



FOOTHILL-DE ANZA
Community College District

Monday, February 4, 2013
Study Session and Regular Meeting of the Board of Trustees Agenda

Board of Trustees
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022

Study Session: 1:00 p.m. District Board Room
Closed Session: 4:45 p.m. Chancellor's Office
Public Session: 6:00 p.m. District Board Room

For information and disability access to materials, call 650-949-6100. Requests for accommodation should be made no later than one business day prior to meeting. Meetings are held in a location accessible to the disabled.

Members of the public who wish to comment on items or address the Board may do so by completing a request form prior to the start of the meeting. Comments are limited to five minutes each.

CALL TO ORDER

Call to Order

STUDY SESSION (1:00 p.m. - District Board Room)

SS1. Enrollment Update and Analysis

SS2. Budget Update

SS3. Adult Education/Apprenticeship

SS4. Board Legislative Principles 2013

SS5. Measure C Update

A) Information Services & Systems: A Long-term Delivery Strategy

B) De Anza College - Measure C Project 251 – Photovoltaics Campus-wide: Electric Vehicle Charging Stations Presentation

C) Review / Discuss Draft Quitclaim Deed for Transfer of Property at the Former Onizuka Air Force Station

D) Schedule for Board Members to Tour Measure C Projects

REGULAR MEETING

ADJOURN TO CLOSED SESSION (4:45 p.m.)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Position Title: Chancellor (Government Code Section 54957)

CONFERENCE WITH LABOR NEGOTIATOR District Negotiator: Dorene Novotny Employee Organizations: All Represented and Unrepresented Groups

CALL TO ORDER (Public Session - 6:00 p.m.)

REPORTING OUT FROM CLOSED SESSION

Closed Session Report

APPROVAL OF MINUTES

January 7, 2013

HEARINGS: ITEMS NOT ON THE AGENDA (The Board does not take action or respond to items not on the agenda.)

Public

Students

Staff

Board

APPROVAL OF CONSENT CALENDAR

- 1. Ratification of Contracts and Agreements
- 2. Ratification of Board Warrants Greater than \$5,000 for November and December 2012
- 3. Non-Resident Tuition Rate for 2013-14
- 4. Sale Of Miscellaneous District Surplus Equipment
- 5. Sale of Miscellaneous Surplus Electronic Equipment
- 6. Recycle and Dispose of Unusable Surplus Furniture
- 7. Human Resources Report
- 8. Approval of Stand Alone Courses
- 9. Approval of Curriculum Updates for 2013-14 Catalog
- 10. Approval of Associate Degree in Anthropology for Transfer (Anthropology AA-T)
- 11. Approval of the Certificate of Achievement, Leadership & Service

BOARD BUSINESS

- 12. Board Legislative Principles 2013

BUSINESS SERVICES/FINANCE

- 13. Fiscal Self-Assessment
- 14. Citizens’ Bond Oversight Committee Annual Report

FACILITIES

- 15. Draft Quitclaim Deed for transfer of property at the former Onizuka Air Force Station

MEASURE E CONSENT

- 16. Measure E Consent

--Foothill College Measure E Consent

A) Cody Anderson Wasney Architects, Inc. - Revision #8 to Standard Agreement - District Office Building Renovation - \$23,540

MEASURE C CONSENT

17. Measure C Consent

--De Anza College Measure C Consent

A) Noll & Tam Architects - Revision #2 to Project Authorization Amendment #5B to Master Agreement - ATC - \$23,925

B) OC Jones & Sons Inc. - Change Order #7 (Final) - Stadium and Track - \$79,979

C) Stagecraft Industries, Inc. - Change Order #1 (Final Change Order) - Alterations to VPAC Hoist - \$2,500

D) The Ratcliff Architects - Revision #18 to Standard Form of Agreement - Mediated Learning Center - \$50,000

--Foothill College Measure C Consent

E) Allana Buick & Bers, Inc. - Revision #3 to Project Authorization Amendment #F-ABB-04 - Storage Building at Swimming Pool Area - \$0

F) Robert A. Bothman, Inc. - Change Order #5 - Parking and Circulation Phase I - \$4,733

G) Cal Pacific Construction - Change Order #1 - Building 2600 Structural and Acoustic Upgrades - \$0

H) HMC Architects - Revision #6 to Project Authorization Amendment #F-HMC-#1B - Modernization of Administration Building and General Classrooms - \$0

I) R. C. Benson & Sons, Inc. - Change Order #1 - Deck Repair & Window Replacement for the Japanese Cultural Center - \$10,717

J) Taber Construction, Inc. - Change Order #10 - Central Campus Site Improvements - (\$10,286)

K) WRNS Studio - Revision #10 to Project Authorization Amendment #F-WRNS-2B - Parking and Circulation - \$5,480

MEASURE C PROJECTS

18. Lease-Leaseback Construction Procurement Process for the De Anza College Measure C project 239 - Flint Parking Garage Renovation.

19. Reject all bids for Bid Document #1636-200F Revision 1 Scoreboard Replacement

ADJOURNMENT

Dates to Remember/Future Agenda Items

Foothill phone numbers are 650-949-xxxx --- De Anza phone numbers are 408-864-xxxx



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	STUDY SESSION (1:00 p.m. - District Board Room)
Subject	SS1. Enrollment Update and Analysis
Access	Public
Type	Information, Presentation

Public Content**Background and Analysis:**

Presentation attached.

Submitted by:	Andrew LaManque
Additional contact names:	
Is backup provided?	Yes

[FHDA FTES Enrollment Changes.pdf \(839 KB\)](#)

Administrative Content

Executive Content

FHDA FTES Enrollment Changes 2006-07 to 2012-13

Andrew LaManque, Ph.D.

February 4, 2013



Factors Impacting Enrollment 2006-07 to 2012-13

Planned Program Reductions (State Workload Reductions)

- Performing Arts Alliance Program (FH)
- Job Corps Program - MCNC (DA)
- CTIS Departments (FH)
- CAOS (DA)
- World Languages (DA)

State Law Changes Impacting Enrollment / Hours Collected

- Repeatability – Creative / Fine Arts and P.E.
- TBA Hours
- Reduction in Categorical Funding (FH Special Ed, Fall 2009)
- Repeat Caps W and F - Max 3x Enrollment
- Drops after Census no longer allowed

Areas With Significant Increases

- On-Line Sections
- Math

State Workload Reductions

2009-10 = 3.4%

2011-12 = 7.7%

Total = 11.1%

(Calculated on the apportionment base the previous year)



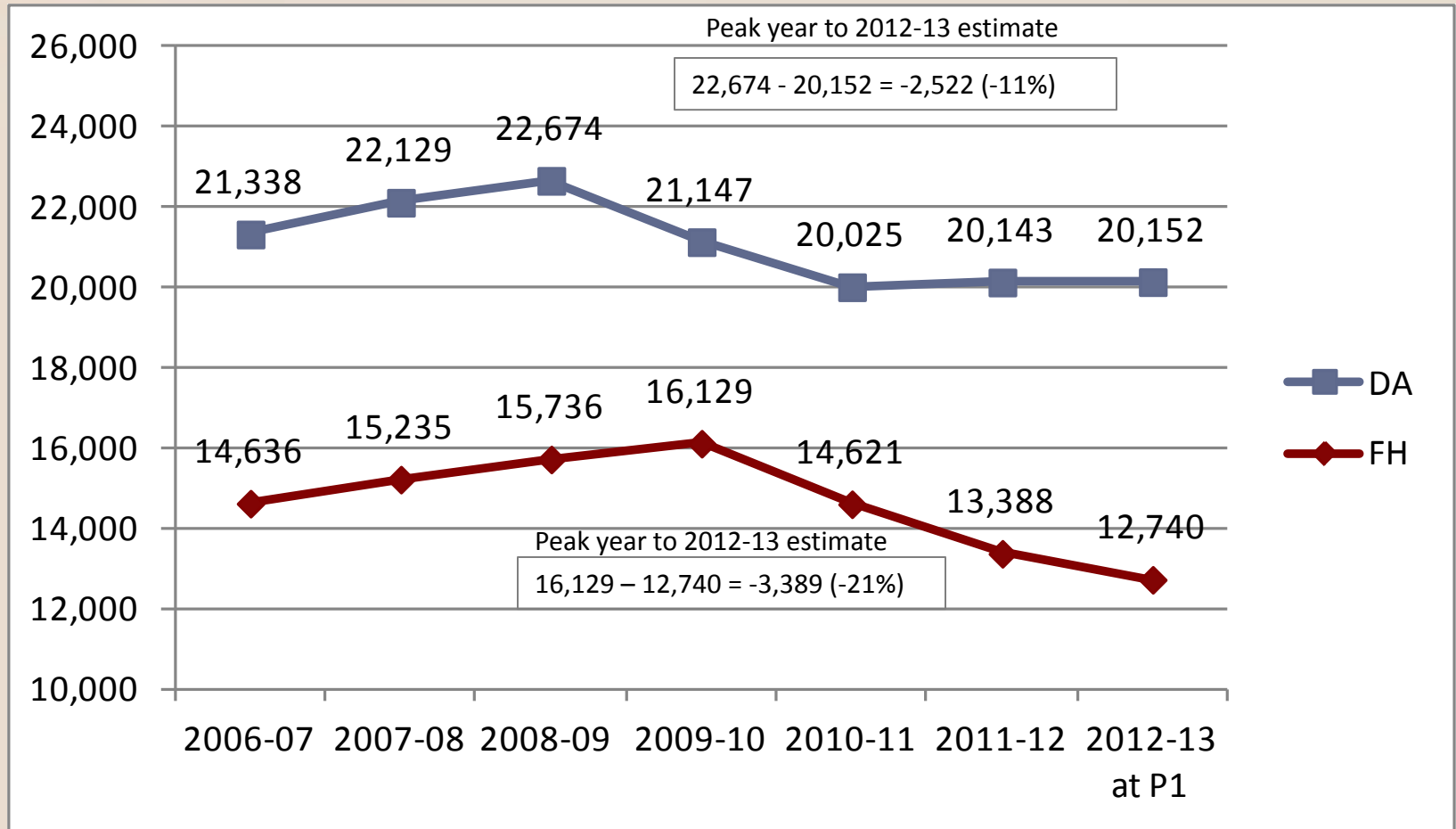
FHDA FTES Trend

(Resident and NonResident)

	Summer FTES	Fall FTES	Winter FTES	Spring FTES	Total FTES	Summer Index/90	Fall Index/90	Winter Index/90	Spring Index/90	Total Index/90
District										
1990-91	3,879	9,708	9,476	8,907	31,971	100.0	100.0	100.0	100.0	100.0
1991-92	3,896	9,683	8,825	8,437	30,841	100.4	99.7	93.1	94.7	96.5
1992-93	3,464	9,138	7,866	7,987	28,454	89.3	94.1	83.0	89.7	89.0
1993-94	3,936	8,734	7,947	7,854	28,471	101.5	90.0	83.9	88.2	89.1
1994-95	3,744	8,655	7,791	7,410	27,600	96.5	89.2	82.2	83.2	86.3
1995-96	3,490	8,788	8,225	8,221	28,724	90.0	90.5	86.8	92.3	89.8
1996-97	3,934	9,302	8,549	8,367	30,153	101.4	95.8	90.2	93.9	94.3
1997-98	4,153	9,382	8,617	8,433	30,585	107.1	96.6	90.9	94.7	95.7
1998-99	4,441	9,810	9,203	8,760	32,213	114.5	101.0	97.1	98.3	100.8
1999-00	4,602	10,006	9,091	8,882	32,581	118.6	103.1	95.9	99.7	101.9
2000-01	4,622	10,342	9,509	9,042	33,515	119.2	106.5	100.3	101.5	104.8
2001-02	4,717	10,874	10,640	10,077	36,307	121.6	112.0	112.3	113.1	113.6
2002-03	5,145	11,167	10,191	9,773	36,276	132.6	115.0	107.5	109.7	113.5
2003-04	4,962	11,357	9,979	9,630	35,928	127.9	117.0	105.3	108.1	112.4
2004-05	4,636	10,339	9,707	9,386	34,068	119.5	106.5	102.4	105.4	106.6
2005-06	4,830	10,491	10,210	10,091	35,622	124.5	108.1	107.7	113.3	111.4
2006-07	4,954	10,751	10,225	10,044	35,974	127.7	110.7	107.9	112.8	112.5
2007-08	4,972	11,178	10,639	10,575	37,364	128.2	115.1	112.3	118.7	116.9
2008-09	5,703	11,898	10,187	10,622	38,411	147.0	122.6	107.5	119.3	120.1
2009-10	5,021	10,770	10,232	11,253	37,275	129.5	110.9	108.0	126.3	116.6
2010-11	4,425	10,662	9,821	9,738	34,646	114.1	109.8	103.6	109.3	108.4
2011-12	4,141	10,241	9,597	9,212	33,531	106.8	105.5	101.3	103.4	104.9

FHDA FTES Trend

(Resident and NonResident)



Includes NonCredit.



FHDA FTES Trend

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 at P1	6 yr Chg	6 yr % Chg
FH (Res and NR)	14,636	15,235	15,736	16,129	14,621	13,388	12,740	-1,896	-13%
DA (Res and NR)	21,338	22,129	22,674	21,147	20,025	20,143	20,152	-1,186	-6%
FHDA Total	35,974	37,364	38,410	37,276	34,646	33,531	32,892	-3,082	-9%
FHDA Res	32,211	33,376	34,381	32,988	30,653	29,455	28,743	-3,468	-11%

Resident FTES off 5,638 or -16% from 2008-09

FHDA FTES Trend – PA and MCNC

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 at P1	6 yr Chg	6 yr % Chg
PA (FH)	1,440	1,685	1,678	1,760	980	265	200	-1,240	-86%
MCNC (DA)	2,503	2,253	1,522	184	178	191	191	-2,312	-92%

Foothill PA change from peak = -1,560 or -89%

De Anza MCNC change from peak = -2,312 or -92%

Note: includes resident and nonresident.

Job Corps students were enrolled mostly in MCNC courses.

PA and MCNC FTES as a % of College Total FTES

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 at P1
PA	10%	11%	11%	11%	7%	2%	2%
MCNC	12%	10%	7%	1%	1%	1%	1%

FHDA FTES w/o PA and MCNC

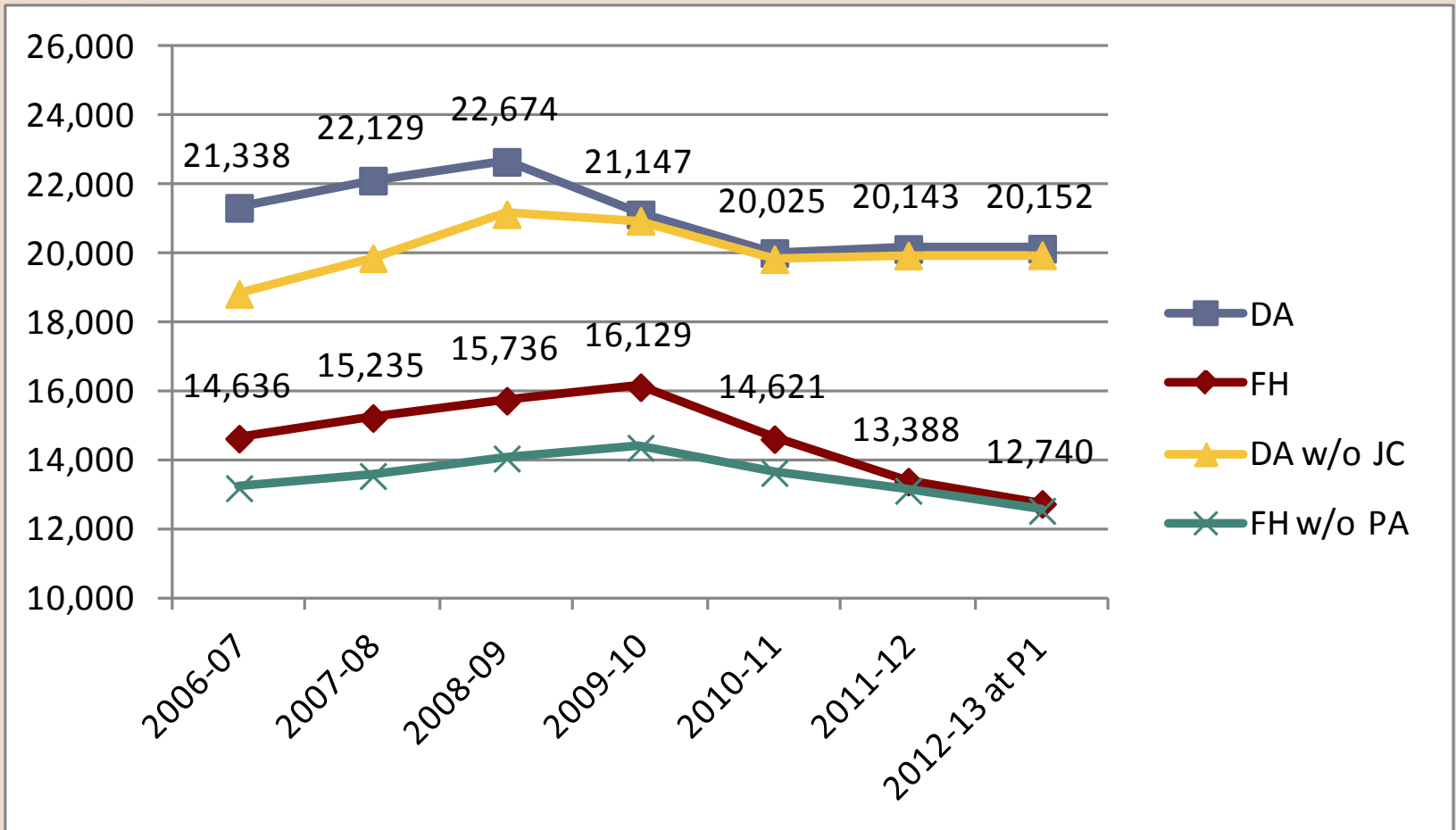
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 at P1	6 yr Chg	6 yr % Chg
FH	13,196	13,550	14,058	14,369	13,641	13,123	12,540	-656	-5%
DA	18,835	19,876	21,152	20,963	19,847	19,952	19,961	1,126	6%

Without PA and MCNC:

Foothill change from 2009-10 = -1,829 or -13%.

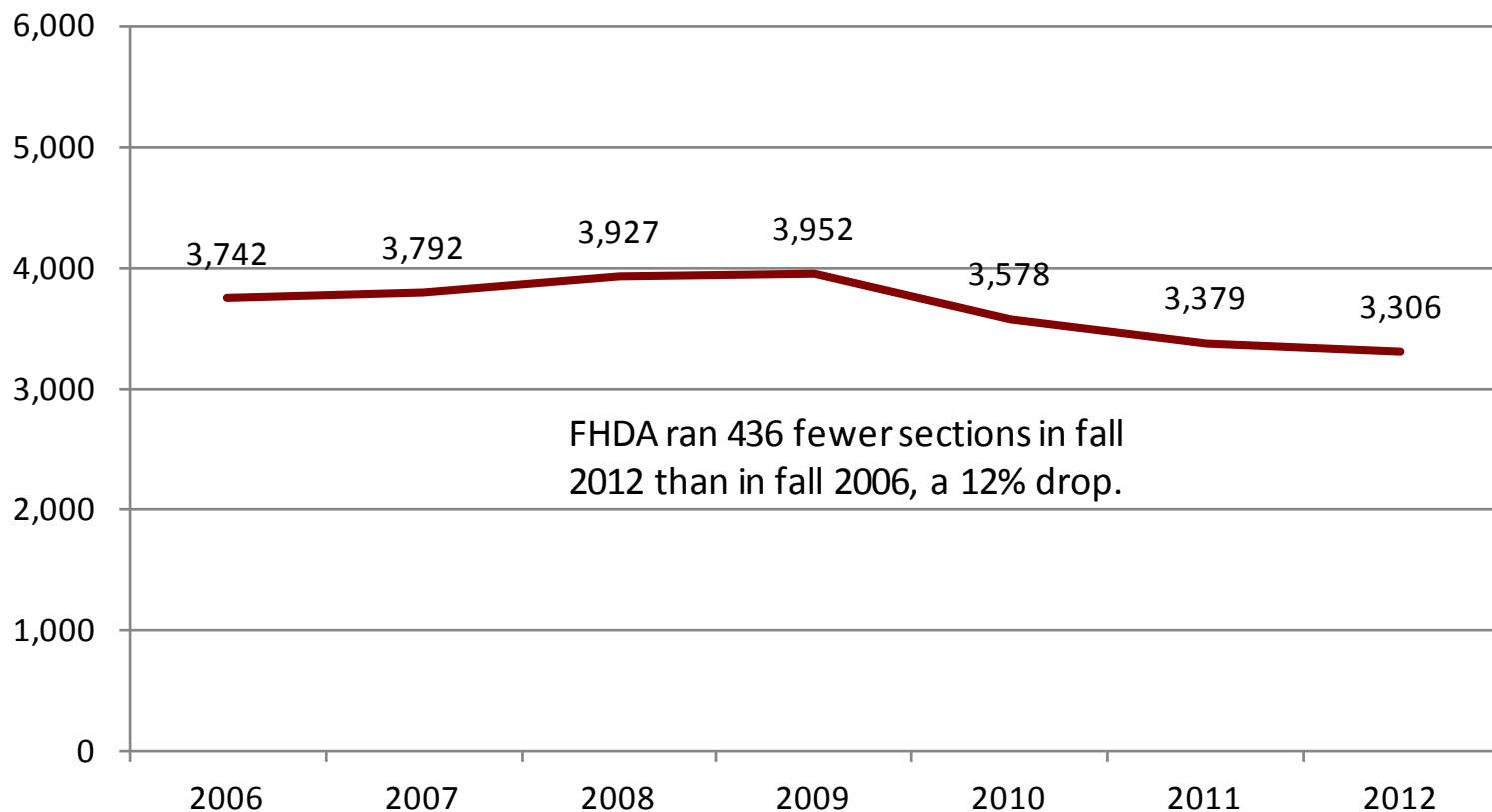
De Anza change from 2008-09 = -1,191 or -6%.

FHDA FTES Trend



Number of Fall Term Sections

FHDA 6 Year Trend in Number of Sections - Fall Terms



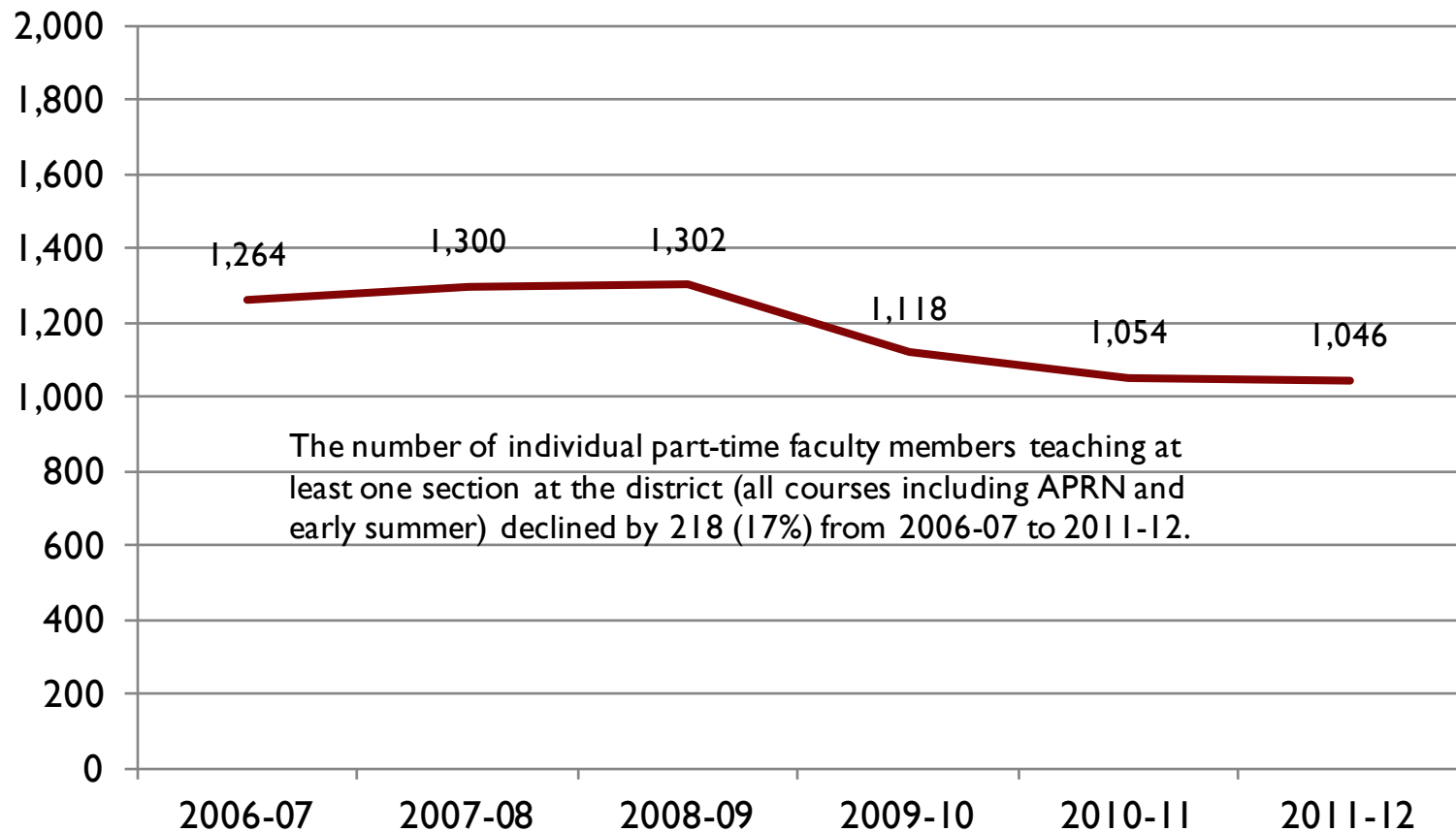
FHDA ran 436 fewer sections in fall
2012 than in fall 2006, a 12% drop.

Includes all sections in which students received a grade. Appren. not included.



Number of Part-time Faculty

Number of Part-time Faculty Members Teaching One or More Sections During the Fiscal Year, FHDA



FTES Trends for Selected Departments

Note: 2012-13 figures are estimated based on fall enrollment, for illustration purposes only



FTES Trend in PE

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 at P1	6 yr Chg	6 yr % Chg
FH	1,490	1,496	1,152	1,144	1,076	1,012	931	-559	-38%
DA	948	976	1,110	1,129	1,062	1,038	1,038	90	9%

FTES Trend Adaptive Learning (FH) and Special Education (DA)

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 at P1	6 yr Chg	6 yr % Chg
AL (FH)	983	940	915	737	439	357	307	-676	-64%
SPED (DA)	662	660	593	576	607	629	654	-8	-5%



FTES Trend CAOS and CTIS

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 at P1	6 yr Chg	6 yr % Chg
CNET, COIN, CAST (FH)	444	510	558	545	463	350	0	-444	-100%
CAOS (DA)	235	252	309	325	423	288	250	15	6%



FOOTHILL-DE ANZA
Community College District

There is Good News!





FTES Trend Math

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 at P1	6 yr Chg	6 yr % Chg
FH	1,020	1,062	1,131	1,246	1,285	1,129	1,197	177	17%
DA	1,871	1,987	2,203	2,346	2,279	2,381	2,595	724	39%



FTES Trend PSYC, ECON, HIST

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 at P1	6 yr Chg	6 yr % Chg
FH	761	784	812	866	941	1,051	1,051	290	38%
DA	1,472	1,561	1,684	1,661	1,494	1,526	1,526	54	4%



FTES Trend Business

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 at P1	6 yr Chg	6 yr % Chg
FH	127	140	130	143	147	154	170	43	34%
DA	483	530	634	648	602	569	592	109	22%



FTES Trend On-Line

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 at P1	6 yr Chg	6 yr % Chg
FH	2,145	2,547	2,967	3,169	3,200	3,743	4,117	1,972	92%
DA	976	1,222	1,367	1,389	1,711	1,683	1,851	875	90%

Includes Foothill Early Summer Session.

Summary

- P1 Estimates for 2012-13 have Resident FTES off 5,638 or -16% from 2008-09 (~\$25m)
- State Workload Reductions (11%) and Title 5 changes have resulted in a reduction in FTES apportionment that can claimed
- PA and MCNC reductions = 3,872 FTES from peak
- Not all programs have had reductions



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	STUDY SESSION (1:00 p.m. - District Board Room)
Subject	SS2. Budget Update
Access	Public
Type	Information, Presentation

Public Content

Background and Analysis:

On January 10, 2013 Governor Brown released his budget proposal for FY 2013/14. We have received very preliminary information and analysis of the governor's proposed budget on community colleges from the State Chancellor's office and the Community College League of California.

In general, the budget contains good news because it proposes to add funding to the community college system versus the severe cuts included in the governor's proposed budget over the last three years. But since the budget was just released, there are limited details for exactly how many of the components of the budget would be implemented in practice. Overall the message is good in that it shows an acknowledgement for the importance of investing in our college system for the future of our state. But it also proposes some major policy changes that will require more time to sort through the details and potential impacts on the system (and Foothill-De Anza) before we can truly assess the how much of an improvement this budget is compared to the past few years.

Below is a brief summary of the key components for community colleges included in the governor's budget.

- No change in student fees.
- **\$196.9 million (3.6%) for increased apportionments.** Proposed the Board of Governors will determine how the funds will be allocated to districts (e.g., FTES growth/restoration or COLA)
- **\$179 million to buy down** the current total of over \$800M in past year **deferrals.**
- \$133.2 million in increased General Fund in 2013-14 to offset anticipated redevelopment revenues that are not materializing. (*In 2012-13, the Administration is proposing \$47.8 million to offset the estimated redevelopment revenue shortfall, which will likely mean a year end deficit factor is applied to our apportionment allocation.*)
- \$16.9 million to enhance online education efforts in the CCC's.
- A five-year phase in plan to change the census-based apportionment system to provide a larger apportionment amount to students who are still enrolled at the end of the semester/quarter.
- Limit state-supported instruction in community colleges to 90 units. Units beyond the cap would not be state supported, but available at full cost to the student.
- Require all students seeking a BOG Fee Waiver to complete a Free Application for Federal Student Aid (FAFSA).
- Shift of the remaining adult education program, including \$300 million, from K-12 schools to community colleges
- Creation of a \$450 million energy efficiency fund for schools and community colleges using funds from Proposition 39 (counts toward Proposition 98 guarantee), with **\$49.5 million for community college projects.**

Some of the key policy proposals such as the census date change and the 90 unit limit have the very real potential to significantly reduce the apportionment FHDA currently qualifies for depending on how the new rules might actually be

implemented. But the specific details will not be available until the trailer bills (that clarify the budget language) are released at the beginning of February. Additionally, this is only the first phase in the state budget development process.

In the coming weeks the LAO will provide an in depth analysis of the governor’s proposed budget followed by the review from the legislative budget subcommittees. In May, the governor will provide a revision to his January proposal that will become the basis for our Tentative Budget. A final version of the governor’s budget is scheduled to be signed into law by the end of June. As in prior years, we expect changes to the governor’s original budget proposal before it is signed into law as the Adopted Budget for FY 2013-14.

Although it is certainly too early to know how much of a positive impact potential new money in the state budget for the CCC’s could mean for our district, it is still a far brighter starting point than if Prop 30 had not passed and the governor had implemented the drastic cuts planned. However, as the district incorporates the governor’s proposed budget into its projections for the next fiscal year, we will also be adjusting our revenue projections to reflect the realities of Foothill-De Anza’s recent declining enrollment trends and prepare a strategy to address any potential reduction to revenue.

We will present an overview of the governor’s proposed budget and its potential impact on the 2013-14 Foothill-De Anza budget at the Board study session.

Submitted by:	Kevin McElroy, extension 6201
Additional contact names:	
Is backup provided?	Yes

[Budget Update Presentation.pdf \(1,636 KB\)](#)

Administrative Content

Executive Content



FOOTHILL-DE ANZA
Community College District



Foothill College



De Anza College

Board of Trustees Meeting February 4, 2013

Budget Update

■

Kevin McElroy
Vice Chancellor, Business Services



Adopted Budget Fiscal Year 2012/13

	Best Case Scenario- Tax Package Passes	Worst Case Scenario- Tax Package Fails
Revenue	171,420,096	161,426,254
Expenses	(177,168,740)	(173,356,853)
Deficit	(5,748,645) *	(11,930,599)

* \$5.7M in cuts required to balance past years' state workload reductions and local enrollment declines

FY 2012/13 Budget

■ November Election

■ Prop 30 passed

■ No new money for FHDA, but no additional cuts to 2012-13 state apportionment funding;

however,

■ FHDA enrollment is down



FHDA Budget in FY 12/13

Key Components to Balance 12/13:

- Stability funds used in FY 12/13 as a *one-time* solution to offset our operating deficit of \$5.7M
- \$5.7M in permanent cuts identified to **close structural deficit and compliance with 50% law** -
Implementation 6/30/13
 - Notification of impacted employees January/February 2013
- \$3M in stability funds set aside for FY 13/14



Governor's 2013/14 Budget

Overall, the governor describes the budget as a "live within our means budget"

In General, for Community Colleges:

- Increased apportionment funding (3.6%, or approx. \$197M, in 13/14) proposed to be allocated **between** workload restoration, categorical program restoration, and COLA
- With additional funding, it is expected that institutions will implement reforms to improve student success and improve student completion rates
- Additional deferral buy-down (apportionment funds sent out to colleges on time)



Governor's 2013/14 Budget (con't.)

- No student fee increase
- Backfill to offset anticipated RDA/EPA (Prop 30) revenue shortfall
- Categorical Programs - details still emerging...
 - Adult Education/Apprenticeship
 - Energy Efficiency projects
 - Technology Funds
 - Cal Grants
 - Child Care



Policy Proposals

- Limit state-supported instruction in community colleges to 90 units
- Apportionment funding to community colleges to be based on course completion instead of the current census date enrollment; this shift would be phased in over several years to allow for adjustment
- Requirement that students seeking a BOG fee waiver fill out a Free Application for Federal Student Aid and include both parent *and* student income to determine waiver eligibility



Impact of Governor's Proposed Budget on FHDA

- No workload restoration likely (based on 12/13 P-1)
- COLA
- Possible categorical program restoration
- Deferral buy-down (simply less borrowing, if any)
- Policy proposals - impact on enrollment



FTES Budget vs. Projections and Impact on FHDA

Analysis Of FTES

11/12 P-A	Resident Credit	Non Credit	Total Apportionment	Non resident	Total
De Anza	17,720	-	17,720	2,423	20,143
Foothill	11,496	239	11,735	1,653	13,388
Total	29,216	239	29,455	4,076	33,531

Below funded base: (232.30) (62.92) (295.22)

12-13 Budget--Post Prop 30	Resident Credit	Non Credit	Total Apportionment	Non resident	Total
De Anza	17,720	0	17,720	2,423	20,143
Foothill	11,496	239	11,735	1,653	13,388
Total	29,216	239	29,455	4,076	33,531

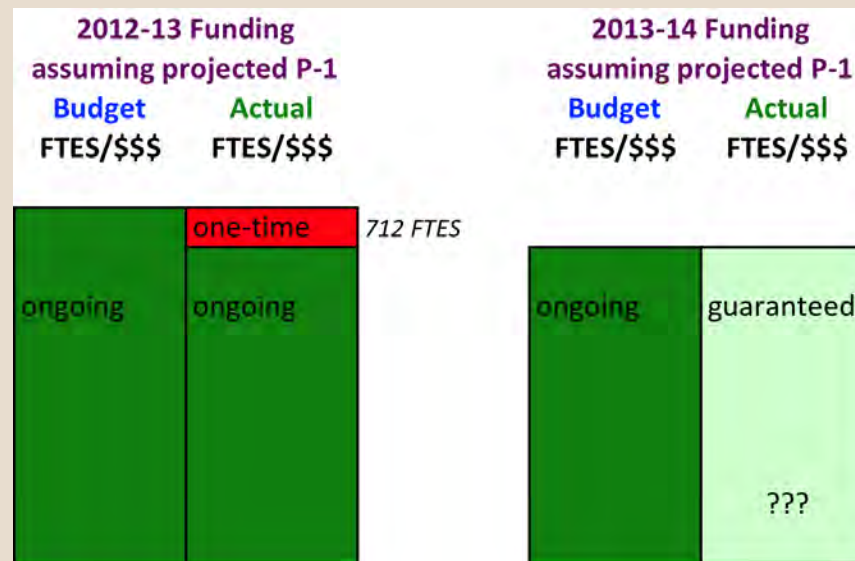
12/13 P-1	Resident Credit	Non Credit	Total Apportionment	Non resident	Total
De Anza	17,721	-	17,721	2,431	20,152
Foothill	10,723	298	11,022	1,719	12,740
Total	28,445	298	28,743	4,150	32,893

Variance:

FTES -712
% -2%
Potential lost funding in 13/14 -3,203,370

Impact of FHDA 12/13 Enrollment Projections

- Increase in funding proposed to restore workload reductions — *for FHDA, no new apportionment funds (no workload restoration) in 2013/14 if enrollment is down*
- Reduction to funding from 2012/13





FHDA Internal Impact

■ FHDA preparing second quarter report

- 12/13 ending fund balance projections

■ 2013/14 Budget Projections

- Estimated (as of January) increase to operating expenses in 13/14, \$1-2M
- Total potential deficit in 13/14 due to increasing expenses and enrollment decline \$3-5M (*est. as of January*)

Risks

■ Internal:

- Resident enrollment
- Non-resident enrollment
- Productivity
- Health benefit costs

■ External:

- RDA/EPA (Prop 30) funds shortfall
- Optimistic state revenue estimates
- California's continued economic growth and outcome of federal budget (fiscal cliff)

Critical Dates

- Tentative Budget to Board June 17, 2013
- Board of Trustees to adopt FHDA Budget at September Board of Trustees meeting with or without a final state budget



On the Brighter Side ...

- New buildings are on-line (PSEC and MLC)—new facilities attractive for students
- One-time funding is available (stability funds and B budget carryover)
- Measure C and categorical funds to help out in transition
- New programs/curriculums are available to schedule in 13/14
- Aggressive pursuit of new revenue sources (grants, rentals)



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	STUDY SESSION (1:00 p.m. - District Board Room)
Subject	SS3. Adult Education/Apprenticeship
Access	Public
Type	Discussion, Information

Public Content**Background and Analysis:**

Foothill College Vice Presidents John Mummert and Kimberlee Messina will provide a brief summary of the Governor's proposal to shift portions of Apprenticeship and Adult Education from K-12 to community colleges, the potential impacts of this shift, and provide information on what Foothill College currently does in the areas of Apprenticeship and Adult Education.

Submitted by:	Kimberlee Messina, extension 7209, John Mummert, extension 7070
Additional contact names:	
Is backup provided?	No

Administrative Content

Executive Content



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	STUDY SESSION (1:00 p.m. - District Board Room)
Subject	SS4. Board Legislative Principles 2013
Access	Public
Type	Discussion, Information

Public Content**Background and Analysis:**

The legislative principles will be used in advocating the District's position to the California Legislature, the United States Congress, and the public in 2013. The District affirms its continued commitment to the California Master Plan for Higher Education and its dedication to student access, equity, affordability and success.

Submitted by:	Linda Thor, extension 6104
Additional contact names:	
Is backup provided?	Yes

[DRAFT Leg Principles 2013.pdf \(192 KB\)](#)

Administrative Content

Executive Content



2013 Legislative Principles

Annual legislative principles are adopted by the Board of Trustees to provide policy guidelines for the Chancellor when addressing matters pending before the California Legislature or the United States Congress. For 2013, the Foothill-De Anza Board of Trustees endorses the following advocacy positions:

A. State Legislative Principles

1. Oppose further cuts to community colleges and support measures that promote financial stability, such as statutory protection for Proposition 30 estimates.
2. Support closing any state structural budget deficit with revenue enhancements.
3. Support lowering the vote threshold for the approval for school and community college district parcel taxes from two-thirds (66%) to a super majority of 55%.
4. Advocate for allocating part of any apportionment funding increase in 2013-14 for COLA to address the lack of statutory cost of living adjustments between 2007-08 and 2012-13.
5. If student enrollment fee increases are proposed, support incremental, timely and predictable increases.
6. Oppose measures that restrict state support of higher education based solely on prior credits earned.
7. Advocate for more study of the transfer of adult education and apprenticeship programs to community colleges.
8. Advocate for adequate funding for implementation of Student Success Task Force recommendations that have been adopted by the Board of Governors.
9. Oppose accountability measures that have a disproportionate negative fiscal impact on districts serving large numbers of underrepresented students.
10. Oppose the imposition of unnecessary, duplicative regulatory requirements that create unfunded mandates.

11. Support use of open textbooks, open educational resources and other appropriate approaches to reduce costs for students and community colleges.
12. Advocate for increasing the authority and flexibility of local districts, including flexibility in setting fees (e.g. health, technology).
13. Continue supporting educational access and success for California DREAM Act students.
14. Support removing barriers to transfer of qualified community college students to the University of California and the California State University.
15. Support a statewide capital construction bond measure that benefits community colleges.
16. Support the preservation and enhancement of state financial aid for community college students.
17. Support efforts to strengthen college preparation and align K-12 and community college curriculum.
18. Support measures that enhance the ability of community colleges to quickly respond to the changing needs of local labor markets.
19. Support creation of a statewide preschool-through-graduate-school (P-20) data system that enables better tracking and management of students and their performance.
20. Support programs that enable community colleges to serve disadvantaged and/or underrepresented populations and students who are veterans.
21. Support the advancement of instructional technology to increase access and student success.
22. Support solutions to the escalating costs of health benefits.
23. Support efforts to encourage and sustain public-private partnerships.
24. Support efforts for energy efficiency and sustainability.
25. Support efforts for regional and statewide collaboration that result in lower costs, increased efficiency, and/or improved services to students.

B. Federal Legislative Principles

1. Support increased federal investment in community colleges that enables those institutions to better serve their communities.
2. Support federal student aid and loan repayment programs that ease economic barriers for students and reduce default rates among low-income students.
3. Advocate for robust Perkins Act funding that serves the needs of all types of career-technical education students and maintains flexibility for community colleges.
4. Support programs that enable community colleges to serve disadvantaged populations.
5. Support the DREAM Act and a path to legal residency.
6. Support funding to help institutions serve the particular needs of students who are veterans.
7. Support voluntary accountability measures that accurately reflect the success of community colleges and oppose accountability programs that impose financial penalties.
8. Support improving opportunities for education and training for a maturing workforce.
9. Support inclusion of community colleges as key partners/training providers in Workforce Investment Act reauthorization, and advocate for revisions in the legislation that would benefit community colleges.
10. Advocate for recognition of institutional autonomy and state and local controls in the delivery of education by community colleges in the reauthorization of the Higher Education Act.

1/18/13



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	STUDY SESSION (1:00 p.m. - District Board Room)
Subject	SS5. Measure C Update
Access	Public
Type	Discussion, Information, Presentation

Public Content**Background and Analysis:**

Updates / information items relating to Measure C will be discussed as follows

- A. Data Center(s) / Server Consolidation (See attached presentation)
- B. Electric Vehicle Charging Stations (See attached presentation)
- C. Review / discuss draft Quitclaim Deed for transfer of property at the former Onizuka AFS (See attached Draft Quitclaim Deed)
- D. Schedule for Board Members to tour Measure C projects

Submitted by:	Kevin McElroy, extension 6201; Joe Moreau, extension 6120; and Charles Allen, extension 6150
Additional contact names:	Tom Armstrong
Is backup provided?	Yes

Administrative Content

Executive Content



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	STUDY SESSION (1:00 p.m. - District Board Room)
Subject	A) Information Services & Systems: A Long-term Delivery Strategy
Access	Public
Type	Information, Presentation

Public Content**Background and Analysis**

Presentation attached.

Submitted by:	Joseph Moreau, extension 6120
Additional contact names:	
Is backup provided?	Yes

[Data Center Server Consolidation.pdf \(359 KB\)](#)

Administrative Content

Executive Content



FOOTHILL-DE ANZA
Community College District

Information Services & Systems: A Long-term Delivery Strategy

A Hybrid Strategy for Flexibility,
Sustainability, and Efficiency

February 4th, 2013

A Long & Winding Road

- Measure E project
- Measure C project
 - Two plans developed
 - Both over budget
- Board direction to explore other options
 - What possibilities exist in Silicon Valley?
 - Do we really need to build our own?

It's About More Than Just a Data Center

- Our strategy must take into consideration:
 - Available capital funds
 - Ongoing operating expenses
 - Technical staff resources
 - District-wide efficiency
 - Information security
 - Sustainable technology
 - Environmentally
 - Technically
 - Fiscally
 - Disaster recovery and business continuity
 - Expectations of the future
 - Moving forward with the ETS staff building

We Have Done Our Due Diligence

And then some!

- Options considered
 - Constructing a new, on-premise solution
 - Significant capital investment, manageable operating expenses, essential - to a great extent
 - Utilizing regional colocation facilities
 - Reduced capital investment, significant operating expenses, diminished staff efficiency
 - Contracting with cloud providers
 - Reduced capital expense, significant operating expenses, technology readiness gap

Which One Is Right For Us?

On-premise

or

Colocation

or

Cloud

Which One Is Right For Us?

On-premise

and

Colocation

and

Cloud

and

Consolidation

On-Premise

- Network infrastructure
 - Part of the campus fabric
- Identity management
 - Critical information security resource
 - Regulates on-premise, colocated, and cloud resources
- Core business applications (EIS)
 - Requires regular care and feeding
- Legacy resources
 - Difficult to locate off premise

Colocation

- Disaster recovery & business continuity
 - Geographic separation preferred
- Shared resources
 - State and regional partnerships
- Growth management
 - Temporary or permanent complement to on-premise resources

Cloud

- Subscription services
 - Pay as you go
- Software as a service
 - Applications hosted by the vendor
- Email and collaboration
 - Can be migrated and expanded

Consolidation

- Hardware
 - Virtualize to reduce physical footprint, carbon footprint, and costs – capital and operating
- Applications
 - Develop a unified platform strategy in support of both colleges and central services
- Leverage overall district technology utilization to achieve cost savings

The Plan to Move Forward

- Officially adopt a hybrid model
 - Update technology plan
- Do **NOT** include a new data center in the ETS building
 - Modernize DA L7 & FH 1900
 - Electrical, backup power, HVAC, environmental
- Implement server virtualization strategy
- Move forward with redesign of ETS building
 - Update program specifications

Questions?

Comments?



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	STUDY SESSION (1:00 p.m. - District Board Room)
Subject	B) De Anza College - Measure C Project 251 – Photovoltaics Campus-wide: Electric Vehicle Charging Stations Presentation
Access	Public
Type	Information, Presentation

Public Content**Background and Analysis:**

As part of the installation of the Photovoltaic system installed in the Measure C project 251 by SunPower, the infrastructure for up to twenty (20) Electric Vehicle (EV) Charging Stations were installed and ten (10) EV Charging Stations are being provided. This presentation is a general overview of the EV Charging Stations that will be available in March 2013 in Lots A & B at De Anza College.

Submitted by:	Charles Allen, extension 6150
Additional contact names:	Kevin McElroy, Donna Jones Dulin, Tom Armstrong
Is backup provided?	Yes

[EV Chargers Presentation.pdf \(6,097 KB\)](#)

Administrative Content

Executive Content



FOOTHILL-DE ANZA
Community College District



Foothill College



De Anza College

De Anza College Electric Vehicle Charging Stations



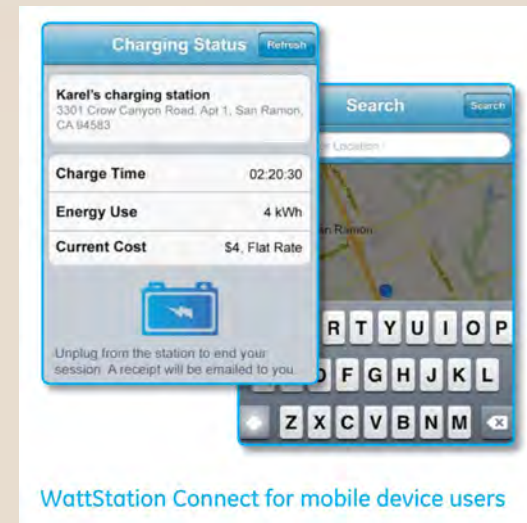
Why Electric Vehicle Charging Stations

- Continues with District's environmental sustainability commitment and leads by example.
- Electric Vehicles are the future trend in transportation. The Charging stations encourage electric vehicle use.
- National recognition of De Anza College via the National Charge Point System.



Electric Vehicle Charging: How it Works

- Select method of payment via Pay Pal.
- Use Mobile Application (Android & iOS), Credit Card, or RFID card (Radio Frequency Identification).
- Connect electric vehicle via standard plug and begin fast charge 4-8 hours.



- Manage and monitor charging of car via mobile application.
- The mobile phone applications also can provide directions to the chargers and their availability.
- Non-EV cars parked at charging stations will be cited by campus Police.



Electric Vehicle Charging Stations: De Anza College Implementation

- Funding provided by De Anza College Measure C Photovoltaic Campus Wide project.
- Lots A&B Photovoltaic project included the installation of 10 EV charging stations plus the infrastructure for future installation of 10 additional EV charging stations.



Electric Vehicle Charging Stations: G.E. Wattstation model

The charging stations consist of three primary components:

- Charging control display unit with revenue collection component.
- Retractable charging cord.
- Cellular connection to revenue collection.



Costs & User Fees for Electric Vehicle Charging Stations



- Electric vehicle stations will be 'cost neutral' to the District.
- Staff, students and public will pay a flat rate of \$0.55 per kWh for electric vehicle charge.
- This fee includes; District paid utility costs, Pay Pal fee, GE fee, and District administration costs.
- Costs will be reviewed periodically to ensure zero cost impact to the District. (Monthly, then quarterly)

Parking Restrictions for Electric Vehicle Charging Stations



- Parking will be limited to either permitted staff users, paid parking users, or designated visitors with current passes.
- Pay structure can be assigned to several levels, as determined by the District. Current plan is to offer one fixed fee at an established rate, currently \$0.55 per kWh.
- Use by general public can be controlled, but is not currently planned. With paid parking, anyone can use them.
- Time limits and expenses have been calculated as one use per day per charger. Additional use will either slightly decrease costs or slightly increase revenue.

Future Expansion



- Estimated cost of added 'future' electric vehicle charging units is \$6,300 each plus installation costs. Estimated at \$10,000 each, depending on proximity to power source.
- Infrastructure for 10 future electric vehicle charging stations is currently installed at De Anza College.
- G.E. and Pay Pal contracts will support future growth of electric vehicle charging stations at De Anza, Foothill and other FHDACCD sites.



FOOTHILL-DE ANZA
Community College District



Foothill College



De Anza College

Questions / Discussion





Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	STUDY SESSION (1:00 p.m. - District Board Room)
Subject	C) Review / Discuss Draft Quitclaim Deed for Transfer of Property at the Former Onizuka Air Force Station
Access	Public
Type	Discussion, Information

Public Content

Background and Analysis:

On December 12, 2012 the Air Force sent a letter to the Department of Education assigning approximately 9.147 acres of property at the former Onizuka Air Force Station to the Department of Education for transfer to the Foothill-De Anza Community College District. According to the transfer letter from the Air Force, the fair market value of the property is \$11,580,000. The Air Force supports conveyance of the property to our district at a 100 percent discount.

On January 16, 2013, the U.S. Department of Education provided a draft *Quitclaim Deed* for Parcel C at the former Onizuka Air Force Station in Sunnyvale, California for our review (copy attached). They asked that we review the draft *Deed* for sufficiency in complying with local and state laws as well as for conformance with local recording requirements. The Department of Education also advised that we should understand that the contents of the Quitdeed have been approved by the Department of Education Office of General Counsel and that any requested changes should only be to satisfy local and/or state law or conditions. All other requested changes will be considered but will likely not be adopted.

Upon receiving confirmation from Foothill – De Anza Community College District that the Department of Education draft *Deed* has been found to be acceptable, the appropriate Department of Education Director will execute the document and forward it to us for final signature and for recording in our local records of land evidence. The Department has requested our comments by the close of business on February 5, 2013.

Analysis: District staff and legal counsel have exchanged written comments and discussion with the Department of Education over the last few weeks regarding the terms of the Quitclaim Deed. After hearing our comments and concerns, the attached document represents the Department of Education's terms for the transfer. Vice Chancellor McElroy, Executive Director Allen, John Shupe, legal counsel, and Mark Hennigh, legal counsel will be available to discuss the details of the agreement with the Board during the workshop.

Submitted by:	Charles Allen, extension 6150
Additional contact names:	Kevin McElroy
Is backup provided?	Yes

[Draft Deed Onizuka AFS.pdf \(919 KB\)](#)

Administrative Content

QUITCLAIM DEED

This DEED is made this ____ day of January, 2013, between the UNITED STATES OF AMERICA, acting through the Secretary of Education, by Wanda A. Davis, Director, Federal Real Property Division, Office of Management, ("GRANTOR") pursuant to §203(k) of the Federal Property and Administrative Services Act of 1949, as amended ("Act"), 40 U.S.C. §550(c); the Department of Education Organization Act of 1979, 20 U.S.C. §3401 et seq., and Foothill-De Anza Community College District, having its principal place of business at 12345 El Monte Road, Los Altos Hills, CA 94022 ("GRANTEE").

I. RECITALS

~~1. By letter dated December 12, 2012 from the Department of the Air Force, certain Federal surplus real property located in the City of Sunnyvale, County of Santa Clara, State of California, known as Parcel C of the former Onizuka Air Force Station and consisting of approximately 9.147 acres of improved land, more or less, ("Property"), were assigned to GRANTOR for disposal upon the recommendation of GRANTOR that the Property is needed for educational purposes in accordance with the provisions of the Act.~~

See attached
revised language

2. GRANTEE has made a firm offer to purchase the Property under the provisions of the Act, has applied for a Public Benefit Allowance, and proposes to use the Property for certain educational purposes as detailed in its December 19, 2011 Application and amended application of January 13, 2012 ("Application").

REVISED LANGUAGE with PLAT REFERENCE

1. By letter dated December 12, 2012 from the Department of the Air Force, certain Federal surplus real property located in the City of Sunnyvale, California, known as Parcel C of the former Onizuka Air Force Station ("Property"), were assigned to GRANTOR for disposal upon the recommendation of GRANTOR that the Property is needed for educational purposes in accordance with the provisions of the Act. Such property is more fully described as Parcel C, Onizuka Air Force Station Tract, Township 6 South, Range 2 West, Mount Diablo Meridian, California, in Santa Clara County, containing 9.147 acres, more or less, as indicated on the official Supplemental Plat accepted November 3, 2011, on file at the Bureau of Land Management, California State Office, Sacramento, California.

3. The Department of the Air Force has notified GRANTOR that no objection will be interposed to the transfer of the Property to GRANTEE at 100 percent Public Benefit Allowance, and GRANTOR has accepted the offer of GRANTEE.

II. AGREEMENT

4. GRANTOR, in consideration of the foregoing, one dollar, the performance by the GRANTEE of the covenants, conditions, and restrictions hereinafter contained and other good and valuable consideration, the receipt of which is hereby acknowledged, does hereby remise, release and quitclaim to the GRANTEE, its successors and assigns, all right, title, interest, claim and demand, reserving such rights as may arise from the operation of the conditions subsequent, restrictions and covenants of this Deed, which the UNITED STATES OF AMERICA has in and to the Property, which is more particularly described in Exhibit "A" attached hereto and incorporated herein by reference.

5. GRANTEE, by acceptance of this Quitclaim Deed, acknowledges that it has inspected, is aware of, and accepts the condition and state of repair of the Property, and that the Property and any part thereof is conveyed on an "as is, where is" basis without any representation, promise, agreement, or warranty, whether express or implied, except for those provided under Paragraph 22 below, on the part of GRANTOR or the Department of the Air Force, or otherwise provided for by law or in equity, regarding such condition and state of repair, or regarding the making of any alterations, improvements, repairs, or additions. The GRANTEE acknowledges that it has

inspected, is aware of, and accepts the condition and state of repair of the Property.

The GRANTEE further acknowledges that neither the Air Force nor the GRANTOR shall be liable for any latent or patent defects in the Property, except to the extent required by applicable law.

GRANTEE agrees to accept conveyance of the Property subject to all covenants, conditions, restrictions, easements, rights-of-way, reservations, rights, privileges, benefits, agreements, and encumbrances, whether or not of record.

III. CONDITIONS SUBSEQUENT

6. GRANTEE SHALL HAVE AND HOLD THE PROPERTY, subject, however, to each of the following conditions subsequent, which are for the sole benefit of the UNITED STATES OF AMERICA and which shall be binding upon and enforceable against GRANTEE, its successors and assigns as follows:

- (1) For a period of 30 years from the date of this Deed, GRANTEE shall use all the Property herein conveyed solely and continuously for the educational programs set forth and approved in the proposed program and plan of use described in its December 19, 2011 Application and amended application of January 13, 2012, and for no other purpose. GRANTEE may not modify its approved program and plan of use without the prior written consent of GRANTOR. GRANTOR reserves the right to enter and inspect the Property during said period.

- (2) During the above period of 30 years GRANTEE will not sell, lease or sublease, rent, mortgage, encumber, or otherwise transfer or dispose of any interest in any part of the Property without the prior written consent of GRANTOR.
- (3) One year from the date of this Deed and annually thereafter for the period of 30 years, unless GRANTOR directs otherwise, GRANTEE will file with GRANTOR a report on its maintenance and use of the Property and any other reports required by the GRANTOR to evidence its continuous use of the Property in accordance with the terms of this Deed.
- (4) During the above period of 30 years GRANTEE will at all times be and remain a tax supported institution or a nonprofit institution, organization, or association exempt from taxation under §501(c)(3) of the Internal Revenue Code of 1986, as amended, 26 U.S.C. §501(c)(3).
- (5) For the period during which the Property is used for the purpose for which Federal assistance is hereby extended by GRANTOR or for another purpose involving the provision of similar services or benefits, GRANTEE hereby agrees that it will comply with the requirements of (a) Title VI of the Civil Rights Act of 1964 (P.L. No. 88-352), 42 U.S.C. §2000d et seq.; (b) Title IX of the Education Amendments of 1972 (P.L. No. 92-318), 20 U.S.C. §1681 et seq.; (c) §504 of the Rehabilitation Act of 1973 (P.L. No. 93-112), 29 U.S.C. §794 et seq.; and all requirements imposed by or pursuant to the Regulations (34 C.F.R. Parts 12, 100, 104 and 106) issued pursuant to the Act and now in

effect, to the end that, in accordance with said Acts and Regulations, no person in the UNITED STATES OF AMERICA shall, on the ground of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the program and plan referred to in condition subsequent number 1 above or under any other program or activity of the GRANTEE, its successors and assigns, to which such Acts and Regulations apply by reason of this conveyance.

7. The failure of GRANTOR to insist in any one or more instances upon complete performance of the conditions subsequent, terms, or covenants of this Deed shall not be construed as a waiver of, or a relinquishment of GRANTOR's right to the future performance of any of those conditions subsequent, terms and covenants and the GRANTEE's obligations with respect to such future performance shall continue in full force and effect.

8. In the event of a breach of any of the conditions subsequent or in the event of a breach of any other terms and covenants of this Deed, whether caused by the legal or other inability of GRANTEE, its successors and assigns, to perform any of the terms and conditions of this Deed, at the option of the UNITED STATES OF AMERICA, all right, title and interest in and to the Property shall, upon the recording by the UNITED STATES OF AMERICA of a Notice of Entry, pass to and become the property of the UNITED STATES OF AMERICA, which shall have an immediate right to entry thereon, and the GRANTEE, its successors and assigns, shall forfeit all right, title, and interest in

and to the Property and in and to any and all of the tenements, hereditaments, and appurtenances thereto.

9. In the event the GRANTOR fails to exercise its options to reenter the Property or to revert title thereto for any breach of conditions subsequent numbered 1, 2, 3, and 4 of Paragraph 6 of this Deed within 31 years from the date of this conveyance, conditions subsequent numbered 1, 2, 3, and 4 of said Paragraph 6, together with all rights to reenter and revert title for breach of those conditions, will, as of that date, terminate and be extinguished.

10. The expiration of conditions subsequent 1, 2, 3, and 4 of Paragraph 6 of this Deed and the right to reenter and revert title for breach thereof, will not affect the obligation of GRANTEE, its successors and assigns, with respect to condition subsequent 5 of Paragraph 6 or the right reserved to GRANTOR to reenter and revert title for breach of condition subsequent 5.

IV. COVENANTS

11. GRANTEE, by the acceptance of this Deed, covenants and agrees for itself, its successors and assigns, that in the event GRANTOR exercises its option to revert all right, title, and interest in and to the Property to GRANTOR, or GRANTEE voluntarily returns title to the Property in lieu of a reverter, the GRANTEE shall provide protection to and maintenance of the Property at all times until such time as the title to the Property or possession of the Property, whichever occurs later in time, is actually reverted or returned to and accepted by GRANTOR. Such protection and

maintenance shall, at a minimum, conform to the standards prescribed by the General Services Administration in Appendix A of the "GSA Customer Guide to Real Property Disposal" as referenced at 41 C.F.R. §102-75.965 and agreed to in GRANTEE's application.

12. GRANTEE, by the acceptance of this Deed, covenants that, at all times during the period that title to the Property is vested in GRANTEE, its transferees or assigns, subject to conditions subsequent 1, 2, 3, and 4 of Paragraph 6 of this Deed, it will comply with all provisions of the following: the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §4321 et seq., including the preparation of environmental impact statements, as required (See 42 U.S.C. §4332); the National Historic Preservation Act of 1966, 16 U.S.C. §470 et seq.; Executive Order No. 11988, 42 Fed. Reg. 26951 (May 24, 1977) as amended by Executive Order No. 12148, 44 Fed. Reg. 43239 (July 20, 1979), governing floodplain management; Executive Order No. 11990, 42 Fed. Reg. 26961 (May 24, 1977), as amended by Executive Order No. 12608, 52 Fed. Reg. 34617 (September 9, 1987), governing protection of wetlands; 41 C.F.R. §102-75.10 et seq.; and other appropriate guidelines, laws, regulations or executive orders, federal, state or local, pertaining to floodplains, wetlands or the future use of this Property.

13. GRANTEE, by acceptance of this Deed, covenants and agrees for itself, its successors and assigns, and every successor in interest to the Property herein conveyed or any part thereof that it will comply with the requirements of (A) Title VI of the Civil Rights Act of 1964 (P.L. No. 88-352), 42 U.S.C. §2000d et seq.; (B) Title IX of

the Education Amendments of 1972 (P.L. No. 92-318), 20 U.S.C. §1681 et seq.; (C) Section 504 of the Rehabilitation Act of 1973 (P.L. No. 93-112), 29 U.S.C. §794 et seq.; and all requirements imposed by or pursuant to the Regulations (34 C.F.R. Parts 12, 100, 104 and 106) issued pursuant to the Act and now in effect, to the end that, in accordance with said Acts and Regulations, no person in the UNITED STATES OF AMERICA shall, on the ground of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the program and plan referred to in condition subsequent number 1 of Paragraph 6 above or under any other program or activity of the GRANTEE, its successors and assigns, to which such Acts and Regulations apply by reason of this conveyance. This covenant shall attach to and run with the land for so long as the Property is used for a purpose for which Federal assistance is hereby extended by GRANTOR or for another purpose involving the provision of similar services or benefits, and shall in any event, and without regard to technical classifications or designation, legal or otherwise, be binding to the fullest extent permitted by law and equity, for the benefit of, in favor of and enforceable by GRANTOR against GRANTEE, its successors and assigns, for the Property, or any part thereof. In the event of a breach of this covenant by GRANTEE or by its successors or assigns, GRANTOR, may, in addition to any right or remedy set forth in this agreement, avail itself of any remedy authorized by the violated statute or regulation.

14. In the event title to the Property or any part thereof is reverted to the UNITED STATES OF AMERICA for noncompliance or is voluntarily reconveyed in lieu

of reverter, GRANTEE, its successors or assigns, shall at the option of GRANTOR, be responsible for and be required to reimburse the UNITED STATES OF AMERICA for the decreased value thereof that is not the result of reasonable wear and tear, an act of God, or alterations and conversions made by the GRANTEE and approved by the GRANTOR, to adapt the Property to the educational use for which the Property was transferred. GRANTEE shall, in addition thereto, reimburse GRANTOR for damage it may sustain as a result of such noncompliance, including but not limited to costs incurred to recover title to or possession of the Property.

15. GRANTEE may seek abrogation of the conditions subsequent 1, 2, 3, and 4 of Paragraph 6 of this Deed by:

- a. Obtaining the advance written consent of the GRANTOR; and
- b. Payment to the UNITED STATES OF AMERICA of a sum of money equal to the fair market value of the property to be released from the conditions subsequent as of the effective date of the abrogation:

(1) multiplied by the percentage Public Benefit Allowance granted at the time of conveyance,

(2) divided by 360, and

(3) multiplied by the number of months, or any portion thereof, of the remaining period of restrictions to be abrogated.

16. GRANTEE, by acceptance of this Deed, further covenants and agrees for itself, its successors and assigns, that in the event the Property or any part or interest thereof is at any time within the period of 30 years from the date of this conveyance

sold, leased or subleased, mortgaged, encumbered or otherwise transferred or disposed of or used for purposes other than those designated in condition subsequent 1 of Paragraph 6 above without the prior written consent of GRANTOR, all revenues therefrom and the reasonable value, as determined by GRANTOR, of any other benefits to GRANTEE deriving directly or indirectly from such sale, lease or sublease, mortgage, encumbrance, transfer, disposal or use, shall be considered to have been received and held in trust by GRANTEE for the UNITED STATES OF AMERICA and shall be subject to the direction and control of GRANTOR; but the provisions of this paragraph shall not impair or affect the rights reserved to GRANTOR under any other provision of this Deed.

17. GRANTEE, by the acceptance of this Deed, further covenants and agrees for itself, its successors and assigns, that at all times during the period that title to the Property is vested in GRANTEE subject to conditions subsequent 1, 2, 3, and 4 of Paragraph 6 of this Deed, GRANTEE shall at its sole cost and expense keep and maintain the Property and the improvements thereon, including all buildings, structures and equipment at any time situate upon the Property, in good order, condition and repair, and free from any waste whatsoever.

18. GRANTEE, by acceptance of this Deed, covenants that, upon the recording by the UNITED STATES OF AMERICA of a Notice of Entry pursuant to Paragraph 8 above, all right, title and interest in and to the Property shall pass to and become the property of the UNITED STATES OF AMERICA, which shall have an immediate right to enter thereon, and the GRANTEE, its successors and assigns, shall immediately and

quietly quit possession thereof and forfeit all right, title, and interest in and to the Property and in any and all of the tenements, hereditaments, and appurtenances thereunto belonging, conveying all right, title and interest conveyed to it in this Deed except for encumbrances authorized and approved by the GRANTOR in writing as provided in condition subsequent 2 of Paragraph 6 of this Deed.

19. GRANTEE shall protect GRANTOR's residual financial interest in the Property through insurance or other means. If the GRANTEE, its successors or assigns, shall cause the Property and/or any improvements thereon to be insured against loss, damage or destruction, or if the GRANTOR requires such insurance while the Property is subject to conditions subsequent 1, 2, 3, and 4 of Paragraph 6 of this Deed, and any such loss, damage or destruction shall occur during the period GRANTEE holds title to the Property subject to conditions subsequent 1, 2, 3, and 4 set forth in Paragraph 6 of this Deed, said insurance and all monies payable to GRANTEE, its successors or assigns, shall be held in trust by the GRANTEE, its successors or assigns, and shall be promptly used by GRANTEE for the purpose of repairing and restoring the Property to its former condition or replacing it with equivalent or more suitable facilities; or, if not so used, shall be paid over to the Treasurer of the UNITED STATES OF AMERICA in an amount equal to the unamortized Public Benefit Allowance of the Property multiplied by the current fair market value of the improvements lost, damaged or destroyed. If the Property is located in a floodplain, GRANTEE will, during the period it holds title subject to conditions subsequent 1, 2, 3, and 4 of Paragraph 6 of this Deed insure the Property and any machinery, equipment, fixtures, and furnishings contained therein against loss,

damage, or destruction from flood, to the maximum limit of coverage made available with respect to the Property under §102 of the Flood Disaster Protection Act of 1973, 42 U.S.C. §4012a. Proceeds of such insurance will be used as set forth above.

20. GRANTEE further covenants to pay damages for any time period held over beyond the time period stated in a demand to quit possession of the Property at the fair market rental value plus reasonable attorney's fees and costs of the GRANTOR in securing the return of the Property.

21. GRANTEE agrees on behalf of itself, its successors and assigns that it/they shall comply with all applicable Federal, state and local laws, regulations, and standards that are or may become applicable to GRANTEE's activities on the transferred Property.

22. NOTICES, DESCRIPTION, COVENANTS, AND ACCESS RIGHTS RELATED TO SECTION 120(h)(3) OF THE COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT ("CERCLA") (42 U.S.C. § 9620(h)(3)):

A. Property Covered by Notices, Description, Covenants, and Access Rights, Made Pursuant to Section 120(h)(3)(A) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)):

For the entirety of the Property (or as otherwise noted below), the United States provides the following notices, description, covenants, and retains the following access rights:

B. Notices Pursuant to Section 120(h)(3)(A)(i)(I) and (II) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(i)(I) and (II)):

Pursuant to section 120(h)(3)(A)(i)(I) and (II) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(i)(I) and (II)), available information regarding the type, quantity, and location of hazardous substances and the time at which such substances were stored, released, or disposed of, as defined in section 120(h), on the Property (releases only), Notice of Hazardous Substances Released, attached hereto and made a part hereof as Exhibit "B".

C. Description of Remedial Action Taken, if Any, Pursuant to Section 120(h)(3)(A)(i)(III) of Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(i)(III)):

Pursuant to Section 120(h)(3)(A)(i)(III) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(i)(III)), remedial action as described below was taken on the Property.

1. The oil interceptor associated with Facility 1040 was removed. Based on sampling results, there was no indication of a release from the oil interceptor.
2. The storm drain site (AOC SD-2) on the Property was investigated and found to require no additional remedial action.

D. Covenants Pursuant to Section 120(h)(3)(A)(ii) and (B) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(ii) and (B)):

Pursuant to Section 120(h)(3)(A)(ii) and (B) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(ii) and (B)), the United States warrants that:

1. all remedial action necessary to protect human health and the environment with respect to any hazardous substance identified pursuant to Section 120(h)(3)(A)(i)(I) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 remaining on the Property has been taken before the date of this Deed, and
2. any additional remedial action found to be necessary after the date of this Deed shall be conducted by the United States.

E. Access Rights Pursuant to Section 120(h)(3)(A)(iii) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(iii)):

1. The United States retains and reserves a perpetual and assignable easement and right of access on, over, and through the Property, to enter upon the Property in any case in which a remedial action or corrective action is found to be necessary on the part of the United States, without regard to whether such remedial action or correction action is on the Property or on adjoining or nearby lands. Such easement and right of access includes, without limitation, the right to perform any environmental investigation, survey, monitoring, sampling, testing, drilling, boring, coring, test pitting, installing

monitoring or pumping wells or other treatment facilities, response action, corrective action, or any other action necessary for the United States to meet its responsibilities under applicable laws and as provided for in this instrument. Such easement and right of access shall be binding on the GRANTEE and its successors and assigns and shall run with the land.

2. In exercising such easement and right of access, the United States shall provide the GRANTEE or its successors or assigns, as the case may be, with reasonable notice of its intent to enter upon the Property and exercise its rights under this clause, which notice may be severely curtailed or even eliminated in emergency situations. The United States shall use reasonable means to avoid and to minimize interference with the GRANTEE's work and the GRANTEE's successors' and assigns' quiet enjoyment of the Property. At the completion of work, the work site shall be reasonably restored. Such easement and right of access includes the right to obtain and use utility services, including water, gas, electricity, sewer, and communications services available on the Property at a reasonable charge to the United States. Excluding the reasonable charges for such utility services, no fee, charge, or compensation will be due the GRANTEE, nor its successors and assigns, for the exercise of the easement and right of access hereby retained and reserved by the United States.

3. In exercising such easement and right of access, neither the GRANTEE nor its successors and assigns, as the case may be, shall have any claim at law or equity against the United States or any officer or employee of the United States based on

actions taken by the United States or its officers, employees, agents, contractors of any tier, or servants pursuant to and in accordance with this clause. Provided, however, that nothing in this paragraph shall be considered as a waiver by the GRANTEE and its successors and assigns of any remedy available to them under the Federal Tort Claims Act.

23. UNDERGROUND STORAGE TANKS/ABOVE GROUND STORAGE TANKS (UST/AST): There are no USTs remaining on the Property. There is one (1) empty AST remaining on the Property (i.e., a generator tank used for JP-8, with a capacity of 128 gallons, northeast of facility 1004). This AST was emptied and cleaned in 2011. The GRANTEE covenants and agrees to assume full responsibility and liability for any releases associated with the remaining AST after the date of this Deed as a condition of receiving this tank in lieu of its removal.

24. ASBESTOS CONTAINING MATERIAL: The GRANTEE is warned that the Property may contain current and former improvements, such as buildings, facilities, equipment, and pipelines, above and below the ground that may contain ACM. The GRANTEE covenants and agrees that in its use and occupancy of the Property, it will comply with all applicable federal, state, and local laws relating to asbestos. The GRANTEE is cautioned to use due care during property development activities that may uncover pipelines or other buried ACM. The GRANTEE covenants and agrees that it will notify the United States promptly of any potentially friable ACM that constitutes a release (or potential release) under CERCLA. The United States' responsibility under this Deed for friable ACM is limited to friable ACM in demolition debris associated with past Air Force

activities and is limited to the actions, if any, to be taken in accordance with the covenants contained in paragraph 22 of this Deed. The GRANTEE is warned that the United States will not be responsible for removing or responding to ACM in or on utility pipelines. The GRANTEE acknowledges that the United States assumes no liability for property damages or damages for personal injury, illness, disability, or death to the GRANTEE, or to any other person, including members of the general public, arising from or incident to the purchase, transportation, removal, handling, use, disposition, or other activity causing or leading to contact of any kind whatsoever with asbestos on the Property, whether the GRANTEE has properly warned, or failed to properly warn, the persons injured.

25. GENERAL LEAD-BASED PAINT AND LEAD-BASED PAINT-CONTAINING MATERIALS AND DEBRIS (COLLECTIVELY "LBP"): Lead-based paint was commonly used prior to 1978 and may be located on the Property. The GRANTEE is advised to exercise caution during any use of the Property that may result in exposure to LBP.

The GRANTEE covenants and agrees that in its use and occupancy of the Property, the GRANTEE is solely responsible for managing LBP, including LBP in soils, in accordance with all applicable federal, state, and local laws and regulations. The GRANTEE acknowledges that the United States assumes no liability for property damages or damages for personal injury, illness, disability, or death to the GRANTEE, or to any other person, including members of the general public, arising from or incident to the purchase, transportation, removal, handling, use, contact, disposition, or other activity involving LBP on the Property, whether the GRANTEE has properly warned, or failed to properly warn, the persons injured. The GRANTEE further agrees to notify the United

States promptly of any discovery of LBP in soils that appears to be the result of United States' activities and that is found at concentrations that may require remediation. The United States hereby reserves the right, in its sole discretion, to undertake an investigation and conduct any remedial action that it determines is necessary.

26. LIMITATION ON WARRANTY. The warranty set forth in subparagraph 22.D. above is limited to response actions found to be necessary to protect human health and the environment from hazardous substances, pollutants or contaminants existing at the Property on the date this Deed is accepted. The obligation of the United States under such warranty does not extend to response actions required as a result of an act or omission of the GRANTEE, which act or omission (1) introduces new or additional contamination, or (2) increases the cost of the required response action by its failure to provide timely notice of encountering contamination or by its improper management of any contamination or contaminated soil or water existing at the Property on the date this Deed is accepted from the United States.

27. STATE ACCESS TO PROPERTY. The easement and right of access reserved to the United States in subparagraph 22.E. above may be exercised by agencies of the United States, including, but not necessarily limited to the Air Force and the U.S. EPA. Furthermore, because the easement and right of access reserved to the United States is assignable, the United States hereby assigns its easement and access right to environmental regulatory agencies of the State of California (State). The Air Force will extend to such State regulatory agencies, as necessary, the right to use the easement and access reserved in subparagraph 22.E. above. This grant of easement and right of

access to the Property is for purposes of effectuating the warranty in subparagraph 22.D. and shall be consistent with the Installation Restoration Program (“IRP”) of the Air Force.

28. HISTORIC PROPERTY. Facilities 1001, 1003, 1004, 10031 and 10032, depicted in Exhibit “C” are either wholly or partially located on the Property and were deemed eligible for listing on the National Register of Historic Places. A Memorandum of Agreement (MOA), effective August 2011, between the U.S. Air Force, the Department of Veterans Affairs (DVA), the California State Historic Preservation Officer (SHPO), and the City of Sunnyvale (concurring party) was developed to document acceptable mitigations should these facilities be demolished and the Property redeveloped. The GRANTEE acknowledges receipt of a copy of this MOA and agrees to comply with, and/or cooperate with the Air Force and DVA in complying with, its terms and conditions.

29. WASTEWATER. The Property is served by underground sanitary sewer piping connected to a publicly-operated or owned sanitary sewer system. After the date of this Deed the GRANTEE assumes ownership and responsibility for all underground piping and shall submit any required applications for discharges to the sanitary sewer system and for meeting all applicable discharge permit standards.

30. PESTICIDES. Registered pesticides have been applied to the Property and may continue to be present thereon. Where a pesticide was applied by the Air Force or at the Air Force’s direction, to the best of the Air Force’s knowledge, the pesticide was applied in accordance with its intended purpose and consistent with the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA – 7 U.S.C. §136, et seq.) and other applicable laws. If the GRANTEE takes any action with regard to the Property, including

demolition of structures or any disturbance or removal of soil, and such acts or omissions cause a release of, threatened release of, or create exposure to, any such pesticide, GRANTEE assumes all resulting responsibility and liability therefor, as may be required under applicable law.

31. All covenants, conditions subsequent and restrictions contained in this Deed shall run with the land and be binding upon GRANTEE, its successors and assigns, to all or any part of the Property. All rights and powers reserved to GRANTOR by the Deed may be exercised by any successor in function to GRANTOR, and all references to GRANTOR shall include its successor in function. All covenants and conditions subsequent contained herein are for the sole benefit of GRANTOR and may be modified or abrogated by it as provided in the Act

VIII. SIGNATURES

TO INDICATE THEIR AGREEMENT to the provisions contained in this agreement, GRANTOR and GRANTEE have executed this document as of the date and year first above written.

UNITED STATES OF AMERICA OF AMERICA
Acting by and through the
Secretary of Education

GRANTOR:

By: _____
Wanda A. Davis, Director
Federal Real Property Division
Office of Management
U.S. Department of Education

GRANTOR ACKNOWLEDGMENT

DISTRICT OF COLUMBIA)
)
)

On this _____ day of January, 2013, personally appeared before me, a Notary Public in and for the District of Columbia, Wanda A. Davis, Director, Federal Real Property Division in the Office of Management, U.S. Department of Education, acting for the UNITED STATES OF AMERICA and the Secretary of Education, known to me to be the same person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same on the date hereof as her free and voluntary act and deed for the purposes and consideration therein expressed and with full authority and as the act and deed of the UNITED STATES OF AMERICA and the Secretary of Education.

IN WITNESS WHEREOF, I have set my hand and seal at the District of Columbia on the day and year first above written.

Notary Public
My Commission Expires: _____

GRANTEE ACCEPTANCE

The GRANTEE hereby accepts this Quitclaim Deed and accepts and agrees to all the terms, covenants, conditions subsequent, and restrictions contained therein.

GRANTEE:

By: _____

Linda M. Thor
Chancellor
Foothill-De Anza Community College
District

GRANTEE ACKNOWLEDGMENT

COUNTY OF SANTA CLARA)
)
STATE OF CALIFORNIA)

On this ____ day of January, 2013, personally appeared before me, a Notary Public in and for the State of California, Linda M. Thor, Chancellor, to me known to be the same person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same on the date hereof as her free and voluntary act and deed for the purposes and consideration therein expressed and with full authority and as the act and deed of Foothill-De Anza Community College District's Board of Trustees.

IN WITNESS WHEREOF, I have set my hand and seal on the day and year first above written.

Notary Public
My Commission Expires: _____

Exhibit “A”

Property Plat Map

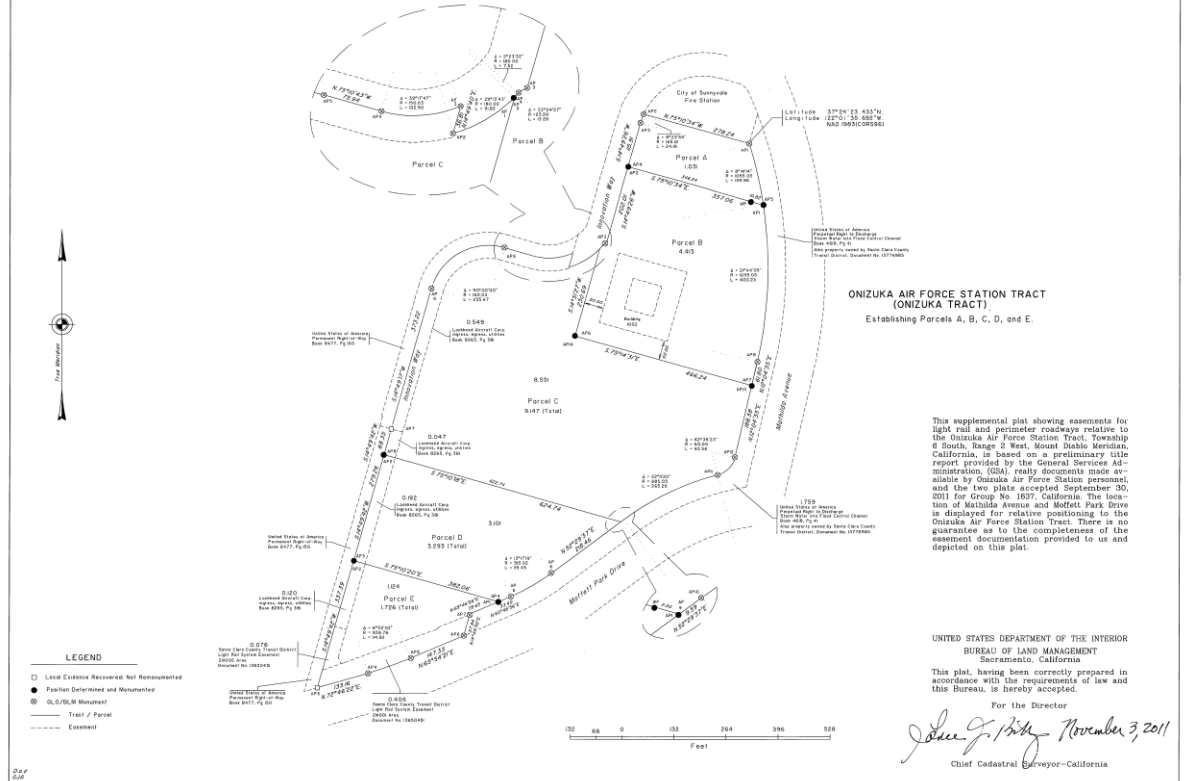
to

Quitclaim Deed

To Foothill-De Anza Community College District dated January xx, 2013

ORIGINAL

TOWNSHIP 6 SOUTH, RANGE 2 WEST, OF THE MOUNT DIABLO MERIDIAN, CALIFORNIA.
SUPPLEMENTAL PLAT



CA21006050020W00506

T. 6 S., R. 2 W., M.D.M.

Exhibit “B”

Notice of Hazardous Substances Released

to

Quitclaim Deed

To Foothill-De Anza Community College District dated January xx, 2013

NOTICE OF HAZARDOUS SUBSTANCES RELEASED

This notice provides a list of hazardous substances that are known to have been released on Onizuka AFS, and the dates the releases took place. The information contained in this notice is required under the authority of regulations promulgated under section 120(h) of the Comprehensive Environmental Response, Liability, and Compensation Act (CERCLA) or "Superfund") 42 U.S.C section 9620(h). Based on sample analysis and investigations at these sites, it was determined that contaminant concentrations were below action levels and no response action occurred.

Substance	Regulatory Synonyms	CASRN	Quantity	Date	EPA Hazardous Waste Codes	Response	Remarks
Barium	NA	54-26-21	Unknown	NA	NA	No	Identified in sampling of storm water in Manhole-C (likely from rodent poison in storm drains as Onizuka AFS never used barium)
Filter backwash containing suspended solids and water treatment chemicals	Potassium Hydroxide	1310-25-3	Estimated at 2250 gallons per day	1979 to 1982	NA	No	AOC SD-1 (Storm drain at Facility 1007, Cooling Tower Filter Backwash) NFA DD 2/17/1989. The products used in the cooling tower water were Betz Entec 179, Betz Entec 349, and Betz Entec 367.
	Phosphonic acid	2809-21-4			NA		
	1-H-benzotriazole, methyl	29385-43-1			NA		
	Dodecyguanidine Hydrochloride	6317-18-6			NA		
	Methylene bis(thidcyanate)	13590-97-1			NA		
	Isopropyl alcohol	67-63-0			NA		
	Bromo-3-chloro-5, 5-dimethylhydantoin	16079-88-2			NA		

Substance	Regulatory Synonym(s)	CASRN	Quantity	Date	EPA Hazardous Waste Codes	Response	Remarks
Washwater from antenna maintenance containing an alkaline detergent-based aircraft cleaning compound	Sodium Metasilicate	6834-92-0	20 gallons per year	1976 to 1995	NA	No	AOC SD-2 (Storm Drain near Facility 1005) NFA DD 2/17/1989
	Sodium Tripolyphosphate	7758-29-4			NA		
	Ethylene Glycol Monobutyl Ether	111-76-2			NA		

Notes: For AOC SD-1, STABREX ST20 was the product used to determine constituents of water treatment chemicals.
For AOC SD-2, Aircraft Cleaner II was the product used to determine constituents of antenna wash detergent.

AFS = Air Force Station

AOC = Area of Concern

AST = aboveground storage tank

CASRN = Chemical Abstract Registry Number

DD = Decision Document

JP-5 = jet propulsion jet fuel, grade 5 kg = kilogram

lbs = pounds

NA = not applicable

NFA = No Further Action

UST = underground storage tank

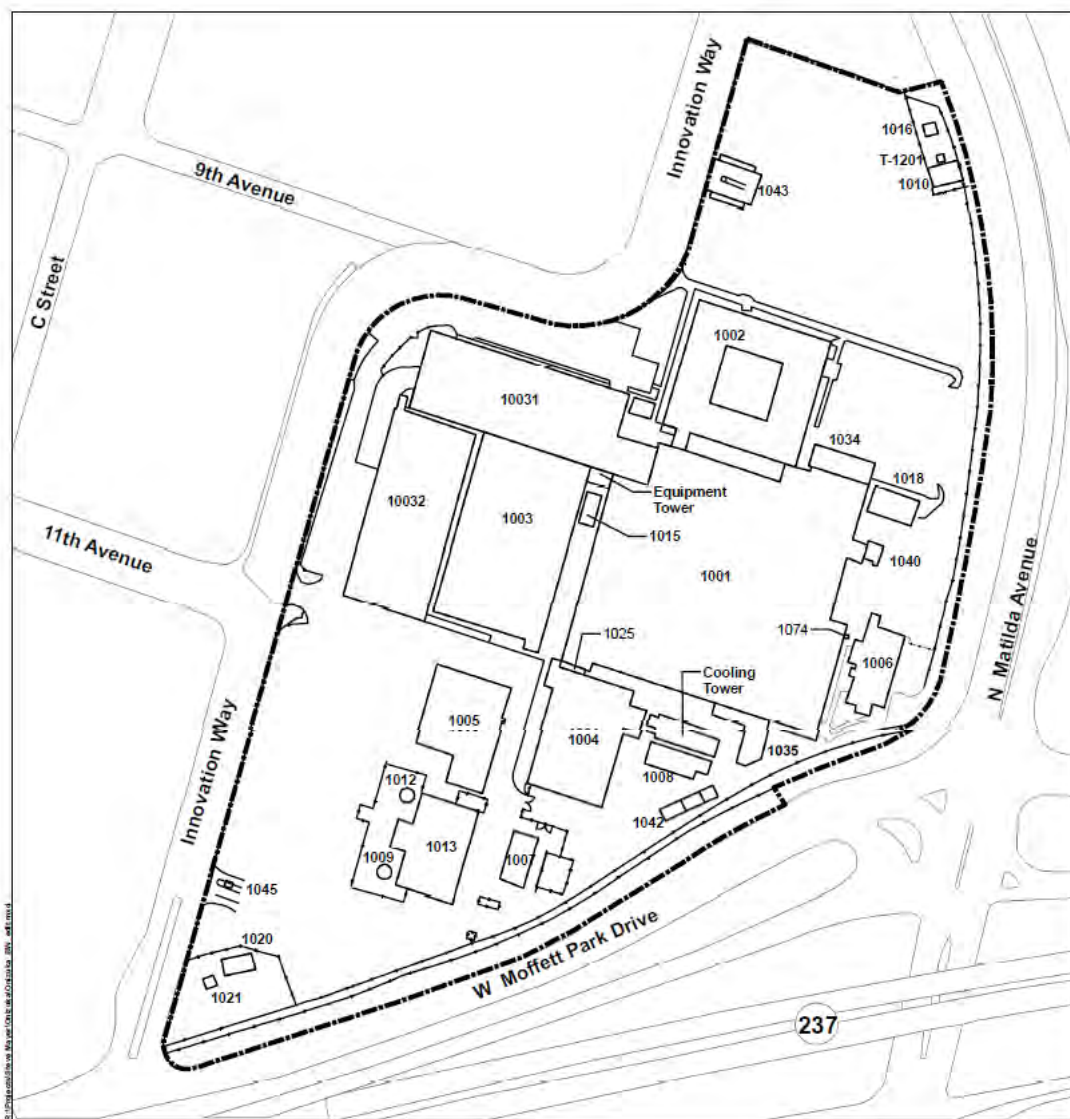
Exhibit “C”

Facilities Map

to

Quitclaim Deed

To Foothill-De Anza Community College District dated January xx, 2013



Explanation

----- Installation Boundary

**Onizuka
Air Force Station**



Figure 2

FOST, Onizuka AFS
Attachment 1



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	STUDY SESSION (1:00 p.m. - District Board Room)
Subject	D) Schedule for Board Members to Tour Measure C Projects
Access	Public
Type	Discussion, Information

Public Content**Background and Analysis:**

Much physical progress has been made at both Colleges on Measure C projects. The project team leaders at each College invite the Board members to a tour of project highlights at a convenient time for the Board in the current year.

Suggested dates are as follows:

June 3rd for a tour of De Anza College projects

September 9th for a tour of Foothill College projects

Submitted by:	Charles Allen, extension 6150
Additional contact names:	Kevin McElroy
Is backup provided?	No

Administrative Content

Executive Content



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	APPROVAL OF MINUTES
Subject	January 7, 2013
Access	Public
Type	Action, Minutes
Recommended Action	Recommend approval of the January 7, 2013, minutes of the regular meeting of the Board of Trustees.

Public Content

Draft minutes of the regular meeting of the Board of Trustees of January 7, 2013, attached.

[BOTMinutes010713.pdf \(208 KB\)](#)

Administrative Content

Executive Content



**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES
REGULAR MEETING
January 7, 2013**

Trustees Present:

Betsy Bechtel, President
Joan Barram
Pearl Cheng
Laura Casas Frier
Bruce Swenson

For Public Session Only:

Vincent Mendoza, De Anza College Student Trustee
Antonia Zavala, Foothill College Student Trustee

STUDY SESSION

CALL TO ORDER

Board President Bechtel called the study session to order at 3:40 p.m.

BOARDDOCS TRAINING

BoardDocs Implementation Specialist Martha Crook led trustees through the district's new Board of Trustees meeting material preparation and access system. She highlighted viewing, archive, and search features and responded to trustees concerns regarding the technical support, security, and data backup features provided through the BoardDocs service.

CLOSED SESSION

The Board convened in closed session at 5:00 p.m. in the Chancellor's Office to discuss:

CONFERENCE WITH LABOR NEGOTIATOR

Executive Administrators Present:

Charles Allen, Executive Director, Facilities, Operations and Construction Management
Kevin McElroy, Vice Chancellor, Business Services
Judy Miner, President, Foothill College
Joe Moreau, Vice Chancellor, Technology
Brian Murphy, President, De Anza College
Dorene Novotny, Vice Chancellor, Human Resources and Equal Opportunity
Linda Thor, Chancellor

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Executive Administrators Present:

Charles Allen, Executive Director, Facilities, Operations and Construction Management
Kevin McElroy, Vice Chancellor, Business Services
Judy Miner, President, Foothill College
Joe Moreau, Vice Chancellor, Technology
Brian Murphy, President, De Anza College
Dorene Novotny, Vice Chancellor, Human Resources and Equal Opportunity
Linda Thor, Chancellor

CALL TO ORDER

President Bechtel called the regular meeting of the Board of Trustees to order at 6:00 p.m. and led those present in the pledge of allegiance.

REPORTING OUT FROM CLOSED SESSION

President Bechtel announced that no reportable action was taken during closed session.

APPROVAL OF MINUTES

Trustee Barram asked that page 7 of the minutes of the December 10, 2012, Board of Trustees meeting be corrected to show the vote for item 20, Resolution Authorizing Trustee Absence, as two advisory votes in favor, three trustee votes in favor, one absence, and one abstention.

M/S/C:	Casas Frier/Barram
Advisory vote:	2
Board vote:	5
Action:	Approved the minutes of December 10, 2012, meeting as corrected.

HEARINGS: ITEMS NOT ON THE AGENDA

Public

Ken Horowitz reiterated concerns about perceived health and safety issues resulting from the De Anza College Stadium and Track project, asked trustees to be diligent when approving projects, and expressed hope that funds will become available to upgrade the press box, add lights and another set of bleachers, and improve restroom access.

Staff

De Anza College President Brian Murphy announced that Puente Coordinator Alicia Cortez, Faculty Coordinator for Disability Support Programs & Services Jim Haynes, Curriculum Co-Chair and ANNAPISI Curriculum Coordinator Anu Khanna, Dean of Physical Education and Athletics Coleen Lee-Wheat, Evaluation Coordinator Kent McGee, System Administrator Kevin Metcalf, CIS Coordinator/Instructor Mary Pape, Student Learning Outcomes Coordinator Tono Ramirez, and Puente Coordinator Paula Silva have been nominated by De Anza College for the League for Innovation in the Community College's John and Suanne Roueche Excellence Awards. President Murphy also praised De Anza College Academic Senate President Karen Chow for her initiative in staffing outreach tables throughout the college for the opening day of winter quarter.

Foothill College President Judy Miner reported that the Physical Sciences and Engineering Center opened to students for the first day of the quarter. She announced that an open house to showcase the building will be held February 26, 2013, from 4:30 to 6:30 p.m.; 450 students from eight local middle schools will be introduced to the idea of going to college at a full-day early outreach event on January 29, 2013, involving both Foothill and De Anza colleges; and tickets to the Physics Show, which will be held February 2, 3, 9, and 10, 2013, at 10:00 a.m. and 1:00 p.m., are now available for \$3.00 each.

Chancellor Linda Thor advised that the district is working to secure appointments with legislators in connection with the Community College League of California's annual Legislative Conference, which is being held January 27 and 28, 2013, in Sacramento. She announced that the Foothill-De Anza Foundation Board of Directors has scheduled a retreat on February 7, 2013, to work on the strategic plan and that Sheryl Alexander, Foothill-De Anza Foundation Executive Director, has been elected secretary of the Board of Directors of the Silicon Valley Planned Giving Council.

Board

De Anza College Student Trustee Vincent Mendoza reported sending information to trustees, the college presidents, and Chancellor Thor regarding the new process available for undocumented (AB 540) students to access financial aid.

Foothill College Student Trustee Antonia Zavala announced a Women's Heritage Month Panel and Reception focused on women in leadership positions, which will be held on March 12, 2013, from 1:30 to 2:30 p.m. in the Hearthside Lounge.

Trustee Bruce Swenson provided information regarding a recent visit with former Foothill-De Anza Community College District Chancellor and United States Department of Education Under Secretary Martha Kanter and former trustee and Senior Policy Advisor to the Under Secretary Hal Plotkin. He stated that although fiscal issues remain a challenge, the Under Secretary is proud of the increased availability of Pell Grants to lower-income students and intends to focus on the issue of student loans during the next few years.

President Betsy Bechtel congratulated everyone involved in the opening of the new Foothill College Physical Sciences and Engineering Center.

APPROVAL OF CONSENT CALENDAR

Trustee Casas Frier asked that items 3, Sale of Miscellaneous Surplus Electronic Equipment, and 7, De Anza College Associate Degree for Transfer and State Approval, be removed from the consent calendar.

M/S/C: Casas Frier/Cheng

Advisory vote: 2

Board vote: 5

Action: Approved Items 1-2 and 4-6 on the Consent Calendar as follows:

Item 1 – **Ratified** contracts and agreements

Item 2 – **Ratified** wire transfers greater than \$5,000 for October, November, and December 2012

Item 4 – **Made** a finding that the items are of insufficient value to defray the costs of arranging a sale, and **authorized** the Interim Director of Purchasing Services to recycle or dispose of the unusable surplus furniture in the local public dump

Item 5 – **Approved** the Human Resources Report

Item 6 – **Approved** the advertising contract with The Lamar Companies in the amount of \$90,500

Item 3

Sale of Miscellaneous Surplus Electronic Equipment

Vice Chancellor, Technology, Joseph Moreau explained the process used to determine a computer's surplus status in response to trustee Casas Frier's questions. He stated that surplus computers are generally older models that cannot be upgraded to a level that would meet staff or student needs.

M/S/C: Casas Frier/Cheng
Advisory vote: 2
Board vote: 5
Action: **Made** a finding that the property does not exceed \$5,000 in value, and **authorized** the Interim Director of Purchasing Services to sell the miscellaneous surplus electronic equipment in accordance with Education Code 81452(a)

Item 7

De Anza College Associate Degree for Transfer and State Approval

In response to trustee Casas Frier's questions, De Anza College President Brian Murphy advised that Math was one of the first transfer degrees approved. Foothill College Academic Senate President Dolores Davison noted that the original legislation called for the 20 most-transferred degrees, including Math and English, to be the first addressed by colleges and indicated that she would forward information regarding recent legislative changes to trustees.

M/S/C: Casas Frier/Cheng
Advisory vote: 2
Board vote: 5
Action: **Approved** the De Anza College Associate in Arts Degree in English (AA-T) for Transfer and State Approval

Item 8

Appointment of Two Members to the Trustee Scholarship Interview Committee

M/S/C: Bechtel/Swenson
Advisory vote: 2
Board vote: 5
Action: **Appointed** trustees Laura Casas Frier and Pearl Cheng to the Trustee Scholarship Interview Committee

Item 9

Resolution Authorizing Trustee Absence

M/S/C: Cheng/Zavala
Advisory vote: 2
Board vote: 4
Abstained: 1 (Swenson)
Action: **Adopted** the resolution pursuant to Education Code Section 72024(d) authorizing the absence of trustee Bruce Swenson from the December 10, 2012, regular and organizational meeting of the Board of Trustees

Item 10

Measure E Consent

Approval of Lease Agreement with Mobile Modular Inc.

M/S/C: Barram/Mendoza
Advisory vote: 2
Board vote: 5
Action: **Approved** the 18-month lease agreement between the District and Mobile Modular Inc. for a 12' x 40' relocatable, modular structure at a total cost of \$32,482.41 based upon the Franklin McKinley School District bid #1298, and **adopted** the attached resolution entitled Resolution of the Governing Board of Foothill De Anza Community College District to Lease a Relocatable Structure

Item 11

Measure C Consent

In response to trustee Cheng's questions regarding item K, Executive Director Facilities, Operations, and Construction Management Charles Allen and Bond Program Director Art Heinrich explained that the instructional biology pond is being treated in order to minimize the impact of chemicals from the concrete leaching into the pond.

M/S/C: Cheng/Casas Frier

Advisory vote: 2

Board vote: 5

Action: Ratified/Approved items on the Measure C Consent items as follows:

De Anza College –

- A) Gilbane-MAAS – Revision #1 to Agreement for Project Management Services – Mediated Learning Center - \$0
- B) Noll & Tam Architects – Revision #1 to Project Authorization Amendment D09-B – A-8 Renovations - \$47,162
- C) OC Jones & Sons, Inc. – Change Order #6 – Stadium and Track - \$13,217
- D) Swenson Associates – Change Order #4 – Corporation Yard - \$33,381

Foothill College –

- E) Allana Buick & Bers, Inc. – Revision #2 to Project Authorization Amendment #F-ABB-04 – Pool Elevator and Storage Rooms - \$29,790
- F) Robert A. Bothman, Inc. – Change Order #4 – Parking and Circulation Phase I - \$33,002
- G) Cleary Consultants, Inc. – Change #2 to Agreement for Design Professional Services – Physical Sciences and Engineering Center - \$14,400
- H) Energy Resource Associates, Inc. – Revision #2 to Agreement – Fire Alarm System Replacements Phase II - \$5,000
- I) Gilbane-MAAS – Revision #2 to Agreement for Project Management Services – Physical Sciences and Engineering Center - \$0
- J) Hathaway Dinwiddie Construction Company – Change Order #16 – Physical Sciences and Engineering Center - \$68,006
- K) Taber Construction, Inc. – Change Order #9 – Central Campus Site Improvements - \$98,827
- L) WRNS Studio – Revision #8 to Project Authorization Amendment F-WRNS-2B – Parking and Circulation \$25,590
- M) WRNS Studio – Revision #9 to Project Authorization Amendment F-WRNS-2B – Parking and Circulation - \$37,005
- N) WRNS Studio – Revision #10 to Project Authorization Amendment F-WRNS-1B – Central Campus Site Improvements - \$7,200

Central Services –

- O) Vista Environmental Consulting – Revision #1 to Agreement – FHDA Educational Center - \$13,300

Item 12

Approval of Lease Agreement with Mobile Modular Inc.

M/S/C: **Mendoza/Zavala**

Advisory vote: 2

Board vote: 5

Action: **Approved** the 22-month lease agreement between the District and Mobile Modular Inc. for a 48' x 40' relocatable, modular structure at a total cost of \$103,403.60 based upon the Franklin McKinley School District bid #1298, and **adopted** the attached resolution entitled Resolution of the Governing Board of Foothill-De Anza Community College District to Lease a Relocatable Structure.

ADJOURNMENT

President Bechtel adjourned the meeting at 6:45 p.m.



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	APPROVAL OF CONSENT CALENDAR
Subject	1. Ratification of Contracts and Agreements
Access	Public
Type	Action (Consent)
Recommended Action	Vice Chancellor of Business Services recommends ratification of the contracts and agreements as presented.

Public Content

Background and Analysis:

Presented to the Board for ratification is the list of contracts and agreements signed by the Vice Chancellor, Business Services. It is in the intention of Business Services to present such a list each month.

This procedure is in response to a review of Ed Code requirements and the revised board Policy Section 3000.

Submitted by:	Kevin McElroy, ext. 6201
Additional contact names:	
Is backup provided?	Yes

[Ratification of Contracts Backup.pdf \(64 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

AGREEMENTS, CONTRACTS AND LICENSES FOR RATIFICATION
February 4, 2013

<u>Independent Contractor</u>	<u>Campus/Dept.</u>	<u>Start</u>	<u>End</u>	<u>Consideration</u>	<u>Fund</u>	<u>Type of Service</u>
Dolares Brown LLC dba RT Solutions	De Anza	1/31/13	6/30/13	\$39,950	General	Provide off-line digital captioning for deaf/hard of hearing students
Hired Hands LLC	De Anza	1/31/13	6/30/13	\$30,000	General	Sign language interpreting for deaf students
Jack Raubolt	ETS/District	1/4/13	12/30/13	\$22,600	General	Consulting and advising ETS on Banner improvements, system virtualization and other support
<u>Agreement</u>						
Regents of University of California, Santa Cruz	Foothill	10/1/12	6/30/13	\$20,000	General	Training on equipment for chemistry students and faculty in conjunction with UC Santa Cruz and NASA Ames



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	APPROVAL OF CONSENT CALENDAR
Subject	2. Ratification of Board Warrants Greater than \$5,000 for November and December 2012
Access	Public
Type	Action (Consent)
Recommended Action	Vice Chancellor of Business Services Kevin McElroy recommends ratification.

Public Content**Background and Analysis:**

Enclosed for ratification are the board warrants greater than \$5,000 for November and December 2012. A complete listing of all B Warrants is available for public viewing upon request.

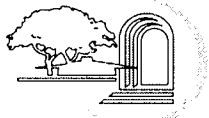
Submitted by:	Kevin McElroy, ext 6201
Additional contact names:	Hector Quinonez, ext 6250
Is backup provided?	Yes

[Board Warrants Greater than 5000 - Nov Dec 2012.pdf \(620 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.



Foothill-De Anza Community College District Warrant Review > \$5000 for the Month Nov12

FOOTHILL-DE ANZA
Community College District

CheckNo	CheckDate	Vendor Name	Description	Net
76003602	11/27/12	Taber Construction Inc	Principal Construction	\$1,395,011.92
	11/27/12	Taber Construction Inc	Retainage	
25047193	11/05/12	Renaissance Agencies Inc	Insurance-Foreign Student Man	\$1,180,688.00
25047757	11/28/12	CALPERS	AP-PERS Employee	\$773,343.67
	11/28/12	CALPERS	PERS Temporary	
76003579	11/21/12	Robert A Bothman Inc	Principal Construction	\$546,552.24
	11/21/12	Robert A Bothman Inc	Retainage	
25047171	11/05/12	Ellucian Support Inc	Software Maintenance & Repair	\$414,447.00
76003578	11/21/12	O C Jones & Sons Inc	Principal Construction	\$403,292.76
	11/21/12	O C Jones & Sons Inc	Retainage	
76003542	11/09/12	Gilbane Building Company	Construction/Design	\$357,824.67
	11/09/12	Gilbane Building Company	Program Management General OH	
76003581	11/21/12	Swenson & Associates	Principal Construction	\$245,062.95
	11/21/12	Swenson & Associates	Retainage	
25047200	11/05/12	The Harry Walker Agency Inc	AP-State Tax W/H	\$244,125.00
	11/05/12	The Harry Walker Agency Inc	Technical & Professional	
25047545	11/19/12	Keenan & Associates	Admin Expenses	\$240,388.00
	11/19/12	Keenan & Associates	COBRA	
	11/19/12	Keenan & Associates	Dental- Retiree	
	11/19/12	Keenan & Associates	Dental-Active	
	11/19/12	Keenan & Associates	Surviving Spouse Expense	
	11/19/12	Keenan & Associates	Vision- Retiree	
	11/19/12	Keenan & Associates	Vision-Active	
76003533	11/02/12	HMC Architects	Architect & Design	\$186,385.00
76003615	11/29/12	Calstate Construction Inc	Principal Construction	\$175,702.50
	11/29/12	Calstate Construction Inc	Retainage	
76003621	11/30/12	Ralph Larsen & Son Inc	Retainage	\$161,108.75
76003558	11/14/12	SPL Integrated Solutions	Major Multimedia and AV	\$144,717.34
	11/14/12	SPL Integrated Solutions	Operational Moving Expense	
76003544	11/09/12	Omni Construction	Principal Construction	\$138,186.85
	11/09/12	Omni Construction	Retainage	
25047313	11/08/12	Bank of America	Procure Card Charges	\$138,139.75
76003571	11/20/12	Anasazi Instruments Inc	Major-Cap Equipment	\$115,311.01

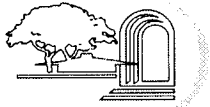
CheckNo	CheckDate	Vendor Name	Description	Net
76003547	11/09/12	SunPower Corporation	Principal Construction	\$109,375.00
25047856	11/29/12	Vanguard Groups	AP-Savings	\$95,599.09
25047566	11/20/12	Curiale Hirschfeld Kraemer	Attorney Fees	\$88,369.26
25047650	11/26/12	City of Palo Alto	Facility Rental-Corp	\$82,583.33
76003597	11/27/12	Scott Valley Bank	Retainage	\$73,421.68
76003525	11/02/12	Sable Computer Inc	FH-CS Major Computer and	\$68,376.00
25047744	11/28/12	American Funds Service Co	AP-Savings	\$68,211.00
25047164	11/05/12	Constellation NewEnergy Inc	Utilities-Electric	\$66,158.37
25047159	11/05/12	Blackboard Connect Inc	Delivery Services	\$62,000.00
25047558	11/19/12	Vavrinek, Trine, Day and	Misc Operating Expenses	\$62,000.00
20002411	11/30/12	FHDA Community College Di	Benefit Budget/Encumbrance-A	\$59,598.89
	11/30/12	FHDA Community College Di	Benefit Budget/Encumbrance-B	
	11/30/12	FHDA Community College Di	CL Contract Noninstruction	
	11/30/12	FHDA Community College Di	CL Hourly Noninstruction	
	11/30/12	FHDA Community College Di	CL Manager Salaries	
	11/30/12	FHDA Community College Di	CL Prem Overtime	
	11/30/12	FHDA Community College Di	Chargeback-Printing	
	11/30/12	FHDA Community College Di	Domestic Conference & Travel	
	11/30/12	FHDA Community College Di	Dues and Memberships	
	11/30/12	FHDA Community College Di	Equipment Maintenance & Repair	
	11/30/12	FHDA Community College Di	Food Supplies	
	11/30/12	FHDA Community College Di	Fundraising Expense	
	11/30/12	FHDA Community College Di	Misc Operating Expenses	
	11/30/12	FHDA Community College Di	Miscellaneous Supplies	
	11/30/12	FHDA Community College Di	Postage & Mailing	
	11/30/12	FHDA Community College Di	Stewardship	
	11/30/12	FHDA Community College Di	Volunteer Expense	
76003529	11/02/12	Cleary Consultants Inc	Soil Investigations	\$59,180.20
76003527	11/02/12	Atlantix Global Systems LLC	Major Servers	\$54,946.13
25047373	11/09/12	Pacific Gas And Electric	Utilities-Electric	\$51,493.35
	11/09/12	Pacific Gas And Electric	Utilities-Gas & Fuel Oil	
76003567	11/15/12	Hoi's Construction Inc	Retainage	\$48,009.45
25047770	11/28/12	Employee Benefits Services	AP-Savings	\$45,163.63
76003574	11/21/12	Beals Martin Assoicates Inc	Principal Construction	\$44,192.10
	11/21/12	Beals Martin Assoicates Inc	Retainage	
20002361	11/02/12	FHDA Community College Di	Benefit Budget/Encumbrance-A	\$43,557.47
	11/02/12	FHDA Community College Di	Benefit Budget/Encumbrance-B	

CheckNo	CheckDate	Vendor Name	Description	Net
	11/02/12	FHDA Community College Di	CE Salaries Hourly	
	11/02/12	FHDA Community College Di	CE Salaries Noninstruction	
	11/02/12	FHDA Community College Di	CL Contract Hourly	
	11/02/12	FHDA Community College Di	CL Contract Noninstruction	
	11/02/12	FHDA Community College Di	CL Hourly Noninstruction	
	11/02/12	FHDA Community College Di	Chargeback-Printing	
	11/02/12	FHDA Community College Di	Dues and Memberships	
	11/02/12	FHDA Community College Di	Food Supplies	
	11/02/12	FHDA Community College Di	Miscellaneous Supplies	
	11/02/12	FHDA Community College Di	Part Time Office Hours	
	11/02/12	FHDA Community College Di	Procure Card Charges	
	11/02/12	FHDA Community College Di	Scholarships	
	11/02/12	FHDA Community College Di	Student Salaries	
	11/02/12	FHDA Community College Di	Student Salaries Prem Overtime	
25047776	11/28/12	Foothill Faculty	AP-Dues	\$41,103.98
25047608	11/21/12	Constellation NewEnergy Inc	Utilities-Electric	\$40,993.33
76003618	11/30/12	Arch Pac Inc	Architect & Design	\$39,250.62
25047815	11/28/12	Tooling University LLC	Technical & Professional	\$39,016.25
76003540	11/09/12	BSK Associates	Capital Project Testing	\$38,905.00
25047552	11/19/12	South Bay Regional Public	Contracted Instruction	\$37,567.93
25047693	11/27/12	Keppler Speakers	AP-State Tax W/H	\$37,200.00
	11/27/12	Keppler Speakers	Technical & Professional	
76003589	11/27/12	HMC Architects	Architect & Design	\$36,520.00
25047466	11/14/12	Willis HRH	Admin Expenses	\$35,000.00
	11/14/12	Willis HRH	Prepaid Items	
76003580	11/21/12	Sundt Construction Inc	Principal Construction	\$34,673.00
76003552	11/14/12	Krueger International Inc	Minor-Cap Equip Replace	\$33,125.25
25047570	11/20/12	Division of the State	DSA Fees	\$32,061.74
76003548	11/09/12	The Ratcliff Architects	Architect & Design	\$30,929.09
25047743	11/28/12	Altura Communication	Equipment Maintenance & Repair	\$29,117.40
76003573	11/21/12	Bank of Sacramento	Retainage	\$28,765.91
76003545	11/09/12	Ralph Larsen & Son Inc	Architect & Design	\$28,359.90
	11/09/12	Ralph Larsen & Son Inc	Principal Construction	
	11/09/12	Ralph Larsen & Son Inc	Retainage	
25047649	11/26/12	City National Bank	Debt Interest Exp	\$27,082.99
	11/26/12	City National Bank	Debt Retirement	
76003590	11/27/12	Lucas Parking Inc	Plant Service Contract	\$26,306.40

CheckNo	CheckDate	Vendor Name	Description	Net
25047631	11/21/12	Pacific Gas And Electric	Utilities-Electric	\$25,765.01
76003613	11/28/12	Structure Consultants Inc	Inspection	\$25,000.00
25047801	11/28/12	Pacific Gas And Electric	Utilities-Electric	\$24,976.60
76003594	11/27/12	Noll And Tam Architects	Architect & Design	\$24,522.60
25047472	11/15/12	Professional Personnel	Technical & Professional	\$24,119.56
25047621	11/21/12	Gilbane Building Company	Construction Management	\$23,966.00
76003619	11/30/12	Cleary Consultants Inc	Soil Investigations	\$23,630.00
76003549	11/14/12	Crown Worldwide Moving and	Operational Moving Expense	\$23,539.75
25047390	11/13/12	CENIC	Technical & Professional	\$23,539.32
25047567	11/20/12	De Anza Bookstore	AP-DA Bookstore	\$22,318.45
25047394	11/13/12	County of Santa Clara	AP County Parking Citations	\$20,590.00
25047639	11/21/12	State Of California Dept	Utilities-Gas & Fuel Oil	\$20,522.33
25047425	11/13/12	Secova Inc (FKA Ultralink	Technical & Professional	\$19,767.26
25047612	11/21/12	Deaf Services of Palo Alto	Technical & Professional	\$19,491.20
25047640	11/21/12	State Of California Dept	Utilities-Gas & Fuel Oil	\$18,999.77
76003620	11/30/12	Dell Marketing LP	FH-CS Minor Computer and	\$18,333.51
76003531	11/02/12	Dell Marketing LP	Major Servers	\$18,156.42
25047576	11/20/12	Foothill Bookstore	AP-FH Bookstore	\$17,993.54
76003616	11/29/12	Ralph Larsen & Son Inc	Architect & Design	\$17,396.10
	11/29/12	Ralph Larsen & Son Inc	Principal Construction	
	11/29/12	Ralph Larsen & Son Inc	Retainage	
25047151	11/05/12	Ad Age Broadcast Network	Advertising	\$17,229.99
25047489	11/16/12	Creative Machines Inc	Technical & Professional	\$17,050.00
20002391	11/21/12	Foothill Cashier	Tuition Reimbursement	\$16,281.00
25047540	11/19/12	Gilbane Building Company	Technical & Professional	\$16,261.00
25047714	11/27/12	Sanofi Pasteur Inc	Miscellaneous Supplies	\$15,922.75
25047196	11/05/12	San Jose Water Company	Water	\$15,069.64
25047375	11/09/12	Poon Associates	Technical & Professional	\$14,590.60
25047571	11/20/12	Dowden Associates Inc	Technical & Professional	\$14,250.00
76003553	11/14/12	Landscape Forms Inc	Minor-Cap Equip Replace	\$13,967.59
76003583	11/27/12	Allana Buick & Bers Inc	Architect & Design	\$13,650.00
20002421	11/30/12	The American Museum of	License Fees	\$13,000.00
	11/30/12	The American Museum of	Prepaid Items	
76003570	11/19/12	JC Enterprises	Major-Cap Equipment	\$12,757.91
25047831	11/29/12	Education To Go	Short Course Instruction	\$12,684.50
25047843	11/29/12	Xerox Corp	Equipment Rental/Lease	\$12,155.03
76003601	11/27/12	Structure Consultants Inc	Inspection	\$11,940.00

CheckNo	CheckDate	Vendor Name	Description	Net
25047206	11/05/12	Bowie, Lisa	Technical & Professional	\$11,440.00
76003551	11/14/12	Fishman Supply Company	Major-Cap Equipment	\$11,380.00
	11/14/12	Fishman Supply Company	Minor Cap-Equipment	
76003524	11/02/12	Dell Marketing LP	Major Servers	\$10,722.30
76003559	11/14/12	Structure Consultants Inc	Inspection	\$10,620.00
25047711	11/27/12	Sacred Heart Community	Reimbursement Expense	\$10,345.45
25047731	11/27/12	Turbo Data System	Plant Service Contract	\$10,289.19
25047781	11/28/12	Grainger Inc	Miscellaneous Supplies	\$10,178.55
20002362	11/02/12	Freeman, Liane	Technical & Professional	\$10,166.00
20002374	11/09/12	Freeman, Liane	Technical & Professional	\$10,166.00
25047141	11/02/12	Renne Sloan Holtzman Sakai	Attorney Fees	\$10,133.00
25047556	11/19/12	Total Compensation Systems	Technical & Professional	\$9,700.00
25047182	11/05/12	Lahlouh Inc	Delivery Services	\$9,514.68
76003528	11/02/12	Cal Coast Telecom	Principal Construction	\$9,507.75
76003575	11/21/12	Calstate Construction Inc	Retainage	\$9,457.25
25047197	11/05/12	SARS Software Products Inc	License Fees	\$9,360.80
25047778	11/28/12	Gilbane Building Company	Technical & Professional	\$9,191.00
25047228	11/05/12	Miller, Wayne	Technical & Professional	\$9,000.00
76003569	11/19/12	Ellucian Support Inc	Technical & Professional	\$8,816.93
25047454	11/14/12	Lockton Companies LLC (San	Technical & Professional	\$8,333.00
20002400	11/21/12	Riff Raff Designs	Promotional Items	\$8,221.00
76003564	11/15/12	Apple Inc	DA Minor Computer and Printer	\$8,147.76
25047867	11/30/12	Bowie, Lisa	Technical & Professional	\$8,140.00
25047514	11/16/12	Pacific Dining	Food Supplies	\$8,075.13
	11/16/12	Pacific Dining	Technical & Professional	
76003596	11/27/12	Salas OBrien Engineers Inc	Architect & Design	\$7,856.20
25047438	11/14/12	Catherine Ayers &	Technical & Professional	\$7,816.93
76003539	11/09/12	Allana Buick & Bers Inc	Architect & Design	\$7,744.75
25047546	11/19/12	Law Office of Marilyn	Attorney Fees	\$7,715.22
	11/19/12	Law Office of Marilyn	Miscellaneous Supplies	
76003530	11/02/12	Cogent Energy Inc	Architect & Design	\$7,695.59
	11/02/12	Cogent Energy Inc	Commissioning Agent	
25047654	11/26/12	Hoefler, Walt	Facility Rental-Corp	\$7,560.00
25047503	11/16/12	Grainger Inc	Miscellaneous Supplies	\$7,525.33
	11/16/12	Grainger Inc	Parts & Accessories	
25047533	11/19/12	Casey Printing Inc	Printing-General	\$7,455.40
25047629	11/21/12	Fanning, Barbara	Technical & Professional	\$7,350.00

CheckNo	CheckDate	Vendor Name	Description	Net
25047611	11/21/12	De Anza Bookstore	AR Miscellaneous	\$7,190.55
76003534	11/02/12	HT Harvey & Associates	Plant Service Contract	\$7,166.74
76003587	11/27/12	CMS Collaborative	Architect & Design	\$7,065.00
20002368	11/02/12	Williams, Patricia	Technical & Professional	\$7,040.00
76003576	11/21/12	Gilbane Building Company	Construction/Design	\$6,957.92
	11/21/12	Gilbane Building Company	Program Management General OH	
25047116	11/02/12	AT&T California	Telephone-Monthly charges	\$6,936.91
76003623	11/30/12	Verde Design Inc	Architect & Design	\$6,646.65
25047283	11/07/12	Grainger Inc	Miscellaneous Supplies	\$6,512.76
25047392	11/13/12	Clean Harbors	Plant Service Contract	\$6,302.98
76003572	11/20/12	CDW Government Inc	FH-CS Minor Computer and	\$6,301.05
76003592	11/27/12	McCracken & Woodman Inc	Architect & Design	\$6,239.00
25047402	11/13/12	Grainger Inc	Miscellaneous Supplies	\$6,006.61
25047449	11/14/12	International Student	Plant Service Contract	\$6,000.00
25047808	11/28/12	San Jose Evergreen	Technical & Professional	\$6,000.00
76003588	11/27/12	Contra Costa Electric Inc	Principal Construction	\$5,700.00
25047203	11/05/12	Thyssenkrupp Elevator	Equipment Maintenance & Repair	\$5,586.11
25047458	11/14/12	Recology Silicon Valley	Garbage & Trash	\$5,529.51
76003566	11/15/12	Harris Family Trust	Facilities Rental-Short Term	\$5,508.00
25047578	11/20/12	Grainger Inc	Miscellaneous Supplies	\$5,430.33
76003605	11/28/12	Calcon Systems Inc	Plant Service Contract	\$5,422.00
25047614	11/21/12	Discount School Supply	Instructional Materials	\$5,404.60
20002403	11/21/12	Williams, Patricia	Technical & Professional	\$5,280.00
25047547	11/19/12	Lynch and Shupe LLP	Attorney Fees	\$5,218.18
76003537	11/02/12	Structure Consultants Inc	Inspection	\$5,190.00
76003591	11/27/12	MatriScope Engineering	Capital Project Testing	\$5,053.65
	11/27/12	MatriScope Engineering	Inspection	
25047787	11/28/12	Island Advertising	Promotional Items	\$5,001.91
25047627	11/21/12	London, Robert	Plant Service Contract	\$5,000.00



Foothill-De Anza Community College District Warrant Review > \$5000 for the Month Dec12

FOOTHILL-DE ANZA
Community College District

CheckNo	CheckDate	Vendor Name	Description	Net
25048324	12/18/12	CALPERS	Active	\$2,416,096.75
	12/18/12	CALPERS	Admin Expenses	
	12/18/12	CALPERS	Part Time Faculty	
	12/18/12	CALPERS	Retiree	
76003680	12/20/12	Hathaway Dirwiddie	Principal Construction	\$1,576,692.20
	12/20/12	Hathaway Dirwiddie	Retainage	
25048382	12/19/12	CALPERS	AP-PERS Employee	\$761,200.17
	12/19/12	CALPERS	PERS Temporary	
76003654	12/11/12	Gilbane Building Company	Construction/Design	\$400,319.25
	12/11/12	Gilbane Building Company	Program Management General OH	
76003671	12/13/12	Sundt Construction Inc	Principal Construction	\$370,306.00
76003644	12/06/12	Sundt Construction Inc	Principal Construction	\$365,225.00
76003636	12/04/12	Robert A Bothman Inc	Principal Construction	\$283,288.56
	12/04/12	Robert A Bothman Inc	Retainage	
25048213	12/12/12	Keenan & Associates	Active	\$240,388.00
	12/12/12	Keenan & Associates	Admin Expenses	
	12/12/12	Keenan & Associates	COBRA	
	12/12/12	Keenan & Associates	Retiree	
	12/12/12	Keenan & Associates	Surviving Spouse Expense	
76003682	12/20/12	Swenson & Associates	Principal Construction	\$152,995.60
	12/20/12	Swenson & Associates	Retainage	
76003710	12/20/12	Stagecraft Industries Inc	Major-Cap Equipment	\$129,060.00
	12/20/12	Stagecraft Industries Inc	Retainage	
76003668	12/12/12	WRNS Studio	Architect & Design	\$114,267.76
25048329	12/18/12	De Anza Student Accounts	AP-ASB DA	\$110,439.00
76003669	12/13/12	California Commercial	Principal Construction	\$98,965.70
	12/13/12	California Commercial	Retainage	
76003659	12/12/12	Gilbane Building Company	Construction/Design	\$92,329.62
25048650	12/21/12	Vanguard Groups	AP-Savings	\$91,910.28
25048186	12/12/12	Bank of America	Procure Card Charges	\$89,385.50
76003712	12/20/12	The Ratcliff Architects	Architect & Design	\$89,117.75
76003683	12/20/12	Union Bank N.A.	Retainage	\$82,983.80
76003713	12/20/12	Ventek International	Principal Construction	\$82,699.54

CheckNo	CheckDate	Vendor Name	Description	Net
25048510	12/20/12	City of Palo Alto	Facility Rental-Corp	\$82,583.33
25048542	12/21/12	American Funds Service Co	AP-Savings	\$79,847.94
25048574	12/21/12	Employee Benefits Services	AP-Savings	\$68,971.63
76003697	12/20/12	Gilbane Building Company	Construction/Design	\$68,109.60
76003643	12/06/12	Omni Construction	Principal Construction	\$67,228.36
	12/06/12	Omni Construction	Retainage	
25048098	12/07/12	Constellation NewEnergy Inc	Utilities-Electric	\$63,720.61
25048145	12/11/12	Blackboard Inc	FH-CS Major Computer Software	\$62,482.00
25048300	12/14/12	Sheet Metal Workers' 104 &	Accrued A/P	\$61,408.27
76003684	12/20/12	Vista Environmental	EIR Fees	\$60,772.50
25048336	12/18/12	Foothill Student Accounts	AP-ASB FH	\$57,254.15
	12/18/12	Foothill Student Accounts	AP-FH Smart Shop	
	12/18/12	Foothill Student Accounts	AP-FH Student Rep Fee	
20002474	12/21/12	FHDA Community College Di	Benefit Budget/Encumbrance-A	\$57,123.88
	12/21/12	FHDA Community College Di	Benefit Budget/Encumbrance-B	
	12/21/12	FHDA Community College Di	CL Contract Noninstruction	
	12/21/12	FHDA Community College Di	CL Hourly Noninstruction	
	12/21/12	FHDA Community College Di	CL Manager Salaries	
	12/21/12	FHDA Community College Di	CL Prem Overtime	
	12/21/12	FHDA Community College Di	Domestic Conference & Travel	
	12/21/12	FHDA Community College Di	Dues and Memberships	
	12/21/12	FHDA Community College Di	Equipment Maintenance & Repair	
	12/21/12	FHDA Community College Di	Food Supplies	
	12/21/12	FHDA Community College Di	Misc Operating Expenses	
	12/21/12	FHDA Community College Di	Miscellaneous Supplies	
	12/21/12	FHDA Community College Di	Procure Card Charges	
76003670	12/13/12	Sable Computer Inc	Major Servers	\$53,357.29
25048001	12/05/12	Renne Sloan Holtzman Sakai	Attorney Fees	\$49,085.03
76003715	12/20/12	WRNS Studio	Architect & Design	\$48,672.00
25048260	12/13/12	Curiale Hirschfeld Kraemer	Attorney Fees	\$44,866.83
25048204	12/12/12	FHDA Flint Center	Facilities Rental-Short Term	\$44,791.59
76003645	12/07/12	Dell Marketing LP	FH-CS Minor Computer and	\$44,181.97
25048475	12/20/12	Gilbane Building Company	Construction Management	\$43,603.00
	12/20/12	Gilbane Building Company	Technical & Professional	
76003699	12/20/12	HMC Architects	Architect & Design	\$41,332.50
76003679	12/19/12	Torrey Point Group LLC	Minor Network & Telephone	\$40,899.82
25048298	12/14/12	Santa Clara County	Accrued A/P	\$40,037.70

CheckNo	CheckDate	Vendor Name	Description	Net
76003660	12/12/12	HMC Architects	Architect & Design	\$39,372.50
76003702	12/20/12	Noll And Tam Architects	Architect & Design	\$39,287.25
76003708	12/20/12	Simpson Gumpertz & Heger	Architect & Design	\$38,407.00
25048443	12/19/12	South Bay Regional Public	Contracted Instruction	\$37,567.93
25048294	12/14/12	Pipe Trades Apprentice &	Accrued A/P	\$35,967.11
25048072	12/06/12	Hartford Life & Accident	Basic Life,AD&D	\$35,522.41
	12/06/12	Hartford Life & Accident	LTD Insurance	
25048073	12/06/12	Hartford Life & Accident	Basic Life,AD&D	\$35,495.69
	12/06/12	Hartford Life & Accident	LTD Insurance	
25048452	12/19/12	The Harry Walker Agency Inc	AP-State Tax W/H	\$34,875.00
	12/19/12	The Harry Walker Agency Inc	Technical & Professional	
76003701	12/20/12	MatriScope Engineering	Capital Project Testing	\$34,458.84
25048359	12/18/12	State Of California	Inspection	\$34,408.74
	12/18/12	State Of California	Worker's Comp Reserve	
76003688	12/20/12	Cleary Consultants Inc	Capital Project Testing	\$33,103.35
	12/20/12	Cleary Consultants Inc	Soil Investigations	
25048236	12/12/12	Secova Inc (FKA Ultralink	Technical & Professional	\$33,079.81
20002433	12/07/12	FHDA Community College Di	Benefit Budget/Encumbrance-A	\$33,068.03
	12/07/12	FHDA Community College Di	Benefit Budget/Encumbrance-B	
	12/07/12	FHDA Community College Di	CE Salaries Hourly	
	12/07/12	FHDA Community College Di	CE Salaries Noninstruction	
	12/07/12	FHDA Community College Di	CL Contract Hourly	
	12/07/12	FHDA Community College Di	CL Contract Noninstruction	
	12/07/12	FHDA Community College Di	CL Hourly Noninstruction	
	12/07/12	FHDA Community College Di	Chargeback-Misc.	
	12/07/12	FHDA Community College Di	Chargeback-Printing	
	12/07/12	FHDA Community College Di	Miscellaneous Supplies	
	12/07/12	FHDA Community College Di	Procure Card Charges	
	12/07/12	FHDA Community College Di	Student Salaries	
76003681	12/20/12	Hoi's Construction Inc	Principal Construction	\$31,962.75
	12/20/12	Hoi's Construction Inc	Retainage	
25048106	12/07/12	Pacific Gas And Electric	Utilities-Electric	\$31,867.58
	12/07/12	Pacific Gas And Electric	Utilities-Gas & Fuel Oil	
76003714	12/20/12	Verde Design Inc	Architect & Design	\$30,762.00
76003711	12/20/12	Structure Consultants Inc	Inspection	\$28,187.50
25048437	12/19/12	Russell, Mark	AP-State Tax W/H	\$27,900.00
	12/19/12	Russell, Mark	Technical & Professional	

CheckNo	CheckDate	Vendor Name	Description	Net
20002462	12/14/12	Harris Connect Group	Technical & Professional	\$27,562.50
25048340	12/18/12	Intelliresponse Systems Inc	Prepaid Items	\$27,500.00
	12/18/12	Intelliresponse Systems Inc	Technical & Professional	
25048509	12/20/12	City National Bank	Debt Interest Exp	\$27,082.99
	12/20/12	City National Bank	Debt Retirement	
25048259	12/13/12	County of Santa Clara	AP County Parking Citations	\$26,486.50
25048293	12/14/12	Northern California Sound	Accrued A/P	\$25,909.12
25047926	12/03/12	South Bay Regional Public	Contracted Instruction	\$24,554.20
25048358	12/18/12	South Bay Regional Public	Contracted Instruction	\$24,554.20
25048297	12/14/12	San Francisco Electrical	Accrued A/P	\$24,037.25
25048573	12/21/12	El Camino Youth Symphony	Contracted Instruction	\$23,593.79
76003673	12/18/12	Elevator Service Company	Major-Cap Equipment	\$23,029.69
76003716	12/21/12	Andy's Roofing Co. Inc.	Principal Construction	\$21,204.39
	12/21/12	Andy's Roofing Co. Inc.	Retainage	
25048255	12/13/12	Central County	Technical & Professional	\$20,000.00
76003626	12/04/12	Chevron Energy Solutions Co	Retainage	\$20,000.00
25048334	12/18/12	Evisions Inc	Software Maintenance & Repair	\$19,803.00
25048191	12/12/12	Chefables	Food Supplies	\$19,600.00
25047989	12/05/12	Jaret & Jaret	Litigation Expense-Fund 76	\$19,141.24
25048026	12/06/12	Henning, Richard	Technical & Professional	\$18,362.00
25047933	12/03/12	Xap Corp	License Fees	\$17,571.00
25048486	12/20/12	Pacific Gas And Electric	Utilities-Electric	\$17,057.30
76003632	12/04/12	MatriScope Engineering	Capital Project Testing	\$16,278.15
25048493	12/20/12	Simpson Gumpertz & Heger	Architect & Design	\$16,250.00
76003685	12/20/12	Allana Buick & Bers Inc	Architect & Design	\$16,168.00
25048370	12/19/12	AEO Tour	Int'l Student Rcrt Travel	\$15,680.00
25048147	12/11/12	Butte Glenn Community	Data Lines	\$15,549.66
76003689	12/20/12	Cody Anderson Wasney	Architect & Design	\$15,192.00
76003625	12/04/12	Bank of Sacramento	Retainage	\$14,909.92
25047931	12/03/12	Valley Oil Co	Gasoline & Oil	\$14,848.24
76003635	12/04/12	Quali-Con Enterprise	Inspection	\$14,568.75
25048000	12/05/12	Purissima Hills Water	Water	\$13,312.76
76003690	12/20/12	Cogent Energy Inc	Architect & Design	\$13,166.25
	12/20/12	Cogent Energy Inc	Commissioning Agent	
	12/20/12	Cogent Energy Inc	Plant Service Contract	
25048109	12/07/12	San Jose Water Company	Water	\$12,939.96
76003664	12/12/12	Pasco Scientific	Minor Cap-Equipment	\$12,665.99

CheckNo	CheckDate	Vendor Name	Description	Net
25048497	12/20/12	Trans Tech Consultants Inc	Plant Service Contract	\$12,600.00
25048528	12/20/12	Pond, Stephen	Litigation Expense-Fund 76	\$12,500.00
25048171	12/11/12	Siemens Industry Inc	Plant Service Contract	\$12,290.00
25048495	12/20/12	The Ratcliff Architects	Technical & Professional	\$11,912.50
76003678	12/19/12	Gilman Gear	Minor Cap-Equipment	\$11,775.13
25048282	12/13/12	Zoller Inc	DA Minor Computer Software	\$11,508.31
	12/13/12	Zoller Inc	Major-Cap Equipment	
	12/13/12	Zoller Inc	Miscellaneous Supplies	
	12/13/12	Zoller Inc	Parts & Accessories	
25048250	12/12/12	Xerox Corp	Equipment Maintenance & Repair	\$11,502.41
	12/12/12	Xerox Corp	Equipment Rental/Lease	
25048243	12/12/12	United States Postal	Postage & Mailing	\$11,500.00
25047958	12/04/12	Poon Associates	Technical & Professional	\$11,220.53
25048402	12/19/12	Foothill Bookstore	AR Miscellaneous	\$11,126.60
76003634	12/04/12	Pereira Construction Paving	Minor Cap-Equipment	\$10,996.00
	12/04/12	Pereira Construction Paving	Principal Construction	
25048516	12/20/12	Grainger Inc	Miscellaneous Supplies	\$10,747.52
25048097	12/07/12	CollegeNET Inc	License Fees	\$10,660.88
25048292	12/14/12	No CA Elevator Industry	Accrued A/P	\$10,423.47
25048408	12/19/12	Hollingsworth Consulting	Technical & Professional	\$10,240.00
	12/19/12	Hollingsworth, Stacy	Technical & Professional	
20002461	12/14/12	Freeman, Liane	Technical & Professional	\$10,166.00
25048378	12/19/12	Beers, George	Int'l Student Rcrt Travel	\$10,139.40
76003675	12/19/12	CDW Government Inc	Minor Servers	\$9,919.74
25048441	12/19/12	SixTen Inc	Technical & Professional	\$9,905.56
25048304	12/17/12	Chefables	Food Supplies	\$9,800.00
25048409	12/19/12	Institute of International	Int'l Student Rcrt Travel	\$9,790.00
76003655	12/12/12	BSK Associates	Capital Project Testing	\$9,749.00
25048286	12/14/12	Field Ironworkers	Accrued A/P	\$9,518.11
25048518	12/20/12	Henning, Richard	Technical & Professional	\$9,181.00
25048129	12/10/12	Miller, Wayne	Technical & Professional	\$9,000.00
25048420	12/19/12	London, Robert	Plant Service Contract	\$9,000.00
76003674	12/19/12	Bay Alarm	Technical & Professional	\$8,887.00
76003631	12/04/12	Jaret & Jaret	Attorney Fees	\$8,845.00
25048559	12/21/12	Children's Musical Theater	Contracted Instruction	\$8,695.50
25048216	12/12/12	Lockton Companies LLC (San	Technical & Professional	\$8,333.00
76003648	12/07/12	Pasco Scientific	Minor Cap-Equipment	\$8,207.43

CheckNo	CheckDate	Vendor Name	Description	Net
76003706	12/20/12	Rolf Jensen & Associates	Technical & Professional	\$8,096.00
25048274	12/13/12	Renaissance Agencies Inc	Insurance-All Risk	\$7,903.00
	12/13/12	Renaissance Agencies Inc	Prepaid Items	
25048015	12/06/12	AT&T California	Telephone-Monthly charges	\$7,761.58
25048529	12/20/12	Poon Associates	Technical & Professional	\$7,706.97
25047988	12/05/12	Hope Services	Facility Rental-Corp	\$7,634.00
25048589	12/21/12	Hoeftler, Walt	Facility Rental-Corp	\$7,560.00
25048299	12/14/12	Sheet Metal Apprentice And	Accrued A/P	\$7,513.30
25047976	12/05/12	Catherine Ayers &	Technical & Professional	\$7,200.00
25048080	12/06/12	Fanning, Barbara	Technical & Professional	\$7,200.00
25048169	12/11/12	Scott Electric	Miscellaneous Supplies	\$7,070.00
76003633	12/04/12	Noll And Tam Architects	Architect & Design	\$6,866.12
25048229	12/12/12	Recology Silicon Valley	Garbage & Trash	\$6,711.60
25048201	12/12/12	Education To Go	Short Course Instruction	\$6,683.50
25048251	12/13/12	Atlas American Corporation	Miscellaneous Supplies	\$6,555.00
	12/13/12	Atlas American Corporation	Sales Tax Payable	
25048447	12/19/12	Symlicity Corporation	License Fees	\$6,500.00
25048226	12/12/12	Professional Personnel	Technical & Professional	\$6,425.00
25048369	12/19/12	nMotion Technologies	Advertising	\$6,396.25
25047974	12/05/12	Burkley, Maureen	Technical & Professional	\$6,307.50
25048476	12/20/12	Grainger Inc	Miscellaneous Supplies	\$6,144.88
25048163	12/11/12	Mcnamara, Martin	Claims Expense	\$5,959.33
25048006	12/05/12	The Bay Party Bus Inc	Technical & Professional	\$5,950.00
25048061	12/06/12	nMotion Technologies	Advertising	\$5,950.00
25048501	12/20/12	Zimride Inc	Technical & Professional	\$5,937.00
25048555	12/21/12	California Youth Symphony	Contracted Instruction	\$5,888.63
25048271	12/13/12	Pereira Construction PavingPlant	Service Contract	\$5,876.00
76003704	12/20/12	Quali-Con Enterprise	Inspection	\$5,762.50
25048052	12/06/12	Thyssenkrupp Elevator	Equipment Maintenance & Repair	\$5,586.01
25048114	12/07/12	State Teachers Retirement	AP-STRS Employee	\$5,563.01
25048469	12/20/12	D3 Sports Inc	Clothing/Uniforms	\$5,554.21
76003700	12/20/12	Independent Electric	Principal Construction	\$5,536.63
25047967	12/05/12	Alert Services Inc	Instructional Materials	\$5,526.62
	12/05/12	Alert Services Inc	Safety Supplies	
25048335	12/18/12	Foothill Bookstore	AP-FH Bookstore	\$5,518.80
25048386	12/19/12	Cratty, Christina	Int'l Student Rcrt Travel	\$5,474.56
20002483	12/21/12	Williams, Patricia	Technical & Professional	\$5,280.00

CheckNo	CheckDate	Vendor Name	Description	Net
25048534	12/20/12	Synapse Print Services	Printing-General	\$5,257.52
25047911	12/03/12	Barattini, Gregory	Technical & Professional	\$5,247.46
25048295	12/14/12	Pipe Trades District	Accrued A/P	\$5,130.79
76003657	12/12/12	Cube Solutions	Minor Cap-Equipment	\$5,026.71
25048431	12/19/12	Patch Media Corporation	Advertising	\$5,011.67
25048062	12/06/12	American College Health	Technical & Professional	\$5,000.00



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	APPROVAL OF CONSENT CALENDAR
Subject	3. Non-Resident Tuition Rate for 2013-14
Access	Public
Type	Action (Consent)
Recommended Action	It is recommended that the Board approve the rate of \$129/quarter unit and the capital outlay rate of \$15/quarter unit for a total of \$144/unit for all nonresident students for the 2013/14 fiscal year.

Public Content

Background and Analysis:

Education Code Section 76140 requires each district to establish its nonresident tuition for the subsequent fiscal year by February 1.

The nonresident tuition fee is composed of two parts: the tuition fee and an assessment for capital outlay.

For 12/13, the base rate was set at the district rate of \$123. The capital outlay rate was set at \$15, for a total of \$138 (applicable to all non-resident students).

For 13/14, the statewide rate is \$127 per quarter unit compared to the district rate of \$129 as per the calculations on page 1 of the attached worksheet. Under these circumstances, the district has the following options:

1. Set the rate at the statewide average of \$127 (plus capital)
2. Set the rate at the district average rate of \$129 (plus capital)
3. Option 3, as specified under Education Code Section 76140, cannot be exercised as FHDA enrollment in non-credit courses is below 10%
4. Set the rate to equal the rate of a contiguous district (plus capital)
5. No more than district average cost, no less than the state average cost (plus capital)
6. Set the rate at 'highest years statewide average tuition.' *This rate is calculated to be \$127 per quarter unit (plus capital)*
7. Set the rate at no greater than 2011/12 average nonresident tuition fee of public community colleges in a minimum of 12 states comparable to California in cost of living. *This average is calculated to be \$245 per quarter unit (plus capital)*

Upon analysis of these options, and in discussion with program managers of the international student program, it is recommended that the base rate be set at \$129 (Option 2) for 2013/14, or \$6 more than in 2012/13.

The 13/14 nonresident student capital outlay fee should not exceed the lesser of \$61 per quarter unit (see calculation on page 2

of the attached worksheet) or 50% of the adopted 11/12 nonresident tuition fee of \$120, or \$60. To stay competitive, we are recommending that the Capital Outlay fee for 2013/14 be set at \$15, the same as for 2012/13. *Note: Since FY 2010/11, AB 947 amended EC 76141 to enable community college districts to charge all nonresident students a capital outlay fee, not only those students who were both citizens and residents of a foreign country.*

In summary, the rate for all non-resident students will be \$129 base rate plus \$15 capital rate for a total of \$144 per quarter unit, representing \$6 increase over the 12/13 rate.

Submitted by:	Kevin McElroy/Joni Hayes
Additional contact names:	George Beers
Is backup provided?	Yes

[Non-Resident Tuition Rates.pdf \(115 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

California Community Colleges

NONRESIDENT FEES WORKSHEET

2013-14

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

2013-14 NONRESIDENT TUITION FEE (ECS 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) For Districts with 10% or More Noncredit FTES
A. Expense of Education for Base Year (2011-12 CCFS-311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$6,525,620,578	\$189,168,147	
B. Annual Attendance FTES (Recal 2011-12)	1,183,536	33,675	\$
C. Average Expense of Education per FTES (A ÷ B)	\$5,514	\$5,618	\$
D. USCPI Factor (2 years)	x 1.033	x 1.033	x 1.033
E. Average Cost per FTES for Tuition Year (C x D)	\$5,696	\$5,803	\$
F. Average Per Unit Nonresident Cost:			
Semester-System Colleges (E ÷ 30) and/or	\$190		\$
Quarter-System Colleges (E ÷ 45)	\$127	\$129	\$
G. Statewide Average-Quarter	\$127		
H. Comparable 12 state average-Quarter	\$245		\$

NOTES:

Annual Attendance FTES includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however, apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

Column 3 is an option for use by a district with ten percent or more noncredit FTES (Section 76140(e)(1)(A)). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2009-10 through 2013-14 is \$190 per semester unit or \$127 per quarter unit (2011-12).

Option 7. The average of the nonresident tuition fees of public community colleges in 2011-12 of no less than 12 states comparable to California in cost of living is \$368 per semester unit or \$245 per quarter unit.

Requirement for Use of Option 6 or 7: The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (EC 76140(e)(2)). Districts meeting one or more criteria below shall be considered in compliance with the requirements of EC 76140(e)(2). Please check all that apply:

☐ Revenue from nonresident tuition was less than 5% of total general fund revenue.

☐ Actual resident FTES was greater than funded resident FTES.

☐ Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3)

☐ Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3).

The district governing board, at its February 4, 2013 meeting, adopted a nonresident tuition fee of **\$129** per quarter unit. Basis for adoption is (circle one):

1. Statewide average cost, per column 1.

2. District average cost, per column 2.

3. District average cost with 10% or more noncredit FTES, per column 3.

4. Contiguous district. _____. (Specify district and its fee.)

5. No more than district average cost (Col. 2 or 3); no less than statewide average cost (Col. 1).

6. Statewide average cost, from 2009-10 (\$183 per semester unit; \$122 per quarter unit).

7. No more than average tuition of 12 states with cost of living comparable to California.

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a **capital outlay fee** to ANY non-resident student (as discussed in the memo), please compute this fee as follows:

a. Capital Outlay expense for 2011-12 \$ 91,770,104

b. FTES for 2011-12 33,675

c. Capital outlay expense per FTES (line a divided by line b) \$ 2,725.20

d. Capital Outlay Fee per Unit:

Amount per Semester Unit (line c ÷ 30) and/OR

Amount per Quarter Unit (line c ÷ 45) \$ 61

e. 2013-14 Non-resident Student Capital Outlay Fee (*not to exceed the lesser of line d OR 50% of adopted 2011-12 Nonresident Tuition Fee*)

Note: the capital outlay rate can be set at a recommended lower amount but 15 cannot exceed calculated rate

The district governing board, at its February 4, 2013 meeting, adopted a nonresident capital outlay fee of **\$ 15** per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2013, please submit a copy of this report by February 15, 2013 to:

California Community Colleges Chancellor's Office
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549
FAX 916.323.3057

Foothill-De Anza
Community College District

Kevin McElroy
Contact Person

650-949-6201; McElroyKevin@fhda.edu
Phone number & email

420
District Code Number

Non-Resident Tuition Rates (Neighboring Districts)

Non-Resident Tuition Rates

Neighboring Districts	Semester Rate 2013/14	Semester Rate 2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06
Foothill-De Anza	\$ 216	\$ 207	\$ 203	\$ 197	\$ 195	\$ 185	\$ 177	\$ 174	\$ 168
West Valley - Mission	\$ 204	\$ 204	\$ 204	\$ 199	\$ 199	\$ 191	\$ 178	\$ 165	\$ 165
San Jose - Evergreen	\$ 203	\$ 218	\$ 224	\$ 224	\$ 191	\$ 191	\$ 183		\$ 169
San Mateo	\$ 217	\$ 213	\$ 208	\$ 200	\$ 200	\$ 200	\$ 192		\$ 175
Chabot-Las Positas	\$ 243	\$ 226	\$ 204	\$ 195	\$ 190	\$ 180	\$ 191		
Gavilan	\$ -	\$ 192	\$ 181	\$ -	\$ 194				
Ohlone	\$ 228	\$ 218	\$ 203	\$ 202	\$ 194				
Contra Costa CCD	\$ 205	\$ 195							
San Francisco	\$ 272								
Yosemite	\$ 222								
Merced	\$ 208								
West Hills (Coalinga)	\$ 237								
Neighboring districts:	Quarterly Rate 2013/14	Quarterly Rate 2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06
Foothill-De Anza	\$ 144	\$ 138	\$ 135	\$ 131	\$ 130	\$ 123	\$ 118	\$ 116	\$ 112
West Valley - Mission	\$ 136	\$ 136	\$ 136	\$ 133	\$ 133	\$ 127	\$ 119	\$ 110	\$ 110
San Jose - Evergreen	\$ 135	\$ 145	\$ 149	\$ 149	\$ 127	\$ 127	\$ 122	\$ -	\$ 113
San Mateo	\$ 145	\$ 142	\$ 139	\$ 133	\$ 133	\$ 133	\$ 128	\$ -	\$ 117
Chabot-Las Positas	\$ 162	\$ 151	\$ 136	\$ 130	\$ 127	\$ 120	\$ 127		
Gavilan	\$ -	\$ 128	\$ 121	\$ -	\$ 129				
Ohlone	\$ 152	\$ 145	\$ 135	\$ 135	\$ 129				
Contra Costa CCD	\$ 137	\$ 130							



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	APPROVAL OF CONSENT CALENDAR
Subject	4. Sale Of Miscellaneous District Surplus Equipment
Access	Public
Type	Action (Consent)
Recommended Action	Make a finding that the surplus property does not exceed \$5,000.00 in value and authorize the Interim Director of Purchasing Services to sell the items in accordance with Education Code 81452(a).

Public Content

Background and Analysis:

The District owns miscellaneous surplus property that has been determined to be of no further use to the District (see attached Surplus Disposal Forms, 2 pages). The estimated aggregate market value of the surplus property is less than \$5,000.00.

California Education Code 81452(a) provides that if the governing board by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000.00), the property may be sold by any employee of the District empowered for that purpose by the board.

Purchasing Services will call for competitive bids on the Public Surplus website and sell the items to the highest responsive bidders. Proceeds will be deposited to the District's general fund.

Submitted by:	Gina Bailey, Interim Director, Purchasing Services, extension 6165
Additional contact names:	Eric Olague, Buyer, Purchasing Services
Is backup provided?	Yes

[Sale Surplus Equipment.pdf \(245 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board

members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

SURPLUS DISPOSAL FORM (SN 23500)

A. Requester: If surplusing Category I electronic equipment (e-waste) such as computers, CRTs, LCD monitors, LCD TVs, plasma TVs, AV equipment, or hard drives, e-mail ETS at techhelp@fhda.edu or call x8324. ETS will pick up the equipment and complete the required surplus disposal form and spreadsheet attachment for you. However, for Category II electronic equipment or for non-electronic equipment, you must complete Section "A" of this form, print, sign, and retain a photocopy for your files. Send the signed original, including the appropriate "xls attachment" if applicable, to District Purchasing Services. The "xls attachments" are available at the purchasing.fhda.edu website. When surplusing more than one unit of electronic equipment, you must complete, sign, and submit the "e-waste xls attachment" with this form. For multiple non-electronic items complete, sign, and submit the "non-electronic xls attachment". Do not combine electronic and non-electronic items on the same surplus disposal form.

1. Quantity & Description:

1 ELOX EDM (HRP64)

The requester must label the equipment as "surplus" and store it in a secure area until it is picked up.

For more than one item use an "xls attachment" per the instructions above.

Check here if xls attachment is included with this

e-waste (electronic) xls attachment X

non-electronic xls attachment

2. Current Location (be precise):

Campus:

De Anza

Building and Room

E26

3. Height:

6 foot

Length:

46

Width:

56

Wt.: Over 50 lbs

X

Under 50 lbs

Power Box 6226"17"

4. Serial No:

400664

Inventory Tag No:

958

Model No:

HRP64

5. Manufacturer:

ELOX

Acquisition Date:

1968

6. Original Cost:

\$8,000

Estimated Current Value:

\$200

7. Current condition: Is it Working?

X

Can it be fixed?

8. Provide contact info for interested departments or buyers, if any:

None

9. Name and phone number of person to contact about this surplus disposal request:

Andam Storkman #8697

10. Requested removal date (if urgent, explain):

This item is out side Room E26

The District property listed above is unsatisfactory/unsuitable for college use. We recommend that the property be sold, traded-in, recycled, donated, or disposed in accordance with the applicable California Education Code Section (ECS 81450-81460)

Authorized By

[Signature]

(signature)

Date

8/7/17

Name (print or type)

MIKE APPU**B. This section is for Material/Purchasing Services only.** Copy sent to District Capital Asset Accountant

1. Plant Services Work Order Number for pick-up:

Date:

By:

2. Date Work Order Completed:

3. Date disposition approved by Board of Trustees:

4. Bid Number:

5. Date removed from inventory

6. Disposition (check one): Sold (ECS 81450/81452)

Donated to public entity (ECS 81450.5)

Donated to BOT approved charity (ECS 81452)

Returned to District use:

(state new location)

Dumped by Plant Services:

Disposed as hazardous waste:

using (contractor name)

7. Plant Services Work Order Number for dumping, if applicable:

Date:

By:

8. Date Work Order Completed:

Material/Purchasing Services signature

Date

Distribution: signed original to District Purchasing Services

D1301057

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500 - NON C FUNDED)

FOR ITEMS REPLACED BY NON-MEASURE C FUNDED NEW EQUIPMENT

A. Requester: If surplusing Category I electronic equipment (e-waste) such as computers, CRTs, LCD monitors, LCD TVs, plasma TVs, AV equipment, or hard drives, e-mail ETS at techhelp@fhda.edu or call x8324. ETS will pick up the equipment and complete the required surplus disposal form and spreadsheet attachment for you. However, for Category II electronic equipment or for non-electronic equipment, you must complete Section "A" of this form, print, sign, and retain a photocopy for your files. Send the signed original, including the appropriate "xls attachment" if applicable, to District Purchasing Services. The "xls attachments" are available at the purchasing.fhda.edu website. When surplusing more than one unit of electronic equipment, you must complete, sign, and submit the "e-waste xls attachment" with this form. For multiple non-electronic items complete, sign, and submit the "non-electronic xls attachment". Do not combine electronic and non-electronic items on the same surplus disposal form.

B. All the property listed below and on any attachments must be only items that were not replaced by Measure C funded equipment. This form is ONLY for items replaced by NON-Measure C funded equipment. (For surplus items replaced by Measure C funded equipment, see Form SN23500 - C Funded.)

Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?
check one: Yes ☐ No ☒

1. Quantity & Description: 2 full sized pool tables, plus balls, cues and racks, *assembly table*
The requester must label the equipment as "surplus" and store it in a secure area until it is picked up.
For more than one item use an "xls attachment" per the instructions above.
Check here if xls attachment is included with this form: e-waste (electronic) xls attachment ☒
non-electronic xls attachment ☐

2. Current Location (be precise): Campus: Foothill Building and Room: Campus Center 2150

3. Height: 36in Length: 72in Width: 48in Wt.: Over 50 lbs ☒ Under 50 lbs ☐

4. Serial No: _____ Inventory Tag No: _____ Model No: _____

5. Manufacturer: _____ Acquisition Date: _____

6. Original Cost: _____ Estimated Current Value: _____

7. Current condition: Is it Working? yes Can it be fixed? n/A

8. Provide contact info for interested departments or buyers, if any: _____

9. Name and phone number of person to contact about this surplus disposal request: Antoinette Chavez x7813

10. Requested removal date (if urgent, explain): ASAP or 468-836-8614 (c)

The District property listed above is unsatisfactory/unsuitable for college use. We recommend that the property be sold, traded-in, recycled, donated, or disposed in accordance with the applicable California Education Code Section (ECS 81450-81460)

Authorized By *[Signature]* (signature) Date 1/22/13

Name (print or type) Pat Hyland

C. This section is for Material/Purchasing Services only. Copy sent to District Capital Asset Accountant _____

1. Plant Services Work Order Number for pick-up: _____ Date: _____ By: _____

2. Date Work Order Completed: _____

3. Date disposition approved by Board of Trustees: _____

4. Bid Number: _____ 5. Date removed from inventory _____

6. Disposition (check one): Sold (ECS 81450/81452) _____ Donated to public entity (ECS 81450.5) _____

Donated to BOT approved charity (ECS 81452) _____ Returned to District use: _____ (state new location)

Dumped by Plant Services: _____ Disposed as hazardous waste: _____ using (contractor name) _____

7. Plant Services Work Order Number for dumping, if applicable: _____ Date: _____ By: _____

8. Date Work Order Completed: _____

Material/Purchasing Services signature _____

Date _____

Distribution: signed original to District Purchasing Services

Rev Nov 21, 2011



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	APPROVAL OF CONSENT CALENDAR
Subject	5. Sale of Miscellaneous Surplus Electronic Equipment
Access	Public
Type	Action (Consent)
Recommended Action	Authorize Gina Bailey, Interim Director of Purchasing Services to sell the items in accordance with Education Code 81450.

Public Content**Background and Analysis:**

The District has 5 pallets of computers, laptops and monitors (See attached Surplus Forms, 9 pages). The District's Educational Technology Services Department (ETS) staff has determined that the items are obsolete and of no further use to the District. In accordance with the Electronic Waste Recycling Act these items are considered electronic waste. The estimated aggregate market value of this electronic equipment is greater than \$5,000.00.

California Education Code 81450 provides the governing board of any community college district may sell for cash any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. There shall be no sale until notice has been given by posting in at least three public places in the district for not less than two weeks. The board shall sell the property to the highest responsible bidder or reject all bids.

Purchasing Services will post a notice in at least three public places in the district for not less than two weeks and also post a notice on Bid Net to call for competitive bids from authorized State of California material handlers, collectors, and recyclers. Proceeds will be deposited to the District's general fund.

Submitted by:	Gina Bailey, Interim Director, Purchasing Services, extension 6165
Additional contact names:	Eric Olague, Buyer, Purchasing Services
Is backup provided?	Yes

[EWasteSurplusSale.pdf \(1,475 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Accumulation Start Date: _____ [Completed by ETS]		(2) Code for	Regulated Items	Code	# of Units
Location:	Campus: De Anza	Screen Size	CRTs - TVs - Monitors	A	
	Building: Mod Quad	1 = 4-15"	LCD Desktop Monitors	B	51
	Room: MQ1	2 = 16-35"	Laptop with LCDs	C	65
		3 = >36"	LCD TVs	D	
Requestor:	Name: James D. Holstein		Plasma TVs	E	
	Phone #: 5827		Screen > 4 inches diag.	F	
	Signature: James D. Holstein	UWEDs	Microwave Ovens	G	
		UWEDs	VCRs, DVDs & CD Players	H	
Work Order #:	D1208030 [Completed by Purchasing Services]	UWEDs	CPUs - Computers	I	55
		UWEDs	Printers, Scanners & Faxes	J	
		UWEDs	Phones - Cell & Desk	K	
		UWEDs	Pagers, PDAs & Radios	L	
Pickup Date by Plant Services: _____ [Completed by Plant Services]		UWEDs	Copiers	M	
			Non-reported	N	

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
1	cn0h20494864353c5371	Dell Laptop 15 Inch	Y	CMP4735	C1	
2	cn0h2049486435170612	Dell Laptop 15 Inch	Y	CMP4566	C1	
3	cn0h20494864353c5415	Dell Laptop 15 Inch	Y	CMP4737	C1	
4	cn0h20494864353c5335	Dell Laptop 15 Inch	Y	CMP4736	C1	
5	cn0h2049486435170611	Dell Laptop 15 Inch	Y	CMP4569	C1	
6	cn0h20494864353c4234	Dell Laptop 15 Inch	Y	CMP4740	C1	
7	cn0h20494864353c5478	Dell Laptop 15 Inch	Y	CMP4731	C1	
8	cn0h2049486435a30402	Dell Laptop 15 Inch	Y	CMP5075	C1	
9	cn0h20494864351k1998	Dell Laptop 15 Inch	Y	CMP4593	C1	
10	cn0h2049486436111014	Dell Laptop 15 Inch	Y	CMP5161	C1	
11	cn0h2049486435b50007	Dell Laptop 15 Inch	Y	CMP5158	C1	
12	cn0h20494864353c5466	Dell Laptop 15 Inch	Y	CMP4746	C1	
13	cn0h2049486436111170	Dell Laptop 15 Inch	Y	CMP5155	C1	
14	cn0h20494864351e5468	Dell Laptop 15 Inch	Y	CMP4591	C1	
15	cn0h20494864367b1566	Dell Laptop 15 Inch	Y	CMP5502	C1	
16	cn0h2049486436bg1373	Dell Laptop 15 Inch	Y	CMP5510	C1	
17	cn0h20494864367b1590	Dell Laptop 15 Inch	Y	CMP5501	C1	
18	cn0h2049486435291615	Dell Laptop 15 Inch	Y	CMP5124	C1	
19	cn0h20494864353c5370	Dell Laptop 15 Inch	Y	CMP4741	C1	
20	cn0h20494864399t1930	Dell Laptop 15 Inch	Y	CMP4514	C1	

Instructions: (1) List all regulated items defined above and all other electronic equipment with circuit boards. (2) Indicate the code of each item and size of screen (1-3) based on screen diameter (see above).
 (3) Complete the summary of quantities by code in area in upper right corner of form. (4) Print and sign form. (5) Attach signed original to the completed and signed Surplus Disposal Form.
 (6) Retain photocopies for your dept. (7) Send signed originals to District Purchasing Services. (8) Use a separate sheet to list non-electronic equipment such as furniture, vehicles, etc.

Verified by: _____
 Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page 2 of 5

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	cn0h20494864353c5465	Dell Laptop 15 Inch	Y	CMP4733	C1	
22	cn0h20494864353c5382	Dell Laptop 15 Inch	Y	CMP4748	C1	
23	cn0h2049486435170538	Dell Laptop 15 Inch	Y	CMP4577	C1	
24	cn0h2049486435103343	Dell Laptop 15 Inch	Y	CMP4563	C1	
25	cn0h2049486435170535	Dell Laptop 15 Inch	Y	CMP4561	C1	
26	cn0h2049486435170550	Dell Laptop 15 Inch	Y	CMP4578	C1	
27	cn0h20494864353z5424	Dell Laptop 15 Inch	Y	CMP4745	C1	
28	cn0h20494864353c5425	Dell Laptop 15 Inch	Y	CMP4747	C1	
29	cn0h2049486435170534	Dell Laptop 15 Inch	Y	CMP4783	C1	
30	cn0h2049486435170517	Dell Laptop 15 Inch	Y	CMP4562	C1	
31	cn0h2049486435170595	Dell Laptop 15 Inch	Y	CMP4568	C1	
32	cn0h2049486435170395	Dell Laptop 15 Inch	Y	CMP4571	C1	
33	cn0h20494864345s3593	Dell Laptop 15 Inch	Y	CMP4574	C1	
34	cn0h20494864351d3405	Dell Laptop 15 Inch	Y	CMP4586	C1	
35	cn0h2049486435170411	Dell Laptop 15 Inch	Y	CMP4567	C1	
36	cn0h2049486434cs3625	Dell Laptop 15 Inch	Y	CMP4576	C1	
37	cn0h2049486435170516	Dell Laptop 15 Inch	Y	CMP4565	C1	
38	cn0h2049486434cs3545	Dell Laptop 15 Inch	Y	CMP4575	C1	
39	cn0h2049486435170549	Dell Laptop 15 Inch	Y	CMP4570	C1	
40	cn0h20494864351d3335	Dell Laptop 15 Inch	Y	CMP4560	C1	
41	cn0h20494864353c5420	Dell Laptop 15 Inch	Y	CMP4744	C1	
42	cn0h20494864353c5112	Dell Laptop 15 Inch	Y	CMP4742	C1	
43	cn0h20494864353c5457	Dell Laptop 15 Inch	Y	CMP4743	C1	
44	cn0h20494864353c5357	Dell Laptop 15 Inch	Y	CMP4734	C1	
45	cn0h20494864353c5468	Dell Laptop 15 Inch	Y	CMP4738	C1	
46	cn0h20494864353c5371	Dell Laptop 15 Inch	Y	CMP4735	C1	
47	cn0h20494864353c5347	Dell Laptop 15 Inch	Y	CMP4732	C1	
48	cn0h20494864353c5411	Dell Laptop 15 Inch	Y	CMP4749	C1	
49	cn0h20494864351d2293	Dell Laptop 15 Inch	Y	CMP4564	C1	
50	cn0h2049486435170520	Dell Laptop 15 Inch	Y	CMP4580	C1	
51	cn0h20494864353c5408	Dell Laptop 15 Inch	Y	CMP4739	C1	
52	cn0h2049486435170666	Dell Laptop 15 Inch	Y	CMP4579	C1	
53	cn0h2049486435170488	Dell Laptop 15 Inch	Y	CMP4585	C1	
54	w871301pwok	Apple Laptop 15 Inch	Y	CMP6068	C1	
55	w871215cwok	Apple Laptop 15 Inch	Y	CMP6065	C1	
56	w86391ajvwy	Apple Laptop 15 Inch	Y	CMP5508	C1	
57	w871301qwok	Apple Laptop 15 Inch	Y	CMP6070	C1	
58	w86370y3vwy	Apple Laptop 15 Inch	Y	CMP5499	C1	
59		Apple Laptop 12 Inch	Y	CMP4508	C1	
60		Apple Laptop 12 Inch	Y	CMP3607	C1	

Verified by: _____
Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page 3 of 5

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
61		Apple Laptop 12 Inch	Y	CMP4168	C1	
62		Apple Laptop 12 Inch	Y	CMP4674	C1	
63		Apple Laptop 12 Inch	Y	CMP5212	C1	
64		Apple Laptop 12 Inch	Y	CMP5067	C1	
65		Apple Laptop 12 Inch	Y	CMP4702	C1	
66	MY0f7170476035418a0g	Dell Monitor	Y	MON3744	B1	
67	my0f717047603541a9ap	Dell Monitor	Y	MON3722	B1	
68	cn0f5035641804c832vs	Dell Monitor	Y	MON3611	B1	
69	cn0d54287287254d335s	Dell Monitor	Y	MON3671	B1	
70	cn0j664271618591abs9	Dell Monitor	Y	MON3867	B1	
71	cn0f50356418053r11ms	Dell Monitor	Y	MON3653	B1	
72	cn0f50356418053r122s	Dell Monitor	Y	MON3670	B1	
73	cn0f5035641804cr2LrL	Dell Monitor	Y	MON3214	B1	
74	cn0f50356418047jOXWS	Dell Monitor	Y	MON3594	B1	
75	cn0d54287287256g04dL	Dell Monitor	Y	MON3799	B1	
76	CN0d54287220151e1d8s	Dell Monitor	Y	MON3605	B1	
77	cn0f50356418047538s	Dell Monitor	Y		B1	
78	cn0ds4287287256eghgO	Dell Monitor	Y	MON3767	B1	
79	cn066427161859iacjy	Dell Monitor	Y		B1	
80	cn0f50356418047j0xzs	Dell Monitor	Y	MON3649	B1	
81	cn0cc2807161862kcmey	Dell Monitor	Y	MON3958	B1	
82	cn0y9833716186b5ahc5	Dell Monitor	Y	MON6003	B1	
83	mx0u3001476054408ezn	Dell Monitor	Y	MON3531	B1	
84	mx0c959364663474059nL	Dell Monitor	Y	MON6036	B1	
85	cn0cc2996418067k1ALa	Dell Monitor	Y	MON6047	B1	
86	cn0cj1677287269q3LCU	Dell Monitor	Y	MON4076	B1	
87	cn0cc35264180635520s	Dell Monitor	Y	MON3968	B1	
88	cn0j6642716189611acgm	Dell Monitor	Y	MON3883	B1	
89	cn0j66427161859iacjx	Dell Monitor	Y	MON3845	B1	
90	cn0dc3237161879fab9p	Dell Monitor	Y	MON6300	B1	
91	cn0cc2996418063c2uka	Dell Monitor	Y	MON4101	B1	
92	cn0dc323716879iAH4X	Dell Monitor	Y	MON6299	B1	
93	cn0cc28071618614ahmz	Dell Monitor	Y	MON3922	B1	
94	cn0cc35264180636z12sz	Dell Monitor	Y	MON4065	B1	
95	cn0cc3526418063v6rxL	Dell Monitor	Y	MON3994	B1	
96	cn0cc6526418064LOVPL	Dell Monitor	Y	MON3992	B1	
97	cnoku789716187znca6u	Dell Monitor	Y	MON6286	B1	
98	cn0cc2807161861cac2c	Dell Monitor	Y	MON3885	B1	
99	cn0cj677287269q37ku	Dell Monitor	Y	MON4075	B1	
100	cn06j1677287269q3LMu	Dell Monitor	Y	MON4777	B1	

Verified by: _____
Version: Jan 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page 4 of 5

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
101	cn0cc352641806cc13cc	Dell Monitor	Y	MON4064	B1	
102	cn0cc28071618614ahn2	Dell Monitor	Y	MON3917	B1	
103	cn0cc3526418066u0h5s	Dell Monitor	Y	MON4031	B1	
104	cn0cc35264180660h6s	Dell Monitor	Y	MON3048	B1	
105	cn0cc2996418067k1a4a	Dell Monitor	Y	MON4047	B1	
106	cn0cc3526418066c0cbc	Dell Monitor	Y	MON4045	B1	
107	cn0cc280716186144ah4g	Dell Monitor	Y	MON3921	B1	
108	cn0d54287287258ivmvs	Dell Monitor	Y		B1	
109	cn0d54287287254k47mL	Dell Monitor	Y	MON3681	B1	
110	cn0d54287287256d061L	Dell Monitor	Y	MON3777	B1	
111	cn0f5035641804b42w1L	Dell Monitor	Y	MON3586	B1	
112	cn0d54287287256eg48L	Dell Monitor	Y	MON3836	B1	
113	cn0d54287287254f320s	Dell Monitor	Y	MON3677	B1	
114	cn0d54287287258i39ps	Dell Monitor	Y	MON3826	B1	
115	my0f717047603541aa03	Dell Monitor	Y	MON3740	B1	
116	cn0d54287287256g04JL	Dell Monitor	Y	MON3806	B1	
117	cn0f50356418047j27bs	Dell Monitor	Y	MON3704	B1	
118	cn0d54287287256eg64L	Dell Monitor	Y	MON3782	B1	
119	cn0d54287287256e9rcL	Dell Monitor	Y	MON3765	B1	
120	cn0f50356418047j27AS	Dell Monitor	Y	MON3711	B1	
121	cn0d54287287258i39ns	Dell Monitor	Y	MON3837	B1	
122	gvipp81	Dell Optiplex GX620 Computer	Y	CMP5085		
123	fkhhp91	Dell Optiplex GX620 Computer	Y	CMP5170		
124	6g2dwb1	Dell Optiplex GX620 Computer	Y	CMP5515		
125	crspp81	Dell Optiplex GX620 Computer	Y	CMP5104		
126	4lcp281	Dell Optiplex GX620 Computer	Y	CMP5288		
127	jv1pp81	Dell Optiplex GX620 Computer	Y	CMP5091		
128	2normb1	Dell Optiplex GX620 Computer	Y	CMP5520		
129	20y82b1	Dell Optiplex GX620 Computer	Y	CMP5273		
130	dh05q81	Dell Optiplex GX620 Computer	Y			
131	fmormb1	Dell Optiplex GX620 Computer	Y	CMP5519		
132	72Lvfc1	Dell Optiplex GX620 Computer	Y	CMP5648		
133	jzLvfc1	Dell Optiplex GX620 Computer	Y	CMP5649		
134	2jhhp91	Dell Optiplex GX620 Computer	Y	CMP5169		
135	4cdzh71	Dell Optiplex GX620 Computer	Y	CMP4697		
136	ca7t481	Dell Optiplex GX620 Computer	Y	CMP4943		
137	g39wd81	Dell Optiplex GX620 Computer	Y	CMP5512		
138	dhhhp91	Dell Optiplex GX620 Computer	Y	CMP5187		
139	b9rn2b1	Dell Optiplex GX620 Computer	Y	CMP5297		
140	av48kc1	Dell Optiplex GX620 Computer	Y	CMP5666		

Verified by: _____

Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page 5 of 5

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
141	7xgw591	Dell Optiplex GX620 Computer	Y	CMP5557		
142	57qw1c1	Dell Optiplex GX620 Computer	Y	CMP5578		
143	cbodh91	Dell Optiplex GX620 Computer	Y	CMP5129		
144	9g2kw81	Dell Optiplex GX620 Computer	Y	CMP5514		
145	w87330rcx87	Apple Imac	Y	CMP6468		
146	w87330L5x87	Apple Imac	Y	CMP6457		
147	w87330vax87	Apple Imac	Y	CMP6456		
148	w87330tdx87	Apple Imac	Y	CMP6467		
149	w87330l6x87	Apple Imac	Y	CMP6475		
150	w87330l1x87	Apple Imac	Y	CMP6463		
151	w87330qax87	Apple Imac	Y	CMP6453		
152	w87330l4x87	Apple Imac	Y	CMP6464		
153	w873306rx87	Apple Imac	Y	CMP6461		
154	w87330rux87	Apple Imac	Y	CMP6478		
155	w87330vdx87	Apple Imac	Y	CMP6449		
156	w87330t6x87	Apple Imac	Y	CMP6452		
157	w8733054x87	Apple Imac	Y	CMP6466		
158	w87330s6x87	Apple Imac	Y	CMP6398		
159	w87330q9x87	Apple Imac	Y	CMP6455		
160	w87330kqx87	Apple Imac	Y	CMP6446		
161	w87330sfx87	Apple Imac	Y	CMP6469		
162	w87330tkx87	Apple Imac	Y	CMP6462		
163	w87330tbx87	Apple Imac	Y	CMP6460		
164	w87330kwx87	Apple Imac	Y	CMP6474		
165	w87330m2x87	Apple Imac	Y	CMP6479		
166	w87330mnx87	Apple Imac	Y	CMP6470		
167	w87330u6x87	Apple Imac	Y	CMP6459		
168	w87330tvx87	Apple Imac	Y	CMP6452		
169	w87330kyx87	Apple Imac	Y	CMP6472		
170	w87330kzx87	Apple Imac	Y	CMP6477		
171	w87330svx87	Apple Imac	Y	CMP6465		
172	w87330kvx87	Apple Imac	Y	CMP6443		
173		Apple Imac	Y	CMP6481		
174	w87330v8x87	Apple Imac	Y	CMP6400		
175	w87330tsx87	Apple Imac	Y	CMP6473		
176	w87330qtx87	Apple Imac	Y	CMP6442		
177						
178						
179						
180						

Verified by: _____
Version: Jan. 2010

Accumulation Start Date: [Completed by ETS]		(2) Code for Screen Size 1 = 4-15" 2 = 16-35" 3 = >36"	Regulated Items	Code	# of Units
Location: Campus: De Anza Building: Mod Quad Room: MQ1	CRTs - TVs - Monitors		A		
	LCD Desktop Monitors		B	51	
	Laptop with LCDs		C		
Requestor: Name: James D. Holstein Phone #: 5827 Signature: James D. Holstein	LCD TVs	D			
	Plasma TVs	E			
	Screen > 4 inches diag.	F			
	UWEDs Microwave Ovens	G			
Work Order #: D1209161 [Completed by Purchasing Services]	UWEDs VCRs, DVDs & CD Players	H			
	UWEDs CPUs - Computers	I	85		
	UWEDs Printers, Scanners & Faxes	J			
	UWEDs Phones - Cell & Desk	K			
Pickup Date by Plant Services: [Completed by Plant Services]	UWEDs Pagers, PDAs & Radios	L			
	UWEDs Copiers	M			
	Non-reported	N			

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
1	cn0cc3526418063c6rc1	Dell Monitor	Y	mon3978	B1	
2	cnocc3526418063v652L	Dell Monitor	Y	mon3986	B1	
3	cnocc2807161866ea541	Dell Monitor	Y	mon4059	B1	
4	cnocc3526418063v6r5L	Dell Monitor	Y	mon3980	B1	
5	cnocc3526418063v6rr1	Dell Monitor	Y	mon3987	B1	
6	cnocc3526418063v6rml	Dell Monitor	Y	mon3985	B1	
7	cnocc28071618614ahka	Dell Monitor	Y	mon3911	B1	
8	cnogp004728727ca1tdu	Dell Monitor	Y	mon6365	B1	
9	cnocc3526418063v6s1L	Dell Monitor	Y	mon3975	B1	
10	cnocc3526418066c134c	Dell Monitor	Y	mon4062	B1	
11	cnocc28071618614ahmx	Dell Monitor	Y	mon3926	B1	
12	cnocc3526418063v6rwL	Dell Monitor	Y	mon3979	B1	
13	cnocc3526418066z135c	Dell Monitor	Y	mon4061	B1	
14	cnocc3526418063v6rmL	Dell Monitor	Y	mon3983	B1	
15	cnocc28071618614ahnL	Dell Monitor	Y	mon3923	B1	
16	cnocc3526418063v6rgL	Dell Monitor	Y	mon3976	B1	
17	cnocc28071618614amj7	Dell Monitor	Y	mon3913	B1	
18	cnocc3526418066c12yc	Dell Monitor	Y	mon4060	B1	
19	clhhp91	Dell Optiplex Tower/Computer	Y	cmp5176	I	
20	1fvn8b1	Dell Optiplex Tower/Computer	Y	cmp5311	I	

Instructions: (1) List all regulated items defined above and all other electronic equipment with circuit boards. (2) Indicate the code of each item and size of screen (1-3) based on screen diameter (see above).
 (3) Complete the summary of quantities by code in area in upper right corner of form. (4) Print and sign form. (5) Attach signed original to the completed and signed Surplus Disposal Form.
 (6) Retain photocopies for your dept. (7) Send signed originals to District Purchasing Services. (8) Use a separate sheet to list non-electronic equipment such as furniture, vehicles, etc.

Verified by: _____
 Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page 2 of 4

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	4dvn8b1	Dell Optiplex Tower/Computer	Y	cmp5319		
22	dv1pp81	Dell Optiplex Tower/Computer	Y			
23	fcvn8b1	Dell Optiplex Tower/Computer	Y	cmp5317		
24	bzyf1f1	Dell Optiplex Tower/Computer	Y	cmp6583		
25	ccvn8b1	Dell Optiplex Tower/Computer	Y	cmp5315		
26	2fun8b1	Dell Optiplex Tower/Computer	Y	cmp5325		
27	5fvn8b1	Dell Optiplex Tower/Computer	Y	cmp5329		
28	9n7po91	Dell Optiplex Tower/Computer	Y			
29	br5pp81	Dell Optiplex Tower/Computer	Y			
30	1dvn8b1	Dell Optiplex Tower/Computer	Y			
31	8dvn8b1	Dell Optiplex Tower/Computer	Y			
32	5d4vk91	Dell Optiplex Tower/Computer	Y	cmp5327		
33	cdvn8b1	Dell Optiplex Tower/Computer	Y			
34	3dvn8b1	Dell Optiplex Tower/Computer	Y	cmp5326		
35	5cvn8b1	Dell Optiplex Tower/Computer	Y	cmp5320		
36	d802k91	Dell Optiplex Tower/Computer	Y	cmp5321		
37	9cn8b1	Dell Optiplex Tower/Computer	Y			
38	1xvh661	Dell Optiplex Tower/Computer	Y	cmp5323		
39	94wh661	Dell Optiplex Tower/Computer	Y	cmp4644		
40	11wh661	Dell Optiplex Tower/Computer	Y			
41	95w5481	Dell Optiplex Tower/Computer	Y			
42	1khhp91	Dell Optiplex Tower/Computer	Y			
43	60wh661	Dell Optiplex Tower/Computer	Y			
44	b1wh661	Dell Optiplex Tower/Computer	Y			
45	cnoj664271618592ae7x	Dell Monitor	Y	mon3851	B1	
46	cnoy9833716186b5ag35	Dell Monitor	Y	mon6001	B1	
47	cnoy9833716186b5agkx	Dell Monitor	Y	mon6011	B1	
48	cnof50356418047joy16	Dell Monitor	Y	mon3623	B1	
49	cnocc3526418063l1qoL	Dell Monitor	Y	mon4012	B1	
50	cnof50356418047j0225	Dell Monitor	Y	mon3628	B1	
51	cn03k6484663325f10g5	Dell Monitor	Y	mon3164	B1	
52	cnocj1677287269q3peu	Dell Monitor	Y	mon4073	B1	
53	cnof50356418047j0xg5	Dell Monitor	Y	mon3713	B1	
54	cnof50356418047j0y55	Dell Monitor	Y	mon3701	B1	
55	cnof50356418047jox55	Dell Monitor	Y	mon3621	B1	
56	cnof50356418047j0z15	Dell Monitor	Y	mon3703	B1	
57	cnof50356418047j27us	Dell Monitor	Y	mon3707	B1	
58	cnocc3526418063v6ruL	Dell Monitor	Y	mon3989	B1	
59	cnof50356418047j0y15	Dell Monitor	Y	mon3715	B1	
60	cnof5035641804cr1n8L	Dell Monitor	Y	mon3812	B1	

Verified by: _____

Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page 3 of 4

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
61	cn0f50356418047j0z35	Dell Monitor	Y	mon3627	B1	
62	cnof50356418047joy45	Dell Monitor	Y	mon3620	B1	
63	qp642oc5vuy	Dell Optiplex Tower/Computer	Y	cmp5574		
64	hdvn8b1	Dell Optiplex Tower/Computer	Y	cmp5318		
65	5khhp91	Dell Optiplex Tower/Computer	Y	cmp5183		
66	cf65k91	Dell Optiplex Tower/Computer	Y			
67	dg2dwb1	Dell Optiplex Tower/Computer	Y			
68	9pjpLc1	Dell Optiplex Tower/Computer	Y	cmp6029		
69	jmjpLc1	Dell Optiplex Tower/Computer	Y	cmp6008		
70	cmjplc1	Dell Optiplex Tower/Computer	Y	cmp6007		
71	cpjpcc1	Dell Optiplex Tower/Computer	Y	cmp6011		
72	72wh661	Dell Optiplex Tower/Computer	Y	cmp4642		
73	1bscnb1	Dell Optiplex Tower/Computer	Y	cmp5396		
74	40wh661	Dell Optiplex Tower/Computer	Y	cmp4649		
75	8xvh661	Dell Optiplex Tower/Computer	Y	cmp4640		
76	cwvh661	Dell Optiplex Tower/Computer	Y	cmp4645		
77	41wh661	Dell Optiplex Tower/Computer	Y	cmp4643		
78	767t481	Dell Optiplex Tower/Computer	Y	cmp4963		
79	9wvh661	Dell Optiplex Tower/Computer	Y			
80	4647661	Dell Optiplex Tower/Computer	Y	cmp4647		
81	51wh661	Dell Optiplex Tower/Computer	Y	cmp4824		
82	cxvh661	Dell Optiplex Tower/Computer	Y	cmp4815		
83	fdvnab1	Dell Optiplex Tower/Computer	Y	cmp5316		
84	hcvn8b1	Dell Optiplex Tower/Computer	Y	cmp5319		
85	99rn2b1	Dell Optiplex Tower/Computer	Y	cmp5309		
86	7cun8b1	Dell Optiplex Tower/Computer	Y	cmp5312		
87	3cvn8b1	Dell Optiplex Tower/Computer	Y	cmp5314		
88	dfvn8b1	Dell Optiplex Tower/Computer	Y	cmp5313		
89	5cbqmg1	Dell Optiplex Tower/Computer	Y	cmp7051		
90	bybqmg1	Dell Optiplex Tower/Computer	Y	cmp7035		
91	7njpLc1	Dell Optiplex Tower/Computer	Y	cmp6003		
92	cv48kc1	Dell Optiplex Tower/Computer	Y			
93	3hhhp91	Dell Optiplex Tower/Computer	Y	cmp5184		
94	9rqm2v1	Dell Optiplex Tower/Computer	Y	cmp5298		
95	cnoy8337161686b5agxn	Dell Monitor	Y	mon6007	B1	
96	cnocc3526418066c12cz	Dell Monitor	Y	mon4063	B1	
97	cnocc3526418063v6rjL	Dell Monitor	Y	mon3984	B1	
98	cnof50356418047j27f5	Dell Monitor	Y	mon3706	B1	
99	cnocc3526418063v650L	Dell Monitor	Y	mon3988	B1	
100	cnocc280716186148hk4	Dell Monitor	Y	mon3906	B1	

Verified by: _____
Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page 4 of 4

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
101	cnof5035641800yl5	Dell Monitor	Y	mon3709	B1	
102	cnoy835716186b5ahae	Dell Monitor	Y	mon6006	B1	
103	cnocc3526418063v6ryl	Dell Monitor	Y	mon3981	B1	
104	cnof5035648047joxms	Dell Monitor	Y	mon3624	B1	
105	cnod54287287256eg32L	Dell Monitor	Y	mon3795	B1	
106	cnocc3526418063vgrpL	Dell Monitor	Y	mon3977	B1	
107	cnocc3526418067r0gvs	Dell Monitor	Y	mon4053	B1	
108	cnocc28071618614ahm4	Dell Monitor	Y	mon3910	B1	
109	w86360b6vuww	Imac Computer	Y	cmp5485	I	
110	qp6420d0vuy	Imac Computer	Y	cmp5564	I	
111		Imac Computer	Y	cmp5330	I	
112	w85040npxnx	Imac Computer	Y	cmp4872	I	
113	w85040nlpnx	Imac Computer	Y	cmp4630	I	
114	qp6261a3u2r	Imac Computer	Y	cmp5335	I	
115	w85040ltpnx	Imac Computer	Y	cmp4634	I	
116	w85221tdsdz	Imac Computer	Y	cmp4779	I	
117	w85040kppnx	Imac Computer	Y	cmp4637	I	
118	qp6261cvu2r	Imac Computer	Y	cmp5332	I	
119	qp70618tvuw	Imac Computer	Y	cmp5661	I	
120	qp70618npuw	Imac Computer	Y	cmp5662	I	
121	qp71005qvuy	Imac Computer	Y	cmp6043	I	
122	qp6420d6vuy	Imac Computer	Y	cmp5573	I	
123	qp72104avuw	Imac Computer	Y	cmp3171	I	
124	qp70405uww	Imac Computer	Y	cmp5645	I	
125	qp642qccvuy	Imac Computer	Y	cmp5570	I	
126	qp721088vuww	Imac Computer	Y	cmp6159	I	
127	qp7190xavuy	Imac Computer	Y	cmp6119	I	
128	w86360pjvuy	Imac Computer	Y	cmp5521	I	
129	qp64301hx1w	Imac Computer	Y	cmp5613	I	
130	qp7040vluww	Imac Computer	Y	cmp5646	I	
131	qp7060xbvww	Imac Computer	Y	cmp5663	I	
132	qp71005rvuw	Imac Computer	Y	cmp6049	I	
133	qp71314avuy	Imac Computer	Y	cmp6110	I	
134	qp72013xvuy	Imac Computer	Y	cmp6174	I	
135		Imac Computer	Y	cmp6014	I	
136	qp71003pvuy	Imac Computer	Y	cmp6820	I	
137						
138						
139						
140						

Verified by: _____
Version: Jan. 2010



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	APPROVAL OF CONSENT CALENDAR
Subject	6. Recycle and Dispose of Unusable Surplus Furniture
Access	Public
Type	Action (Consent)
Recommended Action	Make a finding that the items are of insufficient value to defray the costs of arranging a sale and authorize the Interim Director of Purchasing Services to recycle the items or dispose of them in the local public dump.

Public Content

Background and Analysis:

The District owns surplus furniture that has been replaced with new (see attached lists, 4 pages). It has been determined that the furniture is in such poor condition that it is unusable. District staff estimates the value of this furniture to be less than \$50.00 in the aggregate.

California Education Code 81452(c) provides that if the governing board, by a unanimous vote of those members present, finds that the property, is of insufficient value to defray the costs of arranging a sale, the property may be disposed of in the local public dump on order of any employee of the District empowered for that purpose by the board.

District Staff will dismantle the items and recycle or dispose of the components appropriately.

Submitted by:	Gina Bailey, Interim Director, Purchasing Services, extension 6165
Additional contact names:	Eric Olague, Buyer, Purchasing Services
Is backup provided?	Yes

[Surplus Furniture Dispose Recycle.pdf \(476 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the

consent agenda at the request of any board member.

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500 - NON C FUNDED)
FOR ITEMS REPLACED BY NON-MEASURE C FUNDED NEW EQUIPMENT

A. Requester: If surplusing Category I electronic equipment (e-waste) such as computers, CRTs, LCD monitors, LCD TVs, plasma TVs, AV equipment, or hard drives, e-mail ETS at techhelp@fhda.edu or call x8324. ETS will pick up the equipment and complete the required surplus disposal form and spreadsheet attachment for you. However, for Category II electronic equipment or for non-electronic equipment, you must complete Section "A" of this form, print, sign, and retain a photocopy for your files. Send the signed original, including the appropriate "xls attachment" if applicable, to District Purchasing Services. The "xls attachments" are available at the purchasing.fhda.edu website. When surplusing more than one unit of electronic equipment, you must complete, sign, and submit the "e-waste xls attachment" with this form. For multiple non-electronic items complete, sign, and submit the "non-electronic xls attachment". Do not combine electronic and non-electronic items on the same surplus disposal form.

B. All the property listed below and on any attachments must be only items that were not replaced by Measure C funded equipment. This form is ONLY for items replaced by NON-Measure C funded equipment. (For surplus items replaced by Measure C funded equipment, see Form SN23500 - C Funded.)

Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?
check one: Yes _____ No X

1. Quantity & Description: 10 pieces of outdated non-compliant office furniture
The requester must label the equipment as "surplus" and store it in a secure area until it is picked up.
For more than one item use an "xls attachment" per the instructions above.

Check here if xls attachment is included with this _____
e-waste (electronic) xls attachment _____
non-electronic xls attachment _____

2. Current Location (be precise): Campus: DA Building and Room A 24
3. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs _____ Under 50 lbs X See Attached
4. Serial No: n/a Inventory Tag No: n/a Model No: List
5. Manufacturer: not known (prison) Acquisition Date: not known
6. Original Cost: not known Estimated Current Value: 0\$
7. Current condition: Is it Working? _____ Can it be fixed? no
8. Provide contact info for interested departments or buyers, if any: furniture not safely compliant
9. Name and phone number of person to contact about this surplus disposal request: Silvia x8832

10. Requested removal date (if urgent, explain): office will be vacated Dec 17 (reused as practice room by winter quarter)
The District property listed above is unsatisfactory/unsuitable for college use. We recommend that the property be sold, traded-in, recycled, donated, or disposed in accordance with the applicable California Education Code Section (ECS 81450-81460)

Authorized By [Signature] (signature) Date 11/13/12
Name (print or type) CANTER

C. This section is for Material/Purchasing Services only. Copy sent to District Capital Asset Accountant _____

1. Plant Services Work Order Number for pick-up: _____ Date: _____ By: _____
2. Date Work Order Completed: _____
3. Date disposition approved by Board of Trustees: _____
4. Bid Number: _____ 5. Date removed from inventory _____
6. Disposition (check one): Sold (ECS 81450/81452) _____ Donated to public entity (ECS 81450.5) _____
Donated to BOT approved charity (ECS 81452) _____ Returned to District use: _____ (state new lo
Dumped by Plant Services: _____ Disposed as hazardous waste: _____ using (contractor name) _____
7. Plant Services Work Order Number for dumping, if applicable: _____ Date: _____ By: _____
8. Date Work Order Completed: _____

Material/Purchasing Services signature _____

Date _____

Distribution: signed original to District Purchasing Services

Rev. Nov. 21, 2011

DIS01054

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500 - NON C FUNDED)
FOR ITEMS REPLACED BY NON-MEASURE C FUNDED NEW EQUIPMENT

A. Requester: If surplus Category I electronic equipment (e-waste) such as computers, CRTs, LCD monitors, LCD TVs, plasma TVs, AV equipment, or hard drives, e-mail ETS at techhelp@fhda.edu or call x8324. ETS will pick up the equipment and complete the required surplus disposal form and spreadsheet attachment for you. However, for Category II electronic equipment or for non-electronic equipment, you must complete Section "A" of this form, print, sign, and retain a photocopy for your files. Send the signed original, including the appropriate "xls attachment" if applicable, to District Purchasing Services. The "xls attachments" are available at the purchasing.fhda.edu website. When surplus more than one unit of electronic equipment, you must complete, sign, and submit the "e-waste xls attachment" with this form. For multiple non-electronic items complete, sign, and submit the "non-electronic xls attachment". Do not combine electronic and non-electronic items on the same surplus disposal form.

B. All the property listed below and on any attachments must be only items that were not replaced by Measure C funded equipment. This form is ONLY for items replaced by NON-Measure C funded equipment. (For surplus items replaced by Measure C funded equipment, see Form SN23500 - C Funded.)

Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?
check one: Yes _____ No X

1. Quantity & Description: 3 big shelves 1 little shelf 1 office desk 1 office chair see attached list

The requester must label the equipment as "surplus" and store it in a secure area until it is picked up.
For more than one item use an "xls attachment" per the instructions above.

Check here if xls attachment is included with this _____
e-waste (electronic) xls attachment _____
non-electronic xls attachment _____

2. Current Location (be precise): Campus: DA Building and Room A43

3. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs _____ Under 50 lbs X

4. Serial No: n/a Inventory Tag No: n/a Model No: n/a

5. Manufacturer: not known Acquisition Date: not known

6. Original Cost: not known Estimated Current Value: 0

7. Current condition: Is it Working? _____ Can it be fixed? n/a

8. Provide contact info for interested departments or buyers, if any: Creative Arts Division

9. Name and phone number of person to contact about this surplus disposal request: Nancy Carter x 8315 or Silvia Bichler x 8832

10. Requested removal date (if urgent, explain): 12-19-2012 (room will be occupied again in winter quarter)
The District property listed above is unsatisfactory/unsuitable for college use. We recommend that the property be sold, traded-in, recycled, donated, or disposed in accordance with the applicable California Education Code Section (ECS 81450-81460)

Authorized By [Signature] (signature) Date 12-13-12

Name (print or type) Nancy Carter

C. This section is for Material/Purchasing Services only. Copy sent to District Capital Asset Accountant _____

1. Plant Services Work Order Number for pick-up: _____ Date: _____ By: _____

2. Date Work Order Completed: _____

3. Date disposition approved by Board of Trustees: _____

4. Bid Number: _____ 5. Date removed from inventory _____

6. Disposition (check one): Sold (ECS 81450/81452) _____ Donated to public entity (ECS 81450.5) _____

Donated to BOT approved charity (ECS 81452) _____ Returned to District use: _____ (state new lo.

Dumped by Plant Services: _____ Disposed as hazardous waste: _____ using (contractor name) _____

7. Plant Services Work Order Number for dumping, if applicable: _____ Date: _____ By: _____

8. Date Work Order Completed: _____

Material/Purchasing Services signature _____

Date _____

Distribution: signed original to District Purchasing Services

Rev. Nov. 21, 2011

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500 - NON C FUNDED)

FOR ITEMS REPLACED BY NON-MEASURE C FUNDED NEW EQUIPMENT

A. Requester: If surplusing Category I electronic equipment (e-waste) such as computers, CRTs, LCD monitors, LCD TVs, plasma TVs, AV equipment, or hard drives, e-mail ETS at techhelp@fhda.edu or call x8324. ETS will pick up the equipment and complete the required surplus disposal form and spreadsheet attachment for you. However, for Category II electronic equipment or for non-electronic equipment, you must complete Section "A" of this form, print, sign, and retain a photocopy for your files. Send the signed original, including the appropriate "xls attachment" if applicable, to District Purchasing Services. The "xls attachments" are available at the purchasing.fhda.edu website. When surplusing more than one unit of electronic equipment, you must complete, sign, and submit the "e-waste xls attachment" with this form. For multiple non-electronic items complete, sign, and submit the "non-electronic xls attachment". Do not combine electronic and non-electronic items on the same surplus disposal form.

B. All the property listed below and on any attachments must be only items that were not replaced by Measure C funded equipment. This form is ONLY for items replaced by NON-Measure C funded equipment. (For surplus items replaced by Measure C funded equipment, see Form SN23500 - C Funded.)

Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?
check one: Yes _____ No ☒

1. Quantity & Description: (Qty. 1) Shelving board
The requester must label the equipment as "surplus" and store it in a secure area until it is picked up.
For more than one item use an "xls attachment" per the instructions above.
Check here if xls attachment is included with this

e-waste (electronic) xls attachment _____
non-electronic xls attachment ☒

2. Current Location (be precise): Campus: De Anza Building and Room Hoefler Bldg. (High Tech Center Training Unit)

3. Height: _____ Length: 55" Width: 21" Wt.: Over 50 lbs _____ Under 50 lbs ☒

4. Serial No: N/A Inventory Tag No: N/A Model No: N/A

5. Manufacturer: Anthro Acquisition Date: N/A

6. Original Cost: \$0 Estimated Current Value: \$0

7. Current condition: Is it Working? _____ Can it be fixed? yes

8. Provide contact info for interested departments or buyers, if any: _____

9. Name and phone number of person to contact about this surplus disposal request: Dale Kan 408-996-6049

10. Requested removal date (if urgent, explain): 12/5/12

The District property listed above is unsatisfactory/unsuitable for college use. We recommend that the property be sold, traded-in, recycled, donated, or disposed in accordance with the applicable California Education Code Section (ECS 81450-81460)

Authorized By Dale Kan (signature) Date 12/5/12

Name (print or type) DALE KAN

C. This section is for Material/Purchasing Services only. Copy sent to District Capital Asset Accountant _____

1. Plant Services Work Order Number for pick-up: _____ Date: _____ By: _____

2. Date Work Order Completed: _____

3. Date disposition approved by Board of Trustees: _____

4. Bid Number: _____ 5. Date removed from inventory: _____

6. Disposition (check one): Sold (ECS 81450/81452) _____ Donated to public entity (ECS 81450.5) _____

Donated to BOT approved charity (ECS 81452) _____ Returned to District use: _____ (state new lo

Dumped by Plant Services: _____ Disposed as hazardous waste: _____ using (contractor name) _____

7. Plant Services Work Order Number for dumping, if applicable: _____ Date: _____ By: _____

8. Date Work Order Completed: _____

Material/Purchasing Services signature _____

Date _____

Distribution: signed original to District Purchasing Services

Rev Nov 21, 2011

D1212093

**Non-Electronic Xls Attachment to
Surplus Disposal Form SN23500**

Rev. Oct. 2006

Instructions: After completing this form, print it and sign it. Attach the signed original to a completed and signed Surplus Disposal Form. Retain photocopies. Send the signed originals to District Purchasing Services. NOTE: You must use a separate Surplus Disposal Form and the E-Waste (electronic) xls attachment to list electronic

Date: 12/5/12

Current Location: Campus De Anza Building Hoefler Bldg. Room # High Tech Center Training unit

Name and phone number of contact person of this request: Dale Kan 408-996-6049

Authorized by (dept. signature): Dale Kan

Work Order #: To be completed by Purchasing Services D1212093

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxLxW	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO	LIST INTERESTED DEPTS OR BUYERS, IF ANY
1	Work surface	40"X15"	<50	N/A	N/A	\$0	\$0			
3	Chairs	20x20x35	<50	N/A	N/A	\$0	\$0			



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	APPROVAL OF CONSENT CALENDAR
Subject	7. Human Resources Report
Access	Public
Type	Action (Consent)
Recommended Action	Dorene Novotny, Vice Chancellor of Human Resources and Equal Opportunity recommends approval of the Human Resources Report.

Public Content

Background and Analysis:

The Human Resources Report is presented for Board approval or ratification of personnel action items in the following categories:

Acting Assignment	Professional Growth Award
Administrative Achievement Award	Promotion
Administrative Leave	Reassignment
Interim Assignment	Reclassification
Layoff	39 Month Re-employment
Leave of Absence	Resignation
Longevity Award	Retirement
New Appointment	Separation
New Assignment	Service Recognition Award
New Hire	Staff Development Leave
New Position	Temporary Contract Change
Permanent Contract Change	Training/Retraining Stipend
Professional Achievement Award	Transfer
Professional Development Leave	

The report includes all action items for Administrators, Faculty, Classified and Temporary and Short-Term employees.

Submitted by:	Dorene Novotny, Vice Chancellor of Human Resources & Equal Opportunity x6211
Additional contact names:	Suzanne Pfeiffer, Director of Human Resources x6109
Is backup provided?	Yes

[Human Resources Report.pdf \(201 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Items

Board Meeting Date: February 4, 2013

Human Resources Report - Employment and Personnel Actions

<i>Employee Name or Position #/Months/FTE</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Fund Description</i>	<i>Salary, Years of Service or Award Years/Number</i>
ADMINISTRATORS								
None								
FACULTY								
DePaolo, Kathleen	Instructor	Biological and Health Sciences	Foothill College	Resignation	December 14, 2012	n/a	n/a	n/a
Jennings, Vicki	Instructor	Biological, Health & Environment Sciences and Workforce Education	De Anza College	Resignation for the purpose of retirement	June 28, 2013	n/a	n/a	n/a
Miller, Larry	Instructor	Biological and Health Sciences	Foothill College	Resignation for the purpose of retirement per Article 19	June 28, 2013	n/a	n/a	n/a
Schultheis, Lisa	Instructor	Biological and Health Sciences	Foothill College	Load reduction to 0.912	Spring 2013	n/a	n/a	n/a
Stevenson, Janice	Instructor	Fine Arts and Communications	Foothill College	Temporary contract change from .500 to .534	September 20, 2012 through June 28, 2013	n/a	n/a	n/a
van Lingen, Rene	STEMway Program Director	PSME	Foothill College	New Hire	January 1, 2013 through June 30, 2013	136007	Categorical	Column II, Step I @ \$7,800.06 / month
CLASSIFIED								
230320, 12mos, 1.0	Evaluations Specialist	VP Student Services	De Anza College	Reclassification	January 11, 2013	114000	General Purpose	49
230350, 10mos, 1.0	Laboratory Technician, Art	Creative Arts	De Anza College	New Classification	January 11, 2013	114000	General Purpose	45
234905, 10mos, .40	PM Storeroom Clerk	PSME	De Anza College	New Position	January 1, 2013	114040	General Purpose	35
Ching, Lawrence	Web Support Technician	Educational Resources & College Operations	De Anza College	Professional Growth Award	February 1, 2013	114000	General Purpose	3
Elwell, Susanne	Administrative Assistant, Senior	Faculty Association	Central Services	Longevity Award	March 1, 2013	114080	Auxiliary Fund	23
Galoyan, Naziko	Evaluations Specialist	Counseling & Student Services	Foothill College	Reclassification	September 27, 2012	114000	General Purpose	49
Gamboa, Dominic	Police Officer	District Safety & Security	Central Services	New hire	December 29, 2012	125000	Parking	50
Garcia, Jeannette	Custodian I	Operations	Central Services	New hire	January 2, 2013	114000	General Purpose	35
Gilani, Darya	Academic Services Coordinator	Instruction & Institutional Research	Foothill College	Resignation	January 7, 2013	114000	General Purpose	5.25
Hadi, Samera	Financial Aid Outreach Assistant	VP Student Services	De Anza College	New hire	January 15, 2013	120071	Categorical	41
Khine, Aye	Teacher Assistant, CDC	Child Development	De Anza College	New hire	January 9, 2013	331001	Child Development	30
Murphy, Kevin	Financial Aid Coordinator	Student Support Programs & Services	Foothill College	Professional Growth Award	February 1, 2013	114000	General Purpose	1

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Items

Board Meeting Date: February 4, 2013

Human Resources Report - Employment and Personnel Actions

Owens, Erika	Teacher Assistant, CDC	Child Development	De Anza College	New hire	January 14, 2013	331001	Child Development	30
Perez, Denise	Academic Scheduling Coordinator	Instruction & Institutional Research	Foothill College	Longevity Award	March 1, 2013	114000	General Purpose	23
Perezalonso, Maria	Academic Advisor	Counseling	De Anza College	Longevity Award	March 1, 2013	120022 / 114000	Categorical / General Purpose	13
Pham, Hao	Admissions & Records Coordinator	Middlefield	Foothill College	Professional Growth Award	February 1, 2013	114000	General Purpose	4
Rabbitt, Peter	Facilities & Equipment Assistant	Physical Education	De Anza College	Transfer from .50 to 1.00	January 1, 2013	114000	General Purpose	39
Ruelas, Claudia	Financial Aid Assistant	VP Student Services	De Anza College	New hire	January 15, 2013	120071	Categorical	41
Schmidt, Janet	Financial Aid Assistant	VP Student Services	De Anza College	Longevity Award	March 1, 2013	114000	General Purpose	13
Schmidt, Steven	Special Project Coordinator	Operations	Central Services	Service Recognition Award	March 1, 2013	114000	General Purpose	3
Shepard, Thomas	Counseling Services Specialist	Counseling & Student Services	Foothill College	New hire	January 2, 2013	114000	General Purpose	46
Tomalinas, Robert	Evaluations Specialist	VP Student Services	De Anza College	Reclassification	January 11, 2013	114000	General Purpose	49
Weiner, Jessica	Teacher Assistant, CDC	Child Development	De Anza College	New hire	January 9, 2013	331001	Child Development	30
Weiss Jr, Philip	Security Technician	Operations	Central Services	Service Recognition Award	March 1, 2013	114000	General Purpose	1
NEW PART-TIME FACULTY								
Agarwal, Shailesh	Instructor	PSME	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C05S01*
Amaku, Etekamba	Instructor	Kinesiology and Athletics	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C03S01*
Bachman, Erik	Instructor	Language Arts	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C05S02*
Brown, Marie	Instructor	Non-Credit	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C01S05*
Campbell, Alison	Instructor	Bio/Health & Env Sciences	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C05S05*
Chavez, Xochitl	Instructor	Social Sciences	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C05S01*
Coburn, Justin	Instructor	Business & Social Sciences	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C02S02*
Consavari, Elizabeth	Instructor	Fine Arts & Communication	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C05S03*
Dada, Farideh	Instructor	Language Arts	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C02S03*
Dubal, Purvi	Instructor	Biological & Health Sciences	De Anza College	New Hire	September 24, 2012	114000	General Purpose	C03S03*
Escalera, Martha	Instructor	Non-Credit	De Anza College	New Hire	January 7, 2013	114080	Auxiliary Fund	C02S01*

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Items

Board Meeting Date: February 4, 2013

Human Resources Report - Employment and Personnel Actions

Fischer, Rani	Instructor	PSME	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C02S05*
Fung, Kit	Instructor	Business/Computer Systems	Foothill College	New Hire	September 24, 2012	114000	General Purpose	C02S01*
Gibson, Liam	Instructor	Language Arts	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C02S01*
Giotto, Denise	Instructor	Business & Social Sciences	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C03S07*
Grillo, Jeanine	Instructor	Biological & Health Sciences	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C05S05*
Haritan, Leah	Instructor	Bio/Health & Env Sciences	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C04S01*
Karlsson, Roger	Instructor	Business & Social Sciences	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C05S04*
Kifer, Curtis	Instructor	PSME	Foothill College	New Hire	September 24, 2012	114000	General Purpose	C02S01*
Lee, Diane	Instructor	Social Sciences	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C04S01*
Leong, Russell	Instructor	Creative Arts	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C01S01*
Lodewyk, Natalie	Instructor	Bio/Health & Env Sciences	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C03S04*
McGrail, Richard	Instructor	Social Sciences	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C05S01*
Mischke, John	Instructor	Social Sciences	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C02S05*
Oppezzo, Marily	Instructor	Bio/Health & Env Sciences	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C05S02*
Palow, Danielle	Instructor	Biological & Health Sciences	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C05S01*
Patel, Shankari	Instructor	Business & Social Sciences	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C05S01*
Penkethman, Jennifer	Instructor	Language Arts	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C02S01*
Pollex, Julia	Instructor	Biological & Health Sciences	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C02S01*
Rashid, Noella	Instructor	PSME	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C02S02*
Schnair, Evan	Instructor	Language Arts	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C03S06*
Tamas, Melissa	Instructor	Social Sciences	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C05S05*
Tang, Terri	Instructor	Bio/Health & Env Sciences	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C04S05*
Warfe, Scott	Instructor	Language Arts	De Anza College	New Hire	January 7, 2013	114000	General Purpose	C02S03*
Zimbauer, Keith	Instructor	Applied Technologies	Foothill College	New Hire	January 7, 2013	114000	General Purpose	C01S03*

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Items

Board Meeting Date: February 4, 2013

Human Resources Report - Employment and Personnel Actions

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	E-Class
TEMPORARY/SHORT-TERM EMPLOYEES							
Alexander, Mark	Assistant Coach	Physical Education	De Anza College	February 5, 2013	April 30, 2013	114000	Short-term
Amaral, Christi	Paramedic Lab Support II	Biological & Health Sciences - Middlefield	Foothill College	February 5, 2013	June 30, 2013	114000	Short-term
Brown, Dannielle Marlee	Assistant V	Kinesiology & Athletics	Foothill College	April 1, 2013	May 24, 2013	115180	Short-term
Dorris, Kyle	Technical Specialist	District Safety & Security	Central Services	January 1, 2013	June 30, 2013	125000	Short-term
Elliott, Kari	Technical Support IV	ETS	Central Services	February 1, 2013	June 30, 2013	114000	Short-term
Glover, Jeannie Cherie	Interpreter V	Special Education	De Anza College	February 5, 2013	June 30, 2013	122020	Short-term
Hernandez, Alana L	RN Program Support	Student Services	De Anza College	January 7, 2013	June 30, 2013	121021	Allied Health
Ho, Estella	Assistant II	CDC	De Anza College	January 8, 2013	June 30, 2013	331002	Seasonal
Johnson, Rusty	Assistant Coach - Soccer	Physical Education	De Anza College	February 5, 2013	April 30, 2013	114000	Short-term
Kelly, Anthony Fredrick	Game Operations Staff	Kinesiology & Athletics	Foothill College	January 9, 2013	March 10, 2013	114000	Short-term
Kierans, Brendan	Theatre Professional	Fine Arts	Foothill College	December 20, 2012	January 20, 2013	115114	Short-term
Lam, Joseph	Assistant V	Business/Computer Systems	De Anza College	December 1, 2012	March 31, 2013	135008	Seasonal
Long, Annie Ngoc	RN Program Support	Student Services	De Anza College	January 2, 2013	June 30, 2013	121021	Allied Health
Mai, Karyn	Technical Specialist	District Safety & Security	Central Services	January 1, 2013	June 30, 2013	125000	Short-term
Manning, Sharon Monique	RN Program Support	Student Services	De Anza College	January 7, 2013	June 30, 2013	121021	Allied Health
McNeil, Lyn R	Assistant II	CDC	De Anza College	January 7, 2013	June 30, 2013	331002	Seasonal
Newman, Kevin	Assistant Coach	Physical Education	De Anza College	February 5, 2013	April 30, 2013	114000	Short-term
Osher, Eugene Isaak	Assistant Coach	Kinesiology & Athletics	Foothill College	January 10, 2013	April 6, 2013	115117	Short-term
Shain, Kent	Assistant Coach	Physical Education	De Anza College	February 5, 2013	April 30, 2013	114000	Short-term
Sillas, Lena	Technical Specialist	District Safety & Security	Central Services	January 1, 2013	June 30, 2013	125000	Short-term
Simpson, Teddy A	RN Program Support	Student Services	De Anza College	January 7, 2013	June 30, 2013	121021	Allied Health
Smith, Clinton	Paramedic Lab Support II	Biological & Health Sciences - Middlefield	Foothill College	February 5, 2013	June 30, 2013	114000	Short-term
Sonora, Laura	Technical Specialist	District Safety & Security	Central Services	January 1, 2013	June 30, 2013	125000	Short-term

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Items

Board Meeting Date: February 4, 2013

Human Resources Report - Employment and Personnel Actions

Tuccoli, Mary	Interpreter III	Special Education	De Anza College	January 7, 2013	June 30, 2013	122020	Short-term
---------------	-----------------	-------------------	-----------------	-----------------	---------------	--------	------------

Administrators

Administrative Achievement Awards		
AAA #1	\$3000/year	After 4 years and 1 year Top Step
AAA #2	\$3000/year	After 4 years @ AAA #1
AAA #3	\$3000/year	After 4 years @ AAA #2
AAA #4	\$3500/year	After 4 years @ AAA #3
Maximum	\$12,500/year	

ACE, OE3, Teamsters and Confidentials

Longevity Awards			
ACE, OE3, Teamsters and Confidentials		Classified Hourly Only	
8 Years	\$130 per month	15 years	\$130 per month
13 Years	\$140 per month	20 years	\$140 per month
18 Years	\$150 per month	25 years	\$150 per month
23 Years	\$170 per month	30 years	\$170 per month
Maximum	\$7,080/year	Maximum	\$7,080/year
Professional Growth Award			
Each 200 Hours		\$840 per year	
Maximum		\$8400 per year	

CSEA

Service Recognition Awards		
SRA #1	\$70/month	After 3 years on the 7th step of salary schedule
SRA #2	\$70/month	After 3 years @ SRA #1
SRA #3	\$70/month	After 3 years @ SRA #2
SRA #4	\$70/month	After 3 years @ SRA #3
No Maximum		
Professional Growth Award		
Each 200 Hours		\$500 per year
No Maximum		

Fund #:	Description of Fund:
114...	General Purpose
114080	Auxiliary Fund
115...	Self-Sustaining
120...	Categorical
121/131...	Categorical
122...	Special Education
123...	Work Study
125...	Parking
128...	Campus Center Fees
200...	Debt Service
300...	Child Development
400...	Capital Projects
500...	Enterprise
600...	Internal Services
700...	Financial Aid

*Column and Step

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Items

Board Meeting Date: February 4, 2013

Human Resources Report - Employment and Personnel Actions

Faculty Association

Professional Achievement Awards		
PAA #1	\$2,000	After 1 year Top Step + PGA units
PAA #2	\$3,000	After 4 years @ PAA #1 + PGA units
PAA #3	\$3,750	After 4 years @ PAA #2 + PGA units
PAA #4	\$3,750	After 4 years @ PAA #3 + PGA units
Maximum	\$12,500/year	



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	APPROVAL OF CONSENT CALENDAR
Subject	8. Approval of Stand Alone Courses
Access	Public
Type	Action (Consent)
Recommended Action	Foothill administration recommends approval of these Stand Alone courses.

Public Content

Background and Analysis:

Foothill seeks board approval for new Stand Alone Courses for the 2013-14 Catalog. Per Title 5 direction, every course that is not part of a State approved degree or certificate or is not part of the Foothill General Education Requirements is required to have completed an application to substantiate its appropriateness to our mission, prove that it has met Foothill's curriculum standards and that it is compliant with regard to enrollment restrictions and accreditation standards.

These courses have completed College Curriculum Committee applications and have been approved through the established Foothill curriculum process.

Submitted by:	Judy Miner, extension 7201
Additional contact names:	Kimberlee Messina , Carolyn Holcroft
Is backup provided?	Yes

[FH Consent Stand Alone Backup.pdf \(98 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

**FOOTHILL COLLEGE**

12345 El Monte Road ■ Los Altos Hills, CA ■ 94022-4599

www.foothill.edu

Upgrade. Advance.

Memo

Instruction & Institutional Research Office
(650) 949-7209 • (650) 949-7375
, 2012

Kimberlee Messina, Ed.D., Vice President
MessinaKimberlee@foothill.edu

To: Judy Miner, President

Re: Notification of the addition of Stand Alone Courses to the 2013-14 Inventory

The following courses have completed requisite applications and have been approved through the established Foothill curriculum process to be taught as Stand Alone Courses. Per Title 5 mandate, every course that is not part of a State approved degree or certificate or is not part of the Foothill General Education requirements is required to have completed an application to substantiate its appropriateness to our mission, prove that it has met Foothill's curriculum standards and that it is compliant with regard to enrollment restrictions and accreditation standards.

These applications must also be approved by the Governing Board of each District prior to their being taught. Should you have any questions, please contact me at 7209 or Carolyn Holcroft, College Curriculum Committee Co-Chair at 7492 or Cori Nuñez, Curriculum Coordinator at 7439.

ENGL 24	Unmasking Comics: The Dawn of the Graphic Novel
MUS 35A	Special Projects in Music
APEL 120A	Orientation to the Electrical Trade, CPR & First Aid
APEL 121A	Electron Theory; AC & DC Electrical Code Introduction; Parallel & Combination Circuits
APEL 122A	Codeology; NEC Code; Test Equipment; Pipe Bending; Blueprints
APEL 124A	DC/AC Theory TReview; Electronics; Industrial Blueprints; Transformers, Grounding; Electrical Systems
JFS 307	Firefighter I Academy
JFS 308A	Continued Professional Training I (CPT)
JFS 308B	Continued Professional Training II (CPT)
P A 311A-F	Performance Practices in Theatre I-VI
P A 315A-F	Performance Practices in Technical Theatre I-VI
P A 321A-F	Performance Practices in Vocal Music I-VI
P A 331A-F	Performance Practices in Instrumental Music I-VI
P A 341A-F	Performance Practices in Opera I-VI



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	APPROVAL OF CONSENT CALENDAR
Subject	9. Approval of Curriculum Updates for 2013-14 Catalog
Access	Public
Type	Action (Consent)
Recommended Action	Foothill administration recommends approval of these changes.

Public Content

Background and Analysis:

Foothill seeks board approval for curriculum changes for the 2013-14 Catalog. Per Title 5 direction, all course changes, substantial and non-substantial, must be approved by the governing board of the District before they may be submitted to the State Chancellor's Office for final approval.

These courses have met Foothill's curriculum standards and the Foothill College Curriculum Committee certify that they are compliant with Title 5 regulations.

Submitted by:	Judy Miner, extension 7201
Additional contact names:	Kimberlee Messina , Carolyn Holcroft
Is backup provided?	Yes

[FH Consent Curriculum Backup.pdf \(65 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Curriculum Activity - New, Renumbers, Inactivations and Non-Substantial Changes

NEW COURSES			1st Available to Schedule	
Div	Course ID	Title	Qtr	Yr
SS	ACTG 52	ADVANCED ACCOUNTING	M	13
SS	ANTH 14	LINGUISTIC ANTHROPOLOGY	M	13
SS	APPR 158	SUPERMARKET REFRIGERATION	M	13
SS	BUSI 53A	BUSINESS COMMUNICATIONS & TECHNOLOGIES	M	13
PS	CHEM 20	I MATTER: INTRODUCTION TO GREEN CHEMISTRY & THE ENVIRONMENT	M	13
PS	ENGR 25	INTRODUCTION TO FRESH WATER	M	13
PE	KINS 1	INTRODUCTION TO KINESIOLOGY	M	13
PS	MATH 42	MATH FOR ELEMENTARY SCHOOL TEACHERS	M	13
FA	MDIA 6	FILM & NEW MEDIA GENRES	M	13
LA	NCEL 403A	TRANSITIONING TO COLLEGE ESL FOR WORKING ADULTS PART I	M	13
LA	SPAN 10A	SPANISH FOR HERITAGE SPEAKERS	M	13
COURSE RENUMBER				
Div	Old ID	Title	New ID	Eff Qtr
FA	ART 14C	PAINTING WITH THE COMPUTER	ART 15A	M13
FA	ART 47	WATERCOLOR	ART 47A	M13
INACTIVATED COURSES			Deactivated for	
Div	Course ID	Title	Qtr	Yr
GU	ALTW 215	TRANSITION TO WORK FOR THE DISABLED STUDENT	M	13
GU	ALTW 401	ELIGIBILITY ASSESSMENT FOR THE DISABLED STUDENT	M	13
GU	ALTW 402	TRANSITION TO WORK ORIENTATION	M	13
SS	ANTH 53H	HONORS INSTITUTE SEMINAR IN ANTHROPOLOGY	M	13
FA	ART 73	PAPER ARTS I	M	13
FA	ART 83	SERVICE LEARNING PROJECTS	M	13
FA	ART 9	TRADITIONAL ART MATERIALS	M	13
BH	BIOL 17	BIOTECHNOLOGY & SOCIETY	M	13
BH	BTEC 10	BIOTECHNOLOGY: GENERAL PRINCIPLES	M	13
BH	BTEC 51A	CELL BIOLOGY FOR BIOTECHNOLOGY	M	13
BH	BTEC 51AL	CELL BIOLOGY LABORATORY FOR BIOTECHNOLOGY	M	13
BH	BTEC 52A	MOLECULAR BIOLOGY FOR BIOTECHNOLOGY	M	13
BH	BTEC 52AL	MOLECULAR BIOLOGY LABORATORY FOR BIOTECHNOLOGY	M	13
BH	BTEC 53A	IMMUNOLOGY & VIROLOGY FOR BIOTECHNOLOGY	M	13

Curriculum Activity - New, Renumbers, Inactivations and Non-Substantial Changes

BH	BTEC 53AL	IMMUNOLOGY LABORATORY FOR BIOTECHNOLOGY	M	13
BH	BTEC 60	PLANT BIOTECHNOLOGY & TISSUE CULTURE	M	13
BH	BTEC 61	MICROBIAL BIOTECHNOLOGY	M	13
BH	BTEC 64	PROTEIN ELECTROPHORETIC SYSTEMS: LABORATORY TECHNIQUE	M	13
BH	BTEC 65	NUCLEIC ACIDS ELECTROPHORETIC SYSTEMS: LABORATORY TECHNIQUE	M	13
BH	BTEC 66	HPLC: LABORATORY TECHNIQUE	M	13
BH	BTEC 67	IMMUNOLOGICAL ASSAYS: LABORATORY TECHNIQUE	M	13
BH	BTEC 68	POLYMERASE CHAIN REACTION: LABORATORY TECHNIQUE	M	13
BH	BTEC 69	MAMMALIAN CELL CULTURE TECHNIQUES	M	13
BH	BTEC 71	ADVANCED MOLECULAR BIOLOGY TECHNIQUES	M	13
BH	BTEC 75	IMMUNOBIOTECHNOLOGY	M	13
BH	BTEC 77	ENVIRONMENTAL BIOTECHNOLOGY	M	13
SS	BUSI 97	MANAGEMENT SEMINAR	M	13
FA	COMM 35	DEPARTMENT HONORS PROJECTS IN COMMUNICATION STUDIES	M	13
FA	COMM 35X	DEPARTMENT HONORS PROJECTS IN COMMUNICATION STUDIES	M	13
FA	COMM 35Y	DEPARTMENT HONORS PROJECTS IN COMMUNICATION STUDIES	M	13
FA	COMM 35Z	DEPARTMENT HONORS PROJECTS IN COMMUNICATION STUDIES	M	13
FA	COMM 36	SPECIAL PROJECTS IN COMMUNICATION STUDIES	M	13
FA	COMM 36X	SPECIAL PROJECTS IN COMMUNICATION STUDIES	M	13
FA	COMM 36Y	SPECIAL PROJECTS IN COMMUNICATION STUDIES	M	13
FA	COMM 36Z	SPECIAL PROJECTS IN COMMUNICATION STUDIES	M	13
PS	ENGR 36	SPECIAL PROJECTS IN ENGINEERING & TECHNOLOGY	M	13
FA	F A 1	INTRODUCTION TO POPULAR CULTURE	M	13
FA	F A 2	POPULAR CULTURE & UNITED STATES HISTORY	M	13
SS	GEOG 100A	INTRODUCTION TO ARC VIEW GIS	M	13
SS	GEOG 36	SPECIAL PROJECTS IN GEOGRAPHY	M	13
SS	GEOG 36X	SPECIAL PROJECTS IN GEOGRAPHY	M	13
SS	GEOG 36Y	SPECIAL PROJECTS IN GEOGRAPHY	M	13
SS	GEOG 36Z	SPECIAL PROJECTS IN GEOGRAPHY	M	13
SS	GEOG 73	DYNAMIC & INTERACTIVE MAPPING	M	13
SS	GEOG 78	GEOGRAPHIC INFORMATION SCIENCE PROJECTS	M	13
SS	GERN 50	SOCIOLOGY OF AGING	M	13
FA	MUS 81F	MUSIC VIDEO PRODUCTION	M	13
FA	PHOT 150X	PHOTOGRAPHY PRODUCTION LABORATORY	M	13
FA	PHOT 180	PHOTOGRAPHIC PRACTICES	M	13
FA	PHOT 190	DIRECTED STUDY	M	13
FA	PHOT 190X	DIRECTED STUDY	M	13

Curriculum Activity - New, Renumbers, Inactivations and Non-Substantial Changes

FA	PHOT 190Y	DIRECTED STUDY	M	13
FA	PHOT 190Z	DIRECTED STUDY	M	13
PS	PHYS 36	SPECIAL PROJECTS IN PHYSICS	M	13
PS	PHYS 36X	SPECIAL PROJECTS IN PHYSICS	M	13
PS	PHYS 36Y	SPECIAL PROJECTS IN PHYSICS	M	13
PS	PSE 301X	CAREER DEVELOPMENT THROUGH CLASSROOM OBSERVATIONS	M	13
PS	PSE 301Y	CAREER DEVELOPMENT THROUGH CLASSROOM OBSERVATIONS	M	13
PS	PSE 301Z	CAREER DEVELOPMENT THROUGH CLASSROOM OBSERVATIONS	M	13
SS	SPED 59	SELECTED TOPICS IN SPECIAL EDUCATION	M	13
SS	SPED 66	DISABILITY & TECHNOLOGY ACCESS	M	13
SS	SPED 69	SPECIAL EDUCATION STRATEGIES & PRACTICUM	M	13
SS	SPED 72	STRESS, WELLNESS & COPING	M	13
FA	THTR 21	INTRODUCTION TO TECHNICAL THEATRE	M	13
FA	THTR 23	ACTING FOR FILM & TELEVISION	M	13
FA	THTR 23X	ACTING FOR FILM & TELEVISION	M	13
FA	THTR 2C	INTRODUCTION TO DRAMATIC LITERATURE	M	13
FA	THTR 31L	THEATRE PRODUCTION MANAGEMENT LABORATORY	M	13
FA	THTR 43B	CONTEMPORARY METHODOLOGIES IN ACTING	M	13
FA	THTR 43D	FOUNDATIONS IN COMIC STYLES	M	13
FA	THTR 44	PRODUCTION PROJECTS	M	13
FA	THTR 44X	PRODUCTION PROJECTS	M	13
FA	THTR 5B	PLAYWRITING	M	13
FA	THTR 99	THEATRE WORKSHOP	M	13
FA	THTR 99X	THEATRE WORKSHOP	M	13
BH	V T 50	CURRENT TOPICS IN VETERINARY TECHNOLOGY	M	13
FA	VART 87	MOTION GRAPHICS	M	13
SS	WMN 54H	HONORS INSTITUTE SEMINAR IN WOMEN'S STUDIES	M	13
NON-SUBSTANTIAL CHANGES				
Eff Qtr	Course ID	Title	Qtr	Yr
SS	ACTG 68C	ADVANCED TAX ACCOUNTING III	M	13
GU	ALCB 408	ART APPRECIATION	M	13
BH	BIOL 1D	INTRODUCTION TO MOLECULAR GENETICS	M	13
PS	C S 1A	OBJECT-ORIENTED PROGRAMMING METHODOLOGIES IN JAVA	M	13
PS	C S 1B	INTERMEDIATE SOFTWARE DESIGN IN JAVA	M	13
GU	CNSL 1	COLLEGE SUCCESS	M	13

Curriculum Activity - New, Renumbers, Inactivations and Non-Substantial Changes

GU	CNSL 72	STRESS, WELLNESS & COPING	M	13
SS	GEOG 12	INTRODUCTION TO GEOSPATIAL TECHNOLOGY	M	13
SS	HIST 19	HISTORY OF ASIA: CHINA/JAPAN	M	13
PE	PHED 62A	CLINICAL EXPERIENCES IN SPORTS MEDICINE I	M	13
SS	PHIL 20A	HISTORY OF WESTERN PHILOSOPHY FROM SOCRATES THROUGH ST. THOMAS	M	13
FA	PHOT 13	EXPERIMENTAL PHOTOGRAPHY	M	13
FA	PHOT 51	ZONE SYSTEM PHOTOGRAPHY	M	13
SS	POLI 1	POLITICAL SCIENCE: INTRODUCTION TO AMERICAN GOVERNMENT & POLITICS	M	13
SS	POLI 2	COMPARATIVE GOVERNMENT & POLITICS	M	13
SS	POLI 2H	HONORS COMPARATIVE GOVERNMENT & POLITICS	M	13
LA	SPAN 10A	SPANISH FOR HERITAGE SPEAKERS	M	13
LA	SPAN 13B	INTERMEDIATE CONVERSATION II	M	13
FA	THTR 2F	HISTORY OF AMERICAN MUSICAL THEATRE	M	13



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	APPROVAL OF CONSENT CALENDAR
Subject	10. Approval of Associate Degree in Anthropology for Transfer (Anthropology AA-T)
Access	Public
Type	Action (Consent)
Recommended Action	Foothill administration recommends approval of the Anthrology Associate in Arts Transfer Degree (AA-T) Program.

Public Content

Background and Analysis:

Foothill seeks board approval for application to the State Chancellor's Office for the associate degree for transfer. This degree meets the requirements established by the State Chancellor's Office in response to SB 1440 to establish a means of simplifying student movement within and between the segments of higher education in California.

The Associate in Arts Degree in Anthropology for Transfer (AA-T) prepares students to transfer to local California State Universities (CSUs). Students who complete the Associate in Arts Degree in Anthropology for Transfer degree will be ensured preferential transfer status to CSUs for anthropology majors and majors in related disciplines. The Associate in Arts Degree in Anthropology for Transfer requirements will fulfill the lower division major requirements at many CSUs. Students are advised, however, to meet with a counselor to assess the course requirements for specific CSUs. The Associate in Arts Degree in Anthropology for Transfer degree will enable students to develop a strong foundation in research methods, statistics, and both cultural and biological aspects of behavior, and will also offer a wide variety of elective courses in anthropology and other related fields for students to develop a broad knowledge base. In addition, students will develop strong critical thinking, communication, and problem-solving skills that will prepare them for the requirements of upper division course work.

The new degree has been approved by Foothill's curriculum committee.

Submitted by:	Judy Miner, extension 7201
Additional contact names:	Kimberlee Messina, Carolyn Holcroft
Is backup provided?	Yes

[FH Consent AA Anthro Backup.pdf \(91 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Foothill College
CCC-510: Substantial Changes to an Approved Program
Associate in Arts Degree in Anthropology for Transfer (AA-T)

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

Essential to an understanding of the global arena and sensitivity to the people who have inhabited it, Anthropology, the science of humankind, views humans from the broadest possible perspective. Because of its study of culture and human behavior, Anthropology is a social science; in its study of human physical traits, anthropology is a biological science. To investigate human behavior, anthropologists take their data from non-literate societies as well as communities in industrial nations of the world. From this wide perspective, anthropology helps us understand other peoples and thereby enables us to better understand ourselves. It is an informative, exciting, and challenging science that should be part of every informed citizen's education.

The mission of the Anthropology program is to provide students with a broad and in-depth knowledge base for understanding humankind in the various fields of anthropology. The program emphasizes the importance of developing critical thinking skills, the ability to apply these anthropological theories and concepts to real world situations, and stresses the importance of understanding and respecting issues regarding diversity. The goal of this program is to prepare students for transfer in accordance with The Student Transfer Achievement Reform Act (California Education Code 66746-66749). This legislation guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer". These transfer degrees are intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. For further information, please refer to the Foothill College Course Catalog.

An Associate in Arts Degree in Anthropology for Transfer also instills lifelong learning skills from their knowledge and understanding of the applicability of anthropological principles in every day life. The anthropology program emphasizes the importance of global citizenship by teaching multicultural perspectives in our courses.

The Program Learning Outcomes are:

- A. Students will be able to apply an understanding of cross-cultural realities both past and present.
- B. Students will know how to critically analyze and interpret anthropological data.
- C. Students will apply anthropological principles for solving human problems on the local, regional and world scales.

2. Catalog Description

The Associate in Arts Degree in Anthropology for Transfer (AA-T) prepares students to transfer to local California State Universities (CSUs). Students who complete the Associate in Arts Degree in Anthropology for Transfer degree will be ensured preferential transfer status to CSUs for anthropology majors and majors in related disciplines. The Associate in Arts Degree in Anthropology for Transfer requirements will fulfill the lower division major requirements at many CSUs. Students are advised, however, to meet with a counselor to assess the course requirements for specific CSUs. The Associate in Arts Degree in Anthropology for Transfer degree will enable students to develop a strong foundation in research methods, statistics, and both cultural and biological aspects of behavior, and will also offer a wide variety of elective courses in anthropology and other related fields for students to develop a broad knowledge

base. In addition, students will develop strong critical thinking, communication, and problem-solving skills that will prepare them for the requirements of upper division course work.

The student will be required to meet both of the following requirements:

(1) Completion of 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(a) Completion of either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.

(b) A minimum of 27 quarter units in a major or area of emphasis.

(2) Obtainment of a minimum grade point average of 2.0.

3. Program Requirements: *(all units are quarter units).*

Required Core:

ANTH 2A	Cultural Anthropology ♦	4 units
ANTH 1	Introduction to Physical Anthropology ♦	4 units
or ANTH 1H	Honors Introduction to Physical Anthropology ♦	
ANTH 8	Introduction to Anthropology ♦	4 units

List A: Select one of the following (a minimum of 4-5 units):

ANTH 1L	Physical Anthropology Laboratory ♦	1 unit
or ANTH 1HL	Honors Physical Anthropology Laboratory ♦	
ANTH 2B	Patterns of Culture ♦	4 units
BIOL 9	Environmental Biology ♦	4 units
BIOL 10	General Biology: Basic Principles ♦	5 units
BIOL 15	California Ecology/Natural History ♦	5 units
MATH 10	Elementary Statistics ♦	5 units
SOC 7	Statistics for Behavioral Sciences ♦	5 units
or PSYC 7	Statistics for Behavioral Sciences ♦	

List B: Complete a minimum of 8 units. Select one of the following AND any course not selected from List A:

PSYC 10	Research Methods & Designs	5 units
or SOC 10	Research Methods & Designs	
GEOG 12	Introduction to Geographic Information Systems (GIS)	4 units

List C: Complete a minimum of 4 units. Select one of the following OR any course that was not selected from List A or B:

ANTH 3	Prehistory: The Search for Lost Civilizations ♦	4 units
ANTH 4	First Peoples of North America ♦	4 units
ANTH 5	Magic, Science & Religion ♦	4 units
ANTH 6	Peoples of Africa ♦	4 units
ANTH 8L,LX,LY	Archaeology Laboratory ♦	1-3 units
ANTH 12	Applied Anthropology ♦	4 units
ANTH 13	Introduction to Forensic Anthropology ♦	4 units
ANTH 13L	Forensic Anthropology Laboratory ♦	1 unit
ANTH 20	Native Peoples of California ♦	4 units
ANTH 22	The Aztec, Maya & Their Predecessors ♦	4 units
ANTH 50	Medical Anthropology: Methods and Practice ♦	4 units
ANTH 51	Archaeology Survey ♦	2 units
ANTH 52	Archaeology Field Methods ♦	4 units
COMM 12	Intercultural Communication ♦	5 units
GEOG 2	Human Geography ♦	4 units
MUS 2D	World Music: Roots to Contemporary Global Fusion ♦	4 units
PHIL 24	Comparative World Religions: East ♦	4 units
PHIL 25	Comparative World Religions: West ♦	4 units
SOC 1	Introduction to Sociology ♦	5 units

Required major subtotal:	28 Units
Completion of CSU GE or IGETC (up to 25 units may be double-counted)	53-58 Units
Transferable electives (as needed) to complete 90 quarter units:	4-9 Units
Total Units:	90 Units

Note: Courses identified with a ♦ may be double-counted for the major and general education.

4. Background and Rationale:

The Associate in Arts Degree in Anthropology for Transfer degree will offer students a streamlined path for transferring to CSUs. This degree will satisfy the undergraduate requirements at CSUs for students who are anthropology majors or majors in related disciplines.

Criteria B. Need

6. Place of Program in Curriculum/Similar Programs

In addition to the Associate in Arts Degree in Anthropology for Transfer degree, the Anthropology department also offers an Associate of Arts Degree in Anthropology that emphasizes research, statistics, and a broad selection of anthropology courses and courses in related disciplines. After careful discussion and deliberation, the Anthropology faculty members have decided to continue offering a local AA degree in Anthropology in addition to the Associate in Arts Degree in Anthropology for Transfer degree. There are several reasons for this choice. First, Foothill offers a broad variety of lower-division anthropology courses, some of which are not included in the Transfer Model Curriculum. These other courses offer a greater variety of choices for students, and there is consistent student interest and demand for them. The local Associate in Arts degree in Anthropology provides students with a broad base of knowledge in anthropology and other related disciplines and may be a more appropriate choice for students who plan to transfer to the University of California, independent or out-of-state institutions or who plan to enter the job market to work in a position related to anthropology.

Criteria C. Curriculum Standards

See attachments:

- a. Foothill Anthropology TMC Template.
- b. Course Outlines of Record
- c. Transfer Applicability Reports

Criteria D. Adequate Resources

No additional resources will be required beyond the college's current resources. This includes: library and learning resources, facilities and equipment, and financial support. All of the faculty that will teach in this program meet the State minimum qualifications.

Criteria E. Compliance

There are no enrollment restrictions specific to this program. There are no licensing or accrediting standards that apply to this program.



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	APPROVAL OF CONSENT CALENDAR
Subject	11. Approval of the Certificate of Achievement, Leadership & Service
Access	Public
Type	Action (Consent)
Recommended Action	Foothill administration recommends approval of the Certificate of Achievement, Leadership & Service.

Public Content**Background and Analysis:**

Foothill seeks board approval for application to the State Chancellor's Office for the certificate of achievement. This certificate meets the requirements established by the State Chancellor's Office.

This certificate will provide students the core skills and values needed for engagement in civic leadership. The program helps develop communication skills, explores diverse cultures, and requires participation in building communities. Students will obtain training and experiences in planning, policy development and implementation, decision-making, goal and objective development, leadership theory and styles, organizational development, cultural programming, time management, problem solving and conflict resolution, budget development, team building, group dynamics, event planning, student rights and responsibilities, governance alternatives, parliamentary procedures, and community service. This certificate is an excellent addition to the degree and transfer requirements for students pursuing any major. With careful planning, students may also double-count restricted electives toward satisfaction of their CSU GE Breadth or IGETC requirements.

The new certificate has been approved by Foothill's curriculum committee.

Submitted by:	Judy Miner, extension 7201
Additional contact names:	Kimberlee Messina, Carolyn Holcroft
Is backup provided?	Yes

[FH Consent Cert of Achieve Leadership Backup.pdf \(114 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

FOOTHILL COLLEGE
Credit Program
Certificate of Achievement in Leadership & Service

Criteria A: Appropriate to Mission

1. Statement of Program Goals and Objectives

The goal of this certificate is to provide students with the skills to become an engaged and successful leader in their campus or local community. Students who earn this certificate will have gained the core skills and values needed for development of leadership and community service skills, demonstrated civic responsibility, explored diverse cultures, and/or participated in building communities. Core courses prepare students for transfer to California State Universities in addition to developing leadership, communication and civic engagement experience applicable at varying levels. The support courses provide exposure to essential leadership skills such as communication, cultural competency and a fundamental knowledge of the workings of the US political/economic system. Support courses also help prepare students for transfer to the California State University, University of California and independent universities.

2. Catalog Description

This certificate will provide students the core skills and values needed for engagement in civic leadership. The program helps develop communication skills, explores diverse cultures, and requires participation in building communities. Students will obtain training and experiences in planning, policy development and implementation, decision-making, goal and objective development, leadership theory and styles, organizational development, cultural programming, time management, problem solving and conflict resolution, budget development, team building, group dynamics, event planning, student rights and responsibilities, governance alternatives, parliamentary procedures, and community service. This certificate is an excellent addition to the degree and transfer requirements for students pursuing any major. With careful planning, students may also double-count restricted electives toward satisfaction of their CSU GE Breadth or IGETC requirements.

3. Program Requirements

Core Requirements (8 Units):		
Course Number	Course Title	Units
CNSL 86	Introduction to Leadership	1
CNSL 87	Leadership: Theories & Practices	1
CNSL 88	Leadership: Theories, Styles & Realities	1
CNSL 89	Advanced Leadership: Theories, Styles & Realities	1
SOSC 79	Introduction to Community Service	1
CNSL 90A	Introductory Leadership Independent Study	1
CNSL 90B	Leadership Independent Study II	1
CNSL 90C	Leadership Independent Study III	1
Restricted Support Courses (13 Units): Select One from Each Category Note: All courses may be double-counted toward completion of the CSU GE Breadth or IGETC requirements.		
Course Number	Course Title	Units
COMMUNICATION: One Course Required		
COMM 1A <i>or</i> COMM1AH	Public Speaking <i>or</i> Honors Public Speaking	5
COMM 1B <i>or</i> COMM 1BH	Argumentation & Persuasion <i>or</i> Honors Argumentation & Persuasion	5
COMM 2	Interpersonal Communication	5
COMM 4	Group Discussion	5
COMM 10	Gender, Communication & Culture	5
COMM 12	Intercultural Communication	5
CULTURAL COMPETENCY: One course required		
ANTH 2A	Cultural Anthropology	4
COMM 10	Gender, Communication & Culture	5

COMM 12	Intercultural Communication	5
ENGL 5 or ENGL 5H	Gay & Lesbian Literature or Honors Gay & Lesbian Literature	4
ENGL 12	African American Literature	4
ENGL 31	Latino/a Literature	4
ENGL 40	Asian American Literature	4
HIST 10	History of California: The Multicultural State	4
MUS 8 or MUS 8H	Music of Multicultural America or Honors Music of Multicultural America	4
PHOT 8 or PHOT 8H	Photography of Multicultural America or Honors Photography of Multicultural America	4
PSYC 21 or SOC 21 or WMN 21	Psychology of Women: Sex & Gender Differences (this course is cross-list in multiple disciplines)	4
PSYC 22	Psychology of Prejudice	4
SOC 23	Race & Ethnic Relations	4
SOSC 20	Cross-Cultural Perspectives for a Multicultural Society	4
THTR 8	Multicultural Theatre Arts in Modern America	4
WMN 5	Introduction to Women's Studies	4
WMN 11	Women in Global Perspective	4
POLITICAL SCIENCE or ECONOMICS: One course required		
ECON 1A	Principles of Macroeconomics or	5
ECON 1B	Principles of Microeconomics	5
POLI 1	Political Science: Introduction to American Government & Politics	5
POLI 2 or POLI 2H	Comparative Government & Politics or Honors Comparative Government & Politics	4
POLI 3 or POLI 3H	Introduction to Political Philosophy/Political Theory or Honors Introduction to Political Philosophy/Political Theory	5
POLI 9 or POLI 9H	Political Economy or Honors Political Economy	4
POLI 15 or POLI 15H	International Relations/World Politics or Honors International Relations/World Politics	4
TOTAL		13-15
Total Program Units 21-23		

4. Background and Rationale

These courses offer an opportunity for the more than 500 students per quarter who participate in campus/community leadership positions and are involved in Student Government, Campus Clubs, Community Service, and the Heritage Month Series to earn a certificate for their extensive "Leadership Development" training. This program synthesizes their leadership education with their hands-on experiences. Students who earn this certificate will be engaged in a combination of campus leadership experiences and community service experiences on and off campus. This certificate is the culmination of leadership theory coursework and practiced methods of leadership experiences and prepares students for leadership roles at the university level and in their future professional careers.

Criteria B: Need

5. Enrollment and Completer Projections

Course #	Course Title	Year 1		Year 2	
		Annual Sections	Annual Enrollment	Annual Sections	Annual Enrollment
CNSL 86	Introduction to Leadership	2	66	2	55
CNSL 87	Leadership Theories & Practices	1	35	1	30

CNSL 88	Leadership Theories, Styles & Realities	1	39	1	34
CNSL 89	Advanced Leadership: Theories, Styles & Realities	1	40	1	24
SOSC 79	Introduction to Community Service	3	95	3	89

6. Place of Program in Curriculum/Similar Programs

The core courses are offered through the Counseling Division and Business and Social Sciences Divisions in collaboration with the Division of Student Affairs and Activities. This certificate is offered as part of the Leadership Development Program (Student Government, Campus Clubs, Heritage Month Series, Community Service). This program will not compete with any other existing Foothill College programs. This unique certificate fulfills a need for synthesizing our courses in leadership development. Students involved in leadership training support programs such as Campus Ambassadors, Tutorial Center, Entrepreneur Center, Puente, Pass The Torch, Student employees, Organic Garden Project, and The Green Team.

7. Similar Programs at Other Colleges in Service Area

No other community college in our service area offers a certificate in "Leadership and Service". The closest program is at American River College in Sacramento: Leadership Development Certificate and is also offered through Student Government.

8. Labor Market Information & Analysis (CTE only)

This program is not a CTE program.

9. Employer Survey (CTE only)

This program is not a CTE program.

10. Explanation of Employer Relationship (CTE only)

This program is not a CTE program.

11. List of Members of Advisory Committee (CTE only)

This program is not a CTE program.

12. Recommendations of Advisory Committee (CTE only)

This program is not a CTE program.

Criteria C: Curriculum Standards

The program approval process begins with the discipline faculty. The faculty determine the need for a program that may require new courses or a more productive use of current courses. The program is vetted and approved at the Division Curriculum level, and forwarded and approved as appropriate by the College Curriculum Committee. The program application is then forwarded to the Foothill-De Anza Community College Board of Trustees. Upon approval by the Board, the application is then sent to the State Chancellor's Office for approval.

13. Display of Proposed Sequence

Suggested Sequence of Courses – 21-23 Total Units					
Year 1					
Fall	Units	Winter	Units	Spring	Units
CNSL 86 Introduction to Leadership	1	CNSL 88 Leadership Theories, Styles & Realities	1	CNSL 89 Advanced Leadership: Theories, Styles & Realities	1
CNSL 87 Leadership Theories & Practices	1	Cultural Competency requirement	4-5	COMM Course requirement	5
Total Units	2	Total Units	5-6	Total Units	6

Year 2					
Fall	Units	Winter	Units	Spring	Units
CNSL 90A Introductory Leadership Independent Study	1	CNSL 90B Leadership Independent Study II	1	CNSL 90C Leadership Independent Study III	1
SOSC 79 Introduction to Community Service	1	POLI or ECON requirement	4-5		
Total Units	2	Total Units	5-6	Total Units	1

14. Transfer Applicability

This Certificate of Achievement is intended primarily for students planning to transfer to a baccalaureate-degree institution; however, all students could benefit from the development of leadership skills earned through completion of this program. All required core and restricted electives/support courses are transferable to the California State University system. In addition, all restricted electives/support courses are approved for certification on either the CSU GE Breadth Requirements or Intersegmental General Education Transfer Curriculum (IGETC). Although the Core Courses are not currently UC transferable, students who matriculate to the University of California may provide the university with detailed information and request subsequent credit.

Criteria D: Adequate Resources

15. Library and/or Learning Resource Plan

No additional resources will be required beyond the college's current resources.

16. Facilities and Equipment Plan

No additional resources will be required beyond the college's current resources.

17. Financial Support Plan

The source of financial support for the project will come from our normal apportionment revenue. The new program should not entail any significant increase in apportionment aside from normal growth.

18. Faculty Qualifications and Availability

Existing faculty will teach all of the courses required for the degree. Courses offered in this program will be adequately staffed and managed by faculty in accordance with state minimum qualification standards. All faculty that will teach in this program meet the State minimum qualifications.

Criteria E: Compliance

19. Model Curriculum (if applicable)

There is currently no model for this program.

20. Licensing or Accreditation Standards

There are no licensing or accrediting standards that apply to this program.

21. Student Selection and Fees

There are no enrollment restrictions specific to this program.



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	BOARD BUSINESS
Subject	12. Board Legislative Principles 2013
Access	Public
Type	Action
Recommended Action	Chancellor Linda Thor recommends approval.

Public Content**Background and Analysis:**

These principles will be used in advocating the District's position to the state legislature, Congress, and the public in 2013. The District affirms its continued commitment to the California Master Plan for Higher Education and its dedication to student access, equity, affordability and success.

The Board reviewed a draft of the principles during the earlier study session.

Submitted by:	Linda Thor, extension 6104
Additional contact names:	
Is backup provided?	Yes

[DRAFT Leg Principles 2013.pdf \(192 KB\)](#)

Administrative Content

Executive Content



FOOTHILL-DE ANZA
Community College District

2013 Legislative Principles

Annual legislative principles are adopted by the Board of Trustees to provide policy guidelines for the Chancellor when addressing matters pending before the California Legislature or the United States Congress. For 2013, the Foothill-De Anza Board of Trustees endorses the following advocacy positions:

A. State Legislative Principles

1. Oppose further cuts to community colleges and support measures that promote financial stability, such as statutory protection for Proposition 30 estimates.
2. Support closing any state structural budget deficit with revenue enhancements.
3. Support lowering the vote threshold for the approval for school and community college district parcel taxes from two-thirds (66%) to a super majority of 55%.
4. Advocate for allocating part of any apportionment funding increase in 2013-14 for COLA to address the lack of statutory cost of living adjustments between 2007-08 and 2012-13.
5. If student enrollment fee increases are proposed, support incremental, timely and predictable increases.
6. Oppose measures that restrict state support of higher education based solely on prior credits earned.
7. Advocate for more study of the transfer of adult education and apprenticeship programs to community colleges.
8. Advocate for adequate funding for implementation of Student Success Task Force recommendations that have been adopted by the Board of Governors.
9. Oppose accountability measures that have a disproportionate negative fiscal impact on districts serving large numbers of underrepresented students.
10. Oppose the imposition of unnecessary, duplicative regulatory requirements that create unfunded mandates.

11. Support use of open textbooks, open educational resources and other appropriate approaches to reduce costs for students and community colleges.
12. Advocate for increasing the authority and flexibility of local districts, including flexibility in setting fees (e.g. health, technology).
13. Continue supporting educational access and success for California DREAM Act students.
14. Support removing barriers to transfer of qualified community college students to the University of California and the California State University.
15. Support a statewide capital construction bond measure that benefits community colleges.
16. Support the preservation and enhancement of state financial aid for community college students.
17. Support efforts to strengthen college preparation and align K-12 and community college curriculum.
18. Support measures that enhance the ability of community colleges to quickly respond to the changing needs of local labor markets.
19. Support creation of a statewide preschool-through-graduate-school (P-20) data system that enables better tracking and management of students and their performance.
20. Support programs that enable community colleges to serve disadvantaged and/or underrepresented populations and students who are veterans.
21. Support the advancement of instructional technology to increase access and student success.
22. Support solutions to the escalating costs of health benefits.
23. Support efforts to encourage and sustain public-private partnerships.
24. Support efforts for energy efficiency and sustainability.
25. Support efforts for regional and statewide collaboration that result in lower costs, increased efficiency, and/or improved services to students.

B. Federal Legislative Principles

1. Support increased federal investment in community colleges that enables those institutions to better serve their communities.
2. Support federal student aid and loan repayment programs that ease economic barriers for students and reduce default rates among low-income students.
3. Advocate for robust Perkins Act funding that serves the needs of all types of career-technical education students and maintains flexibility for community colleges.
4. Support programs that enable community colleges to serve disadvantaged populations.
5. Support the DREAM Act and a path to legal residency.
6. Support funding to help institutions serve the particular needs of students who are veterans.
7. Support voluntary accountability measures that accurately reflect the success of community colleges and oppose accountability programs that impose financial penalties.
8. Support improving opportunities for education and training for a maturing workforce.
9. Support inclusion of community colleges as key partners/training providers in Workforce Investment Act reauthorization, and advocate for revisions in the legislation that would benefit community colleges.
10. Advocate for recognition of institutional autonomy and state and local controls in the delivery of education by community colleges in the reauthorization of the Higher Education Act.

1/18/13



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	BUSINESS SERVICES/FINANCE
Subject	13. Fiscal Self-Assessment
Access	Public
Type	Information

Public Content**Background and Analysis:**

The Sound Fiscal Management Self-Assessment Checklist report is prepared each fiscal year by district Business Office staff as an additional step in the overall process of ensuring fiscal stability and continuous scrutiny of district business practices and operations. Although completion of the report on an annual basis is recommended by the state chancellor's office, it is not a requirement. FHDA chooses to produce the report each year because it is viewed by staff as a valuable tool for our own internal fiscal assessment and provides a comprehensive narrative document that is presented to both the Audit and Finance committee and the Board of Trustees.

Submitted by:	Kevin McElroy, extension 6201
Additional contact names:	Hector Quinonez, Bernata Slater, Joni Hayes
Is backup provided?	Yes

[Fiscal Self-Assessment.pdf \(235 KB\)](#)

[Changes Rev Exp.pdf \(49 KB\)](#)

Administrative Content

Executive Content



SOUND FISCAL MANAGEMENT Self-Assessment Checklist

January 2013

1. Deficit Spending: Is this area acceptable? **Yes**

Is the district spending within their revenue budget in the current year?

The California Community Colleges System Office uses for its analysis the financial reports from our unrestricted general fund that encompasses both the General Purpose Fund (Fund 114) and the Self-Sustaining Fund (Fund 115). The district focuses on the General Purpose Fund because this fund captures most of the district's operating revenue and expenses.

This Sound Fiscal Management Self-Assessment Checklist summarizes activities for fiscal year 2011/12 and also projects balances for the fiscal year ending June 30, 2013.

In fiscal year 2011/12, the state relied on workload reductions and mid-year cuts to balance the state budget. After implementing severe cuts of \$10.6 million in fiscal year 2010/11, the district's budget was almost balanced when yet another round of workload reductions of 6.21% was implemented at the beginning of fiscal year 2011/12. This resulted in a deficit of \$7.6 million at the time of the Adopted Budget. In December 2011, the state imposed mid-year cuts in the form of Tier 1 and Tier 2 reductions. Tier 1 reductions were implemented due to a student enrollment fee shortfall, resulting in a deficit factor that reduced our fund balance by approximately \$750,000. Tier 2 cuts were implemented due to a revenue shortfall in the state general fund, resulting in an additional workload reduction of 1.5%, which increased our operating deficit by approximately \$2 million. These devastating cuts were offset by an increase in international student revenue of \$1.2 million, a drastic reduction of all non-essential operating expenses, savings from positions held vacant throughout the year, and restricted spending of B budgets. With the reductions to expenses and increased revenue, fiscal year 2011/12 ended with an operating deficit of \$6.9 million. The deficit was closed with one-time stability funds that had been set aside to offset the deficit and to allow for strategic planning to reduce the operating budget in 2012/13.

For fiscal year 2012/13, Governor Brown proposed a balanced budget, contingent upon passage of Prop 30 in the November election. The district, in preparation for a mid-year reduction of 7.3%, and in an effort to bring its 2011/12 year ending operating deficit into balance, reduced its operating expenses by \$3.4 million as of July 1, 2012. These cuts included reductions to full-time faculty and non-instructional positions, various fund redirects, and B budget reductions. In addition, the district, as well as many other community college districts in the state, prepared for two outcomes of the election: best case, in which the district's deficit would amount to \$5.7 million, and worst case, in which a workload reduction of 7.3% would be imposed mid-year and which would result in a district deficit of \$11.9 million. The district's adopted budget was based on the worst-case scenario with the

assumption that passage of the tax package would prompt adjustments to revenue and operating expenses during the second quarter of 2012/13.

On November 6, 2012, K-12 education and the community colleges were saved from devastating budget cuts by the electorate's approval of Proposition 30. This measure passed by a margin of 53.9% to 46.1%.

Currently, the district still faces an operating deficit of at least \$5.7 million, which will be addressed with a combination of cuts to be implemented June 30, 2013, and with use of one-time funds from the stability fund of \$6.7 million set-aside for this purpose. There will also be stability funds of \$3 million set aside for 2013/14 to offset any expense increases in 2013/14.

In January 2013, Governor Brown released his proposed 2013/14 budget, which includes funding from the newly passed Prop 30. For community colleges, the governor has proposed partial restoration of workload reductions, categorical programs, and COLA, for which the exact percentage distributions are yet to be determined. This proposed funding comes with various policy changes that will have a significant impact on community colleges. We are currently working on incorporating the governor's proposal into our tentative budget; however, because of our enrollment decline, it is anticipated that we will not be able to capitalize on workload reduction restoration funds in fiscal year 2013/14. We expect that the governor's proposal will be adjusted as the budget is debated in the Assembly and Senate, at which time we will revise our projections accordingly.

Has the district controlled deficit spending over multiple years?

Yes, the net change in fund balance for the district's General Purpose Fund was \$2,855,401 for fiscal year 2008/09 and \$3,433,109 for fiscal year 2009/10, achieved mostly through reduced spending. In 2010/11, the General Purpose fund balance increased to \$8,034,190, mostly due to one-time funds received from stability funding as well as additional reductions in spending. A deficit of \$6.9 million emerged for the year ending June 30, 2012. This was due to a workload reduction of 7.7%, which resulted in ongoing cuts as well as one-time mid-year cuts implemented as a deficit factor due to the student fee shortfall and property tax shortfall. The district anticipated these reductions and closed the \$6.9 million operating deficit with one-time stability funds (see Exhibit 1).

Is deficit spending addressed by fund balance, ongoing revenue increases, or expenditure reductions?

Fiscal years 2004/05, 2005/06 and 2006/07 ended with positive net changes in fund balance (see Exhibit 1). The years since then also resulted in positive net changes in the fund balance, with the exception of 2007/08, the year in which mid-year cuts were implemented.

In fiscal year 2008/09, expenditure reductions and efforts to increase revenue through increased student enrollment resulted in a positive net change in fund balance of \$2,855,401. Fiscal year 2009/10 ended with a positive net change in fund balance of \$3,433,109. During 2009/10, the district was involved in preparations for drastic cuts to the operating budget by eliminating \$4.1 million in operating expenses from the general fund and \$6.5 million from categorical programs as a result of 2008/09 state budget reductions.

As a result of careful planning and work with various committees, the district entered 2010/11 with a balanced budget and some one-time funds set aside for future state cuts (the Stability Fund). Fiscal year 2010/11 ended with a positive net change in the fund balance of \$8 million, mostly due to one-time funds received from state-funded stability funding as a result of reduced FTES reported in that year. Fiscal year 2011/12 ended with a negative net change to the fund balance of \$6.9 million (see above), which was addressed with the use of one-time funds strategically set aside for this purpose. Balancing of expenses to funded revenue will continue through 2012/13.

Are district revenue estimates based upon past history?

District revenue estimates are based on a combination of: 1) enrollment estimates generated from collaboration between the district business services office and the campuses' enrollment management teams; 2) historical data; 3) the campuses' input on locally generated income; and 4) state assumptions on COLA, growth, the state funding formula (SB361), and lottery estimates, etc.

Does the district automatically build in growth revenue estimates?

The district's growth revenue estimates are based on the colleges' FTES growth estimates.

2. Fund Balance: Is this area acceptable? **Yes**

Is the district's fund balance stable or consistently increasing?

Yes, the district's general unrestricted fund balance is very stable, varying between \$6.5 million and \$15.1 million in excess of 5% contingency for the past three years (see Exhibit 1). This increase in the unrestricted fund balance is intentional and a planned outcome of hard work and dedication by many departments, achieved through a drastic reduction in operating expenses, restricted spending on B budget, and savings from positions held vacant throughout the year. These funds are designated to close operating deficits on a one-time basis, to preserve our staffing levels as long as possible, and to be available to offset any cuts on a one-time basis in 2012/13 and beyond.

Is the fund balance increasing due to on-going revenue increases and/or expenditure reductions?

See question and answer above.

3. Enrollment: Is this area acceptable? **Yes**

Has the district's enrollment been increasing or stable for multiple years?

In 2009/10, the district was subject to a state-imposed workload reduction of 3.39% and, in 2011/12, to further workload reductions of 7.71%. In addition, due to a variety of adjustments to state requirements for course repeatability, etc., the district's enrollment declined further and in 2011/12 was approximately 300 FTES below the funded base. We are currently estimating a further decline for 2012/13 of approximately 2%, or 712 FTES.

Given the challenges of enrollment management, new regulations, and student fee increases, we are currently putting all our efforts into recouping lost FTES.

Are the district's enrollment projections updated at least semiannually?

Yes, enrollment projections are reviewed and updated at the beginning of every academic quarter.

Are staffing adjustments consistent with the enrollment trends?

The Board approved a "growth model" which funds additional positions (both teaching and support staff) in direct proportion to FTES growth. While the law requires an increase in full-time faculty consistent with FTES increases, the district's model uses that same rationale for growth and reduction of non-teaching positions.

Does the district analyze enrollment and full-time equivalent students (FTES) data?

Yes, every quarterly report includes an analysis of FTES and productivity. In addition to this report to the Board, the Office of Institutional Research generates frequent reports, which are shared with the enrollment management teams and senior staff at both campuses. These reports are generated beginning several weeks before each quarter in order to facilitate trends analysis and to display comparative data. District staff also has access to an FTES database. This database shows enrollment trends down to the individual class and instructor level and can be aggregated by department, division, and college.

Does the district track historical data to establish future trends between P-1 and annual for projection purposes?

Yes, the Chief Instructional Officer at each college is responsible for forecasting winter and spring enrollment at P-1. It is through this analysis that the “multiplier” is adjusted on the Apportionment Attendance Reports (CCFS-320) to ensure consistency with projections.

Has the district avoided stabilization funding?

No. As noted above, the district received stabilization funding in fiscal year 2006/07. Additionally, the district experienced a decline in FTES in fiscal year 2010/11 of 4.4%, or 1,405 fewer FTES, resulting in stability funding of over \$6.5 million. In fiscal year 2012/13, we are projecting to again receive stability funding due to a decline in enrollment. Both colleges are developing schedules to maintain enrollment at the budgeted level, and management efforts are focused on maximizing students’ access.

4. Unrestricted General Fund Balance: Is this area acceptable? **Yes**

Is the district’s unrestricted general fund balance consistently maintained at or above the recommended minimum prudent level (5% of the total unrestricted general fund expenditures)?

Yes, the district’s unrestricted general fund balance has consistently been maintained above the minimum prudent level of 5%. The California Community Colleges System Office requires that we report the unrestricted general fund balance and other required financial information in the Annual Financial and Budget Report (CCFS-311). The unrestricted general fund balance includes the General Purpose Fund (Fund 114) and the Self-Sustaining Fund (Fund 115). The unrestricted general fund balance for the past five years is shown below:

<u>Fiscal Year</u>	<u>Actual</u>
2007/08	18.4%
2008/09	19.8%
2009/10	22.4%
2010/11	28.8%
2011/12	24.2%

Is the district’s unrestricted fund balance maintained throughout the year?

Yes, the district’s unrestricted fund balance was maintained at or above 24.2% of the total unrestricted general fund expenditures in any given month throughout fiscal year 2011/12. It is our strategic plan to retain a portion of the general fund balance as a Stability Fund as outlined in item No. 1, above. In light of the state budget challenges, our efforts are currently focused on curtailing spending and maximizing our ending fund balance as we prepare to implement permanent reductions to balance the budget to reduced state apportionment funding levels.

5. Cash Flow Borrowing: Is this area acceptable? **Yes**

Can the district manage its cash flow without inter-fund borrowing?

Yes, during the past five years, the district maintained a positive cash flow in the unrestricted general fund without inter-fund borrowing.

Is the district repaying TRANS and/or borrowed funds within the required statutory period?

The district has not borrowed funds through a TRANS since fiscal year 1996/97 when it issued a TRAN in the amount of \$4.4 million. The district did not issue a TRAN in fiscal year 2011/12. We will monitor the State budget, including any new proposals for state apportionment deferrals, to determine if there is a need to issue a TRAN in fiscal year 2012/13.

6. Bargaining Agreements: Is this area acceptable? **Yes**

Since 2008/09, no COLA has been allocated from the state. Consequently, no COLA has been provided in bargaining agreements. Due to reduced apportionment funding through workload reductions (3.39% in 2009/10 and 7.71% in 2011/12), the district lost significant funding in its general fund as well as categorical funds. This resulted in a reduction in course offerings, with a corresponding reduction to part-time faculty costs. In fiscal year 2008/09, the state reduced apportionment funding for part-time faculty health insurance and office hours, which has caused the ongoing negotiated expense to continue to encroach on the general fund.

In addition, a restructuring of health benefits was agreed to for two years as a cost containment measure, beginning January 2010 and ending June 2012. A new Joint Labor Management Benefits Committee (JLMBC) was formed in 2010/11 to work on a new plan to contain the district's health care plan costs. In March of fiscal year 2011/12, as a result of work and research by the JLMBC, an alternative health benefits plan administered by CalPERS was identified as the most viable option. This new plan went into effect on July 1, 2012.

Since the new CalPERS plan rates are assessed on a calendar year basis, active employees and retirees were subject to a second enrollment process in October 2012. New rates and enrollment trends may result in adjustments to our current projections. In addition, we will still be accounting for closing claims under the old benefits program administered under United Healthcare. This transition is expected to last approximately eighteen months. Any increase from the 2012/13 budget or variances related to closing out old claims will be covered with one-time funds set aside in the Rate Stabilization Fund.

7. Unrestricted General Fund Staffing: Is this area acceptable? **Yes**

Is the district ensuring it is not using one-time funds to pay for permanent staff or other ongoing expenses?

Permanent staffing is managed through position control and is budgeted from ongoing revenue when available. Any increases in staffing are funded using the district-developed growth model, which is based on FTES growth and corresponding ongoing revenue growth.

Is the percentage of district general fund budget allocated to salaries and benefits at or less than the statewide average (i.e., the statewide average for 2003/04 is 85%)?

In fiscal year 2003/04, the percentage of district general funds allocated to salaries and benefits was at 83%; in 2004/05, 80%; in 2005/06, 79%; and in 2006/07, 79%. The 2006/07, 2007/08 and 2008/09 percentages are artificially low (79%, 80% and 80%, respectively) because of an infusion of one-time funds received and distributed in fiscal year 2006/07 that increased the operating budget. (This data comes from the System Office Fiscal Trend analysis, which combines general funds 114 and 115. See Exhibit 3). In fiscal years 2009/10 and 2010/11, the percentage of district general fund budget allocated to salaries and benefits was 83%, and in 2011/12, the amount allocated was 82%. For fiscal year 2012/13, the district is budgeting 76%; however, if budgeted carryover dollars are not spent as projected, the percentage for salaries and benefits will be approximately 82-83%.

8. **Internal Controls:** Is this area acceptable? **Yes**

Does the district have adequate internal controls to ensure the integrity of the general ledger?

Yes, in addition to the annual financial audit report, which includes a report on internal control over financial reporting and tests of compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters, the district has contracted with an independent certified public accounting firm over the past seven years to perform performance audits on Measure E Overhead, De Anza College Cash Handling Procedures, District Procurement Card, Foothill College Cash Handling Procedures, Measure C Overhead, Police Parking Fees Cash Handling Procedures, De Anza College Facilities Rental Cash Handling Procedures, Foothill College Cashiering Services Petty Cash/Change Fund, and ERP Security. In fiscal year 2012/13, the District continued its contract to review performance audits on the District Procurement Card, Foothill College Kinesiology, Facilities Rentals, and Cash Handling Procedures.

Does the district have adequate internal controls to safeguard the district's assets?

Yes, the district has written cash handling procedures for De Anza College and Foothill College as well as for district petty cash to safeguard cash. In addition to the required annual audit, the district goes above that requirement and contracts for annual performance audits at its various cash collection points. The district also has Board Policy and Administrative Procedures on Capitalization of District Property and on Disposal of District Property.

9. **Management Information Systems:** Is this area acceptable? **Yes**

In February 2008, the Board authorized acquisition of – and conversion to – a major new ERP (Enterprise Resource Planning) system, Ellucian, originally developed by SunGard Higher Education. A multi-year implementation plan was developed and we have now converted all eight modules of the Banner system including the Web Portal, Finance, Human Resources & Payroll, Financial Aid, Student, Advancement, Document Management System, and Degree Audit.

The Finance module went live on July 1, 2009, and the HR/Payroll Module came on-line on January 1, 2010. We successfully converted the Financial Aid and Student modules by the end of 2009/10. All modules of the Ellucian ERP system have been fully implemented and are functioning satisfactorily. Custom reports for all modules have been, and continue to be, developed providing the specialized data needed for our department functions. Management is confident that the continued creation and refinement of custom reports from Ellucian are meeting all critical data reporting requirements. Data inconsistencies previously noted by staff have been addressed. District administration, working closely with ETS and external consulting services, continue to refine data collection and reporting processes to increase the return on investment from the ERP. As the management and staff of various business units throughout the district have the capacity to utilize additional functionality of the ERP, such as document management, ETS is working with those units to deploy these features.

10. **Position Control:** Is this area acceptable? **Yes**

Is position control integrated with payroll?

Yes, there is a very strong position control system in place that requires the assignment of a unique position number and designated funding for each position hired.

Does the district control unauthorized hiring?

Yes, all positions to be refilled, or newly created positions, are assigned a position control number. Each “staffing requisition,” which is necessary to start the hiring process, must be approved by Chancellor’s Staff and must have a valid position control number.

Does the district have controls over part-time academic staff hiring?

Each year the district budgets the dollar amount to be allocated for part-time faculty (1320) based on total FTES, less the number of full-time faculty, and driven by the agreed upon productivity numbers. The colleges are responsible for developing a schedule of classes synching with the agreed upon budget. Changes in FTES targets or productivity budgets need to be agreed upon at the district level so budgets can be adjusted accordingly. While there has been no formal administrative procedure in recent years for penalties or incentives if the colleges varied from FTES or productivity targets, there has been continuous adherence to these budgets with very little variance.

11. Budget Monitoring: Is this area acceptable? **Yes**

Is there sufficient consideration to the budget, related to long-term bargaining agreements?

Yes. (See question 6.)

Are budget revisions completed in a timely manner?

Yes, budget revisions are processed in a timely manner and subject to the board's review and approval with each quarterly report.

Does the district openly discuss the impact of budget revisions at the board level?

Yes, the board receives a complete reconciliation of all revisions and transfers processed in each quarter, and the Vice Chancellor of Business Services or the Director of Budget Operations answers all questions in a timely manner.

Are budget revisions made or confirmed by the board in a timely manner after the collective bargaining agreements are ratified?

Yes, the board receives and approves a complete reconciliation of all revisions and transfers processed in each quarter, as well as the Quarterly Financial Status Reports (CCFS-311Q), which includes a summary of costs due to collective bargaining agreements.

Has the district's long-term debt decreased from the prior fiscal year?

The District did not issue any additional debt in fiscal year 2011/12. In June 2012, the 1997 Certificate of Participation in the amount of \$12.52 million matured. Therefore, yes, the long-term debt decreased in comparison to the prior year.

Has the district identified the repayment sources for the long-term debt?

Yes, the long-term debt is financed through special revenue sources. The parking structure debt is financed through parking fee revenue. The technical infrastructure debt is financed through district general funds. The Foothill College Campus Center debt and the De Anza College Campus Center debt are financed through campus center use fees. The Foothill College Bookstore equipment acquisition is financed through the Foothill College Bookstore operations.

Does the district compile annualized revenue and expenditure projections throughout the year?

Yes, the District Budget Committee and the Audit and Finance Committee review revenue and expense projections at the end of each quarter before the Board of Trustees approves them in the quarterly reports.

12. Retiree Health Benefits: Is this area acceptable? **Yes**

The most recent actuarial report, dated August 10, 2012, represented a valuation of our retiree health program as of June 30, 2011. We are required to update this report every other year. The next actuarial report to update our Actuarial Accrued Liability (AAL) and Annual Required Contribution

(ARC) will be prepared in the summer of 2013. In order to contain ever-increasing costs, the district has changed its health care plan from a self-funded model to joining the CalPERS Health Care program at the end of FY 2011-12 beginning July 1, 2012. We budget the annual contribution using a three-year smoothing approach in order to minimize major fluctuations in the annual required contribution.

Does the district have a plan for addressing the retiree benefits liabilities?

Yes, the Board of Trustees adopted a plan at the November 6, 2006, board meeting to fully fund the ARC as calculated in the August 2006 actuarial study. In 2009, after an exhaustive evaluation process, the district opted to leave the Community College League of California (CCLC) Retiree Joint Powers Authority and join the California Employers' Retiree Benefit Trust (CERBT) as sponsored by the California Public Employees Retirement System (CalPERS). As presented in the January 2010 report, the district transferred all funds from the CCLC program to the California Employees Retiree Benefit Trust. As of June 30, 2012, the District's balance in CERBT was \$6,564,872.

13. Leadership/Stability: Is this area acceptable? **Yes**

Has the District experienced recent turnover in its management team (including the Chief Executive, Chief Business Officer, and Board of Trustees)?

No, Dr. Linda Thor has been serving as chancellor since February 2010. Vice Chancellor for Business Services, Kevin McElroy, began his assignment approximately six months later in August 2010.

While it has only been a little over two years since the chancellor started her assignment and a little less than two years since the vice chancellor began his assignment, both Dr. Thor and Kevin McElroy bring with them a wealth of community college administrative leadership experience. Dr. Thor worked in the Los Angeles Community College District for sixteen years, serving as president of West Los Angeles Community College for four-and-a-half of those years. She then accepted the presidency for Rio Salado Community College, one of ten colleges in the renowned Maricopa County Community College District in Arizona, where she presided for twenty years prior to arriving at Foothill-De Anza Community College District.

Mr. McElroy worked for five years in the private sector at the beginning of his career before joining the Coast Community College District in Orange County in 1984. He started as Director of Fiscal Services on the Golden West campus, and served the last twenty years as the Vice President of Administrative Services for Coastline College.

After Fred Sherman's June 2012 retirement as Vice Chancellor for Technology Services, Joseph Moreau was selected as his replacement and began immediately following Mr. Sherman's departure. Mr. Moreau worked in the California community college system for eighteen years, including eight years as a chief information officer, before accepting the CIO position at State University of New York at Oswego in 2008. Mr. Moreau has twenty-five-plus years of experience in the field of technology that he brings to Foothill-DeAnza Community College District.

All other members of the Chancellor's Staff have held their positions since at least 2007.

14. District Liability: Is this area acceptable? **Yes**

Has the district performed the proper legal analysis regarding potential lawsuits that may require the district to maintain increased reserve levels?

Although risk management is a decentralized activity across the district, we maintain a

comprehensive Risk Management department. This office, in an effort to identify and mitigate potential liabilities and/or litigation, maintains regular communication with administrators throughout the organization. In most cases, careful decision-making, foresight and pro-active steps prevent such situations from becoming legal actions. Non-litigated claims against the District were small both in number and cost. When necessary, external legal counsel is engaged. The district maintains a relationship with specialized legal counsel in the areas of construction management and human resources issues. The district is self-insured for Workers' Compensation and is fully funded via the annual actuarial, which adjusts contribution rates as necessary. The district also maintains adequate reserves to mitigate any adverse employment decisions.

15. **Reporting:** Is this area acceptable? **Yes**

Has the district filed the annual audit report with the Systems Office on a timely basis?

Yes, for fiscal years 2007/08 through 2011/12, the annual audit report has been brought first to the Audit and Finance Committee and then to the Board of Trustees. As contractually agreed upon with our external auditors, the auditors have filed the annual report with the System Office on a timely basis.

Has the district taken appropriate actions to address material findings cited in their annual audit report?

Yes, each year we discuss the audit findings and recommendations of the fiscal year just ended with the Audit and Finance Committee. Subsequently, in March of every year we provide the Audit and Finance Committee with the status of the management's response and action taken to correct these findings.

Has the district met the requirements of the 50 percent law?

Yes, for the fiscal years 2007/08 through 2011/12 the district has met the requirements of the 50% law. The percentage of Instructional Salary Costs to Current Expense of Education for each of these years is:

2007/08	51.50%
2008/09	51.71%
2009/10	52.73%
2010/11	51.19%
2011/12	51.57%

Have the Quarterly Financial Status Reports (CCFS-311Q), Annual Financial and Budget Reports (CCFS 311), and Apportionment Attendance Reports (CCFS-320) been submitted to the System Office on or before the stated deadlines?

Yes, for the years 2007/08 through 2011/12 each of these quarterly and annual reports has been submitted to the System Office by the stated deadlines.

000000Exhibit 1

Changes in Fund 114 Revenue and Expenses

	03/04 Actual	04/05 Actual	05/06 Actual	06/07 Actual	07/08 Actual	08/09 Actual	09/10 Actual	%	10/11 Actual	%	11/12 Actual	%	12/13 Budget (Best)	%
Revenues														
Base Revenue & Equalization	117,271,492	124,924,272	143,368,551	150,791,141	156,876,264	159,121,665	156,230,910	84.64%	155,730,575	84.68%	140,984,178	82.72%	141,336,671	82.45%
PY Gen Apportionment	982,506					2,800,000	672,747							
PFE	6,767,432	5,795,010												
Lottery	4,053,732	4,280,647	4,046,409	4,592,748	4,157,083	4,250,365	4,337,731	2.35%	4,080,077	2.22%	3,912,098	2.30%	3,956,680	2.31%
NR Tuition	11,795,607	10,917,695	11,240,839	13,219,114	15,002,590	17,103,785	18,181,559	9.85%	19,785,786	10.76%	21,591,661	12.67%	21,591,661	12.60%
Mandated Block Grant revenue													804,889	0.47%
Other Revenue														
PT Faculty Funding	1,475,772	1,475,772	1,475,772	1,475,772	1,475,772	1,434,467	702,925	0.38%	702,925	0.38%	702,925	0.41%	702,925	0.41%
2% Resident Enrollment Fees	191,777	273,632	335,014	335,014	335,014	335,014	335,014	0.18%	335,014	0.18%	335,014	0.20%	335,014	0.20%
Interest	784,323	1,372,660	1,928,047	3,504,022	3,694,312	1,905,326	774,865	0.42%	629,361	0.34%	607,525	0.36%	500,000	0.29%
Campus Generated Income	1,915,056	1,767,222	1,814,500	2,436,701	1,845,152	2,069,373	2,543,557	1.38%	1,974,164	1.07%	1,982,838	1.16%	1,891,161	1.10%
One-Time Prop 98 Funds & Equalization				7,202,514		0	0							
Other Revenue	935,806	738,780	1,260,673	952,390	582,720	202,548	806,029	0.44%	668,896	0.36%	329,375	0.19%	301,095	0.18%
Total Revenue	146,173,504	151,545,690	165,469,805	184,509,416	183,968,907	189,222,543	184,585,337	99.64%	183,906,798	100.00%	170,445,614	100.00%	171,420,096	100.00%
Expenses														
Salaries	93,233,218	94,060,832	97,081,510	105,432,628	116,310,415	117,600,467	113,838,157	62.84%	113,541,126	64.56%	112,465,255	63.42%	113,245,183	63.92%
Benefits	32,151,961	29,490,850	32,146,500	34,832,553	38,325,192	37,663,352	41,451,654	22.88%	36,861,962	20.96%	38,617,293	21.77%	38,687,129	21.84%
Materials and Supplies	2,999,861	3,280,972	3,544,544	4,031,069	4,573,983	3,759,750	3,012,386	1.66%	3,087,348	1.76%	2,731,637	1.54%	2,146,514	1.21%
Operating Expenses	13,309,265	12,612,404	16,368,891	15,651,886	17,192,338	16,345,732	13,820,089	7.63%	14,429,687	8.20%	15,000,205	8.46%	16,417,439	9.27%
Capital Outlay	787,495	700,833	1,233,987	1,115,529	781,161	356,005	33,189	0.02%	207,850	0.12%	209,430	0.12%	27,810	0.02%
Transfers (net)	3,481,657	11,375,569	9,400,562	10,742,944	10,306,780	10,641,836	8,996,753	4.97%	7,744,635	4.40%	8,323,809	4.69%	6,644,668	3.75%
Total Expenses	145,963,457	151,521,460	159,775,994	171,806,609	187,489,869	186,367,142	181,152,229	100.00%	175,872,608	100.00%	177,347,630	100.00%	177,168,741	100.00%
Net Gain/Loss	210,047	24,230	5,693,811	12,702,807	(3,520,962)	2,855,401	3,433,109	(a)	8,034,190	(a)	(6,902,016)	(a)	(5,748,646)	(a)
Net Deficit 6/30/12													(5,748,646)	
Beginning Fund Balance	15,518,676	15,728,723	15,752,953	21,446,764	34,149,571	30,628,609	33,374,829	(b)	36,807,938	(b)	45,116,972	(b)	38,214,956	(b)
Ending Fund Balance	15,728,723	15,752,953	21,446,764	34,149,571	30,628,609	33,484,010	36,807,938	(b-a)	44,842,128	(b-a)	38,214,956	(b-a)	32,466,310	(b-a)
Designated Fund Balance	2,594,151	4,269,943	9,267,224	21,607,611	16,401,721	17,682,806	15,534,335	©	19,840,518	©	21,651,302	(c), Note 1	21,651,302	(c), Note 1
Fund Balance Before 5% Reserves	13,134,572	11,483,010	12,179,540	12,541,960	14,226,888	15,801,204	21,273,602	(b-a)-c	25,001,610	(b-a)-c	16,563,654	(b-a)-c	10,815,008	(b-a)-c
5% Reserve	7,300,000	7,870,000	8,010,000	9,260,000	10,000,000	10,430,000	10,290,000	(d)	9,890,000	(d)	10,060,000	(d)	9,890,000	(d)
Variance from Reserve	5,834,572	3,613,010	4,169,540	3,281,961	4,226,889	5,371,204	10,983,603	(b-a)-c-(d)	15,111,610	(b-a)-c-(d)	6,503,654	(b-a)-c-(d)	925,008	(b-a)-c-(d)

Note 1:

Funds set aside in FY 12/13 for:

FH,DA,CS carryover	13,623,650	(some or all of these funds may be used to offset FY 12/13 operating deficit as necessary)
EIS backfill	1,098,303	
Encumbrances/Reservations	1,021,327	
DW Carryover	205,388	
Union Negotiated Items	202,634	
November 2012 Election Costs	500,000	
	16,651,302	

Additional Restrictions in FY 12/13:

Enrollment Stimulus/Restoration	2,000,000
13/14 Stability Fund	3,000,000
	5,000,000

Total Restricted Fund Balance: 21,651,302



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	BUSINESS SERVICES/FINANCE
Subject	14. Citizens' Bond Oversight Committee Annual Report
Access	Public
Type	Action, Presentation
Recommended Action	Executive Director of Facilities and Operations Charles Allen recommends that the Board accept the report.

Public Content

Background and Analysis:

The District was successful at the election on June 6, 2006 in obtaining authorization from the District's voters to issue up to \$490,800,000 aggregate principal amount of the District's general obligation bonds ("Measure C"). The election was conducted under Proposition 39, which was chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000. Among the accountability requirements the District must comply with is the establishment of a Citizens' Bond Oversight Committee whose duties and responsibilities are set forth in bylaws as shown on the Measure C website at <http://www.measurec.fhda.edu/>. The duties include the development of an Annual Report which shall be presented to the Board of Trustees in public session. The report is required to address the following:

- A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and,
- A summary of the Committee's proceedings and activities for the preceding year.

The annual report for 2011 / 2012 will be presented by Mr. Dudley Andersen, Chairperson of the Citizens' Bond Oversight Committee, and can be viewed at <http://measurec.fhda.edu/AR1112/>.

Submitted by:	Charles Allen, extension 6150
Additional contact names:	Kevin McElroy, extension 6201
Is backup provided?	Yes

[CBOC Annual Report.pdf \(815 KB\)](#)

Administrative Content

Executive Content

Letter from the Chair

To: The Board of Trustees and Residents of the Foothill-De Anza Community College District

The Citizens' Bond Oversight Committee is pleased to forward its annual report on the progress of the \$490.8 million general obligation Measure C bond initiative for the 2011-2012 fiscal year.

The committee continues to carry out its principal duties of ensuring that proceeds have been expended for the purposes set forth in the Measure C ballot language, reporting progress annually to the public, and providing a compliance statement. Responsibilities of the Foothill-De Anza Board of Trustees include prioritizing projects and monitoring spending levels of individual projects and potential cost overruns.

During this year the pace of construction activities continued at a high level, bringing the total bond expenditures to \$262 million. The level of spending over the past five years represents very good progress in providing facilities and equipment improvements to support student learning at both Foothill and De Anza colleges. In addition to reviewing Measure C financial reports, the committee verified physical progress in the field at both colleges by conducting site tours of completed and ongoing projects. On these tours the committee noted significant progress on a wide range of projects including new construction of the Physical Sciences and Engineering Center at Foothill and the Media and Learning Center at De Anza; classroom renovations; site and utility/technology infrastructure upgrades; athletic facility improvements; and roof repairs. All of these improvements directly impact the ability of the colleges to facilitate effective teaching and learning.

A particularly noteworthy milestone that was achieved in 2011-12 was the completion of the new Photovoltaic Array at De Anza College. This array of solar panels, along with others at both colleges, provides hundreds of thousands of dollars in annual savings in electricity costs. These savings help reduce funding deficits being experienced by the colleges due to state budget cuts.

Included in this annual report are highlights and status updates of the projects that will prolong the life of the district's facilities and improve the learning experience of its students.

The committee relied on the annual performance and financial audits conducted by Vavrinek, Trine, Day & Co., LLP (VTD), which disclosed no instances of non-compliance with the terms of Proposition 39 or Measure C. The committee wishes to report that, to the best of its knowledge, the Foothill-De Anza Community College District is in full compliance with the responsibilities described in Article XIII A, Section 1(b)(3) of the California State Constitution. A full disclosure of the performance and financial audits is attached.

Very truly yours,

Dudley Andersen,
Citizens' Bond Oversight Committee Chair

Citizens' Bond Oversight Committee

Members of Foothill-De Anza Community College District Citizens' Bond Oversight Committee are appointed by the district's Board of Trustees.

Committee Members

Dudley G. Andersen – Committee Chair

At-large representative

David Bergman – Committee Vice-Chair

Business organization representative

Anita Manwani Bhagat

Auxiliary organization representative

William A. Dietz

Senior citizens' organization representative

Robert K. Lancefield

Taxpayer association representative

Stephanie A. McGee

Student representative

Susan Silver

At-large representative

Committee meetings & proceedings held or scheduled during fiscal year 2011-2012

September 20, 2011

- Foothill Measure C Projects Tour
- Nomination of Annual Report Sub-Committee
- Review of Financial Reports
- Review of Bond List Revisions
- Review of Construction Project Photo Highlights

December 20, 2011

- Review of Draft Annual Report
- Approval of 2012 Calendar
- Review of Construction Project Photo Highlights
- Review of Financial Reports
- Review of Bond List Revisions
- Review of Performance/Financial Audits

March 13, 2012

- Welcome and Introduction of New Members
- Overview of Roles/Responsibilities of Committee
- Measure C Spending Plan Update
- Review of Financial Reports
- Review of Bond List Revisions
- Structured Portfolio Update

June 12, 2012

- Review of Measure C Spending Plan
- Program/Project Management Review
- Review of Construction Project Photo Highlights
- Review of Financial Reports
- Review of Bond List Revisions

September 18, 2012

- Foothill College Site Tour
- Review of New Member Solicitation/Appointment Process
- Nomination of Annual Report Sub-Committee
- Review of Financial Reports
- Review of Bond List Revisions
- Program/Project Management Review
- Measure C Performance Audit Update

December 11, 2012

- Approval of 2013 Calendar
- Review of Performance/Financial Audits
- Review of Measure C Overhead Update
- Review of Draft Annual Report
- Review of Website Analytics Report
- Review of Financial Reports and Bond List Revisions
- Review of Construction Project Photo Highlights

Measure C Bond Expenditures as of June 30, 2012

Bond Authorization:	\$490,800,000
Interest Earned:	\$31,972,208
Reimbursement of General Fund:	\$271,818
Total Bond Expenditures:	\$261,723,871
Bond Funds Remaining:	\$261,320,155

Measure C Expenditures by Category as of June 30, 2012

Construction	\$156,849,659
Architectural/Engineering	\$27,872,748
CM/DM, Testing, Inspection & Other	\$28,763,029
Furniture & Group II Equipment	\$30,396,084
Overhead	\$17,570,533
Reimbursement of General Fund	\$271,818
Total Bond Expenditures:	\$261,723,871

Measure C Expenditures by Location as of June 30, 2012

Foothill College	\$114,766,795
De Anza College	\$128,018,637
District	\$18,938,439
Total Bond Expenditures:	\$261,723,871

Annual Performance and Financial Audit

California Proposition 39 requires annual performance and financial audits on use of general obligation bond proceeds. The performance and financial audits for the fiscal year ending June 30, 2012 were performed by an independent certified public accounting firm, Vavrinek, Trine, Day & Co., LLP, in accordance with generally accepted auditing standards and governmental auditing standards issued by the Comptroller General of the United States. The result of the audits is that the district expended the general obligation bond proceeds in accordance with the requirements of Proposition 39.

Completed Projects as of June 30, 2012

Foothill College

- Modernization of Administration Building & General Classrooms
- Soccer and Softball Complex
- Forum Building
- Language Arts General Classrooms
- Dental Hygiene/Radiology Renovation
- Renovate Existing Footbridge
- Ornamental Horticulture & Veterinary Technology Demolition
- Choral Rehearsal Hall
- Install Photovoltaic Arrays
- Utility and Technology Infrastructure
- Fire Alarm System Replacements Phase II
- Building System & Infrastructure Repairs/Upgrades
- Utility Lids - Phase II
- Exterior Signage
- Mainline Irrigation - Phase II
- Environmental Impact Report

De Anza College

- Baldwin Winery & East Cottage "Historic Renovation"
- Seminar Building & Multicultural Center
- Automotive Technology Facility
- Campus Center Phase II
- Forum Building
- Signage (Phase I)
- Campus Site Lighting (Phase I)
- CDC Playground Maintenance & Shade Structure
- L-Quad Seating
- Install Photovoltaic Arrays
- ATC Central Plant Sound Attenuation
- Secured Bicycle Storage for Students
- S2-S6 Phase II
- Utility Master Plan - Phase I
- Window Replacement Campus-wide
- Roof and Trellis Repair: PE 1-2-6 & S7-8
- Campuswide Replacement/Repair of Interior and Exterior Finishes
- Fire Alarm System Replacements Phase II
- Environmental Impact Report

Featured Projects

De Anza College: Media and Learning Center

Completion Date: July 2012

Project Budget: \$52,796,567

Winner of the 2010 "Best Overall Sustainable Design" Award at the 2010 Annual California Higher Education Sustainability Conference.



Foothill College: Physical Sciences and Engineering Center

Estimated Completion Date: January 2013

Project Budget: \$60,015,002

Winner of the Community College Facility Coalition Award of Merit for Project in Design.



De Anza College: Pool Tile and Plaster Replacement

Completion Date: April 2012

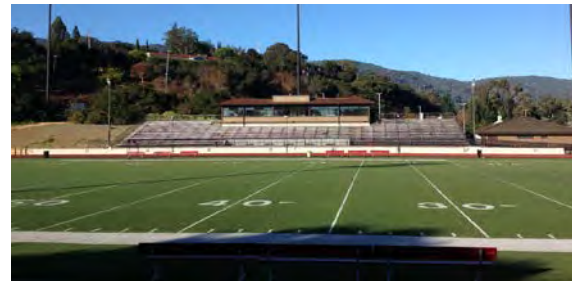
Project Budget: \$1,635,287



Foothill College: Reconstruction of Stadium Bleachers & Press Box

Estimated Completion Date: August 2013

Project Budget: \$1,778,215



De Anza College: Combined Site Improvements

Estimated Completion Date: October 2013

Project Budget: \$8,322,710



About Measure C

On June 6, 2006, voters in the district's service area approved Measure C, a \$490.8 million general obligation bond measure, enabling the district to:

- Upgrade electrical, heating, ventilation systems, fire/seismic safety
- Repair leaky roofs
- Improve disabled access
- Repair/expand classrooms for nurses/paramedics
- Upgrade technology
- Repair, construct, acquire, equip buildings, classrooms, libraries, sites, science/computer labs

About The District

Located in the heart of Silicon Valley, Foothill-De Anza Community College District serves the communities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Stanford, Sunnyvale, and portions of San Jose.

For more than 50 years, Foothill-De Anza has demonstrated excellence and innovation in academic programs and student services. As one of the largest community college districts in the United States, Foothill-De Anza provides credit classes for about 64,000 students per quarter. The colleges are active members of the League for Innovation in the Community College, a national consortium of leading two-year institutions.

Mission

The mission of the Foothill-De Anza Community College District is student success. We accomplish this by providing access to a dynamic learning environment that fosters excellence, opportunity and innovation in meeting the diverse educational and career goals of our students and communities.

Board of Trustees

Joan Barram, *President*
Laura Casas Frier, *Vice President*
Betsy Bechtel
Pearl Cheng
Bruce Swenson
Stephanie McGee, *Foothill College Student Trustee*
Emily Kinner, *De Anza Student Trustee*

Chancellor

Linda M. Thor



VAVRINEK, TRINE, DAY
& COMPANY, LLP
Certified Public Accountants

VALUE THE DIFFERENCE

To the Board of Trustees and
The Citizens Oversight Committee
Of the Foothill-De Anza Community College District

We have audited the financial statements of the Measure C bond funds, of Foothill-De Anza Community College District for the year ended June 30, 2012. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards*), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 28, 2012. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practice

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Foothill-De Anza Community College District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2012. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Measure C bond fund financial statements was the allocation of salaries for project management and oversight.

Management's estimate of the salary allocations are based on analysis of the job duties of the individuals involved. We evaluated the key factors and assumptions used to develop the allocation percentages in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatement.

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No such misstatements were noted.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 19, 2012.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

This information is intended solely for the use of the Board of Trustees and the Citizens Oversight Committee and is not intended to be and should not be used by anyone other than these specified parties.

Vaurinek, Ture, Day & Co LLP

Pleasanton, California
November 19, 2012

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

**MEASURE C
GENERAL OBLIGATION BONDS
PERFORMANCE AUDIT**

JUNE 30, 2012

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
MEASURE C
GENERAL OBLIGATION BONDS – PERFORMANCE AUDIT**

TABLE OF CONTENTS

Independent Auditors' Report	1
Authority for Issuance	2
Purpose of Issuance	2
Authority for the Audit	2
Objectives of the Audit	3
Scope of the Audit	3
Procedures Performed	3
Conclusion	3
Schedule of Findings	4



VAVRINEK, TRINE, DAY
& COMPANY, LLP
Certified Public Accountants

VALUE THE DIFFERENCE

INDEPENDENT AUDITORS' REPORT ON PERFORMANCE

Governing Trustees and Citizens' Bond
Oversight Committee for Measure C
Foothill-De Anza Community College District
Los Altos Hills, California

We were engaged to conduct a performance audit of the Foothill-De Anza Community College District (the District), Measure C General Obligation Bond funds for the year ended June 30, 2012.

We conducted this performance audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives.

Our audit was limited to the objectives listed within the report which includes determining the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the District's Measure C funds' compliance with those requirements.

In planning and performing our performance audit, we obtained an understanding of the District's Measure C funds' internal control in order to determine if the internal controls were adequate to help ensure the District's Measure C funds' compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

The results of our tests indicated that the District expended Measure C General Obligation Bond funds only for the specific projects approved by the voters, in accordance with Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution.

Vavrinek, Trine, Day & Co LLP

Pleasanton, California
November 19, 2012

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT MEASURE C OBLIGATION BONDS PERFORMANCE AUDIT

JUNE 30, 2012

AUTHORITY FOR ISSUANCE

The Measure C Bonds are issued pursuant to the Constitution and laws of the State of California (the State), including the provisions of Chapters 1 and 1.5 of Part 10 of the California Education Code, and other applicable provisions of law. The Bonds are authorized pursuant to a request of the District made by a resolution adopted by the Board of Education of the District.

The District received authorization at an election held on June 6, 2006, to issue bonds of the District in an aggregate principal amount not to exceed \$490,800,000 to finance specific construction and renovation projects approved by eligible voters within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (the 2006 Authorization). The Bonds represent the first, second, and third series of the authorized bonds to be issued under the 2006 Authorization.

PURPOSE OF ISSUANCE

The net proceeds of the Bonds and any other series of general obligation bonds issued under the Authorization will be used for the purposes specified in the District bond proposition submitted at the Election, which includes to upgrade electrical, heating, ventilation systems, fire/seismic safety; repair leaky roofs; improve disabled access; repair/expand classrooms for nurses/paramedics; upgrade technology; repair, construct, acquire, equip buildings, classrooms, libraries, sites, and science computer labs.

AUTHORITY FOR THE AUDIT

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, community college districts, or county offices of education, “for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of rental property for school facilities”, upon approval by 55% of the electorate. In addition to reducing the approval threshold from two-thirds to 55%, Proposition 39 and the enacting legislation (AB 1908 and AB 2659) requires the following accountability measures as codified in Education Code sections 15278-15282:

1. Requires that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3)(C) of the California Constitution, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.
2. The District must list the specific school facilities projects to be funded in the ballot measure, and must certify that the governing board has evaluated safety, class size reduction and information technology needs in developing the project list.
3. Requires the District to appoint a citizen’s oversight committee.
4. Requires the District to conduct an annual independent financial audit and performance audit in accordance with the Government Auditing Standards issued by the Comptroller General of the United States of the bond proceeds until all of the proceeds have been expended.
5. Requires the District to conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT MEASURE C OBLIGATION BONDS PERFORMANCE AUDIT

JUNE 30, 2012

OBJECTIVES OF THE AUDIT

1. Determine whether expenditures charged to the Building Fund Measure C funds have been made in accordance with the bond project list approved by the voters through the approval of Measure C.
2. Determine whether salary transactions, charged to the Building Fund, Measure C funds were in support of Measure C and not for District general administration or operations.

SCOPE OF THE AUDIT

The scope of our performance audit covered the period of July 1, 2011 to June 30, 2012. The population of expenditures tested included all object and project codes associated with the Measure C bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2012 were not reviewed or included within the scope of our audit or in this report.

PROCEDURES PERFORMED

We obtained the general ledger and the project expenditure reports prepared by the District for the fiscal year ended June 30, 2012 for the Building Fund Measure C funds. Within the fiscal year audited, we obtained the actual invoices and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the California Constitution as to the approved bond projects list. We performed the following procedures:

1. We selected a sample of expenditures for the period starting July 1, 2011 and ending June 30, 2012, and reviewed supporting documentation to ensure that such funds were properly expended on the specific projects listed in the ballot text.
2. Our sample included 45 transactions totaling \$51,020,937. This represents 47% of the total expenditures of \$108,275,671.
3. We verified that funds from the Building Fund Measure C funds were generally expended for the construction, renovation, furnishing and equipping of District facilities constituting authorized bond projects. In addition, we verified that funds held in the Building Fund Measure C funds were used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

CONCLUSION

The results of our tests indicated that, in all significant respects, the Foothill-De Anza Community College District has properly accounted for the expenditures held in the Building Fund Measure C funds and that such expenditures were made for authorized Bond projects. Further, it was noted that funds held in the Building Fund Measure C funds, and expended by the District, were used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
MEASURE C OBLIGATION BONDS
PERFORMANCE AUDIT - FINDINGS**

JUNE 30, 2012

None reported.

**FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
MEASURE C
GENERAL OBLIGATION BONDS
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2012
AND INDEPENDENT AUDITORS' REPORT**

**GENERAL OBLIGATION BONDS
AUDIT REPORTS**

JUNE 30, 2012

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

**GENERAL OBLIGATION BONDS
FINANCIAL AUDIT**

JUNE 30, 2012

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT MEASURE C GENERAL OBLIGATION BONDS

TABLE OF CONTENTS JUNE 30, 2012

FINANCIAL SECTION

Independent Auditors' Report	1
Building Fund (Measure C)	
Balance Sheet	2
Statement of Revenues, Expenditures, and Changes in Fund Balance	3
Notes to Financial Statements	4

INDEPENDENT AUDITORS' REPORT

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	11
--	----

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Financial Statement Findings	14
Summary Schedule of Prior Audit Findings	15



VAVRINEK, TRINE, DAY
& COMPANY, LLP
Certified Public Accountants

VALUE THE DIFFERENCE

INDEPENDENT AUDITORS' REPORT

Governing Board and
Citizens Oversight Committee
Foothill-De Anza Community College District
Los Altos Hills, California

We have audited the accompanying financial statements of the Foothill-De Anza Community College District (the District), Measure C General Obligation Bonds (the Bonds), as of and for the year ended June 30, 2012, as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

As discussed in Note 1, the financial statements present only the Building Fund specific to Measure C and are not intended to present fairly the financial position and results of operations of Foothill-De Anza Community College District in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure C General Obligation Bonds of the Foothill-De Anza Community College District at June 30, 2012, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report on November 19, 2012, on our consideration of the District Measure C General Obligation Bonds internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of our audit.

Vavrinek, Trine, Day & Co LLP

Pleasanton, California
November 19, 2012

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
MEASURE C GENERAL OBLIGATION BONDS**

**BALANCE SHEET
JUNE 30, 2012**

ASSETS

Deposits and investments	\$ 217,046,618
Accounts receivable	<u>1,320,353</u>
Total Assets	<u>\$ 218,366,971</u>

LIABILITIES AND FUND BALANCES

LIABILITIES

Accounts payable	\$ 14,473,430
Total Liabilities	<u>14,473,430</u>

FUND BALANCES

Restricted	<u>203,893,541</u>
Total Fund Balances	<u>203,893,541</u>
Total Liabilities and Fund Balances	<u>\$ 218,366,971</u>

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

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
MEASURE C GENERAL OBLIGATION BONDS**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2012**

REVENUES

Interest income	\$ 2,026,382
Unrealized loss on investments	(379,057)
Total Revenues	<u>1,647,325</u>

EXPENDITURES

Current

Salaries and benefits	3,061,274
Contracted services and other expenses	14,105,590
Capital outlay	91,108,807
Total Expenditures	<u>108,275,671</u>

NET CHANGE IN FUND BALANCES	(106,628,346)
FUND BALANCE - BEGINNING	<u>310,521,887</u>
FUND BALANCE - ENDING	<u>\$ 203,893,541</u>

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

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT MEASURE C GENERAL OBLIGATION BONDS

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2012

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Foothill-De Anza Community College District Building Fund (Measure C funds) conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants. The Foothill-De Anza Community College District Building Fund Measure C funds accounts for financial transactions in accordance with the policies and procedures of the California School Accounting Manual.

Financial Reporting Entity

The financial statements include only the Building Fund Measure C funds of the Foothill-De Anza Community College District used to account for Measure C projects. These funds were established to account for the expenditures of general obligation bonds issued under the General Obligation Bonds Election of 2006. These financial statements are not intended to present fairly the financial position and results of operations of the Foothill-De Anza Community College District in compliance with accounting principles generally accepted in the United States of America.

Fund Accounting

The operations of the Building Fund, Measure C funds are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Basis of Accounting

The Building Fund Measure C funds are accounted for using a flow of current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources.

Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. The District's governing board adopts an operating budget no later than July 1 in accordance with State law. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements. The Board revises this budget during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

MEASURE C GENERAL OBLIGATION BONDS

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

Encumbrances

The Building Fund Measure C funds utilize an encumbrance accounting system under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated when the commitments are paid.

Fund Balance - Governmental Funds

As of June 30, 2012, fund balances of the governmental funds are classified as follows:

Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed – amounts that can be used only for specific purposes determined by a formal action of the governing board. The governing board is the highest level of decision-making authority for the District. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the governing board.

Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the District's adopted policy, only the governing board or chief business officer may assign amounts for specific purposes.

Unassigned – all other spendable amounts.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the governing board has provided otherwise in its commitment or assignment actions.

Use of Estimates

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

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT MEASURE C GENERAL OBLIGATION BONDS

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2012

NOTE 2 - INVESTMENTS

Policies and Practices

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

Investment in County Treasury

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

General Authorizations

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

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

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

MEASURE C GENERAL OBLIGATION BONDS

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Pool. The District maintains a building fund investment of \$216,224,968 with the Santa Clara County Investment Pool. The fair value of this investment is approximately \$217,046,618 with an average maturity of 472 days.

NOTE 3 - ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2012, consisted of the following:

Interest	\$ 1,314,409
Other local sources	5,944
	<u>\$ 1,320,353</u>

NOTE 4 - ACCOUNTS PAYABLE

Accounts payable at June 30, 2012, consisted of the following:

Accounts payable	\$ 12,045,238
Accrued payables	1,655,289
Salaries and benefits	23,093
Retentions	749,810
	<u>\$ 14,473,430</u>

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
MEASURE C GENERAL OBLIGATION BONDS**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2012**

NOTE 5 - COMMITMENTS AND CONTINGENCIES

As of June 30, 2012, the Building Fund (Measure C funds) had the following construction commitments with respect to unfinished capital projects:

	Remaining Construction Commitment	Expected Date of Completion
Measure C		
Physical Sciences and Engineering Center	\$ 9,157,803	01/07/13
Central campus site improvements	6,253,190	02/12/13
Stadium and track	4,525,786	10/10/12
Parking and circulation	2,738,744	11/08/13
Corporation yard	2,271,627	03/28/13
Media & Learning Center	2,032,729	08/15/12
Construction management / Design management	1,287,958	06/30/12
Photovoltaic arrays	734,333	11/15/11
Building G	707,961	09/21/12
Scheduled maintenance	554,562	07/22/21
Modernization of Learning Support Center, Biology and General Classrooms	495,675	09/22/14
Flint parking structure	438,709	02/21/14
Advanced Technology Center (ATC)	380,333	01/06/14
Construction overhead	337,680	07/13/22
Tile roofs	284,848	09/01/12
Smithwick theater	265,175	07/13/13
Property acquisition	250,703	01/12/16
Baldwin Winery & East Cottage "Historic Renovation"	215,254	09/28/11
Modernization of building 5700	212,573	04/08/13
Print shop and plant services facility	187,604	02/27/14
Scheduled maintenance	117,648	12/31/12
Reconstruction of stadium bleachers and press box	96,035	08/31/12
Physical education lab space	87,362	07/04/13
General classrooms	58,633	07/29/11
Combined site improvements	55,753	09/20/13
Other projects	443,829	thru 6/30/22
Subtotal Measure C	<u><u>\$ 34,192,507</u></u>	

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
MEASURE C GENERAL OBLIGATION BONDS**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2012**

Litigation

The District and the Building Fund Measure C funds are involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2012.

INDEPENDENT AUDITORS' REPORT



VAVRINEK, TRINE, DAY
& COMPANY, LLP
Certified Public Accountants

VALUE THE DIFFERENCE

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

Board of Trustees and Citizens' Bond
Oversight Committee Measure C
and the Board of Trustees
Foothill-De Anza Community College District
Los Altos Hills, California

We have audited the accompanying financial statements of the Foothill-De Anza Community College District (the District) Measure C General Obligation Bonds (the Bonds), as of and for the year ended June 30, 2012, and have issued our report thereon dated November 19, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Foothill-De Anza Community College District Measure C funds internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foothill-De Anza Community College District's Measure C funds internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Foothill-De Anza Community College District's internal control over financial reporting.

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

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

Compliance and Other Matters

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

This report is intended solely for the information and use of the governing board, audit committee, management, the California Department of Education, the State Controller's Office, and is not intended to be and should not be used by anyone other than these specified parties.

Vavrinek, Trine, Day & Co LLP

Pleasanton, California
November 19, 2012

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
MEASURE C GENERAL OBLIGATION BONDS**

**FINANCIAL STATEMENT FINDINGS
JUNE 30, 2012**

None noted.

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
MEASURE C GENERAL OBLIGATION BONDS**

**SUMMARY OF PRIOR YEAR FINDINGS
JUNE 30, 2012**

None noted.



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	FACILITIES
Subject	15. Draft Quitclaim Deed for transfer of property at the former Onizuka Air Force Station
Access	Public
Type	Action
Recommended Action	Approve the attached Quitclaim Deed and authorize the Chancellor to sign on behalf of the District upon receipt of the final executed document from the Department of Education.

Public Content

Background and Analysis:

On December 12, 2012 the Air Force sent a letter to the Department of Education assigning approximately 9.147 acres of property at the former Onizuka Air Force Station to the Department of Education for transfer to the Foothill-De Anza Community College District. According to the transfer letter from the Air Force, the fair market value of the property is \$11,580,000. The Air Force supports conveyance of the property to our district at a 100 percent discount.

On January 16, 2013, the U.S. Department of Education provided a draft *Quitclaim Deed* for Parcel C at the former Onizuka Air Force Station in Sunnyvale, California for District acceptance (copy attached).

Upon receiving confirmation from Foothill – De Anza Community College District that the Department of Education draft *Deed* has been found to be acceptable, the appropriate Department of Education Director will execute the document and forward it to the District for final signature. The Department has requested our comments by the close of business on February 5, 2013.

Analysis: District staff and legal counsel have exchanged comments and discussion with the Board of Trustees at the Board Workshop held earlier today regarding the terms of the Quitclaim Deed.

Submitted by:	Charles Allen, extension 6150
Additional contact names:	Kevin McElroy
Is backup provided?	Yes

[Draft Deed Onizuka.pdf \(919 KB\)](#)

Administrative Content

Executive Content

QUITCLAIM DEED

This DEED is made this ____ day of January, 2013, between the UNITED STATES OF AMERICA, acting through the Secretary of Education, by Wanda A. Davis, Director, Federal Real Property Division, Office of Management, ("GRANTOR") pursuant to §203(k) of the Federal Property and Administrative Services Act of 1949, as amended ("Act"), 40 U.S.C. §550(c); the Department of Education Organization Act of 1979, 20 U.S.C. §3401 et seq., and Foothill-De Anza Community College District, having its principal place of business at 12345 El Monte Road, Los Altos Hills, CA 94022 ("GRANTEE").

I. RECITALS

~~1. By letter dated December 12, 2012 from the Department of the Air Force, certain Federal surplus real property located in the City of Sunnyvale, County of Santa Clara, State of California, known as Parcel C of the former Onizuka Air Force Station and consisting of approximately 9.147 acres of improved land, more or less, ("Property"), were assigned to GRANTOR for disposal upon the recommendation of GRANTOR that the Property is needed for educational purposes in accordance with the provisions of the Act.~~

See attached
revised language

2. GRANTEE has made a firm offer to purchase the Property under the provisions of the Act, has applied for a Public Benefit Allowance, and proposes to use the Property for certain educational purposes as detailed in its December 19, 2011 Application and amended application of January 13, 2012 ("Application").

REVISED LANGUAGE with PLAT REFERENCE

1. By letter dated December 12, 2012 from the Department of the Air Force, certain Federal surplus real property located in the City of Sunnyvale, California, known as Parcel C of the former Onizuka Air Force Station ("Property"), were assigned to GRANTOR for disposal upon the recommendation of GRANTOR that the Property is needed for educational purposes in accordance with the provisions of the Act. Such property is more fully described as Parcel C, Onizuka Air Force Station Tract, Township 6 South, Range 2 West, Mount Diablo Meridian, California, in Santa Clara County, containing 9.147 acres, more or less, as indicated on the official Supplemental Plat accepted November 3, 2011, on file at the Bureau of Land Management, California State Office, Sacramento, California.

3. The Department of the Air Force has notified GRANTOR that no objection will be interposed to the transfer of the Property to GRANTEE at 100 percent Public Benefit Allowance, and GRANTOR has accepted the offer of GRANTEE.

II. AGREEMENT

4. GRANTOR, in consideration of the foregoing, one dollar, the performance by the GRANTEE of the covenants, conditions, and restrictions hereinafter contained and other good and valuable consideration, the receipt of which is hereby acknowledged, does hereby remise, release and quitclaim to the GRANTEE, its successors and assigns, all right, title, interest, claim and demand, reserving such rights as may arise from the operation of the conditions subsequent, restrictions and covenants of this Deed, which the UNITED STATES OF AMERICA has in and to the Property, which is more particularly described in Exhibit "A" attached hereto and incorporated herein by reference.

5. GRANTEE, by acceptance of this Quitclaim Deed, acknowledges that it has inspected, is aware of, and accepts the condition and state of repair of the Property, and that the Property and any part thereof is conveyed on an "as is, where is" basis without any representation, promise, agreement, or warranty, whether express or implied, except for those provided under Paragraph 22 below, on the part of GRANTOR or the Department of the Air Force, or otherwise provided for by law or in equity, regarding such condition and state of repair, or regarding the making of any alterations, improvements, repairs, or additions. The GRANTEE acknowledges that it has

inspected, is aware of, and accepts the condition and state of repair of the Property.

The GRANTEE further acknowledges that neither the Air Force nor the GRANTOR shall be liable for any latent or patent defects in the Property, except to the extent required by applicable law.

GRANTEE agrees to accept conveyance of the Property subject to all covenants, conditions, restrictions, easements, rights-of-way, reservations, rights, privileges, benefits, agreements, and encumbrances, whether or not of record.

III. CONDITIONS SUBSEQUENT

6. GRANTEE SHALL HAVE AND HOLD THE PROPERTY, subject, however, to each of the following conditions subsequent, which are for the sole benefit of the UNITED STATES OF AMERICA and which shall be binding upon and enforceable against GRANTEE, its successors and assigns as follows:

- (1) For a period of 30 years from the date of this Deed, GRANTEE shall use all the Property herein conveyed solely and continuously for the educational programs set forth and approved in the proposed program and plan of use described in its December 19, 2011 Application and amended application of January 13, 2012, and for no other purpose. GRANTEE may not modify its approved program and plan of use without the prior written consent of GRANTOR. GRANTOR reserves the right to enter and inspect the Property during said period.

- (2) During the above period of 30 years GRANTEE will not sell, lease or sublease, rent, mortgage, encumber, or otherwise transfer or dispose of any interest in any part of the Property without the prior written consent of GRANTOR.
- (3) One year from the date of this Deed and annually thereafter for the period of 30 years, unless GRANTOR directs otherwise, GRANTEE will file with GRANTOR a report on its maintenance and use of the Property and any other reports required by the GRANTOR to evidence its continuous use of the Property in accordance with the terms of this Deed.
- (4) During the above period of 30 years GRANTEE will at all times be and remain a tax supported institution or a nonprofit institution, organization, or association exempt from taxation under §501(c)(3) of the Internal Revenue Code of 1986, as amended, 26 U.S.C. §501(c)(3).
- (5) For the period during which the Property is used for the purpose for which Federal assistance is hereby extended by GRANTOR or for another purpose involving the provision of similar services or benefits, GRANTEE hereby agrees that it will comply with the requirements of (a) Title VI of the Civil Rights Act of 1964 (P.L. No. 88-352), 42 U.S.C. §2000d et seq.; (b) Title IX of the Education Amendments of 1972 (P.L. No. 92-318), 20 U.S.C. §1681 et seq.; (c) §504 of the Rehabilitation Act of 1973 (P.L. No. 93-112), 29 U.S.C. §794 et seq.; and all requirements imposed by or pursuant to the Regulations (34 C.F.R. Parts 12, 100, 104 and 106) issued pursuant to the Act and now in

effect, to the end that, in accordance with said Acts and Regulations, no person in the UNITED STATES OF AMERICA shall, on the ground of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the program and plan referred to in condition subsequent number 1 above or under any other program or activity of the GRANTEE, its successors and assigns, to which such Acts and Regulations apply by reason of this conveyance.

7. The failure of GRANTOR to insist in any one or more instances upon complete performance of the conditions subsequent, terms, or covenants of this Deed shall not be construed as a waiver of, or a relinquishment of GRANTOR's right to the future performance of any of those conditions subsequent, terms and covenants and the GRANTEE's obligations with respect to such future performance shall continue in full force and effect.

8. In the event of a breach of any of the conditions subsequent or in the event of a breach of any other terms and covenants of this Deed, whether caused by the legal or other inability of GRANTEE, its successors and assigns, to perform any of the terms and conditions of this Deed, at the option of the UNITED STATES OF AMERICA, all right, title and interest in and to the Property shall, upon the recording by the UNITED STATES OF AMERICA of a Notice of Entry, pass to and become the property of the UNITED STATES OF AMERICA, which shall have an immediate right to entry thereon, and the GRANTEE, its successors and assigns, shall forfeit all right, title, and interest in

and to the Property and in and to any and all of the tenements, hereditaments, and appurtenances thereto.

9. In the event the GRANTOR fails to exercise its options to reenter the Property or to revert title thereto for any breach of conditions subsequent numbered 1, 2, 3, and 4 of Paragraph 6 of this Deed within 31 years from the date of this conveyance, conditions subsequent numbered 1, 2, 3, and 4 of said Paragraph 6, together with all rights to reenter and revert title for breach of those conditions, will, as of that date, terminate and be extinguished.

10. The expiration of conditions subsequent 1, 2, 3, and 4 of Paragraph 6 of this Deed and the right to reenter and revert title for breach thereof, will not affect the obligation of GRANTEE, its successors and assigns, with respect to condition subsequent 5 of Paragraph 6 or the right reserved to GRANTOR to reenter and revert title for breach of condition subsequent 5.

IV. COVENANTS

11. GRANTEE, by the acceptance of this Deed, covenants and agrees for itself, its successors and assigns, that in the event GRANTOR exercises its option to revert all right, title, and interest in and to the Property to GRANTOR, or GRANTEE voluntarily returns title to the Property in lieu of a reverter, the GRANTEE shall provide protection to and maintenance of the Property at all times until such time as the title to the Property or possession of the Property, whichever occurs later in time, is actually reverted or returned to and accepted by GRANTOR. Such protection and

maintenance shall, at a minimum, conform to the standards prescribed by the General Services Administration in Appendix A of the "GSA Customer Guide to Real Property Disposal" as referenced at 41 C.F.R. §102-75.965 and agreed to in GRANTEE's application.

12. GRANTEE, by the acceptance of this Deed, covenants that, at all times during the period that title to the Property is vested in GRANTEE, its transferees or assigns, subject to conditions subsequent 1, 2, 3, and 4 of Paragraph 6 of this Deed, it will comply with all provisions of the following: the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §4321 et seq., including the preparation of environmental impact statements, as required (See 42 U.S.C. §4332); the National Historic Preservation Act of 1966, 16 U.S.C. §470 et seq.; Executive Order No. 11988, 42 Fed. Reg. 26951 (May 24, 1977) as amended by Executive Order No. 12148, 44 Fed. Reg. 43239 (July 20, 1979), governing floodplain management; Executive Order No. 11990, 42 Fed. Reg. 26961 (May 24, 1977), as amended by Executive Order No. 12608, 52 Fed. Reg. 34617 (September 9, 1987), governing protection of wetlands; 41 C.F.R. §102-75.10 et seq.; and other appropriate guidelines, laws, regulations or executive orders, federal, state or local, pertaining to floodplains, wetlands or the future use of this Property.

13. GRANTEE, by acceptance of this Deed, covenants and agrees for itself, its successors and assigns, and every successor in interest to the Property herein conveyed or any part thereof that it will comply with the requirements of (A) Title VI of the Civil Rights Act of 1964 (P.L. No. 88-352), 42 U.S.C. §2000d et seq.; (B) Title IX of

the Education Amendments of 1972 (P.L. No. 92-318), 20 U.S.C. §1681 et seq.; (C) Section 504 of the Rehabilitation Act of 1973 (P.L. No. 93-112), 29 U.S.C. §794 et seq.; and all requirements imposed by or pursuant to the Regulations (34 C.F.R. Parts 12, 100, 104 and 106) issued pursuant to the Act and now in effect, to the end that, in accordance with said Acts and Regulations, no person in the UNITED STATES OF AMERICA shall, on the ground of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the program and plan referred to in condition subsequent number 1 of Paragraph 6 above or under any other program or activity of the GRANTEE, its successors and assigns, to which such Acts and Regulations apply by reason of this conveyance. This covenant shall attach to and run with the land for so long as the Property is used for a purpose for which Federal assistance is hereby extended by GRANTOR or for another purpose involving the provision of similar services or benefits, and shall in any event, and without regard to technical classifications or designation, legal or otherwise, be binding to the fullest extent permitted by law and equity, for the benefit of, in favor of and enforceable by GRANTOR against GRANTEE, its successors and assigns, for the Property, or any part thereof. In the event of a breach of this covenant by GRANTEE or by its successors or assigns, GRANTOR, may, in addition to any right or remedy set forth in this agreement, avail itself of any remedy authorized by the violated statute or regulation.

14. In the event title to the Property or any part thereof is reverted to the UNITED STATES OF AMERICA for noncompliance or is voluntarily reconveyed in lieu

of reverter, GRANTEE, its successors or assigns, shall at the option of GRANTOR, be responsible for and be required to reimburse the UNITED STATES OF AMERICA for the decreased value thereof that is not the result of reasonable wear and tear, an act of God, or alterations and conversions made by the GRANTEE and approved by the GRANTOR, to adapt the Property to the educational use for which the Property was transferred. GRANTEE shall, in addition thereto, reimburse GRANTOR for damage it may sustain as a result of such noncompliance, including but not limited to costs incurred to recover title to or possession of the Property.

15. GRANTEE may seek abrogation of the conditions subsequent 1, 2, 3, and 4 of Paragraph 6 of this Deed by:

- a. Obtaining the advance written consent of the GRANTOR; and
- b. Payment to the UNITED STATES OF AMERICA of a sum of money equal to the fair market value of the property to be released from the conditions subsequent as of the effective date of the abrogation:

(1) multiplied by the percentage Public Benefit Allowance granted at the time of conveyance,

(2) divided by 360, and

(3) multiplied by the number of months, or any portion thereof, of the remaining period of restrictions to be abrogated.

16. GRANTEE, by acceptance of this Deed, further covenants and agrees for itself, its successors and assigns, that in the event the Property or any part or interest thereof is at any time within the period of 30 years from the date of this conveyance

sold, leased or subleased, mortgaged, encumbered or otherwise transferred or disposed of or used for purposes other than those designated in condition subsequent 1 of Paragraph 6 above without the prior written consent of GRANTOR, all revenues therefrom and the reasonable value, as determined by GRANTOR, of any other benefits to GRANTEE deriving directly or indirectly from such sale, lease or sublease, mortgage, encumbrance, transfer, disposal or use, shall be considered to have been received and held in trust by GRANTEE for the UNITED STATES OF AMERICA and shall be subject to the direction and control of GRANTOR; but the provisions of this paragraph shall not impair or affect the rights reserved to GRANTOR under any other provision of this Deed.

17. GRANTEE, by the acceptance of this Deed, further covenants and agrees for itself, its successors and assigns, that at all times during the period that title to the Property is vested in GRANTEE subject to conditions subsequent 1, 2, 3, and 4 of Paragraph 6 of this Deed, GRANTEE shall at its sole cost and expense keep and maintain the Property and the improvements thereon, including all buildings, structures and equipment at any time situate upon the Property, in good order, condition and repair, and free from any waste whatsoever.

18. GRANTEE, by acceptance of this Deed, covenants that, upon the recording by the UNITED STATES OF AMERICA of a Notice of Entry pursuant to Paragraph 8 above, all right, title and interest in and to the Property shall pass to and become the property of the UNITED STATES OF AMERICA, which shall have an immediate right to enter thereon, and the GRANTEE, its successors and assigns, shall immediately and

quietly quit possession thereof and forfeit all right, title, and interest in and to the Property and in any and all of the tenements, hereditaments, and appurtenances thereunto belonging, conveying all right, title and interest conveyed to it in this Deed except for encumbrances authorized and approved by the GRANTOR in writing as provided in condition subsequent 2 of Paragraph 6 of this Deed.

19. GRANTEE shall protect GRANTOR's residual financial interest in the Property through insurance or other means. If the GRANTEE, its successors or assigns, shall cause the Property and/or any improvements thereon to be insured against loss, damage or destruction, or if the GRANTOR requires such insurance while the Property is subject to conditions subsequent 1, 2, 3, and 4 of Paragraph 6 of this Deed, and any such loss, damage or destruction shall occur during the period GRANTEE holds title to the Property subject to conditions subsequent 1, 2, 3, and 4 set forth in Paragraph 6 of this Deed, said insurance and all monies payable to GRANTEE, its successors or assigns, shall be held in trust by the GRANTEE, its successors or assigns, and shall be promptly used by GRANTEE for the purpose of repairing and restoring the Property to its former condition or replacing it with equivalent or more suitable facilities; or, if not so used, shall be paid over to the Treasurer of the UNITED STATES OF AMERICA in an amount equal to the unamortized Public Benefit Allowance of the Property multiplied by the current fair market value of the improvements lost, damaged or destroyed. If the Property is located in a floodplain, GRANTEE will, during the period it holds title subject to conditions subsequent 1, 2, 3, and 4 of Paragraph 6 of this Deed insure the Property and any machinery, equipment, fixtures, and furnishings contained therein against loss,

damage, or destruction from flood, to the maximum limit of coverage made available with respect to the Property under §102 of the Flood Disaster Protection Act of 1973, 42 U.S.C. §4012a. Proceeds of such insurance will be used as set forth above.

20. GRANTEE further covenants to pay damages for any time period held over beyond the time period stated in a demand to quit possession of the Property at the fair market rental value plus reasonable attorney's fees and costs of the GRANTOR in securing the return of the Property.

21. GRANTEE agrees on behalf of itself, its successors and assigns that it/they shall comply with all applicable Federal, state and local laws, regulations, and standards that are or may become applicable to GRANTEE's activities on the transferred Property.

22. NOTICES, DESCRIPTION, COVENANTS, AND ACCESS RIGHTS RELATED TO SECTION 120(h)(3) OF THE COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT ("CERCLA") (42 U.S.C. § 9620(h)(3)):

A. Property Covered by Notices, Description, Covenants, and Access Rights, Made Pursuant to Section 120(h)(3)(A) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)):

For the entirety of the Property (or as otherwise noted below), the United States provides the following notices, description, covenants, and retains the following access rights:

B. Notices Pursuant to Section 120(h)(3)(A)(i)(I) and (II) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(i)(I) and (II)):

Pursuant to section 120(h)(3)(A)(i)(I) and (II) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(i)(I) and (II)), available information regarding the type, quantity, and location of hazardous substances and the time at which such substances were stored, released, or disposed of, as defined in section 120(h), on the Property (releases only), Notice of Hazardous Substances Released, attached hereto and made a part hereof as Exhibit "B".

C. Description of Remedial Action Taken, if Any, Pursuant to Section 120(h)(3)(A)(i)(III) of Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(i)(III)):

Pursuant to Section 120(h)(3)(A)(i)(III) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(i)(III)), remedial action as described below was taken on the Property.

1. The oil interceptor associated with Facility 1040 was removed. Based on sampling results, there was no indication of a release from the oil interceptor.
2. The storm drain site (AOC SD-2) on the Property was investigated and found to require no additional remedial action.

D. Covenants Pursuant to Section 120(h)(3)(A)(ii) and (B) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(ii) and (B)):

Pursuant to Section 120(h)(3)(A)(ii) and (B) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(ii) and (B)), the United States warrants that:

1. all remedial action necessary to protect human health and the environment with respect to any hazardous substance identified pursuant to Section 120(h)(3)(A)(i)(I) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 remaining on the Property has been taken before the date of this Deed, and
2. any additional remedial action found to be necessary after the date of this Deed shall be conducted by the United States.

E. Access Rights Pursuant to Section 120(h)(3)(A)(iii) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 U.S.C. § 9620(h)(3)(A)(iii)):

1. The United States retains and reserves a perpetual and assignable easement and right of access on, over, and through the Property, to enter upon the Property in any case in which a remedial action or corrective action is found to be necessary on the part of the United States, without regard to whether such remedial action or correction action is on the Property or on adjoining or nearby lands. Such easement and right of access includes, without limitation, the right to perform any environmental investigation, survey, monitoring, sampling, testing, drilling, boring, coring, test pitting, installing

monitoring or pumping wells or other treatment facilities, response action, corrective action, or any other action necessary for the United States to meet its responsibilities under applicable laws and as provided for in this instrument. Such easement and right of access shall be binding on the GRANTEE and its successors and assigns and shall run with the land.

2. In exercising such easement and right of access, the United States shall provide the GRANTEE or its successors or assigns, as the case may be, with reasonable notice of its intent to enter upon the Property and exercise its rights under this clause, which notice may be severely curtailed or even eliminated in emergency situations. The United States shall use reasonable means to avoid and to minimize interference with the GRANTEE's work and the GRANTEE's successors' and assigns' quiet enjoyment of the Property. At the completion of work, the work site shall be reasonably restored. Such easement and right of access includes the right to obtain and use utility services, including water, gas, electricity, sewer, and communications services available on the Property at a reasonable charge to the United States. Excluding the reasonable charges for such utility services, no fee, charge, or compensation will be due the GRANTEE, nor its successors and assigns, for the exercise of the easement and right of access hereby retained and reserved by the United States.

3. In exercising such easement and right of access, neither the GRANTEE nor its successors and assigns, as the case may be, shall have any claim at law or equity against the United States or any officer or employee of the United States based on

actions taken by the United States or its officers, employees, agents, contractors of any tier, or servants pursuant to and in accordance with this clause. Provided, however, that nothing in this paragraph shall be considered as a waiver by the GRANTEE and its successors and assigns of any remedy available to them under the Federal Tort Claims Act.

23. UNDERGROUND STORAGE TANKS/ABOVE GROUND STORAGE TANKS (UST/AST): There are no USTs remaining on the Property. There is one (1) empty AST remaining on the Property (i.e., a generator tank used for JP-8, with a capacity of 128 gallons, northeast of facility 1004). This AST was emptied and cleaned in 2011. The GRANTEE covenants and agrees to assume full responsibility and liability for any releases associated with the remaining AST after the date of this Deed as a condition of receiving this tank in lieu of its removal.

24. ASBESTOS CONTAINING MATERIAL: The GRANTEE is warned that the Property may contain current and former improvements, such as buildings, facilities, equipment, and pipelines, above and below the ground that may contain ACM. The GRANTEE covenants and agrees that in its use and occupancy of the Property, it will comply with all applicable federal, state, and local laws relating to asbestos. The GRANTEE is cautioned to use due care during property development activities that may uncover pipelines or other buried ACM. The GRANTEE covenants and agrees that it will notify the United States promptly of any potentially friable ACM that constitutes a release (or potential release) under CERCLA. The United States' responsibility under this Deed for friable ACM is limited to friable ACM in demolition debris associated with past Air Force

activities and is limited to the actions, if any, to be taken in accordance with the covenants contained in paragraph 22 of this Deed. The GRANTEE is warned that the United States will not be responsible for removing or responding to ACM in or on utility pipelines. The GRANTEE acknowledges that the United States assumes no liability for property damages or damages for personal injury, illness, disability, or death to the GRANTEE, or to any other person, including members of the general public, arising from or incident to the purchase, transportation, removal, handling, use, disposition, or other activity causing or leading to contact of any kind whatsoever with asbestos on the Property, whether the GRANTEE has properly warned, or failed to properly warn, the persons injured.

25. GENERAL LEAD-BASED PAINT AND LEAD-BASED PAINT-CONTAINING MATERIALS AND DEBRIS (COLLECTIVELY "LBP"): Lead-based paint was commonly used prior to 1978 and may be located on the Property. The GRANTEE is advised to exercise caution during any use of the Property that may result in exposure to LBP.

The GRANTEE covenants and agrees that in its use and occupancy of the Property, the GRANTEE is solely responsible for managing LBP, including LBP in soils, in accordance with all applicable federal, state, and local laws and regulations. The GRANTEE acknowledges that the United States assumes no liability for property damages or damages for personal injury, illness, disability, or death to the GRANTEE, or to any other person, including members of the general public, arising from or incident to the purchase, transportation, removal, handling, use, contact, disposition, or other activity involving LBP on the Property, whether the GRANTEE has properly warned, or failed to properly warn, the persons injured. The GRANTEE further agrees to notify the United

States promptly of any discovery of LBP in soils that appears to be the result of United States' activities and that is found at concentrations that may require remediation. The United States hereby reserves the right, in its sole discretion, to undertake an investigation and conduct any remedial action that it determines is necessary.

26. LIMITATION ON WARRANTY. The warranty set forth in subparagraph 22.D. above is limited to response actions found to be necessary to protect human health and the environment from hazardous substances, pollutants or contaminants existing at the Property on the date this Deed is accepted. The obligation of the United States under such warranty does not extend to response actions required as a result of an act or omission of the GRANTEE, which act or omission (1) introduces new or additional contamination, or (2) increases the cost of the required response action by its failure to provide timely notice of encountering contamination or by its improper management of any contamination or contaminated soil or water existing at the Property on the date this Deed is accepted from the United States.

27. STATE ACCESS TO PROPERTY. The easement and right of access reserved to the United States in subparagraph 22.E. above may be exercised by agencies of the United States, including, but not necessarily limited to the Air Force and the U.S. EPA. Furthermore, because the easement and right of access reserved to the United States is assignable, the United States hereby assigns its easement and access right to environmental regulatory agencies of the State of California (State). The Air Force will extend to such State regulatory agencies, as necessary, the right to use the easement and access reserved in subparagraph 22.E. above. This grant of easement and right of

access to the Property is for purposes of effectuating the warranty in subparagraph 22.D. and shall be consistent with the Installation Restoration Program (“IRP”) of the Air Force.

28. HISTORIC PROPERTY. Facilities 1001, 1003, 1004, 10031 and 10032, depicted in Exhibit “C” are either wholly or partially located on the Property and were deemed eligible for listing on the National Register of Historic Places. A Memorandum of Agreement (MOA), effective August 2011, between the U.S. Air Force, the Department of Veterans Affairs (DVA), the California State Historic Preservation Officer (SHPO), and the City of Sunnyvale (concurring party) was developed to document acceptable mitigations should these facilities be demolished and the Property redeveloped. The GRANTEE acknowledges receipt of a copy of this MOA and agrees to comply with, and/or cooperate with the Air Force and DVA in complying with, its terms and conditions.

29. WASTEWATER. The Property is served by underground sanitary sewer piping connected to a publicly-operated or owned sanitary sewer system. After the date of this Deed the GRANTEE assumes ownership and responsibility for all underground piping and shall submit any required applications for discharges to the sanitary sewer system and for meeting all applicable discharge permit standards.

30. PESTICIDES. Registered pesticides have been applied to the Property and may continue to be present thereon. Where a pesticide was applied by the Air Force or at the Air Force’s direction, to the best of the Air Force’s knowledge, the pesticide was applied in accordance with its intended purpose and consistent with the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA – 7 U.S.C. §136, et seq.) and other applicable laws. If the GRANTEE takes any action with regard to the Property, including

demolition of structures or any disturbance or removal of soil, and such acts or omissions cause a release of, threatened release of, or create exposure to, any such pesticide, GRANTEE assumes all resulting responsibility and liability therefor, as may be required under applicable law.

31. All covenants, conditions subsequent and restrictions contained in this Deed shall run with the land and be binding upon GRANTEE, its successors and assigns, to all or any part of the Property. All rights and powers reserved to GRANTOR by the Deed may be exercised by any successor in function to GRANTOR, and all references to GRANTOR shall include its successor in function. All covenants and conditions subsequent contained herein are for the sole benefit of GRANTOR and may be modified or abrogated by it as provided in the Act

VIII. SIGNATURES

TO INDICATE THEIR AGREEMENT to the provisions contained in this agreement, GRANTOR and GRANTEE have executed this document as of the date and year first above written.

UNITED STATES OF AMERICA OF AMERICA
Acting by and through the
Secretary of Education

GRANTOR:

By: _____
Wanda A. Davis, Director
Federal Real Property Division
Office of Management
U.S. Department of Education

GRANTOR ACKNOWLEDGMENT

DISTRICT OF COLUMBIA)
)
)

On this _____ day of January, 2013, personally appeared before me, a Notary Public in and for the District of Columbia, Wanda A. Davis, Director, Federal Real Property Division in the Office of Management, U.S. Department of Education, acting for the UNITED STATES OF AMERICA and the Secretary of Education, known to me to be the same person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same on the date hereof as her free and voluntary act and deed for the purposes and consideration therein expressed and with full authority and as the act and deed of the UNITED STATES OF AMERICA and the Secretary of Education.

IN WITNESS WHEREOF, I have set my hand and seal at the District of Columbia on the day and year first above written.

Notary Public
My Commission Expires: _____

GRANTEE ACCEPTANCE

The GRANTEE hereby accepts this Quitclaim Deed and accepts and agrees to all the terms, covenants, conditions subsequent, and restrictions contained therein.

GRANTEE:

By: _____

Linda M. Thor
Chancellor
Foothill-De Anza Community College
District

GRANTEE ACKNOWLEDGMENT

COUNTY OF SANTA CLARA)
)
STATE OF CALIFORNIA)

On this ____ day of January, 2013, personally appeared before me, a Notary Public in and for the State of California, Linda M. Thor, Chancellor, to me known to be the same person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same on the date hereof as her free and voluntary act and deed for the purposes and consideration therein expressed and with full authority and as the act and deed of Foothill-De Anza Community College District's Board of Trustees.

IN WITNESS WHEREOF, I have set my hand and seal on the day and year first above written.

Notary Public
My Commission Expires: _____

Exhibit “A”

Property Plat Map

to

Quitclaim Deed

To Foothill-De Anza Community College District dated January xx, 2013

ORIGINAL

TOWNSHIP 6 SOUTH, RANGE 2 WEST, OF THE MOUNT DIABLO MERIDIAN, CALIFORNIA.
SUPPLEMENTAL PLAT

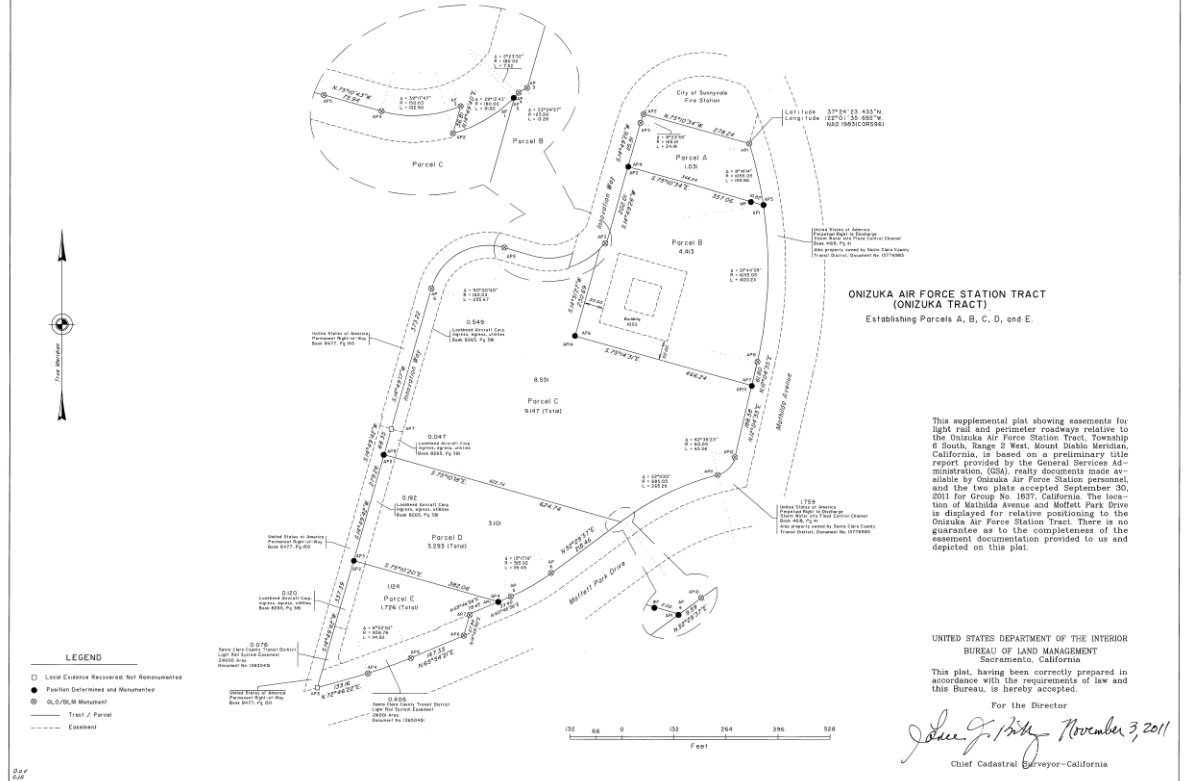


Exhibit “B”

Notice of Hazardous Substances Released

to

Quitclaim Deed

To Foothill-De Anza Community College District dated January xx, 2013

NOTICE OF HAZARDOUS SUBSTANCES RELEASED

This notice provides a list of hazardous substances that are known to have been released on Onizuka AFS, and the dates the releases took place. The information contained in this notice is required under the authority of regulations promulgated under section 120(h) of the Comprehensive Environmental Response, Liability, and Compensation Act (CERCLA) or "Superfund") 42 U.S.C section 9620(h). Based on sample analysis and investigations at these sites, it was determined that contaminant concentrations were below action levels and no response action occurred.

Substance	Regulatory Synonyms	CASRN	Quantity	Date	EPA Hazardous Waste Codes	Response	Remarks
Barium	NA	54-26-21	Unknown	NA	NA	No	Identified in sampling of storm water in Manhole-C (likely from rodent poison in storm drains as Onizuka AFS never used barium)
Filter backwash containing suspended solids and water treatment chemicals	Potassium Hydroxide	1310-25-3	Estimated at 2250 gallons per day	1979 to 1982	NA	No	AOC SD-1 (Storm drain at Facility 1007, Cooling Tower Filter Backwash) NFA DD 2/17/1989. The products used in the cooling tower water were Betz Entec 179, Betz Entec 349, and Betz Entec 367.
	Phosphonic acid	2809-21-4			NA		
	1-H-benzotriazole, methyl	29385-43-1			NA		
	Dodecyguanidine Hydrochloride	6317-18-6			NA		
	Methylene bis(thidcyanate)	13590-97-1			NA		
	Isopropyl alcohol	67-63-0			NA		
	Bromo-3-chloro-5, 5-dimethylhydantoin	16079-88-2			NA		

Substance	Regulatory Synonym(s)	CASRN	Quantity	Date	EPA Hazardous Waste Codes	Response	Remarks
Washwater from antenna maintenance containing an alkaline detergent-based aircraft cleaning compound	Sodium Metasilicate	6834-92-0	20 gallons per year	1976 to 1995	NA	No	AOC SD-2 (Storm Drain near Facility 1005) NFA DD 2/17/1989
	Sodium Tripolyphosphate	7758-29-4			NA		
	Ethylene Glycol Monobutyl Ether	111-76-2			NA		

Notes: For AOC SD-1, STABREX ST20 was the product used to determine constituents of water treatment chemicals.
For AOC SD-2, Aircraft Cleaner II was the product used to determine constituents of antenna wash detergent.

AFS = Air Force Station

AOC = Area of Concern

AST = aboveground storage tank

CASRN = Chemical Abstract Registry Number

DD = Decision Document

JP-5 = jet propulsion jet fuel, grade 5 kg = kilogram

lbs = pounds

NA = not applicable

NFA = No Further Action

UST = underground storage tank

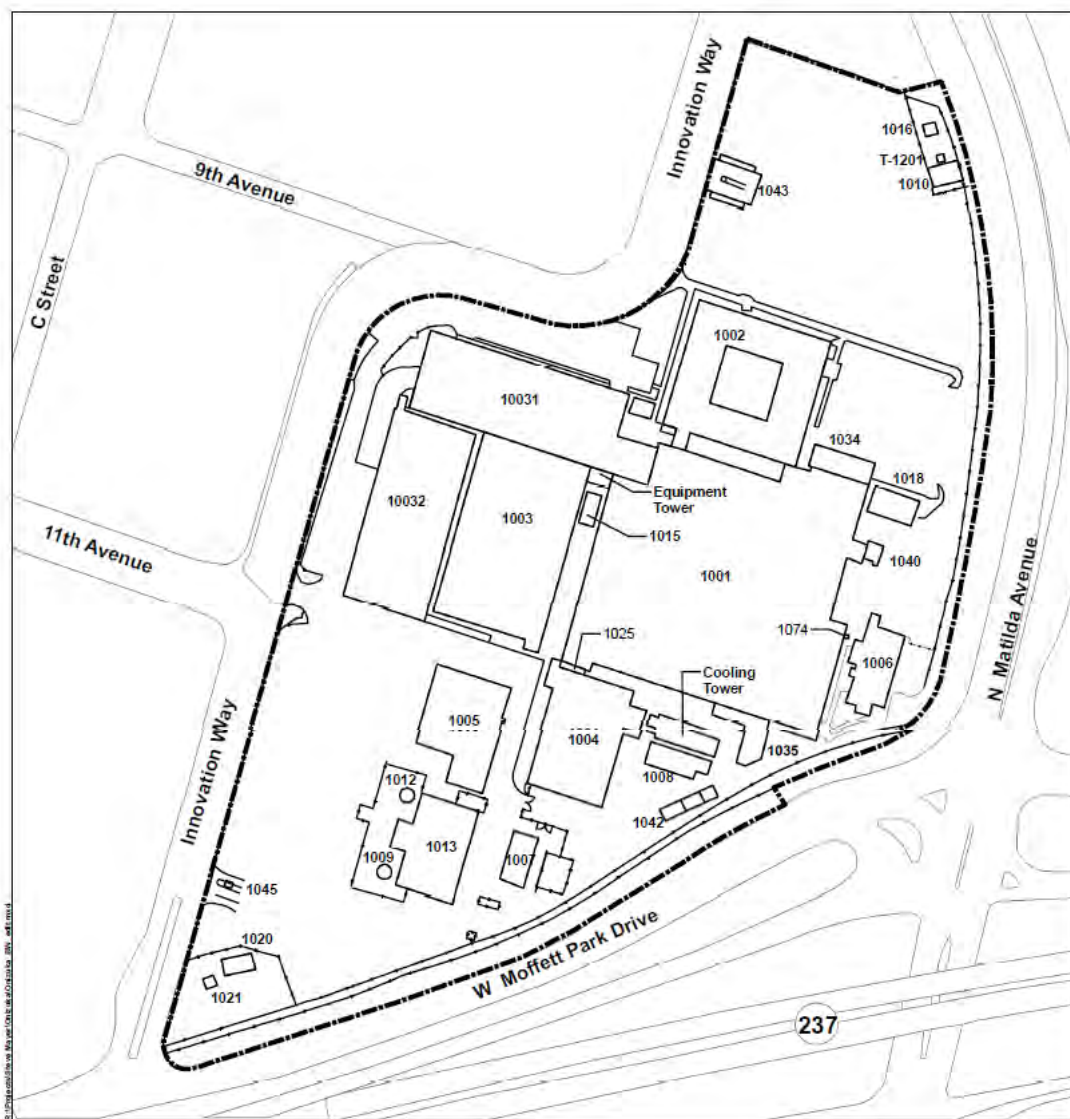
Exhibit “C”

Facilities Map

to

Quitclaim Deed

To Foothill-De Anza Community College District dated January xx, 2013



Explanation

----- Installation Boundary

Onizuka
Air Force Station



Figure 2

FOST, Onizuka AFS
Attachment 1



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	MEASURE E CONSENT
Subject	16. Measure E Consent
Access	Public
Type	Action (Consent)
Recommended Action	Charles Allen, Executive Director of Facilities, Operations, and Construction Management; Tom Armstrong, Director, Bond Program Management, De Anza College; Art Heinrich, Director, Bond Program Management, Foothill College; and Gina Bailey, Acting Director, Purchasing Services, recommend that Measure E consent item A) be ratified by the Board of Trustees.

Public Content

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College
Is backup provided?	Yes

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	--Foothill College Measure E Consent
Subject	A) Cody Anderson Wasney Architects, Inc. - Revision #8 to Standard Agreement - District Office Building Renovation - \$23,540
Access	Public
Type	Action (Consent)
Recommended Action	Ratification

Public Content**Background and Analysis:**

Title: Revision #8 to Standard Agreement
Vendor: Cody Anderson Wasney Architects, Inc.
Agreement Date: February 1, 2010
Campus: Foothill College
Project Number: 420
Project Name: District Office Building Renovation
Amount: \$23,540.00
For:

Additional architectural services for design revisions to the administrative office area, including creation of a conference room, as requested by the District.

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College
Is backup provided?	Yes

[A. ME Consent Cody Anderson Wasney Architects.pdf \(35 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Revision #8 to Standard Agreement (PO # ME 101042)

Revision #8 to Standard Agreement (PO# ME101042) dated February 1, 2010 between Foothill-De Anza Community College District and Cody Anderson Wasney Architect for Measure E Project #420 District Office Building Renovation.

REVISION DATE: 1/11/2013

SCOPE OF WORK:

This revision covers Cody Anderson Wasney Architect's additional fees and material costs to provide additional design, bidding, construction administration and closeout services for the revisions to the Chancellor's Suite for the District Office Building Renovation Project.

COMPENSATION:

Original Contract value including previous approved Revision(s): \$ 491,137.70

Net change in contract value due to this Revision(s): \$ 23,540.00

New contract value including this Revision and Reimbursables: \$ 514,677.70

SCHEDULE:

Revised Contract Completion Date: 12/30/2014

All other contract terms to remain in place per the standard form of agreement listed above.

Amendment agreed to by:

OWNER

Signature

Charles Allen
Director of Facilities, Operations, and Construction Management
Foothill-DeAnza Community College District

CONSULTANT



Signature

Montgomery Anderson, AIA
Principal
Cody Anderson Wasney Architects, Inc.



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	MEASURE C CONSENT
Subject	17. Measure C Consent
Access	Public
Type	Action (Consent)
Recommended Action	Charles Allen, Executive Director of Facilities, Operations, and Construction Management; Tom Armstrong, Director, Bond Program Management, De Anza College; Art Heinrich, Director, Bond Program Management, Foothill College; and Gina Bailey, Acting Director, Purchasing Services, recommend ratification/approval of Measure C consent items A - K.

Public Content

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College Gina Bailey, Acting Director, Purchasing Services
Is backup provided?	Yes

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	--De Anza College Measure C Consent
Subject	A) Noll & Tam Architects - Revision #2 to Project Authorization Amendment #5B to Master Agreement - ATC - \$23,925
Access	Public
Type	Action (Consent)
Recommended Action	Approval

Public Content

Background and Analysis:

Title: Revision 2 to PAA 58 to Master Agreement
Vendor: Noll & Tam Architects
Agreement Date: December 06, 2007
Campus: De Anza College
Project Number: 245
Project Name: ATC
Amount: \$23,925
For:

Basis of Additional Professional Services: Professional fees were based on programmatic changes requiring the reassignment of a number of programs to different computer labs than those planned and incorporated into the basis for the electrical and telecom design. Revisions are required to the quantity and location of floor boxes on the third floor and in the second floor Lab 203. The number and spacing of new power/data floor boxes requires review by DSA for structural impacts. Bodine ballasts are to be omitted from the project due to maintenance considerations and all emergency lighting fixtures to be "bug eye" type.

Funding for this revision is included in the current Project budget.

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College Gina Bailey, Acting Director, Purchasing Services
Is backup provided?	Yes

[A. MC Consent Noll and Tam.pdf \(123 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

REVISION # 2 to PAA-5B between Noll & Tam and FHDA dated 2/4/2013

SCOPE OF WORK:

This negotiated agreement establishes total compensation for all additional design related services for project 1475-245 noted below.

Revision 1:

- 1) The College has reassigned a number of programs to different computer labs than those planned as the basis for the electrical and telecom design. Revisions will be required to the number and location of floor boxes on the third floor and in the second floor Lab 203. The number and spacing of new power/data floor boxes requires review by DSA for structural impacts.
- 2) Changes in the capacity of individual computer labs may require changes to classroom exit hardware. Possible modifications to exit pathways within the classrooms will require DSA review for Life Safety and Access Compliance. In addition, the cumulative occupancy of the third floor will need to be confirmed and reviewed by DSA.
- 3) Telecom revisions include:
Add and relocate new floor boxes for third floor classrooms, student success center, and new programs on first floor; Revise room 203 floor box layout to accommodate new furniture design; In the case of increased floor box density, recalculate cable counts and redistribute cable to appropriate IDF's if necessary; Research larger floor box options for high density computer locations; Coordinate with electrical to create new floor box faceplate details for new high-density floor box if necessary; Coordinate with structural/architectural to ensure new floor box layout maintains minimum spacing per DSA.
- 4) Mechanical and electrical revisions include:
Re-circuiting and adding more circuits; Recalculate loads at each affected electrical panel; Panel schedules revising; Recalculating mechanical loads and minor mechanical plan revision; Note the fee is under the assumption that there will be no tall furniture (in excess of 5 ft)
- 5) Revisions to Emergency Light Fixtures
Bodine ballasts are to be omitted from the project due to maintenance considerations. All emergency lighting fixtures to be "bug eye" type. Drawing modifications to include revisions to the electrical lighting plans, architectural ceiling plans and fixture selection.
- 6) The Construction Documents are complete and have been approved by DSA for review. Revisions will be issued in the form of a Bulletin/CCD for DSA.

7) <u>Original contract value:</u>	\$ 949,908
New change in contract value from previous revisions	\$ 949,908
Contract value prior to this revision:	\$ 980,599
Net change in contract value due to this revision:	\$ 23,925
New contract value including this revision:	\$1,004,524

SCHEDULE:

Completion date can be extended, at no additional cost, by mutual agreement for up to two additional six month periods.

Revision agreed to by:

OWNER

Signature

Charles Allen
Executive Director of Facilities, Operations, and Construction Management
Foothill-De Anza Community College District

DESIGN PROFESSIONAL

Noll and Tam

By: _____
Chris Noll, Vice-President

De Anza College
(N&T Project No. 02913)
January 4, 2013

PROFESSIONAL FEE SUMMARY - ADDITIONAL SERVICES

Revisions to Coordinate with Changes to Classroom Assignments	Total Fee
1. Architectural	\$7,530
2. Thornton Tomasetti - Structural Engineer	\$1,760
3. ATCE - Electrical and Mechanical	\$1,980
4. Charles Salter Associates - Telecom and A/V	\$6,270
TOTAL - To be billed on a Time & Materials basis NTE	\$17,540

Basis of Proposal

1. The College has reassigned a number of programs to different computer labs than those planned as the basis for the electrical and telecom design. Revisions will be required to the number and location of floorboxes on the third floor and in the second floor Lab 203. The number and spacing of new power/data floorboxes requires review by DSA for structural impacts.
2. Changes in the capacity of individual computer labs may require changes to classroom exit hardware. Possible modifications to exit pathways within the classrooms will require DSA review for Life Safety and Access Compliance. In addition, the cumulative occupancy of the third floor will need to be confirmed and reviewed by DSA.
3. Telecom revisions include:
 - Add and relocate new floor boxes for third floor classrooms, student success center, and new programs on first floor.
 - Revise room 203 floor box layout to accommodate new furniture design.
 - In the case of increased floor box density, recalculate cable counts and redistribute cable to appropriate IDF's if necessary.
 - Research larger floor box options for high density computer locations.
 - Coordinate with electrical to create new floor box faceplate details for new high-density floor box if necessary.
 - Coordinate with structural/architectural to ensure new floor box layout maintains minimum spacing per DSA.
4. Mechanical and electrical revisions include:
 - Re-circuiting and adding more circuits.
 - Recalculate loads at each affected electrical panel.
 - Panel schedules revising.
 - Recalculating mechanical loads and minor mechanical plan revision.
 - Note that this fee is under the assumption that there will be no tall furniture (in excess of 5 ft)
5. The Construction Documents are complete and have been approved by DSA for review. Revisions will be issued in the form of a Bulletin/CCD for DSA review.

De Anza College
(N&T Project No. 02913)
January 15, 2013

PROFESSIONAL FEE SUMMARY - ADDITIONAL SERVICES

Revisions to Emergency Light Fixtures	Total Fee
1. Architectural	\$1,435
2. ATCE - Electrical	\$4,950
TOTAL - To be billed on a Time & Materials basis NTE	\$6,385

Basis of Proposal

1. The District has requested that Bodine ballasts not be used for the ATC project due to maintenance considerations. All emergency lighting fixtures to be "bug eye" type. Drawing modifications include revisions to the electrical lighting plans, architectural ceiling plans, and fixture selection.
2. The Construction Documents are complete and have been approved by DSA for review. Revisions will be issued in the form of a Bulletin/CCD for DSA review.



100 Montgomery Street, Suite 715
San Francisco, CA 94104

MAIN 415 403 3000 FAX 415 788 6040

January 10, 2013

Merideth Marschak
Noll & Tam Architects
729 Heinz Ave, #7
Berkeley, CA 94710

Regarding: De Anza College - Advanced Technology Center – Emergency Lighting Revision per District's requirements.
Cupertino, CA

Dear Merideth:

We are requesting additional fee for Electrical works related to the additional scope of work to revise Electrical drawings. The following is the summary for the scope of work.

- I. Revise Electrical drawings to incorporate emergency lighting revision per district's requirements.

Design fee shall be **\$ 4,500**

The additional fee we are requesting is a fixed amount. All terms of the base proposal and our base contract with Noll & Tam Architects will apply to this additional service. Please sign and return one copy for our records. If you have any question, please do not hesitate to call my direct line at 415.403.3092.

Very truly yours,
ALFATECH

TG Davallou
Partner
Cc: James Pestano, Audie Pires

Agreed And Accepted:
Noll & Tam Architects

Name

Title

Date





Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	--De Anza College Measure C Consent
Subject	B) OC Jones & Sons Inc. - Change Order #7 (Final) - Stadium and Track - \$79,979
Access	Public
Type	Action (Consent)
Recommended Action	Ratification

Public Content

Background and Analysis:

Title: Prime Contract Change Order# 07 - Final
Vendor: OC Jones & Sons Inc.
Agreement Date: February 15, 2012
Campus: De Anza College
Project Number: 206
Project Name: Stadium and Track
Amount: \$79,979
For:

Prime Contract Change Order #07- This is the Final Change Order for this project. It revises the original contract sum between the District and OC Jones & Sons, Inc. for the following changes:

Adding mullions and hardware modifications at the ornamental entry gates, the addition of structural fill material for electrical substructure to address adjacencies with the G building footing, additional work required to mitigate utility system overlaps, revised locations of public address system components in the press box, and post foundation modifications associated with the relocation of chain link fence at the NW corner of the stadium perimeter. This change also includes a settlement of project time extensions and resolves contractor claims to extended general conditions along with owner claims to liquidated damages.

The total Change Orders to date represent 9.10% against the original contract amount.
Funding for this change is available within the current budget.

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College Gina Bailey, Acting Director, Purchasing Services
Is backup provided?	Yes

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.



Prime Contract Change Order

Detailed, Based on Unit Prices, Architect - De Anza
(WITH DSA Number)

206 Stadium and Track
De Anza College
21250 Stevens Creek Blvd.
Cupertino, CA 95014

Project # 206
Tel: 408-864-5888 Fax: 408-864-5745

Gilbane/MAAS

Date: 1/15/2013
To Contractor:
OC Jones & Sons Inc.
1520 Fourth St.
Berkeley, CA 94710

DSA Number
Project # 206
Contract Date: 2/15/2012
Contract Number: MC120797
Change Order Number: 007

The Contract is hereby revised by the following items:

Revised substantial completion date is 2/15/13. Installation of Ornamental Fences and Gates is excluded from the requirement of this substantial completion date, but all costs associated with said Fences and Gates is included in this Final Change Order

PCO	Description	Amount
017	Add four (4) mullions at ornamental entry gates and upgrade hardware from 2200EO to district standard Von Duprin - ADDC	\$13,487
019	Upsizing 12 Gate Posts at Perimeter Chain Link Fence- ADDC	\$1,061
059	Additional AC sawcutting along PE 6 and Entry Plaza to accomodate waterline and retaining wall adjacencies - ADDC	\$3,683
061	Bulletin #8 Perf Subdrain Alignment in Artificial Turf Area - ADDC	\$5,829
068	Slurry Backfill in lieu of Native as Structural Support in Electrical Trench Along G Bulding Footing - ADDC	\$13,400
073	Extra Demo at Drinking Fountain due to unknown feeder pipe configuration - FC	\$516
075	RFI 70 - Relocate Storm Drain at Light Base Conflict Due to overlap of storm and electrical systems - ADDC	\$1,741
079	Bulletin #30 - Added Handrail at Bleacher Approach Ramp - ADDC	\$3,993
082	Add 2" Conduits in press box for running conductor to revised PA system location - OD	\$2,686
089	RFI 59 - Added Stair Footings at planter on south end of stairs at NE Entry Plaza - ADDC	\$5,446
092	Overexcavate for Fence Posts casued by large obstructions in subgrade - FC	\$7,111
093	Bulletin 019 - Modify Track Curb to accommodate netting posts - FC	\$1,212
095	Bulletin 009 - Costs to remob and re-dig retaining wall footing at South West end of the project that conflicts with a storm drain - ADDC	\$1,341
096	Bulletin 17 - Added Spread Footings and rework associated with relocation of Chain link fence at NW corner of the stadium perimeter - ADDC	\$6,333
098	Bulltetin #26 Modifications of support between ornamental gates and chainlink fence - ADDC	\$103
099	RFI 95 - Added 50 A Receptacle at PB9 - ADDC	\$3,037
100	Final Project Change Order, resolution of substantial completion date and time extension claims. Amount agreed to as an equitable settlement of all claims by Contractor including extended General Conditions and all Owner claims to Liquidated Damages.	\$9,000

The original Contract Value was.....	\$5,394,000
Sum of changes by prior Prime Contract Change Orders.....	\$411,036
The Contract Value prior to this Prime Contract Change Order was.....	\$5,805,036
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$79,979
The new Contract Value including this Prime Contract Change Order will be.....	\$5,885,015
The Contract duration will be changed by.....	128 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....	2/15/2013

The Contract documents are hereby amended to include the additional work described above. The contractor will furnish all labor, material and supervision to complete the work above. The contractor agrees to release the Owner from all additional costs, cost overruns, delay damages, whether known or unknown that arise out of this change order.

PCCOs
Detailed, Based on Unit Prices, Architect - De Anza (WITH
DSA Number)

Verde Design, Inc.

ARCHITECT
2455 The Alameda
Suite 200

Address
By Dennis Bethke

SIGNATURE _____
DATE _____

OC Jones & Sons Inc.

CONTRACTOR
1520 Fourth St.
Berkeley, CA 94710

Address
By Pete Benson

SIGNATURE _____
DATE _____

Foothill-De Anza Community College District

OWNER
12345 El Monte Road
Los Altos Hills, CA 94022

Address
By Charles Allen

SIGNATURE _____
DATE _____

College Approval
By Letha Jeanpierre

Signature _____
DATE _____



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	--De Anza College Measure C Consent
Subject	C) Stagecraft Industries, Inc. - Change Order #1 (Final Change Order) - Alterations to VPAC Hoist - \$2,500
Access	Public
Type	Action (Consent)
Recommended Action	Ratification

Public Content

Background and Analysis:

Title: Prime Contract Change Order #01 - Final Change Order

Vendor: Stagecraft Industries, Inc.

Agreement Date: September 19, 2011

Campus: De Anza College

Project Number: 701

Project Name: ALTERATIONS TO VPAC HOIST

Amount: \$2,500

For:

Prime Contract Change Order #01 revises the original contract sum between the District and Stagecraft Industries, Inc. for the following change:

Switch the locations of the existing mid-stage traveler with the mid-stage general purpose pipe in pursuant to the end users request. The change request adjusted the construction completion date for 2 days.

Prime Contract Change Order #01 is the only change order for the project. This change order is the final change and closes the project.

Funding for this project is available within the current project budget. All changes to date are equal to 1. 7% above the original construction contract amount. The funding for this change is within the current budget.

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College Gina Bailey, Acting Director, Purchasing Services
Is backup provided?	Yes

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.



Prime Contract Change Order

701-Alterations to VPAC Hoists

De Anza College
21250 Stevens Creek Blvd.
Cupertino, CA 95014

Project #1360-701

Tel: 408-864-5888
Fax: 408-864-5745

Gilbane/MAAS**Date:** 11/5/2012**To Contractor:**

Stagecraft Industries, Inc.
5051 N. Lagoon Ave.
Portland, OR 97217

Project #

1360-701

Contract Date:

11/5/2012

Contract Number

MC120518

Change Order Number:

1

The Contract is hereby revised by the following items:

Alterations to VPAC Hoists**DSA#** 01-111703

PCO	Description	Amount
2	Switch the locations of the existing mid-stage traveler with the mid-stage general purpose pipe - Owner Directive Change	\$ 2,500.00

The original Contract Value was	\$	143,400.00
Sum of changes by prior Prime Contract Change Orders	\$	-
The Contract Value prior to this Prime Contract Change order was	\$	143,400.00
The Contract Value will be changed by this Prime Contract Change Order in the amount of	\$	2,500.00
The new Contract Value including this Prime Contract Change Order will be	\$	145,900.00
The Contract duration will be changed by		(-2 Days)
The revised Substantial Completion date as of this Contract Change Order is		9/19/2012

The Contract documents are hereby amended to include the additional work described above. The contractor will furnish all labor, material and supervision to complete the work above. The contractor agrees to release the Owner from all additional costs, cost overruns, delay damages, whether known or unknown that arise out of this change order.

DES Architects + Engineers

ARCHITECT
399 Bradford Street
Redwood City, CA 94063

By Tracy A. Wong
SIGNATURE Tracy A. Wong
DATE 11/8/12

Stagecraft Industries, Inc.

CONTRACTOR
5051 N. Lagoon Ave.
Portland, OR 97217

By Gus Stewart
SIGNATURE [Signature]
DATE 11/7/2012

Foothill-De Anza Community College

OWNER
12345 El Monte Road
Los Altos Hills, CA 94022

By Charles Allen
SIGNATURE
DATE

COLLEGE APPROVAL

By
SIGNATURE
DATE



DEPARTMENT OF THE AIR FORCE
AIR FORCE CIVIL ENGINEER CENTER

1.1

AFCEC/CIBW
3411 Olson Street
McClellan, CA 95652-1003

DEC 12 2012

U. S. Department of Education
Federal Real Property Assistance Program
Attn: Ms. Barbara L. Shawyer
400 Maryland Avenue, SW, Room 2E115
Washington, DC 20202

Dear Ms. Shawyer:

The United States Department of Education (DoED) requested Assignment from the Department of the Air Force (Air Force) of Parcel C, approximately 9.147 acres and approximately 550,000 SF of improvements, at the former Onizuka Air Force Station (AFS), in Sunnyvale, California (CA) for transfer to Foothill-De Anza Community College District (FHDA) for educational purposes as a DoED-sponsored Public Benefit Conveyance (PBC). The referenced parcel and improvements taken together constitute the "Property."

Accordingly, pursuant to the authority vested in the Secretary of the Air Force, acting under and pursuant to the Federal Property Administrative Services Act of 1949 (FPASA), as amended, the delegation of authority to the Secretary of Defense from the Administrator of the General Services Administration effective October 1, 2012, and pursuant to Title XXIX of the Defense Base Closure and Realignment Act of 1990, as amended, as well as in line with the Air Force's Disposal and Reuse Supplemental Finding of No Significant Impact (SFONSI) for Onizuka AFS, signed 11 May 2012 (Attachment 1), I hereby assign the above described Property to the Secretary of the Department of Education for disposal to FHDA in accordance with the provisions of 40 U.S.C. § 550(c).

This Assignment is subject to the usual terms, conditions, reservations, and use. The Assignment of the described Property is subject to all existing easements and rights-of-way, whether or not of record. No objection is interposed by the Air Force to the proposed conveyance of the Property at 100 percent public benefit discount. The estimated fair market value of the Property is \$11,580,000.

The description of the Property set forth in this conveyance or any other information provided herein with respect to said Property is based on the SFONSI, the legal description and survey plat (Attachment 2, Description and Plat).

In compliance with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Section 120(h)(3) and in order to document the environmental condition of the Property, the Air Force prepared a Supplemental Environmental Condition of

Property Report and Environmental Baseline Survey (SECP Rpt and EBS), dated August 2011, which addresses the environmental condition of the Property that is the subject of this Assignment. An Air Force Finding of Suitability to Transfer (FOST), which is an environmental decision document, is provided as Attachment 3. The FOST documents the environmental findings for the Property subject to this Assignment. The Final SECP Rpt and EBS is on file at the AFCEC/CIBW, 3411 Olson Street, McClellan, CA, 95652-1003.

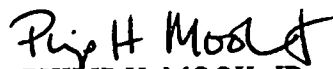
Certain reservations, CERCLA Section 120(h) notices, covenants, grants of access as well as other covenants and notices must be included in any deed of conveyance. These substantive provisions apply to this transfer of the Property by Assignment to the DoED for the ultimate purpose of conveyancing by deed to FHDA. In relationship to these requirements the language provided in Attachment 4 must be used verbatim in the DoED deed and the exhibits to Attachment 4 must be included as exhibits to the DoED deed FHDA. Please provide the Air Force a copy of the draft deed to FHDA for review and approval prior to DoED execution.

In addition, this Assignment is made with the understanding that the standard reversion clause, providing that in the event of a reversion of the Property, the Grantee agrees to provide an acceptable level of protection and maintenance for the Property until title has actually reverted, will be inserted in the DoED deed.

By a copy of this letter, we are requesting that the U.S. Army Corps of Engineers, Sacramento District, 1325 J Street, Sacramento, CA 95814-2922, transfer the original acquisition documents to you along with an audited real estate map.

Please acknowledge acceptance of this Assignment within seven (7) days of receipt and return a copy of this acceptance to our office. If you have any questions or additional information is required, please contact Ms. Joan Johnson at (210) 395-9488.

Sincerely,



PHILIP H. MOOK, JR
Senior Representative
BRAC Program Management Division
Installations Center of Excellence

4 Attachments:

1. SFONSI, signed 11 May 2012
2. Property Description and Plat, dated November 3, 2011
3. Finding of Suitability to Transfer, May 2012
4. Reservations, CERCLA Section 120(h) Notices, Covenants and Grants of Access, Other Covenants, and Notices w/Exhibits

cc: GSA, Pacific Rim Region
U.S. Army Corps of Engineers, Sacramento District

The Department of Education accepts Assignment of the Property from the Department of the Air Force for transfer to Foothill-De Anza Community College District on this _____ day of _____, 2012.

UNITED STATES
DEPARTMENT OF EDUCATION

Name: _____

Title: _____



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	--De Anza College Measure C Consent
Subject	D) The Ratcliff Architects - Revision #18 to Standard Form of Agreement - Mediated Learning Center - \$50,000
Access	Public
Type	Action (Consent)
Recommended Action	Ratification

Public Content

Background and Analysis:

Title: Revision #18 to Standard Form of Agreement

Vendor: The Ratcliff Architects

Agreement Date: June 17, 2008

Campus: De Anza College

Project Number: 261

Project Name: Mediated Learning Center

Amount: \$50,000

For:

Provide additional post construction phase architectural design support as follows:

- Architectural services to support final contractor installation of casework, review completion of contractor's final punchlist repairs and the interior/exterior guardrails, and, includes efforts regarding punchlist closeout and warranty-related corrections.
- Costs include a contract schedule adjustment to support the services listed above.

The revised duration of this contract shall be June 30, 2014, and can be extended for two additional six-month periods at no additional cost to the District. Funding for this item is available within the current project budget.

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College Gina Bailey, Acting Director, Purchasing Services
Is backup provided?	Yes

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

The Ratcliff Architects – Revision #18

Revision #18 to the Standard Form of Agreement (Purchase Order #G979234) dated June 17, 2008 between Foothill-De Anza Community College District and The Ratcliff Architects.

DATE OF REVISION: February 4, 2013

SCOPE:

Provide additional post construction phase architectural design support as follows:

- Architectural services to support final contractor installation of casework, review completion of contractor's final punchlist repairs and the interior/exterior guardrails, and includes efforts regarding punchlist closeout and warranty-related corrections.
- Costs include a contract schedule adjustment to support the services listed above.

COMPENSATION:

Compensation for these scope changes will be on a Not-to-Exceed, Time and Materials basis.

Original contract value:	\$ 4,624,300.00
Net change in contract value from previous revisions:	<u>\$ 722,480.00</u>
Contract value prior to this revision:	\$ 5,346,780.00
Net change in contract value due to this revision:	<u>\$ 50,000.00</u>
New contract value including this revision:	\$ 5,396,780.00

SCHEDULE: The revised completion date of this contract shall be June 30, 2014, and can be extended for two additional six-month periods at no additional cost to the District.

OTHER: All other contract terms are to remain in place per the standard form of agreement referenced above.

Revision agreed to by:

OWNER

Signature	Date
Charles Allen	
FHDACCD - Executive Director of Facilities, Operations, and Construction Management	

CONSULTANT

Signature	Date
-----------	------

Print Name
The Ratcliff Architects



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	--Foothill College Measure C Consent
Subject	E) Allana Buick & Bers, Inc. - Revision #3 to Project Authorization Amendment #F-ABB-04 - Storage Building at Swimming Pool Area - \$0
Access	Public
Type	Action (Consent)
Recommended Action	Ratification

Public Content

Background and Analysis:

Title: Revision #3 to PAA F-ABB-04
Vendor: Allana Buick & Bers, Inc.
Agreement Date: February 12, 2012
Campus: Foothill College
Project Number: 118
Project Name: Storage Building at Swimming Pool Area
Amount: \$0.00
For:

Contract time extension only. No cost is added.

The funding is included in the current budget.

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College Gina Bailey, Acting Director, Purchasing Services
Is backup provided?	Yes

[E. MC Consent Allana Buick and Bers.pdf \(25 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Revision #3 to PAA #F-ABB-04

Revision to Project Authorization Amendment #F-ABB-04 dated February 6, 2012 between Foothill-De Anza Community College District and Allana Buick + Bers, Inc. for Measure C Project 118 – Building 2700 Walkway & Storage Rooms.

AMENDMENT DATE: 02/04/13

SCOPE OF WORK:

- 1) Contract time extension. The term of this agreement to be extended to 04/25/14. No cost change.

COMPENSATION:

Original PAA value including Reimbursables:	\$	63,345.00
Net change in contract value due to Revision #1:	\$	11,915.00
Net change in contract value due to this Revision #2:	\$	29,790.00
Net change in contract value due to this Revision #3:	\$	<u>0.00</u>
New contract value including this amendment and Reimbursables:	\$	105,050.00

All other contract terms to remain in place per the standard form of agreement listed above.

Amendment agreed to by:

OWNER

Signature

Charles Allen
Director of Facilities, Operations, and Construction Management
Foothill-DeAnza Community College District

CONSULTANT

Signature

Eugene Buick
Principal
Allana Buick + Bers, Inc.



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	--Foothill College Measure C Consent
Subject	F) Robert A. Bothman, Inc. - Change Order #5 - Parking and Circulation Phase I - \$4,733
Access	Public
Type	Action (Consent)
Recommended Action	Ratification

Public Content

Background and Analysis:

Title: Change Order #5
Vendor: Robert A. Bothman, Inc.
Agreement Date: June 18, 2012
Campus: Foothill College
Project Number:162
Project Name: Parking and Circulation Phase I
Amount: \$4,733.00
For:

Changes due to site conditions and College requests. Notable items include relocating existing boulders throughout the Native Garden, the need for additional survey layouts at the PE Access Road and PSEC Threshold due to unforeseen utilities and grade changes; and the installation of additional asphalt paving at the PSEC Threshold.

Total project changes represent 9.2% change to the contract value.

The funding is included in the current budget.

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College Gina Bailey, Acting Director, Purchasing Services
Is backup provided?	Yes

[F. MC Consent Robert A Bothman Inc.pdf \(44 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Prime Contract Change Order

Detailed, Based on Unit Prices, Architect - Foothill with
DSA Number

Date: 1/16/2013
To Contractor:
Robert A. Bothman, Inc.
650 Quinn Ave.
San Jose, CA 95112

DSA Number 01-112282
Architect's Project
Contract Date: 6/18/2012
Contract Number: MC - 120999
Change Order Number: 005

The Contract is hereby revised by the following items:

Project #162 - Parking and Circulation Phase I - CO #5

PCO	Description	Amount
048	RFC 45 - Provide labor and equipment to relocate existing boulders at the Native Garden per the College's request.	\$2,306
049	RFC 46 - Provide additional stakeout for the new design due to the unforeseen existing utility pipes at the top of PE Access Road per RFI #53.	\$453
050	RFC 47 - Provide additional stakeout survey due to the slope changes of the grading at the Native Garden per RFI #69.	\$779
053	RFC 44 - Provide labor and materials to install additional AC paving at PSEC threshold. The drawing called out the existing AC to be demolished but did not indicate to provide the new AC paving to be installed.	\$1,195

The original Contract Value was.....	\$2,574,452
Sum of changes by prior Prime Contract Change Orders.....	\$231,184
The Contract Value prior to this Prime Contract Change Order was.....	\$2,805,636
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$4,733
The new Contract Value including this Prime Contract Change Order will be.....	\$2,810,369
The Contract duration will be changed by.....	0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....	11/2/2012

The Contract documents are hereby amended to include the additional work described above. The contractor will furnish all labor, material and supervision to complete the work above. The contractor agrees to release the Owner from all additional costs, cost overruns, delay damages, whether known or unknown that arise out of this change order.

WRNS Studio

ARCHITECT
501 2nd Street
Suite 402

Address

By Wright Sherman

SIGNATURE

DATE

Robert A. Bothman, Inc.

CONTRACTOR
650 Quinn Ave.
San Jose, CA 95112

Address

By Tony Tran

SIGNATURE

DATE

Foothill-De Anza Community College
District

OWNER
12345 El Monte Road
Los Altos Hills, CA 94022

Address

By Charles Allen

SIGNATURE

DATE

College Approval

Signature

Date:



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	--Foothill College Measure C Consent
Subject	G) Cal Pacific Construction - Change Order #1 - Building 2600 Structural and Acoustic Upgrades - \$0
Access	Public
Type	Action (Consent)
Recommended Action	Ratification

Public Content

Background and Analysis:

Title: Change Order #1
Vendor: Cal Pacific Construction
Agreement Date: October 12, 2012
Campus: Foothill College
Project Number: 109
Project Name: Building 2600 Structural and Acoustic Upgrades
Amount: \$0
For:

Extension of contract Substantial Completion date by 38 calendar days, to allow work to occur during weeks of Finals and Spring Break.

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College Gina Bailey, Acting Director, Purchasing Services
Is backup provided?	Yes

[G. MC Consent Cal Pacific Construction.pdf \(36 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Prime Contract Change Order

Detailed, Grouped by Each Number

109A Bldg 2600 Structural & Acoustic Upgrades
12345 El Monte Rd.
Los Altos Hills, CA 94022

Project # 109A
Tel: Fax:

Gilbane/MAAS

Date: 1/10/2013

To Contractor:

Cal Pacific Construction
1009 Terra Nova Blvd.
Pacifica, CA 94044-4308

Architect's Project No:

Contract Date: 10/12/2012

Contract Number: 001

Change Order Number: 001

The Contract is hereby revised by the following items:

PCO 001 - 38 Day Additional Performance Period

PCO	Description	Amount
001	Additional Time	0

136 Day Performance Period was based on NTP 11/20/2012. Because the NTP was issued earlier, a no cost change order will be issued to add 38 days to the performance period and to Milestone 1. This is required to ensure Substantial Completion is after the construction period which must occur during Final Exam and Spring Break, i.e., March 26 - April 7, 2013

Milestone 1: All submittals submitted and accepted by 2/19/13

Milestone 2: Start On-site Construction 3/26/213

Milestone 3: Substantial Completion 4/7/13

The original Contract Value was.....	297,000
Sum of changes by prior Prime Contract Change Orders.....	0
The Contract Value prior to this Prime Contract Change Order was.....	297,000
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	0
The new Contract Value including this Prime Contract Change Order will be.....	297,000
The Contract duration will be changed by.....	38 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....	4/7/2013

HMC Architects

ARCHITECT

1570 The Alameda, Suite 330

Address

By

SIGNATURE

DATE

Cal Pacific Construction

CONTRACTOR

1009 Terra Nova Blvd.
Pacifica, CA 94044-4308

Address

By Rick Danganan

SIGNATURE

DATE

Foothill-De Anza Community College
District

OWNER

12345 El Monte Road
Los Altos Hills, CA 94022

Address

By Charles Allen

SIGNATURE

DATE



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	--Foothill College Measure C Consent
Subject	H) HMC Architects - Revision #6 to Project Authorization Amendment #F-HMC-#1B - Modernization of Administration Building and General Classrooms - \$0
Access	Public
Type	Action (Consent)
Recommended Action	Ratification

Public Content**Background and Analysis:**

Title: Revision #6 to PAA #F-HMC-#1 B

Vendor: HMC Architects

Agreement Date: November 1, 2010

Campus: Foothill College

Project Number: 112

Project Name: Modernization of Administration Building and General Classrooms

Amount: \$0.00

For:

Contract time extension only to allow for completion of project closeout services. No additional funds.

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College Gina Bailey, Acting Director, Purchasing Services
Is backup provided?	Yes

[H. MC Consent HMC Architects.pdf \(30 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Revision #6 to PAA #F-HMC-#1B

Revision #6 to Project Authorization Amendment #F-HMC-#1B dated December 2, 2008 between Foothill-De Anza Community College District and HMC Architects for Measure C projects 104 – Building 5500, 108 – Building 6400, and 112 – Administration Building.

AMENDMENT DATE: 2/4/13

SCOPE OF WORK:

To provide design, bidding, construction administration, and DSA closeout services including:

1. Contract Time Extension only. Term of this agreement to be extended to 05/31/13.

TERM OF THE CONTRACT:

The term of this contract shall continue until May 31, 2013.

COMPENSATION:

PAA value including previous revisions:	\$	559,509.00
Net change in contract value due to this Revision #6:	\$	<u>0.00</u>
New contract value including this amendment and Reimbursables:	\$	559,509.00

All other contract terms to remain in place per the standard form of agreement listed above.

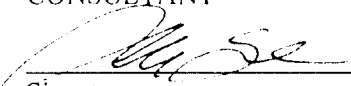
Amendment agreed to by:

OWNER

Signature

Charles Allen
Director of Facilities, Operations, and Construction Management
Foothill-DeAnza Community College District

CONSULTANT



Signature

Lee Salin, A.I.A.
~~Chief Operations Officer~~ *Managing Principal*
HMC Architects



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	--Foothill College Measure C Consent
Subject	I) R. C. Benson & Sons, Inc. - Change Order #1 - Deck Repair & Window Replacement for the Japanese Cultural Center - \$10,717
Access	Public
Type	Action (Consent)
Recommended Action	Ratification

Public Content

Background and Analysis:

Title: Change Order #1
Vendor: R.C. Benson & Sons, Inc.
Agreement Date: October 11, 2012
Campus: Foothill College
Project Number: 116
Project Name: Deck Repair & Window Replacement For: Japanese Cultural Center
Amount: \$ 10,717
For:

Repair of existing termite damage in subfloor and joists, treatment of termites, and replacement of deck boards joists, and flooring.

This change and total project changes represent a 34% change to the contract value, due to the small size of the original contract.

The funding is included in the current budget.

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College Gina Bailey, Acting Director, Purchasing Services
Is backup provided?	Yes

[I. MC Consent R.C. Benson and Sons.pdf \(38 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Prime Contract Change Order

Detailed, Based on Unit Prices, Architect - Foothill with
DSA Number

Date: 12/28/2012

To Contractor:

R.C. Benson & Sons, Inc.
1959 Leghorn Street
Mountain View, CA 94043

DSA Number

Architect's Project

Contract Date: 10/11/2012

Contract Number: MC134677

Change Order Number: 001

The Contract is hereby revised by the following items:

PCO	Description	Amount
005	RFC #2 - Repair existing termite damage in subfloor and joists, treat termites, and replace deck boards and flooring per CCD #2	\$10,717

The original Contract Value was.....	\$31,420
Sum of changes by prior Prime Contract Change Orders.....	\$0
The Contract Value prior to this Prime Contract Change Order was.....	\$31,420
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$10,717
The new Contract Value including this Prime Contract Change Order will be.....	\$42,137
The Contract duration will be changed by.....	0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....	12/14/2012

The Contract documents are hereby amended to include the additional work described above. The contractor will furnish all labor, material and supervision to complete the work above. The contractor agrees to release the Owner from all additional costs, cost overruns, delay damages, whether known or unknown that arise out of this change order.

Pacher, Polzer, & Viotti

R.C. Benson & Sons, Inc.

Foothill-De Anza Community College
District

ARCHITECT

1300 Industrial Road, Suite 14 San
Carlos, CA 9407

CONTRACTOR

1959 Leghorn Street
Mountain View, CA 94043

OWNER

12345 El Monte Road
Los Altos Hills, CA 94022

Address

By Ray Viotti

SIGNATURE

DATE 12/31/12

Address

By Richard Benson

SIGNATURE

DATE 12-28-12

Address

By Charles Allen

SIGNATURE

DATE

College Approval

Signature

Date:



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	--Foothill College Measure C Consent
Subject	J) Taber Construction, Inc. - Change Order #10 - Central Campus Site Improvements - (\$10,286)
Access	Public
Type	Action (Consent)
Recommended Action	Ratification

Public Content**Background and Analysis:**

Title: Change Order #10
Vendor: Taber Construction, Inc.
Agreement Date: May 28, 2012
Campus: Foothill College
Project Number: 144
Project Name: Central Campus Site Improvements
Amount: \$ (10,286.00)
For:

Work required for the relocation of the Appreciation Fountain equipment vault due to an unforeseen existing utilities condition, and the credit for reduced work scope. Work approved in Change Order #9 was simplified and completed on a time-and-materials basis, resulting in a credit against the anticipated amount.

Total project changes represent 9.8% change to the contract value.

The funding is included in the current budget.

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College Gina Bailey, Acting Director, Purchasing Services
Is backup provided?	Yes

[J. MC Consent Taber Construction.pdf \(40 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Prime Contract Change Order

Detailed, Based on Unit Prices, Architect - Foothill with
DSA Number

Date: 1/16/2013
To Contractor:
Taber Construction
2278 Pike Court
Concord, Ca 94520

DSA Number 01-112283
Architect's Project 144
Contract Date: 5/28/2012
Contract Number: MC-120988
Change Order Number: 010

The Contract is hereby revised by the following items:

Project #144 - Central Campus Site Improvement - Change Order #10

PCO	Description	Amount
109	TPCO 97 - Provide labor and materials to relocate the Appreciation Fountain Vault due to the conflict of the existing electrical duct bank. The scope includes relocation of the Christy boxes, existing irrigation lines, backfill and compaction per RFI 110.	\$17,006
110	TPCO 91r2 - Deductive change order for the previous approved PCO 103 - TPCO 91 due to the scope was changed during the construction.	\$(27,292)

The original Contract Value was.....	\$5,955,000
Sum of changes by prior Prime Contract Change Orders.....	\$894,649
The Contract Value prior to this Prime Contract Change Order was.....	\$6,849,649
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$(10,286)
The new Contract Value including this Prime Contract Change Order will be.....	\$6,839,363
The Contract duration will be changed by.....	25 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....	January 4th, 2013

The Contract documents are hereby amended to include the additional work described above. The contractor will furnish all labor, material and supervision to complete the work above. The contractor agrees to release the Owner from all additional costs, cost overruns, delay damages, whether known or unknown that arise out of this change order.

WRNS Studio

ARCHITECT
501 2nd Street
Suite 402

Address

By Wright Sherman

SIGNATURE

DATE

Taber Construction

CONTRACTOR
2278 Pike Court
Concord, Ca 94520

Address

By Bret Taber

SIGNATURE

DATE

Foothill-De Anza Community College
District

OWNER

12345 El Monte Road
Los Altos Hills, CA 94022

Address

By Charles Allen

SIGNATURE

DATE

College Approval

Signature

Date:



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	--Foothill College Measure C Consent
Subject	K) WRNS Studio - Revision #10 to Project Authorization Amendment #F-WRNS-2B - Parking and Circulation - \$5,480
Access	Public
Type	Action (Consent)
Recommended Action	Ratification

Public Content

Background and Analysis:

Title: Revision #10 to PAA F-WRNS-28

Vendor: WRNS Studio

Agreement Date: March 22, 2010

Campus: Foothill College

Project Number: 162

Project Name: Parking & Circulation

Amount: \$5,480.00

For:

Additional architectural design services for the culvert at Lot 2 Stair and for the addition of an irrigation system at the Native Garden near the PSEC Threshold.

The funding is included in the current budget.

Submitted by:	Charles Allen, Executive Director, Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, Director, Bond Program Management, De Anza College, Art Heinrich, Director, Bond Program Management, Foothill College Gina Bailey, Acting Director, Purchasing Services
Is backup provided?	Yes

[K. MC Consent WRNS Studio.pdf \(33 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Revision #10 to PAA F-WRNS-2B

Revision #10 to Project Authorization Amendment F-WRNS-2B dated March 22, 2010 between Foothill-De Anza Community College District and WRNS Studio, for Measure C project 162 – Parking and Circulation.

AMENDMENT DATE: February 4, 2013

SCOPE OF SERVICES:

Provide additional design services to revise construction documents as the following:

1. Culvert at Lot 2 Stair (PR 11): Provide design, engineering and administration to add rip-rap liner under the landing where Lot 2 Stair meets the Loop Road.
2. Additional Irrigation at Native Garden: Provide engineering and administration to modify the irrigation mainline / backflow preventer that feeds the Native Garden.

COMPENSATION:

Original PAA value including Reimbursables:	\$ 643,307.00
Net change in contract value due to previous Revisions:	\$ 423,648.00
Net change in contract value due to this Revision #10:	<u>\$ 5,480.00</u>
New contract value including this amendment and Reimbursables:	\$ 1,072,435.00

All other contract terms to remain in place per the standard form of agreement listed above.

Amendment agreed to by:

OWNER

Signature

Charles Allen
Director of Facilities, Operations, and Construction Management
Foothill-DeAnza Community College District

CONSULTANT

Signature

Wright Sherman
Associate Partner
WRNS Studio



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	MEASURE C PROJECTS
Subject	18. Lease-Leaseback Construction Procurement Process for the De Anza College Measure C project 239 - Flint Parking Garage Renovation.
Access	Public
Type	Action
Recommended Action	The Executive Director of Facilities, Operations, and Construction Management recommends that the Board approve the initiation of a construction procurement process under the Lease-Leaseback provision of Education Code section 81335 for the Flint Parking Garage project subject to the subsequent Board approvals as noted.

Public Content

Background and Analysis:

The Flint Parking Garage renovation is intended to include reconstruction of the garage including structural enhancement to meet current Division of the State Architect (DSA) standards and will provide new lighting; an upgrade of the fire alarm and emergency phone systems, modernize the three elevators, repair the stucco stair towers, refinish the wood railings and paint the structure. To accomplish this, a phased partial closure of the parking structure may allow construction activities to occur while some of the parking is maintained, but some components of the electrical, fire alarm, fire water lines and access via the stairways will be required to be maintained while this work progresses.

Due to the complexity of the project – including the planned shoring required to install new footings and to construct new structural shear walls at all levels, the review of proposed methods and the close coordination with a general contractor would be highly beneficial to developing a well-planned approach to construction efforts and for sequencing the required work in a cost-effective time frame. To fit within the academic calendar, this Lease-Leaseback process would be a critical key part to this projects' success while ensuring the work is planned correctly with minimal loss of parking spaces during construction. The budget for construction costs are estimated at approximately \$6,000,000.

Information was provided to the Board of Trustees on December 7, 2009 and January 19, 2010 concerning the use of a Lease-Leaseback construction procurement process for Measure C projects. The information included a discussion of the legal aspects of the process as well as the likely risks and benefits associated with construction using the authority provided under the Education Code section 81335. On August 31, 2010, a default judgment was issued by the Santa Clara County Superior Court which confirmed the validity of the use of this procurement process.

The procurement process for this project will be consistent with the process used for previously-approved projects, and it will include the same key decision/Board approval steps. The Board will be requested to review and approve key decisions and actions in the procurement process over a period of time. Target dates for key actions associated with the project are as follows:

- April, 2013 - Approval of the Lease-Leaseback contractor based upon a Request for Qualifications and Request for Proposals process.

- July or August, 2013 - Award of a pre-construction services agreement for the Lease- Leaseback contractor.
- Fall, 2013 - Approval of a Site Lease and a Facilities Lease with the Lease- Leaseback contractor including a guaranteed maximum price for building renovation based on DSA-approved plans and Specifications.
- Winter, 2013 – Renovation activities would commence on the Flint Parking Garage.

Submitted by:	Charles Allen, Exec. Dir. of Facilities, Operations, and Construction Management, extension 6150
Additional contact names:	Tom Armstrong, ext. 8289; Roseanne Sciacchitano, ext. 5710; Gina Bailey, ext. 6165
Is backup provided?	No

Administrative Content

Executive Content



Agenda Item Details

Meeting	Feb 04, 2013 - Study Session and Regular Meeting of the Board of Trustees Agenda
Category	MEASURE C PROJECTS
Subject	19. Reject all bids for Bid Document #1636-200F Revision 1 Scoreboard Replacement
Access	Public
Type	Action
Recommended Action	In accordance with PCC 20651(b), reject all bids for Bid Document ##1636-200F Revision 1 Scoreboard Replacement.

Public Content

Background and Analysis:

The Project consists of the installation and power/data connection of one (1) owner-furnished digital scoreboard and two (2) owner-furnished pace/shot clocks for the swimming pool at De Anza College.

Arch-Pac, Inc. prepared the construction documents and a complete set of all bid documents are on file in the Purchasing Services Department.

The bid was legally advertised in the San Jose Post Record on December 21, 2012 and December 28, 2012. The "Invitation to Bid" was sent to twelve (12) vendors, nine (9) builder's exchanges, and was also posted on "BidNet" at www.govbids.com. Bids were publicly opened and read on January 14, 2013 at 3:00 PM by Purchasing Services. Two vendors submitted bids, and the bid results are listed below:

BID RESULTS

Vendor:	Base Bid Amount	Alternate 1	Grand Total Bid Amount
RC Benson & Sons, Inc.	\$58,678	\$ 3,343	\$62,021
Swenson & Associates	\$69,000	\$ 8,700	\$77,700

According to Public Contract Code, Section 20651(b): "The governing board shall let any contract for a public project, as defined in subdivision (c) of Section 22002, involving an expenditure of fifteen thousand dollars (\$15,000) or more to the lowest responsible bidder who shall give security as the board requires, or else reject all bids."

Upon review of the bids received, the submitted costs of the work exceed the project cost threshold established by the Division of the State Architect (DSA) in their Interpretation of Regulations (IR A-10) for Reconstruction and Alteration Project for an exemption to the DSA approval requirements. The Architect's estimate of \$30,000 to \$35,000 was under the IR A-10 limits, but since the bids came in over that limit, the project will need to be submitted to DSA for plan review and approval. Once the plans are approved by DSA, the project will be re-advertised for the construction services.

Submitted by:	Gina Bailey
Additional contact names:	Charles Allen, Donna Jones Dulin, Tom Armstrong, and Annette Perez
Is backup provided?	No

Administrative Content

Executive Content
