

## CERTIFICATION

### 2003 - 2004 APPORTIONMENT ATTENDANCE Annual Report

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

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

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

#### Redwoods Community College District Chief Executive Officer

Signature: \_\_\_\_\_

Typed Name: Kathleen E. Crabill

Date: July 14, 2004

#### For Supplemental Information, contact

Name: Ron Cox

Title : Director, Fiscal Services

Phone: No.: (707) 476-4122 Ext.: \_\_\_\_\_

E-Mail : Ron-Cox@Redwoods.edu

#### Please return completed form to:

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

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

Date Due in  
Chancellor's Office

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

District: Redwoods Community College District

Redwoods, College of the \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Part I. Full-Time Equivalent Student</b>	<b>EDP No.</b>	<b>Attendance FTES * of State Residents (and Nonresidents Attending Noncredit Courses)</b>	<b>Factored FTES</b>
<b>A. Summer Intersession</b> <i>(Summer 2003 Only)</i>			
1. Noncredit <i>(Parts IV.A.1. + VII.A.3.)</i>	<b>01</b>	0.00	0.00
2. Credit <i>(Parts III.A.1. + IV.A.2. + VI.A.1.)</i>	<b>02</b>	222.89	222.89
<b>B. Summer Intersession</b> <i>(Summer 2004 - Prior to July 1, 2004)</i>			
1. Noncredit <i>(Parts IV.B.1. + VII.B.3.)</i>	<b>03</b>	0.00	0.00
2. Credit <i>(Parts III.B.1. + IV.B.2. + VI.B.1.)</i>	<b>04</b>	156.55	156.55
<b>C. Primary Terms</b> <i>(Exclusive of Summer Intersession)</i>			
1. Census Procedure Courses			
(a) Weekly Census Contact Hours <i>(Part II.)</i>	<b>05</b>	4,474.34	4,474.34
(b) Daily Census Contact Hours <i>(Part III.)</i>	<b>06</b>	88.33	90.35 <sup>F</sup>
2. Actual Hours of Attendance Procedure Courses			
(a) Noncredit <i>(Part IV.C.)</i>	<b>07</b>	10.35	10.59 <sup>F</sup>
(b) Credit <i>(Part IV.D.)</i>	<b>08</b>	489.57	500.78 <sup>F</sup>
3. Independent Study/Work Experience Education Courses			
(a) Weekly Census Procedure Courses <i>(Part V.)(Credit)</i>	<b>09</b>	73.00	73.00
(b) Daily Census Procedure Courses <i>(Part VI.)(Credit)</i>	<b>10</b>	0.00	0.00
(c) Noncredit Independent Study/Distance Education Courses <i>(Part VII.C.)</i>	<b>11</b>	0.00	0.00
<b>D. Total FTES</b>	<b>12</b>	5,515.03	5,528.50
<b>SUPPLEMENTAL INFORMATION ***</b>			
<b>E. In-Service Training Courses (FTES)</b>	<b>13</b>	0.00	
<b>F.</b>	<b>14</b>		
	<b>15</b>		
<b>G.</b>	<b>16</b>		
	<b>17</b>		
<b>H. Basic Skills courses and Immigrant Education ** (FTES)</b>			
1. Noncredit	<b>18</b>	3.70	
2. Credit	<b>19</b>	63.37	
<b>I. FTES: Total FTES Generated in Leased (or Rented) Space of Less Than 100% Control (non-inventoried space).</b>	<b>20</b>	275.20	

<sup>F</sup> Factored FTES

\* Full-Time Equivalent Student. (See instruction 12, page14)

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

\*\*\* Annualized at P1 and P2

7/14/04 1:22PM

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

Date Due in  
Chancellor's Office

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

District: Redwoods Community College District

Redwoods, College of the \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Part I. Full-Time Equivalent Student</b>	<b>EDP No.</b>	<b>Attendance FTES * of Non-Residents</b>	<b>Factored FTES</b>
<b>A. Summer Intersession</b> <i>(Summer 2003 Only)</i>			
1. Noncredit <i>(Parts IV.A.1. + VII.A.3.)</i>	<b>01</b>	0.00	0.00
2. Credit <i>(Parts III.A.1. + IV.A.2. + VI.A.1.)</i>	<b>02</b>	7.10	7.10
<b>B. Summer Intersession</b> <i>(Summer 2004 - Prior to July 1, 2004)</i>			
1. Noncredit <i>(Parts IV.B.1. + VII.B.3.)</i>	<b>03</b>	0.00	0.00
2. Credit <i>(Parts III.B.1. + IV.B.2. + VI.B.1.)</i>	<b>04</b>	3.19	3.19
<b>C. Primary Terms</b> <i>(Exclusive of Summer Intersession)</i>			
1. Census Procedure Courses			
(a) Weekly Census Contact Hours <i>(Part II.)</i>	<b>05</b>	172.02	172.02
(b) Daily Census Contact Hours <i>(Part III.)</i>	<b>06</b>	3.81	3.90 <sup>F</sup>
2. Actual Hours of Attendance Procedure Courses			
(a) Noncredit <i>(Part IV.C.)</i>	<b>07</b>	0.00	0.00
(b) Credit <i>(Part IV.D.)</i>	<b>08</b>	45.65	46.70 <sup>F</sup>
3. Independent Study/Work Experience Education Courses			
(a) Weekly Census Procedure Courses <i>(Part V.)(Credit)</i>	<b>09</b>	0.34	0.34
(b) Daily Census Procedure Courses <i>(Part VI.)(Credit)</i>	<b>10</b>	0.00	0.00
(c) Noncredit Independent Study/Distance Education Courses <i>(Part VII.C.)</i>	<b>11</b>	0.00	0.00
<b>D. Total FTES</b>	<b>12</b>	232.11	233.25
<b>SUPPLEMENTAL INFORMATION ***</b>			
<b>E. In-Service Training Courses (FTES)</b>	<b>13</b>	0.00	
<b>F.</b>	<b>14</b>		
	<b>15</b>		
<b>G.</b>	<b>16</b>		
	<b>17</b>		
<b>H. Basic Skills courses and Immigrant Education ** (FTES)</b>			
1. Noncredit	<b>18</b>	0.00	
2. Credit	<b>19</b>	0.00	
<b>I. FTES: Total FTES Generated in Leased (or Rented) Space of Less Than 100% Control (non-inventoried space).</b>			
	<b>20</b>	0.00	

<sup>F</sup> Factored FTES

\* Full-Time Equivalent Student. (See instruction 12, page14)

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

\*\*\* Annualized at P1 and P2

7/14/04 1:22PM

**PART II. STUDENT CONTACT HOURS OF WEEKLY CENSUS PROCEDURES COURSES**

Fiscal Year: 2003-2004

Period: Annual

**161 Redwoods, College of the**

Reference: Education Code Section 84750, Title 5 Sections 55100, 58003.1(b), 58050, and 58051	EDP No.	Contact Hours of State Residents	Contact Hours of Nonresidents (ECS 76140)*
		1	A
<b>First Primary Term</b>			
1. 1st CW Day	21	57,672.61	2,574.69
2. 1st CW Ext. Day	22	13,937.35	381.28
<b>Second Primary Term</b>			
3. 1st CW Day	23	57,401.19	2,234.40
4. 1st CW Ext. Day	24	14,222.44	316.42
<b>Third Primary Term</b>			
5. 1st CW Day	25	0.00	0.00
6. 1st CW Ext. Day	26	0.00	0.00

**FTES Calculations**

	Resident FTES	Nonresident FTES
<b>First Period Report</b> Part 1.C. (1)(a)	0.00	0.00
<b>Second Period Report</b> Part 1.C. (1)(a)	0.00	0.00
<b>Annual Report</b> Part 1.C. (1)(a)	4,474.34	172.02

\* Not to be included for FTES purposes.

**PART III. STUDENT CONTACT HOURS OF DAILY CENSUS PROCEDURES COURSES**

Fiscal Year: 2003-2004

Period: Annual

**161 Redwoods, College of the**

Reference: Education Code Section 84750, Title 5 Sections 55100, 58003.1(c), 58050, and 58051	EDP No.	Contact Hours of State Residents	Contact Hours of Nonresidents (ECS 76140)*
		<b>1</b>	<b>A</b>
<b>A. Summer Intersession Courses</b> ( <i>Summer 2003 Only</i> )			
1. 1st CD	27	95,787.00	3,408.00
<b>B. Summer Intersession Courses</b> ( <i>Summer 2004 - Prior to July 1, 2004</i> )			
1. 1st CD	28	79,803.00	1,674.00
<b>C. July 1 - December 31, 2003</b> ( <i>Exclusive of Summer Intersession</i> )			
1. 1st CD Day	29	8,028.00	954.00
2. 1st CD Ext. Day	30	1,647.00	81.00
<b>January 1 - April 15, 2004</b>			
3. 1st CD Day	31	28,950.00	693.00
4. 1st CD Ext. Day	32	7,209.00	243.00
<b>April 16 - June 30, 2004</b>			
5. 1st CD Day	33	270.00	27.00
6. 1st CD Ext. Day	34	270.00	0.00

\* Not to be included for FTES purposes.

**HOURS MUST BE MULTIPLIED BY COURSE LENGTH BEFORE THEY ARE REPORTED ABOVE.**

**FTES Calculations**

	Resident FTES	Nonresident FTES
<b>First Period Report</b>		
Part 1.A.(2)	0.00	0.00
Part 1.B.(2)	0.00	0.00
Part 1.C. (1)(b)	0.00	0.00
<b>Second Period Report</b>		
Part 1.A.(2)	0.00	0.00
Part 1.B.(2)	0.00	0.00
Part 1.C. (1)(b)	0.00	0.00
<b>Annual Report</b>		
Part 1.A.(2)	182.45	6.49
Part 1.B.(2)	152.01	3.19
Part 1.C. (1)(b)	88.33	3.81

**PART IV. STUDENT CONTACT HOURS OF ACTUAL HOURS OF ATTENDANCE**

Fiscal Year: 2003-2004

Period: Annual

**161 Redwoods, College of the**

Reference: Education Code Sections 84750, 84757 Title 5 Sections 55100, 58007	EDP No	Contact Hours of State Residents <b>1</b>	Contact Hours of Nonresidents (ECS 76140)* <b>A</b>
<b>A. Summer Intersession Courses (Summer 2003 Only)</b>			
1. Noncredit Courses	35	0.00	0.00 **
2. Credit Courses	36	21,233.10	320.50
<b>B. Summer Intersession Courses (Summer 2004 - Prior to July 1, 2004)</b>			
1. Noncredit Courses	37	0.00	0.00 **
2. Credit Courses	38	2,381.00	0.00
<b>C. Noncredit Courses (Exclusive of Summer Intersession)</b>			
1. July 1 - December 31, 2003	39	3,230.60	0.00 **
2. January 1 - April 15, 2004	40	0.00	0.00 **
3. April 16 - June 30, 2004	41	2,203.00	0.00 **
<b>D. Credit Courses (Exclusive of Summer Intersession)</b>			
4. July 1 - December 31, 2003 Day	42	123,588.80	15,098.90
Ext. Day	43	2,622.90	32.10
5. January 1 - April 15, 2004 Day	44	15,006.80	1,125.50
Ext. Day	45	3,927.60	13.50
6. April 16 - June 30, 2004 Day	46	106,099.50	7,632.50
Ext. Day	47	5,780.00	65.00

\* Not to be included for FTES purposes.

\*\* Report hours generated by nonresidents for which FTES are not claimed for noncredit courses.

FTES Calculations	Resident FTES	Nonresident FTES
<b>First Period Report</b>		
Part 1.A.(1)	0.00	0.00
Part 1.A.(2)	0.00	0.00
Part 1.B(1)	0.00	0.00
Part 1.B.(2)	0.00	0.00
Part 1.C.(2)(a)	0.00	0.00
Part 1.C.(2)(b)	0.00	0.00
<b>Second Period Report</b>		
Part 1.A.(1)	0.00	0.00
Part 1.A.(2)	0.00	0.00
Part 1.B(1)	0.00	0.00
Part 1.B.(2)	0.00	0.00
Part 1.C.(2)(a)	0.00	0.00
Part 1.C.(2)(b)	0.00	0.00
<b>Annual Report</b>		
Part 1.A.(1)	0.00	0.00
Part 1.A.(2)	40.44	0.61
Part 1.B(1)	0.00	0.00
Part 1.B.(2)	4.54	0.00
Part 1.C.(2)(a)	10.35	0.00
Part 1.C.(2)(b)	489.57	45.65

**PART V. APPROVED INDEPENDENT STUDY AND WORK EXPERIENCE EDUCATION**  
 Student Contact Hours of Weekly Census Procedure Courses (Credit)

Fiscal Year: 2003-2004                      Period: Annual

**161 Redwoods, College of the**

<b>Reference:</b> Education Code Section 84750, Title 5 Sections 55100, 58003.1(f), 58050, 58051, and 58009.5		<b>EDP No.</b>	<b>Contact Hours of State Residents  1</b>	<b>Contact Hours of Nonresidents (ECS 76140)*  A</b>
<b>First Primary Term</b>				
1. 1st CW	Day	48	884.00	8.00
2. 1st CW	Ext. Day	49	318.00	0.00
<b>Second Primary Term</b>				
3. 1st CW	Day	50	1,135.00	3.00
4. 1st CW	Ext. Day	51	0.00	0.00
<b>Third Primary Term</b>				
5. 1st CW	Day	52	0.00	0.00
6. 1st CW	Ext. Day	53	0.00	0.00

\* Not to be included for FTES purposes.

**One WSCH is counted for each unit of credit for which the student is enrolled as of the census date.**

**FTES Calculations**

	<b>Resident FTES</b>	<b>Nonresident FTES</b>
<b>First Period Report</b>		
Part 1.C.(3)(a)	0.00	0.00
<b>Second Period Report</b>		
Part 1.C.(3)(a)	0.00	0.00
<b>Annual Report</b>		
Part 1.C.(3)(a)	73.00	0.34

**PART VI. APPROVED INDEPENDENT STUDY AND WORK EXPERIENCE EDUCATION**  
Student Contact Hours of Daily Census Procedure Courses (Credit)

Fiscal Year: 2003-2004

Period: Annual

**161 Redwoods, College of the**

Reference: Education Code Section 84750, Title 5 Sections 55100, 58003.1(f), 58009.5, 58050, and 58051	EDP No.	Contact Hours of State Residents  1	Contact Hours of Nonresidents (ECS 76140)*  A
<b>A. Summer Intersession Courses</b> ( <i>Summer 2003 Only</i> )			
1. 1st CD	54	1.00	0.00
<b>B. Summer Intersession Courses</b> ( <i>Summer 2004 - Prior to July 1, 2004</i> )			
1. 1st CD	55	1.00	0.00
<b>C. July 1 - December 31, 2003</b> ( <i>Exclusive of Summer Intersession</i> )			
1. 1st CD Day	56	1.00	0.00
2. 1st CD Ext. Day	57	0.00	0.00
<b>January 1 - April 15, 2004</b>			
3. 1st CD Day	58	0.00	0.00
4. 1st CD Ext. Day	59	0.00	0.00
<b>April 16 - June 30, 2004</b>			
5. 1st CD Day	60	0.00	0.00
6. 1st CD Ext. Day	61	0.00	0.00

\* Not to be included for FTES purposes.

One WSCH is counted for each unit of credit for which the student is enrolled as of the census date. WSCH are to be multiplied by course length or the primary Term Length Multiplier before they are reported above.

**FTES Calculations**

	Resident FTES	Nonresident FTES
<b>First Period Report</b>		
Part 1.A.(2)	0.00	0.00
Part 1.B.(2)	0.00	0.00
Part 1.C. (3)(b)	0.00	0.00
<b>Second Period Report</b>		
Part 1.A.(2)	0.00	0.00
Part 1.B.(2)	0.00	0.00
Part 1.C. (3)(b)	0.00	0.00
<b>Annual Report</b>		
Part 1.A.(2)	0.00	0.00
Part 1.B.(2)	0.00	0.00
Part 1.C. (3)(b)	0.00	0.00



**PART VII. APPROVED NONCREDIT INDEPENDENT STUDY DISTANCE EDUCATION COURSES**  
 Student Contact Hours Noncredit Courses

Fiscal Year: 2003-2004                      Period: Annual

**161 Redwoods, College of the**

Reference: Education Code Sections 66700, 70901, 84750, and 84757; Title 5 Sections 55315(b), 55317, 55372, 55376, and 58003.1(f)(2)	EDP No.	Contact Hours of State Residents or Nonresidents Attending under ECS 84911  1	Contact Hours of Nonresidents *  A
<b>A. Summer Intersession Courses (Summer only)</b>			
1. 1st CD	62	0.00	0.00
2. 2nd CD	63	0.00	0.00
3. Average [(1+2) / 2]	64	0.00	0.00
<b>B. Summer Intersession Courses (Summer prior to July 1)</b>			
1. 1st CD	65	0.00	0.00
2. 2nd CD	66	0.00	0.00
3. Average [(1+2) / 2]	67	0.00	0.00
<b>C. July 1 - December 31, 2003</b>			
1. 1st CD Day	68	0.00	0.00
2. 1st CD Ext. Day	69	0.00	0.00
3. 2nd CD Day	70	0.00	0.00
4. 2nd CD Ext. Day	71	0.00	0.00
5. Average [(1+2+3+4) / 2]	72	0.00	0.00
<b>January 1 - April 15, 2004</b>			
6. 1st CD Day	73	0.00	0.00
7. 1st CD Ext. Day	74	0.00	0.00
8. 2nd CD Day	75	0.00	0.00
9. 2nd CD Ext. Day	76	0.00	0.00
10. Average [(6+7+8+9) / 2]	77	0.00	0.00
<b>April 16 - June 30, 2004</b>			
11. 1st CD Day	78	0.00	0.00
12. 1st CD Ext. Day	79	0.00	0.00
13. 2nd CD Day	80	0.00	0.00
14. 2nd CD Ext. Day	81	0.00	0.00
15. Average ((11+12+13+14)/2)	82	0.00	0.00

\* Not to be included for FTES purposes.

**FTES Calculations**

	Resident FTES	Nonresident FTES
<b>First Period Report</b>		
Part 1.A.(1)	0.00	0.00
Part 1.B.(1)	0.00	0.00
Part 1.C.(3)(c)	0.00	0.00
<b>Second Period Report</b>		
Part 1.A.(1)	0.00	0.00
Part 1.B.(1)	0.00	0.00
Part 1.C.(3)(c)	0.00	0.00
<b>Annual Report</b>		
Part 1.A.(1)	0.00	0.00
Part 1.B.(1)	0.00	0.00
Part 1.C.(3)(c)	0.00	0.00

**PART VIII. FTES ANNUALIZERS (Excluding Summer Intersessions)**

Fiscal Year: 2003-2004

Period: Annual

**161 Redwoods, College of the**

<b>First Period Report</b>	<b>EDP No.</b>	<b>Annualizer</b>
A. Part II	<b>83</b>	2.0000
B. Part III	<b>84</b>	2.0000
C. Part IV: Noncredit	<b>85</b>	2.0000
Credit	<b>86</b>	2.0000
D. Part V	<b>87</b>	2.0000
E. Part VI	<b>88</b>	2.0000
F. Part VII	<b>89</b>	2.0000
<b>Second Period Report</b>		
A. Part II	<b>90</b>	1.0000
B. Part III	<b>91</b>	1.0000
C. Part IV: Noncredit	<b>92</b>	1.0000
Credit	<b>93</b>	1.0000
D. Part V	<b>94</b>	1.0000
E. Part VI	<b>95</b>	1.0000
F. Part VII	<b>96</b>	1.0000

**Term Length Multipliers**

First Primary Term	16.40
Second Primary Term	16.40
Third Primary Term	0.00

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

Date Due in  
Chancellor's Office

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

District: Redwoods Community College District

College: Redwoods, College of the

**Part I. FACULTY CONTACT HOURS**

References:	Total Faculty Contact Hours of Instruction Released for Flex-Time Activities (see Instructions 2 & 3) <b>- 1 -</b>	Total Faculty Contact Hours of Instruction of All Instructors in the Academic Year Exclusive of Any Intersession (see Instructions 5) <b>- 2 -</b>	F Factor
<b>A. Credit Courses</b>			
1. Weekly Census Procedure Courses*			
2. Daily Census Procedure Courses	44.10	1,929.46	<b>1.0229</b>
3. Positive Attendance Credit Courses	244.44	10,694.04	<b>1.0229</b>
4. Independent Study/Work Experience Courses			
a. Weekly Census Procedure Courses*			
b. Daily Census Procedure Courses	0.00	0.00	<b>1.0000</b>
<b>B. Noncredit Courses</b>			
1. Positive Attendance	5.18	226.52	<b>1.0229</b>
2. Noncredit Distance Education	0.00	0.00	<b>1.0000</b>

**Part II. CERTIFICATION**

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

**District Chief Executive Officer**

**Signature:** \_\_\_\_\_

**Typed Name:** Kathleen E. Crabill

**Date:** July 14, 2004

**For Supplemental Information, contact**

**Name:** Ron Cox

**Title:** Director, Fiscal Services

**Phone: No.:** (707) 476-4122      **Ext.:** \_\_\_\_\_

**Please return completed form to:**

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