

# SixTen and Associates

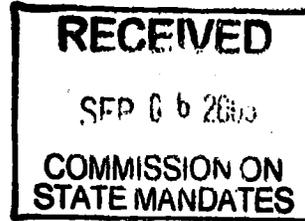
## Mandate Reimbursement Services

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KEITH B. PETERSEN, MPA, JD, President  
5252 Balboa Avenue, Suite 807  
San Diego, CA 92117

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September 1, 2005



Paula Higashi, Executive Director  
Commission on State Mandates  
980 Ninth Street, Suite 300  
Sacramento, CA 95814

RE: Collective Bargaining  
Fiscal Years: 1999-00 through 2001-02  
Incorrect Reduction Claim

Dear Ms. Higashi:

Enclosed is the original and two copies of the above referenced incorrect reduction claim for San Mateo Community College District.

SixTen and Associates has been appointed by the District as its representative for this matter and all interested parties should direct their inquiries to me, with a copy as follows:

Jim Keller, Executive Vice-Chancellor  
San Mateo County Community College District  
3401 CSM Drive  
San Mateo, CA 94402

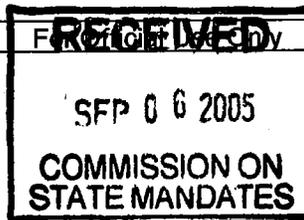
Thank-you.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith B. Petersen".

Keith B. Petersen

State of California  
COMMISSION ON STATE MANDATES  
980 Ninth Street, Suite 300  
Sacramento, CA 95814  
(916) 323-3562  
CSM 2 (12/89)



**INCORRECT REDUCTION CLAIM FORM**

Claim No. 05-4425-I-09

Local Agency or School District Submitting Claim

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

Contact Person

Telephone Number

Keith B. Petersen, President  
SixTen and Associates  
5252 Balboa Avenue, Suite 807  
San Diego, CA 92117

Voice: 858-514-8605  
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Address

Jim Keller, Executive Vice-Chancellor  
San Mateo County Community College District  
3401 CSM Drive  
San Mateo, CA 94402

Representative Organization to be Notified

Telephone Number

Robert Miyashiro, Consultant, Education Mandated Cost Network  
c/o School Services of California  
1121 L Street, Suite 1060  
Sacramento, CA 95814

Voice: 916-446-7517  
Fax: 916-446-2011  
E-mail: robertm@SSCal.com

This claim alleges an incorrect reduction of a reimbursement claim filed with the State Controller's Office pursuant to section 17561 of the Government Code. This incorrect reduction claim is filed pursuant to section 17561(b) of the Government Code.

CLAIM IDENTIFICATION: Specify Statute or Executive Order    Collective Bargaining  
Chapter 961, Statutes of 1975

<u>Fiscal Year</u>	<u>Amount of the Incorrect Reduction</u>
1999-2000	\$251,473
2000-2001	\$209,599
2001-2002	\$274,108
Total Amount	\$735,450

IMPORTANT: PLEASE SEE INSTRUCTIONS AND FILING REQUIREMENTS FOR COMPLETING AN INCORRECT REDUCTION CLAIM ON THE REVERSE SIDE.

Name and Title of Authorized Representative

Telephone No.

Jim Keller, Executive Vice-Chancellor

Voice: 650-358-6869  
Fax: 650-574-6574  
E-Mail: kellerj@smccd.net

Signature of Authorized Representative

Date

X 

August 25, 2005

1 Claim Prepared by:  
2 Keith B. Petersen  
3 SixTen and Associates  
4 5252 Balboa Avenue, Suite 807  
5 San Diego, California 92117  
6 Voice: (858) 514-8605  
7 Fax: (858) 514-8645

8 BEFORE THE  
9 COMMISSION ON STATE MANDATES  
10 STATE OF CALIFORNIA

11 INCORRECT REDUCTION CLAIM OF: )  
12 ) No. CSM \_\_\_\_\_  
13 )  
14 ) Chapter 961, Statutes of 1975  
15 SAN MATEO COUNTY )  
16 ) Collective Bargaining  
17 Community College District )  
18 ) Annual Reimbursement Claims:  
19 Claimant. )  
20 ) Fiscal Year 1999-00  
21 ) Fiscal Year 2000-01  
22 ) Fiscal Year 2001-02  
23 \_\_\_\_\_ )  
24 INCORRECT REDUCTION CLAIM FILING

25 PART I. AUTHORITY FOR THE CLAIM

26 The Commission on State Mandates has the authority pursuant to Government  
27 Code Section 17551(d) to “ . . . to hear and decide upon a claim by a local agency or  
28 school district, filed on or after January 1, 1985, that the Controller has incorrectly  
29 reduced payments to the local agency or school district pursuant to paragraph (2) of  
30 subdivision (d) of Section 17561.” San Mateo County Community College District  
31 (hereafter “district” or “claimant”) is a school district as defined in Government Code

Incorrect Reduction Claim of San Mateo County Community College District  
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1 Section 17519.<sup>1</sup> Title 2, CCR, Section 1185 (a), requires the claimant to file an  
2 incorrect reduction claim with the Commission.

3 This incorrect reduction claim is timely filed. Title 2, CCR, Section 1185 (b),  
4 requires incorrect reduction claims to be filed no later than three years following the  
5 date of the Controller's remittance advice notifying the claimant of a reduction. A  
6 Controller's audit report dated August 6, 2004 has been issued, but no remittance  
7 advices have been issued. The audit report constitutes a demand for repayment and  
8 adjudication of the claim.

9 There is no alternative dispute resolution process available from the Controller's  
10 Office. In response to an audit issued March 10, 2004, Foothill-De Anza Community  
11 College attempted to utilize the informal audit review process established by the  
12 Controller to resolve factual disputes. Foothill-De Anza was notified by the Controller's  
13 legal counsel by letter of July 15, 2004 (attached as Exhibit "A"), that the Controller's  
14 informal audit review process was not available for mandate audits and that the proper  
15 forum was the Commission on State Mandates.

16 **PART II. SUMMARY OF THE CLAIM**

17 The Controller conducted a field audit of District's annual reimbursement claims

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<sup>1</sup> Government Code Section 17519, added by Chapter 1459, Statutes of 1984,  
Section 1:

"School district' means any school district, community college district, or county  
superintendent of schools."

Incorrect Reduction Claim of San Mateo County Community College District  
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1 for the District's actual costs of complying with the legislatively mandated Chapter 961,  
2 Statutes of 1975 Collective Bargaining, July 1, 1999 through June 30, 2002. As a  
3 result of the audit, the Controller determined that \$735,450 of the claimed costs were  
4 unallowable:

<u>Fiscal</u>	<u>Amount</u>	<u>Audit</u>	<u>SCO</u>	<u>Amount Due</u>
<u>Year</u>	<u>Claimed</u>	<u>Adjustment</u>	<u>Payments</u>	<u>&lt;State&gt; District</u>
1999-00	\$319,503	\$251,473	\$319,503	<\$251,473>
2000-01	\$308,655	\$209,599	\$308,655	<\$209,599>
2001-02	<u>\$462,528</u>	<u>\$274,108</u>	<u>\$324,371</u>	<u>&lt;\$135,951&gt;</u>
Totals	\$1,090,686	\$735,450	\$952,529	<\$597,293>

11 Since the District has been paid \$952,529 for these claims, the audit report concludes  
12 that the amount of \$597,293 is due the State.

13 **PART III. PREVIOUS INCORRECT REDUCTION CLAIMS**

14 The District has not filed any previous incorrect reduction claims for this  
15 mandate program. The District is not aware of any other incorrect reduction claims  
16 having been adjudicated on the specific issues or subject matter raised by this incorrect  
17 reduction claim.

18 **PART IV. BASIS FOR REIMBURSEMENT**

19 1. Mandate Legislation

20 Chapter 961, Statutes of 1975 (the "Rodda Act") established Chapter 10.7,  
21 Division 4, of Title 1 of the Government Code (commencing with Section 3540), and  
22 repealed Article 5, Chapter 1, of Division 10 of the Education Code (the "Winton Act").  
23 The Rodda Act established the Public Employees Relations Board (PERB) and

Incorrect Reduction Claim of San Mateo County Community College District  
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1 required public school employers to meet and negotiate with their employees on  
2 matters of wages, hours of employment, and other terms and conditions of employment.  
3 The provisions relating to the creation, certain duties of, and appropriations for the  
4 Public Employment Relations Board were operative on January 1, 1976, The provisions  
5 relating to employees' organizational rights, the representative rights of employee  
6 organizations, the recognition of exclusive representatives, and related procedures  
7 were operative on April 1, 1976.

8 Chapter 1213, Statutes of 1991, added Government Code section 3547.5, which  
9 requires school districts to publicly disclose major provisions of a collective bargaining  
10 agreement after negotiations but before the agreement becomes binding.

11 2. Test Claim

12 The State Board of Control, the predecessor agency with jurisdiction to the  
13 Commission on State Mandates, at its meeting of July 17, 1978 determined the Rodda  
14 Act constituted a reimbursable state mandate in that public school employees had a  
15 new duty to meet and negotiate in good faith for binding contracts with employee group  
16 representatives, duties which were not required by the Winton Act. Subsequent action  
17 of the Board of Control recognized that compliance with the regulations of the Public  
18 Employment Relations Board, to the extent that the regulations implement the  
19 provisions of the Rodda Act and its subsequent amendments, is included within the  
20 scope of the mandate.

21 On December 29, 1997, the Commission on State Mandates determined that

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1 Chapter 1213, Statutes of 1991, resulted in a new program or higher level of service by  
2 requiring school districts to publicly disclose major provisions of a collective bargaining  
3 agreement after negotiations before the agreement becomes binding.

4 3. Parameters and Guidelines

5 On October 22, 1980, the original parameters and guidelines were adopted.  
6 Beginning on August 19, 1981 and through July 22, 1993, those parameters and  
7 guidelines were amended seven times. On October 20, 1998, the parameters and  
8 guidelines for Collective Bargaining Disclosure were adopted and consolidated with the  
9 Collective Bargaining parameters and guidelines. The consolidated parameters and  
10 guidelines were amended on January 27, 2000 and became effective on January 28,  
11 2000. When the claimant's 1999-00, 2000-01 and 2001-02 claims were prepared, the  
12 version of the parameters and guidelines effective on January 28, 2000 were  
13 applicable. A copy of those parameters and guidelines are attached hereto as Exhibit  
14 "B" and in relevant part provided:

- 15 "G. 3. Negotiations: Reimbursable functions include--receipt of exclusive  
16 representative's initial contract proposal, holding of public hearings,  
17 providing a reasonable number of copies of the employer's proposed  
18 contract to the public, development and presentation of the initial district  
19 contract proposal, negotiation of the contract, reproduction and  
20 distribution of the final contract agreement.
- 21 a. Show the costs of salaries and benefits for employer  
22 representatives participating in negotiations. Contracted services  
23 will be reimbursed.
  - 24 b. Show the costs of salaries and benefits for employer  
25 representatives participating in negotiation planning sessions.  
26 Contracted services for employer representatives will be  
27 reimbursed.

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- 1                   c.     Indicate the cost of substitutes for release time of exclusive  
2                   bargaining unit representatives during negotiations. Give the job  
3                   classification of the bargaining unit representative that required a  
4                   substitute and dates the substitute worked.  
5                   d.     Reasonable cost of reproduction for a copy for the initial contract  
6                   proposal and final contract, which is applicable and distributed to  
7                   each employer representative (i.e., supervisory, management,  
8                   confidential) and a reasonable number of copies for public  
9                   information will be reimbursed. Provide detail of costs and/or  
10                  include invoices. Costs for copies of a final contract provided to  
11                  collective bargaining unit members are not reimbursable.
- 12                4.     Impasse Proceedings  
13                a.     Mediation  
14                   (1)    Costs of salaries and benefits for employer representative  
15                   personnel are reimbursable. Contracted services will be  
16                   reimbursed.
- 17                6.     Contract administration and adjudication of contract disputes either by  
18                   arbitration or litigation. Reimbursable functions include grievances and  
19                   administration and enforcement of the contract.  
20                a.     Salaries and benefits of employer personnel involved in  
21                   adjudication of contract disputes. Contracted services will be  
22                   reimbursed.
- 23                7.     Unfair labor practice adjudication process and public notice complaints.  
24                a.     Show the actual costs for salaries and benefits of employer  
25                   representative. Service contracted by the public school employer  
26                   are reimbursable.”
- 27     H.     3.     Salary and Employee’s Benefits: Show the classification of the employees  
28                   involved, amount of time spent, and their hourly rate. The worksheet  
29                   used to compute the hourly salary rate must be submitted with your claim.  
30                   Benefits are reimbursable. Actual benefit percent must be itemized. If no  
31                   itemization is submitted, 21 percent must be used for computation of claim  
32                   costs. Identify the classification of employees committed to functions  
33                   required under the Winton Act and those required by Chapter 961,  
34                   Statutes of 1975.”

1     4.     Claiming Instructions

2             The Controller has periodically issued or revised claiming instructions for the  
3 Collective Bargaining claim. The statements of reimbursable components in the  
4 claiming instructions, for the purposes and scope of this incorrect reduction claim, have  
5 been consistent with the parameters and guidelines. A copy of the April 2000 revision  
6 of the claiming instructions, is attached hereto as Exhibit "C." The April 2000 claiming  
7 instructions are believed to be, for the purposes and scope of this incorrect reduction  
8 claim, substantially similar to the version extant at the time the claims which are the  
9 subject of this Incorrect reduction claim were filed. However, since the Controller's  
10 claim forms and instructions have not been adopted as regulations, they have no force  
11 of law, and, therefore, have no effect on the outcome of this incorrect reduction claim.

12                     PART V. STATE CONTROLLER CLAIM ADJUDICATION

13             The Controller conducted an audit of District's annual reimbursement claims for  
14 fiscal years 1999-00, 2000-01 and 2001-02. The audit concluded that 33% of the  
15 District's costs, as claimed, were allowable. A copy of the August 6, 2004-audit report  
16 is attached as Exhibit "D."

17                     VI. CLAIMANT'S RESPONSE TO THE STATE CONTROLLER

18             By letter dated February 27, 2004, the Controller transmitted a copy of its draft  
19 audit report. By letter dated May 12, 2004, the District objected to the proposed  
20 adjustments set forth in the draft audit report. A copy of District's letter of May 12,  
21 2004, is attached as Exhibit "E." The Controller then issued its final audit report without

1 change to the adjustments as stated in the draft audit report.

2 **PART VII. STATEMENT OF THE ISSUES**

3 **Finding 1: Unsupported Salaries and Benefits**

4 The Controller asserts that the District "overstated" employee salaries and  
5 benefits in the amount of \$638,022 for the three fiscal years audited. It appears that  
6 all of the disallowances were made either due to lack of documentation or a result of an  
7 adjustment of employee annual salaries. None of the adjustments were made because  
8 the claimed costs were deemed to be unreasonable or excessive.

9 Disallowed Staff Hours

10 The Controller provided the District at the exit conference a detailed list of staff  
11 hours disallowed by employee name. The dollar amount of the adjustments in the final  
12 audit report is \$599,399 which is an increase of about \$9,300 after the exit conference.  
13 The following schedule is taken from the exit conference material and is still  
14 representative of the final adjustment:

	<u>FY 1999-00</u>	<u>FY 2000-01</u>	<u>FY 2001-02</u>
15 Total Staff Hours Claimed	4,562.95	3,474.00	5,250.00
16 Total Staff Hours Allowed	<u>613.00</u>	<u>567.10</u>	<u>1,829.00</u>
17 Audit Adjustment	4,039.95	2,906.90	3,421.00
18 Adjustment Percentage	89%	84%	65%

19 Other than stating that the "district did not provide documentation supporting the  
20

Incorrect Reduction Claim of San Mateo County Community College District  
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1 validity of the distribution” of these employees to the claim, the Controller has not  
2 provided a reason each employee was disallowed. The propriety of these  
3 disallowances cannot be determined until the Controller states why these employees  
4 are not relevant to the mandate program.

5 Productive Hourly Rate

6 The audit report states that “the district used an incorrect productive hourly rate  
7 when computing salaries and benefits allocable to the mandated cost program.” The  
8 claims submitted by the district include a list of productive hourly for each employee by  
9 mandate component. The computation of the productive hourly rate has three  
10 components: salary, benefits, and productive hours.

11 SALARIES: The Controller made adjustments to the annual salary costs of specific  
12 employees. The Controller states that the “*Parameters and Guidelines* requires the  
13 claimant to show the classification of the employees involved, amount of time spent,  
14 and their hourly rate.” This information was reported in the claim. No reasons were  
15 provided for each adjustment, and there is no indication of why the payroll information  
16 reported by the District in the normal course of business has to be adjusted for  
17 purposes of the productive hourly rate computation. The propriety of these  
18 adjustments cannot be determined until the Controller states the reason for each  
19 change to the employee payroll information.

20 BENEFITS: The District and the Controller used the 21% default rate for the calculation  
21 of the payroll related benefits. The differences in benefit costs claimed and as audited

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1 are a result in the change in salary costs claimed and as audited, not a change in the  
2 rate.

3 PRODUCTIVE HOURS: The District and the Controller used 1,750 annual productive  
4 hours for their calculations. In one case where a different total productive hours was  
5 used by the District, for the Chief Negotiator who was under contract for 7.5 hours per  
6 day, the Controller insisted on using 8 hours per day. Therefore, the adjustments to the  
7 productive hourly rates ultimately derive from the adjustments to the annual salary of  
8 each employee.

9 Release Time

10 Government Code Section 3543.1 requires districts to provide a reasonable  
11 amount of release time without loss of compensation to bargaining unit representatives.  
12 The audit report states that the parameters and guidelines "require the claimant to  
13 show the costs of salaries and benefits for employer representatives participating in  
14 negotiations, the cost of substitute teachers for release time of exclusive bargaining  
15 unit representatives during negotiations, the job classifications of the bargaining unit  
16 representatives that required a substitute, and the dates worked." The "SCO disputes  
17 the lack of documentation supporting hours claimed, rather than the proper  
18 authorization of release time for AFT members." The claims submitted by the District  
19 provide a list of hours of release time for each employee. No reasons were provided  
20 for each adjustment, and there is no indication of why the payroll information reported  
21 by the District in the normal course of business has to be adjusted for purposes of the

Incorrect Reduction Claim of San Mateo County Community College District  
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1 productive hourly rate computation. The propriety of these adjustments cannot be  
2 determined until the Controller states the reason for each adjustment.

3 Source Documentation

4 Since none of the reasons for adjustments stated in the audit report relate to the  
5 mandated activities performed by the employees. It appears that the entire basis of the  
6 adjustments is the quantity of District documentation. The Controller stated that the  
7 documentation provided by the district did not allow the Controller to "determine actual  
8 time spent on the mandate." The stated reason for the adjustments to employee  
9 salaries is that the "district did not provide source documents to validate employees'  
10 hours charged, such as individual activity log sheets, meeting sign-in sheets, and time  
11 records." The Controller did not cite this assertion to the parameters and guidelines,  
12 because the parameters and guidelines do not state anything of the kind. The  
13 parameters and guidelines actually state:

14 "H. 3. Salary and Employee's Benefits: Show the classification of the  
15 employees involved, amount of time spent, and their hourly rate.  
16 The worksheet used to compute the hourly salary rate must be  
17 submitted with your claim. Benefits are reimbursable. Actual  
18 benefit percent must be itemized. If no itemization is submitted, 21  
19 percent must be used for computation of claim costs. Identify the  
20 classification of employees committed to functions required under  
21 the Winton Act and those required by Chapter 961, Statutes of  
22 1975."

23 Contrary to the assertion of the audit report, the District has complied with the  
24 parameters and guidelines by providing source documents that show evidence of the  
25 validity of such costs and their relationship to the state-mandated program. The salary

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1 and benefits were reported in the District general ledger in the normal course of  
2 financial accounting pursuant to state mandated financial accounting procedures for all  
3 community colleges. The District has also provided employee names, positions (job  
4 titles), hours worked, salary and benefit amounts, and a description of the tasks  
5 performed as they relate to this mandate. Thus, the District has provided  
6 documentation generated in the usual course of business as well as generated for the  
7 purpose of claiming mandate reimbursement. The Controller's insistence on time logs  
8 and other forms of documentation are a ministerial preference, are an unpublished  
9 standard which exceeds the parameters and guidelines, and is not enforceable absent  
10 rulemaking which would put the claimants on notice.

11 Unreasonable or Excessive

12 None of the adjustments were made because the costs claimed were excessive  
13 or unreasonable. The Controller does not assert that the claimed costs were  
14 excessive or unreasonable, which is the only mandated cost audit standard in statute  
15 (Government Code Section 17561(d)(2)). It would therefore appear that the entire  
16 findings are based upon the wrong standard for review. If the Controller wishes to  
17 enforce other audit standards for mandated cost reimbursement, the Controller should  
18 comply with the Administrative Procedure Act.

19 Accounting System

20 The Controller recommends that the District "should develop and implement an  
21 accounting system to ensure that all claimed costs are properly reported." There are

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1 no state mandated financial accounting procedures for mandate program costs  
2 because the state has never developed or adopted standards, even though the  
3 Controller has been responsible for mandate reimbursement for nearly thirty years.  
4 The Controller has never published a list of specific documents which would satisfy the  
5 Controller's standards. The Controller's recommendation that each claimant develop  
6 its own "accounting system" rather than the Controller developing and adopting a  
7 statewide system for use by all claimants will merely perpetuate egregious audit  
8 adjustments since no individual claimant will be on notice of the documentation  
9 acceptable to the Controller. As the audit authority, the Controller has failed in its duty  
10 to claimants by not developing, adopting, and publishing rational documentation  
11 requirements.

12 **Finding 2 - Unsupported Materials and Supplies**

13 The Controller asserts that the "district did not provide documentation to support  
14 claimed materials and supplies." The total adjustment for FY 1999-00 and FY 2000-01  
15 is \$5,133. The Controller stated that these costs could not be determined to be "direct  
16 costs resulting from the mandate." It is unclear why the Controller would consider this  
17 amount of printing, postage, and office supply costs as unrelated to the mandate. This  
18 is a documentation issue, similar to Finding 1, and the same issues prevail, that is, the  
19 District reported these costs as required by the parameters and guidelines based on  
20 financial accounting information prepared in the usual course of business, and the

1 Controller did not determine these costs to be unreasonable or excessive. As an  
2 example of the Controller's extreme documentation standards, the Controller refused to  
3 accept credit card statements as support for these costs.

4 **Finding 3 - Overstated Indirect Costs**

5 The adjustment to each fiscal year indirect cost is a computational change which  
6 derives from the changes in claimable direct costs as a result of each of the foregoing  
7 audit adjustments. There is no change to the reported indirect cost rate. This is not  
8 an independent adjustment.

9 **Finding 4 - Overstated Base-year Costs**

10 The District does not dispute the \$22 adjustment to its Winton Act base-year  
11 direct costs amount.

12 **Other Issue**

13 This is not a dollar amount adjustment. The Controller responded to the  
14 District's concern about the competence of the auditor.

15 **Amount Paid by The State**

16 This issue was not an audit finding. The payment received from the state is an  
17 integral part of the reimbursement calculation. The Controller changed some of the  
18 claimed payment amounts received without a finding in the audit report.

19 /

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	Fiscal Year of Claim		
<u>Amount Paid by the State</u>	<u>1999-00</u>	<u>2000-01</u>	<u>200-022</u>
As Claimed	\$338,031	\$324,018	\$324,371
Audit Report	\$319,503	\$308,655	\$324,371

The propriety of these adjustments cannot be determined until the Controller states the reason for each change.

**Statute of Limitations for Audit**

This issue is not an audit finding of the Controller. The District asserts that the FY 1999-00 was beyond the statute of limitations for an audit when the Controller issued its audit report on August 6, 2004.

Chronology of Claim Action Dates

January 10, 2001	FY 1999-00 claim filed by the District
December 31, 2003	FY 1999-00 statute of limitations for an audit expires
August 6, 2004	Controller's final audit report issued

The District's fiscal year 1999-00 claim was mailed to the Controller on January 10, 2001. According to Government Code Section 17558.5, this claim was subject to audit no later than December 31, 2003. The audit was not completed by this date. Therefore, the audit adjustments for FY1999-00 are barred by the statute of limitations set forth in Government Code Section 17558.5.

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1 Statutory History

2 Prior to January 1, 1994, no statute specifically governed the statute of  
3 limitations for audits of mandate reimbursement claims. Statutes of 1993, Chapter 906,  
4 Section 2, operative January 1, 1994, added Government Code Section 17558.5 to  
5 establish for the first time a specific statute of limitations for audit of mandate  
6 reimbursement claims:

7 "(a) A reimbursement claim for actual costs filed by a local agency or school  
8 district pursuant to this chapter is subject to audit no later than four years after  
9 the end of the calendar year in which the reimbursement claim is filed or last  
10 amended. However, if no funds are appropriated for the program for the fiscal  
11 year for which the claim is made, the time for the Controller to initiate an audit  
12 shall commence to run from the date of initial payment of the claim."

13 Thus, there are two standards. A funded claim is "subject to audit" for four years after  
14 the end of the calendar year in which the claim was filed. An "unfunded" claim must  
15 have its audit "initiated" within four years of first payment.

16 Statutes of 1995, Chapter 945, Section 13, operative July 1, 1996, repealed and  
17 replaced Section 17558.5, changing only the period of limitations:

18 "(a) A reimbursement claim for actual costs filed by a local agency or school  
19 district pursuant to this chapter is subject to audit by the Controller no later than  
20 two years after the end of the calendar year in which the reimbursement claim is  
21 filed or last amended. However, if no funds are appropriated for the program for  
22 the fiscal year for which the claim is made, the time for the Controller to initiate  
23 an audit shall commence to run from the date of initial payment of the claim."

24 Fiscal year 1999-00 is subject to the two-year statute of limitations established by  
25 Chapter 945/95. Since funds were appropriated for the program for all the fiscal years  
26 which are the subject of the audit, the alternative measurement date is not applicable,

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1 and the potential factual issue of when the audit is initiated is not relevant.

2 Statutes of 2002, Chapter 1128, Section 14.5, operative January 1, 2003  
3 amended Section 17558.5 to state:

4 “(a) A reimbursement claim for actual costs filed by a local agency or school  
5 district pursuant to this chapter is subject to the initiation of an audit by the  
6 Controller no later than three years after the ~~end of the calendar year in which~~  
7 the date that the actual reimbursement claim is filed or last amended, whichever  
8 is later. However, if no funds are appropriated or no payment is made to a  
9 claimant for the program for the fiscal year for which the claim is ~~made~~ filed, the  
10 time for the Controller to initiate an audit shall commence to run from the date of  
11 initial payment of the claim.”

12 Fiscal years 2000-01 and 2001-02, are subject to this amended version of  
13 Section 17558.5, and were still subject to audit at the time the audit report was  
14 released. The amendment is pertinent since it indicates this is the first time that the  
15 factual issue of the date the audit is “initiated” for mandate programs for which funds  
16 are appropriated is introduced. Therefore, at the time the claim is filed, it is impossible  
17 for the claimant to know when the statute of limitations will expire, which is contrary to  
18 the purpose of a statute of limitations.

19 Statutes of 2004, Chapter 890, Section 18, operative January 1, 2005 amended  
20 Section 17558.5 to state:

21 “(a) A reimbursement claim for actual costs filed by a local agency or school  
22 district pursuant to this chapter is subject to the initiation of an audit by the  
23 Controller no later than three years after the date that the actual reimbursement  
24 claim is filed or last amended, whichever is later. However, if no funds are  
25 appropriated or no payment is made to a claimant for the program for the fiscal  
26 year for which the claim is filed, the time for the Controller to initiate an audit  
27 shall commence to run from the date of initial payment of the claim. In any case,  
28 an audit shall be completed not later than two years after the date that the audit



Incorrect Reduction Claim of San Mateo County Community College District  
961/75 Collective Bargaining

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1           The District requests that the Commission make findings of fact and law on each  
2 and every adjustment made by the Controller and each and every procedural and  
3 jurisdictional issue raised in this claim, and order the Controller to correct its audit  
4 report findings therefrom.

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Incorrect Reduction Claim of San Mateo County Community College District  
961/75 Collective Bargaining

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1 PART IX. CERTIFICATION

2 By my signature below, I hereby declare, under the penalty of perjury under the  
3 laws of the State of California, that the information in this incorrect reduction claim  
4 submission is true and complete to the best of my own knowledge or information or  
5 belief, and that the attached documents are true and correct copies of documents  
6 received from or sent by the state agency which originated the document.

7 Executed on August 25, at San Mateo, California, by

8   
\_\_\_\_\_

9 Jim Keller, Executive Vice-Chancellor  
10 San Mateo County Community College District  
11 4301 CSM Drive  
12 San Mateo, CA 94402  
13 Voice: 650-358-6869  
14 Fax: 650-574-6574  
15 E-Mail: kellerj@smccd.net

16 APPOINTMENT OF REPRESENTATIVE

17 San Mateo County Community College District appoints Keith B. Petersen,  
18 SixTen and Associates, as its representative for this incorrect reduction claim.

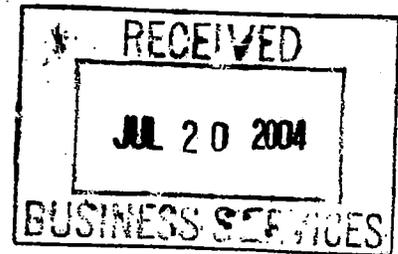
19  \_\_\_\_\_  
20 Jim Keller, Executive Vice-Chancellor  
21 San Mateo County Community College District

\_\_\_\_\_ 8/25/05 \_\_\_\_\_  
Date

22 Attachments:

- 23 Exhibit "A" Controller's Legal Counsel Letter dated July 15, 2004
- 24 Exhibit "B" Parameters and Guidelines as amended January 28, 2000
- 25 Exhibit "C" Controller's Claiming Instructions April 2000
- 26 Exhibit "D" Controller's Audit Report dated August 6, 2004
- 27 Exhibit "E" Claimant's Letter dated May 12, 2004

Exhibit A



STEVE WESTLY  
California State Controller

July 15, 2004

Mike Brandy, Vice Chancellor  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos, CA 94022

Re: Foothill-De Anza Community College District Audit

Dear Mr. Brandy:

This is in response to your letter to me dated May 13, 2004, concerning the Controller's Audit of the Health Fee claim.

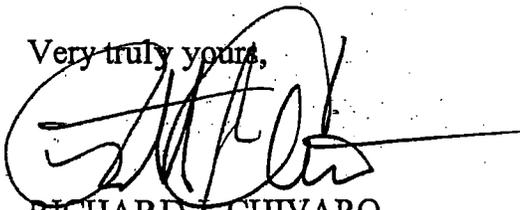
The Controller's informal audit review process was established to resolve factual disputes where no other forum for resolution, other than a judicial proceeding, is available.

The proper forum for resolving issues involving mandated cost programs is through the incorrect reduction process through the Commission on State Mandates. As such, this office will not be scheduling an informal conference for this matter.

However, in light of the concerns expressed in your letter concerning the auditors assigned and the validity of the findings, I am forwarding your letter to Vince Brown, Chief Operating Officer, for his review and response.

If you have any questions you may contact Mr. Vince Brown at (916) 445-2038.

Very truly yours,



RICHARD J. CHIVARO  
Chief Counsel

RJC/st

cc: Vincent P. Brown, Chief Operating Officer, State Controller's Office  
Jeff Brownfield, Chief, Division of Audits, State Controller's Office



BEFORE THE  
COMMISSION ON STATE MANDATES  
STATE OF CALIFORNIA

IN RE AMENDMENT TO PARAMETERS  
AND GUIDELINES ON:

Statutes of 1975, Chapter 961 and  
Statutes of 1991, Chapter 1213

Filed on March 4, 1999;

By Santa Ana Unified School District and  
Stockton Unified School District,  
Co-Claimants.

NO. CSM-98-4425-PGA-12

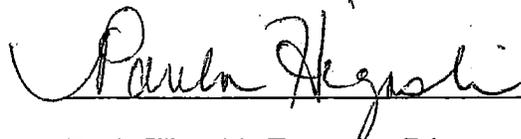
*Collective Bargaining/Collective Bargaining  
Agreement Disclosure*

ADOPTION OF AMENDMENT TO  
PARAMETERS AND GUIDELINES  
PURSUANT TO GOVERNMENT CODE  
SECTION 17557 AND TITLE 2,  
CALIFORNIA CODE OF  
REGULATIONS, SECTIONS 1183.2.

(Adopted on January 27, 2000)

PARAMETERS AND GUIDELINES AMENDMENT

On January 27, 2000, the Commission on State Mandates adopted the attached Amended Parameters and Guidelines. This Decision shall become effective on January 28, 2000.



Paula Higashi, Executive Director

Adopted: October 22, 1980  
 Amendments Adopted: 8/19/81  
 (Amendments applicable only to claims for costs incurred  
 after June 30, 1981)  
 Amended: 3/17/83  
 Amended: 9/29/83  
 Amended: 12/15/83  
 Amended: 6/27/85  
 Amended: 10/20/88  
 Amended: 7/22/93  
 Amended: 8/20/98  
 Amended: 1/27/00  
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 Document Date: December 1, 1999

PROPOSED AMENDMENT  
 TO  
 CONSOLIDATED PARAMETERS AND GUIDELINES

Chapter 961, Statutes of 1975  
 Chapter 1213, Statutes of 1991

Collective Bargaining  
 and  
 Collective Bargaining Agreement Disclosure

An act to repeal Article 5 (commencing with Section 13080) of Chapter 1 of Division 10 of the Education Code, and to add Chapter 10.7 (commencing with Section 3540) to Division 4 of Title 1 of the Government Code, relating to public educational employment relations, and making an appropriation. This bill, which was operative July 1, 1976, repealed the Winton Act and enacted provisions to meet and negotiate, thereby creating a collective bargaining atmosphere for public school employers. Chapter 1213, Statutes of 1991 added section 3547.5 to the Government Code. Government Code section 3547.5 requires school districts to publicly disclose major provisions of a collective bargaining agreement after negotiations, but before the agreement becomes binding.

A. Operative Date of Mandate

The provisions relating to the creation, certain duties of, and appropriations for the Public Employment Relations Board were operative on January 1, 1976. The provisions relating to the organizational rights of employees, the representational rights of employee organizations, the recognition of exclusive representatives, and related procedures were operative on April 1, 1976. The balance of the added provisions were operative on July 1, 1976.

The provisions relating to Collective Bargaining Agreement Disclosure added by Chapter 1213, Statutes of 1991 were operative on January 1, 1992. The California Department of Education issued Management Advisory 92-01 dated May 15, 1992, to establish the public disclosure format for school district compliance with the test claim statute.

B. Period of Claim

Only costs incurred after January 1, 1978 may be claimed. The initial claim should have included all costs incurred for that portion of the fiscal year from January 1, 1978, to June 30, 1978.

Pursuant to language included in the 1980-81 budget, claims shall no longer be accepted for this period. All subsequent fiscal year claims should be filed with the State Controller's Office for processing.

The test claim on Chapter 1213, Statutes of 1991 was filed with the Commission on December-29, 1997. Accordingly, the period of reimbursement for the provisions relating to disclosure begins July 1, 1996. Only disclosure costs incurred after July 1, 1996 may be claimed.

C. Mandated Cost

Public school employers have incurred costs by complying with the requirements of Section 3540 through 3549.1 established by Chapter 961, Statutes of 1975. In addition, some costs have been incurred as a result of compliance with regulations promulgated by the Public Employment Relations Board (PERB). Since these activity costs (referred to collectively as "Rodda Act" activities and costs in this document), in many respects, simply implement the original legislation, it is intended that these parameters and guidelines have embodied those regulations or actions taken by PERB prior to December 31, 1978.

D. County Superintendent of Schools Filing

If the County Superintendent of Schools files a claim on behalf of more than one school district, the costs of the individual school district must be shown separately.

E. Governing Authority

The costs for salaries and expenses of the governing authority, for example the School Superintendent and Governing Board, are not reimbursable. These are costs of general government as described by the federal guideline entitled "Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government," ASMB C-10.

F. Certification

The following certification must accompany all claims:

I DO HEREBY CERTIFY:

THAT Section 1090 to 1096, inclusive, of the Government Code and other applicable provisions of the law have been complied with; and

THAT I am the person authorized by the local agency to file claim for funds with the State of California.

\_\_\_\_\_  
Date Signature of Authorized Representative

\_\_\_\_\_  
Telephone Number Title

G. Claim Components (Reimbursable Costs)

Reimbursable activities mandated by Chapter 961, Statutes of 1975 and Chapter 1213, Statutes of 1991 are grouped into seven components, G1 through G7. The cost of activities grouped in components G1, G2, and G3 are subject to offset by the historic cost of similar Winton Act activities as described in H2.

1. Determination of appropriate bargaining units for representation and determination of the exclusive representatives.
  - a. Unit Determination: Explain the process for determining the composition of the certificated employee council under the Winton Act, and the process for determining appropriate bargaining units including the determination of management, supervisory and confidential employees, under Chapter 961, Statutes of 1975, if such activities were performed during the fiscal year being claimed.
  - b. Determination of the Exclusive Representative: Costs may include receipt and posting of the representation and decertification notices and, if necessary, adjudication of such matters before the PERB.

- c. Show the actual increased costs including salaries and benefits for employer representatives and/or necessary costs for contracted services for the following functions:
- (1) Development of proposed lists for unit determination hearings if done during the fiscal year being claimed. Salaries and benefits must be shown as described in Item H3.
  - (2) Representation of the public school employer at PERB hearings to determine bargaining units and the exclusive representative. Actual preparation time will be reimbursed. Salaries and benefits must be shown as described in Item H3.
  - (3) If contracted services are used for either (a) or (b) above, contract invoices must be submitted with the claim. Contract costs must be shown as described in Item H5.
  - (4) Indicate the cost of substitutes for release time for employer and exclusive bargaining unit witnesses who testify at PERB hearings. The job classification of the witnesses and the date they were absent must also be submitted. Release time for employee witnesses asked to attend the PERB hearing by bargaining units will not be reimbursed.
  - (5) Identify the travel costs for employer representatives to any PERB hearing. Reimbursement shall reflect the rate specified by the regulations governing employees of the local public school employer.
  - (6) Cost of preparation for one transcript per PERB hearing will be reimbursed.
2. Elections and decertification elections of unit representatives are reimbursable in the event the Public Employment Relations Board determines that a question of representation exists and orders an election held by secret ballot.
- a. Submit with your claim any Public Employment Relations Board agreements or orders which state how the election must be held.
  - b. If a precinct voting list was required by PERB, indicate the cost of its development. Salaries and benefits must be shown as described in Item H3.
  - c. The salary and benefits of a school employer representative, if required by PERB for time spent observing the counting of ballots, will be

reimbursed. The representatives' salary must be shown as described in Item H3.

3. Negotiations: Reimbursable functions include -- receipt of exclusive representative's initial contract proposal, holding of public hearings, providing a reasonable number of copies of the employer's proposed contract to the public, development and presentation of the initial district contract proposal, negotiation of the contract, reproduction and distribution of the final contract agreement.
  - a. Show the costs of salaries and benefits for employer representatives participating in negotiations. Contracted services will be reimbursed. Costs for maximum of five public school employer representatives per unit, per negotiation session will be reimbursed. Salaries and benefits must be shown as described on Page 7, Item H3.
  - b. Show the costs of salaries and benefits for employer representatives and employees participating in negotiation planning sessions. Contracted services for employer representatives will be reimbursed. Salaries and benefits must be shown as described in Item H3.
  - c. Indicate the cost of substitutes for release time of exclusive bargaining unit representatives during negotiations. Give the job classification of the bargaining unit representative that required a substitute and dates the substitute worked. Substitute costs for a maximum of five representatives per unit, per negotiation session will be reimbursed. The salaries of union representatives are not reimbursable.
  - d. Reasonable costs of reproduction for a copy of the initial contract proposal and final contract, which is applicable and distributed to each employer representative (i.e. supervisory, management, confidential) and a reasonable number of copies for public information will be reimbursed. Provide detail of costs and/or include invoices. Costs for copies of a final contract provided to collective bargaining unit members are not reimbursable.
  - e. If contract services are used for a. and/or b. above, contract invoices must be submitted. Contract costs must be shown as described in Item H5.
  - f. A list showing the dates of all negotiation sessions held during the fiscal year being claimed must be submitted.

## 4. Impasse Proceedings

## a. Mediation

- (1) Costs for salaries and benefits for employer representative personnel are reimbursable. Contracted services will be reimbursed. Costs for a maximum of five public school employer representatives per mediation session will be reimbursed. Salaries and benefits must be shown as described in Item H3.
- (2) Indicate the costs of substitutes for the release time of exclusive bargaining unit representatives during impasse proceedings. The job classification of the employee witnesses and the date they were absent shall be indicated. Costs for a maximum of five representatives per mediation session will be reimbursed.
- (3) Renting of facilities will be reimbursed.
- (4) Costs of the mediator will not be reimbursed.
- (5) If contract services are used under 1, contract invoices must be submitted with the claim. Contract costs must be shown as described in Item H5.

## b. Fact-finding publication of the findings of the fact-finding panel. (To the extent fact-finding was required under the Winton Act during the 1974-75 fiscal year, costs are not reimbursable.)

- (1) All costs of the school employer panel representative shall be reimbursed. Salaries and benefits must be shown as described in Item H3.
- (2) Fifty percent of the costs mutually incurred by the fact-finding panel shall be reimbursed. This may include substitutes for release time of witnesses during fact-finding proceedings, and the rental of facilities required by the panel.
- (3) Special costs imposed on the public school employer for the development of unique data required by a fact-finding panel will be reimbursed. Describe the special costs and explain why this data would not have been required by a fact-finding panel under the Winton Act. Salaries and benefits must be shown as described in Item H3.

5. Collective Bargaining Agreement Disclosure

Disclosure of collective bargaining agreement *after* negotiation and *before* adoption by governing body, as required by Government Code section 3547.5 and California State Department of Education Management Advisory 92-01 (or subsequent replacement), attached to the amended Parameters and Guidelines. Procedures or formats which exceed those or which duplicate activities required under any other statute or executive order are not reimbursable under this item.

- a. Prepare the disclosure forms and documents, as specified.
- b. Distribute a copy of the disclosure forms and documents, to board members, along with a copy of the proposed agreement, as specified.
- c. Make a copy of the disclosure forms and documents and of the proposed agreement available to the public, prior to the day of the public meeting, as specified.
- d. Training employer's personnel on preparation of the disclosure forms and documents, as specified.
- e. Supplies and materials necessary to prepare the disclosure forms and documents, as specified.

For 5. a., b., and c., list the date(s) of the public hearing(s) at which the major provisions of the agreement were disclosed in accordance with the requirements of Government Code section 3547.5 and Department of Education Advisory 92-01 (or subsequent replacement).

6. Contract administration and adjudication of contract disputes either by arbitration or litigation. Reimbursable functions include grievances and administration and enforcement of the contract.

- a. Salaries and benefits of employer personnel involved in adjudication of contract disputes. Contracted services will be reimbursed. Salaries and benefits must be shown as described in Item H3.
- b. Indicate substitutes necessary for release time of the representatives of an exclusive bargaining unit during adjudication of contract disputes. The job classification of the employee witnesses and the dates they were absent shall also be indicated.
- c. Reasonable costs incurred for a reasonable number of training sessions held for supervisory and management personnel on contract administration/interpretation of the negotiated contract are reimbursable. Contract interpretations at staff meetings are not reimbursable. Personal development and informational programs, i.e., classes, conferences, seminars, workshops, and time spent by employees attending such meetings are not reimbursable. Similarly, purchases of books and subscriptions for personal development and information

purposes are not reimbursable. Salaries and benefits must be shown as described in Item H3.

- d. The cost of one transcript per hearing will be reimbursed.
  - e. Reasonable public school employer costs associated with a contract dispute which is litigated are reimbursable, as follows:
    - 1. Reasonable public school employer costs associated with issues of contract disputes which are presented before PERB are reimbursable.
    - 2. Reasonable public school employer cost of litigation as a defendant in the court suit involving contract disputes may be reimbursable.
    - 3. Where the public school employer is the plaintiff in a court suit to appeal a PERB ruling, costs are reimbursable only if the public school employer is the prevailing party (after all appeals, final judgment).
    - 4. No reimbursement is allowed where the public school employer has filed action directly with the courts without first submitting the dispute to PERB, if required.
    - 5. No reimbursement shall be provided for filing of amicus curiae briefs.
  - f. Expert witness fees will be reimbursed if the witness is called by the public school employer.
  - g. Reasonable reproduction costs for copies of a new contract which is required as a result of a dispute will be reimbursed.
  - h. If contract services are used under "a" above, copies of contract invoices must be submitted with your claim. Contract costs must be shown as described in Item H5.
  - i. Public school employer's portion of arbitrators' fees for adjudicating grievances, representing 50% of costs, will be reimbursed.
7. Unfair labor practice adjudication process and public notice complaints.

- a. Show the actual costs for salaries and benefits of employer representatives. Services contracted by the public school employer are reimbursable. Salaries and benefits must be shown as described in Item H3.
- b. Indicate cost of substitutes for release time for representatives of exclusive bargaining units during adjudication of unfair practice charges.
- c. The cost of one transcript per PERB hearing will be reimbursed.
- d. Reasonable reproduction costs will be reimbursed.
- e. Expert witness fees will be reimbursed if the witness is called by the public school employer.
- f. If contract services are used under "a" above, contract invoices must be submitted. Contract costs must be shown as described in Item H5.
- g. No reimbursement for an appeal of an unfair labor practice decision shall be allowed where the Public Employee Relations Board is the prevailing party.
- h. No reimbursement for filing of amicus curiae briefs shall be allowed.

H. Supporting Data for Claims--Report Format for Submission of Claim.

- 1. Description of the Activity: Follow the outline of the claim components. Cost must be shown separately by component activity. Supply workload data requested as part of the description to support the level of costs claimed. The selection of appropriate statistics is the responsibility of the claimant.
- 2. Quantify "Increased" Costs: Public school employers will be reimbursed for the "increased costs" incurred as a result of compliance with the mandate.
  - a. For component activities G1, G2, and G3:
    - 1. Determination of the "increased costs" for each of these three components requires the costs of current year Rodda Act activities to be offset [reduced] by the cost of the base-year Winton Act activities. The Winton Act base-year is generally fiscal year 1974-75.

Winton Act base-year costs are adjusted by the Implicit Price Deflator prior to offset against the current year Rodda Act costs for these three components. The Implicit Price Deflator shall be listed in the annual claiming instructions of the State Controller.

2. The cost of a claimant's current year Rodda Act activities are offset [reduced] by the cost of the base-year Winton Act activities either: by matching each component, when claimants can provide sufficient documentation to segregate each component of the Winton Act base-year activity costs; or, by combining all three components when claimants cannot satisfactorily segregate each component of Winton Act base-year costs.
- b. For component activities G4, G6, and G7:

All allowable activity costs for these three Rodda Act components are "increased costs" since there were no similar activities required by the Winton Act; therefore, there is no Winton Act base-year offset to be calculated.

<u>BASE YEAR</u>	<u>ADJUSTMENT</u>
1974-1975	1.490 1979-80 FY
"	1.560 1980-81 FY
"	1.697 1981-82 FY
"	1.777 1982-83 FY
"	1.884 1983-84 FY

3. Salary and Employees' Benefits: Show the classification of the employees involved, amount of time spent, and their hourly rate. The worksheet used to compute the hourly salary rate must be submitted with your claim. Benefits are reimbursable. Actual benefit percent must be itemized. If no itemization is submitted, 21 percent must be used for computation of claim costs. Identify the classification of employees committed to functions required under the Winton Act and those required by Chapter 961, Statutes of 1975.
4. Services and Supplies: Only expenditures which can be identified as a direct cost as a result of the mandate can be claimed.
5. Professional and Consultant Services: Separately show the name of professionals or consultants, specify the functions the consultants performed relative to the mandate, length of appointment, and the itemized costs for such services. Invoices must be submitted as supporting documentation with your claim. The maximum reimbursable fee for contracted services is ~~\$100~~ \$135 per hour. Annual retainer fees shall be no greater than ~~\$100~~ \$135 per hour. Reasonable expenses will also be paid as identified on the monthly billings of consultants. However, travel expenses for consultants and experts (including attorneys) hired by the claimant shall not be reimbursed in an amount higher than that received by State employees, as established under Title 2, Div. 2, Section 700ff, CAC.

6. Allowable Overhead Cost: School districts must use the Form J-380 (or subsequent replacement) non-restrictive indirect cost rate provisionally approved by the California Department of Education.

County Offices of Education must use the Form J-580 (or subsequent replacement) non-restrictive indirect cost rate provisionally approved by the California Department of Education.

Community College Districts must use one of the following three alternatives:

- A Federally-approved rate based on OMB Circular A-21;
- The State Controller's FAM-29C which uses the CCFS-311; or
- Seven percent (7%).



## Collective Bargaining

### 1. Summary of Chapters 961/75 and 1213/91

The Rodda Act repealed Education Code Article 5 (commencing with § 13080), of Chapter 1 of Division 10 and added Chapter 10.7 (commencing with § 3540) to Division 4 of Title 1 of the Government Code, relating to public educational employment relations.

The Rodda Act, which became operative July 1, 1976, repealed the Winton Act and enacted provisions requiring the employer and employee to meet and negotiate, thereby creating a collective bargaining atmosphere for public school employers. It also established the Public Employment Relations Board (PERB). PERB is responsible for issuing formal interpretations and rulings regarding collective bargaining under the Rodda Act.

Government Code Section 3547.5 as added by Chapter 1213, Statutes of 1991, requires school districts to publicly disclose major provisions of a collective bargaining agreement after negotiations but before the agreement becomes binding.

On July 17, 1978, the Commission on State Mandates (COSM), (formerly Board of Control) determined that Chapter 961, Statutes of 1975, resulted in state mandated costs that are reimbursable pursuant to Part 7 (commencing with Government Code § 17500) of Division 4 of Title 2.

On August 20, 1998, COSM determined that Chapter 1213, Statutes of 1991, resulted in state mandated costs that are reimbursable pursuant to Part 7 (commencing with Government Code § 17500) of Division 4 of Title 2.

### 2. Eligible Claimants

Any school district (K-12), county office of education, or community college district that incurs increased costs as a direct result of this mandate is eligible to claim reimbursement of these costs.

### 3. Appropriations

These claiming instructions are issued following the adoption of the amended parameters and guidelines by COSM. To determine if this program is funded in subsequent fiscal years, refer to the schedule "Appropriation for State Mandated Cost Programs" in the *Annual Claiming Instructions for State Mandated Costs* issued in October of each year to county superintendents of schools and superintendents of schools.

### 4. Types of Claims

#### A. Reimbursement and Estimated Claims

A claimant may file a reimbursement and/or an estimated claim. A reimbursement claim details the costs actually incurred for a prior year. An estimated claim shows the costs to be incurred for the current fiscal year.

#### B. Minimum Claim

Section 17564(a) of the Government Code provides that no claim shall be filed pursuant to Section 17561 unless such a claim exceeds \$200 per program per fiscal year. However, any county superintendent of schools, as fiscal agent for the school districts, may submit a combined claim in excess of \$200 on behalf of districts within the county even if an individual district's claim does not exceed \$200. A combined claim must show the individual claim costs for each district. Once a combined claim is filed, all subsequent fiscal years relating to the same mandate must be filed in a combined form. The county superintendent receives the reimbursement payment and is responsible for disbursing funds to each participating school district. A school district may

withdraw from the combined claim form by providing a written notice of its intent to file a separate claim to the county superintendent of schools and the State Controller's Office at least 180 days prior to the deadline for filing the claim.

#### 5. Filing Deadline

##### A. Initial Claims- -County offices of education and school districts that submitted 1998-99 fiscal year claims for professional and consultant services at the \$100 per hour rate may amend their claims to be reimbursed at the \$135 per hour rate.

Pursuant to Government Code Section 17561, Subdivision (d)(1)(A), initial claims must be filed within 120 days from the issuance date of claiming instructions. Accordingly:

- (1) Amended reimbursement claims for the 1998-99 fiscal year must be filed with the State Controller's Office and postmarked by August 3, 2000. If the amended reimbursement claim is filed after the deadline of August 3, 2000, the approved amount of the difference between the \$100 and \$135 rate change must be reduced by a late penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.
- (2) An amended 1999-00 estimated claim for professional and consultant services at the \$135 per hour rate may be filed with the State Controller's Office and postmarked by August 3, 2000. Timely filed amended estimated claims will be paid before late claims.

##### B. Annually Thereafter

Refer to the item "Reimbursable State Mandated Cost Programs" contained in the cover letter for mandated cost programs issued annually in October that identifies the fiscal years for which claims may be filed. If an "x" is shown for the program listed under "19\_\_/19\_\_ Reimbursement Claim" and/or "19\_\_/20\_\_ Estimated Claim," claims may be filed as follows:

- (1) An estimated claim filed with the State Controller's Office must be postmarked by January 15 of the fiscal year in which costs will be incurred. Timely filed estimated claims will be paid before late claims.

After having received payment for an estimated claim, the claimant must file a reimbursement claim by January 15 of the following fiscal year. If the school district fails to file a reimbursement claim, monies received for the estimated claim must be returned to the State. If no estimated claim was filed, the school district may file a reimbursement claim detailing the actual costs incurred for the fiscal year, provided there was an appropriation for the program for that fiscal year. For information regarding appropriations for reimbursement claims, refer to the "Appropriation for State Mandated Cost Programs" in the previous fiscal year's annual claiming instructions.

- (2) A reimbursement claim detailing the actual costs must be filed with the State Controller's Office and postmarked by January 15 following the fiscal year in which costs will be incurred. If the claim is filed after the deadline but by January 15 of the succeeding fiscal year, the approved claim must be reduced by a late penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.

#### 6. Reimbursable Activities

The objective of the reporting forms is to determine the Rodda Act costs incurred during the current year and compare them with the adjusted costs incurred in the base year under the Winton Act. The first three claim components listed below apply to both the Winton Act and Rodda Act. Components D through F, which apply to the Rodda Act, represent activities that were not required under the Winton Act.

**A. Determining Bargaining Units and Exclusive Representation**

The cost of determining appropriate bargaining units, exclusive representation and representatives are reimbursable. Activities determined to be eligible reimbursements for this component are as follows:

**(1) Bargaining Unit Lists**

Development of proposed lists for the bargaining unit determination hearings.

(a) Contract services necessary for development of proposed lists.

(b) Salaries and benefits of district employees and related costs necessary to develop proposed lists.

**(2) PERB Hearings**

Representation costs for the school employer at PERB hearings held to determine the bargaining units and their exclusive representative.

(a) Salaries and benefits of district employees used to prepare for and represent employer at hearings.

(b) Contract services used to prepare for and represent the employer at hearings.

**(3) Substitutes**

The cost of hiring substitutes to replace the employer and exclusive bargaining unit witnesses required to testify at PERB hearings. The claimant must include with the claim, a list of teacher witnesses, their job classifications, and the date they were required to testify.

The cost of substitute release time for employee witnesses asked to attend PERB hearings by bargaining units, but not required to testify, is not eligible for reimbursement in this component.

**(4) Travel**

Travel Expenses incurred by district employer representatives required to attend PERB hearings. Reimbursement shall reflect the rate specified by the regulations governing employees of the local school district. However, the reimbursement cannot exceed the rate adopted by the Board of Control for state employees.

**(5) Transcript**

The cost of preparing one transcript per PERB hearing is reimbursable.

**B. Election of Unit Representation**

The cost of elections and decertification elections of unit representatives is reimbursable in the event PERB determines that a question of representation exists and orders an election held by secret ballot. The claimant must include with the claim, any PERB agreements or orders that state how the election must be held.

Activities eligible for reimbursement for this component are as follows:

**(1) Precinct Voting List**

The salaries, benefits, and related cost of developing and preparing a precinct list, if required by PERB.

**(2) Ballot Tally Observers**

The salary and benefits of a school employer representative, if required by PERB to observe the ballot count.

**C. Cost of Negotiations**

Costs associated with receipt of the exclusive representative's initial contract proposal, holding public hearings, providing a reasonable number of copies of the employer's contract proposal to the public, development and presentation of the initial district contract proposal, negotiation of the contract, reproduction and distribution of the final contract agreement. The claimant must include with the claim, a listing of the dates of all negotiation sessions held during the fiscal year of claim.

Activities determined to be eligible for reimbursement of this component are as follows:

(1) Representative's Contract Proposal

The employer's cost of analyzing the exclusive representative's initial contract proposal.

- (a) Salaries and benefits for public school employer representatives and supporting personnel participating in planning sessions and related contract services.

(2) Public Hearings

The cost of holding public hearings related to the contract negotiations.

(3) Public Distribution of Proposed Contract

The cost of providing a reasonable number of copies of the district's proposed contract to the public.

- (a) Reproduction of copies of the initial contract proposal for the district's supervisory, management, and confidential representatives are reimbursable.
- (b) A reasonable number of copies of the initial contract for distribution to the public is reimbursable.

(4) District Contract Proposal

The cost of employer salaries and benefits necessary for development and presentation of the initial district proposal and related contract services.

(5) Negotiation

The cost of negotiating a contract with the employee representatives.

- (a) Salaries and benefits for district employer representatives participating in negotiations and related contract services. Reimbursable costs for a maximum of five school district representatives per unit per negotiating session will be reimbursed.
- (b) Substitutes hired so that exclusive bargaining unit representatives can attend negotiations. List the job classification of the bargaining unit representative who required a substitute. List the dates and time the substitute worked. Substitute costs for a maximum of five representatives per unit negotiating per session are reimbursable.

(6) Public Distribution of Final Contract

The cost of reproduction of the contract and distribution of the final contract agreement.

- (a) Reproduction of copies of the initial contract for distribution to the district's supervisory, management, and confidential employee representatives.
- (b) A reasonable number of copies of the final contract for purposes of public information.

**The following costs are not eligible for reimbursement of this component:**

- (c) The cost of copies of the final contract provided to the collective bargaining unit members.
- (d) The salaries of union representatives.

**D. Impasse Proceedings**

The cost of impasse proceedings is reimbursable. Activities determined to be reimbursable for this component are as follows:

(1) Mediation

Representation costs for the school employer at mediation sessions are reimbursable.

- (a) Salaries and benefits for district employees to prepare and represent the employer at the sessions. Cost for a maximum of five public school employer representatives per mediation session will be reimbursed.
- (b) Contract services used to prepare for and represent the employer at the sessions.
- (c) The cost of substitutes hired to allow exclusive bargaining unit representatives to attend impasse proceedings. List the job classification of the employee witnesses and the dates and time of their attendance at mediation sessions. Reimbursement to a public school district employer is limited to the cost of hiring a maximum of five substitutes to replace five representatives so they can attend a mediation session.
- (d) The cost of renting facilities for the sessions.
- (e) The cost of the mediator is not eligible for reimbursement.

(2) Fact Finding

The cost of development and publication of the findings of the panel.

- (a) All the costs of the district employer representative serving on the fact-finding panel.
- (b) Fifty percent of the cost of the fact-finding panel mutually incurred by the employer representative and the employee bargaining unit representative. This may include the cost of teacher substitutes so that witnesses can attend fact-finding proceedings and the rental of facilities required to conduct the fact-finding hearing.
- (c) Special costs imposed on the district for the development of unique data required by a fact-finding panel. Describe the special costs and explain why this data would not have been required by a fact-finding panel under the Winton Act.

**E. Collective Bargaining Agreement Disclosure**

Disclosure of collective bargaining agreement *after* the negotiation and *before* adoption by the governing body, as required by Government Code Section 3547.5 and California State Department of Education Management Advisory 92-01 (or subsequent replacement).

- (1) Prepare the disclosure forms and documents.
- (2) Distribute a copy of the disclosure forms and documents to board members with a copy of the proposed agreement.
- (3) Make a copy of the disclosure forms and documents and the proposed agreement available to the public, prior to the day of the public meeting.
- (4) Train employer's personnel to prepare the disclosure forms and documents.
- (5) Materials and supplies necessary to prepare the disclosure forms and documents.

For items (1) through (3) above, list the date(s) of the public hearing(s) at which the major provisions of the agreement were disclosed in accordance with the requirements of Government Code Section 3547.5 and the Department of Education Advisory 92-01 (or subsequent replacement).

Procedures or formats that exceed those or duplicate activities required under any other statute or executive order are not reimbursable under this component.

**F. Contract Administration**

The cost of contract administration and adjudication of contract disputes either by arbitration or litigation is reimbursable.

Activities determined to be reimbursable for this component are as follows:

(1) Training Sessions

Reasonable costs incurred for a reasonable number of training sessions held for supervisory and management personnel regarding contract administration and interpretation of the negotiated contract.

(2) Grievances

- (a) Salaries and benefits of public school personnel involved in adjudication of contract disputes along with related contract services.
- (b) Substitutes hired so that representatives of an exclusive bargaining unit can attend adjudication hearings regarding contract disputes. List the job classifications of the employee witnesses and the dates and time they were required to attend adjudication hearings.
- (c) The cost of one transcript per hearing is reimbursable.

(3) Contract Disputes Presented Before PERB

- (a) Public school employer costs regarding contract disputes that are presented before PERB.
- (b) Litigation costs incurred by a public school employer as a defendant in a court suit involving contract disputes may be reimbursable. (See (4) "Appeal of PERB Ruling," below, if claimant is the plaintiff).
- (c) Expert witness fees if the witness is called by the public school employer.
- (d) Reasonable reproduction costs for copies of a new contract that is required as a result of a dispute.
- (e) A public school employer's portion of an arbitrator's fees (50% of costs) for adjudicating grievances.

(4) Appeal of PERB Ruling

Reasonable claimant costs associated with a contract dispute are reimbursable when the claimant is the plaintiff in a court suit to appeal a PERB ruling and the claimant is the prevailing party.

- (a) The costs incurred become eligible for reimbursement in the fiscal year in which the appeal process has been exhausted.
- (b) The claimant must include with the claim a copy of the court's ruling.
- (c) If the claim includes costs associated with more than one appeal, the costs associated with each appeal must be shown separately.

No reimbursement is allowed where the public school employer has filed action directly with the courts without first submitting the dispute to PERB, if required.

No reimbursement shall be provided for filing of a brief with the court by a person who is not party to a litigation (i.e., amicus curiae).

**The following costs are not eligible for reimbursement of this component:**

- (d) Contract interpretations conducted at staff meetings.
- (e) Personal development and informational programs (i.e., classes, conferences, seminars, workshops) and time spent by employees attending such meetings.

- (f) Labor/management non-adversarial training sessions
- (g) Purchase of books and subscriptions for personal development and information purposes.

#### G. Unfair Labor Practice Charges

The cost of unfair labor practice adjudication process and public notice complaints are reimbursable.

Activities determined to be reimbursable for this component are as follows:

##### (1) Unfair Labor Practice Presented to PERB

- (a) Salaries and benefits of public school district representatives and related contract services.
- (b) The cost of substitutes hired to replace representatives of an exclusive bargaining unit required to attend adjudication hearings regarding unfair labor practice charges.
- (c) The cost of a transcript for each PERB hearing.
- (d) Reasonable reproduction costs.
- (e) Expert witness fees if the witness is called by the public school district.

##### (2) Appeal of a PERB Ruling

Claimant costs associated with the appeal of a PERB unfair labor practice decision are reimbursable if the claimant is the prevailing party.

- (a) The costs incurred become eligible for reimbursement in the fiscal year in which the appeal process has been exhausted.
- (b) The claim must include a copy of the court's ruling.
- (c) If the claim includes costs associated with more than one appeal, the costs associated with each appeal must be shown separately.

**The following costs are not eligible for reimbursement of this component:**

- (d) Appeal of an unfair labor practice if PERB is the prevailing party.
- (e) The filing of a brief with the court by a person who is not party to the litigation (i.e., amicus curiae).

#### 7. Reimbursement Limitations

##### A. Fringe Benefits

The actual fringe benefit costs may be claimed if supported by an itemized list of the costs, such as for: Retirement, social security, health and dental insurance, workers' compensation, etc.. If no itemization is submitted, twenty one percent of direct salary may be used for computing the fringe benefit costs.

##### B. Contract Services

The contract services guidelines in 8.A.(3) shall prevail, except that the reimbursable fee for collective bargaining contract services will not exceed \$135 per hour. Additionally, annual retainer fees shall be based on a fee not greater than \$135 per hour. The claims that are based on annual retainers shall contain a certification that the fee is no greater than \$135 per hour. Reasonable expenses will also be paid if identified on the monthly billings of consultants. However, travel expenses for consultants and experts (including attorneys) hired by the claimant shall not be reimbursed in an amount higher than that received by state employees as established under Title 2, Division 2, Section 700ff, California Code of Regulations.

**C. Travel Expenses**

Reimbursement of business and travel expenses is limited to an amount and type of that which can be claimed by state employees. Refer to Appendix B, State of California, Travel Expense Guidelines, for current per diem rates.

**D. Other Revenue Sources**

Any offsetting savings or reimbursement the claimant received from any source including, but not limited to, service fees collected, federal funds, and other state funds as a direct result of this mandate shall be identified and deducted so only net local cost is claimed.

**E. Governing Authority**

Salaries and expenses of the governing authority e.g. the Board of Trustees and Superintendent of Schools, are not reimbursable as a direct cost. These are costs of general government as described by the federal guideline "Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government," ASMB C-10.

**F. Quantify "Increased" Costs**

Determination of increased costs for each of these components requires the cost of current year Rodda Act activities to be offset (reduced) by the cost of the base year Winton Act activities. The Winton Act base year is generally fiscal year 1974-75.

Winton Act base year costs are adjusted by the Implicit Price Deflator (IPD) prior to offset against the current year Rodda Act costs for claim components, 6.A., 6.B., and 6.C. The IPD shall be listed in the annual claiming instructions.

Base Year	Adjustment	
1974-75	1.490	1979-80 FY
1974-75	1.560	1980-81 FY
1974-75	1.697	1981-82 FY
1974-75	1.777	1982-83 FY

The cost of a claimant's current year Rodda Act activities are offset (reduced) by the cost of the base year Winton Act activities either by matching each component when claimants can provide sufficient documentation to segregate each component of the Winton Act base year activity costs or, by combining all three components when claimant cannot satisfactorily segregate each component of the Winton Act base year costs.

All allowable activity costs for Rodda Act components, 6.D., 6.E., 6.F., and 6.G., are increased costs since there were no similar activities required by the Winton Act; therefore no Winton Act base year offset is to be calculated.

**8. Claiming Forms and Instructions**

The diagram "Illustration of Claim Forms" provides a graphic presentation of forms required to be filed with a claim. A claimant may submit a computer generated report in substitution for forms CB-1 and CB-2 provided the format of the report and data fields contained within the report are identical to the claim forms included in this program. The claim forms provided for this program can be duplicated and used by the claimant to file estimated or reimbursement claims. The State Controller's Office will revise the manual and claim forms as necessary.

**A. Form CB-2, Component/Activity Cost Detail**

This form is used to segregate the detailed costs by claim component. A separate form CB-2 must be completed for each cost component being claimed. Costs reported on this form must be supported as follows:

(1) Salaries and Benefits

Identify the employee(s) and/or show the classification of each employee(s) involved. Describe the mandated functions performed by each employee and specify the actual time spent, the productive hourly rate, and related fringe benefits.

Reimbursement of personnel services includes compensation paid for salaries, wages, and employee fringe benefits. Employee fringe benefits include regular compensation paid to an employee during periods of authorized absences (e.g. annual leave, sick leave) and the employer's contribution to social security, pension plans, insurance, and workers' compensation insurance. Fringe benefits are eligible for reimbursement when distributed equitably to all job activities that the employee performs.

Source documents required to be maintained by the claimant may include, but are not limited to, employee time records that show the employee's actual time spent on this mandate. The worksheet used to compute the hourly salary rate must be submitted with your claim. Actual benefit percent must be itemized. If no itemization is submitted, twenty one percent (21%) must be used for computation of claim costs. Identify the classification of employees committed to functions required under the Winton Act and those required by Chapter 961, Statutes of 1975.

(2) Materials and Supplies

Only expenditures that can be identified as a direct result of this mandate may be claimed. List the cost of materials consumed or expended specifically for the purpose of this mandate. The cost of materials and supplies that are not used exclusively for the mandate is limited to the pro rata portion used to comply with this mandate. Purchases shall be claimed at the actual price after deducting cash discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

Source documents required to be maintained by the claimant may include, but are not limited to, invoices, receipts, purchase orders, and other documents evidencing the validity of the expenditures.

(3) Contract Services

Show the name(s) of professionals or consultants separately, specify the functions performed relative to the mandate, length of appointment, and the itemized costs of such services. Invoices must be submitted as supporting documentation with the claim. The maximum reimbursable fee for contract services is \$135 per hour. Annual retainer fees shall be no greater than \$135 per hour. Reasonable expenses will also be paid as identified on the monthly billings of consultants.

Source documents required to be maintained by the claimant may include, but are not limited to, contracts, invoices, and other documents evidencing the validity of the expenditures.

(4) Travel

Travel expenses for mileage, per diem, lodging, and other employee entitlements are reimbursable in accordance with the rules of the local jurisdiction. Give the name(s) of the traveler(s), purpose of travel, inclusive dates, destination points, and costs.

Source documents may include, but are not limited to, employee travel expense claims, receipts and other documents evidencing the travel expenses.

For audit purposes all supporting documents must be retained for a period of two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. Such documents shall be made available to the State Controller's Office on request.

**B. Form CB-1, Claim Summary**

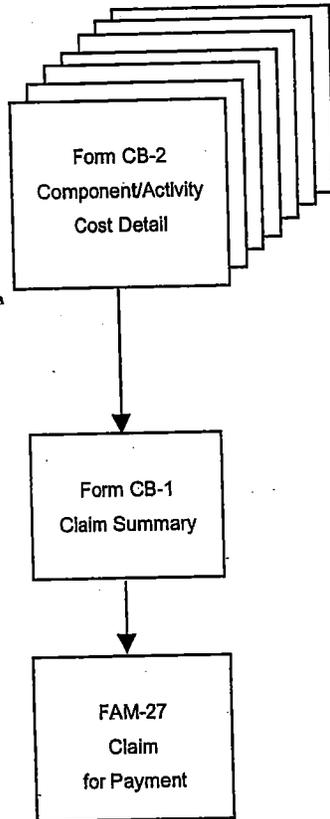
This form is used to summarize direct costs by cost component and compute allowable indirect costs for the mandate. The direct costs summarized on this form are derived from form CB-2 and carried forward to form FAM-27.

School districts and county offices of education may compute the amount of indirect costs utilizing the State Department of Education's Annual Program Cost Data Report J-380 or J-580 rate, as applicable. Community college districts must use one of the following three alternatives: A federally approved rate based on OMB Circular A-21; the State Controller's FAM-29C that utilizes CCFS-311.

**C. Form FAM-27, Claim for Payment**

This form contains a certification that must be signed by an authorized officer of the school district. All applicable information from form CB-1 must be carried forward to this form in order for the State Controller's Office to process the claim for payment.

Illustration of Forms



**Form CB-2, Component/Activity Cost Detail**

Complete a separate form CB-2 for each cost component claimed.

**A. Determining Bargaining Units and Exclusive Representation**

- (1) Bargaining Unit Lists
- (2) PERB Hearings
- (3) Substitutes
- (4) Travel Costs
- (5) Transcripts

**B. Election of Unit Representation**

- (1) Precinct Voting List
- (2) Ballot Tally Observers

**C. Cost of Negotiations**

- (1) Representative's Contract Proposal
- (2) Public Hearings
- (3) Public Distribution of Proposed Contract
- (4) District Contract Proposal
- (5) Negotiation
- (6) Public Distribution of Final Contract

**D. Impasse Proceedings**

- (1) Mediation
- (2) Fact Finding

**E. Collective Bargaining Agreement Disclosure**

- (1) Prepare Disclosure Forms and Documents
- (2) Distribute Forms and Documents
- (3) Copy Forms and Documents
- (4) Train Employer's Personnel
- (5) Purchase Necessary Supplies

**F. Contract Administration**

- (1) Training Sessions
- (2) Grievances
- (3) Contract Disputes Presented to PERB
- (4) Appeal of a PERB Ruling

**G. Unfair Labor Practice Charges**

- (1) Unfair Labor Practice Presented to PERB
- (2) Appeal of a PERB Ruling



# **SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

Audit Report

## **COLLECTIVE BARGAINING PROGRAM**

Chapter 961, Statutes of 1975,  
and Chapter 1213, Statutes of 1991

*July 1, 1999, through June 30, 2002*



**STEVE WESTLY**  
California State Controller

August 2004



**STEVE WESTLY**  
*California State Controller*

August 6, 2004

Mr. Ron Galatolo  
Chancellor-Superintendent  
San Mateo County  
Community College District  
3401 CSM Drive  
San Mateo, CA 94402-3699

Dear Mr. Galatolo:

The State Controller's Office has completed an audit of the claims filed by San Mateo County Community College District for costs of the legislatively mandated Collective Bargaining Program (Chapter 961, Statutes of 1975, and Chapter 1213, Statutes of 1991) for the period of July 1, 1999, through June 30, 2002.

The district claimed \$1,090,686 for the mandated program. Our audit disclosed that \$355,236 is allowable and \$735,450 is unallowable. The unallowable costs occurred primarily because the district claimed unsupported labor costs. The district was paid \$952,529. The amount paid in excess of allowable costs claimed, totaling \$597,293, should be returned to the State.

If you have any questions, please contact Jim L. Spano, Chief, Compliance Audits Bureau, at (916) 323-5849.

Sincerely,

A handwritten signature in cursive script that reads "Vincent P. Brown".

VINCENT P. BROWN  
Chief Operating Officer

VPB:ams

cc: James Keller

Executive Vice Chancellor

San Mateo County Community College District

Ed Monroe, Program Assistant

Fiscal Accountability Section

Chancellor's Office

California Community Colleges

Jeannie Oropeza, Program Budget Manager

Education Systems Unit

Department of Finance

Charles Pillsbury

School Apportionment Specialist

Department of Finance

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# Audit Report

## Summary

The State Controller's Office (SCO) has completed an audit of the claims filed by the San Mateo County Community College District for costs of the legislatively mandated Collective Bargaining Program (Chapter 961, Statutes of 1975, and Chapter 1213, Statutes of 1991) for the period of July 1, 1999, through June 30, 2002. The last day of fieldwork was July 14, 2003.

The district claimed \$1,090,686 for the mandated program. The audit disclosed that \$355,236 is allowable and \$735,450 is unallowable. The unallowable costs occurred primarily because the district claimed unsupported labor costs. The district was paid \$952,529. The amount paid in excess of allowable costs claimed, totaling \$597,293, should be returned to the State.

## Background

In 1975, the State enacted the Rodda Act (Chapter 961, Statutes of 1975), requiring the employer and employee to meet and negotiate, thereby creating a collective bargaining atmosphere of public school employers. The legislation created the Public Employment Relations Board to issue formal interpretations and rulings regarding collective bargaining under the Act. In addition, the legislation established organizational rights of employees and representational rights of employee organizations, and recognized exclusive representatives relating to collective bargaining. On July 17, 1978, the Board of Control ruled that the Rodda Act imposed a state mandate upon school districts reimbursable under *Government Code* Section 17561.

In 1991, the State enacted Chapter 1213, Statutes of 1991, which requires that school districts publicly disclose major provisions of a collective bargaining effort before the agreement becomes binding. On August 20, 1998, the Commission on State Mandates (formerly the Board of Control) ruled that this legislation also imposed a state mandate upon school districts reimbursable under *Government Code* Section 17561. Costs of publicly disclosing major provisions of collective bargaining agreements that districts incurred after July 1, 1996, are allowable.

Claimants are allowed to claim increased costs. For components G1 through G3, increased costs represent the difference between the current-year Rodda Act activities and the base-year Winton Act activities (generally, fiscal year 1974-75), as adjusted by the implicit price deflator. For components G4 through G7, increased costs represent actual costs incurred. The seven components are as follows:

- G1 – Determining bargaining units and exclusive representation
- G2 – Election of unit representation
- G3 – Cost of negotiations
- G4 – Impasse proceedings
- G5 – Collective bargaining agreement disclosure
- G6 – Contract administration
- G7 – Unfair labor practice charges

*Parameters and Guidelines*, adopted by the Commission on State Mandates, establishes the state mandate and defines criteria for reimbursement. In compliance with *Government Code* Section 17558, the SCO issues claiming instructions for each mandate requiring state reimbursement to assist school districts and local agencies in claiming reimbursable costs.

## **Objective, Scope, and Methodology**

The audit objective was to determine whether costs claimed are increased costs incurred as a result of the Collective Bargaining Program (Chapter 961, Statutes of 1975, and Chapter 1213, Statutes of 1991) for the period of July 1, 1999, through June 30, 2002.

The auditors performed the following procedures:

- Reviewed the costs claimed to determine if they were increased costs resulting from the mandated program;
- Traced the costs claimed to the supporting documentation to determine whether the costs were properly supported;
- Confirmed that the costs claimed were not funded by another source; and
- Reviewed the costs claimed to determine that the costs were not unreasonable and/or excessive.

The SCO conducted the audit in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States. The SCO did not audit the district's financial statements. The scope was limited to planning and performing audit procedures necessary to obtain reasonable assurance concerning the allowability of expenditures claimed for reimbursement. Accordingly, transactions were examined, on a test basis, to determine whether the amounts claimed for reimbursement were supported.

Review of the district's management controls was limited to gaining an understanding of the transaction flow and claim preparation process as necessary to develop appropriate auditing procedures.

## **Conclusion**

The audit disclosed instances of noncompliance with the requirements outlined above. These instances are described in the accompanying Summary of Program Costs (Schedule 1) and in the Findings and Recommendations section of this report.

For the audit period, the San Mateo County Community College District claimed \$1,090,686 and was paid \$952,529 for costs of the Collective Bargaining Program. The audit disclosed that \$355,236 is allowable and \$735,450 is unallowable.

For fiscal year (FY) 1999-2000, the district was paid \$319,503 by the State. The audit disclosed that \$67,760 is allowable. The amount paid in excess of allowable costs claimed, totaling \$251,743, should be returned to the State.

For FY 2000-01, the district was paid \$308,655 by the State. The audit disclosed that \$99,056 is allowable. The amount paid in excess of allowable costs claimed, totaling \$209,599, should be returned to the State.

For FY 2001-02, the district was paid \$324,371 by the State. The audit disclosed that \$188,240 is allowable. The amount paid in excess of allowable costs claimed, totaling \$135,951, should be returned to the State.

**Views of  
Responsible  
Officials**

The SCO issued a revised draft audit report on April 21, 2004. Dr. Ron Galatolo, Chancellor-Superintendent, responded by the attached letter dated May 12, 2004, disagreeing with Findings 1 and 3. The district did not respond to Findings 2 and 4. (The district's response to Finding 2 actually relates to Finding 3.) The district's response is included in this final audit report.

**Restricted Use**

This report is solely for the information and use of the San Mateo County Community College District, the San Mateo County Office of Education, the California Department of Education, the California Department of Finance, and the SCO; it is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.



JEFFREY V. BROWNFIELD  
Chief, Division of Audits

**Schedule 1—  
Summary of Program Costs  
July 1, 1999, through June 30, 2002**

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustments</u>	<u>Reference<sup>1</sup></u>
<u>July 1, 1999, through June 30, 2000</u>				
Component activities G1 through G3:				
Salaries and benefits	\$ 268,830	\$ 77,247	\$ (191,583)	Finding 1
Materials and supplies	—	—	—	
Travel	—	—	—	
Contracted services	—	—	—	
Subtotals	268,830	77,247	(191,583)	
Less adjusted base-year direct costs	(35,841)	(35,841)	—	
Total increased direct costs, G1 through G3	<u>232,989</u>	<u>41,406</u>	<u>(191,583)</u>	
Component activities G4 through G7:				
Salaries and benefits	40,003	16,183	(23,820)	
Materials and supplies	1,568	137	(1,431)	Finding 2
Travel	355	355	—	
Contracted services	272	272	—	
Total increased direct costs, G4 through G7	<u>42,198</u>	<u>16,947</u>	<u>(25,251)</u>	
Total increased direct costs, G1 through G7	275,187	58,353	(216,834)	
Indirect costs	44,316	9,407	(34,909)	Finding 3
Total costs	<u>\$ 319,503</u>	67,760	<u>\$ (251,743)</u>	
Less amount paid by the State		<u>(319,503)</u>		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (251,473)</u>		
<u>July 1, 2000, through June 30, 2001</u>				
Component activities G1 through G3:				
Salaries and benefits	\$ 271,389	\$ 90,784	\$ (180,605)	Finding 1
Materials and supplies	—	—	—	
Travel	—	—	—	
Contracted services	17,800	17,800	—	
Subtotals	289,189	108,584	(180,605)	
Less adjusted base-year direct costs	(37,310)	(37,310)	—	
Total increased direct costs, G1 through G3	<u>251,879</u>	<u>71,274</u>	<u>(180,605)</u>	
Component activities G4 through G7:				
Salaries and benefits	17,585	15,485	(2,100)	
Materials and supplies	3,702	—	(3,702)	Finding 2
Travel	—	—	—	
Contracted services	300	300	—	
Total increased direct costs, G4 through G7	<u>21,587</u>	<u>15,785</u>	<u>(5,802)</u>	

## Schedule 1 (continued)

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustments	Reference <sup>1</sup>
<u>July 1, 2000, through June 30, 2001 (continued)</u>				
Total increased direct costs, G1 through G7	273,466	87,059	(186,407)	
Indirect costs	<u>35,189</u>	<u>11,997</u>	<u>(23,192)</u>	Finding 3
Total costs	<u>\$ 308,655</u>	99,056	<u>\$ (209,599)</u>	
Less amount paid by the State		<u>(308,655)</u>		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (209,599)</u>		
<u>July 1, 2001, through June 30, 2002</u>				
Component activities G1 through G3:				
Salaries and benefits	\$ 399,162	\$ 165,783	\$ (233,379)	Finding 1
Materials and supplies	—	—	—	
Travel	—	—	—	
Contracted services	<u>9,500</u>	<u>9,500</u>	<u>—</u>	
Subtotals	408,662	175,283	(233,379)	
Less adjusted base-year direct costs	<u>(37,839)</u>	<u>(37,839)</u>	<u>—</u>	
Total increased direct costs, G1 through G3	<u>370,823</u>	<u>137,444</u>	<u>(233,379)</u>	
Component activities G4 through G7:				
Salaries and benefits	32,265	25,730	(6,535)	
Materials and supplies	898	898	—	
Travel	—	—	—	
Contracted services	<u>—</u>	<u>—</u>	<u>—</u>	
Total increased direct costs, G4 through G7	<u>33,163</u>	<u>26,628</u>	<u>(6,535)</u>	
Total increased direct costs, G1 through G7	403,986	164,072	(239,914)	
Indirect costs	<u>58,542</u>	<u>24,348</u>	<u>(34,194)</u>	Finding 3
Total costs	<u>\$ 462,528</u>	188,420	<u>(274,108)</u>	
Less amount paid by the State		<u>(324,371)</u>		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (135,951)</u>		
<u>Summary: July 1, 1999, through June 30, 2002</u>				
Total increased direct costs, G1 through G7	\$ 952,639	\$ 309,484	\$ (643,155)	
Indirect costs	<u>138,047</u>	<u>45,752</u>	<u>(92,295)</u>	
Total costs	<u>\$ 1,090,686</u>	355,236	<u>\$ (735,450)</u>	
Less amount paid by the State		<u>(952,529)</u>		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (597,293)</u>		

<sup>1</sup> See the Findings and Recommendations section.

# Findings and Recommendations

## FINDING 1— Unsupported salaries and benefits

The district did not provide support for \$638,022 in claimed salaries and benefits for the audit period. Specifically, the district did not provide source documents to validate employees' hours charged, such as individual activity log sheets, meeting sign-in sheets, and time records. In addition, the district used an incorrect productive hourly rate when computing salaries and benefits allocable to the mandated cost program during the audit period.

The following provides a summary breakdown of unallowable salaries and benefits due to unsupported hours and incorrect productive hourly rates:

	Fiscal Year			Total
	1999-2000	2000-01	2001-02	
<b>Component G3—Cost of Negotiation:</b>				
Unsupported hours at the claimed productive hourly rate	\$(191,823)	\$(176,581)	\$(230,995)	\$(599,399)
<b>Component G5—Contract Administration:</b>				
Unsupported hours at the claimed productive hourly rate	(23,820)	(2,100)	(6,535)	(32,455)
Incorrect productive hourly rates of all claimed costs	2		(2,384)	(6,168)
<b>Audit adjustment</b>	<b>\$(215,403)</b>	<b>\$(182,705)</b>	<b>\$(239,914)</b>	<b>\$(638,022)</b>

*Parameters and Guidelines* requires the claimant to show the classification of the employees involved, amount of time spent, and their hourly rate. In addition, the guidelines require the claimant to show the cost of salaries and benefits for employer representatives participating in negotiations, the cost of substitute teachers for release time of exclusive bargaining unit representatives during negotiations, the job classifications of the bargaining unit representatives that required a substitute, and dates worked.

*Parameters and Guidelines* states that the claimant must support the level of costs claimed and that the claimant will only be reimbursed for the increased costs incurred.

### Recommendation

The district should develop and implement an accounting system to ensure that all claimed costs are properly supported.

### District's Response

This finding states that the district's claims for salaries and benefits were not supported by documentation that the auditors accepted as reasonable proof that the activities occurred. Generally accepted auditing standards require sufficient, competent evidential matter to afford a *reasonable* basis for an opinion. Despite the fact that three three-year contracts were negotiated during the claim period, the

auditors are disallowing any time that is not backed up by a piece of paper and are not exercising any judgment or reason in determining if the District's claim was reasonable. Specifically, for Greg Marvel, the job description and announcement for his position are attached. All of his job duties relate to collective bargaining and the majority is directly involved in either negotiations or preparation for negotiations. In past Health Fee Mandated Cost claims, the director of Health Services has been allowed 100% as the position by its very nature is 100% attributable to Health Services. Similarly, everything that Greg Marvel did is in support of the collective bargaining process and should be allowed. The District is providing additional documentation in the form of a declaration that is attached to this letter as further proof that these activities did indeed take place and that Mr. Marvel did perform the duties as assigned.

In addition to claiming actual hours spent on negotiations, the District claimed release time for AFT members as mandated by a PERB ruling. The PERB ruling states that release time is not only reasonable but a requirement for the negotiation and grievance processes and requires the District to negotiate time for AFT members. The ruling states that EERA section 3543.5 creates a statutory right to release time. The amount of release time the district was providing was not reasonable and collective bargaining required the district to provide a reasonable amount of release time. The district did negotiate release time as required by the PERB ruling and have listed it as a reasonable cost in the claims. The audit has disregarded this administrative ruling and disallowed all of the release time. We believe that the PERB ruling is sufficient justification for this claim.

#### SCO's Comment

The finding and recommendation remain unchanged.

The SCO recognizes that mandated activities took place at the district. The audit's purpose determines the extent that such activities occurred. Based on documentation provided by the district, the SCO could not determine actual time spent on mandate activities.

In its response to the draft audit report, the district only provided a job description of its chief negotiator during FY 1999-2000 in support of its collective bargaining activities claimed. The job description is titled "Assistant Chancellor, Employee Relations and Human Resources" and includes unallowable personnel and training duties. Because not all of the duties are allowable, the SCO has no reasonable basis to allocate reimbursable hours versus non-reimbursable hours in the absence of documented time records. Any attempt to do so would be estimating time spent on reimbursable activities. The unallowable activities from the job description are as follows:

- Research employment, retention, and staff development trends;
- Train management and other staff in procedures related to employee discipline;
- Direct the administration of recruitment, selection, retention, benefits, and evaluation programs for academic, non-academic, and administrative staff;

- Administer a comprehensive district-wide safety program; and
- Administration of district's grievance processing not directly related to collective bargaining issues.

In support of release time claimed for AFT members, the district stated that a Public Employees Relations Board ruling allowing for reasonable release time provides sufficient support for claimed costs. However, the SCO disputes the lack of documentation supporting hours claimed rather than the proper authorization of release time for AFT members. Most of the hours claimed were estimates of time spent on reimbursable activities rather than support of actual time spent. In a few instances, the district was able to verify the presence of several AFT members at certain contract negotiation sessions and the amount of time spent at these sessions.

**FINDING 2—  
Unsupported  
materials and  
supplies**

The district did not provide documentation to support claimed materials and supplies totaling \$5,133.

The following provides a summary breakdown of unallowable materials and supplies:

	Fiscal Year		Total
	1999-2000	2000-01	
Component G6-Contract Administration:			
Printing	\$ (960)	\$ (1,565)	\$ (2,525)
Postage	(32)	(214)	(246)
Others	(439)	(1,923)	(2,362)
Totals	<u>\$ (1,431)</u>	<u>\$ (3,702)</u>	<u>\$ (5,133)</u>

*Parameters and Guidelines* states only expenditures that can be identified as a direct cost resulting from the mandate can be claimed.

*Parameters and Guidelines* states the claimant must support the level of costs claimed and the claimant will only be reimbursed for the increased costs incurred.

Recommendation

The district should develop and implement an accounting system to ensure that all claimed costs are properly supported.

SCO's Comment

The district did not respond to this finding.

**FINDING 3—  
Overstated indirect costs**

The district overstated indirect costs by \$92,295 because of the unallowable costs identified in Findings 1 and 2 as follows:

	Fiscal Year			Total
	1999-2000	2000-01	2001-02	
Allowable increased direct costs:				
Salaries and benefits	\$ 93,430	\$106,268	\$191,514	
Materials and supplies	137	—	898	
Travel	355	—	—	
Contract services	272	18,100	9,500	
Subtotals	94,194	124,368	201,912	
Less adjusted base-year costs claimed	(35,841)	(37,310)	(37,839)	
Subtotals	58,353	87,058	164,073	
Multiplied by indirect costs rate	16.12%	13.78%	14.84%	
Allowable indirect costs	9,407	11,997	24,348	
Less indirect costs claimed	(44,316)	(35,189)	(58,542)	
Overstated indirect costs	<u>\$(34,909)</u>	<u>\$(23,192)</u>	<u>\$(34,194)</u>	<u>\$(92,295)</u>

*Parameters and Guidelines* states the claimant must support the level of costs claimed and the claimant will only be reimbursed for the increased costs incurred.

**Recommendation**

The district should ensure that indirect costs are recomputed whenever there is a change in any allowable program costs.

**District's Response**

Upon restoration of the disallowed costs in Finding 1, indirect costs claimed should be appropriately increased.

**SCO's Comment**

The findings and recommendation remain unchanged. None of the unallowable costs disputed by the district in Finding 1 was reclassified as allowable costs.

**FINDING 4—  
Overstated base-year costs**

The district overstated its FY 1974-75 Winton Act base-year direct costs during the audit period by \$22. The district used \$11,755 rather than \$11,733, which was supported. The error occurred when calculating the Skyline College president's base-year costs. This amount was not significant.

This error compounds annually because the *Parameters and Guidelines* requires that each fiscal year's mandated costs are reduced by the current value of the base-year Winton Act activities (base-year costs increased by the implicit price deflator).

Recommendation

The district should review its Winton Act base-year direct costs to ensure that the mathematical error noted above is corrected in subsequent claims.

SCO's Comment

The district did not respond to this finding.

**OTHER ISSUE**

The district stated that the SCO was slow in providing the district with working papers supporting the numbers presented in the draft audit report. The district also questioned the SCO auditors' competence to perform audits on the Collective Bargaining Program.

SCO's Comment

Based on information provided by the district, the SCO reissued the initial draft report to correct computation errors. The SCO auditors are knowledgeable about the collective bargaining process and have performed a number of collective bargaining audits at community college districts.

**Attachment—  
District's Response to  
Draft Audit Report**

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SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

Cañada College, Redwood City  
College of San Mateo, San Mateo  
Skyline College, San Bruno

May 12, 2004

Jim L. Spano  
Chief, Compliance Audits Bureau  
State Controller's Office, Division of Audits  
P.O. Box 942850  
Sacramento, CA 94250-5874

CB

Dear Mr. Spano,

San Mateo Community College District received the draft audit report of its mandated costs claims for the period July 1, 1999, through June 30, 2002 on April 28, 2004. Our response is due within 15 days of our receipt. Here it is.

I first want to comment on how difficult this audit has been. The materials that we have been provided as backup for the audit findings were sloppily prepared and did not match the actual draft report. We requested corrected materials and received documents that still did not match the now revised findings. Only the third set of documents we finally received from your office matched the findings in the revised draft audit. The auditors were not prepared for this audit. Generally accepted auditing standards require that auditors have sufficient competence to plan the audit. These auditors were not knowledgeable about community colleges and particularly about the collective bargaining process in community colleges. They were not sufficiently prepared to do the work of the audit. It is difficult to rely upon their work as competent and complete.

Finding 1: This finding states that the district's claims for salaries and benefits were not supported by documentation that the auditors accepted as reasonable proof that the activities occurred. Generally accepted auditing standards require sufficient, competent evidential matter to afford a *reasonable* basis for an opinion. Despite the fact that three three-year contracts were negotiated during the claim period, the auditors are disallowing any time that is not backed up by a piece of paper and are not exercising any judgment or reason in determining if the District's claim was reasonable. Specifically, for Greg Marvel, the job description and announcement for his position are attached. All of his job duties relate to collective bargaining and the majority is directly involved in either negotiations or preparation for negotiations. In past Health Fee Mandated Cost claims, the director of Health Services has been allowed 100% as the position by its very nature is 100% attributable to Health Services. Similarly, everything that Greg Marvel did is in

support of the collective bargaining process and should be allowed. The District is providing additional documentation in the form of a declaration that is attached to this letter as further proof that these activities did indeed take place and that Mr. Marvel did perform the duties as assigned.

In addition to claiming actual hours spent on negotiations, the District claimed release time for AFT members as mandated by a PERB ruling. The PERB ruling states that release time is not only reasonable but a requirement for the negotiation and grievance processes and requires the District to negotiate time for AFT members. The ruling states that EERA section 3543.5 creates a statutory right to release time. The amount of release time the district was providing was not reasonable and collective bargaining required the district to provide a reasonable amount of release time. The district did negotiate release time as required by the PERB ruling and have listed it as a reasonable cost in the claims. The audit has disregarded this administrative ruling and disallowed all of the release time. We believe that the PERB ruling is sufficient justification for this claim.

Finding 2: Upon restoration of the above disallowed costs in Finding 1, indirect costs claimed should be appropriately increased.

Thank you for your attention to this matter.

Sincerely,



Ron Galatolo  
Chancellor-Superintendent

Attachments: Assistant Chancellor, Announcement of Opening  
Assistant Chancellor, Position Description  
Declaration of Duties

Cc James Keller  
Kathy Blackwood  
Greg Wedner



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

Cañada College, Redwood City  
College of San Mateo, San Mateo  
Skyline College, San Bruno

I, Ron Galatolo, declare:

1. I am the Chancellor and Superintendent of San Mateo County Community College District ("District"), and have been in that position since May, 2001. Previous to that position, I was the Executive Vice Chancellor. In that role, I was ultimately responsible for supervision and direction of Mr. Marvel's activities.
2. The matters set forth in this Declaration are true and correct of my own personal and firsthand knowledge, and if called as a witness, I would and could testify competently about such matters.
3. Greg Marvel has been employed by the District during 1999-2000. Attached hereto as Exhibit "A" is a true and correct copy of Mr. Marvel's job description and list of duties during that fiscal year. Exhibit "A" accurately describes the duties performed by Mr. Marvel, all of which relate to and/or involve collective bargaining.

I declare under penalty of perjury that the forgoing is true and correct.

Executed this 12th day of May, 2004, in San Mateo, California.

## SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

## POSITION DESCRIPTION

**ASSISTANT CHANCELLOR, EMPLOYEE RELATIONS AND HUMAN RESOURCES****A. General Statement**

Responsible to the Chancellor-Superintendent for collective bargaining, grievance administration, bargaining-unit contract interpretation, coordination and management of a comprehensive Districtwide human relations program, including overall employment, compensation and retention services. Serves as the District's chief negotiator and is responsible for developing negotiation proposals, strategies, grievance resolutions and related research as liaison to the Board of Trustees.

**B. Examples of Essential Functions**

1. Confer with the Board of Trustees, Chancellor-Superintendent and senior administrative and representative staff to develop collective bargaining proposals, policies and strategies; serve as principle negotiator and coordinator for collective bargaining activities; design, develop, propose and implement a District plan for collective bargaining; make presentations to the Board of Trustees, senior administrative staff, and other group representatives; attend closed and open meetings of the Board of Trustees to make presentations, participate in planning activities, and to provide current information as assigned;
2. Use a database, a variety of computer software, surveys, and other tools to research collective bargaining, employment, retention, and staff development trends, strategies, statistics, cost estimates, outside institutional and industry practices, current applicable legal positions, and other data; prepares proposals, position papers, research summaries, and other materials based upon research and collected data;
3. Serve as principle administrator for grievance processing in the District; set up, maintain and evaluate grievance procedures, resolutions, costs, trends and related legal resources; direct and implement legal settlements and litigation involving employee discipline, legal actions and related issues, in conjunction with appropriate legal counsel; train management and other staff in procedures related to employee discipline, grievance and complaint resolution, mediation, and related legal requirements;
4. Direct the administration of recruitment, selection, retention, benefits and evaluation programs for academic, non-academic and administrative staff, including development and implementation of database and other systems of applicable online management programs and reports; direct and evaluate the work of administrative, supervisory and other staff as assigned;
5. Administer a comprehensive, Districtwide safety program; confer with outside resources, District collective bargaining and other representatives regarding legal compliance requirements, employee safety assessments and accident trends and analysis; coordinate safety training, resource management, publicity and communication activities and other related programs;
6. Develop and maintain an online and manual labor law library, including current resources related to collective bargaining and grievances, legal trends and District legal activities, market and industry contacts, compensation and employee benefits, college and university practices, and other data;

**Assistant Chancellor, Employee Relations and Human Resources (continued):**

7. Develop and publish articles, essays, annotated opinions and other materials for dissemination to staff and the media; complete surveys and required reports for WEB page and related electronic media, local, Statewide, federal, and other agencies and institutions.

**C. Supervision Exercised**

Has direct responsibility for the supervision and evaluation of administrative, paraprofessional and related support staff. Has indirect responsibility for the supervision and coordination of other administrative and supervisory staff in collective bargaining, grievance-handling, safety, and other related programs and activities.

**D. Minimum Requirements**

Possession of a Master's degree from an accredited college or university. One year of formal training, internship or leadership experience reasonably related to the managerial assignment, which may, but not need be concurrent with the required full-time service. Demonstrated skills in effective communication and interaction with people of diverse racial and language groups, cultures and abilities.

**E. Desirable Attributes/Skills**

Successful work experience of increasing management-level responsibility which has demonstrated knowledge and skills in the following areas: research, strategic planning, and original and collaborative policy/proposal development related to collective bargaining and grievance resolution; program planning, implementation and evaluation related to human relations, including employee retention, compensation, development, training evaluation and discipline; development and implementation and future planning related to technological applications; skills in research, evaluation and application of specific database and other software to human relations services within an organization; and, demonstrated skills in written and oral communication, including training/instructing.

**F. Classification and Contract**

This is a classified administrative position, continuation of which is subject to specified contract provisions related to satisfactory performance and District organizational needs. Specific employment contract provisions will include such areas as the following: early contract release notification of March 15th; salary step advancement subject to satisfactory performance; and other such provisions as determined by the Chancellor-Superintendent and Board of Trustees.

(Rev. 9/98-CG)

**State Controller's Office  
Division of Audits  
Post Office Box 942850  
Sacramento, California 94250-5874**

**<http://www.sco.ca.gov>**





SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

Cañada College, Redwood City  
College of San Mateo, San Mateo  
Skyline College, San Bruno

May 12, 2004

Jim L. Spano  
Chief, Compliance Audits Bureau  
State Controller's Office, Division of Audits  
P.O. Box 942850  
Sacramento, CA 94250-5874

CB

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I first want to comment on how difficult this audit has been. The materials that we have been provided as backup for the audit findings were sloppily prepared and did not match the actual draft report. We requested corrected materials and received documents that still did not match the now revised findings. Only the third set of documents we finally received from your office matched the findings in the revised draft audit. The auditors were not prepared for this audit. Generally accepted auditing standards require that auditors have sufficient competence to plan the audit. These auditors were not knowledgeable about community colleges and particularly about the collective bargaining process in community colleges. They were not sufficiently prepared to do the work of the audit. It is difficult to rely upon their work as competent and complete.

Finding 1: This finding states that the district's claims for salaries and benefits were not supported by documentation that the auditors accepted as reasonable proof that the activities occurred. Generally accepted auditing standards require sufficient, competent evidential matter to afford a *reasonable* basis for an opinion. Despite the fact that three three-year contracts were negotiated during the claim period, the auditors are disallowing any time that is not backed up by a piece of paper and are not exercising any judgment or reason in determining if the District's claim was reasonable. Specifically, for Greg Marvel, the job description and announcement for his position are attached. All of his job duties relate to collective bargaining and the majority is directly involved in either negotiations or preparation for negotiations. In past Health Fee Mandated Cost claims, the director of Health Services has been allowed 100% as the position by its very nature is 100% attributable to Health Services. Similarly, everything that Greg Marvel did is in

support of the collective bargaining process and should be allowed. The District is providing additional documentation in the form of a declaration that is attached to this letter as further proof that these activities did indeed take place and that Mr. Marvel did perform the duties as assigned.

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Sincerely,



Ron Galatolo  
Chancellor-Superintendent

Attachments: Assistant Chancellor, Announcement of Opening  
Assistant Chancellor, Position Description  
Declaration of Duties

Cc James Keller  
Kathy Blackwood  
Greg Wedner



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

Cañada College, Redwood City  
College of San Mateo, San Mateo  
Skyline College, San Bruno

I, Ron Galatolo, declare:

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I declare under penalty of perjury that the foregoing is true and correct.

Executed this 12th day of May, 2004, in San Mateo, California.

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**Assistant Chancellor, Employee Relations and Human Resources (continued):**

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Possession of a Master's degree from an accredited college or university. One year of formal training, internship or leadership experience reasonably related to the managerial assignment, which may, but not need be concurrent with the required full-time service. Demonstrated skills in effective communication and interaction with people of diverse racial and language groups, cultures and abilities.

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Successful work experience of increasing management-level responsibility which has demonstrated knowledge and skills in the following areas: research, strategic planning, and original and collaborative policy/proposal development related to collective bargaining and grievance resolution; program planning, implementation and evaluation related to human relations, including employee retention, compensation, development, training evaluation and discipline; development and implementation and future planning related to technological applications; skills in research, evaluation and application of specific database and other software to human relations services within an organization; and, demonstrated skills in written and oral communication, including training/instructing.

**F. Classification and Contract**

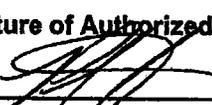
This is a classified administrative position, continuation of which is subject to specified contract provisions related to satisfactory performance and District organizational needs. Specific employment contract provisions will include such areas as the following: early contract release notification of March 15th; salary step advancement subject to satisfactory performance; and other such provisions as determined by the Chancellor-Superintendent and Board of Trustees.

(Rev. 9/98-CG)

**Annual Reimbursement Claims**

**COLLECTIVE BARGAINING  
CLAIM FOR PAYMENT  
Pursuant to Government Code Section 17561**

**FORM  
FAM -27**

(01) Claimant Identification Number		S41100		(12) Estimated Claim	2000 / 2001
(02) Mailing Address				CB-1, (16)	(1) 324,018
Claimant Name		San Mateo Co Comm Col. Dist		CB-1, (03.1),(e)	(2) 0
County of Location		San Mateo County		CB-1, (03.2),(e)	(3) 0
Street Address or P.O.Box		3401 CSM Drive		CB-1, (03.3),(e)	(4) 271,518
City	San Mateo	State	CA	Zip Code	94402
				CB-1, (03.4),(e)	(5) 0
(3) Type of Claim	Estimated Claim		Reimbursement Claim		
	Estimated	<input checked="" type="checkbox"/>	Reimbursement	<input checked="" type="checkbox"/>	CB-1, (03.5),(e) (6) 43,398
	Combined	<input type="checkbox"/>	Combined	<input type="checkbox"/>	CB-1, (03.6),(e) (7) 0
	Amended	<input type="checkbox"/>	Amended	<input type="checkbox"/>	CB-1, (04),(e) (8) 314,916
(4) Period of claims				Reimbursement Claim 1999 / 2000	
		2000 / 2001	1999 / 2000	CB-1, (16)	(9) 319,503
(5) Total Claimed Amount	324,018	319,503		CB-1, (03.1),(e)	(10) 0
(6) Less: 10% Late Penalty, not to exceed \$1000 (if applicable)				CB-1, (03.2),(e)	(11) 0
(7) Less: Estimated Claim Payment Received			338,031	CB-1, (03.3),(e)	(12) 268,830
(8) Net Claimed Amount				CB-1, (03.4),(e)	(13) 0
(9) Due from State	324,018			CB-1, (03.4),(e)	(14) 0
Due to State		(18,528.00)		CB-1, (03.5),(e)	(15) 42,198
(10) CERTIFICATION OF CLAIM:					
In accordance with the provisions of Government Code 17561, I certify that I am the person authorized by the school district to file claims with the State of California for cost mandated by Chapter 961, Statutes of 1975; and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 through 1096, inclusive.				CB-1, (03.6),(e)	(16) 0
I further certify that there were no applications for nor any grants or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for new program or increased level of service of an existing program mandated by Chapter 961, Statutes of 1975.				CB-1, (04),(e)	(17) 311,028
				CB-1, (07)	(18) 275,187
The amount of <del>305,490</del> is hereby claimed from the State for payment of the actual and / or estimated cost for the mandated program set forth on the attached statement.				CB-1, (11)	(19) 16.12
Signature of Authorized Representative				CB-1, (16)	(20) 319,503
Date					(21)
					(22)
Ron Galatolo					(23)
Associate Chancellor					(24)
(11) Contact Person:					
Name: Raymond Chow	Chow@smccd.net	Phone: (650) 358-6742		(13) Total	(25) 2,740,391.99

MANDATED COSTS COLLECTIVE BARGAINING CLAIM SUMMARY					Form CB-1
(01) Claimant <b>San Mateo County Community College District</b>	(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>			Fiscal Year <b>1999 / 2000</b>	
<b>Rodda Act Direct Costs</b>			<b>Cost Elements</b>		
<b>(03) Reimbursable Components:</b>					
	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Travel	(d) Contracted Services	(e) Total
1. Determination of Bargaining Units and Exclusive Representation					
2. Election of Unit Representation					
3. Cost of Negotiations	268,830				268,830
4. Impasse Proceedings					
5. Contract Administration	40,003	1,568	355	272	42,198
6. Unfair Labor Practice Charges					
(04) Total Rodda Act Direct Costs	308,833	1,568	355	272	311,028
<b>Winton Act Direct Costs</b>					
(05) Base Year, 1974/75 Direct Costs	11,248	507			11,755
(06) Base Year Direct Costs Adjusted by IPD	[Line (05)(e)x3.049] for 1999/00 f.y				35,841
(07) Increased Direct Costs	[Line(04)(4) -line (06)]				275,187
<b>Indirect Costs</b>					
(08) Total Rodda Act Direct Costs less Contracted Services	[Line(04)(e) -line (04)(d)]				310,756
(09) Base Year Costs less Contracted Services adjusted by IPD	{[Line(05)(e) -line (05)(d)]x3.049}				35,841
(10) Increased Direct Costs less Contracted Services	[Line(08) -line (09)]				274,915
(11) Indirect Cost Rate	Form J-380, J580 or FAM-27C				16.12%
(12) Increased Indirect Costs	[Line(10) xline (11)]				44,316
(13) Total Increased Direct and Indirect Costs	[Line(07) + line (12)]				319,503
<b>Cost Reduction</b>					
(14) Less: Offsetting Savings, if applicable					0
(15) Less: Other Reimbursements, if applicable					0
(16) Total Claimed Amount	[Line(13) - {line (14)+line(15)}]				319,503

MANDATED COSTS COLLECTIVE BARGAINING CLAIM SUMMARY					Form CB-1
(01) Claimant <b>San Mateo County Community College District</b>		(02) Type of Claim Reimbursement Estimated		<input checked="" type="checkbox"/>	Fiscal Year <b>2000 / 2001</b>
<b>Rodda Act Direct Costs</b>		<b>Cost Elements</b>			
<b>(03) Reimbursable Components:</b>					
	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Travel	(d) Contracted Services	(e) Total
1. Determination of Bargaining Units and Exclusive Representation					
2. Election of Unit Representation					
3. Cost of Negotiations	271,518				271,518
4. Impasse Proceedings					
5. Contract Administration	41,203	1,568	355	272	43,398
(04) Total Rodda Act Direct Costs	312,721	1,568	355	272	314,916
<b>Winton Act Direct Costs</b>					
(05) Base Year, 1974/75 Direct Costs	11,248	507			11,755
(06) Base Year Direct Costs Adjusted by IPD				[Line (05)(e)x3.049] for 1999/00 f.y	35,841
(07) Increased Direct Costs				[Line(04)(4) -line (06)]	279,075
<b>Indirect Costs</b>					
(08) Total Rodda Act Direct Costs less Contracted Services				[Line(04)(e) -line (04)(d)]	314,644
(09) Base Year Costs less Contracted Services adjusted by IPD				{[Line(05)(e) -line (05)(d)]x3.049}	35,841
(10) Increased Direct Costs less Contracted Services				[Line(08) -line (09)]	278,803
(11) Indirect Cost Rate				Form J-380, J580 or FAM-27C	16.12%
(12) Increased Indirect Costs				[Line(10) xline (11)]	44,943
(13) Total Increased Direct and Indirect Costs				[Line(07) + line (12)]	324,018
<b>Cost Reduction</b>					
(14) Less: Offsetting Savings, if applicable					0
(15) Less: Other Reimbursements, if applicable					0
(16) Total Claimed Amount				[Line(13) - {line (14)+line(15)}]	324,018

**MANDATED COSTS  
COLLECTIVE BARGAINING  
COMPONENT / ACTIVITY COST DETAIL**

Form  
CB -2

(01) Claimant: **San Mateo Co. Community College District**

(02) Fiscal Year costs were incurred:  
**1999 / 2000**

(03) Reimbursable Components: Check **only** one box per form to identify the component being claimed.

- |   |                          |                          |                                    |
|---|--------------------------|--------------------------|------------------------------------|
| 1. Determination of Bargaining Units and Exclusive Representation | <input type="checkbox"/> | <input type="checkbox"/> | 4. Election of Unit Representation |
| 2. Cost of Negotiations   | <input type="checkbox"/> | <input type="checkbox"/> | 5. Contract Administration         |
| 3. Impasse Proceedings  | <input type="checkbox"/> | <input type="checkbox"/> | 6. Unfair Labor Practice Charges   |

(04) Description of Expense: Complete columns (a) through (g).

**Object Accounts**

(a) Employee Name, Job Classification Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contracted Services	(g) Travel
<u>Reimbursement Components</u>						
Form CB 2.1-Determination of Bargaining Units						
Form CB 2.2- Election of Unit Representation						
Form CB 2.3-Cost of Negotiations			268,830			268,830
Form CB 2.4-Impasse Proceedings						
Form CB 2.5-Contract Administration			40,003	1,923	272	42,198
Form CB 2.6-Unfair Labor Practice Charges						
Form CB 2.7-Agreement Disclosure						

(05) Total 0 Subtotal 0

308,833	1,923	272	311,028
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<b>MANDATED COSTS COLLECTIVE BARGAINING COMPONENT / ACTIVITY COST DETAIL</b>					<b>Form CB -2.1</b>
(01) Claimant: <b>San Mateo Co. Community College District</b>			(02) Period of Claim: 7 / 1 / 99 through 6 / 30 / 00		
(03) Reimbursable Components: Determination of Bargaining Units and Exclusive Representation (Reference 6.1)					
(04) Component Activity	Object Accounts				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Bargaining Unit Lists					
B. PERB Hearings					
C. Substitute Teachers					
D. Travel Costs					
E. Transcripts					
(05) Other Activities ( List )					
(06) Total	0	0	0	0	0

**MANDATED COSTS  
COLLECTIVE BARGAINING  
COMPONENT / ACTIVITY COST DETAIL**

Form  
CB -2.2

(01) Claimant: **San Mateo Co. Community College District**

(02) Period of Claim:  
7 / 1 / 99 through 6 / 30 / 00

(03) Reimbursable Components: Election of Unit Representation ( Reference 6.2)

(04) Component Activity	Rodda Act				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Precinct Voting List					
B. Ballot Tally Observers					
(05) Other Activities (List )					
(06) Total	0	0	0	0	0

MANDATED COSTS COLLECTIVE BARGAINING COMPONENT / ACTIVITY COST DETAIL					Form CB -2.3
(01) Claimant: <b>San Mateo Co. Community College District</b>			(02) Period of Claim: 7 / 1 / 99 through 6 / 30 / 00		
(03) Reimbursable Components: Cost of Negotiations ( Reference 6.3)					
(04) Component Activity	Rodda Act				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Representative's Contract					
B. Public Hearings					
C. Public Distribution of Proposed Contract					
D. District Contract Proposal					
E. Negotiation	222,306	46,524			268,830
F. Public Distribution of Final Contract					
(05) Other Activities ( List )					
(06) Total	222,306	46,524	-	-	268,830

**MANDATED COSTS  
COLLECTIVE BARGAINING  
COMPONENT / ACTIVITY COST DETAIL**

Form  
CB -2.4

(01) Claimant: **San Mateo Co. Community College District**

(02) Period of Claim:  
7 / 1 / 99 through 6 / 30 / 00

(03) Reimbursable Components: Impasse Proceedings (Reference 6.4)

(04) Component Activity

Object Accounts

(a)	(b)	(c)	(d)	(e)
Salaries	Benefits	Other	Cont. Svc	Total

A. Mediation

B. Factfinding

(05) Other Activities ( List )

(06) Total

0	0	0	0	0
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**MANDATED COSTS  
COLLECTIVE BARGAINING  
COMPONENT / ACTIVITY COST DETAIL**

Form  
CB -2.5

(01) Claimant: **San Mateo Co. Community College District**

(02) Period of Claim:  
7 / 1 / 99 through 6 / 30 / 00

(03) Reimbursable Components: Contract Administration ( Reference 6.5)

(04) Component Activity

Object Accounts

	(a)	(b)	(c)	(d)	(e)
	Salaries	Benefits	Other	Cont. Svc	Total
A. Grievances	20,853	4,379			25,232
B. Training Sessions	12,207	2,564			14,771
C. Contract Disputes Presented Before PERB					
D. Appeal of PERB Ruling					
(05) Other Activities ( List )					
Travel			355		355
Collective Bargaining Training			137		137
Supplies & Materials			439		439
Printing			960		960
Postage			32		32
Legal Service				272	272
(06) Total	33,060	6,943	1,923	272	42,198

**MANDATED COSTS  
COLLECTIVE BARGAINING  
COMPONENT / ACTIVITY COST DETAIL**

Form  
CB -2.6

(01) Claimant: **San Mateo Co. Community College District**

(02) Period of Claim:  
7 / 1 / 99 through 6 / 30 / 00

(03) Reimbursable Components: Unfair Labor Practice Charges (Reference 6.6)

(04) Component Activity

Object Accounts

(a)	(b)	(c)	(d)	(e)
Salaries	Benefits	Other	Cont. Svc	Total

A. Unfair Labor Practice

Presented to PERB

B. Appeal of PERB Ruling

(05) Other Activities ( List )

(06) Total

0	0	0	0	0
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MANDATED COSTS COLLECTIVE BARGAINING COMPONENT / ACTIVITY COST DETAIL					Form CB -2.7
(01) Claimant: <b>San Mateo Co. Community College District</b>			(02) Period of Claim: 7 / 1 / 99 through 6 / 30 / 00		
(03) Reimbursable Components: Collective Bargaining Agreement Disclosure					
(04) Component Activity	Object Accounts				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Agreement Disclosure					
(05) Other Activities ( List )					
(06) Total	0	0	0	0	0

MANDATED COST						FORM
INDIRECT COST RATE FOR COMMUNITY COLLEGES						FAM-29C
(01) Claimant: San Mateo County Community College District				(02) Fiscal Year: 1999-2000		
(03) Expenditure by Activity				(04) Allowable Costs		
Expenditures by Activity	EDP	Total	Adjustments	Total	Indirect	Direct
Subtotal Instruction	599	41,143,395	1,230,562	39,912,833		39,912,833
Instructional Administration	6000					
Academic Administration	301	3,921,222	119,505	3,801,717		3,801,717
Course & Curriculum Development	302	947,547	71,602	875,945		875,945
Instructional Support Services	6100					
Learning Center	311	1,336,893	126,959	1,209,934		1,209,934
Library	312	1,503,068	91,931	1,411,137		1,411,137
Media	313	572,183	91,612	480,571		480,571
Museums and Galleries	314					
Admissions and Records	6200	2,524,023	32,762	2,491,261		2,491,261
Counseling and Guidance	6300	4,205,026	38,845	4,166,181		4,166,181
Other Student Services	6400					
Financial Aid Administration	321	1,155,426	8,348	1,147,078		1,147,078
Health Services	322	1,067,972	17,611	1,050,361		1,050,361
Job Placement Services	323					
Student Personnel Administration	324	699,899	11,766	688,133		688,133
Veterans Services	325					
Other Student Services	329	980,346	24,882	955,464		955,464
Operation & Maintenance of Plant	6500					
Building Maintenance & Repairs	331	985,544	3,242	982,302	68,761	913,541
Custodial Services	332	1,844,887	8,609	1,836,278	128,539	1,707,739
Grounds Maintenance & Repairs	333	487,868	3,568	484,300	33,901	450,399
Utilities	334	2,159,325		2,159,325	151,153	2,008,172
Other	339	1,075,729	317,040	758,689	53,108	705,581
Planning and Policy Making	6600	2,765,762	28,807	2,736,955	2,736,955	0
General Inst. Support Services	6700					
Community Relations	341	1,434,041	10,483	1,423,558	1,423,558	0
Fiscal Operations	342	2,606,506	62,296	2,544,210	2,544,210	0
General Administrative Services	343	4,178,563	1,017,552	3,161,011	3,161,011	0
Logistical Services	344	1,292,235	23,347	1,268,888	1,268,888	0
Staff Services	345	262,616	1,601	261,015		261,015
Noninstr. Staff Benefits & Incentives	346	434,112		434,112		434,112
Community Services	6800					
Community Relations	351	2,002		2,002		2,002
Community Services Classes	352	530,628	-	530,628		530,628
Community Use	353	404,547	1,654	402,893		402,893

MANDATED COST						FORM
INDIRECT COST RATE FOR COMMUNITY COLLEGES						FAM-29C
(01) Claimant: San Mateo County Community College District				(02) Fiscal Year: 1999-2000		
(03) Expenditure by Activity				(04) Allowable Costs		
Expenditures by Activity	EDP	Total	Adjustments	Total	Indirect	Direct
Ancillary Services	6900					
Bookstores	361	5,869		5,869		5,869
Child Development Center	362	13,870		13,870		13,870
Farm Operations	363					
Food Services	364	17,626		17,626		17,626
Parking	365	762,203	4,132	758,071		758,071
Student & Co-Curricular Activities	366	819,281	9,278	810,003		810,003
Student Housing	367					
Other	379					
Auxiliary Operations	7000					
Auxiliary Classes	381	177,855	4,924	172,931		172,931
Other Auxiliary Operations	382	4,466,923	100,353	4,366,570		4,366,570
Physical Property	7100	65,338	38,999	26,339		26,339
(05) Total		86,850,330	3,502,270	83,348,060	11,570,085	71,777,975
(06) Indirect Cost Rate: [Total Indirect Cost / Total Direct Cost]						16.12
INSTRUCTIONS						

(01) Enter the name of the claimant.

(02) Enter the fiscal year in which the indirect cost is applicable.

(03) Enter total expenditures as reported in California Community Colleges Annual Financial and Budget Report, Expenditures by Activity (CCFS-311). List as adjustments, unallowable costs and capital expenditures, as reported in column 4 of the California Community Colleges Annual Financial and Budget Report, Expenditures by Activity (CCFS-311).

(04) Subtract Adjustments from Total Expenditures/Activity to compute Total Allowable Costs.

Accounts that should be classified as indirect costs are: Planning and Policy Making, Fiscal Operations, General Administrative Services, and Logistical Services. If any costs included in these accounts are claimed as mandated costs (i.e., salaries of employees performing mandated cost activities), the costs should be reclassified as a direct cost. A college may classify an indirect, a portion of the expenses reported in the account Operation and Maintenance of Plant.

The claimant has the option of using a 7% indirect cost rate or a higher percentage is allowable if the college can support its allocation basis. The following groups of accounts should be classified as direct costs: Instruction, Instructional Administration, Instructional Support Services, Admissions and Records, Counseling and Guidance, Other Student Services, Operation and Maintenance, Community Relations, Staff Services, Non-instructional Staff Retirees' Benefits and Retirement Incentives, Community Services, Ancillary Services and Auxiliary Operations.

(05) Total expenditures by activity for each column.

(06) Determine indirect cost rate by dividing Total indirect Cost by Total Direct Cost.



**CSEA**

7 sessions

Representative Diana Hull, Clyde Rivers  
Union Member Welch Catherine, Kathy Chaika, Stephanie Munson, Chery Navarrete, John Martinez, Greg Marvel

	#####	#####	#####	9/15/1999	#####	#####	#####	#####
Welch	2	2	2	3	2	3	2	2
Kathy	2	2	2	3	2	3	2	2
Stephanie	2	2	2	3	2	3	2	2
Chery	2	2	2	3	2	3	2	2
John	2	2	2	3	2	3	2	2
Greg	2	2	2	3	2	3	2	2

Total

16  
16  
16  
16  
16  
16

**Release Time****99-00**

	<u>Amount</u>	<u>Hrly Rate</u>	<u>Total Hrs</u>	<u>S/S #</u>
Rivera Contrera	11,412.71	32.95	346.36	
Harer Ke	12,323.20	34.10	361.38	
Brenner E	12,044.79	36.40	330.90	
Goth G	3,141.62	42.00	74.80	
Kirk	6,375.89	38.70	164.75	
Chandler E	3,216.00	36.40	88.35	
Kahnemoui M	310.50			

Greg Marvel	81,103.19	54.98	1,475.14	
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**District Managers Contract Training****99-00**

Date	Name	Campus	Contract Training
3/21/2000	Albert A Acena		2
	Barbara Christensen		2
	Bruce Meyer		2
	Carol A. Green		2
	Claire Michael		2
	Dennis Arreola		2
	Donald Smith		2
	Edwin M Johnson		2
	Elizabeth J Armstrong		2
	Gary Dilley		2
	Greg Marvel		2
	Gus Petropoulos		2
	Imelda Hermosillo		2
	Iren Serna		2
	James G Petromilli		2
	John Avakian		2
	John Friesen		2
	Linda Avelar		2
	Linda Hayes		2
	Marilyn Lawrence		2
	Marilyn McBride		2
	Nancy Morrissette		2
	Olivia G Martinez		2
	Pat Griffin		2
	Paula Anderson		2
	Phyllis Lusca		2
	Rhonda Budnick		2
	Richard Soyombo		2
	Robert Kowerski		2
	Robert Verzello		2
	Ron Galatolo		2
	Rosa Perez		2
	Rosemary Ybarra-Garcia		2
	Sandra Mellor		2
	Shirley Kelly		2
	Sonner Grace		2
	Susan Estes		2
	Susanne Stevens		2
	Tania Benliz		2
	Walter Zander		2
	William O'Mahoney		2

**District Managers Contract Training****99-00**

12/1/2000	Albert A Acena	4
	Barbara Beno	4
	Bob Kowerski	4
	Debbie Carrington	4
	Donna Bestock	4
	Edwin M Johnson	4
	Eloisa Briones	4
	Gary Dilley	4
	Grace Sonner	4
	Gregg Atkins	4
	Gus Petropoulos	4
	Imelda Hermosillo	4
	Iren Serna	4
	Janis Willis	4
	Jeanne Gross	4
	Jennifer Hughes	4
	Joe Johnson	4
	John Friesen	4
	John Mullen	4
	John Sewart	4
	Jose Pena	4
	Linda Avelar	4
	Linda Hayes	4
	Liz Armstrong	4
	Lynn Pontacq	3
	Maria Escobar	4
	Marilyn McBride	4
	Nancy Morrisette	4
	Olivia G Martinez	4
	Pat Griffin	3
	Paula Anderson	4
	Phyllis Lusca	4
	Ron Galatolo	4
	Rosemary Ybarra-Garcia	4
	Shirley Kelly	3
	Susan Estes	4
	Susie Stevens	4
	Tania Benliz	4
	Tom Hewitt	4

Preparation: 99-00

Name	AFT	CSEA	AFSCME	General	Postage	Grievances	Training	Workshop	Remark
Lynn Pontacq	186	126		30			3		Contract training
Ron Galatolo	8.25	3.15	5.25	45		1	3		Contract training
Patricia Griffin	8.5								Favreau Lawsuit
Phyllis Hechirn	10.75				2.75				Favreau Lawsuit
Nancy Morrisette		20					3		Contract Interpretations
Paul Anderson						290.4			
Frances White						1			
John Kirk						1			
Jim Culp						1			
Susanne Stevens						4			
Maggie Ko							3		Contract training
Rhonda Budnick	18	17	15	105			3		Contract training
Deborah Carrington							3		Contract training
Tarrie Mitchell							3		Contract training
Green Carol							3		Contract training
Lolly Donovan							3		Contract training
Jon F Dee				8			3	\$	Contract training
Raymond Chow				108				491.70	9 hrs / month
G.Petroopoulos				109					9 hrs / month
S. Chang				460					
G. Marvel	250	389	210	133					
B. Dedo				88					
A.Yancey	225	63	83			45			1/3 of annual total

CSEA Members

- Kathy Chaika 26.5
- Stephanie Munson 26.5
- Welch Catherine 10
- Chery Navarrete 10
- John Martinez 10

AFSCME Members

- Tony Gulli 2
- Cliff Huap 2
- Robert Post 2
- Aubrey Randle 2
- Mike Miragjije 2

Armardo Olivera

2

**AFT Members**

Mike Claire	26
Paula Anderson	26
Carol Green	24
Allyson	225

**Other Service**

Attorney Fee

Shupe and Finkelstein

\$272.05

**San Mateo County Community College District**

**Collective Bargaining**

1999-2000

Claimant Number : S41100

**Claim Components**

1. Determine Appropriate bargaining units

None this period

2. Decertification elections

None this period

3. Cost of Negotiations (WINTON ACT)

45 meet-and-confer sessions A. Salaries & benefits were held between District and three employee organizations under the Winton Act.

Description of Activity	Cost Elements	1999-2000			
		Winton Act 1974-75	Salary & Benefits	Contracted Service	Total
Director of Personnel (CEC, CSEA & AFSCME meetings)	70.0 hrs. @ \$16.07				1,124.90
Skyline College Pres.	30.0 hrs. @ \$17.18				538.50
Canada College Pres.	30.0 hrs. @ \$17.18				515.40
Dir. Fiscal Svc.	10.0 hrs. @ \$13.08				130.80
Personnel Specialist (CSEA meetings)	10.0 hrs. @ \$8.18				81.80
Admin. Assistant	10.0 hrs. @ \$10.52				105.20
Chf. Insp. Plant & Fac.	30.0 hrs. @ \$11.60				348.00
Aux. Svcs. Special (AFSCME meetings)	30.0 hrs. @ \$11.05				331.50

**San Mateo County Community College District**

1999-2000

**Collective Bargaining**

Claimant Number : S41100

Claim Components (WINTON ACT)	Description of Activity	Cost Elements	Winton Act		Contracted Service	Total
			1974-75	Salary & Benefits		

3. Cost of Negotiations (WINTON ACT)	Admin. Assistant	30.0 hrs. @ \$11.60	348.00			
	1/2 Supv. Pers. Clk. @ \$13,404 / yr.		6,702.00			
	Employee Benefits		1,022.61			
	B. Printing & Supplies		506.62			
Cost of Negotiations (Rodda Act Costs) General	Director of Operations- N. Morrissette	7.0 hrs. @\$42.96 Benefits @ 21%		300.72 63.15		300.72 63.15
	Director of Personnel - C. Green	10.5 hrs. @\$51.15 Benefits @ 21%		537.07 112.78		537.07 112.78
	Dean Special Projects - P. Anderson	290.5 hrs. @\$51.15 Benefits @ 21%		14,859.07 3,120.40		14,859.07 3,120.40
	Chief Negotiator - G. Marvel	460 hrs. @\$54.98 Benefits @ 21%		25,290.80 5,311.07		25,290.80 5,311.07
	Assn. Chan Research & Tech - G. Petropoulos	108 hrs. @\$56.63 Benefits @ 21%		6,116.04 1,284.37		6,116.04 1,284.37
	Executive Secretary - S. Chang	109 hrs. @\$25.59 Benefits @ 21%		2,789.31 585.76		2,789.31 585.76

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

1999-2000

Claim Components General (Cont'd)	Description of Activity Negotiations General (Rodda Act Costs )	Cost Elements	Winton Act		Contracted Service	Total
			1974-75	Salary & Benefits		
	Sr. Programmer I - B: Dedo			4,914.35		4,914.35
	133 hrs. @\$36.95			1,032.01		1,032.01
	Benefits @ 21%					
	Operation Assistant - K. Chaika			408.96		408.96
	18 hrs. @\$22.72			85.88		85.88
	Benefits @ 21%					
	Director of Business -R. Budnick			5,370.75		5,370.75
	105 hrs. @\$51.15			1,127.86		1,127.86
	Benefits @ 21%					
	Retired Chief Negotiator - C. Bowling			1,682.20		1,682.20
	25.88 hrs. @\$65					
	Associate Chancellor - R. Galatolo			3,021.20		3,021.20
	45.5 hrs. @\$66.4			634.45		634.45
	Benefits @ 21%					
	Administrative Assistance - A. Yancey			2,738.56		2,738.56
	88 hrs. @\$31.12			575.10		575.10
	Benefits @ 21%					

**San Mateo County Community College District**

**Collective Bargaining**

1999-2000

Claimant Number : S41100

Claim Components Description of Activity

Cost Elements

Winton Act Salary & Benefits Supplies Contracted Service Total

Claim Components	Description of Activity	Cost Elements	Winton Act	Salary & Benefits	Supplies	Contracted Service	Total
AFT	AFT Planning/ Preparation	Chief Labor Neg - G. Marvel 250 hrs. @\$54.98 Benefits @ 21%		13,745.00 2,886.45			13,745.00 2,886.45
		Director of Business - R. Budnick 18.0 hrs @\$51.15 Benefits @ 21%		920.00 193.20			920.00 193.20
		Director of Budget - L. Pontacq 186 hrs. @\$51.15 Benefits @ 21%		9,513.90 1,997.92			9,513.90 1,997.92
		Administrative Assistance - A. Yancey 225 hrs. @31.12 Benefits @ 21%		7,002.00 1,470.42			7,002.00 1,470.42
		Assn. Chancellor - Ron Galatolo 8.25 hrs. @\$66.40 Benefits @ 21%		547.80 115.04			547.80 115.04
		Dean Technology - M. Claire 26 hrs. @\$46.49 Benefits @ 21%		1,208.74 253.84			1,208.74 253.84
		Dean Special Projects - P. Anderson 26 hrs. @\$51.15 Benefits @ 21%		1,329.90 279.28			1,329.90 279.28
		Director of H. R. - C. Green 24 hrs. @\$51.15 Benefits @ 21%		1,227.60 257.80			1,227.60 257.80

**San Mateo County Community College District**

Claimant Number :

S41100

**Collective Bargaining**

1999-2000

**Claim Components**

**Description of Activity**

**Cost Elements**

Winton Act  
1974-75

Salary  
& Benefits

Supplies

Contracted  
Service

Total

AFT Release time for 97-98

Instructor PE -Sky - E. Chandler  
88.5 hrs @\$36.4  
Benefits @ 21%

3,221.40  
676.49

3,221.40  
676.49

Instructor Math / Sci - Sky- G. Goth  
74.80 hrs @\$36.4  
Benefits @ 21%

2,722.72  
571.77

2,722.72  
571.77

Instructor Social Sci - CSM - J. Kirk  
164.75 hrs. @\$38.70  
Benefits @ 21%

6,375.82  
1,338.92

6,375.82  
1,338.92

Instructor Lang Art / Learn -K. Harer  
361 hrs @\$34.1  
Benefits @ 21%

12,310.10  
2,585.12

12,310.10  
2,585.12

Instructor Sci / Math - Sky -C.J.J. Rivera  
346 hrs. @\$32.95  
Benefits @ 21%

11,400.70  
2,394.15

11,400.70  
2,394.15

Instructor Lang Art / Learn -Sky - E. Brenner  
330.90 hrs. @\$36.40  
Benefits @ 21%

12,044.76  
2,529.40

12,044.76  
2,529.40

AFT  
AFT Table Negotiations  
(13 sessions)

Chief Labor Neg.- G. Marvel  
39 hrs. @\$54.98  
Benefits @ 21%

2,144.22  
450.29

2,144.22  
450.29

Director of Human Res. - C. Green  
36 hrs. @\$51.15  
Benefits @ 21%

1,841.40  
386.69

1,841.40  
386.69

Director of Budget - L. Pontacq  
21 hrs. @\$51.15  
Benefits @ 21%

1,074.15  
225.57

1,074.15  
225.57

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

1999-2000

Claim Components	Description of Activity	Cost Elements	Winton Act	Salary	Supplies	Contracted	Total
			1974-75	& Benefits		Service	
	AFT Table Negotiations (Cont'd)	Dean Technology - M. Claire 36 hrs. @\$46.49 Benefits @ 21%		1,673.64 351.46			1,673.64 351.46
		Dean Special Projects - P. Anderson 27 hrs. @\$51.15 Benefits @ 21%		1,381.05 290.02			1,381.05 290.02
		Administrative Assistance - A. Yancey 39 hrs. @\$31.12 Benefits @ 21%		1,213.68 254.87			1,213.68 254.87
		Assn. Chancellor - R. Galatolo 3 hrs. @\$66.4 Benefits @ 21%		199.20 41.83			199.20 41.83
CSEA	CSEA Planning/Preparation	Chief Labor Neg.- G. Marvel 389 hrs. @\$54.98 Benefits @ 21%		21,387.22 4,491.32			21,387.22 4,491.32
		Director of Business - R. Budnick 17 hrs. @\$51.15 Benefits @ 21%		869.55 182.61			869.55 182.61
		Assn. Chancellor - R. Galatolo 3 hrs. @\$66.4 Benefits @ 21%		199.20 41.83			199.20 41.83
		Director of Budget - L. Pontacq 126 hrs @\$51.15 Benefits @ 21%		6,444.90 1,353.43			6,444.90 1,353.43
		Personnel Svc. Director- C. Green 20 hrs. @\$51.15 Benefits @ 21%		1,023.00 214.83			1,023.00 214.83

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

1999-2000

Claim Components	Description of Activity	Cost Elements	Winton Act	Salary	Supplies	Contracted	Total
			1974-75	& Benefits		Service	
CSEA	CSEA Planning/Preparation (Cont'd)	Staff Assistant - C. Navarrete		950.46			950.46
		42 hrs. @\$22.63 Benefits @ 21%		199.60			199.60
	Operation Assistance - K. Chaika			1,033.76			1,033.76
	45.5 hrs. @\$22.72 Benefits @ 21%			217.09			217.09
	Purchasing Technician - S. Munson			1,010.40			1,010.40
	40 hrs. @\$25.26 Benefits @ 21%			212.18			212.18
	Director of Operation - N. Morrissette			859.20			859.20
	20 hrs. @\$42.96 Benefits @ 21%			180.43			180.43
	Broadcast Engineer II - J. Martinez			295.80			295.80
	10 hrs. @\$29.58 Benefits @ 21%			62.12			62.12
	Administrative Assistance - A. Yancey			1,960.56			1,960.56
	63 hrs. @\$31.12 Benefits @ 21%			411.72			411.72
	CSEA Table Negotiations (7 sessions)	Chief Labor Neg. - G. Marvel		879.68			879.68
		16 hrs. @\$54.98 Benefits @ 21%		184.73			184.73
		Personnel Svc. Director- C. Green		818.40			818.40
		16 hrs. @\$51.15 Benefits @ 21%		171.86			171.86
		Broadcast Engineer II - J. Martinez		473.28			473.28
		16 hrs. @\$29.58 Benefits @ 21%		99.39			99.39

**San Mateo County Community College District**

**Collective Bargaining**

1999-2000

Claimant Number : S41100

Claim Components Description of Activity

Cost Elements

Winton Act  
1974-75

Salary  
& Benefits

Supplies

Contracted  
Service

Total

	Operation Assistant - CSM - K. Chaika	16 hrs. @\$22.72	363.52				363.52
	Benefits @ 21%		76.34				76.34
	Staff Assistant - Canada - C. Navarette	16 hrs. @\$22.63	362.08				362.08
	Benefits @ 21%		76.04				76.04
	Purchasing Technician - S. Munson	16 hrs. @\$25.26	404.16				404.16
	Benefits @ 21%		84.87				84.87
	Administrative Assistance - A. Yancey	21 hrs. @\$31.12	653.52				653.52
	Benefits @ 21%		137.24				137.24
AFSCME	AFSCME Planning & Preparation	Video Tape Op. Manager - C. Rivera	21 hrs. @\$32.95	691.95			691.95
		Benefits @ 21%		145.31			145.31
		Chief Labor Neg - G. Marvel	210 hrs. @ 54.98	11,545.80			11,545.80
		Benefits @ 21%		2,424.62			2,424.62
		Engineer CSM - Tony Gulli	2 hrs. @\$30.91	61.82			61.82
		Benefits @ 21%		12.98			12.98
		Dir. of Fac. & Planning - L. Dasilva	20 hrs. @\$45.2	904.00			904.00
		Benefits @ 21%		189.84			189.84
		Personnel Svc. Director - C. Green	20 hrs. @\$51.15	1,023.00			1,023.00
		Benefits @ 21%		214.83			214.83

**San Mateo County Community College District**

Claimant Number :

S41100

**Collective Bargaining**

1999-2000

AFSCME	AFSCME Description of Activity	Cost Elements	Winton Act	Salary	Supplies	Contracted	Total
			1974-75	& Benefits		Service	
	Engineer - C. Heap 2 hrs. @\$31.36 Benefits @ 21%			62.72 13.17			62.72 13.17
	Custodian - R. Post 2 hrs. @\$20.03 Benefits @ 21%			40.06 8.41			40.06 8.41
	Custodian - A. Randle 2 hrs. @\$17.43 Benefits @ 21%			34.86 7.32			34.86 7.32
	Maintenance Engineer I - M. Miraglio 2 hr. @\$28.06 Benefits @ 21%			56.12 11.79			56.12 11.79
	Custodian - A. Olvera 2 hrs. @\$20.11 Benefits @ 21%			40.22 8.45			40.22 8.45
	Director of Business - R. Budnick 15 hrs. @\$51.15 Benefits @ 21%			767.25 161.12			767.25 161.12
	Administrative Assistance - A. Yancey 83 hrs. @\$31.12 Benefits @ 21%			2,582.96 542.42			2,582.96 542.42
	Chief Labor Neg. - G. Marvel 12 hrs. @\$54.98 Benefits @ 21%			659.76 138.55			659.76 138.55
	Sr. Maint Engineer - C. Heap 12 hrs. @\$31.36 Benefits @ 21%			376.32 79.03			376.32 79.03

AFSCME Table Neg.  
(5 sessions)

**San Mateo County Community College District**

**Collective Bargaining**

1999-2000

Claimant Number : S41100

**Claim Components**

**Description of Activity**

**Cost Elements**

**Winton Act  
1974-75**

**Salary  
& Benefits**

**Supplies**

**Contracted  
Service**

**Total**

AFSCME Table Neg. (5 sessions) (Cont'd)	Sr. Maint Engineer - T. Gulli 12 hrs. @\$30.91 Benefits @ 21%	370.92 77.89			370.92 77.89
	Custodian - R. Post 12 hrs. @\$20.03 Benefits @ 21%	240.36 50.48			240.36 50.48
	Custodian - A. Randle 6 hrs. @\$17.43 Benefits @ 21%	104.58 21.96			104.58 21.96
	Maintenance Engineer I - M. Miraglio 12 hrs. @\$28.06 Benefits @ 21%	336.72 70.71			336.72 70.71
	Custodian - A. Olvera 6 hrs. @\$19.15 Benefits @ 21%	114.90 24.13			114.90 24.13
	Assn. Chancellor - R. Galatolo 10 hrs. @\$66.4 Benefits @ 21%	664.00 139.44			664.00 139.44
	Administrative Assistance - A. Yancey 18.5 hrs. @\$31.12 Benefits @ 21%	575.72 120.90			575.72 120.90

**4. Impasse Proceedings**

None for this period

**San Mateo County Community College District**

1999-2000

Claimant Number : S41100 Collective Bargaining

Claim Components Description of Activity Cost Elements

Winton Act Salary & Benefits Supplies Contracted Service Total

5. Contract Administration Arbitration, training sessions, Dean Special Projects - P. Anderson 14,833.50 14,833.50

planning responses, fact-find 290 hrs @\$51.15 3,115.04 3,115.04

A. Grievances Benefits @ 21% Chief Labor Neg- G. Marvel 2,749.00 2,749.00

Benefits @ 21% 50 hrs. @\$54.98 577.29 577.29

Dir. of Personnel Svc- C. Green 613.80 613.80

12 hrs. @\$51.15 128.90 128.90

Benefits @ 21% President -Sky -F. White 69.86 69.86

1 hr. @\$69.86 14.67 14.67

Benefits @ 21% Inst. Soc/ Sci - J. Kirk 38.70 38.70

1 hr. @\$38.7 8.13 8.13

Benefits @ 21% Inst. Soc/ Sci - J. Culp 38.70 38.70

1 hr. @\$38.7 8.13 8.13

Benefits @ 21% V. President Sky - S. Steven s 226.52 226.52

4 hrs. @\$56.63 47.57 47.57

Benefits @ 21% Administrative Assistance - A. Yancey 1,400.40 1,400.40

45 hrs. @\$31.12 294.08 294.08

Benefits @ 21% Assn. Chancellor - R. Galatolo 66.40 66.40

1hr. @\$66.40 13.94 13.94

Benefits @ 21%

**San Mateo County Community College District**

1999-2000

**Collective Bargaining**

Claimant Number :

S41100

Winton Act

Claim Components

Description of Activity

1974-75

Salary & Benefits

Supplies

Contracted Service

Total

V. President - CSM - P. Griffin

8.5hrs. @\$56.63

Benefits @ 21%

481.35  
101.08

481.35  
101.08

Adm. Assn - P. Hechim

10.75 hrs. @\$31.12.

Benefits @ 21%

334.54  
70.25

334.54  
70.25

B. Training sessions

Chief Labor Neg.- G. Marvel

6 hrs. @\$54.98

Benefits @ 21%

329.88  
69.27

329.88  
69.27

Chief Accountant - R. Chow

6 hrs. @\$39.39

Benefits @ 21%

236.34  
49.63

236.34  
49.63

Assn. Chan Research - G. Petropoulos

6 hrs. @\$56.63

Benefits @ 21%

339.78  
71.35

339.78  
71.35

Acting Human Resources Ed/Svc - B. Beno

4 hrs. @\$59.59

Benefits @ 21%

238.36  
50.06

238.36  
50.06

Assn. Chan - R. Galatolo

3 hrs. @\$66.4

Benefits @ 21%

199.20  
41.83

199.20  
41.83

Acting Dean, Math / Sci - R. Kowerski

6 hrs. @\$51.37

Benefits @ 21%

308.22  
64.73

308.22  
64.73

Dir. Of marketing - W. O'Mahoney

2 hrs. @\$48.92

Benefits @ 21%

97.84  
20.55

97.84  
20.55

**San Mateo County Community College District**

**Collective Bargaining**

1999-2000

Claimant Number : S41100

Claim Components Description of Activity

Cost Elements

Winton Act  
1974-75

Salary  
& Benefits

Supplies

Contracted  
Service

Total

V. President - S. Stevens	6 hrs. @\$51.37	308.22			308.22
	Benefits @ 21%	64.73			64.73
Coord. Of Lib Svc - G. Atkins	4 hrs. @\$42.96	171.84			171.84
	Benefits @ 21%	36.09			36.09
Dean Counseling - I. Hermosillo	6 hrs. @\$46.48	278.88			278.88
	Benefits @ 21%	58.56			58.56
Acting Dean EOP - I. Serra	6 hrs. @\$46.49	278.94			278.94
	Benefits @ 21%	58.58			58.58
Coord. Of Library Svc - T. Hewitt	4 hrs @\$41.71	166.84			166.84
	Benefits @ 21%	35.04			35.04
Gen. Manager - M. Lawrence	2 hrs. @\$59.59	119.18			119.18
	Benefits @ 21%	25.03			25.03
Dean, Technology - M. Claire	2 hrs. @\$46.49	92.98			92.98
	Benefits @ 21%	19.53			19.53
Dean, Division - Gary Dilley	6 hrs @\$ 53.81	322.86			322.86
	Benefits @ 21%	67.80			67.80
V. President - P. Griffin	5 hrs @\$56.63	283.15			283.15
	Benefits @ 21%	59.46			59.46
Dir. Of Manintanance - W. Zander	2 hrs. @\$51.15	102.30			102.30
	Benefits @ 21%	21.48			21.48

**San Mateo County Community College District**

Claimant Number : S41100

Collective Bargaining

1999-2000

Claim Components	Description of Activity	Cost Elements	Winton Act	Salary	Supplies	Contracted	Total
			1974-75	& Benefits		Service	
	Inst. Learning Ctn - J. Gross			147.96			147.96
	4hrs @\$36.99			31.07			31.07
	Benefits @ 21%						
	Director of Operation - N. Morrissette			257.76			257.76
	6 hrs. @\$42.96			54.13			54.13
	Benefits @ 21%						
	Director of Business - R. Budnick			102.30			102.30
	2 hrs. @\$51.15			21.48			21.48
	Benefits @ 21%						
	Dean Counseling / Advis/ Matric - J. Hughes			175.56			175.56
	4 hrs. @\$43.89			36.87			36.87
	Benefits @ 21%						
	Dean-Canada - J. Friesen			306.90			306.90
	6 hrs. @\$51.15			64.45			64.45
	Benefits @ 21%						
	Director of Budget - L. Pontacq			153.45			153.45
	3 hrs. @\$51.15			32.22			32.22
	Benefits @ 21%						
	Dean, Social Sci - D. Bestock			185.96			185.96
	4 hrs. @\$46.49			39.05			39.05
	Benefits @ 21%						
	Dean, Sci/Math - M. McBride			204.60			204.60
	4 hrs. @\$51.15			42.97			42.97
	Benefits @ 21%						
	Dean Bus /Ind Relation - L. Avelar			306.90			306.90
	6 hrs. @\$51.15			64.45			64.45
	Benefits @ 21%						

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

1999-2000

Claim Components	Description of Activity	Cost Elements	Winton Act	Salary	Supplies	Contracted	Total
			1974-75	& Benefits		Service	
Dean Special Projects - P. Anderson							
	6 hrs @\$51.15			306.90			306.90
	Benefits @ 21%			64.45			64.45
Dean Division - L. Phillips							
	6 hrs @\$51.15			306.90			306.90
	Benefits @ 21%			64.45			64.45
Dean Adm/ Rec.- J. Mullen							
	4 hrs @\$51.15			204.60			204.60
	Benefits @ 21%			42.97			42.97
Dean, Articulation & Research - J. Sewart							
	4 hrs. @\$53.81			215.24			215.24
	Benefits @ 21%			45.20			45.20
Dean Bus / Soc Sci - Linda Hayes							
	6 hrs. @\$48.92			293.52			293.52
	Benefits @21%			61.64			61.64
Adm. Assn - CAN - J. Pena							
	4 hrs @\$28.76			115.04			115.04
	Benefits @21%			24.16			24.16
Dean - CAN - L. Armstrong							
	6 hrs @\$51.15			306.90			306.90
	Benefits @ 21%			64.45			64.45
Coord. of EOPS - M. Escobar							
	4 hrs @\$41.10			164.40			164.40
	Benefits @ 21%			34.52			34.52

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

1999-2000

Claim Components	Description of Activity	Cost Elements	Winton Act	Salary	Supplies	Contracted	Total
			1974-75	& Benefits		Service	
Dean - CSM - S. Estes	6 hrs @\$51.15 Benefits @ 21%			306.90 64.45			306.90 64.45
Dean, Division - G. Sonner	6 hrs @\$51.15 Benefits @ 21%			306.90 64.45			306.90 64.45
Dean, Soc. Sci - A. Acena	6 hrs @\$51.15 Benefits @ 21%			306.90 64.45			306.90 64.45
V. President - CAN - O. G. Martinez	6 hrs. @\$56.63 Benefits @ 21%			339.78 71.35			339.78 71.35
Dir. Of Ctn for I.T.D. - R. Soyombo	2 hrs. @\$45.2 Benefits @ 21%			90.40 18.98			90.40 18.98
Interim President - CSM - R. Verzello	2 hrs. @\$69.86 Benefits @ 21%			139.72 29.34			139.72 29.34
Interim President - CAN - R. Perez	2 hrs. @\$69.86 Benefits @ 21%			139.72 29.34			139.72 29.34
Dean C & CE - S. Mellor	2 hrs. @\$53.81 Benefits @ 21%			107.62 22.60			107.62 22.60
V. President - R. Ybarra - Garcia	6 hrs. @\$59.59 Benefits @ 21%			357.54 75.08			357.54 75.08

**San Mateo County Community College District**

**Collective Bargaining**

1999-2000

Claimant Number : S41100

Claim Components Description of Activity

Cost Elements

Winton Act Salary & Benefits Supplies Contracted Service Total

Claim Components	Description of Activity	Cost Elements	Winton Act	Salary & Benefits	Supplies	Contracted Service	Total
B. Training sessions	Business Supervisor -Sky - E. Briones			135.52			135.52
	4 hrs. @\$33.88			28.46			28.46
	Benefits @ 21%						
	Assn. Chancellor - R. Galatolo			398.40			398.40
	6 hrs. @\$66.4			83.66			83.66
	Benefits @ 21%						
	President CSM - S. Kelly			332.70			332.70
	5 hrs. @\$66.54			69.87			69.87
	Benefits @ 21%						
	Acting Dean Math / Sci - T. Benlitz			293.52			293.52
	6 hrs. @\$48.92			61.64			61.64
	Benefits @ 21%						
	Supervisor, Business - Can - D. Carrington			157.32			157.32
	4 hrs. @\$39.33			33.04			33.04
	Benefits @ 21%						
	Dir. Of Com. Govt Relation-B. Christensen			102.30			102.30
	2 hrs. @\$51.15			21.48			21.48
	Benefits @ 21%						
	Acting Dean, Counseling - B. Meyer			220.14			220.14
	4.5 hrs. @\$48.92			46.23			46.23
	Benefits @ 21%						
	Dean Adm Svc - D. Arreola			102.30			102.30
	2 hrs. @\$51.15			21.48			21.48
	Benefits @ 21%						
	Dean, Inst. Tech - D. Smith			102.74			102.74
	2 hrs. @\$51.37			21.58			21.58
	Benefits @ 21%						







**Santa Fe Community College District**  
**Mandated Cost Reimbursement**  
**Salary and Benefits Table**  
**For 1998-99**

-----Collective Bargaining-----  
**Salary and Benefit**

<u>Postn</u>	<u>Name</u>	<u>Title</u>	<u>Annual Earnings</u>	<u>Productive *Hrly Rate</u>	<u>Benefits Hrly Rate</u>	<u>Others</u>
4a0006	Acena, Albert A.	Dean, Soc Sci	86,904.00	49.66	10.43	
3a0003	Adam, Grace	Dean, Bus/So.Sci -Canada	65,096.00	37.20	7.81	
4f0068	Alkins, Gregg	Coord. Of Library Svc	72,996.00	41.71	8.76	
4f0037	Ambrose, Rick	Inst. Business	60,927.00	34.82	7.31	
2a0003	Anderson, Paula	Dean - Skyline	86,904.00	49.66	10.43	
1c0015	Anderson, V	Adm. Assistant	52,694.00	30.11	6.32	
3a0004	Armstrong, Elizabeth	Dean - Canada	86,904.00	49.66	10.43	
2a0002	Arreola, Dennis	Dean Adm Rec. Skyline	86,904.00	49.66	10.43	
2a0007	Avelar, Linda	Dean Bus / Ind Relation	86,904.00	49.66	10.43	
4c0007	Bell, Joan	Adm. Assn -CSM	53,968.00	30.84	6.48	
2a0006	Bestock, Donna J	Dean, Soc Sci / Creative	75,048.00	42.88	9.01	
2c0090	Bianchi, Kathy	Staff Assistant	36,995.00	21.14	4.44	
1p0003	Bowling, Clayton	Post Retired Administrator		65.00	13.65	
2f0086	Brenner.E	Instr. Lang Art/Learn	61,911.00	35.38	7.43	
2c0114	Briones, Eloisa	Superv. College Bus. Svc	52,404.00	29.95	6.29	
1a0007	Budnick, Rhonda	Director of Business	86,904.00	49.66	10.43	
4f0206	Burke, Michael	Inst. Math / Sci	65,821.00	37.61	7.90	
2f0029	Burns, Marie Elaine	Coord. Learning Center	72,990.00	41.71	8.76	
3c0100	Carrington, Debbie	Superv. College Bus. Svc	63,971.00	36.55	7.68	
4c0118	Chaika, Kathy	Operation Assistant	34,844.00	19.91	4.18	
2f0054	Chandler, E	Inst. PE / Rec /Art	64,772.00	37.01	7.77	
1c0208	Chang, Suk	Executive Secretary	41,989.00	23.99	5.04	
1c0009	Chow, Raymond	Accountant	61,378.00	35.07	7.37	
1a0013	Christensen, Barbara	Dir. Of Com. & Govt Relations	80,386.00	45.93	9.65	
2c0008	Christian, Catherine	Adm. & Records Assn II	36,204.00	20.69	4.34	
4a0008	Claire, Michael	Dean, Technology	75,048.00	42.88	9.01	
2f0060	Deamer, P	Inst. Sci / Math	63,785.00	36.45	7.65	
1c0047	Dedo, Barbara	Senior Programmer I	62,460.00	35.69	7.50	
4f0149	Denney, Cliff	Instr. Match / Sci	69,727.00	39.84	8.37	
4a0011	Dilley, Gary	Dean, Division	86,901.00	49.66	10.43	
1a0008	Donovan, De Lolly	Director of Gen. Svc	72,990.00	41.71	8.76	
4a0005	Estes, Susan	Dean - CSM	82,956.00	47.40	9.95	
3a0005	Friesen, John	Dean - Canada	8,904.00	5.09	1.07	
1a0004	Galatolo, Ron	Associate Chancellor	107,100.00	61.20	12.85	
2c0093	Garriott, Stanlee	Staff Assistant	38,442.00	21.97	4.61	
3c0044	Glass, Denny	Can Supv Campus Facilities	60,958.00	34.83	7.31	
1a0009	Green, Carol	Director of Personnel	86,904.00	49.66	10.43	
4a0019	Griffin, Pat	V.President -CSM	96,216.00	54.98	11.55	
1c0011	Gulli, Grace	Aux. Supervisor	37,941.00	21.68	4.55	
1c0068	Gulli, Tony	Sr. Maintenance Engineer	51,389.00	29.37	6.17	
2f0003	Harer, K. E	Instr. Lang Art/Learn	57,997.00	33.14	6.96	
2f0003	Harer, Katherine	Inst. Lang Art / Learning	57,941.00	33.11	6.95	
3a0003	Hayes, Linda	Dean Bus / Soc Sci	75,052.00	42.89	9.01	
3f0020	Hayward, Marilyn	Coord. Library Svcs	69,286.00	39.59	8.31	
1c0099	Heap, Clifford	Sr. Maintenance Engineer	52,267.00	29.87	6.27	
2f0032	Hewitt, Thomas	Coord. Of Library Svc	72,996.00	41.71	8.76	
1c0012	Hoo, Robert	Payroll Supervisor	45,040.00	25.74	5.40	
2a0008	Johnson, Edwin	Dean, PE / Athletic	82,956.00	47.40	9.95	

## -----Collective Bargaining-----

## Salary and Benefit

<u>Postn</u>	<u>Name</u>	<u>Title</u>	<u>Annual Earnings</u>	<u>Productive *Hrly Rate</u>	<u>Benefits Hrly Rate</u>	<u>Others</u>
4a0018	Kelly, Shirley	V.President - CSM	96,216.00	54.98	11.55	
4f0182	Kirk, John	Instr. Soc. Sci	65,821.00	37.61	7.90	
4c0004	Ko, Maggie	Adm. Assistant	53,890.00	30.79	6.47	
4a0017	Landsberger, Peter	President - CSM	116,196.00	66.40	13.94	
2c0077	Lee, Ellen	Payroll Clerk I	36,842.00	21.05	4.42	
1c0010	Leong, Anita	Acct.Payable Supervisor	44,472.00	25.41	5.34	
2a0014	Lucas, Phillips	Dean, Division	86,901.00	49.66	10.43	
1c0079	Ly, Phan	Custodian	35,591.00	20.34	4.27	
3a0008	Martinez, Olivia	V.President - Canada	96,216.00	54.98	11.55	
1a0001	Marvel, Greg	Chief Negotiator	96,221.00	54.98	11.55	
4c0267	Mathias, Terry	Prog. Supervisor (CIS)	44,012.00	25.15	5.28	
2A0004	McBride, Marilyn	Dean, Sci / Math / Tech	86,904.00	49.66	10.43	
4f0069	McCracken, Ruth	Coord. Of Nursing	72,996.00	41.71	8.76	
3p0029	Messner, Gerald	Instr. Humanities	56,781.00	32.45	6.81	
3c0099	Miller, Ruth	Assn. Registrar	59,285.00	33.88	7.11	
1c0284	Mitchell, Terrie	Adm. Assn	50,989.00	29.14	6.12	
1c0212	Morgan, Andra	Director of Bookstores	66,264.00	37.87	7.95	
4a0015	Morrisette, Nancy	Director of Operations	72,996.00	41.71	8.76	
4a0001	Mullen, John	Dean, Adm/Rec.-CSM	86,904.00	49.66	10.43	
1c0042	Munson, Stephanie	Purchasing Technician	40,874.00	23.36	4.90	
1c0057	Myers, Dell	Superv. H/R	55,276.00	31.59	6.63	
4c0207	Myrow, Steve	Financial Aid Officer	54,245.00	31.00	6.51	
3c0077	Navarrete, Cheryl	Staff Assistant	38,442.00	21.97	4.61	
	Temp Newmyer, Joe	Acting Associate Chancellor	hrly	81.70	17.16	
1a0002	Petropoulos, Gus	Assn. Chan Research & Tech.	96,216.00	54.98	11.55	
1c0286	Pettersen, Kathleen	Administrative Assistance	51,876.00	29.64	6.23	
3f0102	Phillips, Jackie	Inst. Humanities	56,037.00	32.02	6.72	
4c0006	Phyllis, Hechim	Adm. Assn -CSM	56,027.00	32.02	6.72	
2c0041	Place, Chris	SKY Supv Campus Facilities	55,837.00	31.91	6.70	
1a0011	Pontacq, Lynn	Director of Budget	86,904.00	49.66	10.43	
1c0111	Post, Robert	Custodian	33,277.00	19.02	3.99	
4c0171	Rivera, Clyde C	Video Tape Op. Manager	58,391.00	33.37	7.01	
2f0007	Rivera, Joaquin	Inst. Sci / Math	54,079.00	30.90	6.49	
4c0046	Robison, Steve	Coord. Of Stud. Activity	53,067.00	30.32	6.37	
3a0006	Rosenwasser, Marie	President - Canada	112,812.00	64.46	13.54	
2a0011	Salter, Linda	President - Skyline	116,196.00	66.40	13.94	
3f0019	Serna, Irene	Acting Dean EOPS	77,304.00	44.17	9.28	
1c0207	Shannon, Lileen	Staff Assistant	38,660.00	22.09	4.64	
2f0065	Smith, Robert	Instr. Sci / Math	69,659.00	39.81	8.36	
4a0012	Sonner, Grace	Dean, Division	86,901.00	49.66	10.43	
2a0012	Stevens, Susie	V.President - Skyline	96,216.00	54.98	11.55	
4c0049	Thomasson, Patrick	CSM Supv Campus Facilities	58,148.00	33.23	6.98	
4c0005	Tremain, Karen	Adm, Assistant	50,995.00	29.14	6.12	
1c0048	Trott, Joanne	Senior Programmer I	65,800.00	37.60	7.90	
1p0003	Verzello, Robert	Assn. Chan Master Plan	96,216.00	54.98	11.55	
1c0203	Voris, Jorce	Manager of ITS Operation	64,176.00	36.67	7.70	
3c0069	Watson, Terry	Payroll Clerk I	37,359.00	21.35	4.48	
1c0218	Weitzel, A	Adm. Analyst	61,960.60	35.41	7.44	
2c0089	Welch, Catherine	Staff Assistant	38,442.00	21.97	4.61	
	White, David	Dean - CSM	74,375.00	42.50	8.93	
4c0122	Whyte, Lorraine	Payroll Clerk	35,808.00	20.46	4.30	
1c0204	Wilkes, Deanne	Administrative Assistant	52,524.00	30.01	6.30	
2f0036	Wolfe, A	Instr. PE Education	50,155.00	28.66	6.02	
1c0217	Yancey, Allison	Adm. Assistant	49,165.00	28.09	5.90	
2a0013	Ybarra-Garcia Rosemary	V. President	91,654.00	52.37	11.00	
1a0010	Zander, Walter	Director of Maintenance	86,904.00	49.66	10.43	

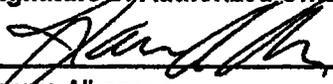
<b>CLAIM FOR PAYMENT</b> Pursuant to Government Code Section 17561  <b>COLLECTIVE BARGAINING</b>	<b>For State Controller Use Only</b> (19) Program Number 00011 (20) Date File <u>  </u> / <u>  </u> / <u>  </u> (21) LRS Input <u>  </u> / <u>  </u> / <u>  </u>
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(01) Claimant Identification Number		S41100		Reimbursement Claim	
(02) Mailing Address				(22) CB-1, (03)(1)(e)	0
Claimant Name		San Mateo Co Comm Col. Dist		(23) CB-1, (03)(2),(e)	0
County of Location		San Mateo County		(24) CB-1, (03)(3),(e)	289,189
Street Address or P.O.Box		3401 CSM Drive		(25) CB-1, (03)(4),(e)	0
City	State	Zip Code		(26) CB-1, (03)(5),(e)	0
(3) Type of Claim	(3) Estimated Claim	<input checked="" type="checkbox"/>	(9) Reimbursement	<input checked="" type="checkbox"/>	(27) CB-1, (03)(6),(e) <span style="float: right;">21,587</span>
	(4) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>	(28) CB-1, (03)(7)(e) <span style="float: right;">0</span>
	(5) Amended	<input type="checkbox"/>	(11) Amended	<input type="checkbox"/>	(29) CB-1, (04)(d) <span style="float: right;">18,100</span>
(4) Period of claims	(6) 2001 / 2002	(12) 2000 / 2001	(30) CB-1, (04) (e)	310,776	
(5) Total Claimed Amount	(7) 324,371	(13) 308,655	(31) CB-1, (05) (e)	11,755	
(6) Less: 10% Late Penalty, not to exceed \$1000 (if applicable)		(14)	(32)		
(7) Less: Estimated Claim Payment Received		(15) 324,018	(33)		
(8) Net Claimed Amount		(16)	(34)		
(9) Due from State	(8) 324,371	(17)	(35)		
Due to State		(18) (15,363)	(36)		

**(37) CERTIFICATION OF CLAIM:**  
 In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 961, Statutes of 1975 and Chapter 1213, Statutes of 1991; and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, Inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 961, Statutes of 1975 and Chapter 1213, Statutes of 1991.

The amounts for Estimated Claim and / or Reimbursement Claim are hereby claimed from the State for payment of estimated and / or actual costs for the mandated program of Chapter 961, Statutes of 1975 and Chapter 1213, Statutes of 1991, set forth on the attached statements.

Signature of Authorized Officer  _____ James Albanese Type or Print Name	Date 1/10/02 _____ Title: Associate Chancellor
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(38) Name of Contact Person for Claim : Raymond Chow	Telephone Number (650) 358-6742 E-Mail Address Chow@smccd.net
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<b>Program</b>  <b>011</b>	<b>MANDATED COSTS</b> <b>COLLECTIVE BARGAINING</b> <b>CLAIM SUMMARY</b>				<b>Form</b>  <b>CB-1</b>		
(01) Claimant <b>San Mateo County Community College District</b>		(02) Type of Claim Reimbursement Estimated		Fiscal Year  <b>2001 / 2002</b>			
		<table border="1" style="margin:auto;"> <tr><td style="width:50px; height:15px;"></td></tr> <tr><td style="text-align:center;">X</td></tr> </table>			X		
X							
<b>Rodda Act Direct Costs</b>		<b>Cost Elements</b>					
<b>(03) Reimbursable Components:</b>							
	(a)	(b)	(C)	(d)	(e)		
	Salaries and Benefits	Materials and Supplies	Travel	Contracted Services	Total		
1. Determination of Bargaining Units and Exclusive Representation							
2. Election of Unit Representation							
3. Cost of Negotiations	282,244			18,512	300,756		
4. Impasse Proceedings							
5. Collective Bargaining Agreement Disclosure							
6. Contract Administration	18,289	3,850	-	312	22,451		
7. Unfair Labor Practice Charges							
<b>(04) Total Rodda Act Direct Costs</b>	<b>300,533</b>	<b>3,850</b>	<b>-</b>	<b>18,824</b>	<b>323,207</b>		
<b>Winton Act Direct Costs</b>							
(05) Base Year, 1974/75 Direct Costs	11,248	507		-	11,755		
(06) Base Year Direct Costs Adjusted by IPD	[Line (05)(e)x3.174] for 2000/01 f.y				35,841		
(07) Increased Direct Costs	[Line(04)(4) -line (06)]				287,366		
<b>Indirect Costs</b>							
(08) Total Rodda Act Direct Costs less Contracted Services	[Line(04)(e) -line (04)(d)]				304,383		
(09) Base Year Costs less Contracted Services adjusted by IPD	{[Line(05)(e) -line (05)(d)]x3.174}				35,841		
(10) Increased Direct Costs less Contracted Services	[Line(08) -line (09)]				268,542		
(11) Indirect Cost Rate	Form J-380, J580 or FAM-27C				13.78%		
(12) Increased Indirect Costs	[Line(10) xline (11)]				37,005		
(13) Total Increased Direct and Indirect Costs	[Line(07) + line (12)]				324,371		
<b>Cost Reduction</b>							
(14) Less: Offsetting Savings, if applicable					0		
(15) Less: Other Reimbursements, if applicable					0		
(16) Total Claimed Amount	[Line(13) - {line (14)+line(15)}]				324,371		

**MANDATED COSTS  
COLLECTIVE BARGAINING  
COMPONENT / ACTIVITY COST DETAIL**

Form  
CB -2

(01) Claimant: **San Mateo Co. Community College District**

(02) Fiscal Year costs were incurred:  
**2000 / 2001**

(03) Reimbursable Components: Check **only** one box per form to identify the component being claimed.

- |   |                          |                          |                                    |
|---|--------------------------|--------------------------|------------------------------------|
| 1. Determination of Bargaining Units and Exclusive Representation | <input type="checkbox"/> | <input type="checkbox"/> | 4. Election of Unit Representation |
| 2. Cost of Negotiations   | <input type="checkbox"/> | <input type="checkbox"/> | 5. Contract Administration         |
| 3. Impasse Proceedings  | <input type="checkbox"/> | <input type="checkbox"/> | 6. Unfair Labor Practice Charges   |

(04) Description of Expense: Complete columns (a) through (g).

Object Accounts

(a) Employee Name, Job Classification Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contracted Services	(g) Travel
<u>Reimbursement Components</u>						
(Details please see attached forms)						
Form CB 2.1-Determination of Bargaining Units						
Form CB 2.2- Election of Unit Representation						
Form CB 2.3-Cost of Negotiations			271,389		17,800	289,189
Form CB 2.4-Impasse Proceedings						
Form CB 2.5 Agreement Disclosure						
Form CB 2.6-Contract Administration			17,585	3,702	300	21,587
Form CB 2.7-Unfair Labor Practice Charges						
(05) Total 0 Subtotal 0			288,974	3,702	18,100	310,776

<b>MANDATED COSTS COLLECTIVE BARGAINING COMPONENT / ACTIVITY COST DETAIL</b>					<b>Form CB -2.1</b>
(01) Claimant: <b>San Mateo Co. Community College District</b>			(02) Period of Claim: 7 / 1 / 00 through 6 / 30 / 01		
(03) Reimbursable Components: Determination of Bargaining Units and Exclusive Representation (Reference 6.1)					
(04) Component Activity	Object Accounts				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Bargaining Unit Lists					
B. PERB Hearings					
C. Substitute Teachers					
D. Travel Costs					
E. Transcripts					
(05) Other Activities ( List )					
(06) Total	0	0	0	0	0

**MANDATED COSTS  
COLLECTIVE BARGAINING  
COMPONENT / ACTIVITY COST DETAIL**

Form  
CB -2.2

(01) Claimant: **San Mateo Co. Community College District**

(02) Period of Claim:  
7 / 1 / 00 through 6 / 30 / 01

(03) Reimbursable Components: Election of Unit Representation ( Reference 6.2)

(04) Component Activity	Rodda Act				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Precinct Voting List					
B. Ballot Tally Observers					
(05) Other Activities (List )					
(06) Total	0	0	0	0	0

<b>MANDATED COSTS COLLECTIVE BARGAINING COMPONENT / ACTIVITY COST DETAIL</b>					<b>Form CB -2.3</b>
(01) Claimant: <b>San Mateo Co. Community College District</b>			(02) Period of Claim: 7 / 1 / 00 through 6 / 30 / 01		
(03) Reimbursable Components: Cost of Negotiations ( Reference 6.3)					
(04) Component Activity	Rodda Act				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Representative's Contract					
B. Public Hearings					
C. Public Distribution of Proposed Contract					
D. District Contract Proposal					
E. Negotiation	227,732	43,657		17,800	289,189
F. Public Distribution of Final Contract					
(05) Other Activities ( List )					
(06) Total	227,732	43,657	-	17,800	289,189

**MANDATED COSTS  
COLLECTIVE BARGAINING  
COMPONENT / ACTIVITY COST DETAIL**

**Form  
CB -2.4**

(01) Claimant: **San Mateo Co. Community College District**

(02) Period of Claim:  
7 / 1 / 00 through 6 / 30 / 01

(03) Reimbursable Components: Impasse Proceedings (Reference 6.4)

(04) Component Activity

**Object Accounts**

(a)	(b)	(c)	(d)	(e)
Salaries	Benefits	Other	Cont. Svc	Total

A. Mediation

B. Factfinding

(05) Other Activities ( List )

(06) Total

0	0	0	0	0
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<b>MANDATED COSTS COLLECTIVE BARGAINING COMPONENT / ACTIVITY COST DETAIL</b>					<b>Form CB -2.5</b>
(01) Claimant: <b>San Mateo Co. Community College District</b>			(02) Period of Claim: 7 / 1 / 00 through 6 / 30 / 01		
(03) Reimbursable Components: Collective Bargaining Agreement Disclosure					
(04) Component Activity	Object Accounts				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Agreement Disclosure					
(05) Other Activities ( List )					
(06) Total	0	0	0	0	0

<b>MANDATED COSTS                      COLLECTIVE BARGAINING                      COMPONENT / ACTIVITY COST DETAIL</b>					<b>Form                      CB -2.6</b>
(01) Claimant: <b>San Mateo Co. Community College District</b>			(02) Period of Claim: 7 / 1 / 00 through 6 / 30 / 01		
(03) Reimbursable Components: Contract Administration ( Reference 6.5)					
(04) Component Activity	Object Accounts				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Grievances	2,656	558			3,214
B. Training Sessions	11,877	2,494			14,372
C. Contract Disputes Presented Before PERB					
D. Appeal of PERB Ruling					
(05) Other Activities ( List )					
Supplies & Materials			1,922		1,922
Printing			1,565		1,565
Postage			214		214
Legal Service				300	300
(06) Total	14,533	3,052	3,702	300	21,587

MANDATED COSTS COLLECTIVE BARGAINING COMPONENT / ACTIVITY COST DETAIL					Form CB -2.7
(01) Claimant: <b>San Mateo Co. Community College District</b>			(02) Period of Claim: 7 / 1 / 00 through 6 / 30 / 01		
(03) Reimbursable Components: Unfair Labor Practice Charges (Reference 6.6)					
(04) Component Activity	Object Accounts				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Unfair Labor Practice Presented to PERB B. Appeal of PERB Ruling  (05) Other Activities ( List )					
(06) Total	0	0	0	0	0

MANDATED COST						FORM
INDIRECT COST RATE FOR COMMUNITY COLLEGES						FAM-29C
(01) Claimant: San Mateo County Community College District				(02) Fiscal Year: 2000-2001		
(03) Expenditure by Activity				(04) Allowable Costs		
Expenditures by Activity	EDP	Total	Adjustments	Total	Indirect	Direct
Subtotal Instruction	599	43,055,597	1,362,204	41,693,393		41,693,393
Instructional Administration	6000					
Academic Administration	301	4,174,562	72,129	4,102,433		4,102,433
Course & Curriculum Development	302	1,157,840	88,315	1,069,525		1,069,525
Instructional Support Services	6100					
Learning Center	311	1,168,548	176,346	992,202		992,202
Library	312	1,664,527	175,771	1,488,756		1,488,756
Media	313	713,395	187,869	525,526		525,526
Museums and Galleries	314					
Admissions and Records	6200	2,687,587	60,120	2,627,467		2,627,467
Counseling and Guidance	6300	4,569,325	101,345	4,467,980		4,467,980
Other Student Services	6400					
Financial Aid Administration	321	816,118	11,882	804,236		804,236
Health Services	322	1,115,635	13,143	1,102,492		1,102,492
Job Placement Services	323	517		517		517
Student Personnel Administration	324	691,965	13,864	678,101		678,101
Veterans Services	325					
Other Student Services	329	1,894,112	162,038	1,732,074		1,732,074
Operation & Maintenance of Plant	6500					
Building Maintenance & Repairs	331	969,800	1,518	968,282	67,780	900,502
Custodial Services	332	2,010,851	67	2,010,784	140,755	1,870,029
Grounds Maintenance & Repairs	333	618,433	5,900	612,533	42,877	569,656
Utilities	334	2,709,117		2,709,117	189,638	2,519,479
Other	339	1,112,385	98,406	1,013,979	70,979	943,000
Planning and Policy Making	6600	2,524,568	32,176	2,492,392	2,492,392	0
General Inst. Support Services	6700					
Community Relations	341	1,457,587	8,990	1,448,597	1,448,597	0
Fiscal Operations	342	3,452,499	803,842	2,648,657	2,648,657	0
General Administrative Services	343	2,898,278	506,040	2,392,238	2,392,238	0
Logistical Services	344	1,242,015	85,626	1,156,389	1,156,389	0
Staff Services	345	1,139,161	11,264	1,127,897		1,127,897
Noninstr. Staff Benefits & Incentives	346	526,114	11,107	515,007		515,007
Community Services	6800					
Community Relations	351	1,262	-	1,262		1,262
Community Services Classes	352	577,353	23,843	553,510		553,510
Community Use	353	449,760	11,631	438,129		438,129

MANDATED COST						FORM
INDIRECT COST RATE FOR COMMUNITY COLLEGES						FAM-29C
(01) Claimant: San Mateo County Community College District				(02) Fiscal Year:		2000-2001
(03) Expenditure by Activity				(04) Allowable Costs		
Expenditures by Activity	EDP	Total	Adjustments	Total	Indirect	Direct
Ancillary Services	6900					
Bookstores	361	2,670		2,670		2,670
Child Development Center	362	45,531		45,531		45,531
Farm Operations	363					
Food Services	364			0		0
Parking	365	806,053	63,383	742,670		742,670
Student & Co-Curricular Activities	366	878,753	15,799	862,954		862,954
Student Housing	367					
Other	379					
Auxiliary Operations	7000					
Auxiliary Classes	381	134,905		134,905		134,905
Other Auxiliary Operations	382	5,084,929	338,329	4,746,600		4,746,600
Physical Property	7100	9,334	4,219	5,115		5,115
(05) Total		92,361,086	4,447,166	87,913,920	10,650,302	77,263,618
(06) Indirect Cost Rate: [Total Indirect Cost / Total Direct Cost]						13.78
<b>INSTRUCTIONS</b>						

(01) Enter the name of the claimant.

(02) Enter the fiscal year in which the indirect cost is applicable.

(03) Enter total expenditures as reported in California Community Colleges Annual Financial and Budget Report, Expenditures by Activity (CCFS-311). List as adjustments, unallowable costs and capital expenditures, as reported in column 4 of the California Community Colleges Annual Financial and Budget Report, Expenditures by Activity (CCFS-311).

(04) Subtract Adjustments form Total Expenditures/Activity to compute Total Allowable Costs.

Accounts that should be classified as indirect costs are: Planning and Policy Making, Fiscal Operations, General Administrative Services, and Logistical Services. If any costs included in these accounts are claimed as mandated costs (i.e., salaries of employees performing mandated cost activities), the costs should be reclassified as a direct cost. A college may classify an indirect, a portion of the expenses reported in the account Operation and Maintenance of Plant. The claimant has the option of using a 7% indirect cost rate or a higher percentage is allowable if the college can support its allocation basis. The following groups of accounts should be classified as direct costs: Instruction, Instructional Administration, Instructional Support Services, Admissions and Records, Counseling and Guidance, Other Student Services, Operation and Maintenance, Community Relations, Staff Services, Non-instructional Staff Retirees' Benefits and Retirement Incentives, Community Services, Ancillary Services and Auxiliary Operations.

(05) Total expenditures by activity for each column.

(06) Determine indirect cost rate by dividing Total indirect Cost by Total Direct Cost.

**Table Negotiation**

**00-01**

**AFSCME:** 11 Sessions

Representative Nadie Bledsoe

Union Member Greg Marvel, Tony Gulli, Cliff Huap, Robert Post, Aubrey Randle, Linda DaSilva, Jose Nunez  
 Mike Miraglie, Armando Olvera, Ron Galatolo, Juan Rico, Paula Anderson

	7/13/00	7/17/00	8/17/00	8/29/00	9/11/00	9/18/00	10/1/00	12/14/00	1/29/01	3/19/01	4/12/01	Total
Greg	2	2	3	3	2	2	2	2.5	3.5	1.5	3.5	14
Tony	2	2	3	3	2	2	2	2.5	3.5	1.5	3.5	27
Cliff	2	2	3	3	2	2	2	2.5	3.5	1.5	3.5	22
Robert	2	2	3	3	2	2	2	2.5	3.5	1.5	3.5	27
Aubrey	2	2	3	3	2	2	2	2.5	3.5	1.5	3.5	6
Mike	2	2	3	3	2	2	2	2.5	3.5	1.5	3.5	19.5
Carol	2	2	3	3	2	2	2	2.5	3.5	1.5	3.5	19.5
Ron	2	2	2	2	2	2	2	2.5	3.5	1.5	3.5	9.5
Juan					2	2	2	2.5	3.5	1.5	3.5	17.5
Paula					2	2	2	2.5	3.5	1.5	3.5	11.5
Linda					2	2	2	2.5	3.5	1.5	3.5	9.5
Jose					2	2	2	2.5	3.5	1.5	3.5	9.5

**AFTL** 11 Sessions

Representative Katharine Harer, Joaquin Rivera

Union Member Greg Marvel, Green Carol, Mike Claire, Paula Anderson, Ron Galatolo & Lynn Pontacq ( replacement)

	6/20/00	7/6/00	7/14/00	7/26/00	9/9/00	9/11/00	9/18/00	10/23/00	11/9/00	11/27/00	12/6/00	Total
Greg	3	3	3	3	3	3	3	3	2.5	2.5	3.5	12
Mike	3	3	5	3.5	3	3	3	3	2.5	2.5	3.5	17.5
Paula	3	3	5	3.5	3	3	3	3	1	3	3.5	35
Ron			5	3.5	0.2	3	3	3	1	3	3.5	19.2
Lynn	3	3			3	3	3	3	1	2.5	3.5	15
Carol	3	3										6

**CSEA** 8 sessions

Representative Diana Hull, Clyde Rivers, John Martinez

Union Member Welch Catherine, Kathy Chaika, Stephanie Munson, Cheryl Navarrete, John Martinez, Paul Anderson, Ernie Rodriguez, Richard Tido

	7/13/00	7/27/00	8/29/00	9/15/00	10/3/00	2/21/01	4/17/01	4/24/01	Total
Welch	3	3	3.5	2	2	2	2	2	19.5
Kathy	3	3	3.5	2	2	2	2	2	19.5
Stephanie	3	3	3.5	2	2	2	2	2	19.5
Cheryl	3	3	3.5	2	2	2	2	2	19.5
Greg	3	3							6
Ernie									4
Richard			3.5	2	2	2	2	2	13.5
Paula			3.5	2	2	2	2	2	13.5

**Release Time**

	<u>Amount</u>	<u>00-01</u> <u>Posn</u>	<u>Hrly Rate</u>	<u>Total Hrs</u>	<u>S/S #</u>
Rivera Contrera	14,039.32	2F0007	57.84	242.73	
Harer Ke	25,910.72	2F0003	59.79	433.36	
Brenner E	13,801.40	2F0086	63.70	216.66	
Goth G	13,560.53	2F0043	69.54	195.00	
Kirk	6,881.78	4F0182	65.65	104.83	
Chandler E	9,106.63	2F0054	64.66	140.84	
Weitzel A	33,137.26	1C0218	36.89	898.27	
Moran	3,256.99	4H4412	54.64	59.61	

**District Managers Contract Training****00-01**

Date	Name	Campus	Contract Training
4/20/2001	Acena, Albert A		2
	Anderson, Paula		2
	Armstrong, Liz		2
	Atkins, Gregg		2
	Avelar, Linda		2
	Beniz, Tania		2
	Beno Barbara		2
	Bestock, Donna		2
	Briones Eloisa		2
	Carrington, Debbie		2
	Dilley, Gary		2
	Escobar, Maria		2
	Estes, Susan		2
	Friesen, John		2
	Galatolo, Ron		2
	Griff, Pat		2
	Gross, Jeanne		2
	Hayes, Linda		2
	Hemosillo, Imelda		2
	Hewitt, Tom		2
	Hughes Jennifer		2
	Johnson, Edwin M		2
	Kelly, Shirley		2
	Kowersi, Bob		2
	Lusca, Phyllis		2
	Martinez, Olivia G.		2
	McBride, Marilyn		2
	Morrisette, Nancy		2
	Mullen, John		2
	Pena, Jose		2
	Petropoulos, Gus		2
	Pontacq, Lynn		2
	Serna, Iren		2
	Sewart, John		2
	Sonner, Grace		2
	Stevens, Susie		2
	Willis, Janis		2
	Ybarra- Garcia, Rosemary		2

**District Managers Contract Training****00-01**

12/1/2000	Acena, Albert A	4
	Anderson, Paula	4
	Armstrong, Liz	4
	Atkins, Gregg	4
	Avelar, Linda	4
	Beniz, Tania	4
	Beno Barbara	4
	Bestock, Donna	4
	Briones Eloisa	4
	Carrington, Debbie	4
	Dilley, Gary	4
	Escobar, Maria	4
	Estes, Susan	4
	Friesen, John	4
	Galatolo, Ron	4
	Griff, Pat	4
	Gross, Jeanne	4
	Hayes, Linda	4
	Hemosillo, Imelda	4
	Hewitt, Tom	4
	Hughes Jennifer	4
	Johnson, Edwin M	4
	Kelly, Shirley	4
	Kowersi, Bob	4
	Lusca, Phyllis	3
	Martinez, Olivia G.	4
	McBride, Marilyn	4
	Morrisette, Nancy	4
	Mullen, John	4
	Pena, Jose	3
	Petropoulos, Gus	4
	Pontacq, Lynn	4
	Serna, Iren	4
	Sewart, John	4
	Sonner, Grace	3
	Stevens, Susie	4
	Willis, Janis	4
	Ybarra- Garcia, Rosemary	4
		4

**Preparation: 00-01**

<u>Name</u>	<u>AFT</u>	<u>CSEA</u>	<u>AFSCME</u>	<u>General</u>	<u>Postage</u>	<u>Grievances</u>	<u>Training</u>	<u>Workshop</u>	<u>Remark</u>
A. Yancey				60					5 hrs / mos
Carla Campillo							2		Task Force Mtg Meeting
G. Petropoulos				108					9 hrs / month
Green Carol							36		Contract training -3 hrs /mos
Janet Black							2		Task Force Mtg Meeting
Jennifer Hugues									Contract training
Lynn Pontacq	244.5	52		150.5			2		Task Force Mtg Meeting
Patricia Griffin			1				2		Task Force Mtg Meeting
Paul Anderson							2		Task Force Mtg Meeting
Phyllis C. Lucas			7.5	6.5					General
Ron Galatolo	23.5	4					2		Task Force Mtg Meeting
Sandra Saterfield							2		Task Force Mtg Meeting
Steven N Morehouse							2		Task Force Mtg Meeting
Tarrie Mitchell							3		Contract training
Robert Verzello				\$19,872					Sick Leave Program
Jose Nunez			1						Meeting 12/14/00
Linda DaSilva			1						Meeting 12/14/00

**Preparation for Negotiation**

**CSEA Members**

Stephanie Munson	35.5
Welch Catherine	8
Richard Tido	8
Kathy Chaika	46.5
Chery Navarrete	8
Paula Anderson	3
	24

**AFSCME Members**

Cliff Heap	9
Robert Post	11
Aubrey Randle	3
Mike Miraglio	8
Armardo Olvera	7
Juan Rico	4
Tony Gulli	11

Paula Anderson, 3 24  
Greg Marel whole time  
Ron 4  
Jose 4  
Linda 4

**AFT Members**

Mike Claire 10  
Paula Anderson 33  
Carol Green 2  
Greg Marel whole time  
Ron Galatolo 7  
Lynn Pontacq 5

**Other Service**

Consultants  
Berry, Fredrick  
Marvel, Greg A

\$300.00 AFT  
17,750.00 AFT

**Supplies**  
Office Supplies

1,565.25 Central Negotiation

Name	Salary	Total time	General Preparation	AFT	CSEA	AFSCME
Paul Anderson	94,176.00	1,170 Hrs Negotiation Preparation	280	35 328	13.5 239	17.5 257
Greg Marvel	17,750.00	177.50 hrs Negotiation Preparation		12 53	6 39	14 54
Weitzel A	33,137.26	Preparation	250	238	172	238

**Grevances****00-01**

<u>Name</u>	<u>Date</u>	<u>AFT</u>	<u>CSEA</u>	<u>AFSCME</u>
Jess Miller	23-Aug			1
	30-Aug			1
	6-Sep			1
	13-Sep			1.5
	14-Sep			1
	18-Sep			1
	18-Dec			1
Kathy Kerwin	23-Aug			1
	30-Aug			1
	6-Sep			1
	13-Sep			1.5
	14-Sep			1
	18-Sep			1
	18-Dec			1
Frances White	2/8/2001			0.5
Jon Dee	10/1/2000			2

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	Winton Act	Salary	Contracted	Total
			1974-75	& Benefits	Service	
1. Determine Appropriate bargaining units	None this period					
2. Decertification elections	None this period					
3. Cost of Negotiations (WINTON ACT)	45 meet-and-confer sessions were held between District and three employee organizations under the Winton Act.	A. Salaries & benefits Director of Personnel 70.0 hrs. @ \$16.07 (CEC, CSEA & AFSCME meetings)	1,124.90			
		Skyline College Pres. 30.0 hrs. @ \$17.18	538.50			
		Canada College Pres. 30.0 hrs. @ \$17.18	515.40			
		Dir. Fiscal Svc. 10.0 hrs. @ \$13.08	130.80			
		Personnel Specialist 10.0 hrs. @ \$8.18 (CSEA meetings)	81.80			
		Admin. Assistant 10.0 hrs. @ \$10.52	105.20			
		Chf. Insp. Plant & Fac. 30.0 hrs. @ \$11.60	348.00			
		Aux. Svcs. Special 30.0 hrs. @ \$11.05 (AFSCME meetings)	331.50			

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components (WINTON ACT)	Description of Activity	Cost Elements	Winton Act 1974-75	2000-2001	
				Salary & Benefits	Contracted Service
3. Cost of Negotiations (WINTON ACT)					
	Admin. Assistant 30.0 hrs. @ \$11.60		348.00		
	1/2 Supv. Pers. Ck. @ \$13,404 / yr.		6,702.00		
	Employee Benefits		1,022.61		
	B. Printing & Supplies		506.62		
	Post retirement- R. Verzello 333.0 hrs. @\$59.59		19,843.47		19,843.47
Cost of Negotiations (Rodda Act Costs) General	Negotiations General (Rodda Act Costs )				
	Director of Personnel - C. Green 3.6 hrs. @\$53.81 Benefits @ 21%		193.72 40.68		193.72 40.68
	Dean Special Projects - P. Anderson 260 hrs. @\$53.81 Benefits @ 21%		13,990.60 2,938.03		13,990.60 2,938.03
	V. President - CSM - P. Griffin 2 hrs. @\$59.59 Benefits @ 21%		119.18 25.03		119.18 25.03
	Assn. Chan Research & Tech - G. Petropoulos 108 hrs. @\$59.59 Benefits @ 21%		6,435.72 1,351.50		6,435.72 1,351.50
	Adm. Analyst - T. Mitchell 3 hrs. @\$36.89 Benefits @ 21%		110.67 23.24		110.67 23.24

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components General (Cont'd)	Description of Activity	Cost Elements	Winton Act		Total
			1974-75	Contracted Service	
	Negotiations General (Rodda Act Costs )				
	Sr. Programmer I - B. Dedo 24 hrs. @\$38.60 Benefits @ 21%		926.40 194.54		926.40 194.54
	Adm. Analyst - A. Weitzel 250 hrs. @\$36.89 Benefits @ 21%		9,222.50 1,936.73		9,222.50 1,936.73
	Director of Budget -L. Pontacq 150.50 hrs. @\$59.59 Benefits @ 21%		8,968.30 1,883.34		8,968.30 1,883.34
	Associate Chancellor - R. Galatolo 6.5 hrs. @\$69.06 Benefits @ 21%		448.89 94.27		448.89 94.27
	Administrative Assistance - A. Yancey 60 hrs. @\$31.12 Benefits @ 21%		1,867.20 392.11		1,867.20 392.11
AFT	AFT Planning/ Preparation	Adm. Analyst - A. Weitzel 238 hrs. @\$36.89 Benefits @ 21%	8,779.82 1,843.76		8,779.82 1,843.76
		Associate Chancellor - R. Galatolo 30.5 hrs @\$69.06 Benefits @ 21%	2,106.33 442.33		2,106.33 442.33

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	Winton Act		Total
			1974-75	2000-2001	
			Salary & Benefits	Supplies	Contracted Service
AFT Planning/ Preparation (Cont'd)	Director of Budget - L. Pontacq 245 hrs. @\$59.59 Benefits @ 21%		14,599.55 3,065.91		14,599.55 3,065.91
	Dean Technology - M. Claire 10 hrs. @\$53.81 Benefits @ 21%		538.10 113.00		538.10 113.00
	Dean Special Projects - P. Anderson 35 hrs. @\$53.81 Benefits @ 21%		1,883.35 395.50		1,883.35 395.50
	Director of H. R. - C. Green 2 hrs. @\$53.81 Benefits @ 21%		107.62 22.60		107.62 22.60
	Instructor Lang Art / Learn - Sky - E. Brenner 217 hrs. @\$63.70 Benefits @ 21%		13,822.90 2,902.81		13,822.90 2,902.81
	Consultant - G. Marvel 53 Hrs @ \$100			5,300.00	5,300.00
AFT Release time					
	Instructor PE - Sky - E. Chandler 141 hrs @\$64.66 Benefits @ 21%		9,117.06 1,914.58		9,117.06 1,914.58
	Instructor Math / Sci - Sky- G. Goth 195 hrs @\$69.54 Benefits @ 21%		13,560.30 2,847.66		13,560.30 2,847.66
	Instructor Social Sci - CSM - J. Kirk 105 hrs. @\$65.65 Benefits @ 21%		6,893.25 1,447.58		6,893.25 1,447.58

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	2000-2001		
			Winton Act 1974-75	Contracted Service	
			Salary & Benefits	Supplies	Total
AFT	AFT Release time (Cont'd)	Instructor Lang Art / Learn -K. Harer	25,889.07		25,889.07
		433 hrs @\$59.79 Benefits @ 21%	5,436.70		5,436.70
AFT	AFT Table Negotiations (11 sessions)	Instructor Sci / Math - Sky -C.J.J. Rivera	14,055.12		14,055.12
		243 hrs. @\$57.84 Benefits @ 21%	2,951.58		2,951.58
AFT	AFT Table Negotiations (11 sessions)	Consultant - G. Marvel		1,200.00	1,200.00
		12 Hrs @ \$100			
AFT	AFT Table Negotiations (11 sessions)	Director of Human Res. - C. Green	322.86		322.86
		6 hrs. @\$53.81 Benefits @ 21%	67.80		67.80
AFT	AFT Table Negotiations (11 sessions)	Director of Budget - L. Pontacq	893.85		893.85
		15 hrs. @\$59.59 Benefits @ 21%	187.71		187.71
AFT	AFT Table Negotiations (11 sessions)	Dean Technology - M. Claire	941.68		941.68
		17.5 hrs. @\$53.81 Benefits @ 21%	197.75		197.75
AFT	AFT Table Negotiations (11 sessions)	Dean Special Projects - P. Anderson	1,883.35		1,883.35
		35 hrs. @\$53.81 Benefits @ 21%	395.50		395.50
AFT	AFT Table Negotiations (11 sessions)	Associate Chancellor - R. Galatolo	1,325.96		1,325.96
		19.2 hrs. @\$69.06 Benefits @ 21%	278.45		278.45

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	Winton Act		Total
			1974-75	Salary & Benefits	
			Supplies	Service	
CSEA	CSEA Planning/Preparation	Adm. Assistant - A. Weitzel 172 hrs. @\$36.89 Benefits @ 21%		6,345.08 1,332.47	6,345.08 1,332.47
		Assn. Chancellor - R. Galatolo 4 hrs. @\$69.06 Benefits @ 21%		276.24 58.01	276.24 58.01
		Director of Budget - L. Pontacq 52 hrs @\$59.59 Benefits @ 21%		3,098.68 650.72	3,098.68 650.72
		Personnel Svc. Director-C. Green 20 hrs. @\$53.81 Benefits @ 21%		1,076.20 226.00	1,076.20 226.00
		Staff Assistant - C. Navarrete 8 hrs. @\$23.21 Benefits @ 21%		185.68 38.99	185.68 38.99
		Operation Assistance - K. Chaika 46.5 hrs. @\$23.21 Benefits @ 21%		1,079.27 226.65	1,079.27 226.65
		Purchasing Technician - S. Munson 35.5 hrs. @\$24.95 Benefits @ 21%		885.73 186.00	885.73 186.00

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	Winton Act		Total
			1974-75	Contracted Service	
			Salary & Benefits	Supplies	
CSEA	CSEA Planning/Preparation (Cont'd)	Elect. Tech - R. Tidd	225.60		225.60
		8 hrs. @\$28.2	47.38		47.38
		Benefits @ 21%			
		Operation Assistance - W. Catherine	185.68		185.68
		8 hrs. @\$23.21	38.99		38.99
		Benefits @ 21%			
		Consultant - G. Marvel		3,900.00	3,900.00
		39 Hrs @ \$100			
		Dean Special Project - P. Anderson	726.44		726.44
		13.5 hrs. @\$53.81	152.55		152.55
		Benefits @ 21%			
		Psy. Counseling -E. Rodriguez	278.16		278.16
		4 hrs. @\$69.54	58.41		58.41
		Benefits @ 21%			
		Operation Assistance - W. Catherine	452.60		452.60
		19.5 hrs. @\$23.21	95.05		95.05
		Benefits @ 21%			
		Operation Assistant -CSM- K. Chaika	452.60		452.60
		19.5 hrs. @\$23.21	95.05		95.05
		Benefits @ 21%			
		Staff Assistant-Canada - C. Navarette	431.15		431.15
		19.5 hrs. @\$22.11	90.54		90.54
		Benefits @ 21%			
		Purchasing Technican - S. Munson	463.32		463.32
		19.5 hrs. @\$23.76	97.30		97.30
		Benefits @ 21%			

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	Winton Act			Total
			1974-75	Salary & Benefits	Supplies Service	
	CSEA Table Negotiations (Cont'd)	Elect. Tech. - R. Tido 13.5 hrs. @\$28.2 Benefits @ 21%		380.70 79.95		380.70 79.95
		Consultant - G. Marvel 6 hrs @ \$100			600.00	600.00
AFSCME	AFSCME Planning & Preparation	Dean Special Project - P. Anderson 257 hrs. @\$53.81 Benefits @ 21%		13,829.17 2,904.13		13,829.17 2,904.13
		Engineer CSM - Tony Gulli 11 hrs. @\$30.08 Benefits @ 21%		330.88 69.48		330.88 69.48
		Dir. of Fac. & Planning - L. Dasilva 5 hrs. @\$45.2 Benefits @ 21%		226.00 47.46		226.00 47.46
		Personnel Svc. Director- C. Green 20 hrs. @\$53.81 Benefits @ 21%		1,076.20 226.00		1,076.20 226.00
		Engineer - C. Heap 9 hrs. @\$30.08 Benefits @ 21%		270.72 56.85		270.72 56.85
		Custodian - R. Post 11 hrs. @\$19.15 Benefits @ 21%		210.65 44.24		210.65 44.24

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	Winton Act		Total
			1974-75	2000-2001	
			Salary & Benefits	Supplies Service	
AFSCME	AFSCME Planning & Preparation (Cont'd)	Custodian - A. Randle	50.61		50.61
		3 hrs. @\$16.87	10.63		10.63
		Benefits @ 21%			
		Maintenance Engineer I - M. Miraglio	224.48		224.48
		8 hr. @\$28.06	47.14		47.14
		Benefits @ 21%			
		Custodian - A. Olvera	142.03		142.03
		7 hrs. @\$20.29	29.83		29.83
		Benefits @ 21%			
		Custodian - J. Rico	76.60		76.60
		4 hrs. @\$19.15	16.09		16.09
Benefits @ 21%					
Associate Chancellor - R. Galatolo	794.19		794.19		
11.5 hrs. @\$69.06	166.78		166.78		
Benefits @ 21%					
Exec. Dir. Of Fac Plan - J. Nunez	297.95		297.95		
5 hrs. @\$59.59	62.57		62.57		
Benefits @ 21%					
Adm. Assistant - A. Weitzel	8,779.82		8,779.82		
238 hrs. @\$36.89	1,843.76		1,843.76		
Benefits @ 21%					
Consultant - G. Marvel	5,400.00		5,400.00		
54 hrs @\$100					
AFSCME Table Neg. (11 sessions)	181.93		181.93		
	38.21		38.21		
Sr. Maint Engineer - C. Heap	661.76		661.76		
22 hrs. @\$30.08	138.97		138.97		
Benefits @ 21%					

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Winton Act				Contracted Service	Total
		1974-75	Salary & Benefits	Supplies			
	Sr. Maint Engineer - T. Gulli (Cont'd) 27 hrs. @\$30.08 Benefits @ 21%		812.16 170.55			812.16 170.55	
	Custodian - R. Post 27 hrs. @\$19.15 Benefits @ 21%		517.05 108.58			517.05 108.58	
	Custodian - A. Randle 6 hrs. @\$16.87 Benefits @ 21%		101.22 21.26			101.22 21.26	
	Maintenance Engineer I - M. Miraglia 19.5 hrs. @\$28.06 Benefits @ 21%		547.17 114.91			547.17 114.91	
	Custodian - A. Olvera 19.5 hrs. @\$20.29 Benefits @ 21%		395.66 83.09			395.66 83.09	
	Assn. Chancellor - R. Galatolo 10 hrs. @\$69.06 Benefits @ 21%		690.60 145.03			690.60 145.03	
	Dean Special Project - P. Anderson 17.5 hrs. @\$53.81 Benefits @ 21%		941.68 197.75			941.68 197.75	
	Dir. Of Fac. Plan - L. DaSilva 11.5 hrs. @\$45.2 Benefits @ 21%		519.80 109.16			519.80 109.16	
	Exec. Dir of Fac, Plan - J. Nunez 9.5 hrs. @\$59.59 Benefits @ 21%		566.11 118.88			566.11 118.88	
	Consultant - G. Marvel 14 hrs @ \$100				1,400.00	1,400.00	

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	Winton Act 1974-75	Salary & Benefits	Supplies	Contracted Service	Total
4. Impasse Proceedings	None for this period						
5. Collective Bargaining Agreement Disclosure	No time and record were kept for this period -( new for this period)						
6. Contract Administration	Arbitration, training sessions, Dean Special Projects - P. Anderson planning responses, fact-find 20 hrs @\$53.81 A. Grievances			1,076.20 226.00			1,076.20 226.00
	Associate Chancellor - R. Galaloto 3 hrs. @\$69.06 Benefits @ 21%			207.18 43.51			207.18 43.51
	Dir. of Personnel Svc- C. Green 12 hrs. @\$53.81 Benefits @ 21%			645.72 135.60			645.72 135.60
	President -Sky -F. White 1 hr. @\$69.86 Benefits @ 21%			69.86 14.67			69.86 14.67
	Inst. Soc/ Sci - J. Miller 7.5 hr. @\$38.7 Benefits @ 21%			290.25 60.95			290.25 60.95
	Career Resources - K. Kerwin 7.5 hr. @\$19.5 Benefits @ 21%			146.25 30.71			146.25 30.71
	Sr. Account Tech - J. Dee 2 hrs @\$26.85 Benefits @ 21%			53.70 11.28			53.70 11.28
	Purch Tech - S. Munson 2 hrs. @\$23.76 Benefits @ 21%			47.52 9.98			47.52 9.98
	Director of Budget - L. Pontacq 2 hrs. @\$59.59 Benefits @ 21%			119.18 25.03			119.18 25.03

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	Winton Act		Total
			1974-75	Contracted Service	
			Salary & Benefits	Supplies	
B. Training sessions					
	Assn. Chan Research - G. Petropoulos 6 hrs. @\$59.59 Benefits @ 21%		357.54 75.08		357.54 75.08
	Acting Human Resources Ed/Svc - B. Beno 6 hrs. @\$59.59 Benefits @ 21%		357.54 75.08		357.54 75.08
	Assn. Chan - R. Galatolo 6 hrs. @\$69.06 Benefits @ 21%		414.36 87.02		414.36 87.02
	Acting Dean, Math / Sci - R. Kowerski 6 hrs. @\$51.37 Benefits @ 21%		308.22 64.73		308.22 64.73
	V. President - S. Stevens 2 hrs. @\$51.37 Benefits @ 21%		102.74 21.58		102.74 21.58
	Coord. Of Lib Svc - G. Atkins 6 hrs. @\$42.96 Benefits @ 21%		257.76 54.13		257.76 54.13
	Dean Counseling - I. Hermosillo 6 hrs. @\$46.48 Benefits @ 21%		278.88 58.56		278.88 58.56
	Acting Dean EOP - I. Serna 6 hrs. @\$45.20 Benefits @ 21%		271.20 56.95		271.20 56.95
	Coord. Of Library Svc - T. Hewitt 6 hrs @\$42.96 Benefits @ 21%		257.76 54.13		257.76 54.13

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	Winton Act		Total
			1974-75	Salary & Benefits	
B. Training sessions	(Cont'd) 6 hrs @\$ 53.81 Benefits @ 21%	Dean, Division - Gary Dilley	322.86		322.86
			67.80		67.80
	6 hrs @\$59.59 Benefits @ 21%	V. President - P. Griffin	357.54		357.54
			75.08		75.08
	6 hrs @\$39.04 Benefits @ 21%	Inst. Learning Ctn - J. Gross	234.24		234.24
			49.19		49.19
	6 hrs. @\$42.96 Benefits @ 21%	Director of Operation - N. Morrissette	257.76		257.76
			54.13		54.13
	6 hrs. @\$51.37 Benefits @21%	Dean Counseling / Advis/ Matric - J. Hughes	308.22		308.22
			64.73		64.73
	6 hrs. @\$51.15 Benefits @21%	Dean- Canada - J. Friesen	306.90		306.90
			64.45		64.45
	6 hrs. @\$59.59 Benefits @\$21%	Director of Budget - L. Pontacq	357.54		357.54
			75.08		75.08
	6 hrs. @\$53.81 Benefits @ 21%	Dean, Social Sci - D. Bestock	322.86		322.86
			67.80		67.80
	6 hrs. @\$51.15 Benefits @21%	Dean, Sci/ Math - M. McBride	306.90		306.90
			64.45		64.45

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	2000-2001		
			Winton Act 1974-75	Contracted Service	
			Salary & Benefits	Supplies	Total
B. Training sessions	Dean Bus /Ind Relation - L. Avelar				
	(Cont'd) 6 hrs. @\$53.81		322.86		322.86
	Benefits @ 21%		67.80		67.80
	Dean Special Projects - P. Anderson				
	6 hrs @\$53.81		322.86		322.86
	Benefits @ 21%		67.80		67.80
	Dean Division - L. Phillips				
	6 hrs @\$51.15		306.90		306.90
	Benefits @ 21%		64.45		64.45
	Dean Adm/ Rec.- J. Mullen				
	6 hrs @\$51.15		306.90		306.90
	Benefits @ 21%		64.45		64.45
	Dean, Articulation & Research - J. Sewart				
	6 hrs. @\$53.81		322.86		322.86
	Benefits @ 21%		67.80		67.80
	Dean Bus / Soc Sci - Linda Hayes				
	6 hrs. @\$46.49		278.94		278.94
	Benefits @21%		58.58		58.58
	Adm. Assn - CAN - J. Pena				
	6 hrs @\$31.12		186.72		186.72
	Benefits @21%		39.21		39.21
	V. President Inst. - L. Armstrong				
	6 hrs @\$59.59		357.54		357.54
	Benefits @ 21%		75.08		75.08
	Coord. of EOPS - M. Escobar				
	6 hrs @\$43.15		258.90		258.90
	Benefits @ 21%		54.37		54.37

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	Winton Act		Total
			1974-75	Contracted Service	
	B. Training sessions	Dean - CSM - S. Estes	322.86		322.86
	(Cont'd)	6 hrs @\$53.81	67.80		67.80
		Benefits @ 21%			
		Dean, Division - G. Sonner	357.54		357.54
		6 hrs @\$59.59	75.08		75.08
		Benefits @ 21%			
		Dean, Soc. Sci - A. Acena	322.86		322.86
		6 hrs @\$53.81	67.80		67.80
		Benefits @ 21%			
		V. President -CAN - O. G. Martinez	339.78		339.78
		6 hrs. @\$56.63	71.35		71.35
		Benefits @ 21%			
		V. President - R. Ybarra - Garcia	357.54		357.54
		6 hrs. @\$59.59	75.08		75.08
		Benefits @ 21%			
		Business Supervisor -Sky - E. Briones	247.80		247.80
		6 hrs. @\$41.30	52.04		52.04
		Benefits @ 21%			
		President CSM - S. Kelly	419.16		419.16
		6 hrs. @\$69.86	88.02		88.02
		Benefits @ 21%			
		Acting Dean Math / Sci - T. Benliz	293.52		293.52
		6 hrs. @\$48.92	61.64		61.64
		Benefits @ 21%			
		Supervisor, Business - Can - D. Carrington	247.80		247.80
		6 hrs. @\$41.3	52.04		52.04
		Benefits @ 21%			

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2000-2001

Claim Components	Description of Activity	Cost Elements	Winton Act			Total
			1974-75	Salary & Benefits	Supplies	
B. Training sessions						
	Dean Creative Arts - J. Willis			293.52		293.52
	6 hrs. @\$48.92			61.64		61.64
	Benefits @ 21%					
	Dean Business - L. Avelar			322.86		322.86
	6 hrs. @\$53.81			67.80		67.80
	Benefits @ 21%					
	Dean PE/ Athletic - E. Johnson			306.90		306.90
	6 hrs. @\$51.15			64.45		64.45
	Benefits @ 21%					
7. Unfair Labor Practice						
8. Others						
	Supplies & Materials			1,922.34		1,922.34
	Postage			214.29		214.29
	Printing			1,565.25		1,565.25
	Legal Service				300.00	300.00
<b>Total</b>			11,755.33	288,973.66	3,701.88	18,100.00
						310,775.54

**San Mateo County Community College District**  
**Mandated Cost Reimbursement**  
**Salary and Benefits Table**  
**For 2000-01**

Postn	Social Sec. #	Name	Title	-----Collective Bargaining----- Salary and Benefit		
				Annual Earnings	Productive *Hrly Rate	Benefits Hrly Rate
4a0006		Acena, Albert A.	Dean, Soc Sci	94,176.00	53.81	11.30
1a0015		Anderson, Paula	Dean - Skyline	94,176.00	53.81	11.30
3a0004		Armstrong, Elizabeth	V.P. Inst.	104,280.00	59.59	12.51
2a0007		Avelar, Linda	Dean Bus / Ind Relation	94,176.00	53.81	11.30
1a0020		Beno, Barbara	Act. HR. /Ed Svcs	104,280.00	59.59	12.51
2a0006		Bestock, Donna J	Dean, Soc Sci / Creative	94,176.00	53.81	11.30
2f0086		Brenner, E	Instr. Lang Art/Learn	69,007.00	39.43	8.28
2c0114		Brones, Eloisa	Superv. College Bus. Svc	72,276.00	41.30	8.67
1c0317		Carrington, Debbie	Sr. Fin. Analyst	72,276.00	41.30	8.67
4c0118		Chaika, Kathy	Operation Assistant I	40,620.00	23.21	4.87
1c0284		Chang, Suk	Adm. Assistant	51,876.00	29.64	6.23
1c0295		Chow, Raymond	Chief Accountant	72,276.00	41.30	8.67
4a0008		Claire, Michael	Dean, Technology	94,176.00	53.81	11.30
2f0007		Contrera, Rivera	Instr. Sci/ Math	62,663.00	35.81	7.52
1a0017		DaSilva, Linda	Dir. Of Mtn Operation	79,104.00	45.20	9.49
1c0299		Dee, John	Sr. Acct Tech	46,980.00	26.85	5.64
1c0047		Dedo, Barbara	Sr. Programmer	67,548.00	38.60	8.11
4a0011		Dilley, Gary	Dean, Division	94,176.00	53.81	11.30
2f0031		Escobar, Maria	Director EOPS	75,516.00	43.15	9.06
4a0005		Estes, Susan	Dean - CSM Lang, Arts	94,176.00	53.81	11.30
1p0004		Friesen, John	Dean - Canada	19,872.00	11.36	2.38
1a0004		Galatolo, Ron	Associate Chancellor		69.06	14.50
2f0043		Goth, George	Inst. Sci / Math	75,336.00		
1a0009		Green, Carol	Director of Personnel	94,176.00	53.81	11.30
4a0019		Griffin, Pat	V.President -CSM	104,280.00	59.59	12.51
3f0103		Gross, Jeanne	Dir. Language Ctn	68,316.00	39.04	8.20
1c0068		Gulli, Tony	Sr. Maintenance Engineer	52,644.00	30.08	6.32
2f0003		Harer, K. E	Instr. Lang Art/Learn	64,777.00	37.02	7.77
3a0003		Hayes, Linda	Dean Bus / Soc Sci	89,904.00	51.37	10.79
1c0099		Heap, Clifford	Sr. Maintenance Engineer	52,644.00	30.08	6.32
2f0032		Hewitt, Thomas	Coord. Of Library Svc	79,104.00	45.20	9.49
2a0003		Hughes, Jennifer	Dean, Math	89,904.00	51.37	10.79
2a0008		Johnson, Edwin	Dean, PE / Athletic	89,508.00	51.15	10.74
3c0124		Kerwin, Kathy	Career Resources Aide	34,128.00	19.50	4.10
1c0297		Leong, Anita	Accountant- Payable	58,344.00	33.34	7.00
2a0014		Lucas, Phillips	Dean, Division	94,176.00	53.81	11.30
3a0008		Martinez, Olivia	V.President - Canada	104,280.00	59.59	12.51
2A0004		McBride, Marilyn	Dean, Sci / Math / Tech	94,176.00	53.81	11.30
4a0015		Morrisette, Nancy	Director of Operations			
4a0001		Mullen, John	Dean, Adm/Rec.-CSM	89,508.00	51.15	10.74
1c0042		Munson, Stephanie	Purchasing Technician	43,656.00	24.95	5.24
3c0065		Navarrete, Cheryl	Operation Assistant I	40,620.00	23.21	4.87
1a0019		Nunez, Jose	Exec. Dir Fac Mtn Oper.	104,280.00	59.59	12.51
1c0088		Olivera, Armardo	Custodian	35,516.00	20.29	4.26
3c0003		Pena, Josa	Adm. Assistant	54,468.00	31.12	6.54
1a0002		Petropoulos, Gus	Assn. Chan Research	104,280.00	59.59	12.51
1a0011		Pontacq, Lynn	Director of Budget	104,280.00	59.59	12.51
1c0111		Post, Robert	Custodian	33,516.00	19.15	4.02
1c0069		Randle, Aubrey	Custodian	29,520.00	16.87	3.54
1c0081		Rico, John	Custodian	33,516.00	19.15	4.02

3f0019	Serna, Jose	Acting Dean EOPS	75,104.00	45.20	9.49
4a0002	Sewart, John	Dean, Articulation	176.00	53.81	11.30
4a0017	Shirley, Kelly	V.President - CSM	122,256.00	69.86	14.67
4a0018	Sonner, Grace	Dean, Division	104,280.00	59.59	12.51
2a0012	Stevens, Susie	V.President - Skyline	19,872.00	11.36	2.38
2c0037	Tidd, Richard	Elect. Tech	49,356.00	28.20	5.92
1c0218	Weitzel, A	Adm. Analyst	64,560.00	36.89	7.75
2c0008	Welch, Catherine	Staff Assistant	39,504.00	22.57	4.74
2a0011	White, Frances	President	122,256.00	69.86	14.67
4a0012	Willis, Janis	Dean, Creative Arts	85,608.00	48.92	10.27
1c0217	Yancey, Allison	Adm. Assistant	54,468.00	31.12	6.54
2a0013	Ybarra-Garcia Rosemary	V. President	104,280.00	59.59	12.51

3f0099	Rodriguez, Ernest	Psy, Counseling	75,336.00	43.05	9.04
	Rivera, Contrera		62,663.00	57.84	12.15
	Harer Ke		64,777.00	59.79	12.56
	Brenner, E		69,007.00	63.70	13.38
	Goth, G		75,336.00	69.54	14.60
	Kirk, J		71,117.00	65.64	13.78
	Chandler, E		70,051.00	64.66	13.58
	Moran, Patricia M		32,456.16	54.64	11.47

**CLAIM FOR PAYMENT**  
Pursuant to Government Code Section 17561

**For State Controller Use Only**

**COLLECTIVE BARGAINING**

(19) Program Number 00011

(20) Date File   /  /  

(21) LRS Input   /  /  

Program

**011**

(01) Claimant Identification Number		S41100		Reimbursement Claim	
(02) Mailing Address				(22) CB-1, (03)(1)(e)	0
Claimant Name		San Mateo Co Comm Col. Dist		(23) CB-1, (03)(.2),(e)	0
County of Location		San Mateo County		(24) CB-1, (03)(3),(e)	408,662
Street Address or P.O.Box		3401 CSM Drive		(25) CB-1, (03)(.4),(e)	0
City San Mateo		State CA		Zip Code 94402	
(3) Type of Claim		(3) Estimated Claim	<input checked="" type="checkbox"/>	(9) Reimbursement	<input checked="" type="checkbox"/>
		(4) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>
		(5) Amended	<input type="checkbox"/>	(11) Amended	<input type="checkbox"/>
				(27) CB-1, (03)(.6),(e)	33,164
				(28) CB-1, (03)(7)(e)	0
				(29) CB-1, (04)(d)	9,500
(4) Period of claims		(6) 2002 / 2003	(12) 2001 / 2002	(30) CB-1, (04) (e)	441,826
(5) Total Claimed Amount		(7) 42,944	(13) 462,528	(31) CB-1, (05) (e)	11,755
(6) Less: 10% Late Penalty, not to exceed \$1000 (if applicable)				(32)	
(7) Less: Estimated Claim Payment Received				(33)	
				(15) 324,371	
(8) Net Claimed Amount				(34)	
(9) Due from State		(8) 42,944	(17) 138,157	(35)	
Due to State				(36)	

**(37) CERTIFICATION OF CLAIM:**

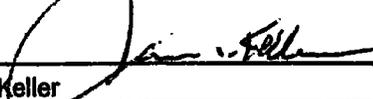
In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 961, Statutes of 1975 and Chapter 1213, Statutes of 1991; and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, Inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 961, Statutes of 1975 and Chapter 1213, Statutes of 1991.

The amounts for Estimated Claim and / or Reimbursement Claim are hereby claimed from the State for payment of estimated and / or actual costs for the mandated program of Chapter 961, Statutes of 1975 and Chapter 1213, Statutes of 1991, set forth on the attached statements.

Signature of Authorized Officer

Date

  
James Keller

1/25/03  
Title: Executive Vice Chancellor

Type or Print Name

(38) Name of Contact Person for Claim :  
Raymond Chow

Telephone Number (650) 358-6742  
E-Mail Address Chow@smccd.net

<b>Program</b>  <b>011</b>	<b>MANDATED COSTS</b> <b>COLLECTIVE BARGAINING</b> <b>CLAIM SUMMARY</b>	<b>Form</b> <b>CB-1</b>			
(01) Claimant <b>San Mateo County Community College District</b>	(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year <b>2001 / 2002</b>			
<b>Rodda Act Direct Costs</b>	<b>Cost Elements</b>				
<b>(03) Reimbursable Components:</b>					
	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Travel	(d) Contracted Services	(e) Total
1. Determination of Bargaining Units and Exclusive Representation					
2. Election of Unit Representation					
3. Cost of Negotiations	399,162			9,500	408,662
4. Impasse Proceedings					
5. Collective Bargaining Agreement Disclosure					
6. Contract Administration	32,265	898	-	-	33,164
7. Unfair Labor Practice Charges					
<b>(04) Total Rodda Act Direct Costs</b>	<b>431,427</b>	<b>898</b>	<b>-</b>	<b>9,500</b>	<b>441,826</b>
<b>Winton Act Direct Costs</b>					
(05) Base Year, 1974/75 Direct Costs	11,248	507		-	11,755
(06) Base Year Direct Costs Adjusted by IPD	[Line (05)(e)x3.219] for 2001/02 f.y				37,839
(07) Increased Direct Costs	[Line(04)(4) -line (06)]				403,986
<b>Indirect Costs</b>					
(08) Total Rodda Act Direct Costs less Contracted Services	[Line(04)(e) -line (04)(d)]				432,326
(09) Base Year Costs less Contracted Services adjusted by IPD	{[Line(05)(e) -line (05)(d)]x3.219}				37,839
(10) Increased Direct Costs less Contracted Services	[Line(08) -line (09)]				394,486
(11) Indirect Cost Rate	Form J-380, J580 or FAM-27C				14.84%
(12) Increased Indirect Costs	[Line(10) xline (11)]				58,542
(13) Total Increased Direct and Indirect Costs	[Line(07) + line (12)]				462,528
<b>Cost Reduction</b>					
(14) Less: Offsetting Savings, if applicable					0
(15) Less: Other Reimbursements, if applicable					0
(16) Total Claimed Amount	[Line(13) - {(line (14))+line(15)}]				462,528

<b>Program</b>  <b>011</b>	<b>MANDATED COSTS</b> <b>COLLECTIVE BARGAINING</b> <b>CLAIM SUMMARY</b>				<b>Form</b>  <b>CB-1</b>
(01) Claimant <b>San Mateo County Community College District</b>	(02) Type of Claim Reimbursement <input type="checkbox"/> Estimated <input checked="" type="checkbox"/>			Fiscal Year  <b>2002 / 2003</b>	
<b>Rodda Act Direct Costs</b>		<b>Cost Elements</b>			
<b>(03) Reimbursable Components:</b>					
	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Travel	(d) Contracted Services	(e) Total
1. Determination of Bargaining Units and Exclusive Representation					
2. Election of Unit Representation					
3. Cost of Negotiations	39,916			950	40,866
4. Impasse Proceedings					
5. Collective Bargaining Agreement Disclosure					
6. Contract Administration	33,556	934	-	-	34,490
7. Unfair Labor Practice Charges					
<b>(04) Total Rodda Act Direct Costs</b>	<b>73,472</b>	<b>934</b>	<b>-</b>	<b>950</b>	<b>75,356</b>
<b>Winton Act Direct Costs</b>					
(05) Base Year, 1974/75 Direct Costs	11,248	507		-	11,755
(06) Base Year Direct Costs Adjusted by IPD	[Line (05)(e)x3.219] for 2001/02 f.y				37,839
(07) Increased Direct Costs	[Line(04)(4) -line (06)]				37,517
<b>Indirect Costs</b>					
(08) Total Rodda Act Direct Costs less Contracted Services	[Line(04)(e) -line (04)(d)]				74,406
(09) Base Year Costs less Contracted Services adjusted by IPD	{[Line(05)(e) -line (05)(d)]x3.219}				37,839
(10) Increased Direct Costs less Contracted Services	[Line(08) -line (09)]				36,567
(11) Indirect Cost Rate	Form J-380, J580 or FAM-27C				14.84%
(12) Increased Indirect Costs	[Line(10) xline (11)]				5,427
(13) Total Increased Direct and Indirect Costs	[Line(07) + line (12)]				42,944
<b>Cost Reduction</b>					
(14) Less: Offsetting Savings, if applicable					0
(15) Less: Other Reimbursements, if applicable					0
(16) Total Claimed Amount	[Line(13) - {line (14)+line(15)}]				42,944

**MANDATED COSTS  
COLLECTIVE BARGAINING  
COMPONENT / ACTIVITY COST DETAIL**

Form  
CB -2

(01) Claimant: **San Mateo Co. Community College District**

(02) Fiscal Year costs were incurred:  
**2001 / 2002**

(03) Reimbursable Components: Check **only one box** per form to identify the component being claimed.

- |   |                          |                          |                                    |
|---|--------------------------|--------------------------|------------------------------------|
| 1. Determination of Bargaining Units and Exclusive Representation | <input type="checkbox"/> | <input type="checkbox"/> | 4. Election of Unit Representation |
| 2. Cost of Negotiations   | <input type="checkbox"/> | <input type="checkbox"/> | 5. Contract Administration         |
| 3. Impasse Proceedings  | <input type="checkbox"/> | <input type="checkbox"/> | 6. Unfair Labor Practice Charges   |

(04) Description of Expense: Complete columns (a) through (g).

**Object Accounts**

(a) Employee Name, Job Classification Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contracted Services	(g) Travel
<u>Reimbursement Components</u>						
(Details please see attached forms)						
Form CB 2.1-Determination of Bargaining Units						
Form CB 2.2- Election of Unit Representation						
Form CB 2.3-Cost of Negotiations			399,162		9,500	408,662
Form CB 2.4-Impasse Proceedings						
Form CB 2.5 Agreement Disclosure						
Form CB 2.6-Contract Administration			32,265	898	-	33,164
Form CB 2.7-Unfair Labor Practice Charges						
(05) Total <b>0</b> Subtotal <b>0</b>			431,427	898	9,500	441,826

MANDATED COSTS COLLECTIVE BARGAINING COMPONENT / ACTIVITY COST DETAIL					Form CB -2.1
(01) Claimant: <b>San Mateo Co. Community College District</b>			(02) Period of Claim: 7 / 1 / 01 through 6 / 30 / 02		
(03) Reimbursable Components: Determination of Bargaining Units and Exclusive Representation (Reference 6.1)					
(04) Component Activity	Object Accounts				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Bargaining Unit Lists					
B. PERB Hearings					
C. Substitute Teachers					
D. Travel Costs					
E. Transcripts					
(05) Other Activities ( List )					
(06) Total	0	0	0	0	0

<b>MANDATED COSTS COLLECTIVE BARGAINING COMPONENT / ACTIVITY COST DETAIL</b>					<b>Form CB -2.2</b>
(01) Claimant: <b>San Mateo Co. Community College District</b>			(02) Period of Claim: 7 / 1 / 01 through 6 / 30 / 02		
(03) Reimbursable Components: Election of Unit Representation ( Reference 6.2)					
(04) Component Activity	Rodda Act				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Precinct Voting List					
B. Ballot Tally Observers					
(05) Other Activities (List )					
(06) Total	0	0	0	0	0

<b>MANDATED COSTS                      COLLECTIVE BARGAINING                      COMPONENT / ACTIVITY COST DETAIL</b>					<b>Form                      CB -2.3</b>
(01) Claimant: <b>San Mateo Co. Community College District</b>			(02) Period of Claim: 7 / 1 / 01 through 6 / 30 / 02		
(03) Reimbursable Components: Cost of Negotiations ( Reference 6.3)					
(04) Component Activity	Rodda Act				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Representative's Contract					
B. Public Hearings					
C. Public Distribution of Proposed Contract					
D. District Contract Proposal					
E. Negotiation	354,181	44,981		9,500	408,662
F. Public Distribution of Final Contract					
(05) Other Activities ( List )					
(06) Total	354,181	44,981	-	9,500	408,662

**MANDATED COSTS  
COLLECTIVE BARGAINING  
COMPONENT / ACTIVITY COST DETAIL**

Form  
CB -2.4

(01) Claimant: **San Mateo Co. Community College District**

(02) Period of Claim:  
7 / 1 / 01 through 6 / 30 / 02

(03) Reimbursable Components: Impasse Proceedings (Reference 6.4)

(04) Component Activity	Object Accounts				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Mediation					
B. Factfinding					
(05) Other Activities ( List )					
(06) Total	0	0	0	0	0

**MANDATED COSTS  
COLLECTIVE BARGAINING  
COMPONENT / ACTIVITY COST DETAIL**

Form  
CB -2.5

(01) Claimant: **San Mateo Co. Community College District**

(02) Period of Claim:  
7 / 1 / 01 through 6 / 30 / 02

(03) Reimbursable Components: Collective Bargaining Agreement Disclosure

(04) Component Activity	Object Accounts				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Agreement Disclosure					
(05) Other Activities ( List )					
(06) Total	0	0	0	0	0

<b>MANDATED COSTS                      COLLECTIVE BARGAINING                      COMPONENT / ACTIVITY COST DETAIL</b>					<b>Form                      CB -2.6</b>
(01) Claimant: <b>San Mateo Co. Community College District</b>			(02) Period of Claim: 7 / 1 / 01 through 6 / 30 / 02		
(03) Reimbursable Components: Contract Administration ( Reference 6.5)					
(04) Component Activity	Object Accounts				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Grievances	5,556	1,167			6,723
B. Training Sessions	21,407	4,135			25,542
C. Contract Disputes Presented Before PERB					
D. Appeal of PERB Ruling					
(05) Other Activities ( List )					
Supplies & Materials			412		412
Travel			487		487
					-
(06) Total	26,963	5,302	898	-	33,164

**MANDATED COSTS  
COLLECTIVE BARGAINING  
COMPONENT / ACTIVITY COST DETAIL**

Form  
CB -2.7

(01) Claimant: **San Mateo Co. Community College District**

(02) Period of Claim:  
7 / 1 / 01 through 6 / 30 / 02

(03) Reimbursable Components: Unfair Labor Practice Charges (Reference 6.6)

(04) Component Activity	Object Accounts				
	(a) Salaries	(b) Benefits	(c) Other	(d) Cont. Svc	(e) Total
A. Unfair Labor Practice Presented to PERB					
B. Appeal of PERB Ruling					
(05) Other Activities ( List )					
(06) Total	0	0	0	0	0

MANDATED COST						FORM
INDIRECT COST RATE FOR COMMUNITY COLLEGES						FAM-29C
(01) Claimant: San Mateo County Community College District				(02) Fiscal Year:		2001-2002
(03) Expenditure by Activity				(04) Allowable Costs		
Expenditures by Activity	EDP	Total	Adjustments	Total	Indirect	Direct
Subtotal Instruction	599	46,692,700	895,738	45,796,962		45,796,962
Instructional Administration	6000					
Academic Administration	301	4,457,539	139,138	4,318,401		4,318,401
Course & Curriculum Development	302	1,403,822	272,322	1,131,500		1,131,500
Instructional Support Services	6100					
Learning Center	311	1,273,462	142,102	1,131,360		1,131,360
Library	312	1,885,998	181,727	1,704,271		1,704,271
Media	313	496,589	14,695	481,894		481,894
Museums and Galleries	314	369	-	369		369
Admissions and Records	6200	3,029,476	36,105	2,993,371		2,993,371
Counseling and Guidance	6300	4,718,789	128,439	4,590,350		4,590,350
Other Student Services	6400					
Financial Aid Administration	321	1,254,499	13,906	1,240,593		1,240,593
Health Services	322	1,160,692	23,300	1,137,392		1,137,392
Job Placement Services	323	6,325	-	6,325		6,325
Student Personnel Administration	324	795,069	22,688	772,381		772,381
Veterans Services	325					
Other Student Services	329	1,644,173	128,931	1,515,242		1,515,242
Operation & Maintenance of Plant	6500					
Building Maintenance & Repairs	331	1,033,642	7,020	1,026,622	71,864	954,758
Custodial Services	332	2,096,691	-	2,096,691	146,768	1,949,923
Grounds Maintenance & Repairs	333	760,475	-	760,475	53,233	707,242
Utilities	334	2,209,768	-	2,209,768	154,684	2,055,084
Other	339	1,466,786	273,277	1,193,509	83,546	1,109,963
Planning and Policy Making	6600	3,305,297	30,090	3,275,207	3,275,207	0
General Inst. Support Services	6700					
Community Relations	341	1,426,649	3,271	1,423,378	1,423,378	0
Fiscal Operations	342	3,152,217	57,003	3,095,214	3,095,214	0
General Administrative Services	343	3,179,359	476,680	2,702,679	2,702,679	0
Logistical Services	344	1,518,778	112,786	1,405,992	1,405,992	0
Staff Services	345	1,308,152	4,906	1,303,246		1,303,246
Noninstr. Staff Benefits & Incentives	346	594,458	-	594,458		594,458
Community Services	6800					
Community Relations	351	332,889	17,531	315,358		315,358
Community Services Classes	352	700,634	37,960	662,674		662,674
Community Use	353	187,136	5,596	181,540		181,540

MANDATED COST						FORM
INDIRECT COST RATE FOR COMMUNITY COLLEGES						FAM-29C
(01) Claimant: San Mateo County Community College District				(02) Fiscal Year:		2001-2002
(03) Expenditure by Activity				(04) Allowable Costs		
Expenditures by Activity	EDP	Total	Adjustments	Total	Indirect	Direct
Ancillary Services	6900					
Bookstores	361	7,134		7,134		7,134
Child Development Center	362	42,458		42,458		42,458
Farm Operations	363					
Food Services	364			0		0
Parking	365	978,650	158,571	820,079		820,079
Student & Co-Curricular Activities	366	966,159	10,223	955,936		955,936
Student Housing	367					
Other	379					
Auxiliary Operations	7000					
Auxiliary Classes	381	397,308	58,874	338,434		338,434
Other Auxiliary Operations	382	5,108,608	320,853	4,787,755		4,787,755
Physical Property	7100	12,632	(974)	13,606		13,606
(05) Total		99,605,382	3,572,758	96,032,624	12,412,565	83,620,059
(06) Indirect Cost Rate: [Total Indirect Cost / Total Direct Cost]						14.84
<b>INSTRUCTIONS</b>						

(01) Enter the name of the claimant.

(02) Enter the fiscal year in which the indirect cost is applicable.

(03) Enter total expenditures as reported in California Community Colleges Annual Financial and Budget Report, Expenditures by Activity (CCFS-311). List as adjustments, unallowable costs and capital expenditures, as reported in column 4 of the California Community Colleges Annual Financial and Budget Report, Expenditures by Activity (CCFS-311).

(04) Subtract Adjustments from Total Expenditures/Activity to compute Total Allowable Costs.

Accounts that should be classified as indirect costs are: Planning and Policy Making, Fiscal Operations, General Administrative Services, and Logistical Services. If any costs included in these accounts are claimed as mandated costs (i.e., salaries of employees performing mandated cost activities), the costs should be reclassified as a direct cost. A college may classify an indirect, a portion of the expenses reported in the account Operation and Maintenance of Plant. The claimant has the option of using a 7% indirect cost rate or a higher percentage is allowable if the college can support its allocation basis. The following groups of accounts should be classified as direct costs: Instruction, Instructional Administration, Instructional Support Services, Admissions and Records, Counseling and Guidance, Other Student Services, Operation and Maintenance, Community Relations, Staff Services, Non-instructional Staff Retirees' Benefits and Retirement Incentives, Community Services, Ancillary Services and Auxiliary Operations.

(05) Total expenditures by activity for each column.

(06) Determine indirect cost rate by dividing Total indirect Cost by Total Direct Cost.

**Table Negotiation**

Fiscal Year 2001-02

**AFSCME:**

13 Sessions  
 Nadie Bledsoe  
 Paula Anderson, Jose Nunez, Linda Da Silva, Armando Olvera, Bob Post, Tony Gulli, Jozsef Veres, Juan Rico, Phen Ly, Jim Albanese  
 Tom Thomas, Terry Tindell, Luis Hernandez, Paula Bray, Danny Glass, Oscar Siguenza, Ignacio Carlos, Joel Rivas, Carol Reed, Rick Jolly

**AFSCME:**

	8/23/01	9/17/01	9/18/01	10/31/01	12/13/01	2/7/02	2/14/02	2/21/02	2/28/02	3/14/02	4/4/02	5/2/02	6/6/02 Total
Anderson	2	2	2	2	2	2	2	2	2	2	1	2	2
Da Silva	2	2	2	3	2	2	2	2	2	2	1	2	2
Martinez				3						2		2	2
Rios													6
Gulli	2				2	2	2	2	2	3	3	2	2
Thomas											1		2
Post		2											2
Carlos				3									2
Nunez	2	2			2	2	2	2	2	2	2		2
Thomas					2	2	2	2	2	3	3	2	3
Hernandez					2	2	2	2	2	3	3		3
Tindell					2	2	2	2	2	3	3		3
Rivas													14
Reed													9
Jolly													11
Siguenza				3									2
Glass				3									2
Olivera	2				2	2	2	2	2	3			9
Post	2				2	2	2	2	2	3			11
Veres	2												2
Albanese													14
Bray				3									3
Ly						2	2	2	2	3	3		14
Rico	2	2											11
Pontacq			2			2	2	2	2	2	1		11
Total	16	10	6	21	12	18	20	20	20	27	18	10	147

**AFTI**

22 Sessions  
 Paul Roose  
 Katharine Harer, Joaquin Rivera

**Facilitator:**

Jim Albanese, Linda Avelar, Paula Anderson, Michael Claire, Victoria Clinton, Romy Thiele

	10/4/01	10/8/01	10/29/01	11/26/01	12/10/01	12/13/01	12/19/01	1/24/02	1/28/02	2/4/02	2/11/02	2/25/02	3/4/02	3/11/02
Jim Albanese	2	1.5	2	3	1	3	3	3	4	4	4	4	4	4
Linda Avelar	2	1.5	2	3	1	3	3	3	4	4	4	4	4	4
Paula Anderson	2	1.5	2	3	1	3	3	3	4	4	4	4	4	4
Micael Claire	2	1.5	2	3	1	3	3	3	4	4	4	4	4	4
Victoria Clinton	2	1.5	2	3	1	3	3	3	4	4	4	4	4	4
Romy Thiele	2	1.5	2	3	1	3	3	3	4	4	4	4	4	4
Katherine Harer	2	1.5	2	3	1	3	3	3	4	4	4	4	4	4
Joaquin Rivera	2	1.5	2	3	1	3	3	3	4	4	4	4	4	4
Total	16	12	16	24	8	24	24	24	32	32	32	32	32	32

**CSEA**

8 sessions

Diana Hull, Clyde Rivers, John Martinez, Welch Catherine, Kathy Chaika, Stephanie Munson, Cheryl Navarrete, John Martinez, Paul Anderson, Richard Tido

Representative Union Member	7/12/01	8/2/01	8/16/01	9/27/01	10/31/01	11/7/01	11/14/01	12/12/01	12/5/01	1/9/03	1/11/02	1/22/02	1/25/02	1/25/02
Cheryl Navarrete	2	2	2	2	2	2	1	1	2	1	3	2	1	3
Chuck La Mere	2	2	2	2	2	2	1	1	2	1	3	2	1	3
Charles Jones	2	2	2	2	2	2	1	1	2	1	3	2	1	3
Cathy Welch	2	2	2	2	2	2	1	1	2	1	3	2	1	3
Stephanie Munson	2	2	2	2	2	2	1	1	2	1	3	2	1	3
Richard Tidd	2	2	2	2	2	2	1	1	2	1	3	2	1	3
Paula Anderson	2	2	2	2	2	2	1	1	2	1	3	2	1	3
Kathy Chiaka	2	2	2	2	2	2	1	1	2	1	3	2	1	3
John Martinez	2	2	2	2	2	2	1	1	2	1	3	2	1	3
Total	18	18	18	18	18	18	9	9	18	9	27	18	9	27

AFSCME	Grievance / Resolution				Total
	1/24/02	4/1/02	4/15/02	4/15/02	
Anderson	3	3	2.5	8.5	
Da Silva		3	2.5	5.5	
Martinez		3			
Rios					
Gulli	3			3	
Thomas		2		2	
Post					
Carlos					
Nunez					
Thomas	3		2.5	5.5	
Hernandez	3			3	
Tindell	3			3	
Rivas		2	2.5	4.5	
Reed		2	2.5	4.5	
Jolly		2	2.5	4.5	
Bledsoe	3			3	
Glass		3	2.5	5.5	
Olivera		2		2	
Post					
Veres					
Albanese	3		2.5	5.5	
Bray		3		3	
Ly					
Rico					
Pontacq	3			3	
Total	18	22	20	60	

AFT

	Total					
	3/18/02	4/1/02	4/10/02	4/22/02	5/1/02	5/17/02
Jim Albanese	4	4	2	8	3	9
Linda Avelar	4	4	2	8	3	9
Paula Anderson	4	4	2	8	3	9
Micael Claire	4	4	2	8	3	9
Victoria Clinton	4	4	2	8	3	9
Romy Thiele	4	4	2	8	3	9
Katherine Harer	4	4	2	8	3	9
Joaquin Rivera	4	4	2	8	3	9
Total	32	32	16	64	24	72
						604

	21/30/02	2/6/02	2/8/02	2/22/02	2/27/02	3/6/02	3/15/02	4/3/02	4/17/02	5/1/02	5/24/02	6/12/02	Total
Cheryl Navarrete	2	1	2	2	2	1	3.5	1	1	1	2.5	1	20
Chuck La Mere	2	1	2	2	2	1	3.5	1	1	1	2.5	1	20
Charles Jones	2	1	2	2	2	1	3.5	1	1	1	2.5	1	20
Cathy Welch	2	1	2	2	2	1	3.5	1	1	1	2.5	1	20
Stephanie Munson	2	1	2	2	2	1	3.5	1	1	1	2.5	1	20
Richard Tidd	2	1	2	2	2	1	3.5	1	1	1	2.5	1	20
Paula Anderson	2	1	2	2	2	1	3.5	1	1	1	2.5	1	20
Kathy Chiaka	2	1	2	2	2	1	3.5	1	1	1	2.5	1	20
John Martinez	2	1	2	2	2	1	3.5	1	1	1	2.5	1	20
	0	9	18	18	18	9	31.5	9	9	9	22.5	9	180

**Release Time****2001 / 2002**

	<u>Amount</u>	<u>Posn</u>	<u>Hrly Rate</u>	<u>Total Hrs</u>	<u>S/S #</u>
Rivera Contrera	13,200.00	2F0007	38.32	344.47	
Harer Katharine	6,600.00	2F0003	39.61	166.62	
Brenner Eric	5,011.00	2F0086	42.20	118.74	
Goth George	3,300.00	2F0043	46.07	71.63	
Kirk John	6,600.00	4F0182	43.49	151.76	
Chandler Eliz	14,991.00	2F0054	42.84	349.93	
Moran Patricia	3,562.66	4H4412	54.64	65.20	
Searle John	6,600.00	4H4414	62.83	105.05	
Thiele Romelia	6,585.00	3H3411	62.83	104.81	
Clinton Victoria	1,840.05	4H4411	62.83	29.29	
Total	68,289.71				

**District Managers Contract Training****2001 / 2002**

Date	Name	Campus	Contract Training
4/2/2002	Acena, Albert		1.5
	Aevedo, Jill		1.5
	Albanese, Jim		1.5
	Anderson, Paula		1.5
	Armstrong, Liz		1.5
	Avakian, John		1.5
	Avelar, Linda		1.5
	Bestock, Donna		1.5
	Blackman, Bernie		1.5
	Claire, Mike		1.5
	Da Silva, Linda		1.5
	Dilley, Gary		1.5
	Estes, Susan		1.5
	Galatolo, Ron		1.5
	Green, Carol		1.5
	Hancock, Sherri		1.5
	Hay, Kuni		1.5
	Hayes, Linda		1.5
	Hughes, Jennifer		1.5
	Irber, Sandy		1.5
	Kelly, Shirley		1.5
	Kowersi, Bob		1.5
	Loeffler, Bob		1.5
	Lusca, Phyllis		1.5
	Marrtinez, Anita		1.5
	Mcbride, Marilyn		1.5
	McPartin, Michael		1.5
	Mellor, Sandra		1.5
	Nunez, Jose		1.5
	Perez, Rosa		1.5
	Pontacq, Lynn		1.5
	Sonner, Grace		1.5
	Swett, Denise		1.5
	Villareal, Henry B.		1.5
	White, Dawn		1.5
	Williamson, Michael		1.5
	Wolf, Andreas		1.5
Total			34.5
4/3/2002			
	Aram, Minoo		0.5
	Barreles, Lorraine		0.5
	Boecks, Janice		0.5
	Bray, Paula		0.5
	Butterfiled, James		0.5
	Calibo, Arlene		0.5
	Carrington, Deborah		0.5
	Chang, Suki		0.5
	Chow, Raymond		0.5

Dedo, Barbara	0.5
Dunbar, Joanne	0.5
Fenne, David	0.5
Glass, Danny	0.5
Hampton, Karen	0.5
Hart, Michael	0.5
Hechim, Phyllis	0.5
Hewitt, Thomas	0.5
Hoo, Robert	0.5
Ko, Maggie	0.5
Koenig, Joann	0.5
Leach, Ellen	0.5
Leong, Anita	0.5
Martinez, Diane	0.5
Mathias, Terry	0.5
Miller, Ruth	0.5
Mitchell, Tarrie	0.5
Nunes, Victoria	0.5
Pang, Stephen	0.5
Pettersen, Kathleen	0.5
Regan, Carol	0.5
Schulz, Sabrina	0.5
Trott, Joanne	0.5
Voris, Joyce	0.5
Walsh, Michael	0.5
Warshawer, Linda	0.5
White, Dawn	0.5
Witham, Bradley	0.5
Witham, Jasmine	0.5
Yancey, Allyson	0.5

Total

19.5

AFSCME, AFT and CSEA - Negotiation preparation  
9/10, 9/11 & 9/12/01

	10-Sep	11-Sep	12-Sep	Total
Albanes, Jim	6	6	6	18
Anderson, Paula	6	6	6	18
Bledsoe, Nadia	6	6	6	18
Chandler, Elizabeth	6	6	6	18
Chang, Suki	6	6	6	18
Claire, Michael	6		6	12
Copeland, Keith	6	6	6	18
Da Silva, Linda	6	6	6	18
Deamer, Pat	6	6	6	18
Dimond, Pat	6			6
Galatolo, Ron	6	6	6	18
Harer, Katharine	6	6	6	18
Hausman, Helen	6	6	6	18
Holober, Richard	6			6
Hull, Diana	6	6	6	18
Jones Charles	6	6	6	18
Kaplan, Dan	6	6	6	18
La Mere, Chuck	6	6	6	18

Martinez, John	6	6	6	18
Navarrete, Cheryl	6	6	6	18
Nicholls, Annie	6	6	6	18
Olvera, Armando	6	6	6	18
Pontacq, Lynn	6	6	6	18
Post, Bob	6	6	6	18
Rico, Juan	6	6	6	18
Rivera, Joaquin		6	6	12
Schwarz, Karen	6	6	6	18
Searle, John	6	6	6	18
Serna, Irene	6	6	6	18
Thiele, Romy	6	6	6	18
Thomas, Thomas	6	6	6	18
Tidd Richard	6	6	6	18
Tindell Terry	6	6	6	18
Welch, Cathy	6	6	6	18
Wilcox, Phyllis	6	6	6	18

Total

Other:

Education Mandated Cost Network 3,500.00

Legal Service for Unfair Labor Practice

Lozano Smith, Fresno, CA 5/26-6/25/02 945

**Preparation: 2001 / 2002**

<u>Name</u>	<u>AFT</u>	<u>CSEA</u>	<u>AFSCME</u>	<u>General</u>	<u>Postage</u>	<u>Grievances</u>	<u>Training</u>	<u>Workshop</u>	<u>Remark</u>
Suki Chang				73					Time sheet
Green Carol							36		Contract training -3 hrs /mos
Robert Verzello	48			\$21,267					Sick Leave Program
Janet Webster				\$ 154,080					Sick Leave Program
Jim Albanese				22					Chief Negotiator
Linda Avelar				44					1* 22 sessions
Paula Anderson				22					2* 22 sessions
Michael Claire				22					1* 22 sessions
Victoria Clinton				22					1* 22 sessions
Romy Thiele				22					1* 22 sessions

**Preparation for Negotiation**

<u>CSEA Members</u>	
Stephanie Munson	39
Welch Catherine	16
Richard Tido	16
Kathy Chaika	39
Chery Navarrete	16

**AFSCME Members**

Linda Da Silva	26	2 * 13 sessions
Paula Anderson	26	2 * 13 sessions
Tony Gulli	6.5	.5 * 13 sessions
Armardo Olvera	6.5	.5 * 13 sessions
Robert Post	6.5	.5 * 13 sessions
Joszeif Veres	6.5	.5 * 13 sessions
Juan Rico	6.5	.5 * 13 sessions

**AFT Members**

Eloisa Briones	2.5
Ellen Lee	2.5
Pat Dimond	1.5
Terry Watson	1.5

Other Service  
Consultants

Glaser & Associates

\$9,500.00 AFT / CSEA & AFSME

Supplies  
Office Supplies

Union Management relationship on Sept 01

411.91

Central Negotiation

Travel

Union Management relationship on Sept 01

486.56

2001 / 2002

Name  
Paul Anderson

Salary  
96,192.00  
66.66%  
Total time  
1,170 Hrs  
Negotiation  
Preparation

General  
Preparation

AFT

CSEA

AFSCME

235.5  
75.5  
328  
20  
239  
15  
257  
110.5  
1059.5

Lynn Pontacq

Preparation

105.5

200

202.5

59

Minoo Aram

Preparation

63.5

Jim Albanese

154,080.00  
80%  
1400 hours  
Negotiation  
Planning

320.5

75.5  
452

295

257

75.5  
1324.5

1400

**Grevances****2001 / 2002**

<u>Name</u>	<u>Date</u>	<u>AFT</u>	<u>CSEA</u>	<u>AFSCME</u>
Linda Da Silva				8.5
Terry Tindell				3
Joel Rivas				4.5
Carol Reed				4.5
Lynn Pontacq	1-Jan			3
Rick Jolly				4.5
John Martinez				5.5
Danny Glass				5.5
Tony Gulli				3
Thomas Thomas				7.5
Luis Hernandez				3
Armando Olvera				2
Susan Estes	25-May		2	
	30-May		1.5	
	22-Jun		3	
Frances While	1/7/2002		1	
	2/6/2002		1	
	9/20/2002		1	
Patrica Griffin	2001-02		36.5	
Jim Albanese				3
Paula Bray				5.5

**San Mateo County Community College District**

Claimant Number: S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	2001-2002		
			Winton Act 1974-75	Salary & Benefits	Supplies Service
1. Determine Appropriate bargaining units	None this period				
2. Decertification elections	None this period				
3. Cost of Negotiations (WINTON ACT)	45 meet-and-confer sessions were held between District and three employee organizations under the Winton Act	A. Salaries & benefits Director of Personnel 70.0 hrs. @ \$16.07 (CEC, CSEA & AFSCME meetings)	1,124.90		
		Skyline College Pres. 30.0 hrs. @ \$17.18	538.50		
		Canada College Pres. 30.0 hrs. @ \$17.18	515.40		
		Dir. Fiscal Svc. 10.0 hrs. @ \$13.08	130.80		
		Personnel Specialist 10.0 hrs. @ \$8.18 (CSEA meetings)	81.80		
		Admin. Assistant 10.0 hrs. @ \$10.52	105.20		
		Chf. Insp. Plant & Fac. 30.0 hrs. @ \$11.60	348.00		
		Aux. Svcs. Special 30.0 hrs. @ \$11.05 (AFSCME meetings)	331.50		

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	2001-2002				
			Winton Act 1974-75	Salary & Benefits	Supplies	Contracted Service	Total
<b>3. Cost of Negotiations (WINTON ACT)</b>							
	Admin. Assistant 30.0 hrs. @ \$11.60		348.00				
	1/2 Supv. Pers. Clk. @ \$13,404 / yr.		6,702.00				
	Employee Benefits		1,022.61				
	B. Printing & Supplies		506.62				
	Post retirement- R. Verzello 216.5 hrs. @\$77.02			16,674.83			16,674.83
<b>Cost of Negotiations (Rodda Act Costs) General</b>							
	Director of Personnel - C. Green 36 hrs. @\$57.58 Benefits @ 21%			2,072.88 435.30			2,072.88 435.30
	Dean Special Projects - P. Anderson 236 hrs. @\$57.58 Benefits @ 21%			13,588.88 2,853.66			13,588.88 2,853.66
	Director of Budget - L. Pontacq 106 hrs. @\$63.76 Benefits @ 21%			6,758.56 1,419.30			6,758.56 1,419.30
	Assn. Chan / Negotiator - J. Albanese 321 hrs. @\$88.05			28,264.05			28,264.05
	Adm. Assistant - S. Chang 73 hrs. @\$32.12 Benefits @ 21%			2,344.76 492.40			2,344.76 492.40
	Dean Business - L. Avelar 22 hrs. @\$57.58 Benefits @ 21%			1,266.76 266.02			1,266.76 266.02

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	Winton Act 1974-75			Total
			Salary & Benefits	Supplies	Contracted Service	
<b>General (Cont'd)</b>	Negotiations General (Rodda Act Costs)	Dean of Technology - M Claire 22 hrs. @\$57.58 Benefits @ 21%	1,266.76 266.02			1,266.76 266.02
		P/T Instructor - V. Clinton 22 hrs. @\$62.83 Benefits @ 21%	1,382.26 290.27			1,382.26 290.27
		P/T Instructor - R. Thiele 22 hrs. @\$62.83 Benefits @ 21%	1,382.26 290.27			1,382.26 290.27
<b>AFT</b>	AFT Planning/ Preparation	Sup. College Bus. Svc - E. Briones 2.5 hrs. @\$41.3 Benefits @ 21%	103.25 21.68			103.25 21.68
		Payroll Clerk - E. Lee 2.5 hrs. @\$25.84 Benefits @ 21%	64.60 13.57			64.60 13.57
		Dean Special Project - P. Anderson 328 hrs. @\$57.58 Benefits @ 21%	18,886.24 3,966.11			18,886. 3,966.11
		Sup. College Bus. Svc - P. Dimond 1.5 hrs. @\$39.14 Benefits @ 21%	58.71 12.33			58.71 12.33
		Payroll Clerk - T. Watson 1.5 hrs. @\$26.51 Benefits @ 21%	39.77 8.35			39.77 8.35
		Director of Budget - L. Pontacq 200 hrs. @\$63.76 Benefits @ 21%	12,752.00 2,677.92			12,752.00 2,677.92

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	Winton Act 1974-75		2001-2002	
			Salary & Benefits	Supplies	Contracted Service	Total
AFT Planning/ Preparation (Cont'd)	Ass. Chancellor / Negotiator - J. Albanese 452 hrs. @\$88.05		39,798.60			39,798.60
AFT Release time	Instructor PE - Sky - E. Chandler 349.5 hrs @\$42.84 Benefits @ 21%		14,972.58 3,144.24			14,972.58 3,144.24
	Instructor Math / Sci - Sky- G. Goth 71.5 hrs @\$71.63 Benefits @ 21%		5,121.55 1,075.53			5,121.55 1,075.53
	Instructor Social Sci - CSM - J. Kirk 151.5 hrs. @\$43.48 Benefits @ 21%		6,587.22 1,383.32			6,587.22 1,383.32
	P/T Instructor - V. Clinton 29 hrs. @\$62.83 Benefits @ 21%		1,822.07 382.63			1,822.07 382.63
	P/T Instructor - P. Moran 65 hrs. @\$54.64 Benefits @ 21%		3,551.60 745.84			3,551.60 745.84
	P/T Instructor - J Searle 105 hrs. @\$62.83 Benefits @ 21%		6,597.15 1,385.40			6,597.15 1,385.40
	P/T Instructor - R. Thiele 104.5 hrs. @\$62.83 Benefits @ 21%		6,565.74 1,378.81			6,565.74 1,378.81

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	Winton Act		Total
			1974-75	Salary & Benefits	
AFT Release time	Instructor Lang Art / Learn -K. Harer (Cont'd) 166.5 hrs @\$39.61 Benefits @ 21%			6,595.07 1,384.96	6,595.07 1,384.96
	Instructor Sci / Math - Sky -C. Rivera 344 hrs. @\$38.32 Benefits @ 21%			13,182.08 2,768.24	13,182.08 2,768.24
	Instructor Lang Art/Learn-E. Brenner 118.5 hrs. @\$42.2 Benefits @ 21%			5,000.70 1,050.15	5,000.70 1,050.15
AFT Table Negotiations (22 sessions)	Assn Chancellor/Negotiator - J. Albanese 75.5 hrs. @\$88.05			6,647.78	6,647.78
	Dean Bus/Ind.Rel - L. Avelar 75.5 hrs. @\$57.58 Benefits @ 21%			4,347.29 912.93	4,347.29 912.93
	Dean Technology - M. Claire 75.5 hrs. @\$57.58 Benefits @ 21%			4,347.29 912.93	4,347.29 912.93
	Dean Special Projects - P. Anderson 75.5 hrs. @\$57.58 Benefits @ 21%			4,347.29 912.93	4,347.29 912.93
	P/T Instructor - V. Clinton 75.5 hrs. @\$62.83 Benefits @ 21%			4,743.67 996.17	4,743.67 996.17
	P/T Instructor - R. Thiele 75.5 hrs. @\$62.83 Benefits @ 21%			4,743.67 996.17	4,743.67 996.17

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	Winton Act		Total	
			1974-75	Salary & Benefits		
CSEA	CSEA Planning/Preparation	Assn Chancellor/Negotiator - J. Albanese 295 hrs. @\$88.05	25,974.75		25,974.75	
		Dean Special Projects - P. Anderson 239 hrs. @\$57.58 Benefits @ 21%	13,761.62 2,889.94		13,761.62 2,889.94	
		Director of Budget - L. Pontacq 202.5 hrs @\$63.76 Benefits @ 21%	12,911.40 2,711.39		12,911.40 2,711.39	
		Personnel Svc. Director- C. Green 20 hrs. @\$57.58 Benefits @ 21%	1,151.60 241.84		1,151.60 241.84	
		Operation Assistant I - C. Navarrete 16 hrs. @\$38.3 Benefits @ 21%	612.80 128.69		612.80 128.69	
		Operation Assistant I - K. Chaika 39 hrs. @\$26.14 Benefits @ 21%	1,019.46 214.09		1,019.46 214.09	
		Purchasing Technician - S. Munson 39 hrs. @\$27.03 Benefits @ 21%	1,054.17 221.38		1,054.17 221.38	
		Elect. Tech - R. Tidd 16 hrs. @\$32.29 Benefits @ 21%	516.64 108.49		516.64 108.49	
		Adm. Record Assn II - C. Welch 16 hrs. @\$24.85 Benefits @ 21%	397.60 83.50		397.60 83.50	

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	Winton Act	Contracted	Total	
			1974-75	Service		
			Salary & Benefits	Supplies		
CSEA	CSEA Table Negotiations (16 sessions)	Dean Special Project - P. Anderson 20 hrs. @\$57.58 Benefits @ 21%	1,151.60 241.84		1,151.60 241.84	
		Adm. Record Assn II - C. Welch 20 hrs. @\$24.85 Benefits @ 21%	497.00 104.37		497.00 104.37	
	Operation Assistant - K. Chaika 20 hrs. @\$26.14 Benefits @ 21%	522.80 109.79		522.80 109.79		
	Operation Assistant I - C. Navarrete 20 hrs. @\$38.3 Benefits @ 21%	766.00 160.86		766.00 160.86		
	Purchasing Technican - S. Munson 20 hrs. @\$27.03 Benefits @ 21%	540.60 113.53		540.60 113.53		
	Elect. Tech. - R. Tidd 20 hrs. @\$32.29 Benefits @ 21%	645.80 135.62		645.80 135.62		
	AFSCME	AFSCME Planning & Preparation	Dean Special Project - P. Anderson 257 hrs. @\$57.58 Benefits @ 21%	14,798.06 3,107.59		14,798.06 3,107.59
			Sr Maint. Engineer - Tony Gulli 6.5 hrs. @\$33.23 Benefits @ 21%	216.00 45.36		216.00 45.36
			Dir. of Maint Operation - L. DaSilva 26 hrs. @\$45.2 Benefits @ 21%	1,175.20 246.79		1,175.20 246.79

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	Winton Act		Total
			1974-75	Salary & Benefits	
AFSCME	AFSCME Planning & Preparation (Cont'd)	Custodian - R. Post 11 hrs. @\$19.15 Benefits @ 21%	210.65	44.24	210.65 44.24
		Assn Chancellor/Negotiator - J. Albanese 257 hrs. @\$88.05	22,628.85		22,628.85
		Custodian - A. Olvera 6.5 hrs. @\$21.72 Benefits @ 21%	141.18	29.65	141.18 29.65
		Custodian - J. Rico 6.5 hrs. @\$19.15 Benefits @ 21%	124.48	26.14	124.48 26.14
		Director of Budget - L. Pontacq 59 hrs. @\$63.76 Benefits @ 21%	3,761.84	789.99	3,761.84 789.99
		Custodian - L. Hernandez 16 hrs. @\$22.8 Benefits @ 21%	364.80	76.61	364.80 76
		Sr. Maint Engineer - T. Gulli 16 hrs. @\$33.23 Benefits @ 21%	531.68	111.65	531.68 111.65
		Custodian - R. Post 13 hrs. @\$22.53 Benefits @ 21%	292.89	61.51	292.89 61.51
		Custodian - T. Tidell 14 hrs. @\$23.03 Benefits @ 21%	322.42	67.71	322.42 67.71

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	Winton Act		Total
			1974-75	Contracted Service	
			Salary & Benefits	Supplies	
	AFSCME Table Neg.				
	(Cont'd) 9 hrs. @ \$21.72	Custodian - A. Olivera	195.48		195.48
	Benefits @ 21%		41.05		41.05
		Custodian - P. Ly	309.54		309.54
	14 hrs. @ \$22.11		65.00		65.00
	Benefits @ 21%				
		Dean Special Project - P. Anderson	863.70		863.70
	15 hrs. @ \$57.58		181.38		181.38
	Benefits @ 21%				
		Dir. of Maint Operation - L. DaSilva	587.60		587.60
	13 hrs. @ \$45.2		123.40		123.40
	Benefits @ 21%				
		Exec. Dir of Fac. Mtc Operation - J. Nunez	255.04		255.04
	4 hrs. @ \$63.76		53.56		53.56
	Benefits @ 21%				

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Winton Act 1974-75 Salary & Benefits Contracted Service

Cost Elements Supplies Total

**4. Impasse Proceedings** Description of Activity None for this period

**5. Collective Bargaining Agreement Disclosure** No time and record were kept for this period -( new for this period)

Claim Components	Description of Activity	Cost Elements	Winton Act 1974-75 Salary & Benefits	Supplies	Contracted Service	Total
6. Contract Administration	Arbitration, training sessions, Dean Special Projects - P. Anderson planning responses, fact-find 20 hrs @\$57.58 A. Grievances		1,151.60 241.84			1,151.60 241.84
		Dir. of Maint Operation - L. DaSilva 8.5 hrs. @\$45.2 Benefits @ 21%	384.20 80.68			384.20 80.68
		Custodian - T. Tidell 3 hrs. @\$23.03 Benefits @ 21%	69.09 14.51			69.09 14.51
		Ground Keeper Head-J Rivas 4.5 hr. @\$25.09 Benefits @ 21%	112.91 23.71			112.91 23.71
		Ground Keeper - C. Reed 4.5 hr. @\$21.37 Benefits @ 21%	96.17 20.20			96.17 20.20
		Broadcast Engr II - J. Martinez 5.5 hrs @\$34.74 Benefits @ 21%	191.07 40.12			191.07 40.12
		Sup of Fac - D. Glass 5.5 hrs. @\$40.47 Benefits @ 21%	222.59 46.74			222.59 46.74
		Director of Budget - L. Pontacq 3 hrs. @\$63.76 Benefits @ 21%	191.28 40.17			191.28 40.17
		Sr. Maint Engineer - T. Gulli 3 hrs. @\$33.23 Benefits @ 21%	99.69 20.93			99.69 20.93

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	Winton Act 1974-75	2001-2002		Total
				Salary & Benefits	Supplies Contracted Service	
A. Grievances (Cont'd)		Custodian - L. Hernandez 3 hrs. @\$22.8 Benefits @ 21%	68.40		68.40	
			14.36		14.36	
		Custodian - A. Olvera 2 hrs. @\$21.72 Benefits @ 21%	43.44		43.44	
			9.12		9.12	
		Dean/CSM Lang Art - S. Estes 6.5 hrs. @\$57.58 Benefits @ 21%	374.27		374.27	
			78.60		78.60	
		President - F. White 3 hrs. @\$74.75 Benefits @ 21%	224.25		224.25	
			47.09		47.09	
		V. President - P. Griffin 36.5 hrs. @\$63.76 Benefits @ 21%	2,327.24		2,327.24	
			488.72		488.72	

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	Winton Act	2001-2002	
			1974-75	Salary & Benefits	Contracted Service
				Supplies	Total
B. Training sessions					
	KCSM Business Mgr - J. Azevedo			57.33	57.33
	1.5 hrs. @\$38.22			12.04	12.04
	Benefits @ 21%				
	Assn Chancellor/Negotiator - J. Albanese		1,716.98		1,716.98
	19.5 hrs. @\$88.05				
	Acting Dean, Math / Sci - R. Kowerski			86.37	86.37
	1.5 hrs. @\$57.58			18.14	18.14
	Benefits @ 21%				
	Acting Dean EOP - I. Serna			870.48	870.48
	18 hrs. @\$48.36			182.80	182.80
	Benefits @ 21%				
	Coord. Of Library Svc - T. Hewitt			24.18	24.18
	0.5 hrs @\$48.36			5.08	5.08
	Benefits @ 21%				
	Dean, Division - Gary Dilley			86.37	86.37
	1.5 hrs @\$ 57.58			18.14	18.14
	Benefits @ 21%				
	Dean Math - J. Hughes			82.46	82.46
	1.5 hrs. @\$54.97			17.32	17.32
	Benefits @21%				
	Director of Budget - L. Pontacq			1,243.32	1,243.32
	19.5 hrs. @\$63.76			261.10	261.10
	Benefits @\$21%				
	Dean, Social Sci - D. Bestock			86.37	86.37
	1.5 hrs. @\$57.58			18.14	18.14
	Benefits @ 21%				

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	Winton Act 1974-75			Total
			Salary & Benefits	Supplies	Contracted Service	
B. Training sessions	Dean, Sci/ Math - M. McBride (Cont'd) 1.5 hrs. @\$53.81 Benefits @21%		80.72 16.95		80.72 16.95	
	Dean Bus /Ind Relation - L. Avelar 1.5 hrs. @\$57.58 Benefits @ 21%		86.37 18.14		86.37 18.14	
	Dean Special Projects - P. Anderson 19.5 hrs @\$57.58 Benefits @ 21%		1,122.81 235.79		1,122.81 235.79	
	Dean Bus / Soc Sci - Linda Hayes 1.5 hrs. @\$57.49 Benefits @21%		86.24 18.11		86.24 18.11	
	Dean Sci. - L. Armstrong 1.5 hrs @\$57.58 Benefits @ 21%		86.37 18.14		86.37 18.14	
	Dean - CSM - S. Estes 1.5 hrs @\$57.58 Benefits @ 21%		86.37 18.14		86.37 18.14	
	Dean, Division - G. Sonner 1.5 hrs @\$63.76 Benefits @ 21%		95.64 20.08		95.64 20.08	
	Dean, Soc. Sci - A. Acena 1.5 hrs @\$57.58 Benefits @ 21%		86.37 18.14		86.37 18.14	
	V President CSM - S. Kelly 1.5 hrs. @\$74.75 Benefits @ 21%		112.13 23.55		112.13 23.55	

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	2001-2002		
			Winton Act 1974-75	Salary & Benefits	Supplies Contracted Service
	B. Training sessions				
	(Cont'd)	Sr Fin Analyst - D. Carrington			
		0.5 hrs. @\$48.3	24.15	5.07	24.15
		Benefits @ 21%			5.07
		Dir Ed Net/Multi - J. Avakian			
		1.5 hrs. @\$57.58	86.37	18.14	86.37
		Benefits @ 21%			18.14
		Dir Plan/Research - B. Blackman			
		1.5 hrs. @\$48.36	72.54	15.23	72.54
		Benefits @ 21%			15.23
		Dean Tech - M. Claire			
		13.5 hrs. @\$57.58	777.33	163.24	777.33
		Benefits @ 21%			163.24
		Dir. of Maint Operation - L. DaSilva			
		19.5 hrs. @\$45.2	881.40	185.09	881.40
		Benefits @ 21%			185.09
		Personnel Svc. Director- C. Green			
		1.5 hrs. @\$57.58	86.37	18.14	86.37
		Benefits @ 21%			18.14
		Dean Acting AR - S. Hancock			
		1.5 hrs. @\$49.73	74.60	15.67	74.60
		Benefits @ 21%			15.67
		Dean Humanities - K. Hay			
		1.5 hrs. @\$57.49	86.24	18.11	86.24
		Benefits @ 21%			18.11
		Dir Collge Dev - S. Irber			
		1.5 hrs. @\$41.18	61.77	12.97	61.77
		Benefits @ 21%			12.97
		Dean Div - P. Lucas			
		1.5 hrs. @\$55.36	83.04	17.44	83.04
		Benefits @ 21%			17.44

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	2001-2002		
			Winton Act 1974-75	Contracted Service	
			Salary & Benefits	Supplies	Total
B. Training sessions	Dean Lang Art - A. Martinez		83.04		83.04
	(Cont'd) 1.5 hrs. @\$55.36		17.44		17.44
	Benefits @ 21%				
	Dean Enrol Svc - M. McPartin		83.10		83.10
	1.5 hrs. @\$55.4		17.45		17.45
	Benefits @ 21%				
	Dean Corp Comm Ed - S. Mellor		86.37		86.37
	1.5 hrs. @\$57.58		18.14		18.14
	Benefits @ 21%				
	Exec. Dir of Fac. Mtc Operation - J. Nunez		95.64		95.64
	1.5 hrs. @\$63.76		20.08		20.08
	Benefits @ 21%				
	President - R. Perez		112.13		112.13
	1.5 hrs. @\$74.75		23.55		23.55
	Benefits @ 21%				
	V. President - D. Swett		95.87		95.87
	1.5 hrs. @\$63.91		20.13		20.13
	Benefits @ 21%				
	Dean AR - H. Villareal		74.60		74.60
	1.5 hrs. @\$49.73		15.67		15.67
	Benefits @ 21%				
	Sr HR - D. White		45.74		45.74
	2 hrs. @\$22.87		9.61		9.61
	Benefits @ 21%				
	Dean Sci/Math - M. Williamson		70.70		70.70
	1.5 hrs. @\$47.13		14.85		14.85
	Benefits @ 21%				

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	2001-2002		
			Winton Act 1974-75	Salary & Benefits	Supplies Contracted Service
	B. Training sessions				
	(Cont'd)				
	Dean PE - A. Wolf				
	1.5 hrs. @\$49.73		74.60		74.60
	Benefits @ 21%		15.67		15.67
	Adm Analyst - M. Aram				
	0.5 hrs. @\$34.84		17.42		17.42
	Benefits @ 21%		3.66		3.66
	Program Sup - L. Barrales				
	0.5 hrs. @\$24.74		12.37		12.37
	Benefits @ 21%		2.60		2.60
	Fin Analyst - J. Butterfield				
	0.5 hrs. @\$37.17		18.59		18.59
	Benefits @ 21%		3.90		3.90
	Adm Analyst - A. Calibo				
	0.5 hrs. @\$37.17		18.59		18.59
	Benefits @ 21%		3.90		3.90
	Adm Assistant - S. Chang				
	18.5 hrs. @\$32.12		594.22		594.22
	Benefits @ 21%		124.79		124.79
	Chief Accountant - R. Chow				
	0.5 hrs. @\$46.24		23.12		23.12
	Benefits @ 21%		4.86		4.86
	Sr Programmer - B. Dedo				
	0.5 hrs. @\$41.82		20.91		20.91
	Benefits @ 21%		4.39		4.39
	Asst Register - J. Dunbar				
	0.5 hrs. @\$40.68		20.34		20.34
	Benefits @ 21%		4.27		4.27
	CoEd Cord - D. Fenne				
	0.5 hrs. @\$31.46		15.73		15.73
	Benefits @ 21%		3.30		3.30

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	2001-2002		
			Winton Act 1974-75	Contracted Service	
			Salary & Benefits	Supplies	Total
B. Training sessions	Sup of Facilities - D. Glass				
	(Cont'd)				
	0.5 hrs. @\$40.47		20.24		20.24
	Benefits @ 21%		4.25		4.25
	CoEd Cord - K. Hampton				
	0.5 hrs. @\$30.04		15.02		15.02
	Benefits @ 21%		3.15		3.15
	Sys Programmer - M. Hart				
	0.5 hrs. @\$42.44		21.22		21.22
	Benefits @ 21%		4.46		4.46
	Adm Asst - P. Hechim				
	0.5 hrs. @\$36.97		7.39		7.39
	Benefits @ 21%		1.55		1.55
	Accountant/Payroll - R. Hoo				
	0.5 hrs. @\$37.1		18.55		18.55
	Benefits @ 21%		3.90		3.90
	Accountant - M. Ko				
	0.5 hrs. @\$40.27		20.14		20.14
	Benefits @ 21%		4.23		4.23
	Asst Register - J. Koenig				
	0.5 hrs. @\$35.77		17.89		17.89
	Benefits @ 21%		3.76		3.76
	Admin Asst - E. Leach				
	0.5 hrs. @\$28.93		14.47		14.47
	Benefits @ 21%		3.04		3.04
	Accountant/Payable - A. Leong				
	0.5 hrs. @\$36.56		18.28		18.28
	Benefits @ 21%		3.84		3.84

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	2001-2002					
			Winton Act 1974-75	Salary & Benefits	Supplies	Contracted Service	Total	
	B. Training sessions							
	(Cont'd)	Supr Facilities - D. Martinez						
		0.5 hrs. @\$37.26		18.63				18.63
		Benefits @ 21%		3.91				3.91
		Prog Supr - T. Mathias						
		0.5 hrs. @\$32.41		16.21				16.21
		Benefits @ 21%		3.40				3.40
		Asst Register - R. Miller						
		0.5 hrs. @\$40.22		20.11				20.11
		Benefits @ 21%		4.22				4.22
		Admin Asst - T. Mitchell						
		0.5 hrs. @\$32.12		16.06				16.06
		Benefits @ 21%		3.37				3.37
		Admin Asst - V. Nunez						
		0.5 hrs. @\$33.45		16.73				16.73
		Benefits @ 21%		3.51				3.51
		Accountant - S. Pang						
		0.5 hrs. @\$34.83		17.42				17.42
		Benefits @ 21%		3.66				3.66
		Admin Asst - K. Pettersen						
		0.5 hrs. @\$33.31		16.66				16.66
		Benefits @ 21%		3.50				3.50
		Accountant/Payroll - S. Schulz						
		0.5 hrs. @\$30.02		15.01				15.01
		Benefits @ 21%		3.15				3.15
		Sr Programmer - J. Trott						
		0.5 hrs. @\$43.47		21.74				21.74
		Benefits @ 21%		4.57				4.57

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	2001-2002		
			Winton Act 1974-75	Contracted Service	
			Salary & Benefits	Supplies	Total
	B. Training sessions				
	(Cont'd)	Sup Op/Production - J. Voris			
		0.5 hrs. @\$42.69	21.35		21.35
		Benefits @ 21%	4.48		4.48
		Theater Designer - M. Walsh			
		0.5 hrs. @\$35.64	17.82		17.82
		Benefits @ 21%	3.74		3.74
		Senior HR - L. Warshawer			
		0.5 hrs. @\$30.8	15.40		15.40
		Benefits @ 21%	3.23		3.23
		Tech Svc Supr - B. Witham			
		0.5 hrs. @\$37.19	18.60		18.60
		Benefits @ 21%	3.91		3.91
		Web Sup Analyst - J. Witham			
		0.5 hrs. @\$35.82	17.91		17.91
		Benefits @ 21%	3.76		3.76
		Adm Asst - A. Yancey			
		0.5 hrs. @\$33.31	16.66		16.66
		Benefits @ 21%	3.50		3.50
		Intr PE - E. Chandler			
		18 hrs. @\$42.83	770.94		770.94
		Benefits @ 21%	161.90		161.90
		P/T Instr - P. Deamer			
		18 hrs. @\$62.83	1,130.94		1,130.94
		Benefits @ 21%	237.50		237.50
		Sup. College Bus. Svc - P. Dimond			
		6 hrs. @\$39.14	234.84		234.84
		Benefits @ 21%	49.32		49.32
		Instr Lang/Art Learn - K. Harer			
		18 hrs. @\$39.61	712.98		712.98
		Benefits @ 21%	149.73		149.73

**San Mateo County Community College District**

Claimant Number: S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	2001-2002		
			Winton Act 1974-75	Contracted Service	
			Salary & Benefits	Supplies	Total
B. Training sessions	Computer Support - C. Jones		494.10		494.10
	(Cont'd) 18 hrs. @\$27.45		103.76		103.76
	Benefits @ 21%				
	Broadcast Engr II - J. Martinez		625.32		625.32
	18 hrs @\$34.74		131.32		131.32
	Benefits @ 21%				
	Operation Asst I - C. Navarrete		689.40		689.40
	18 hrs @\$38.3		144.77		144.77
	Benefits @ 21%				
	Instr Bus - A. Nicholis		689.40		689.40
	18 hrs @\$38.3		144.77		144.77
	Benefits @ 21%				
	Custodian - A. Olvera		390.96		390.96
	18 hrs @\$21.72		82.10		82.10
	Benefits @ 21%				
	Custodian - R. Post		405.54		405.54
	18 hrs @\$22.53		85.16		85.16
	Benefits @ 21%				
	Custodian - J. Rico		344.70		344.70
	18 hrs @\$19.15		72.39		72.39
	Benefits @ 21%				
	Instr/Sci Math - J. Rivera		459.72		459.72
	12 hrs @\$38.31		96.54		96.54
	Benefits @ 21%				
	P/T Instr - J. Searle		1,130.94		1,130.94
	18 hrs @\$62.83		237.50		237.50
	Benefits @ 21%				

**San Mateo County Community College District**

Claimant Number : S41100

**Collective Bargaining**

2001-2002

Claim Components	Description of Activity	Cost Elements	2001-2002			
			Winton Act 1974-75	Salary & Benefits	Supplies	Contracted Service
					Total	
B. Training sessions	(Cont'd)	P/T Instr - R. Thiele 18 hrs @\$62.83 Benefits @ 21%	1,130.94	237.50		1,130.94 237.50
		Elec. Tech - R. Tidd 18 hrs @\$32.29 Benefits @ 21%	581.22	122.06		581.22 122.06
		Custodian - T. Tindell 18 hrs @\$23.03 Benefits @ 21%	414.54	87.05		414.54 87.05
		AR Asst II - K. Welch 18 hrs @\$24.85 Benefits @ 21%	447.30	93.93		447.30 93.93
		Admin Asst - P. Wilcox 18 hrs @\$24.45 Benefits @ 21%	440.10	92.42		440.10 92.42
7. Unfair Labor Practice	Not for this period					
8. Others		Supplies & Materials Travel Legal Service (Glaser & Associates)		411.91 486.56	9,500.00	411.91 486.56 9,500.00
<b>Total</b>			<b>11,755.33</b>	<b>431,426.65</b>	<b>898.47</b>	<b>441,825.12</b>

**S Mateo County Community College Distr**  
**Mandated Cost Reimbursement**  
**Salary and Benefits Table**  
**2001 / 2002**

Postn	Social Sec. #	Name	Title	Collective Bargaining Salary and Benefit		
				Annual Earnings	Productive *Hrly Rate	Benefits Hrly Rate
4a0006		Acena, Albert A.	Dean, Soc Sci	100,764	57.58	12.09
1A0021		Albanese, Jim	Assn Chancellor/Negotiator	154,080	88.05	-
1a0015		Anderson, Paula	Dean - Special Project	100,764	57.58	12.09
1C0315		Aram, Minoo	Adm Analyst	60,964	34.84	7.32
3a0004		Armstrong, Elizabeth	Dean Sci	100,764	57.58	12.09
4A0022		Avakian, John	Dir.Ed Net Multimedia	100,764	57.58	12.09
2a0007		Avelar, Linda	Dean Bus / Ind Relation	100,764	57.58	12.09
4C0271		Azevedo, Jill	KCSM Bus Manager	66,884	38.22	8.03
3C0167		Barrales, Lorraine	Prog. Supervisor	43,298	24.74	5.20
2a0006		Bestock, Donna J	Dean, Soc Sci / Creative	100,764	57.58	12.09
2A0018		Blackman, Bernie	Dir. Plan and Reserch	84,636	48.36	10.16
2f0086		Brenner, Eric	Instr. Lang Art/Learn	73,837	42.19	8.86
2c0114		Briones, Eloisa	Superv. College Bus. Svc	72,276	41.30	8.67
1C0319		Butterfield, James	Fin analyst	65,050	37.17	7.81
		Calibo, Arlene	Adm Analyst	65,050	37.17	7.81
1C0152		Carlos, Ignacio	Superv. College Bus. Svc	40,232	22.99	4.83
1c0317		Carrington, Debbie	Sr. Fin. Analyst	84,526	48.30	10.14
4c0118		Chaika, Kathy	Operation Assistant I	45,746	26.14	5.49
2F0054		Chandler, Eliz	Instr. P E	74,955	42.83	8.99
1c0284		Chang, Suk	Adm. Assistant	56,206	32.12	6.74
1c0295		Chow, Raymond	Chief Accountant	80,917	46.24	9.71
4a0008		Claire, Michael	Dean, Technology	100,764	57.58	12.09
4H4411		Clinton, Victoria	Part time Instructor	109,953	62.83	13.19
1a0017		DaSilva, Linda	Dir. Of Mtn Operation	79,104	45.20	9.49
2H2411		Deamer, Pat	Part time Instructor	109,953	62.83	13.19
1c0047		Dedo, Barbara	Sr. Programmer	73,179	41.82	8.78
4a0011		Dilley, Gary	Dean, Division	100,764	57.58	12.09
		Dimond, pat	Superv. College Bus. Svc	68,502	39.14	8.22
4C0024		Dunbar, Joanne	Assistant Registrar	71,182	40.68	8.54
4a0005		Estes, Susan	Dean - CSM Lang, Arts	100,764	57.58	12.09
4C0259		Fenne, David	Corp Ed. Prog. Coord	55,050	31.46	6.61
1a0004		Galatolo, Ron	Chancellor	-	-	-
3C0044		Glass, Danny	Sup of Facilities	70,829	40.47	8.50
2f0043		Goth, George	Inst. Sci / Math	80,610	46.06	9.67
1a0009		Green, Carol	Director of Personnel	100,764	57.58	12.09
4a0019		Griffin, Pat	V.President -CSM	111,576	63.76	13.39
1c0068		Gulli, Tony	Sr. Maintenance Engineer	58,159	33.23	6.98
4C0256		Hampton, Karen	Corp Ed prog. Coord	52,568	30.04	6.31
2A0002		Hancock, Sherri	Dean Acting Adm Records	87,024	49.73	10.44
2F0003		Harer, Katherine	Instr. Lang Art/Learn	69,311	39.61	8.32
1C0058		Hart, Michael	System programmer	74,264	42.44	8.91
3A0005		Hay, Kuni	Dean Humanities	100,614	57.49	12.07
3a0003		Hayes, Linda	Dean Bus / Soc Sci	100,614	57.49	12.07
4C0006		Hechim, Phyllis	Adm. Assistant	64,695	36.97	7.76
1C0113		Hernandez, Luis	Custodian	39,902	22.80	4.79
2f0032		Hewitt, Thomas	Coord. Of Library Svc	84,636	48.36	10.16
1C0296		Hoo, Robert	Accountant- Payroll	64,927	37.10	7.79
2a0003		Hughes, Jennifer	Dean, Math	96,192	54.97	11.54
2A0019		Irber, Sandy	Dir. Coll. Devleopt	72,064	41.18	8.65
4C0220		Jones, Charles	Computer Support	48,046	27.45	5.77
4a0017		Kelly, Shirley	V.President - CSM	130,812	74.75	15.70

4F0182	Kirk, Jo	Inst. Soc Sci	76,095	43.48	9.13
4C0318	Ko, Mary	Accountant	70,469	40.27	8.46
2C0166	Koenig, Joann	Assistant Registrar	62,601	35.77	7.51
4A0004	Kowersi, Bob	Dean Math & Sci	100,764	57.58	12.09
4C0317	Leach, Ellen	Adm. Assistant	50,633	28.93	6.08
2C0077	Lee, Ellen	Payroll Clerk I	45,222	25.84	5.43
1c0297	Leong, Anita	Accountant- Payable	63,979	36.56	7.68
2a0014	Lucas, Phillips	Dean, Division	96,876	55.36	11.63
1C0079	Ly, Phen	Custodian	38,685	22.11	4.64
2A0014	Martinez, Anita	Dean Lang Arts	96,876	55.36	11.63
4C0049	Martinez, Diane	Supr. Facilities	65,201	37.26	7.82
4C0203	Martinez, John	Broadcast Eng II	60,793	34.74	7.30
4C0267	Mathias, Terry	Prog. Supervisor	56,713	32.41	6.81
2A0004	McBride, Marilyn	Dean, Sci / Math / Tech	94,176	53.81	11.30
3A0009	McPartlin, Michael	Dean Enrollment svc	96,954	55.40	11.63
4A0010	Mellor, Sandra	Dean Corp/ Comm. Ed	100,764	57.58	12.09
3C0099	Miller, Ruth	Assistant Registrar	70,381	40.22	8.45
1C0284	Mitchell, Terrie	Adm. Assistant	56,206	32.12	6.74
4H4412	Moran, Patricia	Part time Instructor	95,620	54.64	11.47
1c0042	Munson, Stephanie	Purchasing Technician	47,300	27.03	5.68
3c0065	Navarrete, Cheryl	Operation Assistant I	67,029	38.30	8.04
3F0022	Nicholis, Annie	Instr. Business	67,029	38.30	8.04
1C0215	Nunes, Victoria	Adm. Assistant	58,545	33.45	7.03
1a0019	Nunez, Jose	Exec. Dir Fac Mtn Oper.	111,576	63.76	13.39
1c0088	Olvera, Armardo	Custodian	38,002	21.72	4.56
1c0009	Pang, Steve	Accountant	60,944	34.83	7.31
3A0006	Perez, Rosa	Canada President	130,812	74.75	15.70
1C0286	Pettersen, Kathleen	Adm. Assistant	58,284	33.31	6.99
1a0011	Pontacq, Lynn	Director of Budget	111,576	63.76	13.39
1c0111	Post, Robert	Custodian	39,427	22.53	4.73
1C0115	Reed, Carol	Groundkeeper	37,397	21.37	4.49
1c0081	Rico, Juan	Custodian	33,516	19.15	4.02
1C0091	Rivas, Joel	Grundkeeper head	43,910	25.09	5.27
2F0007	Rivera, Contrera	Instr. Sci/ Math	67,049	38.31	8.05
2F0007	Rivera, Joaquin	Inst. Sci / Math	67,049	38.31	8.05
1C0331	Schulz, Sabrina	Accountant - payroll	52,530	30.02	6.30
4H4414	Searle, John	Part time Instructor	109,953	62.83	13.19
3f0019	Serna, Irene	Acting Dean EOPS	84,636	48.36	10.16
1C0153	Siguenza, Oscar	Supr. Custodial	43,248	24.71	5.19
4a0018	Sonner, Grace	Dean, Division	111,576	63.76	13.39
3A0008	Swett, Denise	V. President	111,851	63.91	13.42
3H3411	Thiele, Romelia	Part time Instructor	109,953	62.83	13.19
2c0037	Tidd, Richard	Elect. Tech	56,509	32.29	6.78
1C0222	Tindell, Terry	Custodian	40,307	23.03	4.84
1C0048	Trott, Joanne	Sr. Programmer	76,070	43.47	9.13
1P0003	Verzello, Robert	Post retirement contract	-	-	-
4A0001	Villareal, Henry B	Dean Adm / Record	87,024	49.73	10.44
1C0203	Voris, Joyce	Sup. Op / production	74,715	42.69	8.97
3C0084	Walsh, Michael	Theater Design	62,364	35.64	7.48
1C0328	Warshawer, Linda	Sr. Human Res.	53,894	30.80	6.47
3C0069	Watson, Terry	Payroll Clerk I	46,385	26.51	5.57
2c0008	Welch, Catherine	Adm. Resords Assn II	43,485	24.85	5.22
1C0329	White, Dawn	Sr. Human Res.	40,024	22.87	4.80
2a0011	White, Frances	President	130,812	74.75	15.70
4C0300	Wilcox, Phyllis	Adm. Assistant	42,792	24.45	5.14
1c0285	Wilkes, Deanne	Staff Assistant	59,887	34.22	7.19
2A0004	Williamson, Michael	Dean Sci / Math	82,476	47.13	9.90
1C0326	Witham, Bradley	Tech Svc Supervisor	65,090	37.19	7.81
1C0220	Witham, Jasmine	Web Sup. Analyst	62,679	35.82	7.52
2A0008	Wolf, Andreas	Dean. PE	87,024	49.73	10.44
1c0217	Yancey, Allison	Adm. Assistant	58,284	33.31	6.99