,957,720	103.08%
Interest Income	600,000	721,233	120.21%
Miscellaneous	1,640,500	1,192,852	72.71%
Total Projected Revenue	\$106,914,526	\$28,986,476	27.11%

Expenditures

The District’s expenditures to date are \$54,765,149 or 45.50% of the total expenditure budget.

Unrestricted General Fund Expenses	2011-12 Budget	12/31/2011 Actuals	% of Total Budget
Cañada College	\$17,234,977	\$8,614,238	49.98%
College of San Mateo	29,199,905	15,086,868	51.67%
Skyline College	27,708,213	13,602,373	49.09%
District Office	19,776,258	9,001,773	45.52%
Central Services	26,046,012	8,278,864	31.79%
Total Expense Budget	\$119,965,366	\$54,584,115	45.50%

The financial tables in this report include actual expenditures for each fund and location as of December 31, 2011 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 has a 5% contingency reserve of more than \$6 million which 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	\$ (214,817)
2000	Classified Salaries	727,699
3000	Employee Benefits	12,844
4000	Supplies and Materials	(417,116)
5000	Operating Expenses	1,878,114
6000	Capital Outlay	<u>6,000</u>
Total		\$537,326

Changes in expenditure budgets are a result of realignments and transfers of site ending balances from Central Services to site holding accounts.

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

8100	Federal Revenues	\$ -0-
8800	State/Local Revenues	250,600
8900	Other Sources	<u>286,726</u>
Total		\$537,326

Changes in revenue budgets are primarily the result of facilities use and transfers from reserves for the International Program.

General Fund (Restricted) – Fund 3

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

1000	Academic Salaries	\$235,545
2000	Classified Salaries	894,888
3000	Employee Benefits	278,431
4000	Supplies and Materials	(63,755)
5000	Operating Expenses	667,897
6000	Capital Outlay	15,248
7000	Other Outgo	<u>3,603</u>
Total		\$2,031,858

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 46.

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

8100	Federal Revenues	\$1,194,682
8600	State Revenues	26,547
8800	Local Revenues	766,950
8900	Other Sources	<u>43,500</u>
Total		\$2,031,858

Capital Outlay Projects Fund – Fund 4

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

2000	Classified Salaries	\$(192,018)
3000	Employee Benefits	(10,461)
4000	Supplies and Materials	18,839
5000	Operating Expenses	(1,047,179)
6000	Capital Outlay	959,314
7000	Other Outgo	<u>286,726</u>
Total		\$15,221

Changes in the expenditure budget relates to the redefinition of various projects as well as a shift in when and how expenses are accrued.

Capital Outlay Projects Fund – Fund 4

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

8800	Local Revenues	\$700
8900	Other Sources	<u>14,521</u>
Total		\$15,221

Revenue increased as a result of PG&E rebates, Foundation reimbursement and surplus sale proceeds.

Child Development Fund – Fund 6

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

4000	Supplies and Materials	<u>\$10,000</u>
Total		\$10,000

CSM’s Child Development Center was awarded a grant from the Sequoia Healthcare District to develop a nutrition education program.

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

8800	Other Sources	<u>\$10,000</u>
Total		\$10,000

Measure G (San Mateo Parcel Tax) – Fund 6

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

1000	Certificated Salaries	\$360,672
2000	Classified Salaries	(50,087)
3000	Employee Benefits	(208,607)
4000	Supplies and Materials	40
5000	Operating Expenses	<u>(102,018)</u>
Total		\$(101,978)

Changes in expenditure budgets are a result of realignment within the Colleges and the transfers from Central Services to the sites as directed in the approval of spending plans on December 2011.

Trust Fund (Student Aid) – Fund 7

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

7500	Scholarships	\$15,188
7600	Payments to Students	<u>100,454</u>
Total		\$115,642

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 and scholarships to eligible students.

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

8800	Local Revenues	\$15,188
8900	Other Sources	<u>100,454</u>
Total		\$115,642

Self Insurance Fund

The Self Insurance Fund (Page 42) 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 \$593,626 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 44) 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 47-51) 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 \$883,420 in 2010-11 to \$972,076 in 2011-12. The \$88,656 increase can be attributed to an increase in the health fee by \$1 per student for the Spring term. In 2005-06, AB982 removed from the Education Code the health fee waiver that included the BOG student fee waiver program for low-income students. Low-income students continue to pay the Health Services fee, but many receive financial aid which covers the fee.

Parking Fund

The parking fee for a full semester is \$40 which is the maximum amount permitted by the Education Code. The Summer session fee remains at \$20. A two-term Fall/Spring semester parking permit is available for \$70. In accordance with State law, students eligible for a Board of Governor's Grant that waive their enrollment fees continue to pay only \$20 per semester for a parking permit.

Mid-year parking fee revenue decreased from \$1,225,692 in 2010-11 to \$1,197,226 in 2011-12. The 2.4% drop is due to lower enrollment as well as more students qualifying for BOGG waivers at the lower amount of \$20 (rather than the full \$40) parking fee.

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 54-55. Project expenditures as of December 31 were \$15,870,614.

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.

Capital Improvement Program

The focus of the Capital Improvement Program for fiscal year 2011-2012 is the close out of the College of San Mateo Design-Build Project, Skyline College Design-Build Project, and Building 5/6 Student Center/Classroom Modernization at Cañada College. These projects, which represent approximately 70% of the value of the

District's second phase of the Capital Improvement Program (CIP2), have been completed on schedule and on budget. Staff and students have occupied College of San Mateo (CSM) Building 10, Skyline College Building 4 and Cañada College Building 5/6.

In addition to these major projects, there are two State-funded electrical upgrade projects that are in close out, one each at Cañada College and Skyline College. The buildings at all three Colleges have been repainted as part of a Districtwide project, bringing a fresh, warm look to each campus. A multitude of small projects have been launched at all three Colleges to help meet program needs.

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. However, the District has experienced a decline in State Capital Outlay funds for projects on all three campuses due to the fact that the State failed to approve an educational facilities bond in 2006, 2008 and 2010. No State facilities bond is anticipated before 2014.

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 reflect currently planned schedules as of February 2012, but are subject to change.



Completed Projects – The following projects were completed in 2011:

- Buildings 5/6 Student Center/Classroom Modernization (State-funded)
- Electrical Infrastructure Upgrades (State-funded)
- Parking Lot 4 Planter and Entrance Upgrade, Fire Road Paving
- Buildings 19/21 Animation Lab Conversion
- Exterior Painting

- Various small projects including Building 16 Science Lab Improvement, Building 5 Health Services Modifications, Building 9 CIETL and Break Room, Building 8 MPOE AC Replacement as well as Storm Water and Site Drainage Repair

Active Construction Projects – The following projects are under active construction:

- Building 5 Dining Room Remodel
 - Anticipated Completion date: Spring 2012
- Gym Bleacher Replacement
 - Anticipated Completion date: Spring 2012
- Light Pole Banner and Signage
 - Anticipated Completion date: Spring 2012

Active Planning Projects –The following projects are in the planning and design stage:

- Building 5/6 Classroom Wireless Access Point Enhancements
 - Scheduled to Commence: Spring 2012

Future State Capital Outlay Funded Projects – The State has informed the District that the following projects are pending and may be approved for future State Capital Outlay funding contingent on the passing of a future educational facilities bond:

- Building 1 Center for Kinesiology and Dance (FPP)
- Building 13 Multiple Program Instructional Center Modernization (FPP)
- Building 3 Performing Arts Center Technology and Environmental Modernization (IPP)

College of San Mateo



Completed Projects – The following projects were completed in 2011:

- CIP2 Design-Build Project
 - Sitework Improvements
 - Building 10 College Center
- Building 34 Modernization
- North Gateway Project Phase 1: Electrical Load Center 8 and Tree Maintenance
- Hillsdale Parking Lots
- PG&E Gas Line Replacement

- Exterior Painting
- Various small projects including Parking Permit Shelters, Building 1 Public Safety Office Facelift, Building 1 Health Center and Psych Services Relocation, and Building 16 Veterans Center Remodel

Active Construction Projects – The following projects are under active construction:

- Building 6 Aquatics Building Management System Integration
 - Anticipated Completion date: Spring 2012
- Building 5 Esthetician Area Electrical Safety Improvements
 - Anticipated Completion date: Spring 2012
- Vehicular Entry Security Cameras
 - Anticipated Completion date: Spring 2012

Active Planning Projects – The following projects are in the planning and design stage:

- North Gateway Project
 - Phase 2: Demolition of Buildings 21-29, Landscape and Hardscape
 - Scheduled to Commence: Summer 2012
- Edison Parking Lot
 - Scheduled to Commence: Summer 2012

Future State Capital Outlay Funded Projects – The State has informed the District that the following projects are pending and may be approved for future State Capital Outlay funding contingent on the passing of a future educational facilities bond:

- Building 8 Gymnasium Modernization (FPP)
- Building 19 Emerging Technologies Center (FPP)
- Building 12 Renovation (IPP)



Completed Projects – The following projects were completed in 2011:

- CIP2 Design-Build Project

- Building 4 Multicultural Center, Cosmetology, Administration and Classrooms
- Sitework and Roadway Improvements
- Electrical Infrastructure Upgrades
- Loma Chica Child Development Center Remodel
- Track and Field Erosion Control
- Building 2 One Stop Remodel
- Exterior Painting
- Various small projects including Building 2 CALT and Computer Network Program Relocation, Building 4 Northeast Stair and Lighting as well as Building 1 Distance Education and Environmental Studies

Active Construction Projects – The following projects are under active construction:

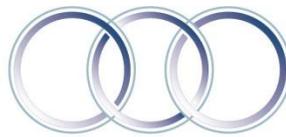
- Building 6 Servery Remodel and Floor Upgrade
 - Anticipated Completion date: Spring/Summer 2012
- Various small projects including Building 19 Pacific Heights Environmental Science Lab Remodel, Building 1 Career Center Remodel, and Building 1 Job Placement Center Remodel

Active Planning Projects – The following projects are in the planning and design stage:

- Building 6 Public Area Enhancements
 - Scheduled to Commence: Summer 2012
- Electric Vehicle Charging Stations
 - Scheduled to Commence: Summer 2012

Future State Capital Outlay Funded Projects – The State has informed the District that the following projects are pending and may be approved for future State Capital Outlay funding contingent on the passing of a future educational facilities bond:

- Building 2 Workforce and Economic Development Prosperity Center (FPP)
- New Construction of a Center for Kinesiology and Human Performance (FPP)



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

District Wide Active Construction Projects: The following projects are under active construction:

- Boilers Bay Area Air Quality Management District (BAAQMD) Emissions Upgrade Project
 - Upgrade Boilers to meet new BAAQMD emissions standards
 - Anticipated Completion date: Spring 2012
- District Office Parking Lot Soil Investigation and Improvements
 - Anticipated Completion date: Spring 2012
- District Wide Automated External Defibrillator (AED) Deployment
 - Anticipated Completion date: Spring 2012

District Wide Active Planning Projects – The following projects are in the planning and design stage:

- District Wide MPOE Infrastructure Analysis

Enterprise/Auxiliary Fund

Bookstores

The following report covers the period July 1, 2011 through December 31, 2011 for the District Auxiliary Services. The District Auxiliary and Commercial Operations, including the three campus Bookstores, Cafeterias, vending operations, the copy centers and the San Mateo Athletic Club (SMAC) at the College of San Mateo, are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used to subsidize District enterprise operations.

Bookstore Sales	2011-12	2010-11	\$ Change	% Change
Regular Merchandise Sales	\$3,340,507	\$3,311,479	\$ 29,028	0.9%
Computer Products Sales	69,550	81,785	(12,235)	-15.0%
Total Merchandise Sales	3,410,057	3,393,264	16,793	0.5%
Textbook Rental Income	132,073	102,355	29,718	29.0%
Production Service Income	88,794	-	88,794	100.0%
Total Sales	\$3,542,130	\$3,495,619	\$46,511	1.3%

Regular merchandise sales have increased slightly this year compared to last year, with computer product sales decreasing due to the elimination of the relationship with Apple Computer after Apple's determination to effectively pull out of small to mid-size college partnerships. Textbook sales are down significantly over last year due to a number of factors including the decline in enrollment. Textbook rentals are not represented as sales and, therefore, the more textbooks we rent, the fewer textbooks we sell. In fact, we are realizing the gross margin we would on the sale of a new book on the rental of any book. Textbook rental fees increased 29% this Fall over last Fall as the program continues to grow and is operational at all three Colleges with a wide range of support from each College administration.

An additional boost to our sales has come from the addition of the Skyline Graphic Arts and the opening of Campus Copy and Post at College of San Mateo. These enterprise operations joined the Bookstore team in July 2011. The Skyline Graphic Arts was an existing operation run as part of the Skyline College business office. Campus Copy and Post at CSM is a new enterprise. CSM has not had an operating copy center in a number of years. It is our hope that we would be able to maximize the sales potential of both enterprises by integrating them with the Bookstores. In this first year of operation, we are refining our marketing plan and reaching out to not only internal customers but non-profit based external customers as well.

Although textbook sales have declined significantly, we continue to see increases in textbook rentals at all three campuses. Through December 2011, the textbooks rented to students represent a savings to students of \$396,219 if the students had to purchase the same textbooks new. The textbook rental program has clearly benefitted students by providing access to course materials in an affordable manner. Since Fall 2005, the textbook rental program has saved students in the District more than \$3 million dollars in course materials costs. This is an incredible achievement and has no rival in the California Community College system. The program began with 35 individual titles and has grown to more than 1,500 titles students can choose to rent. Many of these textbooks have been purchased through a series of grants and donated funds as well as from the Bookstores' capital reserve. Late in the last academic year, Skyline College President Regina Stanback Stroud committed \$100,000 and CSM President Mike Claire committed \$10,000 to the textbook rental programs for their campuses. These generous commitments certainly made a major impact on the program this academic year, with more volumes and hundreds more titles

added to the textbook rental program. Financial results from the Spring 2012 back to school rush are being finalized but the impact of these dollars on our textbook rental program are clearly evident.

YEAR TO DATE TEXTBOOK RENTALS JULY 1 TO JANUARY 31				
SMCCCD YTD Textbook Rentals				
	2011-12	2010-11	\$ Change	% Change
CSM	\$27,811	\$21,546	\$6,265	22.5%
SKYLINE	83,506	62,676	20,830	24.9%
CANADA	164,756	140,445	24,311	14.8%
Total District	\$276,073	\$224,667	\$51,406	18.6%
New Textbook Equivalent (NTE)	1,104,301	898,673	205,628	18.6%
SAVINGS	\$828,228	\$674,006	\$154,222	18.6%

Students rented textbooks that, had they been sold new, would have cost \$1.1 million. The program has saved students \$838,228 this academic year alone. These are phenomenal results which have made a direct financial impact on students’ lives. The success of this program continues to provide students with access to course materials which is one of the key ingredients to student success.

Comparative figures are shown below:

Bookstore Recap	2011-12	2010-11	\$ Change	%Change
Operations				
Merchandise Sales	\$3,410,057	\$3,393,264	\$16,793	0.5%
Textbook Rental Income	132,073	102,355	29,718	29.0%
Production Service Income	88,794	-	88,794	100.0%
Cost of Goods Sold	2,217,869	2,278,982	(61,112)	-2.7%
Gross Profit from Operations	\$1,413,054	\$1,216,638	\$196,416	16.1%
Total Operating Expenses	1,389,291	1,192,631	196,661	16.5%
Net Income/(Loss) from Operations	\$23,763	\$24,007	(\$244)	-1.0%
Interest and Other Income	99,827	90,194	9,633	10.7%
Net Income Before Other Expenses	\$123,590	\$114,201	\$9,389	8.2%
District Support				
Admin Salary & Benefits	\$51,509	\$58,537	\$(7,028)	-12.0%
Other Expenses	72,153	83,620	(11,467)	-13.7%
Net Change in Fund Balance	(\$72)	(\$27,956)	\$27,884	-99.7%

Cost of goods sold decreased with lower computer product sales. Total direct operating expenses increased by 16.5% over this same period in 2009-10 due to the addition of classified and student staff as we opened the new enterprises this year plus additional costs related to opening and establishing these operations. It is expected that cost increases will continue to be offset by the increase in sales as a result of these operations.

It is expected that it will continue to be a very challenging time for bookstores in California in general as the state of the budget continues to require enrollment reductions. These reductions, coupled with the added competition from now numerous outside organizations, particularly in terms of textbook sales, will put added pressure on the Bookstores’ overall financial performance. All District Auxiliary and Commercial Operations are dependent on a

strong, stable enrollment for continued success. The additions of the coffee concessions as well as the addition of the copy center at CSM and the merging of the copy center at Skyline College are examples of the proactive measures we have taken to insure the financial stability of the Bookstore operations in these turbulent economic times. We will continue our commitment to focus on all efforts to improve service, offer more used textbooks, continue to grow the rental program, further integrate digital textbooks at all three Colleges, increase the amount of custom and institutionally adopted textbooks District wide and further maximize the interest and other income potential of all the campus Bookstores. In so doing, we will remain well positioned for future growth as we serve the students of the San Mateo Community College District.

Cafeterias

Beverage, Snack and Food Service Vendors –

- The District's beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2007, ending on June 30, 2012.
- The District's snack vending partner is Action Vending. The contract was awarded on January 1, 2007, ending on December 31, 2011. We are operating under an extension until June 30, 2012 to align the expiration dates of all auxiliary contracts.
- The District has a contract with KJ's Café to operate the coffee concession stands at both Skyline College, operating as Skyline Coffee Company, and College of San Mateo, operating as Drip Coffee. The contract was awarded on August 16, 2006 and expired on August 16, 2011. The Drip Coffee operation at CSM concluded operation in August 2011. The Skyline Coffee Company operation at Skyline was operating under an extension and concluded operation in December 2011.
- The District's food service partner is Pacific Dining Services. The contract was awarded on July 1, 2007 ending on June 30, 2010 with an option for two one-year renewals thereafter. The District has renewed the contract for the 2011-12 year as per the option to renew in the contract. The contract expires on June 30, 2012.

Pacific Dining, under the leadership of Rick McMahan along with Sonia McMahan, Octavio Amezcua and Hugo Ramos, operate the food service at the three District campuses after being awarded the contract in June 2007.

College of San Mateo had a mobile kitchen procured to augment operations after the demolition of Building 5 (where the CSM Cafeteria was previously housed). The CSM campus was served by the mobile kitchen and the newly opened Le Bulldog (located in the Health and Wellness Building, B5) for the majority of the 2010-11 academic year until the grand opening of College Center (B10) on April 8, 2011. The Bayview Dining Room in College Center is the premier eatery and gathering space on campus. The servery boasts two serving stations. The first, with a brick oven, serves handmade pizzas, calzones, all things Italian and Mexican, as well as our daily special which includes Indian, Chinese, Italian, Mexican and American dishes. The other station, Rick's American Grill, serves up all grilled items including burgers, chicken and pork as well as paninis, soup and a full sandwich shop. The salad bar is fully stocked with more than 40 items to create your own special salad. The addition of this new building has indeed changed the campus physically and gives the students, faculty and staff a renewed sense of pride. The dining area has exceeded all sales expectations and continues to work closely with the students and staff to refine the menu and attend to the culinary tastes of our community.

The Cafeteria at Cañada College, located in B5, was closed after classes ended in December 2009 to renovate that building. Cañada College continues being served by a mobile kitchen located adjacent to B9 as well as the Bookstore and the Pony Espresso operated by the Bookstore. Despite the challenges of working in such a small environment with limited menu opportunities, the campus community continues to patronize the Farm Hill Grill regularly. Part of the success is due to the fact that the students are actively engaged with the staff and have regular meetings with Rick and his team to let them know what they are craving. While the construction of the Cafeteria and dining room is still underway, the Farm Hill Grill is further supported by the efforts of the Bookstore team who have increased the number of sandwiches, paninis and other prepared foods.



Skyline College’s Pacific Café continues to thrive. Located in the Student Services Building (B6) and opened in 2007, Pacific Café has long been “the place to be” at the Skyline campus. There is seldom an hour of the day when the area is not packed with students studying, eating, socializing or cozying up in front of the signature fireplace located in the center of the dining area. There have been menu changes at Pacific Café this year after consultation with students and staff as well as changes to the servery itself. The District has been working with the Skyline students and staff on a facelift to the dining area to include new dining furniture in the Spring 2012 timeframe.

Second quarter comparisons are noted below:

Cafeteria Recap	2011-12	2010-11	\$ Change	%Change
Food Service Income	\$61,172	\$57,393	\$3,779	6.6%
Vending Income	27,821	29,545	(1,724)	-5.8%
Interest Income	1,858	1,521	337	22.2%
Event Rental	15,615	-	15,615	100.0%
Total Revenues	106,467	88,459	18,008	20.4%
Expenditures	88,941	102,329	(13,388)	-13.1%
Net Change in Fund Balance	\$17,526	(\$13,870)	\$31,396	226.4%

Compared to the second quarter 2010-11, food service income has increased 6.6%. Since assuming the contract in June 2007, Pacific Dining has made numerous operational improvements including upgrades in the Cafeteria menu, catering and the overall customer service focus of the company. With the opening of College Center at CSM, coupled with increased income from the rental of the Bayview Dining Room for special events and additional campus event catering, our total revenue has increased significantly. The overall increase of 6.6% is lower than the actual increase due to the fact that income from Drip Coffee, the outsourced coffee concession at CSM which ceased to operate in August 2011, is no longer included. Vending income decreased by 5.8% (income from Pepsi and Action Vending) this year. This decrease is explained by the continued drop in enrollment at all three Colleges. Event rental is a new item this year. This revenue is derived from the rental of the Bayview Dining Room at College of San Mateo. Auxiliary Services has hosted a number of very successful events in the last few months. Revenues from rentals support the overall maintenance of this new facility. Direct expenses have dropped sharply. The mobile kitchen at CSM required significant maintenance at the end of its service period at CSM. Overall, we have shown a 226% increase in the Cafeteria fund ending the quarter with a positive \$17,526 compared to a loss last year of \$13,870.

San Mateo Athletic Club and the San Mateo Aquatic Center

In Spring 2010, the District opened the fitness and aquatic center on the campus of College of San Mateo in the newly constructed Health and Wellness Building. The new building provides classrooms and labs for career and technical programs including nursing, dental assisting, cosmetology, health fitness, and dental hygiene (when State funding permits).

The San Mateo Athletic Club is a professionally managed enterprise program sharing the state-of-the-art fitness facility. The San Mateo Athletic Club shares the instructional and training space on two levels of the Health and Wellness building that includes a large main floor along with four exercise studios on the second level and an aquatics complex with a 50 meter Olympic size competition pool and a 25 meter instructional pool for Adaptive

Fitness and other group exercise classes. The San Mateo Athletic Club and its members enjoy this multi-use CSM facility that provides credit classes, non-credit classes, community education and adaptive fitness.

Operating as an enterprise, the San Mateo Athletic Club is a community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and create a revenue stream that will supplement the College budgetary needs including equipment maintenance and replacement. The San Mateo Athletic Club provides the community broader access to College of San Mateo and demonstrates in a very real way that the District is a community-based organization serving a broad spectrum of educational and training opportunities. The concept of multi-use facilities has gained much attention from other community colleges up and down the State.

The San Mateo Athletic Club is self-sustaining with no contribution from the General Fund. Like the other enterprise operations in the District (Bookstores, food services and campus vending), the San Mateo Athletic Club is expected to generate revenue sufficient to meet all of its operational expense needs and, as we mature, develop a surplus that will aid the District and College in other mutually agreeable endeavors.

Through December 31, 2011, key accomplishments include:

- 2,525 memberships
- 3,487 members
- Average dues per membership is \$60.35; per member \$43.81
- 16,000 member visits per month with a peak of nearly 1,000 visits per day
- 7,600 average course enrolled student visits per month
- 48% of SMAC staff are College students, staff or faculty
- More than 68 group exercise classes per week
- Average 4,700 group exercise attendees per month
- More than 208 Master Swim program enrollees
- Successful pool rental program for local schools and community-based swim programs
- 100% of SMAC staff are AED and CPR certified
- 100% of SMAC staff meet or exceed MediFit/District employment standards and criteria
- More than half of our current members were referral based

CSM Fitness Center financial summary:

	2011-12	2010-11	\$ Change	% Change
Operating Revenues				
Registration & Membership	\$ 950,588	\$643,871	\$306,718	47.6%
Personal Training	111,697	43,980	67,717	154.0%
Aquatics	155,190	114,259	40,931	35.8%
Parking	30,760	24,069	6,691	27.8%
Group Exercise	17,733	14,311	3,422	23.9%
Retail	6,860	1,030	5,830	566.0%
Other Income	4,994	3,915	1,079	27.6%
Total Operating Revenue	\$1,277,822	\$845,435	\$432,387	51.1%
Operating Expenses	1,051,547	876,543	175,004	20.0%
Net Operating Income/(Loss)	\$226,275	(\$31,109)	\$257,383	827.4%
District Support				
District Support Income	34,689	2,930	31,759	1083.9%
District Support Expense	40,514	22,601	17,913	79.3%
Net Change in Fund Balance	\$220,450	(\$50,779)	\$271,229	534.1%

The financial performance of SMAC has been outstanding this year. Total operating revenue of 51.1% or \$432,387 has exceeded expectations. Our net operating income is 827% ahead of last year. At this time last year, the operation was showing a loss of \$50,779 compared to positive revenue of \$220,450 this year.

SMAC was actually not projected to begin making money until its third year of operation and not break even until the end of the fourth year. Due to the first class facility, as well as the professionally managed operation, we have experienced explosive membership growth this year. As we enter our second full year of operation, we expect membership to remain strong. We do not anticipate that we will be able to continue growing at the same rate due to the size of our facility but we will continue to maximize our membership. In addition, we will continue to explore new partnerships and offer more continuing education programs and certification classes to add to the workforce development part of our mission.

The mission of SMAC is more than providing a revenue stream to the District. The mission of SMAC is to create a healthy environment that engages students, staff and community members in the pursuit of health and physical fitness. With a facility such as this, the emphasis is on enjoying exercise for its own sake and learning fitness habits for life. This means that students have a place where they can focus on lifetime fitness goals and individual achievement, and community members can find opportunities to improve their health and well-being.

SMAC also engages the community in a way that we have never done before. The interaction between community members and students sharing the same space in pursuit of similar goals has been an invaluable asset for both groups. The involvement of members of the community in life at the College has been equally important. SMAC has attracted many of our neighboring schools to partner with us in the use of the facility.

With much excitement and as a result of remarkable collaboration, the College academic team and the SMAC team have worked to brand SMAC as a “teaching health club.” This is certainly an innovative concept for a college and a health club. This partnership will offer students at College of San Mateo who are pursuing a career in the still growing fitness industry (despite the current economic conditions) to work as interns in SMAC, perform field work and team teach with certified instructors to earn certificates that will qualify them to work in the community as fitness professionals. The synergy between the academic program and our program represents fully the vision of what a professionally managed health club in our District could do, not only for revenue generation but also for workforce development. SMAC is successfully addressing the District’s strategy to make the entire Health and Wellness building a premier Career Technical Education facility in the County of San Mateo and in the State. SMAC provides a vital ingredient to this endeavor.

We are very proud of the accomplishments made at SMAC in such a short period of time. We continue to exceed expectations on all levels and will always strive to be the best facility in the Bay Area which offers not only a place to work out, but also a place to teach, learn and develop habits, knowledge, skills and abilities that will benefit all those we serve for a lifetime.



Child Development Fund

The Child Development Fund (Pages 72-76) 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 (CDC) under single General Center/State Preschool Child Development agreements from the California Department of Education. Cañada College has temporarily transferred its portion of these agreements to the City of Pacifica.

The California Department of Social Services Community Care Licensing Division approved the Skyline College Child Development Center's application to increase the capacity of the maximum number of preschool children they can serve and they have moved into their new location next door to the old facility. Enrollment will increase over the next few months until all new slots have been filled.

CSM's Child Development Center was awarded a \$10,000 grant from the Sequoia Healthcare District to develop an innovative health and nutrition education program for preschool children and their parents. The program also includes professional development for staff. The goal of the program is to promote healthy lifestyles and to prevent childhood obesity.

Trust Fund (Student Financial Aid)

Awards for Fall 2011 are reflected in this report and total \$10,555,419, an increase of \$1,238,192 over the same period last year. The maximum Federal Pell award remained at \$5,550 so the increase is due to the continuing increase in the number of students applying and receiving financial aid Districtwide. Additional Fall 2011 awards, along with those for Spring 2012, will be processed during the second half of the year. The Student Financial Aid Fund can be found on Pages 84-87.

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.

Effective Fall 2011, the District began providing all financial aid students a new option for receiving their financial aid awards via a Sallie Mae debit card. Many students have chosen this option but the majority of students have chosen direct deposit to their own bank accounts.

Retirement Reserve Fund

Effective July 1, 2009, the District started charging itself an amount to cover the future medical benefit costs for current employees. These charges appear as part of the benefit expenses in all funds, and are being transferred to this fund.

The fund balance is projected to have a fund balance of \$19 million at the end of the current fiscal year ending June 30, 2012.

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 90.

Associated Students

The following report covers the period July 1, 2011 through December 31, 2011 for the Associated Student Bodies.

Total income and expenditures for the Associated Student Body (ASB) at each College for the second quarter of 2011-12 and 2010-11 are listed below:

ASB Total Income	2011-12	2010-11	\$ Change	%Change
Cañada College ASB	\$68,075	\$42,536	\$25,540	60.0%
College of San Mateo ASB	91,246	98,224	(6,978)	-7.1%
Skyline College ASB	92,074	87,137	4,937	5.7%

ASB Total Expenditures	2011-12	2010-11	\$ Change	%Change
Cañada College ASB	\$27,584	\$14,614	\$12,970	88.8%
College of San Mateo ASB	62,015	52,604	9,410	17.9%
Skyline College ASB	27,771	42,365	(14,594)	-34.4%

Activity card sales are the major source of income for the Associated Students. Activity card sales at Cañada College have increased by 75% compared to same period last year which could be due in part to the implementation of the new payment plan requiring students to have a zero balance. However, since there was little to no increase at both College of San Mateo and Skyline College, further research is needed to ascertain the reason for the increase.

Expenditures of the ASBs include normal operating expenses (office supplies, activity card, student assistant salaries and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life.

Both Cañada and CSM had increases in program and conference expenses as well as most other operating expenses. Skyline went the opposite direction and has recorded reductions in club assistance, publicity and student assistant salary expenses.

Below is a comparison of the second quarter Net Income from ASB Operations:

ASB Net Income	2011-12	2010-11	\$ Change	% Change
Cañada College ASB	\$40,491	\$27,922	\$12,569	45.0%
College of San Mateo ASB	29,231	45,620	(16,389)	-35.9%
Skyline College ASB	64,303	44,772	19,532	43.6%

Summary of programs and activities and detail financial statements are appended under the Supplemental Information section of this Budget Report.



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Budget Tables

Page 27 – SMCCCD Funds Chart

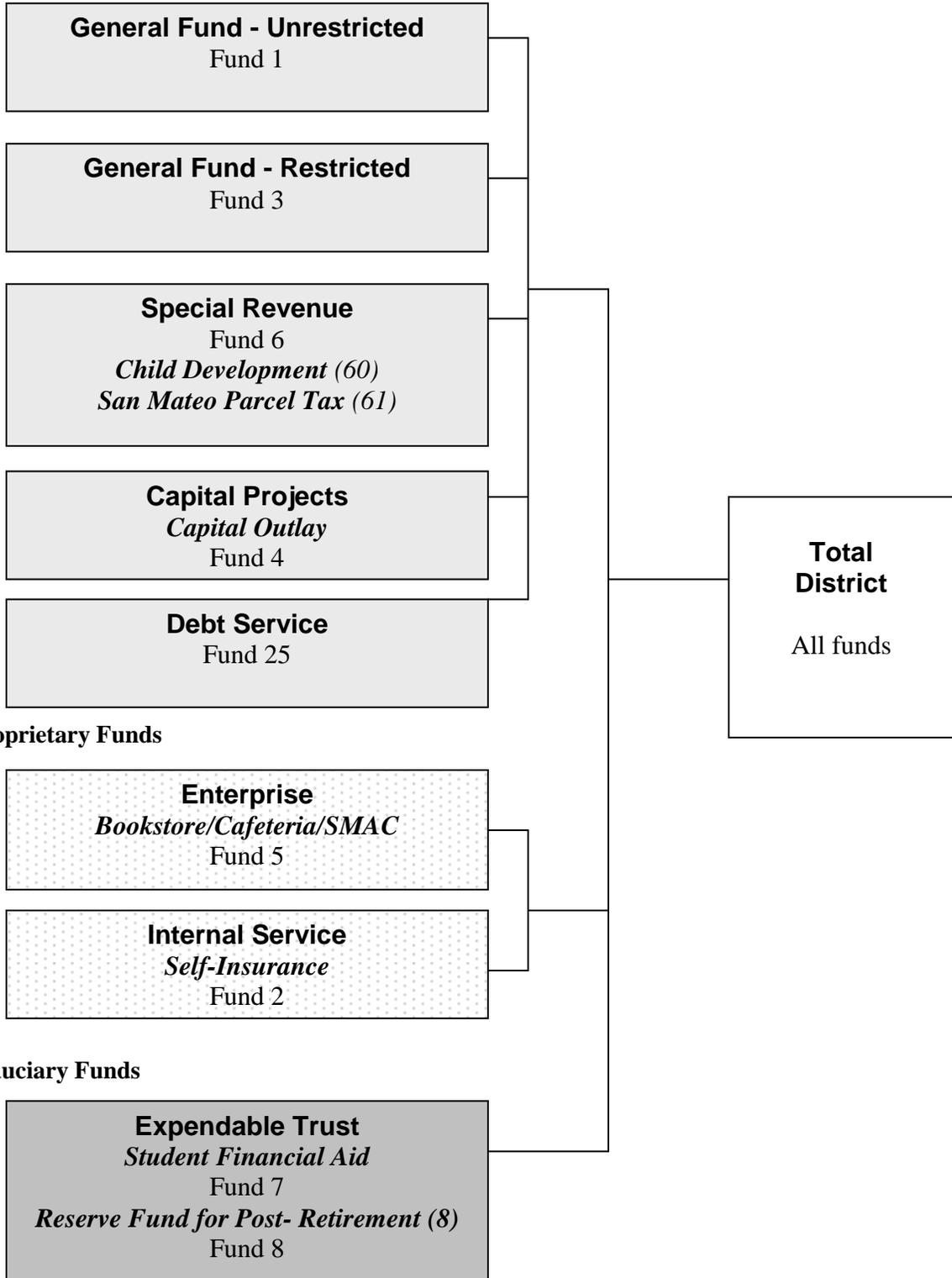
Page 28 – 2011-12 Adoption Budget

Page 30 – 2011-12 Mid-Year Actuals

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San Mateo County Community College District Funds

Governmental Funds



San Mateo County Community College District
2011-2012
Final Budget - All Funds



**SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT**

Governmental Funds						
Total General Fund		Special Revenue	Special Revenue	Capital Projects	Debt Service	
Unrestricted	Restricted	Child Development	Measure G Parcel Tax	Capital Outlay	Debt Service	

Revenue

1	Federal Revenue	0	4,260,646	202,800	0	0	0
2	State Revenue	46,860,944	9,967,104	307,800	0	14,012,000	117,300
3	Local Revenue	60,053,582	9,003,324	278,851	7,050,000	920,000	27,607,800
4	Total Revenue	106,914,526	23,231,074	789,451	7,050,000	14,932,000	27,725,100

Expenses

5	Cost of Sales	0	0	0	0	0	0
6	Certificated Salaries	47,240,210	3,892,413	150,038	5,544,611	45,586	0
7	Classified Salaries	25,091,638	7,835,844	547,527	1,415,080	2,089,303	0
8	Employee Benefits	26,240,814	3,618,633	232,145	1,111,030	895,416	0
9	Materials & Supplies	11,692,769	3,233,215	81,550	216,382	5,284,908	0
10	Operating Expenses	17,795,541	6,063,071	6,872	1,432,395	5,999,403	0
11	Capital Outlay	63,209	137,732	0	0	38,041,185	0
12	Total Expenses	128,124,181	24,780,907	1,018,133	9,719,499	52,355,801	0

Transfers & Other

13	Transfers In	0	1,305,059	232,145	0	0	0
14	Other Sources	0	0	0	0	0	0
15	Transfers out	(1,412,104)	0	0	0	0	0
16	Contingency/Deficit	8,025,539	0	0	0	0	0
17	Other Out Go	0	(1,249,613)	0	0	0	(27,654,116)
18	Total Transfers/Other	6,613,435	55,446	232,145	0	0	(27,654,116)

Fund Balance

19	Net Change in Fund Balance	(14,596,220)	(1,494,388)	3,463	(2,669,499)	(37,423,801)	70,984
20	Beginning Balance, 7/1/11 Adjustments to Beginning	20,625,632	6,801,874	188,778	2,669,499	258,697,588	22,040,501
21	Balance	0	0	0	0	0	0
22	Net Fund Balance, 6/30/12	6,029,412	5,307,486	192,241	0	221,273,787	22,111,485

***Note: Minor differences in dollar amounts due to rounding. Corrected Totals for all funds (lines 11, 19, 20, 22).*

**San Mateo County Community College District
2011-2012
Final Budget - All Funds**

Proprietary Funds				Fiduciary Funds		Total District All Funds	
Enterprise Funds			Internal Service	Expendable Trusts			
Bookstore	Cafeteria	San Mateo Athletic Club	Self- Insurance	Trust Fund (Student Aid)	Retirement Reserve		
0	0	0	0	19,893,446	0	24,356,892	1
0	0	0	0	515,000	0	71,780,148	2
7,650,000	237,000	2,300,000	0	400,000	207,500	115,708,057	3
7,650,000	237,000	2,300,000	0	20,808,446	207,500	211,845,097	4
4,700,000	0	0	0	0	0	4,700,000	5
0	0	0	0	0	0	56,872,858	6
1,490,000	21,000	1,129,133	26,842	0	0	39,646,367	7
455,000	6,300	270,992	10,871	0	0	32,841,201	8
45,000	65,000	0	10,000	0	0	20,628,824	9
732,700	77,000	687,462	500,000	0	30,000	33,324,444	10
0	0	0	0	0	0	38,242,126	11
7,422,700	169,300	2,087,587	547,714	0	30,000	226,255,820	12
0	0	0	0	0	0	1,412,104	13
0	0	0	1,650,000	0	2,380,000	4,030,000	14
0	0	0	0	0	0	(1,412,104)	15
0	0	0	0	0	0	8,025,539	16
0	0	0	0	(20,808,446)	(10,000,000)	(59,712,175)	17
0	0	0	1,650,000	(20,808,446)	(7,620,000)	(47,656,636)	18
227,300	67,700	212,413	1,102,286	0	(7,442,500)	(62,067,359)	19
6,873,577	334,603	(215,983)	8,629,438	284,278	26,537,647	353,467,432	20
0	0	0	0	0	0	0	21
7,100,877	402,303	(3,570)	9,731,724	284,278	19,095,147	291,400,073	22

**San Mateo County Community College District
2011-2012
Second Quarter Actuals - All Funds**



**SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT**

Governmental Funds						
Total General Fund		Special Revenue	Special Revenue	Capital Projects	Debt Service	
Unrestricted	Restricted	Child Development	Measure G Parcel Tax	Capital Outlay	Debt Service	

Revenue

1	Federal Revenue	0	1,938,789	97,195	0	0	0
2	State Revenue	18,751,946	3,480,749	161,670	0	0	54,469
3	Local Revenue	10,234,530	4,287,109	173,256	3,548,215	404,029	14,803,924
4	Total Revenue	28,986,476	9,706,647	432,121	3,548,215	404,029	14,858,393

Expenses

5	Cost of Sales	0	0	0	0	0	0
6	Certificated Salaries	22,449,549	1,956,149	71,276	2,179,236	0	0
7	Classified Salaries	11,958,437	3,871,912	261,056	430,868	1,102,467	0
8	Employee Benefits	13,821,357	1,629,880	137,533	364,506	327,323	0
9	Materials & Supplies	973,429	742,935	25,434	12,081	2,178,102	0
10	Operating Expenses	5,350,098	1,214,973	150	59,472	3,171,339	0
11	Capital Outlay	31,244	88,081	0	0	9,091,381	0
12	Total Expenses	54,584,114	9,503,929	495,449	3,046,163	15,870,614	0

Transfers & Other

13	Transfers In	0	62,500	136,273	0	0	0
14	Other Sources	0	0	0	0	14,521	0
15	Transfers out	(181,033)	(178,142)	0	0	0	0
16	Contingency	0	0	0	0	0	0
17	Other Out Go	0	(288,028)	1,260	0	0	(20,452,800)
18	Total Transfers/Other	(181,033)	(403,669)	137,533	0	14,521	(20,452,800)

Fund Balance

19	Net Change in Fund Balance	(25,778,672)	(200,952)	74,205	502,052	(15,452,064)	(5,594,407)
20	Beginning Balance, 7/1/11	20,625,630	6,801,874	188,778	2,669,499	258,697,588	22,040,502
21	Adjustments to Beginning Balance	0	0	0	0	0	0
22	Net Fund Balance, 12/31/11	(5,153,042)	6,600,922	262,983	3,171,551	243,245,524	16,446,095

**Note: Minor differences in dollar amounts due to rounding.

**San Mateo County Community College District
2011-2012
Second Quarter Actuals- All Funds**

Proprietary Funds				Fiduciary Funds			Total District All Funds	
Enterprise Funds			Internal Service	Expendable Trusts				
Bookstore	Cafeteria	San Mateo Athletic Club	Self- Insurance	Trust Fund (Student Aid)	Retirement Reserve			
0	0	0	0	9,560,830	0	11,596,814	1	
0	0	0	0	287,049	0	22,735,883	2	
3,730,749	106,467	1,277,822	0	260,606	14,648	38,841,355	3	
3,730,749	106,467	1,277,822	0	10,108,485	14,648	73,174,052	4	
2,217,869	0	0	0	0	0	2,217,869	5	
0	0	0	0	0	0	26,656,210	6	
846,229	34,387	637,135	45,534	0	0	19,188,025	7	
208,880	9,825	153,342	19,280	0	0	16,671,926	8	
0	17,042	0	0	0	0	3,949,023	9	
457,844	27,687	261,070	528,811	0	0	11,071,444	10	
0	0	0	0	0	0	9,210,706	11	
3,730,822	88,941	1,051,547	593,625	0	0	88,965,203	12	
0	0	34,689	0	100,454	0	399,689	13	
0	0	0	888,540	0	604,943	1,508,004	14	
0	0	(40,514)	0	0	0	(399,689)	15	
0	0	0	0	0	0	0	16	
0	0	0	0	(10,555,419)	(5,000,000)	(36,294,987)	17	
0	0	(5,825)	888,540	(10,454,965)	(4,395,057)	(34,786,983)	18	
(73)	17,526	220,450	294,915	(346,480)	(4,380,409)	(50,578,134)	19	
6,873,577	334,645	(215,983)	8,629,438	284,278	26,537,647	353,467,473	20	
0	0	0	0	0	0	0	21	
6,873,504	352,171	4,467	8,924,353	(62,202)	22,157,238	302,889,339	22	

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SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

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.

San Mateo County Community College District
2011-2012 Mid-Year Report
Unrestricted General Fund (Fund 1) - Cañada College



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actuals To Date	% To Date	
Revenue								
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	1,500,864	1,785,848	1,969,880	2,142,579	2,227,212	2,250,502	101%	3
4 Total Revenue	\$1,500,864	\$1,785,848	\$1,969,880	\$2,142,579	\$2,227,212	\$2,250,502	101%	4
Expenses								
5 Certificated Salaries	\$5,036,482	\$5,104,375	\$4,597,862	\$9,533,600	\$9,520,086	4,743,977	50%	5
6 Classified Salaries	1,644,606	1,722,255	1,648,118	3,515,765	3,584,768	1,757,387	49%	6
7 Employee Benefits	1,482,444	1,672,566	1,668,063	3,321,774	3,304,058	1,769,637	54%	7
8 Materials & Supplies	55,670	50,382	73,726	425,457	541,965	87,600	16%	8
9 Operating Expenses	276,635	218,914	194,308	433,381	1,347,753	252,489	19%	9
10 Capital Outlay	0	1,549	635	5,000	11,000	3,149	29%	10
11 Total Expenses	\$8,495,837	\$8,770,041	\$8,182,712	\$17,234,977	\$18,309,629	\$8,614,238	47%	11
Transfers & Other								
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%	15
16 Other Out Go	0	(8,925)	(20,000)	0	0	0	0%	16
17 Total Transfers/Other	\$0	(\$8,925)	(\$20,000)	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$6,994,973)	(\$6,993,118)	(\$6,232,832)	(\$15,092,398)	(\$16,082,417)	(\$6,363,736)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$6,994,973)	(\$6,993,118)	(\$6,232,832)	(\$15,092,398)	(\$16,082,417)	(\$6,363,736)		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
2011-2012 Mid-Year Report
Unrestricted General Fund (Fund 1) - College of San Mateo



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual To Date	% To Date	
Revenue								
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	3,184,256	3,944,230	3,822,452	3,871,071	4,029,308	4,510,305	112%	3
4 Total Revenue	\$3,184,256	\$3,944,230	\$3,822,452	\$3,871,071	\$4,029,308	\$4,510,305	112%	4
Expenses								
5 Certificated Salaries	\$10,851,704	\$10,399,524	\$9,413,916	\$17,354,359	\$17,549,796	\$9,079,206	52%	5
6 Classified Salaries	3,100,637	2,995,603	2,275,192	4,638,733	\$4,755,034	2,387,205	50%	6
7 Employee Benefits	3,150,515	3,302,349	3,096,178	5,480,720	\$5,498,387	3,019,666	55%	7
8 Materials & Supplies	182,415	87,016	113,785	551,204	\$570,590	142,388	25%	8
9 Operating Expenses	568,722	312,577	372,945	1,174,889	\$2,174,424	458,402	21%	9
10 Capital Outlay	0	0	0	0	\$0	0	0%	10
11 Total Expenses	\$17,853,993	\$17,097,069	\$15,272,016	\$29,199,905	\$30,548,230	\$15,086,868	49%	11
Transfers & Other								
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	(35,971)	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 Total Transfers/Other	\$0	(\$35,971)	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$14,669,737)	(\$13,188,811)	(\$11,449,564)	(\$25,328,834)	(\$26,518,922)	(\$10,576,562)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$14,669,737)	(\$13,188,811)	(\$11,449,564)	(\$25,328,834)	(\$26,518,922)	(\$10,576,562)		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
2011-2012 Mid-Year Report
Unrestricted General Fund (Fund 1) - Skyline College



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual To Date	% To Date	
Revenue								
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	2,537,156	3,158,159	3,033,330	3,151,507	3,302,359	3,909,276	118%	3
4 Total Revenue	\$2,537,156	\$3,158,159	\$3,033,330	\$3,151,507	\$3,302,359	\$3,909,276	118%	4
Expenses								
5 Certificated Salaries	\$8,606,647	\$8,805,600	\$8,207,931	\$16,515,256	\$16,669,224	\$8,321,636	50%	5
6 Classified Salaries	2,275,338	2,242,856	2,073,799	4,347,036	4,392,452	2,182,736	50%	6
7 Employee Benefits	2,307,425	2,445,904	2,479,405	4,873,994	4,886,887	2,536,320	52%	7
8 Materials & Supplies	255,504	177,166	144,598	441,886	402,718	177,812	44%	8
9 Operating Expenses	443,177	307,676	361,219	1,484,847	2,574,974	379,348	15%	9
10 Capital Outlay	7,167	4,575	15,165	45,194	45,194	4,521	10%	10
11 Total Expenses	\$13,895,258	\$13,983,778	\$13,282,117	\$27,708,213	\$28,971,449	\$13,602,373	47%	11
Transfers & Other								
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	(611)	(10,000)	0	0	0	0%	16
17 Total Transfers/Other	\$0	(\$611)	(\$10,000)	\$0	\$0	\$0	0%	17
Fund Balance								
Net Change in								
18 Fund Balance	(\$11,358,102)	(\$10,826,230)	(\$10,258,787)	(\$24,556,706)	(\$25,669,090)	(\$9,693,097)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
Net Fund Balance,								
21 Dec. 31	(\$11,358,102)	(\$10,826,230)	(\$10,258,787)	(\$24,556,706)	(\$25,669,090)	(\$9,693,097)		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
2011-2012 Mid-Year Report
Unrestricted General Fund (Fund 1) - District Office

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual To Date	% To Date	
Revenue								
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	(3,514)	8,589	2,928	0	6,877	17,750	258%	3
4 Total Revenue	(\$3,514)	\$8,589	\$2,928	\$0	\$6,877	\$17,750	258%	4
Expenses								
5 Certificated Salaries	\$273,729	\$267,210	\$261,956	\$602,924	\$602,924	\$272,436	45%	5
6 Classified Salaries	5,008,117	4,368,975	4,590,616	10,832,680	10,832,680	5,256,955	49%	6
7 Employee Benefits	1,583,773	1,852,488	2,001,209	4,356,631	4,356,631	2,091,899	48%	7
8 Materials & Supplies	481,522	369,625	498,669	763,255	767,955	554,879	72%	8
9 Operating Expenses	527,493	565,216	669,062	3,213,468	3,201,291	802,030	25%	9
10 Capital Outlay	22,714	5,554	4,031	7,300	7,300	23,573	323%	10
11 Total Expenses	\$7,897,348	\$7,429,068	\$8,025,543	\$19,776,258	\$19,768,781	\$9,001,773	46%	11
Transfers & Other								
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	(5,000)	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 Total Transfers/Other	(\$5,000)	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$7,905,862)	(\$7,420,479)	(\$8,022,615)	(\$19,776,258)	(\$19,761,903)	(\$8,984,023)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$7,905,862)	(\$7,420,479)	(\$8,022,615)	(\$19,776,258)	(\$19,761,903)	(\$8,984,023)		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
2011-2012 Mid-Year Report
Unrestricted General Fund (Fund 1) - Central Services*

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual To Date	%	To Date
Revenue								
1 Federal Revenue	\$0	\$507,922	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	13,360,720	25,135,883	32,156,793	46,860,944	46,860,944	18,751,946	40%	2
3 Local Revenue	9,830,561	48,362,698	8,704,853	50,888,426	51,025,152	(453,303)	-1%	3
4 Total Revenue	\$23,191,281	\$74,006,503	\$40,861,646	\$97,749,370	\$97,886,096	\$18,298,643	19%	4
Expenses								
5 Certificated Salaries	\$6,329	(\$46,833)	\$180,615	\$3,234,071	\$2,683,364	\$32,295	1%	5
6 Classified Salaries	65,860	(429,619)	260,531	1,757,424	799,005	374,153	47%	6
7 Employee Benefits	3,512,081	3,252,429	3,953,903	8,207,695	8,207,695	4,403,836	54%	7
8 Materials & Supplies	29,532	(100,125)	16,378	9,510,969	764,678	10,750	1%	8
9 Operating Expenses	2,880,426	2,463,036	3,554,738	11,488,956	10,375,213	3,457,829	33%	9
10 Capital Outlay	62,463	17,393	0	5,715	5,715	0	0%	10
11 Total Expenses	\$6,556,691	\$5,156,281	\$7,966,165	\$34,204,830	\$22,835,669	\$8,278,864	36%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	1,097	0	0	0	0	0	0%	13
14 Transfers out	(154,840)	(162,311)	(275,203)	(1,412,104)	(1,412,104)	(181,033)	13%	14
15 Contingency	0	0	0	8,025,539	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	(\$153,743)	(\$162,311)	(\$275,203)	\$6,613,435	(\$1,412,104)	(\$181,033)	13%	17
Fund Balance								
18 Net Change in Fund Balance	\$16,480,847	\$68,687,910	\$32,620,278	\$70,157,975	\$73,638,322	\$9,838,746		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$16,480,847	\$68,687,910	\$68,687,910	\$70,157,975	\$73,638,322	\$9,838,746		21

*Central Services includes most of the general fund revenue, contingency, funds for transfer, retiree benefits and special allocation holding accounts. It does not include the District Office. Adjusted Budget (line 8 and line 15) to not include deficit.

San Mateo County Community College District
2011-2012 Mid-Year Report
Unrestricted General Fund (Fund 1) - Total District



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$507,922	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	13,360,720	25,135,883	32,156,793	46,860,944	46,860,944	18,751,946	40%	2
3 Local Revenue	17,049,323	57,253,864	17,533,443	60,053,583	60,590,908	10,234,530	17%	3
4 Total Revenue	\$30,410,043	\$82,897,668	\$49,690,236	\$106,914,527	\$107,451,852	\$28,986,476	27%	4
Expenses								
						0		
5 Certificated Salaries	\$24,774,891	\$24,524,622	\$22,662,279	\$47,240,210	\$47,025,393	\$22,449,549	48%	5
6 Classified Salaries	12,094,558	11,121,711	10,848,255	\$25,091,638	\$24,363,939	11,958,437	49%	6
7 Employee Benefits	12,036,238	12,674,458	13,198,758	\$26,240,814	\$26,253,658	13,821,357	53%	7
8 Materials & Supplies	1,004,643	713,108	847,156	\$11,692,770	\$3,047,905	973,429	32%	8
9 Operating Expenses	4,696,453	3,971,265	5,152,273	\$17,795,541	\$19,673,655	5,350,098	27%	9
10 Capital Outlay	92,344	27,548	19,831	\$63,209	\$69,209	31,244	45%	10
11 Total Expenses	\$54,699,127	\$53,032,712	\$52,728,552	\$128,124,182	\$120,433,758	\$54,584,115	45%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	1,097	0	0	0	0	0	0%	13
14 Transfers out	(159,840)	(198,283)	(275,203)	(1,412,104)	(1,412,104)	(181,033)	13%	14
15 Contingency	0	0	0	8,025,539	0	0	0%	15
16 Other Out Go	0	(9,537)	(30,000)	0	0	0	0%	16
17 Total Transfers/Other	(\$158,743)	(\$207,819)	(\$305,203)	\$6,613,435	(\$1,412,104)	(\$181,033)	13%	17
Fund Balance								
18 Net Change in Fund Balance	(\$24,447,827)	\$29,657,137	(3,343,519)	(\$14,596,220)	(\$14,394,010)	(\$25,778,672)		18
19 Beginning Balance, July 1	10,312,552	14,530,400	15,977,878	20,625,630	20,625,630	20,625,630		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$14,135,275)	\$44,187,537	\$12,634,357	\$6,029,410	\$6,231,620	(\$5,153,042)		21

Includes combined total of Central Services, District Office, Cañada College, College of San Mateo, and Skyline College.

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SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

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
2011-2012 Mid-Year Budget
Internal Service - Self-Insurance Fund (Fund 2) - Total District



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual To Date	% To Date	
Revenue								
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	(233,620)	0	0	0	0	0	0%	3
4 Total Revenue	(\$233,620)	\$0	\$0	\$0	\$0	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	0	0	\$0	0%	5
6 Classified Salaries	39,234	58,071	19,630	\$26,842	\$26,842	45,534	170%	6
7 Employee Benefits	12,183	28,896	10,425	10,871	10,871	19,280	177%	7
8 Materials & Supplies	0	0	0	10,000	10,000	0	0%	8
9 Operating Expenses	176,670	314,108	443,915	500,000	500,000	528,811	106%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$228,087	\$401,075	\$473,971	\$547,714	\$547,714	\$593,626	108%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	1,029,163	904,952	838,358	1,650,000	1,650,000	888,540	54%	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 Total Transfers/Other	\$1,029,163	\$904,952	\$838,358	\$1,650,000	\$1,650,000	\$888,540	54%	17
Fund Balance								
18 Net Change in Fund Balance	\$567,456	\$503,877	\$364,387	\$1,102,286	\$1,102,286	\$294,914		18
19 Beginning Balance, July 1	6,445,054	6,286,697	7,504,143	8,629,439	8,629,439	8,629,439		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$7,012,510	\$6,790,574	\$7,868,530	\$9,731,725	\$9,731,725	\$8,924,352		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
2011-2012 Mid-Year Budget**

Internal Service - Debt Service Fund (Fund 25) - Total District



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	11,134,062	25,442	69,187	117,300	117,300	54,469	0%	2
3 Local Revenue	547,411	13,843,406	14,442,309	27,607,800	27,607,800	14,803,924	54%	3
4 Total Revenue	\$11,681,473	\$13,868,847	\$14,511,496	\$27,725,100	\$27,725,100	\$14,858,393	54%	4
Expenses								
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 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
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	(24,251,784)	(17,452,351)	(18,896,191)	(27,654,116)	(27,654,116)	(20,452,800)	74%	16
17 Total Transfers/Other	(\$24,251,784)	(\$17,452,351)	(\$18,896,191)	(\$27,654,116)	(\$27,654,116)	(\$20,452,800)	74%	17
Fund Balance								
18 Net Change in Fund Balance	(\$12,570,311)	(\$3,583,504)	(\$4,384,695)	\$70,984	\$70,984	(\$5,594,407)		18
19 Beginning Balance, July 1	26,772,227	18,441,349	20,213,255	22,040,502	22,040,502	22,040,502		19
Adjustments to Beginning								
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$14,201,916	\$14,857,845	\$15,828,560	\$22,111,486	\$22,111,486	\$16,446,094		21



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

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

2011-12 FUND 3 BUDGET REVENUE ADJUSTMENTS - SPECIALLY FUNDED PROGRAMS

July 1, 2011 - December 31, 2011

<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>
30007	CTEA Perkins IV-1C	Federal	(2,601)	(1,755)	(2,869)		(7,225)
30038	Child Dev Consortium - Yosemite CCD	Federal			10,000		10,000
30087	USDOE-CDDS-WestEd-CCPPP	Federal			11,800		11,800
30101	TRIO Student Support Services	Federal			(15,878)		(15,878)
30102	HSI STEM 10/01/11 - 09/30/16	Federal		1,190,899			1,190,899
30103	STG SITN DOE ARRA	Federal			4,961		4,961
31016	AB602 FA Admin Allowance	State	7,075	4,391	15,982		27,448
31031	CalWORKs	State		(264)			(264)
31033	Temp Assistance to Needy Families	State		305			305
32003	Public Bdcst CSG TV	Local	713,127				713,127
32004	Public Bdcst CSG FM	Local	13,563				13,563
32005	Public Bdcst Intrcnct	Local	13,871				13,871
32081	SMCGS Grant - Canada Coll Library	Local		4,139			4,139
35001	Miscellaneous Donations	Local	13,486	2,477	(8,756)		7,207
35014	Expand Your Horizons	Local			9,575		9,575
35045	Financial Aid Admin Cost Allowance - Pell	Local	1,525	805	2,075		4,405
38001	Contract/Community Educ Indirect	Local			425		425
39001	Parking	Local				43,500	43,500
Total 2011-2012 Fund 3 Budget Revenue Adjustments			<u>760,046</u>	<u>1,200,997</u>	<u>27,315</u>	<u>43,500</u>	<u>2,031,858</u>



San Mateo County Community College District
2011-2012 Mid-Year Report
Restricted General Fund (Fund 3) - Cañada College

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$566,453	\$1,015,793	\$1,003,064	\$1,904,981	\$3,094,430	\$945,299	31%	1
2 State Revenue	1,233,438	802,192	707,320	2,018,985	2,019,860	704,015	35%	2
3 Local Revenue	552,757	701,764	617,476	927,886	938,559	544,639	58%	3
4 Total Revenue	\$2,352,648	\$2,519,749	\$2,327,860	\$4,851,852	\$6,052,849	\$2,193,953	36%	4
Expenses								
5 Certificated Salaries	\$676,008	\$578,908	\$551,265	\$1,081,482	\$1,194,261	\$507,717	43%	5
6 Classified Salaries	689,321	632,982	725,806	1,427,734	1,905,949	629,292	33%	6
7 Employee Benefits	302,162	330,840	337,801	622,138	801,211	278,700	35%	7
8 Materials & Supplies	170,244	136,747	111,374	489,680	568,155	156,641	28%	8
9 Operating Expenses	156,021	223,396	214,936	559,537	925,336	289,029	31%	9
10 Capital Outlay	1,810	66,410	3,686	14,597	3,544	8,677	245%	10
11 Total Expenses	\$1,995,566	\$1,969,282	\$1,944,867	\$4,195,167	\$5,398,456	\$1,870,056	35%	11
Transfers & Other								
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	(8,749)	(68,806)	(76,480)	0	(223,750)	(161,250)	72%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(173,940)	(125,362)	(120,856)	(656,685)	(430,643)	(134,090)	31%	16
17 Total Transfers/Other	(\$182,689)	(\$194,168)	(\$197,336)	(\$656,685)	(\$654,393)	(\$295,340)	45%	17
Fund Balance								
18 Net Change in Fund Balance	\$174,392	\$356,299	\$185,656	\$0	\$0	\$28,557		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$174,392	\$356,299	\$185,656	\$0	\$0	\$28,557		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
2011-2012 Mid-Year Report**

Restricted General Fund (Fund 3) - College of San Mateo



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$178,366	\$192,109	\$169,239	\$337,338	\$334,105	\$144,868	43%	1
2 State Revenue	1,564,615	1,041,910	822,381	2,710,045	2,717,120	1,107,519	41%	2
3 Local Revenue	2,999,534	2,882,479	2,000,603	3,825,282	4,580,854	1,711,938	37%	3
4 Total Revenue	\$4,742,515	\$4,116,497	\$2,992,223	\$6,872,664	\$7,632,078	\$2,964,324	39%	4
Expenses								
5 Certificated Salaries	\$708,945	\$591,641	\$521,234	\$960,336	\$961,120	\$443,315	46%	5
6 Classified Salaries	1,990,334	1,378,034	1,391,205	2,766,011	3,090,750	1,415,546	46%	6
7 Employee Benefits	732,704	542,840	597,535	1,218,465	1,362,430	560,483	41%	7
8 Materials & Supplies	434,921	252,258	225,295	1,489,355	1,403,506	305,583	22%	8
9 Operating Expenses	1,327,550	869,940	632,785	1,586,396	1,925,595	544,183	28%	9
10 Capital Outlay	2,902	31,113	8,334	91,500	121,475	79,209	65%	10
11 Total Expenses	\$5,197,357	\$3,665,826	\$3,376,388	\$8,112,064	\$8,864,876	\$3,348,318	38%	11
Transfers & Other								
12 Transfers In	\$20,524	\$5,195	\$0	\$125,100	\$125,100	\$62,500	50%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(51,568)	(3,100)	(800)	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(106,804)	(75,616)	(33,859)	(145,700)	(152,302)	(53,208)	35%	16
17 Total Transfers/Other	(\$137,848)	(\$73,521)	(\$34,659)	(\$20,600)	(\$27,202)	\$9,292	-34%	17
Fund Balance								
18 Net Change in Fund Balance	(\$592,689)	\$377,150	(\$418,824)	(\$1,260,000)	(\$1,260,000)	(\$374,702)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$592,689)	\$377,150	(\$418,824)	(\$1,260,000)	(\$1,260,000)	(\$374,702)		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
2011-2012 Mid-Year Report
Restricted General Fund (Fund 3) - Skyline College



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$463,787	\$739,653	\$1,138,801	\$2,018,327	\$2,034,265	\$848,622	42%	1
2 State Revenue	1,768,898	1,301,392	1,184,466	5,051,128	5,069,656	1,491,273	29%	2
3 Local Revenue	737,991	831,591	646,484	1,078,894	1,080,310	591,032	55%	3
4 Total Revenue	\$2,970,676	\$2,872,635	\$2,969,751	\$8,148,348	\$8,184,232	\$2,930,927	36%	4
Expenses								
5 Certificated Salaries	\$797,907	\$813,310	\$1,018,785	\$1,850,596	\$1,972,615	\$1,005,117	51%	5
6 Classified Salaries	989,696	722,407	617,322	1,591,325	1,683,222	774,005	46%	6
7 Employee Benefits	443,823	385,870	384,938	934,951	890,344	400,609	45%	7
8 Materials & Supplies	95,277	94,680	92,628	722,869	628,989	91,188	14%	8
9 Operating Expenses	217,917	217,365	481,096	2,562,926	2,528,035	421,745	17%	9
10 Capital Outlay	44,103	166	159	38,454	34,780	195	1%	10
11 Total Expenses	\$2,588,723	\$2,233,799	\$2,594,927	\$7,701,120	\$7,737,985	\$2,692,858	35%	11
Transfers & Other								
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	(18,499)	(80,512)	(2,970)	0	(16,892)	(16,892)	100%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(102,101)	(33,099)	(107,756)	(447,228)	(429,356)	(100,730)	23%	16
17 Total Transfers/Other	(\$120,600)	(\$113,611)	(\$110,726)	(\$447,228)	(\$446,247)	(\$117,622)	26%	17
Fund Balance								
18 Net Change in Fund Balance	\$261,353	\$525,225	\$264,098	\$0	\$0	\$120,448		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$261,353	\$525,225	\$264,098	\$0	\$0	\$120,448		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
2011-2012 Mid-Year Report
Restricted General Fund (Fund 3) - District Office

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$1,574	\$0	\$0	\$0	0%	1
2 State Revenue	29,252	16,255	246,629	186,946	186,946	177,941	95%	2
3 Local Revenue	137,940	216,382	930,367	3,171,262	3,171,262	1,439,501	45%	3
4 Total Revenue	\$167,192	\$232,637	\$1,178,570	\$3,358,209	\$3,358,209	\$1,617,442	48%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$1,455	\$0	\$0	\$0	0%	5
6 Classified Salaries	256,786	1,045,828	995,183	2,050,773	2,050,773	1,053,069	51%	6
7 Employee Benefits	97,509	383,836	388,030	843,079	843,079	390,088	46%	7
8 Materials & Supplies	28,496	67,181	167,762	531,311	568,811	189,524	33%	8
9 Operating Expenses	74,741	91,858	73,650	1,354,212	1,360,212	(39,984)	-3%	9
10 Capital Outlay	0	0	0	(6,818)	(6,818)	0	0%	10
11 Total Expenses	\$457,532	\$1,588,703	\$1,626,079	\$4,772,556	\$4,816,056	\$1,592,697	33%	11
Transfers & Other								
12 Transfers In	18,233	5,000	135,173	\$1,179,959	\$1,223,459	\$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 Total Transfers/Other	\$18,233	\$5,000	\$135,173	\$1,179,959	\$1,223,459	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$272,107)	(\$1,351,066)	(\$312,337)	(\$234,388)	(\$234,388)	\$24,745		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$272,107)	(\$1,351,066)	(\$312,337)	(\$234,388)	(\$234,388)	\$24,745		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
2011-2012 Mid-Year Report
Restricted General Fund (Fund 3) - Total District



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$1,208,606	\$1,947,554	\$2,312,678	\$4,260,646	\$5,462,800	\$1,938,789	35%	1
2 State Revenue	4,596,203	3,161,749	2,960,796	9,967,104	9,993,582	3,480,749	35%	2
3 Local Revenue	4,428,222	4,632,216	4,194,929	9,003,324	9,771,086	4,287,109	44%	3
4 Total Revenue	\$10,233,031	\$9,741,519	\$9,468,403	\$23,231,074	\$25,227,468	\$9,706,647	38%	4
Expenses								
5 Certificated Salaries	\$2,182,860	\$1,983,859	\$2,092,737	\$3,892,413	\$4,127,996	\$1,956,149	47%	5
6 Classified Salaries	3,926,137	3,779,251	3,729,516	7,835,844	8,730,695	3,871,912	44%	6
7 Employee Benefits	1,576,198	1,643,386	1,708,303	3,618,633	3,897,064	1,629,880	42%	7
8 Materials & Supplies	728,938	550,866	597,059	3,233,215	3,169,460	742,935	23%	8
9 Operating Expenses	1,776,229	1,402,559	1,402,466	6,063,071	6,739,178	1,214,973	18%	9
10 Capital Outlay	48,815	97,690	12,179	137,732	152,980	88,081	58%	10
11 Total Expenses	\$10,239,177	\$9,457,611	\$9,542,261	\$24,780,907	\$26,817,373	\$9,503,929	35%	11
Transfers & Other								
12 Transfers In	\$38,757	\$10,195	\$135,173	\$1,305,059	\$1,348,459	\$62,500	5%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(78,816)	(152,418)	(80,251)	0	(240,642)	(178,142)	74%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(382,845)	(234,077)	(262,470)	(1,249,613)	(1,012,301)	(288,028)	28%	16
17 Total Transfers/Other	(\$422,904)	(\$376,300)	(\$207,548)	\$55,446	\$95,516	(\$403,669)	-423%	17
Fund Balance								
18 Net Change in Fund Balance	(\$429,051)	(\$92,393)	(\$281,406)	(\$1,494,388)	(\$1,494,388)	(\$200,952)		18
19 Beginning Balance, July 1	2,976,966	4,207,125	4,946,405	6,801,874	6,801,874	6,801,874		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$2,547,914	\$4,114,733	\$4,664,999	\$5,307,486	\$5,307,486	\$6,600,922		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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SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

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.*

**2011-2012 Capital Projects Financial Summary
Budget Expenditures as of December 31, 2011**

LOCATION	PROJECT NAME	FUND				ENCUMBRANCE	AVAILABLE BALANCE *
		NUMBER	ORIGINAL BUDGET	2011-12 BUDGET	EXPENDITURE YTD		
CAÑADA	CAN Bldgs 5/6 Reconstruction	41317	290,943.60	290,943.60	290,943.60	4,061.57	-4,061.57
CAÑADA	CAN Electrical Infrastructure Replacement	41319	2,434,853.70	2,434,853.70	2,323,846.65	185,800.93	-74,793.88
CAÑADA	Science Lab Upgrade	44329	15,737.20	15,737.20	0.00	0.00	15,737.20
CAÑADA	Arts Project	44343	7,459.46	7,459.46	0.00	0.00	7,459.46
CAÑADA	CAN Bldgs 16/18 Modernization	47302	725,764.05	0.00	0.00	0.00	0.00
CAÑADA	CAN Bldg 7 FMC	47303	142,722.85	43,564.92	43,564.92	0.00	0.00
CAÑADA	CAN Bldgs 5 /6 Modernization	47304	2,356,201.15	1,254,854.15	800,068.74	454,475.74	309.67
CAÑADA	CAN Bldg 8 Admin Renovation	47306	3,102.66	0.00	0.00	0.00	0.00
CAÑADA	CAN 12kv Electrical Systems Upgrade	47310	745,225.10	995,225.10	605,727.30	405,107.96	-15,610.16
CAÑADA	CAN Gateways, Circulation & Parking	47312	86,157.70	86,157.70	8,101.83	6,374.18	71,681.69
CAÑADA	CAN Quad Water Feature	47313	45,871.72	0.00	0.00	0.00	0.00
CAÑADA	CAN Dining Room Renovation	47315	0.00	0.00	15,333.01	1,202,804.69	-1,218,137.70
CAÑADA	CAN Athletic Facilities Upgrade, Phase 2	47322	0.00	13,141.16	13,141.16	0.00	0.00
CAÑADA	CAN Small Projects	47323	8,537.70	84,868.70	33,215.01	9,081.77	42,571.92
CAÑADA	CAN Emergency Building Repairs	47324	89,316.20	169,303.04	26,729.33	55,942.22	86,631.49
CAÑADA	CAN Bldg 9 Student Services Remodel	47327	3,517.90	0.00	0.00	0.00	0.00
CAÑADA	CAN Loop Road Improvements	47328	522,584.08	-3,156.00	-3,156.00	0.00	0.00
CAÑADA	CAN Instructional Equipment	47330	41,466.53	41,466.53	41,466.53	0.00	0.00
CAÑADA	CAN Bldg 16 Science Lab Renovation	47331	70,838.42	70,838.42	135,924.26	0.00	-65,085.84
CAÑADA	CAN Lot 4 Fire Lanes	47332	2,140,195.29	1,241,228.46	1,218,189.13	22,229.33	810.00
CAÑADA	CAN Bldg 1 Gym Bleacher	47333	580,000.00	580,000.00	66,852.53	280,892.90	232,254.57
CAÑADA	CAN Bldg 9-154 CIETL Reonvation	47334	110,000.00	190,000.00	144,726.68	7,353.15	37,920.17
CAÑADA	CAN Light Pole Banners and Signs	47335	0.00	200,000.00	18,487.64	12,694.99	168,817.37
CAÑADA	CAN Bldg 8 MPOE AC Replacement	47337	0.00	145,000.00	95,191.92	48,700.00	1,108.08
CAÑADA	Faculty/Staff Housing-Cañada Site	48310	265,343.83	265,343.83	0.00	0.00	265,343.83
CSM	CSM Bldgs 21-27 Demolition	41415	552,874.50	552,874.50	200,233.00	352,445.95	195.55
CSM	CSM Demo of Hazardous Bldgs	41417	148,000.00	1,402.00	2,804.00	1,402.00	-2,804.00
CSM	CSM North Gateway Phase 3 (Asbestos)	41418	204,876.00	204,876.00	204,876.00	0.00	0.00
CSM	CSM Dental Hygiene Program	42402	25,000.00	25,000.00	0.00	0.00	25,000.00
CSM	CSM Equipment Recycling	42404	82,145.67	96,666.46	4,788.78	0.00	91,877.68
CSM	Ergonomic office furniture (completion)	44435	13,585.54	13,585.54	0.00	0.00	13,585.54
CSM	Haz. Mat. clean-up/disposal	44438	3,025.59	3,025.59	0.00	0.00	3,025.59
CSM	Technology Improvements	44452	27,186.65	27,186.65	0.00	0.00	27,186.65
CSM	CSM CIP2 Design Build Project	47401	6,179,753.13	6,179,753.13	2,847,503.72	2,344,081.82	988,167.59
CSM	CSM Bldg 14 Facelift	47402	64,509.87	64,509.87	119.39	22,824.81	41,565.67
CSM	CSM Bldg 16 Modernization	47403	60,041.80	60,041.80	2,863.60	55,018.63	2,159.57
CSM	CSM Bldgs 2/3/4 Fine Arts Modernization	47404	55,420.32	55,420.32	255.00	5,617.55	49,547.77
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 TI	47407	42,336.77	42,336.77	0.00	6,036.80	36,299.97
CSM	CSM North Gateway	47408	5,113,453.16	5,113,453.16	309,847.96	953,682.39	3,849,922.81
CSM	CSM Bldg 19 Modernization	47410	0.00	0.00	3,164.63	0.00	-3,164.63
CSM	CSM Bldg 9 Modernization	47411	253,315.36	253,315.36	8,640.16	2,665.42	242,009.78
CSM	KCSM Projects	47413	132.95	132.95	0.00	0.00	132.95
CSM	CSM SE Infrastructure and Yard	47415	96,956.49	96,956.49	4,397.74	0.00	92,558.75
CSM	CSM Bldg 1 Renovation	47419	200,000.00	200,000.00	0.00	0.00	200,000.00
CSM	CSM Bldg 15 Modernization	47420	961,248.06	961,248.06	1,356,345.50	70,126.36	-465,223.80
CSM	CSM Athletic Facilities Upgrade, Phase 2	47422	25,040.64	24,540.64	0.00	0.00	24,540.64
CSM	CSM Small Projects	47423	225,247.37	225,247.37	588,072.27	144,168.15	-506,993.05
CSM	CSM Emergency Building Repairs	47424	198,414.68	198,414.68	68,817.44	28,522.48	101,074.76
CSM	CSM Hillsdale Lot Paving	47429	845,254.47	845,254.47	14,256.00	4,991.00	826,007.47
CSM	CSM Exterior Building Repainting	47430	163,521.70	163,521.70	73,011.06	0.00	90,510.64
CSM	CSM Instructional Equipment	47432	89,489.00	89,489.00	60,147.15	0.00	29,341.85
CSM	CSM Edison Lot Project	47433	1,924,134.24	3,224,134.24	12,523.43	177,985.81	3,033,625.00
CSM	CSM Exterior Signage	47434	100,000.00	100,000.00	7,360.00	111,473.00	-18,833.00
CSM	CSM Bldg 12 Roofing	47435	496,000.00	496,000.00	8,954.01	59,365.99	427,680.00
CSM	CSM Bldg 6 Aquatics BMS Integration	47437	0.00	205,000.00	0.00	82,000.00	123,000.00
CSM	CSM Bldg 8 Entry and ADA Modifications	47438	0.00	205,000.00	448,288.78	9,649.33	-252,938.11
CSM	Bookstore Project	48400	174,822.39	174,822.39	0.00	0.00	174,822.39
DISTRICTWIDE	General Capital Projects	40000	24,399,938.49	24,399,938.49	0.00	0.00	24,399,938.49
DISTRICTWIDE	College Contingency	40001	6,402,009.53	6,402,009.53	0.00	0.00	6,402,009.53
DISTRICTWIDE	College Housing Project	40003	4,319,500.00	4,319,500.00	0.00	0.00	4,319,500.00
DISTRICTWIDE	Premium Rebate Reserve	40004	398,432.00	398,432.00	0.00	0.00	398,432.00
DISTRICTWIDE	Post Bond Admin Fee Reserve	40005	281,655.69	281,655.69	4,000.00	0.00	277,655.69
DISTRICTWIDE	Construction Planning Internal Svc Fund	40009	45,327.34	45,327.34	25,109.63	0.00	20,217.71
DISTRICTWIDE	College Art	42003	5,691.00	5,691.00	1,650.00	0.00	4,041.00
DISTRICTWIDE	Redevelopment Program	43001	14,633,881.88	14,633,881.88	10,778.35	2,953.68	14,620,149.85
DISTRICTWIDE	Property Management Study	44001	290,326.05	39,827.44	0.00	0.00	39,827.44
DISTRICTWIDE	District Facilities Projects	44102	656,420.99	656,420.99	97,662.78	9,490.48	549,267.73
DISTRICTWIDE	District Funded FCI Contingency	44103	3,046,954.78	3,046,954.78	0.00	0.00	3,046,954.78
DISTRICTWIDE	Energy Efficiency Projects Fund	44108	2,926,033.07	2,926,292.19	48,313.98	8,862.00	2,869,116.21
DISTRICTWIDE	Facilities Excellence (Foundation)	46112	0.00	441.12	441.12	0.00	0.00
DISTRICTWIDE	Bond Construction General	47000	12,254,447.64	8,981,592.64	0.00	0.00	8,981,592.64
DISTRICTWIDE	DW CIP2 Planning	47001	12,772,806.36	3,270,455.58	426,183.40	695,316.79	2,148,955.39
DISTRICTWIDE	DW Technology Upgrades	47002	1,006,884.52	1,006,884.52	137,835.40	104,434.22	764,614.90

* NOTE: All negative balances will be cleared with January 2012 journals.

**2011-2012 Capital Projects Financial Summary
Budget Expenditures as of December 31, 2011**

LOCATION	PROJECT NAME	FUND NUMBER	ORIGINAL BUDGET	2011-12 BUDGET	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE *
DISTRICTWIDE	DW Energy Efficiency Projects	47004	1,150.00	0.00	0.00	0.00	0.00
DISTRICTWIDE	DW Safety and Security Cameras	47006	125,537.33	125,537.33	0.00	11,160.30	114,377.03
DISTRICTWIDE	DW Contingency	47007	391,956.87	13,114,810.45	0.00	0.00	13,114,810.45
DISTRICTWIDE	DW Small Projects	47008	131,487.13	131,487.13	92,180.60	6,680.87	32,625.66
DISTRICTWIDE	DW Infrastructure Projects	47009	824,999.54	424,999.54	0.00	0.00	424,999.54
DISTRICTWIDE	DW EAS Expansion	47011	487,226.35	487,226.35	37,907.07	0.00	449,319.28
DISTRICTWIDE	DW Renewable Energy Project	47013	106,504.85	106,504.85	64,433.12	0.00	42,071.73
DISTRICTWIDE	DW Boilers BAAQMD Emissions Project	47014	1,737,907.82	1,737,907.82	396,432.09	972,186.28	369,289.45
DISTRICTWIDE	C.O.P. Projects	48001	863,226.77	863,226.77	2,000.00	0.00	861,226.77
DISTRICTWIDE	Faculty/Staff Housing-College Vista	48100	2,501.57	2,501.57	0.00	0.00	2,501.57
DISTRICTWIDE	DW Athletic Facilities	48101	23,194.68	23,194.68	12,142.00	10,611.32	441.36
SKYLINE	SKY Electrical Infrastructure Replacement	41224	802,000.00	802,000.00	514,865.26	215,912.40	71,222.34
SKYLINE	SKY Water Feature Project	42004	9,313.64	9,313.64	0.00	0.00	9,313.64
SKYLINE	Pacific Heights Project	42202	26,516,845.95	26,480,618.56	0.00	0.00	26,480,618.56
SKYLINE	SKY Bldg 6 Facelift	42205	3,748.34	3,748.34	0.00	0.00	3,748.34
SKYLINE	SKY Bldg 6 Servery	42206	0.00	0.00	157,082.13	386,303.04	-543,385.17
SKYLINE	Avon Damages Repair	44241	65,100.04	65,100.04	0.00	0.00	65,100.04
SKYLINE	SKY Bldg 3 Modernization	47201	2,495.87	4,713.68	4,576.85	0.00	136.83
SKYLINE	SKY Bldg 7 Allied Health	47202	108.20	0.00	0.00	0.00	0.00
SKYLINE	SKY Bldg 8 Modernization	47203	1,000.00	2,185.00	2,185.00	0.00	0.00
SKYLINE	SKY Bldg 12 FMC	47204	104,335.16	16,196.92	16,099.49	0.00	97.43
SKYLINE	SKY CIP2 Design Build Project	47209	2,236,307.04	2,536,307.04	747,401.52	1,572,166.08	216,739.44
SKYLINE	SKY Bldg 1 Modernization	47210	200,788.48	200,788.48	0.00	15,001.24	185,787.24
SKYLINE	SKY Small Projects	47223	466,747.91	466,747.91	406,068.44	193,625.29	-132,945.82
SKYLINE	SKY Emergency Building Repairs	47224	132,580.95	232,580.95	71,515.61	70,391.06	90,674.28
SKYLINE	SKY FMC Erosion	47225	3,892.26	3,892.26	-3,156.00	2,023.85	5,024.41
SKYLINE	SKY Theater Equipment Project	47227	3,634.95	3,634.95	0.00	2,043.00	1,591.95
SKYLINE	SKY 12KV Electrical Systems Upgrade	47228	599,801.75	599,801.75	250,196.57	329,925.31	19,679.87
SKYLINE	SKY Exterior Building Repainting	47230	24,822.40	24,822.40	13,110.00	0.00	11,712.40
SKYLINE	SKY Instruction Equipment	47232	130,954.00	130,954.00	0.00	1,342.30	129,611.70
SKYLINE	SKY CDC Safety Tile Replacement	47234	109,600.37	109,600.37	12,705.00	21,039.00	75,856.37
SKYLINE	SKY Bldg 4 Stairs and Lighting	47236	0.00	180,845.00	215,270.64	290.00	-34,715.64
SKYLINE	SKY Bldg 2 One Stop Facelift	47237	0.00	100,000.00	0.00	108,361.00	-8,361.00
SKYLINE	SKY Track and Field Erosion Control	47239	0.00	130,010.00	0.00	0.00	130,010.00
SKYLINE	SKY Bldg 1 Career Center	47241	0.00	112,000.00	0.00	64,269.90	47,730.10
SKYLINE	SKY Bldg 2 CALT Upgrade	47242	0.00	465,000.00	0.00	110,087.71	354,912.29
TOTAL			148,761,705.05	148,343,602.08	15,870,613.91	12,042,054.04	120,430,934.13

* NOTE: All negative balances will be cleared with January 2012 journals.



San Mateo County Community College District
2011-2012 Mid-Year Report
Capital Projects Fund (Fund 4) - Cañada College

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	2011-12 Actual To Date	%	To Date	
Revenue									
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%		1
2 State Revenue	1,035,598	0	0	0	0	0	0%		2
3 Local Revenue	0	0	0	0	0	0	0%		3
4 Total Revenue	\$1,035,598	\$0	\$0	\$0	\$0	\$0	0%		4
Expenses									
5 Certificated Salaries	\$0	\$0	\$0	\$6,588	\$0	\$0	0%		5
6 Classified Salaries	4,894	2,108	2,510	301,931	75,483	55,402	73%		6
7 Employee Benefits	569	147	266	129,399	728	728	100%		7
8 Materials & Supplies	1,060,197	190,130	177,941	405,465	729,837	653,923	90%		8
9 Operating Expenses	1,333,545	584,209	713,906	797,137	956,564	548,933	57%		9
10 Capital Outlay	12,427,572	3,841,184	6,246,067	5,925,559	5,925,559	3,891,368	66%		10
11 Total Expenses	\$14,826,777	\$4,617,779	\$7,140,691	\$7,566,079	\$7,688,171	\$5,150,354	67%		11
Transfers & Other									
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 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%		17
Fund Balance									
18 Net Change in Fund Balance	(\$13,791,179)	(\$4,617,779)	(\$7,140,691)	(\$7,566,079)	(\$7,688,171)	(\$5,150,354)			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 Net Fund Balance, Dec. 31	(\$13,791,179)	(\$4,617,779)	(\$7,140,691)	(\$7,566,079)	(\$7,688,171)	(\$5,150,354)			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
2011-2012 Mid-Year Report
Capital Projects Fund (Fund 4) - College of San Mateo

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	2011-12 Actual To Date	%	To Date	
Revenue									
1	Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2	State Revenue	25,487	0	0	0	0	0	0%	2
3	Local Revenue	0	0	0	0	0	0	0%	3
4	Total Revenue	\$25,487	\$0	\$0	\$0	\$0	\$0	0%	4
Expenses									
5	Certificated Salaries	\$0	\$0	\$0	\$27,997	\$0	\$0	0%	5
6	Classified Salaries	69	5,527	28,412	1,283,153	63,635	48,950	77%	6
7	Employee Benefits	11	575	3,313	549,923	0	0	0%	7
8	Materials & Supplies	896,894	1,308,210	1,011,117	3,923,667	1,311,772	1,093,144	83%	8
9	Operating Expenses	2,819,116	3,153,993	2,784,563	4,113,246	1,906,446	1,466,512	77%	9
10	Capital Outlay	19,492,955	46,270,771	18,466,507	22,256,529	4,047,488	3,317,613	82%	10
11	Total Expenses	\$23,209,045	\$50,739,076	\$22,293,911	\$32,154,515	\$7,329,341	\$5,926,220	81%	11
Transfers & Other									
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	Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance									
18	Net Change in Fund Balance	(\$23,183,558)	(\$50,739,076)	(\$22,293,911)	(\$32,154,515)	(\$7,329,341)	(\$5,926,220)		18
19	Beginning Balance, July 1	0	0	0	0	0	0		19
20	Adjustments to Beginning Balance	0	0	0	0	0	0		20
21	Net Fund Balance, Dec. 31	(\$23,183,558)	(\$50,739,076)	(\$22,293,911)	(\$32,154,515)	(\$7,329,341)	(\$5,926,220)		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
2011-2012 Mid-Year Report
Capital Projects Fund (Fund 4) - Skyline College

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	2011-12 Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	2,521,393	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 Total Revenue	\$2,521,393	\$0	\$0	\$0	\$0	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$14,816	\$6,955	\$0	\$0	0%	5
6 Classified Salaries	316	38,165	27,200	318,751	13,522	10,402	77%	6
7 Employee Benefits	37	4,286	4,411	136,608	0	0	0%	7
8 Materials & Supplies	822,339	299,892	585,150	926,469	926,469	284,240	31%	8
9 Operating Expenses	1,103,426	1,645,586	1,139,831	880,567	880,567	491,091	56%	9
10 Capital Outlay	7,792,700	17,028,213	11,184,798	5,718,230	1,881,724	1,393,869	74%	10
11 Total Expenses	\$9,718,818	\$19,016,142	\$12,956,206	\$7,987,580	\$3,702,282	\$2,179,602	59%	11
Transfers & Other								
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 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$7,197,425)	(\$19,016,142)	(\$12,956,206)	(\$7,987,580)	(\$3,702,282)	(\$2,179,602)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$7,197,425)	(\$19,016,142)	(\$12,956,206)	(\$7,987,580)	(\$3,702,282)	(\$2,179,602)		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
2011-2012 Mid-Year Report
Capital Projects Fund (Fund 4) - Districtwide Projects

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	2011-12 Actual To Date	%	To Date	
Revenue									
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%		1
2 State Revenue	\$174,708	\$196,845	\$2,219,000	14,012,000	2,748,107	\$0	0%		2
3 Local Revenue	(21,641,720)	988,692	0	920,000	920,000	404,029	44%		3
4 Total Revenue	(\$21,467,012)	\$1,185,537	\$2,219,000	\$14,932,000	\$3,668,107	\$404,029	11%		4
Expenses									
5 Certificated Salaries	\$78,971	\$71,040	\$70,500	\$4,047	\$0	\$0	0%		5
6 Classified Salaries	1,320,778	1,584,208	1,397,761	185,468	1,629,728	987,714	61%		6
7 Employee Benefits	410,183	529,927	538,381	79,486	537,810	326,596	61%		7
8 Materials & Supplies	94,556	102,684	92,460	29,309	220,192	146,795	67%		8
9 Operating Expenses	823,749	275,121	313,399	208,452	997,206	664,804	67%		9
10 Capital Outlay	1,031,740	67,196	15,762,634	4,140,867	1,465,590	488,530	33%		10
11 Total Expenses	\$3,759,977	\$2,630,176	\$18,175,134	\$4,647,629	\$4,850,527	\$2,614,439	54%		11
Transfers & Other									
12 Transfers In	\$0	\$230,000	\$0	\$0	\$0	\$0	0%		12
13 Other Sources	77,000	716	0	0	0	14,521	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 Total Transfers/Other	\$77,000	\$230,716	\$0	\$0	\$0	\$14,521	0%		17
Fund Balance									
18 Net Change in Fund Balance	(\$25,149,989)	(\$1,213,923)	(\$15,956,134)	\$10,284,371	(\$1,182,420)	(\$2,195,889)			18
19 Beginning Balance, July 1	0	0	0	0	0	0			19
20 Adjustments to Beginning Balance	0	0	0	0	0	0			20
21 Net Fund Balance, Dec. 31	(\$25,149,989)	(\$1,213,923)	(\$15,956,134)	\$10,284,371	(\$1,182,420)	(\$2,195,889)			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
2011-2012 Mid-Year Report
Capital Projects Fund (Fund 4) - Total District**

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	2011-12 Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	\$3,757,186	\$196,845	\$2,219,000	\$14,012,000	\$2,748,107	\$0	0%	2
3 Local Revenue	(\$21,641,720)	\$988,692	\$0	\$920,000	\$920,000	\$404,029	44%	3
4 Total Revenue	(\$17,884,534)	\$1,185,537	\$2,219,000	\$14,932,000	\$3,668,107	\$404,029	11%	4
Expenses								
5 Certificated Salaries	\$78,971	\$71,040	\$85,316	\$45,587	\$0	\$0	0%	5
6 Classified Salaries	\$1,326,057	\$1,630,009	\$1,455,882	\$2,089,303	\$1,782,368	\$1,102,467	62%	6
7 Employee Benefits	\$410,800	\$534,936	\$546,371	\$895,416	\$538,538	\$327,323	61%	7
8 Materials & Supplies	\$2,873,986	\$1,900,916	\$1,866,668	\$5,284,910	\$3,188,270	\$2,178,102	68%	8
9 Operating Expenses	\$6,079,836	\$5,658,909	\$4,951,699	\$5,999,402	\$4,740,783	\$3,171,339	67%	9
10 Capital Outlay	\$40,744,967	\$67,207,364	\$51,660,006	\$38,041,185	\$13,320,361	\$9,091,381	68%	10
11 Total Expenses	\$51,514,617	\$77,003,174	\$60,565,941	\$52,355,803	\$23,570,321	\$15,870,614	67%	11
Transfers & Other								
12 Transfers In	\$0	\$230,000	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	\$77,000	\$716	\$0	\$0	\$0	\$14,521	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 Total Transfers/Other	\$77,000	\$230,716	\$0	\$0	\$0	\$14,521	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$69,322,151)	(\$75,586,921)	(\$58,346,941)	(\$37,423,803)	(\$19,902,214)	(\$15,452,064)		18
19 Beginning Balance, July 1	481,025,247	346,931,551	218,549,642	258,697,588	258,697,588	258,697,588		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$411,703,096	\$271,344,630	\$160,202,701	\$221,273,785	\$238,795,374	\$243,245,524		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

Enterprise Fund/Auxiliary Fund (Fund 5)

The District maintains enterprise funds. These funds account for operations that the Board requires to be self-supporting. These funds are maintained independently of other District funds to facilitate the entrepreneurial nature of the activities involved and also provide the necessary flexibility to report the retail and operational requirements of these self-supporting services.

*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 contracted food service and vending operations of the District.*

*The **San Mateo Athletic Club (SMAC)** accounts for revenues received and expenses related to the operations of the athletic club and aquatic center.*



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

San Mateo County Community College District
2011-12 Mid -Year Report
Enterprise Fund - Bookstore (Fund 5)

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Income								
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	4,534,614	4,096,883	3,585,812	7,650,000	7,650,000	3,730,749	49%	3
4 Total Income	\$4,534,614	\$4,096,883	\$3,585,812	\$7,650,000	\$7,650,000	\$3,730,749	49%	4
Expenses								
5 Cost of Sales	\$3,116,027	\$2,669,364	\$2,278,982	\$4,700,000	\$4,700,000	\$2,217,869	47%	5
6 Certificated Salaries	0	0	0	0	0	0	0%	6
7 Classified Salaries	719,791	684,318	693,525	1,490,000	1,490,000	846,229	57%	7
8 Employee Benefits	195,048	208,880	208,880	455,000	455,000	208,880	46%	8
9 Materials & Supplies	21,400	8,944	0	45,000	45,000	0	0%	9
10 Operating Expenses	549,889	424,503	432,382	732,700	732,700	457,844	62%	10
11 Capital Outlay	0	0	0	0	0	0	0%	11
12 Total Expenses	\$4,602,155	\$3,996,009	\$3,613,769	\$7,422,700	\$7,422,700	\$3,730,822	50%	12
Transfers & Other								
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	0	0	0	0	0	0	0%	17
18 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	18
Fund Balance								
19 Net Change in Fund Balance	(\$67,541)	\$100,874	(\$27,957)	\$227,300	\$227,300	(\$73)		19
20 Beginning Balance, July 1	6,181,925	6,471,738	6,677,738	6,873,578	6,873,578	6,873,578		20
21 Adjustments to Beginning Balance	0	0	0	0	0	0		21
22 Net Fund Balance, Dec. 31	\$6,114,384	\$6,572,612	\$6,649,781	\$7,100,878	\$7,100,878	\$6,873,505		22



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

BOOKSTORES
Balance Sheet
December 31, 2011

	<u>Dec 31, 2011</u>	<u>Dec 31, 2010</u>
ASSETS		
Cash for Operations and Investments	\$4,850,353	\$4,894,555
Accounts Receivable	155,530	105,758
Inventory	2,354,460	2,510,360
Furniture, Fixtures & Equipment (Net)	149,983	227,897
TOTAL ASSETS	<u><u>\$7,510,326</u></u>	<u><u>\$7,738,570</u></u>
LIABILITIES AND CAPITAL		
Liabilities	\$636,821	\$1,088,789
Capital-Reserved	6,873,505	6,649,781
TOTAL LIABILITIES AND CAPITAL	<u><u>\$7,510,326</u></u>	<u><u>\$7,738,570</u></u>



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

BOOKSTORES
Income Statement
For the Period Ending December 31, 2011

	<u>Year to Date</u> <u>Actual</u>		<u>2011-12</u> <u>Budget</u>
INCOME			
Merchandise Sales	\$3,498,850	100.00%	\$ 7,450,000
COST OF GOODS SOLD			
Merchandise Purchases	<u>2,217,869</u>	<u>63.39%</u>	<u>4,700,000</u>
GROSS PROFIT	<u>\$1,280,981</u>	<u>36.61%</u>	<u>\$ 2,750,000</u>
OPERATING EXPENSES			
Salaries & Benefits	\$1,003,600		\$ 1,825,000
Other Inventory Expenses	\$135,273		300,000
Equipment Maintenance & Rental	22,102		25,000
Travel, Conference	4,566		18,000
Dues & Membership	3,925		10,000
Insurance	3,600		13,000
Utilities	18,256		26,000
Contracted Services	39,542		60,000
Legal, Audit and Bad Debts	16,544		3,000
Other Expenses	<u>141,883</u>		<u>210,000</u>
TOTAL OPERATING EXPENSES	<u>\$1,389,291</u>	<u>39.71%</u>	<u>\$2,490,000</u>
NET INCOME FROM OPERATIONS	(\$108,310)	-3.10%	\$ 260,000
OTHER INCOME			
Interest & Other Income	\$231,899		\$ 200,000
TOTAL OTHER INCOME	<u>\$231,899</u>	<u>6.63%</u>	<u>\$ 200,000</u>
NET INCOME BEFORE OTHER EXPENSES	\$123,589	3.53%	\$460,000
OTHER EXPENSES			
Administrative Salary and Benefits	\$51,509		\$ 120,000
Rent	\$33,780		\$ 67,700
Donations	38,373		\$ 45,000
TOTAL OTHER EXPENSES	<u>\$123,662</u>	<u>3.53%</u>	<u>\$ 232,700</u>
Net Change in Fund Balance	(\$73)	0.00%	\$ <u>227,300</u>
Capital, July 1, 2011	6,873,578		
Capital, December 31, 2011	<u><u>\$6,873,505</u></u>		

San Mateo County Community College District
2011 - 12 Mid -Year Report
Enterprise Fund - Cafeteria (Fund 5)



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
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	108,624	92,923	108,711	237,000	237,000	106,467	45%	3
4 Total Revenue	\$108,624	\$92,923	\$108,711	\$237,000	\$237,000	\$106,467	45%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	10,761	10,638	31,354	21,000	21,000	34,387	164%	6
7 Employee Benefits	2,444	2,658	8,181	6,300	6,300	9,825	156%	7
8 Materials & Supplies	0	0	0	65,000	65,000	17,042	26%	8
9 Operating Expenses	101,342	90,491	70,746	77,000	77,000	27,687	36%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$114,547	\$103,787	\$110,281	\$169,300	\$169,300	\$88,941	53%	11
Transfers & Other								
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 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$5,923)	(\$10,864)	(\$1,570)	\$67,700	\$67,700	\$17,526		18
19 Beginning Balance, July 1	408,068	398,444	415,501	334,645	334,645	334,645		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$402,145	\$387,580	\$413,931	\$402,345	\$402,345	\$352,171		21



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

CAFETERIAS
Balance Sheet
December 31, 2011

ASSETS

	<u>Dec 31, 2011</u>	<u>Dec 31, 2010</u>
Cash for Operations and Investments	\$352,762	\$276,707
Cash Reserve for Equipment	0	0
Accounts Receivable	12,730	36,893
Furniture, Fixtures & Equipment (Net)	0	131,178
TOTAL ASSETS	<u>\$365,492</u>	<u>\$444,778</u>

LIABILITIES AND CAPITAL

Liabilities	\$13,321	\$30,847
Capital, July 1, 2011	\$334,645	\$415,501
Adjustment to Capital	17,526	(1,570)
Capital, December 31, 2011	<u>\$352,171</u>	<u>\$413,931</u>
TOTAL LIABILITIES AND CAPITAL	<u>\$365,492</u>	<u>\$444,778</u>



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

CAFETERIAS
Income Statement
For the Period Ending December 31, 2011

	<u>Year to Date Actual</u>	<u>2011-2012 Budget</u>
INCOME		
Special Service Income	-	20,000
Vending Income	27,821	66,000
Food Service Income	61,172	110,000
Event Rental	15,616	40,000
Interest	1,858	1,000
Other Income	1,402	0
TOTAL INCOME	\$107,869	237,000
EXPENSES		
Salaries	\$ 34,387	\$ 21,000
Benefits	9,825	6,300
Service Contracts & Repairs	18,144	65,000
Non Inventory Equipment	250	-
College Support	27,687	77,000
Other	50	-
TOTAL EXPENSES	<u>\$90,343</u>	<u>\$ 169,300</u>
NET INCOME FROM OPERATIONS	<u>\$17,526</u>	<u>\$67,700</u>
Capital, July 1, 2011	<u>\$334,645</u>	
Capital, December 31, 2011	<u>\$352,171</u>	

San Mateo County Community College District
2011-12 Mid -Year Report
Enterprise Fund - San Mateo Athletic Club & Aquatic Center (Fund 5)



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Income								
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	0	0	845,435	2,300,000	2,300,000	1,277,822	56%	3
4 Total Income	\$0	\$0	\$845,435	\$2,300,000	\$2,300,000	\$1,277,822	56%	4
Expenses								
5 Cost of Sales	0	0	0	0	0	0	0%	5
6 Certificated Salaries	0	0	0	0	0	0	0%	6
7 Classified Salaries	0	0	0	1,129,133	1,129,133	637,135	56%	7
8 Employee Benefits	0	0	0	270,992	270,992	153,342	57%	8
9 Materials & Supplies	0	0	0	0	0	0	0%	9
10 Operating Expenses	0	0	876,543	687,462	687,462	261,070	38%	10
11 Capital Outlay	0	0	0	0	0	0	0%	11
12 Total Expenses	\$0	\$0	\$876,543	\$2,087,587	\$2,087,587	\$1,051,547	50%	12
Transfers & Other								
13 Transfers In	\$0	\$0	\$0	\$0	\$0	\$34,689	0%	13
14 Other Sources	0	0	0	0	0	0	0%	14
15 Transfers out	0	0	(19,671)	0	0	(40,514)	0%	15
16 Contingency	0	0	0	0	0	0	0%	16
17 Other Out Go	0	0	0	0	0	0	0%	17
18 Total Transfers/Other	\$0	\$0	(\$19,671)	\$0	\$0	(\$5,825)	0%	18
Fund Balance								
19 Net Change in Fund Balance	\$0	\$0	(\$50,779)	\$212,413	\$212,413	\$220,450		19
20 Beginning Balance, July 1	0	0	(321,504)	(215,984)	(215,984)	(215,984)		20
21 Adjustments to Beginning Balance	0	0	0	0	0	0		21
22 Net Fund Balance, Dec. 31	\$0	\$0	(\$372,283)	(\$3,571)	(\$3,571)	\$4,466		22



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

**San Mateo Athletic Club
Balance Sheet
December 31, 2011**

ASSETS

	<u>Dec 31, 2011</u>	<u>Dec 31, 2010</u>
Cash for Operations and Investments	\$1,349,944	\$962,549
Accounts Receivable	22,186	1,504
ProShop Inventory	7,188	6,506
Furniture, Fixtures & Equipment (Net)	0	8,031
TOTAL ASSETS	<u>\$1,379,318</u>	<u>\$978,590</u>

LIABILITIES AND CAPITAL

Liabilities	\$1,374,852	\$1,350,873
Capital, July 1, 2011	(\$215,984)	(\$321,504)
Adjustment to Capital	220,450	(50,779)
Capital, December 31, 2011	<u>\$4,466</u>	<u>(\$372,283)</u>
TOTAL LIABILITIES AND CAPITAL	<u>\$1,379,318</u>	<u>\$978,590</u>



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

**San Mateo Athletic Club
Income Statement
For the Period Ending December 31, 2011**

	<u>Year to Date Actual</u>	<u>2011-2012 Budget</u>
INCOME		
Member dues and Registrations	\$950,588	\$1,700,000
Aquatics	155,190	290,000
Parking	30,760	60,000
Personal Training	111,697	200,000
Retail	6,860	15,000
Others	22,727	35,000
TOTAL INCOME	<u>\$1,277,822</u>	<u>\$2,300,000</u>
EXPENSES		
Salary	\$637,135	1,140,000
Benefits	153,342	270,000
Operating - Athletic Club	205,948	557,587
Operating - Aquatic Center	55,122	110,000
TOTAL EXPENSES	<u>\$1,051,547</u>	<u>\$2,077,587</u>
NET INCOME FROM OPERATIONS	<u>\$226,275</u>	<u>\$222,413</u>
District Support - Income	34,689	70,000
District Support - Expense	40,514	80,000
NET INCOME	<u>\$220,450</u>	<u>\$212,413</u>
Capital, July 1, 2011	(\$215,984)	
Capital, December 31, 2011	<u>\$4,466</u>	

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Balance Sheet
As at December 31, 2011

	<u>12/31/2011</u>	<u>12/31/2010</u>	<u>\$ Change</u>	<u>% Change</u>
Assets				
Current Assets				
Cash				
Bank of America-Checking	\$ 343,166	\$ 501,202	\$ (158,036)	-31.5%
Cash on hand	\$ 200	200	-	100.0%
Investment				
Cash in County	1,005,563	458,659	546,904	119.2%
Unrealized Gain	1,016	2,489	(1,473)	-59.2%
Total Cash	<u>\$ 1,349,944</u>	<u>\$ 962,549</u>	<u>\$ 387,395</u>	<u>40.2%</u>
Accounts Receivable				
Accounts Receivable	19,699	285	19,414	6806.5%
Interest Receivable	2,486	1,219	1,267	0.0%
Total Accounts Receivable	<u>\$ 22,186</u>	<u>\$ 1,504</u>	<u>\$ 20,681</u>	<u>1374.9%</u>
Inventory				
ProShop Inventory	7,188	6,506	682	100.0%
Total Inventory	<u>\$ 7,188</u>	<u>\$ 6,506</u>	<u>\$ 682</u>	<u>100.0%</u>
Total Current Assets	<u>\$ 1,379,318</u>	<u>\$ 970,559</u>	<u>\$ 408,758</u>	<u>42.1%</u>
Fixed Assets				
Computer Equipment	-	9,448	(9,448)	-100.0%
Accumulated Depreciation - Equip	-	(1,417)	1,417	-100.0%
Total Fixed Assets	<u>\$ -</u>	<u>\$ 8,031</u>	<u>\$ (8,031)</u>	<u>-100.0%</u>
Total Assets	<u><u>\$ 1,379,318</u></u>	<u><u>\$ 978,590</u></u>	<u><u>\$ 400,727</u></u>	<u><u>40.9%</u></u>
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$ 167,955	\$ 200,764	\$ (32,809)	-16%
Sales Tax Payable	71	48	23	100%
Unapplied payments (annual dues)	10,151	2,068	8,082	391%
Deferred Incomes				
Deferred dues	170,082	130,913	39,170	30%
Deferred parking	5,397	4,092	1,305	32%
Deferred PT	15,820	7,339	8,481	116%
Deferred Master Swim	3,960	-	3,960	0%
Deferred Rev-Retail Sales	398	3,620	(3,222)	0%
Total Deferred Incomes	<u>\$ 195,657</u>	<u>\$ 145,964</u>	<u>\$ 49,693</u>	<u>34%</u>
Gift Certificates	1,018	472	546	100%
Referral Credit	-	1,557	(1,557)	-100%
Total Current Liabilities	<u>\$ 374,852</u>	<u>\$ 350,874</u>	<u>\$ 23,978</u>	<u>7%</u>
Other Liabilities				
Loan from District	1,000,000	1,000,000	-	0%
Total Liabilities	<u>\$ 1,374,852</u>	<u>\$ 1,350,874</u>	<u>\$ 23,978</u>	<u>2%</u>
Fund Balance				
Beginning Balance	(215,984)	(321,504)	105,520	33%
Profit/(Loss) for the period/year	220,450	(50,779)	271,229	534%
Balance carry forward	\$ 4,466	\$ (372,283)	\$ 376,749	101%
Total Liabilities and Fund Balance	<u><u>\$ 1,379,318</u></u>	<u><u>\$ 978,590</u></u>	<u><u>\$ 400,727</u></u>	<u><u>41%</u></u>

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Statement of Revenue and Expenses
For The Period Ended December 2011

	<u>Period ended</u> <u>12/31/11</u>	<u>Period ended</u> <u>12/31/10</u>	<u>\$ Change</u>	<u>% Change</u>
Revenue				
Registrations	\$ 39,672	\$ 19,085	\$ 20,587	107.9%
Member Dues	897,253	619,842	277,410	44.8%
Day Pass	13,664	4,944	8,720	176.4%
Parking	30,760	24,069	6,691	27.8%
Replacement Card Fee	730	470	260	55.3%
Personal Training	111,697	43,980	67,717	154.0%
Group Exercise	17,733	14,311	3,422	23.9%
Aquatics	155,190	114,259	40,931	35.8%
Retail	6,860	1,030	5,830	566.0%
Decline Fees	4,204	3,445	759	22.0%
Special Programs	60	-	60	100.0%
Total Revenues	\$ 1,277,822	\$ 845,435	\$ 432,327	51.1%
Operating Expenses				
Aquatics Supplies	\$ 15,990	\$ 4,727	\$ 11,263	238.3%
Bank Fees and Credit Card Fee	31,800	21,090	10,711	50.8%
Charitable Contributions	100	-	100	100.0%
Direct Marketing	8,906	8,137	769	9.4%
EFT/CC Fees	193	18	175	984.8%
Insurance	13,499	16,127	(2,628)	-16.3%
Janitorial Maintenance/Pool	39,132	37,692	1,440	3.8%
Locker Room Supplies	16,154	9,587	6,568	68.5%
Maintenance & Repairs Expense	2,035	2,824	(789)	-27.9%
Marketing Design/Management	10,695	20,434	(9,739)	-47.7%
MediFit Management Fee	82,500	50,000	32,500	65.0%
Miscellaneous	7,994	6,495	1,500	23.1%
Non-capitalized Equipment	2,533	-	2,533	100.0%
Office Supplies	6,881	4,745	2,136	45.0%
Payroll	637,135	543,282	93,852	17.3%
Payroll Taxes & Benefits	153,342	119,522	33,820	28.3%
Printing	992	3,987	(2,995)	-75.1%
Pro Shop COGS	3,890	3,297	593	18.0%
Software License fees	3,273	179	3,094	1726.8%
Telephone	-	20,480	(20,480)	-100.0%
Towel Services	8,308	628	7,681	1224.0%
Uniforms	6,194	3,294	2,900	88.1%
Total Operating Expenses	\$ 1,051,547	\$ 876,543	\$ 175,004	20.0%
Income/(Loss) from Operation before District Support	\$ 226,275	\$ (31,109)	\$ 257,383	827.4%
District Support				
District Support Income				
Equipment reimbursed by District				
Interest Income - County Investment	4,354	\$ 2,930	\$ 1,424	48.6%
Operating Expenses charge back to District	30,335	-	30,335	100.0%
Total District Support Income	\$ 34,689	\$ 2,930	\$ 31,759	1083.9%
District Support Expense				
Administrator Salary and Benefits	\$ 15,253	\$ 14,235	\$ 1,018	7.1%
Clerical Support Salary and Benefits	4,570	2,897	1,672	57.7%
Equipment Use Fee	6,000	945	5,055	535.0%
Miscellaneous Expenses	1,351	1,323	28	2.1%
Pool Maintenance	13,340	3,200	10,140	100.0%
Total District Support Expense	\$ 40,514	\$ 22,601	\$ 17,913	79.3%
Net Income/(Loss)	\$ 220,450	\$ (50,779)	\$ 271,229	534.1%



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.

*The District maintains the **Child Development Fund**, (60000) which is used to account for the activities of the child development centers at the Colleges.*

***Measure G** (San Mateo county wide parcel tax) passed by the voters in June 2010 is accounted for in this Fund (61000). It is used primarily for instructional-related activities to preserve and maintain core academics and vocational programs.*

San Mateo County Community College District
2011-2012 Mid-Year Report
Child Development Fund (Fund 6) - Cañada College



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
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	20	6	7	0	0	12	0%	3
4 Total Revenue	\$20	\$6	\$7	\$0	\$0	\$12	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	85	0	0	0	0	0%	6
7 Employee Benefits	0	17	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 Total Expenses	\$0	\$102	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
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 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	\$20	(\$95)	\$7	\$0	\$0	\$12		18
19 Beginning Balance, July 1	0	0	0	36,661	36,661	36,661		19
Adjustments to Beginning								
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$20	(\$95)	\$7	\$36,661	\$36,661	\$36,673		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
2011-2012 Mid-Year Report
Child Development Fund (Fund 6) - College of San Mateo



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$10,090	\$11,637	\$22,471	\$64,500	\$64,500	\$61,336	95%	1
2 State Revenue	230,080	243,475	51,058	86,100	86,100	108,643	126%	2
3 Local Revenue	121,314	82,484	101,859	223,351	233,351	145,300	62%	3
4 Total Revenue	\$361,484	\$337,596	\$175,388	\$373,951	\$383,951	\$315,279	82%	4
Expenses								
5 Certificated Salaries	\$45,088	\$44,704	\$44,704	\$101,679	\$101,679	\$46,201	45%	5
6 Classified Salaries	133,428	129,508	118,841	230,904	230,904	131,450	57%	6
7 Employee Benefits	62,318	64,876	67,414	104,721	104,721	65,537	63%	7
8 Materials & Supplies	17,684	9,180	10,361	37,300	47,300	12,719	27%	8
9 Operating Expenses	174	0	0	736	736	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$258,692	\$248,268	\$241,319	\$475,340	\$485,340	\$255,908	53%	11
Transfers & Other								
12 Transfers In	\$62,318	\$99,784	\$67,414	\$104,721	\$104,721	\$65,537	63%	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 Total Transfers/Other	\$62,318	\$99,784	\$67,414	\$104,721	\$104,721	\$65,537	63%	17
Fund Balance								
18 Net Change in Fund Balance	\$165,111	\$189,112	\$1,483	\$3,331	\$3,331	\$124,909		18
19 Beginning Balance, July 1	0	0	0	152,117	152,117	152,117		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$165,111	\$189,112	\$1,483	\$155,448	\$155,448	\$277,026		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
2011-2012 Mid-Year Report
Child Development Fund (Fund 6) - Skyline College



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	(\$1,588)	\$0	\$53,101	\$138,300	\$138,300	\$35,859	26%	1
2 State Revenue	0	0	54,990	221,700	221,700	53,027	24%	2
3 Local Revenue	7,242	13,719	20,931	55,500	55,500	27,944	50%	3
4 Total Revenue	\$5,654	\$13,719	\$129,021	\$415,500	\$415,500	\$116,830	28%	4
Expenses								
5 Certificated Salaries	\$40,966	\$40,966	\$36,178	\$48,359	\$48,359	\$25,075	52%	5
6 Classified Salaries	130,766	131,249	129,687	316,623	316,623	129,606	41%	6
7 Employee Benefits	82,521	98,499	92,616	127,424	127,424	71,996	57%	7
8 Materials & Supplies	21,392	12,003	10,116	44,250	44,250	12,715	29%	8
9 Operating Expenses	0	25	5,072	6,136	6,136	150	2%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$275,645	\$282,742	\$273,669	\$542,792	\$542,792	\$239,541	44%	11
Transfers & Other								
12 Transfers In	\$82,521	\$98,499	\$92,616	\$127,424	\$127,424	\$71,996	57%	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 Total Transfers/Other	\$82,521	\$98,499	\$92,616	\$127,424	\$127,424	\$71,996	57%	17
Fund Balance								
18 Net Change in Fund Balance	(\$187,470)	(\$170,524)	(\$52,032)	\$132	\$132	(\$50,715)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$187,470)	(\$170,524)	(\$52,032)	\$132	\$132	(\$50,715)		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
2011-2012 Mid-Year Report
Child Development Fund (Fund 6) - District Office

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$420	\$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 Total Revenue	\$0	\$0	\$420	\$0	\$0	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	351	0	0	0	0	0	0%	6
7 Employee Benefits	36	0	0	0	0	0	0%	7
8 Materials & Supplies	299	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 Total Expenses	\$686	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	(\$1,260)	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	1,260	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$686)	\$0	\$420	\$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 Net Fund Balance, Dec. 31	(\$686)	\$0	\$420	\$0	\$0	\$0		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
2011-2012 Mid-Year Report
Child Development Fund (Fund 6) - Total District



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$8,502	\$11,637	\$75,992	\$202,800	\$202,800	\$97,195	48%	1
2 State Revenue	230,080	243,475	106,047	307,800	307,800	161,670	53%	2
3 Local Revenue	128,576	96,209	122,797	278,851	288,851	173,256	60%	3
4 Total Revenue	\$367,159	\$351,321	\$304,836	\$789,451	\$799,451	\$432,121	54%	4
Expenses								
5 Certificated Salaries	\$86,054	\$85,670	\$80,882	\$150,038	\$150,038	\$71,276	48%	5
6 Classified Salaries	264,545	260,841	248,528	547,527	547,527	261,056	48%	6
7 Employee Benefits	144,875	163,393	160,030	232,145	232,145	137,533	59%	7
8 Materials & Supplies	39,375	21,184	20,476	81,550	91,550	25,434	28%	8
9 Operating Expenses	174	25	5,072	6,872	6,872	150	2%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$535,023	\$531,112	\$514,989	\$1,018,133	\$1,028,133	\$495,449	48%	11
Transfers & Other								
12 Transfers In	\$144,840	\$198,283	\$160,030	\$232,145	\$232,145	\$136,273	59%	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	1,260	0%	16
17 Total Transfers/Other	\$144,840	\$198,283	\$160,030	\$232,145	\$232,145	\$137,533	59%	17
Fund Balance								
18 Net Change in Fund Balance	(\$23,024)	\$18,492	(\$50,122)	\$3,463	\$3,463	\$74,205		18
19 Beginning Balance, July 1	177,874	166,888	188,719	188,778	188,778	188,778		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$154,850	\$185,380	\$138,597	\$192,241	\$192,241	\$262,983		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
2011-2012 Final Budget
Special Parcel Tax (Fund 61) - Cañada College



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual to Date	Percent of Total Budget	
Revenue								
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 Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$149,714	\$1,749,451	\$2,234,846	\$783,214	35%	5
6 Classified Salaries	0	0	1,589	397,438	397,438	177,031	45%	6
7 Employee Benefits	0	0	14,157	310,414	310,414	116,813	38%	7
8 Materials & Supplies	0	0	0	13,859	13,859	2,550	18%	8
9 Operating Expenses	0	0	0	39,849	39,849	4,522	11%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$165,460	\$2,511,011	\$2,996,406	\$1,084,130	36%	11
Transfers & Other								
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 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	\$0	\$0	(\$165,460)	(\$2,511,011)	(\$2,996,406)	(\$1,084,130)		18
19 Beginning Balance, July 1	0	0	0	596,406	596,406	596,406		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	\$0	\$0	(\$165,460)	(\$1,914,605)	(\$2,400,000)	(\$487,724)		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
2011-2012 Final Budget
Special Parcel Tax (Fund 61) - College of San Mateo



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual to Date	Percent of Total Budget	
Revenue								
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 Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$44,084	\$1,564,809	\$2,005,378	\$818,633	41%	5
6 Classified Salaries	0	0	0	255,163	255,076	89,215	35%	6
7 Employee Benefits	0	0	4,656	245,891	187,748	128,846	69%	7
8 Materials & Supplies	0	0	0	77,523	77,563	8,222	11%	8
9 Operating Expenses	0	0	0	118,467	276,088	1,070	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$48,740	\$2,261,854	\$2,801,854	\$1,045,986	37%	11
Transfers & Other								
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 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
Net Change in Fund								
18 Balance	\$0	\$0	(\$48,740)	(\$2,261,854)	(\$2,801,854)	(\$1,045,986)		18
19 Beginning Balance, July 1	0	0	0	401,854	401,854	401,854		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	\$0	\$0	(\$48,740)	(\$1,860,000)	(\$2,400,000)	(\$644,132)		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
2011-2012 Final Budget
Special Parcel Tax (Fund 61) - Skyline College



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual to Date	Percent of Total Budget	
Revenue								
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 Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$2,666	\$1,328,030	\$1,665,058	\$577,389	35%	5
6 Classified Salaries	0	0	24,868	712,479	712,479	164,621	23%	6
7 Employee Benefits	0	0	2,256	404,262	404,262	118,848	29%	7
8 Materials & Supplies	0	0	9,898	125,000	125,000	1,309	1%	8
9 Operating Expenses	0	0	0	0	0	47,195	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$39,688	\$2,569,771	\$2,906,799	\$909,363	31%	11
Transfers & Other								
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 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
Net Change in Fund								
18 Balance	\$0	\$0	(\$39,688)	(\$2,569,771)	(\$2,906,799)	(\$909,363)		18
19 Beginning Balance, July 1	0	0	0	497,160	497,160	497,160		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	\$0	\$0	(\$39,688)	(\$2,072,611)	(\$2,409,639)	(\$412,203)		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
2011-2012 Final Budget
Special Parcel Tax (Fund 61) - Central Services**

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual to Date	Percent of Total Budget	
Revenue								
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	3,554,054	7,050,000	7,139,440	3,548,215	50%	3
4 Total Revenue	\$0	\$0	\$3,554,054	\$7,050,000	\$7,139,440	\$3,548,215	50%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$902,320	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	50,000	0	0	0%	6
7 Employee Benefits	0	0	0	150,464	0	0	0%	7
8 Materials & Supplies	0	0	54	0	0	0	0%	8
9 Operating Expenses	0	0	24,992	1,274,079	89,440	6,685	7%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$25,046	\$2,376,863	\$89,440	\$6,685	7%	11
Transfers & Other								
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 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
Net Change in Fund								
18 Balance	\$0	\$0	\$3,529,008	\$4,673,137	\$7,050,000	\$3,541,530		18
19 Beginning Balance, July 1	0	0	0	1,174,080	1,174,080	1,174,080		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	\$0	\$0	\$3,529,008	\$5,847,217	\$8,224,080	\$4,715,610		21

Revenue totals include all Local revenue and senior exemption refunds for all sites.

San Mateo County Community College District
2011-2012 Final Budget
Special Parcel Tax (Fund 61) - Total District



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual to Date	Percent of Total Budget	
Revenue								
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	3,554,054	7,050,000	7,139,440	3,548,215	50%	3
4 Total Revenue	\$0	\$0	\$3,554,054	\$7,050,000	\$7,139,440	\$3,548,215	50%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$196,464	\$5,544,610	\$5,905,282	\$2,179,236	37%	5
6 Classified Salaries	0	0	26,457	1,415,080	1,364,993	430,868	32%	6
7 Employee Benefits	0	0	21,069	1,111,031	902,424	364,506	40%	7
8 Materials & Supplies	0	0	9,952	216,382	216,422	12,081	6%	8
9 Operating Expenses	0	0	24,992	1,432,396	405,378	59,472	15%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$278,934	\$9,719,499	\$8,794,499	\$3,046,163	35%	11
Transfers & Other								
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/Reserve	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
Net Change in Fund								
18 Balance	\$0	\$0	\$3,275,120	(\$2,669,499)	(\$1,655,059)	\$502,052		18
19 Beginning Balance, July 1	0	0	0	2,669,499	2,669,499	2,669,499		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	\$0	\$0	\$3,275,120	\$0	\$1,014,440	\$3,171,551		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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SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

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, Federal Student Aid Perkins, Cal Grants, and EOP&S Direct Aid to Students.

San Mateo County Community College District
2011-2012 Mid-Year Report
Student Aid Fund (Fund 7) - Cañada College



	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$774,467	\$1,359,015	\$2,055,170	\$4,702,353	\$4,702,353	\$2,536,273	54%	1
2 State Revenue	52,839	50,515	60,772	105,000	105,000	52,403	50%	2
3 Local Revenue	81,055	63,148	62,419	100,000	100,000	63,145	63%	3
4 Total Revenue	\$908,361	\$1,472,678	\$2,178,360	\$4,907,353	\$4,907,353	\$2,651,821	54%	4
Expenses								
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 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$1,296	\$68,806	\$76,480	\$0	\$98,750	\$98,750	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	(832,967)	(1,524,087)	(2,288,154)	(4,907,353)	(5,006,103)	(2,814,222)	56%	16
17 Total Transfers/Other	(\$831,671)	(\$1,455,281)	(\$2,211,674)	(\$4,907,353)	(\$4,907,353)	(\$2,715,472)	55%	17
Fund Balance								
18 Net Change in Fund Balance	\$76,690	\$17,397	(\$33,313)	\$0	\$0	(\$63,651)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$76,690	\$17,397	(\$33,313)	\$0	\$0	(\$63,651)		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
2011-2012 Mid-Year Report
Student Aid Fund (Fund 7) - College of San Mateo

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date
Revenue							
1 Federal Revenue	\$1,202,820	\$2,115,639	\$2,965,719	\$6,779,750	\$6,779,750	\$2,824,033	42%
2 State Revenue	105,584	75,319	75,686	155,000	155,000	108,477	70%
3 Local Revenue	126,284	100,507	81,359	200,000	200,000	68,433	34%
4 Total Revenue	\$1,434,688	\$2,291,465	\$3,122,764	\$7,134,750	\$7,134,750	\$3,000,943	42%
Expenses							
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%
6 Classified Salaries	0	0	0	0	0	0	0%
7 Employee Benefits	0	0	0	0	0	0	0%
8 Materials & Supplies	0	0	0	0	0	0	0%
9 Operating Expenses	0	0	0	0	0	0	0%
10 Capital Outlay	0	0	0	0	0	0	0%
11 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%
Transfers & Other							
12 Transfers In	\$22,900	\$3,100	\$800	\$0	\$0	\$0	0%
13 Other Sources	0	0	0	0	0	0	0%
14 Transfers out	0	0	0	0	0	0	0%
15 Contingency	0	0	0	0	0	0	0%
16 Other Out Go	(1,322,823)	(2,335,901)	(3,174,035)	(7,134,750)	(7,134,750)	(3,133,706)	44%
17 Total Transfers/Other	(\$1,299,923)	(\$2,332,801)	(\$3,173,235)	(\$7,134,750)	(\$7,134,750)	(\$3,133,706)	44%
Fund Balance							
18 Net Change in Fund Balance	\$134,765	(\$41,336)	(\$50,471)	\$0	\$0	(\$132,762)	
19 Beginning Balance, July 1	0	0	0	0	0	0	
20 Balance	0	0	0	0	0	0	
21 Net Fund Balance, Dec. 31	\$134,765	(\$41,336)	(\$50,471)	\$0	\$0	(\$132,762)	

*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
2011-2012 Mid-Year Report
Student Aid Fund (Fund 7) - Skyline College**

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$1,601,221	\$2,462,953	\$3,419,221	\$8,411,343	\$8,411,343	\$4,200,524	50%	1
2 State Revenue	102,463	95,284	119,008	255,000	255,000	126,169	49%	2
3 Local Revenue	121,350	150,008	96,660	100,000	115,188	129,028	112%	3
4 Total Revenue	\$1,825,034	\$2,708,245	\$3,634,889	\$8,766,343	\$8,781,531	\$4,455,721	51%	4
Expenses								
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 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$15,856	\$80,512	\$2,970	\$0	\$1,704	\$1,704	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	(1,808,150)	(2,813,912)	(3,855,039)	(8,766,343)	(8,783,235)	(4,607,492)	52%	16
17 Total Transfers/Other	(\$1,792,294)	(\$2,733,400)	(\$3,852,069)	(\$8,766,343)	(\$8,781,531)	(\$4,605,788)	52%	17
Fund Balance								
18 Net Change in Fund Balance	\$32,740	(\$25,155)	(\$217,180)	\$0	\$0	(\$150,067)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$32,740	(\$25,155)	(\$217,180)	\$0	\$0	(\$150,067)		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*



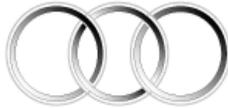
SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

**San Mateo County Community College District
2011-2012 Mid-Year Report
Student Aid Fund (Fund 7) - Total District**

	2nd Quarter 2008-09 Actuals	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2011-12 Adoption Budget	2011-12 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$3,578,508	\$5,937,607	\$8,440,110	\$19,893,446	\$19,893,446	\$9,560,830	48%	1
2 State Revenue	260,886	221,118	255,466	515,000	515,000	287,049	56%	2
3 Local Revenue	328,689	313,662	240,438	400,000	415,188	260,606	63%	3
4 Total Revenue	\$4,168,083	\$6,472,387	\$8,936,013	\$20,808,446	\$20,823,634	\$10,108,485	49%	4
Expenses								
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 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$40,052	\$152,418	\$80,250	\$0	\$100,454	\$100,454	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	(3,963,940)	(6,673,899)	(9,317,227)	(20,808,446)	(20,924,088)	(10,555,419)	50%	16
17 Total Transfers/Other	(\$3,923,888)	(\$6,521,481)	(\$9,236,977)	(\$20,808,446)	(\$20,823,634)	(\$10,454,965)	50%	17
Fund Balance								
18 Net Change in Fund Balance	\$244,195	(\$49,094)	(\$300,964)	\$0	\$0	(\$346,480)		18
19 Beginning Balance, July 1	192,001	235,313	250,430	284,278	284,278	284,278		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$436,196	\$186,219	(\$50,534)	\$284,278	\$284,278	(\$62,202)		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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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 has been generated by transfers made from the Unrestricted General Fund. Effective July 1, 2009, these transfers will come from all funds and will be charged as part of the benefit expense in those funds. This reserve is small compared to the total liability already incurred, so current retiree benefits continue to be paid from the General Fund on a “pay as you go” basis. The goal is to eventually have enough funds in this reserve to pay the ongoing costs of retiree benefits.



**San Mateo County Community College District
2011-2012 Mid-Year Budget
Retirement Reserve (Fund 8) - Total District**

	2nd Quarter 2008-2009 Actuals	2nd Quarter 2009-2010 Actuals	2nd Quarter 2010-2011 Actuals	2011-2012 Adoption Budget	2011-2012 Adjusted Budget	Actual To Date	% To Date	
Revenue								
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	(232,222)	54,719	255,895	207,500	207,500	14,648	7%	3
4 Total Revenue	(\$232,222)	\$54,719	\$255,895	\$207,500	\$207,500	\$14,648	7%	4
Expenses								
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	25,904	26,777	15,008	30,000	30,000	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$25,904	\$26,777	\$15,008	\$30,000	\$30,000	\$0	0%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	1,164,916	2,380,000	2,380,000	604,943	25%	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	(5,000,000)	(5,000,000)	(10,000,000)	(10,000,000)	(5,000,000)	50%	16
17 Total Transfers/Other	\$0	(\$5,000,000)	(\$3,835,084)	(\$7,620,000)	(\$7,620,000)	(\$4,395,057)	58%	17
Fund Balance								
18 Net Change in Fund Balance	(\$258,126)	(\$4,972,058)	(\$3,594,197)	(\$7,442,500)	(\$7,442,500)	(\$4,380,409)		18
19 Beginning Balance, July 1	32,836,442	34,564,967	33,749,526	26,537,646	26,537,646	26,537,646		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$32,578,316	\$29,592,909	\$30,155,329	\$19,095,146	\$19,095,146	\$22,157,237		21



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Supplemental Information

Page 92 - **Historical FTES Analysis**

Page 94 - **2012-13 Budget & Planning Calendar**

Page 97 - **Associated Student Body Reports**

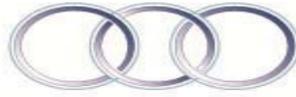
Page 113 - **CCFS-311Q Report (12/31/11)**

Page 115 - **Cash Flow Summary (12/31/11)**

Page 116 - **Expenditure Comparison by Major
Account Code**

Page 118 - **Expenditure Comparison by Major
Budget Activity**

Page 120 - **Expenditure Comparison of
Academic Salaries**



**SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT
FTES Analysis**

No Borrowing

	<u>Actual</u> <u>2002-2003</u>	<u>Actual</u> <u>2003-2004</u>	<u>Actual</u> <u>2004-2005</u>	<u>Actual</u> <u>2005-2006</u>	<u>Actual</u> <u>2006-2007</u>	<u>Actual</u> <u>2007-2008</u>	<u>Actual</u> <u>2008-2009</u>	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-11</u>	<u>1st Period</u> <u>Actual</u> <u>2011-12</u>
College of San Mateo										
Resident										
Fall & Spring	8,041	8,059	7,561	7,311	7,423	7,686	8,022	8,062	7,002	6,806
Fall & Spring (N/C)										
Summer (N/C)										
Summer	<u>1,026</u>	<u>1,122</u>	<u>989</u>	<u>945</u>	<u>956</u>	<u>992</u>	<u>985</u>	<u>1,093</u>	<u>940</u>	<u>903</u>
Total, Resident	9,067	9,181	8,550	8,256	8,379	8,678	9,007	9,155	7,942	7,709
Total, Apprenticeship	165	131	140	146	156	164	115	94	87	86
Flex-time	9	14	9	12	10	11	16	15	2	-
Non-Resident										
Fall & Spring	288	245	223	234	226	217	198	200	214	206
Fall & Spring (N/C)										-
Summer (N/C)										
Summer	<u>33</u>	<u>26</u>	<u>19</u>	<u>21</u>	<u>20</u>	<u>15</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>16</u>
Total, Non-Resident	321	271	242	255	246	232	216	219	235	222
College of San Mateo Total	9,562	9,597	8,941	8,669	8,791	9,085	9,354	9,483	8,266	8,017
Canada College										
Resident										
Fall & Spring	3,489	3,606	3,631	3,707	3,770	3,938	4,218	4,512	4,203	4,084
Fall & Spring (N/C)	8	43	50	43	27	35	38	41	51	33
Summer (N/C)	1	-	2	4	4	5	1	6	10	12
Summer	<u>466</u>	<u>18</u>	<u>298</u>	<u>359</u>	<u>380</u>	<u>402</u>	<u>414</u>	<u>512</u>	<u>398</u>	<u>412</u>
Total, Resident	3,964	3,667	3,981	4,113	4,181	4,380	4,671	5,071	4,662	4,541
Flex-time	3	6	3	3	3	4	7	17	4	-
Non-Resident										
Fall & Spring	116	76	73	71	62	60	88	86	89	72
Fall & Spring (N/C)	2	3	2	1	1	1	1	1	1	-
Summer (N/C)	-	-	-	-	-	-	-	-	0	-
Summer	<u>10</u>	<u>1</u>	<u>2</u>	<u>7</u>	<u>8</u>	<u>7</u>	<u>7</u>	<u>11</u>	<u>8</u>	<u>8</u>
Total, Non-Resident	128	80	77	79	71	68	96	98	98	80
Canada College Total	4,095	3,753	4,061	4,195	4,255	4,452	4,774	5,186	4,764	4,621
Skyline College										
Resident										
Fall & Spring	6,375	6,107	6,014	5,912	5,840	6,345	6,893	7,404	7,093	7,423
Fall & Spring (N/C)	-	-	-	-	-	-	47	68	67	48
Summer (N/C)								5	4	2
Summer	<u>1,010</u>	<u>865</u>	<u>826</u>	<u>853</u>	<u>844</u>	<u>868</u>	<u>1,087</u>	<u>1,253</u>	<u>976</u>	<u>1,173</u>
Total, Resident	7,385	6,972	6,840	6,765	6,684	7,213	8,027	8,730	8,139	8,646
Total, Apprenticeship	31	9	4	4	3	3	2	5	2	2
Flex-time	4	5	4	9	3	5	6	17	2	-
Non-Resident										
Fall & Spring	154	124	109	97	101	97	88	85	99	115
Fall & Spring (N/C)							1	1	1	-
Summer (N/C)										-
Summer	<u>22</u>	<u>18</u>	<u>13</u>	<u>12</u>	<u>10</u>	<u>12</u>	<u>16</u>	<u>14</u>	<u>10</u>	<u>18</u>
Total, Non-Resident	176	142	122	109	111	109	105	100	110	133
Skyline College Total	7,596	7,128	6,970	6,887	6,801	7,330	8,140	8,852	8,253	8,781

No Borrowing

San Mateo County Community College District FTES Analysis

	<u>Actual</u> <u>2002-2003</u>	<u>Actual</u> <u>2003-2004</u>	<u>Actual</u> <u>2004-2005</u>	<u>Actual</u> <u>2005-2006</u>	<u>Actual</u> <u>2006-2007</u>	<u>Actual</u> <u>2007-2008</u>	<u>Actual</u> <u>2008-2009</u>	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-11</u>	<u>1st Period</u> <u>Actual</u> <u>2011-12</u>
<i>District</i>										
Resident										
Fall & Spring	17,905	17,772	17,206	16,930	17,033	17,969	19,133	19,978	18,298	18,313
Fall & Spring (N/C)	8	43	50	43	27	35	85	109	118	81
Summer (N/C)	1	0	2	4	4	5	1	11	14	14
Summer	<u>2,502</u>	<u>2,005</u>	<u>2,113</u>	<u>2,157</u>	<u>2,180</u>	<u>2,262</u>	<u>2,486</u>	<u>2,858</u>	<u>2,314</u>	<u>2,488</u>
Total, Resident	20,416	19,820	19,371	19,134	19,244	20,271	21,705	22,956	20,744	20,896
Total, Apprenticeship	196	140	144	150	159	167	117	99	88	88
Flex-time	16	25	16	24	16	20	29	49	8	0
Non-Resident										
Fall & Spring	558	445	405	402	389	374	374	371	402	393
Fall & Spring (N/C)	2	3	2	1	1	1	2	2	2	0
Summer (N/C)	0	0	0	0	0	0	0	0	0	0
Summer	<u>65</u>	<u>45</u>	<u>34</u>	<u>40</u>	<u>38</u>	<u>34</u>	<u>41</u>	<u>44</u>	<u>38</u>	<u>42</u>
Total, Non-Resident	625	493	441	443	428	409	417	417	443	435
District Total	21,253	20,478	19,972	19,751	19,847	20,867	22,268	23,521	21,283	21,418

BOARD REPORT NO. 12-1-1CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Kathy Blackwood, Interim Executive Vice Chancellor, 358-6869

APPROVAL OF 2012-13 BUDGET AND PLANNING CALENDAR

The budget development process for 2012-13 requires formulation of a budget calendar. Included in the 2012-13 calendar is consultation with the District 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 2012-13 on September 19, 2012.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached 2012-13 Budget and Planning Calendar.

Budget and Planning Calendar, 2012-13

<u>Date</u>	<u>Campus & District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
September	Campuses Finalize Spring 2012 Schedule of Classes		
November – December		Review of Budget and Planning Calendar, discussion of budget strategies and resource allocation, and budget development process	
January 5	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).	Approval of 2012-13 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.	Continuing discussion of State budget and District revenue/expenditure options.	Board policy discussions/decision regarding budget adjustments which impact existing positions.
January/ February	Ongoing State budget hearings		
February	Legislative Analyst's Office Review of Governor's Proposed Budget		
February	Campuses Finalize Summer Session 2012 Schedule of Classes	Review of preliminary District revenue assumptions and expenditure plans.	Review of preliminary District revenue assumptions and expenditure plans.
February	"P1" First Principal Apportionment	Certify to State Controller Apportionment	
February/ March	Discussion of budget priorities at Colleges and with Chancellor's Cabinet.	Review of 2011-12 Mid-Year Budget Report	Review of 2011-12 Mid-Year Budget Report
March	Campuses Finalize Fall 2012 Schedule of Classes	Review of Board budget priorities and Districtwide allocations (inform DSGC at its next meeting).	Review/approval of 2012-13 budget priorities and Districtwide allocations.
Mid-March	Run preliminary position control worksheets for 2012-13	Colleges ongoing review of position control	
April			Budget updates with Board; review budget assumptions for Tentative budget.
May 11	Site Tentative Budgets completed. Work resumes developing final budget after tentative budget is loaded.		
Mid-May	Governor's May Revise		

<u>Date</u>	<u>Campus & District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
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 2012-13 Tentative Budget	
June 27			Adoption of 2012-13 Tentative Budget and 2012-13 Gann Limit.
June	"P2" Second Principal Apportionment	Certify to State Controller Apportionment	
June-August	Final adjustments to budget are made.		
July	Enactment of 2012-13 State Budget		
August	Legislative Trailer Bills		
August	State Budget Workshop (held after Advance)		
August	2011-12 books are closed. District Office completes budget input and prepares Final Budget document.		
Sept. 19			Adoption of 2012-13 Final Budget.



Date: February 2, 2012

To: San Mateo County Community College District

From: Victoria Worch, Coordinator of Student Activities, Cañada College

Re: Office of Student Activities and Associated Students of Cañada College, *Budget Report for the Quarter October, November, December, January, 2011-2012*

The following is a summary highlighting staff, Goals, ASCC, Clubs, events, activities and current projects, from October 2011-January 2012.

Staff: Center for Student Life and Leadership (Formally known as Office of Student Activities)

Location	Full time staff	Part time staff	Student Assistants
Building 5, rm 354 and Conference room 350	1-Coodinator of Student Activities	0	3- in the ID office working 10-15 hours a week each 2 in the Center working 15 hours each. All paid for by ASCC

ASCC

Number of Students elected who are still in ASCC	Number of ASCC Board members appointed since July 1-Jan. 31	Number of ASCC Board members who stepped down July 1-Jan 31.	Number of students up for appointment at Feb. 7 mtg	By Feb. 15, ASCC could have a total active voting board members	Total # of Students who were in ASCC at one point between July 1-Feb. 2
5 out of 12	8	8	5	18	20

ASCC Recruitment of Officers: Status: As of Jan. 30, 12 out of 22 Board positions are filled.

Bending officers: 5, Kate Lam, Faith Schug, Katie Mckee , Kevin Palmer, Drew

ASCC meetings weekly, Tuesdays, 3:30pm-5pm, Building 5, rm 350

Executive Board as of Feb. 2.

President: Sandra Robles, *Vice President:* Jose Mayen

Secretary: Jolani Chun-Moy *Treasurer:* Tristan Sheldon

Commissioner of Publicity: Brenda Herlihy *Commissioner of Activities:* (Change) Jessica Reyes

Senators as of Feb. 2

Ivan Evans, Francisco Contreras

Dennis Jung, Martin Moreno

Zhanna Oleshko , Katie Lam

ASCC Goals 2011-2012

ASCC Benchmark Goals

- Leadership-Will attend retreats and conferences. **Status: happening**
- Community-Will plan & volunteer at Spirit Thursdays. **Status: happening**
- Change-Will attend ASCC, District & Campus Committees meetings. **Status: happening**
- Mentorship-Will listen and help other ASCC Officers complete their term in ASCC. **Status: need to improve. Last semester lost 3 board members.**

Clubs

2010-2011 Active Clubs	2011-2012 reactivated Clubs	2011-2012 New Clubs as of Feb. 2	2011-2012 Total number of active clubs as of Feb. 2
17	12 out of 17	12	24

ASCC Club Goals

- Will retain 50% of the clubs from previous year. **Status: done! 12 out 21 Reactive- 57%**
- Will increase new club formation by 10 new clubs. **Status: done! 12 new clubs**

Shared Governance:

# of Campus and Committee Committees	# of Committees with Student representation
30	23 out of 30, 76%

The students continue to serve on the following committees at Cañada College and the District:

- Academic Senate Representative- Francisco Contreras and Katie McKee
- Accreditation Standard 1: Institutional mission and effectiveness: Open
- Accreditation Standard 2: Student learning and programs and Services: Open
- Accreditation Standard 3: Resources
 - Human Resources: Alejandra Reyna
 - Physical Resources: Open
 - Technology resources: Open
 - Financial Resources: Tristan Sheldon
- Accreditation Standard 4: Leadership and Governance: OPEN
- ASCC Budget Committee- Tristan Sheldon
- ASCC Elections Committee- Tristan Sheldon, Ivan Evans, Sandra Robles, Zhanna Oleshko
- Basic Skills Committee- Jessica M. Reyes
- Campus Auxiliary Services Advisory Committee – Jose Mayen
- Grievance and conduct board-Ivan, Jolani, Martin, Willie, Matt
- Committee for Student Equity- Tristan Sheldon, Katie Lam
- College Planning Council (CPC)/Budget Committee - Sandra Robles and Tristan Sheldon
- Curriculum Committee- Jolani Chun-Moy

Distance Education Advisory Committee- Steven Bradley, Dee Spidell
 District Auxiliary Services Advisory Committee- Jolani Chun-Moy, Alejandra Reyna and Brenda Herlihy
 District Committee on Budget and Finance- Martin Moreno
 District Shared Governance- Sandra Robles
 District Strategic Planning Committee: Open
 District Student Council – Sandra Robles, Jose Mayen
 Facilities Master Planning Committee- TBA
 Instructional Planning Council- Zhanna Oleshko and Martin Moreno
 Inter-Organizational Council: Jose Mayen
 President’s Selection Committee- Jose Mayen
 Region 3 Meetings- Brenda Herlihy and Jessica Reyes
 Safety Committee- Jithan Tennakoon
 Student Services Planning Council (SSPC)- Dennis Jung and Jose Mayen
 Transfer Advisory Committee- Alee Reyna

ASCC Conference and Retreat Attendance

October:

-Friday, Oct. 21-Oct. 23 6 ASCC board members and 1 advisor attended CCCSAA Fall Student Leadership Conference

-Thurs. Oct 27-Sun. Oct. 30 SHPE Conference, LA 25 students. ASCC Co-Sponsor Bus

November:

-Fri. Nov. 4-Sun. Nov. 6, Fall Student Senate General Assembly: 4 ASCC and 1 advisor

-Fri. Nov. 18, UCLA TAP Transfer Conference: ASCC paid for 4 students’ attendance

Events and Activities:

	Event	Student Participation:
1	Mondays 1pm-2pm, Building 5, rm 350. Weekly CLUB HOUR with Victoria	2
2	-Saturday, Oct. 15, 9am-3pm Blg 6, SHPE hosts “Bomba Blast Resume and Mock Interview Workshop”	60
3	-Wed. October 19, 2pm, Blg 22 patio area, Beating the Odds Host BBQ/Team Building Workshop	30
4	-Tuesday October 18 and Wed. October 19, 7:45am-1pm, near Pony Espresso Photon Masters host T-shirt and Candy Fundraiser	50
5	-Thursday, Oct. 20, 1pm, near Pony Espresso, Express Yourself with Graphic Design is hosting a Candy Necklace Fundraiser	25
6	-Wed. October 26, 8am to Noon near Pony Espresso, Bridging Hispanic Minds to Success are hosting a Burrito, Coffee, Donuts and Bagels fundraiser	75
7	-Thurs, Oct. 27, Noon, Quad ASCC Spooky Spirit Thursday! Free Papas for the first 200 students and staff wearing Cañada Gear or show their Cañada Student Photo ID. There will be a pumpkin patch, magician and more!	225
8	-Thurs. Oct. 27, 4pm, Blg 13, rm 112 Spectrum Alliance host free showing of “Rocky Horror Picture Show	14
9	-Mon. Oct. 31, 12:20, Outdoor Amphitheatre ASCC Halloween Costume Contest!	14 students, 10 staff

	Category 1: Best in Show for Faculty and Staff- Winner, Runner up Category 2: Best in Show for Students- Winner, Runner up Category 3: Most Original- Winner, Runner up, Category 4: Best Group/ensemble- Winner, Runner up, Category 5: Best Famous Person, Winner, Runner up	
10	-Tuesday, Nov. 1-Thursday, Nov. 3-Day of the Dead Altar Learning Center	4
11	-Tuesday, Nov. 8, WISE Club Burrito Sale for Epilepsy Awareness. 11-1pm, Upper Quad area	50
12	-Thursday, Nov. 10, Veterans Club will be hosting a BBQ for Veterans Day, noon-2pm, Upper Quad area	100
13	-Thursday, Nov. 17, ASCC Host Thanksgiving Spirit Thursday! First 200 students <u>wearing</u> Cañada Gear or show Cañada Student ID get Free Thanksgiving meal. 12:30 and 6pm, Upper quad.	300
14	World AID Awareness Day, Dec. 1, Student Life teamed up with Student Health Center	200
15	Let it snow Spirit Thursday, Dec. 8	300
16	Chinese New Year Spirit Thursday, Jan. 19th	300
17	Social Justice Series Occupy Movement Student Panel, Tues. Jan. 31	130
18	Social Justice Series BSU Mixer, Thurs. Feb. 2	10

Upcoming Events and Activities

- February

1. Leadership Talk with Tom Mohr, Mon. Feb. 6, 2:30-4pm
2. Club Rush, Tues. Feb. 14, 11:30-1:30
3. I heart Cañada Spirit Thursday, 11:30-1:30, 5:45-7pm
4. Social Justice Series “A courageous journey to Ghana” Wed. Feb. 22, 1-3pm
5. Social Justice Series “Published: Policing the Lives of Black and Latino Boys” Wed. Feb. 29, 1-3pm

March

1. March in March, Monday, March 5
2. Social Justice Series International Women’s Day, Thurs. March 8, 11am-1pm
3. St. Patrick’s Day Spirit Thursday, March 15th
4. Student Trustee Nominee Elections, March 20, March 21
5. Student Life Hour at Cañada High School Senior Day, Thurs. March 29^t

April

1. MESA Fair, Spirit Thursday, April 19th
2. Social Justice Series Undocumented Student Forum, Wed. April 25th, 7-9pm

May

1. ASCC General Elections, May 8 and 9th. 9-6
2. Club Awards Spirit Thursday, May 17, 11:30-1:30
3. Cañada Commencement, Sat. May 26, 10am

Regular	991
Medical	4
Rad Tech	10
Faculty	9
Sticker	69
Total	1,083

Student ID Card Report From Aug. 15-Dec. 15, 2011

Total number of ID's taken from August 15 to September 8 2011

Total number of Regular Id's provided- 490

Total number of Medical Assistant Id's provided- 0

Total number of Rad Tech Id's provided- 10

Total number of Faculty Id's provided- 5

Total number of fall 2011 semester stickers provided- 39

Total- 544.

Total number of ID's taken September 9 to October 6 2011

Total number of Regular Id's provided- 296

Total number of Medical Assistant Id's provided- 4

Total number of Rad Tech Id's provided- 0

Total number of Faculty Id's provided- 1

Total number of fall 2011 semester stickers provided- 11

Total - 312

Total number of ID's taken October 10 to October 25 2011

Total number of Regular Id's provided- 60

Total number of Medical Assistant Id's provided-

Total number of Rad Tech Id's provided-

Total number of Faculty Id's provided-

Total number of fall 2011 semester stickers provided- 4

Total- 64

Total number of ID's taken from October 26-December 6 2011

Total number of Regular Id's provided- 123

Total number of Medical Assistant Id's provided- 0

Total number of Rad Tech Id's provided- 0

Total number of Faculty Id's provided- 3

Total number of fall 2011 semester stickers provided- 15

Total- 141

Total number of ID's taken from October 26-December 15 2011

Total number of Regular Id's provided- 22

Total number of Medical Assistant Id's provided-

Total number of Rad Tech Id's provided-

Total number of fall 2011 semester stickers provided-

Total-22

Student Body Fee Waiver Forms Collected

Fall 2011	31
Spring 2012	12

Update on Current Projects

- 1) **Updating Student Learning Outcomes:** Working on updating SLO's for the Student Life department. I am also a team leader for developing Service Area Objective (SAO) for Student Support projects such as Student Life, Academic Support and Wellness.
Status: *Active SAO learning outcomes in Tracdat.* Team 6 is rewriting SLO's for the Student Services program. Considering moving to name our program "Student Engagement and Support" and working more closely with other student support programs and developing SLO and SAOs. Still need to collect and enter information in the Tracdat.

- 2) **District Student Identification Cards:** The Center for Student Life and Leadership continues to work with the Cashier Window to provide Student ID Cards for the student body with assistance from the ASSC. We are in need of updating the ID card machine and software; however, there is talk among the district to consider use of SMART Cards.
Status: *No Action-* No discussions have taken place at this time.

- 3) **Accreditation committee Standard II B.3.b;**
Status: Have read the material but have not started on the writing part.
- 4) **Hiring Justification Non-Faculty Positions** Instructional Aide II Career Services & Student Life & Leadership (FT)
Status: Will be presenting the position to ICP/SSPC mtg on Feb. 7th
- 5) **Updating the Department Website**
status: Pages have been created I just need to find the time to move information for to them
- 6) **3 unit Leadership Course**
Status: Almost done with the new course outcomes, outline and syllabus. Have not been brought forth to Curriculum or Counseling Division

Letter of recommendations written for students: 3

New in the Center for Student Life and Leadership

1. Housing Board

Staff/Professional Development

-Waiting to hear for Harry Joel if the District will move forward to reclassified or rename the Coordinator of Student Activities position to Director of Student Life and Leadership

**Associated Students Body
Canada College
Balance Sheet**

	<u>Dec 31, 11</u>	<u>Dec 31, 10</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 - CASH AND BANK	433,984.74	404,674.53	29,310.21	7.24%
Total Checking/Savings	<u>433,984.74</u>	<u>404,674.53</u>	<u>29,310.21</u>	<u>7.24%</u>
Accounts Receivable				
1210.5 - ALLOWANCE FOR BAD DEBTS	-8,907.08	-7,157.13	-1,749.95	24.45%
Total Accounts Receivable	<u>-8,907.08</u>	<u>-7,157.13</u>	<u>-1,749.95</u>	<u>24.45%</u>
Other Current Assets				
1210.1 - ACCOUNTS RECEIVABLE CANADA	98,792.73	68,803.99	29,988.74	43.59%
1220 - EMERGENCY LOANS RECEIVABLE	7,408.01	7,917.41	-509.40	-6.43%
1310.1 - COUNTY INVESTMENT POOL-UNION	15.61	0.00	15.61	100.0%
1310.2 - MARK TO MARKET	15.06	0.00	15.06	100.0%
Total Other Current Assets	<u>106,231.41</u>	<u>76,721.40</u>	<u>29,510.01</u>	<u>38.46%</u>
Total Current Assets	531,309.07	474,238.80	57,070.27	12.03%
Fixed Assets				
1500 - FIXED ASSETS	0.00	0.00	0.00	0.0%
Total Fixed Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>531,309.07</u></u>	<u><u>474,238.80</u></u>	<u><u>57,070.27</u></u>	<u><u>12.03%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2020 - EMERGENCY LOANS PAYABLE	8,415.00	9,565.00	-1,150.00	-12.02%
2030 - OTHER LOANS PAYABLE	8,030.23	8,480.23	-450.00	-5.31%
2040 - OTHER FUNDS PAYABLE	72.00	72.00	0.00	0.0%
2050 - CLUBS	24,598.85	20,698.60	3,900.25	18.84%
2060 - TRUSTS	200,270.93	203,326.92	-3,055.99	-1.5%
Total Other Current Liabilities	<u>241,387.01</u>	<u>242,142.75</u>	<u>-755.74</u>	<u>-0.31%</u>
Total Current Liabilities	<u>241,387.01</u>	<u>242,142.75</u>	<u>-755.74</u>	<u>-0.31%</u>
Total Liabilities	241,387.01	242,142.75	-755.74	-0.31%
Equity				
3010 - Opening Bal Equity	141,753.44	141,753.44	0.00	0.0%
3020 - Retained Earnings	107,677.56	62,420.99	45,256.57	72.5%
Net Income	<u>40,491.06</u>	<u>27,921.62</u>	<u>12,569.44</u>	<u>45.02%</u>
Total Equity	<u>289,922.06</u>	<u>232,096.05</u>	<u>57,826.01</u>	<u>24.92%</u>
TOTAL LIABILITIES & EQUITY	<u><u>531,309.07</u></u>	<u><u>474,238.80</u></u>	<u><u>57,070.27</u></u>	<u><u>12.03%</u></u>

**Associated Students Body
Canada College
Income Statement**

	<u>Jul - Dec 11</u>	<u>Jul - Dec 10</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	188.50	170.50	18.00	10.56%
4050 · MISCELLANEOUS	532.00	20.00	512.00	2,560.0%
4060 · PROGRAMS	0.00	1,000.00	-1,000.00	-100.0%
4080 · STUDENT BODY CARD	62,010.50	35,412.00	26,598.50	75.11%
4090 · VENDING-ACTION	1,803.62	1,555.94	247.68	15.92%
4091 · VENDING-PEPSI	3,281.19	3,836.13	-554.94	-14.47%
Total 4000 · INCOME	<u>67,815.81</u>	<u>41,994.57</u>	<u>25,821.24</u>	<u>61.49%</u>
Total Income	67,815.81	41,994.57	25,821.24	61.49%
Expense				
5000 · EXPENSES				
5021 · BANK SERVICE CHARGE	0.00	69.84	-69.84	-100.0%
5031 · CLUB ASSISTANCE/ICC	5,400.00	3,298.74	2,101.26	63.7%
5032 · COLLEGE PROGRAM ASSISTANC	865.42	1,000.00	-134.58	-13.46%
5033 · CONFERENCE	2,426.93	1,270.00	1,156.93	91.1%
5050 · ETHNIC CULTURAL AFFAIRS	49.12	0.00	49.12	100.0%
5080 · HOSPITALITY	685.49	18.60	666.89	3,585.43%
5130 · MISCELLANEOUS	173.76	0.00	173.76	100.0%
5140 · OFFICE SUPPLIES	878.05	1,702.67	-824.62	-48.43%
5145 · OPERATION	249.50	29.50	220.00	745.76%
5150 · PROGRAMS	8,085.79	6,169.89	1,915.90	31.05%
5151 · PUBLICITY	1,610.78	306.79	1,303.99	425.04%
5171 · REPAIR & MAINTENANCE	751.44	0.00	751.44	100.0%
5182 · STUDENT ACTIVITY CARD	1,748.71	497.99	1,250.72	251.15%
5183 · STUDENT ASSISTANT-SALARY	2,027.25	0.00	2,027.25	100.0%
5184 · STUDENT ASSISTANT-BENEFITS	40.55	0.00	40.55	100.0%
5210 · VENDING INCOME TRANSFER	2,591.60	250.00	2,341.60	936.64%
Total 5000 · EXPENSES	<u>27,584.39</u>	<u>14,614.02</u>	<u>12,970.37</u>	<u>88.75%</u>
Total Expense	27,584.39	14,614.02	12,970.37	88.75%
Net Ordinary Income	40,231.42	27,380.55	12,850.87	46.93%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	259.64	541.07	-281.43	-52.01%
Total 6000 · OTHER INCOMES	<u>259.64</u>	<u>541.07</u>	<u>-281.43</u>	<u>-52.01%</u>
Total Other Income	259.64	541.07	-281.43	-52.01%
Net Other Income	259.64	541.07	-281.43	-52.01%
Net Income	<u><u>40,491.06</u></u>	<u><u>27,921.62</u></u>	<u><u>12,569.44</u></u>	<u><u>45.02%</u></u>

Associated Students of College of San Mateo 2nd Quarter Report, October 2011 – December 2011

The Associated Students of College of San Mateo (ASCSM) has had a very productive 2nd quarter. ASCSM successfully continued to participate in college governance and has created a lively and entertaining campus atmosphere for CSM student, faculty, staff, and administrators. Some of the highlights for the second half of the fall 2011 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, Faculty Academic Senate, Committee on Instruction, Enrollment Management Committee, Diversity in Action Group, 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.

The ASCSM, in cooperation with the Center for Student Life, 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:

For Fall 2011

October 2011: AS had a very successful Club Day on the third week of the semester. At the end of October the Senate held their annual “Hispanic Heritage week” in conjunction with Latino Unidos. A weeklong event that had free food, music, and activities. Lastly, the Senate held Halloween Events that included candy giveaways, a costume contest, and pumpkin-carving contest.

Furthermore, in October the Senate attended a very important off campus events. Twelve of our students attended the CCCSAA Annual Leadership Conference. Over the course of the weekend the students had the opportunity to attend leadership and communication workshops, network with other community college leaders, and hear a wide variety of speakers.

Many of our clubs were very active during the months of September/October. AGS (Alpha Gamma Sigma Honors Club), Gay-Straight Alliance, and PTK all held very successful fundraisers for their clubs. CSM Democrats held a well-attended movie night. AGS held their annual orientation. Lastly, Filipino Club held an event celebrating Filipino Culture. It included dancing, food, and story telling.

November 2011: Three members of the AS attended the SSSCC General Assembly in San Jose to discuss upcoming budget cuts and general student issues with other community colleges in the state. Lastly, the Inter Club Council held their annual ICC mixer, which was attended by members of our 20+ clubs.

December 2011: The AS Senate hosted a mixer with the Board of Trustees and District Administration. This gave the student leaders the opportunity to discuss a wide range of student issues with Board of Trustees in a more casual setting. Lastly, the AS held the 2st Annual Holiday Angles Toy Drive event. The Senate took in enough toys to provide presents for 50 EOPS/CARE/Cal Works family that were in need.

**Associated Students Body
College of San Mateo
Balance Sheet**

	<u>Dec 31, 11</u>	<u>Dec 31, 10</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	71,581.64	48,552.64	23,029.00	47.43%
Total Checking/Savings	<u>71,581.64</u>	<u>48,552.64</u>	<u>23,029.00</u>	<u>47.43%</u>
Accounts Receivable				
1210.1 · ACCOUNTS RECEIVABLE	138,835.51	123,651.29	15,184.22	12.28%
1210.2 · ALLOWANCE FOR BAD DEBTS-SBCF	-2,493.50	-2,240.59	-252.91	11.29%
1220 · EMERGENCY LOANS RECEIVABLE	1,580.00	2,250.00	-670.00	-29.78%
1230 · OTHER LOANS RECEIVABLE	1,532.88	1,532.88	0.00	0.0%
Total Accounts Receivable	<u>139,454.89</u>	<u>125,193.58</u>	<u>14,261.31</u>	<u>11.39%</u>
Other Current Assets				
1310.1 · COUNTY INVESTMENT POOL	717,446.69	764,685.16	-47,238.47	-6.18%
1310.2 · INVEST. MARKET TO MARKET ADJ.	1,611.69	2,405.41	-793.72	-33.0%
Total Other Current Assets	<u>719,058.38</u>	<u>767,090.57</u>	<u>-48,032.19</u>	<u>-6.26%</u>
Total Current Assets	<u>930,094.91</u>	<u>940,836.79</u>	<u>-10,741.88</u>	<u>-1.14%</u>
Fixed Assets				
1500 · FIXED ASSETS	2,425.60	4,244.80	-1,819.20	-42.86%
Total Fixed Assets	<u>2,425.60</u>	<u>4,244.80</u>	<u>-1,819.20</u>	<u>-42.86%</u>
TOTAL ASSETS	<u><u>932,520.51</u></u>	<u><u>945,081.59</u></u>	<u><u>-12,561.08</u></u>	<u><u>-1.33%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · ACCOUNTS PAYABLE	4,543.98	4,229.22	314.76	7.44%
Total Accounts Payable	<u>4,543.98</u>	<u>4,229.22</u>	<u>314.76</u>	<u>7.44%</u>
Other Current Liabilities				
2020 · EMERGENCY LOAN FUND	9,998.95	9,998.95	0.00	0.0%
2030 · OTHER LOANS	6,124.00	6,124.00	0.00	0.0%
2040 · OTHER FUNDS PAYABLE	3,687.06	3,687.06	0.00	0.0%
2050 · CLUBS	88,200.70	144,777.74	-56,577.04	-39.08%
2060 · TRUSTS	405,776.42	408,020.74	-2,244.32	-0.55%
Total Other Current Liabilities	<u>513,787.13</u>	<u>572,608.49</u>	<u>-58,821.36</u>	<u>-10.27%</u>
Total Current Liabilities	<u>518,331.11</u>	<u>576,837.71</u>	<u>-58,506.60</u>	<u>-10.14%</u>
Total Liabilities	<u>518,331.11</u>	<u>576,837.71</u>	<u>-58,506.60</u>	<u>-10.14%</u>
Equity				
3010 · OPENING BALANCE EQUITY	262,285.95	262,285.95	0.00	0.0%
3020 · RETAINED EARNINGS	122,672.27	60,338.12	62,334.15	103.31%
Net Income	<u>29,231.18</u>	<u>45,619.81</u>	<u>-16,388.63</u>	<u>-35.92%</u>
Total Equity	<u>414,189.40</u>	<u>368,243.88</u>	<u>45,945.52</u>	<u>12.48%</u>
TOTAL LIABILITIES & EQUITY	<u><u>932,520.51</u></u>	<u><u>945,081.59</u></u>	<u><u>-12,561.08</u></u>	<u><u>-1.33%</u></u>

**Associated Students Body
College of San Mateo
Income Statement**

	<u>Jul - Dec 11</u>	<u>Jul - Dec 10</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	493.50	226.50	267.00	117.88%
4030 · CAFE COMMISSION	453.73	4,510.84	-4,057.11	-89.94%
4050 · MISCELLANEOUS	0.00	20.00	-20.00	-100.00%
4065 · RECREATION/GAMES	799.00	767.30	31.70	4.13%
4070 · SPACE RENTAL-VENDOR	160.00	550.00	-390.00	-70.91%
4080 · STUDENT BODY CARD	74,552.00	74,536.00	16.00	0.02%
4090 · VENDING-ACTION	3,558.77	4,754.05	-1,195.28	-25.14%
4091 · VENDING-PEPSI	7,496.91	8,465.62	-968.71	-11.44%
Total 4000 · INCOME	<u>87,513.91</u>	<u>93,830.31</u>	<u>-6,316.40</u>	<u>-6.73%</u>
Total Income	87,513.91	93,830.31	-6,316.40	-6.73%
Expense				
5000 · EXPENSES				
5010 · AWARDS & SCHOLARSHIPS	0.00	1,200.00	-1,200.00	-100.00%
5020 · BAD DEBTS	370.90	215.61	155.29	72.02%
5021 · BANK SERVICE CHARGE	0.00	105.00	-105.00	-100.00%
5031 · CLUB ASSISTANCE/ICC	3,093.82	726.17	2,367.65	326.05%
5032 · COLLEGE PROGRAM ASSISTANCE	1,200.71	1,389.97	-189.26	-13.62%
5033 · CONFERENCE	6,743.62	0.00	6,743.62	100.00%
5040 · DEPRECIATION	909.60	909.60	0.00	0.00%
5080 · HOSPITALITY	942.71	378.81	563.90	148.86%
5140 · OFFICE SUPPLIES	3,042.95	1,717.89	1,325.06	77.13%
5145 · OPERATION	880.44	1,022.56	-142.12	-13.9%
5150 · PROGRAMS	11,759.50	10,525.28	1,234.22	11.73%
5151 · PUBLICITY	4,424.88	2,888.55	1,536.33	53.19%
5181 · SMALL F.F. & EQUIP	2,271.38	0.00	2,271.38	100.00%
5182 · STUDENT ACTIVITY CARD	1,266.15	1,668.83	-402.68	-24.13%
5183 · STUDENT ASSISTANT-SALARY	13,332.00	11,887.80	1,444.20	12.15%
5184 · STUDENT ASSISTANT-BENEFITS	266.64	237.75	28.89	12.15%
Total 5000 · EXPENSES	<u>50,505.30</u>	<u>34,873.82</u>	<u>15,631.48</u>	<u>44.82%</u>
Total Expense	<u>50,505.30</u>	<u>34,873.82</u>	<u>15,631.48</u>	<u>44.82%</u>
Net Ordinary Income	37,008.61	58,956.49	-21,947.88	-37.23%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	3,731.98	4,393.83	-661.85	-15.06%
Total 6000 · OTHER INCOMES	<u>3,731.98</u>	<u>4,393.83</u>	<u>-661.85</u>	<u>-15.06%</u>
Total Other Income	3,731.98	4,393.83	-661.85	-15.06%
Other Expense				
7000 · OTHER EXPENSES				
7020 · VENDING INC. EXP TO V.P. TRUST	11,509.41	17,730.51	-6,221.10	-35.09%
Total 7000 · OTHER EXPENSES	<u>11,509.41</u>	<u>17,730.51</u>	<u>-6,221.10</u>	<u>-35.09%</u>
Total Other Expense	<u>11,509.41</u>	<u>17,730.51</u>	<u>-6,221.10</u>	<u>-35.09%</u>
Net Other Income	<u>-7,777.43</u>	<u>-13,336.68</u>	<u>5,559.25</u>	<u>-41.68%</u>
Net Income	<u><u>29,231.18</u></u>	<u><u>45,619.81</u></u>	<u><u>-16,388.63</u></u>	<u><u>-35.92%</u></u>

**Associated Students of Skyline College
Budget Report for the 2nd Quarter 2011-2012
Summary of Programs and Activities
January 24, 2012**

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 Strategic Planning
- District Students Council
- District Budget Committee
- District Shared Governance Council
- Ed Policy Committee
- Fresh Look / Webpage Advisory Committee
- Health and Safety Committee
- Institutional Planning
- Program Improvement Viability Committee
- Skyline College Presidential Search Committee
- Student Recognition and Awards Program Committee
- Technology Advisory Committee
- Vice President of Student Services Selection Committee
- WASAC Accreditation Standards Committee

Student Handbook and Academic Planners: Due to budget cuts the Student Handbook will only be available online in a downloadable format. The Center for Student Life and Leadership Development is currently working with the Public Information Office to design a handbook that is more readable and interactive.

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.

Student Identification Cards: The Center for Student Life and Leadership Development continues to produce Student ID Cards for the student body with assistance from the ASSC. The ASSC is delaying purchasing another ID machine and pending further district wide discussion of the use of SMART Cards.

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. This semester a following clubs were added to the Heart Wrenchers, EOPS Club and Urban Youth Society and the Quantitative Science Club.

**Skyloleen: Skyline presents Halloween
October 31, 2011 10:00AM – 2:00PM**

The ASSC held an event with carnival games, a bounce house, and a costume contest co-sponsored by the GSA. Students were invited to bring their families to campus and the children from the childcare center were brought to campus.

**California Community Colleges Student Affairs Association (CCCSAA)
Student Leadership Conference**

October 21, 2011 – October 23, 2011

Seven (7) A.S.S.C. members attended the California Community College Student Affairs Association (CCCSAA), 2010 Leadership Conference entitled, “Student Empowerment- Connection, Reflection, Action.” The Conference took place in San Jose, California.

ASSC Office Hours

October, 2011-December, 2011

The ASSC officers held advertised hours during which student constituents would be able to connect with them to discuss any concerns or ideas they have.

General Assembly

November 4, 2011 – November 6, 2011

Seven (7) representatives of the A.S.S.C. attended discussion about the state budget crisis and how to advocate for student needs at the state level. The Conference took place in San Jose, California.

Club Rush/Cancer Awareness Event

November 7, 2011 9:00AM – 1:00PM

The ASSC put together a series of activities to allow students to share their encouragement with children who suffer from various forms of cancer while clubs tabled to increase participation in activities.

Veterans Day Event

November 11, 2011 7:00AM – 11:00AM & 5:00PM-7:00PM

ASSC and the Veterans Club held a recognition event for Skyline College’s Veteran. Community and on campus resources were promoted at the event. Speakers addressed veterans’ issues and thanked veterans for their services. ASSC held a fundraiser to raise approximate \$150 for the Veteran’s Center.

Second Harvest Food Drive

November 14-18, 2011

The ASSC held another food drive on behalf of the Second Harvest Food Bank. Clubs were involved and monetary prizes were given to the first, second and third place clubs.

Peace Walk

December 10, 2011 10:00AM – 2:00PM

The ASSC sponsored a Skyline student’s efforts to rise up against gangs and violence in local neighborhoods by advertising on campus and representing the college at this well attended public rally.

Amory Nan Cariadus
Coordinator of Student Activities
Skyline College
Phone: (650) 738-4334
Email: cariadusa@smccd.edu

**Associated Students Body
Skyline College
Balance Sheet**

	<u>Dec 31, 11</u>	<u>Dec 31, 10</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 - CASH AND BANK	80,138.88	68,242.75	11,896.13	17.43%
Total Checking/Savings	<u>80,138.88</u>	<u>68,242.75</u>	<u>11,896.13</u>	<u>17.43%</u>
Accounts Receivable				
1210.2 - ALLOWANCE FOR BAD DEBTS	-3,977.14	-3,977.14	0.00	0.0%
1220 - EMERGENCY LOANS RECEIVABLE	-153.00	-153.00	0.00	0.0%
Total Accounts Receivable	<u>-4,130.14</u>	<u>-4,130.14</u>	<u>0.00</u>	<u>0.0%</u>
Other Current Assets				
1210.1 - ACCOUNT RECEIVABLE SKYLINE	948,553.66	873,119.39	75,434.27	8.64%
1310 - COUNTY INVESTMENT CONTROL	765,758.66	709,041.02	56,717.64	8.0%
1310.2 - MARK TO MARKET	1,770.65	1,976.80	-206.15	-10.43%
Total Other Current Assets	<u>1,716,082.97</u>	<u>1,584,137.21</u>	<u>131,945.76</u>	<u>8.33%</u>
Total Current Assets	<u>1,792,091.71</u>	<u>1,648,249.82</u>	<u>143,841.89</u>	<u>8.73%</u>
Fixed Assets				
1500 - FIXED ASSETS	0.00	0.00	0.00	0.0%
Total Fixed Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>1,792,091.71</u></u>	<u><u>1,648,249.82</u></u>	<u><u>143,841.89</u></u>	<u><u>8.73%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 - ACCOUNTS PAYABLE	1,099.28	1,099.28	0.00	0.0%
Total Accounts Payable	<u>1,099.28</u>	<u>1,099.28</u>	<u>0.00</u>	<u>0.0%</u>
Other Current Liabilities				
2030 - OTHER LOANS PAYABLE	3,182.66	3,182.66	0.00	0.0%
2050 - CLUBS	121,822.15	119,064.76	2,757.39	2.32%
2060 - TRUSTS	1,047,748.41	982,239.78	65,508.63	6.67%
Total Other Current Liabilities	<u>1,172,753.22</u>	<u>1,104,487.20</u>	<u>68,266.02</u>	<u>6.18%</u>
Total Current Liabilities	<u>1,173,852.50</u>	<u>1,105,586.48</u>	<u>68,266.02</u>	<u>6.18%</u>
Total Liabilities	<u>1,173,852.50</u>	<u>1,105,586.48</u>	<u>68,266.02</u>	<u>6.18%</u>
Equity				
3010 - Opening Bal Equity	339,659.55	339,659.55	0.00	0.0%
3020 - Retained Earnings	214,276.54	158,232.17	56,044.37	35.42%
Net Income	64,303.12	44,771.62	19,531.50	43.63%
Total Equity	<u>618,239.21</u>	<u>542,663.34</u>	<u>75,575.87</u>	<u>13.93%</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,792,091.71</u></u>	<u><u>1,648,249.82</u></u>	<u><u>143,841.89</u></u>	<u><u>8.73%</u></u>

**Associated Students Body
Skyline College
Income Statement**

	<u>Jul - Dec 11</u>	<u>Jul - Dec 10</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4050 · MISCELLANEOUS	0.00	0.00	0.00	0.0%
4065 · RETURNED CHECK FEE - UNION BANK	20.00	40.00	-20.00	-50.0%
4070 · SPACE RENTAL-VENDOR	210.00	642.00	-432.00	-67.29%
4080 · STUDENT BODY CARD	78,416.00	74,252.00	4,164.00	5.61%
4090 · VENDING-NORTH COUNTY	3,281.27	2,556.60	724.67	28.35%
4091 · VENDING-PEPSI	3,738.39	2,378.48	1,359.91	57.18%
Total 4000 · INCOME	<u>85,665.66</u>	<u>79,869.08</u>	<u>5,796.58</u>	<u>7.26%</u>
Total Income	85,665.66	79,869.08	5,796.58	7.26%
Expense				
5000 · EXPENSES				
5005 · ASSC PRESIDENT ACCOUNT	0.00	44.19	-44.19	-100.0%
5021 · BANK SERVICE CHARGE	0.00	48.12	-48.12	-100.0%
5031 · CLUB ASSISTANCE/ICC	6,000.00	9,391.42	-3,391.42	-36.11%
5032 · COLLEGE PROGRAM ASSISTANCE	0.00	250.00	-250.00	-100.0%
5033 · CONFERENCE/RETREAT/TRAINING	11,278.26	9,753.27	1,524.99	15.64%
5040 · DEPRECIATION	0.00	2,700.55	-2,700.55	-100.0%
5140 · OFFICE SUPPLIES	2,109.96	2,701.35	-591.39	-21.89%
5145 · OPERATION	0.00	249.90	-249.90	-100.0%
5150 · PROGRAMS	8,383.12	5,760.33	2,622.79	45.53%
5151 · PUBLICITY	0.00	5,698.73	-5,698.73	-100.0%
5183 · STUDENT ASSISTANT-SALARY	0.00	7,012.50	-7,012.50	-100.0%
5184 · STUDENT ASSISTANT-BENEFITS	0.00	140.25	-140.25	-100.0%
Total 5000 · EXPENSES	<u>27,771.34</u>	<u>43,750.61</u>	<u>-15,979.27</u>	<u>-36.52%</u>
Total Expense	<u>27,771.34</u>	<u>43,750.61</u>	<u>-15,979.27</u>	<u>-36.52%</u>
Net Ordinary Income	<u>57,894.32</u>	<u>36,118.47</u>	<u>21,775.85</u>	<u>60.29%</u>
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	6,408.80	5,291.20	1,117.60	21.12%
6011 · INVESTMENT GAIN-UNREALIZED	0.00	1,976.80	-1,976.80	-100.0%
Total 6000 · OTHER INCOMES	<u>6,408.80</u>	<u>7,268.00</u>	<u>-859.20</u>	<u>-11.82%</u>
Total Other Income	6,408.80	7,268.00	-859.20	-11.82%
Other Expense				
7000 · OTHER EXPENSES				
7011 · INVESTMENT LOSS-UNREALIZED	0.00	-1,385.15	1,385.15	100.0%
Total 7000 · OTHER EXPENSES	<u>0.00</u>	<u>-1,385.15</u>	<u>1,385.15</u>	<u>100.0%</u>
Total Other Expense	0.00	-1,385.15	1,385.15	100.0%
Net Other Income	<u>6,408.80</u>	<u>8,653.15</u>	<u>-2,244.35</u>	<u>-25.94%</u>
Net Income	<u><u>64,303.12</u></u>	<u><u>44,771.62</u></u>	<u><u>19,531.50</u></u>	<u><u>43.63%</u></u>

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

[CHANGE THE PERIOD](#)

Fiscal Year: 2011-2012

District: (370) SAN MATEO

Quarter Ended: (Q2) Dec 31, 2011

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	114,207,833	113,826,726	118,163,257	107,165,126
A.2	Other Financing Sources (Object 8900)	641,061	7,518	328,985	286,726
A.3	Total Unrestricted Revenue (A.1 + A.2)	114,848,894	113,834,244	118,492,242	107,451,852
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	106,011,567	104,367,092	102,184,745	105,616,033
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,618,477	8,019,675	11,659,746	1,412,104
B.3	Total Unrestricted Expenditures (B.1 + B.2)	110,630,044	112,386,767	113,844,491	107,028,137
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	4,218,850	1,447,477	4,647,751	423,715
D.	Fund Balance, Beginning	10,311,553	14,530,403	15,977,880	20,625,632
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	10,311,553	14,530,403	15,977,880	20,625,632
E.	Fund Balance, Ending (C. + D.2)	14,530,403	15,977,880	20,625,631	21,049,347
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.1%	14.2%	18.1%	19.7%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	22,374	23,405	21,713	19,933
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		30,069,847	16,273,076	-15,531,447
H.2	Cash, borrowed funds only		29,530,000	14,415,000	19,945,000
H.3	Total Cash (H.1+ H.2)	2,721,816	59,599,847	30,688,076	4,413,553

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)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,914,526	107,165,126	28,697,780	26.8%
I.2	Other Financing Sources (Object 8900)	0	286,726	288,696	100.7%
I.3	Total Unrestricted Revenue (I.1 + I.2)	106,914,526	107,451,852	28,986,476	27%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	119,965,366	120,502,692	54,584,115	45.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,412,104	1,412,104	181,033	12.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	121,377,470	121,914,796	54,765,148	44.9%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-14,462,944	-14,462,944	-25,778,672	
L.	Adjusted Fund Balance, Beginning	20,625,632	20,625,632	20,625,632	
L.1	Fund Balance, Ending (C. + L.2)	6,162,688	6,162,688	-5,153,040	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.1%	5.1%		

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 (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	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.)

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING December 31, 2011

	GENERAL FUND	Payroll Fund	GENERAL RESTRICTED FUND	INSURANCE & Debt Services FUND	CAPITAL OUTLAY FUND	SPECIAL REVENUE FUND	STUDENT AID FUND	POST- RETIREMENT RESERVES
Beg. Cash Balance in County Treasury	10,138,002.56	2,926,697.72	9,305,034.62	32,182,533.85	148,797,881.47	2,726,003.24	599,401.94	-
Cash inflow from operations:								
Year-to-date Income	28,986,476.02		9,769,146.85	15,746,932.56	418,550.65	4,116,608.97	10,208,939.25	619,591.00
Accounts Receivable	8,069,604.42	1,047.99	1,837,475.25	57,825.04	2,797,970.86	146,202.32	289,348.01	13,167.27
Deferred Income	(5,996,799.06)	(295.63)	(1,224,353.55)		(45,351.00)	(11,183.00)	(157,917.00)	(656.00)
Cash awaiting for deposit	457,409.48							
Total Income	41,654,693.42	2,927,450.08	19,687,303.17	47,987,291.45	151,969,051.98	6,977,631.53	10,939,772.20	632,102.27
Cash outflow for operations:								
Year to date expenditure	54,765,147.80		9,970,098.42	21,046,426.00	16,157,339.91	3,540,352.17	10,555,419.13	5,000,000.00
Advances / Prepaid	(20,735.49)		(4,066.57)	-	(539,963.26)	-	-	
Account Payable	1,602,953.13	3,362,702.21	1,047,354.86	11,309.00	7,725,549.32	16,176.36	63,994.93	3,267.06
Cash Balance From Operations	(14,692,672.02)	(435,252.13)	8,673,916.46	26,929,556.45	128,626,126.01	3,421,103.00	320,358.14	(4,371,164.79)
Other Cash inflow								
Medical Flex Plan / Revolv. Fund	(1,900.00)			(20,000.00)				
TRANS	19,945,000.00							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIF Balance	6,061,887.45							7,721,462.77
County Pool Balance	-							17,845,901.60
Special Bond					5,000.00			-
C.O.P. & Others	4,027,218.69			197.38				-
Total Beg. Balance	10,089,106.14			197.38	5,000.00			25,567,364.37
Y.T.D. Investment Balance								
LAIF Balance	6,074,900.59							7,738,038.54
County Pool Balance	-							13,458,161.04
Special Bond					5,000.00			-
C.O.P./Bank CD	13,089,744.39			197.38				-
Y.T.D. Balance	19,164,644.98			197.38	5,000.00			21,196,199.58
Net Cash changes from Investment	(9,075,538.84)			-	-			4,371,164.79
Net changes from unrealized gain / (loss)	-							-
Cash Balance in County Treasury	(3,825,110.86)	(435,252.13)	8,673,916.46	26,909,556.45	128,626,126.01	3,421,103.00	320,358.14	0.00
Net Cash (Excluding TRANS & Trusts)	(23,770,110.86)	(435,252.13)	8,673,916.46	26,909,556.45	128,626,126.01	3,421,103.00	320,358.14	0.00

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 1000			CLASSIFIED SALARIES 2000		
				AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
2004-2005									
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
Total	\$90,796,905	19,973	\$4,546	\$39,149,044	43.12%	\$1,960	\$19,361,863	21.32%	\$969
2005-2006									
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
Total	\$106,277,881	19,751	\$5,381	\$41,341,359	38.90%	\$2,093	\$20,782,987	19.56%	\$1,052
2006-2007									
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	\$38,289,954	0	\$0	\$543,059	1.42%	\$0	\$9,007,902	23.53%	\$0
Total	\$112,953,150	19,847	\$5,691	\$45,432,493	40.22%	\$2,289	\$22,373,501	19.81%	\$1,127
2007-2008									
Cañada College	\$16,730,918	4,452	\$3,758	\$9,845,546	58.85%	\$2,211	\$3,199,693	19.12%	\$719
College of San Mateo	\$36,457,366	9,085	\$4,013	\$21,861,864	59.97%	\$2,406	\$6,084,482	16.69%	\$670
Skyline College	\$26,377,385	7,330	\$3,599	\$15,623,167	59.23%	\$2,131	\$4,552,722	17.26%	\$621
Central Svcs/District Office	\$35,076,681	0	\$0	\$596,454	1.70%	\$0	\$9,879,738	28.17%	\$0
Total	\$114,642,350	20,867	\$5,494	\$47,927,031	41.81%	\$2,297	\$23,716,635	20.69%	\$1,137
2008-2009									
Cañada College	\$16,858,542	4,774	\$3,531	\$9,895,460	58.70%	\$2,073	\$3,323,871	19.72%	\$696
College of San Mateo	\$35,493,486	9,354	\$3,794	\$21,025,439	59.24%	\$2,248	\$6,247,000	17.60%	\$668
Skyline College	\$27,329,614	8,139	\$3,358	\$16,508,725	60.41%	\$2,028	\$4,764,004	17.43%	\$585
Central Svcs/District Office	\$30,949,401	0	\$0	-\$574,324	0.00%	\$0	\$9,656,455	31.20%	\$0
Total	\$110,631,043	22,267	\$4,968	\$46,855,300	42.35%	\$2,104	\$23,991,330	21.69%	\$1,077
2009-2010									
Cañada College	\$16,371,172	5,186	\$3,157	\$9,161,495	55.96%	\$1,767	\$3,339,476	20.40%	\$644
College of San Mateo	\$32,524,619	9,483	\$3,430	\$19,335,194	59.45%	\$2,039	\$5,498,324	16.91%	\$580
Skyline College	\$25,941,728	8,852	\$2,931	\$15,541,596	59.91%	\$1,756	\$4,339,379	16.73%	\$490
Central Svcs/District Office	\$35,029,219	0	\$0	\$536,058	1.53%	\$0	\$9,119,804	26.03%	\$0
Total	\$109,866,738	23,521	\$4,671	\$44,574,343	40.57%	\$1,895	\$22,296,983	20.29%	\$948
2010-2011									
Cañada College	\$15,428,060	4,764	\$3,238	\$8,195,558	53.12%	\$1,720	\$3,263,146	21.15%	\$685
College of San Mateo	\$28,399,633	8,266	\$3,436	\$16,404,580	57.76%	\$1,985	\$4,727,520	16.65%	\$572
Skyline College	\$24,243,581	8,253	\$2,938	\$13,978,704	57.66%	\$1,694	\$4,202,011	17.33%	\$509
Central Svcs/District Office	\$40,639,410	0	\$0	\$547,332	1.35%	\$0	\$9,892,321	24.34%	\$0
Total	\$108,710,684	21,283	\$5,108	\$39,126,174	35.99%	\$1,838	\$22,084,998	20.32%	\$1,038

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for all activity centers
2. 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
\$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
\$18,956,422	20.88%	\$949	\$9,964,172	10.97%	\$499	\$415,886	0.46%	\$21	\$2,949,516	3.25%	\$148
\$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
\$20,248,373	19.05%	\$1,025	\$10,014,385	9.42%	\$507	\$264,782	0.25%	\$13	\$13,625,995	12.82%	\$690
\$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
\$9,126,555	23.84%	\$0	\$6,917,282	18.07%	\$0	\$194,463	0.51%	\$0	\$12,500,693	32.65%	\$0
\$21,893,639	19.38%	\$1,103	\$10,530,344	9.32%	\$531	\$222,481	0.20%	\$11	\$12,989,803	11.50%	\$654
\$2,920,233	17.45%	\$656	\$721,486	4.31%	\$162	\$26,308	0.16%	\$6	\$17,652	0.11%	\$4
\$6,205,681	17.02%	\$683	\$1,939,154	5.32%	\$213	\$0	0.00%	\$0	\$366,185	1.00%	\$40
\$4,359,983	16.53%	\$595	\$1,223,234	4.64%	\$167	\$31,661	0.12%	\$4	\$586,618	2.22%	\$80
\$10,254,507	29.23%	\$0	\$7,752,016	22.10%	\$0	\$41,805	0.12%	\$0	\$6,552,161	18.68%	\$0
\$23,740,404	20.71%	\$1,138	\$11,635,890	10.15%	\$558	\$99,774	0.09%	\$5	\$7,522,616	6.56%	\$361
\$3,001,316	17.80%	\$629	\$621,773	3.69%	\$130	\$0	0.00%	\$0	\$16,122	0.10%	\$3
\$6,314,448	37.46%	\$1,323	\$1,644,068	9.75%	\$344	\$0	0.00%	\$0	\$262,531	1.56%	\$55
\$4,606,975	12.98%	\$493	\$1,238,391	3.49%	\$132	\$21,761	0.06%	\$2	\$189,758	0.53%	\$20
\$9,887,569	36.18%	\$0	\$7,718,039	28.24%	\$0	\$110,596	0.40%	\$0	\$4,151,066	15.19%	\$0
\$23,810,308	21.52%	\$1,069	\$11,222,271	36.26%	\$504	\$132,357	0.43%	\$6	\$4,619,477	14.93%	\$207
\$3,297,091	20.14%	\$636	\$545,580	3.33%	\$105	\$9,966	0.06%	\$2	\$17,564	0.11%	\$3
\$6,545,970	20.13%	\$690	\$1,059,283	3.26%	\$112	\$0	0.00%	\$0	\$85,848	0.26%	\$9
\$4,879,461	18.81%	\$551	\$1,044,322	4.03%	\$118	\$20,574	0.08%	\$2	\$116,396	0.45%	\$13
\$10,241,115	29.24%	\$0	\$7,290,565	20.81%	\$0	\$41,811	0.12%	\$0	\$7,799,866	22.27%	\$0
\$24,963,637	22.72%	\$1,061	\$9,939,750	9.05%	\$423	\$72,351	0.07%	\$3	\$8,019,674	7.30%	\$341
\$3,368,584	21.83%	\$707	\$589,290	3.82%	\$124	\$10,482	0.07%	\$2	\$1,000	0.01%	\$0
\$6,114,237	39.63%	\$1,283	\$1,153,296	7.48%	\$242	\$0	0.00%	\$0	\$0	0.00%	\$0
\$4,904,335	17.27%	\$593	\$1,126,707	3.97%	\$136	\$30,984	0.11%	\$4	\$840	0.00%	\$0
\$11,145,307	45.97%	\$0	\$9,228,375	38.07%	\$0	\$31,777	0.13%	\$0	\$9,794,298	40.40%	\$0
\$25,532,463	62.83%	\$1,200	\$12,097,668	29.77%	\$568	\$73,243	0.18%	\$3	\$9,796,138	24.11%	\$460

Notes:

- 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
2004-2005								
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
Total	\$87,518,126	19,973	\$55,213,421	63.09%	\$2,764	\$8,030,818	9.18%	\$402
2005-2006								
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
Total	\$94,688,147	19,751	\$58,047,469	61.30%	\$2,939	\$8,234,654	8.70%	\$417
2006-2007								
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
Total	\$103,527,018	19,847	\$66,889,406	64.61%	\$3,370	\$8,960,258	8.65%	\$451
2007-2008								
Cañada College	\$16,339,336	4,452	\$12,563,064	76.89%	\$2,822	\$2,153,630	13.18%	\$484
College of San Mateo	\$34,136,045	9,085	\$27,521,671	80.62%	\$3,029	\$3,966,271	11.62%	\$437
Skyline College	\$25,950,675	7,330	\$20,497,620	78.99%	\$2,796	\$2,895,907	11.16%	\$395
Central Svcs/District Office	\$34,129,012	0	\$10,786,024	31.60%	\$0	\$21,418	0.06%	\$0
Total	\$110,555,068	20,867	\$71,368,379	64.55%	\$3,420	\$9,037,226	8.17%	\$433
2008-2009								
Cañada College	\$16,469,244	4,774	\$12,688,927	77.05%	\$2,658	\$2,299,008	13.96%	\$482
College of San Mateo	\$33,254,715	9,354	\$26,778,912	80.53%	\$2,863	\$3,863,920	11.62%	\$413
Skyline College	\$26,669,433	8,139	\$20,987,266	78.69%	\$2,579	\$3,113,514	11.67%	\$383
Central Svcs/District Office	\$30,311,416	0	\$9,058,385	29.88%	\$0	\$0	0.00%	\$0
Total	\$106,704,808	22,267	\$69,513,491	65.15%	\$3,122	\$9,276,443	8.69%	\$417
2009-2010								
Cañada College	\$16,519,183	5,186	\$12,792,917	77.44%	\$2,467	\$2,333,747	14.13%	\$450
College of San Mateo	\$31,501,317	9,483	\$25,149,352	79.84%	\$2,652	\$3,702,548	11.75%	\$390
Skyline College	\$26,211,975	8,852	\$20,789,297	79.31%	\$2,349	\$3,245,316	12.38%	\$367
Central Svcs/District Office	\$34,532,789	0	\$8,480,482	24.56%	\$0	\$341,187	0.99%	\$0
Total	\$108,765,264	23,521	\$67,212,048	61.80%	\$2,858	\$9,622,798	8.85%	\$409
2010-2011								
Cañada College	\$15,024,812	4,764	\$12,616,683	83.97%	\$2,648	\$2,408,129	16.03%	\$505
College of San Mateo	\$28,752,752	8,266	\$25,179,738	87.57%	\$3,046	\$3,573,014	12.43%	\$432
Skyline College	\$24,716,311	8,253	\$21,797,099	88.19%	\$2,641	\$2,919,213	11.81%	\$354
Central Svcs/District Office	\$34,781,850	0	\$9,392,721	27.00%	\$0	\$78,957	0.23%	\$0
Total	\$103,275,725	21,283	\$68,986,240	66.80%	\$3,241	\$8,979,312	8.69%	\$422

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 FOR THE SMCCCD BY MAJOR BUDGET ACTIVITY**

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	TOTAL GEN'L FUND EXPENSES	FTES	PLANT OPERATIONS			INSTITUTIONAL SUPPORT		
			AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
2004-2005								
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
Total	\$87,518,126	19,973	\$8,407,373	9.61%	\$421	\$15,866,514	18.13%	\$794
2005-2006								
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
Total	\$94,688,147	19,751	\$9,303,463	9.83%	\$471	\$19,102,561	20.17%	\$967
2006-2007								
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
Total	\$103,527,018	19,847	\$9,467,994	9.15%	\$477	\$18,209,360	17.59%	\$917
2007-2008								
Cañada College	\$16,339,336	4,452	\$25,125	0.15%	\$6	\$1,597,517	9.78%	\$359
College of San Mateo	\$34,136,045	9,085	\$104,339	0.31%	\$11	\$2,543,764	7.45%	\$280
Skyline College	\$25,950,675	7,330	\$52,117	0.20%	\$7	\$2,505,031	9.65%	\$342
Central Svcs/District Office	\$34,129,012	0	\$11,129,376	32.61%	\$0	\$12,192,194	35.72%	\$0
Total	\$110,555,068	20,867	\$11,310,957	10.23%	\$542	\$18,838,506	17.04%	\$903
2008-2009								
Cañada College	\$16,469,244	4,774	\$22,740	0.14%	\$5	\$1,458,569	8.86%	\$306
College of San Mateo	\$33,254,715	9,354	\$89,106	0.27%	\$10	\$2,522,776	7.59%	\$270
Skyline College	\$26,669,433	8,139	\$41,400	0.16%	\$5	\$2,527,253	9.48%	\$311
Central Svcs/District Office	\$30,311,416	0	\$10,479,660	34.57%	\$0	\$10,773,370	35.54%	\$0
Total	\$106,704,808	22,267	\$10,632,906	9.96%	\$478	\$17,281,969	16.20%	\$776
2009-2010								
Cañada College	\$16,519,183	5,186	\$25,665	0.16%	\$5	\$1,366,854	8.27%	\$264
College of San Mateo	\$31,501,317	9,483	\$43,463	0.14%	\$5	\$2,605,954	8.27%	\$275
Skyline College	\$26,211,975	8,852	\$68,909	0.26%	\$8	\$2,108,453	8.04%	\$238
Central Svcs/District Office	\$34,532,789	0	\$11,290,028	32.69%	\$0	\$14,421,092	41.76%	\$0
Total	\$108,765,264	23,521	\$11,428,065	10.51%	\$486	\$20,502,353	18.85%	\$872
2010-2011								
Cañada College	\$15,024,812	4,764	\$24,201	0.16%	\$5	\$1,523,486	10.14%	\$320
College of San Mateo	\$28,752,752	8,266	\$30,638	0.11%	\$4	\$2,477,702	8.62%	\$300
Skyline College	\$24,716,311	8,253	\$74,138	0.30%	\$9	\$2,090,459	8.46%	\$253
Central Svcs/District Office	\$34,781,850	0	\$11,342,390	32.61%	\$0	\$13,967,783	40.16%	\$0
Total	\$103,275,725	21,283	\$11,471,367	11.11%	\$539	\$20,059,430	19.42%	\$943

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 1XXXX only	REGULAR TEACHING SALARIES		HOURLY TEACHING SALARIES		REGULAR NON TEACHING SALARIES	
		AMOUNT	%	AMOUNT	%	AMOUNT	%
2004-2005							
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%
Total	\$39,149,044	\$18,041,520	46.08%	\$11,987,449	30.62%	\$3,831,002	9.79%
2005-2006							
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%
Total	\$41,341,359	\$19,202,272	46.45%	\$12,652,686	30.61%	\$3,906,806	9.45%
2006-2007							
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%
Total	\$45,379,481	\$19,138,923	42.18%	\$15,875,981	34.98%	\$4,525,732	9.97%
2007-2008							
Cañada College	\$9,850,232	\$3,858,352	39.17%	\$3,845,743	39.04%	\$758,535	7.70%
College of San Mateo	\$21,861,864	\$10,037,996	45.92%	\$7,466,030	34.15%	\$2,044,622	9.35%
Skyline College	\$15,639,708	\$6,598,079	42.19%	\$5,695,340	36.42%	\$1,370,320	8.76%
Central Svcs/District Office	\$611,469	\$0	0.00%	\$248	0.04%	\$89,683	14.67%
Total	\$47,963,273	\$20,494,427	42.73%	\$17,007,361	35.46%	\$4,263,160	8.89%
2008-2009							
Cañada College	\$9,904,053	\$3,544,538	35.79%	\$4,056,147	40.95%	\$977,734	9.87%
College of San Mateo	\$21,025,803	\$9,527,023	45.31%	\$7,213,197	34.31%	\$1,671,028	7.95%
Skyline College	\$16,510,947	\$6,446,076	39.04%	\$6,449,553	39.06%	\$1,290,645	7.82%
Central Svcs/District Office	\$631,845	\$0	0.00%	\$0	0.00%	\$86,969	13.76%
Total	\$48,072,649	\$19,517,637	40.60%	\$17,718,896	36.86%	\$4,026,375	8.38%
2009-2010							
Cañada College	\$9,683,963	\$3,740,868	38.63%	\$4,033,155	41.65%	\$815,033	8.42%
College of San Mateo	\$20,281,012	\$9,168,526	45.21%	\$6,956,250	34.30%	\$1,711,121	8.44%
Skyline College	\$16,433,139	\$6,342,370	38.59%	\$6,387,439	38.87%	\$1,442,241	8.78%
Central Svcs/District Office	\$1,204,175	\$0	0.00%	\$441,511	36.67%	\$173,649	14.42%
Total	\$47,602,290	\$19,251,764	40.44%	\$17,818,355	37.43%	\$4,142,044	8.70%
2010-2011							
Cañada College	\$8,839,531	\$3,868,844	43.77%	\$2,888,162	32.67%	\$866,088	9.80%
College of San Mateo	\$17,470,185	\$8,923,903	51.08%	\$4,599,288	26.33%	\$1,663,052	9.52%
Skyline College	\$15,064,877	\$6,317,838	41.94%	\$5,200,208	34.52%	\$1,490,781	9.90%
Central Svcs/District Office	\$615,160	\$0	0.00%	\$441,511	71.77%	\$173,649	28.23%
Total	\$41,989,752	\$19,110,585	45.51%	\$13,129,169	31.27%	\$4,193,570	9.99%

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 1XXXX only	HOURLY NON TEACHING SALARIES		ACADEMIC ADMINISTRATIVE SALARIES		ACADEMIC SUPERVISORY SALARIES	
		AMOUNT	%	AMOUNT	%	AMOUNT	%
2004-2005							
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%
Total	\$39,149,044	\$1,015,739	2.59%	\$3,768,127	9.63%	\$505,209	1.29%
2005-2006							
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%
Total	\$41,341,359	\$1,137,462	2.75%	\$3,970,361	9.60%	\$471,771	1.14%
2006-2007							
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%
Total	\$45,379,481	\$1,231,678	2.71%	\$4,027,337	8.87%	\$579,830	1.28%
2007-2008							
Cañada College	\$9,850,232	\$187,321	1.90%	\$1,108,821	11.26%	\$91,460	0.93%
College of San Mateo	\$21,861,864	\$444,326	2.03%	\$1,566,545	7.17%	\$302,345	1.38%
Skyline College	\$15,639,708	\$624,213	3.99%	\$1,135,058	7.26%	\$216,698	1.39%
Central Svcs/District Office	\$611,469	\$47,128	7.71%	\$474,410	77.59%	\$0	0.00%
Total	\$47,963,273	\$1,302,988	2.72%	\$4,284,834	8.93%	\$610,503	1.27%
2008-2009							
Cañada College	\$9,904,053	\$131,654	1.33%	\$1,097,819	11.08%	\$96,162	0.97%
College of San Mateo	\$21,025,803	\$628,108	2.99%	\$1,684,106	8.01%	\$302,341	1.44%
Skyline College	\$16,510,947	\$764,700	4.63%	\$1,343,278	8.14%	\$216,695	1.31%
Central Svcs/District Office	\$631,845	\$0	0.00%	\$544,876	86.24%	\$0	0.00%
Total	\$48,072,649	\$1,524,463	3.17%	\$4,670,079	9.71%	\$615,198	1.28%
2009-2010							
Cañada College	\$9,683,963	\$119,100	1.23%	\$866,858	8.95%	\$108,950	1.13%
College of San Mateo	\$20,281,012	\$373,036	1.84%	\$1,766,127	8.71%	\$305,952	1.51%
Skyline College	\$16,433,139	\$610,178	3.71%	\$1,427,006	8.68%	\$223,905	1.36%
Central Svcs/District Office	\$1,204,175	\$69,571	5.78%	\$519,445	43.14%	\$0	0.00%
Total	\$47,602,290	\$1,171,884	2.46%	\$4,579,436	9.62%	\$638,807	1.34%
2010-2011							
Cañada College	\$8,839,531	\$77,926	0.88%	\$999,043	11.30%	\$139,467	1.58%
College of San Mateo	\$17,470,185	\$358,601	2.05%	\$1,702,549	9.75%	\$222,792	1.28%
Skyline College	\$15,064,877	\$467,433	3.10%	\$1,445,633	9.60%	\$142,984	0.95%
Central Svcs/District Office	\$615,160	\$69,571	11.31%	\$519,445	84.44%	\$0	0.00%
Total	\$41,989,752	\$973,531	2.32%	\$4,666,670	11.11%	\$505,243	1.20%

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. 12-2-101B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

**ADOPTION OF RESOLUTION NO. 12-3 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-five 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 2012, depending on market conditions. The 2012-13 TRAN repayment will be due on June 30, 2013.

Pricing will be during June 2012; 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 2012-13 fiscal year.

Attached Resolution No. 12-3 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 \$30,000,000 for fiscal year 2012-13. 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. 12-3 authorizing issuance of 2012-13 Tax and Revenue Anticipation Notes in an amount not to exceed \$30,000,000.

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: SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT*

LOCATED IN: COUNTY OF SAN MATEO

MAXIMUM AMOUNT OF BORROWING: \$30,000,000

RESOLUTION OF THE GOVERNING BOARD AUTHORIZING THE BORROWING OF FUNDS FOR FISCAL YEAR 2012-2013 AND THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF 2012-2013 TAX AND REVENUE ANTICIPATION NOTES THEREFOR AND PARTICIPATION IN THE CALIFORNIA SCHOOL CASH RESERVE PROGRAM AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY TO ISSUE AND SELL SAID SERIES OF NOTES

WHEREAS, school districts, community college districts and county boards of education are authorized by Sections 53850 to 53858, both inclusive, of the California Government Code (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; and

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 its fiscal year ending June 30, 2013 ("Fiscal Year 2012-2013") by the issuance of its 2012-2013 Tax and Revenue Anticipation Notes (the first series of which shall be referred to herein as the "Series A Notes" and any subsequent series of which shall be referred to herein as "Additional Notes," and collectively with the Series A Notes, the "Notes"), in one or more series (each a "Series"), therefor in anticipation of the receipt by or accrual to the District during Fiscal Year 2012-2013 of taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for such fiscal year for the

* 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).

general fund and, if so indicated in a Pricing Confirmation (as defined in Section 4 hereof), capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District; and

WHEREAS, the Principal Amount may, as determined by the Authorized Officer (as hereinafter defined), be divided into two or more portions evidenced by two or more Series of Notes, which Principal Amount is to be confirmed and set forth in the Pricing Confirmation if one Series of Notes is issued, or if more than one Series of Notes are issued, such Principal Amount will be equal to the sum of the Series Principal Amounts (as defined in Section 2 hereof) as confirmed and set forth in the Pricing Confirmation applicable to each Series of Notes; and

WHEREAS, the District hereby determines to borrow, for the purposes set forth above, the Principal Amount by the issuance, in one or more Series, of the Notes; ** and

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

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 Notes within the time period specified in said Section 53853, following receipt of this Resolution, and the Notes, in one or more series, are 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 Notes, in one or more series, in its name pursuant to the terms stated herein; and

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 provided for Fiscal Year 2012-2013 which will be received by or which will accrue to the District during such fiscal year for the general fund and, if so indicated in a Pricing Confirmation, capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District and which will be available for the payment of the principal of each Series of Notes and the interest thereon; and

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 (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for Fiscal Year 2012-2013 which will be received by or will accrue to the District during such fiscal year for the general fund and, if so indicated in a Pricing Confirmation, capital fund and/or special

** Unless the context specifically requires otherwise, all references to "Series of Notes" herein shall be deemed to refer, to (i) the Note, if issued in one series by the County (or the District, as applicable) hereunder, or (ii) each individual Series of Notes severally, if issued in two or more series by the County (or the District, as applicable) hereunder.

revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District; and

WHEREAS, pursuant to Section 53856 of the Act, certain taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys which will be received by or accrue to the District during Fiscal Year 2012-2013 are authorized to be pledged for the payment of the principal of each Series of Notes (as applicable) and the interest thereon (as hereinafter provided); and

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"), whereby participating school districts, community college districts and county boards of education (collectively, the "Issuers") will simultaneously issue tax and revenue anticipation notes; and

WHEREAS, due to uncertainties existing in the financial markets, the Program has been designed with alternative structures, each of which the District desires to approve; and

WHEREAS, under the first structure (the "Certificate Structure"), the District would issue one or more Series of Notes, each Series of Notes to be marketed with some or all of the notes issued simultaneously by other Issuers participating in the Program, and Piper Jaffray & Co., as underwriter for the Program (the "Underwriter"), would 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 of Certificates, and (ii) possibly other features, all of which the District hereby authorizes the Underwriter to determine; and

WHEREAS, the Certificate Structure requires the Issuers participating in any particular Series of Certificates to deposit their applicable series of 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 (the trust agreement applicable to each Series of Certificates, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein collectively as, the "Trust Agreement"), and 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; and

WHEREAS, if the Certificate Structure is implemented, the District desires to have the Trustee execute and deliver a Series of Certificates which evidences and represents interests of the owners thereof in each Series of Notes issued by the District and the notes issued simultaneously by other Issuers participating in such Series of Certificates; and

WHEREAS, as additional security for the owners of each Series of Certificates, all or a portion of the payments by all of the Issuers of their respective series of notes comprising such Series of Certificates 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 applicable 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 applicable Trust Agreement, as finally executed, between, in the case of an irrevocable letter (or letters) of credit or policy (or policies) of insurance or other credit instrument (or instruments), the Issuers and the corresponding Credit Provider; and

WHEREAS, pursuant to the Certificate Structure, the Underwriter will submit an offer to purchase each Series of Notes issued by the District 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 applicable to the sale of such Series of Notes to be sold by the District, 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, pursuant to the Certificate Structure each participating Issuer will be responsible for its share of (i) the fees of the Trustee and the costs of issuing the applicable Series of Certificates, (ii) if applicable, the fees of the Credit Provider(s), and (iii) if applicable, the Issuer’s allocable share of all Predefault Obligations and the Issuer’s Reimbursement Obligations, if any (each as defined in the Trust Agreement); and

WHEREAS, the Certificate Structure requires that each participating Issuer approve the Trust Agreement, the alternative Credit Instruments and Credit Agreements, if any, and the Certificate Purchase Agreement in substantially the forms presented to the Board, with the final type of Credit Instrument and corresponding Credit Agreement determined in the Pricing Confirmation applicable to the sale of each Series of Notes to be sold by the District; and

WHEREAS, under the second structure (the “Bond Pool Structure”), participating Issuers would be required to sell each series of their tax and revenue anticipation notes to the California School Cash Reserve Program Authority (the “Authority”) pursuant to note purchase agreements (such note purchase agreements, 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 “Note Purchase Agreements”), each between such individual Issuer and the Authority, and dated as of the date of the Pricing Confirmation applicable to the sale of the individual Issuer’s series of notes to be sold, a form of which has been submitted to the Board; and

WHEREAS, the Authority, pursuant to advice of the Underwriter, will form one or more pools of notes of each participating Issuer (the “Pooled Notes”) and assign each respective series of notes to a particular pool (the “Pool”) and sell a series of senior bonds (each a “Series of Senior Bonds”) and, if desirable, a corresponding series of subordinate bonds (each a “Series of Subordinate Bonds” and collectively with a Series of Senior Bonds, a “Series of Pool Bonds”) secured by each Pool pursuant to an indenture and/or a supplement thereto (the original indenture

and each supplement thereto applicable to a Series of Pool Bonds to which the Note shall be assigned is hereinafter collectively referred to as the "Indenture") between the Authority and the Trustee, each Series of Pool Bonds distinguished by (i) whether or what type(s) of Credit Instrument(s) secure(s) such Series of Pool Bonds, (ii) the principal amounts or portions of principal amounts of the notes of such respective series assigned to the Pool, or (iii) other factors, and the District hereby acknowledges and approves the discretion of the Authority, acting upon the advice of the Underwriter, to assign the District's Notes of such respective Series to such Pool and such Indenture as the Authority may determine; and

WHEREAS, at the time of execution of the Pricing Confirmation applicable to the sale of each Series of Notes to be sold by the District, the District will (in such Pricing Confirmation) request the Authority to issue a Series of Pool Bonds pursuant to an Indenture to which such Series of Notes identified in such Pricing Confirmation will be assigned by the Authority in its discretion, acting upon the advice of the Underwriter, which Series of Pool Bonds will be payable from payments of all or a portion of principal of and interest on such Series of Notes and the other respective series of notes of other participating Issuers assigned to the same Pool and assigned to the same Indenture to which the District's Series of Notes is assigned; and

WHEREAS, as additional security for the owners of each Series of Pool Bonds, all or a portion of the payments by all of the Issuers of the respective series of notes assigned to such Series of Pool Bonds may or may not be secured (by virtue or in form of the Series of Pool Bonds, as indicated in the Pricing Confirmation applicable to such Series of Pool Bonds, being secured in whole or in part) by one or more Credit Instruments issued by one or more Credit Providers designated in the applicable Indenture, as finally executed, pursuant to a Credit Agreement, if any, identified in the applicable Indenture, as finally executed, between, in the case of an irrevocable letter (or letters) of credit or policy (or policies) of insurance or other credit instrument (or instruments), the Issuers and the corresponding Credit Provider; and

WHEREAS, pursuant to the Bond Pool Structure each Issuer, whose series of notes is assigned to a Pool as security for a Series of Pool Bonds, will be responsible for its share of (i) the fees of the Trustee and the costs of issuing the applicable Series of Pool Bonds, (ii), if applicable, the fees of the Credit Provider(s), and (iii) if applicable, the Issuer's allocable share of all Predefault Obligations and the Issuer's Reimbursement Obligations, if any (each as defined in the Indenture) applicable to such Series of Pool Bonds; and

WHEREAS, the Bond Pool Structure requires that each participating Issuer approve the Indenture, the alternative Credit Instruments and Credit Agreements, if any, and the Note Purchase Agreement in substantially the forms presented to the Board, with the final type of Credit Instrument and corresponding Credit Agreement, if any, to be determined in the Pricing Confirmation applicable to the sale of each Series of Notes to be sold by the District; and

WHEREAS, pursuant to the Bond Pool Structure, the Underwriter will submit an offer to the Authority to purchase, in the case of each Pool of notes, the Series of Pool Bonds which will be secured by the Indenture to which such Pool will be assigned; and

WHEREAS, all or portions of the net proceeds of each Series of Notes issued by the District, may be invested in one or more Permitted Investments (as defined in the Trust

Agreement or the Indenture, as applicable), including under one or more investment agreements with one or more investment providers (if any), the initial investment of which is to be determined in the Pricing Confirmation related to such Series of Notes; 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 Notes.

(A) Initial Issuance of Notes. This Board hereby determines to borrow, and hereby requests the Board of Supervisors of the County to borrow for the District, in anticipation of the receipt by or accrual to the District during Fiscal Year 2012-2013 of taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for such fiscal year for the general fund and, if so indicated in the applicable Pricing Confirmation, the capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation)* of the District, 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 Notes under Sections 53850 *et seq.* of the Act, designated generally as the District's "2012-2013 [Subordinate]** Tax and Revenue Anticipation Notes, Series ___" in one or more of the following Series, in order of priority of payment as described herein:

(1) the Series A Notes, being the initial Series of Notes issued under this Resolution, together with one or more Series of Additional Notes issued in accordance with the provisions of Section 2(B) hereof and payable on a parity with the Series A Notes (collectively, the "Senior Notes"); and

(2) one or more Series of Additional Notes issued in accordance with the provisions of Section 2(B) hereof and payable on a subordinate basis to (i) any Senior Notes, and (ii) any previously issued Subordinate Notes if so specified in the related Pricing Confirmation (collectively, the "Subordinate Notes"), which Subordinate Notes shall be identified as such.

Each such Series of Notes shall be issued in the form of one registered note at the principal amount thereof (the "Series Principal Amount") as set forth in the applicable Pricing Confirmation and all such Series Principal Amounts aggregating to the Principal Amount set forth in such Pricing Confirmations, in each case, to bear a series designation, to be dated the date of its respective delivery to the respective initial purchaser thereof, to mature (without option of prior redemption) not more than thirteen (13) months thereafter on a date indicated on

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

** A Series of Notes shall bear the "Subordinate" designation if it is a Series of Subordinate Notes.

the face thereof and determined in the Pricing Confirmation applicable to such Series of Notes (collectively, the "Maturity Date"), and to bear interest, payable at the applicable 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 applicable 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 applicable to such Series of Notes and indicated on the face of such Series of Notes (collectively, the "Note Rate").

With respect to the Certificate Structure, if a Series of Notes as evidenced and represented by the corresponding 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, payment by or claim upon a Credit Instrument which draw, payment or claim is not fully reimbursed on such date, such Series of Notes shall become a Defaulted Note (as defined in the Trust Agreement), and the unpaid 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 outstanding and shall continue to bear interest thereafter until paid at the Default Rate (as defined in the Trust Agreement). If a Series of Notes as evidenced and represented by the corresponding Series of Certificates is unsecured in whole or in part and is not fully paid at the Maturity Date, 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.

With respect to the Bond Pool Structure, if a Series of Pool Bonds issued in connection with a Series of Notes is secured in whole or in part by a Credit Instrument or such Credit Instrument secures the Series of Notes in whole or in part and all principal of and interest on such Series of Notes is not paid in full at maturity or payment of principal of and interest on such Series of Notes is paid (in whole or in part) by a draw under, payment by or claim upon a Credit Instrument which draw, payment or claim is not fully reimbursed on such date, such Series of Notes shall become a Defaulted Note (as defined in the Indenture), and the unpaid 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 outstanding and shall continue to bear interest thereafter until paid at the Default Rate (as defined in the Indenture). If a Series of Notes or the Series of Pool Bonds issued in connection therewith is not so secured in whole or in part and such Series of Notes is not fully paid at the Maturity Date, 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 paragraphs, the obligation of the District with respect to such Defaulted Note or unpaid Series of Notes 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 the income and revenue provided for Fiscal Year 2012-2013 within the meaning of Article XVI, Section 18 of the California Constitution, as provided in Section 8 hereof.

Both the principal of and interest on each Series of Notes 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, or as otherwise indicated in the Trust Agreement or the Indenture, as applicable. The Principal Amount may, prior to the issuance of any Series of Notes, be reduced from the Maximum Amount of Borrowing specified above, in the discretion of the Underwriter upon consultation with the Authorized Officer. The Principal Amount shall, prior to the issuance of the last Series of Notes, 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 LLP ("Bond Counsel") as to the legality thereof or, if applicable, the exclusion from gross income for federal tax purposes of interest thereon (or on any Series of Pool Bonds related thereto). The Principal Amount shall, prior to the issuance of the last Series of Notes, also be reduced from the Maximum Amount of Borrowing specified above, and other conditions shall be met by the District prior to the issuance of each Series of Notes, if and to the extent necessary to obtain from the Credit Provider that issues the Credit Instrument securing the corresponding Series of Certificates evidencing and representing such Series of Notes or the related Series of Pool Bonds to which such Series of Notes is assigned its agreement to issue the Credit Instrument securing such Series of Certificates or Series of Pool Bonds, as the case may be. Notwithstanding anything to the contrary contained herein, if applicable, the approval of the corresponding Credit Provider of the issuance of such Series of Notes and the decision of the Credit Provider to deliver the Credit Instrument shall be in the sole discretion of the Credit Provider, and nothing herein shall be construed to require the Credit Provider to issue a Credit Instrument or to approve the issuance of such Series of Notes.

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

(B) Issuance of Additional Notes. The District (or the County on its behalf, as applicable) may at any time issue pursuant to this Resolution, one or more Series of Additional Notes consisting of Senior Notes or Subordinate Notes (including Subordinate Notes that are further subordinated to previously issued Subordinate Notes, as provided in the applicable Pricing Confirmation), subject in each case to the following specific conditions, which are hereby made conditions precedent to the issuance of any such Series of Additional Notes:

(1) The District shall not have issued any tax and revenue anticipation notes relating to the 2012-2013 fiscal year except (a) in connection with the Program under this Resolution, or (b) notes secured by a pledge of its Unrestricted Revenues (as defined in Section 8) that is subordinate in all respects to the pledge of its Unrestricted Revenues hereunder; the District shall be in compliance with all agreements and covenants contained herein; and no Event of Default shall have occurred and be continuing with respect to any such outstanding previously issued notes or Series of Notes.

(2) The aggregate Principal Amount of Notes issued and at any time outstanding hereunder shall not exceed any limit imposed by law, by this Resolution or

by any resolution of the Board amending or supplementing this Resolution (each a "Supplemental Resolution").

(3) Whenever the District shall determine to issue, execute and deliver any Additional Notes pursuant to this Section 2(B), the Series Principal Amount of which, when added to the Series Principal Amounts of all Series of Notes previously issued by the District, would exceed the Maximum Amount of Borrowing authorized by this Resolution, the District shall adopt a Supplemental Resolution amending this Resolution to increase the Maximum Amount of Borrowing as appropriate and shall submit such Supplemental Resolution to the Board of Supervisors of the County as provided in Section 53850 *et seq.* of the Act with a request that the County issue such Series of Additional Notes in the name of the District as provided in Sections 2(A) and 9 hereof. The Supplemental Resolution may contain any other provision authorized or not prohibited by this Resolution relating to such Series of Additional Notes.

(4) The District may issue a Series of Additional Notes that are Senior Notes payable on a parity with all other Series of Senior Notes of the District or that are Subordinate Notes payable on a parity with one or more Series of outstanding Subordinate Notes, only if it obtains (a) the consent of each Credit Provider relating to each previously issued Series of Notes that will be on a parity with such Series of Additional Notes, and (b) evidence that no rating then in effect with respect to any outstanding Series of Certificates or Series of Bonds, as applicable, from a Rating Agency will be withdrawn, reduced, or suspended solely as a result of the issuance of such Series of Additional Notes (a "Rating Confirmation"). Except as provided in Section 8, the District may issue one or more Series of Additional Notes that are subordinate to all previously issued Series of Notes of the District without Credit Provider consent or a Rating Confirmation. The District may issue tax and revenue anticipation notes other than in connection with the Program under this Resolution only if such notes are secured by a pledge of its Unrestricted Revenues that is subordinate in all respects to the pledge of its Unrestricted Revenues hereunder.

(5) Before such Additional Notes shall be issued, the District shall file or cause to be filed the following documents with the Trustee:

(a) An Opinion of Counsel to the District to the effect that (A) such Additional Notes constitute the valid and binding obligations of the District, (B) such Additional Notes are special obligations of the District and are payable from the moneys pledged to the payment thereof in this Resolution, and (C) the applicable Supplemental Resolution, if any, has been duly adopted by the District.

(b) A certificate of the District certifying as to the incumbency of its officers and stating that the requirements of this Section 2(B) have been met.

(c) A certified copy of this Resolution and any applicable Supplemental Resolution.

(d) If this Resolution was amended by a Supplemental Resolution to increase the Maximum Amount of Borrowing, the resolution of the County Board of Supervisors approving such increase in the Maximum Amount of Borrowing and the issuance of such Additional Notes, or evidence that the County Board of Supervisors has elected to not issue such Additional Notes.

(e) An executed counterpart or duly authenticated copy of the applicable Certificate Purchase Agreement or Note Purchase Agreement.

(f) A Pricing Confirmation relating to the Series of Additional Notes duly executed by an Authorized Officer (as defined in Section 4).

(g) The Series of Additional Notes duly executed by the applicable County representatives as provided in Section 9 hereof, or executed by the applicable Authorized Officers of the District if the County shall have declined to issue the Series of Additional Notes in the name of the District, either in connection with the initial issuance of the Series A Notes or in connection with any Supplemental Resolution increasing the Maximum Amount of Borrowing.

(h) If the Additional Notes are to be parity Senior Notes or parity Subordinate Notes, the Credit Provider consent(s) and Rating Confirmation(s) required pursuant to paragraph (4) above.

Upon the delivery to the Trustee of the foregoing instruments and, if the Bond Pool Structure is implemented, satisfaction of the provisions of Section 2.12 of the Indenture with regard to the issuance of a corresponding Series of Additional Bonds (as defined therein), the Trustee shall authenticate and deliver said Additional Notes to, or upon the written request of, the District. Upon execution and delivery by the District and authentication by the Trustee, said Additional Notes shall be valid and binding obligations of the District notwithstanding any defects in satisfying any of the foregoing requirements.

Section 3. Form of Notes. Each Series of the Notes shall be issued in fully registered form without coupons and shall be substantially in the form and substance set forth in Exhibit A, 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 Notes; 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 (if the Certificate Structure is implemented) or the Authority (if the Bond Pool Structure is implemented), an interest rate or rates on each Series of the Notes to the stated maturity or maturities thereof, which shall not, in any individual case, exceed twelve percent (12%) per annum (per Series of Notes), and the purchase price to be paid by the Underwriter or the Authority, as applicable, for the respective Series of the Notes, 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 the greater of (a) one percent (1%) of (i) the Principal Amount of the Note, if only one Series of Notes is issued or (ii) the Series Principal Amount of each individual Series of Notes, if more than one series is issued, or (b) two thousand five hundred dollars (\$2,500). If such interest rate and price and other terms of the sale of the Series of Notes set out in the Pricing Confirmation applicable to such Series of Notes are acceptable to said Authorized Officer, said Authorized Officer is hereby further authorized and directed to execute and deliver the pricing confirmation supplement applicable to such Series of Notes to be delivered by the Underwriter (on behalf of itself, if the Certificate Structure is implemented and on behalf of the Authority, if the Bond Pool Structure is implemented) to the District on a date within five (5) days, or such longer period of time as agreed by the Underwriter or the Authority, as applicable, of said negotiation of interest rates and purchase price during the period from May 1, 2012 (or the date of adoption of this Resolution if after May 1, 2012) through June 15, 2013 (the "Pricing Confirmation"), substantially in the form presented to this meeting as Schedule I to the Certificate Purchase Agreement or the Note Purchase Agreement, as applicable, 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. In the event more than one Series of Notes are issued, a separate Pricing Confirmation shall be executed and delivered corresponding to each Series of Notes. Any Authorized Officer is hereby further authorized to execute and deliver, prior to the execution and delivery of the Pricing Confirmation applicable to a Series of Notes, the Certificate Purchase Agreement or the Note Purchase Agreement applicable to such Series of Notes, substantially in the forms presented to this meeting, which forms are hereby approved, 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 any such Certificate Purchase Agreement or Note Purchase Agreement shall not be effective and binding on the District until the execution and delivery of the corresponding Pricing Confirmation. Delivery of a Pricing Confirmation by fax or telecopy of an executed copy 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 or rates and price by execution of the Certificate Purchase Agreement or the Note Purchase Agreement(s), as applicable, and/or the corresponding Pricing Confirmation(s).

Section 5. Program Approval. The District hereby delegates to the Authority the authority to select which structure (*i.e.*, the Certificate Structure or the Bond Pool Structure) shall be implemented, with the Authorized Officer of the District accepting and approving such selection by execution of the applicable Pricing Confirmation.

(A) **Certificate Structure.** If the Certificate Structure is implemented, each Series of Notes of the District 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) applicable to such Series of Notes, and shall be marketed and sold simultaneously with such other notes of that Series 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 such Series of Notes in the proportion that the face amount of such Series of Notes bears to the total

aggregate face amount of such Series of Notes and the notes issued by other Issuers which the Series of Certificates represent. Such Certificates may be delivered in book-entry form.

The District hereby delegates to the Authority the authority to select the Credit Instrument(s), Credit Provider(s) and Credit Agreement(s), if any, for each Series of Certificates which evidences and represents interests of the owners thereof in the related Series of Notes of the District and the notes issued by other Issuers evidenced and represented by such Series of Certificates, all of which shall be identified in, and approved by the Authorized Officer of the District executing, the Pricing Confirmation for such Series of Notes, the Trust Agreement and the Credit Agreement(s) (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(s) (if any).

The form of Trust Agreement, alternative general types of Credit Instruments 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 the Credit Agreement(s), if applicable, which shall be identified in the Pricing Confirmation for the related Series of Notes, in substantially one or more of said forms (a substantially final form of Credit Agreement to be 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(s) 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 each Series of 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 for each Series of Certificates. Upon inclusion of the information relating to the District therein, the Preliminary Official Statement for the applicable Series of Certificates 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 a 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 each 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 a Pricing Confirmation, any event occurs as a result of which the information contained in the related 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 each Series of Certificates on behalf of the District pursuant to the terms and conditions set forth in the related 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, each Series of 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 applicable Certificate Purchase Agreement.

Subject to Section 8 hereof, the District hereby agrees that if a Series of Notes as evidenced and represented by a 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 such Series of Certificates, and therefore, if applicable, all or a portion of such Series of Notes, if any, has been reimbursed for any drawings, payments or claims made under the Credit Instrument with respect to such Series of Notes, including interest accrued thereon, as provided therein and in the applicable Credit Agreement, and (ii) the holders of the Series of Certificates which evidence and represent such Series of Notes are paid the full principal amount represented by the unsecured portion of such Series of Notes 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 applicable Series of Certificates will be deemed to have received such principal amount and such accrued interest 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 each Series of Notes, any fees or expenses of the Trustee and, to the extent permitted by law, if such Series of Notes as evidenced and represented by the related 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 such Series of Notes), (i) arising out of an "Event of Default" hereunder 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 (or Series Principal Amount as applicable) of its Series of Notes over the aggregate Principal Amounts (or Series Principal Amounts, as applicable) of all series of notes, including such Series of Notes, of the Series of Certificates of which such Series of Notes 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.

If the Certificate Structure is implemented, 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 a Tax-Exempt (as defined in Section 7) Series of Notes 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 a Tax-Exempt Series of Notes and the related Series of Certificates, as directed by an Authorized Officer of the District.

(B) Bond Pool Structure. If the Bond Pool Structure is implemented, the Pricing Confirmation for a Series of Notes may, but shall not be required to, specify the Series of Pool Bonds to which such Series of Notes will be assigned (but need not include information about other series of notes assigned to the same pool or their Issuers).

The District hereby delegates to the Authority the authority to select the Credit Instrument(s), Credit Provider(s) and Credit Agreement(s), if any, for each Series of Senior Bonds and corresponding Series of Subordinate Bonds, if any, to which each Series of Notes issued by the District will be assigned, all of which shall be identified in, and approved by the Authorized Officer of the District executing, the Pricing Confirmation for such Series of Notes and the Credit Agreement(s) (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 and the Credit Agreement(s) (if any).

The alternative general types of Credit Instruments and the 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 a Credit Agreement(s), if any, which shall be identified in the Pricing Confirmation for the related Series of Notes, in substantially one or more of said forms (a substantially final form of Credit Agreement to be 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 Credit Agreement and Pricing Confirmation, respectively.

The form of Indenture presented to this meeting is hereby acknowledged and approved, and it is acknowledged that the Authority will execute and deliver the Indenture and one or more Supplemental Indentures, which shall be identified in the Pricing Confirmation applicable to the Series of Notes to be issued, in substantially one or more of said forms with such changes therein as the Authorized Officer who executes such Pricing Confirmation shall require or approve (substantially final forms of the Indenture and the Supplemental Indenture (if applicable) to be delivered to the Authorized Officer concurrently with the Pricing Confirmation applicable to the Series of Notes to be issued), such approval of such Authorized Officer and this Board to be conclusively evidenced by the execution of the Pricing Confirmation applicable to such Series of Notes. It is acknowledged that the Authority is authorized and requested to issue one or more Series of Pool Bonds (consisting of a Series of Senior Bonds and, if desirable, a corresponding Series of Subordinate Bonds) pursuant to and as provided in the Indenture as finally executed and, if applicable, each Supplemental Indenture as finally executed.

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(s) and Official Statement(s) of the Authority relating to a Series of Pool Bonds. If, at any time prior to the execution of a Pricing Confirmation, any event occurs as a result of which the information contained in the corresponding Preliminary Official Statement or other offering document 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.

Subject to Section 8 hereof, the District hereby agrees that if a Series of Notes 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) any Credit Provider providing a Credit Instrument with respect to such Series of Notes or the Series of Pool Bonds issued in connection with such Series of Notes, has been reimbursed for any drawings, payments or claims made under the Credit Instrument with respect to such Series of Notes, including interest accrued thereon, as provided therein and in the applicable Credit Agreement, and (ii) the holders of such Series of Notes or the Series of the Pool Bonds issued in connection with such Series of Notes are paid the full principal amount represented by the unsecured portion of such Series of Notes 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 such Series of Pool Bonds will be deemed to have received such principal amount and such accrued interest 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 each Series of Notes, any fees or expenses of the Trustee and, to the extent permitted by law, if such Series of Notes is secured in whole or in part by a Credit Instrument (by virtue of the fact that the corresponding Series of Pool Bonds is secured by a Credit Instrument), any Predefault Obligations and Reimbursement Obligations (to the extent not payable under such Series of Notes), (i) arising out of an "Event of Default" hereunder 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 (or Series Principal Amount as applicable) of its Series of Notes over the aggregate Principal Amounts (or Series Principal Amounts, as applicable) of all series of notes, including such Series of Notes, assigned to the Series of Pool Bonds issued in connection with such Series of Notes, at the time of original issuance of such Series of Pool Bonds. 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.

(C) Appointment of Professionals. Piper Jaffray & Co. (and/or such other firm or firms as shall be selected by the Authority as designated in the applicable Pricing Confirmation and approved and accepted by an Authorized Officer by the execution of such Pricing Confirmation) is hereby appointed and/or approved as underwriter for the Program, the law firm of Orrick, Herrington & Sutcliffe LLP (and/or such other firm or firms as shall be selected by the Authority as designated in the applicable Pricing Confirmation and approved and accepted by an Authorized Officer by the execution of such Pricing Confirmation) is hereby appointed and/or approved as bond counsel for the Program, and the law firm of Kutak Rock LLP (and/or such other firm or firms as shall be selected by the Authority as designated in the applicable Pricing Confirmation and approved and accepted by an Authorized Officer by the execution of such Pricing Confirmation) is hereby appointed and/or approved as special counsel to the District in connection with the Program.

Section 6. No Joint Obligation.

(A) Certificate Structure. If the Certificate Structure is implemented, each Series of Notes of the District shall be marketed and sold simultaneously with the notes of other Issuers and shall be aggregated and combined with such 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 a Series 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 applicable Series of Notes as evidenced and represented by such Series of Certificates. Owners of Certificates, to the extent of their interest in a Series of Notes, shall be treated as owners of such Series of Notes 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 such Series of Notes. The District hereby recognizes the right of the owners of a Series of Certificates acting directly or through the Trustee to enforce the obligations and covenants contained in the Series of Notes evidenced and represented thereby, this Resolution and the Trust Agreement. The District shall be directly obligated to each owner of a Series of Certificates for the principal and interest payments on the Series of Notes evidenced and represented by such Certificates without any right of counterclaim or offset arising out of any act or failure to act on the part of the Trustee.

(B) Bond Pool Structure. If the Bond Pool Structure is implemented, each Series of Notes will be issued in conjunction with a series of notes of one or more other Issuers and will be assigned to a Pool in order to secure a corresponding Series of Pool Bonds. In all cases, the obligation of the District to make payments on or in respect to each Series of its Notes 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 such Series of Notes.

Section 7. Disposition of Proceeds of Notes. The moneys received from the sale of each Series of Notes evidenced and represented by a Series of Certificates or each Series of Pool Bonds issued in connection with a Series of Notes, as the case may be, allocable to the District's share of the costs of issuance (which shall include any fees and expenses in connection with the related Credit Instrument(s) applicable to such Series of Notes or Series of Pool Bonds) shall be deposited in an account in the Costs of Issuance Fund established for such Series of Notes or such Series of Pool Bonds, as applicable, and held and invested by the Trustee under the Trust Agreement or the Indenture, as applicable, and expended as directed by the Underwriter (if the Certificate Structure is implemented) or the Authority (if the Bond Pool Structure is implemented) on Costs of Issuance as provided in the Trust Agreement or the Indenture, as applicable. The moneys allocable to each Series of Notes from the sale of the corresponding Series of Certificates or Pool Bonds, as applicable, 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 attributed to such Series of Notes hereby authorized to be created pursuant to, and held and invested by the Trustee under, the Trust Agreement or the Indenture, as applicable, for the District and said moneys may be used and expended by the District for any purpose for which it is authorized to use and expend moneys, upon requisition from such Proceeds Subaccount as specified in the Trust Agreement or the Indenture, as

applicable. The Pricing Confirmation applicable to each Series of Notes shall set forth such amount of the Deposit to Proceeds Subaccount. Each Authorized Officer is hereby authorized to approve the amount of such Deposit to Proceeds Subaccount. Subject to Section 8 hereof, the District hereby covenants and agrees to replenish amounts on deposit in each Proceeds Subaccount attributed to a Series of its Note 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 each Payment Account (hereinafter defined) relating to a Series of Notes from amounts on deposit in the related Proceeds Subaccount attributed to such Series of Notes on the first day of each Repayment Period (as defined hereinafter) (or such other day of each Repayment Period designated in the Pricing Confirmation applicable to a Series of Notes), 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 such Series of Notes at maturity for the corresponding Repayment Period set forth in such Pricing Confirmation; provided, however, that on the twentieth date of the next to last Repayment Period designated in such Pricing Confirmation (or such other day designated in the Pricing Confirmation applicable to a Series of Notes), or, if only one Repayment Period is applicable to a Series of Notes, on the twentieth day of the month preceding the Repayment Period designated in such Pricing Confirmation (or such other day designated in the Pricing Confirmation applicable to a Series of Notes), the Trustee shall transfer all remaining amounts in the Proceeds Subaccount attributed to the Series of Notes to the related Payment Account all as and to the extent provided in the Trust Agreement or the Indenture, as applicable; provided, however, that with respect to the transfer in or prior to any such Repayment Period, as applicable, if said amount in the Proceeds Subaccount attributed to a Series of Notes is less than the corresponding percentage set forth in the Pricing Confirmation applicable to the related Series of Notes of the principal and interest due with respect to such Series of Notes at maturity, the Trustee shall transfer to the related Payment Account attributed to such Series of Notes of the District all amounts on deposit in the Proceeds Subaccount attributed to such Series of Notes on the day designated for such Repayment Period.

For Notes issued in calendar 2012, in the event either (A) the Series Principal Amount of any Tax-Exempt Series of Notes, 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 calendar year 2012, will, at the time of the issuance of such Tax-Exempt Series of the Notes (as indicated in the certificate of the District executed as of the date of issuance of such Tax-Exempt Series of Notes (each "District Certificate")) exceed fifteen million dollars (\$15,000,000), or (B) the Series Principal Amount of any Tax-Exempt Series of Notes, 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 calendar year 2012, will, at the time of the issuance of such Tax-Exempt Series of Notes (as indicated in the related District Certificate), exceed five million dollars (\$5,000,000), the second following paragraph will apply. In such case, the District shall be deemed a "Safe Harbor Issuer" with respect to such Tax-Exempt Series of Notes.

For Notes issued in calendar year 2013, in the event either (A) the Series Principal Amount of any Tax-Exempt Series of Notes, 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 calendar year 2013, will, at the time of the issuance of such Tax-Exempt Series of the Notes (as indicated in the certificate of the District executed as of the date of issuance of such Tax-Exempt Series of Notes (each "District Certificate")) exceed fifteen million dollars (\$15,000,000), or (B) the Series Principal Amount of any Tax-Exempt Series of Notes, 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 calendar year 2013, will, at the time of the issuance of such Tax-Exempt Series of Notes (as indicated in the related 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 such Tax-Exempt Series of Notes.

Amounts in any Proceeds Subaccount relating to a Tax-Exempt Series of Notes 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 each Tax-Exempt Series of Notes, the balance in the related Proceeds Subaccount attributable to cash flow borrowing and treated for federal tax purposes as proceeds of such Tax-Exempt Series of Notes is low enough so that the amounts in the Proceeds Subaccount attributable to such Tax-Exempt Series of Notes 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.

The term "Tax-Exempt" shall mean, with respect to interest on any obligations of a state or local government, that such interest is excluded from the gross income of the holders thereof for federal income tax purposes pursuant to Section 103 of the Code, whether or not such interest is includable as an item of tax preference or otherwise includable directly or indirectly for purposes of calculating other tax liabilities, including any alternative minimum tax or environmental tax under the Code. Each Series of Notes issued hereunder (or any Series of Pool Bonds related thereto) may be issued as a Tax-Exempt Series of Notes or such that the interest on such Series of Notes is not Tax-Exempt.

Section 8. Source of Payment.

(A) Pledge. The term "Unrestricted Revenues" shall mean the taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for Fiscal Year 2012-2013 which will be received by or will accrue to the District during such fiscal year for the general fund and, if so indicated in a Pricing

Confirmation, capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District and which are lawfully available for the payment of current expenses and other obligations of the District. As security for the payment of the principal of and interest on all Series of Notes issued hereunder, subject to the payment priority provisions of Section 17 hereof and this Section 8, the District hereby pledges the first Unrestricted Revenues to be received by the District in the periods specified in each Pricing Confirmation as Repayment Periods (each individual period a "Repayment Period" and collectively "Repayment Periods"), in an amount equal to the percentages of the principal and interest due with respect to each Series of Notes at maturity for the corresponding Repayment Period specified in such Pricing Confirmations (the "Pledged Revenues").

(B) Lien and Charge. As provided in Section 53856 of the Act, all Series of Notes issued hereunder and the interest thereon, subject to the payment priority provisions of Section 17 hereof and this Section 8, shall be a first lien and charge against, and shall be payable from the first moneys received by the District from, the Pledged Revenues.

(C) General Obligation. As provided in Section 53857 of the Act, notwithstanding the provisions of Section 53856 of the Act and of subsection (B) of this Section, all Series of Notes issued hereunder shall be general obligations of the District and, in the event that on the tenth Business Day (as defined in the Trust Agreement or the Indenture, as applicable) of each such Repayment Period (or such other day of each Repayment Period designated in the Pricing Confirmation applicable to a Series of Notes) the District has not received sufficient Unrestricted Revenues to permit the deposit into each Payment Account of the full amount of Pledged Revenues to be deposited therein from said Unrestricted Revenues in such Repayment Period, 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 all Series of Notes and the interest thereon, as and when such other moneys are received or are otherwise legally available, in the following order of priority: first, to satisfy pro-rata any deficiencies attributable to any Series of Senior Notes; second, to satisfy pro-rata any deficiencies attributable to any Series of Subordinate Notes (except for any Series of Subordinate Notes described in the next clause); and thereafter, to satisfy any deficiencies attributable to any other Series of Subordinate Notes that shall have been further subordinated to previously issued Series of Subordinate Notes in the applicable Pricing Confirmation, in such order of priority.

(D) Payment Accounts. In order to effect, in part, the pledge provided for in subsection (A) of this Section, the District agrees to the establishment and maintenance as a special fund of the District of a separate Payment Account for each Series of Notes issued hereunder (each a "Payment Account") by the Trustee under the Trust Agreement or the Indenture, as applicable, and the Trustee is hereby appointed as the responsible agent to maintain such fund until the payment of the principal of the corresponding Series of Notes and the interest thereon, and the District hereby covenants and agrees to cause to be deposited directly in each Payment Account (and shall request specific amounts from the District's funds on deposit with the County Treasurer for such purpose) a pro-rata share (as provided below) of the first Unrestricted Revenues received in each Repayment Period specified in the Pricing Confirmation(s) and any Unrestricted Revenues received thereafter until the amount on deposit in each Payment Account, taking into consideration anticipated investment earnings thereon to be received by the Maturity Date applicable to the respective Series of Notes (as set forth in a

certificate from the Underwriter to the Trustee), is equal in the respective Repayment Periods identified in the Pricing Confirmation applicable to such Series of Notes to the percentages of the principal of and interest due with respect to such Series of Notes at maturity specified in the Pricing Confirmation applicable to such Series of Notes; provided that such deposits shall be made in the following order of priority: first, pro-rata to the Payment Account(s) attributable to any applicable Series of Senior Notes; second, pro-rata to the Payment Account(s) attributable to any applicable Series of Subordinate Notes (except for any Series of Subordinate Notes described in the next clause); and thereafter, to the Payment Account(s) attributable to any other applicable Series of Subordinate Notes that shall have been further subordinated to previously issued Series of Subordinate Notes in the applicable Pricing Confirmation, in such order of priority.

Subject to the payment priority provisions of Section 17 hereof and this Section 8, any moneys placed in the Payment Account attributed to a Series of Notes shall be for the benefit of (i) the owners of the applicable Series of Certificates if the Certificate Structure is implemented and the holders of the Series of Pool Bonds issued in connection with the Pool of which such Series of Notes is a part if the Bond Pool Structure is implemented, and (ii) (to the extent provided in the Trust Agreement or the Indenture, as applicable) the Credit Provider(s), if any. Subject to the payment priority provisions of Section 17 hereof and this Section 8, the moneys in the Payment Account attributed to the Series of Notes shall be applied only for the purposes for which the Payment Account is created until the principal of such Series of Notes and all interest thereon are paid or until provision has been made for the payment of the principal of such Series of Notes at maturity of such Series of Notes with interest to maturity (in accordance with the requirements for defeasance of the related Series of Certificates or Series of Bonds, as applicable, as set forth in the Trust Agreement or the Indenture, as applicable) and, if applicable (to the extent provided in the Trust Agreement or the Indenture, as applicable, and, if applicable, the corresponding Credit Agreement), the payment of all Predefault Obligations and Reimbursement Obligations owing to the corresponding Credit Provider.

(E) Determination of Repayment Periods. With respect to each Series of Notes, the length of any individual Repayment Period determined in the related Pricing Confirmation shall not exceed the greater of three (3) consecutive calendar months or ninety (90) days and the number of Repayment Periods determined in the related Pricing Confirmation shall not exceed six (6); provided, however, that (1) the first Repayment Period of any Series of Subordinate Notes shall not occur prior to the end of the last Repayment Period of any outstanding Series of Notes of a higher priority without the consent of each Credit Provider for such outstanding Notes; and (2) if the first Repayment Period of any Series of Subordinate Notes overlaps the last Repayment Period of any outstanding Series of Notes of a higher priority, no deposits shall be made in the Payment Account of such Subordinate Notes until all required amounts shall have been deposited into the Payment Account(s) of all outstanding Series of Notes of a higher priority without the consent of each Credit Provider for such outstanding Notes. Any Authorized Officer is hereby authorized to approve the determination of the Repayment Periods and percentages of the principal and interest due with respect to each Series of Notes at maturity required to be on deposit in the related Payment Account in each Repayment Period, all as specified in the Pricing Confirmation applicable to such Series of Notes, by executing and delivering the Pricing Confirmation applicable to such Series of Notes, such execution and delivery to be conclusive evidence of approval by this Board and such Authorized Officer.

(F) Application of Moneys in Payment Accounts. On any interest payment date (if different from the Maturity Date) and on the Maturity Date of a Series of Notes, the moneys in the Payment Account attributed to such Series of Notes shall be transferred by the Trustee, to the extent necessary, 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 with respect to such Series of Notes or to reimburse the Credit Provider(s) for payments made under or pursuant to the Credit Instrument(s), subject to the payment priority provisions of Section 17 hereof and this Section 8. In the event that moneys in the Payment Account attributed to any Series of Notes are insufficient to pay the principal of and/or interest with respect to such Series of Notes in full on an interest payment date and/or the Maturity Date, moneys in such Payment Account together with moneys in the Payment Accounts of all other outstanding Series of Notes issued by the District shall be applied in the following priority:

- (1) with respect to all Series of Senior Notes:
 - a. first, to pay interest with respect to all Series of Senior Notes pro-rata;
 - b. second, (if on the Maturity Date) to pay principal of all Series of Senior Notes pro-rata;
 - c. third, to reimburse each Credit Provider for payment, if any, of interest with respect to all Series of Senior Notes pro-rata (or on such other basis as set for in the Trust Agreement or the Indenture, as applicable);
 - d. fourth, to reimburse each Credit Provider for payment, if any, of principal with respect to all Series of Senior Notes pro-rata (or on such other basis as set for in the Trust Agreement or the Indenture, as applicable);
 - e. fifth, to pay pro-rata (or on such other basis as set for in the Trust Agreement or the Indenture, as applicable) any Reimbursement Obligations of the District and any of the District's pro rata share of Predefault Obligations owing to each Credit Provider relating to all Series of Senior Notes, as applicable;
- (2) then, with respect to all Series of Subordinate Notes (except for any Series of Subordinate Notes described in paragraph (3) below), to make the pro-rata payments corresponding to each such Series of Subordinate Notes equivalent to the payments described above in paragraphs (1)(a) through (e), in such order;
- (3) then, with respect to all other Series of Subordinate Notes that have been further subordinated to previously issued Series of Subordinate Notes in the applicable Pricing Confirmation, to make the pro-rata payments corresponding to each such Series of Subordinate Notes equivalent to the payments described above in paragraphs (1)(a) through (e), in such order; and
- (4) lastly, to pay any other Costs of Issuance not previously disbursed.

Any moneys remaining in or accruing to the Payment Account attributed to each such Series of Notes after the principal of all the Series of Notes and the interest thereon and any Predefault Obligations and Reimbursement Obligations, if applicable, and obligation, if any, to pay any rebate amounts in accordance with the provisions of the Trust Agreement or the Indenture, as applicable, have been paid, or provision for such payment has been made, if any, shall be transferred by the Trustee to the District, subject to any other disposition required by the Trust Agreement, the Indenture or the related Credit Agreement(s), as applicable.

Nothing herein shall be deemed to relieve the District from its obligation to pay its Note of any Series in full on the applicable Maturity Date(s).

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

(H) Investment of Moneys in Proceeds Subaccounts and Payment Accounts. Moneys in the Proceeds Subaccount attributed to each Series of Notes and the Payment Account attributed to such Series of Notes shall be invested by the Trustee pursuant to the Trust Agreement or the Indenture, as applicable, in an investment agreement or agreements and/or other Permitted Investments as described in and under the terms of the Trust Agreement or the Indenture, as applicable, and as designated in the Pricing Confirmation applicable to such Series of Notes. The type of initial investments to be applicable to the proceeds of the Series of Notes shall be determined by the District as designated in the Pricing Confirmation applicable to such Series of Notes. In the event the District designates an investment agreement or investment agreements as the 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 and hereby authorizes and directs the Trustee to invest such funds pursuant to such investment agreement or investment agreements (which (i) shall be with a provider or providers, or with a provider or providers whose obligations are guaranteed or insured by a financial entity, the senior debt or

investment contracts or obligations under its investment contracts of which are rated in one of the two highest long-term rating categories by the rating agency or agencies then rating the applicable Series of Certificates or Series of Pool Bonds (each, a "Rating Agency"), or whose commercial paper rating is in the highest rating category (with regard to any modifiers) of each such Rating Agencies, or (ii) shall be fully collateralized by investments listed in subsection (1) of the definition of Permitted Investments set forth in the Trust Agreement or the Indenture, as applicable, as required by such Rating Agencies to be rated in one of the two highest rating categories, and shall be acceptable to the corresponding Credit Provider, if any, and the particulars of which pertaining to interest rate or rates and investment provider or providers will be set forth in the Pricing Confirmation applicable to such Series of Notes) and authorizes the Trustee to enter into such investment agreement or 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 0.2% of the amount reasonably expected, as of the date of acquisition of the investment contract, to be invested under the investment contract over its term. Each Authorized Officer is hereby authorized and directed to execute and deliver such side letter or letters as are reasonably required by an investment agreement provider, acknowledging such investment and making reasonable representations and covenants with respect thereto. The District's funds in the Proceeds Subaccount attributed to each Series of Notes and the Payment Account attributed to such Series of Notes shall be accounted for separately. 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 any Series of Notes, the Predefault Obligations or Reimbursement Obligations, if any, by reason of such investment of the moneys in its Proceeds Subaccount applicable to such Series of Notes or the Payment Account applicable to such Series of Notes.

Notwithstanding any other investment policy of the District heretofore or hereafter adopted, the investment policy of the District pertaining to each Series of Notes 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 each Note of any Series 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 each such Note by manual or facsimile signature and to affix the seal of the County to each such 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 Series of Notes 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 each such 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 each such Note to be filled in as may be appropriate pursuant to the applicable Pricing Confirmation. Said officers are hereby authorized and directed to cause the Trustee, as registrar and authenticating agent, to authenticate and accept delivery of each such Note pursuant to the terms and conditions of the corresponding Certificate Purchase Agreement or Note Purchase Agreement, as applicable, this Resolution and the Trust Agreement or Indenture, as applicable. In case any officer whose signature shall appear on any Series of Notes shall cease to be such officer before the delivery of such Series of Notes, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Each Series of the Notes 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. Each Series of the Notes 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 any such Series of Notes shall be conclusive evidence that such has been authenticated and delivered under this Resolution. The certificate of authentication on a Series of Notes shall be deemed to have been executed by the Trustee if signed by an authorized officer of the Trustee. The Notes need not bear the seal of the District, if any.

Section 10. Note Registration and Transfer. (A) As long as any Series of the Notes remains outstanding, the District shall maintain and keep, at the principal corporate trust office of the Trustee, books for the registration and transfer of each Series of the Notes. Each Series of the Notes shall initially be registered in the name of the Trustee under the Trust Agreement or Indenture, as applicable, to which such Series of the Notes is assigned. Upon surrender of a Note of a Series 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 of the same Series. For every transfer of a Note of a Series, the District, the County 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 a Note of a Series 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 such Note to the extent of the sum or sums so paid.

(C) Any Note of a Series 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 such

Note for cancellation, accompanied by delivery of a written instrument of transfer, duly executed in form approved by the Trustee.

(D) The Trustee or the Authorized Officer of the District, acting separately or together, are authorized to sign any letter or letters of representations which may be required in connection with the delivery of any Series of Certificates or Series of Pool Bonds (in each case, to which such Series of Notes is assigned), if such Series of Certificates and Series of Pool Bonds are delivered in book-entry form.

(E) The Trustee will keep or cause to be kept, at its principal corporate trust office, sufficient books for the registration and transfer of each Note of a Series issued, 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 Notes of a Series presented as hereinbefore provided.

(F) If any Note of a Series shall become mutilated, the County or the District, as applicable, at the expense of the registered owner of such Note of a Series, shall execute, and the Trustee shall thereupon authenticate and deliver a new Note of like tenor, series 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 of a Series 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, series and number in lieu of and in substitution for the Note so lost, destroyed or stolen (or if any such Note of a Series 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 of a Series issued under these provisions in lieu of any Note of a Series 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 of a Series 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 of the same Series 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 2012-2013 pursuant to Article XVI, Section 6 of the Constitution of the State of California; provided, however, that the District may request the County Treasurer to make such temporary transfers of funds if all amounts required to be deposited into the Payment

Account(s) of all outstanding Series of Notes (regardless of when due and payable) shall have been deposited into such Payment Account(s).

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(s) or the Note Purchase Agreement(s), as applicable, the Trust Agreement(s), if applicable, and the Credit Agreement(s), if applicable, and (ii) authorize the County to issue one or more Series of Notes on its behalf or, if applicable, issue one or more Series of Notes.

(B) (i) Upon the issuance of each Series of Notes, the District will have taken all action required to be taken by it to authorize the issuance and delivery of such Series of Notes 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 such Series of Notes on behalf of the District and to perform its obligations as provided herein and therein, and (iii) if applicable, the District has full legal right, power and authority to issue and deliver each Series of Notes.

(C) The issuance of each Series of Notes, the adoption of this Resolution and the execution and delivery of the Certificate Purchase Agreement(s) or the Note Purchase Agreement(s), as applicable, the Trust Agreement(s), if applicable, 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 each Series of Notes 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 each Series of Notes.

(E) The District has (or will have prior to the issuance of the first Series of Notes) duly, regularly and properly adopted a budget for Fiscal Year 2012-2013 setting forth expected revenues and expenditures and has (or will have prior to the issuance of the first Series of Notes) 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 2012-2013, (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 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 2006-2007 through

Fiscal Year 2010-2011, and the District, as of the date of adoption of this Resolution and on the date of issuance of each Series of Notes, reasonably expects the County to have collected and to collect at least eighty-five percent (85%) of such amount for Fiscal Years 2011-2012 and 2012-2013, respectively.

(G) The District (i) 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.

(H) 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 each Series of Notes. 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 or the Indenture, as applicable.

(I) 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 each Series of Notes, the Certificate Purchase Agreement(s) or the Note Purchase Agreement(s), as applicable, the Trust Agreement or the Indenture, as applicable, 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, each Series of Notes, the Certificate Purchase Agreement(s) or the Note Purchase Agreement(s), as applicable, the Trust Agreement or the Indenture, as applicable, the Credit Agreement(s), if any, or this Resolution.

(J) 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 any Series of the Notes, Certificates or Pool Bonds, as applicable, issued in connection with any Series of the Notes; provided, however that, if the Program is implemented, the District may adopt one or more Supplemental Resolutions without any such consents in order to increase the Maximum Amount of Borrowing in connection with the issuance of one or more Series of Additional Notes as provided in Section 2(B)(4) hereof.

(K) Upon issuance of a Series of Notes, such Series of Notes, this Resolution and 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.

(L) 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 each Series of Notes.

(M) 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.

(N) So long as any 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/or the Trust Agreement or Indenture, as applicable. Prior to the Maturity Date of a Series of Notes, moneys in the District's Payment Account attributed to such Series of Notes shall not be used to make such payments. The District shall pay such amounts promptly upon receipt of notice from the Credit Provider 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 or the Indenture, as applicable. 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.

(O) So long as any Series of Certificates or Pool Bonds executed or issued in connection with a Series of Notes 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 such Series of Notes other than the pledge and lien of the Trust Agreement or the Indenture, as applicable.

(P) 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 Underwriter and the Credit Provider(s), if any, a qualified certification) applicable to the fiscal year ending June 30, 2012 (the "Fiscal Year 2011-2012") within the meaning of Section 42133 of the California Education Code. The District covenants that it will immediately deliver a written notice to the Authority, the 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 2011-2012 or Fiscal Year 2012-2013 prior to the respective Closing Date referenced in each Pricing Confirmation or the Maturity Date of each Series of Notes.

(Q) The District will maintain a positive general fund balance in Fiscal Year 2012-2013.

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

(S) The District covenants that it will immediately deliver a written notice to the Authority, 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 each Tax-Exempt Series of Notes (or on any Tax-Exempt Series of Pool Bonds related thereto) under Section 103 of the Code. Without limiting the generality of the foregoing, the District will not make any use of the proceeds of any Tax-Exempt Series of the Notes or any other funds of the District which would cause any Tax-Exempt Series of the Notes (or on any Tax-Exempt Series of Pool Bonds related thereto) 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 each Tax-Exempt Series of the Notes, 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) with respect to a Tax-Exempt Series of Notes (or any Tax-Exempt Series of Pool Bonds related thereto), this subsection (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 each such Tax-Exempt Series of Notes (or such Tax-Exempt Series of Pool Bonds related thereto) 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 Tax-Exempt Series of Notes (or any Tax-Exempt Series of Pool Bonds related thereto) 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 Tax-Exempt Series of Notes (or Tax-Exempt Series of Pool Bonds related thereto) (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 2012-2013 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 (with separate subaccounts therein for each such Tax-Exempt Series of Notes (or such Tax-Exempt Series of Pool Bonds related thereto) if more than one series is issued) separate from any other fund established and maintained hereunder and under the Indenture or Trust Agreement, as applicable, designated as the "2012-2013 Tax and Revenue Anticipation Note Rebate Fund" or such other name as the Trust Agreement or the Indenture, as applicable, 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 each Tax-Exempt Series of Notes (or any Tax-Exempt Series of Pool Bonds related thereto), the Certificate or the Bond owners, as applicable, 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 all Series of the Notes.

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 any 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, 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(s) or the Note

Purchase Agreement(s), as applicable (including the Pricing Confirmation(s)), or the Credit Agreement(s) 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(s) or the Note Purchase Agreement(s), as applicable, or the Credit Agreement(s) or in connection with any Series of the Notes, 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 or the Bond 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 or the Bond 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 Notes (and any Series thereof).

Whenever any Event of Default referred to in this Section 14 shall have happened and be continuing, subject to the provisions of Section 17 hereof, the Trustee shall, in addition to any other remedies provided herein or by law or under the Trust Agreement or the Indenture, as applicable, 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 any Series of Notes to be immediately due and payable, require the District to pay to the Trustee, for deposit into the applicable Payment Account(s) of the District under the Trust Agreement or the Indenture, as applicable, an amount equal to all of the principal of all Series of Notes and interest thereon to the respective final maturity(ies) of such Series of Notes, 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 any Series of Notes) 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 provisions of Section 17 hereof and to the terms of the Trust Agreement or the Indenture, as applicable, concerning exercise of remedies which shall control if inconsistent with the following, if any Series of Notes is secured in whole or in part by a Credit Instrument or if a Credit Provider is subrogated to rights under any Series of Notes, as long as each such Credit Provider has not failed to comply with its payment obligations under the corresponding Credit Instrument, each such Credit Provider shall have the right to direct the remedies upon any Event of Default hereunder, and as applicable, 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 any Credit Provider is not reimbursed on any interest payment date applicable to the corresponding Series of Notes for the drawing, payment or claim, as applicable, used to pay principal of and interest on such Series of Notes due to a default in payment on such Series of Notes by the District, as provided in the Trust Agreement or in the Indenture, as applicable, or if any principal of or interest on such Series of Notes remains unpaid after the Maturity Date of such Series of Notes, such Series of Notes shall be a Defaulted Note, the unpaid portion thereof or the portion (including the interest component, if applicable) 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 any and all Series of Notes. The District hereby directs and authorizes the payment by the Trustee of the interest on and principal of any and all Series of Notes when such become due and payable from the corresponding 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 each such Payment Account at the times and in the amounts specified herein to provide sufficient moneys to pay the principal of and interest on any and all Series of Notes on the day or days on which each such Series matures. Payment of any and all Series of Notes shall be in accordance with the terms of the applicable Series of Notes and this Resolution and any applicable Supplemental Resolution.

The District hereby agrees to maintain the Trustee under the Trust Agreement or the Indenture, as applicable, as paying agent, registrar and authenticating agent of any and all Series of Notes.

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 or the Indenture, as applicable, 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 Notes: If the Certificate Structure is implemented, each Series of Notes as evidenced and represented by the applicable Series of Certificates shall be sold to the Underwriter, in accordance with the terms of the Certificate Purchase Agreement applicable to such Series of Notes, in each case as hereinbefore approved. If the Bond Pool Structure is implemented, each Series of Notes shall be sold to the Authority in accordance with the terms of the Note Purchase Agreement applicable to such Series of Notes, in each case as hereinbefore approved.

Section 17. Subordination. (a) Anything in this Resolution to the contrary notwithstanding, the indebtedness evidenced by each Series of Subordinate Notes shall be subordinated and junior in right of payment, to the extent and in the manner hereinafter set forth, to all principal of, premium, if any, and interest on each Series of Senior Notes and any refinancings, refundings, deferrals, renewals, modifications or extensions thereof.

In the event of (1) any insolvency, bankruptcy, receivership, liquidation, reorganization, readjustment, composition or other similar proceeding relating to the District or its property, (2) any proceeding for the liquidation, dissolution or other winding-up of the District, voluntary or involuntary, and whether or not involving insolvency or bankruptcy proceedings, (3) any assignment for the benefit of creditors, or (4) any distribution, division, marshalling or application of any of the properties or assets of the District or the proceeds thereof to creditors, voluntary or involuntary, and whether or not involving legal proceedings, then and in any such event, payment shall be made to the parties and in the priority set forth in Section 8(F) hereof, and each party of a higher priority shall first be paid in full before any payment or distribution of any character, whether in cash, securities or other property shall be made in respect of any party of a lower priority.

The subordination provisions of this Section have been entered into for the benefit of the holders of the Series of Senior Notes and any Credit Provider(s) that issues a Credit Instrument with respect to such Series of Senior Notes and, notwithstanding any provision of this Resolution, may not be supplemented, amended or otherwise modified without the written consent of all such holders and Credit Provider(s).

Notwithstanding any other provision of this Resolution, the terms of this Section shall continue to be effective or be reinstated, as the case may be, if at any time any payment of any Series of Senior Notes is rescinded, annulled or must otherwise be returned by any holder of Series of Senior Notes or such holder's representative, upon the insolvency, bankruptcy or reorganization of the District or otherwise, all as though such payment has not been made.

In no event may any holder of all or any part of the Series of Subordinate Notes, or the corresponding Credit Provider(s), exercise any right or remedy available to it on account of any

Event of Default on the Series of Subordinate Notes, (1) at any time at which payments with respect thereto may not be made by the District on account of the terms of this Section, or (2) prior to the expiration of forty-five (45) days after the holders of the Series of Subordinate Notes, or the corresponding Credit Provider(s), shall have given notice to the District and to the holders of the Series of Senior Notes and the corresponding Credit Provider(s), of their intention to take such action.

The terms of this Section, the subordination effected hereby and the rights of the holders of the Series of Senior Notes shall not be affected by (a) any amendment of or addition or supplement to any Series of Senior Notes or any instrument or agreement relating thereto, including without limitation, this Resolution, (b) any exercise or non-exercise of any right, power or remedy under or in respect of any Series of Senior Notes or any instrument or agreement relating thereto, or (c) any waiver, consent, release, indulgence, extension, renewal, modification, delay or other action, inaction or omission, in respect of any Series of Senior Notes or any instrument or agreement relating thereto or any security therefor or guaranty thereof, whether or not any holder of any Series of Subordinate Notes shall have had notice or knowledge of any of the foregoing.

In the event that a Series of Additional Subordinate Notes is further subordinated in the applicable Pricing Confirmation, at the time of issuance thereof, to all previously issued Series of Subordinate Notes of the District, the provisions of this Section 17 relating to Series of Senior Notes shall be applicable to such previously issued Series of Subordinate Notes and the provisions of this Section 17 relating to Series of Subordinate Notes shall be applicable to such Series of Additional Subordinate Notes.

Section 18. Continuing Disclosure Undertaking. The provisions of this Section 18 shall be applicable only if the Certificate Structure is implemented.

(A) The District covenants, for the sole benefit of the owners of each Series of Certificates which evidence and represent the applicable Series of Notes (and, to the extent specified in this Section 18, the beneficial owners thereof), that the District shall:

(1) Provide in a timely manner not later than ten business days after the occurrence of the event, through the Trustee acting as dissemination agent (the "Dissemination Agent"), to the Municipal Securities Rulemaking Board, notice of any of the following events with respect to an outstanding Series of Notes of the District:

- a. Principal and interest payment delinquencies on such Series of Notes and the related Series of Certificates;
- b. Unscheduled draws on debt service reserves reflecting financial difficulties;
- c. Unscheduled draws on credit enhancements reflecting financial difficulties;
- d. Substitution of credit or liquidity providers, or their failure to perform;

- e. Issuance by the Internal Revenue Service of proposed or final determination of taxability or of a Notice of Proposed Issue (IRS Form 5701 TEB);
- f. Tender offers;
- g. Defeasances;
- h. Rating changes; or
- i. Bankruptcy, insolvency, receivership or similar event of the obligated person.

For the purposes of the event identified in subsection i., the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the District, or if such jurisdiction has been assumed by leaving the existing governmental body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District.

(2) Provide in a timely manner not later than ten business days after the occurrence of the event, through the Dissemination Agent, to the Municipal Securities Rulemaking Board, notice of any of the following events with respect to an outstanding Series of Notes of the District, if material:

- a. Unless described in subsection (A)(1)e., adverse tax opinions or other material notices or determinations by the Internal Revenue Service with respect to the tax status of such Series of Notes and the related Series of Certificates or other material events affecting the tax status of such Series of Notes and the related Series of Certificates;
- b. Modifications to rights of owners and beneficial owners of the Series of Certificates which evidence and represent such Series of Notes;
- c. Optional, contingent or unscheduled bond calls;
- d. Release, substitution or sale of property securing repayment of such Series of Notes;
- e. Non-payment related defaults;
- f. The consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District,

other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms; or

- g. Appointment of a successor or additional Trustee or the change of name of a Trustee.

Whenever the District obtains knowledge of the occurrence of an event described in subsection (A)(2) of this Section, the District shall 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 learns of the occurrence of an event described in subsection (A)(1) of this Section, or determines that the occurrence of an event described in subsection (A)(2) of this Section would be material under applicable federal securities laws, the District shall within ten business days of occurrence, through the Dissemination Agent, file a notice of such occurrence with the Municipal Securities Rulemaking Board. 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.

All documents provided to the Municipal Securities Rulemaking Board shall be provided in an electronic format, as prescribed by the Municipal Securities Rulemaking Board, and shall be accompanied by identifying information, as prescribed by the Municipal Securities Rulemaking Board.

(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 such Series of Notes (including persons holding Certificates through nominees, depositories or other intermediaries and any Credit Provider as a subrogee).

(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 Series of Certificates, the District shall give notice of such termination in the same manner as for a listed event under subsection (A)(1) 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 under subsection (A)(1) or (A)(2) of this Section (each, 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 applicable Series of Notes and the related Series of 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 applicable Series of Notes and the related Series of 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 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)(1) 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, any Credit Provider and owners and beneficial owners from time to time of the Certificates, and shall create no rights in any other person or entity.

Section 19. Approval of Actions. The aforementioned officers of the County or the District, as applicable, are hereby authorized and directed to execute each Series of Notes and to cause the Trustee to authenticate and accept delivery of each Series of Notes pursuant to the terms and conditions of the applicable Certificate Purchase Agreement and Trust Agreement or the applicable Note Purchase Agreement and the Indenture, as applicable. 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 Notes and participation in the Program are hereby approved, confirmed and ratified and the officers and agents of the County and the officers 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, investment contracts (or side letters or agreements thereto), 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 each Series of Notes, execution or issuance and delivery of the corresponding Series of Certificates or Series of Pool Bonds, as applicable, and investment of the proceeds thereof, in accordance with, and related transactions contemplated by, this Resolution. The officers of the District referred to above in Section 4 hereof, and the officers of the County referred to above in Section 9 hereof, are hereby designated as "Authorized District Representatives" under the Trust Agreement or the Indenture, as applicable.

In the event that any Series of Notes or a portion thereof is secured by a Credit Instrument, the Authorized Officer is hereby authorized and directed to provide the applicable Credit Provider with any and all information relating to the District as such Credit Provider may reasonably request.

Section 20. Proceedings Constitute Contract. The provisions of each Series of Notes and of this Resolution shall constitute a contract between the District and the registered owner of such Series of Notes, the registered owners of the Series of Certificates or Bonds to which such Series of Notes is assigned, and the corresponding Credit Provider(s), if any, 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 21. Limited Liability. Notwithstanding anything to the contrary contained herein or in any Series of Notes or in any other document mentioned herein or related to any Series of Notes or to any Series of Certificates or Series of Pool Bonds to which such Series of Notes may be assigned, 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 any Note or any other obligation of the District hereunder.

Section 22. **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 23. **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
 2012-2013 [SUBORDINATE]* TAX AND REVENUE ANTICIPATION NOTE, SERIES ____

Date of
Original Issue

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

SERIES PRINCIPAL AMOUNT: _____ DOLLARS

	<u>Interest Rate</u>		<u>Maturity Date</u>	
	____%		____, 20__	
<u>First Repayment Period</u>	<u>Second Repayment Period</u>	<u>Third Repayment Period</u>	<u>Fourth Repayment Period</u>	<u>Fifth Repayment Period</u>
____% of the total of [principal] [interest] [principal and interest] due at maturity	____% of the total of [principal] [interest] [principal and interest] due at maturity	____% of the total of [principal] [interest] [principal and interest] due at maturity	____% of the total of [principal] [interest] [principal and interest] due at maturity	100% of the total of principal and interest due at maturity**

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 maturity date specified above to the registered owner identified above, or registered assigns, the principal amount specified above, together with interest thereon from the date hereof until the principal amount shall have been paid, payable [on _____ 1, 20__ and] on the 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 maturity date specified above and, if funds are not provided for payment at the 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 maturity during which the holder hereof fails to properly present this Note for payment. If the District fails to pay interest on this Note on any interest payment date or to pay the principal of or interest on this Note on the

* To bear this designation if this Note is a Series of Subordinate Notes.

** Length and number of Repayment Periods and percentages and amount of principal of Note shall be determined in Pricing Confirmation (as defined in the Resolution).

maturity date or the [Credit Provider(s)] (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(s)] (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. Pursuant to and as more particularly provided in the Resolution, additional notes may be issued by the District secured by a lien on a parity with the lien securing this Note.]*

[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. Pursuant to and as more particularly provided in the Resolution, additional notes may be issued by the District secured by a lien on a parity with the lien securing this Note.]**

The term "Unrestricted Revenues" means the taxes, income, revenue, cash receipts and other moneys provided for Fiscal Year 2012-2013 which will be received by or will accrue to the District during such fiscal year for the general fund [and capital fund and/or special revenue fund] of the District and which are lawfully available for the payment of current expenses and other obligations of the District. As security for the payment of the principal of and interest on the Note, subject to the payment priority provisions contained in the Resolution, the District has pledged the first Unrestricted Revenues of the District received in the Repayment Periods set forth on the face hereof in an amount equal to the corresponding percentages of principal of, and [in the final Repayment Period,] interest due on, the Note at maturity set forth on the face hereof (such pledged amounts being hereinafter called the "Pledged Revenues"). As provided in Section 53856 of the California Government Code, subject to the payment priority provisions contained in the Resolution, the Note and the interest thereon shall be a first lien and charge against, and shall be payable from the first moneys received by the District from, the Pledged Revenues. As provided in Section 53857 of the California Government Code, notwithstanding the provisions of Section 53856 of the California Government Code and the foregoing, the Note shall be a general obligation of the District and, in the event that on [the tenth business day of each such Repayment Period], the District has not received sufficient Unrestricted Revenues to permit the deposit into the payment account established for the Note of the full amount of Pledged

* 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.

Revenues to be deposited therein from said Unrestricted Revenues in such Repayment Period as provided in the Resolution, 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, as set forth in the Resolution and subject to the payment priority provisions contained therein. 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 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.]*

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

[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:

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

BOARD REPORT NO. 12-2-101B
RESOLUTION NO. 12-3

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: _____

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:

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

BOARD REPORT NO. 12-2-102B

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor-Superintendent
 PREPARED BY: Kathryn Blackwood, Executive Vice Chancellor, 358-6869

APPROVAL FOR CATEGORICAL FUNDING TRANSFERS

The 2011/12 state budget provides for the flexibility of categorical funds for the 2011/12 budget year, providing that certain categorical funds may be used for the purposes of any other categorical program. Before exercising this flexibility, districts are required to discuss the redirection of funds at a regularly scheduled public meeting and take testimony from the public. The following changes are brought forward for the public meeting and Board approval. Due to the legislation allowing districts to be deemed fully compliant with state regulations in any program that has transferred funds in or out of it, the District is transferring at least \$1 out of and into each program. Staff recommends approval of these transfers.

Program	Transfer To	Amount
Equal Employment/Staff Diversity	P/T Faculty Compensation	\$8,540
Apprenticeship	P/T Faculty Office Hours	\$1
PT Faculty Office Hours	P/T Faculty Compensation	\$1
PT Faculty Compensation	P/T Health Insurance	\$1
PT Faculty Health Insurance	Transfer/Articulation	\$1
Transfer/Articulation	Matriculation	\$1
Matriculation	Apprenticeship	\$1

RECOMMENDATION

It is recommended that the Board of Trustees approve transferring funds between the specified categorical funds.

BOARD REPORT NO. 12-2-103B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Regina Stanback Stroud, President, Skyline College, 738-4111

**ACCEPTANCE OF THE CENTER FOR LAW AND SOCIAL POLICY (CLASP),
BENEFITS ACCESS FOR COLLEGE COMPLETION GRANT (BACC) – SKYLINE COLLEGE**

The Center for Law and Social Policy (CLASP) has awarded Skyline College a planning grant in the amount of \$50,000 for Benefits Access for College Completion (BACC). The BACC is funded through a collaboration of major funders, the Ford Foundation, the Lumina Foundation, and the Open Society Foundations, with contributions from the Annie E. Casey Foundation. The initiative seeks to improve community college completion rates by helping students gain access to public benefits and help close the gap in unmet financial need beyond financial aid.

The \$50,000 grant is to support Skyline College efforts during the planning phase to position the College for implementation funding.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Benefits Access for College Completion grant in the amount of \$50,000 as awarded by CLASP.

BOARD REPORT NO. 12-2-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Michael Williamson, Interim Vice President of Instruction, Skyline College, 738-4321

**ACCEPTANCE OF BAY AREA WORKFORCE FUNDING COLLABORATIVE
AWARD TO SKYLINE COLLEGE**

The Bay Area Workforce Funding Collaborative has approved an award of \$420,000 to Skyline College to design and implement an Allied Health Bridge program for the period of January 1, 2012 through December 31, 2013. This award will bring additional funding to support the San Mateo County Allied Health Career Advancement Academy.

Key features of the project include:

- Expand participation in the entry-level Allied Health Bridge program.
- Transition low income, diverse, and disadvantaged students into SMCCD Allied Health certificate programs and family-sustaining employment.
- Work with regional employers to identify key barriers to advancing incumbent workers along Allied Health career ladders and design specialized solutions to serve incumbent workers.
- Expand employer involvement in the design and delivery of Allied Health programs and in job placement and career advancement strategies.

RECOMMENDATION

It is recommended that the Board of Trustees accept this Bay Area Workforce Funding Collaborative award for the period January 1, 2012 – December 31, 2013 in the amount of \$420,000.

BOARD REPORT NO. 12-2-105B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Michael Williamson, Interim Vice President of Instruction, Skyline College,
738-4321

**ACCEPTANCE OF CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE STATE TRADE AND EXPORT PROMOTION (STEP)
AWARD TO SKYLINE COLLEGE**

The California Community Colleges Chancellor's Office has approved an award of \$54,946 to Skyline College's Center for International Trade Development (CITD) to help increase the number of California small green businesses that are exporting and to raise the value of exports that are currently exported, thus creating green construction industry jobs. The award period is from September 30, 2011 through September 29, 2012.

Key features of the project include:

- Targeted outreach programs to California small businesses dealing in green construction/renewable/sustainable industries, especially women and minority-owned businesses.
- One-on-one technical assistance to participating companies in developing their business strategies.
- Conduct statewide executive briefings to provide export training techniques and best practices to participating companies.
- Coordinate/organize trade mission(s) to promote California goods/services to the Brazilian market.
- Focused networking opportunities whereby participants will be introduced to leaders in the public and private sectors.

RECOMMENDATION

It is recommended that the Board of Trustees accept this California Community Colleges Chancellor's Office STEP award for the period September 30, 2011 – September 29, 2012 in the amount of \$54,946.

BOARD REPORT NO. 12-2-106B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6510

APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS – POLICIES: 1.02, ORGANIZATION OF THE BOARD; 1.10, DUTIES AND RESPONSIBILITIES OF THE BOARD; 1.30, COMPENSATION OF BOARD MEMBERS; 1.35, BOARD MEMBER CONDUCT; 1.40, MEETINGS OF THE BOARD; 1.45, AGENDAS FOR MEETINGS; 1.60, RULES OF ORDER FOR BOARD MEETINGS; 2.21, POLICY ON PROFESSIONAL ETHICS; 2.26, DRUG-FREE WORKPLACE AND EDUCATIONAL ENVIRONMENT; 6.25, PASS/NO PASS OPTIONS; 8.06, INVESTMENT OF DISTRICT FUNDS; 8.29, SECURITY OF CRIMINAL RECORDS; 8.31, DISPOSAL OF DISTRICT PROPERTY; 8.35, CASH COLLECTIONS; 8.40, RISK MANAGEMENT; 8.42, TAX DEFERRED COMPENSATION; 8.50, ACCIDENTS; 8.66, SOLICITATION OF FUNDS; 8.67, ADVERTISING IN DISTRICT PUBLICATIONS; 8.72, REFUND OF FEES; 8.74, EXEMPTIONS AND WAIVERS FROM FEES

In the continuing effort to review and update District Rules and Regulations, revisions to the above referenced policies are recommended.

Many of the revisions are minor and reflect current language and/or practice. Others reflect changes in codes and/or regulations, as advised by the Community College League's Policy & Procedure Service, to which the District subscribes.

Substantial changes are recommended in Policy 8.06, Investment of District Funds. Revision of this policy was requested by the Board. The Board discussed the proposed revisions at its meeting of December 14, 2011.

Policy 8.29, Security of Criminal Records, is recommended for deletion because the District no longer has police on the campuses and, therefore, criminal records are not kept.

The revisions were approved by the District Shared Governance Council at its meeting of February 6, 2012, after consultation with constituency groups on the campuses and at the District Office.

Policy 6.25, Pass/No Pass Options, is within the purview of the Academic Senate. It was revised by the Academic Senate and presented to the District Shared Governance Council for information.

The District has made substantial progress in its review of District Rules and Regulations. It is expected that approximately 12 additional policies will come before the Board for action prior to submission of the next accreditation report in October 2012.

RECOMMENDATION

It is recommended that the Board approve the revisions to District Rules and Regulations as shown on the attached.

1.02 Organization of the Board

1. Authority of the Board

- a. The Board of Trustees (hereinafter referred to as the Board) derives its authority from the Education Code of the State of California. The Board is subject to the provisions of the Constitution of the State of California, the Education Code, the California Administrative Code, its own Rules and Regulations, and the expressed will of the electorate.
- b. Board members have authority only when acting as a Board legally in session. The Board shall not be bound by any statement or action of any individual Board member or employee, except when such statement or action is in pursuance of specific instructions by the Board. No member of the Board shall speak for the Board unless specifically authorized to do so.

2. Membership of the Board

- a. Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.
- b. An employee of the District may not be sworn into office as an elected or appointed member of the Board unless he or she resigns as an employee.
- c. No member of the Board shall, during the term for which he or she is elected, hold an incompatible office.

3. Election and Term of Office

- a. The Board consists of five (5) members elected at large for terms of four (4) years. Terms of Board members are staggered with biennial elections as provided by the Education Code. Elections are held in accordance with provisions of the California Elections Code. In addition to the five Board members, a nonvoting Student Trustee is elected by students to serve on the Board for a one-year term. (See Policy 1.05)
- b. Although the Board encourages Board candidate statements in the sample ballot package, the District will not pay the cost of such statements.
- c. The candidate's statement for the Board election shall contain no more than 200 words.
- d. In case of a tie vote among the candidates for the Board, the Board will determine the winner by lot.

4. Vacancies

- a. Vacancies in the membership of the Board may be filled by appointment or by special election as determined by the Board and in accordance with provisions of the Education Code.
 - i. Within sixty (60) days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.
 - ii. If an election is ordered, it shall be held on the next regular election date not less than one hundred thirty (130) days after the occurrence of the vacancy.
 - iii. If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for Board members, when an election shall be held to fill the vacancy for the remainder of the unexpired term.
 - iv. The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

References: Education Code Sections 5000, et seq, 5090, et seq., 72023, 72103, 72104
~~Government Code Section 1770~~

(Revised ~~2/09xx/xx~~)

1.10 Duties and Responsibilities of the Board

1. The essential duties of the Board, as the elective body representative of all the people of the District, shall be:
 - a. To provide policy guidelines for staff through adoption and periodic review of District Mission and Goals Statement.
 - b. To establish, enforce, and periodically review rules and regulations consistent with the goals and operation of the District and its Colleges.
 - c. To appoint and annually evaluate the Chancellor of the District.
 - d. By Board action and decision making, may give direction to staff on matters relating to District organization, operations, and property.
 - e. To approve all District and College programs, insuring that program offerings are responsive to and reflect community needs.
 - f. To establish guidelines for District negotiations and the collective bargaining process.
 - g. To review and set salary schedules annually for all District personnel. Considers and approves all personnel assignments and transfers on the recommendation of the Chancellor.
 - h. To provide guidelines on funding levels, allocations, and District reserves; review and consider staff-prepared District and College budgets; adopt annual budget; assure fiscal health and stability.
 - i. To delegate appropriate authority for implementation of State law, regulations, and District rules and regulations.
 - j. Under most circumstances, to serve as the final appeal within the District for students, staff, and citizens of the San Mateo County Community College District.
 - k. To monitor institutional performance and educational quality.
 - l. To carry out such specific duties as required by law.

2. The essential responsibilities of the Board, in the public interest and trust, shall be:
 - a. To provide the best possible learning experiences for students of the Colleges.
 - b. To assure that the District and its Colleges are effectively and efficiently managed.
 - c. To maintain enlightened, fair, and equitable policies for employees and students of the District and its Colleges.
 - d. To represent the general interests of the entire College District and to act only on the basis of what is in the best interests of the College District and the community.
 - e. To be knowledgeable of and support the mission and philosophy of community colleges.
 - f. To hire and evaluate the Chancellor.
 - g. To support the work of the Colleges in the community.
 - h. To engage in ongoing development as a Board and to a trustee education program that includes new trustee orientation. The Board will conduct study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Reference: Accreditation Standard IVB.1.d; [Education Code Section 70902](#)

(Revised ~~2/09xx/xx~~)

1.30 Compensation of Board Members

1. The District shall provide compensation to Board members for attending Board meetings at the maximum rate authorized by statute. Compensation shall be paid according to the formula set by statute. The District also reimburses Board members for actual and necessary expenses incurred in travel for District business and at conferences or professional meetings.
2. A member of the Board who does not attend all meetings held by the Board in any given month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.
3. A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the District, is ill or on jury duty, or the absence is due to hardship deemed acceptable by the Board.
4. Mileage allowance for travel necessary to attend Board meetings and to attend to other District business shall be provided at the same rate as that established for District employees.
5. Board members shall be subject to the same travel/conference reimbursement procedures and restrictions as are the District staff members. Meal expenses incurred during a conference shall be reimbursed at the actual cost incurred when receipts are provided.
6. The District shall provide Board members and eligible dependents with medical insurance, dental insurance, life insurance, and payment of premiums for Medicare Part B, with the same conditions and coverage as provided for faculty or staff.
7. The District shall provide the same retiree benefits to an eligible retiring Board member as it provides for faculty and staff. To be eligible for District-paid retiree benefits, the Board member must have at least twelve (12) years of service with the District, and the age at retirement from the Board (in full years), when added to the number of completed full years of service, must total 75 or more. The date a newly elected or appointed Board member takes office shall be the date of employment for purposes of determining for which retiree benefits a Board member qualifies.
8. A Board member who has completed one or more four-year terms of office, but who has served less than twelve years, may be continued in the District medical and dental benefits program upon payment of the premium six months in advance. The District will bill the former Board member for the amount of the benefits selected.
9. If a Board member meets the eligibility requirement for retiree benefits and dies before retirement, the same retiree benefits will be provided for the unmarried surviving spouse as are provided for faculty and staff.

Reference: Education Code Sections 72024 and 72423; Government Code Section 53201

(Revised ~~2/09xx/xx~~)

1.35 Board Member Conduct

1. Board members shall:
 - a. Be bound by approved Board policies.
 - b. Work and communicate through appropriate channels of authority and responsibility.
 - c. Notify the President of the Board or the Secretary for the Board of an expected absence from a Board meeting.
 - d. Not use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.
 - e. ~~A majority of the members of the Board shall not,~~ Not communicate among themselves outside a regularly scheduled meeting, ~~use~~ by using a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.
2. As provided for in the law, written or oral background information supplied to Board members on matters to be discussed in closed session shall be kept confidential.
 - a. Board members shall not reveal the identity of individuals in attendance at closed sessions nor the nature or details of discussion at closed sessions.
 - b. Board members shall not initiate or entertain charges against individual employees at a public Board meeting. As provided by law, appropriate personnel matters shall be discussed by the Board in closed session.
3. Individual Board members shall not instruct staff to conduct investigations, prepare reports, or undertake extensive analysis of information. When information is requested by Board members, the following policy shall be observed:
 - a. It is the policy of the Board that there be no restraints placed upon District employees in providing routine public information except as restricted by statutes.
 - b. If the Board member request is for public information which exists in the form requested, it will be complied with as soon as possible.
 - c. It shall be the policy of the Board that whenever an individual Board member wishes an investigation, study, research project, or analysis, it shall be directed by the majority vote of the Board through the Chancellor.
 - d. All Board member requests received will be referred to the Chancellor who will determine the appropriate disposition and may include, where indicated, the anticipated cost of completing the request, as well as an expected completion date.

1.35 Board Member Conduct (continued)

4. A Board member shall not approach a District employee on personal or sensitive matters with the request that such matters be held in confidence.
5. Data or reports prepared by individual Board members for distribution to the Board shall be the sole responsibility of the author and shall place no obligation on the part of the Chancellor or the Board to take action. Such materials should normally be distributed under "Statements from Board Members" on the regular Board meeting agenda.
6. No member of the Board shall make, participate in making or, in any way, attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know that he or she has a financial interest. Each Board member shall annually file a statement disclosing those interests in investments, real property, and income designated as reportable under the District's Conflict of Interest Code.
7. Individual Board members shall inform the Chancellor of significant complaints and criticism received from the public even though no action is requested. In turn, the Board shall be kept informed of significant complaints and criticism by the Chancellor. The intent of this section is to assure that sensitive or controversial events do not become the subject of public comment before the Board and the administration have knowledge of the facts in the case.
8. Board members shall maintain reasonable decorum at Board meetings.
9. Board members, including the Student Trustee, shall participate in an annual Board evaluation process which will be conducted each calendar year. The purpose of this evaluation of the Board as a whole is to identify those areas of Board functioning which are working well and those which need improvement and to improve communication and understanding among Board members. Evaluation instruments with criteria based upon District Rules and Regulations shall be developed, and a facilitator shall be used by the Board as necessary to assist in this process.
10. Refusal to adhere to these rules shall constitute misconduct by a Board member and shall be grounds for summary termination by the Board President of the offending Board member's privilege of address.

References: Government Code Sections 8314, 54952.2; Penal Code Section 424; Accreditation Standard IV.B.1.e & g

(Revised ~~2/09xx/xx~~)

1.40 Meetings of the Board

1. All meetings of the Board shall be open to the public, except that the Board may hold closed sessions for purposes specifically exempted from the open meeting laws of the State of California.
2. The rules contained in the current edition of Robert's Rules of Order shall govern meetings of the Board in all cases unless they are inconsistent with the Education Code, other State or Federal laws or District Rules and Regulations.
3. Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceeding. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.
4. Annual Organizational Meeting

The Board shall hold an annual organizational meeting within the time frame specified in the Government Code. The purpose of the annual organizational meeting is to elect the President, Vice president-Clerk, **Secretary** and a representative to the County Committee on School District Organization, **and to conduct any other business as required by law or determined by the Board. The date and time of the organizational meeting will be set by the Board at its regular meeting held immediately prior to the organizational meeting-** The organizational meeting shall take place within the regularly scheduled meeting held during the first two weeks of December and shall comply with notification procedures contained in the Education Code. **Members of the Board and Board members-elect** Newly elected members of the Board shall be notified of the date, time, and place of the organizational meeting fifteen (15) days in advance of the meeting.

5. Regular Meetings
 - a. The regular meetings of the Board shall normally be held on the second and fourth Wednesday of each month in the Board of Trustees Meeting Room, District Administration Building. Roll call will be held at 6:00 p.m. and the public session of the meeting will begin at that time. **The date, time, and place of the regular meeting may be changed by action of the Board at any previous meeting-**
 - b. A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.
 - a.c. **The date, time and place of the regular meeting may be changed by action of the Board.** In the event of a change of meeting date, time, or place, the Secretary for the Board **shall notify members of the Board and** shall take appropriate steps to inform the public **and representatives of the news media** of the change in advance of the meeting.
 - d. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.
 - e. All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

1.40 Meetings of the Board (continued)

6. Special Meetings

- a. Special meetings of the Board may be called by the President of the Board or by ~~written request signed by three members~~ a majority of the members of the Board or by the Chancellor of the District when approved by the President of the Board.
- b. Members of the Board shall be notified of the meeting by the Secretary for the Board at least twenty-four (24) hours in advance of the meeting. Notice of such meetings shall be posted at least twenty-four (24) hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. Such notice shall also be provided to representatives of the news media who have requested such notification.
- c. No business shall be transacted at a special meeting other than that specified in the call.

7. Emergency Meetings

- a. Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.
- b. No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.
- c. The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

8. Adjourned Meetings

Adjourned meetings may be held as the business of the Board requires.

9. Closed Sessions

- a. Closed sessions of the Board shall be held only as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code.
- b. The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session.
- c. After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.
- d. All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.
- e. If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

1.40 Meetings of the Board (continued)

10. Hearing on the Budget

A public hearing on the budget shall be held prior to adoption of the budget as required by law.

References: Education Code Sections [72000\(c\)\(2\)\(A\)](#), [72000\(d\)](#), 72122, 72129; Government Code: 54952.2, 54953 et seq., [54954.3\(a\)](#), 54956, 54956.5, 54956.8, 54956.9, 54957, 54957.6, 54961, 11125.4

(Revised ~~2/09~~xx/xx)

1.45 Agendas for Meetings

1. An agenda for each meeting of the Board shall be prepared jointly by the President of the Board or designee and Chancellor. Any member of the Board may ask the Board President to add an item to the agenda. If the Board President denies the request, the requesting Board member may raise the issue at a Board meeting under “Statements from Board Members.” If a majority of Board members agree to add the item, it shall be added to a subsequent agenda. Normally, requests for agenda items shall be submitted ten calendar days in advance of the meeting date.
2. At least five (5) days prior to each regular meeting, the meeting agenda shall be ~~mailed~~ provided to Board members. **The agenda will include titles that accurately describe each item of business to be transacted or discussed at the meeting.**
3. The agenda for each regular and special meeting shall be posted where the public and District employees may see it, at least seventy-two (72) hours prior to the time of the regular meeting and at least twenty-four (24) hours prior to special meetings. The agenda will also be posted on the District’s website. **If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability. Members of the public and others can request that their names be added to an email list for agendas and board packets.**
4. The agenda shall clearly state the items proposed for action. No conclusive policy decision may be taken on a matter until it appears on a published agenda. Items of policy cannot be added to the agenda at the time of the regular meeting unless:
 - a. a majority decides there is an “emergency situation” as defined for emergency meetings;
 - b. two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
 - c. an item appeared on the agenda of, and was continued from, a meeting held not more than five (5) days earlier.
5. This does not preclude the taking of testimony at regularly scheduled meetings on matters not on the agenda which any member of the public may wish to bring before the Board, provided that no action is taken by the Board on such matters at the same meeting at which testimony is taken.
6. The order of business may be changed by consent of the Board.
7. The agenda of regular meetings ~~shall~~ may contain a consent agenda section, under which noncontroversial items of a routine nature, as determined by the Chancellor, may be approved by one vote of the Board. Sufficient back-up material on consent agenda items shall be made available to Board members in advance of the meeting. Prior to a motion for approval of the consent agenda, a Board member may ask questions about a particular agenda item. Also before approval, any Board member, interested student or citizen, or member of the staff may request that an item be removed to be considered separately. If an item is removed, it will be discussed in the order listed, after approval of remaining items on the consent agenda.
8. The agenda of each regular meeting shall include an opportunity for enrolled students, staff, and the public to address the Board on any matter directly related to the business of the College District (Statements from the Public on Non-Agenda Items). In addition, once an agenda item has been presented and staff reports made, the Board shall invite public participation in discussion related to the item.

1.45 Agendas for Meetings (continued)

9. Any person or persons wishing to place a matter before the Board for deliberation or action shall submit to the Chancellor a written request for inclusion of the matter on the agenda no less than seven days prior to the date of the regular meeting. ~~(Presentation to the Board by Persons or Delegations).~~

References: Government Code Sections 54954 et seq., 6250 et seq.; Education Code Sections 72121, 72121.5

(Revised ~~3/09~~ xx/xx)

1.60 Rules of Order for Board Meetings

The Board recognizes both the value of free expression of views and its statutory obligation to make policy decisions essential to the management of the District. Toward these ends, the following rules of order, established under authorization of State statutes, shall govern the conduct of all Board meetings:

1. The President of the Board shall direct the orderly presentation of reports and discussion on all agenda items and on matters introduced under “Statements from the Public on Non-Agenda Items” and “Presentations to the Board by Persons or Delegations.”
2. After an agenda item has been presented and staff reports made, the Board shall invite public participation in discussion relating to the item. Persons addressing the Board will be asked to preface their remarks by giving their name to the President of the Board. The President of the Board may rule out of order discussion which in his/her judgment is not relevant to the agenda item.
3. There will be a time at each regularly scheduled meeting, under “Statements from the Public on Non-Agenda Items,” for the general public to discuss items not on the agenda. No action may be taken by the Board on such items.
- ~~4. Charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by any other reference which tends to identify the employee, should be submitted to the Board in writing and, as provided by law, shall be considered by the Board in closed session. The Board will not consider or discuss oral complaints about an employee made during a Board meeting.~~
- ~~5.4.~~ During any portion of the meeting, the Board may prescribe a time limit on individual presentations and/or a time limit on the total time to be allocated to all presentations on a given item or issue, and the Board may allow all interested participants to address the Board before allowing any participant to be heard a second time.
- ~~6.5.~~ The President of the Board may rule out of order persons who use profanity, threats, physical violence, or obscenity in any form, disturb or disrupt the Board meeting, or fail to conform to a reasonable request to maintain decorum in the meeting room.
- ~~7.6.~~ Persons who are ruled out of order shall be warned of their infraction, dismissed from the meeting room if the warning is not heeded, and removed from the meeting room by appropriate authorities if they do not comply with instructions or directives of the Board or Board President to leave.
- ~~8.7.~~ In the event that any Board meeting is willfully interrupted by an individual or group of persons so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Representatives of the news media and staff members, except those participating in the disturbance, shall be allowed to attend the meeting.
- ~~9.8.~~ Any criminal violation of any provision of law may be directed by the Board to the attention of the appropriate law enforcement agency.

1.60 Rules of Order for Board Meetings (continued)

~~10.9.~~ Members of the public also may submit written communications to the Board on any item either on or off the agenda. Written communication regarding items on the agenda should reach the office of the Chancellor not later than one working day prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

References: Government Code Sections ~~54950, et seq.,~~ 54954.3(~~b~~); Education Code Section 72121.5

(Revised ~~2/09~~ xx/xx)

2.21 Policy on Professional Ethics

All District employees shall adhere to the highest ethical standards in pursuing the College District's mission of providing quality educational programs and in managing resources efficiently and effectively. Ethical standards include but are not limited to commitment to the public good, accountability to the public, and commitment beyond the minimum requirements of the law. Each employee group has prepared a distinct Code of Professional Ethics for their respective constituencies, which, as a whole, comprise the Districtwide Policy on Ethical Behavior adopted by the Board.

1. The Board of Trustees, Administration and classified staff shall act in the best interests of students, the community and the District's mission over other competing interests and shall foster a work/study environment that values respect, fairness, and integrity and is positive, encouraging, and success-oriented. The College District has adopted policies and practices that protect the rights of individuals (Rules and Regulations 2.12); that protect individuals from unlawful discrimination (2.20) and sexual harassment (2.25); that prohibit the Board and employees from making or participating in making a decision in which they have a financial interest (1.35 and 2.45); and that provide for the support and development of each District employee (2.11).

The Board has also adopted policies ensuring public input into Board deliberations (1.45); adhering to the law and spirit of open meeting laws and regulations (1.40); exercising authority only as a Board (1.02); using appropriate channels of communication (1.35); and devoting adequate time to Board work and being informed about the District, educational issues and responsibilities of trusteeship (1.10).

Violations of the Board's Policy on Professional Ethics will be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved, the Board President may appoint an ad hoc committee, consult with legal counsel and/or refer the matter to the District Attorney to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board and may include censure of the Board member who is in violation of the policy. If the President of the Board is perceived to have violated the code, the Vice President of the Board is authorized to pursue resolution.

2. The faculty of the SMCCCD has developed a Code of Professional Ethics which can be found at:

<http://www.smccd.edu/accounts/smccd/committees/academicsenate/Code%20of%20professional%20Ethics%20Adopted%20May%202008.doc>

3. The Associated Student organizations of all three Colleges have developed a Code of Ethics which can be found at:

<http://www.smccd.edu/accounts/smccd/ethics.shtml>

Reference: Accreditation Standards III.A.1.d and IV.B.1.a, e, h

(~~6/08~~ Revised xx/xx)

2.26 Drug-Free Workplace and Educational Environment

1. It is the policy of the San Mateo County Community College District to maintain a drug-free workplace and educational environment for its employees and students in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. In addition to this policy, the District continues to maintain its employee and student policies pertaining to the possession and use of alcohol and drugs on District property. Employees and students who are under the influence of an intoxicant while on District property are subject to disciplinary action, pursuant to current policies which regulate employee and student conduct.
2. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in the workplace or educational facilities and on any District property is strictly prohibited. "Controlled substance," as defined in the Act, does not include distilled spirits, wine, malt beverages or tobacco. This policy does not prohibit the lawful use of alcoholic beverages on District property provided that such use strictly adheres to State or other laws which expressly permit its use under specific circumstances and in specified District facilities.
3. ~~As appropriate and permitted by law, the Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus. or at fund raising events held to benefit non-profit corporations.~~ Alcoholic beverages shall not be served on campus except in accordance with these procedures.
- ~~3.4.~~ It is the responsibility of each District employee to adhere to the requirements of the drug-free policy and to notify the Office of Human Resources within five (5) days of any criminal drug statute conviction for violations occurring in the workplace or educational setting.
- ~~4.5.~~ Within ten (10) days after receiving notice from an employee of any criminal drug statute conviction, the Office of Human Resources will notify all Federal agencies from which Federal grants are received, pursuant to requirement of the Act.
- ~~5.6.~~ Within thirty (30) days of receiving notice of such conviction, the Chancellor or designee shall initiate the appropriate personnel action or require the employee to participate in a drug-abuse assistance or rehabilitation program.
- ~~6.7.~~ District employees found to be in violation of this policy by unlawfully manufacturing, distributing, dispensing, possessing or using alcohol or a controlled substance in the workplace, educational facility or on any District property, or by failing to notify the District of criminal drug statute convictions as required, will be subject to disciplinary measures up to and including dismissal, pursuant to established District and collective-bargained policies and procedures.
- ~~7.8.~~ It is the responsibility of each District student to adhere to the regulations of this drug-free policy. Students found to be in violation of this policy by the unlawful manufacturing, distributing, dispensing, possessing or using alcohol or a controlled substance on District property will be subject to disciplinary measures up to, and including expulsion, pursuant to District policy.
- ~~8.9.~~ Notice of the District Drug-Free Workplace and Educational Environment policy will be included in regular student publications and will be made available to employees annually.
- ~~9.10.~~ The District maintains a program of random alcohol and controlled substances testing for all persons who perform safety-sensitive functions such as driving passenger vehicles or operating a vehicle with a weight that is subject to this policy, as defined by the Omnibus Transportation Employee Testing

2.26 Drug-Free Workplace and Educational Environment (continued)

Act of 1991 (hereinafter referred to as "the Omnibus Act"). This policy applies only to those District employees who are directly identified by the Vice Chancellor, Human Resources and appropriate administrator as holding and performing functions which have been identified as safety-sensitive and who are considered to be covered by the Federal regulations. These employees include all District employees who hold a commercial driver's license which is necessary to perform job-related duties such as operating a commercial motor vehicle or carrying fifteen (15) or more passengers, including the driver.

- ~~10-11.~~ Employees who are covered by the Omnibus Act will be so notified and receive written information pertaining to it, its testing requirements, and their rights therein.
- ~~11-12.~~ Pursuant to the Omnibus Act, District employees who are affected by this Act are subject to alcohol and controlled substance testing. The presence in the body, possession, use, distribution, dispensing and/or unlawful manufacture or sale of prohibited drugs is not condoned while conducting District business, or while in work areas, or in District vehicles on or off District property. Driving and/or otherwise performing safety-sensitive work while under the influence of alcohol, a controlled substance, or impaired as the result of a legally prescribed medication, are considered "prohibited conduct" for the purpose of this Act.
- ~~12-13.~~ Each driver who has engaged in prohibited conduct (found to be operating under the influence of alcohol or a controlled substance) shall be advised of resources available in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names and locations of substance abuse professionals and counseling and treatment programs. Those employees who are found to be impaired as the result of using a prescription drug will not be permitted to perform safety-sensitive job duties and will be directed to their treating physician to regulate use of their medication.
- ~~13-14.~~ The referral of a driver to an assistance program or substance abuse professional shall not preclude the imposition of disciplinary action. The employee will be accorded all rights and benefits as specified in the Americans with Disabilities Act and other applicable medical and leave laws as appropriate. Disciplinary procedures which may be imposed on the employee will adhere to District and collectively-bargained policies and procedures.

References: Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g ; 34 C.F.R. Sections 86.1 et seq. and 668.46(b); 49 C.R.F. Part 40; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702; Business and Professions Code Section 25608

(Revised ~~5/09~~ xx/xx)

6.25 Pass/No Pass Options

[Replaces Section 7.35(6), Credit/No Credit Options]

1. Courses may be offered in either or both of the following categories and, if so, shall require that each College catalog specify the category into which each course falls:
 - a. Courses in which all students are evaluated on a ~~“Credit/No Credit”~~ “Pass/No Pass” basis.
 - b. Courses in which students may elect on registration, or within a prescribed period, not to exceed the first 30 percent of the term, whether the basis of evaluation is to be ~~“Credit/No Credit”~~ “Pass/No Pass” or a letter grade.
 - i. Courses in which such option exists will be ~~so designated by the Division Dean in consultation with appropriate members of the division faculty~~ approved by the College Curriculum Committee or Committee on Instruction.
 - ii. The utilization of courses graded on a ~~“Credit/No Credit”~~ “Pass/No Pass” basis to satisfy major or certificate requirements must be approved by the ~~Division Dean in consultation with appropriate members of the division faculty~~ College Curriculum Committee or Committee on Instruction.
 - iii. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be applied from courses in which the student has elected a ~~“Credit/No Credit”~~ “Pass/No Pass” option.
 - c. When a course is offered in which credit is awarded on the basis of a single satisfactory standard of performance, the ~~“Credit/No Credit”~~ “Pass/No Pass” grading standard must be utilized. Credit shall be awarded for meeting that standard and no credit for failure to do so.
2. All units of credit earned on a “Pass/No Pass” or “Credit/No Credit” basis in accredited institutions of higher education shall be counted in satisfaction of College curriculum requirements.
3. Units earned on a “Pass/No Pass” basis shall not be used to calculate grade point averages. However, units attempted for which the symbol “NP” is recorded shall be considered in probation and dismissal procedures.

Reference: Title 5 Sections 55022, 55023

(xx/xx)

8.06 Investment of District Funds

1. This section of Rules and Regulations is intended to provide policy direction for investment of all District funds. The Executive Vice Chancellor is responsible for investment of District funds, within the parameters of this policy. **It is intended to provide meaningful guidance in the management of the portfolio and not be overly restrictive given the changing economic and investment market conditions. This policy statement shall be reviewed no less than annually by the District. Any modifications should be immediately provided to the investment advisors, if any.**
2. **General Rule: The District operates its temporarily pooled idle cash under the prudent-man rule (CA Probate Code Section 16040). This affords the District a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under current legislation of the State of California (Government Code Section 53600 et seq.).**

The following criteria, known by the California Municipal Treasurer's Association as "SLY", will be used for selecting investments, in order of priority:

- a. **Safety:** The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. The District only operates in those investments that are considered very safe.
 - b. **Liquidity:** This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality, especially when the need for unexpected funds appears occasionally.
 - c. **Yield:** This is the potential dollar earnings an investment can provide, and sometimes is described as the "rate of return."
- ~~2.3.~~ To maximize the income generated from any surplus funds available for investment and to assure that these investments are made under the provisions of Federal and State law and regulations, the following financial instruments are designated as acceptable investments under the provisions of Government Code Sections 53600 and 53601. **All final maturities are limited to five years unless specified otherwise.**
- a. Up to 100% of the portfolio may be invested in the District's own bonds.
 - b. Up to 100% of the portfolio may be invested in U.S. Treasury notes, bills, or bonds.
 - c. Up to 30% of the portfolio may be invested in any one particular Federal agency or U.S. government-sponsored enterprise (GSE), such as FNMA or FHLMC.
 - ~~b.~~d. Up to 20% of the portfolio may be invested in mortgage backed securities (MBS) or asset backed securities (ABS). The issuer of this investment shall have a minimum "A" credit rating by a nationally recognized rating service, and the specific investment shall carry a minimum rating of "AA."
 - ~~e.~~ ~~Government agency securities guaranteed by the Federal National Mortgage Association or by the small business administration.~~
 - ~~e.~~e. Up to 30% of the portfolio may be invested in ~~C~~certificates of ~~D~~deposit placed with commercial banks and/or savings and loan companies.
 - ~~d.~~f. Up to 30% of the portfolio may be invested in registered ~~Register~~ State warrants, notes or bonds.
 - g. Up to 40% of the portfolio may be invested in ~~B~~banker's ~~A~~acceptance, ~~with maturity limited to 180 days and not more than 40 percent of portfolio~~ not to exceed 180 days maturities, with

8.06 Investment of District Funds (continued)

- no more than 30% of the portfolio invested in the banker's acceptances of any one commercial bank.
- e.h. Up to 30% of the portfolio may be invested in ~~€~~commercial paper of prime quality with maturity limited to ~~270-180~~ days ~~and not more than 25% of portfolio.~~
- f.i. Up to 100% of the portfolio may be invested in the Local Agency Investment Fund (LAIF). ~~State pool~~
- j. Up to 100% of the portfolio may be invested in the San Mateo County Treasury.
- k. Up to 30% of the portfolio may be invested in securities that have the explicit or implicit guarantee of the U.S. government (such as the Federal Deposit Insurance Corporation's, FDIC, Temporary Liquidity Guarantee Program, TLGP).
- l. Up to 30% of the portfolio may be invested in U.S. corporate bonds with a minimum rating of "A" by a nationally recognized rating service, subject to a maximum of five percent of the portfolio in any one corporation, at the time of purchase. Non-U.S. issuers are excluded.

<u>Security Description</u>	<u>Maximum</u>
District's own bonds	100%
U.S. Treasuries	100%
Federal Agencies or GSEs (per issuer)	30%
Mortgage backed securities or Asset backed securities (MBS or ABS)	20%
Certificates of deposit (CD)	30%
Registered state warrants, notes or bonds	30%
Bankers Acceptance	40%
Commercial Paper	30%
Local Agency Investment Fund (LAIF)	100%
San Mateo County Treasury	100%
Other Federal government guaranteed securities	30%
U.S. Corporate Bonds	30%

~~3. The following criteria will be used for selecting investments, in order of priority:~~

- ~~a. Safety~~
~~b. Liquidity~~
~~c. Yield~~

~~4. Assuming that two or more investments' yields are equal, the following order of priority will be used for making investments:~~

8.06 Investment of District Funds (continued)

- ~~a. LAIF up to \$20 million limit~~
 - ~~b. Certificated of Deposits in amounts not to exceed the FDIC insurable amount from any one institution~~
 - ~~c. U.S. Treasury bills, notes, bonds~~
 - ~~d. County Treasury as depository for District funds and cash balances shall earn interest in the County Investment Pool on a daily cash balance basis~~
- ~~5. Other investments which are deemed prudent but which are not specifically approved in Section 8.06(4) will be brought to the Board for review.~~
- ~~6. To provide the highest yield possible in selection of investments, the following conditions will be met provided the criteria for safety and liquidity have also been met:~~
- ~~a. Maturity dates shall be times to meet anticipated cash need.~~
 - ~~b. The financial soundness, experience, and personnel of all institutions or brokerage firms will be investigated before and District funds are committed.~~
 - ~~c. District funds will not be invested in futures or options or repurchase or reverse repurchase agreements.~~
 - ~~d. Reasonable costs (normally not more than one quarter of one percent) for making investments or investment advice will be paid.~~
- ~~7. A bank account will be established for the purposes of depositing and wire transferring District funds for investment.~~
4. Statements, including positions marked to the market, all transactions, and summary of income, will be sent to the Treasurer monthly. Performance reports will be provided to the Treasurer and Board on a quarterly basis. Investment performance will be reported relative to appropriate market benchmarks. These benchmarks should approximate the specific restrictions in this investment policy statement, the California government code guidelines, and the timeframe for the portfolio. Shorter-term portfolios, such as LAIF, should be benchmarked against shorter-term indices like the 3 month T-bill. Intermediate-term portfolios should be benchmarked against the Barclay's Capital 1-3 Year Government Index and the Barclay's Capital 1-5 Year Aggregate Index. While no one benchmark exactly matches the specifics of this investment policy statement, reviewing performance relative to these three benchmarks is appropriate.
5. Officers, employees, and agents involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions. Officers, employees, and agents involved in the investment process shall abide by the California Government Code Section 1090 et seq. and the California Political Reform Act (California Governmental Code Section 81000 et seq.).

References: California Probate Code Section 16040; Government Code Sections 53600 et seq., 1090 et seq., 81000 et seq.

(Reviewed 8/10 Revised xx/xx)

~~8.29 Security of Criminal Records~~

- ~~1. Criminal offender record information is defined by the Penal Code and includes summary information collected as the result of an arrest. These records may include: California Department of Justice rap sheets; Department of Justice computerized criminal history system printouts (CHS); and FBI or other states' rap sheets.~~
- ~~2. The Assistant Superintendent, or designee, is the Record Security Officer for the District. Any questions regarding the security and privacy of criminal offender record information are to be resolved by the Record Security Officer. The Record Security Officer has the authority and responsibility for enforcing these regulations. Only the Record Security Officer is authorized to release criminal offender record information.~~
- ~~3. Criminal offender record information (CORI) maintained by the District will not normally be released to any other agency. Agencies or departments wishing to obtain CORI will be referred either to the California Department of Justice or whichever local agency created the record. Any variation from this policy must be approved by the Record Security Officer and shall be documented in writing. Any release of a California Department of Justice rap sheet shall be documented in the following manner:
 - ~~a. A record shall be maintained of each release of state summary criminal offender record information for a period of three years. A record of the release shall contain the date of dissemination, the name of the agency, and, where possible, the name of the person to whom the information was given, the extent of the information given, and how it was transmitted.~~
 - ~~b. The Record Security Officer shall comply with any reasonable request made by a representative of the Department of Justice relative to any security and privacy audit.~~~~
- ~~4. Criminal offender record information shall be stored in a secure area, and only persons authorized by the Record Security Officer may have access to criminal offender record information maintained by the District.
 - ~~a. If a criminal offender record is destroyed, it shall be destroyed in such a way that the subject's name can no longer be identified (shredding, burning, tearing, etc.). Criminal offender record information will be destroyed by a person authorized by the Record Security Officer to do so.~~
 - ~~b. Criminal offender record information shall not be reproduced by the District. Any variance in this policy must be approved by the Record Security Officer and will be documented in writing.~~~~
- ~~5. Criminal offender record information shall not be made available to the employee. An employee may apply for a copy of his/her record from the California Department of Justice.~~
- ~~6. District personnel who have access to criminal offender record information shall be required to read and understand this policy. Violation of this policy, or of the rules and regulations governing the use and control of criminal offender record information, may result in disciplinary action, and possible criminal and civil penalties.~~
- ~~7. The Record Security Officer shall either attend a Department of Justice session on the proper use and control of criminal offender record information or shall familiarize himself/herself with training materials on the proper use and control of criminal offender record information provided by the California Department of Justice.~~

8.31 Disposal of District Property

1. The Board delegates to the Chancellor or designee the responsibility to identify any District property which is to be disposed of for the purpose of replacement or because it is unsatisfactory, unsuitable, or no longer required for District/College use. Such property shall be considered surplus property.

Whenever possible, the value of surplus property shall be determined in an objective manner through the use of independent sources (such as published value guides or industry advisors). Recommendations concerning the value of surplus property shall be done by persons who do not have a conflict of interest with any subsequent sale or other disposal of that property.

2. All surplus District personal property valued in excess of \$5,000 shall be offered for sale through a public bid process or public auction only after appropriate public notice in accordance with applicable provisions of the Education Code. If no qualified bid is received for such surplus property, it may be sold at private sale without advertising.
3. The Chancellor or designee is authorized to sell any surplus District personal property whose value does not exceed \$5,000 by private sale without advertising.
4. If the surplus property is of insufficient value (as determined in Section 8.31 [2] above) to defray the costs of arranging a sale, the Chancellor or designee may donate the property to a public, charitable, civic, or nonprofit organization or may otherwise dispose of the property in accordance with existing regulations.
5. No Trustee or anyone acting on his/her behalf shall be eligible to purchase or bid on material or equipment that is declared surplus.
6. District employees or anyone acting on their behalf who are involved in determining the personal property to be declared as surplus, establishing the property's value, or enhancing the property's value through repairs or alterations, are not eligible to participate in bidding on or purchasing such property.
7. Prior to obtaining the services of someone who is not a District employee to assist in the disposal of personal property (identifying items as surplus or valuing or selling such items), an agreement must be secured from that person not to participate in bidding on or purchasing such property, either in person or through an agent.
8. A summary report on the disposal of all surplus property whether by sale or other means, shall be presented to the Board for ratification semi-annually.

Reference: Education Code Sections 70902(b)(6), 81384, 81452

(Revised ~~01/08~~ xx/xx)

8.35 Cash Collections

1. The collection of all money, including but not limited to the sale of materials, deposit on materials, fees, services rendered to students, library fines and charges, shall be made in accordance with the Education Code, standard accounting principles, and written District administrative procedures.
2. All funds collected shall be deposited in approved District clearing accounts within five working days after receipt.
3. Funds collected cannot be utilized as revolving cash funds.

(Reviewed xx/xx)

8.40 Risk Management

1. The District shall provide a program of Risk Management consistent with all legal requirements and within the financial ability of the District.
2. Within the Risk Management program, the District may purchase insurance for all real and personal property of the District; to protect the District from losses due to employee dishonesty, injury, or death; and to protect the Board, its appointed officers, and its employees while acting in the discharge of duties within the scope of their employment.
3. The ~~Assistant Superintendent for Administrative Services~~ Executive Vice Chancellor is responsible for developing and maintaining procedures necessary for carrying out all aspects of the District's Risk Management policy.
4. Self-insurance, insurance pools, and insurance policies shall be evaluated to provide the most economical approach for the District's Risk Management program.
5. Insurance coverage will be recommended for purchase if the potential loss could significantly affect the District's financial position and if the extent of risk is higher than the cost of insurance.
 - a. All risks of loss and need for insurance will be evaluated both as a single activity and from the viewpoint of the entire District.
 - b. Conditions and practices which may cause loss are to be eliminated or modified whenever possible.
6. Insurable Value - Buildings and Contents
 - a. The insurable value of a building shall be defined as the replacement cost of such buildings.
 - b. The term "contents," as used in connection with insurance, shall be defined as all personal property not specifically excluded by the terms of the broad form for fire insurance policies. The valuation of contents, for insurance purposes, shall be on the basis of replacement cost.
 - c. The District shall not be responsible for the cost of repair or replacement or employees' personal property which is lost, stolen, or damaged while on District property.
7. A comprehensive report on the District's insurance coverage shall be brought to the Board ~~for approval~~ on an annual basis.

(Reviewed 10/11 Revised xx/xx)

8.42 Tax Deferred Compensation

1. Regular certificated contract employees and members of the classified service may, for the purpose of deferring taxation on compensation, enter into deferred compensation agreements for the purpose of effecting a reduction in the salary paid them.
2. The San Mateo County Community College District shall deposit the deferred compensation with financial and commercial insurance companies designated by the District which meet the criteria of Section 403(b) of the Internal Revenue Code and the requirements of the District.
3. The **Executive Vice** Chancellor or designee is authorized to sign employee designated deferred compensation agreements for **those employees who wish to defer taxation on compensation.**

Reference: Education Code Section 87040(b)

(Revised xx/xx)

8.50 Accidents

1. All serious accidents or illnesses occurring at a College shall be reported immediately to the Health Services Office ~~or to the Director of Operations~~ and to the District Administrative Services Office.
2. A written report of accidents occurring on District premises or involved with District activities resulting in injury to person or property damage shall be reported to the District Administrative Services Office.
3. Accidents involving a District-owned vehicle must be reported immediately to the appropriate College administrator. A written report must be filed within 24 hours to the District Administrative Services Office.
4. Any communication, claim, or written demand covering an accident involving the District shall be forwarded to the District Administrative Services Office. The District Administrative Services Office shall make such acknowledgement as is deemed appropriate, report receipt of claim to the Chancellor ~~Superintendent~~ for report to the Board, and forward the claim to the District's liability insurance carrier.
5. Upon receipt of a summons or complaint or written demand covering an accident involving the District, the District Administrative Services Office shall forward a copy of such summons or complaint, or written demand, together with supporting documents and records immediately to the District's legal advisors.

(~~Reviewed 10/11~~ Revised xx/xx)

8.66 Solicitation of Funds

1. By Off-Campus Organizations

- a. All solicitation of funds from students or staff by off-campus organizations or person(s) is prohibited except with the express approval of the Board or of the Chancellor-~~Superintendent~~. In the event that the Chancellor-~~Superintendent~~ denies a request to solicit funds, the applicant may appeal the decision to the Board.

~~b. The United Way campaign and the Combined Health Agencies Drive (CHAD) are permitted to solicit funds once a year from College and District personnel. Payroll deductions shall be allowed for employee contributions to these organizations.~~

2. By District Personnel or Organizations

- a. All solicitation of funds from students, staff, or the public by District personnel or organizations is prohibited except with the express approval of the Board or the Chancellor-~~Superintendent~~. In the event that the Chancellor-~~Superintendent~~ denies a request to solicit funds, the applicant may appeal the decision to the Board.

- b. District personnel or organizations shall not use the name of the District in soliciting funds without the approval of the Chancellor-~~Superintendent~~.

- c. KCSM-TV and KCSM-FM are allowed to solicit funds from the public for station operations through the use of such fundraising methods as are approved by the Federal Communications Commission. Solicitation of funds by KCSM shall be governed by applicable law and Federal Communications Commission regulations. KCSM-TV and KCSM-FM may solicit funds in the following manner:

- 1) Requests for corporate underwriting.
- 2) Request for viewer/listener contributions.
- 3) Special events sponsorship.
- 4) Sale of advertising space in program guides and other publications.

(Revised xx/xx)

8.67 Advertising in District Publications

1. The District and its Colleges may accept commercial advertisements for placement in College class schedules and other promotional publications. Revenue from advertisements shall be used to defray the cost of publication production.
2. The District and Colleges may accept advertisements from established businesses which provide products and services related to the purpose of an educational institution. Advertisements for businesses located near the Colleges or District Office and from businesses which employ college students and /or graduates may also be accepted. Advertisements for the following shall not be accepted.
 - a. Cigarettes and tobacco products
 - b. Alcoholic beverages
 - c. Noncommercial advertisements
3. The District shall retain complete control over advertisements placed in District publications and retains the right to refuse any advertisement.
 - a. The Chancellor-~~Superintendent~~ and/or College President shall assure that advertisements accepted for publication are fitting and appropriate for inclusion in the specific publication.
 - b. The Board delegates to the Chancellor-~~Superintendent~~ or his/her designee the authority to enter into agreements and to pay a percentage commission to advertising/marketing firms which solicit and procure advertising for the Colleges. The commission rate paid shall be in accordance with prevailing rates.

(Revised ~~10/82~~ xx/xx)

8.72 Refund of Fees

1. The parking fee ~~is non-refundable.~~ ~~and~~ The health services fee ~~will be~~ is fully refundable through the second week of instruction for students enrolled in semester-length classes and through the first 10% of the period of instruction for students enrolled in less than semester-length classes (including summer session).
2. The student body fee is subject to reimbursement upon student request within published timelines.
3. State-mandated enrollment fees shall be refunded in accordance with the following guidelines:
 - a. A student enrolled in a semester-length class who cancels his/her registration prior to the beginning of classes or who officially withdraws from all classes prior to the close of business on the date established in the college calendar as the last day to add semester-length classes shall be entitled to full credit toward future fees or to a refund, less a \$10 processing fee.
 - b. A student enrolled in a Summer Session class or in a less than semester-length class and who officially withdraws from that class prior to or within the first 10% of the period of instruction shall be entitled to full credit toward future fees or to a refund, less a \$10 processing fee.

Less than semester-length courses in which the last day to enroll extends beyond the first two weeks of instruction will use that date as the deadline for refund determination.

- c. A student who officially completes a change of program within the prescribed period, and as a result reduces the number of units in which s/he is enrolled, is entitled to a refund if the change places that student in a different enrollment fee category. Such a student shall not be subject to the processing fee.
 - d. A processing fee may be charged only once per each semester or session. If a student pays an enrollment fee of less than \$10, and cancels his/her registration or withdraws from all classes before the deadline, the processing fee shall equal the enrollment fee.
 - e. An eligible student may elect to have a credit in lieu of a refund. Such a credit will be carried in the District's books for five years unless redeemed by the student.
 - f. The State-mandated enrollment fee will be fully refunded if an action of the College (e.g., class cancellation) prevents a student from attending class.
4. Nonresident tuition fees shall be refunded in whole or in part in accordance with the following guidelines for semester length classes:
 - a. A student shall be entitled to a full refund if tuition has been collected in error.
 - b. A student who cancels his/her registration prior to the beginning of classes or who officially withdraws from the College within the first two weeks of the semester shall be entitled to a full refund less a \$50 processing fee.
 - c. A student who officially reduces his/her program within the first two weeks of the semester shall be entitled to receive a full refund for the units dropped.
 - d. A student who officially withdraws or reduces his/her program after the first two weeks of the semester shall not be entitled to a refund.

8.72 Refund of Fees (continued)

5. Nonresident tuition fees for Summer Session and less than semester-length courses shall be refunded in whole or in part in accordance with the following guidelines:
 - a. A student shall be entitled to a full refund if tuition has been collected in error.
 - b. A student who cancels his/her registration prior to the beginning of classes or who officially withdraws within 10% of the period of instruction shall be entitled to a full refund less a \$50 processing fee.
 - c. A student who officially withdraws after 10% of the period of instruction has passed shall not be entitled to a refund.
6. Exceptions to the policy on the refund of nonresident tuition may be authorized by the Vice President for Student Services in cases of unique or extraordinary circumstances beyond the control of the student.

(Revised ~~6/97~~ xx/xx)

8.74 Exemptions and Waivers from Fees

1. Students who qualify in the following categories will be exempted from payment of the health services fee:
 - a. Students who are deemed to be "low-income" students by the College Financial Aid Office and will be receiving a Board of Governors Waiver (BOGW) are exempt from paying the health services fee.
 - b. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization are exempt from paying the health services fee.
 - c. Students who are attending college under an approved apprenticeship training program are exempt from paying the health services fee (as well as the enrollment fee).
 - d. Students who are dependents of disabled veterans or service-connected deceased veterans.
2. Students who qualify in the following categories will have their health services fee waived:
 - a. All regular faculty and classified employees of the District enrolled in classes.
 - b. High school students enrolled in classes through the concurrent enrollment program.
 - c. Students enrolled exclusively in distance learning classes, community services or contract education classes, weekend classes or off-campus classes.
3. The enrollment fee will be waived for special part-time students concurrently enrolled in high school.
4. The student representation fee will be waived for students who refuse to pay it for religious, political, moral or financial reasons.
5. District fees may be waived for economically disadvantaged students. An economically disadvantaged student is one who applies for and is certified eligible to receive financial aid, but there is no money available for an award.
6. Nonresident tuition for international students may be waived by the Vice President for Student Services when there is student financial hardship. Waivers will be limited to ten percent (10%) of the total international students attending the District's Colleges.
7. State-mandated fees shall be waived for economically disadvantaged students, in accordance with regulations and definitions adopted by the State.

References: Education Sections 66025.3, 72246(c)(d.1)(d.2), 72252, 76060.5

(Revised ~~6/97~~ xx/xx)

BOARD REPORT NO. 12-2-107B

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor
 PREPARED BY: Jan Roecks, Director of General Service, 358-6879

APPROVAL OF CONSTRUCTION CONSULTANTS

To fulfill the requirements of its Capital Improvement Program, the District must retain consulting expertise and various construction consulting services. The professional services required by the District in support of its Capital Improvement Program are temporary or specialized in nature and District employees do not provide such expertise. Services provided include architectural and design, engineering, master scheduling, project management, program information and project controls, building commissioning, construction testing and inspection, environmental testing, construction-related legal services and documentation for construction planning, as required by the State Chancellor’s office.

As the District continues to wind down the CIP2 program, some consulting needs remain. Listed below are prequalified consultants that the District will have under contract in support of CIP2 planning, design and construction efforts.

Firm	Board Approval Requested	Activity/Projects
Noll and Tam	\$300,000	Architectural Services for District
Shannon Leigh	\$50,000	Skyline Interior Signage Wayfinding
TRC Engineers	\$50,000	Geotechnical Services for District

Funding sources for construction consultant services include general obligation bond funds, State scheduled maintenance funds, State hazardous materials program funds, and State funds approved for capital outlay projects.

RECOMMENDATION

It is recommended that the Board approve these construction consultant services, as detailed above, in an amount not to exceed \$400,000.

BOARD REPORT NO. 12-2-8C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Jan Roecks, Director of General Services, 358-6879

2012 CONTRACTOR PREQUALIFICATION UPDATE

The District has required prequalification of prospective bidders on public works projects subject to public bidding requirements since April 2000 when the Board of Trustees approved use of Public Contract Code Section 20111.5. Under these provisions, only prequalified bidders are eligible to submit bids for District construction projects. During the Capital Improvement Programs the process provided the District with a pool of highly qualified contractors using an extensive application process. Though construction activity has continued to slow down as the Capital Improvement Programs come to a close, the District still needs a pool of qualified contractors to draw upon.

The General Services Department took over management of the 2012 Contractor Prequalification process beginning in August, 2011. Notifications of the application process were placed on the SMCCCD Facilities website, in legal advertisements, and through emails to previously qualified contractors. As in prior years, an Application Clinic was held to provide hands-on, computer-based assistance for interested contractors in an effort to assist smaller contractors. The deadline for submission was in December, 2011 and contractors were officially notified of their prequalification status the first week of January, 2012.

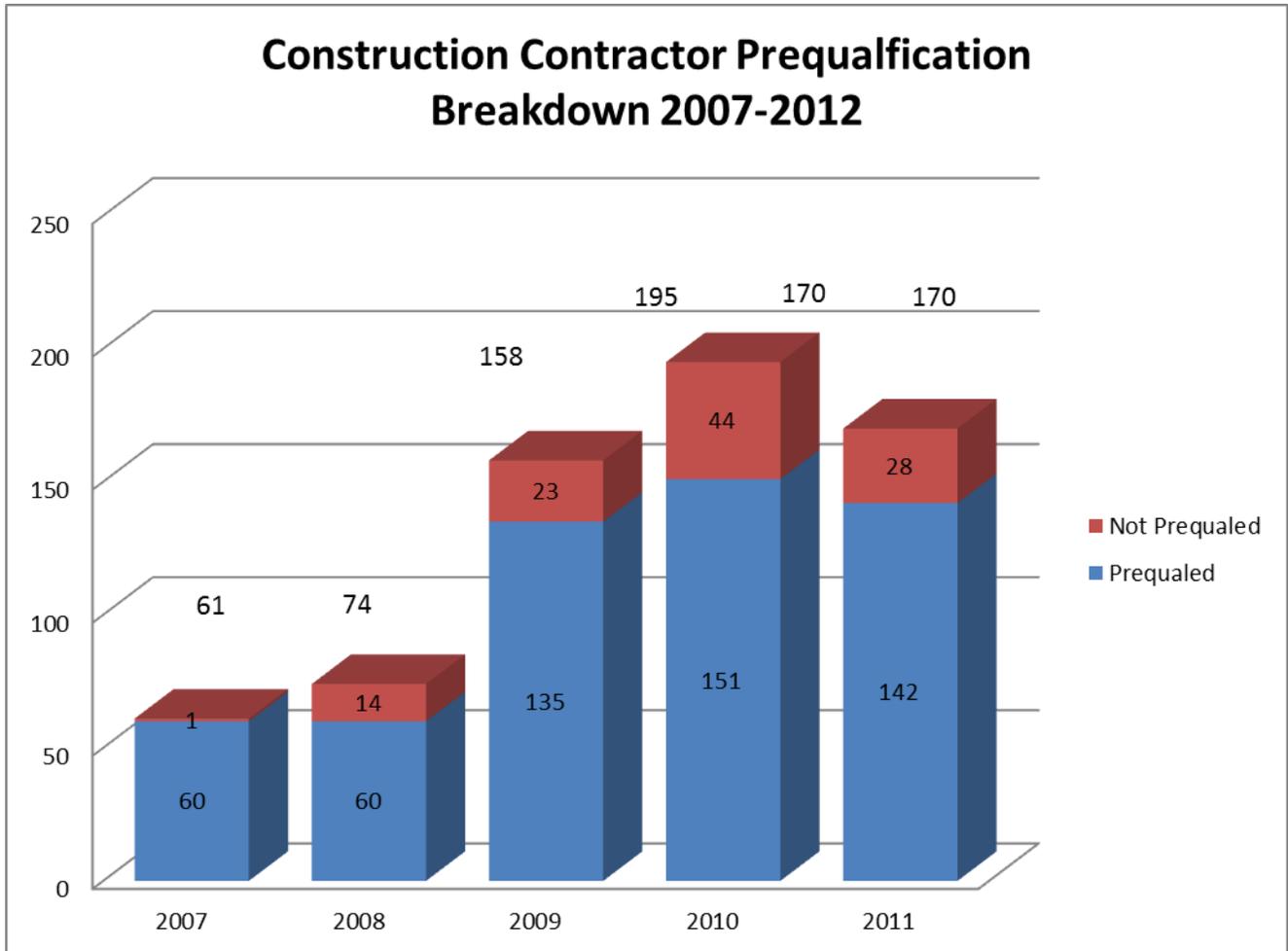
San Mateo County Community College District requires its prequalified contractors to meet certain applicable criteria, such as:

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

Submitted applications are reviewed for thoroughness and completeness. The contractor's license must be confirmed on the Contractors State License Board website. Other qualitative documents that staff reviews include: certified payroll example, résumés of key personnel, certified financial statements, letter from a surety company confirming bonding capacity, and current Certificates of Insurance.

The following charts demonstrate the breakdown, the demographics, the breadth, and the license types of the 2012 prequalified contractor pool. As detailed in the first chart, the pool of prequalified contractors

declined only slightly this year, reflecting the District drawing near the completion of CIP2. Nevertheless, the District continues to be successful at maintaining a large number of highly regarded national and regional contractors while attracting small and emerging local firms. The District is confident that the pool will more than serve the requirements for construction in 2012. As in prior years, the bulk of the contractors are from San Mateo, Alameda and Santa Clara Counties.



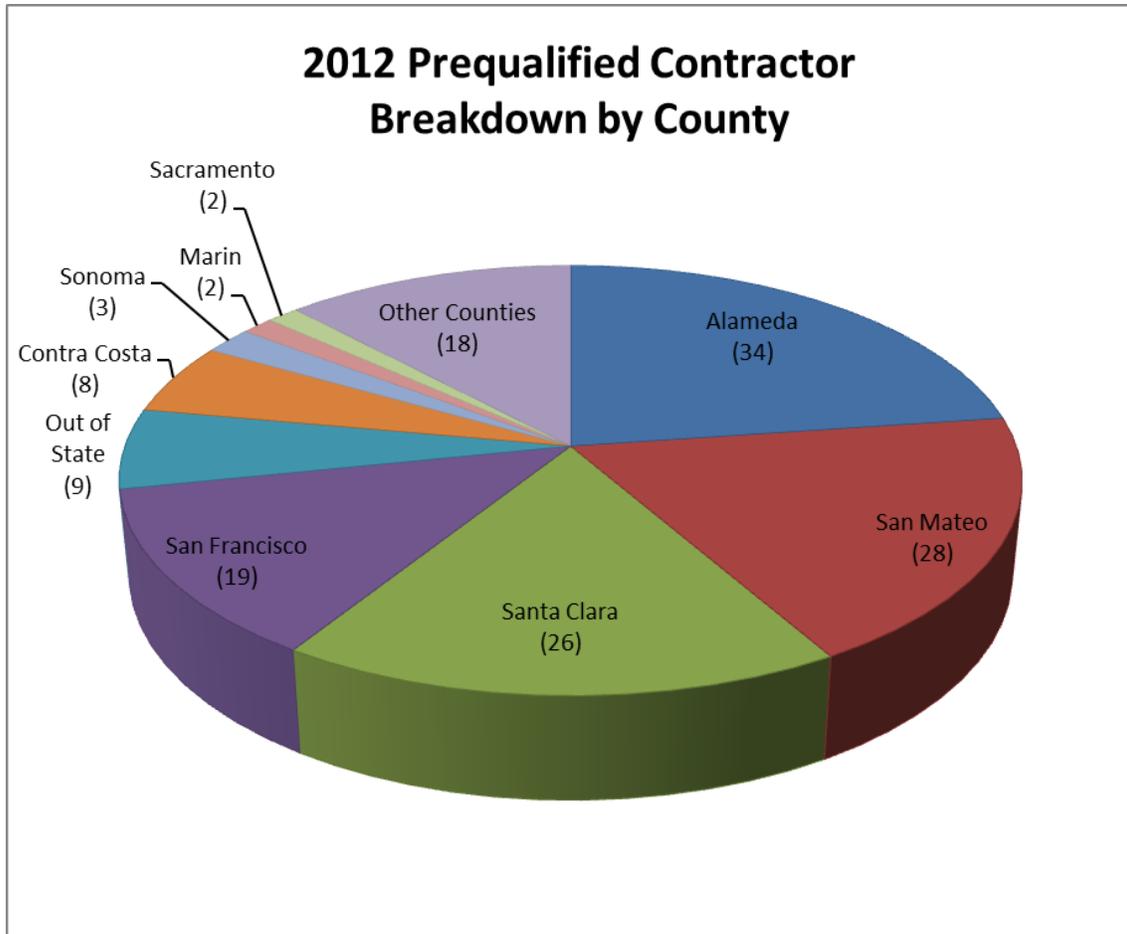
2012 Construction Contractor Prequalification Statistics

2012 Contractor Applicant Summary
<ul style="list-style-type: none"> • 170 Applicants have applied in 2012, a 4% decrease since 2011 • 142 Contractors have been prequalified for 2012, a 2% decrease from 2011 • 138 of 145 2011 Prequalified Contractors responded, a reduction of 7 Contractors • 105 of 138 2011 Prequalified Contractors submitted their application • 42 of 64 New Applicants have been prequalified in 2012 • 100 of 145 Prior Prequalified Contractors have been prequalified in 2012 • 1 Prequalified Applicant(s) may bid on non-OCIP projects only

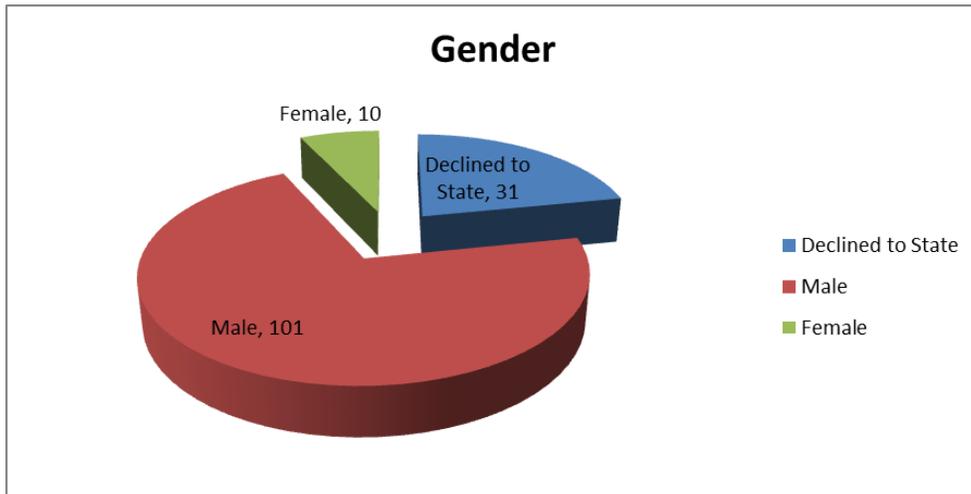
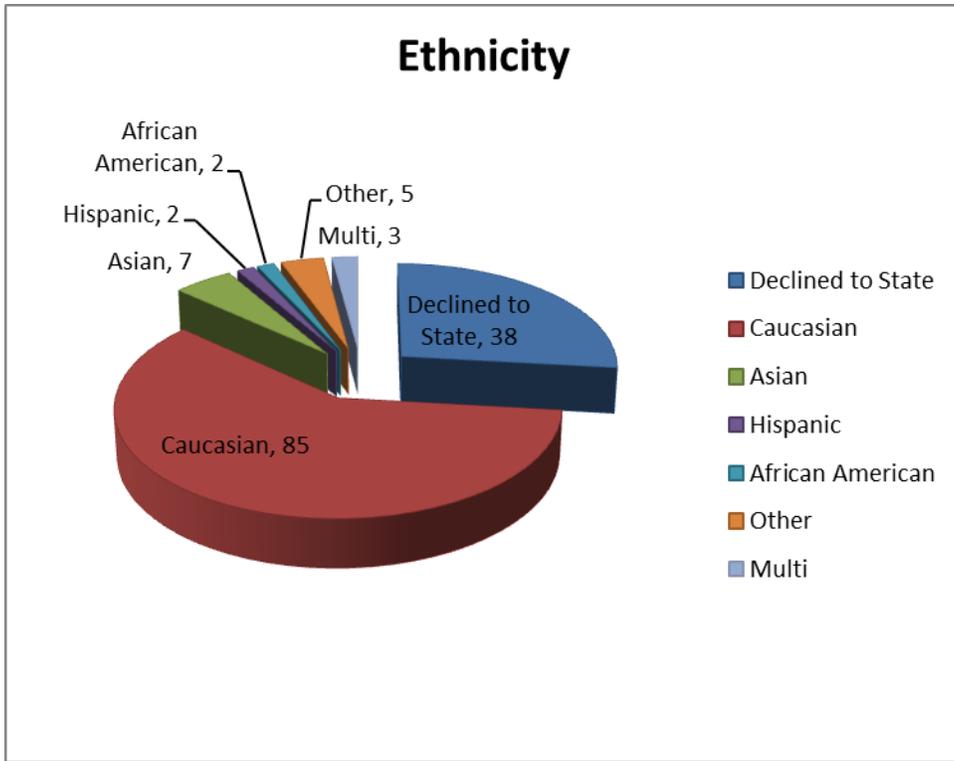
2012 Selected Contractor's License Type Summary				
License Type	Prior Year	This Year	Delta	%
A	70	58	-12	-17%
B	108	90	-18	-17%
C10 Electrical Contractor	24	23	-1	-4%
C20 HVAC Contractor	11	16	5	45%

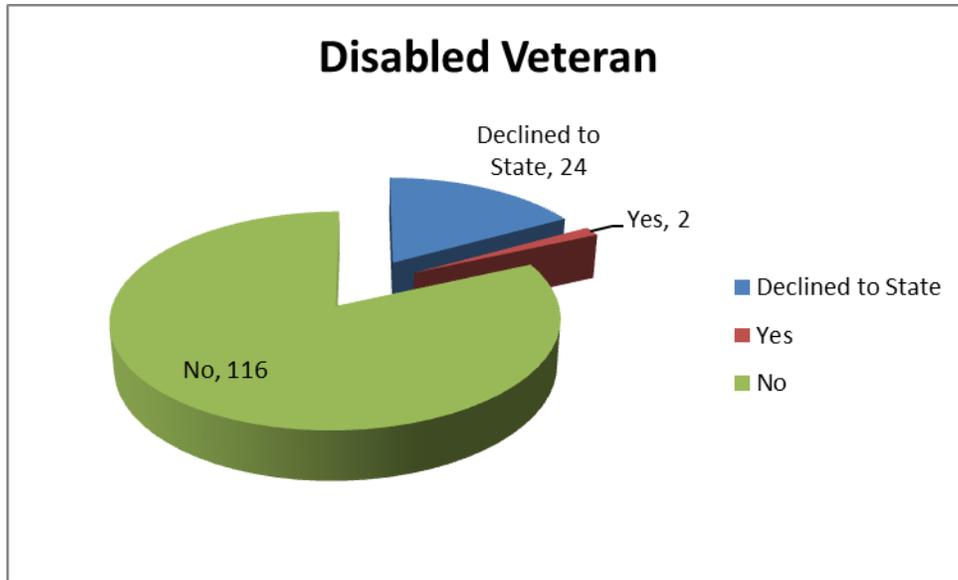
2012 – All Prequalified Contractor's License Summary	
Number	License Type
58	A
90	B
6	C-2 – Insulation and Acoustical Contractor
8	C-4 – Boiler, Hot Water Heating and Steam Fitting Contractor
0	C-5 – Framing and Rough Carpentry Contractor
2	C-6 – Cabinet, Millwork and Finish Carpentry Contractor
6	C-7 – Low Voltage Systems Contractor
8	C-8 – Concrete Contractor
3	C-9 – Drywall Contractor
23	C10 – Electrical Contractor
0	C11 – Elevator Contractor
1	C12 – Earthwork and Paving Contractors
1	C13 – Fencing Contractor
4	C15 – Flooring and Floor Covering Contractors
5	C16 – Fire Protection Contractor
3	C17 – Glazing Contractor
16	C20 – HVAC Contractor
12	C21 – Building Moving/Demolition Contractor
1	C23 – Ornamental Metal Contractor
5	C27 – Landscaping Contractor
0	C28 – Lock and Security Equipment Contractor
2	C29 – Masonry Contractor
1	C31 - Construction Zone Traffic Control Contractor
1	C32 - Parking and Highway Improvement Contractor
7	C33 – Painting and Decorating Contractor
2	C34 – Pipeline Contractor
2	C35 – Lathing and Plastering Contractor
13	C36 – Plumbing Contractor
4	C38 – Refrigeration Contractor
7	C39 – Roofing Contractor
3	C42 – Sanitation System Contractor
8	C43 – Sheet Metal Contractor
0	C45 – Electrical Sign Contractor
4	C46 – Solar Contractor
0	C47 – Manufactured Housing Contractor
1	C50 – Reinforcing Steel Contractor
1	C51 – Structural Steel Contractor

0	C53 – Swimming Pool Contractor
1	C54 – Ceramic and Mosaic Tile Contractor
0	C55 – Water Conditioning Contractor
0	C57 – Water Well Drilling Contractor
0	C60 – Welding Contractor
6	C61 – Limited Specialty
18	HAZ - Hazardous Substance Removal Certification
11	ASB – Asbestos Certification



Other Counties Breakdown	
Location	No.
Los Angeles	2
Solano	2
El Dorado	1
Madera	1
Orange	1
Placer	1
San Diego	1
San Joaquin	1
Other	1





BOARD REPORT NO. 12-2-9C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

DISCUSSION OF BOARD OF TRUSTEES SELF-EVALUATION, 2012

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

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