

## CERTIFICATION

### 2003 - 2004 APPORTIONMENT ATTENDANCE Annual Report

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors, and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

**The original signature of the district Chief Executive Officer is required.**

#### Rancho Santiago Community College District Chief Executive Officer

Signature: Edward Hernandez

Typed Name: Dr. Edward Hernandez

Date: July 19, 2004

#### For Supplemental Information, contact

Name: Noemi M. Kanouse

Title : Assistant Vice Chancellor, Fiscal Svcs.

Phone: No.: \_\_\_\_\_ Ext.: \_\_\_\_\_

E-Mail : kanouse\_noemi@rsccd.org

#### Please return completed form to:

Chancellor's Office  
California Community Colleges  
Fiscal Services Unit  
1102 Q Street, 3rd Floor  
Sacramento, CA 95814

California Community Colleges  
**2003 - 2004 APPORTIONMENT ATTENDANCE REPORT**  
**State Residents**

Date Due in  
 Chancellor's Office

|                      |
|----------------------|
| <b>Annual Period</b> |
| (July 15)            |

District: Rancho Santiago Community College District

|                                |  |  |
|--------------------------------|--|--|
| <u>Santa Ana College</u>       |  |  |
| <u>Santiago Canyon College</u> |  |  |
|                                |  |  |
|                                |  |  |

| Part I. Full-Time Equivalent Student  | EDP No. | Attendance FTES *<br>of State Residents<br>(and Nonresidents Attending<br>Noncredit Courses) | Factored<br>FTES      |
|---|---------|--|-----------------------|
| <b>A. Summer Intersession</b> <i>(Summer 2003 Only)</i>   |         |  |                       |
| 1. Noncredit <i>(Parts IV.A.1. + VII.A.3.)</i>  | 01      | 915.31   | 915.31                |
| 2. Credit <i>(Parts III.A.1. + IV.A.2. + VI.A.1.)</i>   | 02      | 1,658.99   | 1,658.99              |
| <b>B. Summer Intersession</b> <i>(Summer 2004 - Prior to July 1, 2004)</i>  |         |  |                       |
| 1. Noncredit <i>(Parts IV.B.1. + VII.B.3.)</i>  | 03      | 0.00   | 0.00                  |
| 2. Credit <i>(Parts III.B.1. + IV.B.2. + VI.B.1.)</i>   | 04      | 200.58   | 200.58                |
| <b>C. Primary Terms</b> <i>(Exclusive of Summer Intersession)</i>   |         |  |                       |
| 1. Census Procedure Courses   |         |  |                       |
| (a) Weekly Census Contact Hours <i>(Part II.)</i>   | 05      | 13,566.89  | 13,566.89             |
| (b) Daily Census Contact Hours <i>(Part III.)</i>   | 06      | 806.25   | 860.35 <sup>F</sup>   |
| 2. Actual Hours of Attendance Procedure Courses   |         |  |                       |
| (a) Noncredit <i>(Part IV.C.)</i>   | 07      | 7,820.47   | 8,038.41 <sup>F</sup> |
| (b) Credit <i>(Part IV.D.)</i>  | 08      | 2,720.50   | 2,903.05 <sup>F</sup> |
| 3. Independent Study/Work Experience Education Courses  |         |  |                       |
| (a) Weekly Census Procedure Courses <i>(Part V.)(Credit)</i>  | 09      | 536.34   | 536.34                |
| (b) Daily Census Procedure Courses <i>(Part VI.)(Credit)</i>  | 10      | 123.66   | 123.66                |
| (c) Noncredit Independent Study/Distance Education Courses <i>(Part VII.C.)</i>                                     | 11      | 0.00   | 0.00                  |
| <b>D. Total FTES</b>  | 12      | 28,348.99  | 28,803.58             |
| <b>SUPPLEMENTAL INFORMATION ***</b>   |         |  |                       |
| <b>E. In-Service Training Courses (FTES)</b>  | 13      | 1,586.84   |                       |
| <b>F.</b>   | 14      |  |                       |
|   | 15      |  |                       |
| <b>G.</b>   | 16      |  |                       |
|   | 17      |  |                       |
| <b>H. Basic Skills courses and Immigrant Education ** (FTES)</b>  |         |  |                       |
| 1. Noncredit  | 18      | 4,670.89   |                       |
| 2. Credit   | 19      | 1,296.07   |                       |
| <b>I. FTES: Total FTES Generated in Leased (or Rented) Space of Less Than 100% Control (non-inventoried space).</b> | 20      | 9,450.27   |                       |

F Factored FTES

\* Full-Time Equivalent Student. (See instruction 12, page 14)

\*\* Inclusive of ESL and workforce preparation courses per SB 1764, Chapter 1068/92 for newly legalized immigrants.

\*\*\* Annualized at P1 and P2

7/19/04 3:54PM

California Community Colleges  
**2003 - 2004 APPORTIONMENT ATTENDANCE REPORT**  
**Nonresidents**

|                     |                      |
|---------------------|----------------------|
| Date Due in         | <b>Annual Period</b> |
| Chancellor's Office | (July 15)            |

District: Rancho Santiago Community College District

|                                |       |       |
|--------------------------------|-------|-------|
| <u>Santa Ana College</u>       | _____ | _____ |
| <u>Santiago Canyon College</u> | _____ | _____ |
| _____                          | _____ | _____ |

| Part I. Full-Time Equivalent Student  | EDP No.   | Attendance FTES * of Non-Residents | Factored FTES      |
|---|-----------|------------------------------------|--------------------|
| <b>A. Summer Intersession</b> <i>(Summer 2003 Only)</i>   |           |                                    |                    |
| 1. Noncredit <i>(Parts IV.A.1. + VII.A.3.)</i>  | <b>01</b> | 0.04                               | 0.04               |
| 2. Credit <i>(Parts III.A.1. + IV.A.2. + VI.A.1.)</i>   | <b>02</b> | 54.13                              | 54.13              |
| <b>B. Summer Intersession</b> <i>(Summer 2004 - Prior to July 1, 2004)</i>  |           |                                    |                    |
| 1. Noncredit <i>(Parts IV.B.1. + VII.B.3.)</i>  | <b>03</b> | 0.00                               | 0.00               |
| 2. Credit <i>(Parts III.B.1. + IV.B.2. + VI.B.1.)</i>   | <b>04</b> | 5.29                               | 5.29               |
| <b>C. Primary Terms</b> <i>(Exclusive of Summer Intersession)</i>   |           |                                    |                    |
| 1. Census Procedure Courses   |           |                                    |                    |
| (a) Weekly Census Contact Hours <i>(Part II.)</i>   | <b>05</b> | 483.47                             | 483.47             |
| (b) Daily Census Contact Hours <i>(Part III.)</i>   | <b>06</b> | 25.09                              | 26.78 <sup>F</sup> |
| 2. Actual Hours of Attendance Procedure Courses   |           |                                    |                    |
| (a) Noncredit <i>(Part IV.C.)</i>   | <b>07</b> | 2.06                               | 2.11 <sup>F</sup>  |
| (b) Credit <i>(Part IV.D.)</i>  | <b>08</b> | 85.77                              | 91.52 <sup>F</sup> |
| 3. Independent Study/Work Experience Education Courses  |           |                                    |                    |
| (a) Weekly Census Procedure Courses <i>(Part V.) (Credit)</i>   | <b>09</b> | 12.87                              | 12.87              |
| (b) Daily Census Procedure Courses <i>(Part VI.) (Credit)</i>   | <b>10</b> | 5.78                               | 5.78               |
| (c) Noncredit Independent Study/Distance Education Courses <i>(Part VII.C.)</i>                                     | <b>11</b> | 0.00                               | 0.00               |
| <b>D. Total FTES</b>  | <b>12</b> | 674.50                             | 681.99             |
| <b>SUPPLEMENTAL INFORMATION ***</b>   |           |                                    |                    |
| <b>E. In-Service Training Courses (FTES)</b>  | <b>13</b> | 0.00                               |                    |
| <b>F.</b>   | <b>14</b> |                                    |                    |
|   | <b>15</b> |                                    |                    |
| <b>G.</b>   | <b>16</b> |                                    |                    |
|   | <b>17</b> |                                    |                    |
| <b>H. Basic Skills courses and Immigrant Education ** (FTES)</b>  |           |                                    |                    |
| 1. Noncredit  | <b>18</b> | 0.00                               |                    |
| 2. Credit   | <b>19</b> | 0.00                               |                    |
| <b>I. FTES: Total FTES Generated in Leased (or Rented) Space of Less Than 100% Control (non-inventoried space).</b> | <b>20</b> | 0.00                               |                    |

F Factored FTES

\* Full-Time Equivalent Student. (See instruction 12, page 14)

\*\* Inclusive of ESL and workforce preparation courses per SB 1764, Chapter 1068/92 for newly legalized immigrants.

\*\*\* Annualized at P1 and P2

7/19/04 3:54PM

**California Community Colleges  
2003 - 2004 Faculty Contact Hours  
Adjustment to Full-Time Equivalent Students (FTES)**

Date Due in  
Chancellor's Office

|                      |
|----------------------|
| <b>Annual Period</b> |
| (July 15)            |

District: Rancho Santiago Community College District

College: Santa Ana College

**Part I. FACULTY CONTACT HOURS**

| References:                                  | Total Faculty Contact<br>Hours of Instruction<br>Released for Flex-Time<br>Activities<br>(see Instructions 2 & 3)<br><br>- 1 - | Total Faculty Contact<br>Hours of Instruction<br>of All Instructors in the<br>Academic Year<br>Exclusive of Any<br>Intersession<br>(see Instructions 5)<br><br>- 2 - | F Factor |
|--|--|--|----------|
| <b>A. Credit Courses</b>                     |  |  |          |
| 1. Weekly Census Procedure Courses*          |  |  |          |
| 2. Daily Census Procedure Courses            | 891.00   | 13,279.00  | 1.0671   |
| 3. Positive Attendance Credit Courses        | 6,235.00   | 92,922.00  | 1.0671   |
| 4. Independent Study/Work Experience Courses |  |  |          |
| a. Weekly Census Procedure Courses*          |  |  |          |
| b. Daily Census Procedure Courses            | 0.00   | 0.00   | 1.0000   |
| <b>B. Noncredit Courses</b>                  |  |  |          |
| 1. Positive Attendance                       | 4,366.70   | 150,828.50   | 1.0290   |
| 2. Noncredit Distance Education              | 0.00   | 0.00   | 1.0000   |

**Part II. CERTIFICATION**

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been recorded and compiled in accordance with provisions of the Education Code, Title 5 regulations adopted by the Board of Governors, and instructions on this form.

District Chief Executive Officer

Signature: Edward Hernandez

Typed Name: Dr. Edward Hernandez

Date: July 19, 2004

**For Supplemental Information, contact**

Name: Noemi M. Kanouse

Title: Assistant Vice Chancellor, Fiscal Svcs.

Phone: No.: \_\_\_\_\_ Ext.: \_\_\_\_\_

**Please return completed form to:**

Chancellor's Office  
California Community Colleges  
Fiscal Services Unit  
1102 Q Street, 3rd Floor  
Sacramento, CA 95814

**California Community Colleges**  
**2003 - 2004 Faculty Contact Hours**  
**Adjustment to Full-Time Equivalent Students (FTES)**

Date Due in  
Chancellor's Office

|                      |
|----------------------|
| <b>Annual Period</b> |
| (July 15)            |

District: Rancho Santiago Community College District

College: Santiago Canyon College

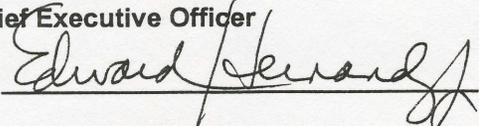
**Part I. FACULTY CONTACT HOURS**

| References:                                  | Total Faculty Contact<br>Hours of Instruction<br>Released for Flex-Time<br>Activities<br>(see Instructions 2 & 3)<br><br>- 1 - | Total Faculty Contact<br>Hours of Instruction<br>of All Instructors in the<br>Academic Year<br>Exclusive of Any<br>Intersession<br>(see Instructions 5)<br><br>- 2 - | F Factor |
|--|--|--|----------|
| <b>A. Credit Courses</b>                     |  |  |          |
| 1. Weekly Census Procedure Courses*          |  |  |          |
| 2. Daily Census Procedure Courses            | 229.40   | 3,419.00   | 1.0671   |
| 3. Positive Attendance Credit Courses        | 1,440.00   | 21,445.00  | 1.0671   |
| 4. Independent Study/Work Experience Courses |  |  |          |
| a. Weekly Census Procedure Courses*          |  |  |          |
| b. Daily Census Procedure Courses            | 0.00   | 0.00   | 1.0000   |
| <b>B. Noncredit Courses</b>                  |  |  |          |
| 1. Positive Attendance                       | 1,028.20   | 42,076.50  | 1.0244   |
| 2. Noncredit Distance Education              | 0.00   | 0.00   | 1.0000   |

**Part II. CERTIFICATION**

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been recorded and compiled in accordance with provisions of the Education Code, Title 5 regulations adopted by the Board of Governors, and instructions on this form.

District Chief Executive Officer

Signature: 

Typed Name: Dr. Edward Hernandez

Date: July 19, 2004

**For Supplemental Information, contact**

Name: Noemi M. Kanouse

Title: Assistant Vice Chancellor, Fiscal Svcs.

Phone: No.: \_\_\_\_\_ Ext.: \_\_\_\_\_

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California Community Colleges  
Fiscal Services Unit  
1102 Q Street, 3rd Floor  
Sacramento, CA 95814

**California Community Colleges  
2003 - 2004 APPRENTICESHIP ATTENDANCE REPORT  
Composite**

Date Due in  
Chancellor's Office

|                      |
|----------------------|
| <b>Annual Period</b> |
| (July 15)            |

District: Rancho Santiago Community College District

Santa Ana College

Santiago Canyon College

\_\_\_\_\_

\_\_\_\_\_

**Part I. APPRENTICESHIP ATTENDANCE**

| References:<br><i>Education code Section 8150-8145;<br/>Item 6870-101-0001(4), Budget Act of 2001</i> | Apprentice Hours of Instruction |           |            |
|---|---------------------------------|-----------|------------|
|   | Credit                          | Noncredit | Total      |
| A. 7/01/2003 - 12/31/2003   | 229,708.50                      |           | 229,708.50 |
| B. 1/01/2004 - 4/15/2004  | 127,413.00                      |           | 127,413.00 |
| C. 4/16/2004 - 6/30/2004  | 63,706.00                       |           | 63,706.00  |
| D. Annual Total*  | 420,827.50                      |           | 420,827.50 |

\* Include on the First and Second Period Reports an estimate of apprentice hours that closely reflects what the district expects to generate as of the Annual Report.

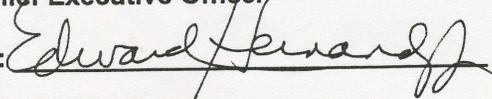
**Part II. CERTIFICATION**

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been recorded and compiled in accordance with provisions of the Education Code, Title 5 regulations adopted by the Board of Governors, and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) hours reported on this form for State apportionment include only classes of related and supplemental instruction for indentured apprentices pursuant to Section 3074 of the Labor Code; have been computed according to Item 6870-101-0001(4), Budget Act of 2001; and Education Code Sections 8150-8154; do not include any new apprenticeship training program(s) that has not been approved by the Chancellor, pursuant to Item 6870-101-0001(4)(a), Budget Act of 2001, and (2) the hours reported herein are not included on the CCFS-320 "Apportionment Attendance Report".

Because funding is based on hours of instruction, the original signature of the district chief executive officer is required.

District Chief Executive Officer

Signature: 

Typed Name: Dr. Edward Hernandez

Date: July 19, 2004

**For Supplemental Information, contact**

Name: Noemi M. Kanouse

Title: Assistant Vice Chancellor, Fiscal Svcs.

Phone: No.: \_\_\_\_\_ Ext.: \_\_\_\_\_

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