HCCD REGULAR MEETING – FEBRUARY 5, 2013

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
February 5, 2013
CALL 208, 411 Central Avenue
Salinas, California

OPEN SESSION

Meeting called to order at 5:00 p.m. by Trustee DePauw.

PLEDGE OF ALLEGIANCE

Trustee Gonzalez-Castro led the Pledge of Allegiance.

ROLL CALL

Candi DePauw, President
Patricia Donohue, Vice President
Bill Freeman (Arrived at 6:10 p.m.)
Elia Gonzalez-Castro
Ray Montemayor
Erica Padilla-Chavez
Demetrio Pruneda
Student Trustee Elaine D. Luchini

Dr. Willard Lewallen, Board Secretary/Superintendent/President

PUBLIC COMMENTS

There were no public comments.

REPORTS FROM ORGANIZATIONS AND LOCATIONS

Academic Senate
Tony Anderson, Senate President, reported that the spring semester is going well.

Associated Students of Hartnell College (ASHC)
Wayne Ross, President, reported that an event is planned for Black History Month- that Mike Cunnane, Food Services Manager, the President's Office, and Foundation Office are great supporters of the event and that he has received outside donations. He is excited and looks forward to the event and he encouraged board members to attend and to help serve food. The event is February 14th, 11:30 to 2 p.m., Steinbeck Hall. In addition, Mr. Ross reported that events for Women's History Month are underway and that the students hope to plan a Polynesian cultural event in the near future. In closing, Mr. Ross reported that a recent article published in the Monterey County Weekly contained erroneous information and he asked for a correction from the Weekly.

CSEA
President Steve Otero thanked the administration for working on Article 24, Classification Review. He recognized that the process is a huge undertaking and stated that the employees appreciate the administration's time and efforts in this project.

L-39
Dale Fuge, Steward, thanked the board and Hartnell family for their support.
Alisal Campus
Dr. Zahi Atallah, Dean, reported that the Alisal Campus had a visit from Elvis Cordova, Chief of Staff/Under Secretary of Research, Education, and Economics, USDA. It was a great opportunity for students to hear about the achievements of Mr. Cordova, who is a first generation immigrant. Dr. Atallah, stated that student, Stevie Hall, is back at school after having been a victim of aggression while in Atlanta. In closing, he reported that employees of Monterey Salinas Transit (MST) are taking a course at the Alisal taught by faculty Val Rodriguez. The course is a short-term, contracted agreement between Hartnell and MST.

King City Center – South County Education
Renata Funke, Dean, stated that she is pleased to be at Hartnell College and reported on her first eleven days. She reported that she visited all of the south county sites during the first week of the semester – all is going well. She met with the center's faculty and she has started a process for tutoring pre-algebra students. In addition, she is exploring funding to support basic composition and writing intensive classes – she is currently surveying students for their availability. Last Saturday, she attended the King City Big Event, sponsored by the King City Chamber of Commerce and was asked to consider joining the Chamber Board. Also, she plans to attend the King City Rotary tomorrow. In addition, she received budget training at the Main Campus. Today, she met with folks at the Alisal Campus and she is finalizing the summer instructional schedule and is working on fall. This Saturday, she plans to give a bilingual presentation at Greenfield Middle School on preparing for college.

President/Superintendent
Dr. Lewallen followed up on items from the January meeting:

1) Homeless students – Dr. Lewallen reported that a resource guide is under development. This guide will provide community resources available. In addition, this same information is to be posted on the college's website.

2) Bids/Construction – Dr. Lewallen distributed copies of standard bid documents that are used when the college bids for construction projects.

In addition, Dr. Lewallen announced the Symphonic Duo, a special musical event on February 20th – all proceeds will create a scholarship for music students. Also, he pointed out other planned events noted on the Board's calendar. He reported that an Accreditation Pre-visit was conducted last Friday. Last week, many board members, including Dr. Lewallen attended the Annual CHIPSAA Celebration. In closing, he announced the Party in the Library is May 11, 2013.

CONSENT AGENDA
Motioned (Padilla-Chavez) seconded (Gonzalez-Castro) by vote of 6-0 and by an advisory vote of Aye (Student Trustee), the board moved to approve Consent Agenda Items A through F. (Absent: Freeman)
A. MINUTES
The board adopted the regular meeting minutes of January 15, 2013 as amended. At the request of Trustee Pruneda, the word "union" was added to statements he made related to the Construction Projects Update on page 4.

B. DISBURSEMENTS
The board ratified the disbursements from any or all of the following funds: general; debt service; bookstore; child development; capital outlay projects; scheduled maintenance; property acquisition; bond projects; cafeteria; self-insurance; retirees health benefits; associated student body; scholarship, loan, and trust; and intercollegiate athletics.

C. QUARTERLY FINANCIAL STATUS REPORT
The board reviewed and accepted the Quarterly Financial Status Report (CCFS-311Q) for the quarter ended December 31, 2012.

D. LEASE AGREEMENT – ALISAL FARM LAND
USDA
The board approved to renew the lease agreement with the United States Department of Agriculture – Agricultural Research Stations – (USDA) for approximately 7 acres of Alisal Campus farmland. The terms of the lease are $1 annually, effective April 1, 2013 through March 31, 2016, with a three (3) month, written termination clause by either party.

E. PROPERTY SURPLUS
The board declared property as surplus and authorize its disposal by the administration. (Appendix A)

F. PERSONNEL ACTIONS
The board approved and/or ratified personnel actions. (Appendix B)

ACTION ITEMS

BUDGET REVISIONS
Motioned (Padilla-Chavez) seconded (Duran) by vote of 6-0, and by an advisory vote of Aye (Student Trustee), the board moved to approve the budget revisions numbered 10101 to 10137. (Absent: Freeman)

BOARD POLICY 4070
Motioned (Donohue) seconded (Duran) by vote of 6-0, and by an advisory vote of Aye (Student Trustee), the board moved to approve the second and final reading of Board Policy 4070, Course Audit. (Absent: Freeman)

CONTRACT FOR AUDITING SERVICES
Motioned (Donohue) seconded (Padilla-Chavez) by vote of 6-0 and by an advisory vote of Aye (Student Trustee), the board moved to authorize the administration to enter into a contractual agreement with Crow-Horwath, LLP to provide independent audit services for fiscal years 2012-13, 2013-14, and 2014-15. The cost for these services is $80,000 for 2012-13, $80,000 for 2013-14, and $84,000 for 2014-15. (Absent: Freeman)

BOARD APPOINTMENTS
Western Stage Theater Arts Council
The board conducted an election to appoint two members to the Western Stage Theatre Arts Council.

Trustee DePauw nominated Trustees Donohue and Pruneda.

Motioned (Padilla-Chavez) seconded (Montemayor) and unanimously carried, the board moved to close the nominations.
By vote of 6-0, the board appointed Trustees Donohue and Pruneda to serve on the Western Stage Theater Arts Council for a one-year term (2013). Absent: Freeman; Student Trustee did not vote.

There was some discussion on whether the student trustee could serve on this committee and Dr. Lewallen responded that he would work with the Foundation Office to ensure the student is involved in some capacity.

**BOARD TRAVEL**

**2013 Governance Leadership Institute**

Motioned (Pruneda) seconded (Montemayor) and by vote of 6-0 and by an advisory vote of Aye (Student Trustee), the board moved to approve up to five members' travel to the 2013 Governance Leadership Institute, March 21-23, 2013, San Antonio, Texas. The estimated cost (registration, travel, lodging, and meals) is $2,300 per trustee and paid from the general fund.

(Absent: Freeman)

Trustee Padilla-Chavez recommended that both Trustee DePauw and Dr. Lewallen attend because she believes it is valuable for both to attend together and she wants to ensure that travel is equitable among board members. Trustee DePauw stated that, absent a procedure, the board will consider requests one-by-one. In addition, Dr. Lewallen stated that he is working on a procedure and that he will bring the proposed regulation to the board for consideration. Trustees Pruneda and DePauw stated that they plan to attend while Trustees Padilla-Chavez, Montemayor, and Student Trustee Duran are considering the travel.

**INFORMATION ITEMS**

**CONSTRUCTION PROJECTS – UPDATE**


Trustee Padilla-Chavez stated it would be helpful to identify funding sources for the projects in the written report.

**FINANCIAL STATEMENTS**

The board received the financial statements ending December 31, 2012.

**BUDGET UPDATE**


**ADMINISTRATIVE PROCEDURE 4240**

The board received a copy of Administrative Procedure 4240, Academic Renewal.

**BOARD POLICY 5410 STUDENT ELECTIONS**

The board received and reviewed the first reading of Board Policy 5410, Associated Student Elections. Student Trustee Duran noted that she did not agree with the proposed policy because she believes the unit requirement is too high for all students to get involved. Mary Domínguez, Interim VP, Student Affairs, stated that the policy was reviewed by the students and that the Associated Students unanimously approved the proposed policy. Trustee Pruneda stated that he would like to see as many students participate as possible. Trustee Padilla-Chavez stated that it is important for the board to
respect the students' decision and Trustee DePauw noted that the policy went through a shared governance process. Trustee Donohue asked to see the Associated Students Constitution and Bylaws and stated that the students should test the policy.

**ADMINISTRATIVE PROCEDURE 5410, STUDENT ELECTIONS**

The board received administrative procedure 5410, Associated Student Elections.

**BOARD REPORTS**

Student Trustee Duran reported that she visited the Alisal Campus and plans to submit suggestion for the Alisal Campus in writing and that she recently served on a hiring committee and that she enjoyed participating.

Trustee Pruneda reported that he attended CHISPA's Annual Celebration and that he was impressed. Also, he noted that Cabrillo College has on-going services for the Dreamer's Act and that Cabrillo has a Dreamer's Club and hopes Hartnell will consider one, also. In closing, he asked that the college consider donating surplus items to non-profit organizations.

Trustee Padilla-Chavez thanked Renta Funke, Dean, South County Education, for participating in the Parent University event held in Greenfield.

Trustee Gonzalez-Castro reported that she attended the CHISPA event and was happy to learn about the two Hartnell students who received scholarships. She thanked Vice President Dominguez's staff for providing the data she needs for an upcoming conference she plans to attend this coming week.

Trustee Montemayor reported he attended the CHIPSA dinner, and that he was pleased to learn about the student scholarships and he is pleased Hartnell had a presence at the Greenfield Parent University event.

Trustee Freeman apologized for being late; that he liked the CHIPSA dinner celebration; that it was positive and that he enjoyed listening to one of the student presenters. Also, he attended a recent basketball game; that it was great – Hartnell won. In closing, he believes the college will have a great year with Dr. Lewallen as president.

Trustee DePauw reported that she was impressed with the CHISPA dinner, in particular the director, Alfred Infante-Diaz.

**MOVED TO CLOSED SESSION**

The Board, Dr. Willard Lewallen, Superintendent/President, Terri Pyer, Associate Vice President, Human Resources, and legal counsel, Thomas Manniello, Lozano Smith, moved to closed session at 6:18 p.m. to consider legal, personnel, labor, and/or contract matters authorized for Closed Session per Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6.

1. Conference with Labor Negotiators
   (Government Code § 54957.6)
Trustee DePauw reconvened the public session at 6:58 p.m. and stated there was no reportable action taken in Closed Session.

Next meetings:
1. Board Development, February 19, 2013, 5 p.m.
2. Regular Meeting, March 5, 2013, 5 p.m.

The meeting adjourned at 6:59 p.m.

Candi DePauw
Board President

Willard Clark Lewallen
Board Secretary
The board of trustees declared the following property as surplus and authorized disposal by the administration at the regular meeting of February 5, 2013.

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THE FOLLOWING PERSONNEL ITEMS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2013 REGULAR MEETING OF THE HARTNELL COLLEGE BOARD OF TRUSTEES:

I. Appointments

A. Ratify appointments of classified employees:
   1. Benjamin Grainger, full-time, 40 hours per week, 12 months per year, Financial Aid Technician, Student Services, (#CC-100), Step A, Range 18, effective January 14, 2013.
   2. Eduardo Arambula, full-time, 40 hours per week, 12 months per year, Maintenance Specialist, Maintenance, (#CL-12), Step A, Range 32, effective January 22, 2013.
   3. Robert Ramirez, part-time, 16 hours per week, 9 months per year, Food Service Worker/Barista (#CL-33), Food Services, Range 7, Step A, effective January 28, 2013.
   4. Marina M. Reyes, full-time, 40 hours per week, 12 months per year, Enrollment Services Specialist, Student Services, (#CC-190), Step A, Range 26, effective February 19, 2013.
   5. Ray A. Nonella, temporary full-time, classified position through June 30, 2013, 40 hours per week, Maintenance Specialist, Maintenance, (#CL-9), Step A, Range 32, effective February 5, 2013.
   6. Irene Haneta, full-time, 40 hours per week, 12 months per year, Enrollment Services Lead, Student Services, (#CC-174), Step C, Range 34, effective February 4, 2013. This action represents a return from the interim Enrollment Services Manager (#A-11) position.

B. Ratify appointment of short-term employee:
   1. Lola Carlson, $16.14/hr (20 hrs/week), accounting assistant, January 16 – February 1, 2013.

C. Ratify professional services appointment:
   1. Paulette Bumbalough, South County administrator, January 1 through January 25, 2013, $ 58.82/hour, for transition continuity as new administrator begins work on January 22.

D. Ratify appointment of temporary full-time academic personnel:
   1. Matthew Love, temporary full-time Chemistry Instructor, (#F-34), Math & Science Department, Step 6, Column C, effective January 22, 2013, for the Spring 2013 semester.
E. Ratify appointments of part-time instructors for spring semester 2013:

1. Gerardo Aleu, Mathematics
2. Tammie Attaway, Counseling
3. Ed Barber, Physical Education
4. Amy Barrett-Burnett, Counseling
5. Emilia Benavente, Physical Education
6. Brian Brady, English as a Second Language
7. Angelo Bummer, English
8. Alejandra Campos, Spanish
9. Lucas Cantin, Chemistry
10. Susannah Carney-Waddy, English
11. Fernando Carrillo, Automotive Technology
12. Denise Castro, Health Education
13. Maria Dolores Christensen, Counseling
14. Jenny Cogswell, English as a Second Language
15. Nicole Crais, Physical Education
16. Jesse Cude, Physics
17. Sergio Diaz, Counseling
18. Jovita Dominguez, Nursing
19. Javier Dorantes-Rivera, Welding
20. Paul Doughty, English as a Second Language
21. Jeff Eaton, Physical Education
22. William Faulkner, Music
23. Alicia Fregoso, Psychology
24. Susan Fujimoto, English
25. Gary George, Physical Education
26. Nellis Gilchrist, Alcohol & Other Drugs
27. Richard Givens, Counseling
28. Marvin Grim, Physical Education
29. Ruth Groner, Nursing
30. Wanda Guibert, English
31. Lionell Handel, Agriculture Business Technology
32. Justin Hansen, Physical Education
33. Humberto Hernandez-Rico, Spanish
34. Sera Hirasuna, English
35. Hortencia Jimenez, Ethnic Studies
36. Calvin Kanow, Art
37. Stephanie Kever-Frizzell, Nursing
38. John Koza, Music
39. Kara Kuvakas, Geography. Appointment based on equivalency as follows:
   Master's in environmental science which is related to geography, plus 15 units in
   discipline. Equivalency met by a combination of undergraduate and graduate
   coursework in environmental sciences.
40. Rey Lagasca, Construction
41. Harvey Landa, Theater Arts
42. Sylvia Langland, Family Consumer Studies
43. Vincent Lewis, Counseling
44. David Lofte, Mathematics
45. Paul MacDonald, Physical Education
46. Maria Marquez, Spanish
47. Patty McEfee, Business
48. Suzanna Mansager, English
49. Linda Minor, Nursing
50. Jose Moncada, Construction
51. Mariam Mooney, Mathematics
52. Glenda Mora, English
53. Pamela Murakami, Art
54. William Musselman, Automotive Technology
55. Jennifer Pagliaro, Art
56. Rosser Panggat, Biology
57. Jaeduck Park, English
58. Nicholas Pasculli, Agriculture Business Technology
59. Jamie Pedroza, Physical Education
60. Gerardo Perez, Computer Science & Information Systems
61. Marie Perucca-Ramirez, English as a Second Language
62. Gilles Prado, Computer Science & Information Systems
63. Mercedes Quintero, Counseling
64. Elizabeth Ratay, Music
65. Larry Robison, Automotive Technology
66. Wendy Roscher, English
67. Tammy Ross, Physical Education
68. Sandy Rudo, Music
69. Keith Sashegyi, Mathematics
70. Laura Saldana, Spanish
71. Nancy Saldana, Counseling
72. Steve Seymour, Physical Education
73. Charmaine Scott, Business
74. Alexandre Stoykov, Computer Science & Information Systems
75. Deborah Sturt, Communication Studies
76. Patricia Sullivan, Art
77. Janine Tabor, English as a Second Language
78. Jonathan Teraji, Automotive Technology. Appointment based on equivalency as follows: Has adequate coursework for an AA degree, 46 units including 18 breadth required courses. Current valid certificates to work in California in discipline: Bureau of Automotive Repair Smog Check License; ASE certification, plus Toyota master.
79. Mary Ann Toney, Physical Education
80. Mary Touton, Biology
81. Paula Tyler, Physical Education
82. Gemma Uribe, Counseling
83. Nancy Villicana, Counseling
84. Galina Vinokurov, Music
85. Robert Ward, Drafting
86. Bruce Weldon, Oceanography
87. Theodore Windham, Physical Education
88. George Whaley, Automotive Technology
89. Bill Yanowsky, Physical Education
90. Daphne Young, English
91. Levy Zamora Jr., Communication Studies
92. Chris Zepeda, Physical Education

F. Ratify appointments of Professional Experts:
Music 20 College Choir and Music 21 Chamber Singers require an accompanist to play in the choir classes for spring semester:


The Athletic Program provides competitive opportunities for Hartnell students, and professional experts assist coaches in fulfilling the program’s mission:

2. Michael Poulin, $1,000 total, assistant baseball coach, February 1 – April 25, 2013.
4. Efrain Ruiz, $1,000 total, assistant baseball coach, February 1 – April 25, 2013.
5. Gino Sigala, $3,500 total, assistant softball coach, January 26 – April 23, 2013.
6. Steve Teresa, $1,000 total, assistant baseball coach, February 1 – April 25, 2013.
7. Mitch Torres, $1,000 total, assistant baseball coach, February 1 – April 25, 2013.

Supplemental Instruction (SI) is a peer-led academic support program that helps students enrolled in certain historically challenging courses. SI leaders in the Tutorial Center facilitate student learning through out-of-class discussion and study skills support.


Weekend administrator provides administrative coverage and supervision for Saturday program offerings:

11. Peter Lucido, $42.70/hr (5 hrs/week), supervisor, January 26 – December 31, 2013.

The Foster Kinship Care Education Program (FKCE) provides advanced training for current and prospective foster, relative, and non-related extended family member caregivers, adoptive parents, and local agency employees. Hartnell also provides support for foster home recruitment activities. This grant-funded program is a joint effort of the California Community College Chancellor’s Office and the Department of Social and Employment Services (DSES). Assignments include orientation leaders, trainers, childcare and activity providers, and program coordination:

13. Tiffany Sauter, $100/hr (as needed), DSES Trainer, October 30, 2012 – June 10, 2013.

Hartnell’s theater arts program/The Western Stage (TWS) provides students the opportunity to learn their craft within a professional context:


15. Ron Cacas, $33,000 total, marketing and group sales, January 29 – December 21, 2013.


Swimming pool attendants remove and apply swimming pool covers each day:


22. Steven Ayala, $15.50/hr (10 hrs/week), attendant, November 30, 2012 – November 30, 2014.

G. Ratify appointment of Student Workers for fall semester/intersession 2012:

1. Rozhelle Buhay, Math Academy, Student Worker III
2. Maria Rosario Chua, Math Academy, Student Worker III
3. Jesus Edeza, Math Academy, Student Worker III
4. Carlo Figueroa, Math Academy, Student Worker III
5. Mariah Flores-Fonseca, Math Academy, Student Worker III
6. John Foster, Maintenance, Student Worker I
7. Cecilia Garcia Fletes, ACE, Student Worker II
8. Jocelyn Gonzalez de la Cruz, Math Academy, Student Worker III
9. Beau Hunter, Math Academy, Student Worker III
10. Brian Lewis, Math Academy, Student Worker III
11. Ivan Lopez Mendoza, Math Academy, Student Worker III
12. Karina Montejano, Math Academy, Student Worker III
13. Rommel Niduaza, MESA, Student Worker IV
14. Andres Ortiz, Student Life Office, Student Worker I
15. Rohit Patel, Math Academy, Student Worker III
16. Christopher Perez, Math Academy, Student Worker III
17. Katrina Reyes, ACE, Student Worker II
18. Samantha Rico, ACE, Student Worker II
19. Luis Perez Silva, Math Academy, Student Worker III
20. Rolando Perez, Math Academy, Student Worker III

F. Ratify appointment of Student Workers for spring semester 2013:
   1. Yesmin Arevalo Deanda, Child Development Center, Student Worker IV
   2. Sonia Avila, Child Development Center, Student Worker I
   3. Kristen Ayon, Child Development Center, Student Worker I
   4. Irma Barajas, Child Development Center, Student Worker IV
   5. Nora Barocio, Tutorial Center, Student Worker II
   6. Maria Carranza, Child Development Center, Student Worker III
   7. Nora Castellanos de Lopez, Child Development Center, Student Worker I
   8. Maleny Chavez, Child Development Center, Student Worker I
   9. Maria Coronel, Tutorial Center, Student Worker II
  10. Luis Cruz-Marin, Student Affairs, Student Worker III
  11. John Foster, Maintenance, Student Worker I
  12. Gabriela Godinez, Child Development Center, Student Worker I
  13. Juan Huerta, Child Development Center, Student Worker III
  14. Daniel Klindt, Academic Affairs, Student Worker I
  15. Amy Lamonska, Physical Education, Student Worker III
  16. Monica Lara, Child Development Center, Student Worker II
  17. Eduardo Margarito, Information Systems, Student Worker III
  18. Rosaura Martinez, Child Development Center, Student Worker IV
  19. Caitlin McGowan, Counseling, Student Worker I
  20. Miriam Mendoza Torres, Child Development Center, Student Worker I
  21. Mezairah Niduaza, Library, Student Worker I
  22. Rosalia Olivera, Child Development Center, Student Worker IV
  23. Olga Pena Fuentes, Child Development Center, Student Worker III
  24. Victor Robledo, Business Services, Student Worker III
  25. Crystal Roque-Jimenez, Child Development Center, Student Worker I
  26. Stefannie Sanchez Flores, Financial Aid, Student Worker II
  27. Maria Santana Barragan, Child Development Center, Student Worker II
  28. Ariel Torres, Counseling, Student Worker II
  29. Maria Trujillo Aguilera, Tutorial Center, Student Worker II
  30. Robert Valencia, Physical Education, Student Worker III
  31. Kristina Webster, Student Affairs, Student Worker III
  32. Mary Rosefel Yasay, Student Affairs, Student Worker III
  33. Asucena Yzquierdo, Advancement & Development Office, Student Worker IV
  34. Mandy Zavala, Art, Student Worker IV
# BUDGET UPDATE AS OF 12/31/2012

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Revenue Over Expense $679,914 @ 12/31/2012
Revenue Over Expense $3,837,676 @ 12/31/2011
## BUDGET UPDATE 12/31/2012

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## CASH FLOW

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