

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES  
REGULAR MEETING AGENDA  
November 13, 2007, 6:00 p.m.  
District Office Board Room  
3401 CSM Drive, San Mateo, CA**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
  - *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items"; at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
  - *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements need to be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo CA 94402.*
  - *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three-day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
  - *Regular Board meetings are taped; tapes are kept for one month.*
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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

07-11-1      [Minutes of the Regular Meeting of the Board of Trustees of October 24, 2007](#)

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

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

**NEW BUSINESS**

07-11-1A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

07-11-2A      [American Federation of Teachers, Local 1493, AFL-CIO \(AFT\) Initial Contract Proposal to the District and District's Initial Proposal to AFT](#)

### **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.*

- 07-11-1CA     [Ratification of First Quarter District Warrants, 2007-08](#)
- 07-11-2CA     [Declaration of Surplus Property](#)
- 07-11-3CA     [Approval of Agreement with Wide Angle Communications to Conduct Market Research and Direct Marketing for the District](#)

### **Other recommendations**

- 07-11-1B     [Approval of Community Services Classes, Spring/Summer 2008 – Cañada College, College of San Mateo, and Skyline College](#)
- 07-11-2B     [Approval of Resolution No. 07-12 in Support of Proposition 92, The Community College Governance, Funding Stability, and Student Fee Reduction Act](#)
- 07-11-100B   [Contract Award for the Construction of the Facilities Maintenance Center at Skyline College](#)
- 07-11-101B   [Revision of Rules and Regulations Section 8.13, Public Safety on District Property](#)

### **INFORMATION REPORTS**

- 07-11-1C     [Final Report on Legislation – 2007](#)
- 07-11-2C     [First Quarter Report of Auxiliary Operations, 2007-08](#)
- 07-11-3C     [District Financial Summary for the Quarter Ending September 30, 2007](#)
- 07-11-4C     [College of San Mateo CIP2 Design-Build Project Report](#)
- 07-11-5C     [Consideration of a New Administrative/Executive Salary Schedule](#)

### **STATEMENTS FROM BOARD MEMBERS**

### **COMMUNICATIONS**

### **RECESS TO CLOSED SESSION**

1.     Closed Session Personnel Items
  - A.     Public Employment

1. Employment: **Skyline College** – Instructional Aide I, Counseling Services; Office Assistant II, Learning Resources; **College of San Mateo** – Interim Dean of Special Projects, President’s Office

**CLOSED SESSION ACTIONS TAKEN**

**ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
October 24, 2007  
San Mateo, CA**

**The meeting was called to order at 6:17 p.m.**

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

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

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

President Hausman announced that Board Report No. 07-10-105B, Approval of District Participation in Kaiser/US Department of Labor Community Based Job Training Grant Proposal, is removed from the agenda for tonight's meeting.

**MINUTES**

It was moved by Trustee Mandelkern and seconded by Student Trustee Young to approve the minutes of the Study Session of the Board of October 10, 2007. The motion carried, all members voting "Aye."

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

**Teaching and Learning Series: Podcasting (07-10-2C)**

Vice Chancellor Jing Luan introduced Jim Petromilli, Liaison Officer with the District Information Technology Services. Mr. Petromilli explained that the District belongs to iTunesU, a free service through which course materials and other events can be accessed and downloaded onto a computer, iPod or MP3 player. Mr. Petromilli introduced Skyline College Art History Professor Bridget Fischer and Cañada College Math Professor Ray Lapuz, who shared information about how they incorporate podcasting into their instruction. CTL Instructor Peter Bruni was not present due to illness but provided input through the use of podcasting.

Professor Lapuz said he began to post lecture notes online with tablet PCs. With podcasting, he started to include audio as well, which allows students to re-listen to the entire lecture or any part of it. Professor Lapuz shows writing occurring over the narration, e.g., a "virtual calculator," so that students can actually see a problem being completed. Since the screens on iPods are small, it is helpful to students that podcasts can be downloaded onto a computer as well.

Professor Fischer uses podcasting in both online and in-person classes, using text and audio. Students can skip to areas they may have missed or catch up if they miss a class entirely. The podcasts are also an asset to hearing- or visually-disabled students. Professor Fischer demonstrated examples of her podcasts, including slides of French gothic architecture enhanced by music and an example of an artist talking about the creation of his work.

Peter Bruni demonstrated one way he uses podcasts for his English classes. He first presents the text of lyrics to a song, then adds audio, and finally adds video to accompany the song. A discussion then takes place concerning what the lyrics suggest to students and how the media changes the way the song is interpreted.

President Hausman thanked the presenters for their very interesting presentation.

**STATEMENTS FROM EXECUTIVES**

Executive Reports were presented by Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr, Executive Vice Chancellor Keller and District Academic Senate President Dilko.

Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo thanked Jim Petromilli and the other presenters for their report on podcasting. He noted that today's students are comfortable with technology and that an increasing number of faculty are using the program. He thanked the Board of Trustees for their continued support of the use of technology.

Adding to her written report, President Morrow announced publication of the Spring 2008 Class Schedule and the College Almanac; these two documents were distributed to the Board.

Adding to his written report, President Claire provided an update on a fire which occurred last week. He said it was a very minor fire in a custodial closet, caused by spontaneous combustion. He commended Helen Souranoff and Linda Davy for their prompt response to evacuate students from the area. President Claire noted that the Board received personal invitations from Music Professor Mike Galisatus for the annual "Jazz Fest" on November 16, and announced that "Roots of Latin Rock," featuring Professor Rudy Ramirez, will be held on November 14. President Claire distributed copies of the brochure titled "CSM – It's a smart place to be." President Claire asked that tonight's meeting be adjourned in honor of Ralph Lane who passed away on October 9.

Adding to his written report, President Mohr said that several hundred students gathered earlier today for Model UN Day at Cañada College. Flags from many nations were on display and students were talking and learning about other countries.

Executive Vice Chancellor Keller introduced and welcomed Mike McGrew, Director of Maintenance and Operations. Executive Vice Chancellor Keller presented a brief description of current construction projects at the Colleges and noted that ongoing construction updates will be provided to the Board. Executive Vice Chancellor Keller said the Governor signed Senate Bill 614, extending the use of the design-build process to all community college districts. In addition, the bill lowers the threshold to projects exceeding \$2 million instead of the previous \$10 million.

Academic Senate President Dilko said that faculty have been busy administering midterms, preparing for registration, and meeting with accreditation team members. A new, upgraded District Academic Senate web site has been launched, and President Dilko thanked Jasmine Witham of ITS for her assistance. The Senate is working with Vice Chancellor Luan on projects to better serve students, including concurrent enrollment, distance education, and online training. Representatives from each campus will attend the State Academic Senate Plenary Session next week. President Dilko distributed a brochure titled "What Has the Academic Senate Done for You Lately?"

Cañada College Associated Students President Juan Arias said that for the first time in many years, Cañada has a full Student Senate. He described a summer retreat in San Francisco at which Senate members worked together on team building, communication and trust. Later, in Santa Cruz, they continued to identify and prioritize goals for the coming academic year. The ASCC also received training on Title 5, the Brown Act and Robert's Rules of Order. Mr. Arias and Student Senator Emmanuel Caballero attended the Leadership Institute in Champaign, Illinois. Other ASCC activities included a barbecue and school fair to begin the academic year, attendance at a San Francisco Giants game, provision of campus tours, and today's Model UN event. Upcoming events will include a Halloween spectacular, a spring retreat, a holiday food drive, and attendance at the General Assembly in San José. There are 13 registered clubs at Cañada. The Political Awareness Club is planning activities for the upcoming election and the Pre-med Club is raising funds for Doctors without Borders.

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

None

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-10-2A)**

It was moved by Vice President Holober and seconded by Trustee Mandelkern to approve the actions in Board Report No. 07-10-2A. The motion carried, all members voting "Aye."

**ADOPTION OF RESOLUTION NO. 07-10, INCREASING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (07-10-3A)**

It was moved by Trustee Mandelkern and seconded by Trustee Schwarz to approve adoption of Resolution No. 07-10. The motion carried, all members voting "Aye."

**APPROVAL OF CONSENT AGENDA**

The Consent Agenda consists of the following Board Reports:

07-10-2CA Declaration of Surplus Property

07-10-3CA Disposition of District Records

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

**Other Recommendations**

**APPROVAL OF DESIGN AND CONSTRUCTION CONSULTANTS (07-10-101B)**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the consultants as described in the report. The motion carried, all members voting "Aye."

**CONTRACT AWARD FOR BUILDINGS 5/6/8 CHILLED WATER LINES EXTENSION AT CAÑADA COLLEGE (07-10-102B)**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the contract award as described in the report. The motion carried, all members voting "Aye."

**APPROVAL OF AUGMENTED PAYMENT TO THE SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM FOR THE 2007-08 PEACE OFFICERS TRAINING ACADEMY, COLLEGE OF SAN MATEO (07-10-103B)**

It was moved by Trustee Mandelkern and seconded by Vice President Holober to approve the augmented payment as described in the report. The motion carried, all members voting "Aye."

**ADOPTION OF RESOLUTION NO. 07-11, IN COMPLIANCE WITH NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AND CALIFORNIA STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) REQUIREMENTS**

It was moved by Trustee Schwarz and seconded by Vice President Holober to approve adoption of Resolution No. 07-11. The motion carried, all members voting "Aye."

**INFORMATION REPORTS**

**FALL 2007 CENSUS REPORT (07-10-3C)**

Vice Chancellor Jing Luan referred to the printed report which shows increased enrollment in many segments, including day and evening students, full-time and part-time students, and non-resident students. Data on FTES will be reported at semester end. Vice President Holober asked if there is information on growth in enrollment of younger students since the implementation of the Futures Initiative. Vice Chancellor Luan responded that there

was a very positive response, with a 41.3% increase in concurrent enrollment registrations. He said that Distance Education is also growing steadily and is being closely monitored by the Distance Education Advisory Committee; a report on this program will be presented to the Board at a future meeting.

**STATEMENTS FROM BOARD MEMBERS**

Trustee Schwarz said she is not receiving copies of the Skyline College student newspaper; President Morrow said she will check on the distribution list. Trustee Schwarz attended the Arts and Olive Festival and the Trivia Bee at Cañada College. She also enjoyed a spa treatment at the Euphoria Wellness Spa in the Cosmetology Department at Skyline College. She commented that it is difficult to get an appointment at the spa because there are few students enrolled in the program. President Morrow said that the current location is not conducive to a spa atmosphere and that the new facility should help to enhance the program. She also noted that this is one area that will be included in a targeted marketing effort.

Student Trustee Young commented that the visit by the accreditation teams presented an opportunity to showcase the campuses and the outstanding faculty at each College. She thanked Cañada College Associated Students President Juan Arias and Skyline College Associated Students President Lauren Hernandez for attending tonight's meeting.

Trustee Miljanich recognized Student Trustee Young for her thoughtful comments at the earlier meeting with the accreditation team, and added that Student Trustee Young is an asset to the District.

President Hausman enjoyed the Art and Olive Festival at Cañada College.

**COMMUNICATIONS**

None

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 8:10 p.m.

The Board reconvened to Open Session at 8:35 p.m.

**CLOSED SESSION ACTIONS TAKEN**

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

**ADJOURNMENT**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:37 p.m. in honor of Ralph Lane.

The next meeting of the Board will be a Regular Meeting on Tuesday, November 13, 2007 at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the November 13, 2007 meeting.

Richard Holober  
Vice President-Clerk

**BOARD REPORT 07-11-1A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**APPROVAL OF PERSONNEL ITEMS****A. REASSIGNMENT****Skyline College**

**Regina Morrison** Program Supervisor Student Services

Promoted from a Financial Aid Technician position in the Financial Aid Office at Skyline College, effective November 1, 2007.

**Patricia Tyler** Division Assistant Science/Mathematics/Technology

Reassigned from an Administrative Secretary position in the Instruction Office at Cañada College, effective October 18, 2007.

**B. CHANGES IN STAFF ALLOCATION**

Recommend a change in staff allocation to delete one full-time (100%) Programmer Analyst position (1C0167) at Grade 37 of the Classified Salary Schedule 60 in the Construction Planning Department and to add one full-time (100%) Administrative Analyst at Grade 195S of the Classified Professional/Supervisory Schedule 40, effective November 14, 2007.

**C. 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	Academic Support Services/Upward Bound	1	10/25/2007	6/6/2008	Instructional Aide I: Provide individual/group tutorial sessions on homework, study skills/task management, and preparation for college. Two positions were originally requested, but due to an inadvertent error, only one was included for approval by the Board on October 24, 2007.
CSM	Language Arts/READ and ESL	1	11/14/2007	6/2/2008	Instructional Aide II: Edit and re-writing textbook instructional materials for use on the computers in the READ/ESL Center.



**BOARD REPORT NO. 07-11-2A**

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

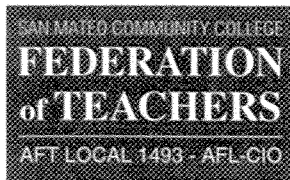
**AMERICAN FEDERATION OF TEACHERS, LOCAL 1493, AFL-CIO (AFT)  
INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND  
DISTRICT'S INITIAL PROPOSAL TO AFT**

The Board is receiving a proposal from AFT, Local 1493 as required by the Educational Employment Relations Act. This proposal is for non-economic items related to the 2006-2009 collective bargaining agreement which provided up to three non-economic proposals. The District has no proposals regarding any non-economic items in the current contract which will expire on June 30, 2009

Staff submits the following initial proposal to the Board before holding a public hearing on the AFT proposals as required by the Educational Employment Relations Act.

**RECOMMENDATION**


It is recommended that the Board of Trustees accept AFT's initial proposal and the District's initial proposal to AFT, and hold a public hearing of the proposals at the next regularly scheduled Board meeting.



October 18, 2007

1700 W. Hillsdale Blvd.  
Building 15, Room 131  
San Mateo, CA 94402  
650 574-6491

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

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

Re: Contract Proposals for the 2007-2008 Contract of Academic Employees in the  
San Mateo County Community College District

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

Article 17 Grievances

The Union will be proposing to modify the language regarding grievance procedures.

Article 19 Part-time Employment

The Union will be proposing to modify the language regarding part-time seniority.

Article 24 Distance Education (add new article)

Add language addressing the issues of: the use of the interactive mode of distance education; the use of the correspondence mode of distance education; the rights to the control of intellectual property, including subsequent use and compensation; access to technology, training for technology, and support for instructional technology; faculty involvement in assessing the benefits and costs of technology prior to purchase decisions; faculty involvement in assessing the benefits and costs of library technology prior to purchase decisions; faculty involvement in assessing the benefits and costs of technology used for academic counseling prior to program and purchase decisions; the effect of technology on privacy, staffing levels, and general health and safety; and, the appropriateness of and decision making process for contracting out technology based education products and or services, among others.

San Mateo County Community College District

November 13, 2007

**BOARD REPORT NO. 07-11-1CA**

TO: Member of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**RATIFICATION OF FIRST QUARTER DISTRICT WARRANTS, 2007-2008**

Attached as Exhibits A, B and C are the warrants in excess of \$10,000 that were issued in the months of July, August and September 2007 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. Education Code Section 85266 requires that the Board of Trustees approve warrants issued by the District. Accordingly, the District now seeks Board approval of the warrants listed in the attached Exhibits.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period July 1, 2007 through September 30, 2007 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
July 1-31, 2007  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Accounts Payable</u>				
383455	07/02/07	DES Architects	18,006.73	CSM and Skyline Architectural Services
383461	07/02/07	gkkworks	19,681.10	Skyline Architectural Services
383465	07/02/07	John Plane Construction	39,561.30	Cañada Bookstore Renovation Project
383466	07/02/07	John Plane Construction	38,384.28	Cañada Bookstore Renovation Project
383468	07/02/07	Krueger International	10,796.15	Cañada Furniture & Accessories
383470	07/02/07	Krueger International	60,645.11	Cañada Furniture & Accessories
383471	07/02/07	Krueger International	71,933.01	Cañada Furniture & Accessories
383472	07/02/07	Krueger International	223,765.43	Cañada Furniture & Accessories
383476	07/02/07	Noll & Tam	42,086.00	Cañada Architectural Services
383487	07/02/07	Alonzo Printing	10,504.29	CSM Catalog Printing Services
383488	07/02/07	American Federation of Teachers	17,087.36	Union Dues for June 2007
383552	07/05/07	B.T. Mancini Co. Inc.	15,110.68	District Office carpet installation services
383557	07/05/07	Constellation NewEnergy Inc.	23,080.54	Utilities
383558	07/05/07	Constellation NewEnergy Inc.	60,518.18	Utilities
383561	07/05/07	Dell Computers	18,473.34	District Office Server Room computer purchase
383569	07/05/07	S.F. Commercial Builders, Inc.	15,315.00	Skyline Remodeling Services
383570	07/05/07	Sandis Humber Jones, Civil Engineers	37,090.00	Aerial Photogrammetric Services
383588	07/05/07	Allied Electronics	56,165.51	CSM Equipment Purchase
383591	07/05/07	Atlas/Pellizzari Electric Inc.	40,195.80	Districtwide ACAMS Project
383606	07/05/07	Hensel Phelps Construction Co.	295,666.00	Skyline Construction Project
383607	07/05/07	Hensel Phelps Construction Co.	146,215.00	Skyline Construction Project
383614	07/05/07	Masterworks Chorale Society	26,410.00	CSM Concert Services
383616	07/05/07	McCarthy Building Companies	23,710.60	CSM Environmental Hygenist Services
383627	07/05/07	Robert A. Bothman	124,127.08	Districtwide Athletic Facilities Construction Project
383628	07/05/07	Robert A. Bothman	237,849.78	Districtwide Athletic Facilities Construction Project
383629	07/05/07	Rockridge Partners, Inc.	19,628.00	CSM Lecture Services
383632	07/05/07	Hensel Phelps Construction Co.	16,246.00	Skyline Construction Project
384048	07/09/07	Bunton Clifford Associates, Inc.	37,944.95	Canada Facilities Maintenance Center Architectural Services
384055	07/09/07	Cor-O-Van Moving & Storage Co.	13,555.75	Skyline Moving Services
384077	07/09/07	Robbins Sport Floors California Inc.	22,095.00	Skyline Gym Flooring Services
384125	07/09/07	Evertz	42,939.40	KCSM Monitor Wall System
384133	07/09/07	Laerdal Medical Corporation	31,835.45	CSM BASC Training Services
384137	07/09/07	Public Radio International	18,030.96	KCSM Radio Programs Carriage & Base Affiliation Fees
384150	07/09/07	Sutro Tower Inc.	17,594.00	KCSM Transmitter Leasing Fee

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
July 1-31, 2007  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
384156	07/09/07	Wells Fargo Bank	530,268.04	Districtwide Procurement Card Payment For June 2007
384192	07/11/07	Sandis Humber Jones, Civil Engineers	10,478.75	Cañada Construction Project
384208	07/11/07	Bronsteins Music	13,892.97	CSM Musical Equipment Purchase
384215	07/11/07	Dell Computers	19,761.46	Skyline Computer Purchase
384236	07/11/07	S.M.C.S.I.G.	20,161.41	Vision Plan Premium For June 2007
384237	07/11/07	S.M.C.S.I.G.	148,487.84	Dental Premium For June 2007
384238	07/11/07	Sch Proj/Util Rate Reduc.	53,581.47	Utilities
384241	07/11/07	SMCCCD Revolving Account	26,945.06	Reimbursement Flex Spending For June 2007
384243	07/11/07	Strata Information Group	95,210.00	ITS Consulting Service
384244	07/11/07	U.S. Postal Services	37,633.94	CSM Postage Service
384245	07/11/07	U.S. Postal Services	37,633.93	CSM Postage Service
384251	07/12/07	Krueger International	24,583.36	Cañada Furniture & Accessories
384253	07/12/07	Noll & Tam	104,600.90	Cañada Architectural Services
384265	07/12/07	Hartford Life & Accident Insurance Co.	32,799.09	Life insurance premium for July 2007
384273	07/12/07	Public Empl Ret Sys	928,314.63	Health Insurance Premiums for July 2007
384284	07/16/07	Dell Computers	11,115.79	Skyline Computer Purchase
384285	07/16/07	Dell Computers	40,366.61	Skyline Computer Purchase
384287	07/16/07	DES Architects	11,423.23	CSM Architectural Services
384295	07/16/07	Krueger International	109,211.37	Cañada Furniture & Accessories
384297	07/16/07	LC Business Systems Corporation	10,158.13	CSM Cash Register Purchase & Installation
384309	07/16/07	A.C.C.J.C.	16,191.20	CSM ACCJC Accreditation Annual Fees
384311	07/16/07	American Federation of Teachers	11,782.05	Union Dues for July 2007
384325	07/16/07	Cor-O-Van Moving & Storage Co.	10,559.12	Skyline Moving Services
384327	07/16/07	David L. Gates & Associates	38,970.00	Cañada Construction Project
384334	07/16/07	Interdisciplinary Dental Education Acade	135,000.00	Dental Hygiene program settlement payment
384356	07/16/07	Schools Excess Liability Fund	30,803.23	Districtwide Excess Liability Program Premium
384391	07/18/07	Double Day Office Services, Inc.	34,634.50	Cañada Moving Services
384395	07/18/07	Keenan & Associates	15,000.00	Districtwide Insurance Payment
384396	07/18/07	Keenan & Associates	1,356,456.25	Districtwide Construction Risk Management Program
384401	07/18/07	Midwest Library Service	62,440.30	Cañada Books Purchase
384416	07/18/07	CIS, Inc	10,500.00	CSM DSA Inspector of Record Services
384418	07/18/07	City of Pacifica Child Care	24,944.00	Childcare Contracted Services
384423	07/18/07	Gruber & Pereira Associates	18,000.00	IDRC & JDIF professional services
384430	07/18/07	Leslie Ceramics Supply Co., Inc.	19,403.81	Skyline Ceramics Equipment Purchase
384442	07/18/07	Steinberg Architects	125,536.88	CSM Architectural Services
384443	07/18/07	Swinerton Management & Consulting	139,455.00	Program Management Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
July 1-31, 2007  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
384465	07/20/07	Fisher Scientific Co	17,693.46	Skyline Equipment Purchase
384476	07/20/07	McCarthy Building Companies	24,998.00	CSM Repair work
384488	07/20/07	TRC Lowney	13,150.00	Skyline Preliminary Geotechnical Investigation Services
384493	07/23/07	Calif Water Service Co	12,559.96	Utilities
384495	07/23/07	Northern Distributing/Clean Source	10,223.53	CSM Custodial Supplies
384496	07/23/07	Pac Gas & Elec Co	23,088.65	Utilities
384562	07/25/07	Constellation NewEnergy Inc.	29,382.65	Utilities
384563	07/25/07	Constellation NewEnergy Inc.	59,037.86	Utilities
384564	07/25/07	Constellation NewEnergy Inc.	26,567.17	Utilities
384566	07/25/07	Dell Computers	21,489.18	CSM Computer Purchase
384578	07/25/07	Jones & Stokes Associates	22,364.14	Cañada Staff Housing Professional Services
384595	07/25/07	Pac Gas & Elec Co	12,134.93	Utilities
384625	07/25/07	Chevron	18,474.00	Districtwide Energy Saving Project
384634	07/25/07	Heartland Video Systems	57,048.35	KCSM Equipment Purchase
384635	07/25/07	Hensel Phelps Construction Co.	141,943.00	Skyline Construction Project
384637	07/25/07	Keenan & Associates	104,312.00	Districtwide Protected Insurance Program
384641	07/25/07	Laerdal Medical Corporation	44,707.04	CSM Medical Equipment Purchase
384649	07/25/07	S.J. Amoroso Construction Co., Inc.	531,845.00	Canada Construction Project
384651	07/25/07	Hensel Phelps Construction Co.	15,772.00	Skyline Construction Project
384652	07/25/07	Sch Proj/Util Rate Reduc.	51,143.89	Utilities
384655	07/25/07	Sutro Tower Inc.	17,594.00	KCSM Transmitter Leasing Fee
384657	07/25/07	Vavrinek, Trine, Day & Co.	10,000.00	Districtwide Auditing Services
384658	07/25/07	West Valley Mission C C Dist.	10,000.00	CCHC Services
384726	07/26/07	Public Broadcasting Service	195,739.65	KCSM National Program Service Assessment
384744	07/27/07	Bayside Heating & Air Conditioning	13,399.00	CSM Cooling Unit Purchase and Installation
384747	07/27/07	Emmett W. MacCorkle Inc. Insurance Ser	957,238.25	Districtwide Insurance Premium
384750	07/27/07	Hartford Retirement Plans Service Cente	24,473.81	Tax Shelter Annuities
384759	07/27/07	Pac Gas & Elec Co	10,842.29	Utilities
384780	07/30/07	AIG Valic	22,692.28	Tax Shelter Annuities
384782	07/30/07	American Federation of Teachers	19,118.72	Union Dues for August 2007
384787	07/30/07	Calif State Teachers Retirement System	58,078.28	Cash Balance Contribution for July 2007
384789	07/30/07	Capital Guardian Trust Co.	20,883.00	Tax Shelter Annuities
384804	07/30/07	Fidelity Service Company	10,089.68	Tax Shelter Annuities
384853	07/30/07	SMC College Ed. Housing Corp.	30,834.00	Rent Deductions - College Vista for July 2007

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
July 1-31, 2007  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
85502	07/02/07	US Treasury - Union Bank	900,886.09	Federal Tax
85633	07/02/07	US Treasury - Union Bank	143,842.46	State Tax
32229	07/16/07	US Treasury - Union Bank	231,924.50	Federal Tax
32339	07/16/07	US Treasury - Union Bank	33,242.04	State Tax
JE229529/37	07/31/07	State Teacher Retirement System	298,406.14	STRS Retirement
 <u>SMCCCD Bookstores</u>				
101752	07/01/07	Apple Computer Inc.	34,908.95	Purchase Of Inventory
101807	07/10/07	Apple Computer Inc.	54,255.93	Purchase Of Inventory
101838	07/10/07	MBS Textbook Exchange	66,772.10	Purchase Of Inventory
101851	07/10/07	Pearson Education Inc.	57,677.29	Purchase Of Inventory
101876	07/10/07	VHPS	10,612.98	Purchase Of Inventory
101883	07/24/07	Apple Computer Inc.	41,940.00	Purchase Of Inventory
101914	07/24/07	Nesbraska Book Company	24,837.02	Purchase Of Inventory
101925	07/24/07	Skyline College Bookstore	14,072.49	Purchase Of Inventory
101926	07/24/07	SMCC College District	185,119.58	Salaries & Benefits June 2007
101941	07/26/07	VHPS	17,427.25	Purchase Of Inventory
EFT #82639	07/31/07	Board of Equalization	55,102.81	Sales Tax June 2007
		Subtotal	<u>11,018,497.50</u>	87%
		Warrant Issued ≤ \$10,000	<u>1,585,570.38</u>	13%
		Total Non-Salary Warrant Issued	<u><u>12,604,067.88</u></u>	100%
District Accounts Payable		383434-384873	10,259,012.15	
District Payroll		18329-19260, DD17572-DD18675	5,892,143.78	
SMCCCD Bookstores		101750-101941, EFT#82639, 82837	<u>736,596.63</u>	
		Total Warrant Including Salaries - July 2007	<u><u>16,887,752.56</u></u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 1-31, 2007  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Accounts Payable</u>				
384933	08/02/07	Dell Computers	19,330.37	Skyline Computer Purchase
384947	08/02/07	Pac Gas & Elec Co	13,849.16	Utilities
384961	08/02/07	American Public Television	15,306.00	TV Broadcast Programs & APT Exchange Fees
384967	08/02/07	Bunton Clifford Associates, Inc.	25,697.12	Skyline Architectural Services
384968	08/02/07	Bunton Clifford Associates, Inc.	151,573.37	Cañada Architectural Services
384970	08/02/07	CalPERS	406,590.39	CalPERS Contribution Advance Payment for July 2007
385002	08/02/07	Rockridge Partners, Inc.	19,628.00	CSM Lecture Services
385012	08/02/07	Transcat, Inc.	18,197.36	CSM Equipment Purchase
385025	08/06/07	Dell Computers	16,646.10	CSM Computer Purchase
385029	08/06/07	Northern Distributing/Clean Source	13,891.59	CSM Custodial Supplies
385038	08/06/07	Wulfsberg Reese Colvig&Firstman	10,321.50	CSM Attorney Consulting Fees
385040	08/06/07	Wulfsberg Reese Colvig&Firstman	10,526.70	CSM Attorney Consulting Fees
385054	08/06/07	Public Empl Ret Sys	942,381.38	Health Insurance Premiums for August 2007
385071	08/08/07	Dell Computers	15,343.28	Skyline Computer Purchase
385072	08/08/07	Dell Computers	10,273.46	Cañada Computer Purchase
385073	08/08/07	Commercial Furniture Group	26,535.00	Skyline Furniture Purchase
385084	08/08/07	Spitz, Inc.	11,500.00	CSM Projector installation and rental
385109	08/08/07	Associated Std -Canada	11,129.00	Cañada Student Body Fees for June
385111	08/08/07	Associated Std-CSM	20,090.00	CSM Student Body Fees for June
385112	08/08/07	Associated Std-Skyline	16,327.00	Skyline Student Body Fees for June
385116	08/08/07	Digi - Gear	45,841.71	KCSM Equipment Purchase
385119	08/08/07	Hensel Phelps Construction Co.	170,459.00	Skyline Construction Project
385133	08/08/07	Hensel Phelps Construction Co.	18,939.00	Skyline Construction Project
385135	08/08/07	Snader & Associates	42,353.87	KCSM Equipment Purchase
385136	08/08/07	State Board of Equalization	12,492.00	July 2007 U Tax Payment
385138	08/08/07	Wells Fargo Bank	320,452.70	Districtwide Procurement Card Payment For July 2007
385161	08/10/07	Dell Computers	62,569.49	Cañada Computer Purchase
385167	08/10/07	Rodan Builders, Inc.	32,460.30	Cañada Construction Project
385175	08/10/07	Bayview Environmental Services	82,359.43	Skyline Asbestos Abatement Services
385184	08/10/07	David L. Gates & Associates	101,625.03	Cañada Construction Project
385199	08/10/07	S.M.C.S.I.G.	148,476.30	Dental Premium For June 2007
385200	08/10/07	S.M.C.S.I.G.	20,147.34	Vision Plan Premium For June 2007
385203	08/10/07	SMCCCD Revolving Account	21,736.54	Reimbursement Flex Spending For July 2007
385264	08/13/07	Double Day Office Services, Inc.	15,971.25	Skyline Moving Services



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 1-31, 2007  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
385266	08/13/07	Swinerton Management & Consulting	71,867.00	Program Management Services
385294	08/15/07	Pac Gas & Elec Co	17,429.97	Utilities
385297	08/15/07	Peninsula Library System	35,578.00	Districtwide Library Subscription Services
385299	08/15/07	Peninsula Library System	13,255.00	Districtwide Library Subscription Services
385300	08/15/07	Peninsula Library System	10,756.00	Districtwide Library Subscription Services
385314	08/15/07	Dell Computers	25,708.51	Skyline Computer Purchase
385346	08/17/07	Pac Gas & Elec Co	19,883.53	Utilities
385349	08/17/07	Pac Gas & Elec Co	11,951.20	Utilities
385358	08/17/07	S.F. Commercial Builders, Inc.	20,185.00	Cañada Construction Project
385362	08/17/07	The ACME Network	12,500.00	Cañada Annual Membership and Curriculum
385369	08/17/07	A.C.C.J.C.	14,063.60	Cañada ACCJC Accreditation Annual Fees
385403	08/17/07	Trivision Inc.	35,776.63	KCSM Equipment Purchase
385409	08/20/07	Calif Water Service Co	13,000.52	Utilities
385411	08/20/07	Digital Sports Video, Inc	18,605.01	Districtwide Equipment and Software Purchase
385420	08/20/07	Jones & Stokes Associates	10,358.50	Cañada Staff Housing Professional Services
385421	08/20/07	Konica Minolta Business Solutions, USA	40,670.61	Cañada Copier Purchase
385422	08/20/07	Krueger International	10,969.60	Skyline Furniture Purchase
385436	08/20/07	Steinberg Architects	14,516.40	Skyline Architectural Services
385442	08/20/07	Bayview Environmental Services	286,702.21	Skyline Asbestos Abatement Services
385446	08/20/07	Enterprise Recovery System, Inc	12,547.28	Districtwide Student AR Collection Fee
385453	08/20/07	Hensel Phelps Construction Co.	23,761.00	Skyline Construction Project
385457	08/20/07	Bayview Environmental Services	31,855.80	Skyline Asbestos Abatement Services
386119	08/22/07	Emmett W. MacCorkle Inc. Insurance Service	153,794.00	Districtwide Insurance Fees
386124	08/22/07	Statewide Educational Wrap-Up Program (SI	16,097.00	Skyline Worker's Comp Insurance Payment
386127	08/22/07	Vavrinek, Trine, Day & Co.	11,000.00	Districtwide Auditing Services
386151	08/23/07	B.T. Mancini Co. Inc.	34,117.00	Cañada Construction Project
386153	08/23/07	Bayside Heating & Air Conditioning	13,252.00	CSM Equipment Purchase and Installation
386166	08/23/07	Keenan & Associates	19,487.47	Skyline Builder's Risk Insurance
386174	08/23/07	Noll & Tam	18,649.00	Cañada Architectural Services
386175	08/23/07	Noll & Tam	15,512.55	Cañada Architectural Services
386177	08/23/07	Noll & Tam	58,618.00	Cañada Professional Services
386186	08/23/07	Statewide Educational Wrap-Up Program (SI	237,658.00	Skyline Worker's Comp Insurance Payment
386356	08/29/07	FusionStorm	56,794.66	ITS Equipment Purchase
386370	08/29/07	Noll & Tam	20,869.56	Cañada Architectural Services
386371	08/29/07	Noll & Tam	16,700.25	Cañada Architectural Services
386397	08/29/07	Western Allied Mechanical Inc.	17,288.00	CSM Equipment Repair Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 1-31, 2007  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
386403	08/29/07	B & H Photo Video	17,827.45	KCSM Equipment Purchase
386430	08/29/07	Robert A. Bothman	461,211.73	Districtwide Athletic Facilities Construction Project
386442	08/29/07	Strata Information Group	49,033.00	ITS Consulting Service
386443	08/29/07	Sutro Tower Inc.	17,594.00	KCSM Transmitter Leasing Fee
386468	08/30/07	Pac Gas & Elec Co	12,881.49	Utilities
386476	08/30/07	ALG Valic	29,204.28	Tax Shelter Annuities
386478	08/30/07	American Federation of Teachers	27,806.88	Union Dues for August 2007
386487	08/30/07	Capital Guardian Trust Co.	35,330.00	Tax Shelter Annuities
386499	08/30/07	Fidelity Service Company	26,509.68	Tax Shelter Annuities
386507	08/30/07	Hartford Retirement Plans Service Center	38,681.15	Tax Shelter Annuities
386532	08/30/07	Oppenheimer Investor Services, Inc.	12,566.00	Tax Shelter Annuities
386545	08/30/07	SMC College Ed. Housing Corp.	39,950.00	Rent Deductions - College Vista for August 2007
386561	08/30/07	Vanguard Fiduciary Trust Company	17,743.00	Tax Shelter Annuities

District Payroll Disbursement (excluding Salary Warrants)

93739	08/01/07	US Treasury - Union Bank	982,943.57	Federal Tax
93887	08/01/07	US Treasury - Union Bank	154,139.47	State Tax
55574	08/16/07	US Treasury - Union Bank	100,141.11	Federal Tax
55775	08/16/07	US Treasury - Union Bank	11,504.78	State Tax
JE230955	08/31/07	State Teacher Retirement System	393,529.00	STRS Retirement

SMCCCD Bookstores

101970	08/13/07	Apple Computer Inc.	13,197.80	Purchase Of Inventory
101989	08/13/07	Grace Training Supply	19,720.90	Purchase Of Inventory
102002	08/13/07	McGraw-Hill Co.	31,857.98	Purchase Of Inventory
102018	08/13/07	Roadway Express	24,033.91	Purchase Of Inventory
102035	08/21/07	SMCC College District	143,508.73	Salaries & Benefits July 2007
102036	08/21/07	SMCC College District	10,823.60	Procard Charges July 2007
102068	08/21/07	Follett Higher Education	41,453.60	Purchase Of Inventory

Subtotal	7,025,992.71	80%
Warrant Issued ≤ \$10,000	1,834,898.01	20%
Total Non-Salary Warrant Issued	<u>8,860,890.72</u>	100%

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 1-31, 2007  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
District Accounts Payable		384874-386564	6,782,836.63	
District Payroll		19261-20272, DD18676-DD19946	5,772,330.13	
SMCCCD Bookstores		101942-102107, EFT#35445	<u>435,796.16</u>	
		Total Warrant Including Salaries - August 2007	<u><u>12,990,962.92</u></u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 SEPTEMBER 1-30, 2007  
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Accounts Payable</u>				
386581	09/04/07	Constellation NewEnergy Inc.	25,975.40	Utilities
386582	09/04/07	Constellation NewEnergy Inc.	28,842.45	Utilities
386583	09/04/07	Constellation NewEnergy Inc.	26,582.81	Utilities
386586	09/04/07	Education Housing Partners, LLC.	10,000.00	Cañada Faculty/Staff Housing Project
386596	09/04/07	Southwest Interiors	158,807.70	Skyline Gym Blencher Replacement
386604	09/04/07	Calif State Teachers Retirement System	27,681.72	State Teacher Cash Balance Benefit Program
386606	09/04/07	CalPERS	421,195.90	CalPERS Contribution For September 2007
386614	09/04/07	Descalzo Lithograph	10,893.20	KCSM Program Guide Printing Fee
386624	09/04/07	Hensel Phelps Construction Co.	51,663.00	Skyline Design Build Project
386641	09/04/07	Public Empl Ret Sys	920,786.75	Health Insurance Premium September 2007
386645	09/04/07	Sch Proj/Util Rate Reduc.	46,329.95	Utilities
386647	09/04/07	Siemens Communications, Inc.	96,039.71	Annual Contract For Lifecycle Standard Plan
386886	09/06/07	Moodlerooms, Inc.	10,000.00	Webhosting Installation
386905	09/06/07	County of San Mateo	40,000.00	CSM Workforce Training Program
386912	09/06/07	Rockridge Partners, Inc.	19,628.00	CSM Teacher Management Training
386916	09/06/07	Wells Fargo Bank	332,029.56	Districtwide Procurement Card Payment For August 2007
386937	09/10/07	Krueger International	14,638.57	CSM Furniture
386970	09/10/07	A.C.C.J.C.	19,740.08	Skyline Annual Membership Fee
387010	09/10/07	SMCCCD Bookstore	41,227.21	Purchase Books & Supplies For Cañada EOPS Students
387016	09/10/07	VMI, Inc.	20,554.85	KCSM Equipment Purchase
387026	09/12/07	Automatic Door Systems, Inc.	14,361.00	Skyline Door Replacement
387031	09/12/07	Bunton Clifford Associates, Inc.	34,827.16	Cañada Architectural Design Services
387055	09/12/07	Casey Printing ,Inc.	24,883.63	Community Education Stitched Booklets Printing Fee
387057	09/12/07	CJ9, Ltd.	10,604.41	CSM Physical Education Supplies
387060	09/12/07	Hartford Life & Accident Insurance Co.	33,625.86	Tax Shelter Annuities
387070	09/12/07	S.M.C.S.I.G.	148,454.35	Dental Premium September 2007
387071	09/12/07	S.M.C.S.I.G.	20,187.61	Visions Plan Premium September 2007
387072	09/12/07	Hensel Phelps Construction Co.	14,860.00	Skyline Construction Project
387080	09/12/07	SMCCCD Bookstore	65,336.57	Purchase Books For Skyline CalWorks Students
387081	09/12/07	SMCCCD Revolving Account	25,164.42	Replenish Flexible Benefit For August 2007
387085	09/12/07	U.S. Postal Services	10,000.00	Skyline Postal Service
388075	09/17/07	Krueger International	11,506.49	Facilities Furniture
388077	09/17/07	Krueger International	18,989.48	Facilities Furniture
388078	09/17/07	Krueger International	45,891.07	CSM & Skyline Furniture & Accessories

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 SEPTEMBER 1-30, 2007  
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
388079	09/17/07	Krueger International	29,757.49	CSM & Skyline Furniture & Accessories
388080	09/17/07	Krueger International	36,449.94	CSM & Skyline Furniture & Accessories
388085	09/17/07	Pac Gas & Elec Co	15,800.77	Utilities
388094	09/17/07	Prestige Graphics, Inc.	14,984.85	Student Schedule Bill Services
388122	09/17/07	Digi - Gear	66,405.96	KCSM Equipment Purchase
388148	09/17/07	San Mateo Co Office Ed/Supt Sch	30,000.00	Skyline Mini Grant Biotech Program
388281	09/19/07	Krueger International	128,494.70	CSM & Skyline Furniture & Accessories
388286	09/19/07	Pac Gas & Elec Co	16,236.98	Utilities
388291	09/19/07	Spitz, Inc.	31,534.37	CSM Science Building Shows Conversion & License Fees
388292	09/19/07	Strata Information Group	49,033.00	ITS Consulting August 2007 Consulting Services
388320	09/19/07	Official Payments Corporation	18,080.08	Student ASP Service
388328	09/19/07	SMCCCD Bookstore	11,869.47	Purchase Of Books & Supplies For Cañada EOPS Student
388330	09/19/07	Transbay Fire Protection, Inc.	70,060.55	CSM Water Service
388338	09/24/07	Calif Water Service Co	13,652.39	Utilities
388366	09/24/07	Pac Gas & Elec Co	11,419.89	Utilities
388367	09/24/07	Pac Gas & Elec Co	14,317.21	Utilities
388392	09/24/07	John Plane Construction	30,633.41	Skyline Building Modernization Project
388403	09/24/07	Hensel Phelps Construction Co.	133,736.00	Skyline Construction Project
388405	09/24/07	John Plane Construction	275,700.71	Skyline Building Modernization Project
388406	09/24/07	John Plane Construction	60,019.38	Cañada Bookstore Renovation
388418	09/24/07	Public Broadcasting Service	82,435.07	KCSM Station Independence Program
388420	09/24/07	SMCCCD Bookstore	25,049.89	Skyline Student Textbook Rental Program
388421	09/24/07	SMCCCD Bookstore	16,651.10	Cañada Student Textbook Rental Program
388422	09/24/07	Swinerton Management & Consulting	65,660.00	Program Management Service
388423	09/24/07	U.S. Postal Services	10,000.00	Skyline Postal Service
389007	09/27/07	Beverly Prior Architects	106,273.20	CSM Design Services
389010	09/27/07	Constellation NewEnergy Inc.	12,076.04	Utilities
389021	09/27/07	Goodman Marketing Partners Inc.	22,390.45	KCSM Direct Mail Services
389023	09/27/07	GRD Energy Inc.	26,910.00	Districtwide Consulting Service
389026	09/27/07	Intermountain Electric Company	29,620.00	Cañada Electrical Services
389043	09/27/07	Rodan Builders, Inc.	35,828.10	Cañada North Quad Water Renovation
389063	09/27/07	AIG Valic	35,187.28	Tax Shelter Annuities
389065	09/27/07	American Federation of Teachers	54,398.66	Union Dues For September 2007
389073	09/27/07	C S E A	13,403.80	Union Dues For September 2007
389078	09/27/07	Capital Guardian Trust Co.	47,217.50	Tax Shelter Annuities
389094	09/27/07	Fidelity Service Company	32,509.68	Tax Shelter Annuities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 SEPTEMBER 1-30, 2007  
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
389097	09/27/07	Foundation for California Community Colle	15,000.00	Skyline Mini Grant Biotech Program
389104	09/27/07	Franklin Templeton Trust Company	10,660.70	Tax Shelter Annuities
389110	09/27/07	Hartford Retirement Plans Service Center	48,281.15	Tax Shelter Annuities
389124	09/27/07	Mad Doug, Inc.	11,340.00	College For Kids Workshops
389145	09/27/07	Oppenheimer Investor Services, Inc.	19,867.00	Tax Shelter Annuities
389157	09/27/07	S.J. Amoroso Construction Co., Inc.	231,741.00	Cañada Learning Resource Center Construction Project
389166	09/27/07	SMC College Ed. Housing Corp.	42,040.00	Rent Deductions - College Vista For September 2007
389170	09/27/07	SMCCCD Bookstore	70,455.55	Books & Supplies For CSM/Cañada CalWork & EOPS Student
389171	09/27/07	SMCCCD Bookstore	13,174.03	Apples Computer & Accessories For Skyline
389173	09/27/07	SMCCCD Bookstore	25,234.96	Books & Supplies For Cañada EOPS Student
389182	09/27/07	Sutro Tower Inc.	17,594.00	KCSM Transmitter Leasing Fee
389183	09/27/07	Swinerton Management & Consulting	12,934.25	Program Management Services
389185	09/27/07	Systems and Space, Inc.	294,371.50	Cañada Learning Resource Center Construction Project
389194	09/27/07	Vanguard Fiduciary Trust Company	31,518.00	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
7084	09/04/07	US Treasury - Union Bank	1,053,534.44	Federal Tax
7248	09/04/07	US Treasury - Union Bank	176,968.24	State Tax
57614	09/19/07	US Treasury - Union Bank	76852.72	Federal Tax
<u>SMCCCD Bookstores</u>				
102111	09/06/07	Apple Computer Inc.	32,301.00	Purchase Of Inventory
102113	09/06/07	Budgetext	10,927.09	Purchase Of Inventory
102133	09/06/07	Elsevier Publishing Co.	24,248.65	Purchase Of Inventory
102138	09/06/07	Follett Higher Education	48,538.69	Purchase Of Inventory
102148	09/06/07	Houghton Mifflin	41,975.35	Purchase Of Inventory
102163	09/06/07	MBS Textbook Exchange	96,740.13	Purchase Of Inventory
102164	09/06/07	McGraw-Hill Companies	39,415.23	Purchase Of Inventory
102172	09/06/07	NACSCORP	39,377.90	Purchase Of Inventory
102177	09/06/07	Nebraska Book Company	23,111.24	Purchase Of Inventory
102186	09/06/07	Pearson Education, Inc.	38,437.04	Purchase Of Inventory
102204	09/06/07	Pea Press	22,377.74	Purchase Of Inventory
102205	09/06/07	Thomson Learning	182,252.43	Purchase Of Inventory
102208	09/06/07	VHPS	24,345.09	Purchase Of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 SEPTEMBER 1-30, 2007  
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
102209	09/06/07	Vista Higher Learning	17,043.18	Purchase Of Inventory
102272	09/18/07	Apple Computer Inc.	10,997.00	Purchase Of Inventory
102282	09/18/07	Douglas Stewart Company	14,890.70	Purchase Of Inventory
102286	09/18/07	Elsevier Publishing Co.	11,733.17	Purchase Of Inventory
102293	09/18/07	Follett Higher Education	37,088.88	Purchase Of Inventory
102301	09/18/07	Houghton Mifflin	11,260.12	Purchase Of Inventory
102313	09/18/07	McGraw-Hill Companies	34,545.70	Purchase Of Inventory
102323	09/18/07	Pearson Education, Inc.	227,893.26	Purchase Of Inventory
102328	09/18/07	Roaring Spring Paper Prod	17,859.07	Purchase Of Inventory
102332	09/18/07	SM CC College District	133,953.58	Salary & Benefits August 2007
102337	09/18/07	Thomson Learning	18,492.96	Purchase Of Inventory
102343	09/18/07	VHPS	11,545.38	Purchase Of Inventory
102346	09/20/07	SMCC College District	10,949.15	Procard Charges August 2007
102351	09/28/07	Apple Computer Inc.	11,315.15	Purchase Of Inventory
102354	09/28/07	Cengage Learning	37,358.62	Purchase Of Inventory
102363	09/28/07	Elsevier Publishing Co.	23,184.19	Purchase Of Inventory
102382	09/28/07	Kendall/Hunt Publishing	14,971.10	Purchase Of Inventory
102389	09/28/07	MBS textbook Exchange	144,816.98	Purchase Of Inventory
102391	09/28/07	McGraw-Hill Companies	103,657.41	Purchase Of Inventory
102398	09/28/07	Nebraska Book Company	22,123.19	Purchase Of Inventory
102404	09/28/07	Pearson Education, Inc.	220,135.08	Purchase Of Inventory
102412	09/28/07	Skyline College Bookstore	24,014.54	Purchase Of Inventory
102421	09/28/07	VHPS	15,369.83	Purchase Of Inventory
EFT # 74688	09/17/07	Board of Equalization	199,595.27	Sales Tax August 2007
		Subtotal	8,625,515.46	75%
		Warrant Issued ≤ \$10,000	2,856,766.19	25%
		Total Non-Salary Warrant Issued	<u>11,482,281.65</u>	100%
District Accounts Payable	386565-389199		7,893,353.25	
District Payroll	20273-21298, DD19947-DD21222		6,913,800.42	
SMCCCD Bookstores	102108-102422, EFT#74688		<u>2,275,160.19</u>	
	Total Warrant Including Salaries - September 2007		<u>17,082,313.86</u>	

**BOARD REPORT NO. 07-11-2CA**

**TO:** Members of the Board of Trustees

**FROM:** Ron Galatolo, Chancellor-Superintendent

**PREPARED BY:** Jan Roecks, Director of General Services, 650-358-6879 &  
Bob Domenici, Senior Buyer, 650-358-6728

**DECLARATION OF SURPLUS PROPERTY**

In accordance with Education Code Sections 81450 and 81452, property that becomes surplus to the needs of the District will be declared as such by the Board with the method of disposal dictated by the value of this property. Board policy (Section 8.02, District Rules and Regulations) delegates the disposal, in compliance with State or local laws and regulations, to the Chancellor, Associate Chancellor, or designee.

As the Capital Improvement Program progresses, the volume and variety of surplus continues to grow. The Colleges have miscellaneous equipment that is surplus to the District's needs including:

- Printers, map case, digital camera, CPUs, monitors, ash urns, camcorder, VCR and slide projector from the College of San Mateo
- Printer and monitor from KCSM
- Printer and CPU from Canada College
- Exhaust fan from Skyline College

A complete listing of this equipment follows the board report. As always, the General Services Department is committed to handling this surplus in an efficient manner. The Department anticipates that local area educational institutions, non-profits, or agencies will be able to use the District's surplus equipment at the least cost to the District and the Colleges. The District is committed to handling electronic waste in a responsible manner and if we cannot sell or donate our old computers, a responsible recycler connected to the California Electronic Waste program will be contracted to recycle our surplus electronic waste.

**RECOMMENDATION**

The District recommends that the Board of Trustees declare the items specified on the attached list surplus to the mission of the District and the Colleges.



**Surplus items**

<b>Quantity</b>	<b>Campus</b>	<b>Item Description</b>	<b>Total Value\$</b>	<b>Disposition Plan</b>
1	CSM	5 drawer map case	100	To be donated or sold
1	CSM	Digital camera	10	To be donated or sold
128	CSM	CPUs	0	To be recycled
14	CSM	Monitors	0	To be recycled
6	CSM	Printers	0	To be recycled
80	CSM	Ash urns	500	To be donated or sold
1	CSM	Camcorder	20	To be donated or sold
1	CSM	VCR	0	To be recycled
1	CSM	Slide projector	0	To be recycled
1	KCSM	Printer	0	To be recycled
1	KCSM	Monitor	0	To be recycled
1	CANADA	Printer	0	To be recycled
1	CANADA	CPU	0	To be recycled
1	SKYLINE	Exhaust fan	500	To be donated or sold

**BOARD REPORT NO. 07-11-3CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Barbara Christensen, Director of Community/Government Relations,  
574-6560

**APPROVAL OF AGREEMENT WITH WIDE ANGLE COMMUNICATIONS TO  
CONDUCT MARKET RESEARCH AND DIRECT MARKETING FOR THE DISTRICT**

In order to more fully serve the needs of the residents of San Mateo County, the District wishes to conduct targeted market research followed by a direct marketing campaign. Wide Angle Communications will:

1. conduct a needs assessment telephone survey of 1,200 adults in the County;
2. prepare a short in-class survey for high school juniors and seniors;
3. conduct a marketing audit of all publications, advertising and outreach activities undertaken by the District and Colleges and provide recommendations for future marketing activities;
4. conduct a direct mail marketing campaign regarding career opportunities for which the Colleges train students, directed at 16-30 year olds in the County.

The cost for the entire project is \$149,500. The project will be funded with the current District marketing budget.

**RECOMMENDATION**

It is recommended that the Board authorize the Executive Vice Chancellor to execute a professional services agreement with Wide Angle Communications to conduct market research and direct marketing, at a cost not to exceed \$149,500.

**BOARD REPORT NO. 07-11-1B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Lily C. Lau, Director, Community Education, 574-6179

**APPROVAL OF COMMUNITY SERVICES CLASSES, SPRING/SUMMER 2008  
CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE**

Listed below are the planned self-supporting Community Services offerings at Cañada College, College of San Mateo and Skyline College for Spring/Summer 2008. Classes in the Community Services program are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The Community Services schedule is grouped by Community Services classes on campus and off-site, Emeritus Institute, and on-line offerings.

**New Programs**

**Cañada College**

Wedding Dance Workshop (two sessions)

**College of San Mateo**

Avoiding Bad Business Writing  
Bamboo Rain Design  
Basic Motorcycle Rider Course through Northern California Motorcycle Training  
Become an Independent Home-Based Online Travel Agent  
Building Your Financial Portfolio on \$25 A Month  
Discover Flower Arranging  
Flyfishing for Beginners  
Handmade Bath Products  
Help! I'm Getting Married (two sessions)  
Intermediate Dog Training Class (four sessions)  
Introduction to Pet Assisted Therapy  
Latin Core Dance Workout (two sessions)  
Oui! Conversation in the French-Speaking World  
Personal Fitness Trainer Certification  
Puppy Kindergarten and Training Class  
QuickBooks Basics  
Secrets to a Sensational Room  
Social Dance Survival (three sessions)  
Sports Nutrition Consultant Certification  
The Freighter Came in Through the Bathroom Window - The Lighthouse in California Maritime History  
Wedding Dance Workshop (two sessions)  
What You Need to Know About Self-Defense  
Your Home...Showcased to Sell!!

## BOARD REPORT NO. 07-11-1B

**Skyline College**

None

**Off Campus**

Around the World - A Survey of the World's Best Wine Making Regions  
 Embarcadero North (San Francisco)  
 Piedmont Avenue (Oakland)  
 San Francisco Civic Center

**Continuing Programs****Cañada College**

Financial Strategies For Successful Retirement  
 Fun Part-Time Jobs  
 Interior Decorating I  
 Interior Decorating II

**College of San Mateo**

Alternative Energy Systems  
 An Evening with Leonardo da Vinci  
 Astronomy - Skies of Spring  
 Basic Dog Training Class (four sessions)  
 Basic Grooming for Your Dog  
 Become a Copyeditor or Proofreader  
 Become a Loan Signing Specialist  
 Become a Voiceover Artist (two sessions)  
 Beginning Blues Harmonica  
 Beginning Fencing  
 Belly Dance Fundamentals (two sessions)  
 Book Club  
 Breaking the Cycle of Stress: Skills for Health and Peak Performance  
 Collage Plates  
 Couple's Shiatsu Massage  
 Digital Studio Portrait Photography (two sessions)  
 Double-Heart Link Bracelet  
 Driver's Education (three sessions)  
 Fat Burning Weight Loss  
 Fencing Club  
 Financial Strategies For Successful Retirement  
 Food Handling Test Preparation- ServSafe Food Safety Class & Test (three sessions)  
 Get Organized: Control Clutter  
 Getting More from Your Digital Camera (two sessions)  
 Getting Started in Digital Photography (two sessions)  
 Grid Intertie Photovoltaic System Installation  
 Home Electric Repairs Made Easy I (Basic)  
 Home Electric Repairs Made Easy II (Advanced)

## BOARD REPORT NO. 07-11-1B

Hot Salsa Dancing for Beginners  
 How to Become A Mystery Shopper  
 How to Buy & Sell on eBay, The Largest Online Marketplace in the World  
 How to Buy Income-Generating Properties  
 How to Start a Small Business  
 Importing as a Small Business  
 Instant Piano for Hopelessly Busy People  
 Italian for Travelers - The Language and Culture of Italy  
 Know and Grow Cut Flowers  
 Let's Make Sushi (two sessions)  
 Magic Flutes, Flute Choir  
 Notary Public Workshop and State Exam (two sessions)  
 Peninsula Parks and Trails  
 Pet First Aid/CPR  
 Piano By Ear  
 Positive Posture  
 SAT Prep  
 Secrets of a Super Memory  
 Spanish I  
 Spanish II  
 Test-Taking Secrets  
 The One Minute Drawing Class  
 The Ultimate Guide to Living, Working, Traveling, and Retiring in Mexico  
 Ultimate Neck and Shoulder Massage  
 What Were You Born To Do?

### **Skyline College**

Financial Strategies For Successful Retirement

### **Off Campus**

Spontaneous Watercolor (Coastside, Half Moon Bay)  
 Beginning Glass Fusing (two sessions) (South Linden Station, South San Francisco)  
 Peninsula Parks and Trails (Field Trips)  
 You Can Decorate Your Cake and Eat it too! (Kathy's Kreative Cakes, San Mateo)  
 Holy Cross Catholic Cemetery (Colma)  
 Home of Peace (Colma)  
 St. John's Cemetery (San Mateo)

### **Emeritus**

### **New**

Atlantic Crossings - An Incredible Saga of Ocean Travel From Sail to Steam and Beyond. (Burlingame Recreation Center)  
 The Good Ole Colony Days, America (1607-1763) - Settling New England (Burlingame Recreation Center)

## BOARD REPORT NO. 07-11-1B

**Continuing**

Art of Listening to Music (Peninsula Volunteers Little House, two sessions)  
 Jazz From the Hill (The Peninsula Regent, two sessions)  
 The American Presidency (I) - Creating an American Republic (San Mateo Senior Center)  
 The American Presidency (II) - Practitioners of President Power (San Mateo Senior Center)

**Online Classes****New**

Creating Web Graphics w/ Photoshop CS3  
 Microsoft Excel 2007  
 Microsoft Word 2007  
 On-line Home Inspection Training (AHIT)  
 Photoshop CS3  
 Skills for Making Great Decisions

**Continuing**

101 Tips and Tricks for the iMac and Macintosh  
 A to Z Grant Writing  
 Accounting Fundamentals  
 Achieving Success with Difficult People  
 Achieving Top Search Engine Positions  
 Administrative Assistant Applications & Fundamentals  
 Adobe FrameMaker 7.1  
 Assisting Aging Parents  
 Become a Veterinary Assistant I, II, III  
 Becoming a Grant Writing Consultant  
 Beginner's Guide to Getting Published  
 Beginning Conversational French  
 Beginning Writer's Workshop  
 Business and Marketing Writing  
 C#, C++, JSP, or Perl Programming  
 Computer Skills for the Workplace  
 Creating a Sense of Place  
 Creating a Successful Business Plan  
 Creating Web Pages  
 Creating Your Own Nonprofit  
 Crystal Reports 10  
 Customer Service Fundamentals  
 Database Development  
 Debt Elimination Techniques That Work  
 Design Projects for Adobe Illustrator CS2  
 Designing Effective Websites  
 Discover Digital Photography  
 Dreamweaver  
 Effective Business Writing  
 Effective Selling

## BOARD REPORT NO. 07-11-1B

Enhancing Language Development in Childhood  
Enjoying European Art Online  
Fiction & Romance Writing  
Fireworks MX 2004  
Flash 8 & MX 2004  
Fundamentals of Supervision and Management  
Fundamentals of Technical Writing  
GED Preparation, Language, Writing, Math  
Genealogy Basics  
Get Assertive!  
Get Paid to Travel  
Goodbye to Shy  
Grammar & Writing for ESL  
Grammar Refresher  
GRE, GMAT, LSAT Preparation  
Handling Medical Emergencies  
Individual Excellence  
Instant Italian  
Introduction to Business Analysis  
Introduction to Natural Health and Healing  
Introduction to Nonprofit Management  
Introduction to the Internet  
Java  
Keyboarding  
Keys to Effective Communication  
Learn to Buy and Sell on eBay  
Legal Nurse Consulting  
Linux  
Luscious, Low-Fat, Lightning-Quick Meals  
Making Movies with Windows XP  
Marketing Your Business on the Internet  
Marketing Your Nonprofit  
Mastery of Business Applications & Fundamentals  
Medical Terminology-A Word Association Approach  
Merrill Ream Speed Reading  
Microsoft Access 2003  
Microsoft Excel 2003  
Microsoft FrontPage 2003  
Microsoft PowerPoint 2003  
Microsoft Project 2003  
Microsoft Publisher 2003  
Microsoft Visio 2003  
Microsoft Word 2003  
Music Made Easy  
Networking  
Outlook 2003  
PC Security  
PC Troubleshooting  
Performing Payroll in QuickBooks 2007  
Personal Finance

## BOARD REPORT NO. 07-11-1B

Photoshop CS2  
Photoshop Elements 3.0, 4.0, & 5.0  
Pleasures of Poetry  
Professional Sales Skills & Sales Management  
Project Management  
QuickBooks 2007  
Real Estate Investing and Real Estate Law  
Research Methods for Writers  
Resume Writing Workshop  
SAT/ACT Preparation  
Secrets of Better Photography  
Solving Classroom Discipline Problems  
Speed Spanish I, II, III  
SQL  
Start and Operate Your Own Home-Based Business  
Start Your Own Consulting Practice  
Stocks, Bonds, and Investing: Oh, My!  
Successful Construction Business Management  
Supply Chain Management Fundamentals  
The Craft of Magazine Writing  
The Creative Classroom  
The Game Industry  
The Keys to Effective Editing (US)  
Travel Writing  
Twelve Steps to a Successful Job Search  
Understanding Adolescents  
Understanding the Human Resources Function  
Visual Basic 2005 & Visual Basic.NET  
Where Does All My Money Go?  
Windows XP  
Write Like a Pro  
Writerific 1 & 2: Creativity for Training Writers  
Writing Effective Grant Proposals  
Writing for Children

**RECOMMENDATION**

It is recommended that the Board approve the list of Community Services classes to be offered for Spring/Summer 2008 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations.



**BOARD REPORT NO. 07-11-2B**

**RESOLUTION NO. 07-12**

**BY THE GOVERNING BOARD OF  
THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

---

**RESOLUTION IN SUPPORT OF PROPOSITION 92, THE COMMUNITY COLLEGE  
GOVERNANCE, FUNDING STABILITY, AND STUDENT FEE REDUCTION ACT**

**WHEREAS**, California Community Colleges serve 2.4 million students annually through a system of 72 locally established and locally governed community college districts with 109 colleges within a statewide system; and

**WHEREAS**, California Community Colleges need stable funding, affordable student fees, local control, and the ability to provide effective leadership for the system of 109 colleges; and

**WHEREAS**, Proposition 92, the California Community College Initiative (officially known as the Community College Governance, Funding Stabilization, and Student Fee Reduction Act) would provide the local community colleges with a secure, stable source of funds tied to community college enrollment growth; and

**WHEREAS**, Proposition 92 has qualified for the February 5, 2008 statewide election; and

**WHEREAS**, Proposition 92 would reduce student fees to \$15 while also restricting the amount and probability of future increases; and

**WHEREAS**, Proposition 92 would eliminate the possibility of mid-semester fee increases and guarantee that students would have at least 60 days' notice before any fee increase takes effect; and

**WHEREAS**, Proposition 92 would provide community colleges with funding to serve increases in their major student age populations from the natural growth of the state's general fund; and

**WHEREAS**, Proposition 92 would split Proposition 98 funding into two parts—one that protects and expands student access to community colleges and the other maintaining the current provisions for growth in K-12 funding; and

**WHEREAS**, Proposition 92 would ensure that promises made by the Legislature are kept with a property tax guarantee; and

**WHEREAS**, Proposition 92 includes provisions in the state constitution for locally elected governing boards accountable to voters and for a statewide autonomous governance structure similar to those in place for K-12, CSU, and UC;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the San Mateo County Community College District supports Proposition 92, the Community College Governance, Funding Stability, and Student Fee Reduction Act.

**REGULARLY PASSED AND ADOPTED** this 13<sup>th</sup> day of November, 2007.

Ayes:

Noes:

Abstentions:

Attest: \_\_\_\_\_  
Richard Holober, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 07-11-100B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: José D. Nunez, Vice Chancellor, Facilities Planning, Maintenance & Operations, 358-6836

**CONTRACT AWARD FOR THE CONSTRUCTION OF THE FACILITIES MAINTENANCE CENTER AT SKYLINE COLLEGE**

The existing deteriorated Facilities Maintenance Center (FMC) at Skyline College will be replaced with the construction of a new sustainable FMC. The existing structures, which were originally used as Coast Guard Barracks, have outlived their useful life and will be demolished. The new FMC will include shop areas, such as a wood shop, electrical shop, and automotive shop, which will be served by a new and upsized electrical service. A carport for vehicle storage as well as a fueling station and car wash will be built along with the Facilities Maintenance Center. It is the goal of this sustainable project to build the FMC as a Leadership in Energy and Environmental Design (LEED) Silver Certified building.

On September 26<sup>th</sup> and October 3<sup>rd</sup>, 2007 the District published legal notices inviting pre-qualified general contractors to bid on this project. The project team conducted an aggressive contractor outreach campaign via email and phone to encourage maximum bid participation. Nineteen pre-qualified firms, including nine general contractors, attended one of two mandatory Pre-bid Conferences held on October 4<sup>th</sup> & October 16<sup>th</sup>, 2007. On October 23<sup>rd</sup>, 2007, a total of four of these firms submitted bids as follows:

<b>General Contractor</b>	<b>Bid</b>
John Plane Construction	\$6,550,500
Rodan Builders	\$6,564,800
Big-D Pacific Builders	\$7,385,400
Gonsalves & Stronck	\$7,399,455

District administration, along with Swinerton Management and Consulting, has conducted a due diligence investigation of the bid results to ascertain the lowest responsive, responsible bid that meets all the requirements of the project.

This project will be funded by local, State, and Measure A general obligation bond funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees award the contract for the Skyline College Facilities Maintenance Center to John Plane Construction in an amount not to exceed \$6,550,500.

San Mateo County Community College District

November 13, 2007

**BOARD REPORT NO. 07-11-101B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Barbara Christensen, Director of Community/Government Relations  
574-6560

**REVISION OF DISTRICT RULES AND REGULATIONS, SECTION 8.13,  
PUBLIC SAFETY ON DISTRICT PROPERTY**

Attached are proposed revisions to District Rules and Regulations, Section 8.13, Public Safety on District property. The revisions are needed in order to update job titles and to authorize the use of video surveillance on our campuses in order to deter crime, prevent vandalism and maintain a safe and secure environment for students and staff.

The proposed revisions were reviewed at two meetings of the District Shared Governance Council.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed changes to District Rules and Regulations, Section 8.13, Public Safety on District Property as shown in the attached.

8.13 ~~8.13—Public Safety on District Property District Security Services~~

1. The District shall maintain a ~~Security~~-Public Safety Service to provide for the safety and security of persons and facilities under the District's jurisdiction at each District location. The District ~~Security~~-Public Safety Service is not a police force or a primary law enforcement agency. The ~~Security~~-Service is assigned responsibility for enforcing parking regulations; protecting persons from injury and property from vandalism, fire, theft and other hazards; and other related duties as determined by the College administration.
  2. In order to deter crime, prevent vandalism and maintain a safe and secure environment for students and staff, the District may employ electronic surveillance in and around buildings, parking lots and roadways. The District does not intend to use electronic surveillance to monitor employees' work or work habits, unless suspected criminal activity is observed.
  - 3.
  1. When electronic surveillance is employed, surveillance devices may be monitored and reviewed by personnel authorized by the College President or Chancellor. If suspicious activity is observed, District staff will respond appropriately and may call local law enforcement for assistance. If criminal activity is suspected, the records may be turned over to the appropriate law enforcement authority. Digital records will normally be maintained by the Public Safety Offices for a period of up to three months and then destroyed.
  - 2.3.
  4.

In order to provide ~~Security~~-Public Safety Services, the District may employ or contract with any or all of the following: (a) ~~classified~~-security officers, who may or may not also be sworn peace officers; (b) security services from a private firm; (c) security services from government law enforcement agencies; and (d) ~~student security safety~~ assistants. ~~Persons so employed or contracted with, other than students, shall be known as College Security Officers.~~
  5. ~~College administrative responsibility for Security Services shall rest with the appropriate Vice President, Student Services.~~
  5. ~~Classified~~ Security Officers and contracted officers from outside agencies (either private or governmental) may be authorized by the College President to wear firearms on College property, or on or about other grounds or properties owned, operated, controlled or administered by the District. Such authorization may be granted only after the officer presents proof of successful completion of firearms training as prescribed by the California Commission on Peace Officer Standards and Training. Under no circumstances shall ~~Student Security~~Safety -Assistants carry, display or possess firearms on District properties or other grounds under the control or administration of the District.
- The ~~Associate~~ Chancellor shall be notified if the College President authorizes a Security Officer to carry firearms.

6. ~~Student Security~~Safety Assistants may be assigned duties of traffic control, parking enforcement, escort services, crowd control, building security and other duties assigned and supervised by College Security Officers.
7. ~~Classified~~ Security Officers and ~~Student Security~~Safety Assistants must wear the official uniform prescribed by the District at all times while on duty. The District shall provide uniforms for the officers in conformance with the collective bargaining agreement governing employment of classified employees. Contracted Security Officers from outside agencies (private or governmental) shall wear uniforms acceptable to the District at all times while on duty. Clothing other than the prescribed uniform may be authorized by the appropriate administrator ~~College Vice President,~~ ~~Student Services~~ when circumstances dictate the need.
8. A security manual shall be developed for use by those employed as Security Officers and ~~Student Security~~Safety Assistants in the District.
9. ~~Classified~~ Security Officers are bound by District Rules and Regulations pertaining to classified employees. In addition to the causes deemed sufficient for dismissal, suspension, demotion or other disciplinary action of a classified employee (Section 4.45.~~7~~6), ~~classified~~ Security Officers may be subject to disciplinary action for the following reasons:
  - a. misuse of firearms;
  - b. disregard of any firearms policies detailed herein;
  - c. misuse of authority.

(Rev. 11/07)

San Mateo County Community College District

November 13, 2007

**BOARD REPORT NO. 07-11-1C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Barbara Christensen, Director of Community/Government Relations,  
574-5560

**FINAL REPORT ON LEGISLATION – 2007**

Attached is the final legislation report for the 2007 session of the California State Legislature. Included in this report is information on actions taken by the Legislature and Governor on bills of interest to this District and to California Community Colleges.

During the year, the Board took positions on several bills of interest including:

SB 840 Single Payer Health Care Coverage. This bill did not make it through the Assembly and Senate. The Legislature/Governor continue efforts to reach a compromise on health care reform.

SB 823 Private Postsecondary Education. This bill, which would have imposed a number of changes for private postsecondary institutions, failed to make it to the Governor's desk. Instead, two temporary measures – SB45 and AB 1525 – were signed by the Governor to provide shorter-term solutions.

November 13, 2007

**End of Year Legislative Report**

**AB 668 STUDENT FINANCIAL AID.** Enacts the California Community College Student Federal and State Financial Aid Opportunity Act and requires the CCC Chancellor's Office to help colleges increase participation in financial aid programs by developing information for students to make them aware of financial options.

**AB 950 STUDENT RESIDENCY REQUIREMENTS: ACTIVE DUTY MILITARY.** Extends to 2 academic years the period during which these active duty military graduate students would be entitled to resident classification for the purpose of determining the amount of tuition and fees.

**AB 1168 SOCIAL SECURITY NUMBERS.** Requires the Office of Privacy Protection in the Department of Consumer Affairs to establish a task force, with specified members, to conduct a review of the use by all public and private colleges and universities in this state of social security numbers in order to recommend practices to minimize the collection, use, storage, and retention of social security numbers.

**AB 1525 PRIVATE POSTSECONDARY EDUCATION.** Express legislative intent to provide for the protection of the interests of students enrolled in private postsecondary education institutions.

**AB 1548 TEXTBOOK.** Publishers would be required to provide faculty with a list of products offered, the price at which the new book is available from the publisher, the copyright date of any prior edition, and a list of substantive differences between the current and previous editions, effective January 2010. This bill would require campus bookstores to post in their stores or on their websites a disclosure of their retail pricing policies, require public postsecondary institutions to encourage faculty and others to adopt materials with sufficient lead time, and state that this shall not be construed as attempting to interfere with faculty authority over textbook selection decisions.

**AB 1559 COMMUNITY COLLEGE NURSING EDUCATION PROGRAMS.** This bill would require that if a community college district elects to use a multi-criteria screening process on or after January 1, 2008, it must include specific criteria for evaluating applicants. These criteria include: academic performance, work or volunteer experience, foreign language skills, life experiences and special circumstances of the applicant. This bill also would authorize community colleges which elect to use a multi-criteria screening process to use an approved diagnostic assessment tool before, during, or after the multi-criteria screening process and require each district using such measures to annually report to the Chancellor on its nursing program admission policies.

**SB 45 PRIVATE POSTSECONDARY EDUCATION.** Extends limited state oversight of private postsecondary schools from February 2008 through July 1, 2008.

**SB 139 NURSING EDUCATION.** This bill would make clarifying and technical changes to SB 1309 (Chapter 837, Statutes of 2006) to increase California's nursing workforce. It also would prohibit CSU and community college campuses from requiring students who have been admitted to a nursing program and have already earned a baccalaureate degree to take any coursework that is not necessary to prepare him/her for licensing as a nurse.

In screening nursing applicants, this bill would allow a community college district to use any diagnostic assessment tool that is commonly used in registered nursing programs and approved by the Chancellor;



allow it to use additional multiple screening measures if the number of program applicants exceeds its capacity; and expressly would not prohibit nursing programs from using an approved diagnostic assessment tool before or after use of a multi-criteria screening process. It would prohibit districts from excluding applicants to a registered nursing program solely because the applicant is not a district resident or has not completed prerequisite courses in that district. This bill also would allow districts to employ part-time clinical nursing faculty teaching 60% or more of the hours of a full-time instructor for up to four semesters or six quarters within any three consecutive academic years between July 1, 2007 and June 30, 2014; require these districts to provide data to the System Office regarding the number of faculty members hired under this section and the ratio of full-time to part-time faculty for these districts in each of the three academic years prior to the operation of this section, and for each academic year for which faculty are hired under this subdivision; but would not allow a district to employ such a person if it results in an increase in the part-time to full-time faculty ratio in that district. The bill also expresses legislative intent that pursuant to funding in the Budget Act for 2009-10 and each succeeding academic year, community colleges should increase the statewide enrollment of full-time equivalent registered nursing students by 900 annually.

**SB 190 CSU EDUCATION: OPEN MEETINGS: HIGHER EDUCATION GOVERNANCE ACCOUNTABILITY ACT.** This bill modifies current law governing the meetings of the Regents of the University of California and the California State University Board of Trustees and clarifies the requirements for meetings that must be open and public. This bill requires that actions on executive compensation, as specified, occur in open, public meetings.

**SB 272 ARMED FORCES: ENROLLMENT PRIORITY.** This bill would require CSU and each community college, and request UC, to give priority for registration for enrollment in classes to current or former members of the US Armed Forces for any academic term attended within two years of leaving active duty; and would also require priority for registration for any student compelled to take an academic leave of absence due to being called to active duty.

**SB 343 OPEN MEETING ACT.** Effective July 1, 2008, this bill requires that any writing related to an agenda item for an open session of a regular meeting that is distributed within 72 hours of the meeting be made available for public inspection at the time it is distributed to the members of the body. Public inspection can be made by making the writing available at an office or location that has been designated by the agency and listed on the meeting agenda or posting the writing on the local agency's Internet website in a position and manner that makes it clear that it relates to an upcoming meeting's agenda. This bill also requires each local agency to list the address of the office or location on the agendas for all meetings of the legislative body of that agency.

**SB 614 DESIGN BUILD CONTRACTS.** This bill would expand the "design-build" authority for facilities over \$2.5 million to all community college districts (instead of the current law which limits it to 3 districts with projects over \$10 million), would define "plans" to include plans for foundations and other building systems as determined by the Division of the State Architect, would prohibit school and community college districts from withholding more than 5% from payments due to the design-build entity if a performance bond issued by an admitted surety insurer is required in the bid solicitation as well as prohibit withholding more than 5% from payments due to subcontractors, and would extend the current sunset date for these provisions from January 2010 to January 2014.

**SB 854 STUDENT VOTER REGISTRATION.** Requires every community college and California State University campus to enable students to elect to receive voter registration forms when registering for classes if the college operates an automated class registration system.

**VETOED**

**SB 1 DREAM ACT.** This bill would provide eligibility for all “540” students to receive: BOG fee waivers, non-competitive Cal Grant awards, and private student aid awards if these students meet the requirements of existing law.

**SB 832 COLLEGE TEXTBOOKS.** This bill creates the College Textbook Affordability Act, and requires textbook publishers to make available to prospective purchasers specified information, including a list of all substantive differences or changes made between the current edition and the most recent previous edition of the textbook for each new edition of a product.

**OTHER BILLS OF INTEREST**

**SB 840 SINGLE PAYER HEALTH CARE COVERAGE.** This bill did not make it through the Assembly and Senate. The Legislature/Governor continue efforts to reach a compromise on health care reform.

**SB 823 PRIVATE POSTSECONDARY EDUCATION.** This bill, which would have imposed a number of changes for private postsecondary institutions, failed to make it to the Governor’s desk. Instead, two temporary measures – SB 45 and AB 1525 – were signed by the Governor to provide shorter-term solutions.

**BOARD REPORT NO. 07-11-2C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2007-08**

The following report covers the period July 1, 2007 through September 30, 2007 for Associated Student Bodies, Bookstores and Cafeterias.

**ASSOCIATED STUDENTS (Exhibits A,B,C)**

Total income and expenditures for the Associated Student Body (ASB) at each College for the first quarter of 2007-08 are listed below:

<b>ASB Total Income</b>	<b>2007-08</b>	<b>2006-07</b>	<b>\$ Change</b>	<b>%Change</b>
Cañada College ASB	\$24,263	\$47,071	-22,807	-48.45%
College of San Mateo ASB	36,122	60,731	-24,609	-40.52%
Skyline College ASB	29,496	64,973	-35,477	-54.60%

<b>ASB Total Expenditures</b>	<b>2007-08</b>	<b>2006-07</b>	<b>\$ Change</b>	<b>%Change</b>
Cañada College ASB	\$11,569	\$6,083	5,486	90.19%
College of San Mateo ASB	10,753	21,739	-10,986	-50.54%
Skyline College ASB	6,524	9,927	-3,403	-34.28%

Activity card sales are the major source of income for the Associated Students. Activity card sales at all three campuses decreased due to the change in accounting method for recording student card revenue, from cash basis to accrual basis.

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.

Below is a comparison of the first quarter Net Income (Loss) from ASB Operations:

<b>ASB Net Income</b>	<b>2007-08</b>	<b>2006-07</b>	<b>\$ Change</b>	<b>%Change</b>
Cañada College ASB	\$12,695	\$40,988	-28,293	-69.03%
College of San Mateo ASB	25,370	38,992	-13,623	-34.94%
Skyline College ASB	22,972	55,046	-32,074	58.27%

**BOOKSTORES (Exhibit D)**

The following data reflects Bookstore operations for the fiscal year beginning July 1, 2007 through September 30, 2007. It includes Summer 2007 and the first half of Fall 2007 semester sales.

<b>Bookstore Sales</b>	<b>2007-08</b>	<b>2006-07</b>	<b>\$ Change</b>	<b>% Change</b>
Regular Merchandise Sales	\$ 3,163,088	\$ 2,876,776	\$286,312	9.95%
Computer Products Sales	270,146	168,799	101,347	60.04%
<b>Total Merchandise Sales</b>	<b>\$ 3,433,234</b>	<b>\$ 3,045,575</b>	<b>\$387,659</b>	<b>12.73%</b>

Regular merchandise sales have increased this year compared to last year with computer product sales continuing to increase substantially over the same period last year due to the continuation of active marketing of Apple computer products and increased marketing of the District's Loan-to-Own computer purchasing program for District employees. Textbook sales are up over last year at all three Colleges and used textbook sales were up 20% over last year. Textbook rental fees also continue to increase as the program grows and the program is now operational at all three Colleges. Since Fall 2005, the textbook rental program has served over 7,000 students. The textbooks rented during this period would have cost students \$702,010 if they were purchased at full retail. The textbooks were rented for \$175,502, saving students \$526,508! The textbook rental fees collected cover the costs of managing the program.

Comparative figures are shown below:

<b>Bookstore Recap</b>	<b>2007-08</b>	<b>2006-07</b>	<b>\$ Change</b>	<b>%Change</b>
Total Merchandise Sales	\$ 3,433,234	\$ 3,045,575	\$387,659	12.73%
Total Textbook Rental Fees	51,882	33,703	18,179	53.94%
Cost of Goods Sold	2,403,038	2,227,539	175,499	7.88%
<b>Gross profit</b>	<b>\$ 1,082,078</b>	<b>\$ 851,739</b>	<b>\$230,339</b>	<b>27.04%</b>
Total Operating Expenses	\$ 640,761	\$ 536,511	\$ 104,250	19.43%
<b>Net Income from Operations</b>	<b>\$ 441,318</b>	<b>\$ 315,228</b>	<b>\$ 126,090</b>	<b>40.00%</b>
Interest and Other Income	\$ 74,680	\$ 80,943	-\$6,263	-7.74%
<b>Net Income Before Other Expenses</b>	<b>\$ 515,998</b>	<b>\$ 396,171</b>	<b>\$ 119,827</b>	<b>30.25%</b>
<b>District Support</b>				
Other Expense: Admin Salary/Benefits	19,754	21,613	-1,859	-8.60%
Other Expense: District Support	21,578	16,890	4,688	27.75%
Other Expense: COP Interest	-	-	-	-
<b>Net Change in Fund Balance</b>	<b>\$ 474,666</b>	<b>\$ 357,668</b>	<b>\$ 116,998</b>	<b>32.71%</b>

BOARD REPORT NO. 07-11-2C

Cost of goods sold increased as expected with higher merchandise and computer product sales, and the stores have realized a 30% increase in gross profit over the same period last year. Total operating expenses increased by 19.43% over this same period in 2006-07. Operating expenses have increased due to an

increase in salary and benefits compared to the prior year, increases in freight expenses and the timing of some expenses.

Interest and other income decreased slightly due to some timing issues. We expect this to be ahead of last year by next quarter.

**CAFETERIAS (Exhibit E)**

Pacific Dining, under the leadership of Rick McMahon, Darrin Cassidy and Enrique Alonso operate the food service at the three District campuses after being awarded the contract in June 2007. College of San Mateo has both food services and a satellite food operation (kiosk) to serve the central campus. KJ Café has contracted to operate beverage and snack kiosks at both Skyline and College of San Mateo. The District's vending services contractors are Pepsi Bottling Group and Action Vending.

First quarter comparisons are noted below:

<b>CAFETERIA FUND</b>	<b>2007-08</b>	<b>2006-07</b>	<b>\$ Change</b>	<b>% Change</b>
Food Service Income	\$25,597	\$8,460	\$17,138	202.58%
Vending Income	15,559	15,136	\$423	2.79%
Interest Income	2,600	5,028	-\$2,428	-48.29%
Expenditures	40,540	42,469	-\$1,928	-4.54%
Net Change in Fund Balance	\$3,216	-\$13,845	\$17,061	123.23%

Compared to the first quarter 2006-07, food service income has increased by 202.58%. This is due to the change over in food service contractors. 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. Vending income has increased slightly by 2.79% (income from Pepsi and Action Vending). Interest income decreased due to a lower balance invested compared to the prior year due to the upgrade of equipment in all three cafeterias.

Expenditures decreased over the prior year partially due to the implementation of maintenance agreements resulting in an increase in the fund balance of 123%.

The vending income is used primarily for Associated Students activities for all three colleges. While income from the food service and vending contracts enables the District to provide services to students and staff, the program must be self-supporting. The Cafeteria fund provides for the long-term maintenance and upgrade of aging facilities and equipment, as well as expenses relating to the ongoing operational requirements under the food service and vending contracts.

**Associated Students of Cañada College**  
**1<sup>st</sup> Quarter Report (July-September)**  
**Fall 2007**

*Prepared by: Aja Butler*  
*Coordinator of Student Activities*  
*Cañada College*

In **July**, the ASCC President, Juan Arias, and a senator, Emmanuel Caballero, participated in LeaderShape, a national leadership institute in Illinois. At the institute Caballero and Arias participated in a series of activities, initiatives, and information sessions on defining a personal leadership philosophy, teambuilding, communication skills, and goal setting.

In **August** the ASCC participated in a two-day training, focused on skill and teambuilding. The students participated in workshops on the Brown Act, facilitated by Dean of Humanities, Katie Townsend-Merino; Title V and Shared Governance, facilitated by former Statewide Academic Senate President, Ian Walton; Robert's Rules of Order, led by certified Parliamentarians; and a session on aligning values with organizational goals, led by Juan and Emmanuel. The students also engaged with faculty and staff in a first annual ASCC Faculty & Staff meet and greet Luncheon. This event was the highlight of the training. Senators got the opportunity to interact with staff, identify similarities, collaborate in a teambuilding exercise, and share expectations and plans for the year.

To start the year, the ASCC presented their annual Welcome Back BBQ. This year the students invited departments from Student Services to participate in the event, in an attempt to help familiarize students with the services and programs available on campus. This event was very well attended, attracting over 300 students, staff, and faculty. Some participating departments included: Financial Aid, Health Center, TRIO SS, MESA, Transfer Center, and the Learning Center.

	Sep 30, '07	Sep 30, '06	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1050-3 · CASH/CHECKING-WELLS FARGO	169,271.93	128,157.11	41,114.82	32.08%
1060-3 · CASH/CHECKING - UNION BANK	40,000.00	40,000.00	0.00	0.0%
1080-3 · CASH/CD-WESTERN FIN. BANK	30,000.00	30,000.00	0.00	0.0%
Total Checking/Savings	239,271.93	198,157.11	41,114.82	20.75%
Other Current Assets				
1200-3 · EOPS LOAN RECEIVABLE	3,256.91	3,056.91	200.00	6.54%
1220-3 · DEAN'S EMERGENCY LOAN RECEIVABL	7,360.06	7,000.48	359.58	5.14%
1410-3 · ACCOUNTS REC.- STUDENT BODY FEE	66,985.10	82,503.20	-15,518.10	-18.81%
1411-3 · A/R STUD.FEE-BAD DEBT ALLOWANCE	-2,435.87	-1,134.36	-1,301.51	114.74%
1450-3 · INTEREST RECEIVABLE	195.54	92.47	103.07	111.46%
Total Other Current Assets	75,361.74	91,518.70	-16,156.96	-17.65%
Total Current Assets	314,633.67	289,675.81	24,957.86	8.62%
Fixed Assets				
1800-3 · FURNI/FIX & EQUIP	40,051.54	40,051.54	0.00	0.0%
1810-3 · ACCUM. DEPRECIATION/F&F - EQUIP	-36,303.70	-34,558.63	-1,745.07	5.05%
Total Fixed Assets	3,747.84	5,492.91	-1,745.07	-31.77%
<b>TOTAL ASSETS</b>	<b>318,381.51</b>	<b>295,168.72</b>	<b>23,212.79</b>	<b>7.86%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
CLUB ACCOUNTS - CANADA				
2103-3 · A. S. I. D.	7,871.38	8,351.00	-479.62	-5.74%
2104-3 · BUSINESS CLUB	200.00	0.00	200.00	100.0%
2106-3 · UNITED AFRICAN STUDENTS UNION	682.72	494.55	188.17	38.05%
2107-3 · DRAMA CLUB	1,091.20	1,091.20	0.00	0.0%
2110-3 · CAREERS IN SCIENCE	155.00	0.00	155.00	100.0%
S 2112-3 · S.S.L.A.M.	284.28	284.28	0.00	0.0%
2113-3 · RAINBOW ALLIANCE CLUB	731.03	731.03	0.00	0.0%
2115-3 · SCIENCE & ENGINEERING CL	138.61	138.61	0.00	0.0%
2117-3 · S.H.P.E.	636.51	661.51	-25.00	-3.78%
2130-3 · LATIN AMERICAN FRIENDSHIP CLUB	2,688.99	2,575.44	113.55	4.41%
2136-3 · MISCELLANEOUS CLUB ACCOUNTC	2,186.06	2,186.06	0.00	0.0%
2138-3 · UNITED NATIONS ASSC. OF CANADA	439.61	257.57	182.04	70.68%
2139-3 · PRE MED CLUB	442.89	301.87	141.02	46.72%
2141-3 · PHI THETA KAPPA	1,965.42	3,338.62	-1,373.20	-41.13%
2142-3 · FILIPINO AMERICAN CLUB	278.26	0.00	278.26	100.0%
2143-3 · PHOTON MASTERS	2,573.19	1,731.28	841.91	48.63%
2146-3 · PHOTOGRAPHY	50.00	0.00	50.00	100.0%
2150-3 · YOUNG LATINO LEADERS OF CAÑAD/	1,271.14	1,549.19	-278.05	-17.95%
2153-3 · POLITICAL AWARENESS CLUB	286.91	362.61	-75.70	-20.88%
Total CLUB ACCOUNTS - CANADA	23,973.20	24,054.82	-81.62	-0.34%

## TRUST ACCOUNTS - CANADA

2501-3 · STUDENT LIFE TRUST	884.70	807.00	77.70	9.63%
2503-3 · COPY CARDS	0.00	48.75	-48.75	-100.0%
2504-3 · SAM TRANS	2,225.92	3,592.48	-1,366.56	-38.04%
2505-3 · VENDING RESERVE TRUST ACCOUNT	10,375.07	10,375.07	0.00	0.0%
2507-3 · ATHLETIC ASSISTANCE TRUST	25.77	25.77	0.00	0.0%
2510-3 · STUDENT REP FEE /FORM. POL ACT.	5,556.35	3,675.64	1,880.71	51.17%
2512-3 · EMERGENCY ASSISTANCE FUND	138.44	138.44	0.00	0.0%
2513-3 · CLUB ACCOUNT RESERVE FUND	3,340.79	5,340.79	-2,000.00	-37.45%
2516-3 · ARTS & OLIVES FESTIVAL	2,502.14	1,202.14	1,300.00	108.14%
2520-3 · ADAPTIVE PE TRUST	8.85	47.64	-38.79	-81.42%
2525-3 · ATHLETICS TRUST	71.66	71.66	0.00	0.0%
2526-3 · ATHLETIC TRAINER TRUST	229.72	229.72	0.00	0.0%
2528-3 · SMART COOKIE SCHOLARSHIP TRUST	2.00	2.00	0.00	0.0%
2530-3 · BASEBALL TRUST	472.67	894.46	-421.79	-47.16%
2535-3 · BASKETBALL TRUST	1,483.66	1,483.66	0.00	0.0%
2536-3 · SUMMER BASKETBALL TRUST	179.71	179.71	0.00	0.0%
2538-3 · CHILD DEVELOPMENT CENTER	268.68	268.68	0.00	0.0%
2540-3 · CLASSIFIED COUNCIL TRUST	175.00	175.00	0.00	0.0%
2545-3 · DANCE TRUST	1,551.25	918.62	632.63	68.87%
2547-3 · FASHION ATELIER TRUST	24,288.14	15,036.12	9,252.02	61.53%
2550-3 · FITNESS FOR LIFE	505.54	505.54	0.00	0.0%
2555-3 · GOLF TRUST	1,012.03	0.00	1,012.03	100.0%
2558-3 · HEALTH CENTER TRUST	836.88	898.88	-62.00	-6.9%
2560-3 · ASCC SCHOLARSHIP FUND	1,371.09	3,204.79	-1,833.70	-57.22%
2562-3 · INTERIOR DESIGN TRUST	5,249.91	4,658.43	591.48	12.7%
2565-3 · SILICON VALLEY COMMUNITY FOUND	247.28	1,287.28	-1,040.00	-80.79%
2570-3 · MEN'S SOCCER TRUST	586.95	586.95	0.00	0.0%
2571-3 · WOMEN'S SOCCER TRUST	5,851.48	1,419.48	4,432.00	312.23%
2575-3 · C. S. P. A. - ART	666.00	666.00	0.00	0.0%
2576-3 · C. S. P. A. - DRAMA	14,101.19	13,110.37	990.82	7.56%
2577-3 · C. S. P. A. - MUSIC	2,984.22	2,984.22	0.00	0.0%
2583-3 · CAREER SERVICES TRUST	2,726.54	2,236.54	490.00	21.91%
2585-3 · EOPS PARKING AND BUS PASS FUND	1,412.00	1,444.00	-32.00	-2.22%
2590-3 · COOP - ED TRUST	2,831.97	2,283.40	548.57	24.02%
2595-3 · EARLY CHILDHOOD EDUCATION	486.08	486.08	0.00	0.0%
2597-3 · EMILIO'S FUND	675.63	675.63	0.00	0.0%
2602-3 · HUMANITIES TRUST	1,444.19	1,444.19	0.00	0.0%
2605-3 · UPWARD BOUND TRUST	180.02	180.02	0.00	0.0%
2608-3 · MIDDLE COLLEGE TRUST	1,457.27	4,242.98	-2,785.71	-65.66%
2610-3 · LEARNING CENTER TRUST	513.99	357.73	156.26	43.68%
2612-3 · LIBRARY TRUST	458.53	1,087.58	-629.05	-57.84%
2613-3 · PENINSULA CANTARE	100.00	100.00	0.00	0.0%
2615-3 · SCIENCE DIVISION TRUST	58.28	58.28	0.00	0.0%
2620-3 · MISCELLANEOUS TRUST	43.00	43.00	0.00	0.0%
2630-3 · PRESIDENT'S FUND	87.97	87.97	0.00	0.0%
2633-3 · PSYCHOLOGICAL SERVICES TRUST	210.77	210.77	0.00	0.0%
2635-3 · RAD TECH TRUST	7,392.63	10,172.82	-2,780.19	-27.33%
2636-3 · SCHOLARSHIP TRUST/CANADA	24,904.54	12,478.64	12,425.90	99.58%
2640-3 · SMALL BUSINESS DEV. CTR. TRUST	40.00	40.00	0.00	0.0%
2645-3 · STAR PROJECT TRUST ACCOUNT	5,278.50	4,839.50	439.00	9.07%
2650-3 · VICE PRESIDENT'S SPECIAL TRUST	2,377.53	5,572.13	-3,194.60	-57.33%
2652-3 · VOLLEYBALL TRUST	450.69	1,540.69	-1,090.00	-70.75%
Total TRUST ACCOUNTS - CANADA	140,323.22	123,417.24	16,905.98	13.7%



2850-3 · STUDENT CASH CLEARING	<u>72.00</u>	<u>72.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Other Current Liabilities	<u>164,368.42</u>	<u>147,544.06</u>	<u>16,824.36</u>	<u>11.4%</u>
Total Current Liabilities	<u>164,368.42</u>	<u>147,544.06</u>	<u>16,824.36</u>	<u>11.4%</u>
Long Term Liabilities				
2100-3 · EOPS LOAN FUND	7,744.00	7,744.00	0.00	0.0%
2120-3 · DEANS' EMERGENCY LOAN FUND	9,565.00	9,565.00	0.00	0.0%
2140-3 · LATIN AMERICAN LOAN FUND	351.28	351.28	0.00	0.0%
2145-3 · MISCELLANEOUS LOAN FUNDS	<u>84.95</u>	<u>84.95</u>	<u>0.00</u>	<u>0.0%</u>
Total Long Term Liabilities	<u>17,745.23</u>	<u>17,745.23</u>	<u>0.00</u>	<u>0.0%</u>
Total Liabilities	<u>182,113.65</u>	<u>165,289.29</u>	<u>16,824.36</u>	<u>10.18%</u>
Equity				
3100-3 · CAPITAL-COLLEGE	123,573.12	88,891.41	34,681.71	39.02%
Net Income	<u>12,694.74</u>	<u>40,988.02</u>	<u>-28,293.28</u>	<u>-69.03%</u>
Total Equity	<u>136,267.86</u>	<u>129,879.43</u>	<u>6,388.43</u>	<u>4.92%</u>
TOTAL LIABILITIES & EQUITY	<u><u>318,381.51</u></u>	<u><u>295,168.72</u></u>	<u><u>23,212.79</u></u>	<u><u>7.86%</u></u>

ASB - Cañada  
Income Statement

	<u>Jul - Sep '07</u>	<u>INCOME STATEMENT</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4115-3 · ATM	270.50	194.00	76.50	39.43%
4130-3 · INTEREST EARNED	334.98	283.56	51.42	18.13%
4135-3 · MISCELLANEOUS INCOME	0.00	20.00	-20.00	-100.0%
4138-3 · SPACE RENTAL - VENDOR'S FEES	0.00	400.00	-400.00	-100.0%
4145-3 · STUDENT ACTIVITY CARD SALES	23,658.00	44,369.60	-20,711.60	-46.68%
4155-3 · VENDING INCOME	0.00	1,803.74	-1,803.74	-100.0%
Total Income	<u>24,263.48</u>	<u>47,070.90</u>	<u>-22,807.42</u>	<u>-48.45%</u>
Expense				
5023-3 · CENTRAL DUPLICATING EXPENSE	0.00	42.90	-42.90	-100.0%
5060-3 · CONFERENCE EXPENSE	300.00	1,167.00	-867.00	-74.29%
5070-3 · DEPRECIATION/F & F	377.79	553.05	-175.26	-31.69%
5120-3 · EQUIPMENT EXPENSE	0.00	432.99	-432.99	-100.0%
5140-3 · OFFICE SUPPLIES EXPENSE	2,169.44	1,230.53	938.91	76.3%
5160-3 · PROGRAMS EXPENSE	4,477.53	327.16	4,150.37	1,268.61%
5180-3 · PUBLICITY	3,053.98	48.40	3,005.58	6,209.88%
5210-3 · STUDENT ACTIVITY CARD EXPENSES	1,190.00	2,280.85	-1,090.85	-47.83%
Total Expense	<u>11,568.74</u>	<u>6,082.88</u>	<u>5,485.86</u>	<u>90.19%</u>
Net Income	<u>12,694.74</u>	<u>40,988.02</u>	<u>-28,293.28</u>	<u>-69.03%</u>

**Associated Students of College of San Mateo  
1st Quarter Report, July 2007 – September 2007**

The Associated Students of College of San Mateo (ASCSM) has had a productive Summer Session and first half of the fall 2007 semester. This year's Student Senate is full of dedicated and hardworking individuals who are interested in making substantive contributions to the life of the College and governance of the College and District.

Some of the highlights of the July, August and September 2007 quarter 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 Fundraising & Enterprise Committee, the Programs & Services Committee, the Public Relations Committee, the Inter Club Council, the Legislative & Governmental Affairs Committee, the Café International Advisory Board, the Volunteer & Community Service Committee and the Ambassadors & Mentors Outreach Program Committee.

New and returning members of the ASCSM Student Senate continued to participate in College and District governance committees. At the College level, student leaders are attending numerous committee meetings, including the College Council, the Strategic Planning and Budget Subcommittees, the Faculty Academic Senate, the Committee on Instruction, the Enrollment Management Committee, the Diversity in Action Group, and the College Auxiliary Services Advisory Committee. At the District level, students are also involved in the District Shared Governance Council, the District Auxiliary Services Advisory Committee and the District Student Council.

Throughout the fall semester, members of the ASCSM have been involved in the hiring processes for the vacant positions in the Student Activities Office, including the Coordinator of Student Activities and the Office Assistant II.

At the statewide and national levels, CSM student leaders are involved with the Student Senate for the California Community Colleges (SSCCC), and the American Student Association of Community College (ASACC).

The ASCSM, in cooperation with the Student Activities Office, continued to issue credit card-style student and staff ID Cards to the College community. To date, the AS has issued thousands of ID Cards to students, faculty, staff and administrators.

To further increase the value of the CSM ID Card, the ASCSM has continued to expand and sponsor the Merchant Discount Program. This program provides a list of discount opportunities available to students, faculty, staff and administrators at on-campus AS-sponsored events, club events, local merchants, national chains and on the Internet, and includes movie theaters, restaurants, museums, art galleries, travel agencies and cultural centers.

The AS has continued to support the CSM Ambassadors Program, which coordinates and provides tours of the campus for individuals and groups interested in attending College of San Mateo.

**Events and Activities:****June 2007**

In early June, newly elected members of the Student Senate participated in the annual ASCSM Leadership Conference, held at Pajaro Dunes near Monterey. The new members of the Senate were joined by outgoing student government officers and members of the College administration, including President Mike Claire and Vice President of Student Services Jennifer Hughes. The students learned about college governance and issues facing students at CSM and statewide.

**July 2007**

During the month of July, members of the Student Senate held informal meetings to plan for the start of the fall 2007 semester, including events such as Welcome Week.

**August 2007**

Beginning on the first day of classes and continuing until Friday, August 31, the Student Senate and the Student Activities Office sponsored the Welcome and Information booth in the plaza between Buildings 1 and 5. Student volunteers and staff provided information regarding class locations, the enrollment process, and general guidance on a wide range of questions that new and returning students had. This was done in conjunction with the College's Operation Welcome Mat.

Between August 27 and August 30, the Associated Students sponsored Welcome Week, an event designed to introduce the programs and services available to students. To increase the value of the student body card, the ASCSM gave away free food each day to students who had their fall 2007 ID Card. As part of the event, the many clubs and student organizations available to students were advertised.

**September 2007**

Throughout the month of September and into early October, the Bridge Between Cultures Club held dinners on Sunday evenings. The dinners, which were open to the campus and the local community, were intended to increase the awareness and understanding of Ramadan, the Muslim holy month. The final dinner in early October also provided a forum for an interfaith dialogue.

Fauzi K Hamadeh  
Acting ASCSM Advisor  
College of San Mateo

ASB - CSM  
Summary Balance  
Sheet

	<u>Sep 30, 07</u>	<u>Sep 30, 06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1050-4 · WELLS FARGO CHECKING ACCT	68,157.53	67,830.70	326.83	0.48%
1051-4 · UNION BANK OF CALIFORNIA	134,881.33	95,409.25	39,472.08	41.37%
1150-4 · PETTY CASH ASCSM	25.00	25.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>203,063.86</u>	<u>163,264.95</u>	<u>39,798.91</u>	<u>24.38%</u>
<b>Other Current Assets</b>				
1210.4 · ACCOUNTS RECEIVABLE - MISC	8,704.00	7,507.00	1,197.00	15.95%
1220.4 · A/R-Student Body Card Fee	100,295.00	129,761.50	-29,466.50	-22.71%
1221-4 · Allowance for Bad Debts-S.B.C.F	-2,190.37	-2,465.47	275.10	-11.16%
1310-4 · EMERGENCY LOAN RECEIVABLE	2,530.00	3,400.00	-870.00	-25.59%
1320-4 · LUCILE KOSHLAND E- LOAN REC.	0.00	350.00	-350.00	-100.0%
1330-4 · DISTRICT INVESTMENT POOL	370,594.71	358,898.72	11,695.99	3.26%
1340-4 · INVESTMT.MARK TO MARKET ADJMT.	-2,545.70	-5,567.02	3,021.32	-54.27%
<b>Total Other Current Assets</b>	<u>477,387.64</u>	<u>491,884.73</u>	<u>-14,497.09</u>	<u>-2.95%</u>
<b>Total Current Assets</b>	680,451.50	655,149.68	25,301.82	3.86%
<b>Fixed Assets</b>				
1800.4 · FURNITURE & FIXTURE-ASCSM	0.00	314.00	-314.00	-100.0%
1820.4 · OFFICE EQUIPMENT	0.00	814.63	-814.63	-100.0%
1840.4 · FURNITURE & FIXTURE - CAFE	0.00	915.30	-915.30	-100.0%
1860.4 · STUDENT CARD EQPT- ASCSM	0.00	0.00	0.00	0.0%
1870.4 · GAME & RECREATION FURNITURE	0.00	0.00	0.00	0.0%
<b>Total Fixed Assets</b>	<u>0.00</u>	<u>2,043.93</u>	<u>-2,043.93</u>	<u>-100.0%</u>
<b>TOTAL ASSETS</b>	<u><b>680,451.50</b></u>	<u><b>657,193.61</b></u>	<u><b>23,257.89</b></u>	<u><b>3.54%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	8,346.78	11,080.22	-2,733.44	-24.67%
<b>Total Accounts Payable</b>	<u>8,346.78</u>	<u>11,080.22</u>	<u>-2,733.44</u>	<u>-24.67%</u>
<b>Other Current Liabilities</b>				
2010-4 · EMERGENCY LOAN FUND	10,353.95	11,251.95	-898.00	-7.98%
2015-4 · LUCILE KOSHLAND - LOAN FUND	4,600.00	4,600.00	0.00	0.0%
2020-4 · PEACHES WINSTON BOOK FUND	3,974.13	3,974.13	0.00	0.0%
2030-4 · FOREIGN STUDENT LOAN FUND	1,524.00	1,524.00	0.00	0.0%
2100-CL · CLUB ACCOUNTS	105,585.83	96,106.60	9,479.23	9.86%
2500-TR · TRUST ACCOUNT	254,765.29	266,927.48	-12,162.19	-4.56%
<b>Total Other Current Liabilities</b>	<u>380,803.20</u>	<u>384,384.16</u>	<u>-3,580.96</u>	<u>-0.93%</u>
<b>Total Current Liabilities</b>	<u>389,149.98</u>	<u>395,464.38</u>	<u>-6,314.40</u>	<u>-1.6%</u>
<b>Total Liabilities</b>	389,149.98	395,464.38	-6,314.40	-1.6%

<b>Equity</b>				
<b>3100 · CAPITAL-ASCSM</b>	0.00	88,085.20	-88,085.20	-100.0%
<b>3150 · CAPITAL-CSM CAFE</b>	0.00	31,915.13	-31,915.13	-100.0%
<b>3160 · CAPITAL-CSM VENDING</b>	30,768.12	30,768.12	0.00	0.0%
<b>3900 · Fund Balance</b>	0.00	-66,404.02	66,404.02	100.0%
<b>3901 · Fund Balance - ASCSM</b>	244,178.42	175,028.12	69,150.30	39.51%
<b>3902 · Fund Balance - CSM Cafe</b>	27,378.68	-3,319.13	30,697.81	-924.88%
<b>3950 · PRIOR YEAR ADJUSTMENTS</b>	-36,393.25	-33,336.48	-3,056.77	9.17%
<b>Net Income</b>	<u>25,369.55</u>	<u>38,992.29</u>	<u>-13,622.74</u>	<u>-34.94%</u>
<b>Total Equity</b>	<u>291,301.52</u>	<u>261,729.23</u>	<u>29,572.29</u>	<u>11.3%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>680,451.50</u></u>	<u><u>657,193.61</u></u>	<u><u>23,257.89</u></u>	<u><u>3.54%</u></u>

	<u>Jul - Sep 07</u>	<u>Jul - Sep 06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4115 · ATM	347.50	964.00	-616.50	-63.95%
4122 · PROGRAMS - INCOME	42.75	0.00	42.75	100.0%
4125 · GAMES/RECREATION	77.80	155.13	-77.33	-49.85%
4135 · MISC INCOME	190.00	360.00	-170.00	-47.22%
4145 · STUDENT BODY CARD FEE	32,704.00	52,111.00	-19,407.00	-37.24%
4154 · VENDING-PEPSI	0.00	3,272.06	-3,272.06	-100.0%
4155 · VENDING-ACTION	0.00	837.42	-837.42	-100.0%
4156 · CAFE CONTRACT COMMISSION	0.00	121.02	-121.02	-100.0%
<b>Total Income</b>	<u>33,362.05</u>	<u>57,820.63</u>	<u>-24,458.58</u>	<u>-42.3%</u>
<b>Expense</b>				
5070 · DEPRECIATIONS	44.00	671.67	-627.67	-93.45%
5120 · Bad Debts Expense-Std. B. C. F.	621.38	990.12	-368.74	-37.24%
5140 · OFFICE SUPPLIES	143.68	407.50	-263.82	-64.74%
5170 · PROGRAMS	1,683.77	0.00	1,683.77	100.0%
5172 · PUBLICATION EXPENSE	29.97	29.97	0.00	0.0%
5175 · CLUB ASSISTANCE/ICC	0.00	631.87	-631.87	-100.0%
5178 · SCHOLARSHIP-SMCCCD FOUNDATION	500.00	0.00	500.00	100.0%
5180 · STUDENT EXPRESS CARD	740.00	0.00	740.00	100.0%
5200 · STUDENT ASSISTANT ASCSM	6,989.70	14,776.92	-7,787.22	-52.7%
<b>Total Expense</b>	<u>10,752.50</u>	<u>17,508.05</u>	<u>-6,755.55</u>	<u>-38.59%</u>
<b>Net Ordinary Income</b>	<u>22,609.55</u>	<u>40,312.58</u>	<u>-17,703.03</u>	<u>-43.91%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4130 · INTEREST EARNED-DIST.INVESTMENT	2,760.00	2,910.21	-150.21	-5.16%
<b>Total Other Income</b>	<u>2,760.00</u>	<u>2,910.21</u>	<u>-150.21</u>	<u>-5.16%</u>
<b>Other Expense</b>				
6554 · CAFE CONT.COMM.exp. to Reserve	0.00	121.02	-121.02	-100.0%
6555 · Vending Inc. Exp. to VP Trust	0.00	4,109.48	-4,109.48	-100.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>4,230.50</u>	<u>-4,230.50</u>	<u>-100.0%</u>
<b>Net Other Income</b>	<u>2,760.00</u>	<u>-1,320.29</u>	<u>4,080.29</u>	<u>-309.05%</u>
<b>Net Income</b>	<u><u>25,369.55</u></u>	<u><u>38,992.29</u></u>	<u><u>-13,622.74</u></u>	<u><u>-34.94%</u></u>

**Associated Students of Skyline College  
Budget Report for the 1<sup>st</sup> Quarter 2007-2008  
Summary of Programs and Activities  
October 31, 2007**

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  
Bookstore RFP Committee  
Campus Auxiliary Services Advisory Committee  
College Council  
Curriculum Committee  
District Auxiliary Services Advisory Committee  
District Associated Students Governing Board  
District Budget Committee  
District Shared Governance Council  
Educational and Facilities Master Plan Committee  
Ed Policy Committee  
Fresh Look / Webpage Advisory Committee  
Health and Safety Committee  
Intercampus Planning Committee  
Planning and Budget Committee  
SMCCCD Strategic Planning  
Student Recognition and Awards  
WASAC Accreditation Committees

***Student Handbook and Academic Planners:*** The ASSC continues to work with the Student Activities Office to distribute the Student Handbooks and Academic Planners. Current copies of the handbook are available in the Student Activities Office.

***Recruitment of Students:*** The ASSC continues to encourage student participation in activities, events and student government, using handouts, flyers and giveaways to increase participation and attendance. Anticipating full council membership by the end of November.

***Student Identification Cards:*** The Student Activities Office continues to produce Student ID Cards for the student body with assistance from the ASSC.

***Skyline Organizations and Club SOCC:*** The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own. Club Manual and instructions on how to start a club are available in the Student Activities Office. Two new clubs have been added to the SOCC Roster; Hermanos Club and the United Nations.



***Program and Events:***

**August 7, 2007 and August 15, 2007**

**Executive Council Training**

Leadership training for the Executive Council Members held at Skyline College.

**August 17, 2007**

**ASSC Governing Council Training**

Leadership training for ASSC Governing Council.

Training included team building exercises, review of College initiatives by Dr. Morrow, Dr. Adrian, Regina Stanback-Stroud and Eloisa Briones and an accreditation update by Dean Donna Bestock and Professor Ray Hernandez.

**August 16**

**Welcome Week**

Wednesday 22<sup>nd</sup> – Information Table

Thursday 23<sup>rd</sup>-Information Table

Friday 24<sup>th</sup>-BBQ

Monday 27<sup>th</sup>-Coffee and Donuts

Tuesday 28<sup>th</sup>-Spirit Day

Wednesday 29<sup>th</sup>-Pancake Breakfast

**September 11, 2007**

**Student Services and Club Fair**

**10am-1pm**

Student Services' departments and programs, the ASSC and student clubs organized an information fair with give-a-ways, raffles and BBQ for students who collected information from 5 different areas. Approximately 300 students attended the event.

Amory Nan Cariadus  
Coordinator of Student Activities  
Skyline College  
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	<u>Sep 30, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 - Change Fund	25.00
100 - Cash in Bank	133,700.58
103 - District Investment Pool	442,446.93
<b>Total Checking/Savings</b>	<u>576,172.51</u>
<b>Accounts Receivable</b>	
1200 - *Accounts Receivable	388,520.40
<b>Total Accounts Receivable</b>	<u>388,520.40</u>
<b>Other Current Assets</b>	
Accounts Receivable	128,988.96
<b>Total Other Current Assets</b>	<u>128,988.96</u>
<b>Total Current Assets</b>	1,093,681.87
<b>Fixed Assets</b>	
160.0 - Fixed Assets	4,691.95
<b>Total Fixed Assets</b>	<u>4,691.95</u>
<b>TOTAL ASSETS</b>	<u><u>1,098,373.82</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 - Accounts Payable	1,099.28
<b>Total Accounts Payable</b>	<u>1,099.28</u>
<b>Other Current Liabilities</b>	
Club Accounts	112,518.52
Loan Funds	3,182.66
Trust Accounts	668,688.21
<b>Total Other Current Liabilities</b>	<u>784,389.39</u>
<b>Total Current Liabilities</b>	<u>785,488.67</u>
<b>Total Liabilities</b>	785,488.67
<b>Equity</b>	
400 - Opening Bal Equity	137,292.05
450 - Retained Earnings	152,620.94
Net Income	22,972.16
<b>Total Equity</b>	<u>312,885.15</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,098,373.82</u></u>

	<u>Jul - Sep 07</u>	<u>Jul - Sep 06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
<b>Revenues from Operations</b>				
<b>508 · Interest Income</b>	3,000.00	3,501.01	-501.01	-14.31%
<b>510 · Miscellaneous Income</b>	80.00	30.00	50.00	166.67%
<b>520 · Student Activity Card Income</b>	26,416.00	61,442.40	-35,026.40	-57.01%
<b>Total Revenues from Operations</b>	<u>29,496.00</u>	<u>64,973.41</u>	<u>-35,477.41</u>	<u>-54.6%</u>
<b>Total Income</b>	29,496.00	64,973.41	-35,477.41	-54.6%
<b>Expense</b>				
<b>Operating Expenses</b>				
<b>601 · Payroll Expense</b>	743.75	2,950.50	-2,206.75	-74.79%
<b>602 · Employee Benefits</b>	16.79	62.02	-45.23	-72.93%
<b>620 · Depreciation</b>	398.28	646.41	-248.13	-38.39%
<b>622 · General Fund Expenditures</b>	0.00	30.00	-30.00	-100.0%
<b>623 · Office Supplies</b>	290.72	2,156.58	-1,865.86	-86.52%
<b>624 · Activities Fund</b>	3,417.01	2,662.26	754.75	28.35%
<b>626 · Scholarships&amp;NonProfit Donation</b>	1,000.00	400.00	600.00	150.0%
<b>642 · Conference &amp; Travel</b>	0.00	1,019.47	-1,019.47	-100.0%
<b>650 · Publicity Expense</b>	657.29	0.00	657.29	100.0%
<b>Total Operating Expenses</b>	<u>6,523.84</u>	<u>9,927.24</u>	<u>-3,403.40</u>	<u>-34.28%</u>
<b>Total Expense</b>	<u>6,523.84</u>	<u>9,927.24</u>	<u>-3,403.40</u>	<u>-34.28%</u>
<b>Net Income</b>	<u><u>22,972.16</u></u>	<u><u>55,046.17</u></u>	<u><u>-32,074.01</u></u>	<u><u>-58.27%</u></u>

San Mateo College District  
September 07 Balance Sheet  
For Period Ending September 30, 2007

	Year-To-Date	
Cash	30,198.83	0.42%
Investments	4,772,256.93	65.71%
Receivables	184,458.06	2.54%
Inventories & Prepaid Items	1,827,683.32	25.16%
Fixed Assets & Accum Depreciation	448,520.06	6.18%
	-----	-----
Total Assets	7,263,117.20	100.00%
Current Liabilities	728,158.04	76.07%
Salaries & Benefits Payable	118,151.25	12.34%
Other Current Liabilities	110,934.73	11.59%
	-----	-----
Total Liabilities	(957,244.02)	100.00-%
Contributed Capital	-	0.00%
Retained Earnings	5,831,207.11	100.00%
Prior Years Adjustment	-	0.00%
	-----	-----
Total Equity	(5,831,207.11)	100.00-%
	-----	-----
Year to Date Net Profit (Loss)	474,666.07	6.54%
	-----	-----
Total Liabilities & Fund Equity	(7,263,117.20)	100.00-%

San Mateo College District  
 Summary Income Statement  
 For Period Ending September 30, 2007

	Year-To-Date	
Income		
Sales	<b>3,433,233.70</b>	100.00%
Cost of Sales	<b>(2,403,037.60)</b>	<b>69.99-%</b>
	-----	-----
Gross Margin	1,030,196.10	30.01%
	-----	-----
Salaries & Benefits	<b>430,070.58</b>	<b>67.12%</b>
Other Inventory Expenses	143,633.78	22.42%
Other Service Expenses	20,564.08	3.21%
Travel & Mileage Expenses	5,082.85	0.79%
Dues & Membership	2,900.00	0.45%
Insurance Expense	1,650.00	0.26%
Utilities	9,020.83	1.41%
Equipment Maintenance & Rental	5,661.83	0.88%
Legal, Audit & Bad Debt Expenses	(3,064.01)	.48-%
Other Operating Expenses	25,240.56	3.94%
	-----	-----
Total Operating Expenses	640,760.50	18.66%
	-----	-----
Other Income	126,562.19	100.00%
	-----	-----
Total Other Income	126,562.19	3.69%
	-----	-----
Net Operation Profit (Loss)	515,997.79	15.03%
Non Operational Income/Expenses		
Non Operational Income		
In-Kind Donation Received	-	15.03%
	-----	-----
Salaries - Dist Admin	15,444.32	37.37%
Salaries - Dist Supervisor	-	0.00%
Salaries - Dist Student	-	0.00%
Benefits - All Dist Staff	<b>4,309.76</b>	<b>10.43%</b>
Rent Expense	16,890.00	40.86%
Donations	<b>4,687.64</b>	<b>11.34%</b>
Depreciation Expense - Rental Text	-	11.34%
	-----	-----
Total Non Operational Income/Expenses	41,331.72	1.20%
	-----	-----
Net Income	474,666.07	13.83%

## San Mateo County Community College District

	Year-To-Date	
Income - Books	2,917,318.08	0.00%
Income - Supplies	156,119.47	0.00%
Income - Food & Beverages	66,419.16	0.00%
Income - Electronics	270,145.77	0.00%
Income - Gifts	24,084.34	0.00%
Income - Sundries	1,618.37	0.00%
Sales Over/Short Adjustment	(2,471.49)	0.00%
<b>Total Gross Sales</b>	<b>3,433,233.70</b>	<b>0.00%</b>
COGS - Books	(2,009,794.14)	0.00%
COGS - Supplies	(79,097.51)	0.00%
COGS - Food & Beverages	(37,282.25)	0.00%
COGS - Electronics	(262,952.66)	0.00%
COGS - Gifts	(13,025.87)	0.00%
COGS - Sundries	(885.17)	0.00%
<b>Total Cost of Goods Sold</b>	<b>(2,403,037.60)</b>	<b>0.00%</b>
<b>Gross Profit</b>	<b>1,030,196.10</b>	<b>0.00%</b>
Salaries & Benefits		
Salaries - Administrative	23,729.96	0.00%
Salaries - Supervisor	77,955.44	0.00%
Salaries - Classified	159,285.44	0.00%
Salaries - Students	73,424.62	0.00%
Salaries - Shrt Term Hourly	1,252.60	0.00%
Accrued Vacation Exp-Supervisor	-	0.00%
Accrued Vacation Exp-Classified	-	0.00%
Benefits - All Stores	94,422.52	0.00%
<b>Total Salary &amp; Benefits</b>	<b>430,070.58</b>	<b>0.00%</b>
Other Inventory Expenses		
Freight In	102,657.79	0.00%
Service Fees Expense	769.60	0.00%
CRV Tax Paid	959.60	0.00%
Buyback Expense	5,011.25	0.00%

Invoice Balancing Over/Short	(144.76)	0.00%
Restocking Fees	23.29	0.00%
Imprint Fees	-	0.00%
Shrinkage Expense	34,357.01	0.00%
	-----	-----
Total Other Inventory Expenses	143,633.78	0.00%
Other Service Expenses		
Computer System Support - Software	11,433.95	0.00%
Computer System Support - Hardware	-	0.00%
Training Fees	-	0.00%
Contract Personnel	6,346.40	0.00%
Armored Car Service	<b>2,783.73</b>	<b>0.00%</b>
Security System Service	-	<b>0.00%</b>
	-----	-----
Total Other Service Expenses	20,564.08	0.00%
Travel & Mileage Expenses		
Conference Expense	4,839.68	0.00%
Conference Fees Out of State	-	0.00%
Travel Expenses	-	0.00%
Mileage	<b>243.17</b>	<b>0.00%</b>
	-----	-----
Total Travel & Mileage Expenses	<b>5,082.85</b>	<b>0.00%</b>
Dues & Membership Expenses		
Dues & Membership	2,900.00	0.00%
	-----	-----
Total Dues & Membership	2,900.00	0.00%
Insurance Expense		
Insurance Expense	1,650.00	0.00%
	-----	-----
Total Insurance Expense	<b>1,650.00</b>	<b>0.00%</b>
Utilities		
Utilities - Gas	3,359.01	0.00%
Utilities - Electric	3,600.00	0.00%
Utilities - Water	450.00	0.00%
Utilities - Phone	161.83	0.00%
Utilitites - Garbage	1,449.99	0.00%
	-----	-----
Total Utilities	<b>9,020.83</b>	<b>0.00%</b>
Equipment Maintenance & Rental		
Equipment - Non Inventory	<b>1,633.12</b>	<b>0.00%</b>
Repairs & Maint Contract Equip	405.00	0.00%
Contract Misc Services	3,623.71	0.00%
	-----	-----
Total Equipment Maintenance & Rental	5,661.83	0.00%

Legal, Audit & Bad Debt Expense		
Audits	-	0.00%
Bad Debt - Customer	<b>(3,064.01)</b>	<b>0.00%</b>
Bad Debt - Vendor	-	<b>0.00%</b>
	-----	-----
Total Legal, Audit & Bad Debt Expense	(3,064.01)	0.00%
Other Operating Expenses		
Depreciation	23,585.88	0.00%
Fixed Asset Disposal	-	0.00%
Postage	-	0.00%
Store & Office Use Supplies	9,293.94	0.00%
Advertising	-	0.00%
Credit Card Commissions	1,922.52	0.00%
Bank Charges - Returned Checks	-	0.00%
Bank Charges - Other	<b>1,345.12</b>	<b>0.00%</b>
Miscellaneous Expenses	395.09	0.00%
Other Operating Expenses	<b>(11,301.99)</b>	<b>0.00%</b>
	-----	-----
Total Other Operating Expenses	25,240.56	0.00%
	-----	-----
Total Operating Expenses	640,760.50	0.00%
Interest Income	40,400.00	0.00%
Commission Income	13,225.11	0.00%
Miscellaneous Income	4,485.61	0.00%
Catalog Income	636.00	0.00%
Shipping & Postage Income	6,023.34	0.00%
Stamp Income	51.87	0.00%
Ticket Sales Income	-	0.00%
LTO Interest Income	1,707.89	0.00%
Calif Recycle Fee Collected	-	0.00%
NG Check Fee Collected	127.00	0.00%
NG Check Collection	-	0.00%
Late Rental Return Fee	5,698.21	0.00%
Photocopy Fee	69.48	0.00%
Textbook Re-wrap Fee	270.30	0.00%
Return Restocking Fee	299.06	0.00%
VA Handling Fee	112.82	0.00%
Textbook Rental Fee	28,917.68	0.00%
First Five Rental Fee	22,814.25	0.00%
Supplies Rental Fee (Funded)	-	0.00%
Supplies Rental Fee (Store)	150.00	0.00%
Computer Rental Fee	-	0.00%
Grad Announcement Fee	-	0.00%

total rental income

51,881.93



BOARD REPORT NO. 07-11-2C

Exhibit D

Notary Fee	30.00	0.00%
Grad Rental Income	-	0.00%
Closeout Books	0.40	0.00%
Fax Fee Income	23.50	0.00%
Consignment Sales	-	<b>0.00%</b>
Vendor Discounts	1,519.67	0.00%
	-----	-----
Total Other Income	<b>126,562.19</b>	<b>0.00%</b>
	-----	-----
Net Operation Profit (Loss)	515,997.79	0.00%
Non Operational Income/Expenses		
Non Operational Income		
In-Kind Donation Received	-	0.00%
Non Operational Expenses		
Salaries - District Admin	15,444.32	0.00%
Salaries - Dist Supervisor	-	0.00%
Salaries - Dist Students	-	0.00%
Benefits - All Dist Staff	4,309.76	0.00%
Rent Expense	16,890.00	0.00%
Donations	4,687.64	0.00%
Depreciation Expense - Rental Text	-	0.00%
	-----	-----
	41,331.72	0.00%
	-----	-----
Net Income	474,666.07	0.00%

**DISTRICT CAFETERIAS**  
**Balance Sheet Prev Year Comparison**  
As of September 30, 2007

11/02/2007

	<u>Sep 30, 07</u>	<u>Sep 30, 06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>1100 - CASH</b>				
1101 - WELLS FARGO CHECKING	0.00	12,367.12	-12,367.12	-100.0%
1112 - CASH IN COUNTY - FMV				
1112.10 - CASH IN COUNTY - POOL II	428,429.32	558,024.59	-129,595.27	-23.22%
1112.11 - CASH IN COUNTY - LAIF	31,187.38	30,041.75	1,145.63	3.81%
1112.21 - MARK TO MARKET ADJ	-2,928.97	-9,490.22	6,561.25	-69.14%
<b>Total 1112 - CASH IN COUNTY - FMV</b>	<u>456,687.73</u>	<u>578,576.12</u>	<u>-121,888.39</u>	<u>-21.07%</u>
<b>Total 1100 - CASH</b>	<u>456,687.73</u>	<u>590,943.24</u>	<u>-134,255.51</u>	<u>-22.72%</u>
<b>Total Checking/Savings</b>	456,687.73	590,943.24	-134,255.51	-22.72%
<b>Accounts Receivable</b>				
1200 - ACCOUNTS RECEIVABLE				
1211 - MISC RECEIVABLE	324.09	7,650.00	-7,325.91	-95.76%
<b>Total 1200 - ACCOUNTS RECEIVABLE</b>	<u>324.09</u>	<u>7,650.00</u>	<u>-7,325.91</u>	<u>-95.76%</u>
<b>Total Accounts Receivable</b>	<u>324.09</u>	<u>7,650.00</u>	<u>-7,325.91</u>	<u>-95.76%</u>
<b>Total Current Assets</b>	457,011.82	598,593.24	-141,581.42	-23.65%
<b>Fixed Assets</b>				
1400 - FURNITURE, EQUIPMENT & FIXTURES				
1410 - FURN., FIXTURE & EQUIP	607,379.82	609,649.41	-2,269.59	-0.37%
1415 - ACCUMULATED DEPRECIATION	-308,759.22	-453,496.87	144,737.65	-31.92%
<b>Total 1400 - FURNITURE, EQUIPMENT &amp; FIXTURES</b>	<u>298,620.60</u>	<u>156,152.54</u>	<u>142,468.06</u>	<u>91.24%</u>
<b>Total Fixed Assets</b>	<u>298,620.60</u>	<u>156,152.54</u>	<u>142,468.06</u>	<u>91.24%</u>
<b>TOTAL ASSETS</b>	<u><b>755,632.42</b></u>	<u><b>754,745.78</b></u>	<u><b>886.64</b></u>	<u><b>0.12%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2116 - SMCCCD PAYABLE	145,165.54	130,082.30	15,083.24	11.6%
2126 - MISC PAYABLE	0.00	7,650.00	-7,650.00	-100.0%
<b>Total Accounts Payable</b>	<u>145,165.54</u>	<u>137,732.30</u>	<u>7,433.24</u>	<u>5.4%</u>
<b>Total Current Liabilities</b>	<u>145,165.54</u>	<u>137,732.30</u>	<u>7,433.24</u>	<u>5.4%</u>
<b>Total Liabilities</b>	145,165.54	137,732.30	7,433.24	5.4%
<b>Equity</b>				
3900 - Retained Earnings	629,373.84	630,858.25	-1,484.41	-0.24%
Net Income	-18,906.96	-13,844.77	-5,062.19	36.56%
<b>Total Equity</b>	<u>610,466.88</u>	<u>617,013.48</u>	<u>-6,546.60</u>	<u>-1.06%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>755,632.42</b></u>	<u><b>754,745.78</b></u>	<u><b>886.64</b></u>	<u><b>0.12%</b></u>

**DISTRICT CAFETERIAS**  
**Profit & Loss Prev Year Comparison**  
 July through September 2007

11/02/2007

Accrual Basis

	<u>Jul - Sep 07</u>	<u>Jul - Sep 06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
<b>5100 · VENDING INCOME</b>				
<b>5100.6 · VENDING INCOME - ACTION VENDING</b>				
<b>5100.60 · VENDING INC CLEARING - ACTION</b>	2,230.34	0.00	2,230.34	100.0%
<b>5100.61 · VENDING INCOME - ACTION - FOOD</b>	2,739.17	3,937.47	-1,198.30	-30.43%
<b>5100.62 · VENDING INCOME - ACTION - BEV</b>	126.12	399.25	-273.13	-68.41%
<b>Total 5100.6 · VENDING INCOME - ACTION VENDING</b>	<u>5,095.63</u>	<u>4,336.72</u>	<u>758.91</u>	<u>17.5%</u>
<b>5100.7 · VENDING INCOME - PEPSI</b>				
<b>5100.70 · VENDING COMM CLEARING - PEPSI</b>	6,000.00	0.00	6,000.00	100.0%
<b>5100.72 · SKY - VENDING INC - PEPSI - BEV</b>	819.19	1,508.58	-689.39	-45.7%
<b>5100.73 · CAN - VENDING INC - PEPSI - BEV</b>	880.39	2,519.01	-1,638.62	-65.05%
<b>5100.74 · CSM - VENDING INC - PEPSI - BEV</b>	2,764.13	6,772.06	-4,007.93	-59.18%
<b>Total 5100.7 · VENDING INCOME - PEPSI</b>	<u>10,463.71</u>	<u>10,799.65</u>	<u>-335.94</u>	<u>-3.11%</u>
<b>Total 5100 · VENDING INCOME</b>	<u>15,559.34</u>	<u>15,136.37</u>	<u>422.97</u>	<u>2.79%</u>
<b>5200 · FOOD SERVICE INCOME</b>				
<b>5203 · FOOD SERVICE - FRESH &amp; NATURAL</b>				
<b>5203.2 · FOODS SERVICE- F &amp; N AT SKYLINE</b>	0.00	485.73	-485.73	-100.0%
<b>5203.3 · FOOD SERVICE- F &amp; N AT CANADA</b>	0.00	130.67	-130.67	-100.0%
<b>5203.4 · FOOD SERVICE- F &amp; N AT CSM</b>	0.00	452.33	-452.33	-100.0%
<b>Total 5203 · FOOD SERVICE - FRESH &amp; NATURAL</b>	<u>0.00</u>	<u>1,068.73</u>	<u>-1,068.73</u>	<u>-100.0%</u>
<b>5204 · FOOD SERVICE - THE SCHOOL CHEF</b>				
<b>5204.2 · FOOD SERVICE - TSC - SKY</b>	0.00	1,190.77	-1,190.77	-100.0%
<b>5204.3 · FOOD SERVICE - TSC - CAN</b>	0.00	988.31	-988.31	-100.0%
<b>5204.4 · FOOD SERVICE - TSC - CSM</b>	0.00	2,120.85	-2,120.85	-100.0%
<b>5204 · FOOD SERVICE - THE SCHOOL CHEF - Other</b>	0.00	0.00	0.00	0.0%
<b>Total 5204 · FOOD SERVICE - THE SCHOOL CHEF</b>	<u>0.00</u>	<u>4,299.93</u>	<u>-4,299.93</u>	<u>-100.0%</u>
<b>5205 · FOOD SERVICE - KJ'S CAFE</b>				
<b>5205.2 · FOOD SERVICE - EL CAPITAN - SKY</b>	1,823.80	1,806.40	17.40	0.96%
<b>5205.4 · FOOD SERVICE - DRIP COFFEE CSM</b>	1,650.22	1,284.45	365.77	28.48%
<b>Total 5205 · FOOD SERVICE - KJ'S CAFE</b>	<u>3,474.02</u>	<u>3,090.85</u>	<u>383.17</u>	<u>12.4%</u>
<b>5206 · FOOD SERVICE - PACIFIC DINING</b>	<u>22,123.03</u>	<u>0.00</u>	<u>22,123.03</u>	<u>100.0%</u>
<b>Total 5200 · FOOD SERVICE INCOME</b>	<u>25,597.05</u>	<u>8,459.51</u>	<u>17,137.54</u>	<u>202.58%</u>
<b>5310 · INTEREST INCOME</b>	<u>2,600.00</u>	<u>5,028.04</u>	<u>-2,428.04</u>	<u>-48.29%</u>

**DISTRICT CAFETERIAS**  
**Profit & Loss Prev Year Comparison**  
 July through September 2007

11/02/2007

Accrual Basis

	<u>Jul - Sep 07</u>	<u>Jul - Sep 06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Total Income</b>	43,756.39	28,623.92	15,132.47	52.87%
<b>Expense</b>				
<b>5500 · COLLEGE SUPPORT</b>				
5500.11 · COLLEGE SUPPORT - ACTION	2,230.34	0.00	2,230.34	100.0%
5500.12 · COLLEGE SUPPORT - SKY - ACTION	906.13	964.57	-58.44	-6.06%
5500.13 · COLLEGE SUPPORT - CAN - ACTION	443.67	784.73	-341.06	-43.46%
5500.14 · COLLEGE SUPPORT - CSM - ACTION	1,515.49	2,587.42	-1,071.93	-41.43%
5500.21 · COLLEGE SUPPORT - PEPSI	6,000.00	0.00	6,000.00	100.0%
5500.22 · COLLEGE SUPPORT - SKY - PEPSI	819.19	1,508.58	-689.39	-45.7%
5500.23 · COLLEGE SUPPORT - CAN - PEPSI	880.39	2,519.01	-1,638.62	-65.05%
5500.24 · COLLEGE SUPPORT - CSM - PEPSI	2,764.13	6,772.06	-4,007.93	-59.18%
5500.32 · COLLEGE SUPPORT-VEHI. LEASE-SKY	0.00	0.00	0.00	0.0%
5500.33 · COLLEGE SUPPORT-VEHI. LEASE-CAN	0.00	0.00	0.00	0.0%
5500.34 · COLLEGE SUPPORT-VEHI. LEASE-CSM	0.00	0.00	0.00	0.0%
<b>Total 5500 · COLLEGE SUPPORT</b>	<u>15,559.34</u>	<u>15,136.37</u>	<u>422.97</u>	<u>2.79%</u>
<b>5600 · Scholarship</b>				
5600.10 · General Scholarship	0.00	10,222.00	-10,222.00	-100.0%
5600.12 · SKY BKST PEPSI SCHOLARSHIP	0.00	500.00	-500.00	-100.0%
5600.13 · CAN BKST PEPSI SCHOLARSHIP	0.00	500.00	-500.00	-100.0%
5600.14 · CSM BKST PEPSI SCHOLARSHIP	0.00	500.00	-500.00	-100.0%
<b>Total 5600 · Scholarship</b>	<u>0.00</u>	<u>11,722.00</u>	<u>-11,722.00</u>	<u>-100.0%</u>
<b>6000 · SALARIES</b>				
<b>6110 · REGULAR SALARIES</b>				
6111 · MANAGEMENT SALARY	4,187.64	0.00	4,187.64	100.0%
6115 · CLERICAL O/T SALARIES	825.80	1,057.18	-231.38	-21.89%
<b>Total 6110 · REGULAR SALARIES</b>	<u>5,013.44</u>	<u>1,057.18</u>	<u>3,956.26</u>	<u>374.23%</u>
<b>Total 6000 · SALARIES</b>	5,013.44	1,057.18	3,956.26	374.23%
<b>6210 · BENEFITS</b>				
<b>6210.5 · MANDATED</b>				
6212 · OASDI Classified NON PC	1,167.54	125.04	1,042.50	833.73%
<b>Total 6210.5 · MANDATED</b>	<u>1,167.54</u>	<u>125.04</u>	<u>1,042.50</u>	<u>833.73%</u>
<b>Total 6210 · BENEFITS</b>	1,167.54	125.04	1,042.50	833.73%
<b>6700 · CONTRACTED SERVICES</b>				

**DISTRICT CAFETERIAS**  
**Profit & Loss Prev Year Comparison**  
 July through September 2007

11/02/2007

Accrual Basis

	<u>Jul - Sep 07</u>	<u>Jul - Sep 06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>6710 · SERVICE CONTRACT &amp; REPAIRS</b>				
<b>6711 · SERVICE CONTRACT</b>				
6711.3 · CANADA SERVICE CONTRACT	0.00	0.00	0.00	0.0%
6711.4 · CSM SERVICE CONTRACT	0.00	0.00	0.00	0.0%
<b>Total 6711 · SERVICE CONTRACT</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>6712 · REPAIR AND MAINTENANCE</b>				
6712.2 · SKYLINE REPAIR & MAINTENANCE	0.00	0.00	0.00	0.0%
6712.3 · CANADA REPAIR & MAINTENANCE	0.00	395.00	-395.00	-100.0%
6712.4 · CSM REPAIR & MAINTENANCE	0.00	0.00	0.00	0.0%
<b>Total 6712 · REPAIR AND MAINTENANCE</b>	<u>0.00</u>	<u>395.00</u>	<u>-395.00</u>	<u>-100.0%</u>
<b>6714 · UTILITY</b>				
6714.2 · UTILITY-SKYLINE	1,700.00	1,700.00	0.00	0.0%
6714.3 · UTILITY-CANADA	1,900.00	1,900.00	0.00	0.0%
6714.4 · UTILITY-CSM	2,200.00	2,200.00	0.00	0.0%
<b>Total 6714 · UTILITY</b>	<u>5,800.00</u>	<u>5,800.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total 6710 · SERVICE CONTRACT &amp; REPAIRS</b>	5,800.00	6,195.00	-395.00	-6.38%
<b>6750 · OTHER CONTRACT SERVICES</b>				
<b>6751 · CONTRACTED MISC. SERVICE</b>				
6751.2 · CONT MISC SER-SKYLINE	0.00	170.00	-170.00	-100.0%
6751.3 · CONT MISC SER-CANADA	0.00	170.00	-170.00	-100.0%
6751.4 · CONT MISC SER-CSM	0.00	170.00	-170.00	-100.0%
<b>Total 6751 · CONTRACTED MISC. SERVICE</b>	<u>0.00</u>	<u>510.00</u>	<u>-510.00</u>	<u>-100.0%</u>
<b>6750 · OTHER CONTRACT SERVICES - Other</b>	0.00	2,268.51	-2,268.51	-100.0%
<b>Total 6750 · OTHER CONTRACT SERVICES</b>	<u>0.00</u>	<u>2,778.51</u>	<u>-2,778.51</u>	<u>-100.0%</u>
<b>6760 · EQUIP. &amp; FACILITY REFURBISHMENT</b>				
<b>6763 · SUPPLIES REFURBISHMENT</b>				
6763.3 · SUPPLIES REFURBISHMENT-CANADA	0.00	201.58	-201.58	-100.0%
6763.4 · SUPPLIES REFURBISHMENT-CSM	0.00	253.01	-253.01	-100.0%
<b>Total 6763 · SUPPLIES REFURBISHMENT</b>	<u>0.00</u>	<u>454.59</u>	<u>-454.59</u>	<u>-100.0%</u>
<b>Total 6760 · EQUIP. &amp; FACILITY REFURBISHMENT</b>	<u>0.00</u>	<u>454.59</u>	<u>-454.59</u>	<u>-100.0%</u>
<b>Total 6700 · CONTRACTED SERVICES</b>	5,800.00	9,428.10	-3,628.10	-38.48%

**DISTRICT CAFETERIAS**  
**Profit & Loss Prev Year Comparison**  
 July through September 2007

	<u>Jul - Sep 07</u>	<u>Jul - Sep 06</u>	<u>\$ Change</u>	<u>% Change</u>
<b>6800 - DEPRECIATION EXPENSE</b>				
<b>6801 - DEPRECIATION EXPENSE</b>	13,000.00	5,000.00	8,000.00	160.0%
<b>Total 6800 - DEPRECIATION EXPENSE</b>	<u>13,000.00</u>	<u>5,000.00</u>	<u>8,000.00</u>	<u>160.0%</u>
<b>Total Expense</b>	<u>40,540.32</u>	<u>42,468.69</u>	<u>-1,928.37</u>	<u>-4.54%</u>
<b>Net Income</b>	<u><u>3,216.07</u></u>	<u><u>-13,844.77</u></u>	<u><u>17,060.84</u></u>	<u><u>-123.23%</u></u>

## DISTRICT CAFETERIAS

### Profit & Loss Prev Year Comparison

July through September 2007

	<u>Jul - Sep 07</u>	<u>Jul - Sep 06</u>	<u>\$ Change</u>	<u>11/02/2007 Accrual Basis % Change</u>
<b>Income</b>				
5100 · VENDING INCOME	15,559.34	15,136.37	422.97	2.79%
5200 · FOOD SERVICE INCOME	25,597.05	8,459.51	17,137.54	202.58%
5310 · INTEREST INCOME	2,600.00	5,028.04	-2,428.04	-48.29%
<b>Total Income</b>	<u>43,756.39</u>	<u>28,623.92</u>	<u>15,132.47</u>	<u>52.87%</u>
<b>Expense</b>				
5500 · COLLEGE SUPPORT	15,559.34	15,136.37	422.97	2.79%
5600 · Scholarship	0.00	11,722.00	-11,722.00	-100.0%
6000 · SALARIES	5,013.44	1,057.18	3,956.26	374.23%
6210 · BENEFITS	1,167.54	125.04	1,042.50	833.73%
6700 · CONTRACTED SERVICES	5,800.00	9,428.10	-3,628.10	-38.48%
6800 · DEPRECIATION EXPENSE	13,000.00	5,000.00	8,000.00	160.0%
<b>Total Expense</b>	<u>40,540.32</u>	<u>42,468.69</u>	<u>-1,928.37</u>	<u>-4.54%</u>
<b>Net Income</b>	<u><u>3,216.07</u></u>	<u><u>-13,844.77</u></u>	<u><u>17,060.84</u></u>	<u><u>-123.23%</u></u>

**BOARD REPORT NO. 07-11-3C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: James Keller, Executive Vice Chancellor, 358-6728

**DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2007**

In accordance with Education Code Section 72413, the State Chancellor's Office requires submission of a Quarterly Financial Status Report (Form CCFS-311Q) and a copy of the District's financial report.

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending September 30, 2007, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on November 5, 2007.

**GENERAL FUND-UNRESTRICTED:** Below is financial data for the unrestricted portion of the General Fund for the quarters ending September 30, 2006 and September 30, 2007.

	<u>Amount</u>		<u>Difference</u>	
	<u>09/30/2006</u>	<u>09/30/2007</u>	<u>Amount</u>	<u>Percentage</u>
<b>INCOME:</b>				
State Aid	\$ 11,288,685	\$ 9,818,603	\$ -1,470,082	-13.02%
Enrollment Fees	3,804,401	3,128,386	-676,015	-17.77%
Non-Resident Tuition	878,089	880,998	2,909	0.33%
Property Taxes	239,355	300,027	60,672	25.35%
Inter-Fund Transfer	0	0	0	N/A
Other Income	-132,196	329,201	461,397	N/A
Total Income	\$ 16,078,334	\$ 14,457,215	\$ -1,621,119	-10.08%
% of Budget	11.80%	12.84%	N/A	N/A
<b>EXPENSES:</b>				
Academic Salaries	\$ 8,630,982	\$ 9,297,093	\$ 666,111	7.72%
Classified Salaries	5,022,817	5,288,713	265,896	5.29%
Administrative Salaries	1,492,753	1,446,509	-46,244	-3.10%
Fringe Benefits	4,722,403	5,672,411	950,008	20.12%
General Supplies	494,279	644,167	149,888	30.32%
Operating Expenses	1,846,823	2,213,707	366,884	19.87%
Capital Outlay	48,704	29,419	-19,285	-39.60%
Transfer Accounts	6,341	0	-6,341	N/A
Total Expenditures	\$ 22,265,102	\$ 24,592,019	\$ 2,326,917	10.45%
% of Budget	20.89	20.82	N/A	N/A



BOARD REPORT NO. 07-11-3C

General Fund Income decreased by \$1,621,119 (or 10.08%) over last year, due to the payment of Principal Apportionment, Local Property Taxes and Enrollment Fees. A change in annual salaries COLA was a main reason for expenditures increase.

For fiscal year 2007-2008, the District issued \$5,000,000 of Tax and Revenue Anticipation Notes, which are due to mature on June 30, 2008; note interest is 4.25%.

**OTHER FUNDS:** Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing this same period for 2006-2007 and 2007-2008, are listed below:

<b>Restricted General and Other Funds</b>	<b>Amount</b>		<b>Difference</b>	
	<u>09/30/06</u>	<u>09/30/07</u>	<u>Amount</u>	<u>Percentage</u>
Total Income	\$ 7,599,818	\$ 8,590,139	\$ 990,321	13.03%
Total Expenditures	\$ 22,073,580	\$ 32,197,336	\$ 10,123,756	45.86%

Reimbursements to Bond construction and to Self Insurance Fund were the main reason for the income increase. Expenditures compared with the prior year were increased primarily due to the payment to the new G.O. Bond Measure A debt payment in September 2007.

**REPORT ON INVESTMENTS:** As of September 30, 2007, the District had a deposit of \$33,162,297 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, a Special Deposit Bond with Lehman Brothers and Wells Fargo Bank. The average yields on LAIF, County Pool, the Special Deposit Bond and Oil Well Bond were 5.24%, 4.76%, 5.34% and 1.50%, respectively. These deposits consisted of the following sources:

<u>Fund</u>	<u>LAIF Investment</u>	<u>County Pool Investment</u>	<u>Special Deposit Bond</u>	<u>Total Investment</u>
General Fund	\$ 5,331,426	\$1,364,237	\$ 0	\$ 6,695,663
Capital Outlay Fund	0	0	5,000	5,000
Agency Fund	<u>20,676,385</u>	<u>3,486,538</u>	<u>2,298,711</u>	<u>26,461,634</u>
Total Investment	\$26,007,811	\$4,850,775	\$2,303,711	\$33,162,297

## Quarterly Financial Status Report, CCFS-31 IQ

CHANGE THE PERIOD 

**Fiscal Year: 2007-2008**

**District: (370) SAN MATEO**

**Quarter Ended: (Q1) Sep 30, 2007**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2004-05	Actual 2005-06	Actual 2006-07	Projected 2007-2008

### I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	90,654,782	106,151,800	113,931,358	112,552,607
A.2	Other Financing Sources (Object 8900)	121,817	78,404	202,657	648,562
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	90,776,599	106,230,204	114,134,015	113,201,169
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	87,847,388	92,651,889	100,452,457	113,595,248
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,949,516	13,625,995	12,989,611	0
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	90,796,904	106,277,884	113,442,068	113,595,248
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-20,305	-47,680	691,947	-394,079
D.	<b>Fund Balance, Beginning</b>	9,947,691	9,927,386	9,879,706	10,571,653
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	9,947,691	9,927,386	9,879,706	10,571,653
E.	<b>Fund Balance, Ending (C. + D.2)</b>	9,927,386	9,879,706	10,571,653	10,177,574
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10.9%	9.3%	9.3%	9%

### II. Annualized Attendance FTES:

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	20,287	17,440	21,827	21,827
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III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2004-05	2005-06	2006-07	2007-2008
H.1	Cash, excluding borrowed funds				14,517,075
H.2	Cash, borrowed funds only				0
H.3	Total Cash (H.1+ H.2)	13,086,443	20,142,197	18,247,047	14,517,075

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.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	112,552,607	112,552,607	14,453,453	12.8%
I.2	Other Financing Sources (Object 8900)	0	648,562	3,761	0.6%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	112,552,607	113,201,169	14,457,214	12.8%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	112,577,828	113,226,390	24,592,020	21.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,918,801	4,918,801	0	0
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	117,496,629	118,145,191	24,592,020	20.8%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-4,944,022	-4,944,022	-10,134,806	
L	Adjusted Fund Balance, Beginning	10,571,653	10,571,653	10,571,653	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	5,627,631	5,627,631	436,847	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	4.8%	4.8%		

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) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
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.)

# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

## Quarterly Financial Status Report, CCFS-31 IQ CERTIFY QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2007-2008

District:

(370) SAN MATEO Quarter Ended: (Q1) Sep 30, 2007

Your Quarterly Data is Certified for this quarter.

<b>Chief Business Officer</b>		<b>District Contact Person</b>	
<b>CBO Name:</b>	James Keller	<b>Name:</b>	Raymond Chow
<b>CBO Phone:</b>	650-358-6790	<b>Title:</b>	Controller
<b>CBO Signature:</b>	_____	<b>Telephone:</b>	650-358-6742
<b>Date Signed:</b>	_____	<b>Fax:</b>	650-574-6574
<b>Chief Executive Officer Name:</b>	Ron Galatolo	<b>E-Mail:</b>	chow@smccd.edu
<b>CEO Signature:</b>	_____		
<b>Date Signed:</b>	_____		
<b>Electronic Cert Date:</b>	11/07/2007		

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511  
Send questions to Kuldeep Kaur, (916) 327-6818 [kkaur@ccccc.edu](mailto:kkaur@ccccc.edu)

**San Mateo County Community College District**  
**DISTRICT CASH FLOW SUMMARY**  
**FOR THE QUARTER ENDING SEPTEMBER 30, 2007**

	<u>GENERAL FUND</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE &amp; Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST- RETIREMENT RESERVES</u>
<b>Beg. Cash Balance in County Treasury</b>	17,577,058.43	5,725,610.88	35,781,613.27	511,819,628.57	91,308.78	292,848.63	-
<b>Cash inflow from operations:</b>							
Year-to-date Income	14,457,214.18	4,775,274.57	518,493.48	454,814.55	221,356.08	2,620,200.75	0.00
Accounts Receivable	4,674,932.11	644,756.52	473,639.65	10,652,682.11	101,337.37	66,142.52	(225,000.00)
Deferred Income	(2,951,908.34)	(541,223.47)		(259,009.65)	(13,722.50)	(219,501.75)	
Cash awaiting for deposit	-						
<b>Total Income</b>	33,757,296.38	10,604,418.50	36,773,746.40	522,668,115.58	400,279.73	2,759,690.15	(225,000.00)
<b>Cash outflow for operations:</b>							
Year to date expenditure	24,592,019.69	5,160,078.26	19,230,431.78	5,383,059.29	192,308.61	2,229,208.00	2,250.00
Advances / Prepaid	19,573.56	-	-	-	-	-	
Account Payable	(31,304.18)	104,272.13	50,415.44	5,294,899.51	29,710.43	(76,381.50)	
<b>Cash Balance From Operations</b>	<b>9,177,007.31</b>	<b>5,340,068.11</b>	<b>17,492,899.18</b>	<b>511,990,156.78</b>	<b>178,260.69</b>	<b>606,863.65</b>	<b>(227,250.00)</b>
<b>Other Cash inflow</b>							
Medical Flex Plan / Revolv. Fund	-						
TRANS							
Trusts (JPA & 3CBG)							
<b>Beg. Investment Balance</b>							
LAIF Balance	5,331,426.28						20,676,385.12
County Pool Balance	1,364,236.81						3,713,787.94
Special Bond			87,594.65	5,000.00			2,298,711.07
C.O.P.	-						
<b>Total Beg. Balance</b>	<b>6,695,663.09</b>		<b>87,594.65</b>	<b>5,000.00</b>			<b>26,688,884.13</b>
<b>Y.T.D. Investment Balance</b>							
LAIF Balance	5,331,426.28						20,676,385.12
County Pool Balance	1,364,236.81						3,486,537.94
Special Bond			87,594.65	5,000.00			2,298,711.07
C.O.P.	-			-			
<b>Y.T.D. Balance</b>	<b>6,695,663.09</b>		<b>87,594.65</b>	<b>5,000.00</b>			<b>26,461,634.13</b>
Net Cash changes from Investment	-		-	-			227,250.00
Net changes from unrealized gain / (loss)							
Cash Balance in County Treasury	9,177,007.31	5,340,068.11	17,492,899.18	511,990,156.78	178,260.69	606,863.65	-
<b>Net Cash (Excluding TRANS &amp; Trusts)</b>	<b>9,177,007.31</b>	<b>5,340,068.11</b>	<b>17,492,899.18</b>	<b>511,990,156.78</b>	<b>178,260.69</b>	<b>606,863.65</b>	<b>-</b>

**BOARD REPORT NO. 07-11-4C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Rick Bennett, Executive Director, Construction Planning, 358-6852

**COLLEGE OF SAN MATEO CIP2 DESIGN-BUILD PROJECT REPORT**

In August 2006 the Board approved the 2006 Facilities Master Plan (Board Report No. 06-08-101B), which is the basis of the second phase of the capital improvement program (CIP2). In November 2006, the Board passed Resolution No. 06-19 (Board Report No. 06-11-101B) authorizing use of the design-build delivery method for the College of San Mateo CIP2 Design-Build Project.

**COLLEGE OF SAN MATEO CIP2 DESIGN-BUILD PROJECT**

In order to best meet the current and future needs of the College of San Mateo, construction of new facilities for instruction, student services and faculty offices as well as improved exterior areas was recommended in the San Mateo County Community College District's 2006 Facilities Master Plan. To quote CSM President Mike Claire, "we have a once in a lifetime opportunity to transform the College of San Mateo." This project is moving closer to groundbreaking and the fulfillment of that vision, the renaissance of the College of San Mateo.

This complex, multi-component project will be delivered using the design-build construction method. New buildings 5N and 10N will replace the existing buildings 5 & 6 and buildings 10 & 11, which have exceeded their useful service lives and do not lend themselves structurally to repurposing for their intended new programs. The new buildings are targeted to receive LEED certification (Leadership in Energy and Environmental Design), continuing the District's commitment to sustainable building design and construction.

**Building 5N** - Building 5N will become the new home for CSM's Workforce programs, including Dental Assisting, Dental Hygiene, Nursing and Cosmetology, as well as the new home of Fitness, Wellness and Aquatics. This building, located at the south end of the campus, will be convenient for both students and the outside community members who are patrons of these programs. These programs will thrive and grow in this new building, with state of the art equipment and adjacencies to each other that will foster interactions and synergy. The Aquatic Center will be comprised of an Olympic-sized, 50-meter pool and a second pool for competition warm-ups as well as CSM's successful Adapted Physical Education program. This combination of Workforce and Wellness will bring new energy to the southern end of the CSM campus. This building will be approximately 65,000 assignable square feet (89,000 gross square feet).

**Building 10N** – Building 10N, a large and multifaceted building, will place critical student services in the academic heart of the campus. B10N will embody CSM's collaborative nature and student-oriented service philosophy to strengthen student convenience and access. The facility will unite Student Services into a "One-Stop Shop," including Admissions, Career Services, Counseling, Health Center, Financial Aid, Disabled Students Programs & Services, Welcome Center, Cafeteria, and Bookstore. This One-Stop Shop approach will allow CSM to greet new students with a clear understanding of a personalized college

experience, as well as

provide convenient, centralized student access for services. Building 10N will house the new Integrative Learning Center (ILC), fulfilling a critical campus need for a centralized tutorial and student support lab that is not coupled to specific programs. The ILC will be a place where students can get assistance across the disciplines, from writing and mathematics to speech communication and foreign languages. It will be an inspired learning environment where students will feel comfortable giving and getting academic assistance. Faculty, staff, administration, and students are excited about the ILC, which is critical to the support required to deliver effective, pragmatic teaching and learning to a diverse student population both now and in the future. In addition, a new cafeteria and bookstore will be housed within building 10N. Further, this building will also be the home of two Division offices and faculty suites, housing up to 160 faculty members and containing much needed meeting rooms for faculty. An array of modern instructional spaces will be located in building 10N, including six general lecture classroom spaces comprised of three medium-sized classrooms and three large forum 125-person university style classrooms. By mixing students and faculty, this building will encourage interdisciplinary faculty dialogue and foster interaction between faculty and students. Rounding out the building will be the multi-media programs, which will occupy part of the ground floor of building 10N. This building will be approximately 96,000 assignable square feet (140,000 gross square feet).

**Campus Exterior** - CSM's campus exterior will be revamped to take advantage of its idyllic hilltop location. The new landmark entries at Hillsdale Boulevard and CSM Drive will provide gateways to a lively campus where students and the community will feel inspired to participate in college activities, with gathering spaces acting as centers of concentrated activity and energy. Throughout the design-build process, one overreaching goal has been the creation of "stickiness," or put more simply, to keep students engaged and remaining on campus. The improvements to the campus landscape with outdoor rooms and interesting gathering places are a large part of creating the "stickiness" to keep students at CSM. In addition, landscape improvements will improve accessibility at a campus renowned for accessibility challenges. Further, the exterior improvements will define vehicular and pedestrian circulation routes and manage more effectively the pedestrian/vehicular interface. Emergency vehicle access will be improved, as well as other safety and security measures. Public transportation, passenger drop-off and pick-up zones, service and delivery zones will be enhanced. Wayfinding signage, exterior lighting, concessions, and provisions for art will also be part of this project.

Overall, the intent of the project is to re-create College of San Mateo as a jewel of the community, true to the vision of Dr. Julio Bertolozzo and the original campus architect, John Carl Warnecke. The architectural and landscape designs should draw upon elements from the existing architectural vernacular but also bring new and exciting design elements to the campus. The renewed landscapes should provide ample outdoor space for faculty/student collaboration and take advantage of the tremendous views of San Francisco Bay, the Santa Cruz Mountains and the local Peninsula hillsides.

### **DEVELOPING THE REQUEST FOR PROPOSALS (RFP)**

The 2006 Facilities Master Plan set the foundation for this project, but additional architectural work was needed to bridge the gap from the master plan to a point where Design-Build Entities (DBEs) could enter into a design-build competition. In November 2006, the Board approved the use of Steinberg Architects to assist College and District staff in developing the Request for Proposals to DBEs (Board Report No. 06-11-102B).

Steinberg worked closely with the campus administration, staff, faculty and students to develop the space program for each building, along with the requirements for the campus exterior spaces. Presidents Shirley Kelly and Michael Claire, Vice Presidents of Instruction Grace Sonner and Susan Estes, Vice Presidents of Student Services Patricia Griffin and Jennifer Hughes, Academic Senate President Jeremy Ball, faculty, staff, and student representatives worked with Steinberg Architects to identify the critical elements for a successful project. The College established steering committees for each project component. The project intent,



boundary lines, massing diagrams, program elements, adjacencies, space arrays and room data sheets for each proposed

new building and outdoor areas were developed. Additionally, Steinberg worked with Planning, Facilities and ITS staff to develop systems specifications, such as mechanical, electrical, plumbing, telecommunications, security, fire and life safety, elevators, storm water, sanitary sewer, landscape and paving. The teams also identified requirements for public and non-assigned spaces, such as restrooms and utility closets, and circulation spaces such as lobbies, corridors and stairs. District staff developed design standards, and worked with legal counsel to update the District's standard form of design-build contract. The resulting RFP identified the functional, programmatic and legal requirements that DBEs were required to incorporate into their proposals in order to have a conforming bid.

The RFP specified that the following selection criteria were to be considered in selecting the DBE whose proposal demonstrated the "best value" to the District. The first five criteria are required by Education Code 81700, the code section under which this design-build project is being awarded; the additional criteria, which are critical to the success of the project, were added at the District's discretion.

1. Price	20 points
2. Technical Expertise	10 points
3. Life Cycle Costs over 25 Years	10 points
4. Skilled Labor Force Availability	10 points
5. Acceptable Safety Record	10 points
6. Architectural Aesthetics and Design Innovation	10 points
7. Project Management Plan	15 points
8. Program Requirements	15 points
<b>TOTAL (Maximum)</b>	<b>100 points</b>

### **PREQUALIFICATION OF DESIGN-BUILD TEAMS**

Concurrent to the development of the RFP, District and College staff prequalified Design-Build Entities. The prequalification of design-build teams was conducted in December 2006 and January 2007, when the District received five Prequalification Applications from interested DBEs. A committee comprised of CSM representatives, including faculty, staff and students, Construction Planning Department and Facilities staff, as well as representatives from Swinerton Management & Consulting, reviewed and evaluated these applications to determine eligibility to participate in the design-build competition. Criteria for eligibility included financial strength, safety record, litigation history, team experience and dynamics, experience with educational facilities, experience with the Division of the State Architect, proposed approach for the project, and understanding of the College's vision for the campus. One team, Clark Design/Build of California, Inc., elected to withdraw from the prequalification process because they had just been awarded another major project that committed the resources they had intended to propose for this project. The remaining four teams not only met the essential requirements of prequalification, they impressed the committee as being highly qualified to bring tremendous expertise, ability and creativity to the project; we had attracted very strong and well regarded industry players to the project. The District invited the three top ranking teams to compete in the design-build competition: Charles Pankow Builders, Ltd., Rudolph and Sletten, Inc. and McCarthy Building Companies. The fourth team, Hunt Construction, was identified as an alternate, agreeing to consider participating in the competition in the event that one of the three teams withdrew.

### **ISSUANCE OF THE REQUEST FOR PROPOSALS**

The RFP was issued on June 28, 2007. From July 2007 until October 2007, at the request of DBEs, the

District held confidential meetings with each proposing DBE to provide feedback on their developing proposals, given the stated guidelines and requirements of the Request for Proposal.

During the proposal period, Rudolph & Sletten verbally informed District staff that they were withdrawing from the design-build competition, since the contract issued with the Request for Proposal did not meet their corporate requirements of a negotiated contract award. At this point, District staff contacted the alternate DBE, Hunt Construction Company, to determine if they wanted to participate in the design-build competition. Hunt declined to participate, indicating that their existing workload, as well as their ability to negotiate private contracts, made the effort and cost of participating in a design-build competition unnecessary toward their corporate goals. Further, Charles Pankow Builders informed District staff that they were not actively participating in the competition, for similar reasons. At the September 4, 2007 Board of Trustees meeting, Staff provided an information briefing, indicating that it was very likely that the District would be down to one design-build participant, but would continue moving forward with the process.

### **PROPOSAL RECEIVED FROM DBE**

On October 30, 2007, McCarthy Building Companies submitted the lone design-build proposal to the District. Evaluation of their proposal commenced immediately thereafter.

### **PROPOSAL EVALUATION**

Since receipt of McCarthy's proposal, College and District Staff have had significant input into the evaluation of the proposal to determine if the proposal meets the requirements set forth in the Request for Proposal.

A CSM All-College Meeting was conducted on October 17, 2007 and again on November 5, 2007. The first session was to brief the College community on the status of the CSM CIP2 Design-Build Project. The second presentation featured the McCarthy Team's presentation of their architectural concepts for new buildings and landscaping. Proposal submittals, including drawings and renderings, were posted on the College's and District's website on November 6<sup>th</sup>, and architectural presentation boards were displayed in the CSM Gallery in Building 6. Staff created both online and paper surveys inviting comments from the College community at large. President Claire and members of his staff, as well as members of the Construction Planning Department, have been present for open discussion on the architectural boards displayed in the Gallery at scheduled intervals.

Eight proposal evaluation subcommittees, including representatives of the College administration, faculty, District staff and Swinerton Management & Consulting, have begun to review the proposal, based on the scoring criteria established in the Request for Proposal. It appears that the proposal is responsive to the RFP, and the costs are within a negotiable range while still achieving the scope requirements established in our original plan.

Staff now seek Trustees' input on McCarthy's proposal. In order to maintain the project's overall schedule requirements, Staff plan to return to the Board of Trustees in December 2007 with a recommendation.