



# California Community Colleges

## MEMORANDUM

Apportionments 19-03 | Via Website

February 25, 2020

TO: Chief Executive Officers  
Chief Business Officers  
District Staff

FROM: Fiscal Services Unit  
College Finance and Facilities Planning Division

RE: 2018-19 Recalculation and 2019-20 First Principal Apportionment Calculations

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The 2018-19 Recalculation (R1) and 2019-20 First Principal (P1) apportionment calculations for the Student Centered Funding Formula (SCFF) and various categorical programs are complete and reflected in February disbursements. Associated exhibits are available on the Chancellor's Office [website](#). For support with any issues obtaining needed information, please email [apportionments@cccco.edu](mailto:apportionments@cccco.edu).

### GENERAL BACKGROUND

The SCFF consists of three components: the base allocation, the supplemental allocation, and the student success allocation. The SCFF funds districts using a base allocation tied to enrollment, a supplemental allocation based on student demographics correlated with higher need students, and a student success allocation based on outcomes. Generally, the Chancellor's Office releases apportionment memos three times per year:

- P1 and R1 – February
- Second principal (P2) apportionment – June
- Advance principal apportionment - July

## **2018-19 R1**

### **EXHIBITS**

- District Monthly Payments by Program, Exhibit D
- 2018-19 Recalculation by District, Exhibit C (formerly titled as Exhibit E)

### **BACKGROUND**

The 2018-19 R1 apportionment makes the following revisions to the 2018-19 P2 apportionment:

- Updated offsetting revenues, including district reported property taxes and student enrollment fees.
- Use of a proportional deficit to districts with a Total Computational Revenue (TCR) above the 8.13% constrained growth limitation used at P2 to address the \$3.4 million gap between necessary and available General Fund.
- Updated full-time equivalent students (FTES) data.
- Other minor adjustments.

### **GENERAL FUND DEFICIT**

After validating and applying updated data necessary to compute the TCR, a General Fund deficit of \$3.4 million exists between the calculated TCR of \$7.199 billion and available revenues of \$7.195 billion. At the 2018-19 P2, the Chancellor's Office addressed the estimated revenue deficit of \$103 million by limiting a district's 2018-19 TCR increases to 8.13% above its 2017-18 TCR. At R1, a similar methodology was used by applying a proportional reduction to districts with funding levels above the 8.13% limitation based on their proportion of entitlement above that limitation. This is consistent with the methodology that was previously communicated to districts.

### **OFFSETTING REVENUES**

Net offsetting property tax revenues increased by \$98.7 million from P2 to R1 while offsetting enrollment fee revenues decreased by \$12.9 million. Given the importance of the accuracy of this information, additional time was invested to analyze discrepancies between district and county reported property tax revenues as well as differences between enrollment fees reported in the annual 311 report and the district enrollment fee revenue report. Table 1 below compares relevant components of the TCR at the P2 and R1 points-in-time and resources appropriated at the 2018 Budget Act and related legislation.

**Table 1**

<b>2018-19 R1 TCR (rounded in millions)</b>	<b>2018 Budget Act</b>	<b>P2 June 2019</b>	<b>R1 February 2020</b>	<b>R1 to P2 Difference</b>	<b>R1 to Budget Act Difference</b>
Base	\$4,919	\$4,950	\$4,945	\$ (5)	\$ 26
Supplemental	1,391	1,396	1,396	0	5
Student Success	739	739	739	0	0
<b>Total</b>	<b>\$7,049</b>	<b>\$7,085</b>	<b>\$7,080</b>	<b>\$ (5)</b>	<b>\$ 31</b>
Hold Harmless Adjustment	116	123	119	(4)	3
<b>Total Computational Revenue</b>	<b>\$7,165</b>	<b>\$7,208</b>	<b>\$7,199</b>	<b>\$ (9)</b>	<b>\$ 34</b>
<b>Available Revenues</b>					
General Fund / EPA	\$3,645	\$3,652	\$3,655	\$ 3	\$ 10
Net Local Property Tax	3,056	2,986	3,085	99	29
Enrollment Fees	464	466	453	(13)	(11)
Adjustments	0	0	2	2	2
<b>Total Available Revenues</b>	<b>\$7,165</b>	<b>\$7,104</b>	<b>\$7,195</b>	<b>\$ 91</b>	<b>\$ 30</b>
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$(104)</b>	<b>\$ (4)</b>	<b>\$100</b>	<b>\$(4)</b>

## OTHER NOTEWORTHY UPDATES

Below are various noteworthy items:

- Credit FTES revenue calculations and displays were updated to clearly reflect the amount of standard, special admit, and incarcerated credit FTES and the impacts on restoration authority, growth, and declines.
- FTES rates were updated for districts with higher differential rates to be consistent with the way base increases were applied in 2017-18.
- An annual installment payment from the San Francisco Community College District (CCD) was incorporated, which served to reduce the statewide revenue shortfall.
- Growth funding was limited to calculated targets rather than up to full enrollment as was inadvertently allowed at P2.
- Emergency conditions allowances were applied to Butte CCD and Sonoma CCD.
- Compton CCD and San Francisco CCD apportionments were calculated under the special FTES and restoration provisions specified in Education Code, Section 84750.4.

To the extent any 2018-19 audit findings related to apportionments are applicable, the Chancellor's Office anticipates releasing an updated 2018-19 R1 to reflect those adjustments.

## 2019-20 P1

### EXHIBITS

- District Monthly Payments by Program, Exhibit A
- County Monthly Payment Schedule, Exhibit B-4
- 2019-20 First Principal by District, Exhibit C



## **BACKGROUND**

The 2019-20 advanced apportionment provided districts with estimated funding levels based on 2018-19 P2 calculations. Specifically, districts received one of the following:

- The minimum revenue provided under the formula, which is 2017-18 TCR, with the 2018-19 COLA of 2.71% and 2019-20 COLA of 3.26%, compounded.
- The “constrained TCR,” which was displayed in the 2018-19 second principal apportionment exhibits. That amount represents the lesser of the 2018-19 TCR or the 2017-18 TCR adjusted by 8.13% (three times the 2018-19 COLA of 2.71%).

This 2019-20 P1 apportionment calculation implements the second year of the SCFF as specified in law.

## **2019-20 RATES**

In addition to the traditional use of reported 2019-20 FTES and offsetting revenue data to calculate district funding levels, the Chancellor’s Office was tasked with calculating the standard credit FTES rate (including associated rates for districts with differential standard FTES rates) and the 13 different rates used in the supplemental and student success components of the SCFF based on TCR specified by the Department of Finance.

While statute provided general guidance on the methodology to calculate SCFF rates, the Chancellor’s Office worked with the Department of Finance to ensure alignment with the intent of the SCFF and a common agreement on interpretation of the statute. The general intent of statute is to set rates in a manner that reflects a 70, 20, and 10 percent of TCR distribution in the base, supplemental, and student success components of the SCFF, respectively. The base allocation includes not only standard credit FTES (subject to a new calculated rate), but includes four other FTES categories and basic allocations that continue to be funded as they were under the former funding formula (SB 361). The Chancellor’s Office calculated the specified rates as displayed in the Exhibit C which results in a base allocation that is slightly above 70 percent of TCR, and supplemental and student success allocations that are slightly below 20 percent and 10 percent of TCR, respectively. This is consistent with previous communications from the Chancellor’s Office.

Rates may change slightly prior to P2 when updated FTES data is available (which is a critical component of setting the specified rates). Further, districts will again be able to update SCFF supplemental and student success data to ensure accuracy of the information. These updates will also impact rates and be used to calculate 2019-20 P2 and R1 apportionments. However, the rates at P2 will be memorialized in statute as part of the 2020 Budget Act. Beginning in 2020-21, those SCFF rates would simply be adjusted by COLA, and the distribution of funds across the three allocations would be determined by changes in the underlying factors.

## **AVAILABLE RESOURCES**

Since the Chancellor’s Office was tasked with setting rates based on TCR determined by the Department of Finance, the P1 calculated TCR is nearly identical to what was estimated and



does not contribute to a revenue shortfall. However, property tax and enrollment fee estimates used in determining General Fund amounts for the SCFF at the 2019-20 Budget Act are significantly higher than what has been reported at P1. Specifically, there is a \$214.7 million shortfall in net offsetting property taxes and a \$34.2 million shortfall in offsetting enrollment fee revenue. These are the primary variances that result in a \$250 million General Fund shortfall. See Table 2 below for details.

At P1, it is not uncommon to see lower property taxes and Education Revenue Augmentation Fund estimates than are ultimately reflected at R1. Education Code, Section 84207 requires county auditors to report to the Chancellor’s Office property tax revenues for each community college district or portion of a district situated within a county. Estimates at P1 are based on reporting available by counties.

**Table 2**

<b>2019-20 P1 (rounded in millions)</b>	<b>2019-20 BA</b>	<b>2019-20 P1</b>	<b>BA to P1 Difference</b>
Base	\$5,096	\$5,184	\$ 88
Supplemental	1,414	1,390	(24)
Student Success	798	695	(103)
<b>Total</b>	<b>\$7,308</b>	<b>\$7,269</b>	<b>\$ (39)</b>
Hold Harmless Adjustment	122	155	33
<b>Total Computational Revenue</b>	<b>\$7,430</b>	<b>\$7,424</b>	<b>\$ (6)</b>
<b>Available Revenues</b>			
General Fund	\$2,731	\$2,731	\$ (0)
Net Offsetting EPA	985	977	(8)
Net Offsetting Local Property Tax	3,244	3,029	(215)
Enrollment Fees	466	432	(34)
Other Offsetting Revenues	4	5	1
Adjustments	0	0	0
<b>Total Available Revenues</b>	<b>\$7,430</b>	<b>\$7,174</b>	<b>\$(256)</b>
<b>Surplus (Deficit)</b>	<b>\$ 0</b>	<b>\$(250)</b>	<b>\$(250)</b>

## **REVENUE DEFICIT METHODOLOGY**

To align TCR with budgeted resources, application of a proportional deficit to all district TCR is required. Consistent with past practice, feedback from stakeholders, and to equitably distribute the share of General Fund shortfalls, the Chancellor’s Office will apply a proportional deficit to all districts’ TCR in 2019-20 and moving forward.

Challenges with revenue estimates are a long-standing issue for California Community Colleges and the Chancellor’s Office which they have attempted to resolve through discussions with the Governor and Legislature. Unlike K-12 education, there is no provision for automatic backfill to protect community colleges from variances in revenue estimates. We will continue to work with the Governor and the Legislature to seek an automatic adjustment to General Fund revenues to offset any misaligned estimates used in the budget process to provide improved funding predictability for our system. As previously noted, P1

revenues have historically been reported lower by counties and districts than revenues ultimately reported at R1. Further, depending on the magnitude of the variance, the Governor and Legislature have backfilled offsetting revenue shortfalls with additional General Fund dollars.

## **STABILITY PROTECTION**

After conversations with the Department of Finance, the Chancellor's Office determined that FTES based stability protection should not be provided to CDCP and noncredit FTES under the SCFF. This change is reflected in the 2019-20 P1 apportionment. We would note that beginning in 2020-21, the SCFF will provide stability protection based on a district's year-over-year TCR changes rather than FTES changes only.

## **SCFF CALCULATOR**

When the SCFF was adopted, the Chancellor's Office and the Fiscal Crisis and Management Assistance Team (FCMAT) united to produce a tool for districts to project critical SCFF revenues during this change, known as the SCFF Calculator. This tool was created to help districts develop local projections and support local decision-making through analyzing alternative scenario outcomes.

The 2019-20 Budget Act made several changes to the SCFF. One of those changes is that rates for metrics in all three SCFF funding allocation streams will be set in statute for the 2020-21 fiscal year. Additionally, the Student Centered Funding Formula Oversight Committee, established by budget legislation for the purpose of reviewing the SCFF, is anticipated to make further recommendations. Until all major outstanding questions have been resolved, the Chancellor's Office and FCMAT have agreed to pause the development of the SCFF Calculator and remove the tool from the FCMAT website. Further dialogue with the field will continue around tools that can support districts in estimating the SCFF under various scenarios.

## **EDUCATION PROTECTION ACCOUNT**

The EPA has been recalculated to include the most current general apportionment calculations and will be available on the Fiscal Services Unit Apportionment Reports website in late March.

## **CONTACTS**

For any general questions regarding this memorandum, please contact the Fiscal Services Unit at [apportionments@cccoco.edu](mailto:apportionments@cccoco.edu). For questions regarding specific categorical programs, please contact the appropriate staff specified below.



**California Community Colleges  
2018-19 Recalculation Apportionment  
Rancho Santiago CCD  
Exhibit C - Page 1**

**Total Computational Revenue and Revenue Sources**

**Total Computational Revenue (TCR)**

I. Base Allocation (FTES + Basic Allocation)	\$ 128,616,711
II. Supplemental Allocation	25,290,880
III. Student Success Allocation	19,926,062
Student Centered Funding Formula (SCFF) Calculated Revenue	\$ 173,833,653
2018-19 Hold Harmless Protection Adjustment	\$ -
<b>2018-19 TCR</b>	<b>\$ 173,833,653</b>

**Revenue Sources**

Property Tax		\$ 81,690,420
Less Property Tax Excess		-
Student Enrollment Fees		9,049,639
Education Protection Account (EPA)		24,671,053
<u>State General Fund Apportionment</u>		58,422,541
Main General Fund Apportionment	\$ 56,699,957	
Full-Time Faculty Hiring (FTFH) Apportionment (2015-16 Funds Only)	1,722,584	
Adjustment	-	
	<u>Subtotal \$ 58,422,541</u>	
		Revenue Adjustment -
		<b>Available Revenue \$ 173,833,653</b>
		<b>2018-19 TCR 173,833,653</b>
Revenue Deficit Percentage	0.00000%	Revenue Deficit \$ -

**Supporting Sections**

**Section Ia: FTES Data and Calculations**

	2016-17	2017-18	2017-18 Funded	Stability*	Restoration	Decline	Adjustment	2018-19 Applied #1	Credit 3 Year Average
Credit	19,547.90	21,105.00	21,105.00	-	-	(3,091.92)	-	18,013.08	19,555.33
Special Admit Credit	1,944.53	2,196.94	2,196.94	-	-	242.60	-	2,439.54	
Incarcerated Credit	6.72	-	-	-	-	-	-	-	
CDCP	5,163.50	4,981.71	4,981.71	(449.28)	-	-	-	4,532.43	
Noncredit	854.66	1,092.28	1,092.28	(151.81)	-	-	-	940.47	
<b>Total</b>	<b>27,517.31</b>	<b>29,375.93</b>	<b>29,375.93</b>	<b>(601.09)</b>	<b>-</b>	<b>(2,849.32)</b>	<b>-</b>	<b>25,925.52</b>	<b>19,555.33</b>

	2018-19 Applied #2	Growth	Stability Paid*	2018-19 Paid	Rates \$	Revenue \$	2018-19 FTES Reported	2018-19 FTES Unapplied
Credit	19,555.33	-	-	19,555.33	\$ 3,727.00	\$ 72,882,706	18,013.08	-
Special Admit Credit	2,439.54	-	-	2,439.54	5,444.45	13,281,957	2,439.54	-
Incarcerated Credit	-	-	-	-	5,444.45	-	-	-
CDCP	4,532.43	-	449.28	4,981.71	5,444.45	27,122,679	4,532.43	-
Noncredit	940.47	-	151.81	1,092.28	3,273.90	3,576,018	940.47	-
<b>Total</b>	<b>27,467.77</b>	<b>-</b>	<b>601.09</b>	<b>28,068.86</b>	<b>\$</b>	<b>116,863,360</b>	<b>25,925.52</b>	<b>-</b>

\*Only CDCP and Noncredit FTES are eligible for stability protection.

**Section Ib: FTES Restoration Authority**

	2015-16	2016-17	2017-18	Total Target \$
Credit	-	-	-	\$ -
Special Admit Credit	-	-	-	-
Incarcerated Credit	-	-	-	-
CDCP	-	-	-	-
Noncredit	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

**Section Ic: FTES Growth Allocation**

	FTES	2018-19 Growth FTES	0.50%
Credit	19,555.33	97.88	
Special Admit Credit	2,196.94	11.00	
Incarcerated Credit	-	-	
CDCP	4,981.71	24.93	
Noncredit	1,092.28	5.47	
<b>Total</b>	<b>27,826.26</b>	<b>139.28</b>	
<b>Total \$ Equivalent</b>	<b>\$</b>	<b>578,312</b>	



**California Community Colleges  
2018-19 Recalculation Apportionment  
Rancho Santiago CCD  
Exhibit C - Page 2**

**Section 1d: Basic Allocation**

District Type/FTES	Funding Rate	Number of Colleges	Basic Allocation	Funding Rate	Number of Centers	Basic Allocation
<u>Single College Districts</u>				<u>State Approved Centers</u>		
≥ 20,000	\$ 6,529,640.40	-	\$ -	≥ 1,000	1	\$ 1,305,928
≥ 10,000 & < 20,000	5,223,712.11	-	-	<u>Grandparented Centers</u>		
< 10,000	3,917,782.74	-	-	≥ 1,000	1	1,305,928
<u>Multi-College Districts</u>				≥ 750 & < 1,000	-	-
≥ 20,000	5,223,712.11	1	5,223,712	≥ 500 & < 750	-	-
≥ 10,000 & < 20,000	4,570,748.50	-	-	≥ 250 & < 500	-	-
< 10,000	3,917,782.74	1	3,917,783	≥ 100 & < 250	-	-
					Subtotal	\$ 2,611,856
<u>Additional Rural</u>	\$ 1,246,096	-	-		Total Basic Allocation	\$ 11,753,351
					Total FTES Allocation	116,863,360
		<b>Subtotal</b>	<b>\$ 9,141,495</b>		<b>Total Base Allocation</b>	<b>\$ 128,616,711</b>

**Section II: Supplemental Allocation**

	2017-18 Headcount	Points	2018-19 Rate	Revenue
AB540 Students	2,317	1	\$919.00	\$ 2,129,323
Pell Grant Recipients	6,288	1	919.00	5,778,672
California Promise Grant Recipients	18,915	1	919.00	17,382,885
<b>Total</b>	<b>27,520</b>		<b>Total Supplemental Allocation</b>	<b>\$ 25,290,880</b>

**Section III: Student Success Allocation**

	2017-18 Headcount	Points	2018-19 Rate	Revenue
<b>All Students</b>				
Associate Degrees for Transfer	1,237	4	\$1,760.00	\$ 2,177,120
Associate Degrees	3,302	3	1,320.00	4,358,640
Baccalaureate Degrees	-	3	1,320.00	-
Credit Certificates	2,679	2	880.00	2,357,520
Transfer Level Math and English	747	2	880.00	657,360
Transfer	1,902	1.5	660.00	1,255,320
Nine or More CTE Units	3,907	1	440.00	1,719,080
Regional Living Wage	6,932	1	440.00	3,050,080
<b>All Students Total</b>	<b>20,706</b>			<b>\$ 15,575,120</b>
<b>Pell Grant Recipients</b>				
Associate Degrees for Transfer	588	6	\$666.00	\$ 391,608
Associate Degrees	1,530	4.5	499.50	764,235
Baccalaureate Degrees	-	4.5	499.50	-
Credit Certificates	1,187	3	333.00	395,271
Transfer Level Math and English	285	3	333.00	94,905
Transfer	635	2.25	249.75	158,637
Nine or More CTE Units	1,068	1.5	166.50	177,822
Regional Living Wage	424	1.5	166.50	70,596
<b>Pell Grant Recipients Subtotal</b>	<b>5,717</b>			<b>\$ 2,053,074</b>
<b>California Promise Grant Recipients</b>				
Associate Degrees for Transfer	881	4	\$444.00	\$ 391,164
Associate Degrees	2,453	3	333.00	816,849
Baccalaureate Degrees	-	3	333.00	-
Credit Certificates	1,878	2	222.00	416,916
Transfer Level Math and English	446	2	222.00	99,012
Transfer	1,154	1.5	166.50	192,198
Nine or More CTE Units	2,157	1	111.00	239,427
Regional Living Wage	1,282	1	111.00	142,302
<b>Promise Grant Recipients Subtotal</b>	<b>10,251</b>			<b>\$ 2,297,868</b>
			<b>Total Student Success Allocation</b>	<b>\$ 19,926,062</b>

**California Community Colleges  
2018-19 Recalculation Apportionment  
Statewide Totals  
Exhibit C - Page 1**

**Total Computational Revenue and Revenue Sources**

**Total Computational Revenue (TCR)**

I. Base Allocation (FTES + Basic Allocation)	\$ 4,944,827,067
II. Supplemental Allocation	1,396,235,781
III. Student Success Allocation	738,918,531
	<hr/>
Student Centered Funding Formula (SCFF) Calculated Revenue	\$ 7,079,981,379
2018-19 Hold Harmless Protection Adjustment	118,848,730
	<hr/>
<b>2018-19 TCR</b>	<b>\$ 7,198,830,109</b>

**Revenue Sources**

Property Tax		\$ 3,429,486,320
Less Property Tax Excess		(344,539,226)
Student Enrollment Fees		453,357,957
Education Protection Account (EPA)		951,362,170
<u>State General Fund Apportionment</u>		2,703,290,498
Main General Fund Apportionment	\$ 2,638,021,195	
Full-Time Faculty Hiring (FTFH) Apportionment (2015-16 Funds Only)	67,752,173	
Adjustment	<u>(2,482,870)</u>	
	Revenue Adjustment	2,482,870
	Subtotal	\$ 2,703,290,498
	<b>Available Revenue</b>	<b>\$ 7,195,440,589</b>
	<b>2018-19 TCR</b>	<b>7,198,830,109</b>
	Revenue Deficit Percentage	0.04708%
	Revenue Deficit	\$ (3,389,520)

**Supporting Sections**

**Section Ia: FTES Data and Calculations**

	2016-17	2017-18	2017-18 Funded	Stability*	Restoration	Decline	Adjustment	2018-19 Applied #1	Credit 3 Year Average
Credit	1,023,216.03	1,016,740.99	1,016,740.99	-	18,302.79	(42,252.91)	(1,136.76)	991,654.12	1,010,537.05
Special Admit Credit	30,057.92	34,174.07	34,174.07	-	970.31	2,080.04	(209.08)	37,015.34	
Incarcerated Credit	2,317.87	3,580.71	3,580.71	-	412.18	396.15	64.14	4,453.18	
CDCP	39,472.12	40,149.55	40,149.55	(1,511.31)	(411.39)	-	1,174.75	39,401.61	
Noncredit	29,256.24	30,876.21	30,876.21	(1,012.35)	1,007.64	-	(417.16)	30,454.34	
<b>Total</b>	<b>1,124,320.17</b>	<b>1,125,521.53</b>	<b>1,125,521.53</b>	<b>(2,523.66)</b>	<b>20,281.53</b>	<b>(39,776.72)</b>	<b>(524.10)</b>	<b>1,102,978.58</b>	<b>1,010,537.05</b>

	2018-19 Applied #2	Growth	Stability Paid*	2018-19 Paid	Rates \$**	Revenue \$	2018-19 FTES Reported	2018-19 FTES Unapplied
Credit	1,010,537.05	617.15	-	1,011,154.19	\$ 3,727.00	\$ 3,778,078,007	993,063.87	792.60
Special Admit Credit	37,015.34	64.29	-	37,079.63	5,444.45	202,287,240	37,383.96	304.33
Incarcerated Credit	4,453.18	136.58	-	4,589.77	5,444.45	25,241,867	4,692.27	102.50
CDCP	39,401.61	231.87	1,511.31	41,144.78	5,444.45	224,010,784	40,122.33	488.85
Noncredit	30,454.34	96.48	1,012.35	31,563.17	3,273.90	103,334,738	30,571.78	20.96
<b>Total</b>	<b>1,121,861.51</b>	<b>1,146.38</b>	<b>2,523.66</b>	<b>1,125,531.55</b>		<b>\$ 4,332,952,636</b>	<b>1,105,834.21</b>	<b>1,709.24</b>

\*Only CDCP and Noncredit FTES are eligible for stability protection.

\*\*Rates reflect statewide rates applicable to the majority of districts.

**Section Ib: FTES Restoration Authority**

	2015-16	2016-17	2017-18	Total Target \$
Credit	6,992.42	10,478.68	56,873.84	\$ 277,978,312
Special Admit Credit	(165.20)	680.07	(1,419.13)	(5,007,540)
Incarcerated Credit	37.06	(54.52)	(263.14)	(1,534,991)
CDCP	(177.90)	(541.03)	2,512.27	9,763,742
Noncredit	(901.96)	(714.15)	709.11	(2,969,442)
<b>Total</b>	<b>5,784.42</b>	<b>9,849.05</b>	<b>58,412.95</b>	<b>\$ 278,230,081</b>

**Section Ic: FTES Growth Allocation**

	FTES	2018-19 Growth FTES	1.18%
Credit	1,010,537.05	11,914.13	
Special Admit Credit	34,174.07	413.58	
Incarcerated Credit	3,580.71	56.08	
CDCP	40,149.55	365.78	
Noncredit	30,876.21	332.35	
<b>Total</b>	<b>1,119,317.59</b>	<b>13,081.92</b>	
<b>Total \$ Equivalent</b>	<b>\$</b>	<b>\$ 50,158,381</b>	

**California Community Colleges  
2018-19 Recalculation Apportionment  
Statewide Totals  
Exhibit C - Page 2**

**Section 1d: Basic Allocation**

District Type/FTES	Funding Rate	Number of Colleges	Basic Allocation	Funding Rate	Number of Centers	Basic Allocation
<b>Single College Districts</b>				<b>State Approved Centers</b>		
≥ 20,000	\$ 6,529,640.40	6	\$ 39,177,840	≥ 1,000	\$ 1,305,928.29	38 \$ 49,625,264
≥ 10,000 & < 20,000	5,223,712.11	21	109,697,952	<b>Grandparented Centers</b>		
< 10,000	3,917,782.74	23	91,304,106 ***	≥ 1,000	1,305,928.29	19 24,812,632
<b>Multi-College Districts</b>				≥ 750 & < 1,000	979,445.42	3 2,938,335
≥ 20,000	5,223,712.11	3	15,671,136	≥ 500 & < 750	652,963.61	3 1,958,892
≥ 10,000 & < 20,000	4,570,748.50	26	118,839,448	≥ 250 & < 500	326,481.81	8 2,611,856
< 10,000	3,917,782.74	36	141,040,188	≥ 100 & < 250	163,241.98	3 489,726
					Subtotal	\$ 82,436,705
<b>Additional Rural \$</b>	1,246,096	11	13,707,056		Total Basic Allocation	\$ 611,874,431
					Total FTES Allocation	4,332,952,636
		<b>Subtotal</b>	<b>\$ 529,437,726</b>		<b>Total Base Allocation</b>	<b>\$ 4,944,827,067</b>

\*\*\*Pursuant to AB318, El Camino CCD is entitled to additional funds until Compton CCD is fully accredited.

**Section II: Supplemental Allocation**

	2017-18 Headcount	Points	2018-19 Rate	Revenue
AB540 Students	60,500	1	\$919.00	\$ 55,599,500
Pell Grant Recipients	450,329	1	919.00	413,852,351
California Promise Grant Recipients	1,008,470	1	919.00	926,783,930
<b>Total</b>	<b>1,519,299</b>		<b>Total Supplemental Allocation</b>	<b>\$ 1,396,235,781</b>

**Section III: Student Success Allocation**

	2017-18 Headcount	Points	2018-19 Rate	Revenue
<b>All Students</b>				
Associate Degrees for Transfer	49,682	4	\$1,760.00	\$ 87,440,320
Associate Degrees	110,987	3	1,320.00	146,502,840
Baccalaureate Degrees	95	3	1,320.00	125,400
Credit Certificates	72,063	2	880.00	63,415,440
Transfer Level Math and English	25,250	2	880.00	22,220,000
Transfer	102,207	1.5	660.00	67,456,620
Nine or More CTE Units	186,498	1	440.00	82,059,120
Regional Living Wage	185,679	1	440.00	81,698,760
<b>All Students Total</b>	<b>732,461</b>			<b>\$ 550,918,500</b>
<b>Pell Grant Recipients</b>				
Associate Degrees for Transfer	27,231	6	\$666.00	\$ 18,135,846
Associate Degrees	60,823	4.5	499.50	30,381,106
Baccalaureate Degrees	47	4.5	499.50	23,478
Credit Certificates	36,188	3	333.00	12,050,604
Transfer Level Math and English	9,104	3	333.00	3,031,632
Transfer	41,042	2.25	249.75	10,250,137
Nine or More CTE Units	83,503	1.5	166.50	13,903,268
Regional Living Wage	48,050	1.5	166.50	8,000,342
<b>Pell Grant Recipients Subtotal</b>	<b>305,988</b>			<b>\$ 95,776,413</b>
<b>California Promise Grant Recipients</b>				
Associate Degrees for Transfer	36,834	4	\$444.00	\$ 16,354,296
Associate Degrees	83,407	3	333.00	27,774,531
Baccalaureate Degrees	76	3	333.00	25,308
Credit Certificates	50,578	2	222.00	11,228,316
Transfer Level Math and English	13,341	2	222.00	2,961,702
Transfer	63,145	1.5	166.50	10,513,632
Nine or More CTE Units	124,252	1	111.00	13,791,972
Regional Living Wage	86,251	1	111.00	9,573,861
<b>Promise Grant Recipients Subtotal</b>	<b>457,884</b>			<b>\$ 92,223,618</b>
			<b>Total Student Success Allocation</b>	<b>\$ 738,918,531</b>



**California Community Colleges  
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**Total Computational Revenue and Revenue Sources**

**Total Computational Revenue (TCR)**

I. Base Allocation (FTES + Basic Allocation)	\$	128,074,128
II. Supplemental Allocation		25,546,206
III. Student Success Allocation		16,763,495
		<u>170,383,829</u>
	Student Centered Funding Formula (SCFF) Calculated Revenue	\$ 170,383,829
	2019-20 Hold Harmless Protection Adjustment	4,454,296
	<b>2019-20 TCR</b>	<b>\$ 174,838,125</b>

**Revenue Sources**

Property Tax		\$ 87,810,384
Less Property Tax Excess		-
Student Enrollment Fees		7,178,387
Education Protection Account (EPA)		27,590,658
State General Fund Apportionment		45,807,620
Main General Fund Apportionment	\$ 44,028,880	
Full-Time Faculty Hiring (FTFH) Apportionment (2015-16 Funds Only)	1,778,740	
Adjustment	-	
	<u>Subtotal</u>	<u>\$ -45,807,620</u>
	Revenue Adjustment	-
	<b>Available Revenue</b>	<b>\$ 168,387,049</b>
	<b>2019-20 TCR</b>	<b>174,838,125</b>
	Revenue Deficit	\$ (6,451,076)
Revenue Deficit Percentage	3.6897%	

**Supporting Sections**

**Section Ia: FTES Data and Calculations**

	2017-18	2018-19	2018-19 Paid	Restoration	Decline	Adjustment	2019-20 Applied #1	Credit 3 Year Average
Credit	21,105.00	18,013.08	18,013.08	3,509.72	-	-	21,522.80	20,213.63
Incarcerated Credit	-	-	-	-	-	-	-	-
Special Admit Credit	2,196.94	2,439.54	2,439.54	(2,013.68)	-	-	425.86	-
CDCP	4,981.71	4,532.43	4,532.43	502.79	-	-	5,035.22	-
Noncredit	1,092.28	940.47	940.47	274.12	-	-	1,214.59	-
<b>Total</b>	<b>29,375.93</b>	<b>25,925.52</b>	<b>25,925.52</b>	<b>2,272.95</b>	<b>-</b>	<b>-</b>	<b>28,198.47</b>	<b>20,213.63</b>

	2019-20 Applied #2	Growth	2019-20 Paid	Rate \$	Revenue \$	2019-20 FTES Reported	2019-20 FTES Unapplied
Credit	20,213.63	-	20,213.63	\$ 4,013.61	\$ 81,129,669	21,522.80	-
Incarcerated Credit	-	-	-	5,621.94	-	-	-
Special Admit Credit	425.86	-	425.86	5,621.94	2,394,160	425.86	-
CDCP	5,035.22	-	5,035.22	5,621.94	28,307,708	5,035.22	-
Noncredit	1,214.59	-	1,214.59	3,380.63	4,106,081	1,214.59	-
<b>Total</b>	<b>26,889.30</b>	<b>-</b>	<b>26,889.30</b>	<b>\$</b>	<b>115,937,618</b>	<b>28,198.47</b>	<b>-</b>

**Section Ib: FTES Restoration Authority**

	2016-17	2017-18	2018-19	Total Target \$
Credit	-	-	3,091.92	\$ 12,409,781
Incarcerated Credit	-	-	-	-
Special Admit Credit	-	-	(242.60)	(1,363,883)
CDCP	-	-	449.28	2,525,826
Noncredit	-	-	151.81	513,214
<b>Total</b>	<b>-</b>	<b>-</b>	<b>3,450.41</b>	<b>\$ 14,084,938</b>

**Section Ic: FTES Growth Allocation**

	FTES	2019-20 Growth FTES	0.72%
Credit	18,013.08	129.24	
Incarcerated Credit	-	-	
Special Admit Credit	2,439.54	17.50	
CDCP	4,532.43	32.52	
Noncredit	940.47	6.75	
<b>Total</b>	<b>25,925.52</b>	<b>186.02</b>	
<b>Total \$ Equivalent</b>	<b>\$</b>	<b>822,783</b>	

**California Community Colleges  
2019-20 First Principal Apportionment  
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<b>Section Id: Basic Allocation</b>								
District Type/FTES	Funding Rate	Number of Colleges	Basic Allocation	FTES	Funding Rate	Number of Centers	Basic Allocation	
<b>Single College Districts</b>				<b>State Approved Centers</b>				
≥ 20,000	\$ 6,742,506.62	-	\$ -	≥ 1,000	\$ 1,348,501.11	1	\$ 1,348,501	
≥ 10,000 & < 20,000	5,394,005.51	-	-	<b>Grandparented Centers</b>				
< 10,000	4,045,502.28	-	-	≥ 1,000	1,348,501.11	1	1,348,501	
<b>Multi-College Districts</b>				≥ 750 & < 1,000	1,011,375.57	-	-	
≥ 20,000	5,394,006	1	5,394,006	≥ 500 & < 750	674,250.03	-	-	
≥ 10,000 & < 20,000	4,719,754.42	-	-	≥ 250 & < 500	337,125.54	-	-	
< 10,000	4,045,502.28	1	4,045,502	≥ 100 & < 250	168,563.83	-	-	
							Subtotal	\$ 2,697,002
<b>Additional Rural</b>							Total Basic Allocation	\$ 12,136,510
							Total FTES Allocation	115,937,618
<b>Subtotal</b>							<b>Total Base Allocation</b>	<b>\$ 128,074,128</b>

<b>Section II: Supplemental Allocation</b>				
	2018-19 Headcount	Points	Rate	Revenue
AB540 Students	2,334	1	\$949.07	\$ 2,215,137
Pell Grant Recipients	6,176	1	949.07	5,861,477
Promise Grant Recipients	18,407	1	949.07	17,469,592
<b>Total</b>	<b>26,917</b>		<b>Total Supplemental Allocation</b>	<b>\$ 25,546,206</b>

<b>Section III: Student Success Allocation</b>							
	2016-17 Headcount	2017-18 Headcount	2018-19 Headcount	Three Year Average	Points	Rate	Revenue
<b>All Students</b>							
Associate Degrees for Transfer	969.00	1,117.00	1,203.00	1,096.33	4	\$2,236.36	\$ 2,451,794
Associate Degrees	1,495.00	1,447.00	1,404.00	1,448.67	3	1,677.27	2,429,804
Baccalaureate Degrees	-	-	23.00	7.67	3	1,677.27	12,859
Credit Certificates	338.00	339.00	477.00	384.67	2	1,118.18	430,126
Transfer Level Math and English	741.00	844.00	926.00	837.00	2	1,118.18	935,916
Transfer to a Four Year University	1,351.00	1,235.00	1,232.00	1,272.67	1.5	838.63	1,067,302
Nine or More CTE Units	3,628.00	5,816.00	4,271.00	4,571.67	1	559.09	2,555,971
Regional Living Wage	6,586.00	6,086.00	6,507.00	6,393.00	1	559.09	3,574,260
<b>All Students Subtotal</b>	<b>15,108.00</b>	<b>16,884.00</b>	<b>16,043.00</b>	<b>16,011.67</b>			<b>\$ 13,458,032</b>
<b>Pell Grant Recipients</b>							
Associate Degrees for Transfer	453.00	535.00	566.00	518.00	6	\$845.55	\$ 437,993
Associate Degrees	635.00	627.00	561.00	607.67	4.5	634.16	385,358
Baccalaureate Degrees	-	-	12.00	4.00	4.5	634.16	2,537
Credit Certificates	141.00	131.00	162.00	144.67	3	422.77	61,161
Transfer Level Math and English	287.00	308.00	374.00	323.00	3	422.77	136,556
Transfer	572.00	553.00	534.00	553.00	2.25	317.08	175,345
Nine or More CTE Units	1,038.00	1,100.00	1,195.00	1,111.00	1.5	211.39	234,850
Regional Living Wage	407.00	405.00	504.00	438.67	1.5	211.39	92,728
<b>Pell Grant Recipients Subtotal</b>	<b>3,533.00</b>	<b>3,659.00</b>	<b>3,908.00</b>	<b>3,700.00</b>			<b>\$ 1,526,528</b>
<b>Promise Grant Recipients</b>							
Associate Degrees for Transfer	702.00	793.00	866.00	787.00	4	\$563.70	\$ 443,630
Associate Degrees	1,085.00	1,059.00	975.00	1,039.67	3	422.77	439,543
Baccalaureate Degrees	-	-	20.00	6.67	3	422.77	2,818
Credit Certificates	268.00	239.00	304.00	270.33	2	281.85	76,193
Transfer Level Math and English	440.00	482.00	592.00	504.67	2	281.85	142,240
Transfer	889.00	819.00	802.00	836.67	1.5	211.39	176,860
Nine or More CTE Units	2,175.00	2,242.00	2,484.00	2,300.33	1	140.92	324,173
Regional Living Wage	1,165.00	1,204.00	1,324.00	1,231.00	1	140.92	173,478
<b>Promise Grant Recipients Subtotal</b>	<b>6,724.00</b>	<b>6,838.00</b>	<b>7,367.00</b>	<b>6,976.33</b>			<b>\$ 1,778,935</b>
<b>Total Student Success Allocation</b>							<b>\$ 16,763,495</b>

**California Community Colleges  
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**Total Computational Revenue and Revenue Sources**

**Total Computational Revenue (TCR)**

I. Base Allocation (FTES + Basic Allocation)	\$ 5,184,434,708
II. Supplemental Allocation	1,389,552,408
III. Student Success Allocation	694,776,207
Student Centered Funding Formula (SCFF) Calculated Revenue	\$ 7,268,763,323
2019-20 Hold Harmless Protection Adjustment	154,880,880
<b>2019-20 TCR</b>	<b>\$ 7,423,644,203</b>

**Revenue Sources**

Property Tax	\$ 3,416,953,717
Less Property Tax Excess	(387,476,717)
Student Enrollment Fees	431,521,874
Education Protection Account (EPA)	977,295,770
State General Fund Apportionment	2,735,146,000
Main General Fund Apportionment	\$ 2,665,385,105
Full-Time Faculty Hiring (FTFH) Apportionment (2015-16 Funds Only)	69,960,895
Adjustment	(200,000)
Subtotal	\$ 2,735,146,000
Revenue Adjustment	200,000
<b>Available Revenue</b>	<b>\$ 7,173,640,644</b>
<b>2019-20 TCR</b>	<b>7,423,644,203</b>
Revenue Deficit Percentage	3.3677%
Revenue Deficit	\$ (250,003,559)

**Supporting Sections**

**Section Ia: FTES Data and Calculations**

	2017-18	2018-19	2018-19 Paid	Restoration	Decline	Adjustment	2019-20 Applied #1	Credit 3 Year Average
Credit	1,016,179.28	992,271.27	992,271.27	21,281.93	(15,150.92)	-	998,402.27	1,002,284.27
Incarcerated Credit	4,142.42	4,589.77	4,589.77	(125.51)	(308.70)	58.56	4,214.12	
Special Admit Credit	34,174.07	37,079.63	37,079.63	(3,452.77)	(2,467.70)	17.17	31,176.33	
CDCP	40,149.55	39,633.48	39,633.48	455.98	(1,502.20)	(9.49)	38,577.77	
Noncredit	30,896.21	30,550.82	30,550.82	733.20	(375.07)	(110.16)	30,798.79	
<b>Total</b>	<b>1,125,541.53</b>	<b>1,104,124.97</b>	<b>1,104,124.97</b>	<b>18,892.82</b>	<b>(19,804.59)</b>	<b>(43.92)</b>	<b>1,103,169.28</b>	<b>1,002,284.27</b>

	2019-20 Applied #2	Growth	2019-20 Paid	Rate \$*	Revenue \$	2019-20 FTES Reported	2019-20 FTES Unapplied
Credit	1,002,284.27	552.50	1,002,836.78	\$ 4,013.61	\$ 4,035,124,520	1,004,118.18	5,163.41
Incarcerated Credit	4,214.12	13.28	4,227.39	5,621.94	23,995,906	4,466.45	239.06
Special Admit Credit	31,176.33	75.90	31,252.22	5,621.94	176,017,844	31,543.78	291.56
CDCP	38,577.77	214.70	38,792.46	5,621.94	218,088,923	39,381.41	588.95
Noncredit	30,798.79	161.57	30,960.36	3,380.63	104,665,565	31,004.28	43.92
<b>Total</b>	<b>1,107,051.28</b>	<b>1,017.94</b>	<b>1,108,069.22</b>		<b>\$ 4,557,892,758</b>	<b>1,110,514.10</b>	<b>6,326.88</b>

\*Rates reflect statewide rates applicable to the majority of districts.

**Section Ib: FTES Restoration Authority**

	2016-17	2017-18	2018-19	Total Target \$
Credit	11,409.41	45,454.99	42,924.40	\$ 401,392,978
Incarcerated Credit	(84.93)	(722.95)	(537.33)	(7,590,636)
Special Admit Credit	(226.73)	(6,062.36)	(2,126.05)	(47,391,050)
CDCP	(508.22)	3,002.19	1,024.56	19,780,967
Noncredit	(759.70)	213.73	1,367.25	2,776,424
<b>Total</b>	<b>9,829.83</b>	<b>41,885.60</b>	<b>42,652.83</b>	<b>\$ 368,968,683</b>

**Section Ic: FTES Growth Allocation**

	FTES	2019-20 Growth FTES	0.56%
Credit	992,271.27	5,437.33	
Incarcerated Credit	4,589.77	21.81	
Special Admit Credit	37,079.63	218.83	
CDCP	39,633.48	180.47	
Noncredit	30,550.82	145.73	
<b>Total</b>	<b>1,104,124.97</b>	<b>6,004.17</b>	
<b>Total \$ Equivalent</b>	<b>\$ 24,727,000</b>		



**California Community Colleges  
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Statewide Totals  
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**Section I: Basic Allocation**

District Type/FTES	Funding Rate	Number of Colleges	Basic Allocation	FTES	Funding Rate	Number of Centers	Basic Allocation	
<b>Single College Districts</b>				<b>State Approved Centers</b>				
≥ 20,000	\$ 6,742,506.62	6	\$ 40,455,042	≥ 1,000	\$ 1,348,501.11	38	\$ 51,243,038	
≥ 10,000 & < 20,000	5,394,005.51	21	113,274,126	<b>Grandparented Centers</b>				
< 10,000	4,045,502.28	22	89,001,044	≥ 1,000	1,348,501.11	19	25,621,519	
<b>Multi-College Districts</b>				≥ 750 & < 1,000	1,011,375.57	3	3,034,128	
≥ 20,000	5,394,005.51	3	16,182,018	≥ 500 & < 750	674,250.03	3	2,022,750	
≥ 10,000 & < 20,000	4,719,754.42	26	122,713,604	≥ 250 & < 500	337,125.54	8	2,697,008	
< 10,000	4,045,502.28	36	145,638,072	≥ 100 & < 250	168,563.83	3	505,692	
							Subtotal	\$ 85,124,135
<b>Additional Rural</b>							Total Basic Allocation	\$ 626,541,950
							Total FTES Allocation	4,557,892,758
<b>Subtotal</b>							<b>Total Base Allocation</b>	<b>\$ 5,184,434,708</b>

**Section II: Supplemental Allocation**

	2018-19 Headcount	Points	Rate	Revenue
AB540 Students	61,330	1	\$949.07	\$ 58,206,663
Pell Grant Recipients	438,380	1	949.07	416,054,742
Promise Grant Recipients	964,405	1	949.07	915,291,003
<b>Total</b>	<b>1,464,115</b>		<b>Total Supplemental Allocation</b>	<b>\$ 1,389,552,408</b>

**Section III: Student Success Allocation**

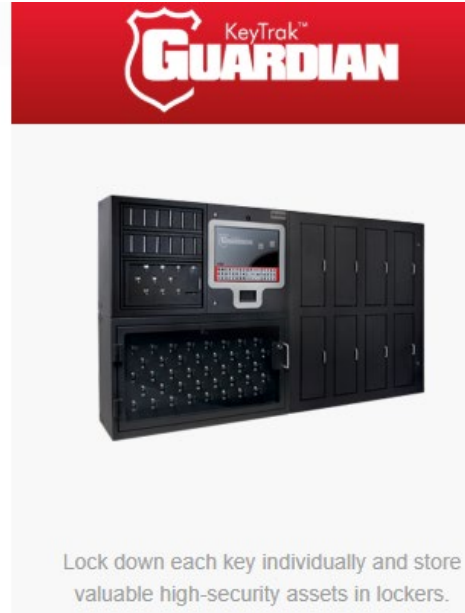
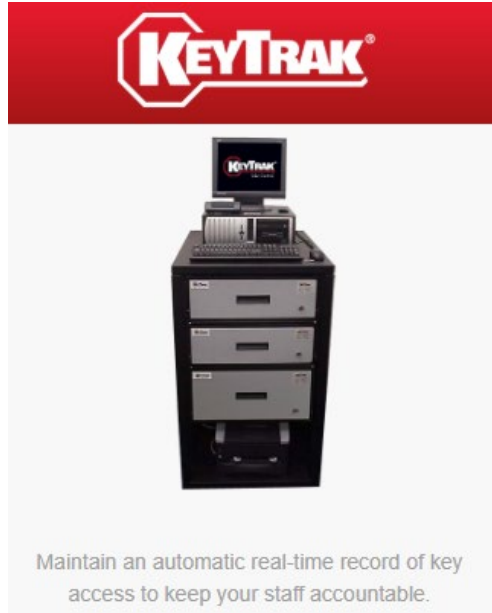
	2016-17 Headcount	2017-18 Headcount	2018-19 Headcount	Three Year Average	Points	Rate	Revenue
<b>All Students</b>							
Associate Degrees for Transfer	36,189.00	44,106.00	51,164.00	43,819.67	4	\$2,236.36	\$ 97,996,483
Associate Degrees	61,076.00	61,944.00	65,217.00	62,745.67	3	1,677.27	105,241,353
Baccalaureate Degrees	-	106.00	214.00	106.67	3	1,677.27	178,909
Credit Certificates	19,253.00	21,260.00	22,798.00	21,103.67	2	1,118.18	23,597,679
Transfer Level Math and English	28,218.00	32,872.00	41,385.00	34,158.33	2	1,118.18	38,195,140
Transfer to a Four Year University	63,321.00	65,925.00	68,680.00	65,975.33	1.5	838.63	55,329,188
Nine or More CTE Units	182,792.00	188,641.00	194,928.00	188,787.00	1	559.09	105,548,856
Regional Living Wage	157,510.00	170,306.00	181,912.00	169,909.33	1	559.09	94,994,544
<b>All Students Subtotal</b>	<b>548,359.00</b>	<b>585,160.00</b>	<b>626,298.00</b>	<b>586,605.67</b>			<b>\$ 521,082,152</b>
<b>Pell Grant Recipients</b>							
Associate Degrees for Transfer	20,105.00	24,143.00	28,059.00	24,102.33	6	\$845.55	\$ 20,379,626
Associate Degrees	33,498.00	33,569.00	34,703.00	33,923.33	4.5	634.16	21,512,805
Baccalaureate Degrees	-	50.00	103.00	51.00	4.5	634.16	32,344
Credit Certificates	8,964.00	9,713.00	10,054.00	9,577.00	3	422.77	4,048,897
Transfer Level Math and English	9,316.00	11,655.00	15,141.00	12,037.33	3	422.77	5,089,061
Transfer	29,996.00	31,073.00	31,562.00	30,877.00	2.25	317.08	9,790,473
Nine or More CTE Units	83,959.00	83,578.00	86,170.00	84,569.00	1.5	211.39	17,876,746
Regional Living Wage	41,664.00	45,605.00	49,877.00	45,715.33	1.5	211.39	9,663,604
<b>Pell Grant Recipients Subtotal</b>	<b>227,502.00</b>	<b>239,386.00</b>	<b>255,669.00</b>	<b>240,852.33</b>			<b>\$ 88,393,556</b>
<b>Promise Grant Recipients</b>							
Associate Degrees for Transfer	26,876.00	32,703.00	37,766.00	32,448.33	4	\$563.70	\$ 18,291,040
Associate Degrees	45,607.00	46,429.00	48,491.00	46,842.33	3	422.77	19,803,673
Baccalaureate Degrees	-	84.00	172.00	85.33	3	422.77	36,075
Credit Certificates	12,941.00	14,220.00	15,070.00	14,077.00	2	281.85	3,967,581
Transfer Level Math and English	14,052.00	17,179.00	22,758.00	17,996.33	2	281.85	5,072,237
Transfer	41,232.00	42,522.00	43,994.00	42,582.67	1.5	211.39	9,001,400
Nine or More CTE Units	122,579.00	124,546.00	127,965.00	125,030.00	1	140.92	17,619,768
Regional Living Wage	74,667.00	81,358.00	88,973.00	81,666.00	1	140.92	11,508,725
<b>Promise Grant Recipients Subtotal</b>	<b>337,954.00</b>	<b>359,041.00</b>	<b>385,189.00</b>	<b>360,728.00</b>			<b>\$ 85,300,499</b>
<b>Total Student Success Allocation</b>							<b>\$ 694,776,207</b>

Summary of Working Notes

- A. Board Policies / Administrative Regulations currently under review for revision: 3501 and 6520.
- B. Over twenty meetings have been held to since March 2018 with various parties to review access control platform, keying hierarchy, and procedures. Participants included campus M&O, college Administrative Services, DO Safety, DO ITS, DO H.R., DO Facilities, key consultants, architects, access control consultants, and engineers.
- C. Twelve working drafts of the procedures have been created/reviewed/revise to prepare the current version dated 8/20/19 presented at today's working group meeting.
- D. Twelve other campus policies/procedures for access control and/or key policies were reviewed, which included:
  - 1. Bowie State University
  - 2. Cal Poly Pomona
  - 3. Cerritos Community College
  - 4. Chapman University
  - 5. Fullerton Community College
  - 6. Irvine Valley College
  - 7. Lafayette College
  - 8. Long Beach Unified School District
  - 9. Princeton
  - 10. UC Santa Barbara
  - 11. USC
  - 12. Wake Forest University
- E. The draft procedures were developed to maintain security of students, employees, and visitors. Safety supersedes convenience.
- F. District Safety and Security shall be responsible to oversee the implementation of these procedures, including access control and key distribution.
- G. All sites shall operate on a locked door basis, which will ensure spaces are able to achieve lock down in an expedient fashion to safeguard the occupants against any unwelcome intruders. Locked door policy is further defined as follows:
  - 1. All perimeter doors and restrooms shall be unlocked by Maintenance & Operations and remain unlocked during business hours.
  - 2. Where emergency lockdown devices are present, doors shall remain locked at all times and emergency lockdown device shall be engaged to ensure an expedient lock-down can be achieved.
- H. Employees are expected to obtain authorization for assignment of their own access credential(s) to maintain proper access to required buildings.
- I. Managers are expected to open building areas of responsibility for employees who do not have keyed access.

J. “Smart” key control systems:

1. An electronic system that allows staff to “check-out” a key(s) based on approved access level. All key check-outs/returns are recorded and tracked. System to be used by staff in M&O, ITS, Safety, and Facilities Planning.
2. Below is the vendor currently used by District Safety at Santa College. There are two types of systems available with this vendor: 1) [KeyTrak](#) and 2) [KeyTrak Guardian](#) (images shown below). This [video](#) also provides an overview of their system offerings/capabilities.



3. District Safety and Security to purchase and install new systems for the following locations:
  - a. Santa Ana College: (1) for use by M&O; (1) for use by ITS; (1) for use by Safety and Security (*unit is already existing*)
  - b. Santiago Canyon College: (1) for use by M&O; (1) for use by ITS; (1) for use by Safety and Security (*planned to be installed in new Security building*)
  - c. District Office: (1) for use by ITS, Safety, and Facilities Planning

K. Next Steps:

1. Approval of procedures and revised Administrative Regulations before the end of the calendar year (December 2019) due to openings of newly constructed buildings at Santa Ana College.
2. Work on transitioning to new key and electronic access control procedures.
3. Develop long-term plan to change key cores in existing buildings to new key standard.
4. Develop long-term plan to retrofit doors in existing buildings to be able to provide electronic access control.



## **Rancho Santiago Community College District KEY AND ELECTRONIC ACCESS CONTROL PROCEDURE**

- I. **Purpose:** To ensure the safety, security, and accessibility for students, employees, and visitors of Rancho Santiago Community College District (“RSCCD” or “District”) by implementing key and electronic access control practices in accordance with Board Policy and Administrative Regulation 3501. Safety shall supersede convenience.
  
- II. **Definitions:** Refer to *Appendix A*.
  
- III. **Applicability:** This procedure is applicable to all RSCCD property and employees.
  
- IV. **Procedures:**
  - A. **Maintaining Security:**
    1. RSCCD mechanical keys, electronic access control cards and/or electronic fobs (“access credential”) are property of the District and shall be surrendered in accordance with Section IV.F below.
    2. The District generally maintains a locked door policy to enhance personal safety for all members of the RSCCD community and secure the moveable physical assets of the District. The locked door policy will ensure spaces are able to achieve lock down in an expedient fashion to safeguard the occupants against any unwelcome intruders. Locked door policy is further defined as follows:
      - a. All perimeter building entry doors and restrooms shall be unlocked by Maintenance & Operations and remain unlocked during business hours.
      - b. Where emergency lockdown devices are present, doors shall remain locked at all times and emergency lockdown device shall be engaged to ensure an expedient lock-down can be achieved.
      - c. Where access control and emergency buttons are present, doors may remain unlocked while in use and relocked upon completion of use. If desired, doors could be set to an automatic schedule tied to course scheduling and/or hours of operation.
    3. Employees are expected to obtain authorization for assignment of their own access credential(s) to maintain proper access to required buildings. Employees shall ensure any keyed entry into a space opened by said employee is secured after entering or exiting to prevent unauthorized entry.
    4. RSCCD personnel who have been granted access credentials shall keep them in a safe and secure place before, during, and after work. Storing issued keys in an unsecured work area (desk, cabinet, closet, etc.), in other unsecured areas, or in personal or District assigned vehicles is unacceptable due to high risk of theft.
    5. Access credentials shall not be duplicated or modified by anyone other than

authorized personnel. California Penal Code Section 469 states,

*“Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.”*

6. To protect the integrity of District sites, access credentials assigned to employees or contracted personnel shall not be loaned, signed-out, or transferred to anyone including other employees, students, volunteers, contractors, or vendors.
7. Managers shall ensure that any personnel on an extended absence from work (20 working days or more) such as sick leave, leave of absence, industrial accident, or any other approved leave of absence, returns their mechanical key(s) into the site’s associated District Safety and Security Office for safe storage until the employee returns to work.

**B. Responsibilities:** Refer to *Appendix B*.

**C. Mechanical Keys:**

1. Maintenance and Operations, Information Technology Services, Facilities Planning, District Construction and Support Services, and District Safety and Security personnel may check out mechanical keys on a daily basis, as needed. Keys shall be returned to a secured District approved drop box within each department upon completion of the employee’s shift. Each of the above supervisors within each department are responsible to inventory daily and ensure proper return of mechanical keys at their associated site(s).
2. All master mechanical keys, (AL-1 through AL-4), must be accounted for and inventoried annually by the site’s associated District Safety and Security Office and reported to the Chief of Safety & Security.
3. Any personnel that are assigned an AL-2 (G-GM) mechanical key shall keep the key(s) tethered to them on a lanyard or a clip and chain.
4. Mechanical key cutting requirements:
  - a. All blank, uncut keys, key machine vise jaw, and any hardcopy key records shall be stored in a locked safe within the associated site’s District Safety and Security Office. Access to the safe shall be limited to the site Lieutenant of Safety and Security and the Chief of Safety and Security. Lock and Access Technician shall not have direct access to open the safe.
  - b. District Safety and Security Office shall maintain a log of each key cut with the following information 1) date, 2) requester's name, 3) quantity, 4) key stamp, and 5) key code. This log shall be maintained in addition

to the record keeping of the *Access Credential Authorization Forms*.

- c. All broken keys shall be inventoried, kept in a secure location, and then returned to the manufacture for replacement.
- d. All “bad cuts” shall be inventoried, verified by the associated manager of the Lock and Access Technician, and then disposed of.

**D. Eligibility:**

1. Eligibility for access credentials is determined by business necessity. Access permissions shall be in accordance with *Appendix C*.
2. Chief of Safety and Security (or designee) shall have control to distribute keys as necessary during emergency situations.

**E. Process for Issuance of an Access Credential:**

1. Receiving any access credential will require a valid form of identification shown to District Safety and Security Office prior to issuance. Employees shall refer to *Appendix D* for additional procedures on issuance of access credential(s).
  - a. All adjunct faculty will be required to return their mechanical keys at the end of their assignment.
2. Contractors and vendors with a verified work contract with RSCCD shall have a District employee submit an approved *Vendor Access Credential Authorization Form 2*. Refer to *Appendix E* for a copy of the form. Form shall be provided to the District Safety and Security office a minimum of (72) hours prior to receiving access credential(s).
  - a. All access devices shall be returned daily to the District Safety and Security Office upon completion of the work shift. Additional *Vendor Access Credential Authorization Form(s)* will not be required if the access level remains the same and all entities requiring access are listed as designated employees on the approved *Vendor Access Credential Authorization Form 2*.
3. If a request for access credential issuance is approved, all employees shall be subject to section IV.G below.

**F. Returning and Collecting Keys:**

1. When personnel depart employment, their access credentials are to be returned to the site’s corresponding District Safety and Security Office prior to departure. A receipt will be provided to employee upon return of keys. Human Resources will require receipt for proof of return as a condition of final exit interview and completion of returning District property.
2. For personnel changing positions, moving to a new office, etc. a new Access Form shall be provided in accordance with Section IV.E above. New access credentials will only be issued after the originally issued access credential(s) is returned to the District Safety and Security Office.

**G. Key Loss or Failure to Return:**



1. District Safety and Security Office shall be notified if a key is reported lost, stolen, or not returned by employee utilizing the *Lost, Stolen, or Unreturned Access Credential Report Form 3*. Refer to *Appendix E* for a copy of the form.
2. District Safety and Security Office will make a determination if an area needs to be rekeyed due to a missing or lost key. Employees may be assessed a lost key penalty fee and/or may be subject to disciplinary action. Refer to *Lost, Stolen, or Unreturned Access Credential Report Form 3* for applicable fee schedule. New keys will not be issued until assessed fees are paid.
3. Contractors/Vendors: In the event keys are not returned, the contractor/vendor acknowledges and assumes the responsibility of the costs to re-key associated RSCCD property due to key loss. A minimum penalty fee of \$5,000 shall be assessed for any missing or lost master key.

**H. Physical Access Control Cards:**

1. Access control cards shall be retained through the District Safety and Security Office.
2. Access control cards shall always be used (where access control exists) in lieu of a mechanical key, unless there is failure of the access control system.
3. Although not displayed on the access control card, the access control card has expiration dates registered in the access control system. Scheduling predetermined access control card expiration dates serves as a precautionary security measure that encourages regular evaluation of active/inactive cards. Expiration dates are established as follows:
  - a. Faculty and staff card expiration date is scheduled for two years from the access control card issuance date.
  - b. Contractors/Vendors card expiration date is scheduled based on their contract term.
  - c. Requests for expiration date extension shall be issued to the associated site's District Safety and Security Office utilizing the *Access Credential Authorization Form*.

**I. Form Updates:**

1. District Safety and Security Office has authorization to update forms as needed.
2. Employees shall download the most current version of the forms on the Employee Intranet under District Safety and Security.

## APPENDIX A – DEFINITIONS

**Access Control** – Control of entry to an area by any means (generally mechanical or electronic).

**Access Credential** – A mechanical or electronic device, including but not limited to a key, an access ID card or electronic disk (fob), or combination lock that is used to control access to RSCCD facilities or property.

**Supervisor** – Administrator, dean, or manager that the individual requiring access reports to.

**Key Records** – includes any key codes and/or pinning records.

**Mechanical Key (or Key)** – Any mechanical device used to operate a mechanically controlled mechanism for entry to a controlled area. These locks may be individually keyed or operate with a building master key.

**Physical Access Control Card** – An electronic device (also a District issued ID Badge) used to open/close doors.

**Site Administrator** – This individual shall review all requests for new access credentials that require master key access (AL-2 through AL-4). The titles responsible at each corresponding site are Vice President of Administrative Services (main campus and associated satellite site(s)); Vice President of Continuing Education (for adult education centers); and Assistant Vice Chancellor of Facility Planning, District Construction and Support Services (District Office and associated satellite site(s)). See Section IV.B, Responsibilities.

APPENDIX B – RESPONSIBILITIES

Employee	Supervisor	District Safety and Security	Maintenance and Operations	Information Technology Services
<ul style="list-style-type: none"> <li>• Shall be the responsibility of all employees to adhere to these procedures</li> <li>• Initiate and secure <i>Access Credential Authorization Form 1</i> approvals</li> <li>• Maintain and secure access credentials</li> <li>• Report stolen, lost, or unreturned access credentials</li> </ul>	<ul style="list-style-type: none"> <li>• Shall open the building areas of responsibility for employees who do not have keyed access. District Safety and Security will back up the manager in cases where the manager is unavailable.</li> <li>• Shall ensure employees are requesting appropriate access levels in accordance with this procedure</li> <li>• Maintain current list of department employees who have active access credential authority for issuance to District Safety and Security upon request</li> </ul>	<ul style="list-style-type: none"> <li>• Administer AR6520</li> <li>• Monitor and manage functionality of access control system</li> <li>• Access controlled buildings: program and update, as required, automatic lock/unlock schedule for access controlled doors</li> <li>• Provide final approval of all <i>Access Credential Authorization Form 1</i> requests</li> <li>• Input authorized access credentials into access control software</li> <li>• Provide ongoing maintenance and any required repair key core</li> <li>• Mechanical Keys – purchase, store, cut, and issue all keys</li> <li>• Oversee Lock and Access Technician(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Unlock and relock all perimeter doors, gates, and restrooms in accordance with site's hours of operations</li> <li>• Provide ongoing maintenance and any required repair of doors</li> <li>• Provide ongoing maintenance and any required repair of access control devices</li> <li>• Provide ongoing maintenance and any required repair of door hardware (excluding key core)</li> </ul>	<ul style="list-style-type: none"> <li>• Manage virtual server(s)</li> <li>• Assist in providing third party vendors access, when required, to server/software</li> <li>• Create and maintain link between Active Directory and other third party integrations</li> <li>• Provide access control software updates</li> </ul>



APPENDIX C – ELIGIBILITY

Type	Access Level	Eligibility to Carry / Use	Approval(s) Required
<b>District Master</b> Great-Great Grand Master (GG-GM)	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>AL-1</b></div> Opens all locks <b>district-wide</b>	<b>Not to be issued or distributed</b>	<b>Not to be issued or distributed</b>
<b>Site Master</b> Great Grand Master (G-GM)	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>AL-2</b></div> Opens all locks within <b>one site</b>	Chancellor; Vice Chancellors; Vice Presidents; Vice Chancellors; Chief of Safety; Lieutenants; Directors of Physical Plant & Facilities; and Facilities Manager; ITS Directors	Supervisor; Division VP or Assistant VC; Site Administrator; and Chief of Safety and Security (or designee)
<b>Building Master</b> Grand Master (GM)	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>AL-3</b></div> Opens all locks within <b>one building</b>	Deans; Associate Deans; Directors; Managers; designated M&O, ITS, Facilities, and Safety and Security employees (on a shift basis only)	Supervisor; Division VP or Assistant VC; Site Administrator; and Chief of Safety and Security (or designee)
<b>Room Type Master</b> (MK)	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>AL-4</b></div> Opens a given group of locks within a building	Employee requiring access to these areas	Supervisor; Division VP or Assistant VC; Site Administrator; and Chief of Safety and Security (or designee)
<b>Unique Room</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>AL-5</b></div> Opens one lock or two or more locks keyed alike (generally within one building)	Employee requiring access to these areas	Supervisor; Division VP or Assistant VC; Site Administrator; and Chief of Safety and Security (or designee)

## APPENDIX C – ELIGIBILITY (CONTINUED)

### EXAMPLES OF PROPER ACCESS CREDENTIAL DISTRIBUTION:

#### **Non-Access Controlled Buildings:**

**Scenario A** – Faculty member teaching lecture & lab in same building:

1. **Common Area Key** (AL-4)
2. **Lab/Prep Room Key** (AL-4 or AL-5)
3. **Storage Key** (if applicable) (AL-4 or AL-5)
4. **Office Key** (AL-5)

**Scenario B** – Faculty member teaching lecture in one building and lab in another:

1. **Common Area Key** for BUILDING 1 (AL-4)
2. **Common Area Key** for BUILDING 2 (AL-4)
3. **Lab/Prep Room Key** for BUILDING 2 (AL-4 or AL-5)
4. **Storage Key** (if applicable) (AL-4 or AL-5)
5. **Office Key** (AL-5)

**Scenario C** – Dean key(s) for each building included in area of responsibility:

1. **Building Master Key** (AL-3)

**Scenario D** – Administrative Secretary keys:

1. **Common Area Key** (AL-4) for each building included within Division's area of responsibility
2. **Lab/Prep Room Key(s)** (AL-4 or AL-5), as required
3. **Office Key** (AL-4)
4. **Storage Key** (AL-4)

#### **Access Controlled Buildings:**

**Scenario AA** – Faculty member teaching lecture & lab in same building:

1. **Access Control Card** with access credentials to assigned locations in BUILDING 1 including, but not limited to: classrooms, associated lab(s), associated storage/prep, faculty suites, learning centers, conference rooms, etc.
2. **Office Key** (AL-5)

**Scenario BB** – Faculty member teaching lecture in one building and lab in another:

1. **Access Control Card** with access credentials to assigned locations in BUILDING 1 and BUILDING 2 including, but not limited to: classrooms, associated lab(s), associated storage/prep, faculty suites, learning centers, conference rooms, etc.
2. **Office Key** (AL-5)

**Scenario CC** – Dean:

1. **Access Control Card** with access credentials to each building included in area of responsibility
2. **Building Master Key** (AL-3) for each building included in area of responsibility

APPENDIX C – ELIGIBILITY (*CONTINUED*)

EXAMPLES OF PROPER ACCESS CREDENTIAL DISTRIBUTION:

**Scenario DD** – Administrative Secretary:

1. **Access Control Card** with access credentials to each area required within division's n area of responsibility
2. **Office Key(s)** (AL-4)

The following room types shall maintain limited access credential distribution:

- Utility rooms (electrical, mechanical, machine room, etc.)
- Custodial rooms
- MDF / BDF / IDF rooms (ITS network rooms)
- Restrooms
- Building perimeters (unless building is using an access control system)
- Chemical storage rooms
- Cadaver rooms



APPENDIX D – STEPS FOR ISSUANCE OF ACCESS CREDENTIALS

Step	Employee	Supervisor	Division VP / Assistant VC	Site Administrator (see definitions)	District Safety and Security
1.	Fill out <i>Access Credential Authorization Form 1</i> (refer to <i>Appendix E</i> for a copy of the form)				
2.	Email form to Supervisor for signature/approval				
3.		Review employee's <i>Access Credential Authorization Form 1</i> and confirm conformance with AR6520			
4.		Approve or deny request and email to next required reviewer: <b>AL-2 through AL-4</b> = VP/Assistant VC <b>AL-5</b> = Chief of Safety and Security	<b>AL-2 through AL-5:</b> Review employee's <i>Access Credential Authorization Form 1</i> and confirm conformance with AR6520		
5.			Issue approved form to Site Administrator or denied form to Supervisor	<b>AL-2 through AL-5:</b> Review employee's <i>Access Credential Authorization Form 1</i> and confirm conformance with AR6520	
6.				Issue approved form to Chief of Safety and Security or denied form to Supervisor	<b>AL-2 through AL-5:</b> Review employee's <i>Access Credential Authorization Form 1</i> and confirm conformance with AR6520
7.					<b>Access Card:</b> Program card and return completed <i>Access Credential Authorization Form 1</i> to employee and Supervisor for their records <b>Mechanical Key:</b> Prepare key within 72 hours and notify employee when available to pick-up

APPENDIX D – STEPS FOR ISSUANCE OF ACCESS CREDENTIALS

Step	Employee	Supervisor	Division VP / Assistant VC	Site Administrator (see definitions)	District Safety and Security
					at corresponding site's Safety and Security office
8.	Pickup mechanical key(s) and/or fobs at corresponding site's Safety and Security office  <i>(Electronic access credential will be assigned remotely and do not require ID badge to be brought to Safety and Security)</i>				

## APPENDIX E – FORMS

*Refer to the subsequent pages for samples of the following forms:*

- 1. Access Credential Authorization Form 1 (Employees Only)*
- 2. Vendor Access Credential Authorization Form 2*
- 3. Lost, Stolen, or Unreturned Access Credential Report Form 3*

***The most current version of the forms to be used are available on the Employee Intranet under District Safety and Security.***





<b>APPROVAL SIGNATURES</b>		
<b>Supervisor's Signature</b> (REQUIRED FOR ALL ACCESS DEVICES)		
1) _____ <i>Supervisor - PRINT NAME</i>	_____ <i>SIGNATURE</i>	<b>APPROVED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Division Vice President or Assistant Vice Chancellor Signature</b> (REQUIRED FOR ALL ACCESS DEVICES)		
2a) _____ <i>Division Vice President or Assistant Vice Chancellor - PRINT NAME</i>	_____ <i>SIGNATURE</i>	<b>APPROVED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
2b) _____ <i>Executive Director (only required for Digital Media Center site)</i>	_____ <i>SIGNATURE</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Site Administrator</b> (REQUIRED FOR ALL ACCESS DEVICES)		
3) _____ <i>VP Admin Services; VP Adult Ed; or Assistant VC Facilities</i>	_____ <i>SIGNATURE</i>	<b>APPROVED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>District Safety and Security FINAL Approval</b> (REQUIRED FOR ALL ACCESS DEVICES)		
4) _____ <i>Chief of Safety and Security (or designee) - PRINT NAME</i>	_____ <i>SIGNATURE</i>	<b>APPROVED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SECURITY OFFICE USE ONLY</b>		
Issue Date: _____	Processed By: _____	Access Card Expiration Date: _____
Date Returned: _____	Processed By: _____	
Date Returned: _____	Processed By: _____	
Date Returned: _____	Processed By: _____	
Date Returned: _____	Processed By: _____	

*Safety and Security shall notify employee when access credential(s) are activated and/or available for pickup.*



**SANTA ANA**  
**COLLEGE**



**RANCHO SANTIAGO**  
Community College District



**Santiago**  
**Canyon**  
**College**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**VENDOR ACCESS CREDENTIAL AUTHORIZATION FORM**

**Vendor's Information**

PRINT: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Last Name, First Name*

TITLE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_

Additionally Authorized Vendor Personnel for Access Credential(s) *(as required)*

PRINT: \_\_\_\_\_ PRINT: \_\_\_\_\_  
*Last Name, First Name* *Last Name, First Name*

PRINT: \_\_\_\_\_ PRINT: \_\_\_\_\_  
*Last Name, First Name* *Last Name, First Name*

PRINT: \_\_\_\_\_ PRINT: \_\_\_\_\_  
*Last Name, First Name* *Last Name, First Name*

REASON FOR REQUEST: \_\_\_\_\_  
*Please specify*

**Areas Requiring Access**

SITE	DESCRIPTION (Bldg/Room#/Room Type)	SECURITY OFFICE USE ONLY			SITE	DESCRIPTION (Bldg/Room#/Room Type)	SECURITY OFFICE USE ONLY		
		Key Number	Key Code	Access Level			Key Number	Key Code	Access Level

I understand that by signing this form, I agree to the following terms and conditions:

- Contractors and vendors with a verified work contract with RSCCD shall have a District employee submit an approved Vendor Access Authorization Form ("Vendor Access Form").
- Form shall be provided to the District Safety and Security office a minimum of (72) hours prior to receiving access credential(s).
- All access devices shall be returned daily to the District Safety and Security Office upon completion of the work shift. Additional Vendor Access Credential Authorization Form(s) will not be required if the access level remains the same and all entities requiring access are listed as designated employees on the approved Vendor Access Credential Authorization Form.
- In the event keys are not returned, the vendor acknowledges and assumes the responsibility of the costs to re-key associated RSCCD property due to key loss. A minimum penalty fee of \$5,000 shall be assessed for any missing or lost master key.

**APPLICANT**  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Supervisor Responsible for Vendor** (REQUIRED FOR ALL ACCESS DEVICES)

\_\_\_\_\_  
PRINT NAME SIGNATURE DATE

**District Safety and Security Approval** (REQUIRED FOR ALL ACCESS DEVICES)

\_\_\_\_\_  
Chief of Safety and Security (or designee) - PRINT NAME SIGNATURE DATE

**APPROVED?**  
 Yes  No

**SECURITY OFFICE USE ONLY**

Issue Date: \_\_\_\_\_ Processed By: \_\_\_\_\_ Access Card Expiration Date: \_\_\_\_\_  
Date Returned: \_\_\_\_\_ Processed By: \_\_\_\_\_  
Date Returned: \_\_\_\_\_ Processed By: \_\_\_\_\_  
Date Returned: \_\_\_\_\_ Processed By: \_\_\_\_\_



**SANTA ANA  
COLLEGE**



**Santiago  
Canyon  
College**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
LOST, STOLEN, OR UNRETURNED ACCESS CREDENTIAL REPORT FORM**

**SECTION A**

SITE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
*Last Name, First Name, M.I*

DATE OF LOSS: \_\_\_\_\_

TITLE: \_\_\_\_\_

DEPT: \_\_\_\_\_

EMPLOYEE ID: \_\_\_\_\_

DISTRICT EMPLOYEE ID BADGE #: \_\_\_\_\_

CREDENTIAL WAS:  LOST  STOLEN  UNRETURNED (skip Section B)

**SECTION B - DESCRIPTION OF INCIDENT**

Where were the keys at the time of loss? \_\_\_\_\_

Please describe the circumstances in which the keys were lost or stolen?  
\_\_\_\_\_  
\_\_\_\_\_

Was incident reported to any authorities - local agency (police, sheriff) or Campus Safety?  YES  NO

Police/Sheriff Report No.: \_\_\_\_\_ Campus Safety Incident No.: \_\_\_\_\_

**SECTION C - KEY TYPES**

Please complete the chart below and list the key name or number for all keys reported lost or stolen:

Key Name/No.	Master Key? If so, indicate type (AL-2, AL-3, or AL-4)	Key Name/No.	Master Key? If so, indicate type (AL-2, AL-3, or AL-4)	Key Name/No.	Master Key? If so, indicate type (AL-2, AL-3, or AL-4)

**SECTION D - REPLACEMENT FEE FOR LOST, STOLEN, OR UNRETURNED MECHANICAL KEY**

Key Type	Cost Per Key	# of Keys Replaced	Subtotal
AL-2	\$ 150.00	x	=
AL-3	\$ 100.00	x	=
AL-4	\$ 50.00	x	=
AL-5	\$ 25.00	x	=
Cabinet Master	\$ 10.00	x	=
Cabinet File/Desk	\$ 3.00	x	=
Total Fee:			

**SECTION E - SUBMITTER'S SIGNATURE (Not required to be submitted by the employee indicated in SECTION A above)**

I certify the above is true and correct

NAME: \_\_\_\_\_  
*Last Name, First Name, M.I*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION F - SAFETY OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_  
*Name*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_