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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

FEBRUARY 4, 2014

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting

*The complete agenda may be accessed on the
Santa Monica College website:*

<http://www.smc.edu/admin/trustees/meetings/>

*Written requests for disability-related modifications or accommodations,
including for auxiliary aids or services that are needed in order to
participate in the Board meeting are to be directed to the Office of the
Superintendent/President as soon in advance of the meeting as possible.*

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda

*Reference: Board Policy Section 1570
Education Code Section 72121.5
Government Code Sections 54954.2, 54954.3, 54957.9*

IV. **SUPERINTENDENT'S REPORT**

- Acknowledgements:
 - SMC Campus Police Sergeant **Jere Romano** named *Officer of the Year* by the Elks Lodge
 - SMC's "The Old Lady Shows Her Medals" chosen for Kennedy Center Regional Festival, February 12-15, 2014, Los Angeles Theater Center
 - KCRW Update, including Madeleine Brand's "Press Play"

- Updates:
 - Governor's Proposed State Budget

V. **PUBLIC COMMENTS**

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**

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VIII. **CONSENT AGENDA**

Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations

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IX. **CONSENT AGENDA – Pulled Recommendations**

Recommendations pulled from the Section VII. Consent Agenda to be discussed and voted separately. Depending on time constraints, these items might be carried over to another meeting.

X. **INFORMATION ITEM**

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XI. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The Board of Trustees will hold a Study Session on Tuesday, February 18, 2014 at 5:30 p.m. in the SMC Skybox, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, March 4, 2014** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1-A

SUBJECT: **SELECTION AND APPOINTMENT OF TRUSTEE**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: Nominations will be considered by Board of Trustees to fill the vacancy on the Board. The successful candidate will serve until the next regularly scheduled election (November, 2014).

The applicants are:
 Linda Fetters
 Robert Kronovet
 Maria Loya
 Mel Poteshman
 Barry Snell

MOTION TO OPEN NOMINATIONS

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

NOMINATIONS:

MOTION TO CLOSE NOMINATIONS

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

ROLL CALL VOTE FOR NOMINEES

Susan Aminoff
 Nancy Greenstein
 Louise Jaffe
 Margaret Quiñones-Perez
 Rob Rader
 Andrew Walzer
 Jesse Ramirez, Student Trustee (Advisory Vote)

COMMENT: A majority vote (four votes not including the student trustee advisory vote) is required to approve an appointment. In the event no nominee receives sufficient votes, the process can begin again with a new round of nominations.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1-B

SUBJECT: **INSTALLATION OF NEWLY-APPOINTED TRUSTEE**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Chair of the Board of Trustees administer the Oath of Allegiance for Public Officers and install the newly-appointed member of the Santa Monica Community College District Board of Trustees, to serve a term until the next regularly scheduled Board election in November, 2014.

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **RECEIPT OF AUDIT REPORTS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: Acknowledge receipt of the 2012-2013 Audit Report of the Financial and Related Statements of the Santa Monica Community College District and the Proposition 39 Financial and Performance Audits prepared by the District's contracted independent auditor Vicente, Lloyd & Stutzman, LLP.

COMMENT: The Auditor's opinion is that the basic financial statements present fairly, in all material respects, the financial position of the Santa Monica Community College District as of June 30, 2013. The Board's Audit Task Force comprising Trustees Rob Rader and Louise Jaffe reviewed and discussed the reports with the auditors and fiscal staff to prepare for the presentation of the audit to the Board.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	February 4, 2014

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 3

SUBJECT: **EMERGENCY PREPAREDNESS UPDATE**

SUBMITTED BY: Vice-President, Student Affairs

SUMMARY: Numerous activities have transpired in the area of Emergency Preparedness at Santa Monica College. The Emergency Preparedness groups have met regularly, with discussion focused upon the three primary areas of concern identified by the college community after the June 7, 2013 shooting incident: communication, security of facilities, and training. The Emergency Preparedness Task Force has completed its work and will be forwarding recommendations to the Superintendent/President. A major accomplishment has been the purchase, installation, and testing of the District's centralized emergency alarm/notification system. Campus infrastructure and facilities, policies and procedures, and plans for ongoing training continue to be assessed and reviewed.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **FIRST READING - BOARD POLICY SECTION 2116, WHISTLEBLOWER PROTECTION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of Board Policy Sections 2116, Whistleblower Protection.

SUMMARY: Board Policy Section 2116, Whistleblower Protection, following approval by the Academic Senate and the DPAC Human Resources Subcommittee, was forwarded to the District Planning and Advisory Council where it was unanimously approved.

BP 2116 Whistleblower Protection

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected improper activities by District employees and the protection from retaliation of those who make such reports in good faith and/or participate in the investigation of such reports. Good faith is a sincere and reasonable belief or motive that is not characterized by malice or foreknowledge that the report is false.

For the purposes of this policy and any implementing regulations, “improper activity” refers to any activity by the District or one of its employees that (a) violates a state or federal law or regulation, including but not limited to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty, or (b) is economically wasteful or involves gross misconduct, incompetency, or inefficiency.

The regulations established by the Superintendent/President shall provide for the following:

1. Individuals may report suspected incidents of improper activities without fear of retaliation.
2. Reports are investigated thoroughly and promptly.
3. Remedies are applied when allegations regarding improper activities are verified.
4. Protections are provided to and retaliation is prohibited against employees or applicants for employment who, in good faith, report suspected improper activities or participate in the investigation of such reports.
5. Protections are provided to and retaliation is prohibited against employees who refuse to obey an illegal order.
6. District employees shall not directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an individual or entity to make a report of a suspected improper activity to the District or to other non-District authorities.
7. Employees who violate this policy shall be subject to discipline up to and including termination.

References: Education Code Sections 87160-87164, Labor Code Section 1102.5, Government Code Section 53296, Private Attorney General Act of 2004 (Labor Code Section 2698), Board Policy 6116 (Reporting Fraud, Waste or Abuse)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **2013-2014 QUARTERLY BUDGET REPORT AND 311Q REPORT**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees acknowledge receipt of the 2013-2014 Quarterly Report and the 311Q report, as of December 31, 2013 (see Appendix B).

COMMENT: The Board of Trustees is presented a quarterly budget report with the 311Q report required by the Chancellor’s Office. This report summarizes the financial statements of the District’s Unrestricted General Fund for review by the Chancellor’s Office.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 4, 2014

VIII. CONSENT AGENDA

Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations

RECOMMENDATION: Approve Consent Agenda, Recommendations #6-#20.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations:

- MOTION MADE BY:
- SECONDED BY:
- STUDENT ADVISORY:
- AYES:
- NOES:

IX. CONSENT AGENDA – Pulled Recommendations

Recommendations pulled from the Section VII, Consent Agenda to be discussed and voted on separately. Depending on time constraints, these items might be carried over to another meeting.

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

RECOMMENDATION NO. 6 APPROVAL OF MINUTES

Approval of the minutes of the following meetings of the Santa Monica Community College District Board of Trustees:

January 14, 2014 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Reviewed by: Laurie McQuay-Peninger, Director, Grants

Approved by: Randal Lawson, Executive Vice President

Title of Grant: Project SERV

Granting Agency: U.S. Department of Education

Award Amount: \$66,249

Matching Funds: Not applicable

Performance Period: December 23, 2013 – June 23, 2014

Summary: The Project SERV Program provides emergency response support to educational institutions that experience a traumatic event to meet acute needs and restore the learning environment. These funds will reimburse the college for the cost of crisis counseling provided by Crisis Care Network in the days and weeks following the June 7, 2013 shooting incident on campus. While the award period begins December 23, 2013, the Department recognizes that this is a reimbursement grant and that no new services will be offered.

Budget Augmentation:

Restricted fund 01.3	
Revenue (2013-2014)	
8100 Federal	\$ 66,249
Expenditures	
1000 Academic Salaries	\$ 0
2000 Non-Academic Salaries	0
3000 Employee Benefits	0
4000 Supplies and Materials	0
5000 Other Operating Expenditures	66,249
6000 Capital Outlay	0
Total	\$ 66,249

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Sasha King, Director, Small Business Development Center

Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant: Small Business Development Center (SBDC)

Granting Agency: Small Business Administration (SBA)
Long Beach Community College Lead Center (LBCC)

Award Amount: \$300,000 (fiscal year 2013-2014)

Matching Funds: 50% Cash Match
50% In Kind, inclusive of donations to the SBDC

Performance Period: January 1, 2014 – December 31, 2014

Summary: SMC has been receiving the Small Business Development Center (SBDC) Grant since 2006 and has been again awarded a one-year grant that involves the united efforts between Santa Monica College (SMC), the SBA, LBCC and local business/industry partners. The collaboration will deploy short-term training activities and small business one-on-one free consulting that will enable individuals to learn entrepreneurship and become more viable candidates for business financing. This service is available for any community member who has a business idea and needs assistance to develop small business ownership, or business owners who needs start-up or expansion assistance and consultation.

- Facilitate information exchange between the industry and education/training system
- Provide assistance and coordination support for regional recruitment and job placement activities
- Establish the platform for shared resources
- Conduct data analyses on hiring and skills trends
- Widen education menus at local community colleges
- Provide short-term training activities for job-specific competencies

Budget Augmentation:

Restricted Fund 01.3

Revenue

8100	Federal Revenue	\$300,000
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Expenditures

1000	Academic Salary	\$115,650
2000	Non-Academic Salary	130,347
3000	Employee Benefits	29,781
4000	Supplies and Materials	3,689
5000	Other Operational Expenses	5,200
7000	Other Outlay	15,333
	Total Expenditures:	\$300,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 REVISED SUBCONTRACTUAL AGREEMENT FOR COMMUNITY BASED JOB TRAINING GRANT

Requested Action: Approval/Ratification

Reviewed by: Patricia Ramos, Dean, Workforce and Economic Development

Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant: Community Based Job Training Grant in Recycling and Resource Management

Granting Agency: Department of Labor Education and Training Administration

Subcontractor: Jewish Vocational Services Los Angeles (JVS)

Revised Contract: \$122,107 (*no-cost extension*)

Performance Period: January 1, 2014 – June 30, 2014

Summary: The Board of Trustees accepted the Community Based Job Training Grant (\$4.87 million) and approved Santa Monica College (SMC) as the lead agency in this large consortium in Recycling and Resource Management to place participants in emerging green jobs related to this training.

On August 6, 2013, the Board of Trustees approved JVS to provide training and job readiness activities for approximately 422 students to support the overall success of this multiple-partner grant program managed by SMC. The amount approved was for \$400,000 through the extended performance period of the grant (July 1, 2012–December 31, 2013).

In December 2013, SMC received another no-cost extension from the Department of Labor to redirect the unused grant funds for job placement activities. The revision has also been approved and supported by the DOL grant officer. The focus of the no-cost extension is on job placement activities. The aim is to make 30-31 job placements per month in order to reach the goal of 422 placements by the end June 2014. JVS will track student job placements, increase incumbent worker tracking for reporting advancement and salary raises. They will have résumé workshops, individual and group résumé review for specific job opportunities and increased job referrals via weekly email blast. JVS will follow up with HR and hiring managers for employer feedback.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 CONTRACT FOR ENERGY MONITORING SYSTEM

Requested Action: Approval/Ratification

Reviewed by: Genevieve Bertone, Director of Sustainability

Approved by: Randy Lawson, Executive Vice President

Provider: Sunbelt Controls

Term: January –June, 2014

Amount: \$52,000

Service: Sunbelt Controls will augment the current District software to provide an Energy Monitoring System (EMS) that will chart the energy consumption at the Science Building and the Center for Environmental and Urban Studies. The dashboard will translate energy consumption into environmental data. The augmented software will have a student portal that will be used for student assignments in unit conversions, metrics and power measurements. Students, particularly those in science classes, will be able to interact with the data to investigate how dashboard measures were created, allowing them to understand the real world applications of scientific data and draw connections between concepts reviewed in the classroom and their own lives.

Funding Source: STEM Grant (100%)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Chui L. Tsang, Superintendent/President

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount of \$50,000 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract		Term/Amount	Service	Funding Source
A	Community Partners: Sustainable Works – Environmental Education and Action	February 1, 2014 - June 30, 2014 Not to exceed \$7,500	Sustainable Works will (1) conduct a six-week Green Living Workshop for 25-30 students at Santa Monica High School and Venice High School, providing a trained instructor to facilitate sustainable topic specific meetings at these schools; (2) provide a Sustainable Works Workbook to each participating student to support the pathways model of providing environmental education starting at the K-12 level and encouraging students to continue on in higher education; and (3) will also provide information on SMC’s Sustainable Technologies Program and build relationships with these high schools on behalf of SMC.	Perkins IV (CTEA) (100%)
<i>Requested by: Patricia Ramos, Dean, Workforce and Economic Development</i>				
<i>Approved by: Jeff Shimizu, Vice President, Academic Affairs</i>				
B	SixTen and Associates	February 2, 2014 – June 30, 2014 Not to exceed \$25,000	Contract to provide claim preparation services for State Mandated reports, 2001-2011.	General Fund
<i>Requested by: Fiscal Services</i>				
<i>Approved by: Robert Isomoto, Vice-President, Business/Administration</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
C On Course (Facilitator: Deb Poesé)	August 5, 2014 Not to exceed \$3,950	The consultant will conduct a day-long workshop with faculty members focused on learner-centered principles and strategies. Faculty will then engage in developing a specific plan to implement one or more of the strategies to their own instruction. Participants in the workshop will also receive access to digital samples of how other educators, across multiple disciplines, have employed the same strategies.	Title V (100%)

Requested by: Edna Chavarry, Project Manager, The Center for Teaching Excellence
Approved by: Jeff Shimizu, Vice President, Academic Affairs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification
Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources

ELECTION

EFFECTIVE DATE

Administrator

Mata, Nick, Director, Special Programs 02/18/14

New Full-Time Contract Faculty Positions

Donahue, Nathaniel, Art History 08/26/14
 Driscoll, Brian, Music 08/26/14

ADJUNCT FACULTY

Approval/ratification of the hiring of adjunct faculty. (List on file in the Office of Human Resources)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

The following positions will be established/abolished in accordance with district policies and salary schedules.

<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Student Services Assistant (1 position) Assessment Center, 12 mos, 40 hrs	02/04/14

Health Assistant (1 position) Health Services, 12 mos, 40 hrs	02/04/14
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<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Chief Director of Business Services (1 position) Fiscal Services, Management	02/04/14

Network Services Support Analyst (1 position) Academic Computing, 12 mos, 40 hrs, VH1	02/04/14
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Health Assistant (1 position) Health Services, 11 mos, 40 hrs	02/04/14
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Student Services Clerk (1 position) Assessment Center, 12 mos, 40 hrs	02/04/14
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<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
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PROBATION WITH ADVANCE STEP PLACEMENT

Casillas, Ruth, W&E Development Project Assistant, Workforce/Economic Development (Step C)	01/17/14
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Franco, Mario A. W&E Development Project Assistant, Workforce/Economic Development (Step C)	01/17/14
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Landa, Jennifer, W&E Development Project Assistant, Workforce/Economic Development (Step C)	01/17/14
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Leahy, Ann M., Administrative Assistant II, Admissions and Records (Step B)	02/03/14
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Meza, Katarina H., IA-English, English (Step B)	01/29/14
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Mintie, Ann T., Laboratory Technician – Life Science, Life Science (Step C)	01/14/14
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WORKING OUT OF CLASSIFICATION – PROVISIONAL

Chavira, Christina, Accounts Payable Supervisor, Fiscal Services (100%)	01/06/14 – 05/09/14
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Dickson II, Christopher, St. Services Specialist – International, ISC (50%)	01/02/14 – 05/07/14
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Johnson, Glenda, St. Services Specialist – International, ISC (50%)	01/02/14 – 05/07/14
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<u>SEPARATION</u>	<u>LAST DAY OF PAY SERVICE</u>
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RETIREMENT

Bickerton, Barbara, Administrative Assistant I, Community Services (23 years)	04/01/2014
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

The following positions will be established/abolished in accordance with district policies and salary schedules.

PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Chen, Connie P., Student Services Clerk, Financial Aid	01/13/14-07/11/14
Epstein, Rebecca L., Student Services Assistant, DSPS	10/15/13-02/17/14

LIMITED TERM: Positions established to perform duties not expected to exceed 6 months in one Fiscal Year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Arenas, Leyla, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Bae, Daniel, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Baza, Paul, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Boyd, Tishonna, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Brazier, Quiniece, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Caceres, Karla, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Camp, Monique, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Devine, Robert, Bookstore Clerk/Cashier, Bookstore	01/27/14-03/06/14
Dittmar, James, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Friedland, Shane, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Friha, Mohammed, Bookstore Clerk/Cashier, Bookstore	01/27/14-03/06/14
Ganzon, Emmanuelle, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	01/27/14-03/06/14
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	01/27/14-03/06/14
Green, Kennisha L., Disabled Student Services Assistant, DSC	01/06/14-02/13/14
Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Jackson, Sheldon, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	01/27/14-03/06/14
Lagunas, Crystal, Sign Language Interpreter III, DSC	01/13/14-02/13/14

Lam, Albert, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Laurance, Marisa, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Lemon, Curly, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Lopez, Jose, Bookstore Clerk/Cashier, Bookstore	01/27/14-03/06/14
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Mengistu, Zewdeneh, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	01/27/14-03/06/14
Navarro, Yadira, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Naylor, Marisa, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Noble, Robert, Student Services Assistant, Counseling	01/07/14-06/30/14
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Olufade, Dayo, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	01/27/14-03/06/14
Ponce, Adolph, Bookstore Clerk/Cashier, Bookstore	01/27/14-03/06/14
Portillo, William, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Redhouse, Joshua, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Sanchez, Oscar, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Santamaria, Bladimir E, Bookstore Clerk/Cashier, Bookstore	01/27/14-03/06/14
Swaim, Nancy, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	01/27/14-03/06/14
Torrance, Antoinette, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Valadez, Jorge, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Walker, Terence, Bookstore Clerk/Cashier, Bookstore	01/27/14-03/06/14
Yapkowitz, David, Bookstore Clerk/Cashier, Bookstore	02/03/14-03/06/14
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	02/03/13-03/06/14
Zhang, Olivia, Bookstore Clerk/Cashier, Bookstore	02/03/13-03/06/14

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification
Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES

College Student Assistant, \$8.00/hour (STHP)	10
College Work-Study Student Assistant, \$8.00/hour (FWS)	9

SPECIAL SERVICE

Art Models, \$18.00/hour	90
Community Services Specialist I, \$35.00/hour	55
Community Services Specialist II, \$50.00/hour	7
Recreation Leading Director II, \$10.59/hour	3

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES

Requested Action: Approval/Ratification
Requested by: Greg Brown, Director, Facilities Planning
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

15-A CHANGE ORDER NO. 2 – INFORMATION TECHNOLOGY RELOCATION

Change Order No. 2 – BERNARDS BROS. on the Information Technology Relocation project in the amount of \$71.

Original Contract Amount	\$12,392,000
Previously Approved Change Orders	38,897
Change Order No. 2	<u>71</u>
Revised Contract Amount	\$12,430,968

This change order results in no change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 2 provides for the labor and material to add reinforcement bars at a utility opening and under the moving partition wall per structural engineer’s request and to relocate an existing camera that would be blocked by the new construction. Change Order No. 2 also includes a credit for cost of tests and inspections exceeding eight hours per day or performed on weekends/holidays.

15-B CHANGE ORDER NO. 2 – BUNDY PARKING LOT 2

Change Order No. 2 – PUB CONSTRUCTION on the Bundy Parking Lot 2 project in the amount of \$6,094.

Original Contract Amount	\$1,128,000
Previously Approved Change Orders	8,736
Change Order No. 2	<u>6,094</u>
Revised Contract Amount	\$1,142,830

This change order results in no change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 2 includes labor and material costs for the replacement of an asphalt walkway adjacent to the new entrance, upsize and relocation of an irrigation controller, connection of existing control valves along the main driveway to the new controller, installation of irrometer soil moisture sensors and control modules, round valve boxes at quick coupler locations, and labor and material to install one cane bolt on double drive gate to accommodate for site conditions.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 **FACILITIES** *(continued)*

15-C AMENDMENT TO AGREEMENT FOR CIVIL ENGINEERING SERVICES – DONALD DOUGLAS LOOP SOUTH

Amend agreement with MK ENGINEERING GROUP, INC. for civil engineering services for the Donald Douglas Loop South project to \$47,140 from \$38,000 plus reimbursable expenses.

Funding Source: Measure S

Comment: This item, which is to replace temporary roadway between the Bundy Campus and Airport Avenue known as Donald Douglas Loop South, was originally approved at the December meeting. The increase in fees is to add landscaping and street/walkway lighting to the project.

15-D AGREEMENT FOR ELECTRICAL SWITCHGEAR UPGRADE, STUDENT ACTIVITIES BUILDING

Agreement with Robnett Electric for Electrical Switchgear Upgrade, Student Activities Building in the amount of \$147,200 for the period March 2014-May 2014.

Funding Source: State Scheduled Maintenance, District Capital Funds

Comment: This project is a maintenance upgrade of the existing electrical switchgear serving the Student Activities Building. This equipment is more than 25 years old and no longer reliable. The state is now funding scheduled maintenance projects with a 50% match from the district.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 BUDGET TRANSFERS

Requested by: Veronica Diaz, Acting Director, Fiscal Services
Approved by: Bob G. Isomoto, Vice President, Business/Administration
Requested Action: Approval/Ratification

16-A FUND 01.0 – GENERAL FUND - UNRESTRICTED
 Period December 21, 2013 to January 22, 2014

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	8,492
3000	Benefits	0
4000	Supplies	2,963
5000	Contract Services/Operating Exp	313,134
6000	Sites/Buildings/Equipment	0
7000	Other Outgo/Student Payments	-324,589
Net Total:		0

16-B FUND 01.3 – GENERAL FUND - RESTRICTED
 Period December 21, 2013 to January 22, 2014

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-4,235
2000	Classified/Student Salaries	4,235
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	0
7000	Other Outgo/Student Payments	0
Net Total:		0

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 COMMERCIAL WARRANT REGISTER

Requested by: Veronica Diaz, Acting Director, Fiscal Services
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

December 1 – December 31, 2013 5804 through 5838 \$ 6,156,632.89

Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 18 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

December 1 – December 31, 2013 C1E – C2F \$10,608,880.03

Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 19 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: George Prather, Director of Auxiliary Services
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds.

	Payments	Purchase Orders
December 1 – December 31, 2013	\$654,573.69	\$69,461.28

Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

20-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists of vendors on file in the Purchasing Department.

December 1 – December 31, 2013 \$1,762,113.87

20-B PURCHASE AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS

Authorize the awards of purchase orders from approved department budgets against the following competitive bid agreements not to exceed legal dollar threshold limits:

1. Foundation for Community Colleges (FCCC), Contract CB13-013, with Krueger International, to 09/30/16, for furniture and fixtures applications.
2. Foundation for Community Colleges (FCCC), Contract CB13-014, with Haworth, to 09/30/16, for furniture and fixtures applications.
3. Foundation for Community Colleges (FCCC), Contract CB13-015, with Steelcase, to 09/30/16, for furniture and fixtures applications.
4. City of Santa Ana, Contract 09-055, Enterprise Fleet Services for Leasing of Vehicles, Expiration January 2016.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	February 4, 2014

INFORMATION ITEM 21 CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING, JANUARY 22, 2014

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee was held on Wednesday, January 22, 2014 in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

1. CALL TO ORDER - 8:01 a.m.

2. ROLL CALL

- Corin Kahn, Chair – Present
- Barry Snell, Vice-Chair – Absent
- Heather Anderson – Present
- Michael Dubin - Present
- Ty Moura - Absent
- Katherine Reuter – Present
- Sion Roy –Present
- Sonya Sultan – Absent
- Sam Zivi – Present

Others Present:

- Sarah Banta, Senior Associate, Vicenti Lloyd & Stutzman, LLP
- Greg Brown, Director of Facilities and Planning
- Joanne Gilden, Accounting Manager
- Don Girard, Senior Director, Government Relations/Institutional Communications
- Bob Isomoto, Vice-President, Business/Administration
- Lisa Rose, Citizens’ Bond Oversight Committee Coordinator
- Charlie Yen, Director, Contracts

3. APPROVAL OF MINUTES – October 16, 2013

Motion was made by Katherine Reuter and seconded by Michael Dubin to approve the minutes of Citizen’s Bond Oversight Committee meeting on October 16, 2013. *The minutes were approved by acclamation.*

4. CONFLICT OF INTEREST FORMS

Members were reminded to sign and submit their Conflict of Interest forms for 2014.

5. CITIZENS’ BOND OVERSIGHT COMMITTEE ANNUAL REPORT, 2012-2013

Motion was made by Sion Roy and seconded by Michael Dubin to approve the 2012-2013 Annual Report. *The Annual Report was approved by acclamation.*

6. ***REPORTS and DISCUSSION***

2012-2013 Prop 39 Financial Audit and Performance Audit Reports

Sara Banta, representing the District's auditing firm of Vicenti Lloyd & Stutzman, LLP provided an overview of the 2012-2013 Prop. 39 Financial Audit and Performance Audit Reports. The Auditor indicated that there were no instances of noncompliance in both audits and did not identify any exceptions or deficiencies. Both audits will be presented to the Board of Trustees along with the District's Audit Report at the Board meeting on February 4, 2014.

SMC Bond Construction Projects Update

- Two projects are in construction. (1) Information Technology Relocation, a two-story extension to the Media Center that consolidates all technology functions into one area; and (2) the Academy of Entertainment and Technology (AET) project which includes the renovation of the existing building, a new building for KCRW and a parking structure.
- Two projects are currently awaiting DSA approval. (1) East Wing at the Performing Arts Center; and (2) the Health/PE/Fitness/Dance Center.
- Malibu Campus: Plans have been submitted to the Division of the State Architect (DSA) and the City of Malibu for review. The District is also working with the County of Los Angeles since the property is within its jurisdiction. At the same time, the District is preparing the Environmental Impact Report (EIR).
- Student Services Building: Morris Architects is preparing the design for the building to respond to changes in student services needs. A conceptual design was presented to the Board of Trustees in December 2013. A rendering of the building will be presented at the next meeting of the Citizens' Bond Oversight Committee (April).
- The College is working with the City of Santa Monica on the Early Childhood Development/Childcare project to be located at the Civic Center.

Measure U, S and AA and Bond Sales Expenses Reports (reports included with agenda)

- Measure U: Total Measure U expenditures last period were \$180,872; total remaining funds are \$17,918,145;
- Measure S: Total expenditures last period were \$425,668; total remaining funds are \$69,447,047.
- Measure AA: Total expenditures last period were \$4,141,757; total remaining funds are \$240,605,403.
- The *Bond Sales/Expenses Report* indicates total bond amounts, bond issue dates/amounts, unsold bond amount and total available as of June 30, 2013.

Total Bond	\$598,500,000
Total Available	\$383,496,730
Total Expenses as of 12-31-13	\$270,529,404
Total Available Remaining	\$112,967,326
Total Unsold Bond	\$215,003,270
- The *SMC Bond Construction Program Contractor List* as of December 31, 2013 was presented for information.
- Current information on all bond construction projects is available at: <http://smcbondprogram.com/>

7. SCHEDULE OF MEETINGS, 2013-2014

Wednesdays at 8 a.m.

April 16, 2014

8. ADJOURNMENT – 9:07 a.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, April 16, 2014 at 8 a.m. in Drescher Hall 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 4, 2014

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The Board of Trustees will hold a Study Session on Tuesday, February 18, 2014 at 5:30 p.m. in the SMC Skybox, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, March 4, 2014** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Report: Strategic Initiatives – GRIT and I³

**UNRESTRICTED GENERAL FUND 01.0
2013-2014 REVENUE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	December 31, 2013 ACTUAL REVENUE	2013-2014 PROJECTED BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	126,654	79,905	126,654
TOTAL FEDERAL	126,654	79,905	126,654
STATE			
GENERAL APPORTIONMENT	55,597,141	29,662,464	60,770,927
EDUCATION PROTECTION ACCOUNT - PROP 30	13,046,096	6,524,444	13,048,886
ACCESS/RESTORATION OF WORKLOAD REDUCTION	1,539,504	-	1,539,504
COLA	1,613,023	808,789	1,613,023
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	1,428,055	-	596,206
HOMEOWNERS EXEMPT	100,594	14,304	100,600
STATE LOTTERY REVENUE	3,207,089	135,534	3,210,464
MANDATED COST RECOVERY	578,658	578,658	578,658
OTHER STATE	792,292	411,992	792,292
TOTAL STATE	77,902,452	38,136,185	82,250,560
LOCAL			
PROP TAX SHIFT (ERAF)	-	567,396	567,396
SECURED TAX	12,195,634	4,966,436	11,412,906
SUPPLEMENTAL TAXES	135,251	-	127,579
UNSECURED TAX	465,484	454,784	465,000
PRIOR YRS TAXES	648,775	114,585	894,664
PROPERTY TAX - RDA PASS THRU	5,147,840	-	448,261
PROPERTY TAX - RDA RESIDUAL	532,805	-	-
RENTS	115,000	53,223	115,000
INTEREST	67,600	53,097	111,400
ENROLLMENT FEES	13,603,245	8,703,572	13,637,327
STUDENT RECORDS	463,600	97,087	463,600
NON-RESIDENT TUITION/INTENSIVE ESL	25,671,416	16,402,724	26,293,235
FEE BASED INSTRUCTION	1,681,000	884,965	1,681,000
OTHER STUDENT FEES & CHARGES	112,200	59,571	112,200
F1 APPLICATION FEES	313,200	114,901	313,200
OTHER LOCAL	421,800	412,024	687,600
I. D. CARD SERVICE CHARGE	993,500	668,752	993,500
LIBRARY CARDS	80	-	80
LIBRARY FINES	11,300	863	11,300
PARKING FINES	226,300	88,230	226,300
TOTAL LOCAL	62,806,030	33,642,210	58,561,548
TOTAL REVENUE	140,835,136	71,858,300	140,938,762
TRANSFER IN	113,965	39,980	113,965
SALE OF EQUIPMENT AND SUPPLIES	-	397	397
TOTAL OTHER FINANCING SOURCES	113,965	40,377	114,362
TOTAL REVENUE AND TRANSFERS	140,949,101	71,898,677	141,053,124

**UNRESTRICTED GENERAL FUND 01.0
2013-2014 EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	December 31, 2013 ACTUAL EXPENDITURES	2013-2014 PROJECTED BUDGET
INSTRUCTION	23,222,657	8,961,623	23,023,417
ACADEMIC MANAGERS	5,549,877	2,255,963	5,704,326
NON-INSTRUCTION	6,133,131	2,191,678	6,139,385
HOURLY INSTRUCTION	26,434,285	13,098,390	26,769,239
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	467,950	217,962	467,950
HOURLY NON-INSTRUCTION	3,955,679	1,789,806	4,078,699
VACANT POSITIONS	371,285	-	241,200
VACANCY SAVINGS	(185,643)	-	(180,900)
TOTAL ACADEMIC	65,949,221	28,515,422	66,243,316
CLASSIFIED REGULAR	19,863,028	8,100,947	19,578,412
CLASSIFIED MANAGERS	3,925,968	1,685,867	3,752,185
CLASS REG INSTRUCTION	2,775,567	1,075,128	2,741,478
CLASSIFIED HOURLY	1,826,113	846,060	1,885,345
CLASS HRLY INSTRUCTION	580,197	260,114	620,295
VACANT POSITIONS	1,384,872	-	2,226,915
VACANCY SAVINGS	(692,436)	-	(1,670,186)
TOTAL CLASSIFIED	29,663,309	11,968,116	29,134,444
STRS	4,238,754	1,762,056	4,257,086
PERS	3,728,988	1,437,450	3,674,614
OASDI/MEDICARE	3,123,050	1,371,738	3,092,897
H/W	13,014,488	4,140,974	13,014,488
RETIREEES' H/W	3,014,555	1,577,589	3,014,555
RETIREEE - OPEB	500,000	-	500,000
SUI	220,755	83,289	220,769
WORKERS' COMPENSATION	1,392,161	580,301	1,392,536
ALTERNATIVE RETIREMENT	500,000	196,144	500,000
BENEFITS REL TO FEE BASED INSTRUCTION	79,552	37,054	79,552
BENEFITS RELATED TO VACANT POSITIONS	386,356	-	542,989
BENEFITS RELATED TO VACANCY SAVINGS	(193,178)	-	(407,242)
TOTAL BENEFITS	30,005,481	11,186,595	29,882,244
SUPPLIES	967,703	382,575	983,196
TOTAL SUPPLIES	967,703	382,575	983,196
CONTRACTS/SERVICES	11,573,456	5,637,501	12,182,412
INSURANCE	951,960	928,509	951,960
UTILITIES	3,019,195	1,308,516	3,019,195
TOTAL SERVICES	15,544,611	7,874,526	16,153,567
BLDG & SITES	30,000	-	30,000
EQUIPMENT	444,005	177,185	509,498
LEASE PURCHASES	66,130	-	66,130
TOTAL CAPITAL	540,135	177,185	605,628
TOTAL EXPENDITURES	142,670,460	60,104,419	143,002,395
OUTGOING TRANSFER/FINANCIAL AID	285,498	211,554	285,498
TOTAL TRANSFERS/FINANCIAL AID	285,498	211,554	285,498
TOTAL EXPENDITURES & TRANSFERS	142,955,958	60,315,973	143,287,893

**UNRESTRICTED GENERAL FUND 01.0
2013-2014 FUND BALANCE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	December 31, 2013 ACTUAL FUND BALANCE	2013-2014 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS	138,942,388	71,320,019	139,878,260
TOTAL EXPENDITURES AND TRANSFERS	141,884,702	60,315,973	142,535,117
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	2,142,513	-	3,011,104
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(1,071,257)	-	(2,258,328)
OPERATING SURPLUS/(DEFICIT)	(4,013,570)	11,004,046	(3,409,633)
ONE-TIME ITEMS			
PRIOR YEAR APPORTIONMENT ADJ	1,428,055	-	596,206
MANDATED COST RECOVERY	578,658	578,658	578,658
OPERATING SURPLUS/(DEFICIT) WITH ONE-TIME ITEMS	(2,006,857)	11,582,704	(2,234,769)
BEGINNING BALANCE***	8,253,478	8,253,478	8,253,478
TRANSFER TO DESIGNATED RESERVE - NET	(595,400)	904,600	904,600
ENDING FUND BALANCE ***	5,651,221	20,740,782	6,923,309
FUND BALANCE RATIO TO TTL EXPENSES & TRANSFERS **	3.95%	34.39%	4.83%
ENDING FUND BALANCE - UNDESIGNATED	5,651,221	20,740,782	6,923,309
DESIGNATED RESERVE FOR:			
UNFUNDED RETIREE BENEFITS	1,500,000	-	-
CLASSIFIED EMPLOYEE WELFARE FUND	191,405	191,405	191,405
NEW FACULTY TO BE HIRED	1,171,327	1,171,327	1,171,327
TOTAL	2,862,732	1,362,732	1,362,732
ENDING FUND BALANCE/CONTINGENCY RESERVE	8,513,953	22,103,514	8,286,041
FUND BALANCE RATIO TO TTL EXPENSES & TRANSFERS **	5.96%	36.65%	5.78%

** Chancellor's Office recommended ratio is 5%.

*** Fund Balance excludes Designated Reserves.

**RESTRICTED GENERAL FUND 01.3
2013-2014 REVENUE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	December 31, 2013 ACTUAL REVENUE	2013-2014 PROJECTED BUDGET
FEDERAL			
PERKINS IV TITLE I-C	588,705	90,219	588,705
FWS-FEDERAL WORK STUDY	558,814	143,126	558,814
RADIO GRANTS	1,706,035	766,167	1,706,035
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	55,715	28,972	55,715
FEDERAL CARRYOVERS	1,989,209	1,064,169	1,989,209
OTHER FEDERAL	2,932,797	461,355	2,932,797
TOTAL FEDERAL	7,831,275	2,554,008	7,831,275
STATE			
LOTTERY	789,046	129,536	789,046
BASIC SKILLS INITIATIVE	420,248	218,529	420,248
SFAA-STUDENT FINANCIAL AID ADMIN	804,428	418,302	804,428
EOPS-EXTENDED OPPORTUNITY PROG & SERV	785,954	408,696	785,954
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	53,086	27,605	53,086
CALWORKS	172,169	89,528	172,169
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	842,638	438,172	842,638
MATRICULATION (CREDIT)	611,941	318,207	611,941
MATRICULATION (CREDIT) - TRANSFER RELATED	47,500	24,700	47,500
NON-CREDIT MATRICULATION	20,861	10,848	20,861
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	8,696	4,522	8,696
ENROLLMENT GROWTH	221,000	-	221,000
INSTRUCTIONAL EQUIPMENT AND LIBRARY	218,736	113,743	218,736
SCHEDULED MAINTENANCE AND REPAIRS	218,732	113,741	218,732
STATE CARRYOVERS	1,358,319	1,034,923	1,358,319
OTHER STATE	7,500	1,525	7,500
TOTAL STATE	6,580,854	3,352,577	6,580,854
LOCAL			
PICO PROMISE	155,230	-	155,230
HEALTH FEES	1,246,000	818,910	1,246,000
PARKING FEES	1,607,000	1,109,470	1,607,000
DONATIONS-KCRW	1,902,447	555,703	1,902,447
COMMUNITY SERVICES	822,734	345,716	822,734
COUNTY CALWORKS	51,000	24,583	51,000
CONSOLIDATED CONTRACT ED-LOCAL	225,070	2,080	225,070
LOCAL CARRYOVERS	131,138	70,842	178,678
OTHER LOCAL	5,087,352	2,360,603	5,270,352
TOTAL LOCAL	11,227,971	5,287,907	11,458,511
TOTAL REVENUE	25,640,100	11,194,492	25,870,640

**RESTRICTED GENERAL FUND 01.3
2013-2014 EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	December 31, 2013 ACTUAL EXPENDITURES	2013-2014 PROJECTED BUDGET
INSTRUCTION	-	5,917	-
MANAGEMENT	1,510,536	609,960	1,558,182
NON-INSTRUCTION	1,210,050	581,228	1,246,556
HOURLY INSTRUCTION	253,601	23,569	259,519
HOURLY NON-INSTRUCTION	1,791,885	1,122,168	1,782,473
TOTAL ACADEMIC	4,766,072	2,342,842	4,846,730
CLASSIFIED REGULAR	2,411,328	1,069,920	2,384,198
CLASSIFIED MANAGERS	247,543	149,564	252,752
CLASS REG INSTRUCTION	5,000	-	5,000
CLASSIFIED HOURLY	1,891,700	755,312	1,816,104
CLASS HRLY INSTRUCTION	184,000	112,781	347,000
TOTAL CLASSIFIED	4,739,571	2,087,577	4,805,054
BENEFITS HOLDING ACCOUNT	2,388,525		1,491,703
STRS	-	165,848	165,848
PERS	-	154,480	154,480
OASDI/MEDICARE	-	157,117	157,117
H/W	-	334,144	334,144
SUI	-	3,738	3,738
WORKERS' COMP.	-	60,424	60,424
ALTERNATIVE RETIREMENT	-	22,779	22,779
TOTAL BENEFITS	2,388,525	898,530	2,390,233
TOTAL SUPPLIES	977,256	221,214	946,031
CONTRACTS/SERVICES	5,330,140	1,680,241	5,496,134
INSURANCE	3,610,140	2,104,436	3,609,140
UTILITIES	224,150	57,613	222,061
TOTAL SERVICES	9,164,430	3,842,290	9,327,335
BLDG & SITES	1,883,712	-	1,883,125
EQUIPMENT/LEASE PURCHASE	1,236,890	626,075	1,198,033
TOTAL CAPITAL	3,120,602	626,075	3,081,158
TOTAL EXPENDITURES	25,156,456	10,018,528	25,396,541
OTHER OUTGO - STUDENT AID	499,633	198,574	502,588
OTHER OUTGO - TRANSFERS	113,965	39,980	113,965
TOTAL OTHER OUTGO	613,598	238,554	616,553
TOTAL EXPENDITURES & OTHER OUTGO	25,770,054	10,257,082	26,013,094

**RESTRICTED GENERAL FUND 01.3
2013-2014 FUND BALANCE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	December 31, 2013 ACTUAL FUND BALANCE	2013-2014 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS	25,640,100	11,194,492	25,870,640
TOTAL EXPENDITURES AND TRANSFERS	25,770,054	10,257,082	26,013,094
OPERATING SURPLUS/(DEFICIT)	(129,954)	937,410	(142,454)
BEGINNING BALANCE	5,264,094	5,264,094	5,264,094
ENDING FUND BALANCE/CONTINGENCY RESERVE	5,134,140	6,201,504	5,121,640
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	19.92%	60.46%	19.69%

**CAPITAL OUTLAY FUND 40.0
2013-2014 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	December 31, 2013 ACTUAL	2013-2014 PROJECTED BUDGET
REVENUE			
INTEREST	66,000	15,998	66,000
NON-RESIDENT CAPITAL CHARGE	3,092,000	1,978,081	3,092,000
LOCAL INCOME	151,500	86,824	151,500
TOTAL REVENUE	3,309,500	2,080,903	3,309,500
EXPENDITURES			
SUPPLIES	57,500	-	57,500
CONTRACT SERVICES	460,000	159,328	460,000
CAPITAL OUTLAY	12,987,727	1,151,388	12,987,727
TOTAL EXPENDITURES	13,505,227	1,310,716	13,505,227
OPERATING SURPLUS/(DEFICIT)	(10,195,727)	770,187	(10,195,727)
BEGINNING BALANCE	10,195,727	10,195,727	10,195,727
ENDING FUND BALANCE	-	10,965,914	-

**MEASURE U FUND 42.2
2013-2014 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	December 31, 2013 ACTUAL	2013-2014 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	159,000	38,364	159,000
TOTAL REVENUE	159,000	38,364	159,000
EXPENDITURES			
SUPPLIES	25,000	-	25,000
CONTRACT SERVICES	340,000	-	340,000
CAPITAL OUTLAY	24,347,713	243,795	24,347,713
TOTAL EXPENDITURES	24,712,713	243,795	24,712,713
OPERATING SURPLUS/(DEFICIT)	(24,553,713)	(205,431)	(24,553,713)
BEGINNING BALANCE	24,553,713	24,553,713	24,553,713
ENDING FUND BALANCE	-	24,348,282	-

MEASURE S FUND 42.3
2013-2014 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2013-2014 ADOPTED BUDGET	December 31, 2013 ACTUAL	2013-2014 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	376,000	91,676	376,000
TOTAL REVENUE	376,000	91,676	376,000
EXPENDITURES			
SUPPLIES	100,000	-	100,000
CONTRACT SERVICES	2,779,400	39,485	2,779,400
CAPITAL OUTLAY	56,156,908	498,886	56,156,908
TOTAL EXPENDITURES	59,036,308	538,371	59,036,308
OPERATING SURPLUS/(DEFICIT)	(58,660,308)	(446,695)	(58,660,308)
BEGINNING BALANCE	58,660,308	58,660,308	58,660,308
ENDING FUND BALANCE	-	58,213,613	-

**MEASURE AA FUND 42.4
2013-2014 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	December 31, 2013 ACTUAL	2013-2014 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	338,000	86,868	338,000
TOTAL REVENUE	338,000	86,868	338,000
EXPENDITURES			
SUPPLIES	100,500	18,091	100,500
CONTRACT SERVICES	1,800,500	79,445	1,800,500
CAPITAL OUTLAY	54,491,693	7,779,409	54,491,693
TOTAL EXPENDITURES	56,392,693	7,876,945	56,392,693
OPERATING SURPLUS/(DEFICIT)	(56,054,693)	(7,790,077)	(56,054,693)
BEGINNING BALANCE	56,054,693	56,054,693	56,054,693
ENDING FUND BALANCE	-	48,264,616	-

**STUDENT FINANCIAL AID FUND 74.0
2013-2014 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	December 31, 2013 ACTUAL	2013-2014 PROJECTED BUDGET
REVENUE			
FEDERAL GRANTS	32,098,075	14,495,687	32,098,075
FEDERAL LOANS	2,800,000	665,550	2,800,000
CAL GRANTS	1,236,000	616,150	1,236,000
TRANSFER	255,498	181,552	255,498
TOTAL REVENUE	36,389,573	15,958,939	36,389,573
EXPENDITURES			
FINANCIAL AID	36,389,573	16,081,273	36,389,573
TOTAL EXPENDITURES	36,389,573	16,081,273	36,389,573
ENDING FUND BALANCE*	-	(122,334)	-

*Negative ending balance is a result of a timing difference between financial aid check issuance and deposit of Federal and CAL Grant Funds.

SCHOLARSHIP TRUST FUND 75.0
2013-2014 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2012-2013 ADOPTED BUDGET	December 31, 2013 ACTUAL	2013-2014 PROJECTED BUDGET
REVENUE			
TRANSFER	30,000	30,000	30,000
TOTAL REVENUE	30,000	30,000	30,000
EXPENDITURES			
SCHOLARSHIP	15,000	7,500	15,000
TOTAL EXPENDITURES	15,000	7,500	15,000
ENDING FUND BALANCE/CONTINGENCY RESERVE	15,000	22,500	15,000

**AUXILIARY FUND
2013-2014 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	December 31, 2013 ACTUAL	2013-2014 PROJECTED BUDGET
BEGINNING BALANCE	2,210,290	2,210,290	2,210,290
ADJ. TO BEG. BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	<u>2,210,290</u>	<u>2,210,290</u>	<u>2,210,290</u>
REVENUE			
GROSS SALES	6,152,765	2,770,854	6,152,765
LESS: COST OF GOODS	<u>(4,204,000)</u>	<u>(2,122,300)</u>	<u>(4,204,000)</u>
NET	1,948,765	648,554	1,948,765
VENDOR INCOME	674,469	307,356	674,469
AUXILIARY PROGRAM INCOME	<u>249,550</u>	<u>214,030</u>	<u>249,550</u>
NET INCOME	2,872,784	1,169,940	2,872,784
INTEREST	14,515	6,909	14,515
OTHER INCOME	-	3,003	3,003
TOTAL REVENUE	<u>2,887,299</u>	<u>1,179,852</u>	<u>2,890,302</u>
TOTAL FUNDS AVAILABLE	<u>5,097,589</u>	<u>3,390,142</u>	<u>5,100,592</u>
EXPENDITURES			
STAFFING	1,116,400	455,973	1,116,400
FRINGE BENEFITS	303,500	106,395	303,500
OPERATING	<u>2,027,313</u>	<u>570,745</u>	<u>2,027,313</u>
TOTAL EXPENDITURES	<u>3,447,213</u>	<u>1,133,113</u>	<u>3,447,213</u>
ENDING FUND BALANCE	<u>1,650,376</u>	<u>2,257,029</u>	<u>1,653,379</u>

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2013-2014

Quarter Ended: (Q2) Dec 31, 2013

District: (780) SANTA MONICA

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-2014
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	136,383,429	130,112,632	133,791,295	140,938,762
A.2	Other Financing Sources (Object 8900)	147,494	143,887	125,558	114,362
A.3	Total Unrestricted Revenue (A.1 + A.2)	136,530,923	130,256,519	133,916,853	141,053,124
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	133,634,588	138,821,019	138,258,404	143,002,395
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	277,594	275,973	275,011	285,498
B.3	Total Unrestricted Expenditures (B.1 + B.2)	133,912,182	139,096,992	138,533,415	143,287,893
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	2,618,741	-8,840,473	-4,616,562	-2,234,769
D. Fund Balance, Beginning					
D.1	Prior Year Adjustments + (-)	0	889,002	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	20,470,102	23,977,845	15,137,372	10,520,810
E.	Fund Balance, Ending (C. + D.2)	23,088,843	15,137,372	10,520,810	8,286,041
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17.2%	10.9%	7.6%	5.8%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	22,545	21,359	21,265	21,727
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2010-11	2011-12	2012-13	2013-2014
H.1	Cash, excluding borrowed funds		38,571,129	18,649,770	28,793,874
H.2	Cash, borrowed funds only		0	6,500,000	0
H.3	Total Cash (H.1 + H.2)	35,826,696	38,571,129	25,149,770	28,793,874

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	140,835,136	140,938,762	71,858,300	51%
I.2	Other Financing Sources (Object 8900)	113,965	114,362	40,377	35.3%
I.3	Total Unrestricted Revenue (I.1 + I.2)	140,949,101	141,053,124	71,898,677	51%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	142,670,460	143,002,395	60,104,419	42%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	285,498	285,498	211,554	74.1%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	142,955,958	143,287,893	60,315,973	42.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-2,006,857	-2,234,769	11,582,704	
L	Adjusted Fund Balance, Beginning	10,520,810	10,520,810	10,520,810	
L.1	Fund Balance, Ending (C. + L.2)	8,513,953	8,286,041	22,103,514	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6%	5.8%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic	Classified
		Permanent	Temporary

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? YES
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

The uncertainty of the timing and amount of RDA backfill is causing difficulty in the District's fund balance.