

AGENDA
Regular Meeting
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704
4:00 p.m., January 11, 2000

- I. Call to Order
- II. Introduction of Guests
- III. Approval of Minutes, Meeting of December 7, 1999
- IV. Delegations, Petitions, and Communications [see footnote, page 2]
 - A. Special Presentation to Lee Sneller Pat Patterson
 - B. Presentation of AFT Full-Time Initial Bargaining Proposals Tom Tyner
 - C. Consideration of Request from Former Employee
- V. Reports of Chancellor and Staff
 - A. PRESENTATIONS
 - 1. Chancellor's Report Judith Redwine
 - 2. Campus Reports Dan Larios, FCC
Tom Crow, RC
Terry Kershaw, NC
 - 3. Academic Senate Report Tony Abbott, RC
 - 4. Classified Senate Report Cheryl Sullivan, FCC
 - 5. CalWorks/Welfare Reform, Fresno City College and Reedley College Robert Fox, FCC
Ruben Fernandez, RC
 - B. CONSIDERATION OF CONSENT AGENDA [00-1 through 00-15]
 - C. PERSONNEL
 - 1. Consideration to Appoint Vice Chancellor/
President Designate, North Centers [00-16] Hank Padden

C. PERSONNEL (continued)

- | | | |
|---|---------|-------------|
| 2. Consideration to Appoint Executive Director, Foundation | [00-17] | Hank Padden |
| 3. Consideration to Appoint Director of Grants and External Funding | [00-18] | Hank Padden |
| 4. Consideration to Appoint Executive Director, Public and Legislative Relations | [00-19] | Hank Padden |
| 5. Disclosure of Collective Bargaining Agreement, AFT Part-Time Bargaining Unit, and Public Hearing | [00-20] | Hank Padden |

D. GENERAL

- | | | |
|---|---------|----------------------------|
| 6. Consideration to Accept the Fresno City College Strategic Plan and Mission Statement | [00-21] | Dan Larios
Eileen White |
| 7. Consideration to Approve Institutional Self Study Report, Fresno City College | [00-22] | Dan Larios
Art Elish |
| 8. Consideration to Accept 1998-99 Audit Report | [00-23] | Jon Sharpe |
| 9. Consideration to Approve 1999-2000 Partnership for Excellence Recommendations | [00-24] | Jon Sharpe |

VI. Reports of Board Members

VII. Old Business

VIII. Future Agenda Items

IX. Closed Session

A. Consideration to Ratify Tentative Bargaining Agreement, Part-Time Faculty, AFT

B. CONFERENCE WITH LABOR NEGOTIATOR [SCFT and CSEA], Hank Padden, Pursuant to Government Code Section 54957.6

IX. Closed Session (continued)

- C. CONFERENCE WITH LEGAL COUNSEL -- POTENTIAL LITIGATION,
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 (one potential case)
- D. CONFERENCE WITH LEGAL COUNSEL-- ANTICIPATED LITIGATION,
Initiation of litigation pursuant to subdivision (c) of Section 54956.9 (one potential case)

X. Open Session

- A. Consideration of Notice of Claim, Charest [00-25] Jon Sharpe
Construction Company

XI. Adjournment

The Board chairperson, under Board Policy 9320.1, has set a limit of three minutes each for those who wish to address the Board. General comments will be heard under Agenda Section Delegations, Petitions and Communications at the beginning of the meeting. Those who wish to speak to items to be considered in Closed Session will be given the opportunity to do so following the completion of the open agenda and just prior to the Board's going into Closed Session. Individuals wishing to address the Board should fill out a Request Form and file it with the Vice Chancellor-Personnel, Dr. Padden, at the beginning of the meeting.

CONSENT AGENDA
BOARD OF TRUSTEES MEETING
January 11, 2000

PERSONNEL

1. Employment, Resignation, Retirement, and Change of Duty Days, [00-01]
Certificated Personnel
2. Employment, Promotion, Change of Status, and Retirement, [00-02]
Classified Personnel
3. Consideration of Applications for 2000-2001 Sabbatical Leaves, [00-03]
Fresno City College

GENERAL

4. Consideration to Approve Contracts between State Center [00-04]
Community College District and the California State Department
of Education and the California Community Colleges Chancellor's
Office
5. Consideration to Approve Out of State Travel for Forensics Team [00-05]
to Attend the Community College Round Robin Invitational Tournament,
Fresno City College
6. Consideration to Approve Out of State Travel for Theatre Arts Students [00-06]
to Attend the American College Theatre Festival, Fresno City College
7. Review of District Warrants and Checks [00-07]
8. Financial Analysis of Enterprise and Special Revenue Operations [00-08]
9. Consideration to Accept Construction Project, Office Alteration, [00-09]
Library/Media Center, Fresno City College
10. Consideration to Accept Construction Project, Secondary Effects, [00-10]
Fresno City College
11. Consideration to Accept Construction Project, Relocatable Addition, [00-11]
Vocational Training Center
12. Consideration to Accept Maintenance Project, Door Replacement and [00-12]
Hardware Repair, Residence Hall and Gymnasium, Reedley College

13. Consideration to Accept Maintenance Project, Replace Fire Alarm Signal Cable, Reedley College [00-13]
14. Consideration to Approve 2000-01 Tuition Rate, Out of State and Nonresident Students [00-14]
15. Consideration of Employment Transfer Agreement with the California Community Colleges Chancellor's Office [00-15]

MINUTES OF MEETING OF
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
December 7, 1999

Call to Order A regular meeting of the Board of Trustees of the State Center Community College District was called to order by President Leslie Thonesen at 4:01 p.m., December 7, 1999, in the District Office Board Room, 1525 E. Weldon Avenue, Fresno, California.

Trustees Present Leslie Thonesen, President
Phillip J. Forhan
Ron Manfredi, Vice President
Patrick E. Patterson, Secretary
H. Ronald Feaver
Dorothy Smith
William J. Smith
Marylee McGough, Student Trustee, Fresno City College
Andy Gonzales, Student Trustee, Reedley College

Also present were:

Judith A. Redwine, Chancellor, SCCC
Thomas Crow, President, Reedley College
Jon Sharpe, Vice Chancellor, Business, SCCC
Henry Padden, Vice Chancellor, Personnel, SCCC
Terry Kershaw, Interim Vice Chancellor/President Designate,
North Centers

Introduction of Among the others present, the following signed the guest list:
Guests

Cindy Spring, Executive Secretary to the Chancellor, SCCC
Janice Emerzian, Interim Director of Educational Services and
Planning, SCCC
Joe Trofemuk, Legal Services Supervisor, SCCC
Sherian Eckenrod, Associate Dean of Instruction, Business
Division, FCC
Brian Speece, Assistant Vice Chancellor, Business &
Operations, SCCC
Nancy Gawor, Interim Director of Personnel, SCCC
Art Amaro, AFT President & Staff, FCC
Paula Castagna, Academic Senate President & Staff, FCC
Anthony Abbott, Academic Senate President & Staff, RC
Woody Smothers, Classified Senate President and Building
Maintenance Generalist, RC
Jerry Loheide, CSEA Chapter President and Financial Aid
Assistant I, FCC

Introduction of
Guests (continued)

Cheryl Sullivan, Classified Senate President and Accounting Clerk III, FCC
Robert Fox, Dean of Student Services, FCC
Randall Vogt, Director of Purchasing, SCCC
Ed Eng, Director of Finance, SCCC
Richard Christl, Associate Dean of Instruction, Technical & Industrial Division, FCC
Gene Blackwelder, College Business Manager, RC
Kathy Bonilla, Public Information Officer, FCC
Tom Driscoll, Construction Services Manager, SCCC
Carl Simms, Director of Maintenance & Operations, SCCC
Jannett Jackson, Associate Dean of Instruction, Learning Resources Center, FCC
Corinne Martin, Planned Giving Coordinator, SCCC Foundation
Ray Tjahjadi, Director, Information Systems, SCCC
John Quiring, Executive Director, Training Institute, FCC
Marvin Reyes, Chief of Police, SCCC
Ernie Smith, Associate Dean of Students, CalWORKs Program, FCC
Margaret Mericle, Associate Dean of Instruction, Social Sciences Division, FCC
Joaquin Jimenez, Associate Dean of Students, Financial Aid, SCCC
Art Elish, former Dean of Instruction, FCC
Richard Lindstrom, Director, Police Academy, FCC
Jo Nell Beal, President, SCCC Foundation
Maggie Taylor, Instructor, FCC
Ruben Fernandez, Dean of Students, RC
Tony Cantu, Dean of Instruction, FCC
Susan Speece, Associate Dean of Instruction, Math, Science, & Engineering, FCC
Charles Francis, Director, Grant Funded Education, Training Institute
Ed Lund, Interim Director, Disabled Students Program & Services, FCC
Pam Rippe, Student Personnel Services Assistant, FCC
Carol Wenner, WAVE Job Coordinator, FCC
Jack Hall, Accounting Technician II, Tech Prep Program
Viviana Zamora, Associated Student Body, RC
Myla Sanchez, Associated Student Body, RC
Sharon Greual, Associated Student Body, RC
Michael Juarez, Fresno City College
Gabriel Lewis, Fresno City College
Steve Dasilva, Fresno City College
Pam Froehlich, Job Coach, WAVE Program, FCC
Dorothy Halstead, WAVE Program Graduate, FCC

Introduction of Guests (continued)	Regina McLemore, WAVE Program, FCC Cynthia M. Silva, WAVE Program, FCC
Approval of Minutes	The minutes of the Board meeting of November 2, 1999, were presented for approval.
<u>Action</u>	It was moved by Mr. Forhan and seconded by Mr. Manfredi that the November 2, 1999, minutes be approved as presented. The motion carried unanimously.
Delegations, Petitions, and Communications	Mr. James Carroll, Fresno City College student, expressed his concerns regarding the Student Services area. Dr. Fox was requested to meet with Mr. Carroll tomorrow.
Election of Officers and Adoption of Board Calendar [99-203] <u>Action</u>	Mr. Thonesen called for nomination of officers. Mr. Feaver nominated Mr. Manfredi for the office of president. The nomination was seconded by Mr. Forhan. It was moved by Mr. Smith and seconded by Mr. Feaver that the nominations be closed and the secretary be directed to cast a unanimous ballot for Mr. Thonesen. The motion carried unanimously.
Special Presentation	Mr. Manfredi presented a plaque to Mr. Thonesen in appreciation for outstanding and dedicated service as Board President for 1998-99.
Vice President	Mr. Smith nominated Ms. Smith for the office of vice president. The nomination was seconded by Mr. Thonesen. It was moved by Mr. Forhan and seconded by Mr. Smith that the nominations be closed and the secretary be directed to cast a unanimous ballot for Ms. Smith. The motion carried unanimously.
Secretary	Mr. Patterson nominated Mr. Feaver for the office of secretary. The nomination was seconded by Mr. Forhan. It was moved by Mr. Thonesen and seconded by Mr. Patterson that the nominations be closed and the secretary be directed to cast a unanimous ballot for Mr. Feaver. The motion carried unanimously.
Board Representative, County Committee School District Organization	Mr. Manfredi asked for nominations for the Board Representative for the County Committee on School District Organization. Mr. Feaver nominated Mr. Thonesen. The nomination was seconded by Mr. Manfredi and the motion carried unanimously.
Legislative Representative	It was moved by Mr. Thonesen and seconded by Mr. Smith that Mr. Forhan continue to serve as the Board's Legislative Representative. The motion carried unanimously.

Election of Officers
and Adoption of
Board Calendar
[99-203]

Action
(continued)
SCCC Foundation

It was moved by Mr. Forhan and seconded by Mr. Feaver that Mr. Patterson and Mr. Smith continue to serve on the SCCC Foundation Board of Directors. The motion carried unanimously.

Board Calendar

It was moved by Mr. Thonesen and seconded by Mr. Feaver that the following calendar of meetings be adopted for the year 2000:

January 11, 2000	Regular Meeting
February 1, 2000	Regular Meeting
March 7, 2000	Regular Meeting
April 4, 2000	Regular Meeting @ RC
May 2, 2000	Regular Meeting
June 6, 2000	Regular Meeting
June 27, 2000	Regular Meeting (July meeting)
August 1, 2000	Regular Meeting
September 5, 2000	Public Hearing, Budget Adoption, and Regular Meeting
October 3, 2000	Regular Meeting @ Madera
November 7, 2000	Regular Meeting
December 5, 2000	Organizational Meeting and Regular Meeting

FASBO Board

Mr. Thonesen stated he has served as a member of the FASBO Board for the past eleven years, and he would like for the Board to elect another representative. Mr. Smith nominated Mr. Manfredi to serve as the Board's representative on the FASBO Board. The motion was seconded by Mr. Feaver and carried unanimously.

Chancellor's Report

Dr. Redwine stated that one of the many good things about State Center Community College District is the growth; however, growth means cramped quarters. She would like to have a special board meeting in January to discuss facilities. Cindy Spring will poll the Board for an agreeable date.

Mr. Manfredi noted he would like to have a three-month calendar of activities available at the board meetings.

Campus Report,
Fresno City College

Dr. Fox reported the following from Fresno City College:

The Fresno City College Rams over the weekend played in the 3rd annual Kiwanis Silicon Valley Bowl. The Rams, who went

Campus Report,
Fresno City College
(continued)

9-1 in regular season play, faced the Foothill Owls. Foothill won the game 31-0.

The game featured running back Maurice Morris who last week was named JC Grid-Wire first team All-American for the second year in a row. This is a first for any FCC football player. No one has ever been first team for two years. Line backer Tracey Hunt was named to the first team, defense. This is the first time in the history of JC Grid-Wire that we have had two players make first team.

Fresno City College will play host to the California Community College State Championship on Saturday, December 11. The game will be played in Ratcliffe Stadium starting at 1 p.m. and will feature the number one teams from the North and the South. Allan Hancock of Santa Maria will face City College of San Francisco.

The 3rd annual Holiday Party will be held on Saturday, December 11 in the FCC Cafeteria. This party for all staff and special guests will include a potluck, entertainment and 24 specially decorated Christmas trees. The trees will be decorated by student clubs and then will be donated to this year's Holiday Baskets recipients. Those recipients will receive their Holiday Baskets on December 14 and 15th. Donations of cash and food items continue to come in. This year 200 baskets will be distributed.

The Disabled Students Program and Services staff is hosting its annual Christmas party on Tuesday, December 14 in the FCC cafeteria. They plan to sing Christmas carols and visit with Santa Claus.

More than 300 local employers are invited to a lunch to thank them for their support in hiring Fresno City College students. The December 15th Employer Recognition lunch is sponsored by our Job Placement Office. It is intended to build a stronger bond for the future.

The Nursing Department has received a Certificate of Appreciation from Kaiser Permanente. The Medical Center says the certificate is an expression of gratitude for the important contribution the program makes to the community.

There are many opportunities this month to enjoy one of Fresno City College performing arts programs. The award winning play *How I Learned to Drive* is now on stage in TA 105, the lab theatre. The play runs through December 12.

Campus Report,
Fresno City College
(continued)

The comic operetta *Die Fledermaus* is in the music recital hall now through December 11. The FCC Opera/Musical Theatre Workshop class presents this production.

Plans are underway for the January 5 Spring New Student Welcome. The day offers all new students the opportunity to get additional information, map out their classes and meet with instructors.

At a recent reception for the Juvenile Diabetes Foundation Walk, it was announced that Fresno City College was the top team for raising the most amount of research dollars. It was also announced that Fresno City College will be the official site of the next walk which will be held October 14, 2000.

Campus Report,
Reedley College

From Reedley College, Dr. Crow reported the following:

The RC Tiger Football team played an exciting game against Solano at the East County Bowl Game on Saturday, December 4. The final score was Solano 40, RC 32. Congratulations to the Tigers on a successful season!

The Tiger Women's Basketball team won the Hartnell Tournament on December 5, beating Butte College, Moorpark, and Hartnell. Abbi Millwee was named All Tournament and Shalita Grayson was named MVP.

Congratulations to the Reedley College Equestrian Team on earning top honors at recent Intercollegiate Horse Shows. On Saturday, November 13, Reedley College hosted the competition, and the RC team won the Champion Team and Reserve Champion Team titles. On November 6, RC won the High-Point Reserve Team title at the competition at Cal Poly, San Luis Obispo. Both competitions included riders from Stanford, CSUF, U.C. Davis, Bakersfield College and Cal Poly.

On Friday, December 17, Reedley College will host the District Office staff at the annual Holiday Luncheon in the cafeteria at 11:30 a.m. The event is always a success, with the RC Food Services department providing a delicious luncheon.

The RC Community Band and RC Jazz Ensemble will hold its annual concert on Friday, December 17 at 7:30 p.m. in the college Forum Hall. Admission is free.

On December 14, members of the Reedley Rotary Club will act as interviewers for the students in Simone Ostrand's Career Awareness class. Students benefit from the experience of being

Campus Report,
Reedley College
(continued)

interviewed by the business leaders, who examine portfolios, lead the students through typical questioning, grade their efforts, and give them a critique.

Twenty-six SCCCD students will join English Instructors David Good and Judy Ryan for the Spring 2000 Semester in England. The group will depart on February 3.

RC Instructor Alan Avakian and the students in his Kitchen Gifts class recently made and presented food gift bags to the Reedley St. Vincent de Paul Society. The purpose of the 2-day class was to learn how to create original, beautiful food gifts.

Campus Report,
North Centers

Dr. Kershaw reported the following from the North Centers:

Clovis Center

The Clovis Alpha Gamma Sigma club is coordinating a clothing and food drive for the holidays; as well as a fundraiser for Austin Harris, a local young man needing special equipment for spina bifida being initiated by AGS at Madera and Clovis.

Madera Center

The Madera Spanish Club has been active as they presented "Dia De Los Muertos" (Day of the Dead) celebration last month, and yesterday celebrated "La Posda", a Latin American version which commemorates the search of Joseph and Mary for lodging in Bethlehem.

The first student art exhibit was held at the Madera Center November 30th featuring works by Jen Massetti.

The second annual Madera Ranchos Kiwanis Run/Walk/Skate Scholarship Event took place on November 21st, with 70 participants competing at the Madera Center. The proceeds from this activity will be given to five deserving Madera Center students for the spring 2000 semester.

Formation of an advisory committee composed of individuals representing the various areas within Environmental Technology is on track, with the first meeting scheduled for January. Input from these field experts will assist us in identifying potential career areas on the local and regional levels, as well as specific licensing and employment criteria.

The North Centers Biology faculty have been researching programs both in California and throughout the nation that offer

Campus Report,
North Centers
(continued)

certificate and degree programs in the various categories within the Environmental Technology/Science field. Visits to programs within California are scheduled for the beginning of the spring semester.

Biology instructors and administrators from Reedley College and Madera have also been meeting to formulate a Biology core course(s), which could be offered next fall as an introduction to Environmental Technology.

Meetings have also been held with the Police Academy administrators regarding the possibility of expanding the current Madera Center Criminal Justice course offerings in the Corrections area.

Oakhurst Center

The expansion plans at the Center are being initiated with the grading for the parking lot and drainage system completed by Rite Aid. The parking lot lighting and paving should be completed in the next few months.

Academic Senate
Report

Ms. Paula Castagna, Fresno City College Academic Senate President, shared information on Ms. Judy Ryan, a humanities faculty member at Fresno City College, as to her innovative teaching and involvement with Phi Theta Kappa.

Ms. Castagna continued that on May 5, 1999, the Academic Senate passed resolution 98-07 supporting adjunct faculty regarding current negotiations. The Senate has two ongoing programs at Fresno City College that have come from Partnership for Excellence funds. These programs include a mentoring program for full-time faculty, and an Associated Students service project. Mr. Manfredi commended the Senate on the mentoring program for full-time and part-time faculty.

Classified Senate
Report

Mr. Woody Smothers, Classified Senate President at Reedley College, stated he recently attended the Community College League of California conference in San Francisco, and he is pleased with the way the Classified Senate is being recognized as a body. Mr. Smothers commended Dr. Crow for his efforts in walking around the campus every day and taking time to talk with the staff. In closing, he distributed copies of the California Community Colleges classified senate newsletter to the Board.

WAVE Program

Ms. Brook Sample-Lometti, Instructor/Coordinator of the Work Assessment Vocational Education (WAVE) program at Fresno City College, presented a short video on the program and

WAVE Program
(continued)

introduced the staff and some of the students. The Board commended Ms. Sample-Lometti and staff on their outstanding program.

Consent Agenda
Action

It was moved by Mr. Patterson and seconded by Mr. Smith and approved unanimously that the Board of Trustees approve the consent agenda as amended:

Employment and
Resignation,
Certificated
Personnel
[99-204]

approve certificated personnel recommendations, Item A through B, as presented. (List A through B are herewith made a part of these minutes as Appendix I, 99-204).

Employment,
Change of Status,
and Leave of
Absence, Classified
Personnel
[99-205]
Action

approve classified personnel recommendations, Items A through E, as presented. (Lists A through E are herewith made a part of these minutes as Appendix II, 99-205).

Consideration of
Applications for
2000-2001
Sabbatical Leaves,
Reedley College
[99-206]
Action

pursuant to Article XIV-A, Section 7, of the current agreement between the District and the State Center Federation of Teachers and contingent upon available funding, grant the following Sabbatical Leaves to Reedley College staff members during the 2000-2001 academic year, subject to receipt by the District of a written statement from each leave recipient of agreement to serve the District for at least two years following completion of the leave (as required by Education Code Section 87770):

Lacy Barnes-Mileham	Fall 2000 and Spring 2001
David Borofka	Fall 2000
Glenn Ogawa	Spring 2001

Consideration to
Approve Curriculum
Proposals, Spring
2000 through Fall
2000, Fresno City
College and Reedley
College
[99-207]
Action

approve the Fresno City College and Reedley College curriculum proposals as presented. (These curriculum proposals are herewith made a part of these minutes as Appendix III, 99-207).

Consideration to
Approve Tech Prep
Contract 8145 #2
between the
California
Department of
Education and the
State Center
Community College
District
[99-208]
Action

approve Tech Prep Contract 8145 #2 between the California Department of Education and the State Center Community College District in the amount of \$1,162,148.00 for the term ending December 31, 2000, and authorize Henry M. Padden, Vice Chancellor-Personnel, to enter into and sign said contract and associated documents on behalf of the District.

Consideration to
Approve Cal-Pro
NET Contracts
between the
California
Department of
Education and the
State Center
Community College
District
[99-209]
Action

approve the following contracts between the California Department of Education and the State Center Community College District and authorize Henry M. Padden, Vice Chancellor-Personnel, to sign and enter into said contracts and associated documents on behalf of the Board of Trustees:

1. the Cal-Pro NET Center contract at Fresno City College for the term January 1, 2000, through December 31, 2000, in the amount of \$71,000.00;
2. the School Meals for Healthy Children Contract Proposal for Food Based Menu Planning Statewide Initiative in the amount of \$40,000.00; and
3. the Fresno City College Cal-Pro NET Center School Meals Initiative Nutrient Standard Menu Planning Contract in the amount of \$40,000.00.

Review of District
Warrants and
Checks
[99-210]
Action

review and sign the warrants register for the period October 28, 1999, to November 30, 1999, in the total amount of \$10,764,965.41.

review and sign the check registers for the Fresno City College and Reedley College Co-Curricular and Bookstore Accounts for the period October 23, 1999, to November 24, 1999, in the amount of \$429,840.97.

Consideration to
Accept Construction
Project, Football
Practice Field
Lighting, Reedley
College
[99-211]
Action

- a) accept the project for the Football Practice Field Lighting, Reedley College; and
- b) authorize the Chancellor or Vice Chancellor-Business to file a Notice of Completion with the County Recorder

Consideration to
Accept Construction
Project, Student
Center Restroom
Remodel, Fresno
City College
[99-212]
Action

- a) accept the project for the Student Center Restroom Remodel, Fresno City College; and
- b) authorize the Chancellor or Vice Chancellor-Business to file a Notice of Completion with the County Recorder

Consideration of
Report of
Investments
[99-213]
Action

accept the quarterly investment performance review, as provided by the County of Fresno, for the quarter ending September 30, 1999.

Signature
Authorization for
District Contracts
[99-214]
Action

authorize District administrators Judith A. Redwine, Henry M. Padden, and Jon Sharpe to sign contracts, change orders, and grants on behalf of the District.

Consideration to
Approve Dedication
of Easement for
Madera Irrigation
District
[99-215]
Action

approve an easement with the Madera Irrigation District for the installation, repair, and maintenance of the pipeline and appurtenances on the Madera Center campus.

Consideration of
Bids, Sale of
Surplus
Telecommunications
Equipment
[99-216]
Action

authorize disposal of District surplus telecommunications equipment in accordance with applicable codes and policy.

Consideration of
Bids, Schedule of
Courses,
Districtwide
[99-217]
Action

award Bid #9900-20 in the amount of \$74,990.00 to Premier Offset Printing, Inc., the lowest responsible bidder for Schedule of Courses, Districtwide, and authorize purchase orders to be issued against this bid.

Consideration of
Bids, Campuswide
Classroom Security
Upgrade, Fresno
City College
[99-218]
Action

award Bid #9900-17 in the amount of \$21,200.00 to Pacific Control Company, the lowest responsible bidder for Campuswide Classroom Security at Fresno City College, and authorize the Chancellor or Vice Chancellor-Business to sign an agreement on behalf of the District.

*****End of Consent Agenda*****

Consideration to
Appoint Vice
Chancellor/President
Designate, North
Centers
[99-219]
Action

A motion was made by Ms. Smith and seconded by Mr. Smith to move this item to closed session. The motion carried unanimously.

Public Hearing and
Appointment of
Board's Nominee to
the Personnel
Commission
[99-220]

Dr. Padden stated that the Board's representative seat on the Personnel Commission has become vacant upon the resignation of Lee Sneller, who served as the Board representative to the Commission for twelve years. Commissioner Sneller's resignation was effective November 30, 1999.

The Education Code prescribes the procedure by which the Board fills the vacancy on the Commission and that requires that the Board make known at a regularly scheduled public meeting the name of the person it attends to appoint as Commissioner. Within 30 to 45 days the Board must hold an open hearing to allow for public input from the Union and members of the public at large regarding the qualifications of the individual the Board intends to appoint. The Board at its November 2, 1999, meeting announced its intent to appoint Cathy Frost as its representative on the Personnel Commission.

Ms. Frost is owner of Bennett Frost Personnel Services in Fresno, California. Ms. Frost has been very active in the community and has served on the Civil Service Commission for the City of Fresno, is currently President of the Fresno

Public Hearing and
Appointment of
Board's Nominee to
the Personnel
Commission
[99-220]
(continued)

Metropolitan Museum, has served as a member of United Way, Marjaree Mason Board of Directors, Past President of Fresno Women's Network, and the State Center Community College District Occupational Advisory Board.

It would be appropriate for the Board to open the meeting to public comment relative to Ms. Frost's candidacy and qualifications. Following the public comment, the Board is free to make its appointment.

Public Hearing

Mr. Manfredi declared the meeting open for public comment at 4:53 p.m. There being no comments, Mr. Manfredi closed the public hearing at 4:54 p.m.

Action

A motion was made by Mr. Forhan and seconded by Ms. Smith that the Board of Trustees appoint Cathy Frost as its representative on the State Center Community College District Personnel Commission effective December 1, 1999.

Consideration of
2000-2001
Additional Full-
Time Faculty
Positions
[99-221]

Dr. Padden reviewed that the District's enrollment continues to grow in a healthy manner. Over the past three years, the District saw an increase in FTES of approximately 20%. This year, our growth is projected to be over 4%. Each year, we are obligated to report to the California Community Colleges Chancellor's Office the progress in meeting the goal of 75/25 full-time faculty ratio.

Based upon the District's growth funds, we will need to employ 18 new full-time faculty members to sustain our relative percentage.

These 18 new positions would be allocated as follows: Fresno City College - 8; North Centers - 8; and Reedley College - 2.

In addition to growth funding, the District is receiving substantive funding under the Partnership for Excellence program. To help meet our goals for Partnership for Excellence, we recommend the hiring of an additional 2.0 full-time faculty positions. These positions would be allocated to the North Centers.

The average cost of a new full-time position is approximately \$60,000, including all benefits. The cost for 20 new positions would be approximately \$1,200,000.00.

Action

Following a brief discussion on the full-time/part-time ratio if the requested positions are approved, a motion was made by Mr. Thonesen and seconded by Mr. Smith that the Board of Trustees authorize the establishment of 20 new full-time faculty positions for employment beginning with the start of the 2000-2001

Consideration of
2000-2001
Additional Full-
Time Faculty
Positions
[99-221]
Action
(continued)

academic year. The motion carried unanimously.

Mr. Manfredi asked if full-time faculty members were paid mileage if they teach at two different sites. Dr. Padden explained that the faculty member gets paid mileage between the two sites if they teach at two different sites on the same day.

Consideration to
Approve
Institutional Self
Study Report and
Mission Statement,
Reedley College
[99-222]

Dr. Crow stated the Board has been provided with a draft copy of the Self Study Report. The process for reaffirmation of accreditation began in April 1998 and over 130 faculty, staff, students, and administrators at the Reedley College and North Centers have participated on one of the ten committees that address the standards developed by the Accrediting Commission for Community and Junior Colleges. He noted on page 24, the responses to the 1994 Accreditation Team visitation. The abstract, which begins on page 4, provides a brief overview of the findings of the committee's ten standards. On the last page of the document, the planning summary is presented and identifies the common strands throughout the report and indicates the major areas the college needs to work on in the next six-year period. Dr. Crow added that the North Centers will be covered by Reedley's accreditation process until the Centers become their own campus.

Dr. Crow advised that the Mission Statement is also required for accreditation and defines the institution, educational purposes, students, and the College's place in the higher education community.

Mr. Manfredi extended the Board's appreciation to the Reedley College and North Centers staff for their hard work on this project.

Mr. Forhan stated that on page 17F there is a retention/attrition summary and it indicates the grades. His figures show that 30.79% of all grades that area given are A's and asked if this was correct. Dr. Crow stated these are the numbers that were received from the Information Systems Department; however, the figures do not take into account the number of withdrawals. The GPA has remained constant.

Action

A motion was made by Mr. Feaver and seconded by Mr. Smith that the Board of Trustees approve Reedley College's Institutional Self Study Report and the College Mission Statement. The motion carried unanimously.

Consideration to
Approve 1999-2000
Partnership for
Excellence
Recommendations
[99-223]

Mr. Sharpe advised that 1999-2000 marks the second year of the Partnership for Excellence program funded at a level of \$145 million statewide, up from \$100 million in 1998-99. The \$145 million represents approximately \$3.1 million to the District. He noted that this year's increase has been allocated on campus on an FTES basis, and reiterated Partnership for Excellence funds are not ongoing funding and could be pulled any given year. Last year, the Board held a significant discussion on the funds and it was agreed no more than fifty percent of the money would be used for salaries. Mr. Sharpe stated he is aware of a number of questions from the Board and the campuses have provided additional information from Mr. Cantu and Dr. Crow in regard to those questions.

Action

Following a discussion on the format of the proposals, the need for narrative and appropriate dollar amounts for each budget line item, how the items tie into the Partnership for Excellence goals, and basing the appropriations on FTES, it was moved by Mr. Forhan and seconded by Mr. Smith to table the item until the January meeting to allow staff time to prepare the requested information.

Mr. Manfredi asked Mr. Sharpe if delaying approval of the funds until the January meeting would cause any problems. Mr. Sharpe stated the only issue in delaying approval is that it makes it harder to spend the funds by the end of the year. He noted there are some items in the proposal regarding Y2K, and he has already authorized the expenditure of those funds in preparation for the end of the year. Mr. Manfredi pointed out there is no specific reference to establishing on-line curriculum and he would like to see something in that area in the proposal.

Mr. Smith asked if there should be a special meeting to discuss this item. Dr. Redwine responded she is confident the requested information can be sent to the Board in advance of the next regular meeting and can be approved at the January meeting. Mr. Manfredi requested the information be mailed prior to the regular board mailing to allow for sufficient review time.

Mr. Patterson stated he would like a workshop for discussion on the stated goals for Partnership for Excellence and how the proposed items meet the goals. Mr. Forhan stated he made a motion to table the item until the January 11 meeting.

Consideration to
Approve 1999-2000
Partnership for
Excellence
Recommendations
[99-223]

Action
(continued)

The motion carried by the following vote:

Ayes -	5
Noes -	2 (Ms. Smith and Mr. Patterson)
Absent -	0

Mr. Manfredi requested the revised proposals be returned to the Board for their review within the next two weeks. Mr. Smith reminded Mr. Manfredi of the Christmas holidays. It was agreed the revised report would be received one week in advance of the January 11 Board meeting.

Ms. Smith stated that for the record that she also wants to know where the money is going, timelines, and how it affects the Partnership for Excellence goals, and that her no vote was due to the process and the medium through which the information was received.

Consideration to
Approve 1999-2000
Budget
Augmentations
[99-224]

Action

Mr. Sharpe reported that on September 7, 1999, the Board of Trustees approved the 1999-2000 District Budget which included a revenue surplus. At the time of adoption, the administration indicated that a recommendation would be forthcoming regarding use of this surplus. For the past three months, the campuses and departments have been reviewing needs with various employee groups on a collaborative basis. The administration is recommending the Board of Trustees authorize the one-time expenditures as presented.

Mr. Manfredi stated that regarding the marketing materials for the North Centers, there is a need for a stronger marketing strategy for the Centers. Dr. Redwine noted that as the District interviews for the Executive Director-Public and Legislative Relations, this will be a key function for that individual.

A motion was made by Mr. Forhan and seconded by Ms. Smith that the Board of Trustees authorize budget appropriations totaling \$1,070,000.00. The motion carried unanimously.

Mr. Patterson asked why \$60,000.00 is being spent to lower the controls on the elevators, instead of waiting for it to be mandated by law at which time the State would match the money. Mr. Sharpe clarified it is mandated under ADA, the funds are matched, and the \$60,000.00 is the District's share of the cost.

Consideration to
Approve 1999-2000
Telecommunications
and Technology
Infrastructure
Program (TTIP)
[99-225]

Mr. Sharpe reviewed that the 1999-2000 State Budget Act included funding for technology infrastructure upgrades at community college campuses. This program, known as Telecommunications Technology Infrastructure Program (TTIP), provides for connectivity through 4CNet to the CSU System, as well as providing for distance learning equipment, library automation upgrades, and staff development. The criteria for compliance with TTIP requirements is very specific and includes the necessity to submit a Board-adopted TTIP Plan. The Plan has been developed in conjunction with faculty, District technology experts, and the administration.

Action

A motion was made by Mr. Feaver and seconded by Mr. Patterson that the Board of Trustees adopt the 1999-2000 Telecommunications Technology Infrastructure Plan as presented. The motion carried unanimously.

Consideration of
Bids, Storm Drain
and Sewer
Improvements,
Fresno City College
and Reedley College
[99-226]

Mr. Sharpe advised that Bid #9900-21 is for the labor and materials necessary for storm drain and sanitary sewer improvements at Fresno City College and Reedley College. Funding for this project will be provided by the State Scheduled Maintenance and Repair Program.

Action

A motion was made by Mr. Smith and seconded by Mr. Patterson that the Board of Trustees award Bid #9900-21 in the amount of \$100,400.00 to Bill Nelson General Engineering Construction, Inc., the lowest responsible bidder for Storm Drain and Sewer Improvements at Fresno City College and Reedley College, and authorize the Chancellor or Vice Chancellor-Business to sign an agreement on behalf of the District. The motion carried unanimously.

Consideration to
Approve Resolution
Supporting the
Passage of
Proposition 26
[99-227]

Mr. Sharpe reported that Proposition 26, "The Let's Fix Our Schools" initiative has recently been approved for placement on the March 2000 Statewide Ballot. This proposition, if passed, will allow voters to approve local bond measures on a simple majority basis. In addition, the proposition requires independent audits twice a year to insure that any approved bond monies have been spent properly by the District. Currently, it is estimated that a backlog of necessary community college outlay projects exists totaling approximately \$5 billion. Proposition 26 is currently receiving bipartisan support and surveys indicate a strong possibility of passage. In order to communicate our district's support of this proposition which allows the majority of citizens in the District to determine its

Consideration to
Approve Resolution
Supporting the
Passage of
Proposition 26
[99-227]
Action
(continued)

future, it is recommended that the Board endorse Proposition 26 by passage of Resolution #99-227.

A motion was made by Mr. Patterson and seconded by Ms. Smith that the Board of Trustees consider approval of Resolution #99-227 supporting the passage of Proposition 26. The motion carried unanimously.

Consideration of
Resolution to
Support and Request
Center Status
Approval for the
Clovis Center
[99-228]

Mr. Sharpe stated that in the past five years the number of students attending the Clovis Center has grown significantly resulting in over a 5,000 student headcount and nearly 1,600 Full Time Equivalencies in 1999-2000. In order to acquire center status which provides independent eligibility for facilities funding, it is necessary to meet several criteria and gain approval from the State Chancellor's Office as well as several agencies, including CPEC. To facilitate the implementation of this process, it is necessary for the District to submit a letter of intent to the California Community Colleges Chancellor's Office, accompanied by a Board resolution identifying support of official center status.

Mr. Manfredi clarified that this is a necessary step, as a few years ago the State Chancellor's Office was not accepting applications for centers. Mr. Sharpe explained that the State has essentially curtailed applications for center status; however, the District was successful in getting grandfathered in because of the number of students, significant growth, and the needs of the Clovis community.

Action

A motion was made by Mr. Patterson and seconded by Mr. Feaver that the Board of Trustees consider approval of Board Resolution #99-228, Support of Center Status for the Clovis Center. The motion carried unanimously.

Reports of Board
Members

Mr. Andy Gonzales, Reedley College Student Trustee, stated that the Forestry Department donated a Christmas tree to the Associated Students to be given to a needy family, along with \$100.00 in gifts for the children. On Thursday and Friday seventy-five food baskets will also be distributed to needy families. The children in the Childcare Center will receive a visit from Santa, complete with gifts of candy and small toys. The Associated Student Body Christmas dinner will be held tomorrow at Jon's Bear Club, and the end-of-the year barbecue will be on Friday. Mr. Gonzales wished everyone a Merry Christmas and a Happy New Year.

Reports of Board
Members
(continued)

Ms. Marylee McGough, Fresno City College Student Trustee, announced that thirty-one students from student government and student clubs recently attended the Leadership Institute in San Diego. In honor of World AIDS Day, a luminaria was held in the fountain area. Students from the Child Development Center and the College Activities staff helped with the candle bags for the ceremony. Community projects for the holidays include collecting coats and sweaters for the Heaton Elementary neighborhood, the Alpha Gamma Sigma Club is working on a canned food drive for the Children's Services Network, and the Toys for Tots Drive will end on the last day of classes. The Associated Student Government recently donated \$200.00 from their food sale to go towards the holiday baskets that are being put together by the college, and on December 21, members of the Senate and College Activities staff will help serve dinner at the Poverello House. Ms. McGough concluded her report by inviting everyone to the Senate's Holiday Open House on December 9 from 12 noon to 2:00 p.m.

Ms. Smith reported that she had the opportunity to attend the thirtieth anniversary of California State University's EOP program, and learned that several District staff members are also graduates of the program. Ms. Smith emphasized that she supports the EOP and would like the District to honor the EOP graduates.

Future Agenda
Items

Mr. Manfredi advised that the Fresno County Department of Education is participating in an on-line development of curriculum by the name of CyberHigh. The County's contact for the program is Larry Wilder. Mr. Manfredi stated the County would be interested in making a presentation on the program either at a regular Board meeting or a special meeting.

Mr. Smith stated that in the near future he would like a status report on the District's efforts to train the faculty and staff on new technology.

Closed Session

Mr. Thonesen stated that the Board, in closed session, will be discussing the following: Consideration to Appoint Vice Chancellor/President Designate, North Centers; Conference with Labor Negotiator [SCFT], Hank Padden, Pursuant to Government Code Section 54957.6; and Student Expulsion Hearing, Pursuant to Education Code 72122: One Student. Mr. Manfredi declared a recess at 5:56 p.m.

Open Session

The Board moved into open session at 6:55 p.m., and Mr. Manfredi announced the Board, in closed session, gave direction to its chief labor negotiator with respect to negotiations with the

Open Session
(continued)

AFT part-time bargaining unit; expelled a student from Fresno City College for college related misconduct; and that the search for the Vice Chancellor/President Designate is continuing.

Adjournment

The meeting was adjourned at 7:00 p.m. by the unanimous consent of the Board.

H. Ronald Feaver
Secretary, Board of Trustees
State Center Community College District

HRF:cs

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Employment, Resignation, Retirement, and
Change of Duty Days, Certificated Personnel

ITEM NO. 00-01

EXHIBIT: Certificated Personnel Recommendations

Recommendation:

It is recommended that the Board of Trustees approve the certificated personnel recommendations, Items A through D, as presented.

CERTIFICATED PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following persons:

Name	Campus	Range & Step	Salary	Position
Enns, Gary	RC	V, 1	\$23,476	English Instructor
(Current temporary faculty) (Sabbatical leave replacement, January 6, 2000 – May 19, 2000)				
Navarro Rodriguez, Teresa	FCC	III, 1	\$20,615	Developmental English Instructor
(Current part-time faculty) (Sabbatical leave replacement, January 6, 2000 – May 19, 2000)				
Pena, Eduardo	RC	IV, 3	\$31,809	Counselor, GEAR UP Program
(New Applicant) (Categorically funded contract, January 10, 2000 – June 30, 2000)				
Van Dusen Trippel, Cynthia	FCC	V, 1	\$23,476	Law-Related Business Instructor
(Current part-time faculty) (Temporary contract, January 6, 2000 – May 19, 2000)				

B. Recommendation to accept resignation for the following person:

Name	Campus	Effective Date	Position
White, Eileen	FCC	May 19, 2000	Nutrition Instructor

C. Recommendation to accept resignation for the purposes of retirement for the following persons:

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
Ramay, Morris	FCC	May 19, 2000	Respiratory Care Instructor
Rail, Lester (DeWayne)	FCC	June 30, 2000	Director of Arts, Honors and Student Success

D. Recommendation to approve a change of duty days for the following person:

<u>Name</u>	<u>Campus</u>	<u>Duty Days</u>	<u>Position</u>
Sall, Gerald	FCC (VTC)	224	Counselor

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Employment, Promotion, Change of Status,
and Retirement, Classified Personnel

ITEM NO. 00-02

EXHIBIT: Classified Personnel Recommendations

Recommendation:

It is recommended that the Board of Trustees approve classified personnel recommendations, Items A through E, as presented.

CLASSIFIED PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following persons (probationary):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step/Salary</u>	<u>Date</u>
Hardcastle, Billie	FCC	Office Assistant III Position No. 2060	48-A \$2229	12/1/99
Dunn, Cynthia	FCC	Neighborhood Centers Coordinator Position No. 2343	66-A \$3455	12/9/99
Timmons, Warren	FCC	Employment/Case Mgmt Specialist Position No. 2293	54-A \$2579	12/14/99
Moncada, Rene	RC	GearUp Coordinator Position No. 3135	66-A \$3455	1/3/00
Lomeli, Jose	DO	Police Officer Position No. 1090	57-A \$2773	1/3/00
Bryant, Melanie	FCC	Office Assistant I Position No. 2347	38-A \$1742	1/3/00

B. Recommendation to employ the following persons (extra help):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Attolico, Sharon	FCC	Registration Assistant	\$ 5.75	12/2/99
DeFendis, David	FCC	Registration Assistant	5.75	11/22/99
Green, Brenda	FCC	Registration Assistant	5.75	12/15/99
Green, Timothy	FCC	Registration Assistant	5.75	12/15/99
Knuffke, Floyd	FCC	Registration Assistant	5.75	11/30/99

B. Recommendation to employ the following persons (extra help) (continued):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Lara, Maria	FCC	Registration Assistant	5.75	11/30/99
Thao, Mao	FCC	Registration Assistant	5.75	12/3/99
Langley, Timothy	RC	Farm Laborer	5.75	11/24/99
Colburn, Katrina	FCC	Instructional Aide	5.75	12/14/99
Flores, Daren	FCC	Instructional Aide	5.75	12/13/99
Gonzales, Felicia	FCC	Instructional Aide	5.75	12/14/99
Phomminh, Datsany	FCC	Instructional Aide	5.75	11/15/99
Rosenthal, Angelique	FCC	Instructional Aide	5.75	12/8/99
Sotelo, Jacqueline	FCC	Instructional Aide	5.75	11/8/99
Whitney, Gerald	FCC	Instructional Aide	5.75	11/30/99
Hatcher, Temple	FCC	Office Assistant I	5.75	12/1/99
Villa, Brandi	RC	Department Secretary	6.19	11/29/99
Grinko, Edward	DO	Painter's Helper	6.96	12/13/99
Blanco, Telvina	FCC	Office Assistant III	6.96	12/2/99

B. Recommendation to employ the following persons (extra help) (continued):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Russell, Jennifer	FCC	Deaf Interpreter I	7.79	12/7/99
Willis, William	FCC	Educational Advisor	9.02	11/29/99
Botwright, John, Jr.	FCC	Program Dev Asst	9.47	12/2/99
Tiano, Donald	DO	Bus Driver	10.57	11/11/99
Cain, Rosemary	FCC	School Relations Spec	11.85	12/15/99
Negrete, Paul	FCC	Program Specialist I	12.50	12/1/99
Payne, Albert	RC	Program Specialist II	15.00	11/15/99

C. Recommendation to approve promotion of the following employees (regular):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step/Salary</u>	<u>Date</u>
Gerety, Scott	FCC	Office Assistant I to Office Assistant II Position No. 2018	38-A \$1742 41-B \$1970	12/1/99
Hurtado, Fernando	RC	Bookstore Sales Clerk I to Bookstore Sales Clerk II Position No. 3025	37-B \$1785 40-B \$1922	8/2/99
Lee, Donna	FCC	Office Assistant I to Office Assistant II Position No. 2015	38-A \$1684 41-B \$1905	3/1/99

C. Recommendation to approve promotion of the following employees (regular) (continued):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step/Salary</u>	<u>Date</u>
Ruff, Raelyn	FCC	Office Assistant III Position No. 2233 to Student Services Specialist Position No. 2129	48-B \$2233 52-B \$2579	12/8/99
Abraham, Saprina	DO	Accounting Clerk I to Accounting Clerk II Position No. 1005	38-A \$1742 41-B \$1970	12/1/99
Vargas, Sandy	DO	Accounting Clerk III Position No. 1020 to Accounting Technician I Position No. 1061	C46-E \$3158 C55-C \$3502	1/3/00

D. Recommendation to approve change of status of the following employees (regular):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step/Salary</u>	<u>Date</u>
Hopkins, Lavell	DO	Maintenance Specialist Position No. 1104 to	60-E \$2716 60-E+5%	11/5/99 thru 1/31/00
(pursuant to CSEA Agreement Article 34, Section 8, working out of class)				

E. Recommendation to accept retirement of the following employees (regular):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Date</u>
Jahn, JoAnn	DO	Accounting Technician I Position No. 1064	3/31/00
Larsen, Margaret	FCC	Office Assistant III Position No. 2010	1/19/00
King, Janet	FCC	Office Assistant III Position No. 2058	1/31/00

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration of Applications for
2000-2001 Sabbatical Leaves,
Fresno City College

ITEM NO. 00-03

EXHIBIT: None

Background:

Provision is made in Article XIV-A, Section 7, Paragraph B(2), of the current District/Federation Agreement for the granting of a maximum of 12 sabbatical leaves to eligible unit members in 2000-2001. The apportionment of these leaves provides that nine are available to Fresno City College and three to Reedley College/North Centers applicants during the 2000-2001 academic year. The Reedley College/North Centers applicants were approved at the December 7, 1999, Board meeting.

The Sabbatical Leave Committee at Fresno City College has processed applications for leaves and has forwarded the committee's recommendations, which have been approved by the college president for Board consideration.

Recommendation:

It is recommended that the Board of Trustees, pursuant to Article XIV-A, Section 7, of the current agreement between the District and the State Center Federation of Teachers and contingent upon available funding, grant the following Sabbatical Leaves to Fresno City College staff members during the 2000-2001 academic year, subject to receipt by the District of a written statement from each leave recipient of agreement to serve the District for at least two years following completion of the leave (as required by Education Code Section 87770):

Item No. 00-03 (continued)
January 11, 2000

Fresno City College - Sabbatical Leave Recommendations, 2000-2001:

Lynn Badertscher	Fall 2000
Barbara Sausen	Fall 2000
Julie Wen-Howe	Fall 2000
Daniel Kim	Fall 2000
Janice Jansen	Fall 2000
Ken Wall	Fall 2000
Kathy Engel	Fall 2000
Debbi Shapazian	Spring 2001
Charlotte Arakelian	Spring 2001

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Approve Contracts between State Center Community College District, the California Department of Education, and the California Community Colleges Chancellor's Office

ITEM NO. 00-04

EXHIBIT: None

Background:

This item is a placeholder. At this time of year, the District often receives several contract renewals from the Department of Education and the California Community Colleges Chancellor's Office for Child Development, Child Nutrition, Tech Prep, and School-to-Career programs. The contracts are often received immediately prior to the Board meeting and do require Board approval and authorization for signatures.

Recommendation:

It is recommended that the Board of Trustees approve the contract renewals the District will forward from the California Department of Education and the California Community Colleges Chancellor's Office, and authorize Henry M. Padden, Vice Chancellor-Personnel, to enter into and sign said agreements on behalf of the District.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Approve Out of State Travel for Forensics Team to Attend the Community College Round Robin Invitational Tournament, Fresno City College

ITEM NO. 00-05

EXHIBIT: None

Background:

Fresno City College is requesting Board approval for two (2) forensic students to participate in the Community College Round Robin Invitational Tournament at the College of Eastern Utah, in Price, Utah, February 11-12, 2000. The faculty advisor accompanying the students will be Mr. Eric Fletcher.

Students will be responsible for all costs associated with attending the tournament and there will be no expenditure of District funds.

Recommendation:

It is recommended that the Board of Trustees approve out-of-state travel for two (2) forensic students to participate in the Community College Round Robin Invitational Tournament in Price, Utah, February 11-12, 2000, with the understanding that the trip will be financed without requiring expenditures of District funds.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Approve Out of State ITEM NO. 00-06
Travel for Theatre Arts Students to Attend
the American College Theatre Festival,
Fresno City College

EXHIBIT: None

Background:

Fresno City College is requesting Board approval for approximately twenty (20) theatre arts students to participate in the American College Theatre Festival in Las Vegas, Nevada, February 7-13, 2000. The faculty advisors accompanying the students will be Ms. Debbi Shapazian, Mr. Tim Quinn, Chuck Ervin, and Dan Wheeler.

Students will be responsible for all costs associated with attending the tournament and there will be no expenditure of District funds.

Recommendation:

It is recommended that the Board of Trustees approve out-of-state travel for approximately twenty (20) theatre arts students to participate in the American College Theatre in Las Vegas, Nevada, February 7-13, 2000, with the understanding that the trip will be financed without requiring expenditures of District funds.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Review of District Warrants and Checks

ITEM NO. 00-07

EXHIBIT: None

Background:

It is recommended that the Board of Trustees review and sign the warrants register for the period December 2, 1999, to January 4, 2000, in the total amount of \$7,781,771.93.

It is also recommended that the Board of Trustees review and sign the check registers for the Fresno City College and Reedley College Co-Curricular Accounts and the Fresno City College and Reedley College Bookstore Accounts for the period November 12, 1999, to December 31, 1999, in the amount of \$291,524.88.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Financial Analyses of Enterprise
And Special Revenue Operations

ITEM NO. 00-08

EXHIBIT: Financial Analyses

Background:

The financial reports for the Enterprise and Special Revenue operations for the quarter ended September 30, 1999, are enclosed. The reports consist of a combined balance sheet and combined statement of revenues and expenditures for the Enterprise operations, which consist of the Bookstores at Fresno City College and Reedley College, and the Special Revenue operations, which consist of the Reedley College Cafeteria and Residence Hall. All operations reflect a positive financial picture with revenues exceeding expenditures.

The enclosed statements are provided for Board information. No action is required.

STATE CENTER COMMUNITY COLLEGE DISTRICT
ENTERPRISE & SPECIAL REVENUE OPERATIONS
BALANCE SHEET
As of SEPTEMBER 30, 1999

	ENTERPRISE		SPECIAL REVENUE	
	FCC BOOKSTORE*	RC BOOKSTORE*	RC CAFETERIA*	RC DORMITORY*
		TOTAL		TOTAL
ASSETS				
Cash in County Treasury				
Cash in Bank	\$ 1,253,167	\$ 246,797	\$ 91,589	\$ 55,004
Revolving Cash Fund	10,300	20,000	86,849	58,901
Bookstore Reserve/Project		30,300	9,500	9,500
Accounts Receivable	233,148	38,880	27,683	87,579
Interest Receivable				0
Due from Other Funds				17,792
Prepaid Expenses	2,943	149		
Inventory	1,174,486	528,947	34,652	
Total Current Assets	\$ 2,674,044	\$ 834,773	\$ 250,273	\$ 219,276
Fixed Assets (Net)	1,495,242	156,226		
TOTAL ASSETS	\$ 4,169,286	\$ 990,999	\$ 250,273	\$ 219,276
LIABILITIES & FUND BALANCE				
Accounts Payable	\$ 73,822	\$ 61,241		
Due to Other Funds	108,804	22,911		
Warrants Payable				
Total Current Liabilities	\$ 182,626	\$ 84,152	\$ 147,559	\$ 129,451
Unreserved Fund Balance			300	300
Reserved Fund Balance	2,812,174	377,900	67,762	89,825
Total Fund Balance	1,174,486	528,947	34,652	34,652
Total Fund Balance	\$ 3,986,660	\$ 906,847	\$ 102,414	\$ 89,825
TOTAL LIABILITIES & FUND BALANCE	\$ 4,169,286	\$ 990,999	\$ 250,273	\$ 219,276

* Does Not Include Indirect Charges

**STATE CENTER COMMUNITY COLLEGE DISTRICT
ENTERPRISE & SPECIAL REVENUE OPERATIONS
STATEMENT OF REVENUE & EXPENDITURES**
Period Ending SEPTEMBER 30, 1999

	ENTERPRISE			SPECIAL REVENUE		
	FCC BOOKSTORE*	RC BOOKSTORE*	TOTAL	CAFETERIA*	DORMITORY*	TOTAL
TOTAL SALES	\$ 2,421,830	\$ 1,031,961	\$ 3,453,791	\$ 162,369	\$ 182,884	\$ 345,253
LESS COST OF GOODS SOLD						
Beginning Inventory	\$ 1,133,073	\$ 457,067	\$ 1,590,140	\$ 32,973	\$	\$ 32,973
Purchases	1,844,251	840,839	2,685,090	46,415		46,415
Sub-Total	2,977,324	1,297,906	4,275,230	79,388		79,388
Ending Inventory	1,174,486	528,947	1,703,433	34,652		34,652
Cost of Sales	1,802,838	768,959	2,571,797	44,736		44,736
GROSS PROFIT ON SALES	\$ 618,992	\$ 263,002	\$ 881,994	\$ 117,633	\$ 182,884	\$ 300,517
OPERATING EXPENDITURES						
Salaries	\$ 119,393	\$ 55,514	\$ 174,907	\$ 63,060	\$ 40,275	\$ 103,335
Benefits	25,737	11,555	37,292	17,652	7,808	25,460
Depreciation	29,949	3,092	33,041	0	0	0
Supplies	8,666	3,475	12,141	913	3,221	4,134
Utilities & Housekeeping	1,940	1,047	2,987	0	6,484	6,484
Rents, Leases & Repairs	4,999	2,141	7,140	425	4,610	5,035
Other	44,823	33,760	78,583	2,613	0	2,613
TOTAL OPERATING EXPENDITURES	\$ 235,507	\$ 110,584	\$ 346,091	\$ 84,663	\$ 62,398	\$ 147,061
NET OPERATING REVENUE (LOSS)	\$ 383,485	\$ 152,418	\$ 535,903	\$ 32,970	\$ 120,486	\$ 153,456
OTHER REVENUE						
Vending				\$ 1,105	\$ 2,398	\$ 3,503
Interest	\$ 739	\$ 676	\$ 1,415	186	147	333
Other	13,838	3,913	17,751	3,587	(430)	3,157
Transfer In-Due from Other Funds						
Transfer In-Lottery						
OTHER EXPENSES						
Transfer to Co-Curricular						
Transfer to Bond Redemp. Fund						
New Equipment						
Other						
NET REVENUE (LOSS)	\$ 398,062	\$ 157,007	\$ 555,069	\$ 37,848	\$ 89,826	\$ 127,674

* Does Not Include Indirect Charges

UNAUDITED

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Accept Construction Project, ITEM NO. 00-09
Office Alteration, Library/Media Center,
Fresno City College

EXHIBIT: None

Background:

The project for the Office Alteration, Library/Media Center, Fresno City College, is now substantially complete and ready for acceptance by the Board of Trustees.

Recommendation:

It is recommended that the Board of Trustees:

- a) accept the project for the Office Alteration, Library/Media Center, Fresno City College; and
- b) authorize the Chancellor or Vice Chancellor-Business to file a Notice of Completion with the County Recorder.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Accept Construction Project,
Secondary Effects, Fresno City College

ITEM NO. 00-10

EXHIBIT: None

Background:

The Secondary Effects Project at Fresno City College is now substantially complete and ready for acceptance by the Board of Trustees.

Recommendation :

It is recommended that the Board of Trustees:

- a) accept the Secondary Effects Project at Fresno City College; and
- b) authorize the Chancellor or Vice Chancellor-Business to file a Notice of Completion with the County Recorder.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Accept Construction Project, ITEM NO. 00-11
Relocatable Addition, Vocational Training Center

EXHIBIT: None

Background:

The project for the Relocatable Addition, Vocational Training Center, is now substantially complete and ready for acceptance by the Board of Trustees.

Recommendation:

It is recommended that the Board of Trustees:

- a) accept the project for the Relocatable Addition, Vocational Training Center; and
- b) authorize the Chancellor or Vice Chancellor-Business to file a Notice of Completion with the County Recorder.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Accept Maintenance Project,
Door Replacement and Hardware Repair,
Residence Hall and Gymnasium, Reedley College

ITEM NO. 00-12

EXHIBIT: None

Background:

The project for the Door Replacement and Hardware Repair, Residence Hall and Gymnasium, Reedley College, is now substantially complete and ready for acceptance by the Board of Trustees.

Recommendation:

It is recommended that the Board of Trustees:

- a) accept the project for the Door Replacement and Hardware Repair, Residence Hall and Gymnasium, Reedley College; and
- b) authorize the Chancellor or Vice Chancellor-Business to file a Notice of Completion with the County Recorder.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Accept Maintenance Project, ITEM NO. 00-13
Replace Fire Alarm Signal Cable, Reedley College

EXHIBIT: None

Background:

The project to Replace Fire Alarm Signal Cable, Reedley College, is now substantially complete and ready for acceptance by the Board of Trustees.

Recommendation :

It is recommended that the Board of Trustees:

- a) accept the project to Replace Fire Alarm Signal Cable, Reedley College; and
- b) authorize the Chancellor or Vice Chancellor-Business to file a Notice of Completion with the County Recorder.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Approve 2000-01 Tuition Rate, ITEM NO. 00-14
Out-of-State and Nonresident Students

EXHIBIT: None

Background:

Community college districts must annually establish the nonresident tuition rate for the ensuing year not later than February 1 of each fiscal year. Nonresident refers to students who are both citizens and residents of a foreign country, whereas out-of-state residents are students who are citizens of this country but who have not established residency in California.

The out-of-state resident tuition fee has been established in the past years based on the statewide average per semester unit, which is usually greater than the District computation. The statewide average for 2000-01 is projected to be \$3,906 per FTES, or \$130 per semester unit, based on 30 units for a full-time student. It has also been the practice to collect the tuition at the time of registration.

In addition, State law permits community college districts to charge nonresident students an additional fee for capital outlay purposes. This fee is based on a district's capital outlay expenditures for the last fiscal year and is computed at \$486 per FTES, or \$16 per semester unit.

Recommendation:

It is recommended that the Board of Trustees:

- a) establish the out-of-state tuition rate at \$130 for each unit enrolled; and
- b) establish the 2000-01 nonresident tuition rate at \$146 (including \$16 for capital outlay) for each unit enrolled;
- c) continue Board policy which provides that total nonresident and out-of-state tuition be paid at the time of registration.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration of Employment Transfer
Agreement with the California Community
Colleges Chancellor's Office

ITEM NO. 00-15

EXHIBIT: None

Background:

In order for the California Community Colleges Chancellor's Office to facilitate the development of various one-time projects, it periodically enters into Agreements with local community college districts to temporarily transfer employees to the Chancellor's Office for the term of the program. The District has recently received a request from the Chancellor's Office for a temporary transfer of Dr. Ed Wright, Upward Bound Coordinator, FCC, to assist in various activities, including management and facilitation of the State Instructional Improvement and Student Success Programs. Dr. Wright would be responsible for assisting in the establishing of funding priorities, developing and distributing related requests for applications, and reviewing, selecting, monitoring, and evaluating awarded projects. The projects and outcomes of the projects are ultimately disseminated to the California Community Colleges System to stimulate best practices to achieve student success.

The proposed Agreement by the Chancellor's Office would provide a transfer at no cost to State Center Community College District, with full reimbursement for all associated costs for a period not to exceed one year.

Based upon the positive outcomes of field personnel assisting the Chancellor's Office in these endeavors, as well as professional growth for Dr. Wright, and considering the "no cost" to the District, as well as the ability for the District to temporarily backfill Dr. Wright's current position, it is recommended that the Board of Trustees approve the requested employment transfer of Dr. Wright to the Chancellor's Office for a period not to exceed one year.

Recommendation:

It is recommended that the Board of Trustees approve the temporary transfer of Dr. Ed Wright to the California Community Colleges Chancellor's Office with full reimbursement to be made to the District from the Chancellor's Office for a period not to exceed one year.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Appoint Vice Chancellor/
President Designate, North Centers

ITEM NO. 00-16

EXHIBIT: None

Background:

The District advertised nationally last spring for the position of Vice Chancellor/President Designate. A total of 30 applications were received. Following the screening process, eight individuals were invited for interview and four candidates were recommended for interview by the Board. Final interviews were conducted on November 23, 1999, and the position was offered to Dr. Don Yeager.

Dr. Yeager is currently serving as the Executive Dean of the Prescott Campus and Chief Academic Officer of the Yavapai College in Prescott, Arizona. He currently has districtwide responsibilities for academic and instructional affairs for the Yavapai College District. Dr. Yeager has also served as Associate Director of Educational Services Division, Washington State Board for Community and Technical Colleges, and was Executive Dean for Educational Services at Bellevue Community College in Washington State, Vice President of Instruction Arapahoe Community College, Colorado Community College and Occupational Education System, Vice President for Instruction and Student Services Arapahoe Community College. Dr. Yeager received his Bachelor of Arts in Radio-Television from the College of Liberal Arts, Arizona State University, his Master's degree in Counseling and Student Personnel from Arizona State University, and his Doctorate in Administration of Higher Education also from Arizona State University.

Recommendation:

It is recommended that the Board of Trustees appoint Dr. Don Yeager as Vice Chancellor/President Designate for the North Centers effective February 14, 2000, with placement on the Management Salary Schedule, Range 76, Step 6.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Appoint Executive Director,
Foundation

ITEM NO. 00-17

EXHIBIT: None

Background:

The position of Executive Director, Foundation, has been vacant since the resignation of Dr. Jim Meinert in December 1998. The District conducted a nationwide search, and 32 completed applications were received and five applicants invited for interview. The administration is recommending the Board appoint Mr. David Kyle as Executive Director of the Foundation.

Mr. Kyle is currently serving as the Executive Director of the Fresno Zoological Society and has done so since 1988. Mr. Kyle formerly served as Finance Director and Exploring Director for the Sequoia Council, Boy Scouts of America, marketing representative for Leisure Time Reservations Systems, and Project Leader for the Colorado Division of Parks and Recreation. He received his Bachelor of Science degree and his Masters of Science degree from Colorado State University-Fort Collins. Mr. Kyle received the 1996 Outstanding Fundraising Executive Award from the National Society of Fundraising Executives, and the 1997 Excellence in Business Award (for nonprofit organizations) from the *Fresno Bee*.

Recommendation:

It is recommended the Board of Trustees appoint Mr. David Kyle as Executive Director of the Foundation effective February 1, 2000, with placement on the Management Salary Schedule, Range 66, Step 6.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Appoint Director of Grants and
External Funding

ITEM NO. 00-18

EXHIBIT: None

Background:

The Director of Grants position has been vacant since August 1999. A national search was conducted and 46 completed applications were received. The screening committee narrowed the list to five individuals to be invited for interview. Those invited for interview had to submit a sample of their work for review by the screening committee prior to the interviews. Those being interviewed were also required to complete a written grant writing exercise following their interview. This exercise took from two to four and one-half hours per individual to complete. Two readers familiar with the requirements of the task independently read and rated the five written responses.

Based upon the above, the administration is recommending the Board appoint Dr. William Baker to the position. Dr. Baker is currently serving as the Director of Grants and Contracts at Utah Valley State College where he has served since 1992. Prior to moving to Utah Valley State College, Dr. Baker served two years at the Fresno City College Training Institute in the development area. He received his Bachelor's degree in Psychology and his Doctorate in Higher Education Administration from the University of Utah. Dr. Baker has also been a postdoctoral fellow in administration and research at the University of Washington.

Recommendation:

It is recommended that the Board of Trustees appoint Dr. William L. Baker to the position of Director of Grants and External Funding effective February 1, 2000, with the placement on the Management Salary Schedule, Range 59, Step 8.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

AMENDED
DATE: January 11, 2000

SUBJECT: Consideration to Appoint Executive Director, ITEM NO. 00-19
 Public and Legislative Relations

EXHIBIT: None

Background:

This position has been vacant since December 1, 1998, as a result of its prior incumbent, Sarah Reyes being elected to the California State Assembly. Advertising for the position was purposely held off pending the appointment of our new Chancellor. A national search was conducted for the classified management position in accordance with the rules and regulations of the State Center Community College District Personnel Commission. A total of 72 individuals submitted applications meeting the minimum qualifications. Of this group, ten individuals were invited to interview before an oral panel consisting of four individuals, three of whom are highly respected members of the Fresno business/media/marketing community. The fourth individual was an executive level District manager. Candidates were ranked according to their performance before the oral board and an eligibility list was developed. The Chancellor interviewed individuals within the top three ranks of the eligibility list and is recommending that Mark Aydelotte be appointed to the position.

Mr. Aydelotte currently serves as Assistant Vice President, News & Communications for the University of California. Basically Mark is the Chief Public Affairs Manager for the nine campus UC system and oversees a budget of 1.5 million dollars and a staff of 20. He provides public relations counsel to the UC's President and other chief officers and the UC Board of Regents. He also coordinates statewide advocacy and information efforts. Prior to becoming an Assistant Vice President, Mark was Director of Regional Public Affairs for the University of California Office of the President and prior to that he was a Public Information Officer for Fresno City College and the State Center Community College District.

Recommendation:

It is recommended that the Board of Trustees appoint Mark Aydelotte to the position of Executive Director, Public and Legislative Relations with placement on the management salary schedule at range 59, step 8.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Appoint Executive Director,
Public and Legislative Relations

ITEM NO. 00-19

EXHIBIT: None

Background:

This item is a placeholder pending the final selection process.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Disclosure of Collective Bargaining Agreement,
AFT Part-Time Bargaining Unit, and Public Hearing

ITEM NO. 00-20

EXHIBIT: Disclosure of Collective Bargaining Agreement

Background:

A tentative agreement has been reached between the American Federation of Teachers local Part-Time Bargaining Unit and the District's negotiation team. The proposed agreement will be considered for ratification by the Board in closed session at its regularly scheduled meeting of January 11, 2000.

The terms of the proposed Agreement are:

Article I: Term

Three (3) years, July 1, 1999 – June 30, 2002

Article IX: Federation Rights/Employee Lists

The District will provide non-confidential telephone numbers of employees only.

Article XI: Part-Time Employment-Assignment

Complaints alleging violation of this section are subject to the grievance provisions of the contract.

Article XV: Compensation**1999-2000 Salary Schedule***

	Class I	Class II	Class III	Class IV	Class V
LEC Step 1	28.42	31.73	33.24	35.03	36.77
LEC Step 2	28.69	32.04	33.72	35.37	37.13
LEC Step 3	28.96	32.34	34.04	35.70	37.48
LAB Step 1	24.15	26.97	28.42	29.78	31.28
LAB Step 2	24.38	27.22	28.69	30.07	31.58
LAB Step 3	24.61	27.48	28.96	30.35	31.88

*retroactive to August 1999 if the Agreement is accepted prior to January 11, 2000, otherwise the salary is effective upon ratification/approval.

2000-2001 Salary Schedule

	Class I	Class II	Class III	Class IV	Class V
LEC Step 1	30.35	33.89	35.50	37.21	39.27
LEC Step 2	30.64	34.22	36.01	37.77	39.65
LEC Step 3	30.93	34.54	36.35	38.13	40.03
LAB Step 1	25.79	28.80	30.35	31.89	33.41
LAB Step 2	26.03	29.07	30.64	32.11	33.73
LAB Step 3	26.28	29.35	30.93	32.42	34.05

2001-2002 Salary Schedule

	Class I	Class II	Class III	Class IV	Class V
LEC Step 1	32.42	36.19	37.92	39.74	41.95
LEC Step 2	32.73	36.55	38.46	40.34	42.35
LEC Step 3	33.04	36.89	38.82	40.72	42.75
LAB Step 1	27.55	30.76	32.42	33.97	35.68
LAB Step 2	27.80	31.05	32.73	34.30	36.02
LAB Step 3	28.07	31.34	33.04	34.62	36.36

Section 2. STEP ADVANCEMENT

- A. Step advancement shall occur at the beginning of the academic year conditioned upon the part-time faculty member having taught and completed both fall and spring semesters in the immediate prior academic year.

Attached is the Disclosure of Collective Bargaining Agreement form outlining the Proposed Change in Salary, the Cost of Agreement, Source of Funding, and Major Provisions as required by Government Code Section 3547.5. The Disclosure Statement has been publicly posted and available to the public since January 4, 2000.

It is required that the Board open the meeting for public comment regarding the settlement proposal.

Recommendation:

No action is necessary as the proposal will be considered for ratification in closed session.

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

State Center Community College District

Name of bargaining unit: AFT Part-Time Bargaining Unit

What are the effective dates of the proposed agreement? from 7/1/99 to 6/30/02

Date of public meeting: January 11, 2000 Date disclosure available: January 4, 2000

Disclosure prepared by: Henry M. Padden

A. Proposed change in salary

Indicate the percentage salary change over the prior year salary schedule for the current and subsequent fiscal years. Are the costs on-going or one-time costs?

Year of proposed agreement	1999-00	2000-01	2001-02
Percentage salary change	4.8% - 6.8%	6.8%	6.8%
On-going or one-time costs?	on-going	on-going	on-going

B. Cost of agreement

Indicate the costs of salary and benefit improvements that would be incurred under the agreement for the current and subsequent fiscal years. The total cost of the agreement shall be the same as the total cost reported on the SPI form Impact of Salary Settlement on the School District Budget.

Year	1999-00	2000-01	2001-02
Salary	\$ 452,139.00	\$ 482,885.00	\$ 515,721.00
Benefits	\$ 31,379.00	\$ 33,877.00	\$ 35,791.00
Other costs	\$ ---	\$ ---	\$ ---
Total costs	\$ 483,518.00	\$ 516,763.00	\$ 551,512.00

C. Source of funding

Indicate the source of funding for the proposed agreement. If staff reductions would be required, this should be stated. Please use additional pages as necessary.

General Fund

D. Major provisions

List the major provisions and each of the other costs of the agreement for the current and subsequent fiscal years. Please use additional pages as necessary.

No other fiscal impact:

A. Assignment subject to grievance procedure

B. Employee lists to include only non-confidential telephone numbers

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Accept the Fresno City College
Strategic Plan and Mission Statement

ITEM NO. 00-21

EXHIBIT: 1999-2004 Institutional Strategic Plan and Mission Statement

Background:

In April 1998, shortly after the State Center Community College District completed its five-year Master Plan, Fresno City College began its first formal strategic planning process. The process model was designed to integrate the goals of the District Master Plan, existing college plans, and program planning and evaluation outcomes with the planning and budget process to increase institutional effectiveness.

The priorities outlined in the strategic plan will guide the college, its faculty, staff, and students, to understand the challenges and opportunities with our community, the changes that must come, and the path to follow.

Recommendation:

It is recommended that the Board of Trustees accept and adopt the Fresno City College's Institutional Strategic Plan for 1999-2004.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Approve Institutional Self Study
Report, Fresno City College

ITEM NO. 00-22

EXHIBIT: Self Study Report

Background:

The accreditation process was reviewed with the Board of Trustees at its June 1999 meeting. The College has been working on the Institutional Self Study Report since the fall 1998 semester. Committees comprised of faculty, staff, administration, and students have worked together to take an objective look at how well the College's programs and services comply with the ten different standards developed by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges. A draft copy of the institutional Self Study Report is included for the Board's review and comments.

After receiving the Board's approval of the draft Institutional Self Study Report, it will undergo final editing and formatting. The Report will then be sent to the thirteen-member visitation team by February 1, 2000. Copies will also be provided to the Board and Accrediting Commission.

The site visitation will take place on March 28-30, 2000.

Recommendation:

It is recommended that the Board of Trustees approve Fresno City College's Institutional Self Study Report.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Accept 1998-99 Audit Report

ITEM NO. 00-23

EXHIBIT: None

Background:

Title V requires that community college districts conduct an annual independent audit of the District's financial records and compliance issues. The 1998-99 District audit has recently been completed by the audit firm of Borchardt, Corona & Faeth. Representatives of the audit firm will be present to review the report and to respond to questions from Board members.

Recommendation:

It is recommended that the Board of Trustees accept the 1998-99 audit report as submitted by the firm of Borchardt, Corona & Faeth.

**STATE CENTER COMMUNITY COLLEGE DISTRICT
FRESNO, MADERA, KINGS AND TULARE COUNTIES
FRESNO, CALIFORNIA**

AUDIT REPORT

JUNE 30, 1999

**BORCHARDT, CORONA & FAETH
ACCOUNTANCY CORPORATION**

STATE CENTER COMMUNITY COLLEGE DISTRICT

AUDIT REPORT

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STATE CENTER COMMUNITY COLLEGE DISTRICT

AUDIT REPORT

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STATE CENTER COMMUNITY COLLEGE DISTRICT

AUDIT REPORT

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INTRODUCTION

The audit had the following objectives:

To assess the adequacy of the systems and procedures for financial accounting, compliance with rules and regulations, and internal control in the State Center Community College District.

To determine the accountability for revenues, the propriety of expenditures, and the extent to which funds have been expended in accordance with prescribed state and federal laws and regulations.

To determine whether financial and financially related reports to state and federal agencies are presented fairly.

To determine the fairness of presentation of State Center Community College District's general purpose financial statements.

To consult and recommend actions concerning any deficiencies, uncertainties, or operating enhancements.



BORCHARDT, CORONA & FAETH
Accountancy Corporation

Thomas R. Borchardt, CPA
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Consultant

INDEPENDENT AUDITORS' REPORT

Board of Trustees
State Center Community College District
Fresno, California

We have audited the general purpose financial statements of the State Center Community College District (the District) as of and for the year ended June 30, 1999 listed in the foregoing Table of Contents. These general purpose financial statements and the combining and individual fund financial statements discussed below are the responsibility of the District's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

Except as explained in the following paragraphs, we conducted our audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The District has not maintained certain records of its general fixed assets, and accordingly, a statement of the General Fixed Assets Account Group, required by generally accepted accounting principles, as included in the general purpose financial statements, was not audited by us.

Our audit of the Agency Funds—Associated Student Funds and Other Student Organization Funds were limited to recorded transactions since procedures and controls in use by the Funds do not provide adequate control over transactions prior to being recorded in the accounting records. We, therefore, do not express an opinion on the accompanying Combining Statement of Changes in Assets and Liabilities as it pertains to these Funds.

Governmental Accounting Standards Board Technical Bulletin 98-1, *Disclosures about Year 2000 Issues*, requires disclosure of certain matters regarding the year 2000 issue. State Center Community College District has included such disclosures in Note 12E. Because of the unprecedented nature of the year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Accordingly, insufficient audit evidence exists to support State Center Community College District's disclosures with respect to the year 2000 issue made in Note 12E. Further, we do not provide assurance that State Center Community College District is or will be year 2000 ready, that State Center Community College District's year 2000 remediation efforts will be successful in whole or in part, or that parties with which State Center Community College District does business will be year 2000 ready.

In our opinion, except for the effect on the general purpose financial statements of the omissions described in paragraph three and except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to examine evidence regarding the scope limitations described in paragraphs four and five, such general purpose financial statements present fairly, in all material respects, the financial position of the State Center Community College District at June 30, 1999 and the results of its operations and cash flows of its proprietary funds for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued reports dated December 1, 1999 on our consideration of the State Center Community College District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements of the State Center Community College District taken as a whole. The accompanying financial and statistical information listed in the table of contents, including the Schedule of Expenditures of Federal Awards, which is required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of State Center Community College District. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

Borchardt, Corona & Faeth

December 1, 1999

State Center Community College District
 Combined Balance Sheet
 All Fund Types and Account Groups
 June 30, 1999

	Governmental Fund Types					Proprietary Fund Types				Fiduciary			Totals (Memorandum Only)	
	General	Special Revenue	Debt Service	Capital Projects	Total	Enterprise	Internal Service	Fund Types		Account Groups		Total		
								Trust and Agency	Long-Term Debt	General	Fixed Assets			
<u>Assets</u>														
Cash in County Treasury	\$ 16,884,344	\$ 94,416	\$ 48,871	\$ 6,442,264	\$ ---	\$ 2,586,300	\$ ---	\$ ---	\$ ---	\$ ---	\$ ---	\$ ---	\$ ---	\$ 26,056,195
Cash on Hand and in Banks	739,019	60,028	---	---	1,196,934	---	838,712	---	---	---	---	---	---	2,834,693
Revolving Fund	55,926	9,500	---	---	---	---	---	---	---	---	---	---	---	65,426
Cash with Fiscal Agent	4,883,150	---	---	---	---	---	3,779,470	---	---	---	---	---	---	8,662,620
Total Cash (Note 3)	22,562,439	163,944	48,871	6,442,264	1,196,934	2,586,300	4,618,182	---	---	---	---	---	---	37,618,934
Investments (Note 3)	---	---	---	---	---	58,221	---	---	---	---	---	---	---	58,221
Accounts Receivable (Note 4)	5,559,376	37,063	725	1,611,918	281,043	38,777	501,634	---	---	---	---	---	---	8,030,536
Due From Other Funds (Note 5)	766,323	20,337	---	2,991,330	62,732	---	265,100	---	---	---	---	---	---	4,105,822
Inventories	93,780	32,974	---	---	1,474,773	---	---	---	---	---	---	---	---	1,601,527
Prepays	278,412	---	---	87,862	3,497	---	---	---	---	---	---	---	---	369,771
Fixed Assets (Note 6)	---	---	---	---	1,651,670	---	---	136,214,805	---	---	---	---	---	137,866,475
Amount Available in Internal Service Fund	---	---	---	---	---	---	---	---	2,677,367	---	---	---	---	2,677,367
Amount Available in Debt Service Fund	---	---	---	---	---	---	---	---	---	35,000	---	---	---	35,000
Amount Available in Capital Projects Fund	---	---	---	---	---	---	---	---	---	---	724,102	---	---	724,102
Amount to Be Provided For Retirement of General Long-Term Debt	---	---	---	---	---	---	---	---	---	---	11,594,656	---	---	11,594,656
Total Assets	\$ 29,260,330	\$ 254,318	\$ 49,596	\$ 11,133,374	\$ 4,670,649	\$ 2,683,298	\$ 5,384,916	\$ 136,214,805	\$ 15,031,125	\$ ---	\$ ---	\$ ---	\$ ---	\$ 204,682,411

The notes to the financial statements are an integral part of this statement.

State Center Community College District
 Combined Balance Sheet
 All Fund Types and Account Groups
 June 30, 1999

	Governmental Fund Types				Proprietary Fund Types				Fiduciary Fund Types		Account Groups			Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Service	Trust and Agency	General Fixed Assets	Long-Term Debt	Account Groups				
										General	Long-Term Debt			
Liabilities and Fund Equity														
Liabilities:														
Accounts Payable	\$ 6,978,433	\$ 16,127	\$ ---	\$ 415,908	\$ 87,297	\$ 5,931	\$ 82,135	\$ ---	\$ ---	\$ ---	\$ ---	\$ ---	\$ ---	\$ 7,585,831
Due to Other Funds (Note 5)	3,050,661	173,625	---	---	229,185	---	652,351	---	---	---	---	---	---	4,105,822
Current Loans (Note 7)	4,883,150	---	---	---	---	---	---	---	---	---	---	---	---	4,883,150
Compensated Absences (Note 12A)	---	---	---	---	34,004	---	---	---	---	---	1,234,093	---	---	1,268,097
Deferred Revenues (Note 8)	2,135,430	---	---	---	---	---	5,437	---	---	---	---	---	---	2,140,867
Due to Student Groups	---	---	---	---	---	---	673,692	---	---	---	---	---	---	673,692
Deferred Comp Benefits	---	---	---	---	---	---	3,779,470	---	---	---	---	---	---	3,779,470
Dormitory Revenue Bonds (Note 9A)	---	---	---	---	---	---	---	---	---	---	---	185,000	---	185,000
Special Termination Benefits (Note 14)	---	---	---	---	---	---	---	---	---	---	---	12,887,930	---	12,887,930
Lease Purchase Obligation (Note 9B)	---	---	---	---	---	---	---	---	---	---	---	724,102	---	724,102
Total Liabilities	17,047,674	189,752	---	415,908	350,486	5,931	5,193,085	---	---	15,031,125	---	---	---	38,233,961
Fund Equity:														
Investment in General Fixed Assets	---	---	---	---	---	---	---	---	136,214,805	---	---	---	---	136,214,805
Retained Earnings:														
Reserved for Retiree Benefits	---	---	---	---	---	2,677,367	---	---	---	---	---	---	---	2,677,367
Unreserved	---	---	---	---	4,320,163	---	---	---	---	---	---	---	---	4,320,163
Fund Balance:														
Reserved (Note 13)	606,888	42,474	---	---	---	---	15,081	---	---	---	---	---	---	664,443
Designated (Note 13)	2,400,000	---	35,000	4,510,203	---	---	---	---	---	---	---	---	---	6,945,203
Undesignated Fund Balances	9,205,768	22,092	14,596	6,207,263	---	---	176,750	---	---	---	---	---	---	15,626,469
Total Fund Equity	12,212,656	64,566	49,596	10,717,466	4,320,163	2,677,367	191,831	---	136,214,805	---	---	---	---	166,448,450
Total Liabilities and Fund Equity	\$ 29,260,330	\$ 254,318	\$ 49,596	\$ 11,133,374	\$ 4,670,649	\$ 2,683,298	\$ 5,384,916	\$ 136,214,805	\$ 15,031,125	\$ 204,682,411				

The notes to the financial statements are an integral part of this statement.

State Center Community College District
 Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
 All Governmental Fund Types
 For the Fiscal Year Ended June 30, 1999

	Governmental Fund Types			Fiduciary	Totals (Memorandum Only)	
	General	Special Revenue	Debt Service	Capital Projects		Fund Type Expendable Trust
Revenues:						
Federal Sources:						
Higher Education Act	\$ 1,628,004	\$ ---	\$ ---	\$ ---	\$ ---	\$ 1,628,004
Vocational Education Act	2,462,781	---	---	---	---	2,462,781
Job Training Partnership Act	2,767,370	---	---	---	---	2,767,370
Other Federal Revenues	3,370,327	---	---	---	18,704,491	22,074,818
State Sources:						
General Apportionment	41,009,333	---	---	---	---	41,009,333
Categorical Apportionment	6,705,273	---	---	---	---	6,705,273
Categorical Program Allowances	2,700,091	---	---	2,169,446	1,913,610	6,783,147
Tax Relief Subvention	456,315	---	---	---	---	456,315
Other State Revenues	3,810,746	---	---	---	---	3,810,746
Local Sources:						
District Taxes	28,370,490	---	---	---	---	28,370,490
Interest	832,916	6,177	4,162	211,208	31,890	1,086,353
Student Fees and Charges	4,779,829	275,210	---	---	---	5,055,039
Other Local Revenues	1,840,264	570,246	---	96,974	218,370	2,725,854
Total Revenues	100,733,739	851,633	4,162	2,477,628	20,868,361	124,935,523
Expenditures:						
Certificated Salaries	37,471,806	---	---	---	---	37,471,806
Classified Salaries	19,148,344	427,137	---	---	3,330	19,578,811
Employee Benefits	10,042,014	95,315	---	---	83	10,137,412
Supplies and Materials	3,899,644	259,429	---	9,612	30,270	4,198,955
Operating Expenses	12,282,513	69,691	---	89,411	30,808	12,472,423
Capital Outlay	6,799,865	---	---	3,548,185	2,155	10,350,205
Debt Service	---	---	36,000	156,411	---	192,411
Total Expenditures	89,644,186	851,572	36,000	3,803,619	66,646	94,402,023
Excess of Revenues Over (Under) Expenditures	11,089,553	61	(31,838)	(1,325,991)	20,801,715	30,533,500
Other Financing Sources (Uses):						
Operating Transfers In (Note 5)	112,500	16,594	36,000	7,533,254	158,758	7,857,106
Operating Transfers Out (Note 5)	(7,397,151)	(36,000)	---	---	---	(7,433,151)
Asset Sales	33,184	---	---	---	---	33,184
Other Uses	---	---	---	---	(20,948,501)	(20,948,501)
Total Other Financing Sources (Uses)	(7,251,467)	(19,406)	36,000	7,533,254	(20,789,743)	(20,491,362)
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	3,838,086	(19,345)	4,162	6,207,263	11,972	10,042,138
Fund Balances, July 1, 1998	8,503,860	83,911	45,434	4,510,203	164,778	13,308,186
Prior Period Adjustment (Note 17)	(129,290)	---	---	---	---	(129,290)
Fund Balances, June 30, 1998	\$ 12,212,656	\$ 64,566	\$ 49,596	\$ 10,717,466	\$ 176,750	\$ 23,221,034

The notes to the financial statements are an integral part of this statement.

State Center Community College District
 Combined Statement of Revenues, Expenditures, and Changes in Fund Balances--Budget and Actual--
 General and Special Revenue Fund Types
 For the Fiscal Year Ended June 30, 1999

	General Fund			Special Revenue Funds			Totals (Memorandum Only)		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
			Favorable (Unfavorable)			Favorable (Unfavorable)			Favorable (Unfavorable)
Revenues:									
Federal Sources:									
Higher Education Act	\$ 1,933,589	\$ 1,628,004	\$ (305,585)	\$ ---	\$ ---	\$ ---	\$ 1,933,589	\$ 1,628,004	\$ (305,585)
Vocational Education Act	2,442,708	2,462,781	20,073	---	---	---	2,442,708	2,462,781	20,073
Job Training Partnership Act	5,926,202	2,767,370	(3,158,832)	---	---	---	5,926,202	2,767,370	(3,158,832)
Other Federal Revenues	3,816,296	3,370,327	(445,969)	---	---	---	3,816,296	3,370,327	(445,969)
State Sources:									
General Apportionment	40,305,152	41,009,333	704,181	---	---	---	40,305,152	41,009,333	704,181
Categorical Apportionment	7,685,509	6,705,273	(980,236)	---	---	---	7,685,509	6,705,273	(980,236)
Categorical Program Allowances	3,237,480	2,700,091	(537,389)	---	---	---	3,237,480	2,700,091	(537,389)
Tax Relief Subvention	460,000	456,315	(3,685)	---	---	---	460,000	456,315	(3,685)
Other State Revenues	2,930,000	3,810,746	880,746	---	---	---	2,930,000	3,810,746	880,746
Local Sources:									
District Taxes	28,165,000	28,370,490	205,490	---	---	---	28,165,000	28,370,490	205,490
Interest	325,000	832,916	507,916	5,000	6,177	1,177	330,000	839,093	509,093
Student Fees and Charges	4,657,800	4,779,829	122,029	338,369	275,210	(63,159)	4,996,169	5,055,039	58,870
Other	1,760,939	1,840,264	79,325	622,150	570,246	(51,904)	2,383,089	2,410,510	27,421
Total Revenue	103,645,675	100,733,739	(2,911,936)	965,519	851,633	(113,886)	104,611,194	101,585,372	(3,025,822)
Expenditures:									
Certificated Salaries	38,569,300	37,471,806	1,097,494	---	---	---	38,569,300	37,471,806	1,097,494
Classified Salaries	20,089,399	19,148,344	941,055	432,014	427,137	4,877	20,521,413	19,575,481	945,932
Employee Benefits	11,144,151	10,042,014	1,102,137	98,980	95,315	3,665	11,243,131	10,137,329	1,105,802
Supplies and Materials	3,903,443	3,899,644	3,799	274,164	259,429	14,735	4,177,607	4,159,073	18,534
Operating Expenses	16,158,890	12,282,513	3,876,377	114,461	69,691	44,770	16,273,351	12,352,204	3,921,147
Capital Outlay	8,229,881	6,799,865	1,430,016	4,275	---	4,275	8,234,156	6,799,865	1,434,291
Total Expenditures	98,095,064	89,644,186	8,450,878	923,894	851,572	72,322	99,018,958	90,495,758	8,523,200
Excess of Revenues Over (Under) Expenditures	5,550,611	11,089,553	5,538,942	41,625	61	(41,564)	5,592,236	11,089,614	5,497,378

The notes to the financial statements are an integral part of this statement.

State Center Community College District
 Combined Statement of Revenues, Expenditures, and Changes in Fund Balances--Budget and Actual--
 General and Special Revenue Fund Types
 For the Fiscal Year Ended June 30, 1999

	General Fund			Special Revenue Funds			Totals (Memorandum Only)		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
			Favorable (Unfavorable)			Favorable (Unfavorable)			Favorable (Unfavorable)
Other Financing Sources (Uses):									
Operating Transfers In	\$ ---	\$ 112,500	\$ 112,500	\$ ---	\$ 16,594	\$ 16,594	\$ ---	\$ 129,094	\$ 129,094
Operating Transfers Out	(7,715,199)	(7,397,151)	318,048	(36,000)	(36,000)	---	(7,751,199)	(7,433,151)	318,048
Asset Sales	10,000	33,184	23,184	---	---	---	10,000	33,184	23,184
Total Other Financing Sources (Uses)	(7,705,199)	(7,251,467)	453,732	(36,000)	(19,406)	16,594	(7,741,199)	(7,270,873)	470,326
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	(2,154,588)	3,838,086	5,992,674	5,625	(19,345)	(24,970)	(2,148,963)	3,818,741	5,967,704
Fund Balances, July 1, 1998	8,503,860	8,503,860	---	83,911	83,911	---	8,587,771	8,587,771	---
Prior Period Adjustment	(129,290)	(129,290)	---	---	---	---	(129,290)	(129,290)	---
Fund Balances, June 30, 1999	\$ 6,219,982	\$ 12,212,656	\$ 5,992,674	\$ 89,536	\$ 64,566	\$ (24,970)	\$ 6,309,518	\$ 12,277,222	\$ 5,967,704

The notes to the financial statements are an integral part of this statement.

State Center Community College District
 Combined Statement of Revenues, Expenditures, and
 Changes in Fund Balances--Budget and Actual--
 Capital Projects Funds
 For the Fiscal Year Ended June 30, 1999

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues:			
State Sources:			
Community College Construction	\$ 6,270,000	\$ 1,631,888	\$ (4,638,112)
Deferred Maintenance	2,326,260	537,558	(1,788,702)
Local Sources:			
Interest	650,000	211,208	(438,792)
Other	<u>75,000</u>	<u>96,974</u>	<u>21,974</u>
Total Revenue	<u>9,321,260</u>	<u>2,477,628</u>	<u>(6,843,632)</u>
Expenditures:			
Supplies and Materials	10,201	9,612	589
Operating Expenses	109,920	89,411	20,509
Capital Outlay	11,281,816	3,548,185	7,733,631
Debt Service	<u>156,411</u>	<u>156,411</u>	<u>---</u>
Total Expenditures	<u>11,558,348</u>	<u>3,803,619</u>	<u>7,754,729</u>
Excess of Revenues Over (Under) Expenditures	(2,237,088)	(1,325,991)	911,097
Other Financing Sources (Uses):			
Operating Transfers In	<u>3,181,338</u>	<u>7,533,254</u>	<u>4,351,916</u>
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	944,250	6,207,263	5,263,013
Fund Balance, July 1, 1998	<u>4,510,203</u>	<u>4,510,203</u>	<u>---</u>
Fund Balance, June 30, 1999	<u>\$ 5,454,453</u>	<u>\$ 10,717,466</u>	<u>\$ 5,263,013</u>

The notes to the financial statements are an integral part of this statement.

State Center Community College District
 Combined Statement of Revenues, Expenses, and
 Changes in Retained Earnings
 All Proprietary Fund Types
 For the Fiscal Year Ended June 30, 1999

	<u>Enterprise</u>	<u>Internal Service</u>	<u>Totals</u>
	<u>Bookstores</u>	<u>Self- Insurance</u>	<u>(Memorandum Only)</u>
Operating Revenues:			
Bookstore Sales	\$ 6,952,882	\$ ---	\$ 6,952,882
Cost of Sales	(5,107,722)	---	(5,107,722)
Self-Insurance Charges	<u> ---</u>	<u> 103,079</u>	<u> 103,079</u>
Total Operating Revenues	<u> 1,845,160</u>	<u> 103,079</u>	<u> 1,948,239</u>
Operating Expenses:			
Salaries	661,715	---	661,715
Employee Benefits	139,483	2,237	141,720
Supplies and Materials	96,926	---	96,926
Operating Expenses	270,419	70,329	340,748
Depreciation	<u> 133,174</u>	<u> ---</u>	<u> 133,174</u>
Total Operating Expenses	<u> 1,301,717</u>	<u> 72,566</u>	<u> 1,374,283</u>
Operating Income	<u> 543,443</u>	<u> 30,513</u>	<u> 573,956</u>
Non-Operating Revenues (Expenses):			
Interest and Dividends	8,376	142,531	150,907
Other	<u> 41,028</u>	<u> ---</u>	<u> 41,028</u>
Total Non-Operating Revenues (Expenses)	<u> 49,404</u>	<u> 142,531</u>	<u> 191,935</u>
Income Before Transfers In (Out)	592,847	173,044	765,891
Transfers In (Out)	<u>(429,094)</u>	<u> ---</u>	<u>(429,094)</u>
Net Income	163,753	173,044	336,797
Retained Earnings, July 1, 1998	<u> 4,156,410</u>	<u> 2,504,323</u>	<u> 6,660,733</u>
Retained Earnings, June 30, 1999	<u><u>\$ 4,320,163</u></u>	<u><u>\$ 2,677,367</u></u>	<u><u>\$ 6,997,530</u></u>

The notes to the financial statements are an integral part of this statement.

STATE CENTER COMMUNITY COLLEGE DISTRICT
 ALL PROPRIETARY FUND TYPES
 COMBINED STATEMENT OF CASH FLOWS
 FOR THE FISCAL YEAR ENDED JUNE 30, 1998

	<u>Enterprise</u>	<u>Internal Service Self- Insurance</u>	<u>Total (Memorandum Only)</u>
Cash Flows From Operating Activities:			
Operating Income	\$ 543,443	\$ 30,513	\$ 573,956
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities:			
Depreciation	132,042	-	132,042
(Increase) in Accounts Receivable	(20,988)	(3,860)	(24,848)
(Increase) in Due From Other Funds	27,510	-	27,510
(Increase) in Prepaid Expenses	1,477	-	1,477
(Increase) in Inventory	12,509	-	12,509
Increase (Decrease) in Accounts Payable	(70,000)	4,041	(65,959)
Increase in Vacation Pay Payable	5,344	-	5,344
Increase in Due To Other Funds	<u>79,106</u>	<u>-</u>	<u>79,106</u>
Net Cash Provided (Used) by Operating Activities	<u>710,443</u>	<u>30,694</u>	<u>741,137</u>
Cash Flows From Non-Capital Financing Activities:			
Operating Transfers Out	(429,094)	-	(429,094)
Other Income	<u>41,028</u>	<u>-</u>	<u>41,028</u>
Cash Flows Provided (Used) by Non-Capital Financing Activities	<u>(388,066)</u>	<u>-</u>	<u>(388,066)</u>
Cash Flows From Capital and Related Financing Activities:			
Purchase of Equipment	<u>(30,273)</u>	<u>-</u>	<u>(30,273)</u>
Cash Flows From Investing Activities:			
Receipt of Interest	<u>8,376</u>	<u>142,531</u>	<u>150,907</u>
Net Increase (Decrease) in Cash and Cash Equivalents	300,480	173,225	473,705
Cash and Cash Equivalents, July 1, 1998	<u>896,454</u>	<u>2,471,296</u>	<u>3,367,750</u>
Cash and Cash Equivalents, June 30, 1999	<u>\$1,196,934</u>	<u>\$2,644,521</u>	<u>\$3,841,455</u>

The notes to the financial statements are an integral part of this statement.

STATE CENTER COMMUNITY COLLEGE DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1999

NOTE 1 - DEFINITION OF THE REPORTING ENTITY

State Center Community College District (the District) provides higher education in the Counties of Fresno, Madera, Tulare and Kings, California. The District consists of two community colleges located in Fresno and Reedley, California. In addition, the District operates three Educational Centers located in Clovis, Madera, and Oakhurst, California.

For financial reporting purposes, the District includes all funds, account groups, agencies and authorities that are controlled by or dependent on the District's governing board. Control by or dependence on the District was determined on the basis of budget adoption, taxing authority, outstanding debt secured by revenues or general obligations of the District, obligations of the District to finance any deficits that may occur, or receipt of significant subsidies from the District.

As a result, the general purpose financial statements of the District include the financial activities of the District and the combined totals of the trust and agency funds which represent the various financial aid programs, scholarships, and student organizations within the District. In conjunction with the educational services, the District also provides supporting student services, such as the operation of campus bookstores and cafeterias. Individual totals by scholarship and organization are maintained in the District's accounting system.

The Fresno Area Self-Insured Benefits Organization and the Valley Insurance Program Joint Powers Authority are associated but not fully part of the District and are not included in these general purpose financial statements because they do not meet the above oversight criteria. These two entities are administered by governing boards separate from the District (see Note 16 - Joint Powers Agreements).

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES

- A. *Basis of Presentation* - The accompanying general purpose financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants. The accompanying statements include all funds and account groups of the District.

The budgetary and financial accounts of the District have been recorded and maintained in accordance with the Chancellor's Office of the California Community College's *Budget and Accounting Manual*.

- B. *Fund Structure and Basis of Accounting* - The accompanying general purpose financial statements are structured into three categories of funds and a fourth type of accounting entity, account groups. The fund categories include governmental funds, proprietary funds, and fiduciary funds. Account groups are presented for general fixed assets and general long-term debt.

The District's Governmental Funds include:

1. The General Fund - used to account for all financial transactions not accounted for in another fund.
2. The Special Revenue Funds - used to account for specific revenues earmarked to finance particular programs or activities. The District maintains two special revenue funds:
 - a. The Dormitory Revenue Fund - used to account for revenues from the use and expenditures from operating and maintaining the dormitory located at the Reedley campus.
 - b. The Cafeteria Fund - used to account for revenues received and expenditures made to operate the District's cafeterias and satellite food outlets.
3. The Debt Service Fund - used to account for the payment of principal and interest on the dormitory revenue bonds.
4. The Capital Projects Fund - used to account for the acquisition, construction, or reconstruction of capital outlay items including deferred maintenance projects.

All of the governmental funds are maintained on the modified accrual basis of accounting. As such, revenues are recognized when they become susceptible to accrual, which is to say, when they become both measurable and available to finance expenditures of the current period. Expenditures are recorded at the time liabilities are incurred, except for interest on long-term debt.

The Proprietary Funds include:

1. The Enterprise Fund - used to account for the operations of self-sustaining district bookstore operations rendering service on a user charge basis.
2. The Internal Service Fund - used to account for the operations of self-sustaining district operations rendering insurance to others on a cost reimbursement basis.

The Proprietary Funds are maintained on the accrual basis of accounting.

The Fiduciary Funds include the Trust and Agency Funds which are used to account for assets held by the District as trustee or agent. Expendable Trust and Agency Funds are maintained on the modified accrual basis of accounting.

The Account Groups include:

1. General Fixed Assets Account Group - used to account for fixed assets in governmental fund type operations.
2. General Long-Term Debt Account Group - used to account for long-term liabilities expected to be financed from governmental funds.

- C. *Budget* - The District's final budget is adopted by the governing board on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the general, special revenue, capital projects and enterprise funds. All annual appropriations lapse at fiscal year end. Project-length financial plans are adopted for all capital projects funds.

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation is utilized in the governmental funds. At year end, outstanding encumbrances are voided and do not carry over.

- D. *Inventories* - Inventories are priced at cost. Inventory in the general and cafeteria funds consists of expendable supplies held for consumption. The cost is recorded as an expenditure at the time individual inventory items are purchased. Reported inventories are equally offset by a fund balance reserve which indicates that they do not constitute "available spendable resources" even though they are a component of net current assets. Inventory in the enterprise funds consists of merchandise held for resale by the bookstores located at each campus.

- E. *Fixed Assets and Depreciation* - Governmental Fund expenditures for fixed assets are charged to current operations as incurred and capitalized at cost in the General Fixed Assets Account Group. Contributed assets are recorded at their estimated fair market value at the time received.

Fixed assets used by Proprietary Funds are stated at cost or estimated historical cost. Contributed fixed assets are recorded at estimated fair market value at the time received. Depreciation is provided using the straight-line method over estimated useful lives ranging from 10 to 20 years for building improvements and 2 to 15 years for equipment.

- F. *Fund Balance Reserves and Designations* - Reservations of the ending fund balance indicate the portions of fund balance not available for expenditures or amounts legally segregated for a specific future use. The Reserve for Revolving Fund, Reserve for Inventory, and Reserve for Prepaid Expenses reflect the portions of fund balance represented by revolving fund cash, stores inventory, and prepaid expenses, respectively. These amounts are not available for appropriation and expenditure at the balance sheet date. The Reserve for Special Purposes reflects unexpended funds, which are segregated for a specific use.

Designations of the ending fund balance indicate tentative plans for financial resource utilization in a future period. These designations represent those portions of the fund balance which the District intends to expend on specific programs in the ensuing year.

- G. *Total Columns on Combined Statements* - "Totals - Memorandum Only" represents an aggregation of the individual combining financial statements. The totals column is presented for overview informational purposes and does not represent consolidated financial information.

- H. *Cash Flow Statement* - For purposes of the statement of cash flows, the District considers all highly liquid debt instruments purchased with a maturity of six months or less to be cash equivalents.
- I. *Property Tax* - Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 15, and March 15. Unsecured property taxes are payable in one installment on or before August 31. The Counties of Fresno, Madera, Tulare, and Kings bill and collect the taxes for the District. Tax revenues are recognized by the District when received.

NOTE 3 - CASH AND INVESTMENTS

Cash in County Treasury	\$26,056,195
Cash on Hand and in Banks	2,834,693
Revolving Fund	65,426
Cash with Fiscal Agent	<u>8,662,620</u>
 Total Cash	 37,618,934
 Investments	 <u>58,221</u>
 Total Cash and Investments	 <u>\$37,677,155</u>

Cash in County Treasury

In accordance with *Education Code*, Section 41001, the District maintains substantially all of its cash in the Fresno County Treasury (\$26,056,196 as of June 30, 1999) as part of the common investment pool. The fair market value of this pool as of that date, as provided by the pool sponsor, was \$26,407,017. The County is restricted by Government Code Section 53635 pursuant to Section 53601 to invest in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements.

Cash on Hand, in Banks and in Revolving Fund

Cash balances on hand and in banks (\$2,834,693 as of June 30, 1999) and in the revolving funds (\$65,426) are insured up to \$100,000 by the Federal Depository Insurance Corporation (FDIC). All cash held by the financial institution is fully insured or collateralized.

Cash With Fiscal Agent

General Fund - Proceeds from the sale of a Tax and Revenue Anticipation Note (TRAN) which are placed in federally secured investments and will be used to repay the TRAN payable when the obligation matures on September 30, 1999.

Trust and Agency Fund - Plan assets held by the Variable Annuity Life Insurance Company (VALIC) and Charles Schwab of \$3,779,470 relate to a deferred compensation plan established in accordance with Internal Revenue Code Section 457. (See Note 15C.)

Investments

Investments represent 8,808 shares of the Franklin U.S. Government Fund, which is used to provide benefits per a settlement in the amount of \$58,221 and is carried at fair value. The Fund is a Category 3 investment that is insured or collateralized.

NOTE 4 - ACCOUNTS RECEIVABLE

Accounts receivable as of June 30, 1999, consist of the following:

	<u>Governmental Funds</u>	<u>Proprietary Funds</u>	<u>Fiduciary Funds</u>	<u>Totals</u>
Federal government:				
Neighborhood Job Network	\$ 465,602	\$ -	\$ -	\$ 465,602
Tech Prep-School to Career	226,436	-	-	226,436
Tech Prep-Pathways-Title III E	243,022	-	-	243,022
VTEA-Title IIC	230,831	-	-	230,831
Multimedia Job Training	199,615	-	-	199,615
Categorical Aid Programs	<u>1,617,610</u>	<u>-</u>	<u>215,870</u>	<u>1,833,480</u>
Total Federal Government	<u>2,983,116</u>	<u>-</u>	<u>215,870</u>	<u>3,198,986</u>
State government:				
Categorical Aid Programs	496,617	-	-	496,617
Lottery	688,280	-	-	688,280
Community College Construction	1,529,440	-	-	1,529,440
Other	<u>34,607</u>	<u>-</u>	<u>83,209</u>	<u>117,816</u>
Total State Government	<u>2,748,944</u>	<u>-</u>	<u>83,209</u>	<u>2,832,153</u>
Local government	<u>568,111</u>	<u>-</u>	<u>-</u>	<u>568,111</u>
Local sources:				
Interest	329,458	38,777	29,296	397,531
Student Fees and Charges	308,497	-	147,258	455,755
Miscellaneous	<u>270,956</u>	<u>281,043</u>	<u>26,001</u>	<u>578,000</u>
Total Local Sources	<u>908,911</u>	<u>319,820</u>	<u>202,555</u>	<u>1,431,286</u>
Totals	<u>\$7,209,082</u>	<u>\$319,820</u>	<u>\$501,634</u>	<u>\$8,030,536</u>

NOTE 5 - INTERFUND TRANSACTIONS

Interfund Receivables/Payables

Individual fund interfund receivable and payable balances at June 30, 1999, are as follows:

<u>Fund</u>	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 766,323	\$3,050,661
Dormitory Revenue Fund	17,097	76,355
Cafeteria Fund	3,240	97,270
Capital Projects Fund	2,991,330	-
Co-Curricular - Agency	54,983	-
Enterprise Fund	62,732	229,185
Scholarship and Loan Fund	98,443	137,746
Student Financial Aid	5,510	348,383
Associated Students' Funds	<u>106,164</u>	<u>166,222</u>
Totals	<u>\$4,105,822</u>	<u>\$4,105,822</u>

Interfund Transfers

Interfund transfers consist of operating transfers from funds receiving resources to funds through which the resources are to be expended.

Interfund transfers for the 1998-99 fiscal year were as follows:

<u>Transfers In</u>	<u>Transfers Out</u>	<u>Amount</u>
General	Enterprise - Bookstore	\$ 112,500
Dormitory Revenue	Enterprise - Bookstore	16,594
Debt Service	Dormitory Revenue	36,000
Capital Projects	General	7,233,254
Capital Projects	Enterprise - Bookstore	300,000
Co-Curricular - Agency	General	5,140
ASB - Trust	General	1,600
ASB - Trust	ASB - Agency	1,286
Student Financial Aid	General	156,108
Scholarship & Loan - Trust	General	<u>1,049</u>
Total		<u>\$7,863,531</u>

NOTE 6 - FIXED ASSETS

A. *General Fixed Assets* - A schedule of changes in general fixed assets for the year ended June 30, 1999, is shown below:

	<u>Balance</u> <u>July 1, 1998</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 1999</u>
Land	\$ 9,328,529	\$ 388,595	\$ -	\$ 9,717,124
Site Improvements	9,615,714	688,378	-	10,304,092
Buildings	74,197,858	1,632,890	-	75,830,748
Construction-in-Progress	929,121	3,518,708	1,112,135	3,335,694
Equipment	<u>31,862,092</u>	<u>5,165,055</u>	<u>-</u>	<u>37,027,147</u>
	<u>\$125,933,314</u>	<u>\$11,393,626</u>	<u>\$1,112,135</u>	<u>\$136,214,805</u>

B. *Proprietary Fixed Assets* - A summary of property, plant, and equipment at June 30, 1999 follows:

Buildings and Improvements	\$1,905,804
Fixtures and Equipment	<u>443,036</u>
	2,348,840
Accumulated Depreciation	<u>(697,170)</u>
Total	<u>\$1,651,670</u>

NOTE 7 - CURRENT LOANS

Tax and Revenue Anticipation Note (TRAN) - On July 1, 1998, the District issued a \$4,755,000 Tax and Revenue Note with an interest rate of 8%. As of June 30, 1999, the TRAN balance owing is \$4,883,150 of which \$128,450 represents interest. The TRAN, including interest, is due on September 30, 1999.

NOTE 8 - DEFERRED REVENUE

The District has received revenues in advance of the fall semester and for programs as an advance or before program expenditures were incurred. Such revenue is reported in these statements as "deferred", and will be recognized in subsequent periods when the revenue period matches or the program expenditures are made. The following represents the amount in deferred revenue at year-end:

Fall, 1999, enrollment, tuition, parking, and health fees	\$1,050,947
Federal Categorical Programs	79,699
State Categorical Programs	855,841
Other	<u>154,380</u>
	<u>\$2,140,867</u>

NOTE 9 - BONDS PAYABLE AND LEASE PURCHASE OBLIGATION

A. Bonds Payable

The outstanding Reedley College dormitory revenue bonded debt of State Center Community College District as of June 30, 1999 is:

<u>Date of Issue</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Amount of Original Issue</u>	<u>Outstanding July 1, 1998</u>	<u>Redeemed Current Year</u>	<u>Outstanding June 30, 1999</u>
1968	3%	2004	\$860,000	<u>\$215,000</u>	<u>\$30,000</u>	<u>\$185,000</u>

The annual requirements to amortize revenue bonds payable, outstanding as of June 30, 1999, are as follows:

<u>Year Ending June 30:</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2000	\$ 30,000	\$ 5,100	\$ 35,100
2001	30,000	4,200	34,200
2002	30,000	3,300	33,300
2003	30,000	2,400	32,400
2004	30,000	1,500	31,500
Thereafter	<u>35,000</u>	<u>525</u>	<u>35,525</u>
Totals	<u>\$185,000</u>	<u>\$17,025</u>	<u>\$202,025</u>

B. Lease Purchase Obligations

Clovis Center (Clovis I)

This lease purchase obligation is for the purchase of land and building valued at \$1,300,000 in Clovis, California. The annual debt service payments with interest at 5.97% will be made from the Capital Projects Fund. Future lease payments are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Year Ending June 30:			
2000	\$ 65,347	\$22,515	\$ 87,862
2001	69,333	18,529	87,862
2002	73,562	14,300	87,862
2003	78,050	9,812	87,862
2004	<u>82,810</u>	<u>5,052</u>	<u>87,862</u>
Totals	<u>\$369,102</u>	<u>\$70,208</u>	<u>\$439,310</u>

Fir Avenue (Clovis II)

This lease purchase obligation is for the purchase of land and building valued at \$525,000 in Clovis, California. The annual debt service payments will be made from the Capital Projects Fund. Interest ranges from 4.75% to 6.50%. Future lease payments are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Year Ending June 30:			
2000	\$ 50,000	\$20,755	\$ 70,755
2001	55,000	17,578	72,578
2002	55,000	14,195	69,195
2003	60,000	10,600	70,600
2004	65,000	6,630	71,630
Thereafter	<u>70,000</u>	<u>2,274</u>	<u>72,274</u>
Totals	<u>\$355,000</u>	<u>\$72,032</u>	<u>\$427,032</u>

NOTE 10 - LEASES

Operating Leases

The District has entered into an operating lease at the Manchester Center for an employment and career center. Future minimum lease payments under these agreements are as follows:

Year Ending June 30:	<u>Lease Payments</u>
2000	\$163,522
2001	<u>153,373</u>
Total	<u>\$316,895</u>

The District will receive no sublease rental revenues nor pay any contingent rentals for these properties.

During the year ended June 30, 1999, \$94,758 was expended on the operating lease.

NOTE 11 - CHANGES IN LONG-TERM DEBT

A schedule of changes in long-term debt for the year ended June 30, 1999, is shown below:

	<u>Balance</u> <u>July 1, 1998</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 1999</u>
Revenue Bonds	\$ 215,000	\$ -	\$ 30,000	\$ 185,000
Lease Purchase Obligation	830,692	-	106,590	724,102
Special Early Retirement Benefits	12,468,413	884,495	464,978	12,887,930
Compensated Absences	<u>1,148,738</u>	<u>1,234,093</u>	<u>1,148,738</u>	<u>1,234,093</u>
	<u>\$14,662,843</u>	<u>\$2,118,588</u>	<u>\$1,750,306</u>	<u>\$15,031,125</u>

NOTE 12 - COMMITMENTS AND CONTINGENCIES

A. *Compensated Absences* - The portion of accumulated unpaid vacation relates to governmental funds recognized in the general long-term debt account group. Sick leave is accumulated without limit for each employee at the rate of one day for each month worked. Leave with pay is provided when employees are absent for health reasons. However, the employees do not gain a vested right to accumulated sick leave. Employees, therefore, are never paid for any sick leave balance at termination of employment or any other time. It is, therefore, not appropriate to accrue the value of accumulated sick leave. The value of accumulated vacation at June 30, 1999 was estimated as follows:

	<u>Vacation</u>
General Long-Term Debt	\$1,234,093
Enterprise	<u>34,004</u>
Total	<u>\$1,268,097</u>

B. *State and Federal Allowances, Awards and Grants* - The District has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursements will not be material.

C. *Litigation* - The District is involved in various litigation and disputes which are normal to its business. Management believes losses that might eventually be sustained would not be material to the financial statements.

D. *Construction-in-progress* - The District has construction contracts-in-progress as follows:

	<u>Project</u> <u>Authorization</u>	<u>Expended to</u> <u>June 30, 1999</u>	<u>Committed</u>
FCC Math/Science Building Reconstruction	\$1,965,000	\$1,546,110	\$ 418,890
Madera Off-site	383,000	159,213	223,787
Madera On-site	893,000	704,837	188,163
Other	<u>4,154,777</u>	<u>925,534</u>	<u>3,229,243</u>
Totals	<u>\$7,395,777</u>	<u>\$3,335,694</u>	4,060,083
To be funded by State			<u>1,611,918</u>
To be paid from District designated balance			<u>\$2,448,165</u>

E. Year 2000 Issue (Unaudited)

The District is aware of the year 2000 computer-related issues and is in the process of developing assurances that all district business systems will be compliant. The District's recently acquired a new financial/student system, which is a fully integrated system, has been certified as year 2000 compliant. All other programs utilizing the District mainframe have been analyzed and tested to meet Y2K compliance.

NOTE 13 - FUND BALANCE - RESERVATIONS AND DESIGNATIONS

The following is the detail of the fund balance reservations:

	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Scholarship and Loan Agency</u>	<u>Totals</u>
Revolving Fund	\$ 55,926	\$ 9,500	\$ -	\$ -	\$ -	\$ 65,426
Inventory	93,780	32,974	-	-	-	126,754
Prepaid Expenses	278,412	-	-	-	-	278,412
Special Purposes	<u>178,770</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,081</u>	<u>193,851</u>
	<u>\$ 606,888</u>	<u>\$42,474</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$15,081</u>	<u>\$ 664,443</u>

The following is the detail of the fund balance designations:

	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Totals</u>
Decision Packages	\$2,400,000	\$ -	\$ -	\$ -	\$2,400,000
Maintenance and Construction	-	-	-	3,786,100	3,786,100
Debt Service	<u>-</u>	<u>-</u>	<u>35,000</u>	<u>724,103</u>	<u>759,103</u>
	<u>\$2,400,000</u>	<u>\$ -</u>	<u>\$35,000</u>	<u>\$4,510,203</u>	<u>\$6,945,203</u>

NOTE 14 - SPECIAL EARLY RETIREMENT BENEFITS

The District is obligated under various agreements to provide those that elected early retirement, and who had reached age 55 or older with special retirement plans. Under the plans, the District has continued liability over the lifetime of the beneficiaries for health insurance and STRS inflation adjustments. An actuarial analysis was performed during 1998 and calculated special early retirement benefits as of June 30, 1999 are \$12,887,930.

Annual portions of health and other termination benefits are paid from current revenues. In addition a substantial reserve is available in the Self-Insurance Fund (Note 15). As of June 30, 1999, approximately 343 former employees were participating in the health benefit plan.

NOTE 15 - SELF-INSURANCE FUND

The District established the Self-Insurance Fund on October 1, 1979, to provide long-term disability benefits for employees and their eligible dependents and to provide retirement benefits. Fund revenues are derived from charges to other funds of the District based on an estimated cost per employee basis. Expenditures are primarily for claims, administration charges and agent's fees. A reservation for retiree benefits totaling \$2,677,367 was recorded as of June 30, 1999.

NOTE 16 - EMPLOYEE RETIREMENT SYSTEMS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS), and classified employees are members of the Public Employees' Retirement System (PERS).

PERS

Plan Description

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, California 95814.

Funding Policy

Active plan members are required to contribute 7% of their salary (7% of monthly salary over \$133.33 if the member participates in Social Security), and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for the fiscal year 1998-99 was 0% of annual payroll. The contribution requirements of the plan members are established by state statute. The District's contributions to CalPERS for the fiscal year ending June 30, 1999, 1998, and 1997 were \$-0-, \$800,633, and \$923,968, respectively, and equal 100% of the required contributions for each year.

STRS

Plan Description and Provisions

The District contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability, and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

Funding Policy

Active plan members are required to contribute 8.0% of their salary and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 1998-99 was 8.25% of annual payroll. The contribution requirements of the plan members are established by state statute. The District's contributions to STRS for the fiscal year ending June 30, 1999, 1998, and 1997 were \$2,513,894, \$2,310,050, and \$2,088,955, respectively, and equal 100% of the required contributions for each year.

PARS

Active plan members are required to contribute 4.3% of their salary and the State Center Community College District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the PARS Board of Administration. The required employer contribution rate for fiscal year 1998-99 was 3.2% of annual payroll. The contribution requirements of the plan members are established by state statute. The State Center Community College District's contributions to PARS for the fiscal years ending June 30, 1999, 1998, and 1997 were \$186,286, \$171,155, and \$141,065, respectively, and equal 100% of the required contributions for each year.

Deferred Compensation

The District offered its employees a deferred compensation plan through the County of Fresno Superintendent of Schools and switched to the Variable Annuity Life Insurance Company (VALIC) on July 1, 1998. These plans are created in accordance with *Internal Revenue Code*, Section 457. The VALIC plan, available to all employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to the employees or their beneficiaries until termination, retirement, death, or an unforeseeable emergency. All amounts of compensation deferred under the plan and all income attributable to those amounts are (until paid or made available to the employee or other beneficiary) solely the property of the District. Participants' rights under the plan are equal to the fair value of the deferred account of each participant.

As of June 30, 1999, approximately \$3,779,470, including accumulated interest earnings, had been contributed by participating District employees to VALIC, who administers the plan.

NOTE 17 - PRIOR PERIOD ADJUSTMENT

The prior period adjustment for the 1998-99 fiscal year was as follows:

General Fund:

To write off prior year accounts receivable relating to the Training Institute and Pell Grants	\$ (82,131)
To adjust Work Study Program expenditures into the correct year	134,408
To adjust for 1997-98 revenue which should have been recorded as deferred revenue	<u>(181,567)</u>
Total General Fund Adjustments	<u>(129,290)</u>

Agency Fund:	
Adjustments to reclassify Scholarship and Loan Fund, Associated Student Body Funds and other student organization funds into Agency and Trust Funds	(\$190,335)
Adjustments to reclassify Student Financial Aid activities to a Trust Fund	(182,540)
Adjustments made to the Deferred Compensation Fund to adjust beginning balance to actual	<u>200,981</u>
Total Agency Fund Adjustments	<u>(171,894)</u>
Total Prior Period Adjustments	<u>(\$301,184)</u>

NOTE 18 - JOINT VENTURES (JOINT POWERS AGREEMENTS)

The State Center Community College District participates in joint ventures under joint powers agreements (JPAs), with the Fresno Area Self-Insurance Benefits Organization d.b.a. The EdCare Group and Valley Insurance Program. The relationship between the District and the JPAs is such that neither of the JPAs is a component unit of the District for financial reporting purposes.

Fresno Area Self-Insured Benefits Organization (FASBO) d.b.a. The EdCare Group

The EdCare Group arranges for and provides medical, dental, and prescription insurance for its members. The EdCare Group is governed by a Board consisting of a representative from each member district. The Board controls the operations of the EdCare Group, including the selection of management and approval of operating budgets, independent of any influence by the member districts beyond their representation on the Board. Each member district pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionately to their participation in the EdCare Group.

Valley Insurance Program

The Community College Districts of Merced, State Center, Yosemite and West Hills determined that they could best provide basic coverage by forming a joint powers agency, the Valley Insurance Program - Joint Powers Agency (VIP-JPA). The Agency became operative on July 1, 1986 with a fiscal year of October 1 to September 30. On July 1, 1987, the VIP-JPA members, with the exception of Merced College (who joined on July 1, 1992), determined to pool their Workers' Compensation Insurance as well as Property and Casualty Insurance.

NOTE 19 - EXCESS EXPENDITURES OVER APPROPRIATIONS

There were no excess expenditures over appropriations for the year ended June 30, 1999.

NOTE 20 - SUBSEQUENT EVENTS

Tax and Revenue Anticipation Note (TRAN)

The District issued a \$5,000,000 Tax and Revenue Anticipation Note dated July 1, 1999. The note matures on July 28, 2000, and yields 5.67% interest. The note was sold to supplement cash flow.

State Center Community College District
Combining Balance Sheet
Special Revenue Funds
June 30, 1999

	<u>Dormitory Revenue</u>	<u>Cafeteria</u>	<u>Totals (Memorandum Only)</u>
<u>Assets</u>			
Cash in County Treasury	\$ 23,209	\$ 71,207	\$ 94,416
Cash in Banks	29,235	38,793	68,028
Revolving Fund	<u>---</u>	<u>1,500</u>	<u>1,500</u>
Total Cash	52,444	111,500	163,944
Receivables:			
Interest	627	700	1,327
Miscellaneous	10,866	24,870	35,736
Due From Other Funds	17,097	3,240	20,337
Inventories	<u>---</u>	<u>32,974</u>	<u>32,974</u>
Total Assets	<u>\$ 81,034</u>	<u>\$ 173,284</u>	<u>\$ 254,318</u>
<u>Liabilities and Fund Equity</u>			
Liabilities:			
Accounts Payable	\$ 4,679	\$ 11,448	\$ 16,127
Due To Other Funds	<u>76,355</u>	<u>97,270</u>	<u>173,625</u>
Total Liabilities	<u>81,034</u>	<u>108,718</u>	<u>189,752</u>
Fund Equity:			
Reserved for Revolving Fund	---	1,500	1,500
Reserved for Inventory	---	32,974	32,974
Undesignated Fund Balances	<u>---</u>	<u>30,092</u>	<u>30,092</u>
Total Fund Equity	<u>---</u>	<u>64,566</u>	<u>64,566</u>
Total Liabilities and Fund Equity	<u>\$ 81,034</u>	<u>\$ 173,284</u>	<u>\$ 254,318</u>

The notes to the financial statements are an integral part of this statement.

State Center Community College District
Combining Statement of Revenues, Expenditures, and
Changes in Fund Balances
Special Revenue Funds
June 30, 1999

	Dormitory <u>Revenue</u>	<u>Cafeteria</u>	Totals (Memorandum <u>Only</u>)
Revenues:			
Cafeteria Sales	\$ ---	\$ 518,304	\$ 518,304
Student Charges	275,210	---	275,210
Interest	2,292	3,885	6,177
Other	<u>6,342</u>	<u>45,600</u>	<u>51,942</u>
Total Revenues	<u>283,844</u>	<u>567,789</u>	<u>851,633</u>
Expenditures:			
Classified Salaries	167,935	259,202	427,137
Employee Benefits	30,877	64,438	95,315
Food and Supplies	11,558	247,871	259,429
Operating Expenses	<u>54,068</u>	<u>15,623</u>	<u>69,691</u>
Total Expenditures	<u>264,438</u>	<u>587,134</u>	<u>851,572</u>
Excess of Revenues Over (Under) Expenditures	<u>19,406</u>	<u>(19,345)</u>	<u>61</u>
Other Financing Sources (Uses):			
Transfers In	16,594	---	16,594
Transfers Out	<u>(36,000)</u>	<u>---</u>	<u>(36,000)</u>
Total Other Financing Sources (Uses)	<u>(19,406)</u>	<u>---</u>	<u>(19,406)</u>
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	<u>---</u>	<u>(19,345)</u>	<u>(19,345)</u>
Fund Balances, July 1, 1998	<u>---</u>	<u>83,911</u>	<u>83,911</u>
Fund Balances, June 30, 1999	<u>\$ ---</u>	<u>\$ 64,566</u>	<u>\$ 64,566</u>

The notes to the financial statements are an integral part of this statement.

State Center Community College District
Statement of Revenues, Expenditures, and
Changes in Fund Balance--Budget and Actual
Dormitory Revenue Fund
For the Fiscal Year Ended June 30, 1999

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues:			
Student Charges	\$ 338,369	\$ 275,210	\$ (63,159)
Interest	2,000	2,292	292
Other	<u>6,150</u>	<u>6,342</u>	<u>192</u>
 Total Revenue	 <u>346,519</u>	 <u>283,844</u>	 <u>(62,675)</u>
Expenditures:			
Classified Salaries	170,524	167,935	2,589
Employee Benefits	32,531	30,877	1,654
Supplies and Materials	12,128	11,558	570
Operating Expenses	91,336	54,068	37,268
Capital Outlay	<u>---</u>	<u>---</u>	<u>---</u>
 Total Expenditures	 <u>306,519</u>	 <u>264,438</u>	 <u>42,081</u>
 Excess of Revenues Over (Under) Expenditures	 <u>40,000</u>	 <u>19,406</u>	 <u>(20,594)</u>
Other Financing Sources (Uses):			
Transfers In	---	16,594	16,594
Transfers Out	<u>(36,000)</u>	<u>(36,000)</u>	<u>---</u>
 Total Other Financing Sources (Uses)	 <u>(36,000)</u>	 <u>(19,406)</u>	 <u>16,594</u>
 Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	 4,000	 ---	 (4,000)
 Fund Balance, July 1, 1998	 <u>---</u>	 <u>---</u>	 <u>---</u>
 Fund Balance, June 30, 1999	 <u>\$ 4,000</u>	 <u>\$ ---</u>	 <u>\$ (4,000)</u>

The notes to the financial statements are an integral part of this statement.

State Center Community College District
Combining Statement of Revenues, Expenditures, and
Changes in Fund Balance--Budget and Actual
Cafeteria Fund
For the Fiscal Year Ended June 30, 1999

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues:			
Cafeteria Sales	\$ 566,000	\$ 518,304	\$ (47,696)
Interest	3,000	3,885	885
Other	<u>50,000</u>	<u>45,600</u>	<u>(4,400)</u>
Total Revenue	<u>619,000</u>	<u>567,789</u>	<u>(51,211)</u>
Expenditures:			
Classified Salaries	261,490	259,202	2,288
Employee Benefits	66,449	64,438	2,011
Food and Supplies	262,036	247,871	14,165
Operating Expenses	23,125	15,623	7,502
Capital Outlay	<u>4,275</u>	<u>---</u>	<u>4,275</u>
Total Expenditures	<u>617,375</u>	<u>587,134</u>	<u>30,241</u>
Excess of Revenues Over (Under) Expenditures	1,625	(19,345)	(20,970)
Fund Balance, July 1, 1998	<u>83,911</u>	<u>83,911</u>	<u>---</u>
Fund Balance, June 30, 1999	<u>\$ 85,536</u>	<u>\$ 64,566</u>	<u>\$ (20,970)</u>

The notes to the financial statements are an integral part of this statement.

State Center Community College District
Combining Balance Sheet
Bookstores Fund
For the Fiscal Year Ended June 30, 1999

	<u>Fresno City College</u>	<u>Reedley College</u>	<u>Totals (Memorandum Only)</u>
<u>Assets</u>			
Cash on Hand and in Banks	\$ 1,044,903	\$ 152,031	\$ 1,196,934
Accounts Receivable	155,032	126,011	281,043
Due From Other Funds	31,559	31,173	62,732
Inventories	1,041,858	432,915	1,474,773
Prepaid Expenses	3,348	149	3,497
Building Improvements	1,783,239	122,565	1,905,804
Fixtures and Equipment	395,774	47,262	443,036
Accumulated Depreciation	<u>(654,227)</u>	<u>(42,943)</u>	<u>(697,170)</u>
Total Assets	<u>\$ 3,801,486</u>	<u>\$ 869,163</u>	<u>\$ 4,670,649</u>
<u>Liabilities and Fund Equity</u>			
Liabilities:			
Accounts Payable	\$ 71,687	\$ 15,610	\$ 87,297
Due to Other Funds	137,119	92,066	229,185
Accumulated Vacation Benefits	<u>25,529</u>	<u>8,475</u>	<u>34,004</u>
Total Liabilities	234,335	116,151	350,486
Fund Equity:			
Retained Earnings:			
Unreserved	<u>3,567,151</u>	<u>753,012</u>	<u>4,320,163</u>
Total Liabilities and Fund Equity	<u>\$ 3,801,486</u>	<u>\$ 869,163</u>	<u>\$ 4,670,649</u>

The notes to the financial statements are an integral part of this statement.

State Center Community College District
Combining Statement of Revenues, Expenses, and
Changes in Retained Earnings
Bookstores Fund
For the Fiscal Year Ended June 30, 1999

	Fresno City College	Reedley College	Totals (Memorandum Only)
Operating Revenues:			
Bookstore Sales	\$ 4,944,931	\$ 2,007,951	\$ 6,952,882
Cost of Sales	<u>(3,634,863)</u>	<u>(1,472,859)</u>	<u>(5,107,722)</u>
Total Operating Revenues	<u>1,310,068</u>	<u>535,092</u>	<u>1,845,160</u>
Operating Expenses			
Salaries	425,487	236,228	661,715
Employee Benefits	93,962	45,521	139,483
Supplies and Materials	81,967	14,959	96,926
Operating Expenses	191,608	78,811	270,419
Depreciation	<u>122,830</u>	<u>10,344</u>	<u>133,174</u>
Total Operating Expenses	<u>915,854</u>	<u>385,863</u>	<u>1,301,717</u>
Operating Income	<u>394,214</u>	<u>149,229</u>	<u>543,443</u>
Non-Operating Revenues (Expenses):			
Interest	5,867	2,509	8,376
Other	<u>33,097</u>	<u>7,931</u>	<u>41,028</u>
Total Non-Operating Revenues (Expenses)	<u>38,964</u>	<u>10,440</u>	<u>49,404</u>
Income Before Transfers Out	433,178	159,669	592,847
Operating Transfers Out	<u>(342,500)</u>	<u>(86,594)</u>	<u>(429,094)</u>
Net Income	90,678	73,075	163,753
Retained Earnings, July 1, 1998	<u>3,476,473</u>	<u>679,937</u>	<u>4,156,410</u>
Retained Earnings, June 30, 1999	<u>\$ 3,567,151</u>	<u>\$ 753,012</u>	<u>\$ 4,320,163</u>

The notes to the financial statements are an integral part of this statement.

STATE CENTER COMMUNITY COLLEGE DISTRICT
TRUST AND AGENCY FUNDS
COMBINING BALANCE SHEET
JUNE 30, 1999

	Trust Funds			Agency Funds			Totals (Memorandum Only)
	Associated Student Funds	Student Financial Aid Fund	Scholarship and Loan Fund	Associated Student Funds	Scholarship and Loan Fund	Deferred Compensation Fund	
Assets							
Cash in Checking Accounts	\$223,687	\$158,289	\$122,787	\$27,607	\$22,632	\$-	\$838,712
Cash With Fiscal Agent	-	-	-	-	-	3,779,470	3,779,470
Accounts Receivable:							
Federal Government	-	47,870	-	-	168,000	-	215,870
State Government	-	83,209	-	-	-	-	83,209
Interest	-	-	29,296	-	-	-	29,296
Student Fees and Charges	490	125,039	21,729	-	-	-	147,258
Miscellaneous	-	617	200	405	-	-	26,001
Due From Other Funds	12,685	5,510	22,063	93,479	76,380	-	265,100
Total Assets	\$236,862	\$420,534	\$196,075	\$121,491	\$267,012	\$3,779,470	\$5,384,916
Liabilities and Fund Equity							
Liabilities:							
Accounts Payable	\$ (5,345)	\$ 50,855	\$ 200	\$ 36,421	\$ 4	\$ -	\$ 82,135
Due to Other Funds	154,349	348,383	29,128	11,873	108,618	-	652,351
Deferred Revenue	-	-	5,437	-	-	-	5,437
Due to Student Groups	29,163	-	64,551	73,197	143,309	-	673,692
Deferred Compensation Benefits Payable	-	-	-	-	-	3,779,470	3,779,470
Total Liabilities	178,167	399,238	99,316	121,491	251,931	3,779,470	5,193,085
Fund Equity:							
Fund Balance:							
Reserved	-	21,296	-	-	15,081	-	15,081
Undesignated	58,695	-	96,759	-	-	-	176,750
Total Fund Equity	58,695	21,296	96,759	-	15,081	-	191,831
Total Liabilities and Fund Equity	\$236,862	\$420,534	\$196,075	\$121,491	\$267,012	\$3,779,470	\$5,384,916

The notes to the financial statements are an integral part of this statement

STATE CENTER COMMUNITY COLLEGE DISTRICT
AGENCY FUNDS
COMBINING STATEMENT OF CHANGES IN ASSETS, LIABILITIES AND FUND BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 1999

	<u>Balance</u> <u>July 1, 1998</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>June 30, 1999</u>
<u>Fresno City College and</u>				
<u>Reedley College Associated</u>				
<u>Student Body Funds</u>				
Assets:				
Cash in Banks	\$ 24,872	\$ 94,130	\$ 91,575	\$ 27,607
Accounts Receivable	-	1,112	707	405
Due From Other Funds	<u>70,508</u>	<u>298,992</u>	<u>276,021</u>	<u>93,479</u>
Total Assets	<u>\$ 95,380</u>	<u>\$ 394,414</u>	<u>\$ 368,303</u>	<u>\$ 121,491</u>
Liabilities:				
Accounts Payable	\$ 7,906	\$ 137,012	\$ 108,497	\$ 36,421
Due to Other Funds	11,748	888	763	11,873
Due to Student Groups	<u>75,726</u>	<u>143,620</u>	<u>146,149</u>	<u>73,197</u>
Total Liabilities	<u>\$ 95,380</u>	<u>\$ 281,520</u>	<u>\$ 255,409</u>	<u>\$ 121,491</u>
<u>Scholarship and Loan Fund</u>				
Assets:				
Cash in Banks	\$ 91,214	\$ 541,090	\$ 609,672	\$ 22,632
Accounts Receivable	111,600	56,400	-	168,000
Due From Other Funds	<u>11,107</u>	<u>194,093</u>	<u>128,820</u>	<u>76,380</u>
Total Assets	<u>\$ 213,921</u>	<u>\$ 791,583</u>	<u>\$ 738,492</u>	<u>\$ 267,012</u>
Liabilities:				
Accounts Payable	\$ -	\$ 451,501	\$ 451,497	\$ 4
Due to Other Funds	87,644	206,299	182,325	108,618
Due to Student Groups	<u>126,277</u>	<u>679,410</u>	<u>662,378</u>	<u>143,309</u>
Total Liabilities	213,921	1,334,210	1,296,200	251,931
Fund Balances:				
Reserved	<u>-</u>	<u>15,081</u>	<u>-</u>	<u>15,081</u>
Total Liabilities and Fund Balances	<u>\$ 213,921</u>	<u>\$1,349,291</u>	<u>\$1,296,200</u>	<u>\$ 267,012</u>
<u>Deferred Compensation Fund</u>				
Assets:				
Cash With Fiscal Agent	<u>\$3,791,361</u>	<u>\$ 268,889</u>	<u>\$ 280,780</u>	<u>\$3,779,470</u>
Liabilities:				
Deferred Compensation Benefits Payable	<u>\$3,791,361</u>	<u>\$ 268,889</u>	<u>\$ 280,780</u>	<u>\$3,779,470</u>
<u>Fresno City College and</u>				
<u>Reedley College Other Student</u>				
<u>Organization Funds</u>				
Assets:				
Cash in Banks	\$ 140,765	\$ 142,945	\$ -	\$ 283,710
Accounts Receivable	-	69,960	45,181	24,779
Due From Other Funds	<u>166,060</u>	<u>1,024,429</u>	<u>1,135,506</u>	<u>54,983</u>
Total Assets	<u>\$ 306,825</u>	<u>\$1,237,334</u>	<u>\$1,180,687</u>	<u>\$ 363,472</u>
Liabilities:				
Due to Student Groups	<u>\$ 306,825</u>	<u>\$1,190,634</u>	<u>\$1,133,987</u>	<u>\$ 363,472</u>

The notes to the financial statements are an integral part of this statement.

INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTAL INFORMATION

Board of Trustees
State Center Community College District
Fresno, California

We have audited the general purpose financial statements of State Center Community College District for the year ended June 30, 1999, and have issued our report thereon dated December 1, 1999. These general purpose financial statements are the responsibility of State Center Community College District's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted governmental auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements of the State Center Community College District taken as a whole. The accompanying supplemental information, presented for purposes of additional analysis, is not a required part of the general purpose financial statements and includes the following reports and claims:

Organization

Schedule of Expenditures of Federal Awards

Schedule of Expenditures of State Awards

Schedule of Workload Measures for State General Apportionment

Schedule of Annual Apprenticeship Hours

Reconciliation of Annual Financial and Budget Report (CCFS-311)

With Audited Financial Statements

The information in these schedules has been subjected to the auditing procedures applied in the audit of the general purpose financial statements.

In our opinion the supplemental information is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Borchardt, Corona & Faeth

Fresno, California
December 1, 1999

STATE CENTER COMMUNITY COLLEGE DISTRICT
ORGANIZATION
JUNE 30, 1999

The State Center Community College District was established on July 1, 1964, and is comprised of approximately 5,580 square miles located in parts of Fresno, Madera, Tulare and Kings Counties. There were no changes in the boundaries of the District during the current year.

BOARD OF TRUSTEES

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>
Leslie W. Thonesen	President	November 2002
Ron Manfredi	Vice-President	November 2002
Patrick E. Patterson	Secretary	November 2000
H. Ronald Feaver	Member	November 2000
Phillip J. Forhan	Member	November 2000
Dorothy Smith	Member	November 2002
William J. Smith	Member	November 2000

ADMINISTRATION

Dr. Bill F. Stewart
Chancellor

Jon Sharpe
Vice Chancellor - Business

Dr. Henry M. Padden
Vice Chancellor - Personnel

Dr. Richard J. Giese
Vice Chancellor - External Operations

Dr. Daniel L. Larios
President—Fresno City College

Dr. Thomas A. Crow
President—Reedley College

STATE CENTER COMMUNITY COLLEGE DISTRICT
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE FISCAL YEAR ENDED JUNE 30, 1999

Federal Catalog Number	Entitlements Current Year	Program Revenues			Program Expenditures		
		Cash Received	Accounts Receivable	Deferred Revenue	Donor Authorized	Matching	Total
84.048	\$ 162,500	\$ 126,000	\$ 24,513	\$ -	\$ 150,513	\$ -	\$ 150,513
84.048	60,000	50,400	9,600	-	60,000	-	60,000
84.048	1,082,348	909,172	230,831	-	1,140,003	-	1,140,003
84.243	299,860	251,883	46,692	-	298,575	-	298,575
84.048	10,000	6,667	3,333	-	10,000	-	10,000
84.243	1,183,274	374,077	429,613	-	803,690	-	803,690
84.243	1,621,914	882,765	226,436	-	1,109,201	-	1,109,201
84.007	843,055	835,462	14,261	-	849,723	-	849,723
84.031	841,580	537,818	-	-	537,818	-	537,818
84.033	697,506	634,027	66,054	-	700,081	-	700,081
84.047	606,833	391,088	47,232	-	438,320	-	438,320
84.063	16,323,961	16,061,381	97,642	-	16,159,023	-	16,159,023
84.268	1,663,095	1,639,246	47,871	-	1,665,480	-	1,665,480
13.876	211,814	211,814	-	-	211,814	-	212,582
13.876	225,600	169,200	56,400	-	210,908	-	210,908
13.876	18,400	18,400	-	-	17,243	-	17,243
93.558	495,692	247,846	-	6,000	241,846	-	241,846
93.596	179,523	200,661	-	72,008	128,653	-	128,653
93.575	359,025	269,321	86,477	-	355,798	-	355,798
93.558	400,000	51,151	36,934	-	88,085	-	88,085
93.558	785,018	565,859	120,444	-	686,303	-	686,303

Federal Projects

U.S. Department of Education:

Passed through California Community Colleges:

Vocational Education Act:

Title II--Part A

Title II--Part B-1

Title II--Part C

Title III--Part E

Passed through California Department of Education:

Vocational and Applied State Leadership

Tech Prep - Title III

Passed through Employment Development Department:

School-to-Career

Direct Programs:

Supplemental Educational Opportunity Grant*

Title III

Federal Work Study

Upward Bound

Pell Grants*

Direct Loans

U.S. Agency for International Development:

Passed through Georgetown University:

Central American Scholarship Program - 98

Central American Scholarship Program - 97

Central American Scholarship Program - 96

U.S. Department of Health and Human Services:

Passed through California Community Colleges:

T.A.N.F. (50% Fed)

Passed through California Department of Education:

Child Care and Development Fund

T.A.N.F. - Child Development Training Program

Passed through Fresno County Health & Human Services:

Neighborhood Job Centers

HHHS Catworks (Formerly GAIN)

*Tested as a major program under OMB A-133

**Unable to locate

STATE CENTER COMMUNITY COLLEGE DISTRICT
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE FISCAL YEAR ENDED JUNE 30, 1999

Federal Catalog Number	Entitlements Current Year	Program Revenues			Program Expenditures		
		Cash Received	Accounts Receivable	Deferred Revenue	Accounts Payable	Donor Authorized	Matching Total
Federal Projects							
U.S. Department of Labor:							
Passed through Fresno Workforce Development Board							
Job Training Partnership Act:							
New Americans							
17.246	\$ 272,888	\$ 184,234	\$ 79,501	\$ -	\$ 263,735	\$ -	\$ 263,735
17.246	800,000	519,386	161,281	-	680,667	-	680,667
17.246	579,261	499,232	-	60,831	438,401	-	438,401
17.250	7,544	-	4,175	-	4,175	-	4,175
17.250	200,000	127,436	50,197	-	177,633	-	177,633
17.250	210,486	168,748	41,738	-	210,486	-	210,486
17.250	7,541	-	2,667	-	2,667	-	2,667
17.250	181,597	151,797	29,800	-	181,597	-	181,597
17.253	3,500,000	329,260	465,602	-	794,862	-	794,862
Passed through Fresno County Economic Opportunities Commission:							
17.253	148,500	-	3,972	-	3,972	-	3,972
Non-Custodial Parent Training (Bldg Maint)							
Passed through Tulare County Private Industry Council:							
17.250	4,266	-	1,293	-	1,293	-	1,293
17.250	7,138	2,593	-	1,691	902	-	902
Job Training Partnership Act - FCC Nursing							
Job Training Partnership Act - RC Automotive							
Passed through Kings County Job Training Office:							
17.250	6,980	5,687	1,293	-	6,980	-	6,980
Job Training Partnership Act							
Direct Program:							
17.246	417,513	-	199,615	-	199,615	-	199,615
Multimedia Job Training							
U.S. Department of Agriculture:							
Passed through California Department of Education:							
10.558	25,687	22,566	3,120	-	25,686	-	25,686
10.559	3,977	3,977	-	-	3,977	-	3,977
10.560	101,531	28,065	73,346	-	101,411	-	101,411
10.564	38,200	-	12,152	-	12,152	-	12,152
California Nutritional Personnel							
Nutrition Education Training							
National Science Foundation:							
47.076	3,219	3,219	-	-	3,219	-	3,219
Mechanized Agriculture Technology Partnership							

*Tested as a major program under OMB A-133

**Unable to locate

STATE CENTER COMMUNITY COLLEGE DISTRICT
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE FISCAL YEAR ENDED JUNE 30, 1999

Federal Catalog Number	Entitlements Current Year	Program Revenues			Program Expenditures		
		Cash Received	Accounts Receivable	Deferred Revenue	Donor Authorized	Matching	Total
94.006	\$ 113,406	\$ 71,614	\$ 12,414	\$ -	\$ 84,028	\$ -	\$ 84,028
14.513	192,551	-	120,160	-	120,160	-	120,160
16.710	55,013	-	55,013	-	55,013	-	55,013
11.303	132,489	-	132,476	-	132,476	-	132,476
**	2,410	2,410	-	-	2,410	-	2,410
**	2,344	2,344	-	-	2,344	-	2,344
Federal Totals	\$35,085,539	\$26,556,806	\$2,994,148	\$79,699	\$29,388,787	\$ -	\$29,373,706

U.S. Corporation for National and Community Service:
 Passed through California Community Colleges:
 Americorp

U.S. Department of Housing and Urban Development:
 Work Study Program - Hispanic Serving Institutions

U.S. Department of Justice:
 COPS Universal Hiring Grant

U.S. Department of Commerce:
 University Center Export Program

U.S. Department of Veteran Affairs:
 Reporting Fees

Bureau of Indian Affairs:
 Bureau of Indian Affairs

*Tested as a major program under OMB A-133
 **Unable to locate

STATE CENTER COMMUNITY COLLEGE DISTRICT
 SCHEDULE OF EXPENDITURES OF STATE AWARDS
 FOR THE FISCAL YEAR ENDED JUNE 30, 1999

	Entitlements			Program Revenues			Program Expenditures		
	Current Year	Cash Received	Accounts Receivable	Deferred Revenue	Total	Authorized	Matching	Total	
State Projects:									
Economic Opportunity Programs & Services	\$ 1,393,485	\$ 1,393,485	\$ -	\$ 1,724	\$ 1,391,761	\$ 1,391,761	\$ 567,206	\$ 1,958,967	
Disabled Students	867,838	867,838	-	2,561	865,277	865,277	-	865,277	
Matriculation	1,050,930	1,050,930	-	2,319	1,048,611	1,048,611	-	1,048,611	
Noncredit Matriculation	69,795	69,795	-	21,318	48,477	48,477	-	48,477	
Noncredit Matriculation - 1997-98 Carryover	16,338	16,338	-	-	16,338	16,338	-	16,338	
Employer Based Job Training	70,451	70,451	-	-	70,451	70,451	-	70,451	
University Center Export Program	178,875	150,255	28,620	-	178,875	178,875	179,570	358,445	
Alternative Transportation Technology Initiative	178,875	150,255	28,620	-	178,875	178,875	183,300	362,175	
Center for Applied Competitive Technologies	178,875	150,255	28,620	-	178,875	178,875	178,875	357,750	
Center for Applied Competitive Technologies - Leadership	135,000	114,594	20,403	-	134,997	134,997	159,900	294,897	
Geographic Information Systems	51,750	51,750	-	-	51,750	51,750	50,000	101,750	
Instructional Equipment	1,741,814	1,741,814	-	371,071	1,370,743	1,370,743	-	1,370,743	
Instructional Equipment - 1997-98 Carryover	312,107	312,107	-	-	312,107	312,107	-	312,107	
Cooperative Agencies Resources for Education	158,630	158,630	-	1,259	157,371	157,371	-	157,371	
Temporary Assistance for Needy Families	247,846	247,846	-	6,001	241,845	241,845	-	241,845	
CalWorks	1,973,808	1,391,703	-	89,033	1,302,670	1,302,670	-	1,302,670	
CalWorks - 1997-98 Carryover	1,253,886	1,246,643	7,106	-	1,253,749	1,253,749	-	1,253,749	
Telecommunications Program	423,890	423,890	-	205,525	218,365	218,365	-	218,365	
Telecommunications Program - 1997-98 Carryover	219,092	219,092	-	70,174	148,918	148,918	-	148,918	
Workability	338,136	197,000	110,942	-	307,942	307,942	118,189	426,131	
Staff Development	169,855	169,855	-	61,258	108,597	108,597	-	108,597	
Staff Diversity	44,249	44,249	-	-	44,249	44,249	-	44,249	
Child Care Facilities	269,685	202,185	67,495	-	269,680	269,680	-	269,680	
Nutrition Programs	224,113	18,943	94,501	-	113,444	113,444	-	113,444	
Child Development Renovation	31,500	31,500	-	9,355	22,145	22,145	-	22,145	
Foster Care Education	66,042	-	54,724	-	54,724	54,724	-	54,724	
Independent Living Skills	11,000	-	11,000	-	11,000	11,000	-	11,000	
Child Development--Lab Coursework	12,500	18,104	-	11,211	6,893	6,893	-	6,893	
Child Development--Mentor Teacher	5,902	3,088	-	-	3,088	3,088	-	3,088	
Child Development--Instructional Equipment	1,658	2,087	-	872	1,215	1,215	-	1,215	
California Manufacturing Technology Center	62,182	27,282	34,900	-	62,182	62,182	34,900	97,082	
California Articulation Number	10,000	10,000	-	1,667	8,333	8,333	-	8,333	
Peace Officers' Standards and Training	4,764	700	2,643	-	3,343	3,343	-	3,343	
Garden Enhanced Nutrition Education	1,000	900	-	493	407	407	-	407	
California Grant B	1,131,677	1,058,244	73,433	-	1,131,677	1,131,677	-	1,131,677	
	\$12,907,548	\$11,611,808	\$563,007	\$855,841	\$11,318,974	\$11,318,974	\$1,471,940	\$12,790,914	

STATE CENTER COMMUNITY COLLEGE DISTRICT
 SCHEDULE OF WORKLOAD MEASURES FOR STATE GENERAL APPORTIONMENT
 ANNUALIZED ATTENDANCE AS OF JUNE 30, 1999

Categories	Reported Attendance (FTES)	Audit Adjustments	Revised Attendance (FTES)
A. Credit Full-Time Equivalent Student (FTES)			
1. Weekly Census	15,028	-	15,028
2. Daily Census	1,708	-	1,708
3. Actual Hour of Attendance	1,079	-	1,079
4. Independent Study/Work Experience	306	-	306
5. Summer	<u>2,054</u>	-	<u>2,054</u>
Total	<u>20,175</u>	-	<u>20,175</u>
B. Non-Credit FTES			
1. Actual Hour of Attendance	217	-	217
2. Summer	<u>462</u>	-	<u>462</u>
Total	<u>679</u>	-	<u>679</u>
C. Gross Square Footage	1,143,190	-	1,143,190
D. FTES in less than 100% lease space	419	-	419

STATE CENTER COMMUNITY COLLEGE DISTRICT
 SCHEDULE OF ANNUAL APPRENTICESHIP HOURS OF INSTRUCTION
 ANNUALIZED ATTENDANCE AS OF JUNE 30, 1999

Reporting Periods	<u>Reported Annual Hours</u>	<u>Audit Adjustments</u>	<u>Revised Hours</u>
July 1 to December 31, 1998	6,308	-	6,308
January 1 to April 15, 1999	6,576	-	6,576
April 16 to June 30, 1999	<u>-</u>	-	<u>-</u>
Total	<u>12,884</u>	-	<u>12,884</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
 RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT (CCFS-311)
 WITH AUDITED FINANCIAL STATEMENTS
 FOR THE FISCAL YEAR ENDED JUNE 30, 1999

	General Fund	Cafeteria Fund	Self-Insurance Fund	Bookstore Fund	Associated Student Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Associated Student Agency Fund	Scholarship and Loan Agency Fund	Other Student Organizations Agency Fund
June 30, 1999 Annual Financial and Budget Report Fund Balance	\$12,532,083	\$67,342	\$2,682,405	\$4,314,918	\$90,260	\$ 21,772	\$162,065	\$108,999	\$158,394	\$360,218
Adjustments and Reclassifications										
Increasing (Decreasing) the Fund Balance:										
Cash/Investments	5,902	-	(5,038)	151,306	57,263	(93,865)	(731)	(56,541)	731	27,186
Accounts Receivable	(2,076,995)	-	-	84,328	(20)	123,392	1	100	-	(624)
Due From Other Funds	514	-	-	158,046	(1,315)	(39)	-	786	12	(23,308)
Fixed Assets/Inventories/Prepays	-	-	-	(91,847)	-	-	-	-	-	-
Payables	1,717,412	-	-	(67,403)	(18)	1,941	-	(36,421)	(4)	-
Due to Other Funds	30,652	(2,776)	-	(229,185)	(58,312)	(31,905)	(25)	(16,923)	(144,052)	(363,472)
Reclass to Due to Student Groups	-	-	-	-	(29,163)	-	(64,551)	-	-	-
Net Adjustments and Reclassifications	(322,515)	(2,776)	(5,038)	5,245	(31,565)	(476)	(65,306)	(108,999)	(143,313)	(360,218)
June 30, 1999, Audited Financial Statements Fund Balance	\$12,209,568	\$64,566	\$2,677,367	\$4,320,163	\$58,695	\$ 21,296	\$ 96,759	\$ -	\$ 15,081	\$ -

STATE CENTER COMMUNITY COLLEGE DISTRICT
NOTES TO SUPPLEMENTAL INFORMATION

FOR THE FISCAL YEAR ENDED JUNE 30, 1999

NOTE 1 - PURPOSE OF SCHEDULES

The audit of the State Center Community College District for the year ended June 30, 1999, was conducted in accordance with OMB Circular A-133, which requires a disclosure of the financial activities of all federally funded programs. To comply with A-133 and state requirements, the Schedule of Expenditures of Federal Awards and the Schedule of Expenditures of State Awards were prepared for the State Center Community College District.

The Schedule of Workload Measures for State General Apportionment and Annual Apprenticeship Hours of Instruction represent the basis of apportionment of the State Center Community College District's annual source of funding.

NOTE 2 - RESULTS OF RECONCILIATIONS OF EXPENDITURE PER SCHEDULE OF FEDERAL GRANT ACTIVITY WITH THE DISTRICT'S ACCOUNTING SYSTEM

Federal grants are reconciled to the District's records as follows:

General Fund	\$10,228,482
Student Financial Aid Fund	18,704,491
Scholarship and Loan Fund	455,814
Reserved Fund Balance for CASS Program	<u>(15,081)</u>
Federal Financial Assistance Schedule	<u>\$29,373,706</u>

NOTE 3 - RESULTS OF RECONCILIATION OF EXPENDITURES PER SCHEDULE OF STATE FINANCIAL ASSISTANCE WITH DISTRICT'S ACCOUNTING SYSTEM

State categorical awards and allowances reconcile to the District's records as follows:

General Fund	\$ 9,405,364
Student Financial Aid Fund	<u>1,913,610</u>
State Financial Assistance Schedule	<u>\$11,318,974</u>

NOTE 4 - RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT WITH AUDITED FINANCIAL STATEMENTS

This schedule provides the information necessary to reconcile the fund balances of all funds reported on the form CCFS-311 to the audited general purpose financial statements.

INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE REQUIREMENTS

Board of Trustees
State Center Community College District
Fresno, California

We have audited the general purpose financial statements of the various funds and account groups of the State Center Community College District for the fiscal year ended June 30, 1999, and have issued our report thereon dated December 1, 1999, which was qualified because insufficient audit evidence exists to support State Center Community College District's disclosures with respect to the year 2000 issue.

Also, in our report, our opinion on the general purpose financial statements was qualified because, as described in the fourth paragraph, our audit of the Agency Funds—Associated Student Funds and Other Student Organization Funds were limited to recorded transactions since procedures and controls in use by the Fund do not provide adequate control over transactions prior to being recorded in the accounting records. In addition, our report was qualified because the District does not maintain certain records of its general fixed assets.

In connection with our audit, we performed an audit for compliance as required in Section 400, State Compliance Requirements for those programs identified in the California Community Colleges Contracted District Audit Manual (September 1999), issued by the State Controller's Office. The objective of the examination of compliance applicable to State Center Community College District is to determine with reasonable assurance that:

1. Salaries of Classroom Instructors (50 Percent Law)

Each district's salaries of classroom instructors shall equal or exceed 50 percent of the District's current expense of education in accordance with Section 84362 of the *Education Code*.

2. Apportionment for Instructional Service Agreements/Contracts

This compliance requirement applies to instructional service agreements/contracts in which:

- a. Instruction is conducted at the contractor's facility, and
- b. The contractor's employees are used to instruct classes, and
- c. The District is paying the contractor on a per unit (i.e., per contact hour) basis for use of facilities and/or reimbursement for employees' salaries, and
- d. The contractor is paying the college/district enrollment fees for the students, and
- e. The District is reporting the FTES from these classes.

Community colleges may claim FTES for classes given at a contractor's site and use the contractor's employees as instructors for the classes. In order for these FTES to be eligible for state funding the following regulatory requirements must be met:

- Programs must be approved by the State Chancellor's Office and courses must be part of those approved programs or the college must have received delegated authority to separately approve those courses,
- Courses must be open to the general public,
- Students must be under the immediate supervision of a district employee, and
- The District employee must possess valid credentials or meet the minimum qualifications required for the assignment.

3. Required Data Elements

Each district shall have the ability to support timely, accurate and complete information for the following workload measures used in the calculation of State General Apportionment:

- a. Credit Full-Time Equivalent Student (FTES) in weekly census, daily census, actual hour of attendance and Apprenticeship courses.
- b. Noncredit FTES in actual hour of attendance and distance education courses.
- c. Credit Student Headcount Data.
- d. Gross Square Footage and FTES in less than 100% leased space.

4. Students Actively Enrolled

Each district shall claim for apportionment purposes only the attendance of students actively enrolled in a course section as of the census date (if census procedures are used to record attendance in the course section).

5. Use of Matriculation Funds

Districts must use the annual state matriculation allocation to expand levels of services that were in place in 1986-87, or to add entirely new services. The state allocation may not be used to supplant district funded services, including personnel costs, that existed in 1986-87 or before.

6. Allocation of Costs (DSP&S and EOP&S)

Salaries of instructors teaching FTES generating classes, school counselors providing advisement, Student Services at the Dean level or above, and financial aid officers conducting need analysis are not considered supportable charges against either Extended Opportunity Programs and Services (EOP&S) or Disabled Student Program and Services (DSP&S) accounts unless their activities require them to perform additional functions for the EOP&S or DSP&S programs that are beyond the scope of services provided to all students in the normal performance of the regular duty assignments. These activities may be supported only to the extent of the supplementary services provided for EOP&S or DSP&S.

7. EOP&S Administrator/Director Requirements

Districts accepting EOP&S funds are required to contribute from non-EOP&S sources the salary of the EOP&S director/administrator at the rate of 100 percent of salary and benefits for formal program activities associated with the implementation and operation of EOP&S specific activities over-and-above general supervision of EOP&S activities.

8. Gann Limit Calculation

Each district shall calculate and adopt an appropriation limits annually in a public meeting. The calculation and adoption shall be verified by certified public accountants as part of annual financial audits.

9. Enrollment Fee

Community college districts are required to report the total amount the students should have paid for enrollment fees for purposes of determining each district's share of apportionments annually.

10. Economic Development Program (EDP)

In addition to complying with standard grant conditions, community colleges must comply with all state laws and regulations concerning each of the following:

- a. Procedures for subcontracts or grant amendments, including appropriate authorization by the Chancellor's Office.
- b. Procurement procedures.
- c. Travel authorization.
- d. Hiring procedures.
- e. Appropriate use of fiscal agents.

11. Scheduled Maintenance Program

Contained within the Scheduled Maintenance Program is a Maintenance of Effort (MOE) requirement. Districts are required to expend for plant maintenance and operations the same amount as they expended in fiscal year 1995-96 plus a specified amount during the year being audited. In order to determine compliance with this requirement, the Chancellor's Office must first identify an accurate amount expended for plant maintenance and operations during the base year (1995-96). Therefore, for audits of fiscal year 1998-99, contracted district auditors are being asked to verify and report base year expenditures defined as follows:

The actual amount expended in fiscal year 1995-96 in the General Fund for Activity Code 6500, Operation and Maintenance of Plant, excluding any state funds and match dollars expended for "Deferred Maintenance and Special Repairs" as defined in Education Code Section 84660, if reported in Activity Code 6500.

The auditor is to report in the State Compliance Requirements portion of the audit report the amount expended in fiscal year 1995-96 as defined above.

Activity code 6500 is defined in the California Community Colleges Budget and Accounting Manual.

"Deferred Maintenance and Special Repair" is defined in ECS 84660 and the Budget and Accounting Manual and may have commonly been referred to in the past by the Chancellor's Office and community college districts as the "Deferred Maintenance Program." This term is now referred to as the "Scheduled Maintenance Program."

In our opinion, the State Center Community College District complied with the compliance requirements for the state programs listed and tested above. Further, nothing came to our attention as a result of the aforementioned procedures to indicate that the State Center Community College District had not complied with the terms and conditions of state assisted educational programs not selected for testing.

Borchardt, Corona & Faeth

Fresno, California
December 1, 1999

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Trustees
State Center Community College District
Fresno, California

We have audited the general purpose financial statements of the State Center Community College District, as of and for the year ended June 30, 1999, and have issued our report thereon dated December 1, 1999, which was qualified because insufficient audit evidence exists to support State Center Community College District's disclosures with respect to the year 2000 issue. Except as discussed in the preceding sentence and the following paragraph, we conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

In our report, our opinion on the general purpose financial statements was qualified because, as described in the fourth paragraph, our audit of the Agency Funds—Associated Student Funds and Other Student Organization Funds were limited to recorded transactions since procedures and controls in use by the Fund do not provide adequate control over transactions prior to being recorded in the accounting records. In addition, our report was qualified because the District does not maintain certain records of its general fixed assets.

Compliance

As part of obtaining reasonable assurance about whether State Center Community College District's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of general purpose financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of audit findings and questioned costs.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered State Center Community College District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect State Center Community College District's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying findings and recommendations section of this report.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe none of the reportable conditions described in the accompanying schedule of audit findings and questioned costs is a material weakness.

This report is intended for the information of the Board of Trustees, management, the California Department of Education, the State Controller's Office, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

Borchardt, Corona & Faeth

Fresno, California
December 1, 1999

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM
AND INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH OMB CIRCULAR A-133

Board of Trustees
State Center Community College District
Fresno, California

Compliance

We have audited the compliance of State Center Community College District with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 1999. State Center Community College District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of audit findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of State Center Community College District's management. Our responsibility is to express an opinion on State Center Community College District's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about State Center Community College District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on State Center Community College District's compliance with those requirements.

In our opinion State Center Community College District complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 1999.

Internal Control Over Compliance

The management of State Center Community College District is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered State Center Community College District's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the Board of Trustees, management, the California Department of Education, the State Controller's Office, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

Borchardt, Corona & Faeth

Fresno, California
December 1, 1999

INDEPENDENT AUDITORS' OPINION ON COMPLIANCE WITH SPECIFIC
REQUIREMENTS APPLICABLE TO STUDENT FINANCIAL
ASSISTANCE PROGRAMS

Board of Trustees
State Center Community College District
Fresno, California

We have audited the general purpose financial statements of the State Center Community College District, as of and for the year ended June 30, 1999, and have issued our report thereon dated December 1, 1999, which was qualified because insufficient audit evidence exists to support State Center Community College District's disclosures with respect to the year 2000 issue.

Also, in our report, our opinion on the general purpose financial statements was qualified because, as described in the fourth paragraph, our audit of the Agency Funds—Associated Student Funds and Other Student Organization Funds were limited to recorded transactions since procedures and controls in use by the Fund do not provide adequate control over transactions prior to being recorded in the accounting records. In addition, our report was qualified because the District does not maintain certain records of its general fixed assets.

Compliance

We have audited the State Center Community College District's compliance with the common and specific program requirements that are applicable to each of its student financial assistance programs, for the year ended June 30, 1999. The management of the State Center Community College District is responsible for compliance with those requirements. Our responsibility is to express an opinion on compliance with those requirements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States; standards established by the American Institute of Certified Public Accountants; and the Audit Guide, *Audits of Student Financial Assistance Programs*, issued by the U.S. Department of Education, Office of Inspector General, June 1998. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the requirements referred to above occurred. An audit includes examining, on a test basis, evidence about the State Center Community College District's compliance with those requirements. We believe that our audit provides a reasonable basis for our opinion.

The results of our audit procedures disclosed an instance of noncompliance which is described in the accompanying Schedule of Audit Findings and Questioned Costs. We considered this instance of noncompliance in forming our opinion on compliance, which is expressed in the following paragraph.

In our opinion, the State Center Community College District complied, in all material respects, with the requirements that are applicable to each of its student financial assistance programs for the year ended June 30, 1999.

Borchardt, Corona & Faeth

Fresno, California
December 1, 1999

STATE CENTER COMMUNITY COLLEGE DISTRICT
 SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
 YEAR ENDED JUNE 30, 1999

Section I—Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: **Qualified**

Internal control over financial reporting:
 Material weakness(es) identified? _____ Yes X No
 Reporting condition(s) identified not considered
 to be material weakness(es) X Yes _____ None reported

Noncompliance material to financial statements noted? _____ Yes X No

Federal Awards

Internal control over major programs:
 Material weakness(es) identified? _____ Yes X No
 Reporting condition(s) identified not considered
 to be material weakness(es) _____ Yes X None reported

Type of auditors' report issued on compliance for
 major programs: **Unqualified**

Any audit findings disclosed that are required to be
 reported in accordance with Circular A-133,
 Section .510(a) _____ Yes X No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
<u>84.007</u>	<u>Supplemental Educational Opportunity Grant</u>
<u>84.063</u>	<u>Pell Grant</u>
<u>17.246</u>	<u>Job Training Partnership Act - Title III</u>
<u>17.250</u>	<u>Job Training Partnership Act - Title II</u>
<u>17.253</u>	<u>Job Training Partnership Act - Welfare to Work</u>

Dollar threshold used to distinguish between
 Type A and Type B programs \$ 300,000

Auditee qualified as low-risk auditee? _____ Yes X No

State Awards

Internal control over state programs:
 Material weakness(es) identified? _____ Yes X No
 Reporting condition(s) identified not considered
 to be material weakness(es) _____ Yes X None reported

Type of auditors' report issued on compliance for
 state programs: **Unqualified**

STATE CENTER COMMUNITY COLLEGE DISTRICT
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 1999

Section II—Financial Statement Findings

99 - 1 *Internal Controls*

Criteria or specific requirement:

Compliance with generally accepted accounting principles

Condition:

District site accounting personnel did not fully understand and utilize the new accounting system. An excessive number of accounting transactions posted by site personnel had to be corrected by District Office accountants.

Questioned costs:

None

Context:

Approximately 300 journal entries were made after year-end to correct omitted and erroneous postings to the District accounts.

Effect:

Several recurring transactions were not booked correctly, which may prevent the District from obtaining an accurate view of the District's financial position during the year. Additionally, interim claims and accounting for federal and state programs could be affected.

Cause:

In several instances site personnel were not correctly entering data into the new District accounting and reporting package. Several accounting transactions were not reported on a timely basis.

Recommendation:

We recommend that the District site personnel learn to fully understand the processing of transactions through the Datatel System and rely less on district office personnel correcting those recorded transactions with journal entries.

District Response:

The District concurs with this finding and recommendation. The District Office is coordinating additional training and retraining sessions to ensure full utilization of the new Datatel System. In addition, supervisors have been directed to make arrangements in individual departments to ensure accurate and timely posting of all accounting transactions.

STATE CENTER COMMUNITY COLLEGE DISTRICT
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 1999

Section II—Financial Statement Findings

99 - 2 *Internal Controls*

Criteria or specific requirement:

Compliance with generally accepted accounting principles

Condition:

Bank accounts at Reedley College were not reconciled until after the fiscal year ended June 30, 1999.

Questioned costs:

None

Context:

Several bank accounts at Reedley College were not fully reconciled during the fiscal year.

Effect:

The cash balances were incorrectly reported during the year. Closing of the year-end and the preparation of reports were delayed until all bank reconciliations could be completed.

Cause:

Adequate procedures were not in place at Reedley College to ensure timely reconciliation of all bank accounts. Additionally, a lack of coordination between the Financial Aid and Business Offices resulted in a delay of several bank reconciliations.

Recommendation:

We recommend the District review bank reconciliations and reconciling activity be posted on a timely basis. Evidence of monthly reconciliation of each bank account should be submitted to the District Office for review.

District Response:

The District is in agreement with the finding and recommendation. The District has developed a schedule for timely completion and submittal of all bank accounts. Bank reconciliations will be completed within 30 days after the receipt of bank statements. Procedures have also been established to better coordinate the reconciliation of all financial aid-related accounts.

STATE CENTER COMMUNITY COLLEGE DISTRICT
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 1999

Section II—Financial Statement Findings

99 - 3 *Attendance - Student Probation & Dismissal*

Criteria or specific requirement:

State attendance reporting requirements

Condition:

The District did not notify students on probation about their enrollment status.

Questioned costs:

None

Context:

All students on academic probation that were enrolled at Fresno City and Reedley College did not receive proper notification.

Effect:

Students were not notified of their current probationary status within a reasonable amount of time as required by the state.

Cause:

The District recently converted to a new computer system. The attendance module was not programmed to notify students who were on academic probation.

Recommendation:

The District should implement procedures to ensure that all required information is properly reported to the students.

District Response:

The attendance module has been programmed to notify students who are on academic probation. All students on academic probation are now notified on a timely basis regarding their enrollment status.

STATE CENTER COMMUNITY COLLEGE DISTRICT
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
JUNE 30, 1999

<u>Finding Ref. No.</u>	<u>Recommendation</u>	<u>Current Status</u>	<u>Explanation if Not Fully Implemented</u>
1	<p>During our analysis of the administrative capability over the SFA Title IV programs at Fresno City College (FCC) and Reedley College (RC), we noted that both SFA offices could utilize more full-time professional staff. Although the current administration is capable of providing required services to the students, additional full-time staff would allow each SFA office to more efficiently provide financial aid counseling to the students. We recommend the District review the SFA programs at both campuses to determine what the actual number of full-time professional staff should be in order to provide more efficient financial aid counseling.</p>	Implemented	
2	<p>The District inappropriately included daily student contact hours (dsch) in the annual CCFS-320, which were not allowable for reporting. The District reviewed the available courses and identified a new list of allowable courses to be included on the CCFS-320 for 1997-98. The net effect of the different course lists resulted in an increase of Credit Summer FTES of 6,197 hours (12 FTES). The District also over claimed the number of Non-Credit VTC hours on the CCFS-320 by 26,765 hours (51 FTES). Lastly, the District over claimed the number of Apprenticeship hours on the CCFS-321 by 12,598 hours. The District should ensure that attendance personnel implement procedures to ensure all attendance data is properly accumulated for reporting on the CCFS-320 and CCFS-321.</p>	Implemented	

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration to Approve 1999-00 Partnership
For Excellence Recommendations

ITEM NO. 00-24

EXHIBIT: Partnership For Excellence Plans

Background:

The 1999-00 State Budget Act included \$145 million for the continued development of the Partnership For Excellence Program. This Program was developed in an effort to achieve community college systemwide outcomes which reflect the high-priority policy objectives of the State while providing expanded funding for the system.

In receiving funding, the community college system committed to achieving the following performance goals by the year 2005:

1. Transfers - an increase from 69,574 to 92,500 in the number of students who transfer from community colleges to baccalaureate institutions.
2. Degrees and Certificates - an increase from 80,799 to 110,500 in the number of degrees and certificates awarded.
3. Successful Course Completion - an increase from 68.1% to 70.6% in the rate of successful course completions.
4. Workforce Development - an increase in the number of students who successfully complete apprenticeship courses, advanced level vocational courses, and introductory vocational courses.
5. Basic Skills Improvement - an increase in the number of students from 108,566 to 150,754 completing course work at least one level above their prior basic skills enrollment.

The \$145 million appropriation was allocated by the Chancellor's Office on a per-FTES basis, resulting in an allocation of \$3,081,916 to SCCCD for the development and enhancement of programs which will increase performance toward the systemwide goals. Enclosed please find a Partnership For Excellence Plan for each campus and the North Centers for the 1999-00 year.

As you will see, the Plans incorporate any carryover from the 1998-99 Partnership For Excellence Program. Because the 1998-99 Program was implemented mid-year and included the hiring of faculty and classified positions which were not implemented until the 1999-00 fiscal year, significant carryovers occurred. The carryovers were expected and planned for in preparation of the 1999-00 Program.

It should be noted that any positions included in the 1999-00 Program were either approved in 1998-99 or at the December 7, 1999, regularly scheduled Board meeting. As approved by the Board of Trustees in 1998-99, faculty positions will not exceed 1/3 of the Partnership For Excellence funding allocation, and total on-going employee costs, including faculty and other certificated or classified personnel, shall not exceed 50% of the total Partnership For Excellence funding allocations. The Plans are in conformance and compliance with this internal policy.

While allocation of 1999-00 funds has been agreed upon administratively, it should be noted that due to the expansion of the Madera Campus and North Centers in 2000-01, it has been agreed that a reappropriation of these funds will be necessary to facilitate the opening of the new facility at Madera and the resulting expanded programs. Further, it is anticipated that additional funding for Partnership For Excellence Programs will be included in the Governor's 2000-01 proposed budget, which will allow additional funding options on a Districtwide and campus basis.

Lastly, it should be noted that the recommended Partnership For Excellence Plans have been developed with significant input from all constituents and employee groups. Based upon this input, as well as the specific needs of campuses, it is believed that the Plans will contribute to significant improvement in the various Partnership For Excellence goals.

Recommendation:

It is recommended that the Board of Trustees approve the recommended 1999-00 Partnership For Excellence Program as provided.

**Fresno City College
1999-2000 Partnership for Excellence**

1. Area: Business Services (Computerland-Silicon Valley) - \$22,358

Area of need to be addressed:

To address copyright and licensing arrangements for institutional and classified staff for Microsoft office suites. The \$22,358 is Fresno City College's portion of the District total (\$44,717).

Partnership for Excellence goals this will address:

Goal 2: Degrees and Certificates
Goal 3: Successful Course Completion
Goal 5: Basic Skills Improvement

SCCCD Master Plan goal this will address:

Goal 25: Establish and implement a formalized process whereby all staff develop an ongoing, individualized development plan which may include career development, use of technology, and business and industrial practices and trends.

How funds will be used:

\$22,358 - Licensing agreement (FCC portion of District total paid in September, 1999)

How success will be measured:

A measurement of success will be the increasing number of staff purchasing Microsoft Office 2000 to enhance skills, thereby, increasing basic skills to better serve students and the public at large.

2. **Area: Business Services (Classified Staff Special Projects) - \$50,000**

Areas to be addressed:

- a) Improve Customer Service with extensive program training. This training will be a program geared at educating the Classified to all of the programs offered on campus. An outside coordinator would create a flow chart of programs and services then organize the various presentations in a prioritized manner.
- b) Technology to support Partnership For Excellence Validation project. Technology training to support partnership for excellence validation. Baseline technology training is to be accomplished with these funds. Training in the areas of specific software (Statistical package for Social Science: SPSS), additionally data extraction training in the Colleague System. This training will additionally support report writing and communication management supporting student awareness and academic progress.
- c) Technology to support Admissions and Records Enrollment Management Activities. Additional technological support in enrollment management activities including data retrieval and degree audit. Currently, staff must rotate computer use and computers are not able to accommodate large amounts of data for data retrieval purposes.

Partnership for Excellence goals this will address.

- Goal 1: Transfer
- Goal 2: Degree and Certificate Completion
- Goal 4: Workforce Development
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goals:

- Goal 4: Develop a plan for specific educational programs and services, which meet welfare reform needs of students to enter or re-enter the workforce in an expeditious manner.
- Goal 6: Streamline transfer and guaranteed admission agreements with baccalaureate granting institutions.
- Goal 11: Develop a research system for measuring, analyzing and reporting on the effectiveness of the transfer, occupational and basic skills programs related to student performance.
- Goal 25: Establish and implement a formalized process whereby all staff develop, an on-going, individualized development plan which may include career development, use of technology, diversity, and serving people with special needs.

How funds will be used:

\$20,000 - Consultant Services for "Program Training"
7,500 - Printing Costs
10,000 - Conference Expenses
2,696 - Supplies related to training (binders for training material, etc.)
6,500 - Four Computers for Admissions and Records area
804 - Computer Upgrades (128 Ram and 13 GB hard drive, Colorado back-up drive)
2,500 - Specific Software Training
\$50,000

How success will be measured:

A student/customer service questionnaire would need to be developed by the consultant, so that a reduction in the percentage of negative comments could be measured.

Survey of staff on their level of knowledge about college procedures and programs and compare this survey to the training records.

Reduction in number of misrouted inquiries, improved processing time, and student satisfaction.

Progress towards goals will be measured using California Management Information Systems Data to replicate the study conducted by the California State Chancellor's Office to generate 1995-1998 baseline data. These protocols are outlined in the Partnership for Excellence Fact Book.

Peak registration will be reduced from a four-week to a two-week period.
A manual degree audit averaging 2-6 hours will be reduced to 5 minutes using automated degree audit.

3. Area: Business Services (PFE Validation) - \$25,000

Area of need to be addressed:

Critical to Fresno City College's Partnership for Excellence funding is the assessment of progress towards the five goals set forth by the California College's Chancellor's Office.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree and Certificate Completion
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goal this will address:

Goal 11: Develop a research system for measuring, analyzing and reporting on the effectiveness of the transfer, occupational, and basic skills programs related to student performance.

How funds will be used:

- \$21,500 – Classified salaries plus benefits
- \$ 1,000 - hardware/software upgrades
- \$ 2,000 - travel to statewide training
- \$ 500 - supplies
- \$25,000

How success will be measured:

Progress towards goals will be measured using California Management Information Systems Data to replicate the study conducted by the California State Chancellor's Office to generate 1995-1998 baseline data. These protocols are outlined in the Partnership for Excellence Fact Book.

4. **Area: Admissions and Records (Enrollment Management Activities) - \$15,000**

Area of need to be addressed:

Additional support in enrollment management activities including data retrieval, degree audit and the production/distribution of marketing and promotional materials, as we transition towards admissions and records technologies.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree and Certificate Completion
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goal this will address:

Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.

Goal 2: In concert with advisory committees, create a rapid response system to meet the changing need for the creation and modification of new curricula and/or programs.

How funds will be used:

\$12,500 – Classified salaries plus benefits
\$ 3,000 - supplies and postage
\$15,000

How success will be measured:

Peak registration will be reduced from a four-week to a two-week period.
A manual degree audit averaging 2-6 hours will be reduced to 5 minutes using automated degree audit.

5. **Area: Training Institute and FCC Health Sciences Division - \$25,000**

Area of need to be addressed:

Several new and expanded program certification and accreditation requirements have caused the Fresno City College Training Institute (fee-based) Surgical Technician Program to become very expensive and flattened enrollments. Transitioning it to a credit-based program would allow it to significantly expand enrollment, and meet the growing demand for Surgical Technicians in partnership with the area's medical community.

Partnership for Excellence goals this will address:

Goal 2: Degrees and Certificates - This expanded credit program will increase the number of certificates awarded by the College.

Goal 4: Workforce Development - This expanded credit program will increase the number of successfully completed vocational courses.

SCCCD Master Plan goal this will address:

Goal 8: Develop and implement programs that fulfill developing career opportunities.

Goal 12: Increase academic and occupational opportunities for students from diverse populations (i.e., disadvantaged, disable, gender, ethnicity, etc.) by expanding community partnerships and external sources of funding.

How funds will be used:

\$13,330 - Certificated – Health Sciences (one-time)
Certificated Instructor - 20% for 9 months
7,235 - Classified Salary – FCC Training Institute (one-time)
Program Development Assistant - 40% for 4 months (\$6125)
Department Secretary - 10% for 4 months (\$1110)
2,150 - Equipment - Various surgical room items to support program
2,285 - Supplies
\$25,000

How success will be measured:

The number of students annually completing the program will increase 67% from 12 (non-credit based) to 20 (credit based).

6. **Area: Training Institute and FCC Student Services - \$25,000**

Area of need to be addressed:

Several vocational programs, both at the Fresno City College Training Institute and Vocational Training Center would be enhanced with additional coursework that would extend and enhance the student's learning experience. These would include:

- a) Work experience opportunities to enhance students employability in Training Institute vocational programs, including pharmacy technician, phlebotomy, and fiber optic technician;
- b) Develop and implement a series of courses designed to enhance the entrepreneurial capabilities of students who have previously completed vocational courses.

Partnership for Excellence goals this will address:

Goal 4: Workforce Development - These expanded programs will increase the number of businesses and employees benefiting from contract education and the number of individuals receiving fee-based job training.

SCCCD Master Plan goal this will address:

Goal 4: Develop a plan for specific educational programs and services, which meet welfare reform needs of students to enter or re-enter the workforce in an expeditious manner.

Goal 8: Develop and implement programs that fulfill developing career opportunities.

How funds will be used:

Funds will be used to pay for the one time development staff costs and related support costs categories.

\$21,536 - Classified Salaries - Training Institute (one-time)
 Project Specialist III - 720 hours @ \$18 per hour (\$13,740)
 Office Assistant III - 40% for six months (\$7796)
 1,514 - Supplies
 1,950 - Equipment - Computer
\$25,000

How success will be measured:

A 10% increase in enrollment of specified Training Institute vocational programs.

The implementation of a new series of courses designed to enhance entrepreneurial abilities by 6/30/2000.

7. **Area: Training Institute - \$25,000**

Area of need to be addressed:

These funds would be used to pay for one-time costs associated with the development of new contract education and fee-for-training programs and enhancing the Training Institute's cost effective delivery of existing economic development programs.

New training programs under consideration are based upon industry demand and currently include industrial automation technology, advanced classes in photonics pneumatics, and hydraulics, and advanced topics in telecommunications. This area also includes the purchase and implementation of specialized economic development software designed to enhance the overall cost-effectiveness of the Training Institute's contract education and fee-for-training courses operations.

Partnership for Excellence goals this will address:

Goal 4: Workforce Development - These expanded programs will increase the number of businesses and employees benefiting from contract education and the number of individuals receiving fee-based job training.

SCCCD Master Plan goal this will address:

Goal 8: Develop and implement programs that fulfill developing career opportunities.

Goal 18: Continue participation in the development of school and business and community partnerships.

How funds will be used:

\$ 9,790 – Software - PeopleWare Pro V. 2 - for up to 10 station use
4,950 - Staff training - Contracted to PeopleWare Inc.
1,076 - Supplies
9,184 - Classified salary - Training Institute
_____ Program Development Assistant - 40% for six months
<u>\$25,000</u>

How success will be measured:

Development and implementation of six (6) new class topics in areas specified above by 6/30/00.

Implementation of new software system by 6/30/00.

A 10% increase in fee for training and contract education registrations without the addition of new staff due to increased efficiencies.

8. Student Services (Transfer Center) - \$30,000

Area of need to be addressed:

Develop collaborative efforts with faculty, enhance transfer activities, and develop materials promoting transfer opportunities from FCC for high school counselors, high school students, parents, and FCC students.

Partnership for Excellence goals this will address:

Goal 1: Transfer

SCCCD Master Plan goal this will address:

Goal 5: Establish a comprehensive transfer plan with special attention to collaborative efforts between faculty, student services, and secondary schools.

Goal 6: Streamline transfer and guaranteed admissions agreement with baccalaureate granting institutions.

How funds will be used:

\$ 3,156	Certificated Adjunct Counselor (116 hr x \$25.73)
3,000	Non-Instructional Supplies
4,000	Equipment Maint. (Networking)
5,000	Travel/Conference
5,000	Promotions and Printing
<u>9,844</u>	New Equipment
\$30,000	

How success will be measured:

There will be an increase in the number of students that transfer as a result of services received from this program.

9. **Programs and Services for Underrepresented Students - \$85,000**
(formerly 9, 10, 11, 12)

Area of need to be addressed:

Develop programs, materials, services, and relationships with mentors to improve access, retention, and success of underrepresented students which will result in increased transfers to baccalaureate institutions and achievement of vocational goals.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 4: Retention

SCCCD Master Plan goal this will address:

Goal 5: Establish a comprehensive transfer plan with special attention to collaborative efforts between faculty, student services, and secondary schools.

Goal 7: Evaluate the occupational programs to assure that students have the optimal transfer options should they change career goals.

Goal 12: Increase academic and occupational opportunities for students from diverse populations (i.e., disadvantaged, disabled, gender, ethnicity, etc.) by expanding community partnerships and external sources of funding.

Goal 20: Develop a marketing plan, using both traditional and non-traditional methods, that emphasizes the strengths of each of the District's campuses and centers, targets specific audiences, and promotes student success and participation.

How funds will be used:

\$6,381	Certificated (2 pt counselors for 226 hours, release time for 2 English instructors for 116 hours x \$25.73)
22,730	Classified (6 pt tutors for 1,402, 3 pt office assistants for 2,267 hours x 5.75)
8,500	Non-Instructional Supplies/materials – office supplies, software, postage
28,501	Travel/Conference – statewide training, field trips to historically Black Colleges, UC's, CSU, and other Private Colleges

4,865	Printing
3,023	Misc. Other – Awards and Banquets
7,000	Consultant Services – Speakers and Consultants
1,000	Equipment Repair and Maintenance – data lines
<u>3,000</u>	Capital Outlay (2 computers and 1 printer)
\$85,000	

How success will be measured:

Increase in the number of underrepresented students who have received targeted services, transferring to four-year colleges. Specific activities will be determined from the assessment of results gleaned from the PFE Validation Projects 2b and 3. Progress towards goals will be measured using California Management Information Systems Data in comparison to the college goals submitted to the State Chancellor's Office for PFE funds.

10. **Area: Student Services (Student Athlete Support Program) - \$25,000**

Area of need to be addressed:

Develop student athlete program to insure student academic goals are established and met by providing a variety of activities including a student-athlete council, study table, mandatory academic progress reports, career exploration, and academic advising.

Partnership for excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 6: Basic Skills Improvement

SCCCD Master Plan goal this will address:

Goal 5: Establish a comprehensive transfer plan with special attention to collaborative efforts among faculty, student services, and secondary schools.

Goal 8: Develop and implement programs that fulfill developing career opportunities.

How funds will be used:

- \$ 1,000 – Certificated Salaries Counselor, 38 hours
- 5,660 –Classified Salaries multiple tutorial assistants to assist student athletes – 20 hours per week
- 1,000 – Software
- 3,440 – Other Supplies
- 2,000 – Rents and Repair data lines added for Datatel access.
- 1,500 – Travel Conference Attend NCAA and Academic Advising Conf.
- 3,500 – Consultant/Speakers
- 750 – Printing and Promotions
- 3,500 – Other Operating Expenses
- 2,400 – Equipment – computers for student athlete student center
- \$25,000

How success will be measured:

Success will be measured by increased retention rate of student athletes, utilization of academic support services, increased number of students transferring to four-year universities, and increased number of student athletes completing basic skill classes.

11. Student Services (Probation Program) - \$20,000

Areas that Needs to Be Addressed:

Develop a probation program that will assist probation students towards progress in completion of units attempted, academic success, and increasing number of students to successfully advance to completion of transfer certification to four-year institutions, AA/AS degree and certificate program.

2. Partnership for Excellence Goals this will address:

Goal 1: Transfer

Goal 2: Degree and Certificates

Goal 3: Successful Course Completion

Goal 5: Basic Skills Improvement

SCCCD Master Plan Goals:

Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer oriented and occupational oriented students.

Goal 10: Establish a more specific orientation program for all students to gain a realistic understanding of the priorities and commitments necessary for student success.

Goal 20: Develop a marketing plan, using both traditional and non-traditional methods, that emphasizes the strengths of each of the District's campuses and centers, targets specific audiences, and promotes student success and participation.

How funds will be used:

\$12,825	Certificated Adjunct Instructors and Counselors (466 hr. x \$25.73)
4,671	Non-Instructional Hourly OA 1 and Tutors (782 hr x \$5.75)
996	Benefits
500	Office Supplies
1,000	Computer Software and Supplies
<u>1,004</u>	Other Operating Expenses
\$20,000	

How success will be measured:

Students enrolled in probation classes will show improvement in their grade point average for the semester.

12. **Student Services (Student Leadership Program) - \$25,000**

Area of need to be addressed:

Student leadership development is critical to the sustainment of a college environment, which supports effective relations among all constituencies and facilitates student concerns and encourages life-long leadership and volunteerism in the community.

Partnership for Excellence this will address:

- Goal 1: Transfer
- Goal 2: Degree and Certificate
- Goal 3: Successful Course Completion

SCCCD Master Plan goal(s) this will address:

Goal 14: Develop incentives to encourage students participation in both on and off campus activities, such as health agencies, senior citizens, political organizations, peer counseling, mentoring, performing arts, and recreational programs.

How funds will be used:

- \$ 15,000 – Classified (1,009 hrs. x \$14.86/hr. + Benefits)
- 5,000 – Supplies/Materials
- 5,000 – Travel/Honorarium
- \$ 25,000

How success will be measured:

- 15% increase in number of students who participate in student government and organizations
- 5% increase in number of staff who serve as advisor to student organization.
- 10% increase in number of students who indicate satisfaction with campus environment
- 10% increase in number of students who obtain volunteer assignments during annual Volunteer Fair
- Provide one major on-campus leadership activity for students and staff each semester

13. **Student Services (Job Placement) - \$25,000**

Areas of need to be addressed:

- Facilitation of move to new location
- Expansion of services to include closer relations with students and instructors in the classroom and with employers
- Increase opportunities for students to participate in internships, volunteerism and other work-based experiences
- Increase number of employees who use Job Placement services

Partnership for Excellence goals this will address:

Goal 4: Workforce Development

SCCCD Master Plan goal this will address:

Goal 4: Develop a plan for specific educational programs and services, which meet welfare reform needs of students to enter or re-enter the workforce in an expeditious manner.

Goal 12: Increase academic and occupational opportunities for students from diverse populations (i.e., disadvantaged, disabled, gender, ethnicity, etc.) by expanding community partnerships and external sources of funding.

Goal 13: Develop a strategy to coordinate job development and placement programs with industry and governmental agency participation.

Goal 18: Continue participation in the development of school and business and community partnerships.

How funds will be used:

- \$ 10,000 – Classified (398 hours x \$25.12/hr. + Benefits)
 - 2,000 – Hardware/Software (Increase computer capacity and secure software to facilitate job seeking and career management.)
 - 5,000 – Printed Material
 - 3,000 – Travel (Staff travel to observe several exemplary college placement operations.)
 - 5,000 – Supplies/Materials (Production of aids to supplement classroom treatment of job placement, brochures and videos.)
- \$ 25,000

How success will be measured:

20% increase in number of employers who recruit on campus

10% of completers will develop portfolios

10% increase in instructors who include use of Job Placement Center in course syllabi

90% of students who use Job Placement Center will express satisfaction with their experience.

14. **Student Services (Advancement of Vocational Education Programs) - \$25,000**

Area of need to be addressed:

Improve quality and frequency of contacts with high school vocational education teachers and students and re-entry students served by agencies
Develop materials to profile Vocational Technical Division and Vocational Technical Institute programs

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goals this will address:

Goal 4: Develop a plan for specific educational programs and services, which meet welfare reform needs of students to enter or re-enter the workforce in an expeditious manner.

Goal 13: Develop a strategy to coordinate job development and placement programs with industry and governmental agency participation.

Goal 18: Continue participation in the development of school and business and community partnerships.

How funds will be used:

\$ 5,050 – Certificated (185 hours x \$27.30 + Benefits)
4,950 – Classified (831 hours x \$5.96 + Benefits)
5,000 – Supplies
5,000 - Printed Materials (Unique brochures for targeted programs)
2,000 – Travel (Staff travel to conferences and exemplary Vocational Programs-Milwaukee Tech., Dunwoody Tech)
3,000 – Equipment- (Promotional Display Units)
\$25,000

How success will be measured:

College will provide leadership to the planning of a multi-segmental summit of the service area of Vocational Education in 2000
100% of high school seniors in service area will be contacted by staff each year

20% increase of visits by high school students and adults to the college's Vocational Training facilities

15% increase in number of students enrolled in vocational education programs

15. **Student Services (Registration To Go) - \$30,000**

Area of need to be addressed:

Improvement of materials designed to meet the needs of high school faculty/counselors, students, and parents

Validation of program's impact to include longitudinal study of participants

Partnership for Excellence goals this will address:

Goal 1: Transfer

Goal 2: Degrees and Certificates

Goal 3: Successful Course Completion

SCCCD Master Plan Goal this will address:

Goal 18: Continue participation in the development of school and business and community partnerships.

Goal 20: Develop a marketing plan, using both traditional and non-traditional methods, that emphasizes the strengths of each of the district's campuses and centers, targets specific audiences, and promotes student success and participation.

How funds will be used:

\$ 2,000 – Certificated Employees (73 hours x \$27.30 + Benefits)

10,000 – Classified Staff (1,109 hours x \$9.02/hr. + Benefits)

18,000 – Supplies/Materials (Brochures, Transfer/Enrollment information for High School Counselors, expendable forms, catalogs and advertisement in High School newspapers.)

\$ 30,000

How success will be measured:

3% increase in number of students who participate in Registration-To-Go registration process

Expand Registration-To-Go activities to include five additional continuation schools

Complete research on latest cohort of participants

16. **Student Services (International Scholars) - \$25,000**

Area of need to be addressed:

Develop programs, services, and procedures to increase the enrollment of international students, and improve their quality of life, adjustment to new environment, and successful completion of their goals.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree and Certificates
- Goal 3: Successful Course Completion
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goal this will address:

Goal 10: Establish a more specific orientation program for all students to gain a realistic understanding of the priorities and commitments necessary for student success.

Goal 12: Increase academic and occupational opportunities for students from diverse populations (i.e., disadvantaged, disabled, gender, ethnicity, etc.) by expanding community partnerships and external sources of funding.

How funds will be used:

\$ 2,821 – Certificated Employees
179 – Certificated Benefits
5,500 – Supplies
10,000 - Programs
5,000 – Printed Materials
1,000 – Travel
500 – Memberships
\$25,000

How success will be measured:

- 15% increase in number of students who enroll
- 10% increase in number of international students who complete their declared objectives within allotted time
- 20% reduction in number of students who are determined to be “out of status” according to U.S. Immigration Department standard
- 95% of international students will indicate satisfaction with their experience at Fresno City College

17. **Student Services (Advancement of Vocational Education Programs) - \$25,000**

Area of need to be addressed:

Improve quality and frequency of contacts with high school vocational education teachers and students and re-entry students served by agencies
Develop materials to profile Vocational Technical Division and Vocational Technical Institute programs

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goals this will address:

Goal 4: Develop a plan for specific educational programs and services, which meet welfare reform needs of students to enter or re-enter the workforce in an expeditious manner.

Goal 13: Develop a strategy to coordinate job development and placement programs with industry and governmental agency participation.

Goal 18: Continue participation in the development of school and business and community partnerships.

How funds will be used:

\$ 5,050 – Certificated (185 hours x \$27.30 + Benefits)
4,950 – Classified (831 hours x \$5.96 + Benefits)
5,000 – Supplies
5,000 - Printed Materials (Unique brochures for targeted programs)
2,000 – Travel (Staff travel to conferences and exemplary Vocational Programs-Milwaukee Tech., Dunwoody Tech)
3,000 – Equipment- (Promotional Display Units)
\$25,000

How success will be measured:

College will provide leadership to the planning of a multi-segmental summit of the service area of Vocational Education in 2000
100% of high school seniors in service area will be contacted by staff each year

20% increase of visits by high school students and adults to the college's Vocational Training facilities
15% increase in number of students enrolled in vocational education programs

18. **Student Services (Job Coaches/WAVE) - \$50,000**

Area of need to be addressed:

Need for additional funding to underwrite cost of job coaches who supervise students who enroll in WAVE, a program designed to improve the job-readiness course completion and self-sufficiency of disabled students.

Partnership for Excellence goals this will address:

Goal 3: Successful Course Completion
Goal 4: Workforce Development

SCCCD Master Plan goal this will address:

Goal 12: Increase academic and occupational opportunities for students from divers populations (i.e., disadvantaged, disabled, gender, ethnicity, etc.) by expanding community partnership and external sources of funding.

Goal 13: Develop a strategy to coordinate job development and placement programs with industry and governmental agency participation.

Goal 18: Continue participation in the development of school and business and community partnerships.

How funds will be used:

\$ 50,000 –Classified (6,881 hours for WAVE coaches to work with students assigned to project.)
\$ 50,000

How success will be measured:

5% increase in number of WAVE participants who obtain jobs within 30 days of completing program
10% increase in number of WAVE participants

19. **Student Services (EAGL³E) - \$50,000**

Area of need to be addressed:

Further expansion and refinement of EAGL³E (Empowerment, Achievement, Goals, Life-Long Learning, Leadership, & Excellence) a highly effective and comprehensive program of services, was developed to improve student persistence, course completion, and collaboration with service area high schools in order to maintain a robust enrollment profile.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree and Certificate
- Goal 3: Successful Course Completion
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goal this will address:

Goal 10: Establish a more specific orientation program for all students to gain a realistic understanding of the priorities and commitments necessary for student success.

Goal 12: Increase academic and occupational opportunities for students from diverse populations (i.e., disadvantaged, disabled, gender, ethnicity, etc.) by expanding community partnerships and external sources of funding.

How funds will be used:

- \$ 3,000 – Certificated employees (110 hours x \$27.30/hr. + Benefits)
- 10,000 – Classified employees (1,108 hours x \$9.02/hr. + Benefits)
- 7,000 – Supplies (Paper)
- 30,000 – Materials (Brochures, Newsletters, Inserts for High School newspapers
Guidance Studies/Work Experience class material.)
- \$50,000

How success will be measured:

- 70% of Guidance Studies/Work Experience instructors will indicate satisfaction with their training and over-all experience
- 5% increase in number of students who persist through Registration to Go process to class attendance
- All participating high schools will maintain appropriate levels of support of Registration To Go to include access to students
- 10% increase in number of Registration To Go participants who achieve their declared goals

20. **Area Instructional Services (Rewire Infrastructure Repair) \$ 50,000**

Area of need to be addressed:

To upgrade and replace computer wiring from CAT 3 to CAT 5 for greater service delivery to Instructional Computer Labs in MSE and LRC. This will provide needed conduit and insulation requirements to alleviate static interference in computer labs.

Partnership for excellence goals this will address:

Goal 3: Successful Course Completion

Goal 5: Basic Skills Improvement

SCCCD Master Plan goal this will address:

Goal 17: Improve the district network for the distribution of learning resources, distance learning and student resources.

Goal 30: Improve the district's wide-area and local-area network infrastructure to support instructional, administrative, and student services activities.

How funds will be used:

\$50,000 – Contractor bid amount for New Equipment (Networking) - data lines and installation.

How success will be measured:

There will be an increase in the number of students that transfer as a result of services directly related to successful course completion.

21. **Area: Instructional Services (Program Delivery Innovation)--\$ 50,000**

Area of need to be addressed:

The purpose of this proposal is to expand the limited number of courses that we offer via electronic means. This project will focus on offering courses through distance education, on line, and via the Web. The money allocated will be used to purchase additional equipment, software, and technical assistance.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goals this will address:

Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.

Goal 17: Improve the district network for the distribution of learning resources, distance learning, and student resources.

Goal 26: Provide support for staff in use and maintenance of acquired technology.

How funds will be used:

\$ 20,000	Dedicated web server for on line courses.
<u>30,000</u>	Equipment to include JVC document camera, external time-based corrector (TeleImages), data projectors, sound system with 4 channel mixing board and speakers, cables and adapter, and teacher console.
\$50,000	

How success will be measured:

The success of this project will be measured by the increase in the number of classes offered in an electronic format and the number of faculty who participate in offering courses via distance education, on line, or on the Web

22. Area: Instructional Services (Math Computer Software)--\$ 35,000

Area of need to be addressed:

The Academic Systems Interactive Mathematics program will be used to enhance and augment the instruction in Math 60 classes both on campus and at the Manchester Center. Implications for this program are a tremendous benefit not only to students on campus but to students who will require access to distance learning. This program combines the best elements of the traditional approach, as well as the multimedia instructional software and support. The Mathematics Department members are in support of the incorporation of this program into our curriculum. Members of the departments have observed this program at other campuses and were most impressed with its implementation.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goals this will address:

Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational-oriented students.

How funds will be used:

The cost of the Academic Systems Interactive Mathematics (\$35,000) program includes the following:

- 500 student licenses at a price of \$75 per student
- 50 client workstations (the number of concurrent users allowed)
- 35 lab kits
- 500 sets of Personal Academic Notebooks (workbooks) for students
- 6 instructor kits
- 1 day of on-site Academic Systems support (instructor training)
- Upgrade and enhancement, first year included
- Maximum term of agreement, 12 to 18 months

How success will be measured:

We expect that the pass rate and the retention in courses using the Academic Systems Interactive Program will increase by 20%.

23. **Area: Instructional Services (ESL Lab)--\$90,000**

Area of need to be addressed:

ESL does not have a dedicated computer lab for use by students and staff. The result has been that ESL classes have had to scramble to use computers whenever available. We recognize that students need to be proficient using technology which prepares them to meet the challenges of an increasingly complex academic and workplace environment. The ESL department intends to integrate technology into the curriculum by establishing a multi-functional computer lab. This will enhance, expand and improve student learning through curriculum development and delivery that utilizes technology as an integral part of instruction.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goal this will address:

Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational-oriented students.

Goal 26: Provide support for staff in use and maintenance of acquired technology.

Goal 30: Improve the district's wide-area and local-area network infrastructure to support instructional, administrative, and student services activities.

How funds will be used:

\$72,800	35 Pentium III 500 MHz computers
7,200	Furniture (Computer Stations and Chairs)
<u>10,000</u>	Software and site licenses (CommonSpace, English Discoveries,
\$90,000	Grammar 3D, Paragraph Punch) and Webpage software support

How success will be measured:

There will be a 15% increase in the success rate of students enrolled in these classes. Students who complete prerequisite classes will have a higher success rate than those who do not.

24. **Area: Instructional Services (Foreign Language Lab)--\$90,000**

Area of need to be addressed:

Foreign Language teachers at FCC strongly support a foreign language lab as an integral part of foreign language instruction. The lab provides an effective environment for students to practice listening, speaking, reading, and writing, and to gain critical cultural and historical background in the target language and culture. Unfortunately, the current lab was last upgraded over 10 years ago and is now in a constant need of repairs which very often cannot be completed because of worn wiring, irreplaceable parts, an aging system, or technology that no longer meets the standard for available software.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion

SCCCD Master Plan goal this will address:

- Goal 5: Establish a comprehensive transfer plan with special attention to collaborative efforts among faculty, student services, and secondary schools.
- Goal 26: Provide support for staff in use and maintenance of acquired technology.
- Goal 30: Improve the district's wide-area and local-area network infrastructure to support instructional, administrative, and student services activities.

How funds will be used:

\$79,000	38 Pentium III 500 MHz computers
8,000	Furniture (Computer Stations and Chairs)
<u>3,000</u>	Software and site licenses commonly used in foreign language
\$90,000	classes.

How success will be measured:

There will be a 15% increase in the success rate of students enrolled in these classes. There will be 10% increase in the number of students who enroll in the next level of study of a particular language.

25. **Area: Instructional Services (Tutorial Center)--\$50,000**

Area of need to be addressed:

The intent of this project is to augment one-on-one tutoring in all academic areas, with particular emphasis on across-the-curriculum writing, increase hours of availability for all students--day, evening, and weekend--increase the number of tutors available at peak hours of need, provide augmented on-site tutoring for special programs, and provide for instruction and supervision of tutors.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goals this will address:

Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational-oriented students.

Goal 5: Establish a comprehensive transfer plan with special attention to collaborative efforts among faculty, student services, and secondary schools.

How funds will be used:

\$ 8,000	Tutors for Tutorial Center (1,450 hours @ 5.50 per hour = \$7,975)
6,000	On-site tutors for special programs (1,090 hours @ 5.50 per hour = \$5,995)
10,000	Supervision and instruction of tutors (550 hours @ 18.00 per hour = \$9,900)
13,000	Summer School Tutoring (2,363 hours @ 5.50 per hour = \$12,996)
1,000	Instructional and non-instructional supplies
2,000	Printed materials for use by tutors and students using tutorial services
<u>10,000</u>	Computers (3), interactive tutorial software, shelving
\$50,000	

How success will be measured:

- 5% increase in the number of students who transfer
- 5% increase in the number of students successfully completing courses

5% increase in the number of students receiving degrees and certificates
5% increase in the number of students completing Basic Skills courses
10% increase in the number of students using the Tutorial Center and on-site tutoring services

26. **Area: Instructional Services (Academic Senate Student Success)--\$150,000**

Area if need to be addressed:

This is a collaborative project between administration and the Academic Senate. A committee of faculty and administration has developed guidelines for the expenditure of these funds (Attachment 1). Proposals are to address the goals of Partnership for Excellence, criteria for measuring outcomes, project timeline, and a detailed budget report. A final report is to be submitted to the committee at the conclusion of the project. The project will support the purchase of software and instructional materials.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development

SCCCD Master Plan goals this will address:

Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational-oriented students.

Goals 11: Develop a research system for measuring, analyzing and reporting on the effectiveness of the transfer, occupational and basic skills programs related to student performance.

Goals 24: Expand the faculty's expertise in current industrial trends, business practices, and instructional skill with the cooperation and participation of the fields being served by our graduates.

Goal 26: Provide support for staff in use and maintenance of acquired technology.

How funds will be used:

As of December 14, 1999, fifty-five proposals have been received and reviewed by the Academic Senate Student Success Committee. Of these, twenty-seven have been recommended for funding. Those projects not funded have either been sent back to individuals to be revised for later submission to the committee or recommended to the Office of Instruction for other possible funding sources. Projects that have been recommended for funding represent \$62,440 of the \$150,000 requested for this project. Thus far, projects represent a wide variety of disciplines: videotapes for physical and cultural geography courses based on the Annenberg/PBS project; automotive computer tutor for VTC; Solidworks CAD Software update for engineering courses; development of English course for

Deaf/Hard-of-Hearing Students; ASL interpreters for Fine and Performing Arts performances; and interactive software for Chemistry courses.

How success will be measured:

The project proposal form specifically addresses this in question #4 (see attachment #1). Measurement of the outcomes will be specific to the proposal and is to be included in the report submitted to Academic Student Success committee at the conclusion of the project.

27. **Area: Instructional Services (New Full-Time Faculty Mentoring)--\$150,000**

Area if need to be addressed:

With the large number of new full-time faculty hired for this academic year, it is crucial that we provide a mentoring program to help them become better integrated into the culture of the college. Their success in the classroom and their participation in campus and district activities will benefit and better serve our students and the rest of the college community. Program guidelines have been developed in consultation with the Academic Senate.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goals this will address:

Goal 8: Develop and implement programs that fulfill developing career opportunities.

Goals 11: Develop a research system for measuring, analyzing and reporting on the effectiveness of the transfer, occupational and basic skills programs related to student performance.

Goals 24: Expand the faculty's expertise in current industrial trends, business practices, and instructional skill with the cooperation and participation of the fields being served by our graduates.

Goal 25: Establish and implement a formalized process whereby all staff develop an ongoing individualized development plan which may include career development, use of technology, business and industrial practices and trends, instructional methodology, diversity, and serving people with special needs.

Goal 26: Provide support for staff in use and maintenance of acquired technology.

How funds will be used:

\$65,000 Stipends for mentors (\$1,250 @ 52 mentors)

How success will be measured:

Program guidelines call for a report to be submitted by the mentor at mid term and at the end of a semester. An evaluation questionnaire will be distributed to both mentors and mentees to measure the effectiveness of the program and to incorporate any recommendations. The final report will be submitted to the President.

28. Area: Instructional Services (Adjunct Faculty Mentoring)--\$20,000

Area if need to be addressed:

Because of the large number of adjunct faculty that currently teach at Fresno City College, a pilot project was initiated last year to address the specific needs of our adjunct faculty. Initial response to the project has been very positive. The purpose of the project is to enhance communication between full-time and adjunct faculty by integrating adjunct faculty into the overall operation of departments, divisions, and campus. This is a nuts-and-bolts approach to providing adjunct faculty with the necessary information they need on a one-to-one interaction with an experienced mentor. Project guidelines have been developed and implemented.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goals this will address:

Goal 8: Develop and implement programs that fulfill developing career opportunities.

Goals 11: Develop a research system for measuring, analyzing and reporting on the effectiveness of the transfer, occupational and basic skills programs related to student performance.

Goals 24: Expand the faculty's expertise in current industrial trends, business practices, and instructional skill with the cooperation and participation of the fields being served by our graduates.

Goal 25: Establish and implement a formalized process whereby all staff develop an ongoing individualized development plan which may include career development, use of technology, business and industrial practices and trends, instructional methodology, diversity, and serving people with special needs.

Goal 26: Provide support for staff in use and maintenance of acquired technology.

How funds will be used:

\$20,000 Stipends for approximately 31 mentors (1,100 @ \$18 an hour)

How success will be measured:

Program guidelines call for a report to be submitted to the Office of Instruction by the project coordinator at the end of the year. An evaluation questionnaire is distributed to both mentors and mentees to measure the effectiveness of the program and to incorporate any recommendations. The final report will be submitted to the President.

29. **Area: Instructional Services (Program Review Enhancement)--\$10,000**

Area if need to be addressed:

Because of previous accreditation recommendations, a Program Planning and Evaluation process has been established for the college. After the completion of a successful pilot implementation, a handbook has been developed. All programs and services will go through the process within the next five years, and they have all been scheduled.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goals this will address:

Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational-oriented students.

Goal 7: Evaluate the occupational programs to assure that students have the optimal transfer options should they change career goals.

Goal 8: Develop and implement programs that fulfill developing career opportunities.

Goals 11: Develop a research system for measuring, analyzing and reporting on the effectiveness of the transfer, occupational and basic skills programs related to student performance.

Goals 24: Expand the faculty's expertise in current industrial trends, business practices, and instructional skill with the cooperation and participation of the fields being served by our graduates.

Goal 25: Establish and implement a formalized process whereby all staff develop an ongoing individualized development plan which may include career development, use of technology, business and industrial practices and trends, instructional methodology, diversity, and serving people with special needs.

Goal 26: Provide support for staff in use and maintenance of acquired technology.

How funds will be used:

\$ 5,200	Production costs (23 programs x 50 copies of each x \$4.50 = \$5,175)
3,800	Classified hourly plus benefits (600 hours)
<u>1,000</u>	Office supplies
\$10,000	

How success will be measured:

Program objectives will be measured by the successful completion of the Program Planning and Evaluation process. Twenty-three programs and areas are scheduled to go through the process this year. An 80% completion rate will indicate success.

30. **Area: Instructional Services (Release Time)--\$75,000**

Area if need to be addressed:

Several of the instructional services projects in Partnership for Excellence will require significant amount of time to complete. In those cases, release time will be provided for such activities as program development and project coordination. All such release time is included in this area alone.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goals this will address:

Goal 2: In concert with advisory committees, create a rapid response system to meet the changing need for the creation and modification of new curricula and/or programs.

Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational-oriented students.

Goal 7: Evaluate the occupational programs to assure that students have the optimal transfer options should they change career goals.

Goal 8: Develop and implement programs that fulfill developing career opportunities.

Goals 11: Develop a research system for measuring, analyzing and reporting on the effectiveness of the transfer, occupational and basic skills programs related to student performance.

Goals 24: Expand the faculty's expertise in current industrial trends, business practices, and instructional skill with the cooperation and participation of the fields being served by our graduates.

Goal 25: Establish and implement a formalized process whereby all staff develop an ongoing individualized development plan which may include career development, use of technology, business and industrial practices and trends, instructional methodology, diversity, and serving people with special needs.

Goal 26: Provide support for staff in use and maintenance of acquired technology.

How funds will be used:

Of the \$75,000 requested for this project, recommendations have been received for release time for coordination of the faculty mentoring program, coordination of the Program Planning and Evaluation process, coordination of Phi Theta Kappa honor society activities, and development and implementation of English courses for our deaf and hard-of-hearing student population. The recommendations thus far total approximately \$35,000.

How success will be measured:

Outcomes will be measured by the successful completion of the development and implementation of the projects for which the release time was requested. Final written reports of the success of the projects will be submitted to the Office of Instruction at the conclusion of the projects.

31. **Area: Instructional Services (Interdisciplinary General Education Program)--\$20,000**

Area if need to be addressed:

We currently offer our general education program as individual courses that students take whenever these courses are offered or fit their schedules. The result has been that some students who enter Fresno City College eligible for English 1A take as long as three years to complete the general education pattern for transfer. This project will provide alternative scheduling of general education courses in an interdisciplinary format to cohort groups of students.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion

SCCCD Master Plan goals this will address:

Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.

Goal 5: Establish a comprehensive transfer plan with special attention to collaborative efforts among faculty, student services, and secondary schools.

How funds will be used:

\$ 5,000	Recruitment materials for area high school students and counselors
5,000	Marketing campaign
5,000	Instructional supplies (interactive software, course videos, etc.)
2,000	Non-instructional supplies (office supplies)
<u>3,000</u>	Hourly classified salaries and benefits (500 hours)
\$20,000	

How success will be measured:

70% of the students participating in this program will complete their general education requirements and transfer in two years.

32. Area: Instructional Services (Weekend College)--\$45,000

Area if need to be addressed:

We currently offer courses on Saturdays. However, these courses tend to be offered only in the morning. This proposal calls for offering courses Friday afternoons and evenings, Saturday day and evenings, and Sunday afternoons. Campus and District committees have been meeting to implement this District Master Plan goal. The project calls for identifying a cohort of students who will be interested in completing the requirements for the AA in Liberal Arts by attending classes on weekends.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goals this will address:

Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.

How funds will be used:

\$25,000	Marketing campaign
5,000	Recruitment materials
<u>15,000</u>	Salaries and benefits for additional staff to provide support services
\$45,000	

How success will be measured:

The Weekend College will be fully implemented by Spring 2001.

33. Area: Instructional Services (Vocational Training Center Expansion) - \$350,000

Area of need to be addressed:

This project will expand facilities to meet the necessary class and program development and expansion of services to that segment of the population pursuing certificated training. Also, the expansion will meet the needs of the population served in child care. Two programs currently being developed for expansion are Industrial Services Warehouse Technician Program and Building Maintenance Program. Also under development are Medical Front Office and Computer Repair Program.

Partnership for Excellence goals this will address:

Goal 2: Degrees and Certificates

Goal 4: Workforce Development - Successful Course Completion of Vocational Education Courses

SCCCD Master Plan goal this will address:

Goal 1: Develop a flexible scheduling system matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.

Goal 2: In concert with advisory committees, create a rapid response system to meet the changing need for the creation and modification of new curricula and/or programs.

Goal 4: Develop a plan for specific educational programs and services, which meet welfare reform needs of students to enter or re-enter the workforce in an expeditious manner.

How funds will be used:

\$100,000 - Child Development Lab
80,000 - Portable Classrooms (2)
25,000 - Roadway, Paving, Parking
30,000 - Electrical
15,000 - Sewer, Water
20,000 - Pads, Grading, Drainage
5,000 - Yard Lighting and Alarms
15,000 - Playground Equipment (gym, swing, slide, playhouse)
15,000 - Canopy
10,000 - Landscaping
3,000 - Fencing
2,000 - Storage Building

10,000 - Architect Fees
4,000 - Site Inspector
2,000 - Portables Inspection
2,000 - Testing, Engineering Fees
12,000 - Classroom Furniture, Washer, Dryer, Stove, Refrigerator
\$350,000

How success will be measured:

Increased student enrollment, expanded offerings of programs, increased numbers of certificate completions, and successful job placement will reflect the highest level of successful measurements.

34. Area: Instructional Services (Networking Program CISCO) - \$75,000

Area of need to be addressed:

CISCO, the largest producer of networking hardware in the world, has requested that Fresno City College become a Regional CISCO Academy. CISCO certified networking technicians demand high wages and there is a shortage of qualified workers. In order to offer a CISCO Academy, our instructors must receive training to become certified. Our networking lab must be upgraded to meet CISCO's certification standards.

Partnership for Excellence goal(s) this will address:

- Goal 1: Transfer
- Goal 2: Degree Certification Completion
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development

SCCCD Master Plan goal(s) this will address (1-31):

- Goal 8: Develop and implement programs that fulfill developing career opportunities.
- Goal 18: Continue participation in the development of school and business and community partnerships.
- Goal 24: Expand the faculty's expertise in current industrial trends, business practices, and instructional skills with the cooperation and participation of the fields being served by our graduates.

How funds will be used:

- \$15,000 - Travel & Conference for three faculty to Portland twice.
- \$60,000 - Construction renovation of T-203 resulting in classrooms with 32 student capacities.

Three instructors will receive CISCO training.
T-203 will be upgraded to meet CISCO networking standards.

How will success be measured:

32 students will begin CISCO training every semester. This is 100 percent increase.
75 percent of the students entering the program will obtain jobs in the technology area within three years as tracked by Job Placement.
Fresno City College will become a CISCO Certified Regional Academy.

35. Area: Instructional Services (Computer Wiring) - \$60,000

Area(s) of need to be addressed:

Upgrade the wiring throughout the Business Division in order to provide business students a professional learning environment necessary for successful learning. Modernize the existing switches, add a router and/or network connector and replace poles in the middle of classroom with raceways.

Partnership for Excellence goal(s) this will address:

Goal 2: Degree Certificate Completion
Goal 3: Successful Course Completion
Goal 4: Workforce Development

SCCCD Master Plan goal(s) this will address (1-31):

Goal 17: Improve the District network for the distribution of learning resources, distance learning and student resources.
Goal 18: Continue participation in the development of school and business and community partnerships.

How funds will be used:

\$60,000 - Wiring for Business Education Building computer classrooms, 21 with fiber-optic ports on both ends, and router stacks for multiplex unit.

How success will be measured:

Enrollment in computer labs will increase by 15 percent.
Retention in computer classes will increase at least 15 percent.

36. Area: Instructional Services (Development of a Microsoft Authorized Academic Training Program) - \$25,000

Area of need to be addressed:

CISCO, the largest producer of networking hardware in the world, recommends that Fresno City College become a Microsoft Authorized Academic Training Program (AATP) which is the software side of the networking program. In order to become a Microsoft Authorized Academic Training Program site, or instructors must receive training to become Microsoft Certified Trainers (MCT).

Partnership for Excellence goal(s) this will address:

- Goal 2: Degree Certification Completion
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development

SCCCD Master Plan goal(s) this will address (1-31):

- Goal 8: Develop and implement programs that fulfill developing career opportunities.
- Goal 18: Continue participation in the development of school and business and community partnerships.
- Goal 24: Expand the faculty's expertise in current industrial trends, business practices, and instructional skills with the cooperation and participation of the fields being served by our graduates.

How funds will be used:

\$25,000 - Travel & Conference (3 full-time instructors 6 trips to Sacramento and Modesto for Microsoft Certified Technical Education Center (MCSE).
Total training days 26, with registration fees of \$5,500 per instructor)

How success will be measured:

Three instructors will become Microsoft Certified Trainers.
32 students will begin Microsoft Authorized training every semester. This is a 100 percent increase.
75 percent of the students entering the program will obtain jobs in the technology area within three years as tracked by Job Placement.
Fresno City College will become a Microsoft Authorized Academic Training site.

37. Area: Instructional Services (FCC Small Business Training Apprenticeship)--\$10,000

Area of need to be addressed:

There are four primary stakeholders involved with this MENTOR THE TRAINER pilot program designed to enhance business/academic partnerships: 1) Students (Trainees) have a need for apprenticeships in work-site training/development on current business issues. Six students will be recruited for this pilot program. 2) Small businesses have a need to provide on-going training to their employees, in spite of restricted budgets. Six businesses with 20 or fewer employees will be recruited for this pilot program. 3) Service Corps of Retired Executive Consultants (Mentors) has a desire to give back to the community by offering services as mentors. 4) Business faculty desire to provide hands-on training opportunities for students in the small business arena while at the same time increasing the number of certificates awarded.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goals this will address:

Goal 2: In concert with advisory committees, create a rapid response system to meet the changing need for the creation and modification of new curricula and/or programs.

Goals 8: Develop and implement programs that fulfill developing career opportunities.

Goals 9: Develop a signature program plan for the various sites of the District.

Goal 13: Develop a strategy to coordinate job development and placement programs with industry and governmental agency participation.

Goal 18: Continue participation in the development of school and business and community partnerships.

Goal 22: Establish structures and marketing processes for regular linkages among the community, businesses, and District leadership which will increase planned giving opportunities for investing in the District.

How funds will be used:

\$ 1,800	Trainee Honoraria (6 @ \$300 = \$1,800)
1,500	Training materials
300	Certificate of Completion Plaques
2,000	Consultant for the mentoring and training of trainees
1,000	Advertising/promotion of the program to businesses
1,000	Instructional and non-instructional supplies
<u>2,400</u>	Hourly classified salary plus benefits (400 hours)
\$10,000	

How success will be measured:

Six additional students will receive *Apprentice Small Business Training Certificates* from Fresno City College Business Division.

The groundwork will be laid for a signature Small Business Training Apprenticeship program offered by the Business Division.

Up to 120 employees will receive work-site training.

Six business/FCC partnerships will have been developed, increasing FCC visibility and potential contributions from the business community.

38. **Area: Instructional Services (Aquatics Program)--\$5,000**

Area of need to be addressed:

The current aquatics program at Fresno City College is very minimal. There is a need to make the program more current with the local high schools and club programs in the area. The pool and the equipment are outdated. This project will develop and implement a comprehensive program that would include a water jogging class, an aqua aerobics class, and a swim-for-fitness lab.

Partnership for Excellence goals this will address:

Goal 2: Degrees and Certificates

Goal 3: Successful Course Completion

SCCCD Master Plan goals this will address:

Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.

Goals 8: Develop and implement programs that fulfill developing career opportunities.

How funds will be used:

\$5,000	Equipment (pull buoys, kick boards, kicking fins, paddles, backstroke flags and poles, pace clock, lane ropes, locking cages, and water jogging belts)
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How success will be measured:

By providing a fully integrated aquatics program, the number of students taking the required two courses of physical education to complete the AA/AS degree will increase by 5%.

39. Area: Instructional Services (Sculpture Studio Upgrade)--\$10,000

Area of need to be addressed:

Over the last several years, the sculpture studio has been neglected. As a result, much of the equipment is in a terrible state of disrepair and the necessary tools, furniture, equipment, and safety gear is inadequate to prepare students in sculpture. This project will start the phase in of upgrading existing equipment, replacing obsolete/non-functioning equipment, stocking of essential basic tools and supplies, and correcting safety hazards.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion

SCCCD Master Plan goals this will address:

Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.

Goal 2: In concert with advisory committees, create a rapid response system to meet the changing need for the creation and modification of new curricula and/or programs.

Goals 8: Develop and implement programs that fulfill developing career opportunities.

How funds will be used:

\$10,000 Equipment (hand, power and air tools, safety gear, TIG/arc welder combination, plasma cutter, furnace blower, and ceramic shell mixer)

How success will be measured:

By providing the necessary tools and equipment to students, they will be able to experience the full array of sculpture processes. The number of students enrolled in intermediate and advanced sculpture courses will increase by 15%.

40. **Area: Instructional Services (Corrections Academy) - \$25,000**

Area of need to be addressed:

To perform a needs assessment exploring funding sources and development of a collaboration with external agencies such as the State Department of Corrections.

Partnership for Excellence goals this will address:

- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 4: Workforce Development

SCCCD Master Plan goal this will address:

Goal 21: Establish a strategy to influence additional funding and maximize available funding to the district from all sources, including private, local, state, and federal.

Goal 23: Provide expanded technical assistance to district personnel in identifying and applying for external resources.

How funds will be used:

- \$ 9,500 - Academic Salaries (portion of Director, Coordinator Salaries: Program Dev.)
- 3,320 - Classified Salaries (secretarial time to produce training manual) plus benefits
- 3,000 - Consultant/Facilitator
- 5,180 - Travel (site visits to regional training facilities to develop program)
- 4,000 - Supplies (binders and printed material)
- \$25,000

How success will be measured:

Successful implementation of corrections program and curriculum development. Further measurement of success will be successful course completion and workforce development placement. Overall success may be measured by increased support funding from other agencies and partnerships.

41. **Area: Instructional Services (Web) - \$50,000**

Area of need to be addressed:

Electronic online marketing media which will be available anytime of the day to assist students in identification and location of college instructional support services and programs.

Project will include documenting existing web pages, validating links, ensuring appropriate links to college services, and providing a consistent, well laid-out design format.

Partnership for Excellence goals this will address:

Goal 1. Transfer

Goal 2. Degrees and Certificates

Goal 3. Successful Course Completion

Goal 4. Workforce Development

Successful Course Completion of Vocational Education Courses

Goal 5. Basic Skills Improvement

SCCCD Master Plan goal this will address:

Goal 17: Improve the district network for the distribution of learning resources, distance learning and student resources.

Goal 20: Develop a marketing plan, using both traditional and non-traditional methods, that emphasizes the strengths of each of the district's campuses and centers, targets specific audiences, and promotes student success and participation.

Goal 30: Improve the district's wide-area and local-area network infrastructure to support instructional, administrative, and student services activities.

How funds will be used:

\$50,000 - Contract Services – to hire a media agency to document existing system, design ongoing templates and validate links.

How success will be measured:

Increased "hits" accessing the FCC web page, reduced number of complaints of inaccurate or missing links; written documentation of existing pages and their links.

42. Area: Instructional Services (Y2K Update) - \$75,000

Area of need to be addressed:

To address copyright and licensing arrangements and software upgrades for over 600 different programs installed on computers at VTC, Police Academy, Training Institute, and Fresno City College classrooms, labs, and offices. This project is now completed.

Partnership for Excellence goals this will address:

- Goal 2: Degrees and Certificates
- Goal 3: Successful Course Completion
- Goal 5: Basic Skills Improvement

SCCCD Master Plan goal this will address:

Goal 25: Establish and implement a formalized process whereby all staff develop an ongoing, individualized development plan which may include career development, use of technology, and business and industrial practices and trends.

How funds will be used:

- \$29,874 – Classified Salaries: 1.5 full-time classified technicians devoted to researching software compliance issues
- \$24,000 – Consultant – contract with Microsource for 3 fulltime staff to validate software
- \$12,000 – Hardware – upgrade obsolete harddrive, motherboard and computer systems
- \$ 9,126 – Software – upgrade older versions of software to Y2K compliant versions
- \$75,000 – Total

5. How success will be measured:

Hardware and software will be Y2K compliant which will lead to basic skills enhancements, which lead directly to successful course completion, which will ultimately be measured in degrees and certificates awarded.

4. What criteria do you propose to measure the outcomes of this project?

5. Provide a proposed timeline for your project, if possible.

6. Provide a detailed budget and cost breakdown for your project.

Proposer's Signature

Date

Reviewed by:

Area Administrator

Date

FY	Funded	Expended	Balance
98-99	\$1,220,721	-\$77,409	\$1,143,312
99-00*	\$1,866,341	-\$780,030	\$1,086,311
			\$2,229,623

*Adjusted per 11/19/99 Board of Governors Revision

Proposed Projects

MicroSoft License	22,358	Program Delivery Innovation	50,000
Classified Staff Special projects	50,000	Math-computer software	35,000
Validation transfer, degrees, certif.	25,000	ESL Lab	90,000
Admission/Records Enroll Mgmt	15,000	Foreign Lang. Upgrade	90,000
Surgical Tech program	25,000	Tutorial Center	50,000
Partnership studentsrv/train.inst.	25,000	Acad. Senate Student Success	150,000
Workforce development	25,000	New Full-Time Faculty Ment.	65,000
Transfer Center	30,000	Adjunct Faculty mentoring	20,000
* Programs & Service Underrepresented Students (Formerly submitted as <i>Idile,Puente, SE Asian</i> <i>and Native American</i>)	85,000	Program Review Enhancement	10,000
		Release time	75,000
		Interdisciplinary General Education program	20,000
		Evening weekend College	45,000
Athletic support program	25,000	Vocational Training Center Expansion	350,000
Probation retention	20,000	Networking Program CISCO	75,000
Student Leadership program	25,000	Computer Wiring BE Labs	60,000
Job placement	25,000	Dvlpmnt of MS Acad. Trm. Prg.	25,000
Advancement of vocational programs	25,000	FCC Sm Bus Trm Appren.	10,000
Registration to Go/Financial Aid	30,000	Aquatics Phy Ed.Prog.	5,000
International Scholars	25,000	Sculpture Studio Upgrade	10,000
Career Center	25,000	Corrections Academy	25,000
Job Coaches/WAVE	50,000	WebPage Development	50,000
EAGLE	50,000	MicroSource Y2K	75,000
Rewire Infrastructure Repair	50,000		
Sub Total	652,358	Sub Total	1,385,000
Partnership For Excellence Funding Available	2,229,623	Total Proposed Projects	2,037,358
Total Proposed Projects	(2,037,358)		
Contingency Balance (+/-)	192,265		

*Reflects \$15,311 Reduction

Reedley College 1999-2000 Partnership for Excellence

1)	AREA: STUDENT SERVICES (Institutional Research)	\$100,400
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Area(s) of need to be addressed:

Various research needs of the college will be addressed by establishing comprehensive institutional research services that will provide current data and research related to many administrative and program areas. The research needs include accreditation surveys, enrollment analysis, occupational education tracking, and grant research and writing.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 2: In concert with advisory committees, create a rapid response system to meet the changing need for the creation and modification of new curricula and/or programs.
- Goal 7: Evaluate the occupational programs to assure that students have the optimal transfer options should they change career goals.
- Goal 8: Develop and implement programs that fulfill developing career opportunities.
- Goal 9: Develop a signature program plan for the various sites of the District.
- Goal 10: Establish a more specific orientation program for all students to gain a realistic understanding of the priorities and commitments necessary for student success.
- Goal 11: Develop a research system for measuring, analyzing and reporting on the effectiveness of the transfer, occupational, and basic skills programs related to student performance.
- Goal 12: Increase academic and occupational opportunities for students from diverse populations (i.e., disadvantaged, disabled, gender, ethnicity, etc.) by expanding community partnerships and external sources of funding.

How will funds be used:

TOTAL \$100,400

Full-time institutional researcher (.5)	\$25,000
Accreditation survey	\$ 2,000
Noel-Levitz enrollment analysis software	\$15,000
Clerical support - hourly	\$17,000
Occupational education tracking	\$10,000
Consultant for grant research and writing	\$22,000
Microsoft site license	\$ 9,400

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

How success will be measured:

Success will be measured by establishing an office of institutional research and by hiring a coordinator to facilitate and develop research needs of the college. Research reports, data collection, marketing strategies, occupational and career trends, and enrollment analyses will be provided by institutional services.

* *Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement*

**Reedley College
1999-2000 Partnership for Excellence**

2)	AREA: STUDENT SERVICES (Tutorial)	\$66,000
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Area(s) of need to be addressed:

Increase instructor-to-student and tutor-to-student opportunities in order to improve transfer rates, degree/certificate and course completion rates. Tutorial services will be expanded to include evening, summer, and weekend hours.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.
- Goal 17: Improve the District network for the distribution of learning resources, distance learning and student resources.

How will funds be used:

TOTAL \$66,000

Schedule C salaries for instructor tutorials	\$50,000
Clerical support and student tutors	\$15,000
Supplies	\$ 1,000

How success will be measured:

Success will be measured by increased instructor/tutor/student opportunities, course completion rates, and student persistence from semester to semester.

** Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement*

Reedley College 1999-2000 Partnership for Excellence

3)	AREA: STUDENT SERVICES (Recruitment and Retention)	\$181,000
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Area(s) of need to be addressed:

Reedley College is in a low-density population area that needs an aggressive marketing strategies. The need to increase the rate of course completion of students will be addressed by expanding phone banks, improving Early Alert intervention programs, college ambassadors (School Relations) and ag ambassadors (Land and Natural Resources Department), and marketing/publicity. The need to expand business and student services will be addressed in order to accommodate more opportunities for students to enroll, meet their goals, and prepare for transfer.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.
- Goal 20: Develop a marketing plan, using both traditional and non-traditional methods, that emphasizes the strengths of each of the District's campuses and centers, targets specific audiences, and promotes student success and participation.

How will funds be used:	TOTAL \$181,000
Full time classified salary for cashier in business office	\$36,000
Classified hourly salaries for phone banks, Early Alert monitoring	\$15,000
College and ag ambassadors	\$10,000
Expanded business service hours	\$15,000
Clerical support	\$27,000
Marketing and publicity materials	\$40,000
Printing services staff and supplies	\$13,000
Postage	\$ 5,000
Replacement of computers – business office	\$20,000

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

How success will be measured:

Success will be measured by increased enrollments, course retention rates, improved intervention strategies, and expanded service hours.

* *Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement*

Reedley College
1999-2000 Partnership for Excellence

4)	AREA: INSTRUCTION (Hire Full-time Faculty in the Areas of ESL and Ag Mechanics)	\$126,000
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Area(s) of need to be addressed:

ESL and Ag Mechanics

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.
- Goal 2: In concert with advisory committees, create a rapid response system to meet the changing need for the creation and modification of new curricula and/or programs.
- Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational-oriented students.
- Goal 4: Develop a plan for specific educational programs and services which meet welfare reform needs of students to enter or re-enter the workforce in an expeditious manner.
- Goal 8: Develop and implement programs that fulfill developing career opportunities.
- Goal 9: Develop a signature program plan for the various sites of the District.

How will funds be used:

TOTAL \$126,000

Reedley College expects to meet the goals set by the state. By the program year 2005-2006 we expect to reach our transfer goal of a 27 percent increase, our transfer Aprepared@ goal by 22 percent, our AA/AS degrees goals by 27 percent, and our certificates issued by 27 percent. In addition, we will meet the 2005-2006 goals set by the state by improving successful course completion by 2.5 percent and increase total vocational success by 1936 students or 27 percent. The basic skills percentage of improvement will be 28 percent. Reedley College predicts that the increases will progress approximately the same percentage for each year of the five years.

How success will be measured:

To pay salaries and benefits.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

**Reedley College
1999-2000 Partnership for Excellence**

5)	AREA: INSTRUCTION (Schedule C for Additional Classes and Substitutes)	\$40,000
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Area(s) of need to be addressed:

Growth requires additional sections. Additional sections require teachers. These funds will provide for additional hourly salaries.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 3: Successful course completion
- Goal 4: Workforce development

SCCCD Master Plan Goal(s) this will address:

Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.

How will funds be used: **TOTAL \$40,000**

To pay salaries.

How will success be measured:

Reedley College expects to meet the goals set by the state. By the program year 2005-2006 we expect to reach our transfer goal of a 27 percent increase, our transfer prepared goal by 22 percent, our AA/AS degrees goals by 27 percent, and our certificates issued by 27 percent. In addition, we will meet the 2005-2006 goals set by the state by improving successful course completion by 2.5 percent and increase total vocational success by 1936 students or 27 percent. The basic skills percentage of improvement will be 28 percent. Reedley College predicts that the increases will progress approximately the same percentage for each year of the five years.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

**Reedley College
1999-2000 Partnership for Excellence**

6)	AREA: Instruction (Community Campus Expansion)	\$20,000
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Area(s) of need to be addressed:

Reedley College is beginning new satellite centers in Parlier, Dinuba, Kingsburg, and Orange Cove. These centers require paying rent, paying a coordinator at each site, paying for duplicating services, paying for courier services, etc.

Partnership for Excellence goals this will address:

- Goal 2: Degree certificate completion
- Goal 4: Workforce development

SCCCD Master Plan Goal(s) this will address:

Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.

How will funds be used:

TOTAL \$20,000

Rental fees	\$10,000
Coordinators	\$ 5,000
Duplicating services	\$ 1,000
Courier services	\$ 1,000
Miscellaneous	\$ 3,000

How success will be measured:

Increase student enrollment by 200 headcount in the spring, 2000 semester.

** Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement*

**Reedley College
1999-2000 Partnership for Excellence**

7) AREA: INSTRUCTION (Community of Learners Project)	\$ 5,000
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Area(s) of need to be addressed:

At risk students are placed in a cohort where peer pressure and peer support enhance retention. Additional tutorial and other services are provided this cohort of students.

Partnership for Excellence goals this will address:

- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.
- Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational-oriented students.

How will funds be used:

TOTAL \$ 5,000

Preparation time	\$ 2,000
Tutorial services	\$ 2,000
Staff development	\$ 1,000

How success will be measured:

Retention in the Community of Learners cohort courses will improve 15 percent compared to other courses taught in the traditional method.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

**Reedley College
1999-2000 Partnership for Excellence**

8) AREA: INSTRUCTION (Adjunct Faculty Training)	\$5,000
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Area(s) of need to be addressed:

Train adjunct faculty on the use of technology, classroom management techniques, development of syllabi, etc.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 24: Expand the faculty's expertise in current industrial trends, business practices, and instructional skills with the cooperation and participation of the fields being served by our graduates.
- Goal 25: Establish and implement a formalized process whereby all staff develop an ongoing, individualized development plans which may include career development, use of technology, business and industrial practices and trends, instructional methodology, diversity, and serving people with special needs.
- Goal 26: Provide support for staff training in use and maintenance of acquired technology.

How will funds be used:

TOTAL \$ 5,000

Conference	\$ 3,000
Consultants	\$ 2,000

How success will be measured:

This is a goal difficult to quantify. However, there should be a positive correlation between student success (courses completed/retention) and the training of our faculty.

** Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement*

**Reedley College
1999-2000 Partnership for Excellence**

9)	AREA: INSTRUCTION (Student Technicians – Labs and PC Technician Hourly Assistance)	\$ 10,000
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Area(s) of need to be addressed:

Provide assistance in the dedicated labs during class time to permit the teacher to focus on content of course not on teaching how to use the equipment. This funding base also supports student technicians who assist the network coordinator.

Partnership for Excellence goals this will address:

- Goal 3: Successful course completion
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational-oriented students.

How will funds be used:

TOTAL \$10,000

Classroom assistant	\$5.25 x 1,000 hours =	\$5,250
PC technicians	\$7.00 x 500 hours =	\$3,850
Computer assistant	\$5.75 x 156 hours =	\$ 900

How success will be measured:

The teachers can focus on teaching and the equipment will be maintained in good operating condition. In addition, the state Partnership goals will be met.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

**Reedley College
1999-2000 Partnership for Excellence**

10)	AREA: INSTRUCTION (Additional Facilities Rental)	\$25,000
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Area(s) of need to be addressed:

Additional rental of facilities of our existing community campus sites is needed in addition to the expansion of centers in the south valley.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address

Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.

How will funds be used:

TOTAL \$25,000

Rental of facilities at Sanger, Selma, Kerman, and Easton. The amount per site fluctuates dependent on number of classrooms and computer labs we utilize.

How success will be measured:

Reedley College expects to meet the goals set by the state. By the program year 2005-2006 we expect to reach our transfer goal of a 27 percent increase, our transfer Aprepared@ goal by 22 percent, our AA/AS degrees goals by 27 percent, and our certificates issued by 27 percent. In addition, we will meet the 2005-2006 goals set by the state by improving successful course completion by 2.5 percent and increase total vocational success by 1936 students or 27 percent. The basic skills percentage of improvement will be 28 percent. Reedley College predicts that the increases will progress approximately the same percentage for each year of the five years.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

**Reedley College
1999-2000 Partnership for Excellence**

11)	AREA: INSTRUCTION (Classified Hourly Salaries – Expanded Computer Lab Times and Days, Science Technician)	\$20,000
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Area(s) of need to be addressed:

The need for additional open computer lab time has exploded. Reedley College now has several computer labs open from 7:00 a.m. - 10:00 p.m. every day and on weekends. The science labs need technicians to help with lab work as well.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.
- Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational-oriented students.

How will funds be used:

TOTAL \$20,000

Hourly salaries range from \$5.25 to \$7.85.

How success will be measured:

Number of students accommodated in open computer labs will increase by 15 percent.

** Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement*

**Reedley College
1999-2000 Partnership for Excellence**

12)

AREA: INSTRUCTION (Library)

\$45,000

Area(s) of need to be addressed:

ProQuest subscription
Periodicals software
Additional books

Partnership for Excellence goals this will address:

Goal 1: Transfer
Goal 2: Degree certificate completion
Goal 3: Successful course completion
Goal 4: Workforce development
Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational-oriented students.
Goal 10: Establish a more specific orientation program for all students to gain a realistic understanding of the priorities and commitments necessary for student success.

How will funds be used:

TOTAL \$45,000

ProQuest software \$20,000
Periodicals software \$10,000
Books \$15,000
(as referred by faculty)

How success will be measured:

The software will be purchased and installed, the books will be purchased. Our electronic research center will continue to be used 100 percent of the hours of operation.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

**Reedley College
1999-2000 Partnership for Excellence**

13) **AREA: INSTRUCTION (Honors Program)**

\$ 5,000

Area(s) of need to be addressed:

Inform parents, students, and high school counselors about the honors program and its advantages. Initiate discussion with four-year institutions regarding an Honors Transfer Council membership where guaranteed admission programs are established and scholarships are given to our Honor students.

Partnership for Excellence goals this will address:

Goal 1: Transfer

SCCCD Master Plan Goal(s) this will address:

Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational-oriented students.

Goal 6: Streamline transfer and guaranteed admission agreements with baccalaureate granting institutions.

How will funds be used:

TOTAL \$ 5,000

Marketing materials \$ 2,000

On-campus orientations \$ 2,000

Travel to feeder universities \$ 1,000

How success will be measured:

We will gain membership in the statewide Honors Transfer Council.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

**Reedley College
1999-2000 Partnership for Excellence**

14)	AREA: INSTRUCTION (Replacement of Computers in Library Open Lab)	\$30,000
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Area(s) of need to be addressed:

This 25-station lab is used from 7:00 a.m. - 10:00 p.m. each weekday and on weekends. The Pentium computers need to be replaced with newer models.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.
 - Goal 4: Develop a plan for specific educational programs and services which meet welfare reform needs of students to enter or re-enter the workforce in an expeditious manner.
 - Goal 8: Develop and implement programs that fulfill developing career opportunities.
- How will funds be used: Replace 20 of the existing computers.

How will funds be used:

TOTAL \$30,000

Library Open Lab \$30,000

How success will be measured:

The computers will be installed during spring recess and students will continue to use this lab 100 percent of the time it is open.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

**Reedley College
1999-2000 Partnership for Excellence**

15)	AREA: INSTRUCTION (HUM 64 Retrofit, Macintosh)	\$10,000
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Area(s) of need to be addressed:

Retrofit the Chant room to serve the needs of the reinstated campus student newspaper. This newspaper contains information on new programs, special events scheduled, time lines relevant to registering, dropping classes, etc.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.
- Goal 4: Develop a plan for specific educational programs and services which meet welfare reform needs of students to enter or re-enter the workforce in an expeditious manner.

How will funds be used:

TOTAL \$10,000

- | | |
|--------------------|----------|
| Macintosh computer | \$ 5,000 |
| Retrofit room | \$ 5,000 |

How success will be measured:

Our student newspaper the Chant will be printed and distributed twice during the spring semester, 2000.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

**Reedley College
1999-2000 Partnership for Excellence**

16)	AREA: INSTRUCTION (Cabinets for AV Classroom Equipment)	\$ 8,000
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Area(s) of need to be addressed:

Placing audiovisual equipment in locked cabinets will improve security of the equipment. Technology has become an integral part of delivering instruction and the success of students.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.
- Goal 4: Develop a plan for specific educational programs and services which meet welfare reform needs of students to enter or re-enter
- Goal 29: Formulate equipment standardization and replacement policies to ensure that the District will maintain the highest level of emerging current technology available in the industry.

How will funds be used: **TOTAL \$ 8,000**

16 cabinets x \$500 = \$8,000

How success will be measured:

At the end of the spring, 2000 semester Reedley college will have experienced 0 percent theft of audio visual equipment stored in the cabinets.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

**Reedley College
1999-2000 Partnership for Excellence**

17)	AREA: INSTRUCTION (Web Page Maintenance, Back Up Systems, Tools, Parts, Supplies)	\$41,000
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Area(s) of need to be addressed:

Maintain the equipment and the software that exists on the campus.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 29: Formulate equipment standardization and replacement policies to ensure that the District will maintain the highest level of emerging current technology available in the industry.
- Goal 30: Improve the District=s wide-area and local-area network infrastructure to support instructional, administrative, and student services activities.

How will funds be used:

TOTAL \$41,000

Server to maintain web page (and on-line courses)	\$10,000
Consultant fees to maintain web page	\$10,000
Purchase back up system for servers	\$10,000
Stock parts and supplies for needed repairs	\$11,000

How success will be measured:

The web page will continue to be on the cutting edge, and we will offer 50 percent more on-line courses. The infrastructure will be such that the servers will be operable 100 percent of the time.

** Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement*

**Reedley College
1999-2000 Partnership for Excellence**

18)	AREA: INSTRUCTION (Adaptive Technology for Disabled Students)	\$25,000
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Area(s) of need to be addressed:

Adaptive technology needs of disabled students will also be addressed in order to accommodate access to instructional programs that are delivered via technology. Instructional computer labs will be equipped and modified to increase accessibility for students with physical and learning disabilities.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 12: Increase academic and occupational opportunities for students from diverse populations (i.e., disadvantaged, disabled, gender, ethnicity, etc.) by expanding community partnerships and external sources of funding.
- Goal 17: Improve the District network for the distribution of learning resources, distance learning and student resources.

How will funds be used:

TOTAL \$25,000

Alternative input devices such as track balls, head mice, large keyboards, Braille keyboards, one-handed keyboards, word prediction software, accessible software, and voice recognition programs; alternative output devices such as screen readers, large monitors, and closed captioned devices.

How success will be measured:

Success will be measured by increased course completion rates of disabled students and expanded accessibility to instructional computer labs.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

**Reedley College
1999-2000 Partnership for Excellence**

19)	AREA: STUDENT SERVICES (Assessment and Intervention)	\$168,000
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Area(s) of need to be addressed:

The need to improve assessment, placement, and intervention programs and services will be addressed by developing and implementing a comprehensive assessment services center. Assessment counselor will provide coordination of effective course placements, early identification and intervention to assist students who are academically at risk. Special counseling for cohort students in a "community of learners" project will increase basic skills course completion. Expanded orientation course offerings and assessment counseling for the campus and centers (south) will assist students develop education plans and provide students with current information on transfer, occupational, basic skills, and work force programs. Improved access to computerized placement testing will be addressed by upgrading computers in the assessment center.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development
- Goal 5: Basic skills improvement

SCCCD Master Plan Goal(s) this will address:

- Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.
- Goal 10: Establish more specific orientation program for all students to gain a realistic understanding of the priorities and commitments necessary for student success.
- Goal 17: Improve the District network for the distribution of learning resources, distance learning and student resources.

How will funds be used:	TOTAL \$168,000
Full-time assessment counselor	\$63,000
Full-time classified student services assistant for assessment center	\$40,000
Schedule C salaries for early alert intervention	\$10,000
Community of learners part-time counselor	\$ 5,000
Orientation counselors/instructors	\$10,000
Expanded assessment counseling and services for main campus and south centers	\$10,000

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

Classified hourly salaries to support expanded assessment testing services	\$10,000
Replacement computers for the computerized placement testing	\$20,000

How success will be measured:

Success will be measured by an increase in the administration of assessment placement tests, expanded orientation offerings, course completion rates of "learning community" cohorts, coordination of validation research to assure reliability of placement tests, and the establishment of comprehensive assessment services for students, faculty, and counselors.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

Reedley College 1999-2000 Partnership for Excellence

20)

AREA: STUDENT SERVICES (Career and Transfer Services)

\$48,000

Area(s) of need to be addressed:

The need to increase the number of students who transfer to baccalaureate institutions and accommodate students who are prepared for transfer will be addressed. Career counseling and career exploration activities will address the need to increase transfer rates, and degree, certificate, and course completion. The need to assist students to choose a career and transfer goals will be addressed by providing special career and transfer counseling and out of classroom activities such as college and university tours and visits, computerized career interest inventories, and application workshops.

Partnership for Excellence goals this will address:

- Goal 1: Transfer
- Goal 2: Degree certificate completion
- Goal 3: Successful course completion
- Goal 4: Workforce development

SCCCD Master Plan Goal(s) this will address:

- Goal 5: Establish a comprehensive transfer plan with special attention to collaborative efforts among faculty, student services, and secondary schools.
- Goal 6: Streamline transfer and guaranteed admission agreements with baccalaureate granting institutions.
- Goal 7: Evaluate the occupational programs to assure that students have the optimal transfer options should they change career goals.
- Goal 8: Develop and implement programs that fulfill developing career opportunities.
- Goal 17: Improve the District network for the distribution of learning resources, distance learning and student resources.

How will funds be used:

TOTAL \$48,000

Schedule C salaries for career and transfer center counseling	\$15,000
Classified hourly salaries	\$10,000
Software for computerized career interest inventories	\$ 7,000
Travel for college tours and visits to UC, CSU, and private campuses	\$ 6,000
Furniture for career/transfer center	\$10,000

How success will be measured:

Success will be measured by increases in transfer, degree/certificate, and course completion rates, the number of students participating in college/university tours, the special career and transfer

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

counseling and workshops. Increases in the number of students who participate in career and transfer center activities, and improvements in access to computer-based career and transfer information and resources will also be measured.

* *Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement*

Reedley College

1999-2000 Budget Summary

Partnership for Excellence

Institutional Research

Institutional research coordinator (.5)	\$ 25,000	
Accreditation survey	2,000	
Noel-Levitz Enrollment Analysis Software	15,000	
Clerical support – hourly	17,000	
Occupational education tracking	10,000	
Grant research and writing – consultant contract	22,000	
Microsoft site license	<u>9,400</u>	
Total		\$100,400

Tutorial

Schedule C for faculty tutorial, writing center, athletic retention, dial-in and on-line tutoring, early alert	50,000	
Clerical support and student tutors	15,000	
Supplies	<u>1,000</u>	
Total		66,000

Recruitment and Retention

Cashier for business office	36,000	
Classified hourly salaries for phone bank and early alert monitoring	15,000	
College and ag ambassadors	10,000	
Classified hourly salaries for expanded business office hours	15,000	
Clerical support	27,000	
Marketing and publicity materials	40,000	
Printing services materials for faculty and marketing; classified hourly salaries	13,000	
Postage	5,000	
Replacement of computers – Business Office	<u>20,000</u>	
Total		181,000

Instruction

Additional full-time faculty in ESL and agriculture mechanics	126,000	
Schedule C for additional classes and substitutes	40,000	
Community campus expansion	20,000	
Community of learners project	5,000	
Adjunct faculty training	5,000	
Student technicians – labs and PC technician hourly assistance	10,000	
Additional facilities rental	25,000	

Classified hourly salaries – expanded computer lab times and days, science technician	20,000	
Library	45,000	
Honors program	5,000	
Replacement of computers – Library open lab	30,000	
HUM 64 retrofit, MacIntosh	10,000	
Cabinets for AV classroom equipment	8,000	
Web page maintenance	20,000	
Back up systems	10,000	
Tools, parts, supplies	11,000	
Adaptive technology for disabled students	<u>25,500</u>	
Total		415,000
Assessment and Intervention		
Additional counselor for assessment center	63,000	
Additional student services assistant for assessment center	40,000	
Schedule C for counseling and instruction		
Early alert - campus and centers	10,000	
Community of learners	5,000	
Guidance studies – orientation	10,000	
Additional counseling and assessment for campus and centers	10,000	
Additional classified hourly salaries – assessment testing services	10,000	
Replacement of computers – computerized placement testing	<u>20,000</u>	
Total		168,000
Career and Transfer Services		
Schedule C for career center and transfer center counseling	15,000	
Classified hourly salaries	10,000	
Software for computerized career interest inventories	7,000	
Travel for student tours to UC, CSU, and private universities	6,000	
Furniture for transfer/career center	<u>10,000</u>	
Total		48,000
Contingency		<u>120,000</u>
Grant Total		<u>\$1,098,400</u>
Funding Sources		
1998-1999 Balance	\$300,800	
1999-2000 Allocation	<u>797,600</u>	
TOTAL AVAILABLE		<u>\$1,098,400</u>

North Centers 1999-2000 Partnership for Excellence

**1. AREA: INSTRUCTIONAL SUPPORT (Part-time Department Secretary-Madera)-
\$12,600**

Area(s) of need to be addressed:

This individual performs a wide variety of secretarial work including typing, filing, preparing mailings, duplicating materials, answering phones and serving as office receptionist. The department secretary provides office coverage in the evenings and provides assistance to evening instructors with duplication of materials and/or distribution of materials to students.

Partnership for Excellence goal(s) this will address:*

Goal 3: Successful Course Completion

SCCCD Master Plan goal(s) this will address (1-31):

Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.

How funds will be used:

\$ 12,600- Salary- Part-time Department Secretary

How success will be measured:

As a result of increased support for students and faculty, attainment of the targeted goal set by the Chancellor's Office for Reedley College (includes North Centers) will be reached by 2005-2006: 71 additional course completers in transfer courses; 64 completers in basic skills courses; and 81 completers in vocational education courses.

** Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement*

North Centers 1999-2000 Partnership for Excellence

2. AREA: CHILD DEVELOPMENT (Instructional Technicians-Madera) \$46,000

Area(s) of need to be addressed:

The Instructional Technician performs a variety of duties related to the running of classes in the Child Development Learning Center including planning, preparing and conducting activities with young children, communications with parents in person, by phone, in writing regarding their child's progress or particular needs, demonstrating techniques and assisting CD students in the learning of appropriate methods to use in working with young children.

Partnership for Excellence goal(s) this will address:*

Goal 4: Workforce Development-Successful Completion of Vocational Education Courses

SCCCD Master Plan goal(s) this will address (1-31):

Goal 4: Develop a plan for specific educational programs and services which meet welfare reform needs of students to enter or re-enter the workforce in an expeditious manner.

Goal 8: Develop and implement programs that fulfill developing career opportunities.

How funds will be used:

\$ 46,000 (2 full-time Instructional Technician positions)

How success will be measured:

The Instructional Technicians will provide assistance to students that will result in an increase in successful completion of the Child Development program. As a result, attainment of the targeted goal set by the Chancellor's Office for Reedley College for 2005-2006 will be met (includes North Centers): 5,012 additional students enrolled in the introductory vocational courses; 2,361 enrolled in advanced vocational courses.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

North Centers 1999-2000 Partnership for Excellence

3. AREA: INCREASED COURSE OFFERINGS (Adjunct Faculty) \$131,441

Area(s) of need to be addressed:

Additional adjunct faculty will be hired to provide needed instruction in a variety of day, evening and Saturday courses at the three North Centers.

Partnership for Excellence goal(s) this will address:*

Goal 3: Successful Course Completion

SCCCD Master Plan goal(s) this will address (1-31):

Goal 8: Develop and implement programs that fulfill developing career opportunities.

How funds will be used:

\$ 131,441 – Adjunct Faculty Salaries

How success will be measured:

Additional course offerings will allow the North Centers to continue to grow and better serve our community. As a result, attainment of the targeted goal set by the Chancellor's Office for Reedley College (includes North Centers) for 2005-2006 will be met: 71 additional course completers in transfer courses; 64 completers in basic skills courses; and 81 completers in vocational education courses.

** Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement*

North Centers 1999-2000 Partnership for Excellence

4. AREA: INSTITUTIONAL RESEARCH (Institutional Researcher) \$20,000

Area(s) of need to be addressed:

Performs research, analysis, and drafting/editing of institutional research projects for Reedley College and the North Centers.

Partnership for Excellence goal(s) this will address:*

Goal 1: Transfer and Goal 2: Degree and Certification Completion

SCCCD Master Plan goal(s) this will address (1-31):

Goal 11: Develop a research system for measuring, analyzing and reporting on the effectiveness of the transfer, occupational and basic skills programs related to student performance.

How funds will be used:

\$20,000 – Partial salary for Institutional Researcher (one-half year) with Reedley College

How success will be measured:

Reports that can be used for marketing, retention strategies, course expansion; program development and future growth planning will be completed and distributed.

** Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement*

North Centers 1999-2000 Partnership for Excellence

5. AREA: INSTRUCTION (English Instructor-Clovis) \$52,400

Area(s) of need to be addressed:

This is a full-time English instructor position. The individual teaches classes in reading and composition, literature, creative writing, and basic writing skills.

Partnership for Excellence goal(s) this will address:*

Goal 3: Successful Course Completion

SCCCD Master Plan goal(s) this will address (1-31):

Goal 3: Evaluate the basic skills curricula to facilitate the preparation of transfer-oriented and occupational –oriented students.

How funds will be used:

\$ 52,400- Full-time English Instructor

How success will be measured:

As a result of this position, additional courses in English will be taught. This will allow us to reach the targeted goal set by the Chancellor's Office for Reedley College (includes North Centers) for 2005-2006: 71 additional course completers in transfer courses; 64 completers in basic skills courses; and 81 completers in vocational education courses.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

North Centers 1999-2000 Partnership for Excellence

6. AREA: TECHNOLOGY (Network coordinator \$50,258; Equipment \$23,000)

Area(s) of need to be addressed:

The Network Coordinator is responsible for maintaining the North Centers network. The individual maintains inventory of all hardware and software, keeps records of all licensing agreements, maintains connection with District Office MIS department, installs hardware, resolves hardware/software problems, and is responsible for obtaining log-on and e-mail access for staff. The equipment purchased will allow for the networking among staff and increased capacity of the computer laboratories.

Partnership for Excellence goal(s) this will address:*

Goals 2: Successful Degree and Certification Completion and 3: Successful Course Completion

SCCCD Master Plan goal(s) this will address (1-31):

Goal 26: Provide support for staff training in use and maintenance of acquired technology.

How funds will be used:

\$ 50,258- Full-time Network Coordinator

\$ 23,000 – Computer Software and hardware Equipment

How success will be measured:

An increase in electronic communications among the faculty and student body will occur; at least two courses in web-based instruction will be implemented during the 2000-2001 year; and at least two staff development activities for instructional and support staff will be held during the 2000-2001 period.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

North Centers 1999-2000 Partnership for Excellence

7. AREA: STUDENT SERVICES (Part-time Administrative Aide-Clovis) \$5,626

Area(s) of need to be addressed:

This individual provides assistance to the Associate Dean of Student Services. The individual performs a wide variety of secretarial work including typing, filing, phones, distribution of memos and materials, and preparation of reports utilizing word processing and spreadsheet software.

Partnership for Excellence goal(s) this will address:*

Goal 3: Successful Course Completion

SCCCD Master Plan goal(s) this will address (1-31):

Goal 10: Establish a more specific orientation program for all students to gain a realistic understanding of the priorities and commitments necessary for student success.

How funds will be used:

\$5,626- Salary for part-time Administrative Aide

How success will be measured:

As a result of this position, the services provided to North Center students will be increased. This should assist in the attainment of the targeted goal set by the Chancellor's Office for Reedley College (includes North Centers) for 2005-2006: 71 additional course completers in transfer courses; 64 completers in basic skills courses; and 81 completers in vocational education courses.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

North Centers 1999-2000 Partnership for Excellence

8. AREA: STUDENT SERVICES (Part-time Counselor-Clovis) \$4,700

Area(s) of need to be addressed:

This individual provides a range of counseling services to evening students. Emphasis is placed on career and educational planning, orientation, transfer advising, personal counseling, probation counseling and referral, as needed, to appropriate agencies, departments, or outside resources.

Partnership for Excellence goal(s) this will address:*

Goals 1: Transfer and 3: Successful Course Completion

SCCCD Master Plan goal(s) this will address (1-31):

Goal 10: Establish a more specific orientation program for all students to gain a realistic understanding of the priorities and commitments necessary for student success.

How funds will be used:

\$ 4,700- Part-time Counselor Position

How success will be measured:

Increased counseling, career guidance and transfer advising will assist in the attainment of the targeted goals set by the Chancellor's Office for Reedley College (includes North Centers) for 2005-2006: Transfer- 453 additional students will transfer to CSU and UC; Course Completion- 71 additional course completers in transfer courses; 64 completers in basic skills courses; and 81 completers in vocational education courses.

** Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement*

North Centers

1999-2000 Partnership for Excellence

9. AREA: STUDENT SERVICES (Part-time Educational Advisor) \$12,000

Area(s) of need to be addressed:

This position performs a variety of duties including conducting group presentations as well as individual sessions with students and parents regarding registration, enrollment, student support programs, academic programs available and provides help with registration forms and procedures. The individual also assists with recruitment and community outreach projects.

Partnership for Excellence goal(s) this will address:*

Goal 2: Degree and Certification Completion

SCCCD Master Plan goal(s) this will address (1-31):

Goal 10: Establish a more specific orientation program for all students to gain a realistic understanding of the priorities and commitments necessary for student success.

How funds will be used:

\$ 12,000 – Part-time Educational Advisor Salary

How success will be measured:

The additional Education Advisor will increase or recruitment and orientation efforts. This will affect the numbers of students choosing career areas that involve degree and certificate completion. As a result, attainment of the Degree and Certification Completion targeted goal set by the Chancellor's Office for Reedley College (includes North Centers) for 2005-2006: 524 additional students will receive an associate degree, with 126 additional students receiving a certificate.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

North Centers 1999-2000 Partnership for Excellence

10. AREA: STUDENT SERVICES (School Relations Specialist) \$55,450

Area(s) of need to be addressed:

This position serves the North Centers. The individual is responsible for outreach and recruitment activities that target high school students, community groups, parents, agencies and organizations. The School Relations Specialist makes presentations, conducts tours, assists with Registration-to-Go, participates in career days, conducts orientation sessions, assists with writing conference, provides counselors with support during intense registration activity periods and participates in community activities (job fairs, district fairs, etc.).

Partnership for Excellence goal(s) this will address:*

Goal 3: Successful Course Completion

SCCCD Master Plan goal(s) this will address (1-31):

Goal 10: Establish a more specific orientation program for all students to gain a realistic understanding of the priorities and commitments necessary for student success.

How funds will be used:

\$ 55,450 – Full-time School Relations Specialist

How success will be measured:

The impact of the full-time School relations Specialist will be an increase in the numbers of students attending the North Centers, as well as those pursuing specific career areas. As a result, the attainment of the course completion targeted goal set by the Chancellor's Office for Reedley College (includes North Centers) for 2005-2006 will be met: 71 additional course completers in transfer courses; 64 completers in basic skills courses; and 81 completers in vocational education courses.

* Note: PFE Goals: (1) Transfer; (2) Degree Certification Completion; (3) Successful Course Completion; (4) Workforce Development; (5) Basic Skills Improvement

North Centers

1999-2000 Partnership for Excellence

11. AREA: STUDENT SERVICES (Part-time Student Aide) \$3,500

Area(s) of need to be addressed:

This individual is a tutor for Psychology and Math. The Student Aide works closely with the Psychology and Math instructors as well as the full-time counselor to provide tutorial services to students in these two academic areas.

Partnership for Excellence goal(s) this will address:*

Goal 3; Successful Course Completion

SCCCD Master Plan goal(s) this will address (1-31):

Goal 1: Develop a flexible scheduling system, matching hours, calendars, and method of delivery of programs and services to meet the changing time constraints of non-traditional students.

How funds will be used:

\$ 3,500 – Part-time student aide

How success will be measured:

A direct result of the additional tutoring services will be an increase in successful course completion. As a result, attainment of the targeted goal set by the Chancellor's Office for Reedley College (includes North Centers) for 2005-2006 will be reached: 71 additional course completers in transfer courses; 64 completers in basic skills courses; and 81 completers in vocational education courses.

**North Centers
1999-2000 Budget Summary
Partnership for Excellence**

Institutional Research		\$20,000
Tutorial		
Student Aide/Tutor		3,500
Recruitment and Retention		
Educational Advisor	12,000	
School Relations Specialist	<u>55,450</u>	
Total		\$67,450
Instruction		
English/ESL Instructor	52,500	
Child Development Technicians	46,000	
Adjunct Faculty	131,441	
Dept. Secretary	12,600	
Network Coordinator	50,258	
Computer Hardware/Software	<u>23,000</u>	
Total		315,799
Assessment and Intervention		
Part-time Counselor	4,700	
Part-time Adm. Aide	<u>5,626</u>	
Total		<u>10,326</u>
Grant Total		<u>\$417,075</u>
Grand Total		<u>\$417,075</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2000

SUBJECT: Consideration of Notice of Claim
Charest Construction Company

ITEM NO. 00-25

EXHIBIT: Claim

Background:

The District is in receipt of a Claim submitted on behalf of Charest Construction Company and the Board is asked to take action in accordance with the Government Code. The Board must reject the Claim where there is a question of District liability and the amount of the Claim is disputed. Furthermore, the claim should be rejected as premature, as Charest has not completed the procedures set forth in Public Contract Code Section 20104, et. seq. The Claim has been submitted to the JPA and its claims administrator for defense coverage.

Recommendation:

It is recommended that, in accordance with established procedures, the Board of Trustees reject the Claim submitted on behalf of Charest Construction Company and direct the Vice Chancellor-Business to give written notice of said action to the claimant.