

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT BOARD OF AUTHORITY MEETING**

PRESENTED TO: _____ DATE: 01/25/2011

Retirement Board of Authority

SUBJECT: _____ ITEM #: 2010/2011-038

Approval of Minutes

Enclosure: Yes

Prepared by: Keenan Financial Services

Requested by: Retirement Board of Authority

BACKGROUND:

As a matter of record and in accordance with the Brown Act, minutes of each meeting are kept and recorded.

STATUS:

The Board will review the minutes from the previous meeting.

RECOMMENDATION:

Subject to changes or corrections, the minutes are to be approved.

MEETING MINUTES

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
FUTURIS RETIREMENT BOARD OF AUTHORITY MEETING
October 7, 2010
9:00 AM TO 12:00 PM

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
3401 CSM DRIVE
SAN MATEO, CA 94402
(650) 358-6828

I. CALL TO ORDER

The meeting was called to order by Board member Kathy Blackwood at 9:10 AM.

II. ROLL CALL

Those in attendance were:

MEMBERS

Chief Financial Officer
Vice Chancellor of Human Resources
Controller
Classified Representative
Academic Representative

Kathy Blackwood
Harry Joel
Ray Chow
Stephanie Samuelsen
Bruce Maule

PROGRAM COORDINATOR

Senior Vice President
Account and Operations Manager
Account Manager
Account Manager

Gail Beal
Shari King
Roslyn Washington
Kenneth Threeths

CONSULTANTS

Morgan Stanley Smith Barney
Benefit Trust Company
RPM Consultant Group

(By Telephone) Cary Allison
Scott Rankin
Chuck Thompson

GUESTS

District's General Counsel

Tom Casey

III. APPROVAL OF AGENDA

A motion to approve the Agenda as presented was made by Bruce Maule, seconded by Ray Chow and unanimously carried by the Board.

IV. APPROVAL OF MINUTES

A motion to approve the Minutes as presented was made by Bruce Maule, seconded by Harry Joel and unanimously carried by the Board.

V. CORRESPONDENCE:

Scott Rankin of Benefit Trust Company reviewed and summarized the Reish & Reicher Bulletin, "SEC and DOL Convergence: Are You Ready?"

The SEC and DOL regulatory agencies have undertaken major initiatives with regard to fiduciary activity, plan investments, compensation, sales practices, disclosure of services, and conflicts of interest. Scott provided Bulletin highlights as follows

- Registration of Investment Advisers – there are significant implications for registered investment advisers with between \$30 million and \$100 million of assets under management relative to the Dodd-Frank Wall Street Reform and Consumer Protection Act.
- Broker-Dealer Fiduciary Duty – registered investment advisers are considered to be fiduciaries under the Advisers Act, while broker-dealer firms are subject to a set of rules involving suitability, disclosure, and best execution. The Dodd-Frank Wall Street Reform and Consumer Protection Act addresses this long standing difference by creating a likelihood that a broker-dealer firm will be subject to a fiduciary standard within the foreseeable future.
- Form ADV "Plain English" – the SEC has approved changes to Form ADV Part 2, and related rules under the Advisers Act – registered investment advisers are required to deliver Part 2 of Form ADV to clients and prospective clients in narrative format using "plain English" to describe various aspects of the adviser's business rather than a check the box format
- Rule 12b -1 Reform – the new Rule will require that advisers, broker-dealers, and other service providers who pay or receive 12b -1 fees must begin to understand how these changes could affect the operational components of their business. The implications for disclosure requirements, various share class offerings, and revenue sharing are far reaching.

VI. INVESTMENTS

PORTFOLIO REVIEW

Cary Allison of Morgan Stanley Smith Barney provided an overview of the District's Change in Portfolio, Asset Allocation and Time Weighted Return (Gross and Net of Fees) for period ending August 31, 2010.

1. The District's Public Entity Investment Trust Portfolio for Period Ending August 31, 2010.

As of August 31, 2010, the District's portfolio has an allocation of 53.5% in fixed income funds and 46.5% in equity funds (equity funds comprised of 26.6% in domestic equity and 19.9% in international equity) The Portfolio Value on December 31, 2009 was \$5,030,805.89 and with Contributions of \$5,000,000.00, the value of the portfolio as of August 31, 2010 was \$10,149,849.70. The August 31, 2010 portfolio value represents an inception to date net rate of return of 3.76% compared to the S&P/ Barclays Blend of 2.07%. The investment results for the latest 12 months show a net increase of 2.94% versus the S&P/ Barclays Blend of 1.94%.

Scott Rankin of Benefit Trust Company provided the District's Change in Portfolio, Asset Allocation and Time Weighted Return (Gross and Net of Fees) for period ending September 30, 2010.

2. The District's Public Entity Investment Trust Portfolio for Period Ending September 30, 2010.

As of September 30, 2010, the District's portfolio had an allocation of 51.9% in fixed income funds and 48.1% in equity funds (equity funds comprised of 27.4% in domestic equity and 20.7% in international equity). The value of the portfolio as of June 30, 2010 was \$4,994,795.93 and with a Contribution of \$5,000,000.00, the value of the portfolio as of September 30, 2010 was \$10,652,908.12. The September 30, 2010 portfolio value represents an inception to date net rate of return of 8.90% compared to the S&P/ Barclays Blend of 6.68%. The Year to Date investment results show a net increase of 8.05% versus the S&P/ Barclays Blend of 6.54%.

A brief discussion followed the Trust portfolio presentations and the Board inquired as to the costs involved in replacing the ARTIO Fund with the METROPOLITAN WEST Fund. Cary Allison confirmed that there were no cost associated with going in or out of the different funds.

The Board also inquired as to whether Morgan Stanley Smith Barney (MSSB) considers current US debt parameters when making Trust Portfolio changes? Cary noted that while the current U.S debt position is a factor, it is not a large consideration in the decision making of MSSB.

A motion to accept the Trust Portfolio review as presented was made by Bruce Maule, seconded by Ray Chow and unanimously carried by the Board.

MARKET OVERVIEW

Cary Allison of Morgan Stanley Smith Barney (MSSB) provided asset allocation and portfolio updates for the Futuris Public Entity Investment Trust Model Portfolios.

Cary noted that MSSB does not believe that there is going to a double-dip recession. At the moment gold is overvalued due to economies being in high debt positions, which makes people fearful and uncertain. This is reflected by the fact that that companies are sitting on unusually large amounts of cash.

MONTE CARLO SIMULATION

Cary Allison of Morgan Stanley Smith Barney provided a Monte Carlo Simulation per a request from the Board. The Monte Carlo Simulation provided multiple outcomes based on different target returns for the

District's Trust portfolio. The target returns used for the Monte Carlo Simulation were 4.5%, 5%, 6%, 7% 8% and 9%.

The portfolio simulations used a time horizon of 5 years. The Board made inquiry as to whether 5 years is the typical range for a Monte Carlo Simulation. Cary informed the Board that any time period could be entered.

Cary also provided a Capital Markets overview as profiled by Morgan Stanley Smith Barney Global Investment Committee.

VII. EDUCATION

Given the ongoing mortgage and foreclosure crisis in the U.S. Cary Allison provided Board members with a Morgan Stanley Smith Barney (MSSB) education document entitled "An Investor's Guide to Agency and Government Sponsored Mortgage Backed Securities".

Document highlights include the following:

An investment in Mortgage Backed Securities (MBS) represents an ownership interest in a pool of residential mortgage loans. MBS were introduced to the fixed income market by U.S. Government Agencies and Government Sponsored Enterprises (GSEs). Issuers include:

- Government National Mortgage Association (GNMA or 'Ginnie Mae')
- Federal Home Loan Mortgage Corporation (FHLMC or 'Freddie Mac')
- Federal National Mortgage Association (FNMA or 'Fannie Mae')

There are also non-agency Mortgage Backed Securities in the marketplace. Growth in this sector in recent years has led to the emergence of Mortgage Backed Securities issued by Banks and other financial institutions. These non-agency issuers are able to offer more complex and riskier structures than agencies are, hence the mortgage market now includes a variety of mortgage security structures that may not be suitable for every investor.

VIII. ADMINISTRATION

REVIEW OF RECOMMENDATIONS 24-31 OF THE PUBLIC EMPLOYEE POST-EMPLOYMENT BENEFITS COMMISSION

Board member Kathy Blackwood and Gail Beal of Keenan Financial Services reviewed the recommendations with the Board. Kathy informed the Board the Accounting firm Vavrinek, Trine and Day will be performing two audits for the District.

One audit will be for the District's Public Entity Investment Trust and the other will be for the District.

A date has not been scheduled relative to when the Accounting Firm of Vavrinek, Trine and Day will present their findings to the Board of Trustees.

ANNUAL REPORTING ON THE STATUS OF THE TRUST

Gail Beal informed the Board that the Annual Report on the Status of the Trust has been provided to the District. The District will provide the Annual Report to the Trust's participants and beneficiaries and it will also be posted to the District's website.

TRUST BYLAWS

Board member Kathy Blackwood informed the Board that the RBOA Bylaws Subcommittee met to work on the Trust Bylaws template provided by Keenan Financial Services. The only changes made to the template were to add a Chairperson and Vice Chairperson.

The Board inquired as to whether Tom Casey sat in on the Bylaws Subcommittee meeting and if the bylaws had been approved by the District's General Counsel. It was confirmed that the District's legal department had approved the Trust Bylaws.

There was a typo within the Trust Bylaws document. Kathy Blackwood and Gail Beal confirmed to the Board that the typo will be corrected.

A motion to approve the Trust Bylaws with corrections made to Chairperson and Vice Chairperson typos was made by Bruce Maule, seconded by Ray Chow and unanimously carried by the Board.

DESIGNATION OF RETIREMENT BOARD OF AUTHORITY MEMBERS AND ELECTION OF VICE CHAIRPERSON

The Board nominated Harry Joel as Vice Chairperson.

A motion to nominate and appoint Harry Joel as Vice Chairperson was made by Ray Chow, seconded by Bruce Maule and unanimously carried by the Board.

DISBURSEMENTS

Board member Kathy Blackwood informed the Board that the cost of the audit would be paid by using funds that were in the District's reserves.

Board member Harry Joel suggested that for future RBOA Meetings an Information Item relative to the cost of the audit should be part of the Agenda.

THE DISTRICT'S OPEB PLAN INDEPENDENT AUDITOR'S REPORT

Board member Kathy Blackwood told the Board that the audit is currently in process at the District.

Board member Ray Chow has setup a share site so the accounting firm can access the required information rather than physically contacting the District each time they require relevant data or information.

A draft of the audit should be available in November.

COMPREHENSIVE COMPLIANCE PLAN POLICIES AND PROCEDURES UPDATE

Chuck Thompson of RPM Consultant Group provided a review of the draft document of the Comprehensive Compliance Plan and “Substantive Plan” Policies and Procedures and On-going Maintenance.

Gail Beal of Keenan Financial Services informed the Board that Volumes I, II, and III of the “Substantive Plan” will be scanned and housed electronically.

IX. INFORMATION REPORTS

RETIREMENT BOARD OF AUTHORITY COMMENTS

No comments

PROGRAM COORDINATOR/ CONSULTANT COMMENTS

No comments

VISITORS COMMENTS

No comments

X. DATE, TIME AND AGENDA ITEMS FOR NEXT MEETING

The next RBOA Meeting was tentatively scheduled for January 25, 2011

XI. ADJOURNMENT

A motion to adjourn the meeting at 11:25 AM was made by Bruce Maule, seconded by Harry Joel and unanimously carried by the Board.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT BOARD OF AUTHORITY MEETING**

PRESENTED TO: Retirement Board of Authority	DATE:	01/25/2011
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SUBJECT: The District's OPEB Plan Independent Auditor's Report	ITEM #:	<u>2010/2011-039</u>
	Enclosure:	<u>Yes</u>

Prepared by:	<u>Vavrinek, Trine and Day</u>
Requested by:	<u>Retirement Board of Authority</u>

BACKGROUND:

The District's Independent Auditors Report provides the District's OPEB Plan with an independent third party certification of compliance with GASB accounting standards and financial reporting for OPEB expenses, OPEB liabilities, Note Disclosures and Required Supplementary Information (RSI)

STATUS:

The Retirement Board of Authority will review the District's Independent Auditor's Report relative to GASB compliance.

RECOMMENDATION:

The Retirement Board of Authority will accept the information and take action as appropriate.



To the Retirement Board of Authority of
San Mateo County Community College District
Retirement Futuris Public Entity Investment Trust
San Mateo, California

We have audited the financial statements of San Mateo County Community College District Retirement Futuris Public Entity Investment Trust (the Trust), for the year ended June 30, 2010, and have issued our report thereon dated December 14, 2010. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 1, 2010, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our meeting on April 22, 2010.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Trust are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2010. We noted no transactions entered into by the Trust during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the calculation of the amount of funding required to fund the trust.

Management's estimate of the required funding amount is based on estimates determined by the actuary. We evaluated the key factors and assumptions used by the actuary to develop the funding requirements in determining that it is reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We did not note any such misstatements.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representation

We have requested certain representations from management that are included in the management representation letter dated December 14, 2010.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Trust's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Trust's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Retirement Board Authority and management of San Mateo County Community College District Retirement Futuris Public Entity Investment Trust and is not intended to be and should not be used by anyone other than these specified parties.

Vavinek, Time, Day & Co., LLP

Pleasanton, California
December 14, 2010



To the Retirement Board of Authority of
San Mateo County Community College District
Retirement Futuris Public Entity Investment Trust
San Mateo, California

In planning and performing our audit of the financial statements of the San Mateo County Community College District Retirement Futuris Public Entity Investment Trust (the Trust) as of and for the year ended June 30, 2010, in accordance with auditing standards generally accepted in the United States of America, we considered the Trust's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control. Accordingly, we do not express an opinion on the effectiveness of the Trust's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

This communication is intended solely for the information and use of management, the Retirement Board of Authority of San Mateo County Community College District Retirement Futuris Public Entity Investment Trust, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Vavrinek, Trine, Day & Co., LLP

Pleasanton, California
December 14, 2010

SAN MATEO COUNTY COMMUNITY
COLLEGE DISTRICT RETIREMENT
FUTURIS PUBLIC ENTITY INVESTMENT TRUST

FINANCIAL STATEMENTS
JUNE 30, 2010
WITH
INDEPENDENT AUDITORS' REPORT

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST

JUNE 30, 2010

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INDEPENDENT AUDITORS' REPORT

The Retirement Board of Authority of the
San Mateo County Community College District
Retirement Futuris Public Entity Investment Trust
Retiree Benefit Plan
San Mateo, California

We have audited the accompanying statement of net assets of the San Mateo County Community College District Retirement Futuris Public Entity Investment Trust (the Trust) as of June 30, 2010, and the related statement of changes in net assets for the year then ended. These financial statements are the responsibility of the Trust's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

As discussed in Note 2, the financial statements referred to above present only the Trust and do not purport to, and do not present the financial position of the San Mateo County Community College District as of June 30, 2010, and the changes in its financial position for the year then ended, in conformity with principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets of the Trust as of June 30, 2010 and the changes in trust net assets for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and the required supplementary information listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Vavrinek, Trine, Day & Co., LLP

Pleasanton, California
December 14, 2010

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST

MANAGEMENT DISCUSSION AND ANALYSIS
JUNE 30, 2010

This section provides an overview and analysis of the financial activities of San Mateo County Community College District Retirement Futuris Public Entity Investment Trust (the Trust) for the fiscal year ended June 30, 2010. In July, 2008, the District entered into a contract with RPM Consultant Group to lead the District through a process to learn about the requirements of GASB 45 (the Government Accounting Standards Board pronouncement directing the accounting treatment of post-retirement benefits) and to select a team that would provide trust and investment services for our post-retirement benefit reserve. In July, 2009, the District awarded a contract to Keenan and Associates and Benefit Trust Company to administer the trust and investment services. The trust was created, a board was selected and the Retirement Board of Authority (RBOA) had its first meeting in October 2009. The retirement board meets quarterly at this time. Assets held in the Other Post-Retirement Benefits Reserve Fund were transferred to an irrevocable trust in November 2009. Comparative information will be presented next year when the trust has been funded and in existence for more than one year. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our financial statements.

FINANCIAL HIGHLIGHTS

The net assets of the San Mateo Community College District Retirement Futuris Public Entity Investment Trust (Trust) at the close of fiscal year 2010 are \$4,990,358 (net assets held in trust for retiree medical benefits). All of the net assets are available to meet the Trust's ongoing obligations to plan participants and plans eligible expenses.

The Trust's funding objective is to meet long-term benefit obligations through contributions and investment income. The Trust was initially funded by the District by transferring \$5,000,000 from the District Retiree Benefits Reserve Fund.

OVERVIEW OF THE FINANCIAL STATEMENTS

The following discussion and analysis are intended to serve as an introduction to the Trust's financial statements, which comprises these components:

1. Statement of Trust Net Assets
2. Statement of Changes in Trust Net Assets
3. Notes to the Basic Financial Statements

Please note, however, that this report also contains other supplementary information in addition to the basic financial statements themselves.

The Statement of Trust Net Assets is a snapshot of account balances at year-end. It indicates the assets available for future payments to retirees and any current liabilities that are owed at this time.

The Statement of Changes in Trust Net Assets, on the other hand, provides a view of current year additions to and deductions from the Trust. Both statements are in compliance with GASB (Pronouncements 34, 43 and 45). These pronouncements require certain disclosures and require the state and local governments to report using the full accrual method of accounting. The Trust complies with all material requirements of these pronouncements.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST

MANAGEMENT DISCUSSION AND ANALYSIS
JUNE 30, 2010

The Statement of Trust Net Assets and the Statement of Changes in Trust Net Assets report information about the Trust's activities. These statements include all assets and liabilities, using the full accrual basis of accounting, which is similar to the accounting used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. All investment gains and losses are shown at trade date. In addition, both realized and unrealized gains and losses are shown pertaining to the investments.

These two statements report the Trust's net assets held in irrevocable trust account for retirees' medical benefits. Net assets, the difference between assets and liabilities are one way to measure the Trust's financial position. Over time, increase and decrease in net assets is one indicator of whether its financial health is improving or deteriorating. Other factors, such as market conditions, should also be considered in measuring the Trust's overall health.

Notes to the Basic Financial Statements provide additional information that is essential to a full understanding of the data provided in the financial statements.

OTHER INFORMATION

In addition to the financial statements and accompanying notes, this report presents certain required supplementary information concerning the Trust's progress in funding its obligations to provide retiree medical benefits to members. Supplementary information is presented on page 14.

FINANCIAL ANALYSIS

As previously noted, net assets may serve over time as a useful indication of the Trust's financial position. The Trust had no liabilities as of June, 30 2010.

NET ASSETS

Cash and investments	\$ 4,990,358
Liabilities	-
Net assets	<u>\$ 4,990,358</u>

The changes to Trust net assets during the fiscal year ended June 30, 2010, is as follows:

CHANGES IN NET ASSETS

Additions	\$ 5,002,166
Deductions	(11,808)
Beginning balance	-
Net assets	<u>\$ 4,990,358</u>

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST

MANAGEMENT DISCUSSION AND ANALYSIS
JUNE 30, 2010

CONTACTING THE TRUST'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, students, investors, and creditors with a general overview of the Trust's finances and to show the Trust's accountability for the money it receives. If you have any questions about this report or need any additional financial information, please contact Kathy Blackwood at blackwoodk@smccd.edu or (650) 358-6869 with the San Mateo County Community College District.

