



JOHN CHIANG
California State Controller

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MAR 12 2008

COMMISSION ON
STATE MANDATES

March 10, 2008

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

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

Re: **Incorrect Reduction Claim**
Collective Bargaining, 05-4425-I-10
Foothill-De Anza Community College District, Claimant
Statutes 1975, Chapter 961
Fiscal Years 1999-00, 2000-01, 2001-02

Dear Ms. Higashi and Mr. Petersen:

This letter is in response to the above-entitled Incorrect Reduction Claim. The subject claims were reduced primarily because of the lack of reliable documentation. The reductions were appropriate and were based on the lack of source documentation or sufficient reliable corroborating records.

The Controller's Office is empowered to audit claims for mandated costs and to reduce those that are "excessive or unreasonable."¹ This power has been affirmed in recent cases, such as the Incorrect Reductions Claims (IRCs) for the *Graduation Requirements* mandate.² If the claimant disputes the adjustments made by the Controller pursuant to that power, the burden is upon them to demonstrate that they are entitled to the full amount of the claim. This principle likewise has been upheld in the *Graduation Requirements* line of IRCs.³ See also Evidence Code section 500.⁴ In this case, the

¹ See Government Code section 17561, subdivisions (d)(1)(C) and (d)(2), and section 17564.

² See for example, the Statement of Decision in the Incorrect Reduction Claim of San Diego Unified School District [No. CSM 4435-I-01 and 4435-I-37], adopted September 28, 2000, at page 9.

³ See for example, the Statement of Decision in the Incorrect Reduction Claim of San Diego Unified School District [No. CSM 4435-I-01 and 4435-I-37], adopted September 28, 2000, at page 16.

claimant has not come forward with source documentation or other reliable information to support all of the costs claimed. The claimant's assertion that their choice of documentation must be accepted, would render statutory language of the relevant Government Code sections (See fn. 1) surplusage, a result that is to be disfavored.⁵ It would also be contrary to the basic definition of an audit, which is "an official examination and verification of accounts and records, esp. of financial accounts."⁶ Since the claimant is unable to point to any reliable documentation to support the claims that were reduced, their incorrect reduction claims should be denied.

The Claimant also asserts that the audit of the 1999-00 and 2000-01 FYs is precluded by the statute of limitations, specifically, Government Code section 17558.5. However, the claimant incorrectly applies the 1996 version of this statute. Even under this inappropriate version, their conclusion is based on an erroneous interpretation that attempts to rewrite that section, adding a deadline for completion of the audit where none exists. Effective July 1, 1996, Section 17558.5 provided that a claim is "subject to audit" for two years after the end of the calendar year in which the reimbursement claim is filed (or last amended). In this case, the claims were filed on January 5, 2001, and December 21, 2001,⁷ making the claims "subject to audit" up to December 31, 2003. Although there may be a dispute as to what constitutes the initiation of an audit, it is clear that the audit was initiated no later than March 12, 2003, when the entrance conference was held. This is well before the deadline of December 31, 2003. Therefore, the audit of the fiscal year 1999-00 was proper, even under the 1996 version of Section 17558.5.

More important is the fact that the 1999-00 and 2000-01 audits were subject to the provisions of Section 17558.8 that were effective on January 1, 2003, not the 1996 version. Unless a statute expressly provides to the contrary, any enlargement of a statute of limitations provision applies to matters pending but not already barred.⁸ Under the 1996 version, the two claims were subject to audit until December 31, 2003, well after the January 1, 2003, effective date. Therefore, the 2003 provisions of Section 17558.5 are applicable to the claims, requiring that the audit of the 1999-00 claim be initiated by January 5, 2004, and the audit of the 2000-01 claim be initiated by December 21, 2004. Since the audit for both claims was initiated no later than March 12, 2003, the audit of those years is valid and enforceable.

⁴ "Except as otherwise provided by law, a party has the burden of proof as to each fact the existence or nonexistence of which is essential to the claim for relief or defense that he is asserting."

⁵ *Goodman v. Williams* (2003) 107 Cal.App.4th 294, 301.

⁶ Random House Webster's Unabridged Dictionary, Second Edition, 1987.

⁷ The claimant asserts that this is the date of filing, however SCO records indicate that the claim was actually received on January 8, 2002.

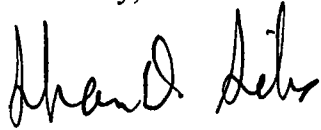
⁸ *Douglas Aircraft Co. v. Cranston* (1962) 58 Cal.2d 462, 465. See also, 43 Cal.Jur.3d, Limitations of Actions § 8.

March 10, 2008

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Enclosed please find a complete and detailed analysis from our Division of Audits, exhibits, and supporting documentation with declaration.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn D. Silva". The signature is written in a cursive style with a large initial "S".

SHAWN D. SILVA

Staff Counsel

SDS/ac

Enclosure

cc: Mike Brandy, Foothill-De Anza Community College District
Ginny Brummels, Div. of Acctg. & Rptg., State Controller's Office (w/o encl.)
Jim Spano, Division of Audits, State Controller's Office (w/o encl.)

1 **PROOF OF SERVICE**

2 I am employed in the County of Sacramento, State of California. At the time of service, I was at least 18
3 years of age, a United States citizen employed in the county where the mailing occurred, and not a party to the
within action. My business address is 300 Capitol Mall, Suite 1850, Sacramento, CA 95814.

4 On March 11, 2008, I served the foregoing document entitled:

5 **SCO'S RESPONSE TO THE INCORRECT REDUCTION CLAIM FOR**
6 **FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT, CSM 05-4425-I-10**

7 on all interested parties in this action by placing a true and correct copy thereof enclosed in a sealed envelope,
addressed as follows:

8 Paula Higashi (*original*)
9 Executive Director
10 Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

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

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

13 **BY MAIL**

14 I placed the envelope for collection and processing for mailing following this business's ordinary practice with
15 which I am readily familiar. On the same day correspondence is placed for collection and mailing, it is deposited
in the ordinary course of business with the United States Postal Service.

16 **BY PERSONAL SERVICE**

I caused to be delivered by hand to the above-listed addressees.

17 **BY OVERNIGHT MAIL/COURIER**

18 To expedite the delivery of the above-named document, said document was sent via overnight courier for next day
delivery to the above-listed party.

19 **BY FACSIMILE TRANSMISSION**

20 In addition to the manner of service indicated above, a copy was sent by facsimile transmission to the above-listed
party.

21 I declare that I am employed in the office of a member of the bar of this court at whose direction the
22 service was made. I declare under penalty of perjury under the laws of California that the foregoing is true and
correct.

23 Executed on March 11, 2008, at Sacramento, California.

24 
25 Amber A. Camarena

**RESPONSE BY THE STATE CONTROLLER'S OFFICE
TO THE INCORRECT REDUCTION CLAIM (IRC) BY
FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Collective Bargaining Program**

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Tab 1

1 **OFFICE OF THE STATE CONTROLLER**

2 300 Capitol Mall, Suite 1850
3 Sacramento, CA 94250
4 Telephone No.: (916) 445-6854

5 BEFORE THE
6 COMMISSION ON STATE MANDATES
7 STATE OF CALIFORNIA

8
9
10 INCORRECT REDUCTION CLAIM ON:

11 *Collective Bargaining Program*

12 Chapter 961, Statutes of 1975, and Chapter
13 1213, Statutes of 1991

14 FOOTHILL-DE ANZA COMMUNITY
15 COLLEGE DISTRICT,
Claimant

No.: CSM 05-4425-I-10

AFFIDAVIT OF BUREAU CHIEF

16 I, Jim L. Spano, make the following declarations:

- 17 1) I am an employee of the State Controller's Office and am over the age of 18 years.
- 18 2) I am currently employed as a bureau chief, and have been so since April 21, 2000.
19 Before that, I was employed as an audit manager for two years and three months.
- 20 3) I am a California Certified Public Accountant (CPA).
- 21 4) I reviewed the work performed by the State Controller's Office (SCO) auditor.
- 22 5) Any attached copies of records are true copies of records, as provided by the Foothill-
23 De Anza Community College District or retained at our place of business.
- 24 6) The records include claims for reimbursement, along with any attached supporting
25 documentation, explanatory letters, or other documents relating to the above-entitled
Incorrect Reduction Claim.


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7) A field audit of the claims for fiscal year (FY) 1999-2000, FY 2000-01, and FY 2001-02 commenced on March 12, 2003, and ended on October 16, 2003.

I do declare that the above declarations are made under penalty of perjury and are true and correct to the best of my knowledge, and that such knowledge is based on personal observation, information, or belief.

Date: April 19, 2006

OFFICE OF THE STATE CONTROLLER

By: 

Jim L. Spano, Chief
Compliance Audits Bureau
Division of Audits
State Controller's Office

Tab 2

**STATE CONTROLLER'S OFFICE ANALYSIS AND RESPONSE
TO THE INCORRECT REDUCTION CLAIM BY
FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
For Fiscal Year (FY) 1999-2000, FY 2000-01, and FY 2001-02**

**Collective Bargaining Program
Chapter 961, Statutes of 1975, and Chapter 1213, Statutes of 1991**

SUMMARY

The following is the State Controller's Office's (SCO's) response to the Incorrect Reduction Claim that the Foothill-De Anza Community College District submitted on August 31, 2005. The SCO audited the district's claims for costs of the legislatively mandated Collective Bargaining Program for the period of July 1, 1999, through June 30, 2002. The SCO issued its final report on July 2, 2004 (**Exhibit D**).

The district submitted reimbursement claims totaling \$843,067 as follows.

- FY 1999-2000 - \$217,342 (**Exhibit F**)
- FY 2000-01 - \$235,193 (**Exhibit G**)
- FY 2001-02 - \$390,532 (**Exhibit H**)

The SCO determined that \$394,371 is allowable and \$448,696 is unallowable. The unallowable costs occurred because the district claimed unsupported and ineligible costs. The State paid the district \$677,871. The amount paid that exceeds allowable costs claimed, totaling \$283,500, should be returned to the State. The following table summarizes the audit results.

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
<u>July 1, 1999, through June 30, 2000</u>			
Components G1 through G3:			
Salaries and benefits	\$ 42,058	\$ 31,564	\$ (10,494)
Contract services	57,504	30,099	(27,405)
Subtotals	99,562	61,663	(37,899)
Less adjusted base year direct costs	(15,398)	(15,398)	—
Increased direct costs, G1 through G3	84,164	46,265	(37,899)
Components G4 through G7:			
Salaries and benefits	45,074	—	(45,074)
Contract services	58,218	56,363	(1,855)
Increased direct costs, G4 through G7	103,292	56,363	(46,929)
Total increased direct costs, G1 through G7	187,456	102,628	(84,828)
Indirect costs	29,886	15,630	(14,256)
Total program costs	\$ 217,342	118,258	\$ (99,084)
Less amount paid by the State		(217,342)	
Allowable costs claimed in excess of (less than) amount paid		\$ (99,084)	
<u>July 1, 2000, through June 30, 2001</u>			
Components G1 through G3:			
Salaries and benefits	\$ 43,411	\$ 30,150	\$ (13,261)
Contract services	20,210	20,210	—
Subtotals	63,621	50,360	(13,261)
Less adjusted base year direct costs	(16,533)	(16,533)	—
Increased direct costs, G1 through G3	47,088	33,827	(13,261)

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
Components G4 through G7:			
Salaries and benefits	74,213	3,952	(70,261)
Contract services	<u>77,287</u>	<u>53,460</u>	<u>(23,827)</u>
Increased direct costs, G4 through G7	<u>151,500</u>	<u>57,412</u>	<u>(94,088)</u>
Total increased direct costs, G1 through G7	198,588	91,239	(107,349)
Indirect costs	36,605	14,343	(22,262)
Total program costs	<u>\$ 235,193</u>	<u>105,582</u>	<u>\$ (129,611)</u>
Less amount paid by the State		<u>(225,336)</u>	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (119,754)</u>	
<u>July 1, 2001, through June 30, 2002</u>			
Components G1 through G3:			
Salaries and benefits	\$ 64,758	\$ 45,176	\$ (19,582)
Contract services	<u>21,701</u>	<u>21,465</u>	<u>(236)</u>
Subtotals	86,459	66,641	(19,818)
Less adjusted base year direct costs	<u>(16,768)</u>	<u>(16,768)</u>	<u>—</u>
Increased direct costs, G1 through G3	<u>69,691</u>	<u>49,873</u>	<u>(19,818)</u>
Components G4 through G7:			
Salaries and benefits	53,752	4,891	(48,861)
Contract services	<u>229,973</u>	<u>90,616</u>	<u>(139,357)</u>
Increased direct costs, G4 through G7	<u>283,725</u>	<u>95,507</u>	<u>(188,218)</u>
Total increased direct costs, G1 through G7	353,416	145,380	(208,036)
Indirect costs	37,116	25,151	(11,965)
Total program costs	<u>\$ 390,532</u>	<u>170,531</u>	<u>\$ (220,001)</u>
Less amount paid by the State		<u>(235,193)</u>	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (64,662)</u>	
<u>Summary: July 1, 1999, through June 30, 2002</u>			
Components G1 through G3:			
Salaries and benefits	\$ 150,227	\$ 106,890	\$ (43,337)
Contract services	<u>99,415</u>	<u>71,774</u>	<u>(27,641)</u>
Subtotals	249,642	178,664	(70,978)
Less adjusted base year direct costs	<u>(48,699)</u>	<u>(48,699)</u>	<u>—</u>
Increased direct costs, G1 through G3	<u>200,943</u>	<u>129,965</u>	<u>(70,978)</u>
Components G4 through G7:			
Salaries and benefits	173,039	8,843	(164,196)
Contract services	<u>365,478</u>	<u>200,439</u>	<u>(165,039)</u>
Increased direct costs, G4 through G7	<u>538,517</u>	<u>209,282</u>	<u>(329,235)</u>
Total increased direct costs, G1 through G7	739,460	339,247	(400,213)
Indirect costs	<u>103,607</u>	<u>55,124</u>	<u>(48,483)</u>
Total program costs	<u>\$ 843,067</u>	<u>394,371</u>	<u>\$ (448,696)</u>
Less amount paid by the State		<u>(677,871)</u>	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (283,500)</u>	

The district's Incorrect Reduction Claim contests all audit adjustments to salary and benefit costs claimed. In addition, the district believes that the SCO was not authorized to audit FY 1999-2000 and FY 2000-01, and that the SCO reported incorrect state payment amounts. The district did not dispute the unallowable contract services costs. Furthermore, the district did not dispute the adjustment to the district's indirect cost rate and the application of that rate to total allowable direct costs.

**I. SCO REBUTTAL TO STATEMENT OF DISPUTE –
CLARIFICATION OF REIMBURSABLE ACTIVITIES, CLAIM CRITERIA, AND
DOCUMENTATION REQUIREMENTS**

Parameters and Guidelines

On October 22, 1980, the Commission on State Mandates (COSM) adopted *Parameters and Guidelines* for Chapter 961, Statutes of 1975. The COSM amended *Parameters and Guidelines* on August 20, 1998, because of Chapter 1213, Statutes of 1991. The COSM last amended *Parameters and Guidelines* on January 28, 2000 (**Exhibit B**).

Parameters and Guidelines (amended January 28, 2000) identifies the scope of the mandate and the reimbursable activities as follows.

[Chapter 961, Statutes of 1975] repealed the Winton Act and enacted provisions to meet and negotiate, thereby creating a collective bargaining atmosphere for public school employers. Chapter 1213, Statutes of 1991 added [*Government Code* Section 3547.5, which] requires school districts to publicly disclose major provisions of a collective bargaining agreement after negotiations, but before the agreement becomes binding.

G. Claim Components (Reimbursable Costs)

Reimbursable activities mandated by Chapter 961, Statutes of 1975 and Chapter 1213, Statutes of 1991 are grouped into seven components, G1 through G7. . . [See **Exhibit B** for a list of reimbursable activities.]

Parameters and Guidelines (amended January 28, 2000) provides the following claim preparation criteria.

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

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

SCO Claiming Instructions

The SCO annually issues mandated costs claiming instructions, which contain filing instructions for mandated cost programs. The April 2000 claiming instructions (**Exhibit C**) are believed to be, for the purposes and scope of the audit period, substantially similar to the version extant at the time the district filed its FY 1999-2000, FY 2000-01, and FY 2001-02 mandated cost claims.

**II. THE DISTRICT CLAIMED UNALLOWABLE SALARY, BENEFIT, AND RELATED
INDIRECT COSTS**

Issue

For the audit period, the district claimed unallowable salary and benefit costs totaling \$207,533. The related indirect costs total \$75,709. The unallowable costs occurred because the district (1) did not adequately support employee hours charged to the mandated program; (2) overstated the productive hourly rate claimed for part-time teachers; and (3) claimed duplicate costs. The district believes these costs are allowable; however, the district's Incorrect Reduction Claim does not address the duplicate costs claimed.

SCO Analysis:

The district claimed unallowable costs for the following reasons.

Component G3–Negotiations

- The district did not provide supporting documentation for a portion of management team members and confidential assistant hours claimed. Unallowable costs totaled \$34,749 for the audit period.
- Based on documentation that the district provided, the district overstated the productive hourly rates claimed for part-time teachers. Unallowable costs totaled \$5,759 for the audit period.
- The district did not provide supporting documentation for a portion of part-time teachers' hours claimed. Unallowable costs totaled \$2,203 for the audit period.
- For FY 2001-02, the district claimed duplicate costs for part-time teachers totaling \$626.

Component G6–Administration/Grievances

- The district did not provide adequate documentation to support various employee hours claimed. Unallowable costs totaled \$163,080 for the audit period. District documentation included hours summarized from electronic meeting-scheduling software, electronic mail messages, and internal memoranda that indicated annual mandate hours for various employees. For hours claimed from electronic meeting-scheduling software records, the district did not provide corroborating evidence (e.g., sign-in logs, agendas, or meeting minutes) showing that scheduled meetings were held, invited attendees were present, and any activities performed were mandate-related. The district also did not provide any corroborating evidence for annual hours indicated on electronic mail messages and internal memoranda.
- The district overstated the productive hourly rates claimed for part-time teachers. Unallowable costs totaled \$531 for the audit period.
- For FY 2000-01, the district did not provide supporting documentation for a portion of part-time teachers' hours claimed. Unallowable costs totaled \$335.
- For FY 2001-02, the district claimed duplicate costs for part-time teachers totaling \$250.

In its letter dated April 28, 2004 (**Exhibit E**), the district contested only the unallowable costs identified in the first bulleted item for component G6.

District's Response

The Controller asserts that the District claimed "unallowable" employee salaries and benefits in the amount of \$207,533 for the three fiscal years audited. It appears that all of the disallowances were made either due to lack of documentation or were the result of an adjustment to the employee salaries. None of the adjustments were made because the claimed costs were deemed to be unreasonable for [*sic*] excessive. In fact, the Controller stated in the audit report that "the district may address the reasonableness of the costs claimed through the SCO informal review process, which is discussed in the final transmittal letter." This seems to indicate that claimants cannot discuss the reasonableness of the costs with auditors, only the quantity of documentation . . .

SCO's Comment

The district's conclusion is erroneous. Unreasonable is defined as "not conformable to reason" or "exceeding the bounds of reason."¹ Reason is defined as "a sufficient ground of explanation or of logical defense; something that supports a conclusion or explains a fact."² The district overstated its productive hourly rates and did not provide adequate documentation to support claimed costs; therefore, the costs claimed are unreasonable.

The district also misinterprets the language quoted from the audit report. The district may "address the reasonableness of the costs claimed" by providing corroborating documentation that sufficiently supports costs claimed. The auditors provided the district an opportunity to provide corroborating documentation both during audit fieldwork and in response to the SCO's draft audit report; however, the district did not provide corroborating documentation.

In addition, the district's comment that "claimants cannot discuss the reasonableness of the costs with auditors" is without merit. An outside consultant prepared the district's Incorrect Reduction Claim. The consultant did not participate or represent the district at any time during the audit process. It appears the consultant is unaware of lengthy discussions between the SCO and the district's Director of Budget Operations regarding the district's productive hourly rates. As a result of these discussions, the district did not contest the productive hourly rate audit adjustment in its letter dated April 28, 2004 (**Exhibit E**).

¹ Merriam-Webster's Collegiate Dictionary, Tenth Edition © 2001.

² Ibid.

District's Response

Disallowed Staff Hours

The Controller provided the District a detailed list of staff hours disallowed by employee name and mandate component. Staff hours were disallowed for three reasons:

- Reason A: Insufficient Support – source was District's software "Meeting Maker"
- Reason B: Insufficient Support – memo/e-mail from staff provided as support
- Reason C: No support provided

The following schedules are prepared from the Controller's adjustments summaries and indicate the scope of the adjustments. [Refer to the district's Incorrect Reduction Claim for all of the district's schedules.]

Parameters and Guidelines

The Controller states that the parameters and guidelines require that:

"Claims must show the costs of salaries and benefits for employer representatives participating in negotiations, negotiation planning sessions, and adjudication of contract disputes. Claims must also indicate the cost of substitutes for released [*sic*] time of exclusive bargaining unit representatives during negotiations and adjudication of contract disputes. Claims must show the classification of employees involved, amount of time spent, and their hourly rates."

This is the stated reason for the Controller to dismiss "electronic mail messages, other internal memoranda, and summary schedules that the district purportedly prepared from electronic meeting records" as insufficient source documentation, because the "SCO cannot determine . . . whether the schedule [*sic*] meetings occurred, the identified individuals attended, and the hours claimed were accurate."

The parameters and guidelines actually state:

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

The parameters and guidelines do not specify the type of documentation required to support the claimed costs, only the type of information required on the claim. The parameters and guidelines do not [sic] disqualify e-mails, staff memoranda, or meeting attendance recorded on software programs.

SCO’s Comment

It appears that the district disputes the accuracy of *Parameters and Guidelines* requirements identified in the audit report, or the district is unaware that the information is paraphrased. The following paragraphs identify the *Parameters and Guidelines* source for each statement in the audit report language that the district quoted. The paragraphs are presented in the same order as the information appears in the audit report.

- G. 3. a. Show the costs of salaries and benefits for employer representatives participating in negotiations . . .
- G. 3. b. Show the costs of salaries and benefits for employer representatives and employees participating in negotiation planning sessions . . .
- G. 6. a. Salaries and benefits of employer personnel involved in adjudication of contract disputes . . .
- G. 3. c. Indicate the cost of substitutes for release time of exclusive bargaining unit representatives during negotiations . . .
- G. 6. b. Indicate substitutes necessary for release time of the representatives of an exclusive bargaining unit during adjudication of contract disputes . . .
- H. 3. Show the classification of the employees involved, amount of time spent, and their hourly rate . . .

Government Code Section 17561(d)(2) states that the SCO may audit the records of any school district to verify the actual amount of the mandated costs. Therefore, the district is required to maintain source documents that adequately support actual mandate-related costs.

The district’s Schedule 2 inaccurately summarizes the reasons for the unallowable employee hours. The correct information is attached (**Tab 3**). Primarily, the district’s schedule incorrectly classifies unallowable hours claimed for Negotiations. The district states that the SCO disallowed these hours because the district supported the hours with summary schedules that the district purportedly prepared from electronic meeting records. However, the SCO actually disallowed these hours because the hours were unsupported (“Reason C”). These unallowable hours are further discussed below.

The district’s remaining schedules are similarly flawed. Because the remaining schedules only represent more detailed information extracted from Schedule 2, we do not provide corrected versions of those schedules here. However, the district’s schedules 3A and 3B are also erroneously footnoted to state “The Controller did not include faculty representatives in the total hours reported in Finding 1.” The faculty representatives referenced are bargaining unit representatives that purportedly participated in mandate-related activities. Their salary costs are not reimbursable; instead, the substitute teachers’ (part-time teachers) salary costs are reimbursable. The audit finding does identify the unallowable hours claimed for part-time teachers.

For the unallowable hours identified as "Reason A" (Tab 3), the district provided only summary schedules that the district purportedly prepared from electronic meeting records (otherwise referred to as "Meeting Maker"). The district did not provide source documentation of actual "Meeting Maker" entries made by individual staff. Furthermore, for the unallowable hours identified, the district did not provide corroborating evidence that would allow the SCO to determine whether the scheduled meetings occurred, the identified individuals attended, the hours claimed were accurate, and any activities performed were mandate-related. The district did provide corroborating evidence (e.g., sign-in sheets, agendas, and meeting minutes) for other employee hours claimed. The SCO allowed hours supported by such corroborating evidence.

Our audit finding related to the district's contract services costs claimed magnifies the necessity to confirm that claimed activities were mandate-related. Our audit report disclosed that the district claimed unallowable contract services costs under both Component G3-Negotiations and Component G6-Administration/Grievances. The costs claimed were not mandate-related. The district did not contest the audit adjustment for contract services.

For the unallowable hours identified as "Reason B" (Tab 3), the district provided only electronic mail messages and other internal memoranda or summary schedules. Electronic mail messages, internal memoranda, and summary schedules constitute declarations and are not contemporaneous records of time spent on mandated activities. For FY 1999-2000, the district submitted only an internal memorandum (Tab 4) to support hours claimed. The copy included here is an exact copy as received from the district, including all handwritten notations. The SCO added only the page numbering and initials at the top of the page. The darkened area is a post-it that the district attached to the original memorandum, identifying mandate-related hours for employee Martha Kanter. For FY 2000-01 Grievance hours, the district submitted only an electronic mail message (Tab 5). For FY 2000-01 Contract Administration hours and FY 2001-02 Grievance hours, the district submitted only summary schedules. The schedule for FY 2001-02 is attached (Tab 6). The relevant hours are identified as "related costs for CB (development, review, and distribution of minutes)." The summary schedule is noted as prepared by L. Lopez (Leticia Lopez), Executive Assistant for Human Resources and Equal Opportunity. On May 9, 2003, Ms. Lopez testified that the district did not maintain records for these hours claimed in FY 2000-01 and FY 2001-02 and that the hours were estimated.

The district did not provide documentation for the unallowable hours identified as "Reason C" (Tab 3). For Negotiations, the district provided sign-in sheets for negotiations sessions conducted during the audit period. However, the total hours documented were less than hours claimed. The district provided no documentation for the remaining hours claimed. In its letter dated April 28, 2004 (Exhibit E), the district did not contest this issue. For Grievances, the district claimed 110 hours in FY 1999-2000 and 48 hours in FY 2000-01 for "development, review, and distribution of minutes." The district identified these hours on summary sheets. On May 9, 2003, Leticia Lopez testified that to her knowledge, the district maintained no records that support these hours and the hours claimed were estimated. The district provided no documentation for the remaining 88 unallowable hours in FY 1999-2000.

District's Response

Productive Hourly Rate

The audit report states that "the district did not support the productive hourly rate claimed." The claims submitted by the district include a list of productive hourly rates for each employee. The computation of the productive hourly rate has three components: salary, benefits, and productive hours.

SALARIES: The Controller made adjustments to the annual salary costs of specific employees. No reasons were provided for each adjustment, and there is no indication of why the payroll information reported by the District in the normal course of business has to be adjusted for purposes of the

productive hourly rate computation. The propriety of these adjustments cannot be determined until the Controller states the reason for each change to the employee payroll information.

BENEFITS: The District and the Controller used the 21% default rate for the calculation of payroll related benefits . . .

PRODUCTIVE HOURS: The District and the Controller used 1,800 annual productive hours for their calculations . . .

SCO's Comment

An outside consultant prepared the district's Incorrect Reduction Claim. It appears that the consultant is unfamiliar with the audit issue, the district's own calculation of average productive hourly rates for part-time teachers, and all relevant discussions between the SCO and the district's Director of Budget Operations. In its letter dated April 28, 2004 (**Exhibit E**), the district did not contest this audit finding.

Salaries

The SCO made no adjustment to the annual salary costs of specific employees. The district provided documentation that shows the actual average hourly salary rate for part-time teachers (**Tab 7**). The SCO accepted the average hourly salary rates that the district submitted, which were less than the rates claimed.

Benefits

The SCO did not use the "21% default rate" referenced in the district's response. The district provided documentation that supports the actual average benefit rates applicable to part-time teachers (**Tab 8**). The actual benefit rates were significantly less than 21%. *Government Code* Section 17514 defines "costs mandated by the state" as "any increased costs which a local agency or school district is required to incur . . ." The district was not required to incur any benefit costs that exceed its documented actual average benefit rates; therefore, the difference between the actual average rates and 21% is not reimbursable.

Productive Hours

Neither the district nor the SCO used 1,800 annual productive hours for the productive hourly rate calculation. For part-time teachers, the district defined annual productive hours as "15 hours per week for 35 weeks" (**Tab 7**). The SCO accepted the district's calculation of 525 annual productive hours for part-time teachers.

The following table summarizes the allowable productive hourly rate calculations, based on the district's documentation of average salary and benefit rates.

	Fiscal Year		
	1999-2000	2000-01	2001-02
Average hourly salary cost (Tab 7)	\$ 65.82	\$ 71.39	\$ 79.99
Average benefit rate (Tab 8)	x 7.13%	x 9.08%	x 9.59%
Average hourly benefit cost	4.69	6.48	7.67
Average hourly salary cost from above	65.82	71.39	79.99
Average productive hourly rate	<u>\$ 70.51</u>	<u>\$ 77.87</u>	<u>\$ 87.66</u>

District's Response

Source Documentation

Since none of the reasons for the adjustments stated in the audit report relate to the mandated activities performed by the employees. [sic] It appears that the entire basis of the adjustments is the quantity and quality of District documentation. The District has complied with the parameters and guidelines as it has provided source documents that show evidence of the validity of such costs and their relationship to the state-mandated program. It has also provided employee names, positions (job titles), productive hourly rates, hours worked, salary and benefit amounts, and a description of the tasks performed as they relate to this mandate. The District has provided documentation generated in the usual course of business as well as generated for the purpose of claiming mandate reimbursement. The Controller's insistence on documentation not required by the parameters and guidelines, contemporaneous record keeping, and corroborating evidence are ministerial preferences, are an unpublished standard which exceeds the parameters and guidelines, and is not enforceable absent rulemaking which would put claimants on notice to the contrary. The Controller did not cite any statutory basis for its audit adjustments. Absent some statutory authorization, another source of authority must be stated by the Controller.

Unreasonable or Excessive

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

SCO's Comment

The district has not complied with *Parameters and Guidelines* or with the *Government Code*, as the district did not provide adequate documentation to show that costs claimed represent actual costs and are related to the mandated program. The SCO found that the district claimed unsupported salary and benefit costs because the district (1) did not provide documentation to show that scheduled meetings occurred, invited employees attended, hours claimed were accurate, and activities conducted were mandate-related; (2) did not provide any documentation to support a portion of the hours claimed; (3) overstated productive hourly rates based on documentation that the district provided; and (4) claimed duplicate costs.

Furthermore, we disagree with the district's statement that "None of the adjustments were made because the costs claimed were excessive or unreasonable." Unreasonable is defined as "not conformable to reason" or "exceeding the bounds of reason."³ Reason is defined as "a sufficient ground of explanation or of logical defense; something that supports a conclusion or explains a fact."⁴ The district overstated its productive hourly rates and did not provide adequate documentation to support claimed costs; therefore, the costs claimed are unreasonable.

The California Constitution, Article XVI, Section 7, provides that "[m]oney may be drawn from the Treasury only . . . upon a Controller's duly drawn warrant." In the case of *Flournoy v. Priest*⁵, the California Supreme Court stated that the "obvious purpose of this requirement is to insure the Controller's concurrence in the expenditure of state funds." In an Attorney General's Opinion on point, the Attorney General stated that "[i]n short, the Controller has the constitutional authority to audit claims filed against the Treasury . . ."⁶

Besides the Constitutional audit authority, statutory law provides the SCO with general and specific audit authority. *Government Code* Section 12410 states, "The Controller shall audit all claims against the state, and may audit the disbursement of any state money, for correctness, legality, and for sufficient provisions of law for payment." In addition, *Government Code* Section 17561(d)(2)

allows the SCO to audit the district's records to verify actual mandate-related costs and reduce any claim that the SCO determines is excessive or unreasonable.

In the aforementioned opinion, the Attorney General states that an audit "would ascertain that the claim is numerically correct, actually incurred by the appropriate person or entity for a lawful purpose, and that sufficient funds exist for payment from an appropriation made by law." Black's Law Dictionary states that an audit is a "formal examination of an individual's or organization's accounting records . . ." The district's attempt to substitute electronic mail messages, internal memoranda, and summary schedules for records subverts the intent and meaning of an audit.

Furthermore, the SCO concludes that valid source documents are documents created contemporaneously with the activity or event in question. A relative lack of accuracy results when recollections are not reduced to writing contemporaneously. Such lack of accuracy prevents the SCO from ascertaining the numerical correctness of the claim and whether or not the costs were actually incurred. The district believes that contemporaneous record keeping is an unpublished and unenforceable standard. However, the SCO's position is consistent with court cases, such as *Maynard v. Commissioner of Internal Revenue*, in which the court stated that the auditee's "records, some of which were prepared after the fact, were not adequately supported with contemporaneous source documents . . ."⁷

³ Ibid.

⁴ Ibid.

⁵ *Flournoy v. Priest* (1971) 5 Cal.3d 350.

⁶ AUDIT AUTHORITY OF STATE CONTROLLER, Opinion No. 87-1204 (1988) 71 Ops.Cal.Atty.Gen. 275.

⁷ *Maynard v. Commissioner of Internal Revenue* (1997) 114 Fed.3d 194.

III. AMOUNT PAID BY THE STATE

Issue

For each fiscal year, the audit report identifies the amount previously paid by the State. The district believes the reported amounts paid are incorrect for FY 1999-2000 and FY 2000-01.

SCO Analysis:

The State paid the district \$217,342 for FY 1999-2000 and \$225,336 for FY 2000-01. These amounts include cash payments and any outstanding accounts receivable offsets applied.

District's Response

. . . The payment received from the state is an integral part of the reimbursement calculation. The Controller changed some of the claimed payment amounts received without a finding in the audit report.

<u>Amount Paid by the State</u>	<u>Fiscal Year of Claim</u>		
	<u>1999-00</u>	<u>2000-01</u>	<u>2001-02</u>
As Claimed	\$253,624	\$104,344	\$235,193
Audit Report	\$217,342	\$225,336	\$235,193

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

SCO's Comment

For FY 1999-2000, the district's claimed amount does not recognize a \$36,282 accounts receivable offset applied March 6, 2002. The SCO offset this amount against reimbursements payable for the district's FY 2001-02 Health Fee Elimination Program claim. The SCO's remittance advice (Tab 9) documents this offset.

For FY 2000-01, the district's claimed amount does not recognize an accounts receivable offset totaling \$112,998. The SCO offset this amount to collect an overpayment applicable to the district's FY 1998-99 Health Fee Elimination Program claim. The SCO's Accounts Receivable's Collections summary documents this offset (Tab 10). In addition, the district's claimed amount does not recognize a \$7,994 payment issued May 16, 2002. The SCO's Warrant Information summary documents this payment (Tab 11).

IV. STATUTE OF LIMITATIONS FOR AUDIT

Issue

Based on the statute of limitations for audit, the district believes the SCO had no authority to assess audit adjustments for FY 1999-2000 and FY 2000-01.

SCO Analysis:

Government Code Section 17558.5(a), effective July 1, 1996, states that a district's reimbursement claim is subject to audit no later than two years after the end of the calendar year in which the claim is filed or last amended. The district filed its FY 1999-2000 claim on January 9, 2001, and filed its FY 2000-01 claim on January 8, 2002. Therefore, these claims were subject to audit until December 31, 2003, and December 31, 2004, respectively. The SCO conducted an audit entrance conference on March 12, 2003. Therefore, the SCO initiated an audit within the period that both claims were subject to audit.

District's Response

... The District asserts that the first two years of the three claim years audited, fiscal years 1999-2000 and 2000-01, were beyond the statute of limitations for an audit when the Controller issued its audit report on July 2, 2004.

Chronology of Claim Action Dates

January 5, 2001	FY 1999-00 claim filed by the District
December 21, 2001	FY 2000-01 claim filed by the District ...

The District's fiscal year 1999-00 claim was mailed to the Controller on January 5, 2001. The District's fiscal year 2000-01 claim was mailed to the Controller on December 21, 2001. According to *Government Code* Section 17558.5, these claims were subject to audit no later than December 31, 2003. The audit was not completed by this date. Therefore, the proposed audit adjustments for fiscal years 1999-00 and 2000-01 are barred by the statute of limitations ...

Statutory History

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

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

The first two fiscal year claims, 1999-2000 and 2000-01, are subject to the two-year statute of limitations established by Chapter 945/95 . . .

Statutes of 2002, Chapter 1128, Section 14.5, operative January 1, 2003 amended Section 17558.5 . . . The amendment is pertinent since it indicates this is the first time that the factual issue of the date the audit is "initiated" for mandate programs for which funds are appropriated is introduced . . .

Statutes of 2004, Chapter 890, Section 18, operative January 1, 2005 amended Section 17558.5 . . . The amendment is pertinent since it indicates this is the first time that the Controller audits may be completed at a time other than the stated period of limitations.

Clearly, the Controller did not complete the audit within the statutory period allowed for the two fiscal years 1999-00 and 2000-01 included in this audit. The audit findings are therefore void for those two claims.

SCO's Comment

The district states that it submitted its FY 2000-01 claim on December 21, 2001. However, the SCO's records show that it received the claim on January 8, 2002 (**Tab 12**). Title 2, California Code of Regulations (CCR), Section 1185(e)(3) states, "If the narrative describing the alleged incorrect reduction(s) involves more than discussion of statutes or regulations or legal argument and utilizes assertions or representations of fact, such assertions or representations shall be supported by testimonial or documentary evidence and shall be submitted with the claim." The district did not submit any documentation to support its assertion that it submitted the FY 2000-01 claim on December 21, 2001. Nevertheless, even if the district had submitted its FY 2000-01 claim on December 21, 2001, the claim was still subject to audit when the SCO conducted an audit entrance conference on March 12, 2003.

The district believes that the audit initiation date is not relevant because the term "initiate an audit" is not specifically stated in the *Government Code* language applicable to these claims. Instead, the district believes the audit report date is relevant. In particular, the district believes that Chapter 890, Statutes of 2004 is pertinent because "it indicates this is the first time that the Controller audits may be completed at a time other than the stated period of limitations." This is an erroneous conclusion; before Chapter 890, Statutes of 2004, there was no statutory language defining when the SCO must complete an audit.

As of July 1, 1996, *Government Code* Section 17558.5(a) stated, "A reimbursement claim . . . is subject to audit by the Controller no later than two years after the end of the calendar year in which the reimbursement claim is filed or last amended . . ." In construing statutory language, we are to "ascertain the intent of the Legislature so as to effectuate the purpose of the law." (*Dyna-Med, Inc. v. Fair Employment and Housing Com.* (1987) 43 Cal.3d 1379, 1386.) In doing so, we look first to the statute's words, giving them their usual and ordinary meaning. (*Committee of Seven Thousand v. Superior Court* (1988) 45 Cal. 3d 491, 501.)

In *Government Code* Section 17558.5(a), the words "subject to" mean that the district is "in a position or circumstance that places it under the power or authority of another."⁵ The SCO exercised its authority to audit the district's claims by conducting the audit entrance conference within the statute of limitations. There is no statutory language that requires the SCO to publish a final audit report before the two-year period expires.

As of January 1, 2003, *Government Code* Section 17558.5(a) was amended to state "A reimbursement claim . . . is subject to the initiation of an audit by the Controller no later than three years after the reimbursement claim is filed or last amended, whichever is later . . ." [Emphasis added.] While the amendment does not define the start of an audit, the phrase "initiation of an audit" implies the first step taken by the Controller. Construing the statutory language to permit the Controller's initial contact as the audit's initiation is consistent with the statutory language as well as

subsequent amendments. To read the statute as requiring that the SCO publish a final audit report would be to read into the statute provisions that do not exist.

The fundamental purpose underlying statute of limitations is "to protect the defendants from having to defend stale claims by providing notice in time to prepare a fair defense on the merits." (*Downs v. Department of Water & Power* (1977) 58 Cal. App. 4th 1093.) Here, the SCO exercised its authority to audit the district's claims by conducting the audit entrance conference on March 12, 2003, well before the statute of limitations expired for the FY 1999-2000 claim (December 31, 2003).

⁵ Source: American Heritage Dictionary of the English Language, Fourth Edition © 2000.

V. CONCLUSION

The SCO audited the Foothill-De Anza Community College District's claims for costs of the legislatively mandated Collective Bargaining Program (Chapter 961, Statutes of 1975, and Chapter 1213, Statutes of 1991) for the period of July 1, 1999, through June 30, 2002. The district claimed \$843,067 for the mandated program. Our audit disclosed that \$394,371 is allowable and \$448,696 is unallowable. The district claimed unsupported and ineligible costs.

The district claimed unallowable salary, benefit, and related indirect costs totaling \$283,242. The district (1) did not provide documentation to show that scheduled meetings occurred, invited employees attended, hours claimed were accurate, and activities conducted were mandate-related; (2) did not provide any documentation to support a portion of the hours claimed; (3) overstated productive hourly rates based on documentation that the district provided; and (4) claimed duplicate costs.

The district claimed unallowable contract services costs totaling \$192,680. The district did not contest this audit adjustment.

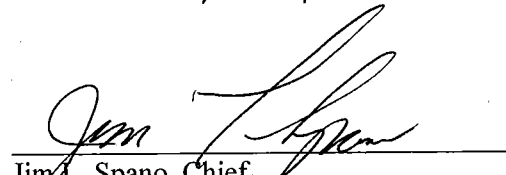
The district understated indirect costs claimed by \$27,226. The district did not contest this audit adjustment.

In conclusion, the Commission on State Mandates should find that: (1) the SCO had authority to audit FY 1999-2000 and FY 2000-01; (2) the SCO correctly reduced the district's FY 1999-2000 claim by \$99,084; (3) the SCO correctly reduced the district's FY 2000-01 claim by \$129,611; and (4) the SCO correctly reduced the district's FY 2001-02 claim by \$220,001.

VI. CERTIFICATION

I hereby certify by my signature below that the statements made in this document are true and correct of my own knowledge, or, as to all other matters, I believe them to be true and correct based upon information and belief.

Executed on April 18, 2006, at Sacramento, California, by:



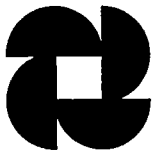
Jim L. Spano, Chief
Compliance Audits Bureau
Division of Audits
State Controller's Office

Tab 3

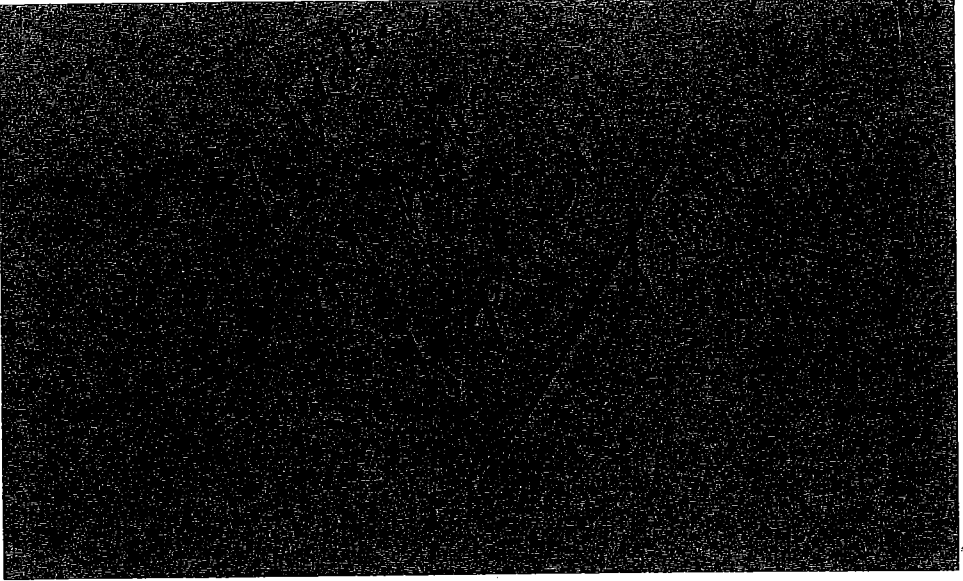
SCHEDULE 2: STAFF HOURS DISALLOWED BY REASON CODE

	<u>FY 1999-00</u>		<u>FY 2000-01</u>		<u>FY 2001-02</u>		<u>Totals by Reason</u>	<u>Percentage</u>
<u>Reason A</u>								
Negotiations	0.00		0.00		0.00			
Contract Administration	0.00		0.00		48.00			
Grievance	<u>107.00</u>		<u>261.50</u>		<u>415.50</u>			
	107.00	13%	261.50	26%	463.50	61%	832.00	32%
<u>Reason B</u>								
Negotiations	0.00		0.00		0.00			
Contract Administration	0.00		59.75		0.00			
Grievance	<u>382.00</u>		<u>466.25</u>		<u>88.25</u>			
	382.00	46%	526.00	53%	88.25	12%	996.25	39%
<u>Reason C</u>								
Negotiations	145.00		149.50		211.50			
Contract Administration	0.00		4.00		2.50			
Grievance	<u>198.00</u>		<u>48.00</u>		<u>0.00</u>			
	343.00	41%	201.50	21%	214.00	27%	758.50	29%
TOTALS	832.00	100%	989.00	100%	765.75	100%	2,586.75	100%

Tab 4



Foothill-De Human



TO: Bernadetta Slater
FROM: Robin Moore
RE: Grievances

The following is the information you asked that I provide you pertaining to the grievances that were filed during the 1999-2000 academic year.

1. Grievant: ~~SDiane Adamz-Bogus~~ 8612
Filed: 11-1-99
Internal Review held 2-9-00 and 2-16-00 60ms. total 32 hrs.
Present were: SDiane Bogus, Tom Strand (FA Rep.) 8560, Enrique Riveros-Schafer (Dean of Language Arts) 8546, Judy Miner 8510, Jane Enright, Martha Kanter (Hearing Officer) 8705

prep
2. hand
Harpur
not Strand
not Knight

Grievant: Faculty Association
Filed: 3-10-99 but was put in abeyance until 10-15-99 to allow time for the matter to be resolved through the conciliation process. The parties have since agreed to resolve the matter through mediation. Mediation preparation with Jane Enright, Richard Rose 8945 and legal counsel took place on the following dates: 9-15-00 / 11:30 - 1:00 p.m.; 9-19-00 / 12:00 - 5:00 p.m.; 9-20-00 / 8:00 - 9:00 a.m.; 10-9-00 / 10:30 - 2:00 p.m.; 10-11-00 / 10:00 - 11:00 a.m.; 10-30-00 / 8:00 - 4:00 p.m. 7544

FA
7544
Judy K
Sept 5
Oct

Mediation took place with the above listed people and with representatives from the FA Executive Board as follows: 9-20-00 / 9:00 - 6:00 p.m.; 9-28-00 / 9:00 - 6:00 p.m.; 10-16-00 / 8:00 - 4:30 p.m.; 10-23-00 / 9:00 - 6:00; 11-2-00 / 9:00 - 3:30 a.m.

3. Grievant: ~~C.J.S. Wallia~~ P-T
Filed: 10-7-99
Internal Review held 11-4-99
Present were: C.J.S. Wallia, Tom Strand (FA Rep.), Enrique Riveros-Schafer (Dean of Language Arts), Jane Enright, Martha Kanter (Hearing Officer).

30 hrs.

prep - 2
Judy Knight
Tom Strand
Enrique Riveros
Lauri Harpur
Richard Henson

Tab 5

Susanne Elwell, 12/13/01 3:52 PM -0800, Grievance Hours

391/134
1

8 6/9/03

V2 10/30/03

X-Sender: elwells@olive.fhda.edu
Date: Thu, 13 Dec 2001 15:52:25 -0800
To: mmd3427@tiptoe.fhda.edu
From: Susanne Elwell <elwellsusanne@fhda.edu>
Subject: Grievance Hours

Hi Martha,

Faith asked me to pass this information along to you. If something doesn't make sense, feel free to call me at x7544 for clarification.

<u>Grievance</u>	<u>Faculty Rep(s)</u>	<u>Time</u>
Adamz-Bogus, SDiane	Tom Strand	27 hours
Martinez, Augustine	Tom Strand	90.75 hours
Raff, Margo	Tom Strand	35.25 hours
Rines, Susan	Tom Strand	39 hours
Trasvina, Nicky	Tom Strand	44.75 hours
Yolles, Robert		
Counseling Issues	Tom Strand	107.5 hours
	Richard Hansen	94 hours
	Lauri Harper	<u>30 hours</u>
	Total	231.5 hours

361/128

Susanne

Tab 6

Foothill-De Anza Community College District
2001-2002 MANDATED COSTS REPORT

341 / 157
 8/6/9/03
 VZ
 12-5-03

**DISTRICT/FACULTY ASSOCIATION
 CONTRACT REVIEW SESSIONS**

10/17/01 Alan Harvey 1.50
 Anne Leskinen 1.50
 Anne Paye 1.50
 Jane Enright 1.50
 Leticia Lopez 1.50
 MaryLou Heslet 1.50
 Rich Hansen 1.50
 Sherrie Yabu 1.50

12

[End of Contract Review reporting]

MISCELLANEOUS CB TIME

1/15/02 Jane Enright 0.50
 1/28/02 Jane Enright 0.20

**RELATED COSTS FOR CB (Develop-
 ment, review & distribution of minutes):**

2/6/02 Anne Leskinen 1.25
 Anne Paye 1.25
 Jane Enright 1.25
 Leticia Lopez 1.25
 Liz Zoltan 1.25
 MaryLou Heslet 1.25
 Meredith Heiser 1.25
 Rich Hansen 1.25
 Sherrie Yabu 1.25

11.25

Jane Enright 58.00
 Leticia Lopez 29.00

2/13/02 Anne Leskinen 1.00
 Anne Paye 1.00
 Jane Enright 1.00
 Marylou Heslet 1.00
 Rich Hansen 1.00

5

3/20/02 Anne Leskinen 1.00
 Anne Paye 1.00
 Jane Enright 1.00

3/20/02 Leticia Lopez 1.00
 Liz Zoltan 1.00
 Meredith Heiser 1.00
 MaryLou Heslet 1.00
 Rich Hansen 1.00
 Sherrie Yabu 1.00

9

5/15/02 Anne Leskinen 0.25
 Anne Paye 0.25
 Jane Enright 0.25
 Leticia Lopez 0.25
 Liz Zoltan 0.25
 MaryLou Heslet 0.25
 Rich Hansen 0.25
 Sherrie Yabu 0.25

2

Tab 7

191/10
8 12/31/03
VZ 01-16-04

**Foothill-De Anza Community College District
Legislatively Mandated Collective Bargaining Program
Salaries and Benefits - Part-Time Teachers Adjustment
Audit Period from July 1, 1999 through June 30, 2002
Audit ID#: S03-MCC-0032**

Analysis of Trends in 1320 Costs Using data as of: 10/31/03
All Part-time Faculty Assignments, excluding overloads

Foothill Credit	Total Salary	# of FTE	Average Pay	Annual
Summer 99	\$858,836.00	73.68093	\$11,656.15	
Fall 99	\$1,612,657.27	141.64947	\$11,384.85	
Winter 00	\$1,306,401.25	116.94540	\$11,171.04	
Spring 00	\$1,398,700.63	125.27280	\$11,165.24	\$33,941.28
Summer 00	\$1,027,093.47	81.14523	\$12,657.47	
Fall 00	\$1,671,669.77	134.93229	\$12,388.95	
Winter 01	\$1,381,904.73	113.40339	\$12,185.74	
Spring 01	\$1,512,381.64	126.51039	\$11,954.60	\$36,797.08
Summer 01	FROM 10/1/01 \$1,119,786.14	85.22553	\$13,139.09	
Fall 01	\$2,158,993.46	155.79048	\$13,858.31	
Winter 02	\$1,627,866.26	118.28580	\$13,762.14	
Spring 02	\$1,803,248.14	132.21144	\$13,639.12	\$40,954.51

De Anza	Total Salary	# of FTE	Average Pay	Annual
Summer 99	\$1,009,849.84	81.70680	\$12,359.43	
Fall 99	\$2,626,204.01	227.15019	\$11,561.53	
Winter 00	\$2,343,054.31	202.12782	\$11,591.94	
Spring 00	\$2,325,690.25	201.87021	\$11,520.72	\$ 34,950.16
Summer 00	\$1,164,820.07	84.64740	\$13,760.85	
Fall 00	\$2,860,905.33	227.73108	\$12,562.65	
Winter 01	\$2,634,164.13	210.79668	\$12,496.23	
Spring 01	\$2,453,082.51	197.96157	\$12,391.71	\$ 37,910.86
Summer 01	FROM 10/1/01 \$1,351,234.50	94.45860	\$14,305.04	
Fall 01	\$3,250,495.49	227.95560	\$14,259.34	
Winter 02	\$3,169,130.30	222.49788	\$14,243.42	
Spring 02	\$3,054,432.95	216.23052	\$14,125.82	\$ 42,667.27

District	Total Salary	# of FTE	Average Pay	Per hour
99/00	\$13,481,393.56	1170.40362	\$34,555.75	\$ 65.82
00/01	\$14,706,021.65	1177.12803	\$37,479.41	\$ 71.39
01/02	\$17,535,187.23	1252.65585	\$41,995.22	\$ 79.99

A full load is defined as 15 hours per week for 35 weeks.

Tab 8

Foothill-De Anza Community College District
 Legislatively Mandated Collective Bargaining Program
 Salaries and Benefits - Part-Time Teachers Adjustment
 Audit Period from July 1, 1999 through June 30, 2002
 Audit ID#: S03-MCC-0032

Benefit Rates for Part-time Faculty		Discretionary	Retirement	MQFE	SUI	WComp	Total
Benefit Cost	Salary						
1999/00	\$ 51,483.64	\$13,481,393.56	0.38%	4.25%	1.45%	0.11%	7.13%
2000/01	\$ 254,517.39	\$14,706,021.65	1.73%	4.75%	1.45%	0.10%	9.08%
2001/02	\$ 347,268.65	\$17,535,187.23	1.98%	4.96%	1.45%	0.15%	9.59%

} TO 197/9

Benefit costs are actual payments to Kaiser on behalf of PT faculty, net of any PT faculty contributions. Salary is the PT salary from the previous page excluding overload assignments. Discretionary benefit rate spreads the Kaiser cost over all PT faculty to get a composite rate. Retirement consists of a composite of PERS, STRS, FICA and PARS. PT Faculty may be in any one of these plans.

191/11
 8 12/31/03
 V2
 01-16-04

Tab 9

CONTROLLER OF CALIFORNIA
P.O. BOX 942850, SACRAMENTO, CALIFORNIA 94250

THIS REMITTANCE ADVICE IS FOR INFORMATION PURPOSE ONLY.
THE WARRANT COVERING THE AMOUNT SHOWN WILL BE MAILED
DIRECTLY TO THE PAYEE.

BOARD OF TRUSTEES
FOOTHILL-DE ANZA COL DIST
SANTA CLARA COUNTY
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

WARRANT AMT: ***104,455.00

PAYEE: TREASURER, FOOTHILL-DE ANZA COL DIST
UND NAME: GENERAL FUND

ISSUE DATE: 03/06/2002

CLAIM SCHEDULE NBR: MA11392E

REIMBURSEMENT OF STATE MANDATED COSTS
ANY QUESTIONS REGARDING THIS CLAIM CALL FRAN 916 323-0766
ACL : 6870-295-0001 PRG : HEALTH FEE ELIMINATION CH 1/84
2001/2002 ESTIMATED PAYMENT CLAIMED AMT: 602,608.00
TOTAL ADJUSTMENTS: .00
TOTAL APPROVED CLAIMED AMT: 602,608.00
LESS PRIOR PAYMENTS: .00
PRORATA PERCENT: 23.354721
PRORATA BALANCE DUE: 461,971.00-
APPROVED PAYMENT AMOUNT: 140,737.00
PAYMENT OFFSETS (ACL NBR, NAME, FY, AMT.):
6110-295-0001 COLLECTIVE BARGAIN CH 96 90/00 36,282-
NET PAYMENT AMOUNT: 104,455.00

Tab 10

Page: 1 Document Name: untitled

LRSF086 DIVISION OF ACCOUNTING AND REPORTING 02/22/06
BUREAU OF LOCAL REIMBURSEMENTS 13:02:51
ACCOUNTS RECEIVABLE'S COLLECTIONS

PAYEE NBR: S43045 NAME: FOOTHILL-DE ANZA COL DIST PGM NBR: 29
CHAPTER: 6870-295-0001-1998 PGM: HEALTH FEE ELIMINATION CH 1/84 FY: 1998/1999
TO ACL CODE: 0001-000-6870-1998- 295 -00000000- -98-01-000-184
ORIGINAL OVERPAYMENT AMT: 174,668.00
NEW OVERPAYMENT BALANCE:

RECOVERY/BLOCKING SOURCE	RECOVERY/BLOCKED INDICATOR	AMOUNT
PGM NBR CHAPTER	RECOVERY SOURCE DESC	FY
0001-000-6100-2000- 295 -00000000- -98-01-096-	RECOVERED	112,998.00
11 6110-295-0001-2000	COLLECTIVE BARGAIN CH 961/75	2000/2001
0001-000-6870-2000- 295 -00000000- -98-01-000-	RECOVERED	61,670.00
29 6870-295-0001-2000	HEALTH FEE ELIMINATION CH 1/84	2000/2001

DC982051 Last page...

PAYEE NBR: S43045 PGM NBR: 29 FY: 1998/1999

PF9= AR OVERPAYMENTS

Tab 11

Page: 1 Document Name: untitled

LRSF082

DIVISION OF ACCOUNTING AND REPORTING
BUREAU OF LOCAL REIMBURSEMENTS
WARRANT INFORMATION

02/22/06
09:41:56

PAYEE NBR: S43045 NAME: FOOTHILL-DE ANZA COL DIST PGM NBR: 11
CHAPTER: 6110-295-0001-2000 PGM: COLLECTIVE BARGAIN CH 961/75 FY: 2000/2001
PAYMENT TYPE: A02 CLAIM SCHEDULE NBR: MA13512A

ORIG WARR NBR VOID REASON	WARRANT AMT	ORIG ISSUE DATE	NEW WARR NBR	NEW ISSUE DATE VOID DATE
62-891975	7,994.00	05/16/2002	00-000000	.00/00/0000 00/00/0000

DC982051 Last page...

ENTER= ADD VOID/NEW WARR INFO PF9= MOD VOID/NEW WARR INFO PF13= PMT DETAIL

Tab 12

2A36/2
 4/8/03

State Controller's Office

School Mandated Cost Manual

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 COLLECTIVE BARGAINING S43045 FOOTHILL-DE LA COL DIST SANTA CLARA COUNTY 12345 EL MONTE ROAD LOS ALTOS HILLS CA 94022		For State Controller Use Only		Program
		(19) Program Number 00011		011
		(20) Date Filed <u>JAN 08 2002</u>		
(21) LRS Input <u> / / </u>				
Reimbursement Claim Data				
		(22) CB-1, (03)(1)(e)		
		(23) CB-1, (03)(2)(e)		
		(24) CB-1, (03)(3)(e)	63,621	
		(25) CB-1, (03)(4)(e)		
		(26) CB-1, (03)(5)(e)		
		(27) CB-1, (03)(6)(e)	151,500	
		(28) CB-1, (03)(7)(e)		
		(29) CB-1, (04)(d)	97,497	
		(30) CB-1, (04)(e)	215,121	
		(31) CB-1, (05)(e)	5,209	
		(32)		
		(33)		
		(34)		
		(35)		
		(36)		

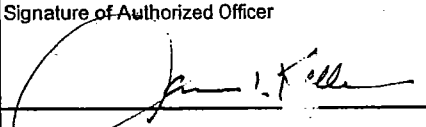
LABEL HERE

(37) CERTIFICATION OF CLAIM

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

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

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

Signature of Authorized Officer	Date
	12/21/01
James W. Keller	Vice Chancellor, Business Svcs.
Type or Print Name	Title
(38) Name of Contact Person for Claim	Telephone Number
Martha De La Cerda	(650) 949 - 6201 Ext.
	E-Mail Address
	kellerjim@fhda.edu

**INCORRECT REDUCTION CLAIM FILED BY
FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT
AUGUST 31, 2005**

**COLLECTIVE BARGAINING PROGRAM
CHAPTER 961, STATUTES OF 1975,
AND CHAPTER 1213, STATUTES OF 1991**

COMMISSION ON STATE MANDATES

980 NINTH STREET, SUITE 300
SACRAMENTO, CA 95814
PHONE: (916) 323-3562
FAX: (916) 445-0278
E-mail: csminfo@csm.ca.gov



October 3, 2005

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

Ms. Ginny Brummels
Division of Accounting and Reporting
State Controller's Office
3301 C Street, Suite 501
Sacramento, CA 95816

Re: **Incorrect Reduction Claim**
Collective Bargaining, 05-4425-I-10
Foothill-De Anza Community College District, Claimant
Statutes 1975, Chapter 961
Fiscal Years 1999-2000, 2000-2001, 2001-2002

Dear Mr. Petersen and Ms. Brummels:

On September 19, 2005, the Foothill-De Anza Community College District filed an incorrect reduction claim (IRC) with the Commission on State Mandates (Commission) based on the *Collective Bargaining* program for fiscal years 1999-2000, 2000-2001, and 2001-2002. Commission staff determined that the IRC filing is complete.

Government Code section 17551, subdivision (b), requires the Commission to hear and decide upon claims filed by local agencies and school districts that the State Controller's Office (SCO) has incorrectly reduced payments to the local agencies or school districts.

SCO Review and Response. Please file the SCO response and supporting documentation regarding this claim within 90 days of the date of this letter. Please include an explanation of the reason(s) for the reductions and the computation of reimbursements. All documentary evidence must be authenticated by declarations under penalty of perjury signed by persons who are authorized and competent to do so and be based on the declarant's personal knowledge, information or belief. The Commission's regulations also require that the responses (opposition or recommendation) filed with the Commission be simultaneously served on the claimants and their designated representatives, and accompanied by a proof of service. (Cal. Code Regs., tit. 2, § 1185.01.)

The failure of the SCO to respond within this 90-day timeline shall not cause the Commission to delay consideration of this IRC.

Claimant's Rebuttal. Upon receipt of the SCO response, the claimant and interested parties may file rebuttals. The rebuttals are due 30 days from the service date of the response.

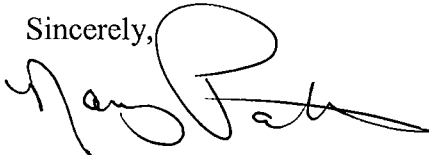
Prehearing Conference. A prehearing conference will be scheduled if requested.

Public Hearing and Staff Analysis. The public hearing on this claim will be scheduled after the record closes. A staff analysis will be issued on the IRC at least eight weeks prior to the public hearing.

Dismissal of Incorrect Reduction Claims. Under section 1188.31 of the Commission's regulations, IRCs may be dismissed if postponed or placed on inactive status by the claimant for more than one year. Prior to dismissing a claim, the Commission will provide 60 days notice and opportunity for the claimant to be heard on the proposed dismissal.

Please contact Tina Poole at (916) 323-8220 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy Patton", written in a cursive style.

NANCY PATTON
Assistant Executive Director

Enclosure: Incorrect Reduction Claim Filing - (SCO only)

SixTen and Associates

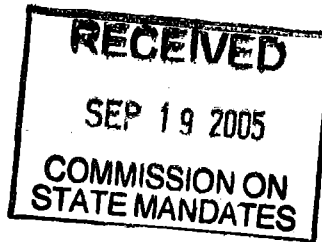
Mandate Reimbursement Services

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

Telephone: (858) 514-8605
Fax: (858) 514-8645
E-Mail: Kbpsixten@aol.com

September 13, 2005

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



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

Dear Ms. Higashi:

Enclosed is the original and two copies of the above referenced incorrect reduction claim for Foothill-De Anza Community College District.

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

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

Thank-you.

Sincerely,

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

Keith B. Petersen

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

For Official Use **RECEIVED**

SEP 19 2005
COMMISSION ON
STATE MANDATES

Claim No. 05-4425-I-10

INCORRECT REDUCTION CLAIM FORM

Local Agency or School District Submitting Claim

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Contact Person

Telephone Number

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

Voice: 858-514-8605
Fax: 858-514-8645
Email: Kbpsixten@aol.com

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

Representative Organization to be Notified

Telephone Number

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

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

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

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

<u>Fiscal Year</u>	<u>Amount of the Incorrect Reduction</u>
1999-2000	\$ 99,084
2000-2001	\$129,611
2001-2002	\$220,001
Total Amount	\$448,696

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

Name and Title of Authorized Representative

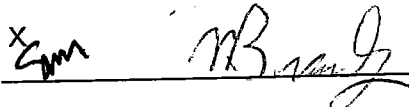
Telephone No.

Mike Brandy, Vice Chancellor
Business Services

Voice: 650-949-6201
Fax: 650-941-1638
E-Mail: brandymike@fhda.edu

Signature of Authorized Representative

Date



August 31, 2005

1 Claim Prepared by:
Keith B. Petersen
3 SixTen and Associates
4 5252 Balboa Avenue, Suite 807
5 San Diego, California 92117
6 Voice: (858) 514-8605
7 Fax: (858) 514-8645
8
9

10 BEFORE THE
COMMISSION ON STATE MANDATES
11 STATE OF CALIFORNIA

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

26 PART I. AUTHORITY FOR THE CLAIM

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

Incorrect Reduction Claim of Foothill-De Anza Community College District
961/75 Collective Bargaining

1 Section 17519.¹ Title 2, CCR, Section 1185 (a), requires the claimant to file an
2 incorrect reduction claim with the Commission.

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

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

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

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

¹ Government Code Section 17519, added by Chapter 1459, Statutes of 1984,
Section 1:

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

Incorrect Reduction Claim of Foothill-De Anza Community College District
961/75 Collective Bargaining

1 for the District's actual costs of complying with the legislatively mandated Chapter 961,
2 Statutes of 1975 Collective Bargaining, July 1, 1999 through June 30, 2002. As a
3 result of the audit, the Controller determined that \$448,696 of the claimed costs were
4 unallowable:

5	Fiscal	Amount	Audit	SCO	Amount Due
6	<u>Year</u>	<u>Claimed</u>	<u>Adjustment</u>	<u>Payments</u>	<u><State> District</u>
7	1999-00	\$217,342	\$ 99,084	\$217,342	<\$ 99,084>
8	2000-01	\$235,193	\$129,611	\$225,336	<\$119,754>
9	2001-02	<u>\$390,532</u>	<u>\$220,001</u>	<u>\$235,193</u>	<u><\$ 64,622></u>
10	Totals	\$843,067	\$448,696	\$677,871	<\$283,500>

Since the District has been paid \$677,871 for these claims, the audit report concludes
12 that the amount of \$283,500 is due the State.

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

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

18 **PART IV. BASIS FOR REIMBURSEMENT**

19 1. Mandate Legislation

20 Chapter 961, Statutes of 1975 (the "Rodda Act") established Chapter 10.7,
21 Division 4, of Title 1 of the Government Code (commencing with Section 3540), and

Incorrect Reduction Claim of Foothill-De Anza Community College District
961/75 Collective Bargaining

1 repealed Article 5, Chapter 1, of Division 10 of the Education Code (the "Winton Act").
2 The Rodda Act established the Public Employees Relations Board (PERB) and
3 required public school employers to meet and negotiate with their employees on
4 matters of wages, hours of employment, and other terms and conditions of employment.
5 The provisions relating to the creation, certain duties of, and appropriations for the
6 Public Employment Relations Board were operative on January 1, 1976. The provisions
7 relating to employees' organizational rights, the representative rights of employee
8 organizations, the recognition of exclusive representatives, and related procedures
9 were operative on April 1, 1976.

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

13 2. Test Claim

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

Incorrect Reduction Claim of Foothill-De Anza Community College District
961/75 Collective Bargaining

1 scope of the mandate.

2 On December 29, 1997, the Commission on State Mandates determined that
3 Chapter 1213, Statutes of 1991, resulted in a new program or higher level of service by
4 requiring school districts to publicly disclose major provisions of a collective bargaining
5 agreement after negotiations before the agreement becomes binding.

6 3. Parameters and Guidelines

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

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

Incorrect Reduction Claim of Foothill-De Anza Community College District
961/75 Collective Bargaining

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

Incorrect Reduction Claim of Foothill-De Anza Community College District
961/75 Collective Bargaining

1 5. Professional and Consultant Services: Separately show the name
2 of professionals or consultants, specify the functions the
3 consultants performed relative to the mandate, length of
4 appointment, and the itemized costs for such services. Invoices
5 must be submitted as supporting documentation with your claim.
6 The maximum reimbursable fee for contracted services is \$135 per
7 hour. Annual retainer fees shall be no greater than \$135 per hour.
8 Reasonable expenses will also be paid as identified on the monthly
9 billings of consultants. However, travel expenses for consultants
10 and experts (including attorneys) hired by the claimant shall not be
11 reimbursed in an amount higher than that received by State
12 employees, as established under Title 2, Div. 2, Section 700ff,
13 CAC.

14 6. ..."

15 4. Claiming Instructions

16 The Controller has periodically issued or revised claiming instructions for the
17 Collective Bargaining mandate program. The statements of reimbursable components
18 in the claiming instructions, for the purposes and scope of this incorrect reduction
19 claim, have been consistent with the parameters and guidelines. A copy of the April
20 2000 revision of the claiming instructions, is attached as Exhibit "C." The April 2000
21 claiming instructions are believed to be, for the purposes and scope of this incorrect
22 reduction claim, substantially similar to the version extant at the time the claims which
23 are the subject of this Incorrect reduction claim were filed. However, since the
24 Controller's claim forms and instructions have not been adopted as regulations, they
25 have no force of law, and, therefore, have no effect on the outcome of this incorrect
26 reduction claim.

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PART V. STATE CONTROLLER CLAIM ADJUDICATION

The Controller conducted an audit of District's annual reimbursement claims for fiscal years 1999-00, 2000-01 and 2001-02. The audit concluded that 47% of the District's costs, as claimed, were allowable. A copy of the July 2, 2004-audit report is attached as Exhibit "D."

VI. CLAIMANT'S RESPONSE TO THE STATE CONTROLLER

By letter dated March 12, 2004, the Controller transmitted a copy of its draft audit report. By letter dated April 28, 2004, the District objected to the proposed adjustments set forth in the draft audit report. A copy of District's letter of April 28, 2004, is attached as Exhibit "E." The Controller then issued its final audit report without change to the adjustments as stated in the draft audit report.

PART VII. STATEMENT OF THE ISSUES

Finding 1: Unallowable Salaries, Benefits, and Related Indirect Costs Claimed

The Controller asserts that the District claimed "unallowable" employee salaries and benefits in the amount of \$207,533 for the three fiscal years audited. It appears that all of the disallowances were made either due to lack of documentation or were the result of an adjustment to the employee salaries. None of the adjustments were made because the claimed costs were deemed to be unreasonable for excessive. In fact, the Controller stated in the audit report that "the district may address the reasonableness of the costs claimed through the SCO informal audit review process, which is discussed in

Incorrect Reduction Claim of Foothill-De Anza Community College District
 961/75 Collective Bargaining

1 the final transmittal letter." This seems to indicate that claimants cannot discuss the
 2 reasonableness of the costs with auditors, only the quantity of documentation.
 3 However, the option for further discussion of the reasonableness was later denied by
 4 the Controller's legal counsel, as stated in the letter dated July 15, 2004.

5 Disallowed Staff Hours

6 The Controller provided the District a detailed list of staff hours disallowed by
 7 employee name and mandate component. Staff hours were disallowed for three
 8 reasons:

- 9 Reason A: Insufficient Support-source was District's software "Meeting Maker"
- 10 Reason B: Insufficient Support-memo/e-mail from staff provided as support
- Reason C: No support provided

12 The following schedules are prepared from the Controller's adjustments summaries and
 13 indicate the scope of the adjustments.

14 SCHEDULE 1: TOTAL STAFF HOURS DISALLOWED BY MANDATE COMPONENT

	<u>FY 1999-00</u>			<u>FY 2000-01</u>			<u>FY 2001-02</u>		
	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
17 Negotiations	686.50	145.00	21%	583.25	149.50	26%	821.50	211.50	26%
18 Contract Administration	0.00	0.00		119.00	63.75	54%	87.25	50.50	57%
19 Grievance Totals	<u>687.00</u>	<u>687.00</u>	100%	<u>775.75</u>	<u>775.75</u>	100%	<u>528.25</u>	<u>503.75</u>	95%
20 (1) Total Hours Claimed	1,373.5			1,478			1,437		
21 (2) Total Hours Disallowed	832.00			989.00			765.75		
22 (3) Percentage Disallowance	61%			67%			53%		

23 The Controller disallowed about one-fourth of claimed negotiation staff time, more than

Incorrect Reduction Claim of Foothill-De Anza Community College District
 961/75 Collective Bargaining

one-half of claimed contract administration time, and essentially all of the claimed staff time spent on grievances.

SCHEDULE 2: STAFF HOURS DISALLOWED BY REASON CODE

	<u>FY 1999-00</u>	<u>FY 2000-01</u>	<u>FY 2001-02</u>	<u>Totals by Reason</u>	<u>Percentage</u>
<u>Reason A</u>					
Negotiations	145.00	149.50	211.50		
Contract Administration	0	3.75	50.50		
Grievance	<u>107.00</u>	<u>261.50</u>	<u>415.00</u>		
	252.00 30%	414.75 42%	677.00 88%	1,343.75	52%
<u>Reason B</u>					
Negotiations	0	0	0		
Contract Administration	0	59.75	0		
Grievance	<u>382.00</u>	<u>466.25</u>	<u>88.25</u>		
	382.00 46%	526.00 53%	88.25 12%	996.25	39%
<u>Reason C</u>					
Negotiations	0	0	0		
Contract Administration	0	00.25	0		
Grievance	<u>198.00</u>	<u>48.00</u>	<u>0</u>		
	198.00 24%	48.25 5%	0	246.25	9%
TOTALS	832.00 100%	989.00 100%	765.25 100%	2,586.25	100%

About half of the disallowed time was based on the District's "Meeting Maker" software time record system. About 40% of the disallowed time was based on staff memos. About 10% of the disallowed time was deemed to be essentially "unsupported" by any documentation.

SCHEDULE 3: STAFF HOURS CLAIMED AND HOURS DISALLOWED

3A NEGOTIATIONS

	<u>FY 1999-00</u>		<u>FY 2000-01</u>		<u>FY 2001-02</u>	
	(1)	(2)	(1)	(2)	(1)	(2)
<u>Management Teams</u>						
Faculty	268.00	125.0	315.50	122.75	340.00	140.00
SEIU	180.50	1.50	69.75	22.00	136.75	0
CSEA	57.50	0	27.00	0	86.00	0
Teamsters					<u>62.25</u>	<u>62.25</u>

Incorrect Reduction Claim of Foothill-De Anza Community College District
 961/75 Collective Bargaining

1	Management Team Totals	506.00	126.50	412.25	144.75	625.00	202.25	
2	Reason A		126.50		144.75		202.25	
3	Reason B							
4	Reason C							
5	*Faculty Representatives	180.50	18.50	171.0	4.75	196.50	9.25	
6	Reason A		18.50		4.75		9.25	
7	Reason B							
8	Reason C							
9	<i>*The Controller did not include faculty representatives in the total hours reported in Finding # 1</i>							
10	Restated Negotiations Totals							
11	(1) Total Hours Claimed	686.50		583.25		821.50		
12	(2) Total Hours Disallowed		145.00		149.50		211.50	
13	(3) Percentage Disallowed		21%		26%		26%	

14 About one-fourth of the negotiations time was disallowed, and all of the disallowed
 15 hours were supported by the software time keeping system.

16 3B CONTRACT ADMINISTRATION

	<u>FY 1999-00</u>			<u>FY 2000-01</u>			<u>FY 2001-02</u>		
	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
19	<u>Management Team</u>								
20	Enright			7.50	0		5.00	0	
21	Enright (second entry)			2.00	2.00				
22	Harvey			5.25	0		1.50	0	
23	Johnson			4.00	4.00				
24	Jones-Dulin						8.00	8.00	
25	Koenig						8.00	8.00	
26	Kyne			4.00	4.00				
27	Leskinen			6.75	0		5.00	0	
28	Lopez						4.00	0	
29	Moore			1.50	1.50				
30	McCutchen						10.00	10.00	
31	Nunez						10.00	10.00	
32	Parman			29.75	29.75		11.00	11.00	
33	Schulze						1.00	1.00	
34	Seelbach			0.75	0				
35	Zoltan			2.00	0.25		2.50	0	
36	<u>Confidential Assistants</u>								
37	Lopez			7.50	0				
38	McCutchen			18.50	18.50				

Incorrect Reduction Claim of Foothill-De Anza Community College District
 961/75 Collective Bargaining

1	Management/Confidential Totals	0.00	0.00	89.50	60.00	66.00	48.00	
2	Reason A				0		48.00	
3	Reason B				59.75			
4	Reason C				00.25			
5	<u>Faculty Representatives</u>							
6	Elsa			3.75	0			
7	Hansen			3.75	3.75	5.00	0.50	
8	Heiser					2.25	0.50	
9	Heslet					5.00	0.50	
10	Paye			7.50	0	5.00	0.50	
11	Perino			7.00	0			
12	Sierra			7.50	0			
13	Yabu					<u>4.00</u>	<u>0.50</u>	
14	Faculty Representative Totals	0.00	0.00	29.50	3.75	21.25	2.50	
15	Reason A				3.75		2.50	
16	Reason B							
17	Reason C							
18	<i>*The Controller did not include faculty representative in the total hours reported in Finding # 1</i>							
19	Contract Administration Totals	0.00	0.00	119.00	63.75	87.25	50.50	
20	Reason A				3.75		50.50	
21	Reason B				59.75			
21	Reason C				00.25			
23	(1) Total Hours Claimed	0.00		119.00		87.25		
24	(2) Total Hours Disallowed		0.00		63.75		50.50	
25	(3) Percentage Disallowed			%		54%	57%	

26 More than half of the contract administration time was disallowed. The disallowances
 27 are about equally divided between Reason A and Reason B.

28	3C	GRIEVANCES								
29		<u>FY 1999-00</u>			<u>FY 2000-01</u>			<u>FY 2001-02</u>		
30		(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
31	<u>Management Team</u>									
32	Brandy							6.50	6.50	
33	Burson							1.00	1.00	
34	Canter				6.50	6.50				
35	Enright	128.00	128.00		164.25	164.25		152.00	139.00	
36	Fong				2.00	2.00		3.00	3.00	
37	Gatlin							1.75	1.75	
38	Graham							4.25	4.25	
39	Griffin	1.50	1.50							
40	Harvey							2.00	2.00	
41	Kanter	50.50	50.50		15.50	15.50		18.00	18.00	
42	Leskinen				1.25	1.25				

**Incorrect Reduction Claim of Foothill-De Anza Community College District
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1	Lopez					29.00	29.00	
2	McCutchen					2.25	2.25	
3	Miner	9.50	9.50	2.25	2.25	2.25	2.25	
4	Moore					4.00	2.50	
5	Myers			6.00	6.00	1.00	1.00	
6	Parman					25.50	15.50	
7	Pattan			14.00	14.00			
8	Patz	1.00	1.00			6.75	6.75	
9	Riveros	32.00	32.00	15.50	15.50			
10	Rose	20.00	20.00	82.25	82.25	3.25	3.25	
11	Sellitti	4.50	4.50					
12	Zoltan	1.00	1.00			8.25	8.25	
13	<u>Confidential Assistants</u>							
14	Leal	128.00	128.00					
15	De La Cerda	1.00	1.00					
16	Management Team Totals	377.00	377.00	309.50	309.50	270.75	246.25	
17	Reason A		107.00		261.50		158.00	
18	Reason B		72.00		0		88.25	
19	Reason C		198.00		48.00		0	
20	<u>Faculty Representatives</u>							
21	Hanson	55.00	55.00	94.00	94.00			
22	Harper		55.00	55.00		30.00	30.00	
	Highland	55.00	55.00					
	Elwell			1.00	1.00			
25	Milonas	55.00	55.00			36.00	36.00	
26	Strand	90.00	90.00	341.25	341.25	221.50	221.50	
27	Faculty Team Totals	310.00	310.00	466.25	466.25	257.50	257.50	
28	Reason A		310.00		0		257.50	
29	Reason B		0		466.25		0	
30	Reason C		0				0	
31	Grievance Totals	687.00	687.00	775.75	775.75	528.25	503.75	
32	Reason A		107.00		261.50		415.50	
33	Reason B		382.00		466.25		88.25	
34	Reason C		198.00		48.00		0	
35	(1) Total Hours Claimed	687.00		775.75		528.25		
36	(2) Total Hours Disallowed		687.00		775.75		503.75	
37	(3) Percentage Disallowed			100%		100%	95%	

38 Essentially all of the grievance time claimed was disallowed. All time reported which
 39 derived from the software time records was disallowed and all time based on staff
 40 memos was disallowed.

Incorrect Reduction Claim of Foothill-De Anza Community College District
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1 Parameters and Guidelines

2 The Controller states that the parameters and guidelines require that:

3 "Claims must show the costs of salaries and benefits for employer
4 representatives participating in negotiations, negotiation planning sessions, and
5 adjudication of contract disputes. Claims must also indicate the cost of
6 substitutes for released time of exclusive bargaining unit representatives during
7 negotiations and adjudication of contract disputes. Claims must show the
8 classification of employees involved, amount of time spent, and their hourly
9 rates."

10 This is the stated reason for the Controller to dismiss "electronic mail messages, other
11 internal memoranda, and summary schedules that the district purportedly prepared
12 from electronic meeting records" as insufficient source documentation, because the
13 "SCO cannot determine . . . whether the schedule meetings occurred, the identified
individuals attended, and the hours claimed were accurate."

15 The parameters and guidelines actually state:

16 "H. 3. Salary and Employee's Benefits: Show the classification of the
17 employees involved, amount of time spent, and their hourly rate.
18 The worksheet used to compute the hourly salary rate must be
19 submitted with your claim. Benefits are reimbursable. Actual
20 benefit percent must be itemized. If no itemization is submitted, 21
21 percent must be used for computation of claim costs. Identify the
22 classification of employees committed to functions required under
23 the Winton Act and those required by Chapter 961, Statutes of
24 1975."

25 The parameters and guidelines do not specify the type of documentation required to
26 support the claimed costs, only the type of information required on the claim. The
27 parameters and guidelines do no disqualify e-mails, staff memoranda, or meeting
28 attendance recorded on software programs.

Incorrect Reduction Claim of Foothill-De Anza Community College District
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1 Productive Hourly Rate

2 The audit report states that "the district did not support the productive hourly rate
3 claimed." The claims submitted by the district include a list of productive hourly rates
4 for each employee. The computation of the productive hourly rate has three
5 components: salary, benefits, and productive hours.

6 **SALARIES:** The Controller made adjustments to the annual salary costs of specific
7 employees. No reasons were provided for each adjustment, and there is no indication
8 of why the payroll information reported by the District in the normal course of business
9 has to be adjusted for purposes of the productive hourly rate computation. The
10 propriety of these adjustments cannot be determined until the Controller states the
 reason for each change to the employee payroll information.

12 **BENEFITS:** The District and the Controller used the 21% default rate for the calculation
13 of payroll related benefits. The differences in benefit costs claimed and as audited
14 result in the change in salary costs claimed and as audited, not a change to the benefit
15 rate.

16 **PRODUCTIVE HOURS:** The District and the Controller used 1,800 annual productive
17 hours for their calculations. The differences in productive hourly rates claimed and as
18 audited are a result in the change in salary costs claimed and as audited, and not the
19 productive hours.

20 Source Documentation

21 Since none of the reasons for the adjustments stated in the audit report relate to

Incorrect Reduction Claim of Foothill-De Anza Community College District
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1 the mandated activities performed by the employees. It appears that the entire basis of
2 the adjustments is the quantity and quality of District documentation. The District has
3 complied with the parameters and guidelines as it has provided source documents that
4 show evidence of the validity of such costs and their relationship to the state-mandated
5 program. It has also provided employee names, positions (job titles), productive hourly
6 rates, hours worked, salary and benefit amounts, and a description of the tasks
7 performed as they relate to this mandate. The District has provided documentation
8 generated in the usual course of business as well as generated for the purpose of
9 claiming mandate reimbursement. The Controller's insistence on documentation not
10 required by the parameters and guidelines, contemporaneous record keeping, and
11 corroborating evidence are ministerial preferences, are an unpublished standard which
12 exceeds the parameters and guidelines, and is not enforceable absent rulemaking
13 which would put the claimants on notice to the contrary. The Controller did not cite any
14 statutory basis for its audit adjustments. Absent some statutory authorization, another
15 source of authority must be stated by the Controller.

16 Unreasonable or Excessive

17 None of the adjustments were made because the costs claimed were excessive
18 or unreasonable. The Controller does not assert that the claimed costs were
19 excessive or unreasonable, which is the only mandated cost audit standard in statute
20 (Government Code Section 17561(d) (2)). It would therefore appear that the entire
21 findings are based upon the wrong standard for review. If the Controller wishes to

Incorrect Reduction Claim of Foothill-De Anza Community College District
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1 enforce other audit standards for mandated cost reimbursement, the Controller should
2 comply with the Administrative Procedures Act.

3 **Finding 2 - Unallowable Contract Services Costs Claimed**

4 The District does not dispute these adjustments.

5 **Finding 3 - Understated Indirect Costs Claimed**

6 The District no longer disputes this adjustment.

7 **Amount Paid by The State**

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

	Fiscal Year of Claim		
<u>Amount Paid by the State</u>	<u>1999-00</u>	<u>2000-01</u>	<u>2001-02</u>
13 As Claimed	\$253,624	\$104,344	\$235,193
14 Audit Report	\$217,342	\$225,336	\$235,193

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

17 **Statute of Limitations for Audit**

18 This issue is not a finding of the Controller. The District asserts that the first two
19 years of the three claim years audited, fiscal years 1999-00 and 2000-01, were beyond
20 the statute of limitations for an audit when the Controller issued its audit report on July

Incorrect Reduction Claim of Foothill-De Anza Community College District
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1 2, 2004.

2 Chronology of Claim Action Dates

3	January 5, 2001	FY 1999-00 claim filed by the District
4	December 21, 2001	FY 2000-01 claim filed by the District
5	December 31, 2003	FY 1999-00 and FY 2000-01 statute of limitations for audit
6		expires
7	July 2, 2004	Controller's final audit report issued

8 The District's fiscal year 1999-00 claim was mailed to the Controller on January
9 5, 2001. The District's fiscal year 2000-01 claim was mailed to the Controller on
10 December 21, 2001. According to Government Code Section 17558.5, these claims
were subject to audit no later than December 31, 2003. The audit was not completed
12 by this date. Therefore, the proposed audit adjustments for fiscal years 1999-00 and
13 2000-01 are barred by the statute of limitations set forth in Government Code Section
14 17558.5.

15 Statutory History

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

21 "(a) A reimbursement claim for actual costs filed by a local agency or school

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1 district pursuant to this chapter is subject to audit by the Controller no later than
2 four years after the end of the calendar year in which the reimbursement claim is
3 filed or last amended. However, if no funds are appropriated for the program for
4 the fiscal year for which the claim is made, the time for the Controller to initiate
5 an audit shall commence to run from the date of initial payment of the claim."

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

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

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

17 The first two fiscal year claims, 1999-00 and 2000-01, are subject to the two-year
18 statute of limitations established by Chapter 945/95. Since funds were appropriated for
19 the program for all the fiscal years which are the subject of the audit, the alternative
20 measurement date is not applicable, and the potential factual issue of when the audit is
21 initiated is not relevant.

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

24 "(a) A reimbursement claim for actual costs filed by a local agency or school
25 district pursuant to this chapter is subject to the initiation of an audit by the
26 Controller no later than three years after the end of the calendar year in which
27 the date that the actual reimbursement claim is filed or last amended, whichever

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1 is later. However, if no funds are appropriated or no payment is made to a
2 claimant for the program for the fiscal year for which the claim is made filed, the
3 time for the Controller to initiate an audit shall commence to run from the date of
4 initial payment of the claim.”

5 The third fiscal year claim, FY 2001-02, is subject to this amended version of Section
6 17558.5. The amendment is pertinent since it indicates this is the first time that the
7 factual issue of the date the audit is “initiated” for mandate programs for which funds
8 are appropriated is introduced. Therefore, at the time the claim is filed, it is impossible
9 for the claimant to know when the statute of limitations will expire, which is contrary to
10 the purpose of a statute of limitations.

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

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

22 None of the fiscal period claims which are the subject of the audit are subject to this
23 amended version of Section 17558.5. The amendment is pertinent since it indicates
24 this is the first time that the Controller audits may be completed at a time other than the
25 stated period of limitations.

26 Clearly, the Controller did not complete the audit within the statutory period

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1 allowed for the two fiscal years 1999-00 and 2000-01 included in this audit. The audit
2 findings are therefore void for those two claims.

3 PART VIII. RELIEF REQUESTED

4 The District filed its annual reimbursement claims within the time limits
5 prescribed by the Government Code. The amounts claimed by the District for
6 reimbursement of the costs of implementing the program imposed by Chapter 961,
7 Statutes of 1975 (the "Rodda Act"), and Chapter 10.7, Division 4, of Title 1 of the
8 Government Code (commencing with Section 3540), represent the actual costs
9 incurred by the District to carry out this program. These costs were properly claimed
10 pursuant to the Commission's parameters and guidelines. Reimbursement of these
11 costs is required under Article XIII B, Section 6 of the California Constitution. The
12 Controller denied reimbursement without any basis in law or fact. The District has met
13 its burden of going forward on this claim by complying with the requirements of Section
14 1185, Title 2, California Code of Regulations. Because the Controller has enforced
15 and is seeking to enforce these adjustments without benefit of statute or regulation, the
16 burden of proof is now upon the Controller to establish a legal basis for its actions.

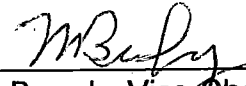
17 The District requests that the Commission make findings of fact and law on each
18 and every adjustment made by the Controller and each and every procedural and
19 jurisdictional issue raised in this claim, and order the Controller to correct its audit
20 report findings therefrom.

Incorrect Reduction Claim of Foothill-De Anza Community College District
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PART IX. CERTIFICATION

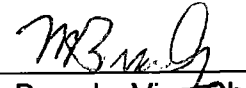
By my signature below, I hereby declare, under penalty of perjury under the laws of the State of California, that the information in this incorrect reduction claim submission is true and complete to the best of my own knowledge or information or belief, and that the attached documents are true and correct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

Executed on August ____, at Los Altos Hills, California, by


Mike Brandy, Vice-Chancellor, Business Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022-4599
Voice: 650-949-6201
Fax: 650-941-1638
E-Mail: brandymike@fhda.edu

APPOINTMENT OF REPRESENTATIVE

Foothill-De Anza Community College District appoints Keith B. Petersen, SixTen and Associates, as its representative for this incorrect reduction claim.

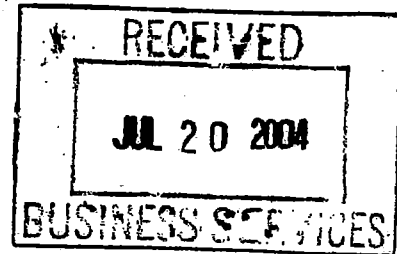

Mike Brandy, Vice-Chancellor
Business Services
Foothill-De Anza Community College District

8/31/05
Date

Attachments:

Exhibit "A"	Controller's Legal Counsel Letter dated July 15, 2004
Exhibit "B"	Parameters and Guidelines as amended January 28, 2000
Exhibit "C"	Controller's Claiming Instructions revised April 2000
Exhibit "D"	Controller's Audit Report dated July 2, 2004
Exhibit "E"	Claimant's Letter dated April 28, 2004

Exhibit A



STEVE WESTLY
California State Controller

July 15, 2004

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

Re: Foothill-De Anza Community College District Audit

Dear Mr. Brandy:

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

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

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

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

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

Very truly yours,


RICHARD J. CHIVARO
Chief Counsel

RJC/st

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

Exhibit B

BEFORE THE
COMMISSION ON STATE MANDATES
STATE OF CALIFORNIA

IN RE AMENDMENT TO PARAMETERS
AND GUIDELINES ON:

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

Filed on March 4, 1999;

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

NO. CSM-98-4425-PGA-12

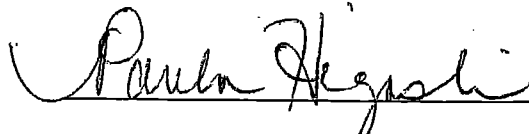
*Collective Bargaining/Collective Bargaining
Agreement Disclosure*

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

(Adopted on January 27, 2000)

PARAMETERS AND GUIDELINES AMENDMENT

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



Paula Higashi, Executive Director

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

PROPOSED AMENDMENT
TO
CONSOLIDATED PARAMETERS AND GUIDELINES

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

Collective Bargaining
and
Collective Bargaining Agreement Disclosure

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

A. Operative Date of Mandate

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

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

B. Period of Claim

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

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

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

C. Mandated Cost

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

D. County Superintendent of Schools Filing

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

E. Governing Authority

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

F. Certification

The following certification must accompany all claims:

I DO HEREBY CERTIFY:

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

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

Date Signature of Authorized Representative

Telephone Number Title

G. Claim Components (Reimbursable Costs)

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

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

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

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

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

4. Impasse Proceedings

a. Mediation

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

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

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

5. Collective Bargaining Agreement Disclosure

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

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

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

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

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

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

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

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

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

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

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

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

- b. For component activities G4, G6, and G7:

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

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

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

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

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

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

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

Exhibit C

Collective Bargaining

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

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

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

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

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

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

2. Eligible Claimants

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

3. Appropriations

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

4. Types of Claims

A. Reimbursement and Estimated Claims

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

B. Minimum Claim

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

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

5. Filing Deadline

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

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

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

B. Annually Thereafter

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

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

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

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

6. Reimbursable Activities

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

A. Determining Bargaining Units and Exclusive Representation

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

(1) Bargaining Unit Lists

Development of proposed lists for the bargaining unit determination hearings.

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

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

(2) PERB Hearings

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

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

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

(3) Substitutes

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

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

(4) Travel

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

(5) Transcript

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

B. Election of Unit Representation

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

Activities eligible for reimbursement for this component are as follows:

(1) Precinct Voting List

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

(2) Ballot Tally Observers

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

C. Cost of Negotiations

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

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

(1) Representative's Contract Proposal

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

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

(2) Public Hearings

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

(3) Public Distribution of Proposed Contract

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

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

(4) District Contract Proposal

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

(5) Negotiation

The cost of negotiating a contract with the employee representatives.

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

(6) Public Distribution of Final Contract

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

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

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

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

D. Impasse Proceedings

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

(1) Mediation

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

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

(2) Fact Finding

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

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

E. Collective Bargaining Agreement Disclosure

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

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

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

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

F. Contract Administration

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

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

(1) Training Sessions

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

(2) Grievances

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

(3) Contract Disputes Presented Before PERB

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

(4) Appeal of PERB Ruling

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

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

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

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

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

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

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

G. Unfair Labor Practice Charges

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

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

(1) Unfair Labor Practice Presented to PERB

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

(2) Appeal of a PERB Ruling

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

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

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

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

7. Reimbursement Limitations

A. Fringe Benefits

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

B. Contract Services

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

C. Travel Expenses

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

D. Other Revenue Sources

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

E. Governing Authority

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

F. Quantify "Increased" Costs

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

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

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

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

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

8. Claiming Forms and Instructions

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

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

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

(1) Salaries and Benefits

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

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

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

(2) Materials and Supplies

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

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

(3) Contract Services

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

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

(4) Travel

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

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

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

B. Form CB-1, Claim Summary

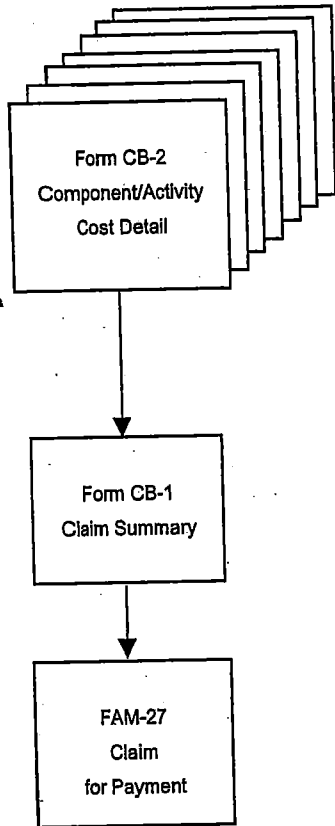
This form is used to summarize direct costs by cost component and compute allowable indirect costs for the mandate. The direct costs summarized on this form are derived from form CB-2 and carried forward to form FAM-27.

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

C. Form FAM-27, Claim for Payment

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

Illustration of Forms



Form CB-2, Component/Activity Cost Detail

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

A. Determining Bargaining Units and Exclusive Representation

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

B. Election of Unit Representation

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

C. Cost of Negotiations

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

D. Impasse Proceedings

- (1) Mediation
- (2) Fact Finding

E. Collective Bargaining Agreement Disclosure

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

F. Contract Administration

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

G. Unfair Labor Practice Charges

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

Exhibit D

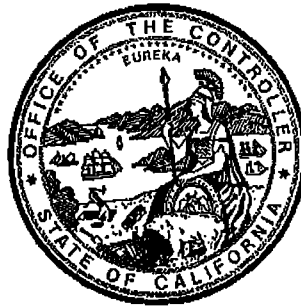
FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Audit Report

COLLECTIVE BARGAINING PROGRAM

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

July 1, 1999, through June 30, 2002



STEVE WESTLY
California State Controller

July 2004



STEVE WESTLY
California State Controller

July 2, 2004

Martha J. Kanter, Ed.D., Chancellor
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022-4599

Dear Dr. Kanter:

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

The district claimed \$843,067 for the mandated program. Our audit disclosed that \$394,371 is allowable and \$448,696 is unallowable. The unallowable costs occurred because the district claimed unsupported and ineligible costs. The district was paid \$677,871. The amount paid in excess of allowable costs claimed, totaling \$283,500, should be returned to the State.

The State Controller's Office established an informal audit review process to resolve any dispute of facts. To request a review, submit your written request, and all information pertinent to any disputed issues, within 60 days from your receipt of the final report. Send your request and supporting documentation to Richard J. Chivaro, Chief Counsel, State Controller's Office, Post Office Box 942850, Sacramento, CA 94250-0001. In addition, send a copy of the request letter to Jim L. Spano, Chief, Compliance Audits Bureau, State Controller's Office, Division of Audits, Post Office Box 942850, Sacramento, California 94250-5874.

If you have any questions, please contact Mr. Spano at (916) 323-5849.

Sincerely,

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

VINCENT P. BROWN
Chief Operating Officer

VPB:jj

cc: Mike Brandy, Vice Chancellor
Business Services
Foothill-De Anza Community College District
Jane Enright, Vice Chancellor
Human Resources and Equal Opportunity
Foothill-De Anza Community College District
Hector Quiñonez, Controller
Foothill-De Anza Community College District
Will Coursey, Internal Auditor
Foothill-De Anza Community College District
Ed Monroe, Program Assistant
Fiscal Accountability Section
Chancellor's Office
California Community Colleges
Jeannie Oropeza, Program Budget Manager
Education Systems Unit
Department of Finance
Charles Pillsbury
School Apportionment Specialist
Department of Finance
Richard J. Chivaro
Chief Counsel
State Controller's Office
Jim L. Spano, Bureau Chief
Division of Audits
State Controller's Office

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Audit Report

Summary

The State Controller's Office (SCO) has completed an audit of the claims filed by Foothill-De Anza Community College District for costs of the legislatively mandated Collective Bargaining Program (Chapter 961, Statutes of 1975, and Chapter 1213, Statutes of 1991) for the period of July 1, 1999, through June 30, 2002. The last day of fieldwork was October 16, 2003.

The district claimed \$843,067 for the mandated program. The audit disclosed that \$394,371 is allowable and \$448,696 is unallowable. The unallowable costs occurred because the district claimed unsupported and ineligible costs. The district was paid \$677,871. The amount paid in excess of allowable costs claimed, totaling \$283,500, should be returned to the State.

Background

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

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

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

The seven components are as follows:

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

Parameters and Guidelines, adopted by COSM on October 22, 1980 (and last amended on August 20, 1998), establishes the state mandate and defines criteria for reimbursement. In compliance with *Government Code* Section 17558, the SCO issues claiming instructions for each mandate requiring state reimbursement to assist school districts and local agencies in claiming reimbursable costs.

Objective, Scope, and Methodology

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

The auditors performed the following procedures:

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

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

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

Conclusion

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

For the audit period, Foothill-De Anza Community College District claimed \$843,067 for costs of the legislatively mandated Collective Bargaining Program. The audit disclosed that \$394,371 is allowable and \$448,696 is unallowable.

For fiscal year (FY) 1999-2000, the district was paid \$217,342 by the State. The audit disclosed that \$118,258 is allowable. The amount paid in excess of allowable costs claimed, totaling \$99,084, should be returned to the State.

For FY 2000-01, the district was paid \$225,336 by the State. The audit disclosed that \$105,582 is allowable. The amount paid in excess of allowable costs claimed, totaling \$119,754, should be returned to the State.

For FY 2001-02, the district was paid \$235,193 by the State. The audit disclosed that \$170,531 is allowable. The amount paid in excess of allowable costs claimed, totaling \$64,662, should be returned to the State.

**Views of
Responsible
Officials**

The SCO issued a draft audit report on March 12, 2004. Michael Brandy, Vice Chancellor-Business Services, responded by the attached letter dated April 28, 2004, disagreeing with the audit results. The district's response is included in this final audit report.

Restricted Use

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



JEFFREY V. BROWNFIELD
Chief, Division of Audits

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

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustments	Reference ¹
<u>July 1, 1999, through June 30, 2000</u>				
Components G1 through G3:				
Salaries and benefits	\$ 42,058	\$ 31,564	\$ (10,494)	Finding 1
Contract services	57,504	30,099	(27,405)	Finding 2
Subtotals	99,562	61,663	(37,899)	
Less adjusted base year direct costs	(15,398)	(15,398)	—	
Increased direct costs, G1 through G3	84,164	46,265	(37,899)	
Components G4 through G7:				
Salaries and benefits	45,074	—	(45,074)	Finding 1
Contract services	58,218	56,363	(1,855)	Finding 2
Increased direct costs, G4 through G7	103,292	56,363	(46,929)	
Total increased direct costs, G1 through G7	187,456	102,628	(84,828)	
Indirect costs	29,886	15,630	(14,256)	Findings 1, 3
Total costs	<u>\$ 217,342</u>	118,258	<u>\$ (99,084)</u>	
Less amount paid by the State		(217,342)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (99,084)</u>		
<u>July 1, 2000, through June 30, 2001</u>				
Components G1 through G3:				
Salaries and benefits	\$ 43,411	\$ 30,150	\$ (13,261)	Finding 1
Contract services	20,210	20,210	—	Finding 2
Subtotals	63,621	50,360	(13,261)	
Less adjusted base year direct costs	(16,533)	(16,533)	—	
Increased direct costs, G1 through G3	47,088	33,827	(13,261)	
Components G4 through G7:				
Salaries and benefits	74,213	3,952	(70,261)	Finding 1
Contract services	77,287	53,460	(23,827)	Finding 2
Increased direct costs, G4 through G7	151,500	57,412	(94,088)	
Total increased direct costs, G1 through G7	198,588	91,239	(107,349)	
Indirect costs	36,605	14,343	(22,262)	Findings 1, 3
Total costs	<u>\$ 235,193</u>	105,582	<u>\$ (129,611)</u>	
Less amount paid by the State		(225,336)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (119,754)</u>		

Schedule 1 (continued)

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustments</u>	<u>Reference¹</u>
<u>July 1, 2001, through June 30, 2002</u>				
Components G1 through G3:				
Salaries and benefits	\$ 64,758	\$ 45,176	\$ (19,582)	Finding 1
Contract services	<u>21,701</u>	<u>21,465</u>	<u>(236)</u>	Finding 2
Subtotals	86,459	66,641	(19,818)	
Less adjusted base year direct costs	<u>(16,768)</u>	<u>(16,768)</u>	<u>—</u>	
Increased direct costs, G1 through G3	<u>69,691</u>	<u>49,873</u>	<u>(19,818)</u>	
Components G4 through G7:				
Salaries and benefits	53,752	4,891	(48,861)	Finding 1
Contract services	<u>229,973</u>	<u>90,616</u>	<u>(139,357)</u>	Finding 2
Increased direct costs, G4 through G7	<u>283,725</u>	<u>95,507</u>	<u>(188,218)</u>	
Total increased direct costs, G1 through G7	353,416	145,380	(208,036)	
Indirect costs	<u>37,116</u>	<u>25,151</u>	<u>(11,965)</u>	Findings 1, 3
Total costs	<u>\$ 390,532</u>	170,531	<u>\$ (220,001)</u>	
Less amount paid by the State		<u>(235,193)</u>		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (64,662)</u>		
<u>Summary: July 1, 1999, through June 30, 2002</u>				
Components G1 through G3:				
Salaries and benefits	\$ 150,227	\$ 106,890	\$ (43,337)	Finding 1
Contract services	<u>99,415</u>	<u>71,774</u>	<u>(27,641)</u>	Finding 2
Subtotals	249,642	178,664	(70,978)	
Less adjusted base year direct costs	<u>(48,699)</u>	<u>(48,699)</u>	<u>—</u>	
Increased direct costs, G1 through G3	<u>200,943</u>	<u>129,965</u>	<u>(70,978)</u>	
Components G4 through G7:				
Salaries and benefits	173,039	8,843	(164,196)	Finding 1
Contract services	<u>365,478</u>	<u>200,439</u>	<u>(165,039)</u>	Finding 2
Increased direct costs, G4 through G7	<u>538,517</u>	<u>209,282</u>	<u>(329,235)</u>	
Total increased direct costs, G1 through G7	739,460	339,247	(400,213)	
Indirect costs	<u>103,607</u>	<u>55,124</u>	<u>(48,483)</u>	Findings 1, 3
Total costs	<u>\$ 843,067</u>	394,371	<u>\$ (448,696)</u>	
Less amount paid by the State		<u>(677,871)</u>		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (283,500)</u>		

¹ See the Findings and Recommendations section.

Findings and Recommendations

FINDING 1— Unallowable salaries, benefits, and related indirect costs claimed

The district claimed unallowable salary and benefit costs of \$207,533. The related indirect costs total \$75,709, based on the indirect cost rate claimed of 36.48%. Salary and benefit costs are unallowable as follows:

Component G3—Negotiations

- The district did not provide sufficient documentation to support a portion of part-time teachers' hours claimed. Unallowable costs totaled \$1,478 (18.5 hours) in FY 1999-2000, \$424 (4.75 hours) in FY 2000-01, and \$301 (3 hours) in FY 2001-02.
- The district claimed duplicate costs for part-time teachers totaling \$626 (6.25 hours) in FY 2001-02.
- The district did not support the productive hourly rate claimed for part-time teachers. The district claimed part-time teacher costs using productive hourly rates of \$79.87, \$89.41, and \$100.08 for FY 1999-2000, FY 2000-01, and FY 2001-02, respectively. The district provided documentation that supported rates of \$70.51, \$77.87, and \$87.66 for the three fiscal years. As a result, unallowable costs totaled \$1,516 in FY 1999-2000, \$1,917 in FY 2000-01, and \$2,326 in FY 2001-02.
- The district did not provide supporting documentation for a portion of management team members and confidential assistant hours claimed. Unallowable costs totaled \$7,500 (126.5 hours) in FY 1999-2000, \$10,920 (144.75 hours) in FY 2000-01, and \$16,329 (202.25 hours) in FY 2001-02.

Component G6—Administration/Grievances

- The district did not provide adequate documentation to support \$45,074 (687 hours) claimed in FY 1999-2000, \$69,628 (865.25 hours) in FY 2000-01, and \$48,378 (551.75 hours) in FY 2001-02. District documentation included hours summarized from electronic meeting-scheduling software, electronic mail messages, and internal memoranda indicating annual mandate hours for various employees. For hours claimed from electronic meeting-scheduling software records, the district did not provide corroborating evidence (e.g., sign-in logs, agendas, or meeting minutes) showing that scheduled meetings were held and invited attendees were present. The district did not provide any corroborating evidence for annual hours indicated on electronic mail messages and internal memoranda.
- The district did not provide sufficient documentation to support a portion of part-time teachers' hours claimed. Unallowable costs totaled \$335 (3.75 hours) in FY 2000-01.
- The district claimed duplicate costs for part-time teachers totaling \$250 (2.5 hours) in FY 2001-02.
- The district's records did not support productive hourly rates claimed for part-time teachers. Unallowable costs totaled \$298 in FY 2000-01, and \$233 in FY 2001-02.

The audit adjustment for salary and benefit costs is summarized as follows:

Elements/Components	Fiscal Year			Total
	1999-2000	2000-01	2001-02	
Salary and benefit costs:				
G1 through G3	\$ (10,494)	\$ (13,261)	\$ (19,582)	\$ (43,337)
G4 through G7	(45,074)	(70,261)	(48,861)	(164,196)
Audit adjustment, direct costs	\$ (55,568)	\$ (83,522)	\$ (68,443)	\$ (207,533)
Audit adjustment, indirect costs	\$ (20,271)	\$ (30,470)	\$ (24,968)	\$ (75,709)

Parameters and Guidelines states that public school employers will be reimbursed for the increased costs incurred as a result of compliance with the mandate. Claims must show the costs of salaries and benefits for employer representatives participating in negotiations, negotiation planning sessions, and adjudication of contract disputes. Claims must also indicate the cost of substitutes for release time of exclusive bargaining unit representatives during negotiations and adjudication of contract disputes. Claims must show the classification of employees involved, amount of time spent, and their hourly rates.

Recommendation

The district should ensure that all costs claimed are adequately supported by source documentation.

District's Response

The District contests the finding that electronic calendars and internal memoranda documenting time spent on collective bargaining activities are unallowable. Electronic calendars are no less proof of a person's activities than paper calendars. The Mandated Cost Manual states, "A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question." The purpose of an audit is to ascertain the existence or non-existence of reliable evidence to support the claims for reimbursement, and neither the general law nor the Governmental Auditing Standards exclude any form of reasonably reliable evidence from consideration because of its form or format. Nothing in the parameters and guidelines requires a source document to be handwritten or on paper. The electronic software that Foothill-De Anza uses for meetings is used because it can schedule meetings in real time. The time disallowed under Finding 1, Component g6 in the amount of \$163,030 for negotiations and administration should be reinstated.

SCO's Comment

The finding and recommendation remain unchanged. The district did not contest the audit adjustment for Component G3-Negotiations.

While the SCO recognizes that the district performed Component G6-Administration/Grievance activities, the SCO conducted this audit to determine to what extent the district performed these activities. To

support its claim, the district provided only electronic mail messages, other internal memoranda, and summary schedules that the district purportedly prepared from electronic meeting records. Electronic mail messages and internal memoranda constitute declarations and are not contemporaneous records of time spent on mandated activities. The SCO cannot determine from the electronic meeting record summary schedules whether the scheduled meetings occurred, the identified individuals attended, and the hours claimed were accurate. Therefore, absent other corroborating evidence, the SCO auditor could not ascertain that the costs claimed reflect actual mandated activities that the district performed.

The district may address the reasonableness of the costs claimed through the SCO informal audit review process, which is discussed in the final transmittal letter.

**FINDING 2—
Unallowable contract
services costs claimed**

The district claimed unallowable contract services costs of \$192,680. Contract service costs claimed are unallowable as follows:

Component G3—Negotiations

- The district claimed \$27,405 in FY 1999-2000 for costs related to a personnel matter that was not related to collective bargaining.
- The district claimed \$236 (1.75 hours) in FY 2001-02 for services performed but not charged by the contractor that rendered the services.

Component G6—Administration/Grievances

- The district claimed \$1,484 in FY 1999-2000, \$23,827 in FY 2000-01, and \$133,453 in FY 2001-02 for matters not related to collective bargaining. The district's Vice Chancellor for Human Resources and Equal Opportunity confirmed that \$129,707 claimed was not related to collective bargaining; the auditor identified the remaining costs after reviewing all other claimed grievance files.
- The district did not provide supporting documentation for \$337 claimed in FY 1999-2000 and \$135 in FY 2001-02 to show that the costs were related to collective bargaining.
- The district claimed \$34 (0.25 hours) in FY 1999-2000 and \$2,019 (14.95 hours) in FY 2001-02 for unallowable hours due to mathematical errors or hours documented but not charged by the firm rendering services.
- The district claimed 100% of arbitration fees totaling \$6,600 in FY 2001-02; however, only 50% of arbitration costs (\$3,300) is reimbursable. The district also claimed unallowable arbitration cancellation fees of \$450.

The audit adjustment for contracted services is summarized as follows:

Elements/Components	Fiscal Year			Total
	1999-2000	2000-01	2001-02	
Contract services:				
G1 through G3	\$ (27,405)	\$ —	\$ (236)	\$ (27,641)
G4 through G7	(1,855)	(23,827)	(139,357)	(165,039)
Audit adjustment	<u>\$ (29,260)</u>	<u>\$ (23,827)</u>	<u>\$ (139,593)</u>	<u>\$ (192,680)</u>

Parameters and Guidelines states that public school employers will be reimbursed for the increased costs incurred as a result of compliance with the mandate. *Parameters and Guidelines* requires the district to separately show the name of professionals or consultants, specify the functions the consultants performed relative to the mandate, specify the length of appointment, and provide itemized costs for such services. *Parameters and Guidelines* also states that only the public school employer's portion of arbitrators' fees for adjudicating grievances, representing 50% of costs, will be reimbursed.

Recommendation

The district should ensure that all costs claimed are reimbursable under *Parameters and Guidelines* for the legislatively mandated Collective Bargaining Program and that all such costs are properly supported with source documentation.

District's Response

The district did not respond to this audit finding.

**FINDING 3—
Understated indirect
costs claimed**

The district understated indirect costs by \$27,226 for the audit period. The district overstated the indirect cost rate claimed; however, total indirect costs claimed were understated because the district did not apply the indirect cost rate to total increased direct costs.

The district claimed indirect costs based on an indirect cost rate proposal (ICRP) prepared by an outside consultant using FY 1998-99 district costs. The district did not develop indirect cost rates based on costs incurred in the fiscal years within the audit period. In addition, the district did not obtain federal approval for its ICRP. For the audit period, the district claimed a 36.48% indirect cost rate.

During audit fieldwork, the district submitted revised ICRPs for each fiscal year within the audit period. The district prepared the revised ICRPs using the methodology allowed by the SCO claiming instructions. The indirect cost rates resulting from the revised ICRPs did not support the indirect cost rate claimed. The district's revised ICRPs supported indirect cost rates of 15.23% for FY 1999-2000, 15.72% for FY 2000-01, and 17.3% for FY 2001-02.

The district applied the claimed indirect cost rate to increased direct costs for salaries and benefits only. However, the indirect cost rates calculated using the revised methodology are applicable to both salaries and benefits, and contract services, resulting in understated indirect costs claimed. The audit adjustment for indirect costs is summarized as follows:

	Fiscal Year			Total
	1999-2000	2000-01	2001-02	
Allowable increased direct costs, G1 through G7	\$102,628	\$ 91,239	\$145,380	
Allowable indirect cost rate	×15.23%	×15.72%	×17.30%	
Subtotals	15,630	14,343	25,151	
Less indirect costs claimed	(29,886)	(36,605)	(37,116)	
Subtotals	(14,256)	(22,262)	(11,965)	
Unallowable indirect costs from Finding 1	20,271	30,470	24,968	
Audit adjustment	\$ 6,015	\$ 8,208	\$ 13,003	\$ 27,226

Parameters and Guidelines states that for allowable overhead costs, community college districts must use one of the following three alternatives: (1) a federally-approved rate based on Office of Management and Budget (OMB) Circular A-21; (2) the State Controller's form FAM-29C, which is based on total expenditures as reported in *California Community Colleges Annual Financial and Budget Report, Expenditures by Activity (CCFS-311)*; or (3) 7%.

Recommendation

The district should claim indirect costs in accordance with *Parameters and Guidelines*. The district should obtain federal approval for ICRPs prepared in accordance with OMB Circular A-21 and prepare these ICRPs based on costs incurred in the same fiscal year. Alternately, the district could use form FAM 29-C to prepare ICRPs based on the methodology allowed in the SCO's claiming instructions, or claim indirect costs using the flat 7% rate.

District's Response

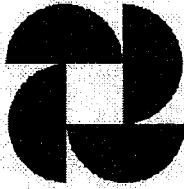
The district also contests the indirect cost rate. The rate which was applied to the original claim was 36.48%. This rate was calculated and developed . . . following federal guidelines and was to be used on federal grants. While we did not receive independent approval of that rate in that year, we did begin to use it for federal grant applications. This rate was used and approved on a NSF [National Science Foundation] grant on 4/17/02.

[A representative of the U.S. Department of Health and Human Services (DHHS)] indicated to us that the indirect cost rate used and approved as part of the [NSF] grant (36.48%) became our de facto approval rate as of 4/17/02. Therefore, we do believe this rate would continue to be the legal and appropriate rate for claim year 2001-2002. We request that the audit finding be adjusted to reflect this indirect cost rate for that claim year.

SCO's Comment

The finding and recommendation are unchanged. The district has contested the audit finding for FY 2001-02 only. NSF approved an indirect cost rate of 36.48% for a specific grant, but did not approve an agency-wide application of that rate. The SCO confirmed this understanding with a DHHS representative.

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



**Foothill-De Anza
Community College District**

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

Foothill College
De Anza College

April 28, 2004

Mr. Jim L. Spano
Chief, Compliance Audit Bureau
State Controller's Office
Division of Audits
P.O. Box 942850
Sacramento, CA 94520-5874

Dear Mr. Spano:

We have carefully reviewed the 1999-2002 collective bargaining mandated draft audit we received on March 19, 2004.

The District contests the finding that electronic calendars and internal memoranda documenting time spent on collective bargaining activities are unallowable. Electronic calendars are no less proof of a person's activities than paper calendars. The Mandated Cost Manual states, "A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question." The purpose of an audit is to ascertain the existence or non-existence of reliable evidence to support the claims for reimbursement, and neither the general law nor the Governmental Auditing Standards exclude any form of reasonably reliable evidence from consideration because of its form or format. Nothing in the parameters and guidelines requires a source document to be handwritten or on paper. The electronic software that Foothill-De Anza uses for meetings is used because it can schedule meetings in real time. The time disallowed under Finding 1, Component g6 in the amount of \$163,030 for negotiations and administration should be reinstated.

The District also contests the indirect cost rate. The rate which was applied to the original claim was 36.48%. This rate was calculated and developed by the independent accounting firm of Arthur Andersen in 2000. The rate was calculated following federal guidelines and was to be used on federal grants. While we did not receive independent approval of that rate in that year, we did begin to use it for federal grant applications. This rate was used and approved on an NSF grant on 4/17/02 (NSF #0226289).

In trying to clarify this issue with the federal government this last year, we were directed to Mr. Bob Klein, Division of Cost Allocations, Department of Health & Human Services, 50 United Nations Plaza, Room 347, San Francisco. He has indicated to us that the indirect cost rate used and approved as part of the grant (36.48%) became our de facto

Accounting Services: (650) 949-6253 — Business Services: (650) 949-6200 — Employee Benefits: (650) 949-6275
Employment Services: (650) 949-6217 — Facilities and Construction Management: (650) 949-6156 — Human Resources: (650) 949-6224
Information Systems and Services: (650) 949-6271 — Risk Management: (650) 949-6146 — Purchasing Services: (650) 949-6164

Steve Westly • California State Controller

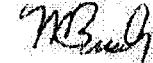
Mr. Jim Spano
April 28, 2002

Page 2

approved rate as of 4/17/02. Therefore, we do believe this rate would continue to be the legal and appropriate rate for claim year 2001-2002.

We request that the audit finding be adjusted to reflect this indirect cost rate for that claim year.

Sincerely,



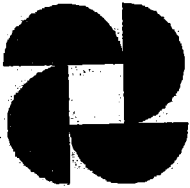
Michael Brandy
Vice Chancellor, Business Services

C: G. Wedner
M. Kanter

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

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

Exhibit E



Foothill-De Anza
Community College District

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

Foothill College
De Anza College

April 28, 2004

Mr. Jim L. Spano
Chief, Compliance Audit Bureau
State Controller's Office
Division of Audits
P.O. Box 942850
Sacramento, CA 94520-5874

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Steve Westly • California State Controller

Mr. Jim Spano
April 28, 2002

Page 2

approved rate as of 4/17/02. Therefore, we do believe this rate would continue to be the legal and appropriate rate for claim year 2001-2002.

We request that the audit finding be adjusted to reflect this indirect cost rate for that claim year.

Sincerely,



Michael Brandy
Vice Chancellor, Business Services

C: G. Wedner
M. Kanter

Exhibit F

State Controller's Office

School Mandated Cost Manual

CLAIM FOR PAYMENT
 Pursuant to Government Code Section 17561
COLLECTIVE BARGAINING

For State Controller Use Only

(19) Program Number 00011
 (20) Date File _____/_____/_____
 (21) LRS Input _____/_____/_____

Reimbursement Claim Data

(22) CB-1, (03)(1)(e)	
(23) CB-1, (03)(2)(e)	
(24) CB-1, (03)(3)(e)	99,562
(25) CB-1, (03)(4)(e)	
(26) CB-1, (03)(5)(e)	
(27) CB-1, (03)(6)(e)	103,292
(28) CB-1, (03)(7)(e)	
(29) CB-1, (04)(d)	115,722
(30) CB-1, (04)(e)	202,854
(31) CB-1, (05)(e)	5,209
(32)	
(33)	
(34)	
(35)	
(36)	
(37)	

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S43045

FOOTHILL-DE ANZA COL DIST
 SANTA CLARA COUNTY
 12345 EL MONTE ROAD
 LOS ALTOS HILLS CA 94022

City _____ State _____ Zip Code _____

Type of Claim	Estimated Claim	Reimbursement Claim
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>
	(04) Combined <input checked="" type="checkbox"/>	(10) Combined <input checked="" type="checkbox"/>
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>
Fiscal Year of Cost	(06) 2000/2001	(12) 1999/00
Total Claimed Amount	(07) 217,342	(13) 217,342
Less: 10% Late Penalty, not to exceed \$1,000		(14) -0-
Less: Estimated Claim Payment Received		(15) 253,624
Net Claimed Amount	(16) 217,342	(16) (36,282)
Due from State	(08) 217,342	(17) 36,282
Due to State		(18)

(38) CERTIFICATION OF CLAIM

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

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

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

Signature of Authorized Representative

Date

James W. Keller

Jan 05, 2001 [Signature]
 Vice Chancellor, Business Svcs.

Type or Print Name

Title

(39) Name of Contact Person for Claim

Telephone Number (650) 949 - 6266 Ext _____

Bernata Slater

E-mail Address slater@fhda.edu

MANDATED COSTS COLLECTIVE BARGAINING CLAIM SUMMARY	FORM CB-1
---	----------------------

(01) Claimant Foothill-De Anza Community College District	(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year 19 <u>99</u> / <u>2000</u>
--	---	---

Rodda Act Direct Costs	Cost Elements				
(03) Reimbursable Components	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Travel	(d) Contract Services	(e) Total
1. Determining Bargaining Units and Exclusive Representation					
2. Election of Unit Representation					
3. Cost of Negotiations	42,058			57,504	99,562
4. Impasse Proceedings					
5. Collective Bargaining Agreement Disclosure					
6. Contract Administration	45,074			58,218	103,292
7. Unfair Labor Practice Charges					
(04) Total Rodda Act Direct Costs	87,132			115,722	202,854

Winton Act Direct Costs					
(05) Base Year, 1974-75 Direct Costs					5,209
(06) Base Year Direct Costs Adjusted by IPD				[Line (05)(e) x 2.956] for 1998-99 f.y.	15,398
(07) Increased Direct Costs				[Line (04)(e) - line (06)]	187,456

Indirect Costs					
(08) Total Rodda Act Direct Costs less Contract Services				[Line (04)(e) - line (04)(d)]	87,132
(09) Base Year Costs less Contract Services adjusted by IPD				[Line (05)(e) - Line (05)(d) x 2.956]	5,209
(10) Increased Direct Costs less Contract Services				[Line (08) - Line (09)]	81,923
(11) Indirect Cost Rate				From J-380, J-580 or FAM-27C	36.48%
(12) Increased Indirect Costs				[Line (10) x line (11)]	29,886
(13) Total Increased Direct and Indirect Costs				[Line (07) + line (12)]	217,342

Cost Reduction					
(14) Less: Offsetting Savings					
(15) Less: Other Reimbursements					
(16) Total Claimed Amount				[Line (13) - (Line (14) + line (15))]	217,342

**MANDATED COSTS
COLLECTIVE BARGAINING
DETERMINING WINTON ACT COSTS**

FORM
CB-1.1

(01) Claimant Foothill-De Anza Community College District

(02) Fiscal Year

1999 /2000

NOTE: Beginning with the 1992-93 claims, a school district has the option of using Method A or Method B for this segment of the claim to determine increased costs due to the Rodda Act.

Method A: School districts have been using this method in previous fiscal years to determine increased costs. The school district reduces the current Rodda Act costs by the total 1974/75 Winton Act (base year) cost adjusted by annual changes in the implicit price deflator. Rodda Act costs in excess of the adjusted Winton Act costs are claimable. If a school district chooses to continue with this method, do not complete form CB-1.1.

Method B: This method is new. It may be advantageous for a school district to use this method if the district can provide cost documentation for each 1974/75 Winton Act cost component listed below. The Rodda Act has the three similar matching cost components. Under each matched component, report only the amount of Winton Act costs adjusted by changes in the implicit price deflator for which current Rodda Act costs exist. Examples: (1) If the Rodda Act costs exceed the adjusted Winton Act costs for the Rodda component, all Winton Act costs of the component must be reported for purposes of reducing the Rodda Act costs. (2) If the adjusted Winton Act costs exceed current Rodda Act costs for the component, residual Winton Act costs do not have to be applied against current Rodda Act costs of other components. If Method B is chosen, the claimant must complete the following:

- (01) Enter the name of the claimant.
- (02) Enter the fiscal year for which costs are being filed.
- (03) Complete the following:
 - (a) Enter in column (a) the current Rodda Act costs for each of the three cost components, if any.
 - (b) Enter in column (b) the amount of the 1974-75 Winton Act costs applicable to each of the three components. The total on line (4) column (b) should be the same as shown on form CB-1, line (5)(e).
 - (c) Enter in column (c) the product of multiplying the 1974-75 Winton Act cost component in column (b) by the implicit price deflator specified for the fiscal year of the claim.
 - (d) Enter in each row, column (d), the lesser amount of column (a) or column (c). Total column (d) and forward the amount to form CB-1, line (06).

Similar Cost Components of the Rodda Act and Winton Act	(a) Current Rodda Act Costs	(b) 1974-75 Winton Act Costs Applied	(c) 1974-75 Winton Act Costs Adjusted by IPD	(d) Winton Act Costs to be Applied
1. Determination of Bargaining and Exclusive Representation	\$	\$	\$	\$
2. Election of Unit Representation				
3. Meet and Confer (Cost of Negotiations)				
4. Totals	\$	\$	\$	\$

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

**FORM
CB-2**

(01) Claimant **Foothill-De Anza Community
College District**

(02) Fiscal Year Costs Were Incurred

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

- | | |
|--|---|
| <input type="checkbox"/> Determining Bargaining Units and Exclusive Representation | <input type="checkbox"/> Collective Bargaining Agreement Disclosure |
| <input type="checkbox"/> Election of Unit Representation | <input checked="" type="checkbox"/> Contract Administration |
| <input type="checkbox"/> Cost of Negotiations | <input type="checkbox"/> Unfair Labor Practice Charges |
| <input type="checkbox"/> Impasse Proceedings | |

(04) Description of Expenses: Complete columns (a) through (g)

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Travel	(g) Contract Services
See backup attached						

(05) Total

Subtotal

Page: ___ of ___

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

FORM
CB-2

(01) Claimant **Foothill-De Anza Community
College District**

(02) Fiscal Year Costs Were Incurred
1999/2000

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

- | | |
|--|---|
| <input type="checkbox"/> Determining Bargaining Units and Exclusive Representation | <input type="checkbox"/> Collective Bargaining Agreement Disclosure |
| <input type="checkbox"/> Election of Unit Representation | <input type="checkbox"/> Contract Administration |
| <input checked="" type="checkbox"/> Cost of Negotiations | <input type="checkbox"/> Unfair Labor Practice Charges |
| <input type="checkbox"/> Impasse Proceedings | |

(04) Description of Expenses: Complete columns (a) through (g)

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Travel	(g) Contract Services
See backup attached						

(05) Total Subtotal

Page: ___ of ___

**COLLECTIVE BARGAINING
CLAIM SUMMARY
Instructions**

**FORM
CB-2**

- (01) Enter the name of the claimant.
- (02) No entry required.
- (03) Reimbursable Components. Check the box that indicates the cost component being claimed. Check only one box per form. A separate form CB-2 shall be prepared for each component that applies.
- (04) Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the component activity box "checked" in block (03), enter the employee name(s), position title(s), a brief description of the activities performed, actual time spent by each employee, productive hourly rate(s), fringe benefit(s), materials and supplies used, travel, and contract services. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. Such documents shall be made available to the State Controller's Office on request.

Object/ Sub object Accounts	Columns							Submit these supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	
Salaries	Employee Name	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked				
Benefits	Title Activities	Benefit Rate	Hours Worked	Benefits = Benefit Rate x Salaries				
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Cost = Unit Cost x Quantity Used			
Travel	Purpose of Trip Name and Title Departure and Return Date	Per Diem Rate Mileage Rate Travel Cost	Days Miles Travel Mode			Rate x Days or Miles Total Travel Cost		
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service				Itemized Cost of Services Performed	

- (05) Total line (04), columns (d), (e), (f), and (g) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the component costs, number each page. Enter totals from line (05), columns (d), (e), (f), and (g) to form CB-1, block (04), columns (a), (b), (c), and (d) in the appropriate row.

Foothill-De Anza Community College District
 Summary of Negotiations and Contract Administration-All Collective Bargaining Units
 Estimated Fiscal Year 2000/01

Bargaining Unit	Salaries & Benefits	Transportation	Supplies	Contracted Services	Total Direct Rodda Costs
Collective bargaining					
Faculty Assoc.	\$29,865.00			1,512.00	\$31,377.00
Unit SEIU	\$9,308.00			55,992.00	\$65,300.00
Unit CSEA	\$2,885.00			0.00	\$2,885.00
Contract Administration					
Faculty, CSEA, SEIU	\$45,074.00			58,218.00	\$103,292.00
Total	\$87,132.00	\$0.00	\$0.00	\$115,722.00	\$202,854.00

San Diego Community College District
 Contract Administration-All Collective Bargaining Units
 Fiscal Year 1999/00

Bargaining Unit	Salaries & Benefits	Transportation	Supplies	Contracted Services	Total Direct Rodda Costs
Collective bargaining					
Faculty Assoc.	\$29,865.00				
Unit SEIU	\$9,308.00			1,512.00	\$31,377.00
Unit CSEA	\$2,885.00			55,992.00	\$65,300.00
Contract Administration					
Faculty, CSEA, SEIU	\$45,074.00			0.00	\$2,885.00
Total	\$87,132.00	\$0.00	\$0.00	58,218.00	\$103,292.00
				\$115,722.00	\$202,854.00

Summary of Collective Bargaining Costs
Faculty Negotiations
Fiscal Year 1999/00

	Total Hours	Hourly Wage	Statutory Benefits @21%	Total Compensation
<i>Management Team:</i>				
Ann Oney	55.00	49.60	10.42	3,300.88
Jane Enright	88.50	53.53	11.24	5,732.26
Alen Harevey	66.00	51.22	10.76	4,090.43
Bruce Swenson	9.00	54.47	11.44	593.18
<i>Faculty Representatives:</i>				
Angel Sierra	32.00	66.01	13.86	2,555.82
Faith Milonas	8.50	66.01	13.86	678.89
Mary Ann Ifft	32.00	66.01	13.86	2,555.82
Anne Paye	40.50	66.01	13.86	3,234.70
Anne Leskinen	35.50	66.01	13.86	2,835.36
Richard Hansen	32.00	66.01	13.86	2,555.82
<i>Confidential Assistants:</i>				
Corinne Leal	41.00	26.98	5.67	1,338.48
Robin Moore	8.50	38.21	8.02	392.99
Grand Total	<u>448.50</u>			<u>\$29,864.61</u>

Note 1: Pursuant to § 6.1 the District may use 21% as its benefit factor.

Note 2: Faculty representatives replacement costs are computed using the average hourly rate for a part time teacher.

Summary of Collective Bargaining Costs
 Unit CSEA Negotiations
 Fiscal Year 1999/00

	Total Hours	Hourly Wage	Statutory Benefits @21%	Total Compensation
<i>Management Team:</i>				
John Schulze	12.00	\$47.51	9.98	689.85
Kathy Blackwood	2.50	\$41.45	8.70	125.39
Greg Parman	17.50	\$43.24	9.08	915.61
Jose Nunez	14.00	\$41.15	8.64	697.08
<i>CSEA Representatives:</i>				
Leo Contreras	17.50	N/A	0.00	0.00
Jose Banuelos	15.00	N/A	0.00	0.00
Jim Williams	14.50	N/A	0.00	0.00
Jose Mardueno	4.50	N/A	0.00	0.00
Gil Delgado	13.50	N/A	0.00	0.00
Jim Rafferty	4.00	N/A	0.00	0.00
<i>Confidential Assistants:</i>				
Margaret McCutchen	11.50	\$32.85	6.90	457.11
Grand Total	<u>126.50</u>			<u>2885.03</u>

Note 1: Management, Staff and Confidential hourly rates were computed using their base monthly salary ÷ 174 hrs./month.
 (Source: Earnings Ledger - fiscal'97)

Note 2: Pursuant to § 6.1 the District may use 21% as its benefit factor.

Note 3: No substitutes were hired for CSEA representatives.

Summary of Collective Bargaining Costs
 Unit SEIU Negotiations
 Fiscal Year 1999/00

	Total Hours	Hourly Wage	Statutory Benefits @ 21%	Total Compensation
<i>Management Team:</i>				
Willie Pritchard	3.50	52.38	11.00	221.83
George Beers	29.00	49.47	10.39	1,735.90
Hector Quinonez	53.00	43.09	9.05	2,763.36
Greg Parman	55.00	43.24	9.08	2,877.62
Jane Enright	8.50	53.53	11.24	550.56
 <i>SEIU Representatives:</i>				
Karen Lemes	8.00	N/A	N/A	N/A
Judy Shouman	17.50	N/A	N/A	N/A
Lisa Hocevar	25.00	N/A	N/A	N/A
Phylis Garrison	51.50	N/A	N/A	N/A
Allen Frische	41.00	N/A	N/A	N/A
Javier Rueda	34.00	N/A	N/A	N/A
McGee Judith	26.50	N/A	N/A	N/A
Cohn Diana	2.50	N/A	N/A	N/A
Shelly Schreiber	51.50	N/A	N/A	N/A
Nancy Chao	26.50	N/A	N/A	N/A
 <i>Confidential Assistants:</i>				
Vanda McCulay	11.00	25.81	5.42	343.53
Margaret McCutchen	20.50	32.85	6.90	814.84
Grand Total	<u>464.50</u>			<u><u>\$9,307.65</u></u>

Note 1: Management, Staff and Confidential hourly rates were computed using their base monthly salary +174 hrs./month.
 (Source: Earnings Ledger - fiscal'97)

Note 2: Pursuant to § 6.1 the District may use 21% as its benefit factor.

Note 3: No substitutes were hired for SEIU representatives.

Summary of Collective Bargaining Costs
Contracted Services
Estimated for Fiscal Year 2000/01

	<u>Total Hours</u>	<u>Hourly Wage</u>	<u>Other</u>	<u>Total Compensation</u>
<i>Attorneys:</i>				
Littler Mendelson	58.75	\$135.00		\$7,931.25
Atkinson, Andelson, Loya Ruud & Romo	372.50	\$135.00		\$50,287.50
Curiale Dellaverson Hirschfeld	11.20	\$135.00		\$1,512.00
Marylin Kaplan	414.75	\$135.00		\$55,991.25
<i>Total</i>	<u>857.20</u>			<u>\$115,722.00</u>

Summary of Collective Bargaining Costs
Contracted Services
Fiscal Year 1999/00

	<u>Total Hours</u>	<u>Hourly Wage</u>	<u>Other</u>	<u>Total Compensation</u>
<i>Attorneys:</i>				
Little Mendelson	58.75	\$135.00		\$7,931.25
Atkinson, Andelson, Loya Ruud & Romo	372.50	\$135.00		\$50,287.50
Curiale Dellaverson Hirschfeld	11.20	\$135.00		\$1,512.00
Marylin Kaplan	414.75	\$135.00		\$55,991.25
	<hr/>			
<i>Total</i>	<u>857.20</u>			<u>\$115,722.00</u>

Summary of Collective Bargaining Costs
 Contract Administration / Grievances
 Fiscal Year 1999/00

	Total Hours	Hourly Wage	Statutory Benefits @21%	Total Compensation
<i>Management Team:</i>				
Enright	128.00	53.53	11.24	8,290.73
Kanter	50.50	67.19	14.11	4,105.64
Griffin	1.50	53.58	11.25	97.25
Miner	9.50	35.95	7.55	413.25
Patz	1.00	53.78	11.29	65.07
Riveros-Schafer	32.00	45.25	9.50	1,752.08
Rose	20.00	43.21	9.07	1,045.68
Sellitti	4.50	50.31	10.57	273.94
Zoltan	1.00	45.37	9.53	54.90
 <i>Faculty Representatives:</i>				
Strand	90.00	66.01	13.86	7,188.49
Milonas	55.00	66.01	13.86	4,392.97
Harper	55.00	66.01	13.86	4,392.97
Henson	55.00	66.01	13.86	4,392.97
Highland	55.00	66.01	13.86	4,392.97
 <i>Confidential Assistants:</i>				
Leal	128.00	26.98	5.67	4,178.66
De la Cerda	1.00	29.96	6.29	36.25
Grand Total	<u>687.00</u>			<u>\$ 45,073.80</u>

Note 1: Pursuant to § 6.1 the District may use 21% as its benefit factor.

Note 2: Faculty representatives replacement costs are computed using the average hourly rate for a part time teacher.

Foothill-De Anza Community College
 F&A Proposal
 Proposed F&A Rate
 June 30, 1999

F&A Cost Pool	Salaries & Wages	Benefits	Operating Expenses	Use Allowance	Total
General Admin & General Expenses	\$ 5,402,267	\$ 1,337,194	\$ 2,516,999	\$ -	\$ 9,256,420
Operation and Maintenance	5,988,591	1,341,982	5,276,075	-	12,706,648
Library	2,508,621	516,565	130,464	-	3,155,649
Department Administration Expenses	952,730	202,863	126,429	-	1,282,023
Other Benefit Costs	-	591,105	-	-	591,105
Rent Expense	-	-	709,474	-	709,474
Capital Improvements	-	-	-	41,566	41,566
Capital Projects	-	-	-	504,307	504,307
Total	\$ 14,852,408	\$ 3,989,708	\$ 8,859,401	\$ 545,873	\$ 28,247,391

Sch D
 |
 Sch E
 Sch F

Total Salaries & Wages	\$ 92,284,706	Sch B
Less: F&A Cost Pool Salaries & Wages	14,852,408	
Total Salaries & Wages Distribution Base	\$ 77,432,298	

F&A Rate	
Total F&A Cost Pool	\$ 28,247,391
divided by	
Total Salaries & Wages Distribution Base	\$ 77,432,298
F&A Rate	36.48%

Foothill-DeAnza Community College
 P&A Proposal
 Total Reported Expenditures
 June 30, 1999

Fund	Salaries & Wages	Staff Benefits	Operating Expenses	Debt Service	Capital Outlay	Student Assistance	Total
General Fund	\$ 88,343,169	\$ 19,087,840	\$ 23,150,213	\$ 773,795	\$ 5,717,769	\$ 423,066	\$ 137,495,852
Child Development	1,079,786	209,609	134,022	-	8	-	1,423,425
Debt Service	-	-	-	3,471,661	-	-	3,471,661
Capital Projects	551	42	4,122,331	-	-	-	9,172,926
Proprietary	2,580,166	19,302,487 (1)	13,026,235	71,837	5,050,002	-	34,980,723
Expendable Trust	456,963	63,471	797,816	-	-	-	6,823,282
Foundation	247,592	7,125 (2)	705,616	-	-	5,505,032	960,328
Total	\$ 92,708,227	\$ 38,670,573	\$ 41,936,233	\$ 4,317,293	\$ 10,767,779	\$ 5,928,098	\$ 194,328,197
Less: Internal Service (3)	423,521	18,976,009	-	-	-	-	19,399,530
	\$ 92,284,706	\$ 19,694,564	\$ 41,936,233	\$ 4,317,293	\$ 10,767,779	\$ 5,928,098	\$ 174,928,687

Sch A

Source: Foothill-De Anza Community College June 30, 1999 audited financial statements (except where noted).

Notes:

- (1) See Schedule B-1 for a reconciliation of the salary and benefits amounts.
- (2) The audited financial statements capture both salaries and benefits as a single line item. Foothill-De Anza provides detail to break out these expenses.
- (3) Foothill-DeAnza accumulates fringe benefits in its internal service fund and then distributes these costs to other funds. AA has removed the Internal Service amounts from Schedule B to avoid double counting these costs.

Foothill-De Anza Community College
 F&A Proposal
 Proprietary Fund Salary & Benefits Detail
 June 30, 1999

Purpose: The Foothill-De Anza audited financial statements combined the salary & benefit amounts into one line item. This schedule details the proprietary fund salaries and benefits.

	Salaries	Benefits	Total	
Foothill Campus Center (Fund 18)	\$ 519,305	\$ 80,533	\$ 599,838	
Foothill Campus Center (Fund 28)	21,364	5,453	26,817	
De Anza Campus Center	1,389,522	240,492	1,630,014	
Flint Center	226,454	-	226,454	
Internal Service	423,521	18,976,009	19,399,530	
Total	<u>\$ 2,580,166</u>	<u>\$ 19,302,487</u>	<u>\$ 21,882,653</u>	
	<u>Sch B</u>		<u>(3,679)</u>	Unlocated difference
			<u>\$ 21,878,974</u>	Total per 6/30/99 financial statements

Source: FBM095 reports as of 6/30/99.

Foothill- De Anza Community College
 F&A Proposal
 General Fund Summary
 June 30, 1999

Purpose: To summarize the various funds included in the General Fund amounts reported in the June 30, 1999 audited financial statements. Allowable F&A expenses are included in the General Purpose Fund (Fund 14) as detailed on Schedule D.

	Unrestricted General Fund			Restricted General Fund					Total
	General Purpose Fund 14	Self-Sustaining Fund 15	Categorical Fund 21	Special Education Fund 22	Work Study Fund 23	Parking Fund 25	Campus Center Fund	Misc. Expenses (1)	
Certificated Salaries	\$ 49,373,560	\$ 1,511,686	\$ 2,279,309	\$ 2,954,539	\$ -	\$ 500	\$ -	\$ -	\$ 56,119,992
Classified Salaries	22,311,516	1,742,076	5,394,086	1,523,928	375,249	632,828	21,364	(2)	32,193,577
Total Salaries	71,685,108	3,253,762	7,673,395	4,477,467	375,249	636,338	21,364	(2)	88,313,169
Total Staff Benefits	16,576,047	436,743	1,176,052	764,996	171	124,378	5,433	(1)	19,087,840
Total Materials & Supplies	3,122,576	479,485	1,847,973	66,094	21,536	19,607	3,657	96,956	5,657,884
Total Operating Expenses	10,057,577	2,497,831	4,535,837	118,300	27,451	176,573	78,684	76	17,492,339
Total Capital Outlay	1,558,444	473,291	3,282,199	20,199	5,465	7,574	18,908	351,689	5,717,769
Total Student Financial Assistance	-	-	-	-	-	-	-	-	-
Total Debt Service	-	-	-	-	-	-	-	423,066	423,066
Total Expenses	\$ 103,001,752	\$ 7,173,112	\$ 16,715,456	\$ 5,447,056	\$ 430,372	\$ 954,460	\$ 128,066	\$ 773,795	\$ 137,495,832

Sch D
 Source: Foothill- De Anza Community College District 1999-2000 Budget report.

Note:

(1) The Foothill- De Anza Budget did not include these expenses. Since all salaries and wages tie to the audited financials and all F&A costs are in Fund 14, these miscellaneous expenses do not affect the F&A proposal.

with- De Area Community College
 F&A Proposal
 General Fund (Fund 10)
 F&A Expenses

purpose: To minimize the allowable F&A expenses included in the General Fund (Fund 10).

Subprogram	Allowable Salaries & Wages	Other Salaries & Wages	Total Salaries & Wages	Allowable Benefits	Other Benefits	Total Benefits	Allowable Operating Expenses	Other Operating Expenses	Total Operating Expenses	Total
General Admin & General Expenses	\$ 5,402,267	\$ -	\$ 5,402,267	\$ 1,337,191	\$ -	\$ 1,337,191	\$ 2,516,959	\$ 595,052	\$ 3,112,011	\$ 9,851,471
Person and Maintenance	5,988,591	414,134	6,402,725	1,311,982	3,689,659 (1)	5,001,641	5,576,075	382,552	5,958,627	17,393,350
Operation Administration Expenses	4,763,651	411	4,764,062	316,565	34	1,014,351	130,164	522	130,686	3,156,371
Other Instruction	557,489	-	557,489	96,636	-	96,636	631,116	925,132	1,557,299	7,335,745
Academic Instruction	45,307,819	-	45,307,819	7,151,335	-	7,151,335	1,822,439	16,028	1,838,467	54,790,859
Administrative Services	5,810,958	-	5,810,958	1,216,383	-	1,216,383	331,336	190	331,526	7,418,857
Auxiliary and Other	867,017	-	867,017	176,086	-	176,086	113,568	-	113,568	1,156,672
Instructional Admin & Instructional Governance	33,884	-	33,884	2,837	-	2,837	61,184	5,000	66,184	106,234
Instructional Support Services	-	-	-	-	-	-	-	7,465	7,465	7,465
General Instructional Support Services	-	-	-	-	-	-	-	3,647	3,647	3,647
Special Outlay	-	-	-	-	-	-	-	-	-	-
Total Fund 10	\$ 71,270,528	\$ 411,278	\$ 71,681,806	\$ 12,888,331	\$ 3,689,693	\$ 16,578,026	\$ 17,037,930	\$ 2,112,225	\$ 19,150,155	\$ 101,443,508
										\$ 1,538,411
										\$ 100,001,753

84-C

F&A Cost Pool (2)	Salaries & Wages	Benefits	Operating Expenses	Total
General Administration & General Expenses	\$ 3,402,267	\$ 1,337,191	\$ 2,516,959	\$ 9,256,420
Operations & Maintenance	5,988,591	1,341,982	5,376,075	12,706,648
Academy	2,508,821	516,565	130,164	3,155,549
Dept Administration Expenses (3)	932,730	202,463	126,429	1,261,622
Other Benefits (1)	-	591,105	-	591,105
Grant Expenses (1)	-	-	709,474	709,474
Total	\$ 14,852,408	\$ 3,989,708	\$ 6,149,937	\$ 26,992,054

Postnet Electronic download of all expenses with Administrative and Support Activities codes 6000-7900 of 6/30/99.

Notes

(1) Includes an allocation of post-retirement benefits paid for the year ending June 30, 1999 that were not included in the fringe benefit rate. The total amount paid as of June 30, 1999 was \$3,689,659. This proposal allocates a portion of the benefits paid to the F&A cost pool using the ratio of allowable F&A salaries to total salaries, or 16% (\$1,452,108/\$9,256,420 - 16%)

(2) The F&A cost pools include the allowable expenses charged to each F&A subprogram.

(3) Per A-21, 20% of allowable Department Administration expenses are included in the F&A cost pool.

(4) Includes rent expenses paid to the City of Palo Alto for the Middlefield Campus. Both instructional and allowable administrative functions are performed on this campus.

Foothill-De Anza Community College
 F&A Proposal
 Capital Improvements Use Allocation Calculation
 June 30, 1999

Purpose: To calculate use allowance on capital improvement projects completed as of June 30, 1999.

Capital Improvement	Materials & Supplies	Capital Outlay	Operating Expenses	Total
Replace Heat Pumps-Foothill	\$ 868	\$ -	\$ 77,132	\$ 78,000
Replace Fan Coil Units and Controls-De Anza	-	69,049	-	69,049
Repair Sewer Lines, Phase II-Foothill	1,242	-	123,100	124,342
Replace Fan Coil Units and Controls-Foothill	-	64,242	-	64,242
Replace Water Valves-De Anza	-	-	100,800	100,800
Relocate Utility Wiring, Phase II-Foothill	-	-	132,700	132,700
Exterior Glu Larn Repair-Foothill	140	-	552,084	552,224
Replace District Chiller	-	-	40,000	40,000
Replace HVAC Water Piping, Valves-De Anza	5,709	436,098	3,200	445,007
Replace Chiller- De Anza	232	226,837	1,711	228,780
Replace Chiller, Forum Bldg.-Foothill	-	39,023	977	40,000
Replace Underground Water VAC lines	10,639	144,983	47,552	203,174
Total	\$ 18,830	\$ 980,232	\$ 1,079,256	\$ 2,078,318
Use Allowance Factor (1)				0.02
				\$ 41,566

Sch A

Source: FBM090 report dated 12/31/99 summarizing capital improvement projects completed as of 6/30/99.

Note:

(1) Per A-21, the annual use allowance is equal to 2% of the acquisition cost.

Foothill-De Anza Community College
 F&A Proposal
 Capital Projects Use Allowance Calculation
 June 30, 1999

Purpose: To calculate use allowance on capital projects completed as of June 30, 1999.

Capital Projects	Salaries & Wages	Staff Benefits	Materials & Supplies	Operating Expenses	Capital Outlay	Total
Advanced Technology Center Construction- De Anza	\$ 13,135	1,155	18,039	993,827	7,579,045	8,605,201
Learning Center- De Anza	1,584	13	9,592	683,356	2,352,105	3,046,650
Library Remodel- Foothill	\$ 14,719	\$ 1,168	\$ 27,823	\$ 2,730,221	\$ 22,441,400	\$ 25,215,331
Total						0.02
Use Allowance Factor (1)						504,307

Sch A

Source: FBM090 reports dated 5/31/97 and 12/31/99 summarizing capital projects completed as of 6/30/99.

Note:

(1) Per A-21, the annual use allowance is equal to 2% of the acquisition cost.

**PART-TIME FACULTY COSTS
99/00 BUDGET
FOOTHILL COLLEGE**

Disaggregation of FTES

	FTES (1)	Estimated WSCH (2)	Efficiency Standard (3)	Total FTE (4)	Full-time FTE (5)	Estimated PT FTE (6)	Nearest Avg Annual Cost (7)	Part-time Allocation (8)
Non-SPED								
Resident	11,200	167,952.01	540	310.98	142.61	168.37	34,358	5,784,983
Non-Res	1,100	16,495.29	540	30.54		30.54	34,358	1,049,389
SPED	700	10,497.00	397	26.42	5.59	20.84	34,358	715,892
TOTAL	13,000	194,944.30	530	367.95	148.19	219.75	34,358	7,550,264

Assumes .6% increase in part-time rates over 98/99 actual.

Assumes FTES goal as 1.5% over 98/9 projection (P2).

DE ANZA COLLEGE

Disaggregation of FTES

	FTES (1)	Estimated WSCH (2)	Efficiency Standard (3)	Total FTE (4)	Full-time FTE (5)	Estimated PT FTE (6)	Nearest Avg Annual Cost (7)	Part-time Allocation (8)
Non-SPED								
Resident	17,800	266,923.74	528	505.56	213.29	292.27	34,852	10,186,049
Non-Res	1,100	16,495.29	528	31.24		31.24	34,852	1,088,846
SPED	700	10,497.00	591	17.76	10.83	6.93	34,852	241,488
TOTAL	19,600	293,916.02	530	554.56	224.12	330.44	34,852	11,516,383

Assumes .6% increase in part-time rates over 98/99 actual.

Assumes FTES goal as 1.5% over 98/9 projection (P2).

DISTRICT

Disaggregation of FTES

	FTES (1)	Estimated WSCH (2)	Efficiency Standard (3)	Total FTE (4)	Full-time FTE (5)	Estimated PT FTE (6)	Nearest Avg Annual Cost (7)	Part-time Spent (8)
Non-SPED								
Resident	29,000	434,875.75	533	816.54	355.90	460.64	34,671	15,971,032
Non-Res	2,200	32,990.57	534	61.79		61.79	34,608	2,138,235
SPED	1,400	20,994.00	475	44.18	16.42	27.77	34,481	957,379
TOTAL	32,600	488,860.33	530	922.51	372.32	550.19	34,654	19,066,647

Col (2) = Col (1)*525/35

Col (6) = Col (4)-Col (5)

Col (4) = Col (2)/Col (3)

Col (8) = Col (6)*Col (7)

34,654
5/18/00
66.01

**PART-TIME FACULTY COSTS
99/00 BUDGET
FOOTHILL COLLEGE**

Aggregation of FTES

	FTES (1)	Estimated WSCH (2)	Efficiency Standard (3)	Total FTE (4)	Full-time FTE (5)	Estimated PT FTE (6)	Nearest Avg Annual Cost (7)	Part-time Allocation (8)
Non-SPED								
Resident	11,200	167,952.01	540	310.98	142.61	168.37	34,358	5,784,983
Non-Res	1,100	16,495.29	540	30.54		30.54	34,358	
SPED	700	10,497.00	397	26.42	5.59	20.84	34,358	715,892
TOTAL	13,000	194,944.30	530	367.95	148.19	219.75	34,358	7,550,264

Assumes .6% increase in part-time rates over 98/99 actual.

Assumes FTES goal as 1.5% over 98/9 projection (P2).

DE ANZA COLLEGE

Disaggregation of FTES

	FTES (1)	Estimated WSCH (2)	Efficiency Standard (3)	Total FTE (4)	Full-time FTE (5)	Estimated PT FTE (6)	Nearest Avg Annual Cost (7)	Part-time Allocation (8)
Non-SPED								
Resident	17,800	266,923.74	528	505.56	213.29	292.27	34,852	10,186,049
Non-Res	1,100	16,495.29	528	31.24		31.24	34,852	
SPL	700	10,497.00	591	17.76	10.83	6.93	34,852	1,088,846
TOTAL	19,600	293,916.02	530	554.56	224.12	330.44	34,852	241,488

Assumes .6% increase in part-time rates over 98/99 actual.

Assumes FTES goal as 1.5% over 98/9 projection (P2).

DISTRICT

Disaggregation of FTES

	FTES (1)	Estimated WSCH (2)	Efficiency Standard (3)	Total FTE (4)	Full-time FTE (5)	Estimated PT FTE (6)	Nearest Avg Annual Cost (7)	Part-time Spent (8)
Non-SPED								
Resident	29,000	434,875.75	533	816.54	355.90	460.64	34,671	15,971,032
Non-Res	2,200	32,990.57	534	61.79		61.79	34,608	
PED	1,400	20,994.00	475	44.18	16.42	27.77	34,481	2,138,235
TOTAL	32,600	488,860.33	530	922.51	372.32	550.19	34,481	957,379

Col (2) = Col (1) * 525 / 35

Col (6) = Col (4) - Col (5)

Col (4) = Col (2) / Col (3)

Col (8) = Col (6) * Col (7)

34,654

15 WS / 100 = 35 mld - 66.01

Summary of Collective Bargaining Costs
Faculty Negotiations
Fiscal Year 1999/00

	Total Hours	Hourly Wage	Statutory Benefits @21%	Total Compensation
<i>Management Team:</i>				
Ann Oney	29.00	49.00 47.79	10.04	1,676.95
Jane Enright	40.50	53.53 45.51	9.56	2,230.22
Alen Harevey	32.00	51.22 39.41	8.28	1,525.96
Bruce Swenson	5.50	54.47 50.21	10.54	334.15
<i>Faculty Representatives:</i>				
Angel Sierra	32.00	66.01	13.86	2,555.82
Faith Milonas	8.50	66.01	13.86	678.89
Mary Ann Ifft	32.00	66.01	13.86	2,555.82
Anne Paye	40.50	66.01	13.86	3,234.70
Anne Leskinen	18.00	66.01	13.86	1,437.65
Richard Hansen	32.00	66.01	13.86	2,555.82
<i>Confidential Assistants:</i>				
Corinne Leal	28.00	26.98 20.60	4.33	697.93
Robin Moore	8.50	38.21 29.58	6.21	304.23
Grand Total	<u>306.50</u>			<u>\$19,788.11</u>

Note 1: Pursuant to § 6.1 the District may use 21% as its benefit factor.

Note 2: Faculty representatives replacement costs are computed using the average hourly rate for a part time teacher.

**MANDATED COSTS REPORT
1999-2000**

NEGOTIATIONS AND CONTRACT REVIEW

<u>DATE</u>	<u>EMPLOYEES</u>	<u>HOURS</u>
July 13 Prep	Enright	1.5
July 14 Prep	Enright Swenson	1.5
July 14	Enright Swenson Moore	3
July 19 Prep	Enright Swenson	1
July 20	Enright Swenson Moore	3
July 21	Enright Swenson Moore	2
August 5	Enright Swenson	2.25
August 6	Enright Chavez	1
August 17	Enright Swenson	1
October 20 Prep	Enright Seelbach	1
October 20	Enright Leal Seelbach	2
October 27 Prep	Enright Oney Harvey	2
November 9 Prep	Enright	

November 10	Oney Harvey	1.5
November 16 Prep	Enright Harvey Oney Leal	2
November 17	Enright Oney Harvey	1.5
November 30 Prep	Enright Harvey Oney Leal	2
December 1	Enright Oney Harvey	1.5
January 12 Prep	Enright Harvey Oney Leal	3
January 12	Enright Harvey Oney	1.5
January 19 Prep	Enright Harvey Oney Leal	3
January 19	Enright Oney Seelbach	1.5
January 25 Prep	Enright Oney Seelbach Leal	2
January 26	Enright Harvey Oney	1.5
	Enright	

February 8 Prep	Harvey Oney Leal	3
February 9	Enright Harvey Oney	1.5
February 15 Prep	Enright Harvey Oney Leskinen Leal	3
February 16	Enright Harvey Oney Leskinen	1.5
February 22 Prep	Enright Harvey Oney Leskinen Leal	2
March 7 Prep	Enright Harvey Oney Leskinen	1
March 8	Enright Harvey Oney Leskinen Leal	1
March 15 Prep	Enright Harvey Oney	3
March 15	Enright Harvey Oney Leskinen	1

	Leal	2
April 11 Prep	Enright Harvey Leskinen Oney	1.5
April 12	Enright Harvey Oney Leskinen Leal	3
April 18 Prep	Enright Oney Harvey Leskinen	1.5
April 19	Enright Harvey Oney Leskinen Leal	2
April 25 Prep	Enright Harvey Oney Leskinen	1
April 26	Enright Harvey Leskinen Leal	3
May 9 Prep	Enright Leskinen Harvey	1.5
May 10	Enright Harvey Oney Leskinen Leal	4
May 17 Prep	Enright Harvey Leskinen Oney	1
May 17	Enright	

	Harvey Leskinen Oney Leal	3
May 23 Prep	Enright Leskinen Harvey	1.5
May 24	Enright Harvey Oney Leal	4
June 5 Prep	Enright Harvey Leskinen	1.5
June 13 Prep	Enright Harvey Leskinen	1.5
June 14	Enright Harvey Leskinen Leal	4
TOTALS		

	Chavez	=	1
✓	Enright	=	95.25
✓	Harvey	=	72.50
✓	Leal	=	50
✓	Leskinen	=	43.50
✓	Moore	=	8
✓	Oney	=	63
	Seelbach	=	6.5
✓	Swenson	=	13.75

RELATED COSTS FOR NEGOTIATIONS AND CONTRACT REVIEW

Development, review and distribution of minutes for Negotiations and Contract Review

Enright	70	<i>hrs</i>
Leal	40	<i>hrs</i>

Additional Mandated Costs/FA
Grievance Prep/Hearings

PAA Arbitration

September 7	Enright	.25
September 8	Enright	1.0
September 28	Enright	.25
September 29	Enright	.50
February 20	Enright	.50
February 29	Enright	.50
March 1	Enright	.50
March 14	Enright	.50
March 23	Enright	.25
April 17	Enright	.25

Thompson PAA (Implement Arbitration decision)

Enright
Patz
Zoltan 1

Wallia

October 11	Enright Riveros-Schafer	1.5
November 3	Enright Riveros-Schafer	1.5
November 4	Enright Kanter* Riveros-Schafer	3

Adamz-Bogus

November 10	Enright Riveros-Schafer	1
February 7	Enright Riveros-Schafer Miner	1

February 9	Enright Riveros-Schafer Miner Kanter*	2
February 16	Enright Riveros-Schafer Miner Kanter*	2
Arbitration Prep	Enright	3
<u>Counselor/Advisor Issue</u>		
October 18	Enright	1
October 25	Enright Rose Griffin	1.5
November 23	Enright Frische	1
December 8	Enright Frische	2
<u>Counselor Workload Issues</u>		
January 10	Enright Rose	1
January 10	Enright Rose Miner*	2
January 11	Enright Rose	1.5
January 13	Enright Rose Miner*	2.5
May 22	Enright Plaza de Jennings	5
June 6 Prep	Richard Rose	6.5

* Kanter & Miner should report additional hours spent on reviewing the case and writing the decisions in these grievances.

Tong Conciliation

March 1	Enright Kanter	1.5
March 13	Enright Kanter	1
April 10	Enright Kanter	1

Raff

April 17	Enright Rose	1.5
June 13	Enright Rose	1.5
June 20	Enright Rose	2

Allen

May 10	Enright Sellitti	1.5
May 18	Enright Sellitti	1.5
May 25	Enright Sellitti	1.5
June 26	Enright DeLa Cerda	1
June 27	Enright	1
June 29	Enright	1

Martinez

April 3	Enright	2
May 18	Enright Riveros-Schafer	1
May 26	Enright Riveros-Schafer	1

TOTAL Hours spent for Additional Mandated Costs
Grievance Prep/Hearings

✓ De La Cerda	=	1	
✓ Enright	=	58	
✓ Frische	=	3	
✓ Griffin	=	1.5	M
✓ Kanter	=	10.5	
✓ Miner	=	9.5	M
✓ Patz	=	1	M
✓ Riversos-Schafer	=	12.5	M
✓ Rose	=	20	M
✓ Sellitti	=	4.5	M
✓ Zoltan	=	1	M

Summary of Collective Bargaining Costs
Unit SEIU Negotiations
Fiscal Year 1999/00

	Total Hours	Hourly Wage	Statutory Benefits @ 21%	Total Compensation
<i>Management Team:</i>				
Willie Pritchard	3.50	52.38 41.66	8.75	176.43
George Beers	29.00	49.47 44.20	9.28	1,550.98
Hector Quinonez	53.00	43.09 39.41	8.28	2,527.36
Greg Parman	55.00	43.24		0.00
Jane Enright	8.50	53.53		0.00
 <i>SEIU Representatives:</i>				
Karen Lemes	8.00	N/A	N/A	N/A
Judy Shouman	17.50	N/A	N/A	N/A
Lisa Hocevar	25.00	N/A	N/A	N/A
Phylis Garrison	51.50	N/A	N/A	N/A
Allen Frische	41.00	N/A	N/A	N/A
Javier Rueda	34.00	N/A	N/A	N/A
McGee Judith	26.50	N/A	N/A	N/A
Cohn Diana	2.50	N/A	N/A	N/A
Shelly Schreiber	51.50	N/A	N/A	N/A
Nancy Chao	26.50	N/A	N/A	N/A
 <i>Confidential Assistants:</i>				
Vanda McCulay	11.00	25.81 20.60	4.33	274.19
Margaret McCutchen	20.50	32.85 28.03	5.89	695.28
Grand Total	464.50			\$5,224.24

Note1: Management, Staff and Confidential hourly rates were computed using their base monthly salary ÷ 174 hrs./month.
(Source: Earnings Ledger - fiscal'97)

Note 2: Pursuant to § 6.1 the District may use 21% as its benefit factor.

Note 3: No substitutes were hired for SEIU representatives.

SIGN-IN SHEET
FACULTY ASSOCIATION
NEGOTIATIONS

DATE: 7-14-99

STARTING TIME: 7:00

ENDING TIME: 4:00

Blues

IN ATTENDANCE:

Ruth Moore
Anne M. Paup
Paul Mcowan
Bruce Snee
Paul Egan

SIGN-IN SHEET
FACULTY ASSOCIATION
NEGOTIATIONS

DATE: 7-20-99

STARTING TIME: 1:00

ENDING TIME: 3:30

2.5 hrs

IN ATTENDANCE:

Donna M. Payne
Janet Nelson
Bruce Jones
Lore Engel
Pat Moore

SIGN-IN SHEET
FACULTY ASSOCIATION
NEGOTIATIONS

DATE: 7-21-99

STARTING TIME: 1.00

ENDING TIME: 3.00

2MS

IN ATTENDANCE:

[Handwritten signatures on lined paper]

SIGN-IN SHEET
FACULTY ASSOCIATION
NEGOTIATIONS

DATE: Nov 10, 1999

STARTING TIME: 1:02

ENDING TIME: 3:19

2 hrs

IN ATTENDANCE:

- ✓ George D. Boney
- ✓ Angel Sierra
- ✓ Mark L. Harney
- ✓ Michael A. Hus
- ✓ Anne H. Page
- ✓ Mr. J. J. J.
- _____
- _____
- _____
- _____
- _____

[Handwritten signature]

SIGN-IN SHEET

FA/DISTRICT
NEGOTIATIONS

Contract Review

DATE: 1/26/00

STARTING TIME: 2:10

ENDING TIME: 3:45

1.5 hrs

~~Ray E. Engle~~
~~Alan Garney~~
~~Walter J. [unclear]~~
~~Richard A. [unclear]~~
~~Gene M. Payne~~
~~Amal S. [unclear]~~
~~Ann [unclear]~~
~~Corinne [unclear]~~

CR Start 1pm
2:10pm.

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 2/9/00

STARTING TIME: 1:00

ENDING TIME: 3:55

3 hrs

Quence Jones
Ann C. Jones
Alvin L. Jones
Angela S. Jones
Anne M. Jones
Richard A. Jones
W. C. Jones
Corinne Jones
W. Jones
W. Jones
W. Jones
W. Jones

SIGN-IN SHEET

FA/DISTRICT
CONTRACT REVIEW
Negotiations

DATE: 2/16/00

STARTING TIME: 1:03

ENDING TIME: _____

2 hrs

Anne Oney
Rosanne Henderson
Tracie Holt
Richard A. Baker
Anne M. Page
Angel Sierra
Angie Sestrich
Ala. Harvey
Carrie Deal

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 3/8/00

STARTING TIME: 1:06

ENDING TIME: 3:52

2.5 hrs

Go Engle
Quyen Doan
Alan J. Harney
Angel Silva
And M. Payne
Wesley J. [unclear]
Christine [unclear]
Nickolas [unclear]

SIGN-IN SHEET

FA/DISTRICT
CONTRACT REVIEW / Negotiations
1-2 2-3

DATE: March 15, 2000

STARTING TIME: 1 pm

ENDING TIME: 3 pm

2ms

IN ATTENDANCE:

June Day
Ann H. Payne
Michael Starnes
Ann H. Payne
Richard A. [unclear]
[unclear]
[unclear]
[unclear]
[unclear]

SIGN-IN SHEET

FA/DISTRICT
NEGOTIATIONS

DATE: 4/2/00

STARTING TIME: 1:03P

ENDING TIME: _____

2ms

Amal Sierra
Anne H. Payne
M. A. Duff
Kathy Penn
Richard A. Hays
Don Jones
Anne L. Bryan
Alan L. Sprague
Carroll

SIGN-IN SHEET
FACULTY ASSOCIATION
NEGOTIATIONS

DATE: APRIL 26, 2000
STARTING TIME: 1:07
ENDING TIME: 4:11

3 hrs

IN ATTENDANCE:

Ray S. Harvey
Gene Pedersen
Jan Egan
Kathy Perino
Anne de Paix
Amel Sierra
Michael A. Puse
Ms. C. J. H.
Carinne Lee

SIGN-IN SHEET

FA/DISTRICT
NEGOTIATIONS

DATE: 5/10/00

STARTING TIME: 1:05 PM.

ENDING TIME: 5:00 PM.

5 hrs

- ~~Shirley L. Harvey~~
- ~~Donna [unclear]~~
- ~~Donna [unclear]~~
- ~~Rene Leskunen~~
- ~~Angel Sierra~~
- ~~Kathy Perrin~~
- ~~Anne M. Payne~~
- ~~Maureen [unclear]~~
- ~~Caroline [unclear]~~
- ~~Michael A. [unclear]~~
- _____
- _____

SIGN-IN SHEET

FA/DISTRICT
CONTRACT REVIEW

Negotiation

DATE: 5/17/00

STARTING TIME: 12:10 PM

ENDING TIME: 3:05 PM

3 hrs

IN ATTENDANCE:

- Mac [unclear]*
- Michael [unclear]*
- Anne M. Papp*
- Kathy Perino*
- Amal Silva*
- Esme Deskinen*
- Anne [unclear]*
- [unclear]*
- [unclear]*
- Carina [unclear]*

SIGN-IN SHEET
FACULTY ASSOCIATION
NEGOTIATIONS

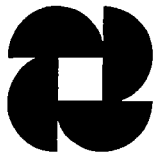
62.74

DATE: 5/24/00
STARTING TIME: 1:05
ENDING TIME: 5:15

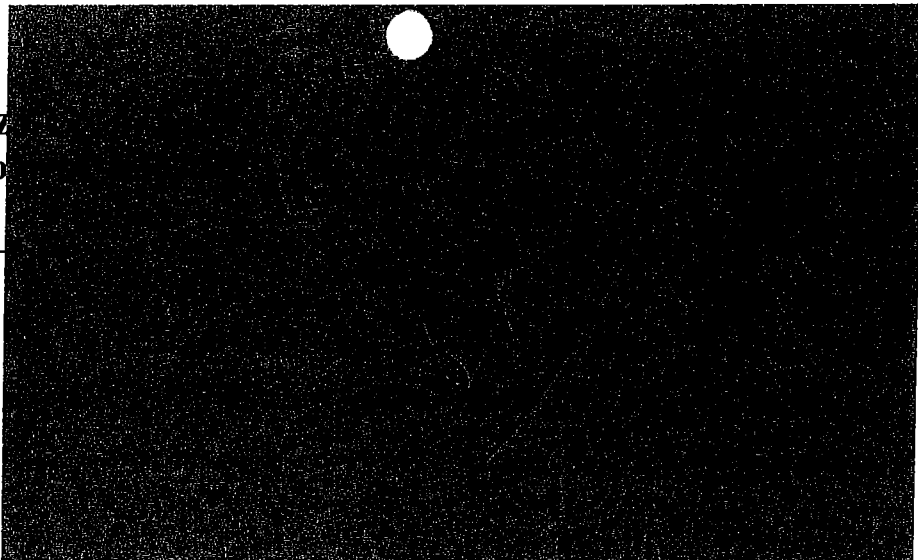
4 hrs

IN ATTENDANCE:

Al L. Parney
Ann [unclear]
Ann [unclear]
Angel Serra
Ann M. Payne
Kathy Perino
Mar [unclear]
Richard A. [unclear]
Cerine [unclear]



Foothill-De Anza
Human Resources



TO: Bernadetta Slater
FROM: Robin Moore
RE: Grievances

The following is the information you asked that I provide you pertaining to the grievances that were filed during the 1999-2000 academic year.

1. Grievant: ~~SDiane Adamz-Bogus~~ ⁸⁶¹²
Filed: 11-1-99 ⁶⁰¹⁵
Internal Review held 2-9-00 and 2-16-00 ^{Adhd 32 hrs.}
Present were: SDiane Bogus, Tom Strand (FA Rep.) ⁷⁵⁶⁰, Enrique Riveros-Schafer (Dean of Language Arts) ⁸⁵⁴⁶, Judy Miner ⁸⁵¹⁰, Jane Enright, Martha Kanter (Hearing Officer) ⁸⁷⁰⁵.

2. Grievant: Faculty Association
Filed: 3-10-99 but was put in abeyance until 10-15-99 to allow time for the matter to be resolved through the conciliation process. The parties have since agreed to resolve the matter through mediation. Mediation preparation with Jane Enright, Richard Rose and legal counsel took place on the following dates: 9-15-00 / 11:30 - 1:00 p.m.; 9-19-00 / 12:00 - 5:00 p.m.; 9-20-00 / 8:00 - 9:00 a.m.; 10-9-00 / 10:30 - 2:00 p.m.; 10-11-00 / 10:00 - 11:00 a.m.; 10-30-00 / 8:00 - 4:00 p.m.

Mediation took place with the above listed people and with representatives from the FA Executive Board as follows: 9-20-00 / 9:00 - 6:00 p.m.; 9-28-00 / 9:00 - 6:00 p.m.; 10-16-00 / 8:00 - 4:30 p.m.; 10-23-00 / 9:00 - 6:00; 11-2-00 / 9:00 - 3:30 a.m.

3. Grievant: C.J.S. Wallia ^{P-T}
Filed: 10-7-99
Internal Review held 11-4-99
Present were: C.J.S. Wallia, Tom Strand (FA Rep.), Enrique Riveros-Schafer (Dean of Language Arts), Jane Enright, Martha Kanter (Hearing Officer).

Handwritten notes:
11/10
Mayer
at Strand
at 10/11/00

Handwritten notes:
FA
7544
Judy Miner
Sept 55
Oct 55
prop - 2

Handwritten note:
30 mins

Handwritten list:
Judy Miner
Tom Strand
Enrique Riveros-Schafer
Louis Hernandez
Michael Hernandez

CSEA

NEGOTIATIONS

1999/2000

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action


CSEA NEGOTIATIONS

SIGN IN

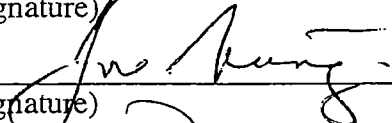
SUBJECT: Negotiations
DATE : May 11, 2000
START: 9:00 AM
END: _____

2 hrs


GREG PARMAN
(Print Name)


(Signature)

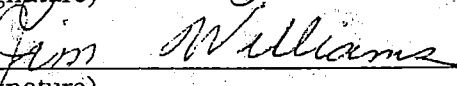
JOSE D. NUÑEZ
(Print Name)


(Signature)


GIL DELBADO
(Print Name)


(Signature)

TIM WILLIAMS
(Print Name)


(Signature)


JOSE BAÑUELOS
(Print Name)


(Signature)

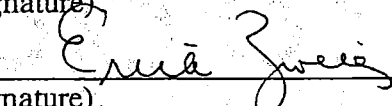
JOSE R. MARDUENO
(Print Name)


(Signature)

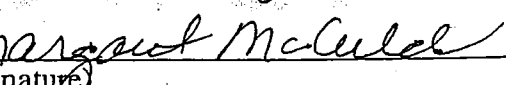
LEO CONTRERAS
(Print Name)


(Signature)

ERICA ZWIEG
(Print Name)


(Signature)

MARGARET MCCUTCHEN
(Print Name)


(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

0.5 hrs

SUBJECT: Negotiations

DATE : April 18, 2000

START: 8:10 AM.

END: 8:50 AM-

GREG PARMAN

(Print Name)

JOSÉ D. NUÑEZ

(Print Name)

José Bañuelos

(Print Name)

Erica Zuercher

(Print Name)

LEO CONTRERAS

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

Greg Parman

(Signature)

José Nuñez

(Signature)

José Bañuelos

(Signature)

Erica Zuercher

(Signature)

Leonel Contreras

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations
DATE : April 4, 2000
START: 8:10 AM
END: 8:45 AM

0.5 hrs

MARGARET McCUTCHEON
(Print Name)

John Schultz
(Print Name)

José Marducano
(Print Name)

Tim Williams
(Print Name)

José Nuñez
(Print Name)

LEO CONTRERAS
(Print Name)

GREG PARMAN
(Print Name)

GIL DELGADO
(Print Name)

ERIC ZWING
(Print Name)

José Bãñuelos
(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

Margaret McCutcheon
(Signature)

John Schultz
(Signature)

José Marducano
(Signature)

Tim Williams
(Signature)

José Nuñez
(Signature)

Leo Contreras
(Signature)

Greg Parman
(Signature)

Gil Delgado
(Signature)

Eric Zwing
(Signature)

José Bãñuelos
(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations
DATE : March 31, 2000
START: 9:07 AM
END: 9:50 AM.

1/MS

Margaret McCutcha
(Print Name)

Margaret McCutcha
(Signature)

Jose Banuelos
(Print Name)

Jose Banuelos
(Signature)

Jim Williams
(Print Name)

Jim Williams
(Signature)

John Schuler
(Print Name)

John Schuler
(Signature)

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

Erica Zweig
(Print Name)

Erica Zweig
(Signature)

LEO CONTRERAS
(Print Name)

Leo Contreras
(Signature)

Jose R. Mardano
(Print Name)

Jose R. Mardano
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL- ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE : February 11, 2000

START: 9:05

END: 10:05

1/MS

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

GIL DELGADO
(Print Name)

Gil Delgado
(Signature)

ERICA ZWEIG
(Print Name)

Erica Zweig
(Signature)

LEO CONTRERAS
(Print Name)

Leo Contreras
(Signature)

Jesse R. Maldonado
(Print Name)

Jesse R. Maldonado
(Signature)

JOSE NUÑEZ
(Print Name)

Jose Nuñez
(Signature)

James Williams
(Print Name)

James A Williams
(Signature)

Jose Banuelos
(Print Name)

Jose Banuelos
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

J. Wier

SUBJECT: Negotiations

DATE : January 10, 2000

START: 9:05 AM

END: 11:15 AM

GREG PARMAN
(Print Name)

LEO CONTRERAS
(Print Name)

ERICA ZWEIF
(Print Name)

GIL DELGADO
(Print Name)

Jim Williams
(Print Name)

Jose Bañuelos
(Print Name)

John Schulte
(Print Name)

Jose D. NUNEZ
(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

Greg Parman
(Signature)

Leo Contreras
(Signature)

Erica Zweig
(Signature)

Gil Delgado
(Signature)

Jim Williams
(Signature)

Jose Bañuelos
(Signature)

John Schulte
(Signature)

Jose D. Nunez
(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

FOOTHILL-LANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations
DATE : December 9, 1999
START: 1:10 pm
END: _____

2 hrs

MARGARET McCUTCHEN
(Print Name)

Margaret McCutchen
(Signature)

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

José Bãnuelos
(Print Name)

José Bãnuelos
(Signature)

John Schulze
(Print Name)

John Schulze
(Signature)

José D. Nuñez
(Print Name)

José D. Nuñez
(Signature)

Eric Zweg
(Print Name)

Eric Zweg
(Signature)

GIL DELGADO
(Print Name)

Gil Delgado
(Signature)

Tim Williams
(Print Name)

Tim Williams
(Signature)

LEO CONTRERAS
(Print Name)

Leo Contreras
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations
DATE : December 1, 1999
START: 9:50 AM
END: 11:50 AM

2 hrs

MARGARET McCUTCHAN
(Print Name)

GREG PARMAN
(Print Name)

BIL DELGADO
(Print Name)

LEO CONTRERAS
(Print Name)

Jim Williams
(Print Name)

José Bñuelos
(Print Name)

Erica Zweg
(Print Name)

José D. Nuñez
(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

Margaret McCutchan
(Signature)

Greg Parman
(Signature)

Bil Delgado
(Signature)

Leo Contreras
(Signature)

Jim Williams
(Signature)

José Bñuelos
(Signature)

Erica Zweg
(Signature)

José D. Nuñez
(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

2.5 hrs

SUBJECT: Negotiations

DATE : November 17, 1999

START: 9:30 AM

END: 12:00 PM

MARGARET McCUTCHEN
(Print Name)

GREG PARMAN
(Print Name)

Jim Williams
(Print Name)

LEO CONTRERAS
(Print Name)

John Schuler
(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

Margaret McCutchen
(Signature)

Greg Parman
(Signature)

Jim Williams
(Signature)

Leo Contreras
(Signature)

John Schuler
(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE : November 5, 1999

START: 1:05

END: 3:30

2.5 hrs

GREG PARMAN
(Print Name)

Kathy Blackwood
(Print Name)

LEO CONTRERAS
(Print Name)

GIL DELGADO
(Print Name)

Ihn Schulze
(Print Name)

Jose Bannuelos
(Print Name)

Jim Rafferty
(Print Name)

Erica Zweig
(Print Name)

Jose D. Nunez
(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

Greg Parman
(Signature)

Kathy Blackwood
(Signature)

Leo Contreras
(Signature)

Gil Delgado
(Signature)

Ihn Schulze
(Signature)

Jose Bannuelos
(Signature)

Jim Rafferty
(Signature)

Erica Zweig
(Signature)

Jose Nunez
(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations
DATE : October 28, 1999
START: 1:10 PM
END: 2:45 pm

1.5 M

MARGARET McCutchen
(Print Name)

JAMES RAFFERTY
(Print Name)

LEO CONTRERAS
(Print Name)

Jose Bañuelos
(Print Name)

GIL DELGADO
(Print Name)

Jim Williams
(Print Name)

John Schulte
(Print Name)

GREG PARMAN
(Print Name)

Erica Zweig
(Print Name)

Jose D. Nunez
(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

Margaret McCutchen
(Signature)

James Rafferty
(Signature)

Leo Contreras
(Signature)

J. Bañuelos
(Signature)

Gil Delgado
(Signature)

Jim Williams
(Signature)

John Schulte
(Signature)

Greg Parman
(Signature)

Erica Zweig
(Signature)

Jose Nunez
(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

SEIU

NEGOTIATIONS

1999/2000

FOOTHILL E ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

2.5 hrs

SUBJECT: Negotiations

DATE: April 27, 2000

START: 9:07 AM

END: 11:30 AM

Margaret McCutchen
(Print Name)

Jane Enright
(Print Name)

GREG PARMAN
(Print Name)

HECTOR QUIWONEZ
(Print Name)

Phyllis Garrison
(Print Name)

SHELLEY SCHREIBER
(Print Name)

Julia Schuelke
(Print Name)

JUDITH L. MCGEE
(Print Name)

Karen Lemes
(Print Name)

Nancy CHAO
(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

Margaret McCutchen
(Signature)

Jane Enright
(Signature)

GREG PARMAN
(Signature)

HECTOR QUIWONEZ
(Signature)

Phyllis Garrison
(Signature)

SHELLEY SCHREIBER
(Signature)

Julia Schuelke
(Signature)

JUDITH L. MCGEE
(Signature)

Karen Lemes
(Signature)

Nancy CHAO
(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

FOOTHILL E ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations
DATE: April 26, 2000
START: 8:30 AM
END: 11:30 AM

3 hrs

MARGARET McLUTCHEW
(Print Name)

Margaret McLutcher
(Signature)

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

JANE ENRIGHT
(Print Name)

Jane Enright
(Signature)

HECTOR QUINONEZ
(Print Name)

Hector Quinonez
(Signature)

Phyllis GARRISON
(Print Name)

Phyllis Garrison
(Signature)

KAREN LEMES
(Print Name)

Karen Lemes
(Signature)

SHELLEY SCHREIBER
(Print Name)

Shelley Schreiber
(Signature)

JULIA SCHWELKE
(Print Name)

Julia Schwelke
(Signature)

JUDITH L. McGEE
(Print Name)

Judith L. McGee
(Signature)

NANCY CHAO
(Print Name)

Nancy Chao
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL COLLEGE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations
DATE: April 19, 2000
START: 2:15 PM
END: 4:40 PM

2:15 PM

MARGARET McCUTCHEAN
(Print Name)

Margaret McCutchan
(Signature)

GEORGE BEERS
(Print Name)

George Beers
(Signature)

MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

HECTOR QUINONES
(Print Name)

Hector Quinones
(Signature)

STEWART SCHREIBER
(Print Name)

Stewart Schreiber
(Signature)

Julia Schuelke
(Print Name)

Julia Schuelke - SEIU Staff
(Signature)

ED WARSHAUER
(Print Name)

Ed Warshaw SEIU
(Signature)

Phyllis Garrison
(Print Name)

Phyllis Garrison
(Signature)

JUDITH L. Mc Gee
(Print Name)

Judith L. McGee
(Signature)

Nancy Q Hao
(Print Name)

Nancy Q Hao
(Signature)

KAREN LEMES
(Print Name)

Karen Lemes
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations
DATE: April 18, 2000
START: 11:00 AM
END: 4:50 PM

GMS

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

HECTOR QUINONES
(Print Name)

Hector Quinones
(Signature)

PHYLLIS GARRISON
(Print Name)

Phyllis Garrison
(Signature)

STEWENY SCHREIBER
(Print Name)

Steweny Schreiber
(Signature)

JULIA SCHUELLO
(Print Name)

Julia Schuello
(Signature)

ED WARSHAUER
(Print Name)

Ed Warshauer
(Signature)

JUDITH L. MCGEE
(Print Name)

Judith L. McGee
(Signature)

NANCY CHAO
(Print Name)

Nancy Chao
(Signature)

GEORGE BEERS
(Print Name)

George Beers
(Signature)

MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL COLLEGE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

3/29

SUBJECT: Negotiations

DATE: March 29, 2000

START: 1:35 p.m.

END: 4:30 p.m.

HECTOR QUINONEZ
(Print Name)

NANCY CHAO
(Print Name)

JUDITH L. MCGEE
(Print Name)

LISA HOCEVAR
(Print Name)

Julia Schuelke
(Print Name)

SHELLEY SCHREIBER
(Print Name)

JAVIER RUEDA
(Print Name)

ALLEN R. FRISCHE
(Print Name)

Phyllis GARRISON
(Print Name)

ED WARSHAUER
(Print Name)

Jane Enright
(Print Name)

George Beers
(Print Name)

Anita Keyler
(Print Name)

GREG PARMAN
(Print Name)

[Signature]
(Signature)

[Signature]
(Signature)

Judith L. McGee
(Signature)

Lisa Hocevar
(Signature)

Michelle - SEIU staff
(Signature)

[Signature]
(Signature)

Javier Rueda
(Signature)

Allen Frische
(Signature)

Phyllis Garrison
(Signature)

Ed Warshaw
(Signature)

Jane Enright
(Signature)

George Beers
(Signature)

Anita Keyler
(Signature)

Greg Parman
(Signature)

FOOTHILL COLLEGE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations
DATE: March 1, 2000
START: 1:50 pm
END: 4:30 pm

2.5 hrs

MARGARET McLutcha
(Print Name)

Margaret McLutcha
(Signature)

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

HECTOR QUINONEZ
(Print Name)

Hector Quinonez
(Signature)

JAVIER RUEDA
(Print Name)

Javier Rueda
(Signature)

Phyllis GARRISON
(Print Name)

Phyllis Garrison
(Signature)

Allen FRISCHE
(Print Name)

Allen Frische
(Signature)

Jana Schuelke
(Print Name)

Jana Schuelke - SEIU STAFF
(Signature)

STANLEY SCHREIBER
(Print Name)

Stanley Schreiber
(Signature)

Diana Cohn
(Print Name)

Diana Cohn
(Signature)

JUDITH L. McGEE
(Print Name)

Judith L. McGee
(Signature)

NANCY TU-ANG CHAO
(Print Name)

Nancy Tu-Ang Chao
(Signature)

LISA HOCEVAR
(Print Name)

Lisa Hocevar
(Signature)

(Print Name)

(Signature)

2-22-00

SEIU / Dist Negotiations
10:00 A.M. Begin: 11:50 A.M. End

2 hrs

Nancy CHAO
SHELLEY SCHREIBER
JAVIER RUEDA
LISA HOCEVAR
Julia Schuelke
Allen FRISCHÉ
Phyllis GARRISON
JUDITH L. MCGEE
GREG PARMAN
MARILYN KAPLAN

Day 1
Shirley A
James F. Tom
Jose Hocevar
A Schuelke SEU Staff
Allen Frisco
Phyllis Garrison
Judith L. McGee
Greg Parman
Marilyn Kaplan

FOOTHILL E ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

5 Ms

SUBJECT: Negotiations

DATE: February 14, 2000

START: 10:00 A.M.

END: 4:55 PM

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

GEORGE BEERS
(Print Name)

George Beers
(Signature)

JUDITH L. MCGEE
(Print Name)

Judith L. McGee
(Signature)

NANCY CHAO
(Print Name)

Nancy Chao
(Signature)

LISA HOCEVAR
(Print Name)

Lisa Hocevar
(Signature)

JULIA SCHUELKE
(Print Name)

Julia Schuelke
(Signature)

ALLEN FRISCHE
(Print Name)

Allen Frische
(Signature)

STEPHEN SCHREIBER
(Print Name)

Stephen Schreiber
(Signature)

JAVIER RUEDA
(Print Name)

Javier Rueda
(Signature)

HECTOR QUINONEZ
(Print Name)

Hector Quinonez
(Signature)

MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

PHYLLIS GARRISON
(Print Name)

Phyllis Garrison
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL E ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE: February 8, 2000

START: 1:30

END: 4:30

3 hrs

JUDITH L. SHUMAN
(Print Name)

Judith L. Shuman
(Signature)

LISA HOCEVAR
(Print Name)

Lisa Hocevar
(Signature)

SHELLEY SCHREIBER
(Print Name)

Shelley Schreiber
(Signature)

Julia Schuelke
(Print Name)

Julia Schuelke
(Signature)

Allen FRISCHE
(Print Name)

Allen Frische
(Signature)

Phyllis GARRISON
(Print Name)

Phyllis Garrison
(Signature)

MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

Hector Quiñones
(Print Name)

Hector Quiñones
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL COLLEGE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE: January 28, 2000

START: 9:15 AM

END: 1:05 pm



GREG PARMAN
(Print Name)

Greg Parman
(Signature)

GEORGE BEERS
(Print Name)

George Beers
(Signature)

JUDITH L. SHUMAN
(Print Name)

Judith L. Shuman
(Signature)

SHELLEY SCHREIBER
(Print Name)

Shelley Schreiber
(Signature)

Jana Schuelke
(Print Name)

Jana Schuelke
(Signature)

Allen R. FRISCHE
(Print Name)

Allen R. Frische
(Signature)

Hector Quinonez
(Print Name)

Hector Quinonez
(Signature)

MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

Phyllis GARRISON
(Print Name)

Phyllis Garrison
(Signature)

JAVIER RUEDA
(Print Name)

Javier Rueda
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE: January 24, 2000

START: 1:10

END: 3:15

2 hrs

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

GEORGE BEERS
(Print Name)

George Beers
(Signature)

JUDITH L. SHUMAN
(Print Name)

Judith L. Shuman
(Signature)

JAVIER RUEDA
(Print Name)

Javier Rueda
(Signature)

SHELLEY SCHREIBER
(Print Name)

Shelley Schreiber
(Signature)

Jana Schmelke
(Print Name)

Jana Schmelke
(Signature)

Allen R. FRISCHE
(Print Name)

Allen R. Frische
(Signature)

PHYLLIS GARRISON
(Print Name)

Phyllis Garrison
(Signature)

HECTOR QUINOVEZ
(Print Name)

Hector Quinovez
(Signature)

MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL COLLEGE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

1.5 hrs

SUBJECT: Negotiations

DATE : January 11, 2000

START: 10:10

END: 11:40

GREG PARMAN
(Print Name)

[Signature]
(Signature)

GEORGE BEERS
(Print Name)

[Signature]
(Signature)

JUDITH L. SHOUSMAN
(Print Name)

[Signature]
(Signature)

SHEWLEY A. SCHREIBER
(Print Name)

[Signature]
(Signature)

Julia Schuelke
(Print Name)

[Signature]
(Signature)

Bobbie Hodges Betts
(Print Name)

[Signature]
(Signature)

Allen Frische
(Print Name)

[Signature]
(Signature)

Phyllis Garrison
(Print Name)

[Signature]
(Signature)

JAVIER RUEDA
(Print Name)

[Signature]
(Signature)

Hector Quiroz
(Print Name)

[Signature]
(Signature)

MARILYN KAPLAN
(Print Name)

[Signature]
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL E ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE : December 9, 1999

START: 10.25 AM

END: 12:35 PM

212

MARGARET McCutchen
(Print Name)

Margaret McCutchen
(Signature)

MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

HECTOR QUINONEZ
(Print Name)

Hector Quinonez
(Signature)

PHYLLIS GARRISON
(Print Name)

Phyllis Garrison
(Signature)

Allen FRISCHE
(Print Name)

Allen Frische
(Signature)

Julia Schwellke SEIU Staff
(Print Name)

Julia Schwellke
(Signature)

Shelley Schreiber
(Print Name)

Shelley Schreiber
(Signature)

JUDITH L. SHUMAN
(Print Name)

Judith L. Shuman
(Signature)

George Beers
(Print Name)

George Beers
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

2 MS

SUBJECT: Negotiations

DATE : December 6, 1999

START: 10:05 AM

END: 12:05 PM

MARGARET McCatchen
(Print Name)

GREG BARMAN
(Print Name)

MARILYN KAPLAN
(Print Name)

HECTOR QUINONES
(Print Name)

JAVIER RUEDA
(Print Name)

PHYLLIS GARRISON
(Print Name)

Allen FRISCHE
(Print Name)

Julia Schmelke SEIUSTAFF
(Print Name)

LISA HOCWAR
(Print Name)

Shelley Schreiber
(Print Name)

JUDITH L. SHOURMAN
(Print Name)

George Beers
(Print Name)

(Print Name)

(Print Name)

Margaret McCatchen
(Signature)

Greg Barman
(Signature)

Marilyn Kaplan
(Signature)

Hector Quinones
(Signature)

Javier Rueda
(Signature)

Phyllis Garrison
(Signature)

Allen Frische
(Signature)

Julia Schmelke
(Signature)

Lisa Hocwar
(Signature)

Shelley Schreiber
(Signature)

Judith L. Shourman
(Signature)

George Beers
(Signature)

(Signature)

(Signature)

Registrations / Dist + SEIU

12-1-99
IMS

George Beer
Judith L. Shuman

Dina + Joevar

Shirley A. Schwilby

Dennis Adams *DA*

SEIU

John Schuelke

SEIU Staff

Allen Friche *AF*

X 8937

JAVIER RUEDA *JR*

X 8386

PHYLLIS GARRISON *PG*

X 8407

Hector Quiroz *HQ*

MARTYN KAPLAN

Chy Sam

Start 3:40 p.m.

Ended 4:40 p.m.

FOOTHILL E ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE : November 22, 1999

START: 10:30 AM

END: 12:45 PM

2/MS

MARGARET McCUTCHEW
(Print Name)

Margaret McCutche
(Signature)

MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

HECTOR QUINONES
(Print Name)

Hector Quinones
(Signature)

PHYLLIS GARRISON
(Print Name)

Phyllis Garrison
(Signature)

Julia Schuelke
(Print Name)

Julia Schuelke
(Signature)

Allen FRISCHE
(Print Name)

Allen Frische
(Signature)

SHELLEY SCHREIBER
(Print Name)

Shelley Schreiber
(Signature)

JANIER RUCDA
(Print Name)

Janier Rucda
(Signature)

Dobbio Hodges-Robb
(Print Name)

Dobbio Hodges-Robb
(Signature)

GREG PARMON
(Print Name)

Greg Parmon
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL COLLEGE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE : November 11, 1999

START: 9:30

END: 11:30

2 hrs

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

VANDA McCauley
(Print Name)

V McCauley
(Signature)

Snellley Schreiber
(Print Name)

Snellley Schreiber
(Signature)

Phyllis GARRISON
(Print Name)

Phyllis Garrison
(Signature)

Allen FRISCHE
(Print Name)

Allen Frische
(Signature)

LISA HOCEVAR
(Print Name)

Lisa Hovevar
(Signature)

HECTOR QUINONEZ
(Print Name)

Hector Quinonez
(Signature)

William Pritchard
(Print Name)

Will Pritchard
(Signature)

Bobbie Hodges-Betts
(Print Name)

Bobbie Hodges-Betts
(Signature)

JAVIER RUEDA
(Print Name)

Javier Rueda
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL COLLEGE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE : November 4, 1999

START: 9:40

END: 11:00

1.5 hr

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

vanda McCauley
(Print Name)

Amcauley
(Signature)

Willie Pritchard
(Print Name)

Will Pritchard
(Signature)

SMITH SCHVILDA
(Print Name)

Smith Schvilda
(Signature)

Allen FRISCHE
(Print Name)

Allen Frische
(Signature)

HECTOR QUINONEZ
(Print Name)

Hector Quinonez
(Signature)

LISA HOCVAR
(Print Name)

Lisa Hocvar
(Signature)

Bobbie Hodges-Betts
(Print Name)

Bobbie Hodges-Betts
(Signature)

Javier Rueda
(Print Name)

Javier Rueda
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL E ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE : November 1, 1999

START: 9:20 AM

END: 10:45 AM

1.5 hrs

✓ GREG PARMAN
(Print Name)

✓ HECTOR QUINONES
(Print Name)

✓ Vanda McCauley
(Print Name)

✓ Lisa Hocevar
(Print Name)

✓ Allen FRISCHE
(Print Name)

✓ James E. R...
(Print Name)

✓ Phyllis GARRISON
(Print Name)

✓ MARILYN KAPLAN
(Print Name)

✓ Robbie Hodges-Betts
(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

Greg Parman
(Signature)

Hector Quinones
(Signature)

Vanda McCauley
(Signature)

Lisa Hocevar
(Signature)

Allen Frische
(Signature)

Javier Rueda
(Signature)

Phyllis Garrison
(Signature)

Marilyn Kaplan
(Signature)

Robbie Hodges-Betts
(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

FOOTHILL E ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE : October 20, 1999

START: 9:10 AM

END: 11:05 AM

2 hrs -

✓ MARGARET McCutchen
(Print Name)

Margaret McCutchen
(Signature)

✓ MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

✓ GREG PARMAN
(Print Name)

Greg Parman
(Signature)

✓ LISA HOCEVAR
(Print Name)

Lisa E Hocevar
(Signature)

✓ VANDA McCauley
(Print Name)

Vanda McCauley
(Signature)

✓ Phyllis Garrison
(Print Name)

Phyllis Garrison
(Signature)

✓ Allen FRISCHE
(Print Name)

Allen Frische
(Signature)

✓ JANIER RUEDA
(Print Name)

Janier Rueda
(Signature)

✓ HECTOR QUINONES
(Print Name)

Hector Quinones
(Signature)

✓ Bobbie Hodges-Betts
(Print Name)

Bobbie Hodges Betts
(Signature)

✓ Shelley Schreiber
(Print Name)

Shelley Schreiber
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

FOOTHILL THE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations
DATE : September 30, 1999
START: 1:40 pm
END: _____

2 hrs.

✓
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✓
✓
✓
✓

MARGARET McCutchen
(Print Name)

Margaret McCutchen
(Signature)

Greg Parman
(Print Name)

GREG PARMAN
(Signature)

MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

HECTOR QUINONES
(Print Name)

Hector Quinones
(Signature)

VANDA MCCANEY
(Print Name)

Vanda McCaney
(Signature)

Allen FRISCHE
(Print Name)

Allen Frische
(Signature)

JAVIER RUEDA
(Print Name)

Javier Rueda
(Signature)

Bobbie Hodges-Betts
(Print Name)

Bobbie Hodges-Betts
(Signature)

LISA HOCEVAR
(Print Name)

Lisa Hovevar
(Signature)

JUDITH L. SHUMAN
(Print Name)

Judith L. Shuman
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

SEIU / Dist. Negotiations.

8-31-99

9:30 AM.

11:20 AM.

✓ Chry Palmer

2 Mrs

✓ Merrill Byler

✓ Vanda McCauley

✓ Emma Schreiber

✓ Annie Hodgskott

✓ JAVIER RUEDA

✓ PHYLLIS GARRISON

✓ HECTOR QUINONES

✓ ALLEN FRISCHE

1999-2000

Mandated Costs

Curiale Dellaverson

<u>MONTH</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
May 1, 2000	2.4	215.00	516.00
	4.1	175.00	717.5
June	1	215.00	215.00
	3.7	185.00	684.50
	<hr/> 11.2		<hr/> 2,133.00

6/21

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK
(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C061500

MAKE CHECK PAYABLE TO:

Curiale Dellaverson Hirschfeld

DATE OF REQ.: 6/19/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 1,233.50

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$1,233.50 for legal services per invoice #13641.

May 2000

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1 4 4 0 2 0	5 0 4 2

1,233.50
\$1,233.50

CURIALE DELLAVERSON HIRSCHFELD
KELLY & KRAEMER, LLP
727 SANSOME STREET
SAN FRANCISCO, CA 94111
(415) 835-9000

06/12/00

JANE ENRIGHT, VICE CHANCELLOR, HUMAN RESOURCES
FOOTHILL-DE ANZA COMMUNITY COLLEGE DIST.
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022-4599

Our File No. 30882-002
Invoice No. 13641

Name of matter: Sdiane Adamz-Bogus

Total for professional services	\$1,233.50
Total current fees and costs	\$1,233.50
Total amount due and payable	\$1,233.50

[Handwritten signature]
6/14/00

PLEASE INCLUDE FILE NO. AND INVOICE NO. ON REMITTANCE

DUE AND PAYABLE UPON RECEIPT

TAX ID NO. 94-3256666

May 2000

CURIALE DELLAVERSON HIRSCHFELD
KELLY & KRAEMER, LLP

FOOTHILL-DE ANZA COMMUNITY COLLEGE DIST.

06/12/00

Our File No. 30882-002
Invoice No. 13641

Name of matter: Sdiane Adamz-Bogus

Atty	Services rendered	Hours	Amount
05/21/00 JS	Reviewed paperwork and strategized with Ms. Plaza de Jennings.	0.5	107.50 ✓
05/30/00 CPDJ	Researched issue regarding settlement agreement.	0.3	64.50 ✓
JBC	Reviewed grievance documents; analysis of proposed settlement agreement.	2.0	350.00 ✓
05/31/00 CPDJ	Review and analysis regarding settlement agreement; review and analysis regarding arbitrator selection.	1.6	344.00 ✓
JBC	Finished analysis of settlement agreement; prepared analysis of arbitration strike order.	2.1	367.50 ✓
Total for professional services		6.5	\$1,233.50

Summary	Hours	Rate	Amount
Carmen Plaza de Jennings	1.90	215.00	408.50
Jeffrey Sloan	0.50	215.00	107.50
Jayne Benz Chipman	4.10	175.00	717.50

8/3

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK

C071500

REQUEST NO.

MAKE CHECK PAYABLE TO:

Curiale Dellaverson Hirschfeld

DATE OF REQ.: 7/27/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 899.50

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$899.50 for legal services per Invoice #14253.

June 2000

REQUESTED BY: *Donna Toyohara*

APPROVED BY: _____

1	4	4	0	2	0

899.50
\$899.50

CURIALE DELLAVERSON HIRSCHFELD
KELLY & KRAEMER, LLP
727 SANSOME STREET
SAN FRANCISCO, CA 94111
(415) 835-9000

07/21/00

JANE ENRIGHT, VICE CHANCELLOR, HUMAN RESOURCES
FOOTHILL-DE ANZA COMMUNITY COLLEGE DIST.
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022-4599

Our File No. 30882-002
Invoice No. 14253

Name of matter: Sdiane Adamz-Bogus

Total for professional services	\$899.50
Total current fees and costs	----- \$899.50 -----
Total amount due and payable	----- \$899.50 =====

ok [Signature] 7/25/00

PLEASE INCLUDE FILE NO. AND INVOICE NO. ON REMITTANCE

DUE AND PAYABLE UPON RECEIPT

TAX ID NO. 94-3256666

June 2000

CURIALE DELLAVERSON HIRSCHFELD
KELLY & KRAEMER, LLP

07/21/00

FOOTHILL-DE ANZA COMMUNITY COLLEGE DIST.

Our File No. 30882-002
Invoice No. 14253

Name of matter: Sdiane Adamz-Bogus

	Atty	Services rendered	Hours	Amount
06/01/00	CPDJ	Telephone call to Jane Enright; researched arbitrator strike order.	0.3	64.50 ✓
06/04/00	CPDJ	Review and analysis of Settlement Agreement issues.	0.5	107.50 ✓
06/12/00	CDS	Drafted settlement agreement	2.8	518.00 ✓
06/13/00	CDS	Revised/finalized settlement agreement	0.9	166.50 ✓
06/17/00	CPDJ	Follow up regarding settlement agreement.	0.2	43.00 ✓
Total for professional services			4.7	\$899.50

Summary	Hours	Rate	Amount
Carmen Plaza de Jennings	1.00	215.00	215.00
Charles D. Sakai	3.70	185.00	684.50

1999-2000

Mandated Costs

Marilyn Kaplan

<u>MONTH</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
July 1, 1999	13.25	150.00	1,987.50
August	N/A		
September	11.25	150.00	1,687.50
October	32.75	150.00	4,912.50
November	28.5	150.00	4,275.00
December	36	150.00	5,400.00
January 1, 2000	54.25	150.00	8,137.50
February	35.25	150.00	5,387.50
March	111.25	150.00	16,687.50
April	73.5	150.00	11,025.00
May	N/A		
June	18.75	150.00	2,812.50
	<u>414.75</u>		<u>62,312.50</u>

LAW OFFICE OF MARILYN KAPLAN

**115 Alvarado Road
Berkeley, CA 94705
(510) 845-3500
Fax: (510) 845-3589**

**FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
July 1999**

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
7/21/99	review notes regarding supervisory positions; telephone call with Greg Parman regarding same.	.5 ✓
7/22/99	legal research regarding unit modification involving supervisory personnel; prepare documents regarding unit modification	5.25 ✓
7/23/99	meeting with Greg Parman and staff regarding PERB petition for unit modification	7 ✓
7/30/99	telephone call with Greg Parman regarding PERB petition for unit modification	.5 ✓
TOTAL TIME 13.25 Hours		
TOTAL FEES (13.25 HOURS @ \$150 PER HOUR)		\$1,987.50
COSTS: long distance calls (\$2.15)		\$2.15
TOTAL FEES AND COSTS		\$1,989.65
PREVIOUS BALANCE (6/99)		\$1,505.01
PAYMENT (7/8/99)		\$2,332.50
CREDIT		\$827.94
TOTAL DUE		\$1161.71


8/12/99

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C080899

MAKE CHECK PAYABLE TO:

Marilyn Kaplan

DATE OF REQ.: 8/24/99

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 1,161.71

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$1,161.71 for legal services for the month of July, 1999,
per attached invoice.

REQUESTED BY: *Donna Toyohara*


APPROVED BY: _____

1 4 4 0 2 0	5 0 4 2

1,161.71
\$1,161.71

Foothill/DeAnza Community College District
Statement -September 1999
Page 2

9/30/99	meeting with SEIU regarding supervisory positions	4 ✓
	TOTAL TIME 11.75 ^{11.25} Hours	
	TOTAL FEES (11.75 HOURS @ \$150 PER HOUR)	\$1,762.50
	COSTS: long distance calls (\$4.16) legal research (\$5.85) postage (\$1.65) copies (\$0.60)	\$12.26
	TOTAL FEES AND COSTS	\$1,774.76
	PREVIOUS BALANCE (8/99)	\$6,996.34
	PAYMENT (9/15/99)	\$6,696.34
	TOTAL DUE	\$2,074.76

OK 10/1-99


LAW OFFICE OF MARILYN KAPLAN
115 Alvarado Road
Berkeley, CA 94705
(510) 845-3500
Fax: (510) 845-3589

FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
September 1999

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
9/7/99	telephone call with Greg Parman regarding SEIU meeting and regarding Fountaine matter	.25 ✓
9/8/99	review request for audit information and prepare response	.5
9/9/99	telephone call with Greg Parman regarding conversation with SEIU about petition for unit modification; telephone call to PERB regarding petition for unit modification	.5 ✓
9/13/99	telephone call with Jerelyn Gelt of PERB regarding extension of time for SEIU to file response to petition for unit modification	.25 ✓
	review proposed draft evaluation of Fountaine	.5 ✓
9/14/99	telephone call with Greg Parman regarding extension of time for SEIU to file response to petition for unit modification	.25 ✓
	telephone calls with Greg Parman regarding Fountaine	.25 ✓
9/23/99	meeting with Greg Parman and Tom Conom regarding Fountaine	2.75 ✓
9/28/99	review documents from Tom Conom regarding Fountaine; legal research regarding release of complaints and documents; telephone call with Greg Parman regarding Fountaine; telephone call with Tom Conom regarding Fountaine	2.5 ✓

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FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
October 1999

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
10/1/99	telephone call with Greg Parman regarding SEIU meeting and regarding Fountaine matter; telephone call with Tom Conom regarding Fountaine matter	0.5 ✓
10/11/99	telephone call with Greg Parman regarding meeting with Tom Conom regarding Fountaine matter and SEIU position	0.25 ✓
10/12/99	telephone call with audit department regarding July 1998 statement	0.25
10/14/99	review documents and notes regarding Fountaine matter; prepare notice of investigation, chronologies and questions for interrogation	4.5 ✓
10/15/99	meeting with Greg Parman and Tom Conom regarding Fountaine matter and SEIU position	5.5 ✓
10/17/99	review documents and notes regarding Fountaine matter; revise and prepare chronologies and questions for interrogation	3.75 ✓
10/18/99	telephone call with Tom Conom regarding Fountaine matter; telephone call with Greg Parman regarding Fountaine matter	0.5 ✓
10/19/99	telephone call with Greg Parman regarding Fountaine matter; telephone call with Tom Conom regarding Fountaine matter	0.75 ✓
10/20/99	prepare for and attend meeting with SEIU regarding supervisory positions	5.5 ✓

10/21/99	telephone call with Greg Parman regarding Fountaine matter (0.5)	1.0 ✓
10/22/99	Telephone call with Greg Parman regarding Fountaine investigation (0.5)	1.0 ✓
10/25/99	review revisions and additions by Tom Conom and revise chronologies and questions for Fountaine investigation	3.0 ✓
10/26/99	review comments to chronologies and questions from Tom Conom; telephone call with Tom Conom regarding reply to correspondence from counsel from Fountaine	4.0 ✓
10/28/99	review comments to chronologies and questions from Tom Conom; telephone call with Tom Conom regarding telephone call with counsel for Fountaine; legal research regarding legal provisions of police conduct; revise chronologies and questions	2.5 ✓
	telephone call with Greg Parman regarding Fountaine	
	telephone call with Ton Conom regarding same (1.5)	
	prepare SEIU MOU; prepare letter to PERB (1)	
	TOTAL TIME 33 Hours	\$4,950
	TOTAL FEES (33 Hours @ \$150 per Hour)	\$88.75
	COSTS: telephone (\$3.03); postage (\$0.33); copies (\$85.39)	\$5,038.75
	TOTAL FEES AND COSTS	\$2,074.76
	PREVIOUS BALANCE (9/99)	\$2,074.76
	PAYMENT(10/24/99)	\$5,038.75
	BALANCE DUE	



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FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
November 1999

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
11/1	SEIU meeting; meeting with Greg Parman regarding materials for supervisory meetings (4)	
	meeting with Tom Conom regarding Fountaine investigation report (2)	6 ✓
11/2	review SEIU meeting notes; review SEIU contract; prepare materials for SEIU supervisory meetings	2.5 ✓
11/3	legal research regarding due process; prepare memorandum regarding same; telephone call with Greg Parman regarding same; revise and finalize letter to PERB regarding SEIU supervisory positions	1.25 ✓
11/4	review and revise transcript of Fountaine investigation	1.5 ✓
11/5	telephone calls with Jerelyn Gelt of PERB regarding petition for unit modification	.5 ✓
11/8	review order from PERB regarding unit modification; telephone call with Greg Parman regarding same (.25)	
	telephone call with Greg Parman regarding transcript of investigation (.25)	.5 ✓
11/9	review e-mail correspondence from Tom Conom; review e-mail correspondence from Greg Parman	.5 ✓

12/21

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C121599

MAKE CHECK PAYABLE TO:

Marilyn Kaplan

DATE OF REQ.: 12/16/99

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 4,866.40

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$4,866.40 for legal services for the month of November, 1999,
per statement in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY:

1	4	4	0	2	0

4,866.40
\$4,866.40

11/15	review e-mail from Greg Parman regarding dates for SEIU negotiations; telephone call with Greg Parman regarding same (.25)	
	telephone call with Tom Conom regarding Fountaine investigation report (.25)	.5 ✓
11/16	telephone conference with Tom Conom regarding Fountaine investigation report; review departmental documents from Tom Conom; telephone conference with Tom Conom regarding same	1.75 ✓
11/17	team meeting regarding SEIU negotiations (4.5)	
	review documents from Tom Conom regarding additional interviews in connection with Fountaine investigation (.5)	5 ✓
11/18	telephone conference with Tom Conom regarding Fountaine investigation report; review Fountaine investigative report documents from Tom Conom	.75 ✓
11/22	prepare for and attend SEIU negotiations	6.5 ✓
11/23	review documents from Tom Conom regarding Fountaine; telephone call with Tom Conom regarding same	1.25 ✓

TOTAL TIME 28.5 Hours

TOTAL FEES (28.5 Hours @ \$150 per Hour) \$4275

COSTS: telephone (\$22.62); postage (\$17.07); copies (\$17.03); transcription costs (\$430.09); legal research (\$104.59) \$591.40

TOTAL FEES AND COSTS \$4866.40

PREVIOUS BALANCE (10/99) \$5038.75

PAYMENT (11/10/99) \$5038.75

BALANCE DUE \$4,866.40

LAW OFFICE OF MARILYN KAPLAN

115 Alvarado Road

Berkeley, CA 94705

(510) 845-3500

Fax: (510) 845-3589

FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT

STATEMENT OF FEES AND COSTS

December 1999

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
12/1	prepare for and attend meeting with SEIU negotiation team	5.5 ✓
12/6	prepare for and attend meeting with negotiation team and SEIU negotiations	7 ✓
12/7	telephone call with Greg Parman regarding negotiations	.5 ✓
12/9	prepare for and attend meeting with negotiation team and SEIU negotiations	6.75 ✓
12/15	telephone call with Greg Parman regarding supervisory positions	.5 ✓
12/16	telephone call with Tom Conom regarding reports of internal investigations of Fountaine; review drafts of internal investigation reports	1.5 ✓
12/20	legal research regarding contractor supervision of classified staff (1); telephone call with Greg Parman regarding reports of internal investigations of Fountaine; telephone call with office of Tom Conom regarding reports (.25)	1.25 ✓
12/29	legal research regarding contractor supervision of classified staff	2.25 ✓
12/30	review revised reports of internal investigations of Fountaine; review work summary of Fountaine; prepare outline of notice of termination; begin drafting notice of termination	6 ✓

1/21

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK REQUEST NO.

C012000

MAKE CHECK PAYABLE TO:

Marilyn Kaplan

DATE OF REQ.: 1/18/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 5,454.31

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$5454.31 for legal services for the month of December, 1999, per statement in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY:

1 4 4 0 2 0	5 0 4 2	5,454.31
		\$5,454.31

12/31

prepare notice of termination; prepare memorandum
to Tom Conom and Greg Parman regarding same

4.75 ✓

TOTAL TIME 36 Hours

TOTAL FEES (36 Hours @ \$150 per Hour)

\$5400.00

COSTS: telephone (\$7.95); postage (\$.77)
copies (\$15.25); legal research (\$30.34)

\$54.31

TOTAL FEES AND COSTS

\$5454.31

PREVIOUS BALANCE (11/99)

\$4866.40

PAYMENT (12/17/99)

\$4866.40

BALANCE DUE

\$5454.31

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LAW OFFICE OF MARILYN KAPLAN
115 Alvarado Road
Berkeley, CA 94705
(510) 845-3500
Fax: (510) 845-3589

FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
 STATEMENT OF FEES AND COSTS
 February 2000

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
2/1	telephone calls with Tom Conom regarding Fountaine hearing dates; telephone call with Greg Parman regarding Fountaine documents and personnel file	.5 ✓
2/3	telephone calls with Tom Conom regarding Fountaine preparation and hearing dates; telephone call with Steven Welty regarding Fountaine hearing dates; telephone call with Joan Harrison regarding Fountaine hearing dates	.75 ✓
2/4	telephone call with Steven Welty regarding Fountaine hearing dates; telephone call with Tom Conom regarding Fountaine hearing dates (.25)	
	telephone call with Kirk Murray at West Valley/ Mission Community College District regarding SEIU negotiator and supervisory unit (.5)	.75 ✓
2/7	telephone call with Joan Harrison regarding notice of Fountaine hearing dates; telephone call with Greg Parman regarding Fountaine hearing dates (.25)	
	prepare MOU and revised Article 18 for SEIU negotiations and counterproposal; telephone call with Greg Parman regarding SEIU negotiations and counterproposal (.5)	.75 ✓
2/8	prepare for and attend meeting with negotiation team; attend SEIU negotiations; attend post-negotiation meeting regarding counterproposal	10 ✓

3/n

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C031600

MAKE CHECK PAYABLE TO:

Marilyn Kaplan

DATE OF REQ.: 3/10/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 5,735.95

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$5735.95 for legal services for February 2000,
per statement in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY:

1 4 4 0 2 2	5 0 4 2

5,735.95
\$5,735.95

2/10	review documents from personnel file of John Fontaine; prepare correspondence to opposing counsel regarding documents and hearing procedures (1.75)	
	telephone call with Rhoda of Payroll Services regarding employment of non-resident alien (.25)	
	prepare revised MOU and revised Article 18 for SEIU negotiations and counterproposal (.75)	2.50 2.75
2/11	review correspondence from Joan Harrison regarding Fontaine hearing (.25)	
	review I-9 form and supporting documents; legal research regarding taxation issues; telephone call with Rhoda of Payroll Services regarding employment of non-resident alien (.1)	.25 1.25
2/14	prepare for and attend meeting with negotiation team; attend SEIU negotiations; attend post-negotiation meeting	10.75 ✓
2/15	telephone call with Joan Harrison regarding Fontaine hearing; telephone call to Steven Welty, attorney for John Fontaine, regarding Fontaine hearing dates	.5 ✓
2/17	telephone conference with Joan Harrison regarding Fontaine hearing	.5 ✓
2/22	prepare for and attend meeting with negotiation team; attend SEIU negotiations	6.75 ✓
2/24	review correspondence from Joan Harrison regarding Fontaine hearing; prepare documents for and correspondence to Joan Harrison	.75 ✓
2/28	telephone call with Greg Parman regarding SEIU negotiations	.5 ✓

TOTAL TIME 36.5 Hours

TOTAL FEES (Hours @ \$150 per Hour) \$5,475.00

COSTS: telephone (\$14.94); postage (\$30.32)
copies (\$73.17); legal research (\$142.52) \$260.95

TOTAL FEES AND COSTS \$5,735.95

PREVIOUS BALANCE (1/00) \$ 11,073.90

PAYMENT (02/14/00) \$ 11,073.90

BALANCE DUE **\$5,735.95**

3/7/00
K
G

LAW OFFICE OF MARILYN KAPLAN
115 Alvarado Road
Berkeley, CA 94705
(510) 845-3500
Fax: (510) 845-3589

FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
June 2000

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
6/6	review telephone message from opposing counsel regarding John Fountaine; review email from Tom Conom; telephone call to Greg Parman; telephone call to Tom Conom	.75 ✓
6/13	review correspondence from opposing counsel regarding John Fountaine hearing; telephone call to opposing counsel; telephone call to Tom Conom; telephone call with Greg Parman	.75 ✓
6/15	telephone call with Greg Parman regarding SEIU negotiations (.25) review correspondence from opposing counsel regarding John Fountaine hearing (.5)	
6/16	meeting with Greg Parman regarding SEIU negotiations	4 ✓
6/20	telephone call with opposing counsel regarding John Fountaine hearing	.25 ✓
6/21	review material regarding IWEP tax issues; review federal and state tax material; prepare correspondence to Marlene Cowan regarding IWEP tax issues	5.25
6/23	prepare e-mail messages to Greg Parman and Tom Conom regarding John Fountaine hearing	.25 ✓
6/26	review e-mail from Tom Conom; telephone call with Joan Harrison regarding hearing; telephone call with opposing counsel regarding hearing; prepare	

7/24/01

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C070700

MAKE CHECK PAYABLE TO:

Marilyn Kaplan

DATE OF REQ.: 7/19/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 3,682.95

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$3,682.95 for legal services for June, 2000,
per statement in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY:

1 4 4 0 2 0	5 0 4 2
1 4 4 0 2 2	5 0 4 2

1,657.95
2,025.00
\$3,682.95

e-mail to Tom Conom regarding hearing; telephone call with court reporter regarding transcript; telephone call to Judy McAlpin regarding interview by private investigator, scheduling; prepare e-mail to Greg Parman regarding hearing and scheduling (1.5)

review correspondence from Marlene Cowan and revised IWEP Tax Guide for employers (~~1.5~~)

telephone call with Greg Parman regarding SEIU negotiations (.25)

1.75
~~2.25~~

6/27

review e-mail from Tom Conom; review e-mail from Greg Parman; telephone call with Joan Harrison regarding hearing; telephone call with court reporter regarding transcript; telephone call with Joan Harrison regarding hearing transcript; prepare correspondence regarding hearing; telephone call with office of opposing counsel regarding change in hearing date

1.75 ✓

6/28

telephone call with opposing counsel regarding change in hearing date; telephone call with Joan Harrison regarding change in hearing date; prepare e-mail to Tom Conom regarding change in hearing date; telephone call with Judy McAlpin regarding interview by private investigator; telephone call with Joan Harrison regarding hearing transcript; telephone call to Greg Parman regarding change in hearing date; prepare e-mail to Greg Parman regarding change in hearing date; prepare correspondence regarding change in hearing date

2.25 ✓

6/29

meeting with team regarding SEIU negotiations; SEIU negotiations

7 ✓

18.75
TOTAL TIME ~~24.5~~ HOURS

TOTAL FEES (24.5 Hours @ \$150 per Hour) \$3,675

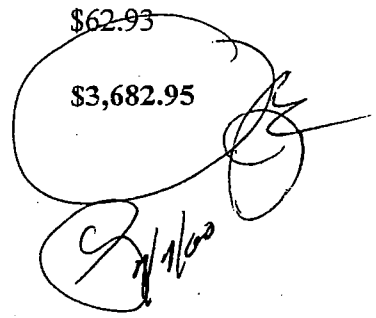
COSTS: phone (\$6.13); postage (\$1.32); copies (\$0.50) \$7.95

TOTAL FEES AND COSTS \$3,682.95

PREVIOUS BALANCE \$62.93

PAYMENT (6/23/00) \$62.93

BALANCE DUE \$3,682.95



A handwritten signature is written over the \$3,682.95 amount. Below the signature, the date "6/1/00" is written.

1999-2000

Mandated Costs

Littler Mendelson

<u>MONTH</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
July 1, 1999	0.75	175.00	131.25
	2.00	125.00	250.00
August	10.50	125.00	1,312.50
	2.50	175.00	437.50
September	N/A		
October	23.00	125.00	2,875.00
	3.75	175.00	656.25
November	2.50	125.00	312.50
	2.25	175.00	393.75
December	0.75	125.00	93.75
	0.50	200.00	100.00
January 1, 2000	1.50	200.00	300.00
February	2.25	210.00	472.50
March	0.25	210.00	52.50
April	2.75	135.00	371.25
	2.25	210.00	472.50
May	0.5	135.00	67.50
June	0.75	210.00	157.50
	<hr/> 58.75		<hr/> 8,456.25

1999-2000

Mandated Costs

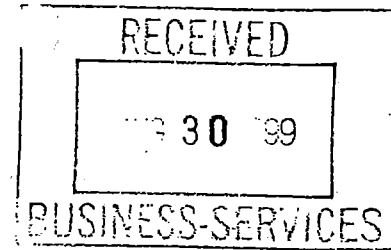
Littler Mendelson

<u>MONTH</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
* July 1, 1999			
August	10.50	125.00	1,312.50
	2.50	175.00	437.50
September	N/A		
October	23.00	125.00	2,875.00
	3.75	175.00	656.25
November	2.50	125.00	312.50
	2.25	175.00	393.75
December	0.75	125.00	93.75
	0.50	200.00	100.00
* January 1, 2000			300.00
February	2.25	210.00	472.50
March	0.25	210.00	52.50
April	2.75	135.00	371.25
	2.25	210.00	472.50
May	0.5	135.00	67.50
June	0.75	210.00	157.50
	<hr/>		<hr/>
	54.50		8,075.00

* requested detailed invoices

dt

10/20/00



August 25, 1999

July 1999

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

For legal services through July 31, 1999

***** Summary *****

Invoice # 2663823 1109
Client Code: 015840

GENERAL	015840.1000	
Total Fees for this Matter:		\$ 131.25
Total Expenses for this Matter:		4.08
Total for this Matter:		<u>\$ 135.33</u>

BUSINESS OFFICE	015840.1008	
Total Fees for this Matter:		\$ 218.75
Total for this Matter:		<u>\$ 218.75</u>

HUMAN RESOURCES	015840.1021	
Total Fees for this Matter:		\$ 756.25
Total Expenses for this Matter:		1.87
Total for this Matter:		<u>\$ 758.12</u>

Summary of outstanding invoices:

Invoice	Invoice	Payments	Remaining
Number	Amount	Applied	Balance

9113

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C081399

MAKE CHECK PAYABLE TO:

Little Mendelson

DATE OF REQ.: 8/31/99

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 1,112.20

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$1,112.20 for legal services for the month of July, 1999, per
attached invoice #2663823.

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1	4	4	0	2	0
5	0	4	2		

1,112.20
\$1,112.20

LITTLER MENDELSON[®]

A PROFESSIONAL CORPORATION

2

FOOTHILL-DE ANZA COMMUNITY COL

2663823

7/27/99 2659260 \$2604.82 \$.00 \$2604.82

Total Past Due Balance:
Total Current Charges:

\$ 2,604.82
\$ 1,112.20

TOTAL AMOUNT DUE:

\$ 3,717.02

LITTLER MENDELSON[®]
A PROFESSIONAL CORPORATION

July 1999

3

FOOTHILL-DE ANZA COMMUNITY COL

2663823

August 25, 1999

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through July 31, 1999

Invoice # 2663823 1109
Client Code: 015840

GENERAL

015840.1000

DATE	ATTY	HOURS	DESCRIPTION
7/21/99	RMN	0.75	Review faxed documents re soccer coach running unofficial camp on school grounds; assess potential liability aspects re same; telephone conference with Will Coursey re same.

-----TIME AND FEE SUMMARY-----*

	HOURS	RATE	FEES
Richard M. Noack Shareholder-Prt	0.75	175.00	\$ 131.25
TOTALS	0.75		\$ 131.25

Total Fees for this Matter: \$ 131.25

Expenses:

Duplication	4.05
Telephone-Equitrac	.03

Total Expenses for this Matter: \$ 4.08

Total for this Matter: \$ 135.33

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

4

FOOTHILL-DE ANZA COMMUNITY COL

2663823

BUSINESS OFFICE

015840.1008

DATE	ATTY	HOURS	DESCRIPTION
07/14/99	PPW	0.25	Review letter from Vice Chancellor Jim Keller requesting confirmation letter to auditors and specifying dollar amounts constituting a material contingent liability.
07/16/99	PPW	1.00	Check with other attorneys working on matters for district in order to obtain information for auditors' letter; prepare letter to auditors Perry Smith re pending litigation which could lead to material contingent liabilities; revise letter; do preliminary review of faxes sent by Will Coursey about contracts for short course instructors and temporary employees; telephone conference with Will Coursey re community short course instructors and their status.

-----TIME AND FEE SUMMARY-----*

		HOURS	RATE	FEES
Patricia P. White	Shareholder-Prt	1.25	175.00	\$ 218.75
	TOTALS	1.25		\$ 218.75

Total Fees for this Matter: \$ 218.75

Total for this Matter: \$ 218.75

HUMAN RESOURCES

015840.1021

DATE	ATTY	HOURS	DESCRIPTION
07/01/99	PPW	0.50	Telephone calls from and to Jane Enright re question about Avakian severance agreement; revise severance agreement to clarify release and answer question re continuation coverage.
07/01/99	JVP	1.50	Review California Education Code re discipline of certificated employees.

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5

FOOTHILL-DE ANZA COMMUNITY COL

2663823

11/02/99 JVP 2.00 ✓ Legal research re the California Education Code's procedures for termination and non-renewal of contract for academic employees. Review existing policy re same.
07/09/99 JVP 1.50 ✓ Revise academic termination policy.
07/13/99 PPW 0.25 ✓ Telephone conference with Jane Enright re one more modification to Avakian severance agreement.

-----TIME AND FEE SUMMARY-----*

		HOURS	RATE	FEES
John V. Picone, III	Associate	5.00	125.00	\$ 625.00
Patricia P. White	Shareholder-Prt	0.75	175.00	\$ 131.25
	TOTALS	5.75		\$ 756.25

Total Fees for this Matter: \$ 756.25

Expenses:

Postage 1.87

Total Expenses for this Matter: \$ 1.87

Total for this Matter: \$ 758.12

Total Current Charges: \$ 1,112.20

***** PLEASE SEE FOLLOWING PAGE FOR OUTSTANDING BALANCES *****

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

FOOTHILL-DE ANZA COMMUNITY COL

2668646

AGLIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
08/11/99	PPW	0.25	Review letter from arbitrator Jil Dalesandro re scheduling of judicial arbitration
08/17/99	JVP	0.50	Draft letter to the arbitrator re the hearing schedule. Revise same. Telephone conference with Mr. Tade re the arbitration and a possible motion to consolidate.
08/25/99	JVP	0.25	Draft letter confirming new arbitration date.
08/26/99	JVP	0.50	Draft message to Mr. Parman re discovery responses. Revise same.
08/28/99	JVP	0.25	Draft message to Mr. Parman re discovery responses. Revise same.
08/29/99	JVP	1.50	Draft Defendants' response to the Plaintiffs' first request for production.
08/30/99	JVP	1.00	Revise Defendants' response to the Plaintiffs' first request for production.
08/30/99	PPW	0.25	Review plaintiffs' request for identification and production of documents sent by opposing counsel Tade.

----- TIME AND FEE SUMMARY -----

John V. Picone, III
Tricia P. White

Associate
Shareholder-Prt

HOURS	RATE	FEE
4.00	125.00	\$ 500.00
0.50	175.00	\$ 87.50

TOTALS 4.50 \$ 587.50

Total Fees for this Matter: \$ 587.50

Expenses:

Fax 10.50

Total Expenses for this Matter: \$10.50

Total for this Matter: \$ 598.00

SHIRLEY

015840.1045

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

FOOTHILL-DE ANZA COMMUNITY COL

2668646

Human Resources

DATE	ATTY	HOURS	DESCRIPTION
08/04/99	JVP	1.25	Revise administrator's employment policies. Draft complaint procedure. Revise same.
08/05/99	JVP	0.50	Revise administrator discipline policy.
08/06/99	PPW	0.75	Continue review and revision of policies for administrators' handbook.
08/09/99	JVP	3.50	Legal research re the exemption for persons employed pursuant to section 72411 of the Education Code (employment of administrators) from the termination procedures specific in section 87660 (termination of tenured faculty).
08/09/99	PPW	1.00	Telephone conference with Jane Enright re policies governing administrators; conference with John Picone re legislative changes affecting academic administrators and differences between educational administrators with multi-year contracts and other administrators; review statutes.
08/11/99	JVP	1.00	Revise the classified administrator discipline procedure. Draft letter to Ms. Enright re policy revision. Revise same.
/12/99	JVP	0.25	Final revision to the administrator policies.
/12/99	PPW	0.25	Do final revisions of letter and policies for administrators' handbook.

----- TIME AND FEE SUMMARY -----*

John V. Picone, III
Patricia P. White

Associate
Shareholder-Prt

HOURS	RATE	FEE
6.50	125.00	\$ 812.50
2.00	175.00	\$ 350.00

TOTALS

8.50

\$1,162.50

Total Fees for this Matter:

\$1,162.50

Expenses:

90.00

08/31/99 Computer Research, 8/23 J PICONE

\$90.00

Total Expenses for this Matter:

\$1,252.50

Total for this Matter:

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C100699

10/15

MAKE CHECK PAYABLE TO:

Little Mendelson

DATE OF REQ.: 10/13/99

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 2,076.23

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$2076.23 for legal services for the month of August, 1999, per

Invoice #2668646 in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1	4	4	0	2	0

2,076.23
\$2,076.23

OCT - 4 1999

BUSINESS-SERVICES
2668646

FOOTHILL-DE ANZA COMMUNITY COL

September 29, 1999

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through August 31, 1999

Invoice # 2668646 1109

Client Code: 015840

BUSINESS OFFICE

015840.1008

DATE	ATTY	HOURS	DESCRIPTION
08/25/99	PPW	0.25	Telephone conference with Will Coursey re community service instructor contracts and MOU's; also discuss our contract.
8/30/99	PPW	1.00	Review draft of extensive Academic Personnel Consulting Project report.

-----TIME AND FEE SUMMARY-----*

	HOURS	RATE	FEE
Victoria P. White Shareholder-Prt	1.25	175.00	\$ 218.75
TOTALS	1.25		\$ 218.75
Legal Fees for this Matter:			\$ 218.75
Total for this Matter:			\$ 218.75

RESOURCES

015840.1021

LITTLER MENDELSON®

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FOOTHILL-DE ANZA COMMUNITY COL

2678217

November 18, 1999

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through October 31, 1999

Invoice # 2678217 1109
Client Code: 015840

GENERAL 015840.1000

Expenses:

Telephone-Equitrac	0.04
10/99 Computer Research, 10/22 J PICONE	60.00
10/99 Computer Research, 10/19 J PICONE	171.25

Total Expenses for this Matter: \$ 231.29

Total for this Matter: \$ 231.29

HUMAN RESOURCES

015840.1021

DATE	ATTY	HOURS	DESCRIPTION
10/06/99	SBK	0.25	Review of hypotheticals for possible ADA related hypotheticals for the ADA presentation.

12/8

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C120399

MAKE CHECK PAYABLE TO:

Little Mendelson

DATE OF REQ.: 12/2/99

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 3,816.18

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$3,816.18 for legal services for the month of October, 1999,
per Invoice #2678217 in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1 4 4 0 2 0	5 0 4 2	3,816.18
		\$3,816.18

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

3 Foothill-De Anza Community Col 2678217

- 10/14/99 JVP 0.25 ✓ Devise research plan the issue of whether or not the job abandonment provision in the SEIU contract implicates an employee's right to a Skelly hearing under the Education Code.
- 10/14/99 PPW 1.00 ✓ Telephone call to Greg Parman re providing opportunity for Skelly hearing to employee who abandoned his position prior to effective termination of employee; review letter which was sent to Melanie Thomas on October 12, 1999 re abandonment of position; telephone conference with Greg Parman re offering Skelly hearing to employee; review draft of new letter re separation from employment and due process hearing.
- 10/19/99 PPW ~~0.50~~ ✓ Review demands of students working at De Anza College Bookstore to organize; review letters of support from student organizations and letter from IWW organizer; telephone conference with Greg Parman re same; review issues with Dan Muller.
- 10/19/99 DJM2 3.00 ✓ Review union materials; begin legal research re the right of temporary employees' to organize.
- 10/20/99 DJM2 7.00 ✓ Legal research re bargaining rights of student bookstore employees; begin draft of memorandum re same.
- 10/21/99 PPW 1.00 ✓ Review research memorandum and PERB and NLRB and California court of appeal cases re students as "employees" for purposes of representation by a union.
- 10/21/99 DJM2 7.00 ✓ Complete legal research re and memorandum re organizing by student employees.
- 10/22/99 PPW 0.75 ✓ Revise opinion letter to Greg Parman re case of first impression regarding whether students who work part time in campus bookstore as part of financial aid arrangement have representation rights under EERA; telephone conference with Greg Parman re same; advise that there is an argument based on NLRB precedent that students under these circumstances are not considered "employees" for purposes of EERA; also describe the differences between EERA and HEERA on this point.
- 10/26/99 PPW ~~0.25~~ Telephone conference with Greg Parman re COBRA question about qualifying event.

----- TIME AND FEE SUMMARY -----*

		HOURS	RATE	FEES
Daniel J. Muller	Associate	17.00	125.00	\$2,125.00
John V. Picone, III	Associate	0.25	125.00	\$31.25
Erica P. White	Shareholder-Prt	3.25 3.50	175.00	\$ 612.50
Sandra B. Kloster	Shareholder-Prt	0.25	175.00	\$43.75

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

4

FOOTHILL-DE ANZA COMMUNITY COL

2678217

TOTALS 21.00 \$2,812.50

Total Fees for this Matter: \$2,812.50

Total for this Matter: \$2,812.50

SEX HARASSMENT TRAINING WRKSHP. 015840.1022

Expenses:-

Postage 1.21
9/99 Travel-Mileage - - SANDRA B. KLOSTER 09/15 TO 8.68
GIVE PRESENTATION ON SEXUAL HARASSMENT AND
DIVERSITY - 28 MILES

Total Expenses for this Matter: \$ 9.89

Total for this Matter: \$ 9.89

AGLIPAY LAWSUIT 015840.1039

DATE	ATTY	HOURS	DESCRIPTION
10/05/99	JVP	2.50	Legal research re consolidation of similar claims under California rule of Civil Procedure 1048. Draft letter to Ms. Dalesandro re taking the arbitration off calendar pending the motion to consolidate. Revise same. Draft letter to Mr. Tade re consolidation and discovery. Revise same.

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5

FOOTHILL-DE ANZA COMMUNITY COL

2678217

10/06/99	PPW	0.25	Telephone conference with Jane Enright re opposing counsel filing motion to consolidate Aglipay lawsuit with Banaag lawsuit; advise that court will probably grant motion and would be waste of money to fight it; obtain authorization from Ms. Enright to stipulate to consolidation, take Aglipay arbitration scheduled for next week off calendar and agree to send consolidated cases to arbitration.
10/06/99	JVP	0.50	Telephone conference with Ms. Enright re consolidation. Draft letter to Mr. Tade re same.
10/08/99	JVP	0.25	Revise letter to Mr. Tade re stipulations.
10/14/99	JVP	0.25	Telephone conference with Mr. Tade's office re stipulations.
10/15/99	JVP	0.50	Review letter from Mr. Tade re stipulations. Draft letter to Mr. Tade re stipulations and discovery.
10/25/99	JVP	1.50	Review proposed stipulation for consolidation submitted by opposing counsel. Legal research re partial consolidation under California Code of Civil Procedure section 1048(a).
10/26/99	JVP	0.25	Revise letter to Mr. Cottrell re status of the case.

-----TIME AND FEE SUMMARY-----*

John V. Picone, III	Associate
Patricia P. White	Shareholder-Prt

HOURS	RATE	FEES
5.75	125.00	\$ 718.75
0.25	175.00	\$43.75

TOTALS	6.00	\$ 762.50
---------------	------	-----------

Total Fees for this Matter: \$ 762.50

Total for this Matter: \$ 762.50

Total Current Charges: \$3,816.18

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

Jane

FOOTHILL-DE ANZA COMMUNITY COL

2682901

Nov.

December 17, 1999

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through November 30, 1999

Invoice # 2682901 1109

Client Code: 015840

HUMAN RESOURCES

015840.1021

D.	ATTY	HOURS	DESCRIPTION
11/04/99	PPW	0.50	Telephone conference with Greg Parman re whether employer must give right of post termination formal hearing to employee who abandoned position and who had pretermination Skelly hearing; review California supreme court decision re due process rights when employee is absent without leave as distinct from a cause termination.
11/05/99	PPW	0.50	Review California Supreme Court case and subsequent case; telephone call to Greg Parman re opinion that under the SEIU "AWOL" provision and case law that employee is not entitled to post termination hearing when she abandoned position and that once District provided the pre termination Skelly hearing her due process rights were satisfied.
1/05/99	AMS	0.50	Checked case cite to make sure it was still good law.
1/08/99	PPW	0.25	Telephone conference with Greg Parman re response to Melanie advising her that district has provided her with all the due process which is due her and that she is not entitled to formal hearing.

1/6

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C010300

MAKE CHECK PAYABLE TO:

Little Mendelson

DATE OF REQ.: 1/4/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 706.55

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$706.55 for legal services for the month of November, 1999,

per Invoice #2682901.

REQUESTED BY: *Donna Toyohara*

APPROVED BY: _____

1 4 4 0 2 0	5 0 4 2

706.55
\$706.55

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

3 Foothill-De Anza Community Col 2682901

11/23/99 PPW 0.50 ✓ Telephone conference with Greg Parman re Union
grieving denial of post termination hearing for
Melanie Thomas who abandoned her position and
was deemed to have resigned under contract;
review grievance filed by SEIU on behalf of Ms.
Thomas.

11/29/99 PPW 0.25 ✓ Review Melanie Thomas' letter regarding her
work situation and job abandonment.

-----TIME AND FEE SUMMARY-----*

		HOURS	RATE	FEEES
Alexander M. Sperry	Associate	0.50	125.00	\$62.50
Patricia P. White	Shareholder-Prt	2.00	175.00	\$ 350.00
TOTALS		2.50		\$ 412.50

Total Fees for this Matter: \$ 412.50

Expenses:

Duplication 0.30

Total Expenses for this Matter: \$ 0.30

Total for this Matter: \$ 412.80

AGLIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
11/15/99	JVP	0.25	Draft letter to Mr. Lindstrom re stipulation to consolidate the actions. Revise same.
11/16/99	JVP	1.75	Telephone call to Mr. Tade re special appearance at the CMC.
11/22/99	PPW	0.25	Review arbitration review hearing order from court.

-----TIME AND FEE SUMMARY-----*

		HOURS	RATE	FEEES
John V. Picone, III	Associate	2.00	125.00	\$ 250.00
Patricia P. White	Shareholder-Prt	0.25	175.00	\$43.75

LITTLER MENDELSON®
A PROFESSIONAL CORPORATION

4

FOOTHILL-DE ANZA COMMUNITY COL

2682901

TOTALS 2.25

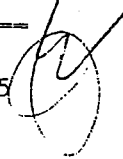
\$ 293.75

Total Fees for this Matter:

\$ 293.75

Total for this Matter:

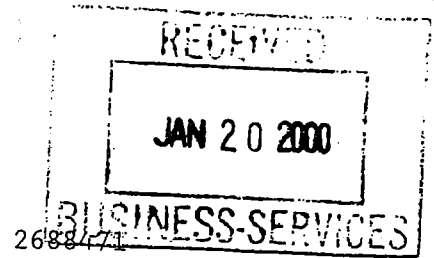
\$ 293.75



Total Current Charges:

\$ 706.55

LITTLER MENDELSON®
A PROFESSIONAL CORPORATION



FOOTHILL-DE ANZA COMMUNITY COL

Dec

January 17, 2000

Jane

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through December 31, 1999

Invoice # 2688471 1109
Client Code: 015840

GENERAL 015840.1000

DATE	ATTY	HOURS	DESCRIPTION
12/08/99	SBK	0.25	Preparation of letter to Office of Civil Rights regarding presentation covering provisions of the age discrimination act as it applies to students and telephone call with Jane Enright regarding same.
12/13/99	SBK	0.50	Telephone conference with Robin Moore regarding workplace violence training plans and follow up call with the seminar department and follow up calls to locate the workplace violence video and sample powerpoints.
12/23/99	SBK	0.25	Preparation of letter to Robin Moore and location of workplace violence video and materials for Ms. Moore.

-----TIME AND FEE SUMMARY-----*

	HOURS	RATE	FEE
andra B. Kloster Shareholder-Prt	1.00	175.00	\$ 175.00
TOTALS	1.00		\$ 175.00

Total Fees for this Matter: \$ 175.00

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C020200

MAKE CHECK PAYABLE TO:

Little Mendelson

DATE OF REQ.: 2/1/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 418.75

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of 418.75 for legal charges for the month of December, 1999,
per attached invoice #2688471

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1 4 4 0 2 0	5 0 4 2

418.75
\$418.75

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

3

FOOTHILL-DE ANZA COMMUNITY COL

2688471

Total for this Matter:

\$ 175.00

BUSINESS OFFICE

015840.1008

DATE	ATTY	HOURS	DESCRIPTION
12/22/99	PPW	0.25	Telephone call from Will Coursey re prosecution of former book store employee for embezzlement.

-----TIME AND FEE SUMMARY-----*

	HOURS	RATE	FEEES
Patricia P. White Shareholder-Prt	0.25	200.00	\$50.00
TOTALS	0.25		\$50.00

Total Fees for this Matter:

\$50.00

Total for this Matter:

\$50.00

AGLIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
12/01/99	JVP	0.25	Draft letter to Mr. Tade regarding stipulation for consolidation.
12/10/99	JVP	0.50	Revise notice of judgment. Draft letter to Mr. Tade re same.

-----TIME AND FEE SUMMARY-----*

	HOURS	RATE	FEEES
John V. Picone, III Associate	0.75	125.00	\$93.75
TOTALS	0.75		\$93.75

Total Fees for this Matter:

\$93.75

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

4

FOOTHILL-DE ANZA COMMUNITY COL

2688471

Total for this Matter:

\$93.75

THOMAS, MELANIE - GRIEVANCE

015840.1047

DATE	ATTY	HOURS	DESCRIPTION
12/02/99	PPW	0.50	Prepare draft of district's response to resubmission of grievance requesting post-severance appeal; telephone conference with Greg Parman re same.

-----TIME AND FEE SUMMARY-----

tricia P. White

Shareholder-Prt

HOURS	RATE	FEE
0.50	200.00	\$ 100.00

TOTALS

0.50

\$ 100.00

Total Fees for this Matter:

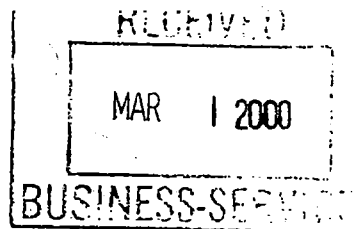
\$ 100.00

Total for this Matter:

\$ 100.00

Total Current Charges:

\$ 418.75



February 28, 2000

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

For legal services through January 31, 2000

***** Summary *****

Invoice # 2695586 1109
Client Code: 015840

HUMAN RESOURCES

Total Fees for this Matter:

Total for this Matter:

015840.1021

\$50.00

=====
\$50.00

AGLIPAY LAWSUIT

Total Fees for this Matter:

Total for this Matter:

015840.1039

\$ 300.00

=====
\$ 300.00

THOMAS, MELANIE - GRIEVANCE

Total Expenses for this Matter:

Total for this Matter:

015840.1047

1.87

=====
~~\$ 1.87~~

Total Current Charges:

TOTAL AMOUNT DUE:

\$ 351.87

\$ 351.87

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

3/14

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK REQUEST NO.

C030200

MAKE CHECK PAYABLE TO:

Little Mendelson

DATE OF REQ.: 3/1/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 351.87

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$351.87 for legal services per attached

Invoice #2695586.

REQUESTED BY: Donna Toyohara

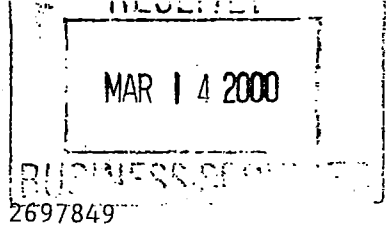
APPROVED BY: _____

1	4	4	0	2	0

351.87
\$351.87

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION



FOOTHILL-DE ANZA COMMUNITY COL

Feb. N/A

Jane

March 13, 2000

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through February 29, 2000

Invoice # 2697849 1109
Client Code: 015840

HUMAN RESOURCES 015840.1021

Table with columns: DATE, ATTY, HOURS, DESCRIPTION. Rows include dates from 02/02/00 to 02/24/00 with descriptions of legal services such as 'Attendance at meeting with Vice-Chancellor Jane Enright' and 'Review of and revision of the Injury and Illness Prevention Program'.

3/22/00

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C032200

MAKE CHECK PAYABLE TO:

Little Mendelson

DATE OF REQ.: 3/17/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 1,809.67

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$1,809.67 for legal services for the month of February, 2000
per Invoice #2697849 in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1	4	4	0	2	0	5	0	4	2

1,809.67
\$1,809.67

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

3 Foothill-De Anza Community Col 2697849

02/25/00 CG ~~2.50~~ Telephone conference with Sandy Kloster of Littler and Robin of client re preparing workplace violence prevention plan. Preparing same plan for client.
02/25/00 SBK ~~0.25~~ Telephone conference with Robin Moore and Cheryl Grede regarding the violence prevention policy and the Cal OSHA requirements.
02/28/00 CG ~~1.50~~ Preparing workplace violence prevention plan per Sandy Kloster of Littler and Robin of client.

-----TIME AND FEE SUMMARY-----*

	HOURS	RATE	FEE
Cheryl Grede	4.00	175.00	\$ 700.00
Patricia P. White	2.25	210.00	\$ 472.50
Sandra B. Kloster	1.50	190.00	\$ 285.00

TOTALS 7.75 \$1,457.50

Total Fees for this Matter: \$1,457.50

Expenses:

Duplication 0.30

Total Expenses for this Matter: \$ 0.30

Total for this Matter: \$1,457.80

Total Current Charges: \$1,457.80

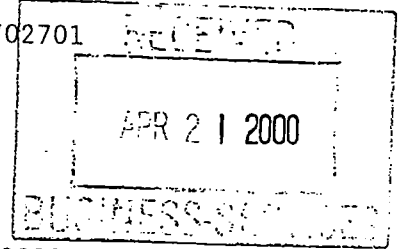
***** PLEASE SEE FOLLOWING PAGE FOR OUTSTANDING BALANCES *****

LITTLER MENDELSON®
A PROFESSIONAL CORPORATION

Jane

FOOTHILL-DE ANZA COMMUNITY COL

2702701



March
N/A

April 19, 2000

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through March 31, 2000

Invoice # 2702701 1109
Client Code: 015840

HUMAN RESOURCES

015840.1021

Date	ATTY	HOURS	DESCRIPTION
03/01/00	CG	4.00	Preparing workplace violence prevention plan per Sandy Kloster of Littler and Robin Moore of client.
03/02/00	CG	2.00	Preparing workplace violence prevention plan per Sandy Kloster of Littler and Robin Moore of client.
03/03/00	SBK	0.75	Review of and revision of the Workplace Violence Prevention Plan.
03/07/00	CG	1.50	Telephone conference with Robin Moore of client re edits to draft workplace violence prevention plan.
3/07/00	SBK	0.25	Telephone conference with Cheryl Grede regarding the revisions to the Workplace violence policy.
3/10/00	CG	2.00	Updating workplace violence prevention plan per comments from Robin Moore of client.
3/13/00	CG	1.00	Revising workplace violence prevention plan per comments from Robin Moore of client.
3/14/00	SBK	2.25	Preparation for the Workplace Violence Prevention workshop for the college and powerpoint presentation slides.
3/15/00	CG	0.25	Telephone conference with Robin Moore of client re workplace violence prevention plan.
3/16/00	SBK	1.75	Preparation for the presentation on Workplace Violence Prevention and review of the Workplace Violence policy and procedures for inclusion in the presentation.

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

5/10

CHECK
REQUEST NO.

C050100

MAKE CHECK PAYABLE TO:

Little Mendelson

DATE OF REQ.: 5/2/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 4,123.13

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$4,123.13 for legal services for the month of March, 2000,
per Invoice #2702701 in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1	4	4	0	2	0

4,123.13
\$4,123.13

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

3

FOOTHILL-DE ANZA COMMUNITY COL

2702701

03/22/00	SBK	1.50	Telephone conference with Cheryl Grede regarding the District's interest on shortening the workplace violence policy and areas that could be abbreviated as well as preparation of an executive summary with reference to the full policy.
03/22/00	CG	1.00	Telephone conference with Robin Moore of client re revisions to draft workplace violence prevention plan.
03/22/00	SBK	0.25	Telephone call with Robin Moore regarding the workplace violence plan and questions regarding student and visitor violence.
03/27/00	PPW	0.25	Telephone conference with Jane Enright re performance concerns related to De Anza College faculty member; schedule meeting to discuss initiation of process.
03/29/00	CG	0.25	Telephone conference with Robin Moore of client re workplace violence prevention plan and arrangements for meeting on same topic at Foothill College on March 31, 2000.
03/29/00	SBK	0.75	Legal research re the Fed OSHA and the CA Osha guidelines and recommendations for a violence prevention program and the types of duties and obligations of the employer and potential consequences if there is no plan.
03/31/00	CG	3.50	On-site conference with Robin Moore of client re workplace violence prevention plan.
03/31/00	SBK	1.50	Telephone conference with Cheryl Grede regarding the changes to the Workplace Violence Prevention policy. Preparation of additional presentation for the Management Assessment Team training requested.

-----TIME AND FEE SUMMARY-----*

		HOURS	RATE	FEES
Cheryl Grede	Other Tmkeepers	15.50	175.00	\$2,712.50
Patricia P. White	Shareholder-Prt	0.25	210.00	\$52.50
Sandra B. Kloster	Shareholder-Prt	9.00	190.00	\$1,710.00
	TOTALS	24.75		\$4,475.00

Total Fees for this Matter: \$4,475.00

Total for this Matter: \$4,475.00

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

FOOTHILL-DE ANZA COMMUNITY COL

2710068

Total for this Matter:

\$ 378.90

MARTINEZ, AUGUSTINE

015840.1048

DATE	ATTY	HOURS	DESCRIPTION
04/03/00	PPW	2.00	Attendance at meeting with Vice Chancellor Jane Enright at district office to discuss serious performance concerns with tenured faculty member at De Anza College; advise re need for evaluation in order to proceed with 90 day notice of unsatisfactory performance; review extensive complaints by students and student class notes.
04/04/00	PPW	0.25	Review draft memorandum from Dean Enrique Riveros-Schafer to Augustine Martinez re student complaints; telephone conference with Jane Enright; suggest revisions to memorandum.

-----TIME AND FEE SUMMARY-----*

	HOURS	RATE	FEE
Patricia P. White Shareholder-Prt	2.25	210.00	\$ 472.50
TOTALS	2.25		\$ 472.50

Total Fees for this Matter:

\$ 472.50

Total for this Matter:

\$ 472.50

Total Current Charges:

\$2,653.25

ok [Signature] 5/23/00

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

FOOTHILL-DE ANZA COMMUNITY COL

2710068

TOTALS 10.00 \$1,768.75

Total Fees for this Matter: \$1,768.75

Expenses:

Duplication 0.90
Fax 7.50
12/00 Travel-Mileage - - CHERYL A. GREDE 03/31 24.70
CONFERENCE ON-SITE WITH ROBIN MOORE OF CLIENT
RE: PREPARATION OF WORKPLACE VIOLENCE
PREVENTION PLAN - 76 MILES

Total Expenses for this Matter: \$33.10

Total for this Matter: \$1,801.85

AGLIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
04/03/00	DJM2	2.00	Draft and revise stipulation and order regarding continuing of arbitration.
04/04/00	DJM2	0.50	Review arbitration stipulation and draft letter re same.
04/18/00	DJM2	0.25	Prepare stipulation re arbitration for filing.

-----TIME AND FEE SUMMARY-----*

	HOURS	RATE	FEEES
Daniel J. Muller Associate	2.75	135.00	\$ 371.25
TOTALS	2.75		\$ 371.25

Total Fees for this Matter: \$ 371.25

Expenses:

Duplication 7.65

Total Expenses for this Matter: \$ 7.65

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C052600

MAKE CHECK PAYABLE TO:

Little Mendelson

DATE OF REQ.: 5/24/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 2,653.25

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$2,653.25 for legal services for April, 2000, per

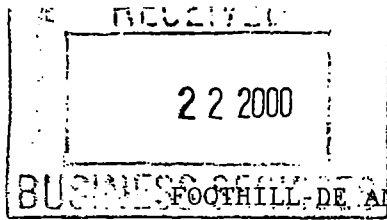
Invoice #2710068.

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1 4 4 0 2 0	5 0 4 2

2,653.25
\$2,653.25



LITTLER MENDELSON®
PROFESSIONAL CORPORATION

2

2710068

April

May 18, 2000

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through April 30, 2000

Invoice # 2710068 1109
Client Code: 015840

HUMAN RESOURCES

015840.1021

DATE	ATTY	HOURS	DESCRIPTION
04 /00	CG	2.00	Editing draft workplace violence plan per comments provided by Robin Moore of client.
04/11/00	CG	3.00	Revising draft workplace violence prevention program per comments provided by Robin Yates Moore of client.
04/12/00	CG	1.50	Preparing draft injury and illness prevention plan and code of safe practices per Alan Foden of client.
04/13/00	SBK	0.75	Review of further revisions to the Illness and Injury Prevention Plan and review of the Code of Safe Practices.
4/17/00	CG	2.00	Revising workplace violence prevention plan per comments from Robin Yates Moore of client.
4/17/00	SBK	0.50	Review of the revisions to the workplace violence policy and Telephone conference with Ms. Grede regarding the revisions.
4/27/00	CG	0.25	Telephone conference with Robin Yates Moore of client regarding final draft of workplace violence prevention plan and review of materials to be used for client's training seminar on May 19, 2000.

-----TIME AND FEE SUMMARY-----*

	HOURS	RATE	FEES
by Grede	8.75	175.00	\$1,531.25
by B. Kloster	1.25	190.00	\$ 237.50

LITTLER MENDELSON®

A PROFESSIONAL CORPORATION

FOOTHILL-DE ANZA COMMUNITY COL

2724486

RECEIVED

JUL 31 2000

BUSINESS-SERVICES

*June 2000
1999*

Jane

July 27, 2000

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through June 30, 2000

Invoice # 2724486 1109
Client Code: 015840

RISK MANAGEMENT 015840.1007

D.	ATTY	HOURS	DESCRIPTION
06/19/00	PPW	0.25	Review fax from Annette Perez re request from AIG claims manager; telephone conference with Annette Perez re persons who should receive litigation status reports.

-----TIME AND FEE SUMMARY-----*

	HOURS	RATE	FEES
tricia P. White Shareholder-Prt	0.25	210.00	.\$52.50
TOTALS	0.25		\$52.50

Total Fees for this Matter: \$52.50

Expenses:

Fax 4.50

Total Expenses for this Matter: \$ 4.50

Total for this Matter: \$57.00

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

8/2

REQUEST FOR CHECK
 (DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK REQUEST NO. **C080100**

MAKE CHECK PAYABLE TO:

Littler Mendelson

DATE OF REQ.: 8/1/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 690.01

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)
 Check in the amount of \$690.01 for legal services fo June 2000
 per invoice #2724486.

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1 4 4 0 2 0	5 0 4 2

690.01
\$690.01

LITTLER MENDELSON®
A PROFESSIONAL CORPORATION

3

FOOTHILL-DE ANZA COMMUNITY COL

2724486

HUMAN RESOURCES

015840.1021

Expenses:

Duplication

16.50

Total Expenses for this Matter:

\$16.50

Total for this Matter:

\$16.50

AGLIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
06/26/00	PPW	0.25	Review motion for trial de novo on behalf of Aglipay, Cademas, Santa Lucia, Faraon and Pinpin.
06/27/00	PPW	0.25	Telephone conference with Jane Enright re winning judicial arbitration, Aglipay request to proceed to trial and our plans to renew summary judgment motion.
06/30/00	PPW	0.25	Review letter from opposing counsel Jeff Tade about scheduling depositions.

----- TIME AND FEE SUMMARY -----*

	HOURS	RATE	FEES
Patricia P. White Shareholder-Prt	0.75	210.00	\$ 157.50
TOTALS	0.75		\$ 157.50

Total Fees for this Matter:

\$ 157.50

Expenses:

Duplication
Postage

456.75
2.20

LITTLER MENDELSON®
A PROFESSIONAL CORPORATION

4

FOOTHILL-DE ANZA COMMUNITY COL

2724486

Telephone-Equitrac

0.06

Total Expenses for this Matter:

\$ 459.01

Total for this Matter:

\$ 616.51

[Handwritten signature]
8/1/02

Total Current Charges:

\$ 690.01

1999-2000

Mandated Costs

Atkinson, Andelson

<u>MONTH</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
July 1, 1999	44.75	150.00	6,712.50
August	48.25	150.00	7,237.50
September	113.75	150.00	17,062.25
October	45.75	150.00	6,862.50
November	58.25	150.00	8,737.50
December	47	150.00	7,050.00
January 1, 2000	2.25	150.00	337.50
February	7.75	150.00	1,162.50
March	4.25	150.00	637.50
April	N/A		
May	N/A		
June	0.5	150.00	75.00
	<u>372.5</u>		<u>55,874.75</u>

KINSON, ANDELSON, LOYA, RUUD & Partners
 PROFESSIONAL CORPORATION
 ATTORNEYS AT LAW
 17871 PARK PLAZA DRIVE, SUITE 200
 CERRITOS, CALIFORNIA 90703
 (562) 653-3200 (714) 826-5480

RECEIVED

AUG 24 1999

VICE CHAIRMAN OF
 HUMAN RESOURCES

July

DATE 7/31/99

CLIENT# 005140
 GAC

FOOTHILL-DEANZA COMMUNITY
 COLLEGE DISTRICT
 ATTN: MR. JAMES W. KELLER
 12345 EL MONTE ROAD
 LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
 PRESENTATION. AMOUNTS REMAINING UNPAID
 AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
 CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
 12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE 28,654.35

CREDITS & ACCOUNT CHANGES

99 PAYMENT ON ACCOUNT - THANK YOU	22,419.41
99 PAYMENT ON ACCOUNT - THANK YOU	6,234.94
CASH RECEIVED:	28,654.35

**PROFESSIONAL SERVICES RENDERED
 RE: GENERAL LEGAL ADVICE**

99 EBH PREPARE ARBITRATION BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	5.50	825.00 ✓
99 PJL LEGAL RESEARCH RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION GRIEVANCE BRIEF	.25	37.50 ✓
99 EBH REVIEW TRANSCRIPT RE BRIEF IN PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	1.00	150.00 ✓
9 EBH PREPARE FOR ARBITRATION BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	8.00	1,200.00 ✓
9 PJL PREPARE OUTLINE RE CLOSING BRIEF IN PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.25	37.50 ✓
9 EBH LEGAL RESEARCH; PREPARE BRIEF RE		

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT
REQUEST FOR CHECK
 (DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

C081299

CHECK
 REQUEST NO.

MAKE CHECK PAYABLE TO:

Atkinson, Andelson, Loya, Ruud & Romo

DATE OF REQ.: 8/25/99

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 6,714.70

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$6,714.70 for legal services for the month of July ~~August~~, 1999, per attached statement.

REQUESTED BY: *Donna Toyohara*
 APPROVED BY: _____

144020	5042

6,714.70
\$6,714.70

ATKINSON, ANDELSON, LOYA, RUUD & ROMO
 PROFESSIONAL CORPORATION
 ATTORNEYS AT LAW
 17871 PARK PLAZA DRIVE, SUITE 200
 CERRITOS, CALIFORNIA 90703
 (562) 653-3200 (714) 826-5480

DATE 7/31/99

CLIENT# 005140
 GAC
 PAGE# 2

FOOTHILL-DEANZA COMMUNITY
 COLLEGE DISTRICT
 ATTN: MR. JAMES W. KELLER
 12345 EL MONTE ROAD
 LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
 PRESENTATION. AMOUNTS REMAINING UNPAID
 AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
 CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
 12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

		PREVIOUS BALANCE	
	PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	4.00	600.00 ✓
14/99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	7.00	1,050.00 ✓
19/99 EBH	REVIEW TRANSCRIPT; PREPARE SUMMARY RE BRIEF PREPARATION IN PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	5.25	787.50 ✓
20/99 EBH	PREPARE TRANSCRIPT SUMMARY FOR BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	8.00	1,200.00 ✓
21/99 EBH	REVIEW TRANSCRIPT; PREPARE SUMMARY RE BRIEF IN PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	5.50	825.00 ✓
	FEES:		6,712.50 ✓
	DISBURSEMENTS		
1/99	PHOTOCOPIES		2.20
	MISCELLANEOUS DISBURSEMENTS		
	CURRENT DISBURSEMENTS:		2.20
	TOTAL CASH RECEIVED:		28,654.35

INSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200 (714) 826-5480

DATE 7/31/99

CLIENT# 005140
GAC
PAGE# 3

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

TOTAL CURRENT FEES:	6,712.50
TOTAL CURRENT DISBURSEMENTS:	2.20
TOTAL CURRENT BILLING:	6,714.70
BALANCE DUE:	6,714.70

ACCOUNT NO. 127735

ACCOUNT STATUS THROUGH THIS STATEMENT

CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 & OVER
714.70	.00	.00	.00	.00

KINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

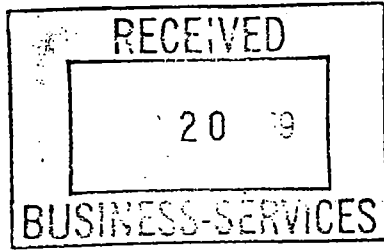
17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 853-3200

(714) 826-5480

Jane August
DATE 8/31/99



CLIENT# 005140
GAC

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE 6,714.70

ADJUSTMENTS

'99 DISBURSEMENT ADJUSTMENT FROM STATEMENT DATED MAY 1999	772.00-
'99 DISBURSEMENT ADJUSTMENT FROM STATEMENT DATED MAY 1999	1,486.95-
ADJUSTMENTS:	2,258.95-

PROFESSIONAL SERVICES RENDERED
RE: GENERAL LEGAL ADVICE

'99 EBH - TELEPHONE R. BEZEMEK RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION BRIEFING SCHEDULE	.50	75.00 ✓
'99 EBH CORRESPONDENCE R. BEZEMEK; TELEPHONE J. ENRIGHT RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION BRIEFING SCHEDULE	.75	112.50 ✓
'99 EBH PREPARE FOR PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION BRIEF	3.25	487.50 ✓
'99 EBH PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	4.00	600.00 ✓
99 EBH CORRESPONDENCE R. BEZEMEK RE REVISED BRIEFING SCHEDULE IN PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.50	75.00 ✓
99 EBH TELEPHONE R. BEZEMEK RE REVISED BRIEFING SCHEDULE IN PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.25	37.50 ✓

9/29

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C091899

MAKE CHECK PAYABLE TO:

Atkinson, Andelson, Loya, Ruud & Romo

DATE OF REQ.: 9/27/99

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 7,392.01

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$7,392.01 for general legal services for the month of August, 1999, per statement in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY:

1 4 4 0 2 0	5 0 4 2

7,392.01
\$7,392.01

TKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION
 ATTORNEYS AT LAW
 17871 PARK PLAZA DRIVE, SUITE 200
 CERRITOS, CALIFORNIA 90703
 (562) 653-3200 (714) 826-5480

DATE 8/31/99

CLIENT# 005140
 GAC
 PAGE# 2

FOOTHILL-DEANZA COMMUNITY
 COLLEGE DISTRICT
 ATTN: MR. JAMES W. KELLER
 12345 EL MONTE ROAD
 LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
 PRESENTATION. AMOUNTS REMAINING UNPAID
 AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
 CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
 12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

		PREVIOUS BALANCE	
12/99	EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	3.50 525.00 ✓
18/99	EBH	CORRESPONDENCE J. ENRIGHT RE FACULTY ASSOCIATION BRIEF IN PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.50 75.00 ✓
10/99	EBH	REVIEW FACULTY ASSOCIATION OPENING BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	2.50 375.00 ✓
23/99	EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	6.50 975.00 ✓
24/99	EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	6.75 1,012.50 ✓
25/99	EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	4.50 675.00 ✓
25/99	JJH	CONFERENCE OFFICE RE RESPONSE BRIEF IN PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.25 37.50 ✓
30/99	EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	8.00 1,200.00 ✓
31/99	EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	6.50 975.00 ✓
		FEES:	7,237.50

KINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200

(714) 826-5480

DATE

8/31/99

CLIENT# 005140

GAC

PAGE#

3

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

DISBURSEMENTS
MISCELLANEOUS DISBURSEMENTS

/99 POSTAGE	3.79
/99 DOCUMENT PREPARATION AND WORD PROCESSING	70.00
/99 LONG DISTANCE AND TELEPHONE TOLLS	.72
/99 PHOTOCOPIES	80.00
CURRENT DISBURSEMENTS:	154.51

TOTAL ADJUSTMENTS 2,258.95-

TOTAL CURRENT FEES: 7,237.50

TOTAL CURRENT DISBURSEMENTS: 154.51

TOTAL CURRENT BILLING: 7,392.01

BALANCE DUE: 11,847.76

ENT NO. 128886

Pa. #6714.20
JK

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200

(714) 826-5480

DATE

8/31/99

CLIENT# 005140

GAC

PAGE#

4

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

ACCOUNT STATUS THROUGH THIS STATEMENT

CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 & OVER
7,392.01	4,455.75	.00	.00	.00

September Jane

KINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

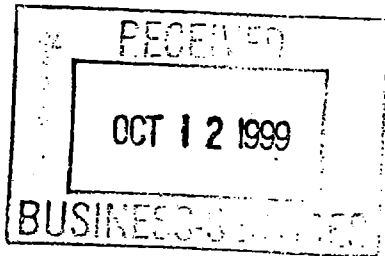
CERRITOS, CALIFORNIA 90703

(562) 653-3200

(714) 826-5480

DATE 9/30/99

CLIENT# 005140
GAC



THIS STATEMENT IS PAYABLE IN FULL UPON PRESENTATION. AMOUNTS REMAINING UNPAID AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF 12%.

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE 11,847.76

CREDITS & ACCOUNT CHANGES

/99 PAYMENT ON ACCOUNT - THANK YOU 6,714.70
CASH RECEIVED: 6,714.70

PROFESSIONAL SERVICES RENDERED
RE: GENERAL LEGAL ADVICE

/99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	6.00	900.00 ✓
/99 EBH	TELEPHONE J. ENRIGHT RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.25	37.50 ✓
/99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	7.50	1,125.00 ✓
/99 EBH	TELEPHONE J. ENRIGHT; PREPARE AUDIT RESPONSE RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	1.00	150.00 ✓
/99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	2.25	337.50 ✓
/99 PJL	PREPARE AUDIT RESPONSE	.25	37.50
/99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	5.75	862.50 ✓
/99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	6.00	900.00 ✓

10/26

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK
REQUEST NO.

C101199

MAKE CHECK PAYABLE TO:

Atkinson, Andelson, Loya, Ruud & Romo

DATE OF REQ.: 10/19/99

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 17,600.33

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$17600.33 for legal services for the month of September, 1999, per statement in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1	4	4	0	2	0	5	0	4	2

17,600.33
\$17,600.33

TKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200

(714) 826-5480

DATE

9/30/99

CLIENT# 005140

GAC

PAGE#

2

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

			PREVIOUS BALANCE
5/99	PJL	PREPARE AUDIT RESPONSE	.25 37.50
6/99	EBH	PREPARE AUDIT RESPONSE	.25 37.50
6/99	EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	1.75 262.50 ✓
6/99	P04	TELEPHONE AUDITOR RE AUDIT RESPONSE	.25 37.50
7/99	EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	4.25 637.50 ✓
7/99	JJH	CONFERENCE OFFICE; LEGAL RESEARCH RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.50 75.00 ✓
0/99	EBH	TELEPHONE R. BEZEMEK RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.25 37.50 ✓
0/99	EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	5.00 750.00 ✓
1/99	EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	7.25 1,087.50 ✓
1/99	PJL	LEGAL RESEARCH RE JURISDICTIONAL ARGUMENTS IN PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.25 37.50 ✓
2/99	EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	6.50 975.00 ✓
3/99	EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	5.00 750.00 ✓

KINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

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9/30/99

CLIENT# 005140

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PAGE#

3

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

'99 JJH	CONFERENCE OFFICE; REVIEW BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.50	75.00 ✓
'99 JJH	CONFERENCE OFFICE; LEGAL RESEARCH RE BRIEF IN PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	1.00	150.00 ✓
'99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	4.75	712.50 ✓
'99 PJL	LEGAL RESEARCH; CONFERENCE OFFICE RE ARGUMENT ISSUE IN PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.50	75.00 ✓
'99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	6.00	900.00 ✓
'99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	6.00	900.00 ✓
'99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	5.50	825.00 ✓
'99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	7.25	1,087.50 ✓
'99 EBH	TELEPHONE J. ENRIGHT RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION BRIEF	.25	37.50 ✓
'99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	9.00	1,350.00 ✓
'99 EBH	TELEPHONE J. ENRIGHT RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION BRIEF	.50	75.00 ✓

KINSON, ANDELSON, LOYA, RUUD & ROMO
 PROFESSIONAL CORPORATION
 ATTORNEYS AT LAW
 17871 PARK PLAZA DRIVE, SUITE 200
 CERRITOS, CALIFORNIA 90703
 (562) 653-3200 (714) 826-5480

DATE 9/30/99

CLIENT# 005140
 GAC
 PAGE# 4

FOOTHILL-DEANZA COMMUNITY
 COLLEGE DISTRICT
 ATTN: MR. JAMES W. KELLER
 12345 EL MONTE ROAD
 LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
 PRESENTATION. AMOUNTS REMAINING UNPAID
 AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
 CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
 12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

		PREVIOUS BALANCE	
30/99	GBT LEGAL RESEARCH RE CITE CHECK PAA ARBITRATION BRIEF	3.00	450.00 ✓
30/99	EBH PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	10.00	1,500.00 ✓
	FEES:		17,212.50

DISBURSEMENTS
 MISCELLANEOUS DISBURSEMENTS

21/99	AUTOMATED LEGAL RESEARCH	5.00
21/99	AUTOMATED LEGAL RESEARCH	44.00
21/99	AUTOMATED LEGAL RESEARCH	79.00
21/99	AUTOMATED LEGAL RESEARCH	64.00
22/99	AUTOMATED LEGAL RESEARCH	32.00
22/99	AUTOMATED LEGAL RESEARCH	32.00
22/99	AUTOMATED LEGAL RESEARCH	24.00
30/99	FAX/TELECOPY CHARGE	1.03
30/99	LONG DISTANCE AND TELEPHONE TOLLS	100.00
30/99	DOCUMENT PREPARATION AND WORD PROCESSING	6.80
30/99	PHOTOCOPIES	

CURRENT DISBURSEMENTS: 387.83

TOTAL CASH RECEIVED: 6,714.70
 TOTAL CURRENT FEES: 17,212.50

TKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION
ATTORNEYS AT LAW
17871 PARK PLAZA DRIVE, SUITE 200
CERRITOS, CALIFORNIA 90703
(562) 653-3200 (714) 826-5480

DATE 9/30/99

CLIENT# 005140
GAC
PAGE# 5

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

TOTAL CURRENT DISBURSEMENTS: 387.83
TOTAL CURRENT BILLING: 17,600.33
BALANCE DUE: 22,733.39

MENT NO. 130056

ACCOUNT STATUS THROUGH THIS STATEMENT

CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 & OVER
600.33	5,133.06	.00	.00	.00

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

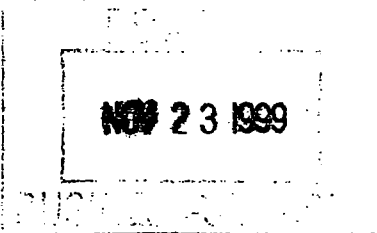
(562) 653-3200

(714) 826-5480

O Glover

DATE 10/31/99

CLIENT# 005140
PML



FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE 22,733.39

CREDITS & ACCOUNT CHANGES

04/99 PAYMENT ON ACCOUNT - THANK YOU 7,392.01

CASH RECEIVED: 7,392.01

PROFESSIONAL SERVICES RENDERED
RE: GENERAL LEGAL ADVICE

01/99 EBH	PREPARE BRIEF: CORRESPONDENCE J. ENRIGHT RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	8.00	1,200.00 ✓
01/99 JJH	REVIEW OPENING BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	1.50	225.00 ✓
01/99 SLK	REVIEW CITES RE PAA ARBITRATION BRIEF	4.50	675.00 ✓
02/99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	4.00	600.00 ✓
03/99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	5.50	825.00 ✓
04/99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	7.00	1,050.00 ✓
04/99 GBT	PREPARE BRIEF	2.50	162.50 ✓
4 PJL	LEGAL RESEARCH; PREPARE CLOSING BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.50	75.00 ✓

ATKINSON, ANDELSON, LOYA, RUUD & ROMO
 PROFESSIONAL CORPORATION
 ATTORNEYS AT LAW
 17871 PARK PLAZA DRIVE, SUITE 200
 CERRITOS, CALIFORNIA 90703
 (562) 653-3200 (714) 826-5480

DATE 10/31/99

CLIENT# 005140
 PML
 PAGE# 2

FOOTHILL-DEANZA COMMUNITY
 COLLEGE DISTRICT
 ATTN: MR. JAMES W. KELLER
 12345 EL MONTE ROAD
 LOS ALTOS HILLS CA 94022

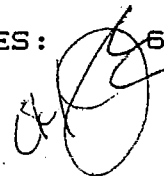
THIS STATEMENT IS PAYABLE IN FULL UPON
 PRESENTATION. AMOUNTS REMAINING UNPAID
 AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
 CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
 12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

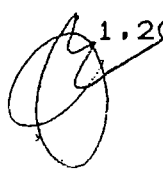
PREVIOUS BALANCE

05/99 EBH	PREPARE BRIEF RE PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	12.00	1,800.00 ✓
05/99 GBT	LEGAL RESEARCH RE AUTHORITY OF GOVERNING BOARD	1.00	85.00
05/99 PJL	LEGAL RESEARCH RE BOARD POLICY ISSUE IN PROFESSIONAL ACHIEVEMENT AWARD ARBITRATION	.25	37.50 ✓

FEEES: 6,715.00


DISBURSEMENTS
 MISCELLANEOUS DISBURSEMENTS

30/99 AUTOMATED LEGAL RESEARCH	30.00
30/99 AUTOMATED LEGAL RESEARCH	32.00
30/99 AUTOMATED LEGAL RESEARCH	22.50
01/99 AUTOMATED LEGAL RESEARCH	52.50
01/99 AUTOMATED LEGAL RESEARCH	50.00
01/99 AUTOMATED LEGAL RESEARCH	84.00
01/99 OVERNIGHT DELIVERY	27.75
04/99 AUTOMATED LEGAL RESEARCH	7.50
04/99 AUTOMATED LEGAL RESEARCH	5.00
04/99 AUTOMATED LEGAL RESEARCH	15.00
05/99 AUTOMATED LEGAL RESEARCH	190.00
06/99 OUTSIDE DUPLICATION COSTS	69.15
06/99 OVERNIGHT DELIVERY	17.75
07/99 DOCUMENT PREPARATION AND WORD PROCESSING	600.00

CURRENT DISBURSEMENTS: 1,203.15


ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200

(714) 826-5480

DATE 10/31/99

CLIENT# 005140

PML

PAGE# 3

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

TOTAL CASH RECEIVED: 7,392.01

TOTAL CURRENT FEES: 6,715.00

TOTAL CURRENT DISBURSEMENTS: 1,203.15

TOTAL CURRENT BILLING: 7,918.15

BALANCE DUE: 23,259.53

STATEMENT NO. 131214

ACCOUNT STATUS THROUGH THIS STATEMENT

CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 & OVER
7,918.15	15,341.38	.00	.00	.00

INVOICE

alphagraphics®

Printshops Of The Future

Rose Pavilion
 4247-14 Rosewood Drive
 Pleasanton, CA 94588
 FAX: (925) 847-0763 Phone: (925) 460-0129

No. 11448

Date 10/6/99

Customer P.O. No.

5140

SOLD TO

Atkinson, Anderson, Loya, Rudd & Romo
 5776 Stoneridge Mall Rd. #200
 Pleasanton, CA 94588
 Cecilia
 925-227-9200

QUANTITY	DESCRIPTION	AMOUNT
4	Collective Bargaining Agreement/Bonnie Bogue & Bound., 8.5 x 11 White 20# Bond, 136 originals, copied on 1 side	63.88
<p>AP OCT 19 REC'D BILL CLIENT 5140. DISB 10/99 BILLED</p>		
<p>Sales Rep: KRIS Account Type: Charge</p>		<p>SUB-TOTAL 63.88</p> <p>SALES TAX 5.27</p> <p>SHIPPING</p> <p>TOTAL 69.15</p>
REMARKS	DEPOSITS	

X Cecilia Received By

Date Received

PAYMENT TERMS: I understand all invoices are payable thirty days after invoice date and that a service charge of 1.5% per month will be added to past due accounts. In the event payment is not made and the account is referred to a collection agency, or if legal action is required I will pay attorney's fees resulting from such action.

PLEASE PAY FROM THIS INVOICE

Send remittance to:
 AlphaGraphics #200
 4247-14 Rosewood Drive
 Pleasanton, CA 94588

Phone (925) 460-0129 FAX (925) 847-0763

White Copy - Store Retains Yellow Copy - Customer



Invoice No: 7-729-82807
 Invoice Date: Oct 15, 1999
 Account Number: 1043-8222-3
 Page 16 of 17

Payment Type Detail (Original)

Shipped off: Oct 05, 1999 Payor: Third Party Reference: 5230

Distance Based Pricing, Region 2

Invoice Number: 815478094224	Sender: PETER LUCCY	Recipient: LEO ZUBER S
Service Type: FedEx Priority Overnight	Address: ATKINSON ANDELSON LOYA RUOD	Address: ILLEGIBLE
Package Type: FedEx Letter	Address: 5776 STONERIDGE MALL RD # 200	Address: ILLEGIBLE
Region: 2	Address: PLEASANTON CA 94588-2836	Address: RIPON CA 95366
Pieces: 1		
Weight: 0		
Delivered: Oct 06, 1999 09:17	Transportation Charge	12.75
Area Code: AM	Total Transportation Charges	USD \$ 12.75
Signed by: C.LUIS		
Handle ID: 000		

Ex Internal Use: 280180840/0000188/_/_

Shipped off: Oct 06, 1999 Payor: Third Party Reference: 5140

Distance Based Pricing, Region 2

Invoice Number: 815478094235	Sender: ELIZABETH HEAREY	Recipient: BONNIE BOGUE
Service Type: FedEx Priority Overnight	Address: ATKINSON ANDELSON LOYA RUOD	Address: ARBITRATOR
Package Type: FedEx Pak	Address: 5776 STONERIDGE MALL RD # 200	Address: 618 CURTIS ST
Region: 2	Address: PLEASANTON CA 94588-2836	Address: ALBANY CA 94706
Pieces: 1		
Weight: 2.0 lbs.		
Delivered: Oct 07, 1999 09:50	Transportation Charge	17.75
Area Code: A1	Total Transportation Charges	USD \$ 17.75
Signed by: B.BOGUE		
Handle ID: 000		

Ex Internal Use: 281189570/0001486/_/_

Shipped off: Oct 06, 1999 Payor: Third Party Reference: 7215-12

Distance Based Pricing, Region 2

Invoice Number: 815478094246	Sender: MARK WILLIAMS	Recipient: CLERK OF THE COURT
Service Type: FedEx Priority Overnight	Address: ATKINSON ANDELSON LOYA RUOD	Address: STANISLAUS CO SUPERIOR COURT
Package Type: FedEx Letter	Address: 5776 STONERIDGE MALL RD # 200	Address: 1100 I ST
Region: 2	Address: PLEASANTON CA 94588-2836	Address: MODESTO CA 95354
Pieces: 1		
Weight: 0		
Delivered: Oct 07, 1999 10:25	Transportation Charge	12.75
Area Code: AA	Total Transportation Charges	USD \$ 12.75
Signed by: D.DULANEY		
Handle ID: 000	Payor Detail Subtotal	USD \$ 537.25

Ex Internal Use: 282043090/0000186/_/_



Invoice No: 7-729-82807
 Issue Date: Oct 15, 1999
 Account Number: 1043-8222-3
 Page 15 of 17

Shipment Type Detail (Original)

Shipped off: Oct 01, 1999 Payor: Third Party Reference: 6029

Distance Based Pricing, Region 2

Bill Number	815478094198	<u>Sender</u>	<u>Recipient</u>
Service Type	FedEx Priority Overnight	MARLEEN SACKS	CLERK OF THE COURT
Package Type	FedEx Pak	ATKINSON ANDELSON LOYA RUUD	CONTRA COSTA COUNTY SUPERIOR C
Region	2	5776 STONERIDGE MALL RD # 200	725 COURT STREET
Pieces	1	PLEASANTON CA 94588-2836	MARTINEZ CA 94553
Weight	1.0 lbs		
Delivered	Oct 04, 1999 09:30	Transportation Charge	16.25
Service			
Area Code	AA	Total Transportation Charges	USD \$ 16.25
Shipped by	E.MARTINE		
Handle ID	000		

edEx Internal Use: 278242830/0001488/_/_

Shipped off: Oct 01, 1999 Payor: Third Party Reference: 5256 005

Distance Based Pricing, Region 2

Bill Number	815478094202	<u>Sender</u>	<u>Recipient</u>
Service Type	FedEx Priority Overnight	JOSHUA E MORRISON	DARON TONE ESQ
Package Type	FedEx Pak	ATKINSON ANDELSON LOYA RUUD	388 MARKET STREET STE 670
Region	2	5776 STONERIDGE MALL RD # 200	SAN FRANCISCO CA 94111
Pieces	1	PLEASANTON CA 94588-2836	
Weight	6.0 lbs		
Delivered	Oct 04, 1999 10:22	Transportation Charge	22.00
Service			
Area Code	A1	Total Transportation Charges	USD \$ 22.00
Shipped by	R.BARBA		
Handle ID	000		

Changed to 5140

edEx Internal Use: 278242830/0001488/_/_

Shipped off: Oct 01, 1999 Payor: Third Party Reference: 5041

Distance Based Pricing, Region 2

RELEASE SIGNATURE ON FILE

Bill Number	815478094213	<u>Sender</u>	<u>Recipient</u>
Service Type	FedEx Priority Overnight	ELIZABETH B HEAREY	JANE ENRIGHT
Package Type	FedEx Pak	ATKINSON ANDELSON LOYA RUUD	201 AON AVE 22
Region	2	5776 STONERIDGE MALL RD # 200	MOUNTAIN VIEW CA 94043
Pieces	1	PLEASANTON CA 94588-2836	
Weight	2.0 lbs		
Delivered	Oct 02, 1999 11:02	Transportation Charge	17.75
Service		Saturday Delivery	10.00
Area Code	AA	Total Transportation Charges	USD \$ 27.75
Shipped by	ELIZABETH HEAREY		
Handle ID	000		

edEx Internal Use: 278224340/0001488/_/02

CH. JITS & ACCOUNT CHANGES

15/99 PAYMENT ON ACCOUNT - THANK YOU 7,918.15

Doc

CASH RECEIVED: 7,918.15

PROFESSIONAL SERVICES RENDERED
RE: GENERAL LEGAL ADVICE

01/99	EBH	PREPARE PAA ARBITRATION BRIEF	4.50	675.00 ✓
01/99	SLK	CHECK CITES RE SURREBUTTAL BRIEF IN PAA ARBITRATION	2.00	300.00 ✓
02/99	EBH	PREPARE BRIEF RE PAA ARBITRATION	3.25	487.50 ✓
02/99	SLK	REVISE SUPREME COURT CITES IN PAA ARBITRATION BRIEF	.50	75.00 ✓
06/99	EBH	PREPARE PAA ARBITRATION BRIEF	4.00	600.00 ✓
07/99	EBH	PREPARE PAA ARBITRATION BRIEF	1.50	225.00 ✓
08/99	EBH	PREPARE PAA ARBITRATION BRIEF	4.00	600.00 ✓
09/99	EBH	PREPARE PAA ARBITRATION BRIEF	4.00	600.00 ✓
2	J	EBH PREPARE PAA ARBITRATION BRIEF	3.00	450.00 ✓
3/99	EBH	PREPARE PAA ARBITRATION BRIEF	5.50	825.00 ✓
4/99	EBH	PREPARE PAA ARBITRATION BRIEF	5.25	787.50 ✓

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION
 ATTORNEYS AT LAW
 17871 PARK PLAZA DRIVE, SUITE 200
 CERRITOS, CALIFORNIA 90703
 (562) 653-3200 (714) 826-5480

DATE 12/31/99

CLIENT# 005140
 PML
 PAGE# 2

FOOTHILL-DEANZA COMMUNITY
 COLLEGE DISTRICT
 ATTN: MR. JAMES W. KELLER
 12345 EL MONTE ROAD
 LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
 PRESENTATION. AMOUNTS REMAINING UNPAID
 AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
 CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
 12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

14/99	EBH	TELEPHONE CLIENT RE PAA ARBITRATION BRIEF	.25	37.50 ✓
15/99	EBH	PREPARE PAA ARBITRATION BRIEF	4.25	637.50 ✓
15/99	EBH	TELEPHONE CLIENT RE PAA ARBITRATION BRIEF	.25	37.50 ✓
15	GBT	REVIEW PAA ARBITRATION BRIEF	3.00	450.00 ✓
16/99	EBH	TELEPHONE CLIENT RE PAA ARBITRATION BRIEF	.25	37.50 ✓
17/99	EBH	TELEPHONE CLIENT RE PAA ARBITRATION BRIEF	.50	75.00 ✓
7/99	EBH	PREPARE PAA ARBITRATION BRIEF	.50	75.00 ✓
7/99	EBH	CORRESPONDENCE CLIENT RE PAA ARBITRATION BRIEF	.50	75.00 ✓
			FEES:	7.050.00

DISBURSEMENTS
 RE: GENERAL LEGAL ADVICE

1/99 FAX/TELECOPY CHARGES 48.00
 CURRENT DISBURSEMENTS: 48.00

DISBURSEMENTS
MISCELLANEOUS DISBURSEMENTS

01/99 AUTOMATED LEGAL RESEARCH	56.25
01/99 AUTOMATED LEGAL RESEARCH	100.00
0 9 AUTOMATED LEGAL RESEARCH	5.00
01/99 AUTOMATED LEGAL RESEARCH	155.00
02/99 AUTOMATED LEGAL RESEARCH	55.00
31/99 LONG DISTANCE AND TELEPHONE TOLLS	25.84
31/99 PHOTOCOPIES	2.20
31/99 DOCUMENT PREPARATION AND WORD PROCESSING	150.00
CURRENT DISBURSEMENTS:	549.29

OK  TOTAL CASH RECEIVED: 7,918.15

TOTAL CURRENT FEES: 7,050.00

TOTAL CURRENT DISBURSEMENTS: 597.29

TOTAL CURRENT BILLING: 7,647.29

BALANCE DUE: 14,830.57

ACCOUNT NO. 133507

TKINSON, ANDELSON, LOYA, RUUD & ROMO

TAX ID# 95-3378600

ACCOUNT STATUS THROUGH THIS STATEMENT

CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 & OVER
7,647.29	7,183.28	.00	.00	.00

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

1/21

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK
(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK REQUEST NO. **C011900**

MAKE CHECK PAYABLE TO:

Atkinson, Andelson, Loya, Ruud & Romo

DATE OF REQ.: 1/18/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 7,647.29

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$7647.29 for legal services for the month of
December, 1999, per statement in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1	4	4	0	2	0

7,647.29
\$7,647.29

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

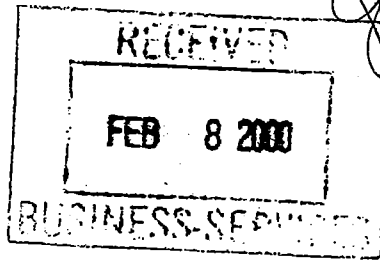
ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200

(714) 826-5480



Jane

DATE 1/31/00

CLIENT# 005140
PML

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE 14,830.57

CREDITS & ACCOUNT CHANGES

1/04/00 PAYMENT ON ACCOUNT - THANK YOU	9,442.23
1/24/00 PAYMENT ON ACCOUNT - THANK YOU	7,647.29
CASH RECEIVED:	17,089.52

PROFESSIONAL SERVICES RENDERED
RE: GENERAL LEGAL ADVICE

1/10/00 EBH REVIEW CORRESPONDENCE R. BEZEMEK RE PAA ARBITRATION	.25	37.50 ✓
1/10/00 EBH CORRESPONDENCE B. BOGUE RE PAA ARBITRATION	.50	75.00 ✓
1/10/00 EBH CORRESPONDENCE CLIENT RE PROPOSED RESPONSE TO ARBITRATOR IN PAA ARBITRATION	.50	75.00 ✓
1/11/00 EBH REVIEW AND REVISE CORRESPONDENCE J. ENRIGHT AND B. BOGUE RE PAA ARBITRATION	.50	75.00 ✓
1/11/00 EBH CORRESPONDENCE CLIENT RE PAA ARBITRATION. REVIEW CORRESPONDENCE B. BOGUE	.50	75.00 ✓
1/16/00 PJL PREPARE FOR FRISK WORKSHOP	.50	75.00
1/19/00 PJL PREPARE FOR FRISK WORKSHOP; REVIEW EVALUATION ARTICLES AND PROCEDURES	1.50	225.00

2/17

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK

C020900

REQUEST NO.

MAKE CHECK PAYABLE TO:

Atkinson, Andelson, Loys, Ruud & Romo

DATE OF REQ.: 2/14/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 1,640.62

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$1,640.62 for legal services for the month of January, 2000
per Statement in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1	4	4	0	2	0

1,640.62
\$1,640.62

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200

(714) 826-5480

DATE 1/31/00

CLIENT# 005140

PML

PAGE# 2

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

'19/00 PJL	PREPARE FOR FRISK WORKSHOP	1.50	.00
'20/00 PJL	PREPARE FOR FRISK WORKSHOP	1.00	.00
'21/00 PJL	PREPARE FOR AND PRESENT FRISK WORKSHOP	5.00	750.00
	FEEES:		1,387.50

OK

DISBURSEMENTS
MISCELLANEOUS DISBURSEMENTS

'15/99	OVERNIGHT DELIVERY	12.75
'17/99	OUTSIDE DUPLICATION COSTS	38.05
'17/99	OVERNIGHT DELIVERY	32.50
'17/99	OVERNIGHT DELIVERY	16.25
'11/00	FRISK WORKBOOKS AND REFERENCE MANUALS (70 MANUALS)	1,773.85
'31/00	LONG DISTANCE AND TELEPHONE TOLLS	.39
'31/00	PHOTOCOPIES	5.40
'31/00	POSTAGE	1.21
'31/00	FRISK WORKBOOKS AND REFERENCE MANUALS (25 MANUALS)	631.67

CURRENT DISBURSEMENTS: 2,512.07

TOTAL CASH RECEIVED: 17,089.52

TOTAL CURRENT FEES: 1,387.50

TOTAL CURRENT DISBURSEMENTS: 2,512.07

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200

(714) 826-5480

DATE 1/31/00

CLIENT# 005140

PML

PAGE# 3

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

TOTAL CURRENT BILLING: 3,899.57

BALANCE DUE: 1,640.62

STATEMENT NO. 134643

ACCOUNT STATUS THROUGH THIS STATEMENT

CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 & OVER
1,640.62	.00	.00	.00	.00



Invoice No: 7-817-42943
 Invoice Date: Jan 14, 2000
 Account Number: 1129-1646-6
 Page 4 of 5

Payment Type Detail (Original)

Dropped off: Dec 16, 1999		Payor: Shipper	Reference: 5195	<i>1/00</i>
• Distance Based Pricing, Region 2				
Airbill	815474934099	<u>Sender</u>	<u>Recipient</u>	
Service Type	FedEx Priority Overnight	JOSHUA E MARRISON	CASMALIA CASE TEAM	
Package Type	FedEx Envelope/Letter	ATKINSON ANDELSON LOYA RUUD	U S EPA REGION IX	
Region	2	5776 STONERIDGE MALL RD # 200	75 HAWTHORNE ST WST-1A	
Pieces	1	PLEASANTON CA 94588-2836	SAN FRANCISCO CA 94105-3901	
Weight	0			
Delivered Service	Dec 17, 1999 09:48	<u>Transportation Charge</u>		12.75
Area Code	A1	Total Transportation Charges		USD \$ 12.75
Signed by	J.ALCANTARA			
Bundle ID	000			

FedEx Internal Use: 352198370/0000186/./

Dropped off: Dec 17, 1999		Payor: Shipper	Reference: 5140	<input checked="" type="checkbox"/> BILL CLIENT <input checked="" type="checkbox"/> BILLED <i>1/00 52.50</i>
• Distance Based Pricing, Region 2				
Airbill	615474933817	<u>Sender</u>	<u>Recipient</u>	
Service Type	FedEx Priority Overnight	ELIZABETH HEAREY	BONNIE BOGIE	
Package Type	FedEx Pak	ATKINSON ANDELSON LOYA RUUD	618 CURTIS STREET	
Region	2	5776 STONERIDGE MALL RD # 200	ALBANY CA 94706	
Pieces	1	PLEASANTON CA 94588-2836		
Weight	1.0 lbs			
Delivered Service	Dec 20, 1999 09:41	<u>Transportation Charge</u>		16.25
Area Code	A1	Total Transportation Charges		USD \$ 16.25
Signed by	BONNIE			
Bundle ID	000			

FedEx Internal Use: 355138890/0001486/./

Dropped off: Dec 17, 1999		Payor: Shipper	Reference: 5140	
• Distance Based Pricing, Region 2				
Airbill	815474933828	<u>Sender</u>	<u>Recipient</u>	
Service Type	FedEx Priority Overnight	ELIZABETH EAREY	JANE EARIGHT	
Package Type	FedEx Pak	ATKINSON ANDELSON LOYA RUUD	FOOTHILL DE ANEA COMMUNITY COL	
Region	2	5776 STONERIDGE MALL RD # 200	12345 EL MONRE RD	
Pieces	1	PLEASANTON CA 94588-2836	LDS ALTOS CA 94022	
Weight	1.0 lbs			
Delivered Service	Dec 20, 1999 10:01	<u>Transportation Charge</u>		16.25
Area Code	AA	Total Transportation Charges		USD \$ 16.25
Signed by	D.JONES			
Bundle ID	000			

FedEx Internal Use: 355138890/0001486/./

INVOICE

alphagraphics®

Printshops Of The Future

Rose Pavilion
 4247-14 Rosewood Drive
 Pleasanton, CA 94588
 FAX: (925) 847-0763 Phone: (925) 460-0129

No. **11685**

Date 12/17/99

Customer P.O. No.

5140

SOLD TO

Atkinson, Anderson, Loya, Rudd & Romo
 5776 Stoneridge Mall Rd. #200
 Pleasanton, CA 94588
 Jane
 925-227-9200

AP

DEC 30 1999

QUANTITY	DESCRIPTION	AMOUNT
5	Copies of Arbitration Proceedings-Bonnie G. Bogue, Bound w/ Covers., 8.5 x 11 20# Bond White, 39 originals, copied on 1 side	35.15
<p>Notification: none Wanted: Fri 12/17 1:00 PM Duplication & Binding</p> <p><input checked="" type="checkbox"/> BILL CLIENT <input checked="" type="checkbox"/> BILLED</p> <p>5140 DKB 01/00</p> <p>REMARKS</p>		<p>SUB-TOTAL 35.15 SALES TAX 2.90 SHIPPING TOTAL 38.05</p>

x John Moore

Received By

12/17/99

Date Received

PAYMENT TERMS: I understand all Invoices are payable thirty days after invoice date and that a service charge of 1.5% per month will be added to past due accounts. In the event payment is not made and the account is referred to a collection agency, or if legal action is required I will pay attorney's fees resulting from such action.

PLEASE PAY FROM THIS INVOICE

Send remittance to:
 AlphaGraphics #200
 4247-14 Rosewood Drive
 Pleasanton, CA 94588
 Phone (925) 460-0129 FAX (925) 847-0763
 White Copy - Store Retains Yellow Copy - Customer



Invoice No: 7-827-41562
 Invoice Date: Jan 14, 2000
 Account Number: 1043-8222-3
 Page 13 of 22

Payment Type Detail (Original)

Dropped off: Dec 15, 1999 Payor: Third Party Reference: 05140

- Distance Based Pricing, Region 2
- RECIPIENT WAS UNAVAILABLE; THEREFORE; DELIVERY DELAYED

Airbill 815474934103
 Service Type FedEx Priority Overnight
 Package Type FedEx Envelope/Letter
 Region 2
 Pieces 1
 Weight 0
 Delivered Dec 16, 1999 10:27
 Service
 Area Code AA
 Signed by D.JONES
 Bundle ID 000

Sender
 ER HEAREY
 ATKINSON ANDELSON LOYA RUUD
 5776 STONERIDGE MALL RD # 200
 PLEASANTON CA 94588-2836

Recipient
 JANE EURIGHT
 FOOTHILL DE UZA COMM COLLEGE D
 12345 EL MONTE RD
 LOS ALTOS CA 94022

5140 01/00

Transportation Charge 12.75
Total Transportation Charges USD \$ 12.75

FedEx Internal Use: 351147720/0000186/_/24

Dropped off: Dec 15, 1999 Payor: Third Party Reference: 6030

- Distance Based Pricing, Region 2

Airbill 815474934114
 Service Type FedEx Priority Overnight
 Package Type FedEx Envelope/Letter
 2
 1
 Weight 0
 Delivered Dec 16, 1999 09:47
 Service
 Area Code AA
 Signed by E.MARTINE
 Bundle ID 000

Sender
 MARLEEN SACKS
 ATKINSON ANDELSON LOYA RUUD
 5776 STONERIDGE MALL RD # 200
 PLEASANTON CA 94588-2836

Recipient
 CLERK OF THE COURT
 CONTRA COSTA CO SUPERIOR COURT
 725 COURT ST
 MARTINEZ CA 94553

BILL CLIENT
 FILED 1/00
 6030

Transportation Charge 12.75
Total Transportation Charges USD \$ 12.75

FedEx Internal Use: 351147720/0000186/_/

Dropped off: Dec 15, 1999 Payor: Third Party Reference: 6005

- Distance Based Pricing, Region 2

Airbill 815474934125
 Service Type FedEx Priority Overnight
 Package Type FedEx Envelope/Letter
 Region 2
 Pieces 1
 Weight 0
 Delivered Dec 16, 1999 10:17
 Service
 Area Code AA
 Signed by D.JOHNSON
 Bundle ID 000

Sender
 PAUL M LOYA
 ATKINSON ANDELSON LOYA RUUD
 5776 STONERIDGE MALL RD # 200
 PLEASANTON CA 94588-2836

Recipient
 LINDA LESTER
 WEST CONTRA COSTA USD
 1108 BISSELL AVE
 RICHMOND CA 94801

BILL CLIENT
 FILED 01/00
 6005

Transportation Charge 12.75
Total Transportation Charges USD \$ 12.75

FedEx Internal Use: 351147720/0000186/_/

Payment Type Detail (Original)

Dropped off: Dec 15, 1999		Payor: Third Party	Reference: 0840
<ul style="list-style-type: none"> Distance Based Pricing, Region 4 			
Airbill	815776074022	<u>Sender</u>	<u>Recipient</u>
Service Type	FedEx Priority Overnight	NANCY PAYNE	RECEPTIONIST
Package Type	FedEx Envelope/Letter	ATKINSON ANDELSON LOYA RUUD	ATKINSON ANDELSON LOYA & RUUD
Region	4	5776 STONERIDGE MALL RD # 200	17871 PARK PLAZA DRSTE 200
Pieces	1	PLEASANTON CA 94588-2836	CERRITOS CA 90703
Weight	0		
Delivered	Dec 16, 1999 09:43		
Service		Transportation Charge	14.75
Area Code	AA	Total Transportation Charges	14.75
Signed by	L.DITMORE		USD \$
Bundle ID	000		14.75

FedEx Internal Use: 351147720/0000208/_/_

Dropped off: Dec 17, 1999		Payor: Third Party	Reference: 5140
<ul style="list-style-type: none"> 1st attempt Dec 20, 1999 at 08:00 AM. RECIPIENT NOT IN/BUSINESS CLOSED Distance Based Pricing, Region 2 			
Airbill	815474933806	<u>Sender</u>	<u>Recipient</u>
Service Type	FedEx Priority Overnight	ELIZABETH HEAREY	ROBERT J BEZEMEK
Package Type	FedEx Pak	ATKINSON ANDELSON LOYA RUUD	THE LATHAM SQUARE BUILDING
Region	2	5776 STONERIDGE MALL RD # 200	1611 TELEGRAPH AVE STE 936
Pieces	1	PLEASANTON CA 94588-2836	OAKLAND CA 94612
Weight	1.0 lbs		
Delivered	Dec 20, 1999 12:49		
Service		Transportation Charge	16.25
Area Code	A1	Total Transportation Charges	16.25
Signed by	A.BILUCK		USD \$
Bundle ID	000		16.25

~~WILL CLIENT~~
~~WILL~~
 5140 1/00

FedEx Internal Use: 355138690/0001486/_/08

Dropped off: Dec 17, 1999		Payor: Third Party	Reference: 0840
<ul style="list-style-type: none"> Distance Based Pricing, Region 4 			
Airbill	815776074033	<u>Sender</u>	<u>Recipient</u>
Service Type	FedEx Priority Overnight	NANCY PAYNE	RECEPTIONIST
Package Type	FedEx Envelope/Letter	ATKINSON ANDELSON LOYA RUUD	ATKINSON ANDELSON LOYA & RUUD
Region	4	5776 STONERIDGE MALL RD # 200	17871 PARK PLAZA DRSTE 200
Pieces	1	PLEASANTON CA 94588-2836	CERRITOS CA 90703
Weight	0		
Delivered	Dec 20, 1999 09:16		
Service		Transportation Charge	14.75
Area Code	AA	Total Transportation Charges	14.75
Signed by	L.DITMORE		USD \$
Bundle ID	000		14.75

FedEx Internal Use: 355141210/0000208/_/_

PREVIOUS BALANCE 1,640.62

CREDITS & ACCOUNT CHANGES

22/00 PAYMENT ON ACCOUNT - THANK YOU 1,640.62

February

CASH RECEIVED: 1,640.62

PROFESSIONAL SERVICES RENDERED
RE: GENERAL LEGAL ADVICE

02/00 EBH	REVIEW CORRESPONDENCE RE REOPENING PAA RECORD	.25	37.50 ✓
02/00 EBH	TELEPHONE CLIENT RE DECISION B. BOGUE NOT TO REOPEN HEARING IN PAA	.25	37.50 ✓
02/00 EBH	CORRESPONDENCE CLIENT RE B. BOGUE DECISION NOT TO REOPEN HEARING IN PAA	.75	112.50 ✓
02/00 EBH	CONFERENCE OFFICE RE B. BOGUE RULING ON REOPENING THE HEARING IN PAA	.25	37.50 ✓
16/00 PJL	LEGAL RESEARCH RE REFUSAL OF REQUEST TO REOPEN RECORD	.25	37.50 ✓
22/00 EBH	REVIEW ARBITRATION DECISION RE PAA	1.00	150.00 ✓
22/00 EBH	TELEPHONE J. ENRIGHT RE PAA ARBITRATION DECISION	.50	75.00 ✓
22/00 EBH	CONFERENCE OFFICE RE PAA ARBITRATION DECISION	.50	75.00 ✓

TKINSON, ANDELSON, LOYA, RUUD & ROMO

TAX ID# 95-3378600

		PREVIOUS BALANCE	
22/00	EBH RESEARCH GROUNDS FOR OBJECTION TO PUBLICATION OF PAA ARBITRATION DECISION	.50	75.00 ✓
22/00	EBH CORRESPONDENCE CLIENT RE PAA ARBITRATION DECISION	.75	112.50 ✓
22/00	PJL LEGAL RESEARCH RE RESPONSE OF PAA GRIEVANCE ARBITRATION DECISION	.25	37.50 ✓
29/00	EBH TELEPHONE J. ENRIGHT RE PAA ARBITRATION	.50	75.00 ✓
29/00	EBH LEGAL RESEARCH RE INTEREST PAYMENT REQUIREMENTS UNDER PAA AWARD	1.50	225.00 ✓
29/00	PJL LEGAL RESEARCH RE INTEREST OF PAA AWARD	.25	37.50 ✓
		FEES:	1,125.00

DISBURSEMENTS		
MISCELLANEOUS DISBURSEMENTS		
28/00	LONG DISTANCE AND TELEPHONE TOLLS	.71
29/00	PHOTOCOPIES	18.80
29/00	DOCUMENT PREPARATION AND WORD PROCESSING	10.00

CURRENT DISBURSEMENTS: 29.51

TOTAL CASH RECEIVED: 1,640.62

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

TAX ID# 95-3378600

TOTAL CURRENT FEES: 1.125.00
TOTAL CURRENT DISBURSEMENTS: 29.51
TOTAL CURRENT BILLING: 1.154.51
BALANCE DUE: 1.154.51

EMENT NO. 135805

ACCOUNT STATUS THROUGH THIS STATEMENT

CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 & OVER
1.154.51	.00	.00	.00	.00

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

TAX ID# 95-3378600

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200

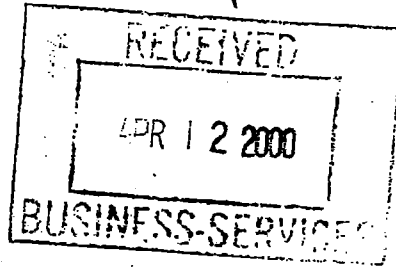
(714) 826-5480

Jane

DATE 3/31/00

CLIENT# 005140
PML

March



THIS STATEMENT IS PAYABLE IN FULL UPON PRESENTATION. AMOUNTS REMAINING UNPAID AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF 12%.

FOOTHILL-DEANZA COMMUNITY COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE 1,154.51

CREDITS & ACCOUNT CHANGES

3/27/00 PAYMENT ON ACCOUNT - THANK YOU

1,154.51

CASH RECEIVED:

1,154.51

ADJUSTMENTS

3/31/00 COURTESY ADJUSTMENT

100.00-

ADJUSTMENTS:

100.00-

PROFESSIONAL SERVICES RENDERED
RE: GENERAL LEGAL ADVICE

3/01/00 SKD CONFERENCE SKD, BSV AND TWK RE INTEREST ON ARBITRATION AWARD

.25 37.50 ✓

3/01/00 SKD TELEPHONE RE INTEREST ON ARBITRATION AWARD

.25 37.50 ✓

3/01/00 EBH ~~CONFERENCE OFFICE RE HOSPITAL AGREEMENT~~

.50 ~~75.00~~

3/01/00 EBH TELEPHONE J. ENRIGHT RE RATE OF INTEREST ON LEVY PAA

.50 75.00 ✓

3/14/00 EBH TELEPHONE J. ENRIGHT RE PAA ARBITRATION INTEREST PAYMENT AND OBJECTION TO ARBITRATION

.25 37.50 ✓

3/14/00 EBH TELEPHONE J. ENRIGHT RE INTEREST RATE PAYABLE TO LEVY IN PAA

.25 37.50 ✓

Not paid

75.00

5/4

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK REQUEST NO. **C040800**

MAKE CHECK PAYABLE TO:

Atkinson, Andelson, Loya, Ruud & Romo

DATE OF REQ.: 4/24/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 5,117.29

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$5,117.29 for legal services for March, 2000 per statement in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY: _____

1 4 4 0 2 0	5 0 4 2

5,117.29 5,192.29
\$5,117.29 5,192.29

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200

(714) 826-5480

DATE 3/31/00

CLIENT# 005140

PML

PAGE# 2

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

/20/00 EBH	REVIEW CORRESPONDENCE J. ENRIGHT AND B. BOGUE ARBITRATOR RE PAA ARBITRATION	.50	75.00 ✓
/20/00 EBH	CORRESPONDENCE J. ENRIGHT RE INTEREST RATES PAYABLE IN PAA ARBITRATION AND CORRESPONDENCE B. BOGUE	.75	112.50 ✓
/23/00 EBH	TELEPHONE SAN DIEGO COUNTY COUNSEL RE INTEREST RATE PAYABLE IN PAA ARBITRATION	.25	37.50 ✓
/25/00 EBH	TELEPHONE J. ENRIGHT RE INTEREST PAYABLE IN PAA ARBITRATION	.25	37.50 ✓
/28/00 EBH	REVIEW CORRESPONDENCE; TELEPHONE CLIENT RE PAA ARBITRATION IMPLEMENTATION MEMORANDUM	1.00	150.00 ✓
	FEES:		712.50

DISBURSEMENTS

RE: GENERAL LEGAL ADVICE

'29/00	AUTOMATED LEGAL RESEARCH	2.93
'31/00	PHOTOCOPIES	1.80
'31/00	FAX/TELECOPY CHARGES	20.00

CURRENT DISBURSEMENTS: 24.73

DISBURSEMENTS

MISCELLANEOUS DISBURSEMENTS

1 JO ARBITRATION FEES 4,500.00

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200

(714) 826-5480

DATE 3/31/00

CLIENT# 005140

PML

PAGE# 3

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON PRESENTATION. AMOUNTS REMAINING UNPAID AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF 12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

2/23/00 OVERNIGHT DELIVERY	16.74
3/31/00 LONG DISTANCE AND TELEPHONE TOLLS	7.72
3/31/00 DOCUMENT PREPARATION AND WORD PROCESSING	30.00
3/31/00 PHOTOCOPIES	.60

CURRENT DISBURSEMENTS: 4,555.06

TOTAL CASH RECEIVED: 1,154.51

TOTAL ADJUSTMENTS 100.00-

TOTAL CURRENT FEES: 712.50

TOTAL CURRENT DISBURSEMENTS: 4,579.79

TOTAL CURRENT BILLING: 5,292.29

BALANCE DUE: 5,192.29

STATEMENT NO. 136930

[Handwritten Signature]
- 75 -
\$ 5,117.29

ACCOUNT STATUS THROUGH THIS STATEMENT

CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 & OVER
5,192.29	.00	.00	.00	.00

BONNIE G. BOGUE
ATTORNEY AT LAW - ARBITRATOR

618 Curtis Street - Albany, California 94706-1421 - (510) 527-7205 (Phone and FAX)

1-1-0000 The Copy
MSU

STATEMENT

AP
MAR 01 RECD

Date: February 17, 2000

Invoice No. 52200-A(1)

TO: Foothill-DeAnza CCD
ATTN: Elizabeth Hearey
Atkinson Andelson Loya Rudd & Romo
5776 Stoneridge Mall Rd. Suite 200
Pleasanton, CA 94566

BILL CLIENT
 BILLED 03/00

PLEASE APPROVE
CLIENT # 5140
INITIALS _____
DATE _____

RE: Arbitration - Foothill-DeAnza CCD and Faculty Association,
Levy, Thomas and Thompson.

FOR: For Professional Services and Related Expenses

Hearing: 10 days	\$ 9,000.00
Interim Rulings *	450.00
Award: preparation and writing 9.5 days	8,550.00
Expenses: (charges waived)	0.00
TOTAL	\$ 18,000.00
Less share billed to other party	- 9,000.00
Less payment received (Invoice #52299-I(2), dated 6-10-99)	- 4,500.00
BALANCE DUE	\$ 4,500.00

PAID
FEB 22 2000

Please make check payable to Bonnie G. Bogue and remit to above address within 30 days. Thank you.
(Statements not paid within 90 days subject to late fee to cover collection.)

ok
PSL
[Signature]

(Arbitrator's Soc.Sec.No. 522-50-4492. Use for tax reporting purposes.)

- Pro-rata of daily rate of \$900, based on time actually spent.

TAD

ayment Type Detail (Original)

Dropped off: Feb 18, 2000 Payor: Third Party Reference: 5541

- Fuel Surcharge - FedEx must apply a temporary fuel surcharge to reflect current market conditions as they relate to fuel costs.
- Distance Based Pricing, Region 4
- RELEASE SIGNATURE ON FILE

~~EX BILL CLIENT~~
~~EX BILLED~~ *02/18*

Airbill 815474933986
Service Type FedEx Priority Overnight
Package Type Customer Packaging
Region 4
Pieces 1
Weight 5.0 lbs
Delivered Feb 21, 2000 09:54
Service
Area Code AA
Signed by 973366
Bundle ID 000

Sender
BARBARA TABAK
ATKINSON ANDELSON LOYA RUUD
5776 STONERIDGE MALL RD # 200
PLEASANTON CA 94588-2836

Recipient
M HAIGHT
ILLEGIBLE
1226 POLISADES DRIVE
PACIFIC PALISADES CA 90272

Transportation Charge	29.0
Fuel Surcharge	0.1
Total Transportation Charges	USD \$ 30.1

FedEx Internal Use: 053089360/0001530/_/02

Picked up: Feb 23, 2000 Payor: Third Party Reference: 5140

- Fuel Surcharge - FedEx must apply a temporary fuel surcharge to reflect current market conditions as they relate to fuel costs.
- Distance Based Pricing, Region 2
- FedEx has audited this airbill for correct pieces, weight, and service. Any changes made are reflected in the invoice amount.

~~EX BILL CLIENT~~
~~EX BILLED~~ *02/23*

Airbill 815474933910
Service Type FedEx Priority Overnight
Package Type FedEx Pak
Region 2
Pieces 1
Weight 1.0 lbs
Delivered Feb 24, 2000 10:13
Service
Area Code AA
Signed by O.JONES
Bundle ID 000

Sender
ELIZABETH HEARCY
ATKINSON ANDELSON LOYA RUUD
5776 STONERIDGE MALL RD # 200
PLEASANTON CA 94588-2836

Recipient
JANE ENRIGHT CONFIDENTIAL
FOOTLICC-DEANZA COMMUNITY COLL
12345 EL MONTE RD
LOS ALTOS CA 94022

Transportation Charge	16.2
Fuel Surcharge	0.4
Total Transportation Charges	USD \$ 16.7

FedEx Internal Use: 056144400/0001486/_/_

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200

(714) 826-5480

DATE 6/30/00

CLIENT# 005140
PHL

June

THIS STATEMENT IS PAYABLE IN FULL UPON PRESENTATION. AMOUNTS REMAINING UNPAID AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF 12%.

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE 75.00

PROFESSIONAL SERVICES RENDERED
RE: GENERAL LEGAL ADVICE

6/07/00 EBH	CORRESPONDENCE J. ENRIGHT RE CORRESPONDENCE B. BOGUE CLOSING PAA FILE AND NOTICE OF WITHDRAWAL OF UNFAIR PRACTICE CHARGE BY FACULTY ASSOCIATION	.50	75.00
		FEES:	75.00

DISBURSEMENTS
MISCELLANEOUS DISBURSEMENTS

6/30/00	PHOTOCOPIES		2.20
6/30/00	DOCUMENT PREPARATION AND WORD PROCESSING		10.00
	CURRENT DISBURSEMENTS:		12.20

TOTAL CURRENT FEES: 75.00

TOTAL CURRENT DISBURSEMENTS: 12.20

TOTAL CURRENT BILLING: 87.20

BALANCE DUE: 12.20

[Handwritten signature]

7/24

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK

C070300

REQUEST NO.

MAKE CHECK PAYABLE TO:

Atkinson, Andelson, Loya, Ruud & Romo

DATE OF REQ.: 7/19/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 12.20

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$12.20 for legal charges for June, 2000,
per statement in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY:

1	4	4	0	2	0

12.20
\$12.20

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION
ATTORNEYS AT LAW
17871 PARK PLAZA DRIVE, SUITE 200
CERRITOS, CALIFORNIA 90703
(562) 653-3200 (714) 826-5480

DATE 6/30/00

CLIENT# 005140
PML

June

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE 75.00-

PROFESSIONAL SERVICES RENDERED
RE: GENERAL LEGAL ADVICE

6/07/00 EBH	CORRESPONDENCE J. ENRIGHT RE CORRESPONDENCE B. BOGUE CLOSING PAA FILE AND NOTICE OF WITHDRAWAL OF UNFAIR PRACTICE CHARGE BY FACULTY ASSOCIATION	.50	75.00-
	FEES:		75.00

DISBURSEMENTS
MISCELLANEOUS DISBURSEMENTS

6/30/00	PHOTOCOPIES	2.20
6/30/00	DOCUMENT PREPARATION AND WORD PROCESSING	10.00

CURRENT DISBURSEMENTS: 12.20

TOTAL CURRENT FEES: 75.00

TOTAL CURRENT DISBURSEMENTS: 12.20

TOTAL CURRENT BILLING: 87.20

BALANCE DUE: 12.20

[Signature]

7/24

FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT

REQUEST FOR CHECK

(DO NOT USE FOR MILEAGE, TRAVEL, PROFESSIONAL SERVICES)

CHECK

C070300

REQUEST NO.

MAKE CHECK PAYABLE TO:

Atkinson, Andelson, Loya, Ruud & Romo

DATE OF REQ.: 7/19/00

CHECK REQUIRED: ASAP

MAIL TO:

Donna Toyohara

VENDOR NUMBER:

TOTAL CHECK AMOUNT: \$ 12.20

PAYMENT FOR: (PROVIDE COMPLETE EXPLANATION)

Check in the amount of \$12.20 for legal charges for June, 2000,
per statement in Business Services.

REQUESTED BY: Donna Toyohara

APPROVED BY:

1	4	4	0	2	0

12.20
\$12.20

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE, SUITE 200

CERRITOS, CALIFORNIA 90703

(562) 653-3200

(714) 826-5480

DATE

6/30/00

RECEIVED

JUL 17 2000

CLIENT# 005140

PML

PAGE#

2

VICE CHANCELLOR
HUMAN RESOURCES

FOOTHILL-DEANZA COMMUNITY
COLLEGE DISTRICT
ATTN: MR. JAMES W. KELLER
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

THIS STATEMENT IS PAYABLE IN FULL UPON
PRESENTATION. AMOUNTS REMAINING UNPAID
AFTER 30 DAYS SHALL BE SUBJECT TO SERVICE
CHARGE OF 1.0% PER MONTH. ANNUAL RATE OF
12%.

AMOUNT REMITTED \$ _____

Please detach here. Return upper portion with your payment. Thank You.

PREVIOUS BALANCE

STATEMENT NO. 140331

ACCOUNT STATUS THROUGH THIS STATEMENT

CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 & OVER
12.20	.00	.00	.00	.00

RECEIVED
JUL 12 2000
BUSINESS-SERVICES

Exhibit G

COPY

and supporting documents

State Controller's Office

School Mandated Cost Manual

CLAIM FOR PAYMENT
Pursuant to Government Code Section 17561

For State Controller Use Only

Program

COLLECTIVE BARGAINING

(19) Program Number 00011

(20) Date Filed / /

(21) LRS Input / /

011

S43045

FOOTHILL-DE ANZA COL DIST
SANTA CLARA COUNTY
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022

Reimbursement Claim Data

(22) CB-1, (03)(1)(e)

(23) CB-1, (03)(2)(e)

(24) CB-1, (03)(3)(e)

63,621

(25) CB-1, (03)(4)(e)

(26) CB-1, (03)(5)(e)

(27) CB-1, (03)(6)(e)

151,500

(28) CB-1, (03)(7)(e)

(29) CB-1, (04)(d)

97,497

(30) CB-1, (04)(e)

215,121

(31) CB-1, (05)(e)

5,209

Type of Claim

Estimated Claim

Reimbursement Claim

(03) Estimated

(09) Reimbursement

(04) Combined

(10) Combined

(05) Amended

(11) Amended

Fiscal Year of Cost

(06) 2001 /20 02

(12) 20 00 /20 01

Total Claimed Amount

(07) 235,193

(13) 235,193

Less: 10% Late Penalty, not to exceed \$1,000

(14) -0-

Less: Prior Claim Payment Received

(15) 104,344

Net Claimed Amount

(16) 130,849

Due to Claimant

(08)

(17) 130,849

Due to State

(18)

(37) CERTIFICATION OF CLAIM


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

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

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

Signature of Authorized Officer

Date


James W. Keller

12/21/01

Vice Chancellor, Business Svcs.

Type or Print Name

Title

(38) Name of Contact Person for Claim

Telephone Number

(650) 949 - 6201 Ext.

Martha De La Cerda

E-Mail Address

kellerjim@fhda.edu

L
A
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Program 011	MANDATED COSTS COLLECTIVE BARGAINING CLAIM SUMMARY	FORM CB-1
------------------------------	---	----------------------

(01) Claimant Foothill-De Anza Community College District	(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year 2000 /20 01
--	---	----------------------------

Rodda Act Direct Costs	Cost Elements				
(03) Reimbursable Components	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Travel	(d) Contract Services	(e) Total
1. Determining Bargaining Units and Exclusive Representation					
2. Election of Unit Representation					
3. Cost of Negotiations	43,411			20,210	63,621
4. Impasse Proceedings					
5. Collective Bargaining Agreement Disclosure					
6. Contract Administration	74,213			77,287	151,500
7. Unfair Labor Practice Charges					
(04) Total Rodda Act Direct Costs	117,624			97,497	215,121

Winton Act Direct Costs					
(05) Base Year, 1974-75 Direct Costs					5,209
(06) Base Year Direct Costs Adjusted by IPD				[Line (05)(e) x 3.174 for 2000-01 F.Y.]	16,533
(07) Increased Direct Costs				[Line (04)(e) - line (06)]	198,588

Indirect Costs					
(08) Total Rodda Act Direct Costs less Contract Services				[Line (04)(e) - line (04)(d)]	117,624
(09) Base Year Costs less Contract Services adjusted by IPD				[(Line (05)(e) - line (05)(d)) x 3.3174]	17,280
(10) Increased Direct Costs less Contract Services				[Line (08) - line (09)]	100,344
(11) Indirect Cost Rate				From J-380, J-580, or FAM-27C	36.48%
(12) Increased Indirect Costs				[Line (10) x line (11)]	36,605
(13) Total Increased Direct and Indirect Costs				[Line (07) + line (12)]	235,193

Cost Reduction					
(14) Less: Offsetting Savings					
(15) Less: Other Reimbursements					
(16) Total Claimed Amount				[Line (13) - (line (14) + line (15))]	235,193

Program 011	MANDATED COSTS COLLECTIVE BARGAINING CLAIM SUMMARY	FORM CB-1
(01) Claimant Foothill-De Anza Community College Dist.		(02) Type of Claim Reimbursement <input type="checkbox"/> Estimated <input checked="" type="checkbox"/> Fiscal Year 20 <u>01</u> / 20 <u>02</u>
Rodda Act Direct Costs		
Cost Elements		
(03) Reimbursable Components	(a) Salaries and Benefits	(b) Materials and Supplies
	(c) Travel	(d) Contract Services
	(e) Total	
1. Determining Bargaining Units and Exclusive Representation		
2. Election of Unit Representation		
3. Cost of Negotiations	43,411	20,210
4. Impasse Proceedings		
5. Collective Bargaining Agreement Disclosure		
6. Contract Administration	74,213	77,287
7. Unfair Labor Practice Charges		
(04) Total Rodda Act Direct Costs	117,624	97,497
Winton Act Direct Costs		
(05) Base Year, 1974-75 Direct Costs		5,209
(06) Base Year Direct Costs Adjusted by IPD	[Line (05)(e) x 3.174 for 2000-01 F.Y.]	
		16,533
(07) Increased Direct Costs	[Line (04)(e) - line (06)]	
		198,588
Indirect Costs		
(08) Total Rodda Act Direct Costs less Contract Services	[Line (04)(e) - line (04)(d)]	
		117,624
(09) Base Year Costs less Contract Services adjusted by IPD	[Line (05)(e) - line (05)(d)] x 3.3174	
		17,280
(10) Increased Direct Costs less Contract Services	[Line (08) - line (09)]	
		100,344
(11) Indirect Cost Rate	From J-380, J-580, or FAM-27C	
		36.48 %
(12) Increased Indirect Costs	[Line (10) x line (11)]	
		36,605
(13) Total Increased Direct and Indirect Costs	[Line (07) + line (12)]	
		235,193
Cost Reduction		
(14) Less: Offsetting Savings		
(15) Less: Other Reimbursements		
(16) Total Claimed Amount	[Line (13) - {line (14) + line (15)}]	
		235,193

Program 011	COLLECTIVE BARGAINING CLAIM SUMMARY Instructions	FORM CB-1
-----------------------	---	--------------

- (01) Enter the name of the claimant.
- (02) Type of Claim. Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year for which costs were incurred or are to be incurred.
- Form CB-1 must be filed for a reimbursement claim. Do not complete form CB-1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form CB-1 must be completed and a statement attached explaining the increased costs. Without this information the high estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) For each of the reimbursable components, enter the total allowable cost from form CB-2, line (05), columns (d) through (g) onto form CB-1, block (03), lines (1) through (7), columns (a) through (d). Total each line and enter in column (e).
- (04) Add columns (03)(d) and (e) for Cost Elements, and enter the totals on this line.
- (05) Method A. Enter the 1974-75 Winton Act (base year) costs on line (05)(e). Enter on line (05)(d) any contract service costs included in line (05)(e).
Method B. Enter the amount from form CB-1.1, line (04)(b) onto line (05)(e). Enter on line (05)(d) any contract service costs included in line (05)(e).
- (06) Method A. Multiply the base year cost on line (05)(e) by the implicit price deflator (IPD). The 2000-01 IPD is 3.174.
Method B. Enter the amount from form CB-1.1, line (04)(d).
- (07) Subtract the Base Year Direct Costs Adjusted by the IPD, line (06), from Total Rodda Act Direct Cost, line (04)(e).
- (08) Subtract Total Contract Services, line (04)(d), from Total Rodda Act Direct Costs, line (04)(e).
- (09) Subtract Base Year Contract Services, line (05)(d), from Base Year, 1974-75 Direct Costs, line (05)(e), and multiply the remainder by the IPD.
- (10) Subtract Base Year Costs less Contract Services adjusted by the IPD, line (09), from Total Rodda Act Direct Costs less Contract Services, line (08).
- (11) Enter the indirect cost rate. School districts (K-12) may compute the amount of indirect costs to claim by multiplying their total direct costs by the State Department of Education forms J-380 or J-580 rate applicable to the fiscal year of costs. Community college districts may use the federally approved OMB A-21 rate, or the rate computed using form FAM-29C.
- (12) Multiply Incremental Direct Costs less Contract Services, line (10), by Indirect Cost Rate, line (11).
- (13) Enter the sum of Incremental Costs, line (07), and Incremental Indirect Costs, line (12).
- (14) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (15) Less: Other Reimbursements. If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds, which reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (16) Total Claimed Amount. Subtract the sum of Offsetting Savings, line (09), and Other Reimbursements, line (10), from Total Direct and Indirect Costs, line (08). Enter the remainder on this line and carry the amount forward to form FAM-27, line (13) for the Reimbursement Claim.

MANDATED COSTS COLLECTIVE BARGAINING DETERMINING WINTON ACT COSTS		FORM CB-1.1
(01) Claimant Foothill-De Anza Community College Dis.	(02) Fiscal Year .	2000/01 19__/20__

NOTE: Beginning with the 1992-93 claims, a school district has the option of using Method A or Method B for this segment of the claim to determine increased costs due to the Rodda Act.

Method A: School districts have been using this method in previous fiscal years to determine increased costs. The school district reduces the current Rodda Act costs by the total 1974-75 Winton Act (base year) cost adjusted by annual changes in the implicit price deflator. Rodda Act costs in excess of the adjusted Winton Act costs are claimable. If a school district chooses to continue with this method, do not complete form CB-1.1.

Method B: This method is new. It may be advantageous for a school district to use this method if the district can provide cost documentation for each 1974-75 Winton Act cost component listed below. The Rodda Act has the three similar matching cost components. Under each matched component, report only the amount of Winton Act costs adjusted by changes in the implicit price deflator for which current Rodda Act costs exist. Examples: (1) If the Rodda Act costs exceed the adjusted Winton Act costs for the component, all Winton Act costs of the component must be reported for purposes of reducing the Rodda Act costs. (2) If the adjusted Winton Act costs exceed current Rodda Act costs for the component, residual Winton Act costs do not have to be applied against current Rodda Act costs of other components. If Method B is chosen, the claimant must complete the following:

- (01) Enter the name of the claimant.
- (02) Enter the fiscal year for which costs are being filed.
- (03) Complete the following:
 - (a) Enter in column (a) the current Rodda Act costs for each of the three cost components, if any.
 - (b) Enter in column (b) the amount of the 1974-75 Winton Act costs applicable to each of the three components. The total on line (4) column (b) should be the same as shown on form CB-1, line (5)(e).
 - (c) Enter in column (c) the product of multiplying the 1974-75 Winton Act cost component in column (b) by the implicit price deflator specified for the fiscal year of the claim.
 - (d) Enter in each row, column (d), the lesser amount of column (a) or column (c). Total column (d) and forward the amount to form CB-1, line (06).

Similar Cost Components of the Rodda Act and Winton Act	(a) Current Rodda Act Costs	(b) 1974-75 Winton Act Costs Applied	(c) 1974-75 Winton Act Costs Adjusted by IPD	(d) Winton Act Costs to be Applied
1. Determination of Bargaining and Exclusive Representation	\$	\$	\$	\$
2. Election of Unit Representation				
3. Meet and Confer (Cost of Negotiations)				
4. Totals	\$	\$	\$	\$

MANDATED COSTS COLLECTIVE BARGAINING DETERMINING WINTON ACT COSTS		FORM CB-1.1
(01) Claimant <u>FIDCCD</u>	(02) Fiscal Year	<u>2000/2001</u> <u>19/20</u>

NOTE: Beginning with the 1992-93 claims, a school district has the option of using Method A or Method B for this segment of the claim to determine increased costs due to the Rodda Act.

Method A: School districts have been using this method in previous fiscal years to determine increased costs. The school district reduces the current Rodda Act costs by the total 1974-75 Winton Act (base year) cost adjusted by annual changes in the implicit price deflator. Rodda Act costs in excess of the adjusted Winton Act costs are claimable. If a school district chooses to continue with this method, do not complete form CB-1.1.

Method B: This method is new. It may be advantageous for a school district to use this method if the district can provide cost documentation for each 1974-75 Winton Act cost component listed below. The Rodda Act has the three similar matching cost components. Under each matched component, report only the amount of Winton Act costs adjusted by changes in the implicit price deflator for which current Rodda Act costs exist. Examples: (1) If the Rodda Act costs exceed the adjusted Winton Act costs for the component, all Winton Act costs of the component must be reported for purposes of reducing the Rodda Act costs. (2) If the adjusted Winton Act costs exceed current Rodda Act costs for the component, residual Winton Act costs do not have to be applied against current Rodda Act costs of other components. If Method B is chosen, the claimant must complete the following:

- (01) Enter the name of the claimant.
- (02) Enter the fiscal year for which costs are being filed.
- (03) Complete the following:
 - (a) Enter in column (a) the current Rodda Act costs for each of the three cost components, if any.
 - (b) Enter in column (b) the amount of the 1974-75 Winton Act costs applicable to each of the three components. The total on line (4) column (b) should be the same as shown on form CB-1, line (5)(e).
 - (c) Enter in column (c) the product of multiplying the 1974-75 Winton Act cost component in column (b) by the implicit price deflator specified for the fiscal year of the claim.
 - (d) Enter in each row, column (d), the lesser amount of column (a) or column (c). Total column (d) and forward the amount to form CB-1, line (06).

Similar Cost Components of the Rodda Act and Winton Act	(a) Current Rodda Act Costs	(b) 1974-75 Winton Act Costs Applied	(c) 1974-75 Winton Act Costs Adjusted by IPD	(d) Winton Act Costs to be Applied
1. Determination of Bargaining and Exclusive Representation	\$	\$	\$	\$
2. Election of Unit Representation				
3. Meet and Confer (Cost of Negotiations)				
4. Totals	\$	\$	\$	\$

MANDATED COSTS COLLECTIVE BARGAINING COMPONENT/ACTIVITY COST DETAIL	FORM CB-2
--	----------------------

(01) Claimant Foothill-De Anza Community College Dist.	(02) Fiscal Year Costs Were Incurred 2000/01
--	--

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

<input type="checkbox"/> Determining Bargaining Units and Exclusive Representation	<input type="checkbox"/> Collective Bargaining Agreement Disclosure
<input type="checkbox"/> Election of Unit Representation	<input type="checkbox"/> Contract Administration
<input checked="" type="checkbox"/> Cost of Negotiations	<input type="checkbox"/> Unfair Labor Practice Charges
<input type="checkbox"/> Impasse Proceedings	

(04) Description of Expenses: Complete columns (a) through (g) **Object Accounts**

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Travel	(g) Contract Services
See Attached Documentation						

(05) Total <input type="checkbox"/>	Subtotal <input type="checkbox"/>	Page: ___ of ___			
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MANDATED COSTS COLLECTIVE BARGAINING COMPONENT/ACTIVITY COST DETAIL	FORM CB-2
--	----------------------

(01) Claimant Foothill-De Anza Community College Dist.	(02) Fiscal Year Costs Were Incurred
--	---

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

<input type="checkbox"/> Determining Bargaining Units and Exclusive Representation	<input type="checkbox"/> Collective Bargaining Agreement Disclosure
<input type="checkbox"/> Election of Unit Representation	<input checked="" type="checkbox"/> Contract Administration
<input type="checkbox"/> Cost of Negotiations	<input type="checkbox"/> Unfair Labor Practice Charges
<input type="checkbox"/> Impasse Proceedings	

(04) Description of Expenses: Complete columns (a) through (g) **Object Accounts**

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Travel	(g) Contract Services
See Attached Documentaiton						

(05) Total <input type="checkbox"/>	Subtotal <input type="checkbox"/>	Page: ___ of ___	
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COLLECTIVE BARGAINING COMPONENT/ACTIVITY COST DETAIL Instructions	FORM CB-2
--	----------------------

- (01) Enter the name of the claimant.
- (02) No entry required.
- (03) Reimbursable Components. Check the box that indicates the cost component being claimed. Check only one box per form. A separate form CB-2 shall be prepared for each component that applies.
- (04) Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the component activity box "checked" in block (03), enter the employee name(s), position title(s), a brief description of the activities performed, actual time spent by each employee, productive hourly rate(s), fringe benefit(s), materials and supplies used, travel, and contract services. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. Such documents shall be made available to the State Controller's Office on request.

Object/ Sub object Accounts	Columns							Submit these supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	
Salaries	Employee Name	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked				
Benefits	Title Activities	Benefit Rate	Hours Worked	Benefits = Benefit Rate x Salaries				
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Cost = Unit Cost x Quantity Used			
Travel	Purpose of Trip Name and Title Departure and Return Date	Per Diem Rate Mileage Rate Travel Cost	Days Miles Travel Mode			Total Travel Cost = Rate x Days or Miles		
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service				Itemized Cost of Services Performed	

- (05) Total line (04), columns (d), (e), (f), and (g) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the component costs, number each page. Enter totals from line (05), columns (d), (e), (f), and (g) to form CB-1, block (04), columns (a), (b), (c), and (d) in the appropriate row.

Program 011	COLLECTIVE BARGAINING Certification Claim Form Instructions	FORM FAM-27
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- (01) Leave blank.
- (02) A set of mailing labels with the claimant's I.D. number and address was enclosed with the letter regarding the claiming instructions. The mailing labels are designed to speed processing and prevent common errors that delay payment. Affix a label in the space shown on form FAM-27. Cross out any errors and print the correct information on the label. Add any missing address items, except county of location and a person's name. If you did not receive labels, print or type your agency's mailing address.
- (03) If filing an original estimated claim, enter an "X" in the box on line (03), Estimated.
- (04) If filing an original estimated claim on behalf of districts within the county, enter an "X" in the box on line (04), Combined.
- (05) If filing an amended or combined claim, enter an "X" in the box on line (05), Amended. Leave boxes (03) and (04) blank.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of estimated claim. If the estimate exceeds the previous year's actual costs by more than 10%, complete form CB-1 and enter the amount from line (16).
- (08) Enter the same amount as shown on line (07).
- (09) If filing an original reimbursement claim, enter an "X" in the box on line (09), Reimbursement.
- (10) If filing an original reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10), Combined.
- (11) If filing an amended or a combined claim on behalf of districts within the county, enter an "X" in the box on line (11), Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of reimbursement claim from form CB-1, line (16).
- (14) Reimbursement claims must be filed by January 15 of the following fiscal year in which costs were incurred or the claims shall be reduced by a late penalty. Enter either the product of multiplying line (13) by the factor 0.10 (10% penalty) or \$1,000, whichever is less.
- (15) If filing a reimbursement claim and a claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount in line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., CB-1, (03)(1)(e), means the information is located on form CB-1, block (03), line (1), column (e). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 7.548% should be shown as 8. **Completion of this data block will expedite the payment process.**
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the agency's authorized officer, and must include the person's name and title, typed or printed. **Claims cannot be paid unless accompanied by a signed certification.**
- (38) Enter the name, telephone number, and e-mail address of the person whom this office should contact if additional information is required.

SUBMIT A SIGNED, ORIGINAL FORM FAM-27 WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS (NO COPIES NECESSARY) TO:

Address, if delivered by U.S. Postal Service:

**OFFICE OF THE STATE CONTROLLER
ATTN: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250**

Address, if delivered by other delivery service:

**OFFICE OF THE STATE CONTROLLER
ATTN: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816**

Foothill-De Anza Community College District
Summary of Negotiations and Contract Administration-All Collective Bargaining Units
Fiscal Year 2000/01

Bargaining Unit	Salaries & Benefits	Transportation	Supplies	Contracted Services	Total Direct Rodda Costs
Collective bargaining					
FA Negotiations	\$37,909.26			11,097.00	\$49,006.26
CSEA	\$1,686.16			1,316.25	\$3,002.41
SEIU	\$3,815.25			7,796.25	\$11,611.50
Sub Total Negotiations	\$43,410.67			20,209.50	\$63,620.17
Contract Administration					
FA Contract Review	4,607.51				\$4,607.51
FA Grievances	\$65,962.33				\$65,962.33
FA Contract Administration					
SEIU Contract Review/Contract Admin	3,642.98			24,232.50	\$27,875.48
CSEA Contract Administration				53,055.00	\$53,055.00
Sub Total Contract Admin	74,212.82			77,287.50	\$151,500.32
Total	\$117,623.49	\$0.00	\$0.00	\$97,497.00	\$215,120.49

02-1

Foothill-De Anza Community College District
Summary of Negotiations and Contract Administration-All Collective Bargaining Units
Fiscal Year 2000/01

Bargaining Unit	Salaries & Benefits	Transportation	Supplies	Contracted Services	Total Direct Rodda Costs
Collective bargaining					
FA Negotiations	\$37,909.26			11,097.00	\$49,006.26
CSEA	\$1,686.16			1,316.25	\$3,002.41
SEU	\$3,815.25			7,796.25	\$11,611.50
Sub Total Negotiations	\$43,410.67	(03)		20,209.50	\$63,620.17
		3a			3c
Contract Administration					
FA Contract Review	4,607.51				\$4,607.51
FA Grievances	\$65,962.33				\$65,962.33
FA Contract Administration					
SEIU Contract Review/Contract Admin	3,642.98			24,232.50	\$27,875.48
CSEA Contract Administration				53,055.00	\$53,055.00
Sub Total Contract Admin	74,212.82			77,287.50	\$151,500.32
		6a		6d	6e
Total	\$117,623.49	\$0.00	\$0.00	\$97,497.00	\$215,120.49

(04)a (04)d (04)e

**Foothill-De Anza Community College District
 Summary of Negotiations and Contract Administration-All Collective Bargaining Units
 Estimated Fiscal Year 2001/02**

Bargaining Unit	Salaries & Benefits	Transportation	Supplies	Contracted Services	Total Direct Rodda Costs
Collective bargaining					
FA Negotiations	\$37,909.26			11,097.00	\$49,006.26
CSEA	\$1,686.16			1,316.25	\$3,002.41
SEU	\$3,815.25			7,796.25	\$11,611.50
Sub Total Negotiations	\$43,410.67			20,209.50	\$63,620.17
Contract Administration					
FA Contract Review	4,607.51				\$4,607.51
FA Grievances	\$65,962.33				\$65,962.33
FA Contract Administration					
SEIU Contract Review/Contract Admin	3,642.98			24,232.50	\$27,875.48
CSEA Contract Administration				53,055.00	\$53,055.00
Sub Total Contract Admin	74,212.82			77,287.50	\$151,500.32
Total	\$117,623.49	\$0.00	\$0.00	\$97,497.00	\$215,120.49

Foothill-De Anza Community College District
Summary of Negotiations and Contract Administration-All Collective Bargaining Units
Estimated Fiscal Year 2001/02

Bargaining Unit	Salaries & Benefits	Transportation	Supplies	Contracted Services	Total Direct Rodda Costs
Collective bargaining					
FA Negotiations	\$37,909.26			11,097.00	\$49,006.26
CSEA	\$1,686.16			1,316.25	\$3,002.41
SEIU	\$3,815.25			7,796.25	\$11,611.50
Sub Total Negotiations	\$43,410.67			20,209.50	\$63,620.17
Contract Administration					
FA Contract Review	4,607.51				\$4,607.51
FA Grievances	\$65,962.33				\$65,962.33
FA Contract Administration					
SEIU Contract Review/Contract Admin	3,642.98			24,232.50	\$27,875.48
CSEA Contract Administration				53,055.00	\$53,055.00
Sub Total Contract Admin	74,212.82			77,287.50	\$151,500.32
Total	\$117,623.49	\$0.00	\$0.00	\$97,497.00	\$215,120.49

**Summary of Collective Bargaining Costs
Faculty Negotiations
Fiscal Year 2000/01**

	Total Hours	Hourly Wage	Statutory Benefits @21%	Total Compensation
<i>Management Team:</i>				
Enright, Jane	92.00	69.22	14.54	7,705.64
Harvey, Alan	78.00	66.23	13.91	6,251.05
Leskinen, Anne	77.00	58.51	12.29	5,450.91
Miner, Judy	1.00	67.60	14.20	81.80
Seelbach, Eugene	2.25	59.23	12.44	161.25
Zoltan, Elizabeth	21.50	58.66	12.32	1,526.12
<i>Faculty Representatives:</i>				
Elsa, Megan	32.50	73.89	15.52	2,905.56
Hansen, Richard	1.25	73.89	15.52	111.75
Milonas, Faith	7.25	73.89	15.52	648.16
Paye, Anne	49.00	73.89	15.52	4,380.68
Perino, Kathy	33.25	73.89	15.52	2,972.61
Sierra, Angel	41.75	73.89	15.52	3,732.52
nd, Tom	3.00	73.89	15.52	268.21
Yabu, Sherrie	3.00	73.89	15.52	268.21
Lopez, Leticia	43.75	27.29	5.73	1,444.80
Grand Total	<u>486.50</u>			<u>\$37,909.26</u>

Note 1: Pursuant to § 6.1 the District may use 21% as its benefit factor.

Note 2: Hourly rate for administrators calculated based on "Productive Hourly Rate Computation" method
= Annual salary **times** benefit rate of 21% **divided** by 1800 hrs.
(174 hrs/month X 12 months = 2088 total hours)
(2088 **minus** (14 holidays * 8 hrs/day = 112 hours) **minus** (22 vacation days * 8 = 176 hrs)
Source: HRS screen 16 - 2000/01 assignment)

Note 3: Faculty representatives replacement costs are computed using the average hourly rate for a part time teacher.
Per Kathy Blackwood the average District cost for PT faculty for 2000/01 was \$38,790
Average annual PT salary **divided** by 35 weeks **times** 15 hrs/week average

**Foothill-De Anza Community College District
Faculty Negotiations & Pre-Meetings
Fiscal Period 2000/01**

Negotiations	7/11	7/12	7/18	7/24	7/28	7/31	8/3	8/3	10/19	10/25	10/25	11/6	11/13	11/14
Management Team:														
Enright, Jane	1.00	2.00	1.00	2.50	1.00	0.75	1.50	2.00	2.00	1.50	1.00	0.75	1.50	1.50
Harvey, Alan	1.00		1.00	2.50	1.00		1.50	2.00	2.00	1.50		0.75	1.50	1.50
Leskinen, Anne						0.75	1.50	2.00	2.00			0.75	1.50	1.50
Miner, Judy														
Seelbach, Eugene														
Zoltan, Elizabeth														
Faculty Representatives:														
Eisea, Megan												0.75		
Hansen, Richard				2.50		0.75		2.00	2.00					
Milonas, Faith				2.50		0.75		2.00	2.00					
Paye, Anne														
Perino, Kathy														
Sierra, Angel														
Strand, Tom														
Yabu, Sherrie														
Confidential Assistants:														
Lopez, Leticia												0.75		
Negotiations - Total	2.00	2.00	2.00	10.00	2.00	3.00	4.50	10.00	10.00	3.00	6.00	4.50	4.50	1.50

Negotiations 1/15 12/15 1/17 1/22 1/24 1/29 1/31 2/12 2/14 2/21 2/23 2/26 2/28 3/12

Management Team:

Enright, Jane	0.50	1.00	2.25	2.00	1.50	2.75	1.50	1.75	1.50	3.00	1.00	1.00	1.50	3.00	1.50
Harvey, Alan	0.50	1.00	2.25	2.00	1.50	2.75	1.50	1.75	1.50	3.00	1.00	1.00	1.50	2.00	1.50
Leskinen, Anne	0.50	1.00	1.75	2.00	1.50	2.75	1.50	1.75	1.50	3.00	1.00	1.00	1.50	3.00	1.50
Miner, Judy															
Seelbach, Eugene			2.25								1.00			3.00	1.50
Zoltan, Elizabeth															

Faculty Representatives:

Eisea, Megan			2.25			2.75	1.75	3.00	1.00				1.00		
Hansen, Richard	0.50														
Milonas, Faith															
Paye, Anne	0.50		2.25			2.75	1.75	3.00	1.00				3.00		
Perino, Kathy	0.50		2.25					3.00	1.00				3.00		
Sierra, Angel	0.50		2.25			2.75	1.75	3.00	1.00				3.00		
Strand, Tom															
Yabu, Sherrie															

Confidential Assistants:

Lopez, Leticia	0.50		2.25			2.75	1.75	3.00	1.00				3.00		
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Negotiations - Total 4.00 3.00 17.50 6.00 4.50 19.25 4.50 12.25 4.50 24.00 3.00 9.00 4.50 24.00 6.00

Negotiations	3/19	3/21	4/9	4/11	4/16	4/23	4/25	5/7	5/9	5/14	5/16	5/21	5/23
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Management Team:

Enright, Jane	3.00	1.50	1.00	1.50	3.25	1.50	1.50	1.50	2.50	1.50	1.50	1.50	2.00
Harvey, Alan	3.00	1.50	1.50	1.50	3.25	1.50	1.50	1.50	2.50	1.50	1.50	1.50	1.50
Leskinen, Anne	3.00	1.50	1.00	1.50	3.25	1.50	1.50	1.50	2.50	1.50	1.50	1.50	1.50
Miner, Judy													
Seelbach, Eugene													
Zoltan, Elizabeth		1.50	1.00	1.50		1.50	1.50	1.50		1.50		1.50	

Faculty Representatives:

Eisea, Megan	3.00	1.00	1.00	1.00	3.25	1.50	2.50	2.50	2.50	1.50			
Hansen, Richard													
Milonas, Faith													
Paye, Anne	3.00	1.00	1.00	1.50	3.25	1.50	2.50	2.50	2.50	1.50			
Perino, Kathy	3.00	1.00	1.00	1.50	3.25	1.50			2.50				
Sierra, Angel	3.00	1.00	1.00	1.50	3.25	1.50	2.50	2.50	2.50	1.50			
Strand, Tom	3.00												
Yabu, Sherrie													

Confidential Assistants:

Lopez, Leticia	3.00	1.00	1.00	1.50	3.25	1.50	2.50	2.50	2.50	1.50			
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Negotiations - Total 27.00 6.00 8.00 8.00 26.00 6.00 10.50 6.00 17.50 6.00 20.00 6.00 10.50 6.00 2.00

Negotiations	5/23	5/30	5/30	6/6	6/11	6/13	6/18	6/20	Total Hrs
Management Team:									
Enright, Jane	3.00	2.00	2.50	1.00	1.50	3.00	1.00	3.00	92.00
Harvey, Alan	3.00	2.00	2.50		1.50	3.00	1.00	3.00	78.00
Leskinen, Anne	3.00	2.00	2.50		1.50	3.00	1.00	3.00	77.00
Miner, Judy				1.00					1.00
Seelbach, Eugene									2.25
Zoltan, Elizabeth		2.00			1.50		1.00		21.50
Faculty Representatives:									
Eisea, Megan	3.00		2.50						32.50
Hansen, Richard									1.25
Milonas, Faith									7.25
Paye, Anne	3.00		2.50			3.00		3.00	49.00
Perino, Kathy	3.00		2.50			3.00		3.00	33.25
Sierra, Angel	3.00		2.50			3.00		3.00	41.75
Strand, Tom									3.00
Yabu, Sherrie								3.00	3.00
Confidential Assistants:									
Lopez, Leticia	3.00	2.00	2.50			3.00		3.00	43.75
Negotiations - Total	24.00	10.00	20.00	2.00	6.00	21.00	4.00	24.00	486.50

**Summary of Collective Bargaining Costs
Unit CSEA Negotiations
Fiscal Year 2000/01**

	<u>Total Hours</u>	<u>Hourly Wage</u>	<u>Statutory Benefits @21%</u>	<u>Total Compensation</u>
<i>Management Team:</i>				
Blackwood, Kathy	2.75	55.44	11.64	184.49
Koenig, Frank	6.00	40.23	8.45	292.05
Parman, Greg	7.50	54.84	11.52	497.69
Schulze, John	6.00	66.23	13.91	480.85
<i>CSEA Representatives:</i>				
Banuelos, Jose	3.25	N/A	0.00	0.00
Contreras, Leo	5.50	N/A	0.00	0.00
Delgado, Gil	4.25	N/A	0.00	0.00
Mardueno, Jose	3.25	N/A	0.00	0.00
Williams, Jim	5.50	N/A	0.00	0.00
<i>Confidential Assistants:</i>				
Margaret McCutchen	4.75	40.21	8.44	231.09
Grand Total	<u>48.75</u>			<u>1686.16</u>

Note 1: Pursuant to § 6.1 the District may use 21% as its benefit factor.

Note 2: Hourly rate for administrators calculated based on "Productive Hourly Rate Computation" method.

= Annual salary times benefit rate of 21% divided by 1800 hrs.

(174 hrs/month X 12 months = 2088 total hours)

(2088 minus (14 holidays * 8 hrs/day = 112 hours) minus (22 vacation days * 8

= 176 hrs.

Source: HRS screen 16 - 2000/01 assignment)

Note 3: No substitutes were hired for CSEA representatives

**Foothill-De Anza Community College District
 CSEA Negotiations Analysis
 Fiscal Period - 2000/01**

<u>CSEA Negotiations:</u>	8/17	8/31	9/14	9/21	Total
<i>Management Team:</i>					
Blackwood, Kathy		✓ 2.75			2.75
Koenig, Frank	✓ 1.75	✓ 2.75	✓ 1.50		6.00
Parman, Greg	✓ 1.75	✓ 2.75	✓ 1.50	✓ 1.50	7.50
Schulze, John	✓ 1.75	✓ 2.75	✓ 1.50		6.00
<i>CSEA Representatives:</i>					
Banuelos, Jose	✓ 1.25		✓ 1.00	✓ 1.00	3.25
Contreras, Leo	✓ 1.25	✓ 2.25	✓ 1.00	✓ 1.00	5.50
Delgado, Gil		✓ 2.25	✓ 1.00	✓ 1.00	4.25
Mardueno, Jose	✓ 1.25		✓ 1.00	✓ 1.00	3.25
Williams, Jim	✓ 1.25	✓ 2.25	1.00	✓ 1.00	5.50
<i>Confidential Assistants:</i>					
Margaret McCutchen	✓ 1.75		✓ 1.50	✓ 1.50	4.75
Staff Total	✓ 12.00	✓ 17.75	✓ 11.00	✓ 8.00	48.75

**Summary of Collective Bargaining Costs
Faculty Contract Review
Fiscal Year 2000/01**

	<u>Total Hours</u>	<u>Hourly Wage</u>	<u>Statutory Benefits @21%</u>	<u>Total Compensation</u>
<i>Management Team:</i>				
Enright, Jane	7.50	69.22	14.54	
Harvey, Alan	5.25	66.23	13.91	628.18
Leskinen, Anne	6.75	58.51	12.29	420.74
Miner, Judy	0.00	67.60	14.20	477.84
Seelbach, Eugene	0.75	59.23	12.44	0.00
Zoltan, Elizabeth	2.00	58.66	12.32	53.75
				141.96
<i>Faculty Representatives:</i>				
Eisea, Megan	3.75	73.89	15.52	
Hansen, Richard	3.75	73.89	15.52	335.26
Milonas, Faith	0.00	73.89	15.52	335.26
Paye, Anne	7.50	73.89	15.52	0.00
ino, Kathy	7.00	73.89	15.52	670.51
erra, Angel	7.50	73.89	15.52	625.81
Strand, Tom	0.00	73.89	15.52	670.51
Yabu, Sherrie	0.00	73.89	15.52	0.00
				0.00
Lopez, Leticia	7.50	27.29	5.73	247.68
Grand Total	<u><u>59.25</u></u>		*	<u><u>\$4,607.51</u></u>

545.75

\$42,516.76

**Foothil-De Anza Community College District
Faculty Contract Review
Fiscal Period 2000/01**

Negotiations -Joint	10/25	11/15	12/6	2/21	3/21	4/18	5/16	
<i>Management Team:</i>								
Enright, Jane	2.25	1.50	0.75	1.00	1.00	0.50	0.50	7.50
Harvey, Alan	2.25	1.50		1.00			0.50	5.25
Leskinen, Anne	2.25	1.50		1.00	1.00	0.50	0.50	6.75
Miner, Judy								0.00
Seelbach, Eugene			0.75					0.75
Zoltan, Elizabeth				1.00	1.00			2.00
<i>Faculty Representatives:</i>								
Elsa, Megan			0.75	1.00	1.00	0.50	0.50	3.75
Hansen, Richard	2.25	1.50						3.75
Milonas, Faith								0.00
Paye, Anne	2.25	1.50	0.75	1.00	1.00	0.50	0.50	7.50
Perino, Kathy	2.25	1.50	0.75	1.00	1.00	0.50		7.00
Sierra, Angel	2.25	1.50	0.75	1.00	1.00	0.50	0.50	7.50
Strand, Tom								0.00
Yabu, Sherrie								0.00
<i>Confidential Assistants:</i>								
Lopez, Leticia	2.25	1.50	0.75	1.00	1.00	0.50	0.50	7.50
Negotiations - Total	18.00	12.00	5.25	9.00	8.00	3.50	3.50	59.25

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

MANDATED COSTS REPORT 2000-2001 (FACULTY ASSOCIATION)

NEGOTIATIONS & CONTRACT REVIEW

<u>Date:</u>	<u>Participants:</u>	<u>Hours:</u>			
* 7/11/00	Jane Enright Alan Harvey	1.00 1.00	* 11/13/00	Jane Enright Alan Harvey Anne Leskinen	1.50 1.50 1.50
* 7/12/00	Jane Enright	2.00	* 11/14/00	Jane Enright	1.50
* 7/18/00	Jane Enright Alan Harvey	1.00 1.00	11/15/00	Jane Enright Alan Harvey Anne Leskinen Leticia Lopez	2.25 2.25 2.25 2.25
7/19/00	Jane Enright Alan Harvey	2.50 2.50	* 12/5/00	Jane Enright Alan Harvey Anne Leskinen	1.00 1.00 1.00
* 7/24/00	Jane Enright Alan Harvey	1.00 1.00	12/6/00	Jane Enright * Anne Leskinen Gene Seelbach Leticia Lopez	3.00 2.50 3.00 3.00
7/26/00	Jane Enright Anne Leskinen	0.75 0.75	* 1/17/01	Jane Enright Alan Harvey Anne Leskinen	2.00 2.00 2.00
* 7/31/00	Jane Enright Alan Harvey Anne Leskinen	1.50 1.50 1.50	* 1/22/01	Jane Enright Alan Harvey Anne Leskinen	1.50 1.50 1.50
8/2/00	Jane Enright Anne Leskinen Alan Harvey	2.00 2.00 2.00	1/24/01	Jane Enright Alan Harvey Anne Leskinen Leticia Lopez	2.75 2.75 2.75 2.75
8/3/00	Jane Enright Alan Harvey Anne Leskinen	2.00 2.00 2.00	* 1/29/01	Jane Enright Alan Harvey Anne Leskinen	1.50 1.50 1.50
* 10/19/00	Jane Enright Alan Harvey	1.50 1.50	1/31/01	Jane Enright Alan Harvey Anne Leskinen Leticia Lopez	1.75 1.75 1.75 1.75
10/25/00	Jane Enright	1.00	* 2/12/01	Jane Enright Alan Harvey Anne Leskinen	1.50 1.50 1.50
10/25/00	Jane Enright Alan Harvey Anne Leskinen Leticia Lopez	3.00 3.00 3.00 3.00			
11/6/00	Jane Enright Alan Harvey Anne Leskinen	1.50 1.50 1.50			

2.0?
1:07-3:00

1.75?
1:15-3:00

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

MANDATED COSTS REPORT 2000-2001 (FACULTY ASSOCIATION)

2/14/01	Jane Enright	3.00	4/11/01	Jane Enright	3.25
	Alan Harvey	3.00		Alan Harvey	3.25
	Anne Leskinen	3.00		Anne Leskinen	3.25
	Leticia Lopez	3.00		Leticia Lopez	3.25
* 2/21/01	Jane Enright	1.00	* 4/16/01	Jane Enright	1.50
	Alan Harvey	1.00		Alan Harvey	1.50
	Anne Leskinen	1.00		Anne Leskinen	1.50
				Liz Zoltan	1.50
2/21/01	Jane Enright	3.00	4/18/01	Jane Enright	2.50
	Alan Harvey	3.00		* Alan Harvey	2.50
	Anne Leskinen	3.00		* Anne Leskinen	2.50
	Leticia Lopez	3.00		Leticia Lopez	2.50
* 2/26/01	Jane Enright	1.50	* 4/23/01	Jane Enright	1.50
	Alan Harvey	1.50		Alan Harvey	1.50
	Anne Leskinen	1.50		Anne Leskinen	1.50
				Liz Zoltan	1.50
2/28/01	Jane Enright	3.00	4/25/01	Jane Enright	2.50
	Alan Harvey	3.00		Alan Harvey	2.50
	Anne Leskinen	3.00		Anne Leskinen	2.50
	Leticia Lopez	3.00		Leticia Lopez	2.50
* 3/12/01	Jane Enright	1.50	5/7/01	Jane Enright	1.50
	Alan Harvey	1.50		Alan Harvey	1.50
	Anne Leskinen	1.50		Anne Leskinen	1.50
	Liz Zoltan	1.50		Liz Zoltan	1.50
3/14/01	Jane Enright	2.00	5/9/01	Jane Enright	2.00
	Anne Leskinen	2.00		Alan Harvey	2.00
	Leticia Lopez	2.00		Anne Leskinen	2.00
				Leticia Lopez	2.00
* 3/19/01	Jane Enright	1.50	* 5/14/01	Jane Enright	1.50
	Alan Harvey	1.50		Alan Harvey	1.50
	Anne Leskinen	1.50		Anne Leskinen	1.50
	Liz Zoltan	1.50		Liz Zoltan	1.50
3/21/01	Jane Enright	1.75	5/16/01	Jane Enright	2.00
	Anne Leskinen	1.75		Alan Harvey	2.00
	Leticia Lopez	1.75		Anne Leskinen	2.00
				Leticia Lopez	2.00
* 4/9/01	Jane Enright	1.50		Liz Zoltan	2.00
	Alan Harvey	1.50			
	Anne Leskinen	1.50			
	Liz Zoltan	1.50			

Zoltan E

1-3

20?

NOT on sign-in sheet

1:05 - 3:00
2 hrs

Harvey A

1:05 - 4:10
3 hrs

1:30 - 4:00
2.5 hrs

1:05 - 3:00
2 hrs

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

MANDATED COSTS REPORT 2000-2001 (FACULTY ASSOCIATION)

<p>* 5/21/01 Jane Enright 1.50 Alan Harvey 1.50 Anne Leskinen 1.50 Liz Zoltan 1.50</p>	<p><u>TOTAL NEGOTIATIONS HRS PER PERSON:</u></p> <p>Enright= 99.5 Harvey= 84.5 Leskinen= 84.5 Lopez= 51.25 Miner= 1 Seelbach= 3 Zoltan= <u>18.5</u></p> <p>TOTAL HRS: 342.25</p>
<p>* 5/23/01 Jane Enright 2.00</p> <p>5/23/01 Jane Enright 3.00 Alan Harvey 3.00 Anne Leskinen 3.00 Leticia Lopez 3.00</p>	
<p>* 5/30/01 Jane Enright 2.00 Alan Harvey 2.00 Anne Leskinen 2.00 Liz Zoltan 2.00 Leticia Lopez 2.00</p>	
<p>5/30/01 Jane Enright 2.50 Alan Harvey 2.50 Anne Leskinen 2.50 Leticia Lopez 2.50</p>	<p><u>RELATED COSTS FOR NEGOTIATIONS & CONTRACT REVIEW:</u> (Development, review and distribution of minutes:)</p>
<p>* 6/6/01 Jane Enright 1.00 Judy Miner 1.00</p>	<p>Enright= 48 Lopez= <u>20</u></p> <p>TOTAL HRS: 68</p>
<p>* 6/11/01 Jane Enright 1.50 Alan Harvey 1.50 Anne Leskinen 1.50 Liz Zoltan 1.50</p>	
<p>6/13/01 Jane Enright 3.00 Alan Harvey 3.00 Anne Leskinen 3.00 Leticia Lopez 3.00</p>	
<p>* 6/18/01 Jane Enright 1.00 Alan Harvey 1.00 Anne Leskinen 1.00 Liz Zoltan 1.00</p>	
<p>6/20/01 Jane Enright 3.00 Alan Harvey 3.00 Anne Leskinen 3.00 Leticia Lopez 3.00</p>	

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

MANDATED COSTS REPORT 2000-2001 (FACULTY ASSOCIATION)

**ADDITIONAL MANDATED COSTS/FA
GREIVANCE PREP/HEARINGS**

ADAMS-BOGUS

2/14/01	Jane Enright	✓ 1.00
2/22/01	Jane Enright	✓ 1.00
	Judy Miner	1.00
	Enrique Riveros-Schafer	1.00
3/20/01	Jane Enright	✓ 0.50
3/22/01	Jane Enright	✓ 0.50

3 hours

COUNSELING ISSUES

7/27/00	Jane Enright	0.50 ✓
	Rich Rose	0.50
8/28/00	Jane Enright	3.25 ✓
8/29/00	Jane Enright	1.00 ✓
8/29/00 Arb	Jane Enright	8.00 ✓
	Rich Rose	8.00
9/15/00	Jane Enright	1.50 ✓
	Rich Rose	1.50
9/19/00	Jane Enright	5.00
	Rich Rose	5.00
9/20/00	Jane Enright	1.00 ✓
	Rich Rose	1.00
9/20/00 Med	Jane Enright	8.00 ✓
	Rich Rose	8.00
9/28/00 Med	Jane Enright	8.00 ✓
	Rich Rose	8.00
10/9/00	Jane Enright	3.50 ✓
	Rich Rose	3.50
10/16/00	Jane Enright	8.00
	Rich Rose	8.00

10/23/00	Jane Enright	8.00 ✓
	Rich Rose	8.00

10/30/00	Jane Enright	8.00 ✓
	Rich Rose	8.00

11/2/00 Med	Jane Enright	15.00 ✓
	Rich Rose	15.00

12/5/00	Jane Enright	1.00 ✓
	Rich Rose	1.00

2/15/01	Jane Enright	1.00 ✓
	Rich Rose	1.00

3/9/01	Jane Enright	1.50 ✓
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*Jane 82.25
Rich 76.5
158.75*

MARTINEZ

10/27/00	Jane Enright	0.50 ✓
	Enrique Riveros-Schafer	✓ 0.50

1/4/01	Jane Enright	1.50 ✓
	Enrique Riveros-Schafer	✓ 1.50

1/5/01	Jane Enright	3.50 ✓
	Enrique Riveros-Schafer	✓ 3.50

1/9/01	Jane Enright	3.00 ✓
	Enrique Riveros-Schafer	8.00
	Bill Patterson	8.00

1/17/01	Jane Enright	1.00 ✓
	Enrique Riveros-Schafer	✓ 1.00

1/18/01	Jane Enright	0.50 ✓
	Enrique Riveros-Schafer	✓ 0.50

1/18/01	Jane Enright	3.00 ✓
	Enrique Riveros-Schafer	3.00
	Bill Patterson	11.00

6/19/01	Jane Enright	1.50 ✓
	Enrique Riveros-Schafer	1.50

*Jane - 14.5
Enrique - 14.5
Bill 14.0
43*

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

MANDATED COSTS REPORT 2000-2001 (FACULTY ASSOCIATION)

RAFF

6/2/00	Jane Enright	1.00 ✓
	Rich Rose	✓1.00
6/13/00	Jane Enright	1.00 ✓
	Rich Rose	✓1.00
6/20/00	Jane Enright	1.50 ✓
Conciliation	Rich Rose	✓1.50
3/19/01	Jane Enright	0.75 ✓
	Rich Rose	✓0.75
3/20/01	Jane Enright	0.50 ✓
	Rich Rose	✓0.50
3/20/01	Jane Enright	1.00 ✓
Hearing	Rich Rose	✓1.00
	Bernadine Fong	2.00 ✓
	Jane	5.75
	Rich	5.75

RINES

4/30/01	Jane Enright	1.50 ✓
	Nancy Canter	✓1.50
4/30/01	Nancy Canter	✓3.00
5/2/01	Jane Enright	2.00 ✓
	Nancy Canter	✓2.00
	Martha Kanter	5.00 ✓
		15

TRASVINA

5/8/01	Jane Enright	2.00 ✓
	Rose Myers	✓2.00
5/14/01	Jane Enright	4.00 ✓
	Rose Myers	✓4.00
	Martha Kanter	10.50 ✓
		22.5

YOLLES CONCILIATION

4/16/01	Jane Enright	1.25
	Anne Leskinen	1.25
	Judy Miner	1.25
		3.75

MISCALLEANEOUS:

PHONE CALLS TO LEGAL COUNSEL

6/29/00	Jane Enright	0.75
7/19/00	Jane Enright	0.50
9/29/00	Jane Enright	0.50
10/11/00	Jane Enright	1.00
10/17/00	Jane Enright	0.50
11/14/00	Jane Enright	5.50
2/7/01	Jane Enright	0.75
2/13/01	Jane Enright	2.00
2/22/01	Jane Enright	1.50
2/28/01	Jane Enright	2.50

**TOTAL HRS SPENT FOR ADDTN'L
MANDATED COSTS: GRIEVANCE
PREP & HEARINGS:**

Canter=	6.50 ✓
Enright=	131.75
Fong=	2.00 ✓
Kanter=	11.00 15.3
Leskinen=	1.25 ✓
Miner=	2.25 ✓
Myers=	6.00 ✓
Patterson=	14.00 ✓
Riveros-Schafer=	15.50 ✓
Rose=	82.25 ✓
TOTAL HRS:	272.50

**Summary of Collective Bargaining Costs
Unit SEIU Negotiations
Fiscal Year 2000/01**

	<u>Total Hours</u>	<u>Hourly Wage</u>	<u>Statutory Benefits @ 21%</u>	<u>Total Compensation</u>
<i>Management Team:</i>				
Beers, George	9.50	60.89	12.79	699.92
Blackwood, Kathy	1.00	55.44	11.64	67.09
Enright, Jane	5.75	69.22	14.54	481.60
Keller, James	1.00	69.22	14.54	83.76
McCarthy, James	11.75	54.84	11.52	779.72
Parman, Greg	23.75	54.84	11.52	1,576.03
 <i>SEIU Representatives:</i>				
Chao, Nancy	8.75	N/A	N/A	N/A
Cohn, Diana	2.50	N/A	N/A	N/A
Garrison, Phillis	6.25	N/A	N/A	N/A
Hocevar, Lisa	5.50	N/A	N/A	N/A
Lemes, Karen	11.00	N/A	N/A	N/A
McGee, Judith	11.00	N/A	N/A	N/A
Rueda, Javier	8.50	N/A	N/A	N/A
Schreiber, Shelley	9.25	N/A	N/A	N/A
 <i>Confidential Assistants:</i>				
Margaret McCutchen	<u>17.00</u>	40.21	8.44	<u>827.06</u>
Grand Total	<u>132.50</u>			<u>\$3,815.25</u>

Note 1: Pursuant to § 6.1 the District may use 21% as its benefit factor.

Note 2: Hourly rate for administrators calculated based on "Productive Hourly Rate Computation" method
= Annual salary times benefit rate of 21% divided by 1800 hrs.

(174 hrs/month X 12 months = 2088 total hours)

(2088 minus (14 holidays * 8 hrs/day = 112 hours) minus (22 vacation days * 8 = 176 hrs)

Source: HRS screen 16 - 2000/01 assignment)

Note 3: No substitutes were hired for SEIU representatives

Foothill-De Anza Community College District
Collective Bargaining-Negotiations & Contract Proposal Analysis
Fiscal Period - 2000/01

<u>SEIU Negotiations:</u>	6/29	7/5	7/24	8/8	8/29	9/15	11/7	4/20	6/28	Total
<i>Management Team:</i>										
Beers, George		✓2.50			✓3.50			2.00	✓1.50	9.50
Blackwood, Kathy			✓1.00							1.00
Enright, Jane	✓3.25		✓1.00						✓1.50	5.75
Keller, James			✓1.00							1.00
McCarthy, James				✓4.75	✓3.50			2.00	✓1.50	11.75
Parman, Greg	✓3.25	✓2.50	✓1.00	✓4.75	✓3.50	✓2.75	✓2.50	2.00	✓1.50	23.75
<i>SEIU Representatives:</i>										
Chao, Nancy		✓1.25		✓3.25	2.50	✓1.75				8.75
Cohn, Diana					2.50					2.50
Garrison, Phillis		✓1.25		✓3.25		✓1.75				6.25
Hocevar, Lisa		✓1.25			2.50	✓1.75				5.50
Lemes, Karen	✓2.25	✓1.25		✓3.25	2.50	✓1.75				11.00
Lee, Judith	✓2.25	✓1.25		✓3.25	2.50	✓1.75				11.00
Meda, Javier	✓2.25	✓1.25		✓3.25		✓1.75				8.50
Schreiber, Shelley	✓2.25	✓1.25		✓3.25	2.50					9.25
<i>Confidential Assistants:</i>										
Vanda McCulay										0.00
Margaret McCutchen		✓2.50		✓4.75	✓3.50	✓2.75		2.00	✓1.50	17.00
Grand Total-Staff	✓15.50	✓16.25	✓4.00	✓33.75	✓29.00	✓16.00	✓2.50	✓8.00	✓7.50	132.50 ✓

**Summary of Collective Bargaining Costs
Unit SEIU Contract Review
Fiscal Year 2000/01**

	<u>Total Hours</u>	<u>Hourly Wage</u>	<u>Statutory Benefits @ 21%</u>	<u>Total Compensation</u>
<i>Management Team:</i>				
Enright, Jane	2.00	69.22	14.54	167.51
Johnson, Penny	4.00	55.87	11.73	270.41
Kyne, Kathy	4.00	50.71	10.65	245.45
Moore, Robin	1.50	47.05	9.88	85.40
Parman, Greg	29.75	54.84	11.52	1,974.18
 <i>SEIU Representatives:</i>				
Chao, Nancy	2.00	N/A	N/A	N/A
Hand, Art	3.75	N/A	N/A	N/A
Hocevar, Lisa	20.25	N/A	N/A	N/A
Hochstraser, Alex	2.75	N/A	N/A	N/A
Lemes, Karen	20.25	N/A	N/A	N/A
Monary, Blanch	1.00	N/A	N/A	N/A
Pena-Ferrick, Joan	1.00	N/A	N/A	N/A
Rueda, Javier	17.75	N/A	N/A	N/A
<i>Confidential Assistants:</i>				
Margaret McCutchen	<u>18.50</u>	40.21	8.44	<u>900.03</u>
Grand Total	<u>128.50</u>			<u>\$3,642.98</u>

Note 1: Pursuant to § 6.1 the District may use 21% as its benefit factor.

Note 2: Hourly rate for administrators calculated based on "Productive Hourly Rate Computation" method
= Annual salary times benefit rate of 21% divided by 1800 hrs.
(174 hrs/month X 12 months = 2088 total hours)
(2088 minus (14 holidays * 8 hrs/day = 112 hours) minus (22 vacation days * 8 = 176 hrs)
Source: HRS screen 16 - 2000/01 assignment)

Note 3: No substitutes were hired for SEIU representatives

F De Anza Community College District
C a Bargaining- Contract Review Analysis
 Fiscal Period - 2000/01

<u>SEIU Negotiations:</u>	10/10	11/30	12/6	1/8	1/10	1/16	1/31	2/21	2/27	3/2	3/28	3/28	3/29	4/19	4/30	6/11	6/27 Misc.	Total	
Management Team:																			
Enright, Jane									1.00		1.00							2.00 ✓	
Johnson, Penny					1.00	1.50	1.50											4.00 ✓	
Kyne, Kathy					1.00	1.50	1.50											4.00 ✓	
Moore, Robin													1.50					1.50 ✓	
Parman, Greg	1.5	2.50	2.00	2.00	1.00	1.50	1.50	1.50	1.00	0.75	1.00	1.00	1.50	1.50	1.00	2.00	1.00	5.50	29.75 ✓
SEIU Representatives:																			
Chao, Nancy																1.00	1.00	2.00 ✓	
Hand, Art										0.75	1.00				1.00		1.00	3.75 ✓	
Hocevar, Lisa	1.5	2.50	2.00	2.00	1.00	1.50	1.50	1.50		0.75	1.00	1.50	1.50	1.00			1.00	20.25 ✓	
Hochstrasser, Alex										0.75	1.00							2.75 ✓	
Lemes, Karen	1.5	2.50	2.00	2.00	1.00	1.50	1.50	1.50		0.75	1.00	1.50	1.50	1.00				20.25 ✓	
Monay, Blanch																		1.00 ✓	
Pena-Farrick, Joan																		1.00 ✓	
Rueda, Javier	1.5	2.50	2.00	2.00	1.00	1.50	1.50	1.50		0.75	1.00	1.50		1.00				17.75 ✓	
Confidential Assistants:																			
Margaret McCutchen	1.5	2.50	2.00	2.00	1.00	1.50	1.50	1.50					1.50	1.50	1.00		1.00	18.50 ✓	
Grand Total-Staff	7.50	12.50	10.00	10.00	7.00	10.50	10.50	7.50	2.00	4.50	2.00	6.00	9.00	6.00	8.00	2.00	8.00	128.50 ✓	

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

MANDATED COSTS REPORT 2000-2001 (CSEA/SEIU)

CSEA NEGOTIATIONS

<u>Date:</u>	<u>Participants:</u>	<u>Hours:</u>	
8/17/00	Frank Koenig	1.75	5 prep
	Greg Parman	1.75	
	John Schulze	1.75	
	Margaret McCutchen	1.75	
	Jim Williams	1.25	
	Jose Banuelos	1.25	
	Jose Mardueno	1.25	
	Leo Contreras	1.25	
		<u>12</u>	
8/31/00	Greg Parman	2.75	5 prep
	John Schulze	2.75	
	Frank Koenig	2.75	
	Kathy Blackwood	2.75	
	Gil Delgado	2.25	
	Leo Contreras	2.25	
	Jim Williams	2.25	
		<u>17.75</u>	
9/14/00	Margaret McCutchen	1.50	prep time
	Greg Parman	1.50	
	Frank Koenig	1.50	
	John Schulze	1.50	
	Gil Delgado	1.00	
	Jose Mardueno	1.00	
	Jim Williams	1.00	
	Jose Banuelos	1.00	
	Leo Contreras	1.00	
		<u>11</u>	
9/21/00	Margaret McCutchen	1.50	3 prep
	Greg Parman	1.50	
	Gil Delgado	1.00	
	Jose Mardueno	1.00	
	Jim Williams	1.00	
	Leo Contreras	1.00	
	Jose Banuelos	1.00	
		<u>8</u>	

SEIU NEGOTIATIONS

<u>Date:</u>	<u>Participants:</u>	<u>Hours:</u>	
6/29/00	Jane Enright	3.25	6.5 prep
	Greg Parman	3.25	
	Judith McGee	2.25	
	Javier Rueda	2.25	
	Shelley Schreiber	2.25	
	Karen Lemes	2.25	
		<u>15.5</u>	
7/5/00	George Beers	2.50	7.5
	Margaret McCutchen	2.50	
	Greg Parman	2.50	8.75
	Judith McGee	1.25	
	Phyllis Garrison	1.25	
	Lisa Hocevar	1.25	
	Shelley Schreiber	1.25	
	Karen Lemes	1.25	
	Javier Rueda	1.25	
	Nancy Chao	1.25	
		<u>16.25</u>	
7/24/00	Jim Keller	1.00	4
	Kathy Blackwood	1.00	
	Jane Enright	1.00	
	Greg Parman	1.00	
8/8/00	Margaret McCutchen	4.75	33.75
	Greg Parman	4.75	
	Jim McCarthy	4.75	
	Phyllis Garrison	3.25	
	Javier Rueda	3.25	
	Shelley Schreiber	3.25	
	Karen Lemes	3.25	
	Judith McGee	3.25	
	Nancy Chao	3.25	
		<u>33.75</u>	

48.75

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

MANDATED COSTS REPORT 2000-2001 (CSEA/SEIU)

SEIU CONTINUED

TOTAL NEGOTIATION HRS PER PERSON:

8/29/00	Margaret McCutchen	3.50	} 14
	George Beers	3.50	
	Greg Parman	3.50	
	Jim McCarthy	3.50	
	Shelley Schreiber	2.50	} 15
	Lisa Hocevar	2.50	
	Diana Cohn	2.50	
	Judith McGee	2.50	
	Karen Lemes	2.50	
	Nancy Chao	2.50	
		<u>29</u>	

9/15/00	Margaret McCutchen	2.75	} 5.5
	Greg Parman	2.75	
	Javier Rueda	1.75	} 10.5
	Phyllis Garrison	1.75	
	Karen Lemes	1.75	
	Lisa Hocevar	1.75	
	Judith McGee	1.75	
	Nancy Chao	1.75	
		<u>16</u>	

11/7/00 Greg Parman 2.50

4/20/01	George Beers	2.00
	Jim McCarthy	2.00
	Margaret McCutchen	2.00
	Greg Parman	2.00
		<u>8</u>

6/28/01	George Beers	1.50
	Jane Enright	1.50
	Jim McCarthy	1.50
	Margaret McCutchen	1.50
	Greg Parman	1.50
		<u>7.5</u>

Banuelos:	3.25 ✓
Beers:	9.50 ✓
Blackwood:	3.75 ✓
Chao:	8.75 ✓
Cohn:	2.50 ✓
Contreras:	5.50 ✓
Delgado:	4.25 ✓
Enright:	5.75 ✓
Garrison:	6.25 ✓
Hocevar:	5.50 ✓
Keller:	1.00 ✓
Koenig:	6.00 ✓
Lemes:	11.00 ✓
Mardueno:	3.25 ✓
McCarthy:	11.75 ✓
McCutchen:	21.75 ✓
McGee:	11.00 ✓
Parman:	<u>31.25</u> ✓
Rueda:	8.50 ✓
Schreiber:	9.25 ✓
Schulze:	6.00 ✓
Williams:	<u>5.50</u> ✓

TOTAL HRS: 181.25

TOTAL HRS PER UNIT

SEIU: 132.50 ✓
CSEA: 48.75 ✓

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

MANDATED COSTS REPORT 2000-2001 (CSEA/SEIU)

CONTRACT REVIEW/OTHER RELATED COSTS

10/10/00	Greg Parman	1.50	1/16/01	Margaret McCutchen	1.50	10.5
	Margaret McCutchen	1.50				
	Karen Lemes	1.50				
	Lisa Hocevar	1.50	1/31/01	Penny Johnson	1.50	
	Javier Rueda	1.50		Kathy Kyne	1.50	
		7.5		Greg Parman	1.50	
				Lisa Hocevar	1.50	
11/30/00	Lisa Hocevar	2.50		Karen Lemes	1.50	
	Karen Lemes	2.50		Javier Rueda	1.50	
	Javier Rueda	2.50		Margaret McCutchen	1.50	10.5
	Margaret McCutchen	2.50				
	Greg Parman	2.50				
		12.5	2/21/01	Lisa Hocevar	1.50	
				Karen Lemes	1.50	
12/6/00	Lisa Hocevar	2.00		Margaret McCutchen	1.50	
	Karen Lemes	2.00		Greg Parman	1.50	
	Javier Rueda	2.00		Javier Rueda	1.50	7.5
	Margaret McCutchen	2.00				
	Greg Parman	2.00				
		10	2/27/01	Jane Enright	1.00	
				Greg Parman	1.00	2
1/8/01	Lisa Hocevar	2.00				
	Karen Lemes	2.00				
	Javier Rueda	2.00	3/2/01	Art Hand	0.75	
	Margaret McCutchen	2.00		Lisa Hocevar	0.75	
	Greg Parman	2.00		Alex Hochstraser	0.75	
		10		Karen Lemes	0.75	
				Javier Rueda	0.75	
1/10/01	Penny Johnson	1.00		Greg Parman	0.75	4.5
	Kathy Kyne	1.00				
	Greg Parman	1.00				
	Lisa Hocevar	1.00	3/28/01	Jane Enright	1.00	
	Karen Lemes	1.00		Greg Parman	1.00	2
	Javier Rueda	1.00				
	Margaret McCutchen	1.00				
		2	3/28/01	Art Hand	1.00	
				Lisa Hocevar	1.00	
1/16/01	Penny Johnson	1.50		Alex Hochstraser	1.00	
	Kathy Kyne	1.50		Karen Lemes	1.00	
	Greg Parman	1.50		Javier Rueda	1.00	
	Lisa Hocevar	1.50		Greg Parman	1.00	6
	Karen Lemes	1.50				
	Javier Rueda	1.50				

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

MANDATED COSTS REPORT 2000-2001 (CSEA/SEIU)

<u>CONTRACT REVIEW/OTHER CONTINUED</u>			<u>MISCELLANEOUS: PHONE CALLS WITH LEGAL COUNSEL:</u>		
3/29/01	Javier Rueda	1.50	7/24/00	Greg Parman	0.50
	Greg Parman	1.50			
	Robin Moore	1.50	7/31/00	Greg Parman	0.50
	Margaret McCutchen	<u>1.50</u>			
	Karen Lemes	1.50	9/14/00	Greg Parman	0.50
	Lisa Hocevar	1.50			
		g	9/26/00	Greg Parman	0.25
4/19/01	Lisa Hocevar	1.50	10/24/00	Greg Parman	0.50
	Karen Lemes	1.50			
	Margaret McCutchen	<u>1.50</u>	11/29/00	Greg Parman	0.50
	Greg Parman	1.50			
		6	1/8/01	Greg Parman	0.50
4/30/01	Nancy Chao	1.00	1/11/01	Greg Parman	0.50
	Art Hand	1.00			
	Lisa Hocevar	1.00	1/17/01	Greg Parman	0.50
	Alex Hochstraser	1.00			
	Karen Lemes	1.00	2/2/01	Greg Parman	0.50
	Margaret McCutchen	<u>1.00</u>			
	Greg Parman	1.00	3/6/01	Greg Parman	0.75
	Javier Rueda	1.00			
		8			
6/11/01	Greg Parman	2.00			
6/27/01	Nancy Chao	1.00			
	Art Hand	1.00			
	Lisa Hocevar	1.00			
	Karen Lemes	1.00			
	Margaret McCutchen	<u>1.00</u>			
	Blanche Monary	1.00			
	Greg Parman	1.00			
	Joan Pena-Ferrick	1.00			
		8			
			<u>TOTAL CONTRACT REVIEW/ OTHER HRS PER PERSON:</u>		
			Chao:	2.00	✓
			Enright:	2.00	✓
			Hand:	3.75	✓
			Hocevar:	20.25	✓
			Hochstraser:	2.75	✓
			Johnson:	4.00	✓
			Kyne:	4.00	✓
			Lemes:	20.25	✓
			McCutchen:	18.50	✓
			Monary:	1.00	✓
			Moore:	1.50	✓
			Parman:	29.75	✓
			Pena-Ferrick:	1.00	✓
			Rueda:	<u>17.75</u>	✓

TOTAL C/R & OTHER HRS: 128.50

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

MANDATED COSTS REPORT 2000-2001 (CSEA/SEIU)

EMPLOYEE/EMPLOYER RELATIONS COMMITTEE (EERC)

8/10/00	Frank Nunez	1.00			
	Frank Koenig	1.00	5/9/01	Donna Jones-Dulin	1.00
	Greg Parman	1.00		Margaret McCutchen	1.00
	Margaret McCutchen	1.00		Greg Parman	1.00
9/14/00	John Schulze	1.00	6/20/01	Donna Jones-Dulin	1.00
	Frank Koenig	1.00		Margaret McCutchen	1.00
	Margaret McCutchen	1.00		Frank Nunez	1.00
	Greg Parman	1.00		Greg Parman	1.00
10/12/00	Frank Koenig	1.00			
	John Schulze	1.00			
	Frank Nunez	1.00			
	Greg Parman	1.00			
	Margaret McCutchen	1.00			
11/9/00	Frank Koenig	1.00			
	Frank Nunez	1.00			
	Margaret McCutchen	1.00			
	Greg Parman	1.00			
1/11/01	Frank Koenig	1.00			
	Frank Nunez	1.00			
	John Schulze	1.00			
	Margaret McCutchen	1.00			
	Greg Parman	1.00			
2/14/01	Donna Jones-Dulin	1.00			
	Greg Parman	1.00			
	Frank Nunez	1.00			
	Margaret McCutchen	1.00			
	Frank Koenig	1.00			
4/11/01	Frank Koenig	1.00			
	Margaret McCutchen	1.00			
	Frank Nunez	1.00			
	Greg Parman	1.00			
	John Schulze	1.00			

TOTAL EERC HRS PER PERSON:

Jones-Dulin:	3.00
Koenig:	7.00
McCutchen:	9.00
Nunez:	7.00
Parman:	9.00
Schulze:	<u>4.00</u>

TOTAL EERC HRS: 39.00

**Summary of Collective Bargaining Costs
Contract Administration / Grievances
Fiscal Year 2000/01**

	Total Hours	Hourly Wage	Statutory Benefits @21%	Total Compensation
<i>Management Team:</i>				
Canter, Nancy	6.50	55.87	11.73	439.41
Enright, Jane	164.25	69.22	14.54	13,757.08
Fong, Bernadine	2.00	76.34	16.03	184.74
Kanter, Martha	15.50	76.34	16.03	1,431.74
Leskinen, Anne	1.25	58.51	12.29	88.49
Miner, Judy	2.25	67.60	14.20	184.04
Myers, Rose	6.00	63.08	13.25	457.96
Patterson, Bill	14.00	66.51	13.97	1,126.73
Riveros, Enrique	15.50	58.51	12.29	1,097.26
Rose, Richard	82.25	55.87	11.73	5,560.24
				24,327.69
<i>Faculty Representatives:</i>				
Stran, Tom	341.25	73.89	15.52	30,508.34
Harper, Laurie	30.00	73.89	15.52	2,682.05
Hansen, Richard	94.00	73.89	15.52	8,403.76
Elwell, Susanne	1.00	33.47	7.03	40.50
				41,634.65
<i>Confidential Assistants:</i>				
Grand Total	<u>775.75</u>			<u>\$ 65,962.33</u>

Note 1: Pursuant to § 6.1 the District may use 21% as its benefit factor.

Note 2: Hourly rate for administrators calculated based on "Productive Hourly Rate Computation" method
= Annual salary times benefit rate of 21% divided by 1800 hrs.
(174 hrs/month X 12 months = 2088 total hours)
(2088 minus (14 holidays * 8 hrs/day = 112 hours) minus (22 vacation days * 8 = 176 hrs)
Source: HRS screen 16 - 2000/01 assignment)

Note 3: Faculty representatives replacement costs are computed using the average hourly rate for a part time teacher.
Per Kathy Blackwood the average District cost for PT faculty for 2000/01 was \$38,790
Average annual PT salary divided by 35 weeks times 15 hrs/week average

Susanne Elwell, 12/13/01 3:52 PM -0800, Grievance Hours

1

X-Sender: elwells@olive.fhda.edu
Date: Thu, 13 Dec 2001 15:52:25 -0800
To: mmd3427@tiptoe.fhda.edu
From: Susanne Elwell <elwellsusanne@fhda.edu>
Subject: Grievance Hours

Hi Martha,

Faith asked me to pass this information along to you. If something doesn't make sense, feel free to call me at x7544 for clarification.

<u>Grievance</u>	<u>Faculty Rep(s)</u>	<u>Time</u>
Adamz-Bogus, SDiane	Tom Strand	27 hours
Martinez, Augustine	Tom Strand	90.75 hours
Raff, Margo	Tom Strand	35.25 hours
Rines, Susan	Tom Strand	39 hours
Trasvina, Nicky	Tom Strand	44.75 hours
Yolles, Robert		
Counseling Issues	Tom Strand	107.5 hours
	Richard Hansen	94 hours
	Lauri Harper	<u>30 hours</u>
	Total	231.5 hours

Susanne

--

**Summary of Collective Bargaining Costs
Contracted Services
Actual for Fiscal Year 2000/01**

	<u>Total Hours</u>	<u>Hourly Wage</u>	<u>Total Compensation</u>
Attorneys:			
Littler Mendelson	393.00	\$135.00	\$53,055.00
Curiale Dellaverson Hirschfeld	82.20	\$135.00	\$11,097.00
Marylin Kaplan	247.00	\$135.00	\$33,345.00
Shupe and Finkelstein	<u>9.20</u>	\$135.00	\$1,242.00
Total	<u><u>731.40</u></u>		<u><u>\$98,739.00</u></u>

Summary of Collective Bargaining Costs
Contracted Services
Actual for Fiscal Year 2000/01

	<u>Total Hours</u>	<u>Hourly Wage</u>	<u>Total Compensation</u>
Attorneys:			
Littler Mendelson	393.00	\$135.00	\$53,055.00
Curiale Dellaverson Hirschfeld	82.20	\$135.00	\$11,097.00
Marylin Kaplan	247.00	\$135.00	\$33,345.00
Total	<u><u>722.20</u></u>		<u><u>\$97,497.00</u></u>

Kathy B

Added

Stupe & Finkelstein 9.20 hrs

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE: June 29, 2000

START: 1:55

END: 4:10

2:55
3:15
4:10
2:25

1 hr prep-

GREG PARMAN X
(Print Name)

Greg Parman
(Signature)

JUDITH L. Mc GEE X
(Print Name)

Judith L. McGee
(Signature)

JAVIER RUEDA X
(Print Name)

Javier Rueda
(Signature)

ED WARSHAUER
(Print Name)

Ed Warshauer
(Signature)

SHELLEN SCHREIBER X
(Print Name)

Shellen Schreiber
(Signature)

KAREN LEMES X
(Print Name)

Karen Lemes
(Signature)

Jane Enright X
(Print Name)

Jane Enright
(Signature)

Marilyn Goh
(Print Name)

Marilyn Goh
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

$2.25 \times 4 = 9.00$
 $3.25 \times 2 = 6.50$
15.5

AH

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE: July 5, 2000

START: 2:45 p.m.

END: 4:10 p.m.

3:45
4:05
4:10
1
1.25
11 min

BREG PARMAN
(Print Name)

Breg Parman
(Signature)

MARGARET MCLUTCHER
(Print Name)

Margaret McLutcher
(Signature)

JUDITH L. MCGEE ✓
(Print Name)

Judith L. McGee
(Signature)

PHILLIS GARRISON ✓
(Print Name)

Phyllis Garrison
(Signature)

LISA HOCEVAR ✓
(Print Name)

Lisa Hocevar
(Signature)

ED WARSHAUER
(Print Name)

Ed Warschauer
(Signature)

SHELLEY SCHREIBER ✓
(Print Name)

Shelley Schreiber
(Signature)

KAREN LEMES ✓
(Print Name)

Karen Lemes
(Signature)

JAVIER F. RUEDA
(Print Name)

Javier F. Rueda
(Signature)

GEORGE BEERS
(Print Name)

George Beers
(Signature)

MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

NANCY CHAO ✓
(Print Name)

Nancy Chao
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

$2.50 \times 3 = 7.5$
 $1.25 \times 7 = 8.75$

 16.25

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE: August 8,, 2000

START: 1:30 pm 2:30
3:30
4:30 3 25

END: 4:45

MARGARET McCutcha
(Print Name)

Margaret McCutcha
(Signature)

Greg PARMAN
(Print Name)

Greg Parman
(Signature)

MARILYN KAPLAN
(Print Name)

Marilyn Kaplan
(Signature)

JAMES MCCARTHY
(Print Name)

James McCarthy
(Signature)

Phyllis GARRISON ✓
(Print Name)

Phyllis Garrison
(Signature)

JAVIER RUGEDA ✓
(Print Name)

Javier Rugeda
(Signature)

SHELLEY SCHREIBER ✓
(Print Name)

Shelley Schreiber
(Signature)

ED WARSHAUER
(Print Name)

Ed Warshauer
(Signature)

KAREN LEMES ✓
(Print Name)

Karen Lemes
(Signature)

JUDITH L. McGeer ✓
(Print Name)

Judith L. McGeer
(Signature)

DANCY TUNG CHAO ✓
(Print Name)

Dancy Tung Chao
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

$4.75 \times 3 = 14.25$
 $3.25 \times 6 = 19.50$
33.75

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE: August 29., 2000

START: 1:20 pm

END: 4:00 pm

Margaret McCutchen
(Print Name)

George Beers
(Print Name)

MARILYN KAPLAN
(Print Name)

GREG PARMAN
(Print Name)

JAMIES MCCARTHY
(Print Name)

SHELLEY SCHREIBER
(Print Name)

LISA HOCEVAR
(Print Name)

ED WARSHAUER
(Print Name)

Diana Chan
(Print Name)

JUDITH L. Mc Gee
(Print Name)

KAREN LEMES
(Print Name)

NANCY CHAO
(Print Name)

(Print Name)

(Print Name)

Margaret McCutchen
(Signature)

George Beers
(Signature)

Marilyn Kaplan
(Signature)

Greg Parman
(Signature)

Jamies McCarthy
(Signature)

Shelley Schreiber
(Signature)

Lisa Hocovar
(Signature)

Ed Warshauer
(Signature)

Diana Chan
(Signature)

Judith L. McGee
(Signature)

Karen Lemes
(Signature)

Nancy Chao
(Signature)

(Signature)

(Signature)

2.5 x 6 = 15

3.5 x 4 = 14
29

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

SEIU NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE: September 15, 2000

START: 9:50 AM ^{10:50} ^{1.75}

END: 11:40 AM ⁵⁰

MARGARET McCUTCHEN
(Print Name)

Margaret McCutchen
(Signature)

GREG PARMAN
(Print Name)

Greg Parman
(Signature)

JAVIER RUEDA
(Print Name)

Javier Rueda
(Signature)

Phyllis GARRISON
(Print Name)

Phyllis Garrison
(Signature)

ED WARSHAUER
(Print Name)

Ed Warshawer
(Signature)

KAREN LEMES
(Print Name)

Karen Lemes
(Signature)

LISA HOCEVAR
(Print Name)

Lisa Hocevar
(Signature)

JUDITH L. McGEE
(Print Name)

Judith L. McGee
(Signature)

Nancy Tu-Ving CHAO
(Print Name)

Nancy Tu-Ving Chao
(Signature)

Marilyn Kagan
(Print Name)

Marilyn Kagan
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

$2.75 \times 2 = 5.5$
 $1.75 \times 6 = 10.5$
 $\hline 16.0$

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE : August 17, 2000

START: 1:35 p.m. - 2:35

END: 2:45 pm 2:45

1 hr. 1.25
10 min

.5 prep time
for management
team

✓ Margaret McClutcheon
(Print Name)

ERICA Zweig
(Print Name)

Jose R. Mendez ✓
(Print Name)

Jim Williams ✓
(Print Name)

✓ John Schulze ✓
(Print Name)

LEO CONTRERAS ✓
(Print Name)

Jose Banuelos ✓
(Print Name)

✓ GREG PARMAN ✓
(Print Name)

✓ FRANK KOENIG ✓
(Print Name)

Margaret McClutcheon
(Signature)

Erica Zweig
(Signature)

Jose R. Mendez
(Signature)

Jim Williams
(Signature)

John Schulze ✓
(Signature)

Leo Contreras
(Signature)

Jose Banuelos
(Signature)

Greg Parman ✓
(Signature)

Frank Koening ✓
(Signature)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

1.25 x 4 = 5
1.75 x 4 = 7
12

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE : September 14, 2000

START: 1:40 pm - 2:40 - 1 hr. 5 min. 1hr 5 prep

END: 2:45 pm 2:45

Margaret McIntchen
(Print Name)

Margaret McIntchen
(Signature)

GIL DELGADO X
(Print Name)

Gil Delgado
(Signature)

FRANK KOENIG ✓
(Print Name)

Frank Koening
(Signature)

Jose R. Marchena X
(Print Name)

Jose R. Marchena
(Signature)

Jim Williams X
(Print Name)

Jim Williams
(Signature)

John Schutke ✓
(Print Name)

John Schutke
(Signature)

Jose Banebos X
(Print Name)

Jose Banebos
(Signature)

LEO CONTRERAS X
(Print Name)

Leo Contreras
(Signature)

GREG PARMAN ✓
(Print Name)

Greg Parman
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

$1.50 \times 4 = 6.0$

$1 \times 5 = 5$

11.0

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Affirmative Action

CSEA NEGOTIATIONS

SIGN IN

SUBJECT: Negotiations

DATE : September 21, 2000

START: 1:40 pm

END: 2:40 pm

Margaret McCutchen
(Print Name)

GREG PARMAN
(Print Name)

BIL DELGADO
(Print Name)

Jose B. Mardiana
(Print Name)

Tim Williams
(Print Name)

LEO CONTRERAS
(Print Name)

Jose Bañuelos
(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

(Print Name)

Margaret McCutchen
(Signature)

Greg Parman
(Signature)

Bil Delgado
(Signature)

Jose B. Mardiana
(Signature)

Tim Williams
(Signature)

Leo Contreras
(Signature)

Jose Bañuelos
(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

(Signature)

$1.5 \times 2 = 3$
 $5 \times 1 = 5$
 $\frac{3}{8}$

SIGN-IN SHEET
FA/DISTRICT
CONTRACT REVIEW

DATE: Wed. 10/25/00

STARTING TIME: 1:00 pm

ENDING TIME: 3:15 pm

2.25

IN ATTENDANCE:

[Signature] ✓
Rene Lopez
[Signature]
[Signature]
Anne M. Payne
Kathy Perino ✓
Angel Sierra
Leticia Lopez

2.25 x 8 = 18

SIGN-IN SHEET
FA/DISTRICT
CONTRACT REVIEW

DATE: 11/15/00

STARTING TIME: 1:07 pm

ENDING TIME: 2:35 pm 1.5

IN ATTENDANCE:

(Signature)
Anne Robinson
Anne M. Payne
Kathy Perino
Angel Sierra
Letitia Lopez
Cheryl Carney

1.5 x 8.12

SIGN-IN SHEET
FA/DISTRICT
CONTRACT REVIEW

DATE: Dec. 6, 2000

STARTING TIME: 12:00

15.

ENDING TIME: 12:40

IN ATTENDANCE:

Gene Seelbach

Angel Sierra

Andre M. Payne

myra

John E. ...

Kathy Perkins

Leticia Lopez

75 x 7-5. 25

SIGN-IN SHEET
FA/DISTRICT
CONTRACT REVIEW

DATE: 2/21/01

STARTING TIME: 1:00 pm

ENDING TIME: 1:55 pm

1.0

IN ATTENDANCE:

[Handwritten signature]
[Handwritten signature]
Anne Liskinen
Kathy Penno
Anne M. Payne
Mary Ellen
Angel Sierra
Liz Cottan
Leticia Lopez

1 x 9 = 9

SIGN-IN SHEET
FA/DISTRICT
CONTRACT REVIEW

DATE: 3/21/01

STARTING TIME: 1:05pm

ENDING TIME: 1:55pm

50 min

IN ATTENDANCE:

Ann Engel ✓
Anne LeBlond ✓
Gabe Jura ✓
myra ✓
Kathy Penn ✓
Anne H. Pave ✓
Angel Suarez ✓
Leticia Lopez

1.8" 8

SIGN-IN SHEET
FA/DISTRICT
CONTRACT REVIEW

DATE: 4/18/01
STARTING TIME: 1:05
ENDING TIME: 1:40

IN ATTENDANCE:

[Signature]
Anne Lockwood ✓
Kathy Perini ✓
Anne M. Payne ✓
Mary Sk... ✓
Angel Sierra ✓
Leticia Lopez ✓

5 x 7 3.5

SIGN-IN SHEET
FA/DISTRICT
CONTRACT REVIEW

DATE: May 16, 2001
STARTING TIME: 1:00 pm
ENDING TIME: 1:30 pm

IN ATTENDANCE:

[Signature]
[Signature]
[Signature]
Anne M. Ruiz
[Signature]
Angel Sierra
Heticia Lopez

15 x 7 35

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 7/19/00

STARTING TIME: 1pm

ENDING TIME: 3:30pm

[Signature]
Alvin L. Harvey
Anne M. Payne
Just Monroe

2.5 x 4 = 10

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 7/26

STARTING TIME: 1:15

ENDING TIME: 2:00

Ann Egan
Anne M. Payne
Patricia M. Mendenhall
Janne Leskinen

75 x 4 = 3

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 8/2/00

STARTING TIME: 1:20

ENDING TIME: 3:15

[Signature]
George Leskunen
Anne M. Payne
John Nelson
Alan L. Harvey

2x5=10

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 8/3/00

STARTING TIME: 1:15

ENDING TIME: 3:15

CP [Signature]
[Signature]
[Signature]
Donna M. Page
Anne Leskinen

2x 5 = 10

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: Wed. 10/25/00

STARTING TIME: ~~1:00pm~~ 3:15 .75

ENDING TIME: 4:00pm

[Signature]
[Signature]
[Signature]
[Signature]
Kathy Perino ✓
Angel Sierra
Ann M. Payne
[Signature]

.75 x 8 = 6.0
18
24

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 11/15/00

STARTING TIME: 2:35 pm

ENDING TIME: 3:00 pm 5

IN ATTENDANCE:

[Signature]
Anne Robinson ✓
Anne M. Day ✓
Kathy Perino ✓
Amal Sura ✓
Letitia Lopez ✓
[Signature]

$.5 \times 8 = 4.0$
 $1.5 \times 8 = 12.0$

 16.0

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: Dec. 6, 2000

STARTING TIME: 12:45 pm

3:00

ENDING TIME: ~~4:00 pm~~

2.25

Steve Seelbach ✓
Ann Sarna ✓
Anne M. Pace ✓
myself ✓
Kathy Perms ✓
Ann Englund ✓
Anne Lesbenon ✓
Floppy

(arrived 1:15 pm) 2.15 = 1 hr.
2:15 - 3:00 = .75 } 1.75

2.25 x 7 = 15.75 } 1.75
1.75 x 7 = 12.25
5.25
22.75

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 1-24-01

STARTING TIME: 1⁰⁰ pm

ENDING TIME: 3⁴⁵ pm 2.75

[Signature]
[Signature] ✓
[Signature] ✓
[Signature] ✓
Anne M. Day ✓
Angel M. Silva ✓
Leticia Lopez ✓

2.75 x 7 = 19.25

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 1/30/01

STARTING TIME: 1:00 pm

ENDING TIME: 2:45 pm

[Handwritten signatures on lined paper]
Carmel Resnikow ✓
Mae J. Harvey ✓
myr sh
Anne M. Payne ✓
Angel Sierra
Reticia Lopez

1.75 x 7 = 12.25

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 2/14/01

STARTING TIME: 1:00 pm

ENDING TIME: 4:00 pm

~~Jim Engle~~ ✓
~~Don Warner~~ ✓
Kathy Perino ✓
~~myra Sk~~ ✓
Anne M. Papp ✓
Ameyl ~~Starr~~ ✓
Leticia Lopez ✓
Anne Lestinen ✓

3-8-24

SIGN-IN SHEET

FA/DISTRICT
NEGOTIATIONS

DATE: 2/21/01

STARTING TIME: 1:55 pm

ENDING TIME: 3:00 pm

IN ATTENDANCE:

[Handwritten signature]

[Handwritten signature]

Kathy Penno ✓

Andre M. Payne ✓

[Handwritten signature] ✓

Angel Sierra ✓

* Liz Cottan ✓

Leticia Lopez ✓

1.9 = 9
1.9 = 9
18

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 2/28/01

STARTING TIME: 1:05

ENDING TIME: 4:00

[Handwritten signatures and names on lined paper]
~~_____~~
~~_____~~
Lynne Leskinen ✓
Gabriel Juarez ✓
Kathy Perrino ✓
Anne M. Payne ✓
Amal Sierra ✓
Leticia Lopez ✓

3-8-24

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 3/14/01

STARTING TIME:

1:05 pm

2:05

3:05

4:05

1
2
3

} 3 hrs total

ENDING TIME:

4:10 pm

[Signature]
* [Signature]
Anne [Signature]
[Signature]
Kathy Perino
Anne [Signature]
Tom [Signature]
Angel [Signature]
Leticia Lopez

3.9 = 27

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 3/21/01

STARTING TIME: 1:55 pm

ENDING TIME: 3:00 pm .45 hr

IN ATTENDANCE:

Ann Engel
Anne Leskinen
Grace Jones
my - Ellen
Kathy Penn
Anne H. Paves
Angel Sutter
Leticia Lopez

1 8 8
1 8 8
16

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 4/11/01

STARTING TIME: 1 pm

ENDING TIME: 4:10pm

(Signature)
(Signature)
(Signature)
(Signature)
(Signature)
(Signature)
(Signature)
(Signature)
(Signature)
(Signature)
(Signature)

3.25.8 = 26

SIGN-IN SHEET
FA/DISTRICT
NEGOTIATIONS

DATE: 4/18/01
STARTING TIME: 1:45
ENDING TIME: 3:00

IN ATTENDANCE:

[Signature] ✓
Concepcion Lopez ✓
Kathy Peruna ✓
Anne M. Payne ✓
mary sh ✓
Angel Sierra ✓
Leticia Lopez ✓

A Harvey

$$\begin{array}{r} 1.5 \times 7 = 10.5 \\ .5 \times 7 = 3.5 \\ \hline 14.0 \end{array}$$

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 4/25/01

STARTING TIME: 1:30 pm

ENDING TIME: 4:00 pm

Amal Stone ✓
Andre M. Payne ✓
mg. El. ✓
Washington ✓
Alfred J. Varney ✓
Chetria Lopez

2.5 x 7 = 17.5

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 5/9/01

STARTING TIME: 1:30pm

ENDING TIME: 4:00pm

2:30 - 1
3:30
4:00
2.5

[Signature] ✓
Angel S. Betta ✓
Kathy Perino ✓
Anne M. Paus ✓
[Signature] ✓
Roger Leskinen ✓
[Signature] ✓
Leticia Lopez

8-2.5-20

SIGN-IN SHEET

FADISTRICT
NEGOTIATIONS

DATE: May 16, 2001

STARTING TIME: 1:30 pm

ENDING TIME: 3:00 pm

IN ATTENDANCE:

[Signature]
[Signature]
[Signature]
Anne M. Papp
[Signature]
Angel Serrano
Retricia Lopez

$1.5 \times 7 = 10.5$
 $.5 \times 7 = 3.5$

 14.0

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: 5/23/01

STARTING TIME: 1:30 pm

ENDING TIME: 4:30 pm

Amy Sierra ✓

Kathy Perino ✓

Anne M. Payer ✓

me ✓

A. Gaskin ✓

Alma Garcia ✓

Ann G. ✓

Letitia Lopez ✓

3 x 8. 24

SIGN-IN SHEET

FADISTRICT NEGOTIATIONS

DATE: Wed. 5/30/01

STARTING TIME: 2:00pm

ENDING TIME: 4:35pm

~~_____~~
~~_____~~
~~_____~~
~~_____~~
Kathy Perina ✓
Anne M. Paig ✓
Angel Sierra ✓
Letricia Lopez ✓

25 x 8 = 20

SIGN-IN SHEET

FA/DISTRICT NEGOTIATIONS

DATE: June 13, 2001

STARTING TIME: 1:30 pm

ENDING TIME: 4:25 pm

Angel Siles ✓
Andre M. Payne ✓
Kathy Perino ✓
Urho Leskinen ✓
Alan Harvey ✓
Ann E. ... ✓
Letricia Lopez ✓

3-7-21

1-1³⁰ - FA Preyo Enright, Harvey & Leskinen

SIGN-IN SHEET

FA/DISTRICT
~~CONFIDENTIAL REVIEW~~
NEGOTIATIONS

DATE: 6/20/01

STARTING TIME: 12:15 pm

ENDING TIME: 3:15 pm

IN ATTENDANCE:

[Signature]
[Signature]
Anne [Signature]
[Signature]
Kathy Perma
Anne Payne
Shirley Haber
Hetia Lopez

3-8-24

2000-2001

Mandated Costs

Curiale Dellaverson

<u>MONTH</u>	<u>HOURS</u>	<u>RATE</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
October-00	0.30	205.00	61.50	
	17.70	175.00	<u>3,097.50</u>	3,159.00
November	20.00	175.00	3,500.00	3,500.00
December	18.00	215.00	3,891.50	
	8.50	175.00	<u>1,487.50</u>	5,379.00
January-01	6.60	215.00	1,419.00	
	1.20	195.00	<u>234.00</u>	1,653.00
February			8,879.00	
	0.50	215.00	<u>107.50</u>	8,986.50
March	4.10	215.00	881.00	
	5.00	195.00	<u>975.00</u>	1,856.00
June	0.4	215.00	86.00	86.00
				<u>24619.50</u>

82.30

CURIALE DELLAVERSON HIRSCHFELD
KELLY & KRAEMER, LLP
727 SANSOME STREET
SAN FRANCISCO, CA 94111
(415) 835-9000

11/06/00

JANE ENRIGHT, VICE CHANCELLOR, HUMAN RESOURCES
FOOTHILL-DE ANZA COMMUNITY COLLEGE DIST.
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022-4599

Our File No. 30882-003
Invoice No. 15585

Name of matter: Faculty Assoc. Negotiations Consultation

Total for professional services	\$3,159.00
Total current fees and costs	\$3,159.00
Total amount due and payable	\$3,159.00

PLEASE INCLUDE FILE NO. AND INVOICE NO. ON REMITTANCE

DUE AND PAYABLE UPON RECEIPT

TAX ID NO. 94-3256666

CURIALE DELLAVERSON HIRSCHFELD
KELLY & KRAEMER, LLP
727 SANSOME STREET
SAN FRANCISCO, CA 94111
(415) 835-9000

RECEIVED

DEC 14 2000

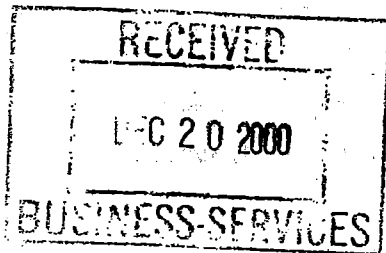
VICE CHANCELLOR
HUMAN RESOURCES

11/30/00

JANE ENRIGHT, VICE CHANCELLOR, HUMAN RESOURCES
FOOTHILL-DE ANZA COMMUNITY COLLEGE DIST.
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022-4599

Our File No. 30882-003
Invoice No. 15902

Name of matter: Faculty Assoc. Negotiations Consultation



Total for professional services	\$3,500.00
Total current fees and costs	\$3,500.00
Total amount due and payable	\$3,500.00

PLEASE INCLUDE FILE NO. AND INVOICE NO. ON REMITTANCE

DUE AND PAYABLE UPON RECEIPT

TAX ID NO. 94-3256666

CURIALE DELLAVERSON HIRSCHFELD
KELLY & KRAEMER, LLP
727 SANSOME STREET
SAN FRANCISCO, CA 94111
(415) 835-9000

01/05/01

JANE ENRIGHT, VICE CHANCELLOR, HUMAN RESOURCES
FOOTHILL-DE ANZA COMMUNITY COLLEGE DIST.
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022-4599

Totals of all matters 30882

003	Faculty Assoc. Negotiations Consultation	16482	\$8,879.00
001	General Labor	16483	\$117.40
TOTAL AMOUNT DUE AND PAYABLE			\$8,996.40

Summary	Hours	Rate	Amount
Carmen Plaza de Jennings	18.10	215.00	3,891.50
Jayne Benz Chipman	8.50	175.00	1,487.50

PLEASE INCLUDE FILE NO. AND INVOICE NO. ON REMITTANCE

DUE AND PAYABLE UPON RECEIPT

TAX ID NO. 94-3256666

CURIALE DELLAVERSON HIRSCHFELD
KELLY & KRAEMER, LLP
727 SANSOME STREET
SAN FRANCISCO, CA 94111
(415) 835-9000

01/05/01

JANE ENRIGHT, VICE CHANCELLOR, HUMAN RESOURCES
FOOTHILL-DE ANZA COMMUNITY COLLEGE DIST.
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022-4599

Our File No. 30882-003
Invoice No. 16482

Name of matter: Faculty Assoc. Negotiations Consultation

Total for professional services \$5,379.00

Total current fees and costs \$5,379.00

Prior balance less receipts \$3,500.00 *ph*

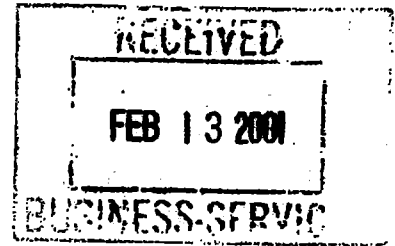
Total amount due and payable \$8,879.00

PLEASE INCLUDE FILE NO. AND INVOICE NO. ON REMITTANCE

DUE AND PAYABLE UPON RECEIPT

TAX ID NO. 94-3256666

CURIALE DELLAVERSON HIRSCHFELD
KELLY & KRAEMER, LLP
727 SANSOME STREET
SAN FRANCISCO, CA 94111
(415) 835-9000



02/07/01

JANE ENRIGHT, VICE CHANCELLOR, HUMAN RESOURCES
FOOTHILL-DE ANZA COMMUNITY COLLEGE DIST.
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022-4599

Our File No. 30882-003
Invoice No. 16807

Name of matter: Faculty Assoc. Negotiations Consultation

Total for professional services	\$1,653.00
Total current fees and costs	\$1,653.00
Total amount due and payable	\$1,653.00

A handwritten signature in black ink, appearing to be "d. [unclear]".

PLEASE INCLUDE FILE NO. AND INVOICE NO. ON REMITTANCE

DUE AND PAYABLE UPON RECEIPT

TAX ID NO. 94-3256666

RECEIVED

FEB 12 2001

VICE CHANCELLOR
HUMAN RESOURCES

RECEIVED

MAR 12 2001

CURIALE DELLAVERSON HIRSCHFELD
KELLY & KRAEMER, LLP
727 SANSOME STREET
SAN FRANCISCO, CA 94111
(415) 835-9000

VICE CHANCELLOR
HUMAN RESOURCES

03/06/01

JANE ENRIGHT, VICE CHANCELLOR, HUMAN RESOURCES
FOOTHILL-DE ANZA COMMUNITY COLLEGE DIST.
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022-4599

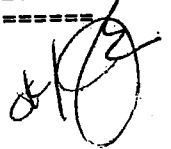
Our File No. 30882-003
Invoice No. 17506

Name of matter: Faculty Assoc. Negotiations Consultation

Total for professional services	\$107.50
Total advanced costs	\$59.80

Total current fees and costs	\$167.30

Total amount due and payable	\$167.30
	=====



PLEASE INCLUDE FILE NO. AND INVOICE NO. ON REMITTANCE

DUE AND PAYABLE UPON RECEIPT

TAX ID NO. 94-3256666

RECEIVED

APR 11 2001

UNIT OF DISTRICT
HUMAN RESOURCES

CURIALE DELLAVERSON HIRSCHFELD
KELLY & KRAEMER, LLP
727 SANSOME STREET
SAN FRANCISCO, CA 94111
(415) 835-9000

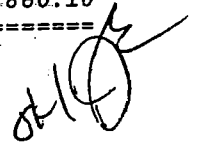
04/10/01

JANE ENRIGHT, VICE CHANCELLOR, HUMAN RESOURCES
FOOTHILL-DE ANZA COMMUNITY COLLEGE DIST.
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022-4599

Our File No. 30882-003
Invoice No. 18027

Name of matter: Faculty Assoc. Negotiations Consultation

Total for professional services	\$1,856.50
Total advanced costs	\$3.60
Total current fees and costs	\$1,860.10
Total amount due and payable	\$1,860.10



PLEASE INCLUDE FILE NO. AND INVOICE NO. ON REMITTANCE
DUE AND PAYABLE UPON RECEIPT

TAX ID NO. 94-3256666

CURIALE DELLAVERSON HIRSCHFELD
KELLY & KRAEMER, LLP
727 SANSOME STREET
SAN FRANCISCO, CA 94111
(415) 835-9000

RECEIVED

JUL 12 2001

VICE CHANCELLOR
HUMAN RESOURCES

07/06/01

JANE ENRIGHT, VICE CHANCELLOR, HUMAN RESOURCES
FOOTHILL-DE ANZA COMMUNITY COLLEGE DIST.
12345 EL MONTE ROAD
LOS ALTOS HILLS CA 94022-4599

Our File No. 30882-003
Invoice No. 19452

Name of matter: Faculty Assoc. Negotiations Consultation

Total for professional services	\$86.00
Total current fees and costs	----- \$86.00 -----
Prior balance less receipts	\$58.50
Total amount due and payable	----- \$144.50 =====



PLEASE INCLUDE FILE NO. AND INVOICE NO. ON REMITTANCE

DUE AND PAYABLE UPON RECEIPT

TAX ID NO. 94-3256666

2000-2001

Mandated Costs

Marilyn Kaplan

<u>MONTH</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
July-00	9.25	170.00	1,572.50
August	23.25	170.00	3,952.50
September	61.75	170.00	10,497.50
October	2.00	170.00	340.00
November			
December			
January-01	61.75	170.00	10,497.50
February	3.25	170.00	552.50
March	47.00	170.00	7,990.00
April	17.25	170.00	2,932.50
May	7.75	170.00	1,317.50
June	13.75	170.00	2,337.50
	<u>247.00</u>		<u>41,990.00</u>

Shupe and Finkelstein

September-00	9.20	110.00	<u>1,012.00</u>
--------------	------	--------	-----------------

LAW OFFICE OF MARILYN KAPLAN
115 Alvarado Road
Berkeley, CA 94705
(510) 845-3500
Fax: (510) 845-3589

FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
July 2000

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>	
7/3	review e-mail from Greg Parman regarding John Fountaine hearing location and date for hearing preparation; prepare e-mail to Tom Conom regarding same	.25	
7/4	review e-mail from Tom Conom regarding date for hearing preparation	.25	
7/5	prepare for SEIU negotiations; meeting with Greg Parman regarding negotiations; attend SEIU negotiations	7.5	N
7/11	legal research regarding work permits for foreign minor students; legal research regarding PERS enrollment for foreign student employees	2.75	
7/14	telephone call with PERS Specialist regarding PERS enrollment for foreign student employees; prepare memorandum regarding PERS enrollment for foreign student employees	4.25	
7/21	telephone call with Matilda Renteria regarding work permits for foreign minor students	.5	
7/24	telephone calls with Greg Parman regarding SEIU negotiations (.5)		N
	telephone call with Kerry O'Connor regarding tax issue of IEP participant; review documents regarding same (.75)	1.25	

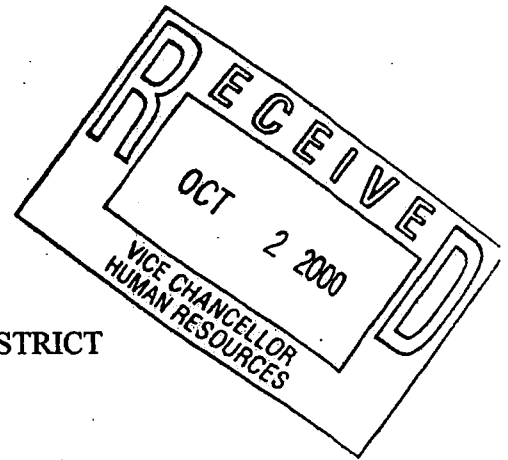
LAW OFFICE OF MARILYN KAPLAN
115 Alvarado Road
Berkeley, CA 94705
(510) 845-3500
Fax: (510) 845-3589

FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
August 2000

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
8/8	prepare for SEIU negotiations; meeting with Greg Parman and team regarding negotiations; attend SEIU negotiations	7.5 N
8/15	review e-mail from Tom Conom regarding preparation for John Fontaine hearing; prepare e-mail in response to same	.5
8/16	review e-mail from Tom Conom regarding preparation for John Fontaine hearing; review e-mail from Greg Parman regarding preparation for John Fontaine hearing; prepare e-mail in response to same	.5
8/17	telephone conference with IRS regarding tax issue of IEP participant; telephone call with Kerry O'Connor regarding same	.75
8/18	review correspondence from IRS regarding tax issue of IEP participant; telephone call with Kerry O'Connor regarding same; review correspondence from Kerry O'Connor to IEP participant; telephone call to IRS	1
8/21	review message from IRS regarding tax issue of IEP participant; telephone call to IRS	.25
8/22	telephone conference with IRS regarding tax issue of IEP participant; prepare correspondence to IEP participant and to Kerry O'Connor	1
8/28	review transcripts of John Fontaine hearing; prepare outline for 8/29 meeting	2.75

Handwritten notes and corrections:
 A large bracket on the right side of the table groups the entries for 8/16, 8/17, 8/18, 8/21, and 8/22. Next to this bracket is the handwritten note "OK with Cheryl".
 There are several circled numbers: 7.5, .5, .5, .75, 1, .25, 1, and 2.75.
 There is a handwritten "N" next to the 7.5 entry.
 There is a circled "9" next to the 1 entry for 8/18.

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115 Alvarado Road
Berkeley, CA 94705
(510) 845-3500
Fax: (510) 845-3589



FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
September 2000

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
9/5	meeting with Tom Conom and Greg Parman regarding preparation for Fountaine hearing; meeting with Frank Rocha	9
9/8	telephone call with opposing counsel regarding Fountaine hearing; prepare correspondence to Joan Harrison regarding hearing; revise questions for Frank Rocha; telephone call with Tom Conom regarding John Fountaine's witnesses' testimony; review cross-examination questions for John Fountaine	3.5
9/9	prepare additional cross-examination questions for John Fountaine and questions for other witnesses	2.25
9/10	prepare additional cross-examination questions for John Fountaine and questions for other witnesses	2.5
9/11	represent District at Fountaine hearing; review cross-examination of Tom Conom and prepare additional questions for cross-examination of John Fountaine	11.75
9/12	prepare additional cross-examination questions for John Fountaine; represent District at Fountaine hearing	12.25
9/13	prepare questions for expert witness and rebuttal questions for Tom Conom; represent District at Fountaine hearing	8.5
9/14	telephone calls with Greg Parman regarding SEIU negotiations (.5)	

LAW OFFICE OF MARILYN KAPLAN

115 Alvarado Road

Berkeley, CA 94705

(510) 845-3500

Fax: (510) 845-3589

FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT

STATEMENT OF FEES AND COSTS

October 2000

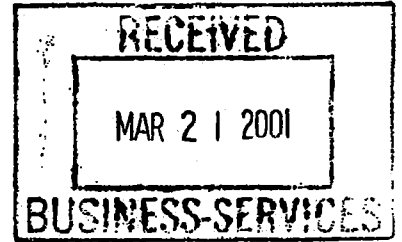
<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
10/2	telephone call with Greg Parman regarding parental leave issue; legal research regarding parental leave issue	2.25
10/3	prepare opinion letter regarding parental leave issue and interpretation of SEIU collective bargaining agreement; telephone call with Hector Quinonez regarding same	4.5
10/18	review transcripts of John Fountaine hearing; telephone call with reporting service regarding transcripts; telephone call with Joan Harrison regarding transcripts and briefing schedule; telephone call with opposing counsel regarding same; prepare correspondence to Joan Harrison regarding transcripts and briefing schedule	1
10/23	telephone call with Jane Enright regarding employee lost phone issue	.5
10/24	telephone call with Greg Parman regarding SEIU short-term employee issue	.5
10/30	review DFEH complaint and right-to-sue letter of John Fountaine; telephone call with Greg Parman regarding same	.5
TOTAL TIME 9.25 Hours		
TOTAL FEES (9.25 Hours @ \$170 per Hour)		\$1,572.50
COSTS: copies (\$1.00); postage (\$4.96); phone (\$3.92)		\$9.88
TOTAL FEES AND COSTS		\$1,582.38

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FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
January 2001

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
1/8	telephone call with Greg Parman regarding SEIU proposed questionnaire	.5 ✓ N
1/11	telephone call with Greg Parman regarding SEIU proposed questionnaire and negotiations regarding temporary employees	.5 ✓ N
1/17	review transcripts of testimony and exhibits from John Fountaine hearing in preparation for post-hearing brief	7.5
1/17	telephone call with Greg Parman concerning SEIU negotiations regarding temporary employees; review pre-hearing briefs of John Fountaine hearing; prepare outline for post-hearing brief	5.5 ✓ N
1/21	prepare brief regarding John Fountaine termination	5.25
1/22	prepare brief regarding John Fountaine termination	7.5
1/23	prepare brief regarding John Fountaine termination	8.75
1/24	prepare brief regarding John Fountaine termination	7.25
1/25	prepare brief regarding John Fountaine termination	8.75
	telephone calls with Robin Moore regarding classified employee policies in emergency conditions; review draft memorandum regarding same (.75)	9.5

LAW OFFICE OF MARILYN KAPLAN
115 Alvarado Road
Berkeley, CA 94705
(510) 845-3500
Fax: (510) 845-3589



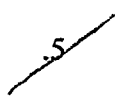








FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
February 2001

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
2/2	telephone call with Greg Parman regarding regarding CSEA payroll matter	.5 CSEA
2/3	legal research regarding 2000 IWEP tax guide; review documents from Kerry O'Connor regarding same	2.5
2/5	meeting with SEIU negotiating team	(2) N
2/6	telephone call with Joan Harrison regarding John Fontaine briefing	(.25)
2/8	review telephone call from office of counsel for John Fontaine regarding extension of time for filing of his reply brief; telephone call with office of counsel for John Fontaine regarding same	(.25)
2/9	review 1999 IWEP tax guide; prepare draft revisions for 2000 IWEP tax guide; telephone calls with Kerry O'Connor regarding same	4.75
2/12	prepare draft revisions for 2000 IWEP tax guide; telephone calls with Kerry O'Connor regarding same	4.25
2/24	review opposition brief of John Fontaine in response to District's opening brief; prepare correspondence to Greg Parman regarding same	(.75)

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Fax: (510) 845-3589

FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
March 2001

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
3/6	telephone call with Greg Parman regarding SEIU negotiations; review correspondence and documents from CSEA regarding insurance deductions. (4.75)	
	legal research regarding public records and business records hearsay exceptions for reply brief in John Fontaine matter (4.25)	
3/9	prepare draft response to CSEA correspondence regarding insurance deductions	
3/19	legal research regarding reply brief in John Fontaine matter; prepare reply brief in John Fontaine matter	
3/20	prepare reply brief in John Fontaine matter	
3/21	prepare reply brief in John Fontaine matter	
3/22	prepare reply brief in John Fontaine matter	
3/23	prepare proposed findings in John Fontaine matter	
3/26	prepare proposed findings in John Fontaine matter	

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Fax: (510) 845-3589

FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
April 2001

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
4/10	telephone call with Greg Parman regarding SEIU negotiations	25 N
4/16	legal research regarding classified employee policies in emergency conditions and negotiations	5.25 N
4/18	telephone calls with Pat Carroll, Cal. State counsel regarding negotiations concerning blackouts; review e-mail message from Pat Carroll; telephone call with Greg Parman regarding organizing of supervisors and SEIU meeting regarding personnel file issue	1.25
4/19	review draft letter to SEIU from Jane Enright; telephone call with Jane Enright regarding same; review revised draft letter to SEIU from Jane Enright; telephone call with Jane Enright regarding same; review SEIU contract; review legislative changes affecting collective bargaining agreements; prepare for SEIU negotiating team meeting (3.25)	
	review decision in John Fontaine matter (.25)	3.5
4/20	SEIU negotiating team meeting at District office (6.5)	
	review board resolution regarding John Fontaine termination (.5)	7
4/22	legal research regarding District rights during union organizing of supervisors; prepare memorandum regarding same	7.75

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VICE CHANCELLOR
HUMAN RESOURCES

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FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
May 2001

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
5/14	telephone call with Greg Parman regarding Deborah Comanda proposed termination	.5
5/15	review documentation regarding Deborah Comanda; telephone call with Greg Parman regarding proposed termination; prepare draft termination notice; prepare e-mail to Greg Parman regarding same (5.25)	
	review correspondence from Teamsters regarding recognition as supervisor's representative; telephone call with Jane Enright regarding same (.5)	5.75
5/16	telephone call with Regional Director of PERB regarding recognition process; telephone calls with Jane Enright regarding same	1
5/17	review statement by Art Hand to Board regarding John Fontaine hearing; review documents from John Fontaine hearing; prepare memorandum to Greg Parman regarding hearing proceedings	1.25
5/19	review memorandum from Greg Parman regarding schedule for SEIU negotiations (.25)	N
	review memorandum and draft correspondence from Greg Parman regarding Deborah Comanda termination; prepare e-mail message to Greg Parman regarding same (.5)	.75
5/25	review telephone message from Greg Parman regarding SEIU retreat; legal research regarding same	1.75

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VICE CHANCELLOR
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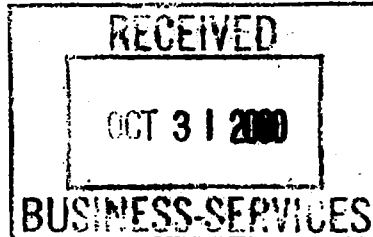
FOOTHILL/DEANZA COMMUNITY COLLEGE DISTRICT
STATEMENT OF FEES AND COSTS
June 2001

<u>Date</u>	<u>Services Rendered</u>	<u>Time</u>
6/1	telephone call with Anita Martinez at PERB regarding petition for recognition; telephone call with Jane Enright regarding same	.5
6/5	telephone call with Greg Parman regarding District meeting with supervisors and SEIU negotiations; telephone call with Steve Welty, counsel for John Fontaine regarding writ and record on appeal; telephone call to Jane Enright regarding meeting with supervisors	.75
6/6	review record of John Fontaine hearing; telephone call with Greg Parman regarding same	1
6/8	telephone call with Jane Enright regarding Comanda matter; telephone call with Greg Parman regarding record of John Fontaine hearing (.5)	
	review list of supervisors for submission to PERB; prepare correspondence to PERB regarding petition for recognition; review correspondence from Dennis Borelli regarding petition for recognition (1)	1.5
6/15	telephone call with Anita Martinez at PERB regarding posted notice; telephone call to Jane Enright regarding same	.25
6/18	review correspondence from Jane Enright and posted notice; prepare correspondence to Anita Martinez at PERB regarding posted notice	.25
6/19	telephone call with Greg Parman regarding hearing officer for Comanda matter	.25

SHUPE AND FINKELSTEIN
 177 Bovet Road, Suite 600
 San Mateo, CA 94402
 (650) 341-3693
 94-3087160

*All charges appear to be OK & accurate
 Robert Griffin
 10/30/2000*

Foothill DeAnza CCD District Office
 12345 El Monte Road
 Los Altos Hills, CA 94022



September 30, 2000
 OUR FILE: 660
 Invoice Number: 10089

Re: Robert Griffin v Samir Patel
 Foothill DeAnza CCD District Office
 12345 El Monte Road
 Los Altos Hills, CA 94022

Statement of Account for Services Rendered Through September 30, 2000

ATTORNEY FEES

<u>Date</u>	<u>Atty</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
09/01/00	TMF	Prepare updated TRO petition materials for filing due to failure of sheriff's department to serve previous papers	0.60	66.00
09/01/00	TMF	Attend Patel TRO hearing, in Palo Alto, 1st session	2.70	297.00
09/01/00	TMF	Letter to Dr. Griffin regarding date of upcoming hearing	0.30	33.00
09/01/00	TMF	Letter to Ms. Gregorio regarding date of upcoming hearing	0.30	33.00
09/01/00	TMF	Prepare and file notice of reissuance of TRO	0.20	22.00
09/07/00	TMF	Phone conference with G. Gregorio regarding hearing	0.10	11.00
09/12/00	TMF	Phone conference with G. Gregorio regarding hearing	0.20	22.00
09/12/00	TMF	Prepare second confirming letter to G. Gregorio regarding hearing	0.30	33.00
09/18/00	TMF	Phone conferences with court regarding calendar position for hearing	0.20	22.00
09/22/00	TMF	Travel to San Jose and attend TRO hearing	3.30	363.00
09/22/00	TMF	Prepare and file order after hearing	0.40	44.00
09/22/00	TMF	Phone conference with court regarding hearing	0.10	11.00
09/25/00	TMF	Prepare letter to court regarding order with enclosed	0.50	55.00

2000-2001

Mandated Costs

Little Mendelson

<u>MONTH</u>	<u>HOURS</u>	<u>RATE</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
July-00	5.25	210.00	1,102.50	1,102.50
August	4.75	135.00	641.25	
	3.25	210.00	682.50	1,323.75
September	0.50	160.00	80.00	
	1.00	210.00	210.00	290.00
October	39.50	160.00	6,320.00	
	23.50	210.00	4,935.00	11,255.00
November	10.50	160.00	1,680.00	
	11.00	210.00	2,310.00	3,990.00
December	41.25	125.00	5,156.25	
	5.50	160.00	880.00	
	9.25	210.00	1,942.50	7,978.75
January-01	16.75	135.00	2,261.25	
	9.00	210.00	1,890.00	4,451.25
			300.00	
February	10.25	135.00	1,383.75	
	7.75	160.00	1,240.00	
	12.25	210.00	2,572.50	5,196.25
March	21.75	160.00	3,480.00	
	35.75	210.00	7,507.50	10,987.50

2000-2001

Mandated Costs

Little Mendelson

April	9.75	160.00	1,560.00	
	15.75	210.00	<u>3,307.50</u>	4,867.50
May	2.75	190.00	522.50	
	10.75	135.00	1,451.25	
	3.00	160.00	480.00	
	5.00	210.00	<u>1,050.00</u>	3,503.75
June	19.25	135.00	2,598.75	
	52.25	160.00	8,360.00	
	5.75	210.00	<u>1,207.50</u>	12,166.25
			<u>67,112.50</u>	
	293.00			

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FOOTHILL-DE ANZA COMMUNITY COL

2736017

September 30, 2000

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through August 31, 2000

Invoice # 2736017 1109
Client Code: 015840

BUSINESS OFFICE

015840.1008

DATE	ATTY	HOURS	DESCRIPTION
08/16/00	PPW	0.25	Prepare response to auditors Perry Smith regarding pending litigation.
08/17/00	PPW	0.25	Revise letter to auditors Perry Smith based on new information about pending litigation.

-----TIME AND FEE SUMMARY-----

	HOURS	RATE	FEE
Patricia P. White Shareholder-Prt	0.50	210.00	\$ 105.00
TOTALS	0.50		\$ 105.00

Total Fees for this Matter:

\$ 105.00

Total for this Matter:

\$ 105.00

AGLIPAY LAWSUIT

015840.1039

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FOOTHILL-DE ANZA COMMUNITY COL

2741109

09/01/00	PPW	0.25	Review memo from Chief Tom Conom regarding his deposition.
09/05/00	PPW	0.25	Review letter from Corinne Leal to Carole Hanlon re deposition.
09/18/00	DJM2	0.25	Call with Mr. Tade re upcoming depositions; call with Ms. White re same.
09/20/00	PPW	0.25	Telephone conference with Aglipay's counsel re conference call about discovery and other issues including new information they contend they have about Chief Conom.
09/25/00	DJM2	0.25	Telepone conference with Ms. White re scheduling of depositions.
09/27/00	PPW	0.25	Telephone conference with Greg Parman re witnesses in cases involving Chief Conom.

-----*--TIME AND FEE SUMMARY--*-----

		HOURS	RATE	FEES
Daniel J. Muller	Associate	0.50	160.00	\$80.00
Patricia P. White	Shareholder-Prt	1.00	210.00	\$ 210.00
	TOTALS	1.50		\$ 290.00

Total Fees for this Matter:

\$ 290.00

Expenses:

Duplication

0.30

Total Expenses for this Matter:

\$ 0.30

Total for this Matter:

\$ 290.30

Total Current Charges:

\$ 622.80

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FOOTHILL-DE ANZA COMMUNITY COL

2736017

08/31/00 PPW 0.25 Prepare response to Tom Conom regarding
arrangements for deposition and preparation for
same.

-----TIME AND FEE SUMMARY-----*

		HOURS	RATE	FEEES
Daniel J. Muller	Associate	4.75	135.00	\$ 641.25
Patricia P. White	Shareholder-Prt	3.25	210.00	\$ 682.50
	TOTALS	8.00		\$1,323.75

Total Fees for this Matter: \$1,323.75

Expenses:

Duplication 9.45
Fax 12.00

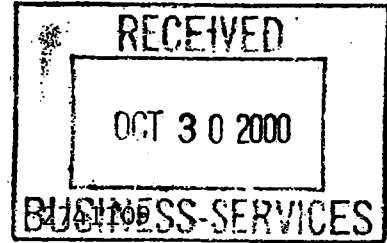
Total Expenses for this Matter: \$21.45

Total for this Matter: \$1,345.20

del

Total Current Charges: \$1,450.20

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2

FOOTHILL-DE ANZA COMMUNITY COL

October 25, 2000

MR. JIM KELLER
 VICE CHANCELLOR FOR BUSINESS SERVICES
 FOOTHILL-DE ANZA COMMUNITY COLLEGE
 DISTRICT
 12345 EL MONTE ROAD
 LOS ALTOS HILLS, CA 94022
 PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through September 30, 2000

Invoice # 2741109 1109
 Client Code: 015840

X HARASSMENT TRAINING WRKSHP.

015840.1022

DATE	ATTY	HOURS	DESCRIPTION
09/26/00	SBK	1.75	Preparation of the workshop for Foothill Deanza administrators on diversity and sexual harassment and update of presentation.

-----TIME AND FEE SUMMARY-----*

	HOURS	RATE	FEEES
Sandra B. Kloster Shareholder-Prt	1.75	190.00	\$ 332.50
TOTALS	1.75		\$ 332.50

Total Fees for this Matter: \$ 332.50

Total for this Matter: \$ 332.50

AGLIPAY LAWSUIT

015840.1039

DATE ATTY HOURS DESCRIPTION

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FOOTHILL-DE ANZA COMMUNITY COL

2749537

10/13/00 SBK 1.00 Legal research re the issue of a counselor/student confidence of sexual harassment allegations and the delimma of the the administrator when the counselor informs the administrator of the allegations of harassment that occured during the professional relationship of a counselor and his/her client/student.

10/13/00 SBK 5.00 Preparation of and attendance at the training workshop for administrators and supervisors in the area of diversity and harassment.

-----TIME AND FEE SUMMARY-----

Sandra B. Kloster	Shareholder-Prt	HOURS	RATE	FEES
		12.25	190.00	\$2,327.50
	TOTALS	12.25		\$2,327.50

Total Fees for this Matter: \$2,327.50

Total for this Matter: \$2,327.50

AGLIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
10/02/00	PPW	1.25	Telephone conference with Greg Parman re preparing witnesses for deposition; telephone conferences with Chief Conom (3 calls); discuss recent circumstances and attacks on Chief Conom by officer he fired and discuss what plaintiffs are trying to do in this case.
10/04/00	DJM2	5.00	Review transcripts of termination hearing; Meet with Mr. Conom to prepare his deposition testimony; travel to and from Foothill College.
10/05/00	PPW	0.25	Review declaration of Ernie Aglipay's counsel Jeff Tade in opposition to order to show cause re dismissal.
10/06/00	DJM2	4.00	Meet with Mr. Conom to prepare his deposition testimony; travel to and from Foothill College.
10/09/00	PPW	0.50	Attendance at meeting with Dan Muller to debrief after first day of Tom Conom's deposition by opposing counsel.

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FOOTHILL-DE ANZA COMMUNITY COL

2749537

10/09/00	DJM2	9.00	Attend deposition of Tom Conom.
10/10/00	DJM2	0.25	Call with Mr. Conom re Memorandum of Understanding and re next day of deposition.
10/10/00	PPW	1.00	Prepare for meeting with Dr. Leo Chavez concerning his deposition by reviewing transcript of his testimony in 1997 discharge hearings.
10/11/00	DJM2	9.00	Prepare for and attend second day of Mr. Conom's deposition.
10/11/00	PPW	3.00	Attendance at meeting with Chancellor Dr. Leo Chavez at college district office in Los Altos Hills to prepare for his deposition by opposing counsel; attendance at meeting with Vice Chancellor Jane Enright to prepare for her deposition by opposing counsel; discussion with Dan Muller re second day of Chief Conom's deposition; prepare letter to Jane Enright re opposing counsel's allegations against Chief Conom.
10/13/00	PPW	1.00	Telephone conference with Jon O'Bergh re deposition of Chancellor Leo Chavez on October 16, 2000; conference with Dan Muller re second day of Chief Tom Conom's deposition; review letter from Aglipay's counsel Jeff Tade re depositions of Leo Chavez, Jane Enright and Carol Hanlon.
10/16/00	DJM2	0.75	Calls with Carole Hanlan re testimony; confer with opposing counsel re deposition scheduling.
10/16/00	PPW	6.25	Attendance at meeting with Dr. Leo Chavez before his deposition; attendance at deposition of Dr. Chavez by attorney for Ernie Aglipay; telephone conference with Jane Enright re need for further preparation before her deposition on October 18, 2000.
10/17/00	PPW	2.25	Attendance at meeting with Jane Enright at Foothill College to prepare for deposition on October 18, 2000; review transcript of Ms. Enright's testimony at discharge appeals in 1997.
10/17/00	DJM2	0.50	Calls with opposing counsel re scheduling of deposition; call with Ms. White re same; call to Carole Hanlon re preparation for deposition.
10/18/00	DJM2	3.00	Review documents relating to Carole Hanlon's deposition, Meet with Ms. Hanlon re same.
10/18/00	PPW	7.50	Meet with Jane Enright prior to her deposition for final preparation; attendance at deposition of Jane Enright by Jeff Tade, attorney for Ernie Aglipay.

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FOOTHILL-DE ANZA COMMUNITY COL

2749537

10/20/00 PPW 0.50 Meet with Carole Hanlon and Dan Muller to discuss her deposition; discuss safety concern about identifying certain employee who was an informant and need for protective order before revealing the name to counsel only.
10/20/00 DJM2 8.00 Appear at deposition of Carole Hanlon.

-----TIME AND FEE SUMMARY-----

		HOURS	RATE	FEES
Daniel J. Muller	Associate	39.50	160.00	\$6,320.00
Patricia P. White	Shareholder-Prt	23.50	210.00	\$4,935.00
	TOTALS	63.00		\$11,255.00

Total Fees for this Matter: \$11,255.00

Expenses:

Duplication	148.80
Fax	34.50

Total Expenses for this Matter: \$ 183.30

Total for this Matter:

\$11,438.30

OK/EG

MARTINEZ, AUGUSTINE

015840.1048

DATE	ATTY	HOURS	DESCRIPTION
10/24/00	PPW	0.25	Telephone conference with Jane Enright re argument made by counsel for Mr. Martinez about timeliness of derogatory material being placed in file.
10/30/00	PPW	0.25	Review draft response from President Martha Kanter to Augustine Martinez concerning his request to have certain material removed from nis personnel file.
10/31/00	SLI	0.25	Pulled case off lexis; faxed to Patty White.
10/31/00	PPW	0.50	Telephone conference with Jane Enright re response to Gus Martinez's grievance about documents in his personnel file; review Miller v Chico case; advise Ms. Enright to add that Mr. Martinez may prepare rebuttal and have it attached to derogatory information in file.

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2

DEC 14 2000

VICE CHANCELLOR
HUMAN RESOURCES

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FOOTHILL-DE ANZA COMMUNITY COL

RECEIVED
DEC 12 2000
BUSINESS-SERVICES
2752392

December 11, 2000

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through November 30, 2000

Invoice # 2752392 1109
Client Code: 015840

LIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
11/08/00	PPW	1.75	Review memo from Jane Enright re deposition transcript and continuation of deposition; prepare response to Ms. Enright re same; review transcript of first day of Dr. Leo Chavez's deposition.
11/09/00	PPW	0.50	Telephone conference with opposing counsel Jeff Tade re scheduling continuation of Jane Enright's deposition; also discuss possible dates for scheduling depositions of Klaus Dehn, Greg Parman and Mary Mason and depositions of Bernadine Fong, Judy Handa and Ben Rodriguez; telephone conference with John Mason re scheduling deposition of Mary Mason.
11/10/00	PPW	2.25	Telephone conference with Jane Enright re scheduling of various depositions and agreement to produce current managers without a subpoena; review transcript of 1st day of Jane Enright's deposition by plaintiffs' counsel.
11/13/00	PPW	1.25	Meet with Jane Enright and discuss transcripts; meet with Greg Parman regarding scheduling of his deposition; telephone call from Jane Enright regarding date change for next day of Leo Chavez deposition; telephone call to Jon O'Bergh re same; telephone conferences with Jane Enright (several calls) re Greg Parman's deposition on November 29th and depositions of Judy Handa and Ben Rodriguez; telephone

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2752392

conference with Jon O'Bergh re scheduling next day of Chancellor's deposition on December 14, 2000; telephone conference with opposing counsel Jeff Tade re changing Chancellor's deposition from November 29 to December 14; schedule depositions of Jane Enright and Ben Rodriguez and Greg Parman.

11/14/00 DJM2 0.50 Review depo transcripts; call Ms. White re scheduling of depositions;

11/14/00 PPW 0.25 Telephone calls from and to Jane Enright re scheduling of Judy Handa's and Klaus Dehn's depositions.

11/15/00 PPW 1.00 Review and respond to memos from Jane Enright regarding deposition schedule; telephone conference with opposing counsel Jeff Tade re update on deposition schedule; telephone conference with Mary Mason re deposition.

11/15/00 DJM2 0.75 Call to Mr. Conom; Ms. Hanlon; and Mr. Tade; Review deposition transcripts and prepare for mailing to Mr. Conom and Ms. Hanlon.

11/16/00 PPW 0.25 Telephone conference with opposing counsel Jeff Tade about deposition of Mary Mason on December 13, 2000.

1/16/00 DJM2 0.25 Calls with Mr. Parman re scheduling of deposition preparation.

11/21/00 DJM2 0.25 Call to Ms. Enright re deposition invoices.

11/27/00 PPW 0.50 Review declaration of Jeff Tade in opposition to order to show cause why case should not be dismissed; review letter from Jeff Tade re depositions; review deposition notices.

11/28/00 DJM2 4.00 Review hearing transcripts of Mr. Parman's testimony; meet with Mr. Parman to prepare for deposition; telephone call with opposing counsel regarding starting time for Mr. Parman's deposition; prepare case management conference statement in advance of hearing on Order to Show Cause.

11/29/00 PPW 3.25 Telephone calls from and to Jane Enright re witness preparation for Klaus Dehn, Jane and Leo Chavez before the next round of depositions; review transcripts from 1997 hearings in preparation for deposition of Klaus Dehn; do further review of transcripts of 1st day of deposition for Dr. Chavez and Ms. Enright.

11/29/00 DJM2 0.25 Telephone call to Ms. Hanlon re scheduling of deposition.

11/29/00 DJM2 3.00 Prepare for and attend deposition of Mr. Parman.

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FOOTHILL-DE ANZA COMMUNITY COL

2752392

11/30/00 DJM2 1.50 Call with Ms. Hanlon re deposition; review Hanlon deposition transcript; draft letter re deposition transcript; call to Mr. Tade re scheduling.

-----TIME AND FEE SUMMARY-----

		HOURS	RATE	FEES
Daniel J. Muller.	Associate	10.50	160.00	\$1,680.00
Patricia P. White	Shareholder-Prt	11.00	210.00	\$2,310.00
TOTALS		21.50		\$3,990.00

Total Fees for this Matter: \$3,990.00

Expenses:

	Duplication		43.95
11/22/00	Court Reporter - - WEBER & VOLZING INC.,		20.00
	11/16/00 DEPOSITION OF CAROLE HANLON		
11/3/00	Travel-Mileage - - DANIEL MULLER, 10/06/00 (30 MILES) ROUNDRIP TO FOOTHILL COLLEGE, SECOND DAY OF PREPARATION FOR CONOM DEPOSITION		9.75
11/08/00	Travel-Mileage - - DANIEL MULLER, 10/04/00 (30 MILES) ROUNDRIP TO FOOTHILL COLLEGE RE: WITNESS PREPARATION FOR CONOM DEPOSITION		9.75

Total Expenses for this Matter: \$83.45

Total for this Matter: \$4,073.45

Total Current Charges: \$4,073.45

***** PLEASE SEE FOLLOWING PAGE FOR OUTSTANDING BALANCES *****

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FOOTHILL-DE ANZA COMMUNITY COL

2761457

January 23, 2001

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through December 31, 2000

Invoice # 2761457 1109
Client Code: 015840

AGLIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
12/01/00	AJF	3.25	Prepare and draft deposition summary of Carole Hanlon regarding Ernie Aglipay et al lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Carole Hanlon's contact with plaintiffs and information she has pertaining to their performance, investigation into plaintiffs, and information regarding hearings for termination.
12/01/00	DJM2	0.50	Call with Mr. Parman re deposition of Mr. Rodriguez.
12/01/00	SLI	3.50	Summarize deposition of Chief of Police Tom Conom; discussion of issues re investigation of Foothill custodial night crew and possible criminal activity involving theft of time, theft of property, prostitution; discussion of undercover operation that was implemented to further investigation of custodial night crew, and procedure whereby such investigation was implemented.
12/04/00	AJF	3.75	Prepare and draft deposition summary of Carole Hanlon regarding Ernie Aglipay et al lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Carole Hanlon's contact with plaintiffs and information she has pertaining to their performance, investigation

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FOOTHILL-DE ANZA COMMUNITY COL

2761457

into plaintiffs, and information regarding hearings for termination.

12/04/00	DJM2	0.25	Telephone call with Ms. Hanlon re scheduling of deposition and regarding correction to deposition transcript.
12/04/00	SLI	7.00	Summarize deposition of Chief of Police Tom Conom; discussion of issues re investigation of Foothill custodial night crew and possible criminal activity involving theft of time, theft of property, prostitution; discussion of undercover operation that was implemented to further investigation of custodial night crew, and procedure whereby such investigation was implemented.
12/04/00	PPW	2.00	Attendance at meeting with Board member Mary Mason at district office in Los Altos Hills to prepare for her deposition on December 13, 2000.
12/05/00	AJF	3.00	Prepare and draft deposition summary of Carole Hanlon regarding Ernie Aglipay et al lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Carole Hanlon's contact with plaintiffs and information she has pertaining to their performance, investigation into plaintiffs, and information regarding hearings for termination.
12/06/00	SLI	2.75	Summarize deposition of Chief of Police Tom Conom; discussion of issues re investigation of Foothill custodial night crew and possible criminal activity involving theft of time, theft of property, prostitution; discussion of undercover operation that was implemented to further investigation of custodial night crew, and procedure whereby such investigation was implemented.
12/06/00	PPW	1.50	Attendance at meeting with Chancellor Leo Chavez at district office in Los Altos Hills to prepare for the second day of his deposition on December 14, 2000.
12/07/00	SLI	1.00	Summarize deposition of Chief of Police Tom Conom; discussion of issues re investigation of Foothill custodial night crew and possible criminal activity involving theft of time, theft of property, prostitution; discussion of undercover operation that was implemented to further investigation of custodial night crew, and procedure whereby such investigation was implemented.
12/07/00	DJM2	1.75	Attend case management conference at Santa Clara County Superior Court; draft letter for Carole Hanlon re transcript changes.

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FOOTHILL-DE ANZA COMMUNITY COL

2761457

12/08/00	AJF	0.25	Prepare and draft deposition summary of Carole Hanlon regarding Ernie Aglipay et al lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Carole Hanlon's contact with plaintiffs and information she has pertaining to their performance, investigation into plaintiffs, and information regarding hearings for termination.
12/08/00	PPW	3.25	Attendance at meeting with Klaus Dehn at district office in Los Altos Hills to prepare him for his deposition on December 12, 2000; review faxed letter from opposing counsel Jeff Tade requesting that Jane Enright bring all the typewritten notes and records which she reviewed prior to the first day of her deposition; telephone conference with administrative assistant in Human Resources regarding plaintiffs' request to produce documents; telephone call to Jane Enright re same.
12/08/00	SLI	2.50	Summarize deposition of Chief of Police Tom Conom; discussion of issues re investigation of Foothill custodial night crew and possible criminal activity involving theft of time, theft of property, prostitution; discussion of undercover operation that was implemented to further investigation of custodial night crew, and procedure whereby such investigation was implemented.
12/11/00	PPW	1.50	Telephone conference with opposing counsel Jeff Tade's secretary re canceling today's deposition of Jane Enright and tomorrow's deposition of Klaus Dehn due to Mr. Tade's illness; telephone conferences (2) with Jane Enright re same; review issues for Ben Rodriguez deposition with Dan Muller; telephone conference with Mr. Tade's secretary re additional suggested dates to reschedule depositions.
12/11/00	DJM2	2.50	Meeting with Ben Rodriguez re deposition testimony.
12/12/00	PPW	1.00	Telephone conference with Jeff Tade's secretary re postponing depositions of Ben Rodriguez, Mary Mason and Chancellor Leo Chavez; telephone conference with Jon O'Bergh re postponement of Dr. Chavez' deposition; telephone call to Jane Enright re postponement of depositions; telephone conference with John Mason re postponement of Mary Mason's deposition.
12/12/00	DJM2	0.25	Call to Ben Rodriguez re cancellation deposition.

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2761457

12/21/00 SLI 1.75 passed on to district attorney's office for review and possible prosecution of individuals. Summarize deposition of Chief of Police Tom Conom re investigation of Foothill - De Anza College midnight custodial crew re possible theft of time, theft of property, prostitution activities; discussion of procedure whereby investigation was implemented, conducted and passed on to district attorney's office for review and possible prosecution of individuals.

-----TIME AND FEE SUMMARY-----

		HOURS	RATE	FEEES
Adam J. Fiss	Associate	14.75	125.00	\$1,843.75
Daniel J. Muller	Associate	5.50	160.00	\$ 880.00
Samantha L. Ince	Associate	26.50	125.00	\$3,312.50
Patricia P. White	Shareholder-Prt	9.25	210.00	\$1,942.50
	TOTALS	56.00		\$7,978.75

Total Fees for this Matter: \$7,978.75

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Total for this Matter: \$7,978.75

Total Current Charges: \$7,978.75

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FOOTHILL-DE ANZA COMMUNITY COL

2772961

Total for this Matter:

\$ 160.50

AGLIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
02/02/01	SPL	4.50	Attended deposition of Jane Enright.
02/02/01	PPW	7.00	Attendance at meeting with Jane Enright to prepare for continuation of her deposition; defend deposition of Jane Enright; meet with Ms. Enright following deposition to discuss case and scheduling of other depositions; telephone conference with Jon O'Bergh re scheduling deposition of Chancellor on March 8, 2001; telephone call to Jane Enright re same; prepare letter to Jeff Tade re same.
02/07/01	PPW	0.75	Telephone conference with Jane Enright re more dates for scheduling of depositions; telephone conference with Jeff Tade re scheduling depositions of Judy Handa, Bernadine Fong and Klaus Dehn; telephone conference with opposing counsel Jeff Tade re depositions and serving Handa; telephone call from Jane Enright re dates for Ben Rodriguez and Carole Hanlon; telephone conference with Mary Mason re scheduling her deposition.
02/09/01	SPL	2.25	Drafted Case Management Conference and At Issue Memorandum; Prepared for deposition of Ben Rodriguez.
02/10/01	AJF	5.00	Prepare and draft deposition summary of Jane Enright regarding Ernie Aglipay, et al. lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Jane Enright's involvement in and information she has pertaining to the investigation into the misconduct occurring at Foothill Community College and De Anza Community College.
02/12/01	PPW	0.25	Review letter from opposing counsel Jeff Tade re depositions.
02/16/01	PPW	0.25	Telephone conference with Teresa, Jeff Tade's secretary, re scheduling deposition of Klaus Dehn on March 5; discuss timing issues re scheduling of deposition of Mary Mason.

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FOOTHILL-DE ANZA COMMUNITY COL

2772961

02/20/01	AJF	5.25	Prepare and draft deposition summary of Jane Enright regarding Ernie Aglipay, et al. lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Jane Enright's involvement in and information she has pertaining to the investigation into the misconduct occurring at Foothill Community College and De Anza Community College.
02/23/01	PPW	0.75	Review letter from opposing counsel Jeff Tade requesting a 30 day extension until March 22 to answer defendants' interrogatories; telephone conference with Jane Enright about request for extension of time; discuss offering an extension less than 30 days; telephone conference with opposing counsel Jeff Tade re his request for extension to answer interrogatories; agree on compromise extension until March 14, 2001.
02/23/01	SPL	0.25	Prepared for Deposition of Ben Rodriguez.
02/23/01	PPW	1.25	Prepare for continuation of deposition of Dr. Leo Chavez, including review of transcript of first day of deposition.
02/26/01	PPW	2.00	Review transcript of second full day of deposition of Vice-Chancellor Jane Enright; also prepare to defend deposition of Klaus Dehn.
02/26/01	SPL	0.25	Arranged to meet Ben Rodriguez prior to his March 6, 2001 deposition.
02/27/01	SPL	0.50	Left voicemail for Jane Enright re: deposition of Ben Rodriguez; Sent email to Jane Enright re: deposition of Ben Rodriguez; Telephone conference w/ Robin Moore re: contacting Ben Rodriguez; Telephone conference w/Ben Rodriguez re: March 5, 2001 meeting to prepare for deposition.

-----TIME AND FEE SUMMARY-----

		HOURS	RATE	FEE
Adam J. Fiss	Associate	10.25	135.00	\$1,383.75
Stephen P. Lowney	Associate	7.75	160.00	\$1,240.00
Patricia P. White	Shareholder-Prt	12.25	210.00	\$2,572.50
TOTALS		30.25		\$5,196.25

Total Fees for this Matter:

\$5,196.25

Expenses:

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FOOTHILL-DE ANZA COMMUNITY COL

2777286

April 13, 2001

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through March 31, 2001

Invoice # 2777286 1141
Client Code: 015840

AGLIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
03/01/01	PPW	0.50	Review notices of deposition for Klaus Dehn, Ben Rodriguez, Carole Hanlon and Leo Chavez; telephone call to Jane Enright re witness preparation and her transcript.
03/02/01	SPL	1.00	Meet w/Patti White to discuss necessary preparation defense of depositions of Ben Rodriguez and Judy Handa.
03/02/01	PPW	1.25	Telephone call from Jane Enright re depositions; meet with assistant at Jane Enright's office re transcript of second day of her deposition; telephone conference with Jane Enright re witness preparation; telephone conference with Judy Handa re witness preparation; meet with Steve Lowney re series of letters from Aglipay to Judy Handa and others regarding Carole Hanlon, in preparation for defending deposition; telephone conference with Carole Hanlon re witness preparation on March 5, 2001.
03/04/01	SPL	3.00	Reviewed correspondence and deposition transcripts to prepare for depositions of Ben Rodriguez and Judy Handa.
03/05/01	SPL	5.25	Attendance at meeting with Ben Rodriguez at DeAnza College in Cupertino to prepare him for his deposition; attendance at later meeting with Judy Handa at Foothill College to prepare her for her deposition.

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FOOTHILL-DE ANZA COMMUNITY COL

2788267

AGLIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
04/02/01	PPW	1.75	Attendance at meeting with Mary Mason in Los Altos to prepare her for deposition on April 4, 2001; telephone call from office of opposing counsel Jeff Tade advising that Mr. Tade has injured his back and must postpone April 4th deposition; telephone call to Ms. Mason re same.
04/03/01	SPL	1.75	Attended Case Management Conference; Drafted Proposed Stipulated Protective Order limiting access to identification of confidential informant; Research re: whether conduct occurring in 1995 is excludable.
04/04/01	SPL	0.25	Finalized sent proposed stipulated protective order to defense counsel for review.
04/06/01	SPL	0.25	Drafted/Sent letters to defense counsel re: proposed stipulated protective order re: confidential informant.
04/06/01	PPW	1.75	Review transcript of Ben Rodriguez deposition.
04/09/01	PPW	6.00	Telephone conference with Jeff Tade re canceling this week's depositions of Klaus Dehn and Bernadine Fong due to his back injury; discuss possible alternative dates; telephone conference with Annette Stanger, Bernadine Fong's administrative assistant, about cancellation of deposition and available dates; review transcript of Klaus Dehn deposition; review transcript Volume II of second day of Carole Hanlon deposition.
04/09/01	SPL	3.00	Research re: whether evidence of discrimination prior to the statute of limitations period is admissible to prove Plaintiffs' present discrimination claim; reviewed plaintiffs' answers to defendants' special interrogatories.
04/10/01	PPW	0.50	Telephone conference with Greg Parman re cancellation of deposition; telephone calls (several) to Klaus Dehn to notify Mr. Dehn that April 11, 2001 deposition has been canceled and will be rescheduled.
04/10/01	SPL	2.00	Research and writing re: motion for summary judgment.
04/11/01	PPW	2.75	Review Notice of further case management conference and trial setting conference scheduled for May 29, 2001; review transcript of Judy Handa deposition.
04/12/01	SPL	0.25	Telephone conference w/Judy Handa re: best day for second day of her deposition.
04/13/01	PPW	1.00	Review transcript of first day of Bernadine Fong's deposition.

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FOOTHILL-DE ANZA COMMUNITY COL

2777286

Tade's secretary re scheduling of Dr. Fong's second day of deposition; telephone conference with Carl Lindstrom re continuation of Dr. Fong's deposition.

03/22/01 PPW 0.25 Telephone conference with new Risk Manager Marcia Kelly; describe status of Aglipay and Banaag consolidated lawsuits and discovery; discuss potential costs of litigation.

03/26/01 SPL 1.00 Drafted proposed stipulated protective order governing information re: confidential informant.

03/26/01 PPW 1.50 Review factual contentions and responses to interrogatories by Ernie Aglipay; review factual contentions and responses to interrogatories by Don Villanueva; review factual contentions and responses to interrogatories by Bendicto Faraon.

03/27/01 SPL 1.00 Drafted proposed stipulated protective order governing information re: confidential informant.

03/29/01 PPW 0.25 Telephone conference with Jeff Tade's associate re deposition schedule.

03/30/01 PPW 1.25 Review case management conference statement from opposing counsel Jeff Tade; telephone conference with Mr. Tade re scheduling of further depositions; telephone conference with Klaus Dehn re next day of his deposition; telephone calls to Carole Hanlon and Mary Mason re scheduling of depositions; review and revise protective order.

03/31/01 PPW 0.25 Telephone conference with board member Mary Mason regarding her deposition on April 4, 2001 and scheduling meeting to prepare for her deposition.

-----TIME AND FEE SUMMARY-----

		HOURS	RATE	FEES
Stephen P. Lowney	Associate	21.75	160.00	\$3,480.00
Patricia P. White	Shareholder-Prt	35.75	210.00	\$7,507.50
	TOTALS	57.50		\$10,987.50

Total Fees for this Matter: \$10,987.50

Expenses:

Duplication

24.90

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FOOTHILL-DE ANZA COMMUNITY COL

2788267

TOTALS 25.50 \$4,867.50

Total Fees for this Matter:

\$4,867.50

Expenses:

	Duplication	20.25
04/18/01	Court Reporter - - GROSSMAN & COTTER, INC.	485.70
	03/06/01 COPY OF TRANSCRIPT OF: BEN RODRIGUEZ & KLAUS DEHN	
04/18/01	Court Reporter - - GROSSMAN & COTTER, INC.	317.05
	03/30/01 03/07/01 COPY OF TRANSCRIPT OF: JUDITH HANDA	
04/17/01	Office/Local Meals - - STEPHEN LOWNEY 03/04/01 WORKING LUNCH. PREPARED FOR DEPOSITION OF BEN RODRIGUEZ	5.00
04/17/01	Office/Local Meals - - STEPHEN LOWNEY 03/07/01 BOUGHT LUNCH FOR CLIENT	8.61

Total Expenses for this Matter:

\$ 836.61

Total for this Matter:

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\$5,704.11 *ok/B*

Total Current Charges:

\$5,846.61

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FOOTHILL-DE ANZA COMMUNITY COL

2788267

04/16/01	SPL	0.25	Research re: excluding allegedly discriminatory acts occurring in 1995.
04/17/01	PPW	1.00	Telephone conference with Klaus Dehn re scheduling continuation of his deposition; telephone calls from and to Annette Stenger re transcript of Dr. Fong's deposition and getting transcript to Bernadine for review; telephone conferences (several calls) with opposing counsel Jeff Tade's administrative assistant; telephone conference with opposing counsel Jeff Tade, who advised that he is still on medication and cannot resume depositions until after May 1, 2001; telephone conference with Carole Hanlon; notify Ms. Hanlon that her deposition continuation on April 20 has been canceled.
04/19/01	PPW	0.25	Meet with Annette Stenger and take her transcript of Dr. Bernadine Fong's deposition.
04/23/01	PPW	0.25	Telephone conference with Annette Stenger re corrections to Bernadine Fong deposition transcript.
04/24/01	SPL	0.25	Coordinated part II of Judy Handa' deposition.
04/26/01	SPL	0.50	Arranged for delivery of Judy Handa's deposition transcript for her review; Arranged for delivery of Ben Rodriguez deposition transcript for his review.
04/26/01	PPW	0.25	Meet with Greg Parman and Jon O'Bergh re deposition transcripts; meet with Annette Stenger re Dr. Fong's deposition transcript.
04/27/01	SPL	0.25	Finished arranging for Judy Handa's deposition transcript to be sent to her overnight for her review.
04/30/01	PPW	0.25	Telephone conference with Carole Hanlon re transcript of deposition.
04/30/01	SPL	1.00	Left voicemail for Judy Handa re: deposition transcript; Telephone conference w/Judy Handa re: non-delivery of deposition transcript; Telephone conference w/Nancy Fena, certified court reporter, re: extending time to review Judy Handa's transcript; Telephone conference with Jeff Tade re: extending time to review Judy Handa's transcript; Drafted/sent letter to Jeff Tade re: extending time to review Judy Handa's transcript; Drafted/sent letter to Carl Linstrom re: extending time to review Judy Handa's transcript.

* -----TIME AND FEE SUMMARY-----*

		HOURS	RATE	FEES
Stephen P. Lowney	Associate	9.75	160.00	\$1,560.00
Patricia P. White	Shareholder-Prt	15.75	210.00	\$3,307.50

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3

FOOTHILL-DE ANZA COMMUNITY COL

2792501

FA NEGOTIATIONS

015840.1031

DATE	ATTY	HOURS	DESCRIPTION
05/08/01	SBK	2.75	Review of Faculty Workload Studies and statistics including Studies of Faculty Productivity and problems with workload and productivity measures. Review of the former load study and preparation for the new study and complication of the Districts to be included in a survey.

-----*-----TIME AND FEE SUMMARY-----*

	HOURS	RATE	FEEES
Sandra B. Kloster Shareholder-Prt	2.75	190.00	\$ 522.50
TOTALS	2.75		\$ 522.50
 Total Fees for this Matter:			 \$ 522.50
 Total for this Matter:			 \$ 522.50

AGLIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
05/02/01	SPL	2.00	Telephone conference w/DeAnza security re: availability of Ben Rodriguez to review his deposition transcript; Left voicemail message for Ben Rodriguez on his cell phone re: availability of Ben Rodriguez to review his deposition transcript; Telephone conference w/DeAnza security re: dropping off a deposition transcript for Ben Rodriguez' review; Left voicemail for Judy Handa re: confirming receipt of her deposition transcript; Traveled to DeAnza College and delivered deposition transcript to Ben Rodriguez for his review; Reviewed email from Judy Handa re: confirming receipt of her deposition transcript; Drafted

- sent email to Judy Handa with directions on reviewing and returning her deposition transcript; Telephone conference with Ben Rodriguez re: returning his copy of the deposition transcript.
- 05/07/01 AJF 2.75 Draft and prepare deposition summary of deposition of Jane Enright re Ernie Aglipay et al lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Jane Enright's involvement in the investigation of plaintiffs and information she has pertaining to the findings of the investigation and how it was conducted.
- 05/08/01 AJF 2.75 Draft and prepare deposition summary of deposition of Jane Enright re Ernie Aglipay et al lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Jane Enright's involvement in the investigation of plaintiffs and information she has pertaining to the findings of the investigation and how it was conducted.
- 05/09/01 AJF 0.25 Draft and prepare deposition summary of deposition of Jane Enright re Ernie Aglipay et al lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Jane Enright's involvement in the investigation of plaintiffs and information she has pertaining to the findings of the investigation and how it was conducted.
- 05/10/01 AJF 0.50 Draft and prepare deposition summary of deposition of Jane Enright re Ernie Aglipay et al lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Jane Enright's involvement in the investigation of plaintiffs and information she has pertaining to the findings of the investigation and how it was conducted.
- 05/17/01 AJF 1.50 Draft and prepare deposition summary of deposition of Jane Enright re Ernie Aglipay et al. lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Jane Enright's involvement in the investigation of plaintiffs and information she has pertaining to the findings of the investigation and how it was conducted.
- 05/17/01 PPW 0.25 Review CMC statement and at-issue memo from Jeff Tade, attorney for Aglipay.

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5

05/18/01	SPL	1.00	Prepared/filed/served Case Management Conference Questionnaire.
05/18/01	PPW	0.25	Review and revise case management conference statement in Aglipay case; arrange for filing of CMC statement with court.
05/21/01	PPW	0.25	Review Supplemental case management conference statement from opposing counsel Jeff Tade, correcting misstatements in previously filed document.
05/25/01	PPW	1.00	Review BAJI jury instructions for discrimination and wrongful termination.
05/28/01	AJF	3.00	Draft and prepare deposition summary of deposition of Jane Enright re Ernie Aglipay et. al. lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Jane Enright's involvement in the investigation of plaintiffs and information she has pertaining to the findings of the investigation and how it was conducted.
05/29/01	PPW	3.25	Attendance at case management conference and trial setting conference before Judge Jacobs-May; telephone conference with Jane Enright re trial being set for August 27, 2001; telephone conference with Karen of Dr. Bernadine Fong's office re scheduling continuation of her deposition; telephone conferences with opposing counsel Jeff Tade (several) re scheduling of depositions; telephone conference with Dr. Bernadine Fong confirming June 14, 2001 for the 2nd day of her deposition; telephone conference with Carole Hanlon re continuation of her deposition.

-----TIME AND FEE SUMMARY-----

		HOURS	RATE	FEES
Adam J. Fiss	Associate	10.75	135.00	\$1,451.25
Stephen P. Lowney	Associate	3.00	160.00	\$ 480.00
Patricia P. White	Shareholder-Prt	5.00	210.00	\$1,050.00
	TOTALS	18.75		\$2,981.25

Total Fees for this Matter:

Expenses:

Duplication

\$2,981.25

16.35

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FOOTHILL-DE ANZA COMMUNITY COL

2792501

05/25/01 Overnight Mail Service - - FEDERAL EXPRESS (SAN JOSE) 04/26/01 TO: CAROLE HANLON, CAMPBELL, CA

8.00

05/25/01 Overnight Mail Service - - FEDERAL EXPRESS (SAN JOSE) 04/27/01 TO: JUDY HANDA, SAN FRANCISCO, CA

30.67

Total Expenses for this Matter:

\$55.02

Total for this Matter:

\$3,036.27

ATCHINSON, JAMES

015840.1049

DATE	ATTY	HOURS	DESCRIPTION
05/01/01	SBK	3.25	Review of the sexual harassment complaints filed by students Alexandra Honjas and Dana Kubica against their psychology instructor, Mr. Atchinson. Review of the faculty contract regarding procedure and grounds for discipline and termination. Several telephone calls with Robin Moore regarding her investigation and the demand by James Blackman, Mr. Atchinson's attorney. Review of complaints and comparison with summary by Ms. Moore in order to response to the request from Mr. Blackman for all charges before meeting with the employer. Legal research re Mr. Blackman's demand to see the allegations prior to a meeting with the employer regarding the charges.
05/02/01	SBK	1.25	Preparation of the letters to Mr. Atchinson's attorney, Mr. Blackman regarding the additional sexual allegations that came out of the interviews with the complainants. Preparation of letter to Mr. Atchison regarding his contact with students and other employees concerning the sexual harassment complaints that have been filed against him and directing him not to contact the students who filed the and the District policy prohibiting harassment. Telephone conference regarding the follow up with Mr. Blackman.
05/14/01	SBK	3.75	Preparation for and attendance at meeting with Robin Moore and Mr. Atchinson and his attorney regarding the sexual harassment claims lodged against him preparation of notes from the meeting.

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FOOTHILL-DE ANZA COMMUNITY COL

2801780

July 29, 2001

MR. JIM KELLER
VICE CHANCELLOR FOR BUSINESS SERVICES
FOOTHILL-DE ANZA COMMUNITY COLLEGE
DISTRICT
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022
PRIVILEGED AND CONFIDENTIAL

***** Detail *****

For legal services through June 30, 2001

Invoice # 2801780 1141
Client Code: 015840

AGLIPAY LAWSUIT

015840.1039

DATE	ATTY	HOURS	DESCRIPTION
06/01/01	AJF	2.00	Draft and prepare deposition summary of deposition of Jane Enright re Ernie Aglipay et. al. lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Jane Enright's involvement in the investigation of plaintiffs and information she has pertaining to the findings of the investigation and how it was conducted.
06/04/01	SPL	0.50	Reviewed and responded to email from Ms. White re: scheduling motion for summary judgment; Review and responded to email from Ms. Heverly re: scheduling motion for summary judgment; Left voicemail for Mr. Tade re: scheduling motion for summary judgment;
06/05/01	SPL	0.25	Telephone conference w/Mr. Tade re: acceptable date for hearing on motion for summary judgment.
06/06/01	MBH	0.75	Meeting with Mr. Lowney to discuss strategy for renewal of summary judgment motion.
06/07/01	PPW	0.25	Telephone call from Mary Mason regarding her deposition and available dates in July.
06/10/01	PPW	0.50	Prepare for second day of Bernadine Fong deposition.
06/11/01	MBH	1.25	Review of various deposition transcripts for preparation of renewed motion for summary judgment.

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06/12/01	PPW	1.00	Telephone conferences with opposing counsel Jeff Tade (several calls) re his decision to change date of Dr. Bernadine Fong's deposition again; discuss scheduling of other depositions including deposition of Ernie Aglipay; telephone conferences with Dr. Fong's assistant Annette Stenger re scheduling of second day of Dr. Fong's deposition.
06/13/01	MBH	3.50	Draft motion for summary judgment; review of prior ruling on summary judgment and complaints for preparation of same; review of deposition transcripts for support for motion.
06/13/01	AJF	2.00	Draft and prepare deposition summary of deposition of Chancellor Leo Chavez re Ernie Aglipay et. al. lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Chancellor Chavez's involvement in the investigation of plaintiffs and information he has pertaining to the findings of the investigation and how it was conducted.
06/13/01	PPW	1.00	Review legal issues to be addressed in motion for summary judgment; compile documents and confer with Michelle Heverly re summary judgment motion.
06/14/01	MBH	3.75	Preparation of defendant's motion for summary judgment; review of previous motion and documents submitted in support thereof; review of transcripts from prior hearings for preparation of motion.
06/14/01	PPW	1.50	Review letter from opposing counsel Jeff Tade re depositions; telephone conferences with Jeff Tade (numerous calls) re scheduling of remaining depositions; telephone call to Mary Mason regarding her deposition; telephone conference with Mary Mason re scheduling her deposition on July 13, 2001; telephone conference with Klaus Dehn regarding continuation of his deposition.
06/14/01	AJF	1.75	Draft and prepare deposition summary of deposition of Chancellor Leo Chavez re Ernie Aglipay et. al. lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Chancellor Chavez's involvement in the investigation of plaintiffs and information he has pertaining to the findings of the investigation and how it was conducted.

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06/15/01	AJF	1.00	Draft and prepare deposition summary of deposition of Chancellor Leo Chavez re Ernie Aglipay et. al. lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Chancellor Chavez's involvement in the investigation of plaintiffs and information he has pertaining to the findings of the investigation and how it was conducted.
06/15/01	MBH	7.75	Prepare motion for summary judgment; legal research re new standard for summary judgment under California law; legal research re requirements for employee to be similarly situated to another employee for purposes of analyzing employment discrimination claim; legal research re prima facie case of discrimination in a discharge case; legal research re requirement that employee be adequately performing job duties at the time of termination in order to recover on a claim for discrimination; review of Judge Cliff's order denying mandamus.
06/18/01	MBH	4.25	Draft memorandum of points and authorities in support of defendant's renewed motion for summary judgment and/or summary adjudication; review of various deposition transcripts and declarations submitted in support of earlier motion for preparation of same.
06/18/01	AJF	3.25	Draft and prepare deposition summary of deposition of Chancellor Leo Chavez re Ernie Aglipay et. al., lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically, summarizing Chancellor Chavez's involvement in the investigation of plaintiffs and information he has pertaining to the findings of the investigation and how it was conducted.
06/19/01	SPL	0.25	Reviewed Plaintiffs demand for exchange of expert witness information.
06/20/01	SPL	0.25	Discussion w/Ms. Heverly re: motion for summary judgment.
06/21/01	SPL	1.00	Discussion w/Ms. Heverly re: motion for summary judgment; Reviewed motion for summary judgment.
06/21/01	MBH	4.25	Preparation of memorandum of points and authorities in support of defendant's motion for summary judgment; legal research re workers' compensation preemption of claim for intentional infliction of emotional distress; legal research re elements of claim for conspiracy.

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FOOTHILL-DE ANZA COMMUNITY COL

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06/21/01	AJF	0.50	Draft and prepare deposition summary of deposition of Chancellor Leo Chavez re Ernie Aglipay et. al., lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically, summarizing Chancellor Chavez's involvement in the investigation of plaintiffs and information he has pertaining to the findings of the investigation and how it was conducted.
06/22/01	MBH	5.75	Review of two volumes of deposition of Tom Conom for preparation of summary judgment motion; legal research re elements of conspiracy for preparation of same; continued preparation of memorandum of points and authorities in support of defendant's motion for summary judgment and/or summary adjudication.
06/22/01	AJF	2.25	Draft and prepare deposition summary of deposition of Chancellor Leo Chavez re Ernie Aglipay et. al., lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Chancellor Chavez's involvement in the investigation of plaintiffs and information he has pertaining to the findings of the investigation and how it was conducted.
06/25/01	MBH	2.50	Legal research re standard for intentional infliction of emotional distress claim where only outrageous conduct alleged is discriminatory termination; review transcripts from administrative hearings and several rulings made in connection with administrative review for preparation of summary judgment motion; review transcript from deposition of Carol Hanlon re same; review police report and other documents related to initial investigation for preparation of motion.
06/25/01	AJF	3.50	Draft and prepare deposition summary of deposition of Chancellor Leo Chavez re Ernie Aglipay et. al., lawsuit claiming racial, age, and national origin discrimination in termination from Foothill; specifically summarizing Chancellor Chavez's involvement in the investigation of plaintiffs and information he has pertaining to the findings of the investigation and how it was conducted.
06/25/01	SPL	1.75	Factual research re: motion for summary judgment; Reviewed plaintiffs' form interrogatories and requests for documents; Discussion w/Ms. Heverly re: motion for summary judgment.

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FOOTHILL-DE ANZA COMMUNITY COL

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06/26/01	SMP	3.00	Prepare exhibits to be included with the motion for summary judgement.
06/26/01	MBH	6.25	Further revision of memorandum of points and authorities in support of defendant's motion for summary judgment; preparation of notice of motion and issues for summary adjudication; preparation of declaration of Michelle B. Heverly to authenticate evidence submitted in support of motion; preparation of table of exhibits submitted; review and organization of evidence submitted in support of motion.
06/27/01	MBH	7.25	Final revision of memorandum of points and authorities; meeting with Ms. White to discuss issues re same, including issues that may be raised by plaintiffs' opposition; preparation of separate statement of material undisputed facts and supporting evidence; review of declarations and deposition testimony for preparation of same; preparation of all documents for filing and service.
06/27/01	SPL	0.50	Email to Ms. White re: request for expert discovery; Reviewed plaintiff's form interrogatories.
06/28/01	SPL	0.50	Confer with Ms. White re expert witnesses. Calendared last date to file responses to form interrogatories.
06/28/01	PPW	0.50	Do final review of documents and arrangements for service of motion for summary judgment.
06/29/01	PPW	1.00	Prepare for continuation of Bernadine Fong deposition.

-----TIME AND FEE SUMMARY-----

		HOURS	RATE	FEE
Adam J. Fiss	Associate	16.25	135.00	\$2,193.75
Michelle B. Heverly	Associate	47.25	160.00	\$7,560.00
Stephen P. Lowney	Associate	5.00	160.00	\$ 800.00
Patricia P. White	Shareholder-Prt	5.75	210.00	\$1,207.50
Shannon Michelle Patrick	Summer Associat	3.00	135.00	\$ 405.00

TOTALS 77.25 \$12,166.25

Total Fees for this Matter: \$12,166.25

Expenses:

Duplication	255.90
06/27/01 Computer Research, 06/15/01 M HEVERLY	153.78

Exhibit H

COPY

State Controller's Office

School Mandated Cost Manual

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 COLLECTIVE BARGAINING S43045 FOOTHILL-DE ANZA COL DIST SANTA CLARA COUNTY 12345 EL MONTE ROAD LOS ALTOS HILLS CA 94022	For State Controller Use Only		Program
	(19) Program Number 00011		011
	(20) Date Filed ___/___/___		
		(21) LRS Input ___/___/___	
Reimbursement Claim Data			
		(22) CB-1, (03)(1)(e)	
		(23) CB-1, (03)(2)(e)	
		(24) CB-1, (03)(3)(e)	86,460
		(25) CB-1, (03)(4)(e)	

L
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B
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L

H
E
R
E

Type of Claim	Estimated Claim	Reimbursement Claim	
(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(26) CB-1, (03)(5)(e)	
(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) CB-1, (03)(6)(e)	283,725
(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) CB-1, (03)(7)(e)	
		(29) CB-1, (04)(d)	251,674
Fiscal Year of Cost	(06) <u>20 02 / 20 03</u>	(12) <u>20 01 / 20 02</u>	(30) CB-1, (04)(e)
Total Claimed Amount	(07) 390,533	(13) 390,533	(31) CB-1, (05)(e)
Less: 10% Late Penalty, not to exceed \$1,000	(14) -0-	(32)	
Less: Prior Claim Payment Received	(15) 235,193	(33)	
Net Claimed Amount	(16) 155,340	(34)	
Due to Claimant	(08)	(17) 155,340	(35)
Due to State		(18) -0-	(36)

(37) CERTIFICATION OF CLAIM

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

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

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

Signature of Authorized Officer	Date
<i>Michael Brandy</i>	4/13/03
Michael Brandy	Vice Chancellor, Business Svcs
Type or Print Name	Title
(38) Name of Contact Person for Claim	Telephone Number
Martha De La Cerda	(650) 949 - 6270 Ext.
	E-Mail Address
	delacerdamartha@fhda.edu

Program 011	MANDATED COSTS COLLECTIVE BARGAINING CLAIM SUMMARY	FORM CB-1
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(01) Claimant Foothill-De Anza Community College District	(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year 2001 / 2002
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Rodda Act Direct Costs	Cost Elements				
(03) Reimbursable Components	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Travel	(d) Contract Services	(e) Total
1. Determining Bargaining Units and Exclusive Representation					
2. Election of Unit Representation					
3. Cost of Negotiations	64,758			21,701	86,460
4. Impasse Proceedings					
5. Collective Bargaining Agreement Disclosure					
6. Contract Administration	53,752			229,973	283,725
7. Unfair Labor Practice Charges					
(04) Total Rodda Act Direct Costs	118,510			251,674	370,185

Winton Act Direct Costs					
(05) Base Year, 1974-75 Direct Costs					5,209
(06) Base Year Direct Costs Adjusted by IPD				[Line (05)(e) x 3.219 for 2001-02 F.Y.]	16,768
(07) Increased Direct Costs				[Line (04)(e) - line (06)]	353,417

Indirect Costs					
(08) Total Rodda Act Direct Costs less Contract Services				[Line (04)(e) - line (04)(d)]	118,511
(09) Base Year Costs less Contract Services adjusted by IPD				[Line (05)(e) - line (05)(d)] x 3.219]	16,768
(10) Increased Direct Costs less Contract Services				[Line (08) - line (09)]	101,743
(11) Indirect Cost Rate				From J-380, J-580, or FAM-27C	36.48%
(12) Increased Indirect Costs				[Line (10) x line (11)]	37,116
(13) Total Increased Direct and Indirect Costs				[Line (07) + line (12)]	390,533

Cost Reduction					
(14) Less: Offsetting Savings					
(15) Less: Other Reimbursements					
(16) Total Claimed Amount				[Line (13) - (line (14) + line (15))]	390,533

023 Transactions by Account

STATE MANDATED COSTS

Fiscal Year: 02

Screen: Acct: 1444000694 Month:

01-11-03 10:42:28

Sub	TC	Ref 1	Date	Description	Amount	I Batch	Offset	Acct
0694	020	TentBud	05/08	Mandated Costs	420,000.00	-C	BBS008	
0694	020	Adopt	05/08	Mandated Costs	161,000.00	D	BBO010	
0694	030		08/01	STATE OF CALIFORNIA	397,130.00	-C	CRJ010	
0694	030		12/26	STATE OF CA	2,582.00	-C	CRJ055	
0694	030		03/06	STATE OF CA	104,455.00	-C	CRJ073	
0694	030		03/15	STATE OF CA	235,193.00	-C	CRJ076	
0694	030		05/16	STATE OF CA	7,994.00	-C	CRJ102	
0694	030		06/12	STATE OF CA	3,337.00	-C	CRJ112	
0694	030		06/20	STATE OF CA	2,124.00	-C	CRJ113	
0694	030		06/20	STATE OF CA	11,824.00	-C	CRJ113	
0694	030		06/20	STATE OF CA	28,057.00	-C	CRJ113	
0694	030		06/26	STATE OF CA	19,978.00	-C	SSE037	
0694	030		06/26	STATE OF CA	14,014.00	-C	SSE037	
0694	021		06/30	REVISE BGT TO ACTUA	567,688.00	-C	BRD404	

Total Pages: 1 This Page: 1 Next Page:

Program 011	MANDATED COSTS COLLECTIVE BARGAINING CLAIM SUMMARY	FORM CB-1			
(01) Claimant Foothill-De Anza Community College District		(02) Type of Claim Reimbursement <input type="checkbox"/> Estimated <input checked="" type="checkbox"/> Fiscal Year 20_02/20_03			
Rodda Act Direct Costs					
	Cost Elements				
(03) Reimbursable Components	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Travel	(d) Contract Services	(e) Total
1. Determining Bargaining Units and Exclusive Representation					
2. Election of Unit Representation					
3. Cost of Negotiations	64,758			21,701	86,460
4. Impasse Proceedings					
5. Collective Bargaining Agreement Disclosure					
6. Contract Administration	53,752			229,973	283,725
7. Unfair Labor Practice Charges					
(04) Total Rodda Act Direct Costs	118,510			251,674	370,185
Winton Act Direct Costs					
(05) Base Year, 1974-75 Direct Costs					5,209
(06) Base Year Direct Costs Adjusted by IPD				[Line (05)(e) x 3.219 for 2001-02 F.Y.]	16,768
(07) Increased Direct Costs				[Line (04)(e) - line (06)]	353,417
Indirect Costs					
(08) Total Rodda Act Direct Costs less Contract Services				[Line (04)(e) - line (04)(d)]	118,511
(09) Base Year Costs less Contract Services adjusted by IPD				[{Line (05)(e) - line (05)(d)} x 3.219]	16,768
(10) Increased Direct Costs less Contract Services				[Line (08) - line (09)]	101,743
(11) Indirect Cost Rate				From J-380, J-580, or FAM-27C	36.48 %
(12) Increased Indirect Costs				[Line (10) x line (11)]	37,116
(13) Total Increased Direct and Indirect Costs				[Line (07) + line (12)]	390,533
Cost Reduction					
(14) Less: Offsetting Savings					
(15) Less: Other Reimbursements					
(16) Total Claimed Amount				[Line (13) - {line (14) + line (15)}]	390,533

MANDATED COSTS COLLECTIVE BARGAINING DETERMINING WINTON ACT COSTS		FORM CB-1.1
(01) Claimant Foothill-De Anza Community College District	(02) Fiscal Year 2001-02	19___/20___

NOTE: Beginning with the 1992-93 claims, a school district has the option of using Method A or Method B for this segment of the claim to determine increased costs due to the Rodda Act.

Method A: School districts have been using this method in previous fiscal years to determine increased costs. The school district reduces the current Rodda Act costs by the total 1974-75 Winton Act (base year) cost adjusted by annual changes in the implicit price deflator. Rodda Act costs in excess of the adjusted Winton Act costs are claimable. If a school district chooses to continue with this method, do not complete form CB-1.1.

Method B: This method is new. It may be advantageous for a school district to use this method if the district can provide cost documentation for each 1974-75 Winton Act cost component listed below. The Rodda Act has the three similar matching cost components. Under each matched component, report only the amount of Winton Act costs adjusted by changes in the implicit price deflator for which current Rodda Act costs exist. Examples: (1) If the Rodda Act costs exceed the adjusted Winton Act costs for the component, all Winton Act costs of the component must be reported for purposes of reducing the Rodda Act costs. (2) If the adjusted Winton Act costs exceed current Rodda Act costs for the component, residual Winton Act costs do not have to be applied against current Rodda Act costs of other components. If Method B is chosen, the claimant must complete the following:

- (01) Enter the name of the claimant.
- (02) Enter the fiscal year for which costs are being filed.
- (03) Complete the following:
 - (a) Enter in column (a) the current Rodda Act costs for each of the three cost components, if any.
 - (b) Enter in column (b) the amount of the 1974-75 Winton Act costs applicable to each of the three components. The total on line (4) column (b) should be the same as shown on form CB-1, line (5)(e).
 - (c) Enter in column (c) the product of multiplying the 1974-75 Winton Act cost component in column (b) by the implicit price deflator specified for the fiscal year of the claim.
 - (d) Enter in each row, column (d), the lesser amount of column (a) or column (c). Total column (d) and forward the amount to form CB-1, line (06).

Similar Cost Components of the Rodda Act and Winton Act	(a) Current Rodda Act Costs	(b) 1974-75 Winton Act Costs Applied	(c) 1974-75 Winton Act Costs Adjusted by IPD	(d) Winton Act Costs to be Applied
1. Determination of Bargaining and Exclusive Representation	\$	\$	\$	\$
2. Election of Unit Representation				
3. Meet and Confer (Cost of Negotiations)				
4. Totals	\$	\$	\$	\$

Program 011	COLLECTIVE BARGAINING CLAIM SUMMARY Instructions	FORM CB-1
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- (01) Enter the name of the claimant.
- (02) Type of Claim. Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year for which costs were incurred or are to be incurred.
- Form CB-1 must be filed for a reimbursement claim. Do not complete form CB-1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form CB-1 must be completed and a statement attached explaining the increased costs. Without this information the high estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) For each of the reimbursable components, enter the total allowable cost from form CB-2, line (05), columns (d) through (g) onto form CB-1, block (03), lines (1) through (7), columns (a) through (d). Total each line and enter in column (e).
- (04) Add columns (03)(d) and (e) for Cost Elements, and enter the totals on this line.
- (05) Method A. Enter the 1974-75 Winton Act (base year) costs on line (05)(e). Enter on line (05)(d) any contract service costs included in line (05)(e).
- Method B. Enter the amount from form CB-1.1, line (04)(b) onto line (05)(e). Enter on line (05)(d) any contract service costs included in line (05)(e).
- (06) Method A. Multiply the base year cost on line (05)(e) by the implicit price deflator (IPD). The 2001-02 IPD is 3.219.
- Method B. Enter the amount from form CB-1.1, line (04)(d).
- (07) Subtract the Base Year Direct Costs Adjusted by the IPD, line (06), from Total Rodda Act Direct Cost, line (04)(e).
- (08) Subtract Total Contract Services, line (04)(d), from Total Rodda Act Direct Costs, line (04)(e).
- (09) Subtract Base Year Contract Services, line (05)(d), from Base Year, 1974-75 Direct Costs, line (05)(e), and multiply the remainder by the IPD.
- (10) Subtract Base Year Costs less Contract Services adjusted by the IPD, line (09), from Total Rodda Act Direct Costs less Contract Services, line (08).
- (11) Enter the indirect cost rate. School districts (K-12) may compute the amount of indirect costs to claim by multiplying their total direct costs by the State Department of Education forms J-380 or J-580 rate applicable to the fiscal year of costs. Community college districts may use the federally approved OMB A-21 rate, or the rate computed using form FAM-29C.
- (12) Multiply Incremental Direct Costs less Contract Services, line (10), by Indirect Cost Rate, line (11).
- (13) Enter the sum of Incremental Costs, line (07), and Incremental Indirect Costs, line (12).
- (14) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (15) Less: Other Reimbursements. If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds, which reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (16) Total Claimed Amount. Subtract the sum of Offsetting Savings, line (09), and Other Reimbursements, line (10), from Total Direct and Indirect Costs, line (08). Enter the remainder on this line and carry the amount forward to form FAM-27, line (13) for the Reimbursement Claim.

MANDATED COSTS COLLECTIVE BARGAINING COMPONENT/ACTIVITY COST DETAIL						FORM CB-2
(01) Claimant Foothill-De Anza Community College District			(02) Fiscal Year Costs Were Incurred 2002-03			
(03) Reimbursable Components: Check only one box per form to identify the component being claimed.						
<input type="checkbox"/> Determining Bargaining Units and Exclusive Representation		<input type="checkbox"/> Collective Bargaining Agreement Disclosure				
<input type="checkbox"/> Election of Unit Representation		<input checked="" type="checkbox"/> Contract Administration				
<input checked="" type="checkbox"/> Cost of Negotiations		<input type="checkbox"/> Unfair Labor Practice Charges				
<input type="checkbox"/> Impasse Proceedings						
(04) Description of Expenses: Complete columns (a) through (g)			Object Accounts			
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Travel	(g) Contract Services
See Attached Documentation						
(05) Total <input type="checkbox"/> Subtotal <input type="checkbox"/> Page: ___ of ___						

MANDATED COSTS COLLECTIVE BARGAINING COMPONENT/ACTIVITY COST DETAIL	FORM CB-2
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(01) Claimant Foothill-De Anza Community College District	(02) Fiscal Year Costs Were Incurred 2001-02
--	--

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

<input type="checkbox"/> Determining Bargaining Units and Exclusive Representation	<input type="checkbox"/> Collective Bargaining Agreement Disclosure
<input type="checkbox"/> Election of Unit Representation	<input checked="" type="checkbox"/> Contract Administration
<input checked="" type="checkbox"/> Cost of Negotiations	<input type="checkbox"/> Unfair Labor Practice Charges
<input type="checkbox"/> Impasse Proceedings	

(04) Description of Expenses: Complete columns (a) through (g) **Object Accounts**

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Travel	(g) Contract Services
See Attached Documentation						

(05) Total <input type="checkbox"/>	Subtotal <input type="checkbox"/>	Page: ___ of ___			
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MANDATED COSTS COLLECTIVE BARGAINING COMPONENT/ACTIVITY COST DETAIL	FORM CB-2
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(01) Claimant Foothill-De Anza Community College District	(02) Fiscal Year Costs Were Incurred 2002-03
--	--

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

<input type="checkbox"/> Determining Bargaining Units and Exclusive Representation	<input type="checkbox"/> Collective Bargaining Agreement Disclosure
<input type="checkbox"/> Election of Unit Representation	<input checked="" type="checkbox"/> Contract Administration
<input checked="" type="checkbox"/> Cost of Negotiations	<input type="checkbox"/> Unfair Labor Practice Charges
<input type="checkbox"/> Impasse Proceedings	

(04) Description of Expenses: Complete columns (a) through (g) **Object Accounts**

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Travel	(g) Contract Services
See Attached Documentation						

(05) Total <input type="checkbox"/>	Subtotal <input type="checkbox"/>	Page: ___ of ___
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FOOTHILL-DE AN ZA COMMUNITY COLLEGE DISTRICT

**Summary of Collective Bargaining Cost
Contract Administration / Grievances
Fiscal Year 2001/02**

<i>Management Team:</i>	Total Hours	Hourly Wage	Statutory Benefits @21%	Total Compensation
VP, Finance & College Services	6.50	\$68.88	\$14.47	\$541.76
Burson, Kathleen Dean, Child Development	1.00	62.84	13.20	76.04
Enright, Jane Vice Chancellor, HR	152.00	71.99	15.12	13,240.30
Fong, Bernadine President	3.00	85.85	18.03	311.65
Gatlin, Susan Dean, Physical Education	1.75	61.01	12.81	129.19
Graham, Duncan Dean, Fine Arts	4.25	55.34	11.62	284.59
Harvey, Alan Vice President, Instruction	2.00	73.05	15.34	176.78
Kanter, Martha President	18.00	85.85	18.03	1,869.92
Lopez, Leticia Executive Assistant, HR	29.00	33.04	6.94	1,159.36
McCutchen, Margaret HR Specialist	2.25	41.65	8.75	113.38
Miner, Judy Vice President, Instruction	2.25	73.05	15.34	198.88
Moore, Robin Director, Legal Affairs	4.00	48.93	10.28	236.83
Vice President, Student Dev.	1.00	68.88	14.47	83.35
Parman, Gregory Director, HR	25.50	57.04	11.98	1,759.84
Patz, Penelope Vice President, Tech.	6.75	68.88	14.47	562.59
Rose, Richard Dean, Counseling	3.25	61.01	12.81	239.92
Zoltan, Elizabeth Dean, Business & Soc.Sci.	8.25	65.18	13.69	650.62
<i>Faculty Representatives:</i>				
Milonas, Faith	36.00	\$82.71	\$17.37	\$3,602.95
Strand, Tomas	221.50	82.71	17.37	22,168.16
Total	359.75			\$47,406.09

FOOTHILL-DE AN ZA COMMUNITY COLLEGE DISTRICT

Summary of Collective Bargaining Cost
Contract Administration / Grievances
Fiscal Year 2001/02

Note 1: Pursuant to § 7.A the District may use 21% as its benefit factor.

Note 2: Hourly rate for administrators calculated based on "Annual Billable Rate, Salary + Benefits" method.
= Annual salary **times** benefit rate of 21% **divided** by 1800 hrs.
(174 hrs/month X 12 months = 2088 total hours)
(2088 **minus** (14 holidays * 8 hrs/day = 112 hours) **minus** (22 vacation days * 8 = 176 hrs)
Source: HRS screen 16 - 2001/02 assignment)

Note 3: Faculty representatives replacement costs are computed using
the average hourly rate for a part time teacher.
Per Kathy Blackwood the average District cost for PT faculty for 2001/02 was \$43,424.
Average annual PT salary **divided** by 35 weeks **times** 15 hrs/week average

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Contract Administration - Grievances
Fiscal Year 2001/02

Management	Aglipay, Ernesto	Atchison, James	Barnett, Elyse	Bresnan, Elizabeth	Child Development Issues	Cognetta, John	DA Counseling Issues	Klingman, Paul	Lang, Gary	Martinez, Augustine
Brandy, Michael										
Burson, Kathleen					1					
Enright, Jane	2.75	13	8.75		1.00	4.50	2.25		5.75	6.00
Fong, Bernadine									1.00	
Gatlin Susan									1.75	
Graham, Duncan										
Harvey, Alan						2.00				
Kanter, Martha										
Mc Cutchen, Margaret										
Miner, Judy										
Moore, Robin		1.5							1.00	
Myers, Roseann									1.00	
Parman, Gregory	0.25									
Patz, Penelope		2.5								
Rose, Richard						1.00	2.25			
Zoltan, Elizabeth		3.5	2.75							
Faculty Representatives										
Milonas, Faith			2.00		5.00		4.00	3.00		
Strand, Tomas		10.25		13.25		34.25			27.00	16.50
Totals										

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Contract Administration - Grievances
Fiscal Year 2001/02

Management	Mitchell,	Murden, Gene	Oey, Lydia	Raffi, Margo	SEIU Holiday Grievance	SEIU TEA Issue	Trasvina, Nicky	Woolcock, Joseph	Total Hours
Brandy, Michael								6.5	6.50
Burson, Kathleen									1.00
Enright, Jane	2.25		4.25		0.25	7.25	16.50	5.25	79.75
Fong, Bernadine								2.00	3.00
Gatlin Susan									1.75
Graham, Duncan			4.25						4.25
Harvey, Alan									2.00
Kanter, Martha	5.50		12.50						18.00
Mc Cutchen, Margaret						3.50			3.50
Miner, Judy	2.25								2.25
Moore, Robin									2.50
Myers, Roseann									1.00
Parman, Gregory		4.25			0.25	10.75			15.50
Patz, Penelope			4.25						6.75
Rose, Richard									3.25
Zoltan, Elizabeth								2.00	8.25
<i>Faculty Representatives</i>									
Milonas, Faith		7.00					11.00	4.00	36.00
Strand, Tomas			35.75	7.25			25.50	51.75	221.50
Totals									416.75

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Contract Administration - Miscellaneous Calls with Legal Counsel
Fiscal Year 2001/02

	7/27	11/1	11/5	11/8	1/12	12/3	12/10	1/14	1/17	1/30	2/27	3/15	4/10	4/16	4/18	6/13	6/18	6/28	7/26	Total Hours	
Enright, Jane	0.50	6.25	1.25	0.25	2.50						0.75		0.75		0.75					13.00	
Moore, Robin																		1.50		1.50	
Parman, Gregory						1.25	1.5	0.75	1.25	1.25		0.5		0.5		0.75	1.25		1.00	10.00	
Total																					

Development, review and distribution of minutes.	
Enright, Jane	58.00
Lopez, Leticia	29.00
Total	

Miscellaneous Collective Bargaining Time	
Enright, Jane	1.25

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Summary of Collective Bargaining Total Cost
Fiscal Year 2001/02

Negotiations	Bargaining Unit	Salaries & Benefits	Transportation	Supplies	Contracted Services	Total Direct Rodda Costs
	Faculty Association	\$45,926				\$45,926
	CSEA	5,240				5,240
	SEIU	8,875			21,701	30,576
	Teamsters	4,717				4,717
	Sub Total Negotiations	64,758			21,701	86,460
Contract Administration	Contract Review - All Units	6,346				6,346
	Grievances - All Units	47,406			229,973	277,379
	Sub Total Contract Admin	53,752			229,973	283,725
	Total	\$118,510	\$0	\$0	251,674	370,185

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

**Summary of Collective Bargaining Negotiations Cost
Faculty Association
Fiscal Year 2001/02**

<i>Management Team:</i>	Total Hours	Hourly Wage	Statutory Benefits @21%	Total Compensation
Blackwood, Kathy Manager, Budget Operations	5.50	\$59.96	\$12.59	\$399.06
Enright, Jane Vice Chancellor, HR	111.00	71.99	15.12	9,668.90
Harvey, Alan Vice President, Instruction	29.00	73.05	15.34	2,563.28
Espinosa-Pieb, Christina Dean, Academic Services	2.25	55.34	11.62	150.66
Leskinen, Anne Dean, Physical Science	83.25	68.05	14.29	6,855.03
Pritchard, William Vice Chancellor, Technology	1.00	71.99	15.12	87.11
Vinson, Cindy Dean, Learning Technologies	3.00	55.19	11.59	200.34
Zoltan, Elizabeth Dean, Business & Soc.Sci.	55.00	65.18	13.69	4,337.47
Reyes, Leticia Executive Assistant, HR	50.00	33.04	6.94	1,998.89
<i>Faculty Representatives:</i>				
Hansen, Richard	54.50	\$82.71	\$17.37	5,454.47
Heiser, Meredith	6.50	82.71	\$17.37	650.53
Heslet, Marylou	41.50	82.71	\$17.37	4,153.40
Milonas, Faith	2.00	82.71	\$17.37	200.16
Paye, Anne	56.50	82.71	\$17.37	5,654.63
Yabu, Sherrie	35.50	82.71	\$17.37	3,552.91
Total	536.50			\$45,926.86

Note 1: Pursuant to § 7.A the District may use 21% as its benefit factor.

Note 2: Hourly rate for administrators calculated based on "Annual Billable Rate, Salary + Benefits" Method.
 = Annual salary **times** benefit rate of 21% **divided** by 1800 hrs.
 [174 hrs/month X 12 months = 2088 total hours]
 (2088 **minus** (14 holidays * 8 hrs/day = 112 hours) **minus** (22 vacation days * 8 = 176 hrs)
 Source: HRS screen 16 - 2001/02 assignment)

Note 3: Faculty representatives replacement costs are computed using the average hourly rate for a part time instructor.
 Per Kathy Blackwood the average District cost for PT faculty for 2001/02 was \$43,424
 Average annual PT salary **divided** by 35 weeks **times** 15 hrs/week average

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Collective Bargaining
 Negotiation Sessions - Faculty Association
 Fiscal Year 2001/02

Management:	7/11	7/19	7/25	7/31	8/1	10/10	10/17	10/25	11/7	11/14	11/28	12/5	1/16	1/23
Blackwood, Kathy										3.00				
Enright, Jane	2.50	1.75	2.25	2.00	1.50	3.00	0.75	0.50	2.00	3.00	3.00	2.00	1.75	2.50
Espinosa-Pieb, Christina			2.25											
Harvey, Alan	2.50	1.75		2.00	1.50	3.00	0.75	0.50		3.00	3.00			
Leskinen, Anne	2.50	1.75		2.00	1.50	3.00	0.75	0.50	2.00	3.00	3.00	2.00	1.75	2.50
Zoltan, Elizabeth			2.25										1.75	2.50
Faculty Representatives:														
Hansen, Richard	2.50	1.75	2.25	2.00		3.00	0.75	0.50	2.00	3.00	3.00	2.00	1.75	2.50
Heiser, Meredith														
Heslet, Marylou						3.00	0.75	0.50	2.00	3.00	3.00	2.00	1.75	
Milonas, Faith					1.50			0.50						
Paye, Anne	2.50	1.75	2.25	2.00	1.50	3.00	0.75		2.00	3.00	3.00	2.00	1.75	2.50
Yabu, Sherrie						3.00	0.75	0.50	2.00	3.00	3.00	2.00	1.00	2.50
Executive Assistant:														
Lopez, Leticia		1.75	2.25	2.00	1.50	3.00	0.75	0.50	2.00	3.00	3.00		1.75	2.50
Totals	12.50	10.50	13.50	12.00	9.00	24.00	6.00	4.00	14.00	27.00	24.00	12.00	13.25	17.50

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Collective Bargaining
 Negotiation Sessions - Faculty Association
 Fiscal Year 2001/02

Management:	2/6	2/13	2/27	3/13	3/20	4/10	4/24	5/8	5/15	5/22	6/5	6/12	Total Hrs
Blackwood, Kathy							1.00						4.00
Enright, Jane	1.75	1.75	3.00	2.00	1.00	2.00	3.50	3.00	1.50	3.00	2.00	3.00	56.00
Espinosa-Pieb, Christina													2.25
Harvey, Alan													18.00
Leskinen, Anne	1.75	1.75	3.00	2.00	1.00	2.00	3.50	2.50	1.50		2.00	3.00	50.25
Zoltan, Elizabeth	1.75		3.00		1.00		3.50		1.50	3.00		1.75	22.00
Faculty Representatives:													
Hansen, Richard	1.75	1.75	3.00	2.00	1.00	2.00	3.50	3.00	1.50	3.00	2.00	3.00	54.50
Heiser, Meredith	1.75	1.75			1.00						2.00		6.50
Heslet, Marylou	1.75	1.75	3.00	2.00	1.00		3.50	3.00	1.50	3.00	2.00	3.00	41.50
Milonas, Faith													2.00
Paye, Anne	1.75	1.75	3.00	2.00	1.00	2.00	3.50	3.00	1.50	3.00	2.00	3.00	55.50
Yabu, Sherrie	1.75			2.00	1.00	2.00	3.50		1.50	3.00		3.00	35.50
Executive Assistant:													
Lopez, Leticia	1.75	1.75	3.00	2.00	1.00	2.00	3.50	3.00	1.50	3.00	2.00		48.50
Totals	15.75	12.25	21.00	14.00	9.00	12.00	29.00	17.50	12.00	21.00	14.00	19.75	396.50

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

COLLECTIVE BARGAINING
 Prep-Sessions - Faculty Association
 Fiscal Year 2001/02

Management	7/9	7/18	7/24	7/30	8/20	9/19	10/8	10/10	10/15	11/5	11/6	11/13	11/14	11/26
Blackwood, Kathy						1.00					0.50			
Enright, Jane	1.50	1.50	1.00	1.50	1.00	1.00	1.50	2.00	1.00	1.50	0.50	1.50	1.50	1.50
Harvey, Alan	1.50	1.50				1.50	1.50		1.00			1.50		1.50
Leskinen, Anne	1.50	1.50	1.00	1.50			1.50		1.00	1.50		1.50		1.50
Paye, Anne														
Pritchard, William														
Vinson, Cindy					1.00									
Zoltan, Elizabeth	1.50	1.50	1.00	1.50			1.50		1.00	1.50		1.50		1.50
Lopez, Leticia	1.50													
Totals	7.50	6.00	3.00	4.50	2.00	2.00	6.00	2.00	4.00	4.50	1.00	6.00	1.50	6.00

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

COLLECTIVE BARGAINING
 Prep-Sessions - Faculty Association
 Fiscal Year 2001/02

Management	12/3	1/14	1/16	1/22	1/23	2/4	2/11	2/13	2/25	2/26	3/11	3/18	4/10	4/22
Blackwood, Kathy														
Enright, Jane	1.50	1.00	2.50	1.50	2.00	1.00	1.50	1.50	1.50	1.00	1.50	1.00	1.50	1.50
Harvey, Alan	1.50	1.00												
Leskinen, Anne	1.50	1.00		1.50		1.00	1.50		1.50		1.50	1.00	1.50	1.50
Paye, Anne														
Pritchard, William										1.00				
Vinson, Cindy										1.00				
Zoltan, Elizabeth	1.50	1.00		1.50		1.00	1.50		1.50		1.50	1.00	1.50	1.50
Lopez, Leticia														
Totals	6.00	4.00	2.50	4.50	2.00	3.00	4.50	1.50	4.50	3.00	4.50	3.00	4.50	4.50

COLLECTIVE BARGAINING
 Prep-Sessions - Faculty Association
 Fiscal Year 2001/02

Management	5/6	5/8	5/13	5/20	5/22	5/31	6/3	6/10	6/14	6/17	6/21	Total Hours
Blackwood, Kathy												1.50
Enright, Jane	1.50	1.50	1.00	1.50	1.00	3.00	1.50	1.50	1.00	1.50	1.00	55.00
Harvey, Alan												11.00
Leskinen, Anne	1.50		1.00	1.50			1.50	1.50				33.00
Paye, Anne											1.00	1.00
Pritchard, William												1.00
Vinson, Cindy									1.00			3.00
Zoltan, Elizabeth	1.50		1.00	1.50				1.50		1.50		33.00
Lopez, Leticia												1.50
Totals	4.50	1.50	3.00	4.50	1.00	3.00	3.00	4.50	2.00	3.00	2.00	140.00

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

**Summary of Collective Bargaining Cost
Negotiations - CSEA
Fiscal Year 2001/02**

<i>Management Team:</i>	Total Hours	Hourly Wage	Statutory Benefits @21%	Total Compensation
Jones-Dulin, Donna Director, College Services	21.00	55.34	11.62	1,406.20
Mc Cutchen, Margaret HR Specialist	22.00	41.65	8.75	1,108.64
Nunez, Francisco Assistant Director, Operations	21.00	47.50	9.98	1,207.10
Parman, Gregory Director, HR	22.00	57.04	11.98	1,518.29
<i>CSEA Representatives:</i>				
Banuelos, Jose	21.00	N/A	0.00	0.00
Contreras, Leo	22.00	N/A	0.00	0.00
Delgado, Gilbert	13.00	N/A	0.00	0.00
Lewis, William	13.00	N/A	0.00	0.00
Mardueno, Jose	12.00	N/A	0.00	0.00
Williams, Jim	21.00	N/A	0.00	0.00
Zlotkowski, Mark	2.50	N/A	0.00	0.00
Total	190.50			5,240.23

Note 1: Pursuant to § 7.A the District may use 21% as its benefit factor.

Note 2: Hourly rate for administrators calculated based on "Annual Billable Rate, Salary + Benefits" method.

= Annual salary times benefit rate of 21% divided by 1800 hrs.

(174 hrs/month X 12 months = 2088 total hours)

(2088 minus (14 holidays * 8 hrs/day = 112 hours) minus (22 vacation days * 8

= 176 hrs.

Source: HRS screen 16 - 2001/02 assignment)

Note 3: No substitutes were hired for CSEA representatives

FOOTHILL-DE ANZA COLLEGE DISTRICT

Collective Bargaining
Negotiations - CSEA
Fiscal Year 2001/02

Management Team:	8/14	8/21	8/28	9/19	9/27	10/10	10/17	11/4
Jones-Dulin, Donna	2.50	2.50	2.00	1.25	1.75	2.25	2.50	1.00
Margaret McCutchen	2.50	2.50	2.00	1.25	1.75	2.25	2.50	1.00
Nunez, Francisco	2.50	2.50	2.00	1.25	1.75	2.25	2.50	
Parman, Gregory	2.50	2.50	2.00	1.25	1.75	2.25	2.50	1.00
CSEA Representatives:								
Banuelos, Jose	2.50	2.50	2.00	1.25	1.75	2.25	2.50	
Contreras, Leo	2.50	2.50	2.00	1.25	1.75	2.25	2.50	1.00
Delgado, Gilbert		2.50	2.00	1.25	1.75			1.00
Lewis, William	2.50			1.25		2.25	2.5	1.00
Mardueno, Jose	2.50	2.50			1.75			1.00
Williams, James	2.50	2.50	2.00	1.25	1.75	2.25	2.50	1.00
Zlotkowski, Mark								
Totals	22.50	22.50	16.00	11.25	15.75	18.00	20.00	8.00

FOOTHILL-DE ANZA CC JNITY COLLEGE DISTRICT

Collective Bargaining
Negotiations - CSEA
Fiscal Year 2001/02

Management Team:	11/29	12/5	1/15	4/12	4/17	5/8	6/12	Total Hours
Jones-Dulin, Donna		0.75	1.50	0.50	1.00	0.50	1.00	21.00
Margaret McCutchen	1.00	0.75	1.50	0.50	1.00	0.50	1.00	22.00
Nunez, Francisco	1.00	0.75	1.50	0.50	1.00	0.50	1.00	21.00
Parman, Gregory	1.00	0.75	1.50	0.50	1.00	0.50	1.00	22.00
CSEA Representatives:								
Banuelos, Jose	1.00	0.75	1.50	0.50	1.00	0.50	1.00	21.00
Contreras, Leo	1.00	0.75	1.50	0.50	1.00	0.50	1.00	22.00
Delgado, Gilbert	1.00		1.50	0.50	1.00	0.50		13.00
Lewis, William	1.00		1.50				1.00	13.00
Mardueno, Jose	1.00	0.75	1.50	0.50		0.50		12.00
Williams, James	1.00	0.75	1.50	0.50	1.00	0.50		21.00
Zlotkowski, Mark				0.50	1.00		1.00	2.50
Totals	9.00	6.00	15.00	5.00	9.00	4.50	8.00	190.50

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Summary of Collective Bargaining Cost
Negotiations - SEIU
Fiscal Year 2001/02

	Total Hours	Hourly Wage	Statutory Benefits @ 21%	Total Compensation
Management Team:				
Beers, George Dean, International & Distance Learning	\$17.00	\$65.19	\$13.69	\$1,340.93
Blackwood, Kathy Manager, Budget Operations	4.00	59.96	12.59	290.23
Mc Carthy, James Dean, Library Services	35.75	57.04	11.98	2,467.23
Mc Cutchen, Margaret HR Specialist	40.00	41.65	8.75	2,015.70
Parman, Gregory Director, HR	40.00	57.04	11.98	2,760.53
SEIU Representatives:				
Chao, Nancy	28.00	N/A	N/A	N/A
Garrison, Phyllis	29.00	N/A	N/A	N/A
Hocevar, Lisa	6.50	N/A	N/A	N/A
Lemes, Karen	36.00	N/A	N/A	N/A
Rueda, Javier	35.25	N/A	N/A	N/A
Sigala-Aguilar, Griselda	35.00	N/A	N/A	N/A
Swanson, Jane	14.75	N/A	N/A	N/A
Turner, Kathleen	36.25	N/A	N/A	N/A
Grand Total	357.50			\$8,874.61

Note 1: Pursuant to § 7.A the District may use 21% as its benefit factor.

Note 2: Hourly rate for administrators calculated based on "Annual Billable Rate, Salary + Benefits" method.
= Annual salary times benefit rate of 21% divided by 1800 hrs.
(174 hrs/month X 12 months = 2088 total hours)
(2088 minus (14 holidays * 8 hrs/day = 112 hours) minus (22 vacation days * 8 = 176 hrs)
Source: HRS screen 16 - 2001/02 assignment)

Note 3: No substitutes were hired for SEIU representatives.

FOOTHILL-DE ANZA C UNITY COLLEGE DISTRICT

Collective Bargaining
Negotiation Sessions - SEIU
Fiscal Year 2001/02

Management Team:	7/11	7/19	7/26	8/20	9/11	9/17	10/1	10/8	11/19	11/28	12/12	1/15	2/4	Total Hours
Beers, George		1.75		3.00			1.75	2.50	2.00			4.00	2.00	17.00
Blackwood, Kathy									4.00					4.00
McCarthy, James	4.75	1.75	4.50	3.00	3.75	3.25			2.00	4.00	2.75	4.00	2.00	35.75
McCutchen, Margaret	4.75	1.75	4.50	3.00	3.75	3.25	1.75	2.50	2.00	4.00	2.75	4.00	2.00	40.00
Parman, Gregory	4.75	1.75	4.50	3.00	3.75	3.25	1.75	2.50	2.00	4.00	2.75	4.00	2.00	40.00
SEIU Representatives:														
Chao, Nancy	4.75	1.75		3.00		3.25		2.50		4.00	2.75	4.00	2.00	28.00
Garrison, Phyllis	4.75	1.75		3.00		3.25	1.75	2.50	2.00	4.00		4.00	2.00	29.00
Hocevar, Lisa	4.75	1.75												6.50
Lemes, Karen	4.75	1.75	4.50	3.00	3.75	3.25	1.75	2.50	2.00		2.75	4.00	2.00	36.00
Rueda, Javier	4.75		4.50		3.75	3.25	1.75	2.50	2.00	4.00	2.75	4.00	2.00	35.25
Sigala-Aguilar, Griselda	4.75		4.50	3.00	3.75		1.75	2.50	2.00	4.00	2.75	4.00	2.00	35.00
Swanson, Jane		1.75	4.50				1.75		2.00		2.75		2.00	14.75
Turner, Kathleen	4.75	1.75	4.50	3.00		3.25	1.75	2.50	2.00	4.00	2.75	4.00	2.00	36.25
Totals	47.50	17.50	36.00	27.00	22.50	26.00	15.75	22.50	20.00	36.00	24.75	40.00	22.00	357.50

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

**Summary of Collective Bargaining Cost
Teamsters
Fiscal Year 2001/02**

<i>Management Team:</i>	Total Hours	Hourly Wage	Statutory Benefits @21%	Total Compensation
Enright, Jane Vice Chancellor, HR	37.00	71.99	15.12	3,222.97
Mc Cutchen, Margaret HR Specialist	2.00	41.65	8.75	100.79
Moore, Robin Director, Legal Affairs	21.50	48.93	10.28	1,272.96
Parman, Gregory Director, HR	1.75	57.04	11.98	120.77
<i>Teamsters Representatives:</i>				
Croft, Juanita	15.75	N/A	N/A	N/A
Hocevar, Lisa	11.50	N/A	N/A	N/A
Robles, George	5.50	N/A	N/A	N/A
Total	95.00			4,717.48

Note 1: Pursuant to § 7.A the District may use 21% as its benefit factor.

Note 2: Hourly rate for administrators calculated based on "Annual Billable Rate, Salary + Benefits" method.

= Annual salary **times** benefit rate of 21% **divided** by 1800 hrs.

(174 hrs/month X 12 months = 2088 total hours)

(2088 **minus** (14 holidays * 8 hrs/day = 112 hours) **minus** (22 vacation days * 8

= 176 hrs.

Source: HRS screen 16 - 2001/02 assignment)

Note 3: No substitutes were hired for Teamsters representatives

FOOTHILL-DE ANZA C MUNITY COLLEGE DISTRICT

Collective Bargaining
 Negotiation Sessions - Teamsters
 Fiscal Year 2001/02

Management Team:	9/17	9/18	10/9	10/31	11/9	11/19	12/4	12/17	TOTAL HOURS
Enright, Jane	0.75	1.75	2.00	2.5	2.00	2.00	3.00	1.75	15.75
Mc Cutchen, Margaret			2.00						2.00
Moore, Robin	0.75	1.75		2.5	2.00	2.00	3.00	1.75	13.75
Parman, Gregory								1.75	1.75
<i>Teamsters Representatives:</i>									
Croft, Juanita	0.75	1.75	2.00	2.5	2.00	2.00	3.00	1.75	15.75
Hocevar, Lisa			2.00	2.5	2.00	2.00	3.00		11.50
Robles, George	0.75	1.75					3.00		5.50
Totals	3.00	7.00	8.00	10.00	8.00	8.00	15.00	7.00	66.00

FOOTHILL-DE ANZA C(UNITY COLLEGE DISTRICT

Collective Bargaining
 Prep Sessions - Teamsters
 Fiscal Year 20001/02

Management:	9/12	10/1	10/17	10/29	11/8	11/15	11/29	12/17	Total Hours
Enright, Jane	1.00	1.00	0.75	1.00	1.00	1.00	1.00	1.00	7.75
Moore, Robin	1.00	1.00	0.75	1.00	1.00	1.00	1.00	1.00	7.75
Total									15.50

Miscellaneous call/mtgs:	7/18	7/30	9/11	9/17	Total Hours
Enright, Jane	0.5	0.25	3.00	2.00	5.75

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

**Summary of Collective Bargaining - Administrative Cost
Fiscal Year 2001/02**

<i>Management - FA</i>	Total Hours	Hourly Wage	Statutory Benefits @ 21%	Total Compensation
Enright, Jane Vice Chancellor, HR	5.00	\$71.99	\$15.12	\$435.54
Harvey, Alan Vice President, Instruction	1.50	73.05	15.34	132.58
Leskinen, Anne Dean, Physical Science	5.00	68.05	14.29	411.71
Lopez, Leticia Executive Assistant, HR	4.00	33.04	6.94	159.91
Zoltan, Elizabeth Dean, Business & Soc.Sci.	2.50	65.18	13.69	197.16
Total				1,336.90
<i>Management - CSEA</i>				
Jones-Dulin, Donna Director, College Services	8.00	55.34	11.62	535.69
Koenig, Francis Associate Director, Operations	8.00	43.93	9.22	425.21
Cutchen, Margaret HR Specialist	10.00	41.65	8.75	503.93
Nunez, Francisco Assistant Director, Operations	10.00	47.50	9.98	574.81
Parman, Gregory Director, HR	11.00	57.04	11.98	759.15
Schulze, John Director, Facilities & Operations	1.00	68.88	14.47	83.35
Total				2,882.14
<i>Faculty Representatives:</i>				
Hansen, Richard	5.00	\$82.71	\$17.37	\$500.41
Heiser, Meredith	2.25	82.71	17.37	225.18
Heslet, Marylou	5.00	82.71	17.37	500.71
Paye, Anne	5.00	82.71	17.37	500.41
Yabu, Sherrie	4.00	82.71	17.37	400.33
Total	87.25			2,127.04

6,346.08

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Summary of Collective Bargaining - Administrative Cost
Fiscal Year 2001/02

Note 1: Pursuant to § 7.A the District may use 21% as its benefit factor.

Note 2: Hourly rate for administrators calculated based on "Annual Billable Rate, Salary + Benefits" method
= Annual salary **times** benefit rate of 21% **divided** by 1800 hrs.

(174 hrs/month X 12 months = 2088 total hours)

(2088 **minus** (14 holidays * 8 hrs/day = 112 hours) **minus** (22 vacation days * 8 = 176 hrs)

Source: HRS screen 16 - 2001/02 assignment)

Note 3: Faculty representatives replacement costs are computed using
the average hourly rate for a part time teacher.

Per Kathy Blackwood the average District cost for PT faculty for 2001/02 was \$43,424

Average annual PT salary **divided** by 35 weeks **times** 15 hrs/week average

Note 4: No substitutes were hired for CSEA and SEIU representatives.

FOOTHILL-DE ANZA CC JNIT COLLEGE DISTRICT

Contract Administration
 Contract Review - CSEA
 Fiscal Year 2001/02

	8/15	9/12	10/10	11/14	12/12	1/9	2/13	3/13	4/10	5/8	6/12	Total Hours
Jones-Dulin, Donna		1.00	1.00	1.00		1.00		1.00	1.00	1.00	1.00	8.00
Koenig, Francis	1.00	1.00			1.00	1.00	1.00	1.00	1.00		1.00	8.00
Mc Cutchen, Margaret	1.00	1.00	1.00	1.00	1.00	1.00	1.00		1.00	1.00	1.00	10.00
Nunez, Francisco	1.00	1.00	1.00		1.00	1.00	1.00	1.00	1.00	1.00	1.00	10.00
Parman, Gregory	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	11.00
Schulze, John						1.00						1.00
Totals	4.00	5.00	4.00	3.00	4.00	6.00	4.00	4.00	5.00	4.00	5.00	48.00

FOOTHILL-DE ANZA CC UNITY COLLEGE DISTRICT

Contract Administration
 Contract Review - Faculty Association
 Fiscal Year 2001/02

<i>Management Team:</i>	10/17	2/6	2/13	3/20	5/15	Total Hours
Enright, Jane	1.50	1.25	1.00	1.00	0.25	5.00
Harvey, Alan	1.50					1.50
Leskinen, Anne	1.50	1.25	1.00	1.00	0.25	5.00
Lopez, Leticia	1.50	1.25		1.00	0.25	4.00
Zoltan, Elizabeth		1.25		1.00	0.25	2.50
<i>Faculty Representatives:</i>						
Hansen, Richard	1.50	1.25	1.00	1.00	0.25	5.00
Heiser, Meredith		1.25		1.00		2.25
Heslet, Marylou	1.50	1.25	1.00	1.00	0.25	5.00
Paye, Anne	1.50	1.25	1.00	1.00	0.25	5.00
Yabu, Sherrie	1.50	1.25		1.00	0.25	4.00
TOTALS	12.00	11.25	5.00	9.00	2.00	39.25

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Summary of Collective Bargaining Cost
 Contracted Services
 Fiscal Year 2001/02

Company:	Total Hours	Hourly Wage	Total Compensation
<u>Littler Mendelson</u>	203.00	\$135.00	27,405
<u>Curiale Dellaverson Hirschfeld</u>	1,119.00	135.00	151,065
<u>Marilyn Kaplan</u>	467.00	135.00	63,045
<u>Computer Reportig Service/Chvany, Silbert & Knowlton/Franklin Silver/Talty Court Reporters</u>	75.25	135.00	10,159
Total	1789.00		251,674

Foothill-De Anza Community College District
2001-2002 MANDATED COSTS REPORT

**DISTRICT/FACULTY ASSOCIATION
 CONTRACT REVIEW SESSIONS**

10/17/01 Alan Harvey	1.50	} 12
Anne Leskinen	1.50	
Anne Paye	1.50	
Jane Enright	1.50	
Leticia Lopez	1.50	
MaryLou Heslet	1.50	
Rich Hansen	1.50	
Sherrie Yabu	1.50	

[End of Contract Review reporting]

MISCELLANEOUS CB TIME

*Per Leticia Lopez
minutes*

1/15/02 Jane Enright 0.50

1/28/02 Jane Enright 0.20

.70 minutes

RELATED COSTS FOR CB (Development, review & distribution of minutes):

*70/60 = 1.166 mi
or 1.25*

Jane Enright 58.00

Leticia Lopez 29.00

2/6/02 Anne Leskinen	1.25	} 11.25
Anne Paye	1.25	
Jane Enright	1.25	
Leticia Lopez	1.25	
Liz Zoltan	1.25	
MaryLou Heslet	1.25	
Meredith Heiser	1.25	
Rich Hansen	1.25	
Sherrie Yabu	1.25	

2/13/02 Anne Leskinen	1.00	} 5
Anne Paye	1.00	
Jane Enright	1.00	
Marylou Heslet	1.00	
Rich Hansen	1.00	

3/20/02 Anne Leskinen	1.00
Anne Paye	1.00
Jane Enright	1.00

3/20/02 Leticia Lopez	1.00	} 6
Liz Zoltan	1.00	
Meredith Heiser	1.00	
MaryLou Heslet	1.00	
Rich Hansen	1.00	
Sherrie Yabu	1.00	

5/15/02 Anne Leskinen	0.25	} 2
Anne Paye	0.25	
Jane Enright	0.25	
Leticia Lopez	0.25	
Liz Zoltan	0.25	
MaryLou Heslet	0.25	
Rich Hansen	0.25	
Sherrie Yabu	0.25	

Fournill-De Anza Community College District
2001-2002 MANDATED COSTS REPORT

JTAL INDIVIDUAL HOURS IN PREP/NEGOTIATION/CONTRACT REVIEW SESSIONS:

Kathy Blackwood	5.50
Jane Enright	174.70
Christina Espinosa-Pieb	2.25
Rich Hansen	58.50
Alan Harvey	30.75
Meredith Heiser	7.50
MaryLou Heslet	45.25
Anne Leskinen	87.25
Leticia Lopez	82.25
Faith Milonas	1.50
Anne Paye	61.00
Sherrie Yabu	38.25
Liz Zoltan	<u>56.25</u>

TOTAL HOURS: 650.95

Foothill-De Anza Community College District
2001-2002 MANDATED COSTS REPORT

**ADDITIONAL MANDATED COSTS ASSOCIATED WITH PERSONNEL ISSUES
 (GRIEVANCE PREP/HEARINGS, ETC.)**

AGLIPAY

7/26/01	Jane Enright	0.75
7/30/01	Greg Parman	0.25
	Jane Enright	0.25
8/1/01	Jane Enright	0.50
9/20/01	Jane Enright	0.25
10/24/01	Jane Enright	0.25
10/30/01	Jane Enright	0.25
10/31/01	Jane Enright	0.25
11/5/01	Jane Enright	0.25

2/4/02	→ Penny Patz	0.50
2/7/02	Jane Enright	0.25
2/12/02	Jane Enright	1.00
	Liz Zoltan	1.00
	→ Penny Patz	1.00
2/13/02	Jane Enright	0.50
4/17/02	Jane Enright	0.25
	Robin Moore	0.25
4/22/02	Jane Enright	2.00
4/29/02	Jane Enright	2.00
4/30/02	Jane Enright	1.25
	Robin Moore	1.25

ATCHISON

7/18/01	Jane Enright	0.50
7/24/01	Jane Enright	0.25
9/12/01	Jane Enright	0.50
9/13/01	Jane Enright	0.25
11/20/01	Jane Enright	0.50
1/4/02	Jane Enright	1.00
	Liz Zoltan	1.00
	→ Penny Patz	1.00
1/14/02	Jane Enright	1.00
	Liz Zoltan	1.00
	→ Penny Patz	1.00
1/30/02	Jane Enright	0.50
1/31/02	Jane Enright	0.25
2/1/02	Jane Enright	0.50
2/4/02	Jane Enright	0.50
	Liz Zoltan	0.50

BARNETT

1/17/02	Jane Enright	0.50
2/6/02	Jane Enright	0.50
2/8/02	Jane Enright	0.25
2/15/02	Jane Enright	1.15
3/21/02	Jane Enright	1.00
4/2/02	Jane Enright	1.00
4/18/02	Jane Enright	1.50
4/19/02	Jane Enright	1.00
	Liz Zoltan	1.00
6/21/02	Jane Enright	1.75
	Liz Zoltan	1.75

8.75
 2.75

 11.5

Foothill-De Anza Community College District
 2001-2002 MANDATED COSTS REPORT

**ADDITIONAL MANDATED COSTS ASSOCIATED WITH PERSONNEL ISSUES
 (GRIEVANCE PREP/HEARINGS, ETC.) Continued**

CDC

1/14/02 *2* Jane Enright 1.00
 Kathleen Burson 1.00

COGNETTA

4/18/02 Jane Enright 1.50

6/3/02 *7.5* Jane Enright 1.00
 - Rich Rose 1.00 *4.5*

6/10/02 Alan Harvey 2.00
 Jane Enright 2.00

DA COUNSELING ISSUES

2/14/02 Jane Enright 0.50
 → Rich Rose 0.50

3/5/02 *A.5* Jane Enright 0.75
 → Rich Rose 0.75

3/27/02 Jane Enright 1.00 *2.25*
 → Rich Rose 1.00

LANG

7/31/01 Jane Enright 0.50

2/11/02 Jane Enright 1.50

2/12/02 Jane Enright .75 *2.25*

2/14/02 Jane Enright .25 *2.5*

2/21/02 Jane Enright .75 *3.25*

2/21/02 Robin Moore .75

2/28/02 *10.5* Jane Enright .25 *3.50*

3/26/02 Robin Moore .25 *3.75*

4/22/02 Jane Enright .25 *4.00*

4/25/02 Jane Enright .25 *4.25*

LANG Continued

5/9/02 Jane Enright 0.75 *4.75*
 Sue Gatlin 0.75

6/10/02 Madine Fong 1.00
 Jane Enright 1.00 *5.75*
 Jane Myers 1.00
 Sue Gatlin 1.00

ht .75

.25 *1.0*

.50 *1.50*

9, 50 *6*

MITCHELL

2/4/01 Judy Miner 0.75
 Judy Miner 0.75

2/6/02 Jane Enright 1.50
 Judy Miner 1.50
 Martha Kanter 5.50

MURDEN

1/9/02 Greg Parman 0.50

3/8/02 *4.25* Greg Parman 3.00 *3.5*

9/28/02 Greg Parman 0.75 *4.25*

OEY

6/6/02 Duncan Graham 1.25
 Jane Enright 1.25
 Penny Patz 1.25

6/12/02 *25.25* Duncan Graham 3.00 *4.25*
 Jane Enright 3.00 *4.25*
 Martha Kanter 12.50
 Penny Patz 3.00 *4.5*

Foothill-De Anza Community College District
2001-2002 MANDATED COSTS REPORT

**ADDITIONAL MANDATED COSTS ASSOCIATED WITH PERSONNEL ISSUES
 (GRIEVANCE PREP/HEARINGS, ETC.) *Continued***

SEIU HOLIDAY GRIEVANCE

3/29/02 / Jane Enright 0.25
 6/27/02 / Greg Parman 0.25

SEIU TEA ISSUE

3/11/02 Greg Parman / 1.75
 Jane Enright 1.75 ✓
 3/12/02 Jane Enright 0.25 2.0
 3/13/02 Jane Enright 0.25 2.25
 3/20/02 Jane Enright 0.25 2.5
 3/21/02 Greg Parman / 0.25
 Jane Enright 0.25 2.75
 3/25/02 Greg Parman / 0.75
 Jane Enright 0.75 3.25
 3/27/02 Greg Parman / 1.75
 4/3/02 Jane Enright 0.25 3.50
 4/4/02 Jane Enright 0.25 3.75
 4/10/02 Greg Parman / 2.00
 Jane Enright 2.00 5.75
 4/11/02 Greg Parman / 0.25
 4/17/02 Art Hand 3.50
 Greg Parman / 3.50
 Javier Rueda 3.50
 Karen Lemes 3.50
 Margaret McCutchen / 3.50

TRASVINA

7/12/01 Jane Enright 0.75
 1/2/02 Jane Enright 0.50
 1/4/02 Jane Enright 10.50
 1/6/02 Jane Enright 0.75
 1/7/02 Jane Enright 0.75
 1/8/02 Jane Enright 1.25
 1/9/02 Jane Enright 0.75
 1/11/02 Jane Enright 0.50
 1/22/02 Jane Enright 0.75

WOOLCOCK

1/28/02 Bernadine Fong 0.50
 Jane Enright 0.50
 Liz Zoltan 0.50
 1/29/02 Bernadine Fong 1.50
 Jane Enright 1.50
 Liz Zoltan 1.50
 Mike Brandy 6.50
 2/19/02 Jane Enright 0.75
 3/27/02 Jane Enright 1.00
 3/28/02 Jane Enright 0.75
 3/29/02 Jane Enright 0.75

4/25/02 Jane Enright 1.00 6.75
 Greg Parman / 0.25

4/26/02 Greg Parman / 0.25
 0.25
 0.25

6/13/02 Jane Enright 0.25 7

Foothill-De Anza Community College District
2001-2002 MANDATED COSTS REPORT

**ADDITIONAL MANDATED COSTS ASSOCIATED WITH PERSONNEL ISSUES
 (GRIEVANCE PREP/HEARINGS, ETC.) *Continued***

<u>MISC (CALLS W/ LEGAL COUNSEL)</u> <i>hrs/min</i>			<u>MISC (CALLS W/ LEGAL COUNSEL)</u> <u>Continued</u>		
7/27/01	Jane Enright	0.25 .50			
11/1/01	Jane Enright	6.20 ✓ 6.25	9/25/02	Greg Parman	5.25
11/5/01	Jane Enright	0.70 ✓ 1.25			[End]
11/8/01	Jane Enright	0.20 ✓			
11/12/01	Jane Enright	1.90 ✓ 2.50			
12/3/01	Greg Parman	1.10 ✓ 1.25			
12/10/01	Greg Parman	1.25 1.30			
1/14/02	Greg Parman	0.50 .75			
1/17/02	Greg Parman	1.20 1.25			
1/30/02	Greg Parman	0.75 1.25			
2/27/02	Jane Enright	0.50 .75			
3/15/02	Greg Parman	0.25 .50			
4/10/02	Jane Enright	0.50 .75			
4/16/02	Greg Parman	0.25 .50			
4/18/02	Jane Enright	0.50 .75			
6/13/02	Greg Parman	0.50 .75			
6/18/02	Greg Parman	0.75 1.25			
6/28/02	Robin Moore	1.25 1.30			
7/26/02	Greg Parman	1.00			
8/17/02	Greg Parman	1.75 2.25			
8/30/02	Greg Parman	0.30 ✓ .5			
9/20/02	Greg Parman	1.25			

Foothill-De Anza Community College District
2001-2002 MANDATED COSTS REPORT

ADDITIONAL MANDATED COSTS ASSOCIATED WITH PERSONNEL ISSUES
(GRIEVANCE PREP/HEARINGS, ETC.) *Continued*

INDIVIDUAL HOURS:

Mike Brandy	6.50
Kathleen Burson	1.00
Jane Enright	81.00
Bernadine Fong	3.00
Sue Gatlin	1.75
Duncan Graham	4.25
Art Hand	3.50
Alan Harvey	2.00
Martha Kanter	18.00
Karen Lemes	3.50
Margaret McCutchen	3.50
Judy Miner	2.25
Robin Moore	2.75
Rose Myers	1.00
Greg Parman	31.45
Penny Patz	7.75
Rich Rose	3.25
Javier Rueda	3.50
Liz Zoltan	<u>8.25</u>
TOTAL HOURS:	188.20