

**CALIFORNIA COMMUNITY COLLEGES**  
**ANNUAL REPORT APPLICATION FOR ADJUSTMENT**  
**FULL-TIME EQUIVALENT STUDENT (FTES), APPRENTICE HOURS, OTHER**  
*(CCFS-320 and CCFS-321)*

Due: October 1 (Lottery and Recal); November 1 (Recal)

District: Redwoods CCD

**State Use Only**

Fiscal Year Affected: 2010-11

Revision No.:
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<b>PART I. ADJUSTMENTS</b>
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FOR EACH INDIVIDUAL TYPE OF ERROR OR CHANGE, PROVIDE THE FOLLOWING INFORMATION.

Type of Adjustment:	<b>Resident Credit FTES</b>	<b>Overstated</b>
Amount of Adjustment:	<b>25.22</b>	
Adjustment Need Discovered By:	<b>District</b>	
Audit Finding Reference Number:		
Nature of Adjustment:	<b>Discovered sections with miscalculated contact hours</b>	
<hr/>		
Type of Adjustment:	<b>Nonresident Credit FTES</b>	<b>Overstated</b>
Amount of Adjustment:	<b>4.83</b>	
Adjustment Need Discovered By:	<b>District</b>	
Audit Finding Reference Number:		
Nature of Adjustment:	<b>Discovered sections with miscalculated contact hours</b>	
<hr/>		
Type of Adjustment:	<b>Basic Skills Credit FTES</b>	<b>Overstated</b>
Amount of Adjustment:	<b>31.40</b>	
Adjustment Need Discovered By:	<b>District</b>	
Audit Finding Reference Number:		
Nature of Adjustment:	<b>Discovered sections with miscoded Basic Skills notation</b>	
<hr/>		
Type of Adjustment:	<b>Basic Skills Noncredit FTES</b>	<b>Overstated</b>
Amount of Adjustment:	<b>1.75</b>	
Adjustment Need Discovered By:	<b>District</b>	
Audit Finding Reference Number:		
Nature of Adjustment:	<b>Discovered sections miscoded as Basic Skills</b>	

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Type of Adjustment:	<b>AB 540 Student Headcount Report</b>	<b>Overstated</b>
Amount of Adjustment:	<b>5.00</b>	
Adjustment Need Discovered By:	<b>District</b>	
Audit Finding Reference Number:		
Nature of Adjustment:	<b>Institutional Research Department discovered five students whose residency status was AB540 in a prior year but who were then determined to be residents for this year. These five should not have been included in the annual.</b>	

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Type of Adjustment:	<b>Special Admit P.E. FTES Report</b>	<b>Overstated</b>
Amount of Adjustment:	<b>0.55</b>	
Adjustment Need Discovered By:	<b>District</b>	
Audit Finding Reference Number:		
Nature of Adjustment:	<b>All other adjustments noted in the CCFS-317 also impacted this area.</b>	

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Type of Adjustment:	<b>Center FTES Report</b>	<b>Overstated</b>
Amount of Adjustment:	<b>11.63</b>	
Adjustment Need Discovered By:	<b>District</b>	
Audit Finding Reference Number:		
Nature of Adjustment:	<b>All other adjustments noted on this CCFS 317 impacted this area as well.</b>	

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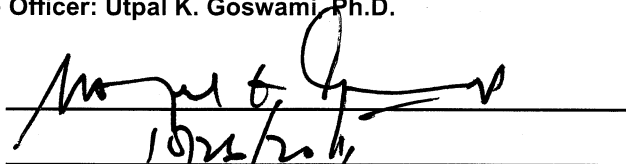
**PART II. CERTIFICATION**

I, the district Chief Executive Office, hereby certify that, to the best of my knowledge and belief

1. The facts, figures, and explanations contained in this application and the attached amended CCFS-320 and/or CCFS-321 report are true and correct; and
2. All corrections have been made in conformance with the instructions below.

**Chief Executive Officer: Utpal K. Goswami, Ph.D.**

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



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

10/26/2011

Electronic Certification Date: Wednesday, October 26, 2011

**DISTRICT CONTACT PERSON:**

Name: Carla Spalding

Title: Controller

Phone: 7074764194

e-mail: carla-spalding@redwoods.edu

**INSTRUCTIONS**

**1. Certification of This Report**

An *Annual Report Application for Adjustment* (CCFS-317) under *California Code of Regulations*, Title 5, Section 58134 must be certified by the community college district chief executive officer.

**2. Number and Distribution of copies**

Prepare an original and one copy of CCFS-317 and attach to amended CCFS-320 and/or CCFS-321 report for distribution as follows:

- |           |  |
|-----------|--|
| Original  | -> Fiscal Services Unit<br>California Community Colleges Chancellor's Office |
| Duplicate | -> District Records  |

**3. Filing Due Dates**

October 1 (Lottery and Recal) and November 1 (Recal). Please note that the revised CCFS-320 FTES amounts submitted by October 1 will be included in the FTES workload report submitted to the State Controller's Office in mid October of this year for Lottery revenue allocation purposes. Revised CCFS-320 FTES submitted after October 1 will be included in the updated FTES workload report submitted to the State Controller's Office in October of next year.

**4. Number of Applications**

While separate errors or needed changes shall be individually detailed on the CCFS-317, only one amended CCFS-320 or CCFS-321 report shall be submitted with each CCFS-317.

**Please return completed form to:**

**CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE  
FISCAL SERVICES UNIT  
1102 Q STREET, 4th Floor  
SACRAMENTO, CA 95811-6511**

**CERTIFICATION**  
**2010-11 APPORTIONMENT ATTENDANCE**  
**ReCalc Period**

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 CCD**  
**Chief Executive Officer**

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

Typed Name: \_\_\_\_\_

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

Electronic Certification Date: \_\_\_\_\_

Utpal K. Goswami, Ph.D.

10/26/2011

Wednesday, October 26, 2011

**For Supplemental Information, contact**

Name: Carla Spalding

Title: Controller

Phone Number: (707) 476-4194

Phone Extension: \_\_\_\_\_

E-Mail: [carla-spalding@redwoods.edu](mailto:carla-spalding@redwoods.edu)

**Please return completed form to:**

Chancellor's Office  
California Community Colleges  
Fiscal Services Unit  
1102 Q Street, 4th Floor  
Sacramento, CA 95811

California Community Colleges  
**2010-11 APPORTIONMENT ATTENDANCE REPORT**  
 COMPOSITE - State Residents

ReCalc Period

Date Due in Chancellor's Office:

Redwoods CCD

Part I. Full-Time Equivalent Student	Attendance FTES* of State Residents (and Nonresidents Attending Noncredit Courses)	Factored FTES
A. Summer Intersession (Summer 2010 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	202.85	202.85
B. Summer Intersession (Summer 2011 - Prior to July 1, 2011)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	168.45	168.45
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	4,079.63	4,079.63
(b) Daily Census Contact Hours (Part III)	186.22	190.48
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	2.30	2.35
(b) Credit (Part IV.D.)	251.49	257.25
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	315.07	315.07
(b) Daily Census Procedure Courses (Part VI.)(Credit)	4.49	4.59
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	5,210.50	5,220.67

SUPPLEMENTAL INFORMATION ***	
In-service Training Courses (FTES)	5.01
Basic Skills Courses and Immigrant Education ** (FTES)	
1. Non-Credit	0.65
2. Credit	456.94

California Community Colleges  
**2010-11 APPORTIONMENT ATTENDANCE REPORT**  
 COMPOSITE - Non-Residents

ReCalc Period  
 Date Due in Chancellor's Office:

Redwoods CCD

Part I. Full-Time Equivalent Student	Attendance FTES* of Non-Residents	Factored FTES
A. Summer Intersession (Summer 2010 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.2. + IV.A.2. + VI.A.2.)	8.89	8.89
B. Summer Intersession (Summer 2011 - Prior to July 1, 2011)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	3.18	3.18
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	158.01	158.01
(b) Daily Census Contact Hours (Part III)	15.53	15.89
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	0.14	0.14
(b) Credit (Part IV.D.)	43.26	44.25
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	3.50	3.50
(b) Daily Census Procedure Courses (Part V.)(Credit)	0.14	0.14
(c) Non-credit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	232.65	234.00

**Part IX - AB 540 HEADCOUNT AND SPECIAL ADMIT FTES**

Fiscal Year: 2010-11

Period: ReCalc

Redwoods CCD

**AB 540 Headcount Report**

In the space provided below, for the District as a whole, please provide the total number of students who received the non-resident tuition fee exemption under AB 540 for the Fiscal Year. This total should include any student that was considered to be an AB 540 student during any part of a term/session and should be an unduplicated student headcount (e.g., please count each student only once, regardless of how many terms/sessions they attended). This data collection will be considered to be a limited survey instrument and not tied or associated with FTES counts. Supporting documentation does not need to be submitted with this report.

**Headcount**

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**Special Admit (Full-Time and Part-Time P.E. Credit FTES Report**

In the spaces provided below, please provide the requested districtwide Fiscal Year FTES information of special "admit" part-time and full-time students eligible to attend the Colleges of the District pursuant to Education Code Section 4880 or 4880.5. Please refer to Legal Advisory 05-01 and the Contracted District Audit Manual for the Fiscal Year, State Compliance Item No. 427.

Total FTES of Special Part-Time and Full-Time Students Col. 1	Total FTES of Special Part-Time and Full-Time Students in P.E. Courses Col. 2	Total Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses Col. 3	Percent of Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Col. 3/Col. 1)
176.57	7.64	7.64	4.33%

\* Reported "FTES" amounts should represent amounts that are subsets of FTES data certified and reported in the Annual CCFS-320 - Resident FTES, Part I., A. through D. FTES shall be computed and rounded to two decimal places. Supporting documentation does not need to be submitted with this report, but should be retained by the District as records back to audit pursuant to Title 5 Section 59025.

**Redwoods CCD - Centers FTES****2010-11 Fiscal Year - ReCalc Period**

	Credit FTES	Noncredit FTES	Total FTES
Del Norte Center	673.56	0.00	673.56
Mendocino Coast Center	369.50	0.59	370.09
<b>TOTAL:</b>	<b>1,043.06</b>	<b>0.59</b>	<b>1,043.65</b>



No CDCP Noncredit Courses

California Community Colleges  
**2010-11 APPORTIONMENT ATTENDANCE REPORT**  
 State Residents

ReCalc Period  
 Date Due in Chancellor's Office:

Redwoods CCD  
 College of the Redwoods

Part I. Full-Time Equivalent Student	Attendance FTES* of State Residents (and Nonresidents Attending Noncredit Courses)	Factored FTES
A. Summer Intersession (Summer 2010 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	202.85	202.85
B. Summer Intersession (Summer 2011 - Prior to July 1, 2011)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	168.45	168.45
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	4, 079.63	4, 079.63
(b) Daily Census Contact Hours (Part III)	186.22	190.48
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	2.30	2.35
(b) Credit (Part IV.D.)	251.49	257.25
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	315.07	315.07
(b) Daily Census Procedure Courses (Part VI.)(Credit)	4.49	4.59
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	5, 210.50	5, 220.67

SUPPLEMENTAL INFORMATION ***	
In-service Training Courses (FTES)	5.01
Basic Skills Courses and Immigrant Education ** (FTES)	
1. Non-Credit	0.65
2. Credit	456.94

California Community Colleges  
**2010-11 APPORTIONMENT ATTENDANCE REPORT**  
 Non-Residents

ReCalc Period  
 Date Due in Chancellor's Office:

Redwoods CCD  
 College of the Redwoods

Part I. Full-Time Equivalent Student	Attendance FTES* of Non-Residents	Factored FTES
A. Summer Intersession (Summer 2010 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	8.89	8.89
B. Summer Intersession (Summer 2011 - Prior to July 1, 2011)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	3.18	3.18
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
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2. Actual Hours of Attendance Procedure Courses		
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3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	3.50	3.50
(b) Daily Census Procedure Courses (Part VI.)(Credit)	0.14	0.14
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	232.65	234.00

**California Community Colleges**  
**2010-11 Faculty Contact Hours**  
**Adjustment to Full-Time Equivalent Students (FTES)**

<b>ReCalc Period</b>

Date Due in Chancellor's Office: \_\_\_\_\_

**Redwoods CCD**

**College of the Redwoods**

**FACULTY CONTACT HOURS**

References: Education code Section 84890; Title 5 Sections 55700ff and 55720ff	Total Faculty Contact Hours of Instruction Released for Flex-Time Activities (see Instructions 2 & 3)	Total Faculty Contact Hours of Instruction (actual teaching hours) of All Instructors in the Academic Year Exclusive of Any Intersession (see Instructions 5)	F Factor
<b>A. Credit Courses</b>			
1. Weekly Census Procedure Courses			
2. Daily Census Procedure Courses	95.71	4,187.38	<b>1.0229</b>
3. Positive Attendance Credit Courses	129.26	5,655.06	<b>1.0229</b>
<b>4. Alternative Attendance Accounting Procedure</b>			
a. Weekly Census Procedure Courses			
b. Daily Census Procedure Courses	2.31	100.96	<b>1.0229</b>
<b>B. Noncredit Courses</b>			
1. Positive Attendance	1.18	51.49	<b>1.0229</b>
2. Noncredit Distance Education	0.00	0.00	<b>1.0000</b>