



PALOMAR COMMUNITY COLLEGE DISTRICT

**Adopted Budget**

**FISCAL YEAR 2017-18**

Submitted for approval at the September 12, 2017  
Governing Board Meeting



Palomar Community College District

1140 West Mission Road, San Marcos, California 92069



# **FISCAL YEAR 2017-18 ADOPTED BUDGET**

**Palomar Community College District**

1140 West Mission Road, San Marcos, California 92069







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September 12, 2017

**Joi Lin Blake, Ed.D.**

Superintendent/  
President

Members of the Palomar Community  
College District Governing Board  
Palomar College  
1140 W. Mission Road  
San Marcos, CA 92069

**Governing Board**

Nina Deerfield  
Mark A. Evilsizer  
John J. Halcón, Ph.D.  
Nancy Ann Hensch  
Paul P. McNamara  
Student Trustee  
ASG President

Dear Governing Board Members:

Submitted for your review and consideration for adoption is the Palomar Community College District's Fiscal Year 2017-2018 Final Budget. The 2017 State Budget Act was approved by the Governor on June 27, 2017. This year the Governor dedicates funding to the key State priorities of education, counteracting the effects of poverty, improving transportation infrastructure, and continuing to increase the State's Rainy Day Fund. Included in the 2017 Budget Act is the Proposition 98 funding of \$74.8 billion, a \$2.6 billion increase over the 2016 Budget Act level. Specific to community colleges, the 2017 Budget Act includes \$8.6 billion, a \$270.2 million increase over the 2016 Budget Act level.

**Office of the President**

The college's core mission and function is that of student learning; therefore, all fiscal and budget decisions have been made with that in mind. This year's budget seeks to build on prior year's accomplishments and to respond to the changing educational needs of our students.

Developed conservatively, this budget is the result of a Board-adopted Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model (IPM) and a Resource Allocation Model (RAM) to identify available resources in the development of the District's annual budget process. Excerpts of the document are as follows:

*The college will discuss, design, adopt, and implement a budget development process that*

- a. Better aligns with and allocates funding for both short-term and long-term strategic planning priorities;*
- b. Allows flexibility for responding to emergencies and exigencies; and*
- c. Sustains the district's current fiscal stability and solvency*

The IPM and RAM are the link between the strategic and master plans, evaluation process (i.e., Program Review and Planning), and resource allocation (i.e. RAM) decisions based upon College-wide and Planning Council priorities. In accordance with the RAM, the budget was developed to achieve targeted FTES of 19,200; a 7% Governing Board reserve; \$200,000 towards planning priorities to support the master plans and the 3-year strategic plans; total compensation for all Board-approved positions; and institutional costs for year-to-year obligations incurred by the District. I would like to take this opportunity to commend the members of the councils and all of the individuals involved in the development of both models, which are the foundation of the FY 2017-18 budgets developed and presented herewith.

The District's ongoing fiscal stability is essential to assure achievement of the mission of the college. In fiscal year 2015-16, the college entered into "Stabilization" due to "Decline" in Full-time Equivalent Students (FTES). Restoration of FTES to achieve the pre-Decline base of 19,567 is a three-year process, ending in fiscal year 2018-19, upon which the District's Base Allocation Base Revenue from the State will be re-benched. If the District is able to restore back to or above its pre-Decline base, our "large college" State designation will continue and our Base Revenue will not be reduced. Restoration takes place by increasing FTES and is tracked through Enrollment Management strategies that the College has continued to develop and implement. The substantive change since last year's budget is that the District was able to restore 1,509 FTES in fiscal year 2016-17, and with improved State budget outlook, this gives us the ability to recalibrate resources to better service directions and outcomes. This year's budget process is based upon the core need to be fiscally responsible and has focused on building available reserves and recalibrating and reconfiguring to invest in our strategic priorities to continuously improve student learning and access and to ensure that permanent faculty and staff positions are not jeopardized, while also meeting the goals and objectives defined in the District's master and strategic planning documents. I commend the Governing Board and the college community for the efforts expended to ensure that these core needs are met. As we work "**Better Together**," our commitment to being strategic in our budget actions will position the District to emerge well from the Stabilization and Restoration phase. Notwithstanding the fiscal challenges, the College has been able to distinguish itself among its peers, ranking as the No. 1 Community College in San Diego. We take pride in the fact that we have imposed upon ourselves sound fiscal management, by carefully managing our financial, human, and physical resources despite experiencing significant increases in pension and health care costs. Our goals of increasing our FTES to up to 21,000 and opening up two additional education centers in Summer 2018 are ambitious, but achievable, and all of them are focused on helping students reach their educational and career goals.

The fiscal year 2017-18 Adopted Budget is a balanced budget as required by law. Included in this budget document is a *Budget Summary* that incorporates all funds, along with detailed tables showing the fully allocated expenditure budget for each fund. This budget document serves as a communication device and presents financial information in texts, tables, charts, and graphs for easier interpretation of the data. As a guide, the Table of Contents provides a listing of various topics in the budget document. Information on each of the fund which exists at Palomar Community College District is provided in this budget document, including funds established as a result of the passage of Measure M in November 2006 to account for the payment of principal and interest on the bonds sold and for construction projects to be performed from the issuance of Proposition M bonds. Noteworthy, in July 2017, the San Diego Taxpayers Education Foundation gave Palomar College a perfect score for its oversight, transparency, and performance audits of its \$694M bond program.

In presenting this fiscal year 2017-18 Adopted Budget, I would like to recognize the Finance and Administrative Services team: Vice President Ron Ballesteros-Perez, Fiscal Services Director Carmen Coniglio, Budget Manager Brandi Taveuveu, and all of those who contributed to the achievement of a balanced budget, data accuracy, completeness, and transparency of the District's budget information.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joi", with a stylized flourish at the end.

Joi Lin Blake, Ed.D.  
Superintendent/President

# BUDGET PRESENTATION AND ACKNOWLEDGMENTS

The 2017-18 Adopted Budget was completed with a detailed and exhaustive review of every revenue and expenditure item with the context of the District's mission and goals and budget and operating policies. The Adopted Budget and the Annual Budget and Financial Report CCFS-311 are the primary vehicles to present the financial plan and activities of the District. The Annual Financial Statements are the primary vehicles to present the financial condition of the District.

Palomar Community College District is working diligently to balance student needs with today's tough economic realities. As stewards of public funds, we remain committed to meeting the needs of our students and are focused on strategies that improve student success and on efficiencies to ensure long-term financial strength, in light of increasing operational costs.

The budget has been prepared in accordance with state regulations and local policies covering the required twelve month period from July 1 through June 30. The timely preparation of this budget document was made possible by the ongoing commitment and dedicated service of the Budget, Payroll, Fiscal Accounting, Student Financials, Purchasing, and Creative Services staff. We also extend our appreciation to everyone on the Executive Leadership Team, the Budget Committee, deans, directors, project managers, and support staff that helped complete the FY 2017-18 Budget. The Adopted Budget is available online at <https://www2.palomar.edu/pages/fiscalservices/annual-budgets/>.



**Ron Ballesteros-Perez**

Vice President, Finance and Administrative Services



**Carmen M. Coniglio**

Director, Fiscal Services

## 2017-18 BUDGET COMMITTEE

**CHAIR:** Ron Ballesteros-Perez  
Vice President for Finance and Administrative Services and  
Acting Vice President for Human Resource Services

**FISCAL SERVICES:** Carmen Coniglio, Director, Fiscal Services  
Brandi Y. Taveuveu, Manager, Budget and Payroll

**COLLEGE REPRESENTATIVES:**  
Jack Kahn, Vice President for Instruction  
Adrian Gonzalez, Vice President for Student Services  
Kendyl Magnuson, Sr. Director, Enrollment Services

**FACULTY SENATE (4)**

**ADMINISTRATIVE ASSOCIATION (1)**

**ASSOCIATED STUDENT GOVERNMENT (1)**

**PALOMAR FACULTY FEDERATION (3)**

**COUNCIL OF CLASSIFIED EMPLOYEES (5)**

**CONFIDENTIAL AND SUPERVISORY TEAM (1)**



# GENERAL INFORMATION

## SECTION I





## OUR VISION

### Learning for Success

## OUR MISSION

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

## OUR VALUES

Palomar College is dedicated to empowering students to succeed and cultivating an appreciation of learning. Through ongoing planning and self-evaluation we strive for continual improvement in our endeavors. In creating the learning and cultural experiences that fulfill our mission and ensure the public's trust, we are guided by our core values of:

- Excellence in teaching, learning, and service
- Integrity as the foundation for all we do
- Access to our programs and services
- Equity and the fair treatment of all in our policies and procedures
- Diversity in learning environments, philosophies, cultures, beliefs, and people
- Inclusiveness of individual and collective viewpoints in collegial decision-making processes
- Mutual respect and trust through transparency, civility, and open communications
- Creativity and innovation in engaging students, faculty, staff, and administrators
- Physical presence and participation in the community



# GOVERNING BOARD

The Palomar Community College District is governed by a five-member Governing Board (“the Board”), each member of which is elected to a four-year term. Elections for positions to the Board are held every two years, alternating between two or three available positions. A student executive officer of the Associated Student Government also serves as student trustee.



**Nancy Ann Hensch**

**Board President**

Elected 2012, 2016



**Paul P. McNamara**

**Board Vice President**

Elected 2010, 2014



**John J. Halcón, Ph.D.**

**Board Secretary**

Elected 2012, 2016



**Mark R. Evilsizer, M.A.**

**Trustee**

Elected 2002, 2006, 2010,  
2014



**Nina Deerfield**

**Trustee**

Elected 2016



**Chris Hopp**

**Student Trustee**

2017-18

## 2017-18 GOVERNING BOARD ANNUAL GOALS

- Goal #1: Maintain an exceptional learning environment for students by ensuring that appropriate plans and policies are in place to sustain and improve the College’s institutional effectiveness.
- Goal #2: Ensure that the College strengthens, promotes, and supports the college’s diverse workforce through strategies focused on recruitment, hiring, and retention.
- Goal #3: Ensure the college implements programs and services that improve student access, progress, learning, and achievement of our diverse student population.
- Goal #4: Actively participate in legislative advocacy for community college issues.
- Goal #5: Advance the college by strengthening business and community partnerships.
- Goal #6: Engage in Professional Development Activities to strengthen the Board’s effectiveness as a policy making board.

## DISTRICT ADMINISTRATION

The management and policies of the District are administered by a Superintendent/President, who is appointed by the Board and is responsible for the day-to-day operations of the District and supervision of other senior personnel. Currently, Dr. Joi Lin Blake serves as the Superintendent/President of the District.



### **Joi Lin Blake, Ed.D., Superintendent/President**

Our 10th Superintendent/President, Dr. Joi Lin Blake, joined Palomar on July 11, 2016. Dr. Blake has over 30 years of administrative leadership experience in instructional and student services programs. She holds a Doctorate of Education in Educational Leadership with emphasis in Community Health and a minor in Spanish. Dr. Blake is known as a progressive leader who utilizes organizational change strategy as an essential tool to achieve institutional outcomes and effectiveness.



### **Jack Kahn**

Vice President for  
Instruction

Present position since  
June 2017



### **Ron Ballesteros-Perez**

Vice President for Finance and  
Administrative Services

Acting Vice President for Human  
Resource Services

Present position since  
June 2012



### **Adrian Gonzalez**

Vice President for  
Student Services

Present position since  
June 2013

## FISCAL SERVICES



### **Carmen Coniglio**

Director  
Fiscal Services

Present position since  
June 2015

### **Budget/Payroll**

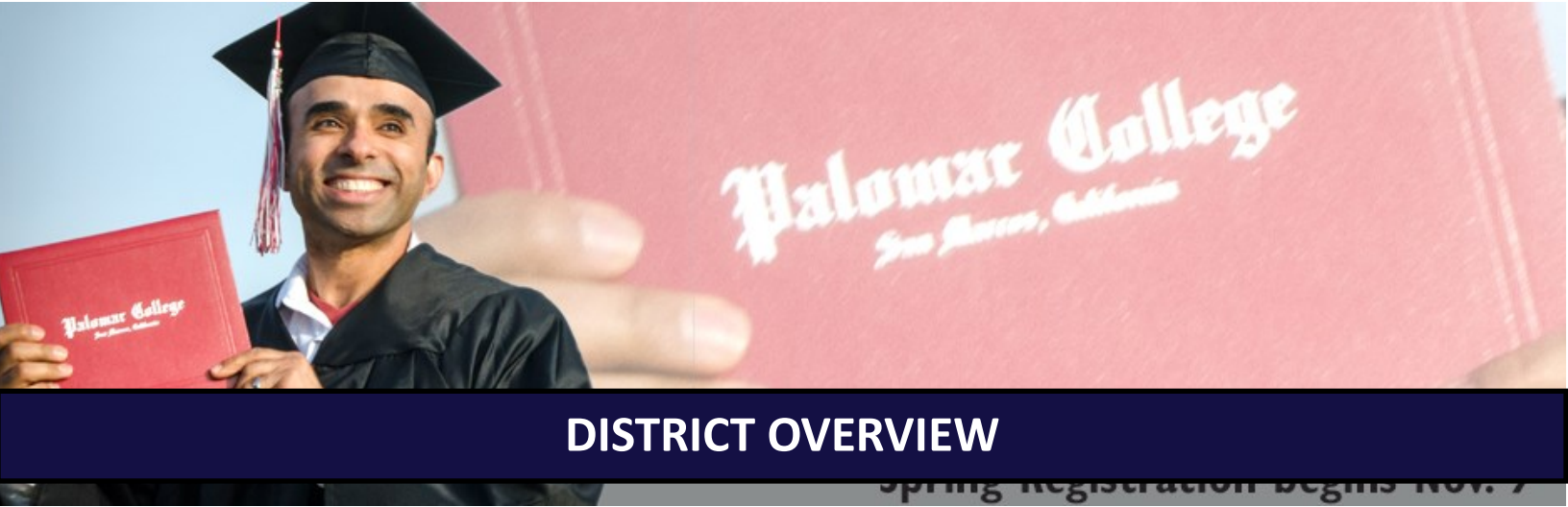
**Brandi Y. Taveuveu**, Manager, Budget and Payroll

### **Fiscal Accounting/Accounts Payable**

**Sheri Wenzel, CPA**, Manager, General Accounting

### **Internal Audit/Student Financials and Cashiering**

**Robert Threatt**, Internal Auditor/Analyst



## DISTRICT OVERVIEW

The California Community Colleges is the largest system of higher education in the nation consisting of 113 community colleges and 77 educational centers in 72 districts. Community Colleges supply workforce education training, basic skills education, and prepare students for transfer to four-year institutions.

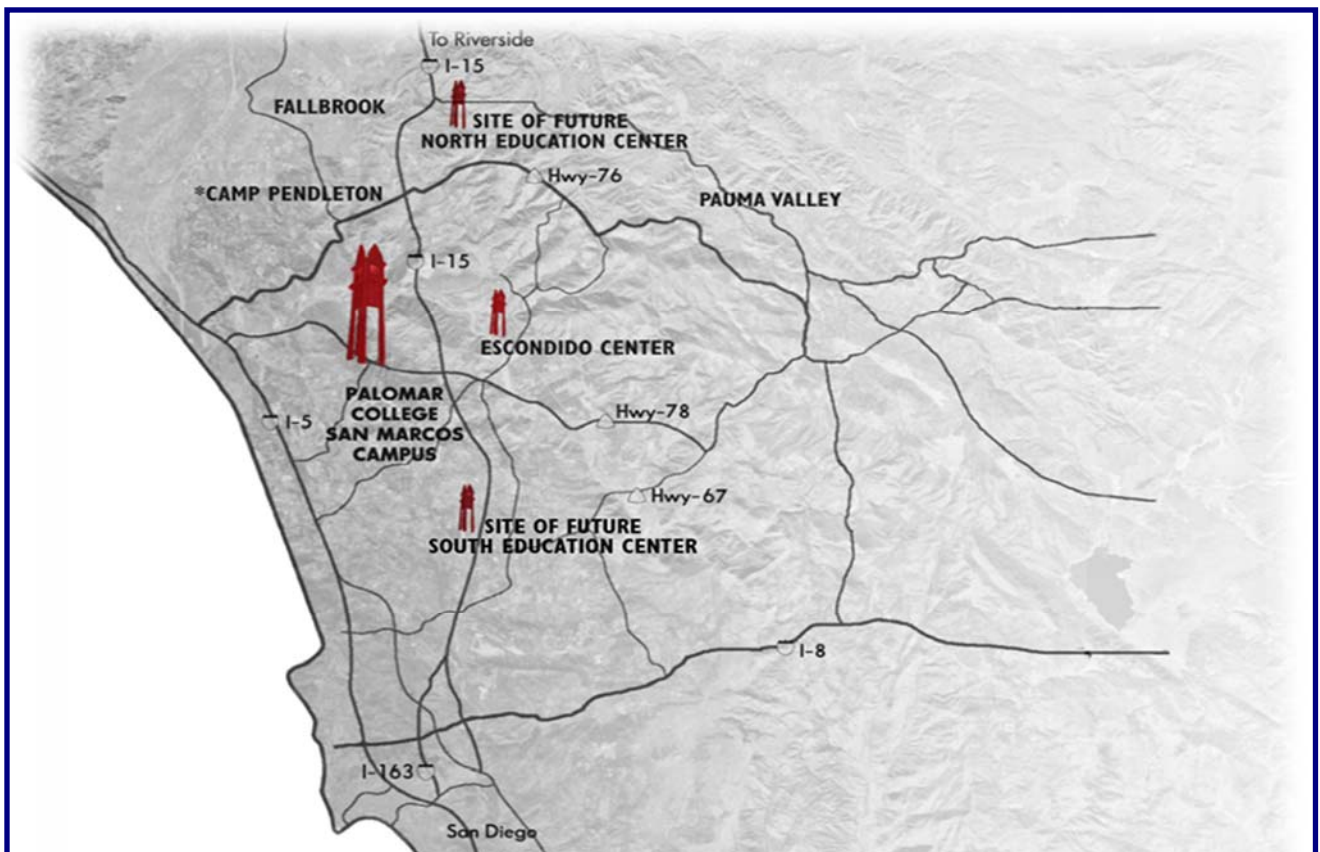
Founded in 1946, Palomar Community College District is the largest single college district in San Diego County, California, situated in the City of San Marcos, 12 miles from the coast and 30 miles northeast of downtown San Diego. As a comprehensive college, Palomar is organized into five instructional divisions: 1) Arts, Media, Business and Computer Science; 2) Career, Technical, and Extended Education; 3) Languages and Literature; 4) Mathematics and the Natural and Health Sciences; and 5) Social and Behavioral Sciences. Within those five divisions, students may complete their first two years of a bachelor's degree and/or choose from over 250 associate degrees and certificates of achievement programs that meet the California Education Code of Regulations, Title 5 curriculum requirements. Palomar also provides noncredit community development and personal enrichment courses for lifelong learning. Palomar enrolls over 26,000 full-time and part-time students during the fall and spring semesters. The diversity of our students and employees creates a dynamic, exciting environment in which to work and learn. We are proud to have been designated by the U.S. Department of Education as a Hispanic-Serving Institution (HIS).

The District's facilities improvement measure, Proposition M, was passed by 57% of voters in the November 2006 General Election. As a result, the \$694 million provided by the measure, as well as \$200 million matching funds from the State, and an additional \$37 million from Proposition 1D, will provide the implementation of the college's Master Plan 2022.

Palomar is primarily funded through the State SB361 apportionment calculation. In 2009, the college developed an "Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model (IPM)". This IPM aligns the college's long-range Master Plan, its mid-range Strategic Plan, and its short-range Program Review and Planning processes, while also incorporating the Resource Allocation Model.

## ACCREDITATION

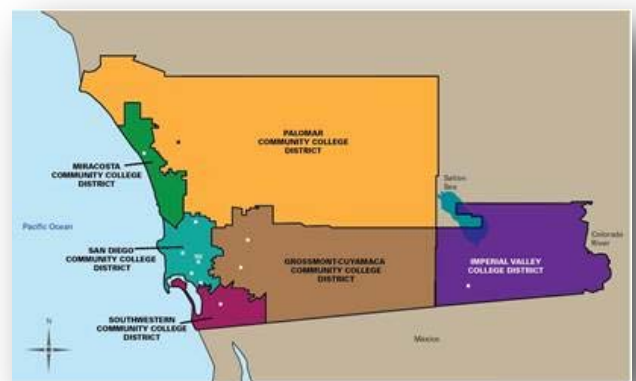
Palomar College is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC/WASC), an institutional accrediting body recognized by the Council of Higher Education Accreditation and the Department of Education.



## PALOMAR COLLEGE SERVICE AREA AND LOCATIONS

The District serves an area of approximately 2,555 square miles ranging from urban to agricultural areas of North San Diego County, encompassing the communities of Escondido, Fallbrook, Oceanside, Poway, San Marcos, Vista, Ramona, and unincorporated areas of San Diego. The District operates Palomar College (the “College”), which has its 200-acre main campus in the City of San Marcos, augmented by an 8-acre education center in the City of Escondido and five other education sites located in Camp Pendleton, Fallbrook High School, the Pauma Indian Reservation, Mt. Carmel High School, and Ramona High School. Two additional centers opening in summer 2018 — the North Education Center will be located on an 82-acre property in Fallbrook and the South Education Center on a 27-acre property in Rancho Bernardo. The District enrolls approximately 36,000 full-time and part-time students annually, twelve unified/union high school districts, and has the largest number of military affiliates in California. For the fiscal year 2016-17, the taxable property within the District’s jurisdiction has an assessed valuation of \$114,754,627,719.

Palomar College constitutes a single-college district, and it is the largest single community college district in San Diego County. Palomar College borders seven other community college districts: South Orange County to the Northwest, Mt. San Jacinto to the North, Desert and Imperial Valley to the East, Grossmont-Cuyamaca to the Southeast, San Diego to the South, and Mira Costa to the West.





# PALOMAR COLLEGE PROFILE

FISCAL YEAR 2016-17

## AT-A-GLANCE

DEGREES & CERTIFICATES  
AWARDED IN 2015-16

**4,347** %

Associate in Science	108	3%
Associate in Arts	1734	40%
Associate in Arts for Transfer	103	2%
Certificate of Achievement	2,402	55%

## ACADEMIC DIVISIONS

- Arts, Media, Business, and Computer Science
- Career, Technical, and Extended Education
- Languages and Literature
- Mathematics and Natural and Health Sciences
- Social and Behavioral Sciences

## SPECIAL PROGRAMS

Administration of Justice  
Automotive Technology  
Cabinet and Furniture Technology  
Computer and Information Systems  
Dental Assisting  
Diesel Technology  
Digital Broadcast Arts  
Drafting Technology  
Emergency Medical Technology  
Fire Technology  
Geographic Information Systems  
Graphic Communication  
Nursing Education  
Water Technology

District:

**Palomar CCD**

County:

**San Diego**

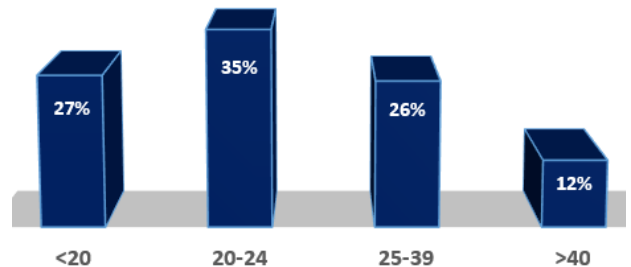
2016-17 Enrollment: **36,838**

## GENDER

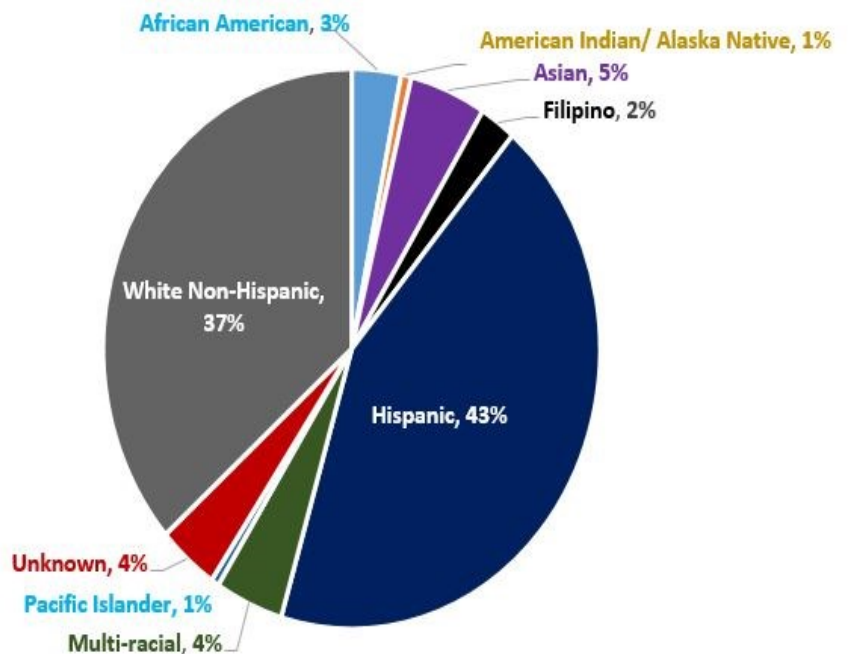


**VETERANS 1,322**

## AGE



## ETHNICITY/RACE



# DISTRICT HIGHLIGHTS

- Rated #1 Community College in San Diego by the San Diego Union Tribune
- Offers the Palomar Promise and the Palomar Promise+ programs, designed to provide graduating high school seniors free access to college
- Offers students a Payment Plan that enables them to divide their balance due into affordable multiple installment payments
- Offers traditional semester-length classes, convenient “fast-track” eight-week sessions, late-start and self-paced courses, on-line courses, TV College, Weekend College, and four-, six-, and eight-week summer sessions to allow students to choose a learning format right for them
- Has transfer agreements with the California State University and University of California systems
- Palomar College hosts CCC TechConnect, an educational technology, grant funded project that provides resources for online learning and professional development for administrators, faculty and staff in the California Community Colleges system.
- Hosts the only planetarium in North San Diego County
- Only California community college accredited as an Arboretum
- Serves as a cultural hub of north San Diego County. The 400-seat Howard Brubeck Theatre is the scene of highly-regarded dramatic, dance, and musical productions throughout the year
- Over 58 Emmy award winning programs
- Has nearly two dozen athletic teams. Palomar’s teams consistently win regional, state, and national recognition for excellence





# CAPITAL INVESTMENTS

## PROPOSITION M

On November 7, 2006, the District passed \$694 million in general obligation bonds by approximately 57.9% of the registered voters, although only 55% was required. The District continues to implement its long-range Master Plan 2022 to modernize and renew its instructional and support services facilities to fulfill its mission. Constructions-in-progress reflect multiyear projects which, once completed and placed into service, are generally categorized as capital assets.



In April 2017, the District has successfully sold the final series of the voter-approved bonds authorized by Prop M at low interest rates and commensurately refinanced prior bonds to save taxpayers \$34.3 million in future property taxes. This refinancing is in addition to the one undertaken in January 2015 which saved \$17.5 million in future property taxes.

The District sold \$139 million of General Obligation Bonds, referred to as Series D. This was the fourth and final series of bonds authorized by voters under Proposition M. The bonds were issued with a traditional near 30-year term at an all-in interest rate of 3.95%. The ability to achieve this low rate of funding was bolstered by the improved credit ratings assigned by Moody's Investors Service (Moody's) and S&P Global (S&P). Moody's upgraded the District to "Aa1" and S&P upgraded the District to "AA". This was the first time since the passage of Prop M in November 2006 that the District had achieved this high level of credit rating. The improved credit rating generated several benefits. First, it allowed the District to attract more demand from investors. This was evident during the sale as the aggregate bond issue had over \$4 of subscriptions from investors for every \$1 of bonds offered by the District for sale. Second, it allowed the District to market its credit strength and, combined with the increased investor demand, achieve lower interest rates that saved taxpayers approximately \$720,000.

The District leadership also made the decision to parlay its improved credit ratings and take advantage of the low interest rate environment to refinance almost \$100 million of its outstanding Prop M General Obligation Bonds. The District was able to reduce the interest rates on the previously issued bonds from an average of almost 5.00% to an all-in interest rate of approximately 3.75%, reducing the community's property tax bill by approximately \$34.3 million over the next 28 years. The improved credit ratings are estimated to contribute approximately \$550,000 of this benefit. The District also structured the refinancing to preserve approximately \$7.3 million in future federal interest cost subsidies that were afforded by a program established under the Obama administration's American Recovery and Reinvestment Act of 2009.

## **IMPACT OF CAPITAL INVESTMENTS ON OPERATING BUDGET**

Palomar College is leveraging taxpayer dollars by expediting projects wherever possible, limiting construction cost over-runs, recycling scrap, selling materials and equipment from demolished buildings, conducting regular E-Auction sales events, redistributing computers throughout the District, donating hundreds of gently used computers to local high schools, participating in Energy Design and Savings Programs, and using LEED (Leadership Energy and Environmental Design) as framework for building design and construction. The District intends to continue its practice of combining proactive fiscal and facilities funding management with strong strategic direction to help its students achieve their objectives in new and improved facilities made possible by Proposition M.

## **CONSTRUCTION HIGHLIGHTS—ACTIVE CONSTRUCTION IN 2017-18**

### **Library and Learning Resource Center**

- Construction started June 2015
- Estimated Occupancy: July 2018
- Project Budget: \$50 million
- 85,000 sf 4-story LLRC will consist of Library Services, Academic Technology, Adaptive Computer Center, Tutoring Center
- Total Budget: \$69,850,000



### **Parking Structure and College Police Substation**

- Construction started June 2016
- Estimated Occupancy: January 2018
- College Police Substation will serve as the primary Emergency Operations Center and will connect with the adjacent parking structure
- Parking Structure features a minimum of 1,600 parking spaces, vehicle charging stations, secure parking for college police vehicles and District-owned vans.





# FUTURE PALOMAR COLLEGE SITES

## South Education Center 27-Acre Property in Rancho Bernardo, California

- Construction started February 2016
- Estimated Occupancy: May 2018
- Conversion of existing four-story 100,000 building into a comprehensive community college education center
- Total Budget: \$35,000,000

This new site will serve the southern portion of Palomar College, including the communities of Rancho Bernardo, 4S Ranch, Rancho Peñasquitos, Santa Luz, Del Sur, Sabre Springs, Carmel Mountain Ranch, and Ramona.



## North Education Center 82-Acre Property in Fallbrook, California

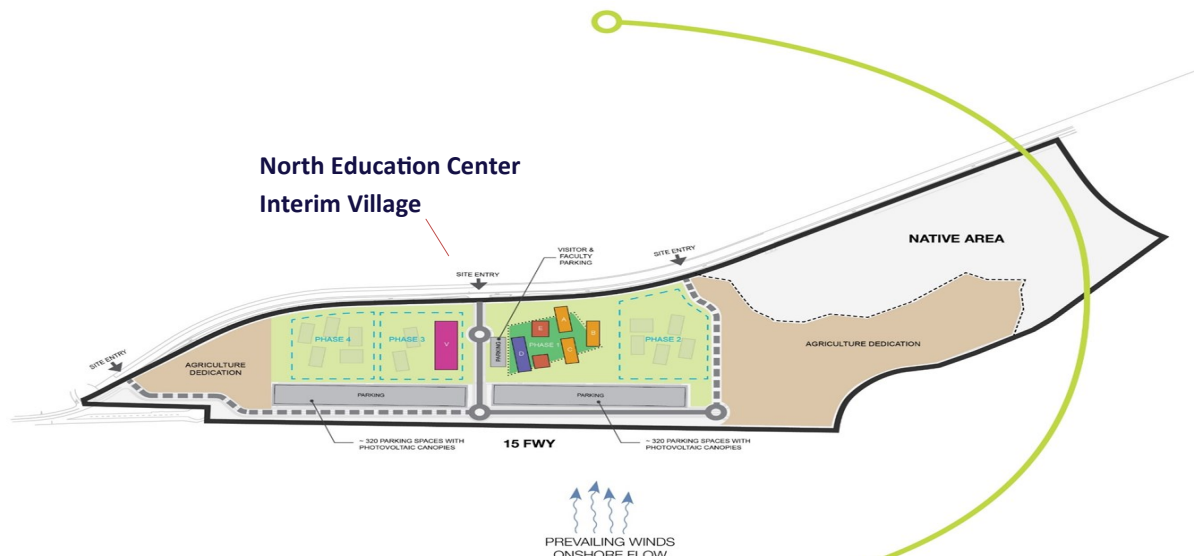
- Interim Village construction starts October 2017
- Interim Village Estimated Occupancy: May 2018
- Phase 1 construction starts October 2018
- Phase 1 Estimated Occupancy: July 2019
- Total Budget: \$64,000,000

This new site will serve the northern portion of Palomar College. The Interim Village will house classrooms, administration, library, bookstore, campus support, and support facilities.

South Education Center



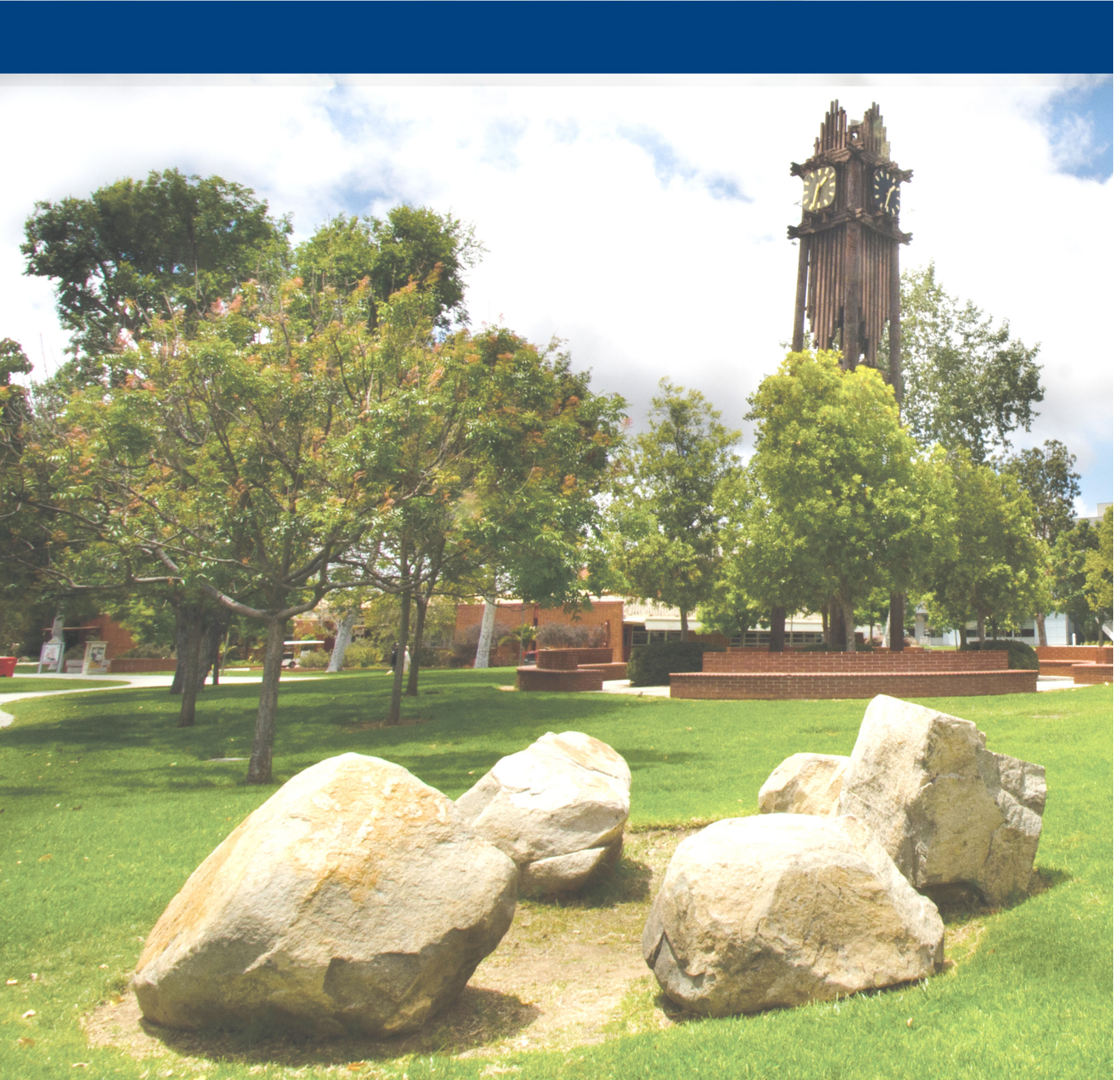
Interim Village Landscape





# **DISTRICT GOVERNANCE STRUCTURE, POLICIES, PLANNING, EVALUATION, AND RESOURCE ALLOCATION PROCESS**

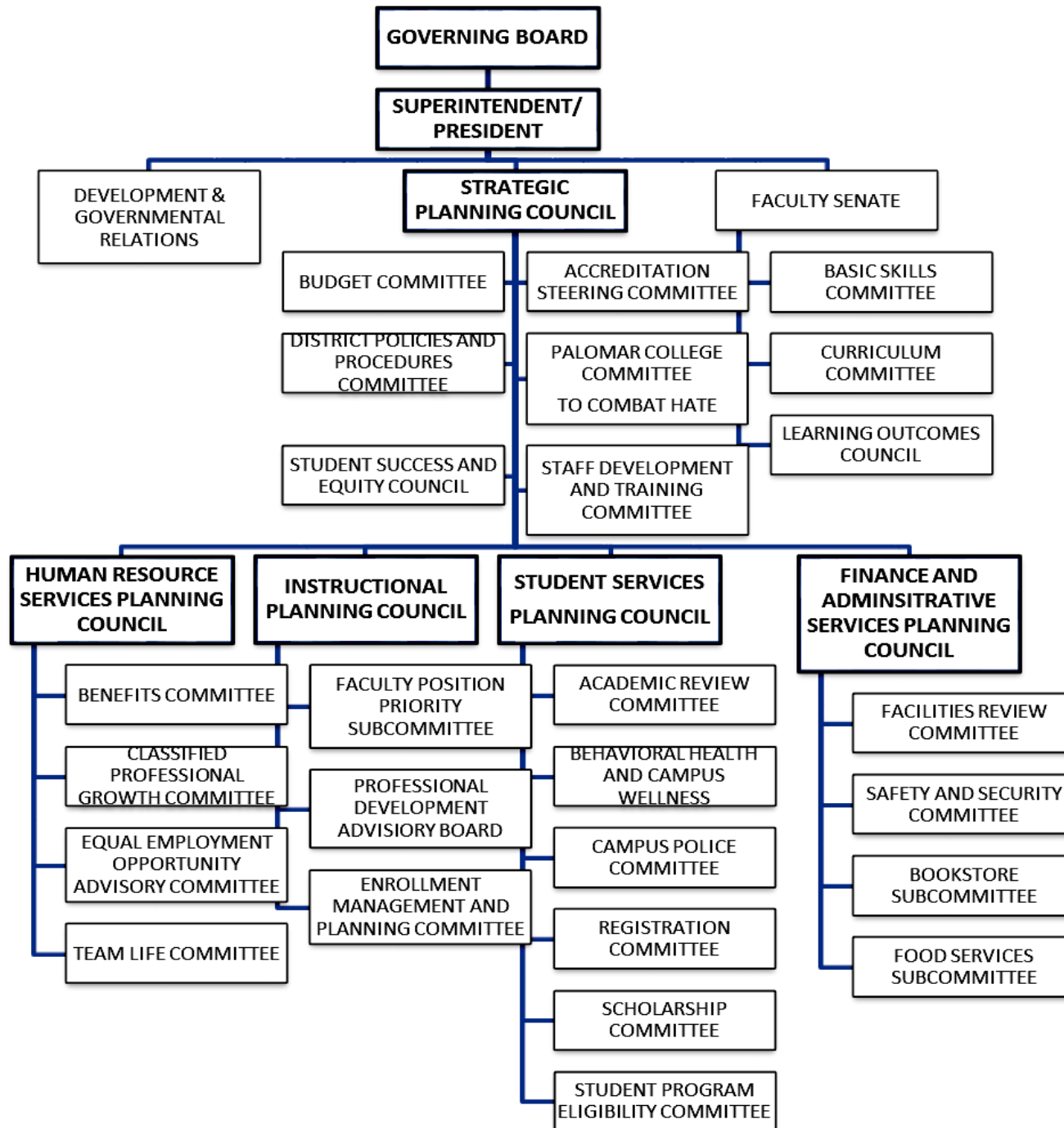
## **SECTION II**





# PALOMAR COMMUNITY COLLEGE DISTRICT

## GOVERNANCE STRUCTURE

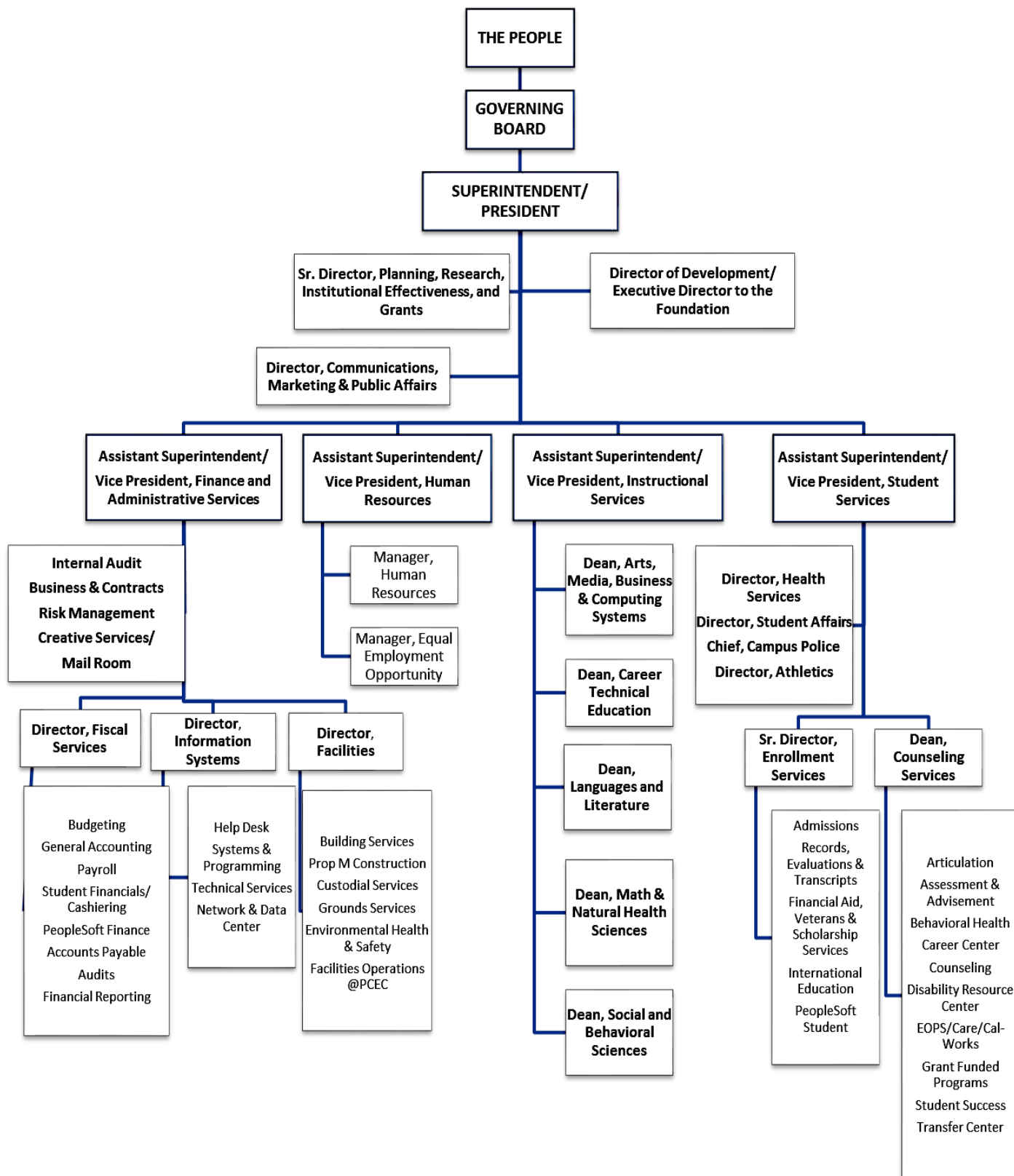


The Palomar College Governance Structure involves faculty, administration, staff, students, and the community in the planning and operation of the College. The Governance Structure embraces the Palomar College values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes, promoting mutual respect and trust through open communication and actions, and fostering integrity as the foundation for all we do. The Governing Board is the final authority for governance at Palomar. The Governing Board delegates authority to the Superintendent/President who in turn solicits and receives input through the shared governance process.

# PALOMAR COMMUNITY COLLEGE DISTRICT

## ORGANIZATIONAL CHART

Palomar College is well-managed by a group of experienced senior administrators. Day-to-day operations are administered by the Superintendent/President appointed by the Governing Board. The College divided into five divisions: (1) Office of the Superintendent/President, (2) Finance and Administrative Services, (3) Human Resource Services, (4) Instructional Services, and (5) Student Services.



# FINANCIAL POLICIES

## BP 6200 BUDGET PREPARATION

### References:

Education Code Section 70902(b)(5);  
Title 5 Sections 58300 et seq.

Each year, the Superintendent/President shall present to the Governing Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual.

The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Governing Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans which reflect the planning processes
- Assumptions upon which the budget is based are presented to the Governing Board for review
- A schedule is prepared each year that includes dates for presentation of the tentative budget, required public hearing(s), Governing Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Governing Board regarding the proposed budget or any item in the proposed budget
- Changes in the assumptions upon which the budget was based shall be reported to the Governing Board in a timely manner and
- Budget projections address long term goals and commitments

See AP 6200 titled Budget Preparation.

**Date Adopted: 5/13/2008;**

**Revised: 3/10/2015**

*(Replaces Palomar College Policy 7.06)*

## BP 6250 BUDGET MANAGEMENT

### References:

Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Chancellor's Office as prescribed by the Budget and Accounting Manual (BAM). Budget revisions shall be made only in accordance with these policies and as provided by law.

All income accruing to the District in excess of the amounts required to finance the total proposed expenditures as shown in the budget of the District shall be added to the ending fund balance of the District.

The District's unrestricted general reserves shall be no less than 5% which is a prudent reserve as defined by the California Community College Chancellor's Office.

### **UNRESTRICTED GENERAL FUND (FUND 11 RESERVE)**

**Governing Board Reserve** – is currently set at 7% of the total unrestricted general fund expenditures

**Designated Reserve** – funds designated by Governing Board action

**Other Reserves** – funds to cover general and other unanticipated needs

### **RESTRICTED GENERAL FUND (FUND 12 RESERVE)**

#### **Funds restricted by source of revenue**

A transfer from the Governing Board Reserve may be approved by the Chief Business Officer, and a resolution providing for this transfer must be submitted to the Governing Board for ratification and be approved by two-thirds vote of the members of the Governing Board.

Transfers between expenditure classifications may be approved by the Chief Business Officer and must be submitted to the Governing Board for ratification and be approved by a majority vote of the members of the Governing Board.

See AP 6250 titled Budget Management.

**Date Adopted: 5/13/2008;**

**Revised: 3/10/2015**

# FINANCIAL POLICIES

## BP 6300 FISCAL MANAGEMENT

### References:

Education Code Section 84040(c);  
Title 5 Section 58311;  
California Community Colleges Budget and  
Accounting Manual (BAM)

The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311 and Generally Accepted Accounting Principles (GAAP) and other relevant accounting standards mandated by specific agencies to include:

- Adequate internal controls exist
- Fiscal objectives, procedures, and constraints are communicated to the Governing Board and employees
- Adjustments to the budget are made in a timely manner, when necessary
- The management information system provides timely, accurate, and reliable fiscal information and
- Responsibility and accountability for fiscal management are clearly delineated. The books and records of the District shall be maintained pursuant to the BAM.

As required by law, the Governing Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District. See AP 6300 titled Fiscal Management.

**Date Adopted: 5/13/2008; Reviewed: 3/10/15**

For current policies and procedures, refer to:  
[www.palomar.edu/gb/](http://www.palomar.edu/gb/)

**Governing Board | Policies and Procedures**

## BP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

### References:

Education Code Sections 81655, 85232,  
and 85233

Authority to sign orders and other transactions on behalf of the Governing Board is delegated to the Superintendent/President. The Superintendent/President delegates finance and administrative services-related items to the Chief Business Officer.

The authorized signatures shall be filed with the San Diego County Office of Education. See AP 6150 titled Designation of Authorized Signatures

**Date Adopted: 5/13/2008;**

**Reviewed 3/10/2015**

## BP 6400 AUDITS

**References:** Education Code Sections 15278 and 84040(b); Government Code Section 53060

The Superintendent/President shall assure that an annual audit of all funds, books, and accounts of the District is completed in accordance with the regulations of Title 5. In addition, the Superintendent/President shall assure that annual audits are completed in compliance with General Obligation 39 requirements. The Superintendent/President shall recommend a certified public accountancy firm to the Governing Board with which to contract for the annual audits. See AP 6400 titled Audits.

**Date Adopted: 05/13/2008;**

**Reviewed: 3/10/2015**

*(Replaces current Palomar College Policies 7.07 and 525)*

# FINANCIAL POLICIES

## DEBT ISSUANCE AND MANAGEMENT POLICY

This Debt Management Policy (the "Policy") provides written guidelines for the issuance of indebtedness by the Palomar Community College District (the "District") in satisfaction of the requirements of S.B. 1029, codified as part of Government Code Section 8855.

### Article I

#### Purpose and Goals

This Policy provides a framework for debt management and capital planning by the District. This Policy has been developed to meet following goals:

- (1) Identifying the purposes for which the debt proceeds may be used.
- (2) Identifying the types of debt that may be issued.
- (3) Describing the relationship of the debt to, and integration with, the District's capital improvement program.
- (4) Establishing policy goals related to the District's planning goals and objectives.
- (5) Implementing internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use upon completion of the issuance.

### Article II

#### Purposes for Which Debt Proceeds May be Used

##### Section 2.01. Authority and Purposes of the Issuance of Debt

The laws of the State of California (the "State") authorize the District to incur debt to make lease payments, contract debt, borrow money, and issue bonds for college improvement projects. The District is authorized to contract debt to acquire, construct, reconstruct, rehabilitate, replace, improve, extend, enlarge, and equip such projects; to refund existing debt; or to provide for cash flow needs.

##### Section 2.02. State Law

Section 18 of Article XVI of the State Constitution contains the "debt limitation" formula applicable to the District. There are a number of State laws that govern the issuance of general obligation bonds ("GO Bonds") by community college districts. Sections 1(b)(2) (Proposition 46) and 1(b)(3) of Article XIII A (Proposition 39) of the State Constitution allow the District to issue GO Bonds. The statutory authority for issuing GO Bonds is contained in Education Code Section 15000 *et seq.* Additional

provisions applicable only to Proposition 39 GO Bonds are contained in Education Code Section 15264 *et seq.* An alternative procedure for issuing GO Bonds is also available in Government Code Section 53506 *et seq.*

The statutory authority for issuing Tax and Revenue Anticipation Notes ("TRANS") is contained in Government Code Section 53850 *et seq.* Authority for lease financings is found in Education Code Section 17455 *et seq.* and additional authority is contained in Education Code Sections 17400 *et seq.*, 17430 *et seq.* and 17450 *et seq.* The District may also issue Mello-Roos bonds pursuant to Government Code Section 53311 *et seq.*

##### Section 2.03. Debt Issued to Finance Operating Costs

The District may deem it necessary to finance cash flow requirements under certain conditions. Such cash flow borrowing must be payable from taxes, income, revenue, cash receipts and other moneys attributable to the fiscal year in which the debt is issued. General operating costs include, but are not limited to, those items normally funded in the District's annual operating budget. The District's Superintendent/President, or Assistant Superintendent/Vice President, Finance and Administrative Services (the "Assistant Superintendent"), will review potential financing methods to determine which method is most prudent for the District. Potential financing sources include tax and

revenue anticipation notes, temporary borrowing from the San Diego County Treasurer-Tax Collector, and internal temporary inter-fund borrowing.

### Article III

#### Types of Debt That May be Issued

##### Section 3.01. Types of Debt Authorized to be Issued

A. Short-Term: The District may issue fixed-rate and/or variable rate short-term debt, which may include TRANS, when such instruments allow the District to meet its cash flow requirements. The District may also issue bond anticipation notes ("BANs") to provide interim financing for bond projects that will ultimately be paid from GO Bonds.

B. Long-Term: Debt issues may be used to finance essential capital facilities, projects and certain equipment where it is appropriate to spread the cost of the projects over more than one budget year. Long-term debt should not be used to fund District operations. Long term debt in the form of GO Bonds may be issued under Article XIII A of the State Constitution, either under Proposition 46, which requires approval by at least a two-thirds (66.67%) majority of voters, or Proposition 39, which requires approval by at least 55% of voters, subject to certain accountability requirements and additional restrictions. The District may also enter into long-term leases and/or Certificates of Participation ("COPs") for public facilities, property, and equipment.

C. Lease Financing: Lease-purchase obligations are a routine and appropriate means of financing capital equipment and certain capital facilities. However, lease obligations may impact on budget flexibility.

D. Use of General Obligation Bonds: A significant portion of the District's capital projects are projected to be funded by GO Bond proceeds. Projects financed by the GO Bonds will be determined by the constraints of applicable law and the project list approved by voters.



**Article IV****Relationship of Debt to and Integration with District's Capital Improvement Program or Budget****Section 4.01. Impact on Operating Budget and District Debt Burden**

In evaluating financing options for capital projects, both short and long-term debt amortization will be evaluated when considering a debt issuance, along with the potential impact of debt service, and additional costs associated with new projects on the operating budget of the District. The cost of debt issued for major capital repairs or replacements may be judged against the potential cost of delaying such repairs.

**Section 4.02. Capital Improvement Program**

The Assistant Superintendent and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Governing Board. Staff will, as appropriate, supplement and revise any applicable Facilities Master Plan in keeping with the District's current needs for the acquisition, development and/or improvement of District's real estate and facilities. Such plans may include a summary of the estimated cost of each project, schedules for the projects, the expected quarterly cash requirements, and annual appropriations, in order for the projects to be completed.

**Section 4.03. Refunding and Restructuring Policy****A. Considerations for Refunding.**

1. District's Best Interest. Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility.
2. Net Present Value Analysis. The Assistant Superintendent shall review a net present value analysis of any proposed refunding in order to make a determination regarding the cost effectiveness of the proposed refunding.
3. Maximize Expected Net Savings. The timing of any refinancing shall be designed to maximize the District's expected net savings over the life of the bonds.
4. Comply with Existing Legal Requirements. The refunding of any existing debt shall comply with all applicable State and Federal laws governing such issuance.

**Article V****Policy Goals Related to District's Planning Goals and Objectives**

In following this Policy, the District shall pursue the following goals:

1. The District shall strive to fund capital improvements from voter-approved

GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.

2. The District shall endeavor to attain the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.
3. The District shall take all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues.
4. The District shall, with respect to GO Bonds, remain mindful of its statutory debt limit in relation to assessed value growth within the community college district and the tax burden needed to meet long-term capital requirements.

5. The District shall consider market conditions and District cash flows when timing the issuance of debt.

6. The District shall determine the amortization (maturity) schedule which will fit best within the overall debt structure of the District at the time the new debt is issued.

7. The District shall match the term of the issue to the useful lives of assets funded by that issue whenever practicable and economical, while considering repair and replacement costs of those assets to be incurred in future.

8. The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt of local, state and other governments that overlap with the District.

9. The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible, categorical grants, revolving loans or other State/federal aid, so as to minimize the encroachment on the District's General Fund.

10. The District shall, when planning for the sizing and timing of debt issuance, consider its ability to expend the funds obtained in a timely, efficient and economical manner.

**Article VI****Internal Control Procedures for Issuance of Debt to Ensure Intended Use of Proceeds****Section 6.01. Structure of Debt Issues**

A. Maturity of Debt: The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement or asset that the issue is financing. Accordingly, the final maturity of the debt shall be equal to or less than the useful life of the assets being financed, and the average life of the financing shall not exceed 120% of the average life of the assets being financed. In addition, the District shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

**B. Debt Structure:****1. GO Bonds:**

a. *New Money Bond Issuances:* For new money bond issuances, the District shall size the bond issuance consistent with the "spend-down" requirements of the Internal Revenue Code and within any limits approved by the District's voters. To the extent possible, the District will also consider credit issues, market factors (e.g. bank qualification) and tax law when sizing the District's bond issuance.

b. *Refunding Bond Issuances:* The sizing of refunding bonds will be determined by the amount of money that will be required to cover the principal of, accrued interest (if any) on, and redemption premium for the bonds to be defeased on the call date and to cover appropriate financing costs.

c. *Maximum Maturity:* All bonds issued by the District shall mature within the limits set forth in applicable provisions of the Education Code or the Government Code. The final maturity of bonds will also be limited to the average useful life of the assets financed or as otherwise required by tax law.

2. *Lease-Purchase Obligations:* The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed.

C. *Debt Service Structure:* The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and, as practical, to recapture or maximize its debt capacity for future use.





## **INTEGRATED PLANNING, EVALUATION, AND RESOURCE ALLOCATION PROCESS**

### **PART I: INTEGRATED PLANNING**

In 2009, Palomar College established and implemented an Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model (IPM) and Resource Allocation Model (RAM) (see Figures 1 and 2). The IPM provides an ongoing, systematic, and cyclical process that integrates planning, evaluation, resource allocation, implementation, and re-evaluation. The IPM also provides for the coordination and concurrence of the College's long-, medium-, and short-range plans.

#### **LONG-RANGE PLANNING**

The College has four long-range plans. The primary long-range plan is the Educational Master Plan, which drives the development of the Facilities Master Plan, the Staffing Plan, and the Technology Plan. The Educational Master Plan and the Facilities Master Plan are fully-integrated and together comprise Master Plan 2022. (The College's naming convention for planning documents is to use the last year of the planning cycle in the title.) The Master Plan is reviewed and evaluated informally each year, formally every six years, and recast every twelve years. The Staffing Plan and the Technology Plan are reviewed and evaluated informally each year, formally every three years, and recast every six years. This alignment enables the College to incorporate changes made in the Master Plan into its ongoing planning and to modify the long-range plans as the environment requires. The colleges long range plans can be found at: <http://www.palomar.edu/strategicplanning/>.

#### **MEDIUM-RANGE PLANNING**

These long-range plans, in turn, drive the Strategic Plan, a medium-range plan on a three- year cycle of review, evaluation, and reformulation. The Strategic Plan identifies the College's Vision, Mission, and Values, and the goals and measurable objectives that the College uses to influence its resource allocation decisions on an annual basis. Also, the Strategic Plan focuses on the College's institutional effectiveness and ongoing improvement. At present, the College is implementing Strategic Plan 2016. The current year's Strategic Plan can be found at: <http://www2.palomar.edu/pages/strategicplanning/files/2016/03/Strategic-Plan-2016.pdf>

#### **SHORT-RANGE PLANNING**

The Strategic Plan drives Program Review and Planning, which is short-range planning, conducted on two-year cycles by each of the College's four divisional Planning Councils. Through these Program Review and Planning processes, all academic departments and non- academic units evaluate their performance, establish plans for improvement, and identify necessary resources in support of student learning outcomes and service area outcomes.

# Palomar College Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model



Figure 1 INTEGRATED PLANNING, EVALUATION, AND RESOURCE ALLOCATION DECISION-MAKING MODEL

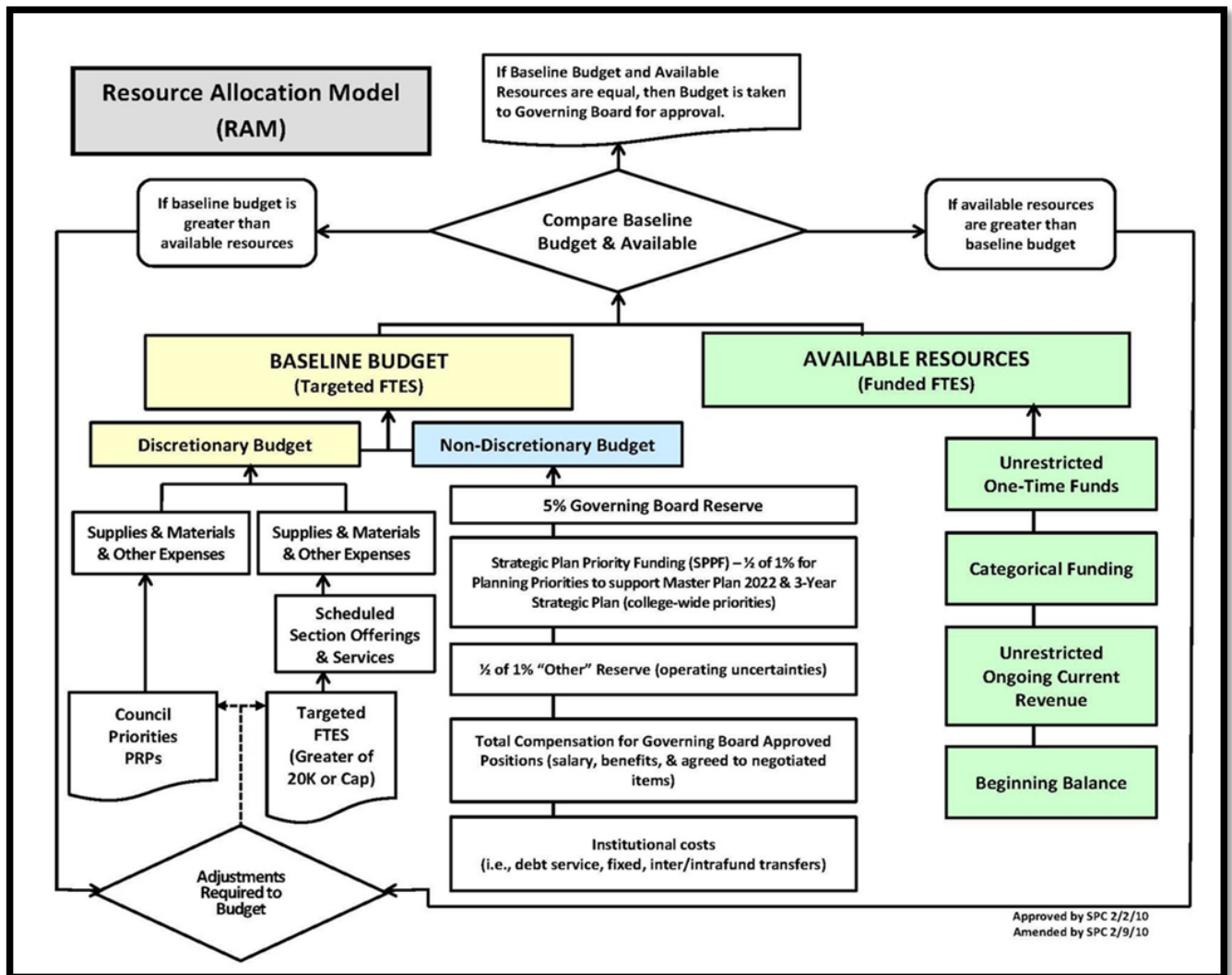


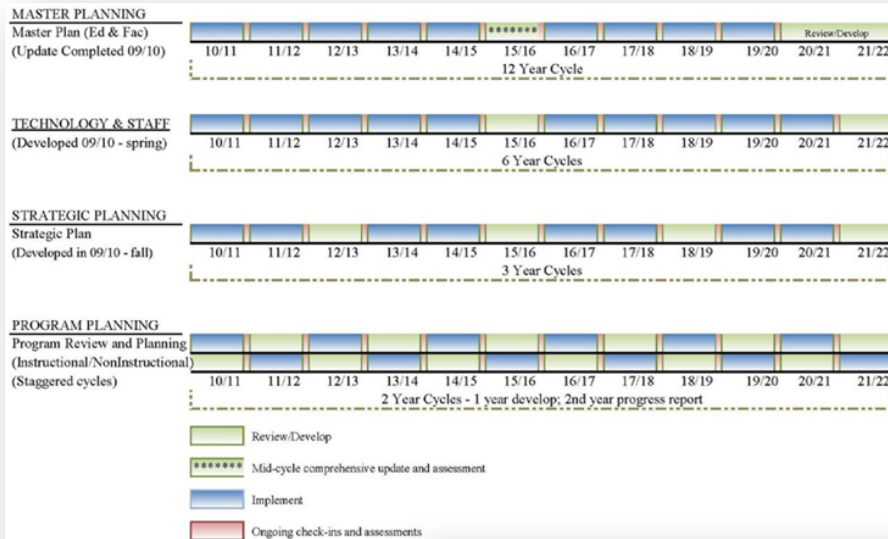
Figure 2 Resource Allocation Model

## INTEGRATION

Importantly, the *Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model (IPM)* works not only from the long-range plans down through the medium-range plans to the short-range plans, but also from the short-range plans up, with Program Review and Planning informing the Strategic Plan and the Strategic Plan informing the Master Plan. The IPM improves institutional effectiveness and with the College's *Resource Allocation Model (RAM)* at its center ensures the College's maximization of its resources in support of student learning and service area outcomes. For example, by means of the IPM and RAM the College has established *Strategic Plan Priority Funding (SPPF)*. From this fund, the Strategic Planning Council allocates resources to support college-wide priorities as identified in Master Plan 2022 and the Strategic Plan, such as implementing Student Learning Outcome and Service Area Outcome Assessment Cycles at the course, program, and institutional levels.

## PLANNING CYCLES

The College has synchronized its planning cycles (Figure 3) and follows an Annual Planning, Resource Allocation, and Evaluation Timeline (Figure 4), which identifies the dates of the College's development, implementation, and evaluation of planning and budget activities throughout the fiscal year.



Approved by SPC 9/01/09

**Overview of Annual Planning, Resource Allocation, and Evaluation Timeline – Figure 4**

Do (D)	Plan (P) and Review (R)		
	Months	Month(s)	Activity
Adopt Current Year's Budget (Governing Board in September) Implement Current Year's Plans and Expend Budget	Aug – Oct		Identify initial budget assumptions and obligations for next year's budget (P).
			Recommend budget formulas for next year's budget (P).
			Complete PRPs which include review of previous year's progress, a plan for next year's budget, and prioritization of resource requests (R/P).
	Nov - Dec		Identify next year's Planning Councils' priorities (P).
			Review next year's Planning Councils' priorities for alignment with Strategic and Master Plans (P).
	Jan – Apr		Adjust next year's budget assumptions and obligations based on previous year's P1 FTES base (P).
			Develop next year's division budgets (P).
	May		Confirm alignment of proposed budget with Master and Strategic Plans (P).
			Evaluate progress on previous year's college-wide and Strategic Plan priorities (R).
			Identify college-wide planning priorities and Strategic Plan objectives for following years' budget (P).
June – July			Approve tentative budget (P).
			Finalize college-wide planning priorities and Strategic Plan objectives for following year's budget (P).

FAS – Finance & Administrative Services  
 SPC – Strategic Planning Council  
 BC – Budget Committee

Divisional Planning Councils  
 Finance and Administrative Services Planning Council  
 Human Resource Services Planning Council  
 Instructional Planning Council  
 Student Services Planning Council



## ACTION PLAN

Each year, the college develops an Action Plan for implementing the objectives outlined in the Strategic Plan. This action plan identifies the College's goals and annual objectives along with the individuals and groups assigned to coordinate the work necessary to complete them. The articulation of each objective includes a brief work plan, a timeline for completion, and the measures the assigned individuals and groups will use to determine whether the objective has been completed. The individuals and groups assigned responsibility for an objective's completion identify and request resources necessary to implement their objective's work plan. The Strategic Planning Council prioritizes and allocates these resources using the Strategic Plan Priority Funding (SPPF) identified in the Resource Allocation Model.

## PART II. RESOURCE ALLOCATION

In accordance with the Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model (IPM) and the Resource Allocation Model (RAM), College-wide priorities identified in the Strategic Plan and Planning Council priorities developed from the Program Review and Planning (PRP) documents are at the center of the College's resource allocation decisions. The Strategic Plan, Master Plans, and the PRPs directly influence the College's budget development and resource allocation processes.

The core of the IPM depicts the annual resource allocation process (See Figures 1 and 2). The RAM ensures that General Fund resource allocation decisions follow planning. The RAM designates non-*discretionary Strategic Plan Priority Funding (SPPF)* to support College-wide priorities and discretionary funds to support Planning Council priorities developed from Program Review and Planning processes.

To make certain that the *Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model (IPM)* and the *Resource Allocation Model (RAM)* drive the budget development process, the Strategic Planning Council adheres to the Annual Planning, Resource Allocation, and Evaluation Timeline, which integrates annual planning activities with the College's budget development activities. The timeline institutes a sequence of activities to guarantee that planning and evaluation occur prior to budget development and resource allocations. Conceptually, the timeline is based on a "plan, do, review" approach: (1) plan a year in advance, (2) set budget priorities and implement them according to the RAM, and (3) conduct an evaluation of the previous year's allocations – modifying plans, processes, and allocations as necessary.

## PART III. EVALUATION

The College conducts two types of evaluation of the Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model (IPM) and the Resource Allocation Model (RAM). Annually, the Strategic Planning Council (SPC) completes a formative evaluation in order to strengthen and improve the implementation of the planning and resource allocation processes. At the end of a three-year Strategic Planning cycle, SPC completes a summative evaluation in order to examine the effectiveness and outcomes of the IPM and the RAM, especially as these results relate to improving student learning and success. Both types of evaluation are informed by comprehensive review. Outlines of these methods follow.

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## A. FORMATIVE EVALUATION

SPC examines the following types of information as part of its formative evaluation:

1. Progress reports on the current year's "Action Plan" and other plans identified in the IPM,
2. Progress reports from Planning Councils on their Program Review and Planning (PRP) processes and planning priorities,
3. SPC's evaluation of the College's performance relative to Institutional Effectiveness Measures,
4. Analysis of resources allocated to fulfill the College's master and strategic planning priorities and the Planning Councils' priorities drawn from their PRPs, and
5. Description of the processes used by SPC to implement the IPM and the RAM.

The formative evaluation answers the following questions:

1. Did the College make expected progress on its planning priorities (i.e., the Strategic Plan's goals and objectives)?
2. Did the College apply the appropriate resources to its planning priorities?
3. Which elements of the planning and resource allocation processes worked well?
4. Which elements of the planning and resource allocation processes need to be refined?

As a result of the formative evaluation, SPC:

1. Updates the College-wide priorities (i.e., as expressed in goals and objectives identified in its Strategic Plan) and establishes the Strategic Plan Objectives and Action Plans for the following year, and
2. Refines or adjusts the processes used to implement the IPM and the RAM to ensure that the resource allocation process supports the College's planning priorities.

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## B. SUMMATIVE EVALUATION

SPC examines the following types of information as part of its summative evaluation:

1. SPC's evaluation of the completion of the objectives in the College's Strategic Plan,
2. Planning Councils' self-evaluations of their PRP processes,
3. SPC's evaluation of the College's performance relative to Institutional Effectiveness Measures,
4. SPC's evaluation of the resources allocated to planning, and
5. SPC's evaluation of the effectiveness of the planning and resource allocation processes.

The summative evaluation answers the following questions:

1. Did the College complete the objectives identified in its three-year Strategic Plan?
2. Is the College making expected progress on fulfilling its long-range plans?
3. Did implementation of the IPM and the RAM lead to improved institutional effectiveness, student learning, and student success?

As a result of the summative evaluation, SPC

1. Makes a determination as to the effectiveness of the College's planning, evaluation, and resource allocation processes,
  2. Modifies the IPM and the RAM, if necessary, and
  3. Uses the results of the evaluation, especially its assessment of progress on Institutional Effectiveness Measures, as input into the next Strategic Planning cycle.
- 

## IMPLEMENTATION

The College's principal participatory governance council, the Strategic Planning Council (SPC), monitors the implementation of the *Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model (IPM)* and the *Resource Allocation Model (RAM)*. At each meeting, the Council addresses a standing agenda item titled "Integrated Planning Model." As part of this agenda item, SPC discusses the IPM and RAM and regularly reviews progress on the current Action Plan. All progress is documented in the Council minutes and in the Action Plan document. Each completed Action Plan (i.e., Year One, Year Two, and Year Three) is used as part of SPC's formative and summative evaluations of the college's planning and resource allocation processes.



## STRATEGIC PLAN 2019

### GOALS AND OBJECTIVES

Approved By  
STRATEGIC PLANNING  
COUNCIL  
November 2016

#### **Goal 1: Implement instructional strategies that strengthen and connect teaching and learning across the college.**

Objective 1.1: Reintroduce Campus Explorations, a campus-wide learning community, to promote interdisciplinary dialogue and instruction on a topic of importance in society.

Objective 1.2: Engage in a campus-wide examination of the college's interdisciplinary Institutional Learning Outcome: Knowledge of Human Cultures and the Physical and Natural World.

Objective 1.3: Using the results and discussions of the Institutional Learning Outcomes assessment project on Intercultural Competency, identify strategies, including professional development opportunities, to strengthen and promote cultural fluency across the college.

#### **Goal 2: Strengthen efforts to improve outreach, persistence, and student success.**

Objective 2.1: Identify and implement targeted recruitment strategies for college programs.

Objective 2.2: Establish clear educational pathways with integrated student support services.

Objective 2.3: Strengthen and implement strategies to facilitate student completion of basic skills coursework within their first 30 units.

Objective 2.4: Implement user-friendly technology tools that allow students to easily enroll, persist, and complete their studies.

Objective 2.5: To better meet the needs of internal and external stakeholders, revise and strengthen integrated program review and planning processes across the institution.

Objective 2.6: To address opportunity gaps among the college's diverse student body, strengthen existing programs focused on persistence and student success such as FYE, Summer Bridge, Learning Communities, Village Mentoring, and STEM Scholars.

#### **Goal 3: Strengthen the college's message to our community.**

Objective 3.1: Evaluate our current marketing and messaging strategies and implement an integrated communications plan that reflects Palomar's value and presence in the community.



**Goal 4: Strengthen, promote, and support the college's diverse workforce through strategies focused on recruitment, hiring, and retention.**

Objective 4.1: Identify and address areas with critical staffing needs in relation to achieving enrollment growth strategies.

Objective 4.2: Evaluate and improve recruiting, hiring, and professional development processes to increase diversity in hiring and ensure faculty and staff are prepared to serve the college's diverse student body and community.

Objective 4.3: Develop and implement a comprehensive Professional Development Plan for all staff.

**Goal 5: Ensure the fiscal stability of the college and increase enrollments.**

Objective 5.1: Increase course offerings in the southern portion of the district while maximizing enrollment on the main campus.

Objective 5.2: Increase course offering in the northern portion of the district while maximizing enrollment on the main campus.

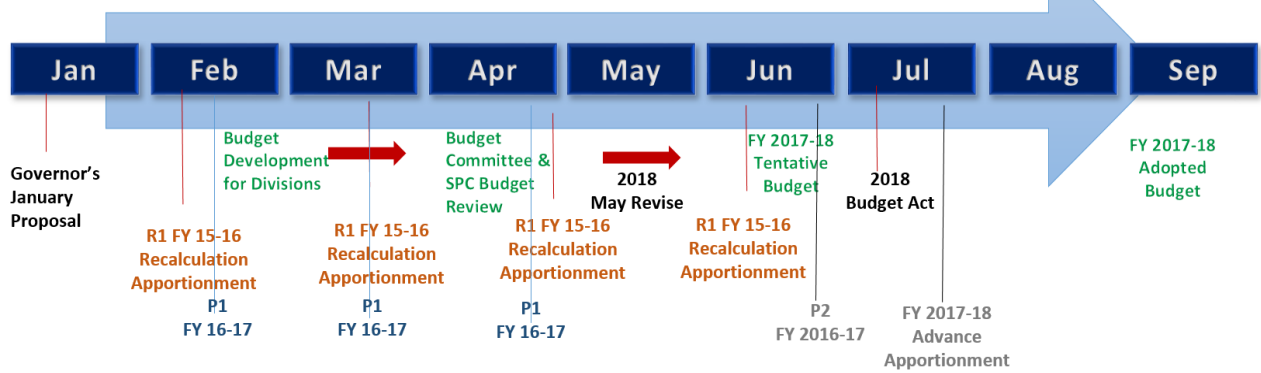
Objective 5.3: Strengthen existing relationships (such as STEM scholars and concurrent enrollment) and establish new relationships with local high schools and universities through partnerships and programs that facilitate access and seamless transfer.

Objective 5.4: Taking into account that the college is in stability, develop an action plan to balance the budget such that ongoing expenditures align with ongoing revenue.

Objective 5.5: Develop and implement an enrollment management plan that enhances access and success, supports intentional scheduling, and is integrated with budgetary planning.

Objective 5.6: Explore alternative revenue streams that align with the college's mission such as international education and contract education.

# 2017-18 Budget Preparation Timeline



## CALCULATIONS THAT ADJUST THE STATE FUNDS AND DISTRICT'S BUDGET:

- Governor's January Proposal—Estimate of State Revenues
- P1 —Estimates of Statewide budget shortfalls in property taxes and enrollment fees
- Governor's May Revise—Revised estimates of State Revenues
- P2 —Revised estimates of State-wide budget shortfalls in property taxes and enrollment fees
- July—Final State Budget—2018 Budget Act

January 6, 2017	2018 Governor's January Proposal released
February 14, 2017	Budget Committee begins budget review
February 15, 2017	Divisional Planning Councils begin budget development process for Divisions
March 10, 2017	Budget requirements, in accordance with the Resource Allocation Model (RAM) and Integrated Planning Model (IPM), due to Fiscal Services for input into PeopleSoft Finance
March 10, 2017	Designated and Restricted budget development forms due to Fiscal Services for input into PeopleSoft Finance
March 10, 2017	Fiscal Services calculates projections of available resources based upon Target FTES and non-discretionary expenditures in accordance with the RAM (including grade/step salary movement, benefits, etc.); Discretionary budgets are based on Divisional PRP's, Strategic and Master planning documents.
April 11, 2017	Budget Committee finalizes budget review
April 18, 2017	Strategic Planning Council begins budget review
May 2, 2017	Strategic Planning Council finalizes budget review
June 13, 2017	Tentative Budget submitted to the Governing Board for approval
August 25, 2017	Fiscal Services finalizes revisions to Adopted Budget
September 4-8, 2017	Proposed Adopted Budget available for public inspection
September 12, 2017	Governing Board holds public hearing on proposed Adopted Budget

*The State Chancellor's Office adjusts apportionment calculations throughout the year. Palomar College Fiscal Services reviews State budget changes and incorporates those changes into the budget assumptions as information becomes available.*

## BUDGET PROCESS

On or before September 15 of each year, the Governing Board of Palomar Community College District is required under Section 58305 of the California Code of Regulations, Title V, to adopt a balanced budget. Each September, every State agency, including the Chancellor's Office of the California Community Colleges, submits to the Department of Finance ("DOF") proposals for changes in the State budget. These proposals are submitted in the form of Budget Change Proposals ("BCPs"), involving analyses of needs, proposed solutions and expected outcomes. Thereafter, the DOF makes recommendations to the governor, and by January 10 a proposed State budget is presented by the governor to the State Legislature. The Governor's proposed budget is then analyzed and discussed in committees and hearings begin in the State Assembly and Senate. In May, based on the debate, analysis and changes in the economic forecasts, the governor issues a revised budget with changes he or she can support. The law requires the State Legislature to submit its approved budget by June 15, and by June 30 the governor should announce his or her line item reductions and sign the State budget.

In response to growing concern for accountability and with enabling legislation (AB 2910, Chapter 1486, Statutes of 1986), the Board of Governors and the Chancellor's Office have established expectations for sound district fiscal management and a process for monitoring and evaluating the financial condition to ensure the financial health of California's community college districts. In accordance with statutory and regulatory provisions, the Chancellor has been given the responsibility to identify districts at risk and, when necessary, the authority to intervene to bring about improvement in their financial condition.

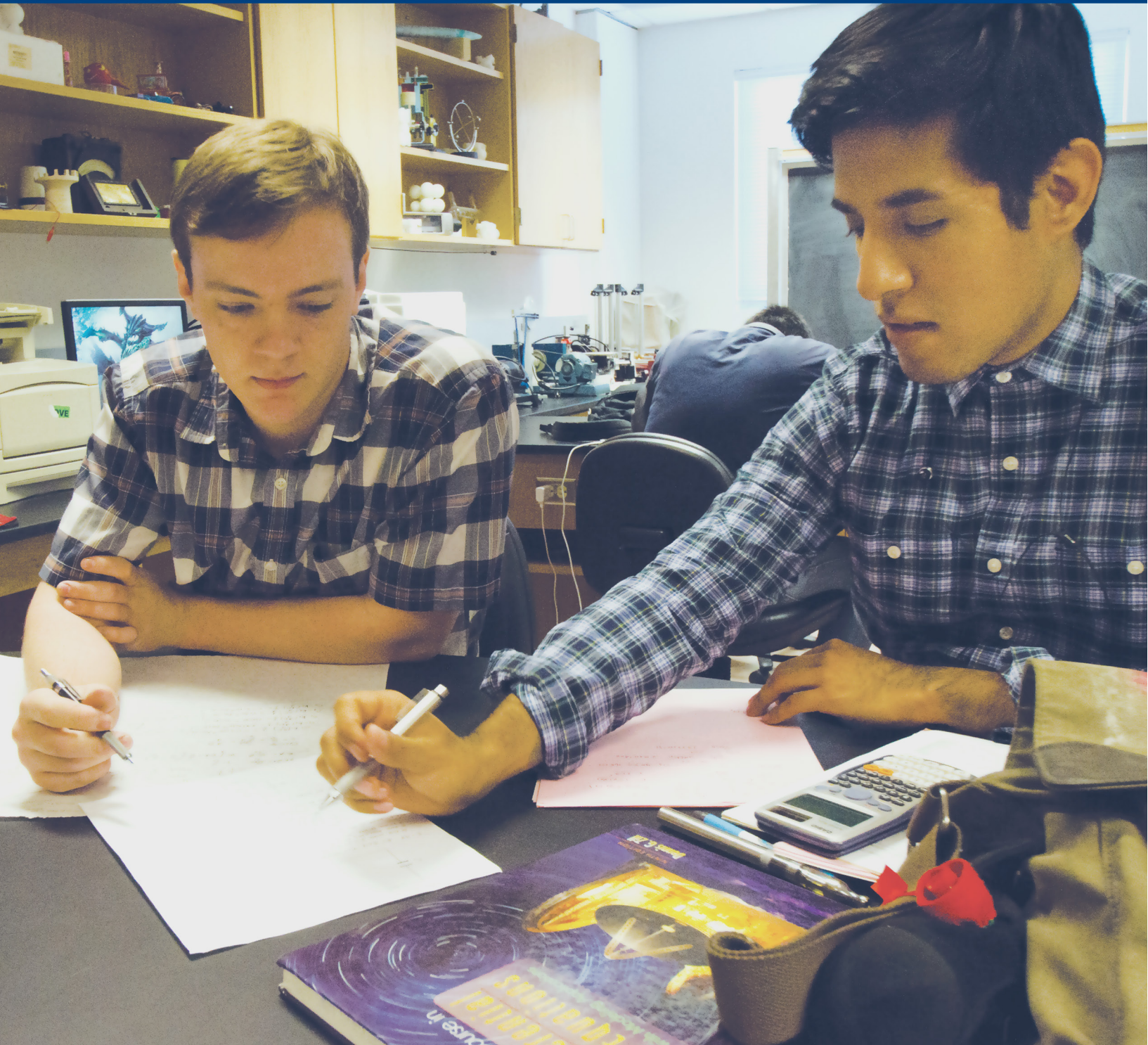
To stabilize a district's financial condition, the Chancellor may, as a last resort, seek an appropriation for an emergency apportionment. The monitoring and evaluation process is designed to provide early detection and amelioration that will stabilize the financial condition of a district before an emergency apportionment is necessary. This is accomplished by (1) assessing the financial condition of districts through the use of various information sources and (2) taking appropriate and timely follow-up action to bring about improvement in a district's financial condition, as needed.

A variety of instruments and sources of information are used to provide a composite of each district's financial condition, including quarterly financial status reports, annual financial and budget reports, attendance reports, annual district audit reports, district input and other financial records. In assessing each district's financial condition, the Chancellor will pay special attention to each district's general fund balance, spending pattern, and full-time equivalent student patterns. Those districts with greater financial difficulty will receive follow-up visits from the Chancellor's Office where financial solutions to the district's problems will be addressed and implemented.



**DISTRICT FINANCES**

**SECTION III**







## THE STATE BUDGET AND THE COMMUNITY COLLEGE SYSTEM

Palomar Community College District is primarily dependent upon the State of California for funding of educational and support programs. The main sources of support for the District include Proposition 98 General Fund apportionment, local property tax revenue, and student enrollment fees. How much funding is allocated to the District depends on the State's economy, State General Fund revenues, and the spending priorities of the Governor and the State Legislature. Revenue projections can change dramatically from the initial Governor's proposal in January to the actual income the State receives during the fiscal year. The actual funds the District receives may change, even after the fiscal year is over.

### PROPOSITIONS 98 AND 111

Proposition 98 was a State constitutional amendment approved by the voters in 1988 and revised in 1990 by Proposition 111. State budgeting for community colleges is determined in large part by Proposition 98, which guarantees minimum funding for the public school system and community colleges. The allocation of State Apportionment is based on a complex formula established in 2006 by Senate Bill (SB) 361, which was amended and added to the California Code § 84750-84760.5. The District Allocation formula takes into account the size of the district, the number of colleges and centers, college enrollment, as measured by the number of Full-time Equivalent Students (FTES), and stipulated funding rates for all credit and non-credit FTES.

### GENERAL FUND REVENUES

State community college districts (other than Basic Aid Districts) receive a majority of their funding from the State, and the balance from local and federal sources. State funds include general apportionment, categorical funds, capital construction, the lottery (which generally is less than 3 percent), and other minor sources. Local funds include property taxes, student fees, and miscellaneous sources.

Senate Bill 361 ("SB 361") established the present system of funding for community college districts. This system includes allocation of State general apportionment revenues to community college districts based on criteria developed by the State-wide governing board of the California Community Colleges (the "Board of Governors") in accordance with prescribed minimum requirements. In establishing these minimum requirements, the Board of Governors was required to acknowledge community college districts' need to receive an annual allocation based on the number of colleges and comprehensive centers in each respective district, plus funding received based on the number of credit and noncredit FTES in each district.

## DISTRICT ALLOCATIONS

Once the State budget is enacted, the Board of Governors and System Office determine the allocations for each district. The state general fund allocations are based on a formula established in 2006 by Senate Bill (SB) 361. The allocation depends on college enrollment, which varies from year to year based on the economy, employment rates, and other factors.

SB 361:

- Specified a basic allocation for each district, based on the size of the district and number of colleges and centers.
- Equalized funding across community college districts, so that all colleges receive essentially the same funds for a Full-time Equivalent Student (FTES).
- Stipulated a uniform funding rate for all non-credit FTES
- Established a non-credit FTES funding rate for the Career Development and College Preparation Program for educational disadvantaged residents

## LOCAL REVENUES

Local revenues are first used to satisfy District expenditures. The major local revenue source is local property taxes that are collected from within District boundaries. Student enrollment fees from the local community college district generally account for the remainder of local revenues for the District. Property taxes and student enrollment fees are applied towards fulfilling the District's financial need. Once these sources are exhausted, State funds are used. State aid is subject to the appropriation of funds in the State's annual budget. Decreases in State revenues may affect appropriations made by the State Legislature to the District. The sum of the property taxes, student enrollment fees, and State aid generally comprise the District's revenue limit.

The Marginal Funding rates per FTES are revised annually based on Cost of Living Adjustment (COLA).

## 2017-18 BASE ALLOCATION THRESHOLDS

### Base Revenue

#### Single College Districts

>20,000 FTES	<b>\$6,083,086*</b>
>10,000 FTES	\$4,866,469
<=10,000 FTES	\$3,649,851

#### State Approved Center

>1,000 FTES	<b>\$1,216,617*</b>
>750 FTES	\$ 912,463
>500 FTES	\$ 608,309
>250 FTES	\$ 304,154
<=100 FTES	\$ 152,077

### Calculated Basic Allocation

#### Base Funding Rates per FTES

Credit	\$5,072
Noncredit FTES	\$3,050
Noncredit CDCP FTES	\$5,072



### \*BASIC ALLOCATION FOR PALOMAR COMMUNITY COLLEGE DISTRICT

Palomar College is currently designated as a large college (>20,000 FTES) with one State approved center (Escondido Center) while in Restoration: **\$7,299,703**



# THE 2017-18 STATE BUDGET

Governor Brown signed the California's 2017 Budget Act and related legislation on June 27, 2017. The Governor's commitment to a legacy of fiscal health continues, with the budget reflecting continued investments in public education, anti-poverty programs, and reducing state liabilities as part of the expanded government spending. The California Community Colleges Chancellor's Office reported that the 2017 Budget Act expands the Proposition 98 guarantee for 2017-18 to \$74.5 billion, an increase of \$2.6 billion over the 2016 Budget Act level. When combined with adjustments to the fiscal years 2015-16 and 2016-17, the 2017-18 State Budget provides a \$587.8 million increased investments in community colleges over the three-year period.

Major components of the 2017-18 State Budget with respect to community colleges include:

Program	Governor's January Proposal	May Revision	2017 Enacted Budget	Estimated Palomar Impact
<b>APPORTIONMENTS</b>				
Enrollment Growth (Access)	\$79.3 M, 1.34%	\$57.8M, 1%	\$57.8 M, 1%	Not eligible while in Restoration
Apportionment Increase (Base Funding)	\$23.6 M	\$183.6M	\$183.6M	\$2.9 M
Cost-of-Living Adjustment (COLA)	\$94.1 M, 1.48%	\$97 M, 1.56%	\$97 M, 1.56%	\$1.5 M
<b>FACILITIES AND EQUIPMENT</b>				
Physical Plant/State Scheduled Maintenance	\$43.7 M	\$135.8 M	\$76.9 M	\$1.2 M Restricted
Proposition 39—Clean Energy Efficiency Projects	\$52.3 M	\$46.5 M	\$35.6 M	\$621 K Restricted
<b>CATEGORICALS</b>				
Guided Pathways	\$150 M	\$150 M, one-time	\$150 M	To be determined by CCCCO
Innovation Awards Program	\$20 M	\$20 M, one-time	\$20 M	\$2 M Restricted
Student Success (Cr/Non-Cr)			\$222 M	\$2.7 M Restricted
Student Equity			\$110 M	\$ 1.4 M Restricted
Strong Workforce			\$117.8 M	\$ 1.8 M Restricted
EOPS			\$102 M	\$1.2 M Restricted
Full-Time Student Success Grant			\$50 M	\$490 K Restricted
<b>OTHER</b>				
Integrated Library System	\$6 M	\$6 M, one-time	\$6 M, one-time	To be determined by CCCCO
EEO Multiple Method Allocation			\$3.4 M	\$50 K Designated

# THE 2017-18 DISTRICT BUDGET

The District has been in the process of developing its 2017-18 Budget since the Governor released his State Budget Proposal in January. The Governing Board approved the 2017-18 Tentative Budget on June 13, 2017. The Budget now has been adjusted to reflect year-end financial records, enrollment projections, and the State Budget. The 2017-18 Final Budget will be approved by the Governing Board on September 12, 2017, and filed with the State Chancellor on or before October 10, 2017.

The 2017-18 Final Budget is a balanced budget, with the District's reserves playing a key role in balancing expenditures with revenues. Revenues are budgeted at the amount certified with the Advance Principal Apportionment from the Chancellor's Office amended to the Target FTES, projected by Enrollment Services. The 2017-18 Final Budget assumes class offerings to achieve **19,200 Full-Time Equivalent Students (FTES)**. The key to formulate a balanced budget without utilizing the reserves requires fiscal discipline exercised in terms of Strategic Enrollment Management (SEM) and proactive planning in determining optimal course and section scheduling that maximizes FTES, facilities utilization, and student retention. If the revenue does not keep pace with expenditures and inflationary cost increases such as health benefits, step/column salary movement, retiree health, pension contributions, and utilities under the current budget modeling, deficit spending will surface.

## BASE REVENUE

State Apportionment is the largest budget item, the revenue received for generating enrollment of students, and is calculated based on the amount of earned Full Time Equivalent Students (FTES) from the prior year.

An FTES is the equivalent of one student taking 30 units a year (15 units a semester). An FTES is calculated using the number of lecture units x weekly student contact hours (WSCH) per unit x number of students = total WSCH for the class. 525 WSCH = 1 FTES.

The State calculates the total Base Revenue for the District and subtracts the following components:

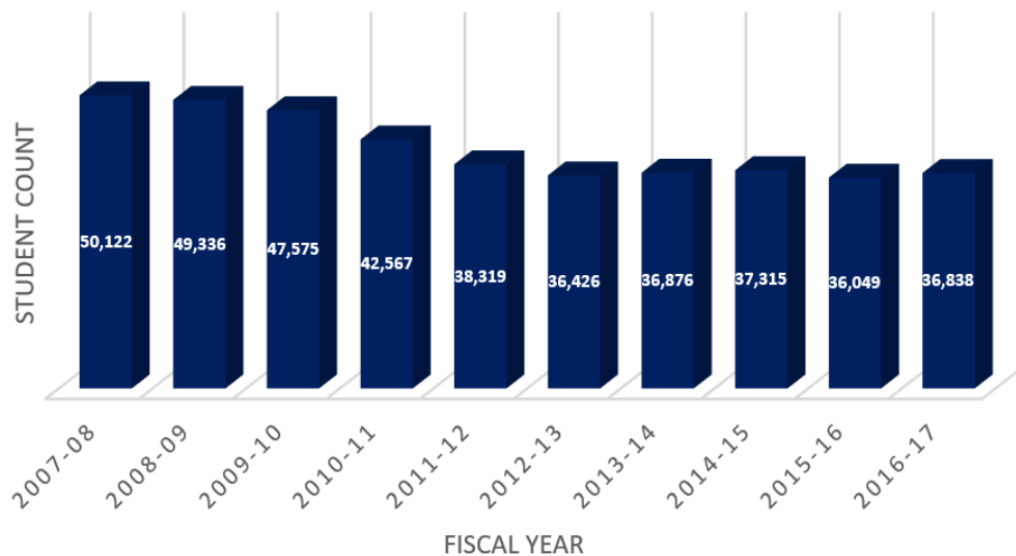
- Education Protection Act (EPA) allocation – Proposition 30 requires each district to receive at least \$100 per FTES from the EPA account to mitigate structural deficits
- Property taxes collected by the County and proportionately distributed by the County to the District
- Student enrollment fees collected by the District. There is no change to the current enrollment fee of **\$46 per credit unit** (or \$1,380 for a full-time taking 30 units per year). This fee has remained unchanged since fiscal year 2011-12.

The remainder is the State General Apportionment sent directly to the District. The Chancellor's Office recalculates the Base Revenue (or Total Computational Revenue) multiple times during the year and retroactively for each fiscal year. Districts do not know the exact funding level for the year until the final recalculation the following February. This causes difficulty in planning, in accurately building the budget, and in calculating the ending fund balances and reserves. The political process that can change the funding mechanism further complicates the predictability of funding. If the property taxes and/or the enrollment fees do not materialize as projected, then a deficit is applied to the apportionment corresponding to the shortfall.

While the amount of each revenue source may change, the Base Revenue (Total Computational Revenue) remains the same. For fiscal year 2017-18, the State General Apportionment accounts for about 80% of the District's operating budget.

# STUDENT ENROLLMENT/FULL-TIME EQUIVALENT STUDENTS SUMMARY

## STUDENT ENROLLMENT HEADCOUNT



### STUDENT HEADCOUNT

Student Headcount is an unduplicated count of students. It is the actual number of individual students enrolled. Students may enroll in one or more courses in a term, but are counted only once for the term.

### FULL-TIME EQUIVALENT STUDENT (FTES)

The primary funding workload measure for community colleges is student enrollment, measured in terms of Full-Time Equivalent Students (FTES). A Full-Time Equivalent Student (FTES) represents 525 class (contact) hours of student instruction/activity in credit and noncredit courses, generally 15 semester credit hours. Full-Time Equivalent Student (FTES) is the “workload measure” used to compute State funding for community colleges.

The District’s objective is to achieve an enrollment close to the State-calculated funded enrollment cap while also containing marginal costs. The State will not provide any apportionment for enrollment that is above a maximum amount referred to as the “Cap” except for Basic Skills. Achieving an enrollment level below the Cap exposes a district to the possibility of reduction in Base apportionment. Determining the enrollment Cap precisely is difficult because it is a moving target. The funded enrollment Cap is adjusted as the deficit factor and growth factors are adjusted. The Cap calculation changes with each apportionment certification.



## FULL-TIME EQUIVALENT STUDENTS—FUNDED VS UNFUNDED

### FUNDED VS UNFUNDED FULL-TIME EQUIVALENT STUDENTS

FISCAL YEAR	FTES FUNDED BASE	ACTUAL FTES	% FTES CHANGE FROM PRIOR YEAR ACTUAL	FUNDED FTES	% of FTES INCREASE FUNDED	UNFUNDED FTES	PERCENT UNFUNDED
2007-08	19,406	20,005	3.09%	19,469	0.32%	536	2.68%
2008-09	19,469	20,461	2.28%	20,183	3.67%	278	1.36%
2000-10	20,183	20,958	2.43%	19,438	-3.69%	1,520	7.25%
2010-11	19,438	20,251	-3.38%	19,797	1.85%	454	2.24%
2011-12	19,797	19,368	-4.36%	18,292	-7.60%	1,076	5.56%
2012-13	18,292	18,531	-4.32%	18,531	1.31%		0.00%
2013-14	18,531	18,802	1.47%	18,802	1.46%		0.00%
2014-15	18,802	19,630	4.40%	19,630	4.40%		0.00%
2015-16	19,630	16,603	-15.42%	19,630	<b>S</b> 0.00%		0.00%
2016-17*	16,603	18,129	9.64%	18,129	<b>R</b> -7.26%		0.00%
2017-18**	18,129	19,200	5.58%	19,200	<b>R</b> 5.58%		0.00%

\*Based on 2016-17 Final CCFS-320 Annual Attendance Report

\*\*Based on 2017-18 Target FTES

## BUDGET STABILITY AND RESTORATION

Budget Stability is a mechanism that provides for a district's decline in FTES. Under California Code Regulations Section 58776, during the initial year of a decline in FTES, community college districts are eligible to receive "stability" funding in an amount equal to the revenue loss associated with a decline in FTES for that year. If a district declined from the base FTES, the funds corresponding to that decline will be deducted from the Base Revenue in the current year. However, stability funds are provided so that the final result is to spread any loss from the decline in equal installments over a three year period. Restoration allows a district to restore FTES and earn any reductions in apportionments during the three years following the initial year of decline (Education Code Section 84750.5).

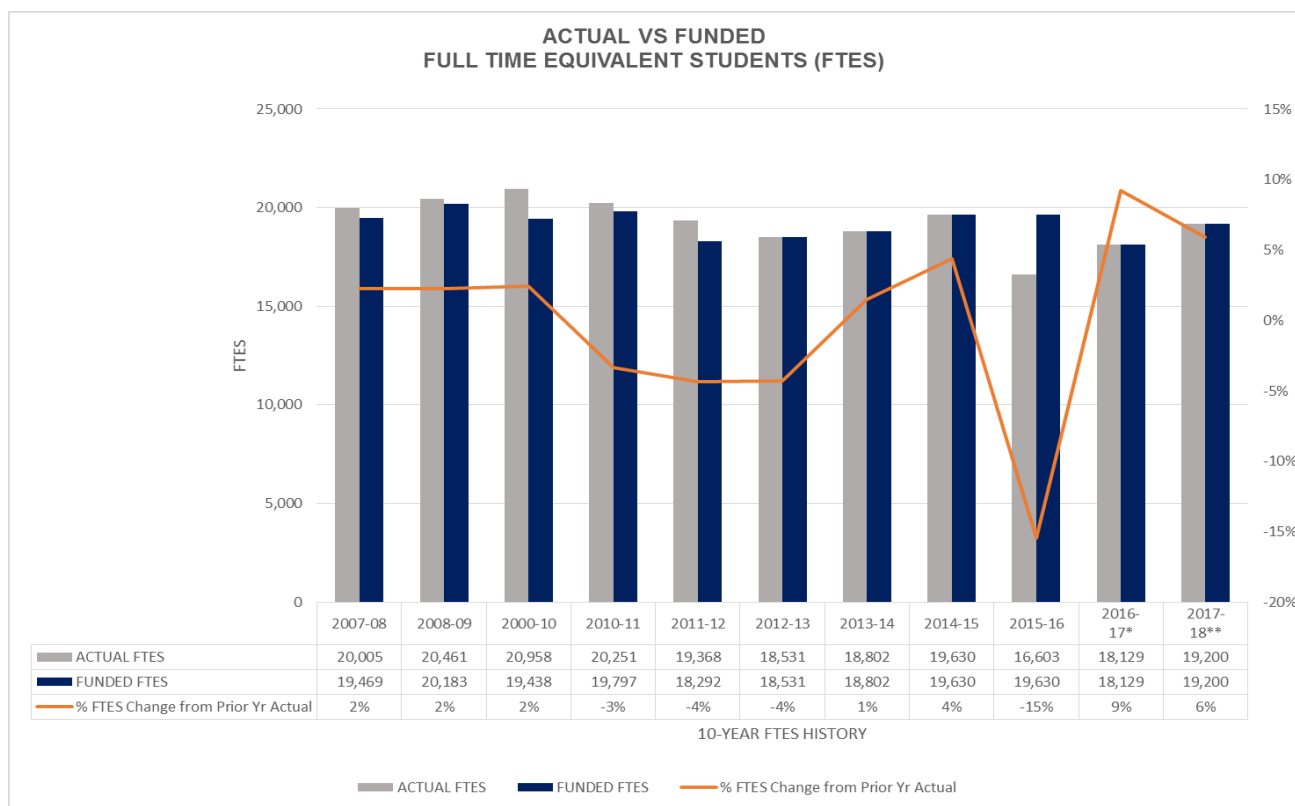
### Stabilization/Restoration Period: FY 2016-17 to FY 2018-19

Palomar College entered into its first year of stabilization period in 2015-16. For fiscal year 2015-16, the District received stability funding in an amount equal to the revenue loss associated with the decline in FTES for that year as compared to the prior fiscal year. The District is currently studying its enrollment forecast and steps to maintain and grow enrollment to minimize reductions in operating revenues. There is no stability funding budgeted for fiscal year 2017-18. Restoration funding will be based on Actual FTES that will be generated during the fiscal year, funded at the District's marginal funding rate.

**(S)** SB 361 legislation provides for a "hold harmless" in the initial year of FTES decline, during which the District received "Stability Funding" and no reductions to apportionment levels.

**(R)** "Restoration" allows the District to fully restore FTES in the three years following the initial year of FTES decline, from **FY 2016-17 through FY 2018-19** and receive full funding for the Actual FTES generated (Education Code Section 84750.5).

## WORKLOAD MEASURE: FTES SERVED AND FTES PROJECTED



\*Based on 2016-17 Final CCFS-320 Annual Attendance Report

\*\*Based on 2017-18 Target FTES

Source: CCFS-320 Annual Report

The formula for FTES is expressed by the equation below:

$$\text{FTES} = \text{Census enrollment} \times \text{Weekly Student Contact Hours (WSCH)} \times \text{Term Length Multiplier} / 525$$

## PRODUCTIVITY RATES (INSTITUTIONAL EFFICIENCY)

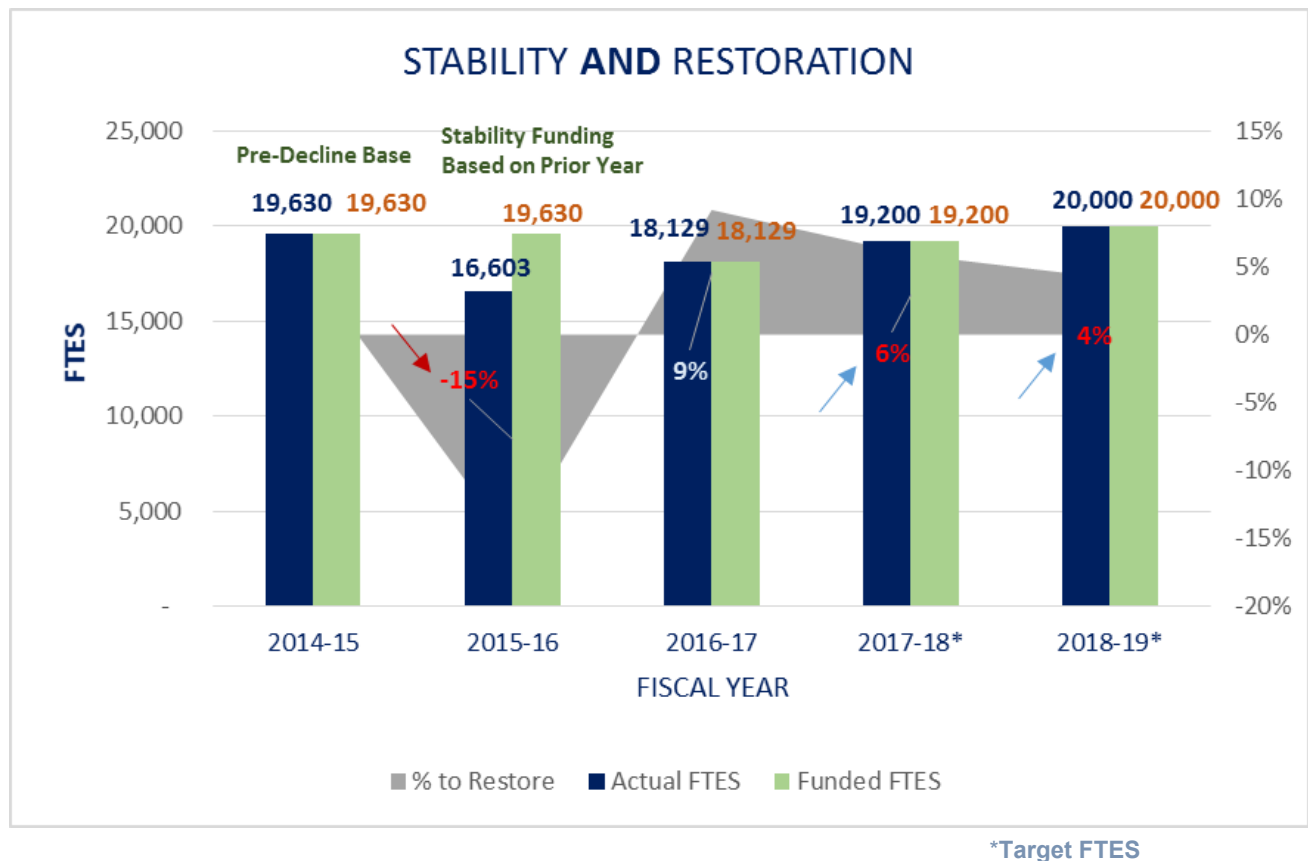
The District's largest expenses component is for instruction. Small changes to the average class size can result in large changes to the total District expense. The District needs to strengthen its ability to track and monitor the student/faculty ratio to enhance its ability to manage this core expense component.

The student/faculty ratio is measured in Weekly Student Contact Hours per Full-Time Equivalent (FTE) faculty (WSCH per FTE). As the ratio goes up, the relative expenses go down. Full Time Enrollment Faculty (FTEF) is a conceptual measure of faculty workload, calculated at:

FTEF = WSCH/Contact teaching load of the discipline, where WSCH = standard course hours.

Institutional Efficiency (WSCH/FTEF) or "Productivity" is a proxy for revenue generated by the class.

FTEF is a proxy for institutional cost. The ratio, WSCH/FTEF could be interpreted in terms of cost-efficiency or instructional quality. With certain exceptions, 525 is considered the benchmark on which productivity is based. If a program is at or above 525, it is considered productive. The lower the productivity ratio, the more costly it is to teach a course. In fiscal year 2016-17, WSCH per FTE was 469. There are a number of reasons that could result in lower WSCH per FTE, including demographic changes, scheduling issues, student demand, and facility utilization.



District was on a “Summer Shift” (Borrowing) trend, followed by Budget Stability cycle:

**FY 2014-15** — Based on the FTES shortfall, District borrowed FTES from Summer 2015 to meet target and generate additional one-time revenue that guaranteed Stability Funding the following year

**FY 2015-16** —District received \$14M of Stability Funding for 19,630 FTES regardless of the actual FTES achieved; Actual FTES reported was 16,603

**FY 2016-17** —District restored 1,526 FTES without borrowing FTES and earned 18,129 FTES; No stability funding was provided this year

**FY 2017-18** —District’s Target FTES is 19,200; Funding for 1,071 FTES will be restored if Target FTES is achieved; No stability funding will be provided this year

**The 2017-18 Budget assumes that the District will restore 1,071 FTES to receive full funding available from the State. Restored FTES account for over \$5.2 M of the revenue budget.**

Certain current year apportionments from the State are based on financial and statistical information from the previous year. Any corrections due to recalculation of the apportionment are made in February of the subsequent year, and are recorded in the District’s financial records when received. When known and measurable, these recalculations are accrued in the year in which the FTES are generated.



## EFFORTS TO INCREASE ENROLLMENT

As noted earlier, the FY 2017-18 Adopted Budget is based on Palomar College's goal of achieving its target 19,200 FTES. Growing year-over-year FTES is a major goal.

The 2017-18 "**Better Together**" theme centers on investing in FTES growth, especially in those areas that will support the student experience leading to student success and in meeting the District's enrollment target. The College has embarked on major marketing and outreach activities to increase enrollments to address the needs of the northern San Diego County.

The District has established a Strategic Enrollment Management team that will focus upon improvements in maximizing class size efficiency, assessing scheduling practices, maximizing use of facilities, and linking enrollment management with the Resource Allocation processes.

Additionally, the College has been promoting partnerships with local businesses, high schools, and other educational communities. Some of the major initiatives in the past year include dual and concurrent high school enrollment programs, Career Technical Education (CTE) programs, the Palomar Promise, high school academies, and partnerships with the California State University San Marcos and other four-year degree granting institutions.

The College's goal is the full integration of Enrollment Management with Resource Allocation and the Strategic Plan of the Educational Master Plan. The Strategic Plan is a three-year plan that moves operational plans and budgets towards achieving the College mission, goals, and objectives.



## **OTHER REVENUES**

The second category of District revenue, miscellaneous income, constitutes on average 10% of the District's operating budget. This includes:

### **STATE LOTTERY —2%**

Approved by voters in November 1984, lottery games began in October 1985. Of the total lottery revenues generated, a minimum of 34% must be distributed to public schools and colleges for "education of pupils." The California State Lottery Commission (CSLC) is projecting sales of \$6.75 billion for fiscal year 2017-18. This level of sales should result in \$1.53 billion in revenues for education. Based on these projections, it is estimated in 2017-18 that the CSLC will provide \$194 per FTES (\$146 per FTES in unrestricted lottery revenues and \$48 per FTES in Proposition 20 lottery revenues). A restriction was legislated requiring the Proposition 20 lottery revenues to be allocated only for direct instructional supplies and materials.

### **NON-RESIDENT TUITION—2%**

A student who is not a resident of California is required, under the uniform student residency requirements to pay a tuition fee as prescribed by the Education Code section 76140. Palomar College charges a non-resident fee that is equal to the yearly Statewide average non-resident tuition of \$234 per semester unit. The District receives 100% of this tuition, as it receives no apportionment support from the State for these students. The entire student population benefits from non-resident tuition to the extent that related expenses are less than the non-resident fees. The Budget reflects the District's receiving approximately 2% of its operating revenues from non-resident fees, an amount similar to last year's actual.

### **OTHER LOCAL AND MISCELLANEOUS REVENUES—5%**

The District projects revenues from other local and miscellaneous sources including interest from the County Treasury, student insurance payments, sales and commissions, facilities rentals and leases, instructional materials fees, other course-related fees, transcript income, and transfer activities from other funds.

### **APPRENTICESHIP— 1%**

As part of the State's strategy to create 'one-million more middle-skilled workers', California's budget expands funding for apprenticeship training opportunities. The apprenticeship program is budgeted at the amount certified with the Advance Apportionment from the Chancellor's Office for 2017-18.

# DISTRICT FINANCIAL PLANNING PHILOSOPHY AND PRACTICES

- The Annual Budget is built to support the District's Mission and Educational Master Plan
- Our comprehensive Educational Master Plan reflects the shared vision of faculty, staff, students, and members of the community
- The Strategic Plan 2019 established the goals and objectives of the College and is fully integrated into budget development and resource allocation processes. The Strategic Planning Council is Palomar College's recognized participatory governance body
- The District's budget development and management process exhibits the following principles:
  - Reasonable and conservative budget assumptions, including multi-year projections, used when projecting income and expenditures
  - Transparent budgeting process linked to Enrollment Management that maximizes educational opportunities for students
  - Reserves for Contingency maintained much higher than the minimum Board-required level of 7%
  - Expenditure savings and operational efficiencies are incorporated into the budget where possible
  - Budget is balanced, with revenues equaled to expenditures, as required by law
- The District management team has implemented fiscal policies that promote fiscal strength and stability as well as ensure compliance with State and federal regulations
- The books and records of the District are maintained in accordance to the legal requirements of the Education Code § 70901, Title 5 § 59011 of the California Code of Regulations (CCR), and the Generally Accepted Accounting Principles (GAAP) for State and local governments, as determined by the Governmental Accounting Standards Board (GASB). Each community college district is mandated to adhere to the California Community Colleges Chancellor's Office Budget and Accounting Manual, distributed as part of the Board of Governor's responsibility to define, establish and maintain the budgeting and accounting structure and procedures for California community colleges
- The Vice President of Finance and Administrative Services and Director of Fiscal Services provide regular reports to the Governing Board and the Independent Citizens' Bond Oversight Committee of the Measure M-Proposition 39 General Obligation Bonds showing the financial and budgetary conditions of the District
- Quarterly Financial Status Reports and Annual Financial and Budget Reports are submitted to the State Chancellor's Office and made available to the Governing Board, Independent Citizens' Oversight Committee (Bond Program), and the general public
- The CCFS-311 Annual Financial and Budget Reports, the Comprehensive Annual Financial Reports, and the Measure M –Proposition 39 General Obligation Bonds Performance and Financial Audit Reports are accessible from the Fiscal Services website at <https://www2.palomar.edu/pages/fiscalservices/>



# PALOMAR COLLEGE FUND STRUCTURE

## FUND ACCOUNTING

The District's financial accounting system is organized and operated on a fund basis to segregate and control varied sources of revenues and to ensure that they are used for their intended purposes. Each fund is considered a fiscal accounting entity with a self-balancing set of accounts. Revenues are classified by source (i.e. Federal, State, Local), and Expenditures are classified by object (i.e. Academic Salaries, Classified Salaries, Benefits, Supplies, Other Operating, and Capital Outlay accounts) and by activity (i.e. Instructional program, Non-Instructional Program). The District's Chart of Accounts can be accessed from the Fiscal Services website at: <https://www2.palomar.edu/pages/fiscalservices/>. A series of chart field combinations (or budget strings) is used to properly account for individual transactions in the District's PeopleSoft Financials system. A budget string includes the following components:

6-digit	2-digit	6-digit	5-digit	2-digit	7-digit
ACCOUNT	FUND	DEPT	PROGRAM	CLASS	PROJECT

## PALOMAR COLLEGE FUND STRUCTURE

Governmental	Proprietary	Fiduciary
<ul style="list-style-type: none"> <li>• <b>GENERAL FUND</b> <ul style="list-style-type: none"> <li>• Unrestricted (Operating Fund)</li> <li>• Restricted</li> </ul> </li> <li>• <b>DEBT SERVICE FUNDS</b> <ul style="list-style-type: none"> <li>• Bond Interest and Redemption Fund Series A</li> <li>• Bond Interest and Redemption Fund Series B</li> <li>• Bond Interest and Redemption Fund Series C</li> </ul> </li> <li>• <b>SPECIAL REVENUE FUND</b> <ul style="list-style-type: none"> <li>• Child Development Fund</li> </ul> </li> <li>• <b>CAPITAL PROJECTS FUNDS</b> <ul style="list-style-type: none"> <li>• Capital Outlay Projects Fund</li> <li>• Prop M General Obligations Bond Construction Fund</li> <li>• Energy Conservation Projects Fund</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>INTERNAL SERVICES</b> <ul style="list-style-type: none"> <li>• Other Post-Employment Benefits Fund</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>TRUST FUNDS</b> <ul style="list-style-type: none"> <li>• Associated Students Trust Fund</li> <li>• Student Representation Fee Fund</li> <li>• Student Center Body Fee Fund</li> <li>• Student Financial Aid Trust Fund</li> <li>• Scholarship and Loan Trust Fund</li> </ul> </li> </ul>

In Governmental Funds and Expendable Trust Funds, revenues are recorded when they are earned, measurable, and available to pay liabilities of the current period – modified accrual basis of accounting. In Proprietary Funds and Nonexpendable Trust Funds, revenues are recognized when they are earned, regardless of the timing of related cash flows – full accrual basis of accounting. Receivables are accrued for amounts that satisfy the applicable definition of revenue but are not received at the close of the accounting period. Amounts that are received that do not meet the definition of revenue (i.e., they are not earned) must be recorded as deferred revenues. One notable exception to the rules for recognition of revenue is the treatment of enrollment fees charged for instructional periods after the close of the Spring term. Such fees must be recorded as deferred revenue, regardless of whether they are earned by the end of the fiscal year.

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## **BASIS OF ACCOUNTING AND REPORTING**

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund. By regulation (CCR § 58300), all districts must submit financial reports and annual budgets to the State's Chancellor's Office. To facilitate compliance with this requirement, the Budget and Accounting Manual outlines the uniform fund structure, revenue and expenditure classifications, and accounting procedures to be followed by community colleges.

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### **EXCERPTS FROM THE BUDGET AND ACCOUNTING MANUAL (2012 Edition):**

#### **Government versus Private Accounting: Measurement Focus and Basis of Accounting**

"Governmental accounting is founded upon the same basic concepts and conventions that underlie the accounting discipline as a whole. However, governmental accounting tends to focus on the uses of resources to attain the institution's objectives, rather than upon profits or losses. In general, in a private enterprise, products or services are sold directly to consumers who pay at least the cost of producing the products or providing the services. In contrast, the primary services provided by community colleges (instruction, community service, guidance and counseling, etc.) are paid for from a variety of revenue sources, most of which are not direct beneficiaries of the services.

The nonprofit nature of community colleges and the unique flow of revenue results in the use of the flow of current financial resources measurement focus used by other governmental entities. This measurement focus is intended to answer the question "Are there more or less resources that can be spent in the near future as a result of events and transactions of the period?" To better answer this question, the modified accrual basis of accounting is used. Under the modified accrual basis, revenues are recognized only when they are earned, measurable, and available.

Measurable is interpreted as the ability to provide a reasonable estimate of actual cash flow. Revenues are available if collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recognized when an event or transaction is expected to draw upon current spendable resources." (p. 1-6, Budget and Accounting Manual, California Community Colleges, 2012 Edition)

#### **Annual Financial Report and Audit**

"The annual financial report of the district is the vehicle for summarizing and communicating the results of budgetary decisions and transactions. The Annual Financial and Budget Report (CCFS -311) of each district contains, as specified by the Chancellor's Office, a statement of the actual revenues and expenditures for the fiscal year just completed, plus the estimated revenue and proposed expenditures for the succeeding fiscal year (CCR §58303).

An annual financial and compliance external audit, required by Education Code Section 84040, is the final examination of the annual financial statements' fairness and reliability. The audit must be conducted by certified public accountants licensed by the State Board of Accountancy. In the event the governing board of a community college district fails to provide for an audit, the Board of Governors shall provide for such audit, and if the Board of Governors fails or is unable to make satisfactory arrangement for such an audit, the Department of Finance shall make arrangements for the audit. The cost of any audit described above shall be paid from district funds. The annual financial statements are the responsibility of the district. Audit adjustments must be recorded in the district's accounting system to ensure the accuracy and consistency of financial reports.

The annual financial statements and supplemental information are prepared in accordance with GASB Statements No. 34, Basic Financial Statements – and Management Discussions and Analysis – for State and Local governments and 35, Basic Financial Statements Management Discussion and Analysis-for Public Colleges and Universities. The use of GASB 35 which follows the Business Type Activity (BTA) Model was recommended by the California Community Colleges Chancellor's Office in consultation with Fiscal Standards and Accountability Committee. The use of this model provides for consistent and comparable reporting for all districts within the system.

It is important to understand the distinct purpose and use of the two primary financial reports for all districts, the CCFS 311 and the Annual Audited Financial Statements. The entity-wide financial statements, prepared in accordance with GASB 35, are presented using the economic resources measurement focus and the full accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses are recorded when an obligation has been incurred. All significant interfund transactions are eliminated. This financial statement and supplemental information with the independent auditor's report is the primary document for external reporting and evaluation of a district's financial condition. The report is also prepared in conformance with the requirements of the OMB Circular A-133 and Single Audit Act. In addition to other uses, it is included in the continuing disclosure requirements for long-term debt issuance. The report is distributed to several agencies including the following: the Federal Audit Clearinghouse, the California Department of Finance, and the California Department of Education.

The CCFS 311's use is primarily as an "internal" financial report for use within the System for comparing financial results across California Community College Districts. It is the primary financial report used by the Chancellor's Office for evaluating the financial condition of districts. The CCFS 311 is prepared using the modified accrual basis. Each fund of the district is reported distinctly. Districts generally record financial transactions throughout the year using the fund structure and modified accrual basis which allows for a fairly simple process of reporting year-end results on the CCFS 311. By contrast, the entity-wide financial statements require additional entries to bring to the full accrual basis and present the entity-wide financial results." (p. 1-8, Budget and Accounting Manual, California Community Colleges, 2012 Edition)

## **Capital Assets**

Capital assets, which include site and site improvements, buildings, equipment and infrastructure assets (e.g. roads, parking lots, sidewalks, and similar items) are defined by the District as assets with an initial cost of \$5,000 or more and an estimated useful life in excess of one year. Assets that do not meet the capitalization threshold of \$5,000 are expensed as incurred. Major outlays for capital assets and improvements are capitalized as projects are constructed.



## FUNDS AT PALOMAR COLLEGE

10	<p><b>GENERAL FUND</b></p> <p>The General Fund is maintained to account for those transactions that in general cover the full scope of operations of the District – instruction, administration, student services, maintenance and operations, etc. (Fund 10 = Fund 11 Unrestricted + Fund 11 Designated + Fund 12 Restricted)</p>
11	<p>The General Fund is divided into three sub funds: Unrestricted, Designated, and Restricted.</p> <p><b>Fund 11 UNRESTRICTED (DISTRICT OPERATING BUDGET)</b> is used to account for resources available for the general purposes of the District’s operation and support of its educational program.</p> <p><b>Fund 11 DESIGNATED</b> is used to account for unrestricted monies for specific operation purposes, such as field trips, planetarium, SPPF allocations, etc.</p>
12	<p><b>Fund 12 RESTRICTED</b> is used to account for resources available for the operation and support of the educational programs that are specifically restricted by laws, regulations, donors, or other outside agencies as to their expenditure.</p>
22	<p><b>PROP M BOND INTEREST AND REDEMPTION FUND – SERIES A</b></p> <p>The Prop M Bond Interest and Redemption Fund is the fund used to account for the accumulation of resources from property taxes and the payment of Prop M General Obligation Bond principal and interest.</p>
23	<p><b>PROP M BOND INTEREST AND REDEMPTION FUND – SERIES B</b></p> <p>The Prop M Bond Interest and Redemption Fund is the fund used to account for the accumulation of resources from property taxes levied for the payment of Prop M General Obligation Bond principal and interest.</p>
24	<p><b>PROP M BOND INTEREST AND REDEMPTION FUND – SERIES C</b></p> <p>The Prop M Bond Interest and Redemption Fund is the fund used to account for the accumulation of resources from property taxes levied for the payment of Prop M General Obligation Bond principal and interest.</p>
25	<p><b>PROP M BOND INTEREST AND REDEMPTION FUND – SERIES D</b></p> <p>The Prop M Bond Interest and Redemption Fund is the fund used to account for the accumulation of resources from property taxes levied for the payment of Prop M General Obligation Bond principal and interest.</p>
29	<p><b>DEBT SERVICE FUND</b></p> <p>The debt service fund is the fund used to account for the accumulation of resources for the debt service payment of Lease Revenue Bonds or other types of general long-term debt principal and interest.</p>
33	<p><b>CHILD DEVELOPMENT FUND</b></p> <p>The Child Development Fund is the fund designated to account for all revenues for, and from the operation of, childcare and development services, including student fees for child development services. Costs incurred in the operation and maintenance of the childcare and development services are paid from this fund.</p>

## FUNDS AT PALOMAR COLLEGE

41	<b>CAPITAL OUTLAY PROJECTS FUND</b> The capital outlay projects fund is used to account for the accumulation of monies for the acquisition or construction of capital outlay items, including scheduled maintenance projects. General-purpose monies of the district are used to support capital outlay projects inter-fund transfer from the general fund into the capital outlay projects fund.
42	<b>PROP M BOND CONSTRUCTION FUND</b> The Prop M Bond Construction Fund is used to account for monies received from the issuance of Prop M bonds and the construction projects for which that money is used.
43	<b>ENERGY CONSERVATION PROJECTS FUND</b> The Energy Conservation Projects Fund is used to account for energy saving projects with the goal of reducing energy costs while maintaining and improving the comfort of occupied spaces.
69	<b>OTHER POST-EMPLOYMENT BENEFITS (OPEB) FUND</b> This fund was established during the 1997-98 fiscal year to receive the amounts set aside for medical and dental insurance paid for employees of the District who have retired or will retire and covered under provisions of the benefit plan.
71	<b>ASSOCIATED STUDENTS TRUST FUND</b> The District, for organized student body associations, designates the Associated Students Fund to account for monies held in trust. This fund also accounts for monies of student clubs and organizations formed through the District.
72	<b>STUDENT REPRESENTATION FEE TRUST FUND</b> Education Code Section 76070.5 provides for a student representation fee of one dollar per semester if approved by two-thirds of the students voting in the election. In the fall of 1990, Palomar College established this fee. Monies collected are to be expended to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints before the city, county, and district governments and before offices and agencies of the state government.
73	<b>STUDENT CENTER FEE FUND</b> The fund is to account for monies collected for the addition to the Student Center facility. The funds are used for the debt services of lease revenue bonds.
74	<b>STUDENT FINANCIAL AID TRUST FUND</b> The Student Financial Aid Trust Fund is the fund designated to account for the deposit and the direct payments of government-funded student financial aid, including grants and loans or other monies intended for similar purposes and the required district-matching share of payments to students.
75	<b>SCHOLARSHIP AND LOAN TRUST FUND</b> The Scholarship and Loan Trust Fund is the fund designated to account for such gifts, donations, bequests, and devises (subject to donor restrictions) which are to be used for scholarships or for grants in aid and loans to students. This fund is used to account for the expendable trusts, where both principal and interest may be expended or disbursed. During the fiscal year 1997-98, the majority of these scholarship accounts were transferred to the Palomar Community College Foundation.

# DISTRICT'S OPERATING FUND

## FUND 11—GENERAL FUND UNRESTRICTED CONSOLIDATED FUND SCHEDULE

Revenues, Expenditures, and General Fund Balance	Audited Actuals				Unaudited Actuals	Adopted Budget
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
<b>Revenues</b>						
<b>Federal</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>State</b>	28,782,892	34,451,365	34,231,596	38,668,365	27,307,905	29,858,771
<b>Local</b>	67,040,373	67,747,570	72,437,825	79,397,334	87,039,957	88,355,020
<b>Other Sources</b>	1,104,260	737,927	1,248,415	763,000	10,367,225	4,247,145
<b>Total Revenues</b>	96,927,525	102,936,862	107,917,836	118,828,699	124,715,087	122,460,936
<b>Expenditures</b>						
<b>Academic Salaries</b>	42,208,254	45,436,547	45,803,251	44,629,218	47,760,159	50,346,023
<b>Classified Salaries</b>	22,265,775	22,474,073	23,303,344	21,985,290	25,331,097	24,629,493
<b>Employee Benefits</b>	24,020,963	24,120,911	23,883,303	28,103,351	31,931,964	31,928,346
<b>Supplies &amp; Materials</b>	938,730	999,230	919,039	960,037	892,233	1,146,708
<b>Other Operating Expenses</b>	7,514,978	8,028,199	8,639,886	8,823,796	11,172,082	10,252,253
<b>Capital Outlay</b>	554,387	125,348	379,622	459,577	31,942	442,628
<b>Other Outgo (net)</b>	4,260,998	4,851,699	5,455,603	5,420,650	7,594,375	7,182,109
<b>Total Expenditures</b>	101,764,085	106,036,008	108,384,048	110,381,919	124,713,851	125,927,560
<b>Change in Fund Balance</b>	(4,836,560)	(3,099,146)	(466,212)	8,446,780	1,236	(3,466,624)
<b>Prior Year Adjustment</b>			3,323,561			
<b>Net Change in Fund Balance</b>	(4,836,560)	(3,099,146)	2,857,349	8,446,780	1,236	(3,466,624)
<b>Beginning Fund Balance</b>	18,484,120	13,647,560	10,548,414	13,405,764	21,852,544	21,853,780
<b>Ending Fund Balance</b>	13,647,560	10,548,414	13,405,764	21,852,544	21,853,780	18,387,156
<b>Ending Fund Balance as % of Expenditure</b>	13.41%	9.95%	12.37%	19.80%	17.52%	14.60%

### FY 2016-17 UNAUDITED ACTUAL ENDING FUND BALANCE NOTES

State Apportionment "Total Computational Revenue" of \$98,709,826 included \$7,578,779 in stability restoration. The District earned 18,129 FTES as of the Annual CCFS-320 Enrollment Report. Restoration funds were calculated based at 1,514 FTES earned. No stability adjustment and Statewide inflation adjustment (COLA) were provided this year. The State provides that each District retains 2% of the student enrollment fees received as an offset towards the administrative cost of charging and collecting enrollment fees. Nonresident students were charged at \$211 per credit unit enrolled. The Unrestricted State Lottery revenues allocated through the third quarter was \$122 per FTES and the fourth quarter was accrued at \$21 per FTES. Inter-fund transfers included \$4,229,796 to Fund 69 for OPEB Retiree Benefits Liability based on Actuarial Report issued August 2016, \$30,000 to Fund 71 for the Associated Student Government, and \$480,450 to Fund 73 for Student Body Certificate of Participation (COP) Lease Revenue Bond debt service payment.

### FY 2017-18 ADOPTED BUDGET NOTES

State Apportionment "Total Computational Revenue" of \$108,342,501 includes \$5,249,903 in stability restoration funding, based on the District reaching the Target FTES of 19,200. Effective Fall 2017, the Nonresident fee increases to \$234 per credit unit consistent with State-wide average cost as approved by the Governing Board in January 2017. The California State Lottery Commission (CSLC) is predicting sales of \$6.75 billion for fiscal year 2017-18. Based on these projections, CSLC estimates providing lottery revenues at \$146 per FTES in unrestricted revenues. Inter-fund transfers include \$3,808,898 to Fund 69 for OPEB Retiree Benefits Liability, \$30,000 to Fund 71 for the Associated Student Government, and \$491,800 to Fund 29 for debt services obligation. Fund Balance for FY 2017-18 includes the required 7% Governing Board Reserve of \$8,814,929, Other Reserves of \$2,569,799 and Designated Contingency Reserves of \$5,463,900. The Cost-of-Living Adjustment (COLA) of 1.56% equaling \$1,538,528 is passed through to the expense side of the budget as a separate line item.

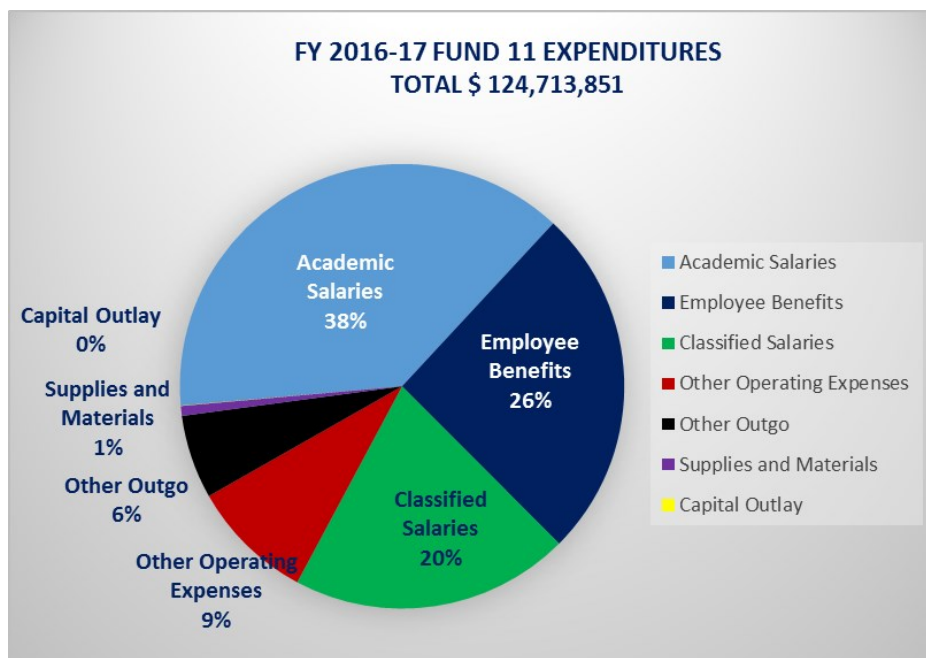
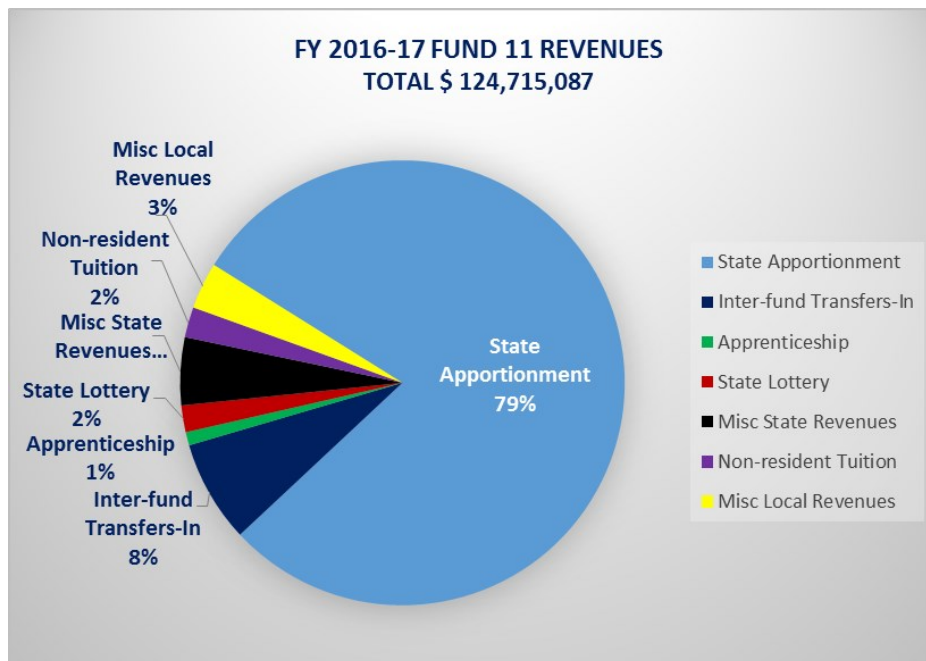


# DISTRICT'S OPERATING FUND

## FY 2016-17 FUND 11—GENERAL FUND UNRESTRICTED

### ACTUALS

The charts below show the Fund 11 General Fund Unrestricted Revenues and Expenditures for FY 2016-17. Revenues are classified by source and expenditures are categorized by major object of expenditure, i.e. Academic Salaries, Classified Salaries, Benefits, Supplies and Materials, Other Operating Expenses, Capital Outlay, and Other Outgo. The State General Fund Apportionment accounted for 79% of revenues received. About 84% of the General Fund Unrestricted budget went towards salaries and benefits.





# THE 2017-18 ADOPTED BUDGET

## SECTION IV





# FY 2017-18 ADOPTED BUDGET EXECUTIVE SUMMARY

## FY 2017-18 ADOPTED BUDGET

## DISTRICT EXECUTIVE SUMMARY

The Palomar Community College District's FY 2017-18 Adopted Budget of \$624,531,153 for all funds reflects the following major budgets:

FUND		2017-18 TENTATIVE BUDGET	2017-18 ADOPTED BUDGET	VARIANCE
<b>GENERAL FUND</b>				
11	General Fund - Unrestricted and Designated	142,695,115	144,314,716	1%
12	General Fund - Restricted	28,937,412	47,503,992	64%
10	<b>GENERAL FUND TOTAL</b>	<b>171,632,527</b>	<b>191,818,708</b>	
<b>OTHER FUNDS</b>				
22	Prop M Series A Bond Interest and Redemption Fund	16,158,164	17,098,373	6%
23	Prop M Series B Bond Interest and Redemption Fund	9,125,573	9,776,737	7%
24	Prop M Series C Bond Interest and Redemption Fund	20,543,547	21,194,873	3%
25	Prop M Series D Bond Interest and Redemption Fund	14,175,217	14,199,234	0%
29	Debt Service Fund	696,650	696,650	0%
33	Child Development Fund	1,782,561	2,074,848	16%
41	Capital Outlay Fund	17,702,578	19,544,040	10%
42	Prop M Bond Construction Fund	321,947,861	303,132,243	-6%
43	Energy Conservation Construction Fund	1,602,326	1,592,977	-1%
69	Other Post Employment Benefits (OPEB) Fund	20,196,130	22,128,504	10%
71	Associated Student Government Fund	199,312	187,086	-6%
72	Student Representation Fee Fund	365,585	359,338	-2%
73	Student Body Center Fund	372,936	372,984	0%
74	Student Financial Aid Trust Fund	19,519,818	18,427,766	-6%
75	Scholarships and Loans Trust Fund	1,875,921	1,926,792	3%
	<b>OTHER FUNDS TOTAL</b>	<b>446,264,179</b>	<b>432,712,445</b>	
<b>TOTAL FUNDS</b>		<b>617,896,706</b>	<b>624,531,153</b>	

PALOMAR COMMUNITY COLLEGE DISTRICT  
Fund 11 GENERAL FUND UNRESTRICTED BUDGET SUMMARY

2017-18 Adopted Budget		Unrestricted Subfund 11	Designated Subfund 11	Subtotal Unrestricted Fund 11	Restricted Fund 12	Total General Fund 10	Bond Series A Debt Service 22	Bond Series B Debt Service 23	Bond Series C Debt Service 24	Bond Series D Debt Service 25	Lease Rev Debt Service 29	Child Dev Fund 33	Capital Outlay Project Fund 41	Prop M Bond Fund 42	Energy Consvrtn 43	OPEB Fund 69	ASG Fund 71	Student Rep Fee 72	Student Body Ctr 73	Student Fin Aid 74	Scholarship & Loan 75	Total 2017-18 Adopted Budget
Beginning Balance																						
819999	Federal	-	-	-	158,749	158,749	-	-	-	-	-	-	-	-	-	-	-	-	-	3,786	-	162,535
869999	State	-	655,783	655,783	3,501,770	4,157,553	-	-	-	-	-	21,120	3,042,978	-	-	-	-	-	-	-	-	7,221,651
889999	Local	17,254,676	3,943,321	21,197,997	2,693,692	23,891,689	4,698,373	5,037,177	14,344,873	11,299,234	-	461,167	13,809,317	301,632,243	1,592,977	14,243,211	143,186	310,011	146,771	-	1,227,112	392,837,341
Total Beginning Balance		17,254,676	4,599,104	21,853,780	6,354,211	28,207,991	4,698,373	5,037,177	14,344,873	11,299,234	-	482,287	16,852,295	301,632,243	1,592,977	14,243,211	143,186	310,011	146,771	3,786	1,227,112	400,221,527
Revenues																						-
81's	Federal				9,282,301		-	-	-	-	-	48,000	-	-	-	-	-	-	-	16,991,920	-	17,039,920
86's	State	13,093,792	16,764,979	29,858,771	23,768,190	53,626,961	-	-	-	-	-	607,661	621,823	-	-	-	-	-	-	1,431,670	-	56,288,115
88's	Local	87,723,082	631,938	88,355,020	6,418,863	94,773,883	12,400,000	4,739,560	6,850,000	2,900,000	-	936,900	576,500	1,500,000	-	4,076,395	9,900	49,327	226,213	390	699,680	129,738,748
89's	Other Sources	2,959,145	1,288,000	4,247,145	1,680,427	5,927,572	-	-	-	-	696,650	-	1,493,422	-	-	3,808,898	34,000	-	-	-	-	11,960,542
Total Revenues		103,776,019	18,684,917	122,460,936	41,149,781	163,610,717	12,400,000	4,739,560	6,850,000	2,900,000	696,650	1,592,561	2,691,745	1,500,000	-	7,885,293	43,900	49,327	226,213	18,423,980	699,680	224,309,626
																						-
Total Revenue Budget		121,030,695	23,284,021	144,314,716	47,503,992	191,818,708	17,098,373	9,776,737	21,194,873	14,199,234	696,650	2,074,848	19,544,040	303,132,243	1,592,977	22,128,504	187,086	359,338	372,984	18,427,766	1,926,792	624,531,153
Expenses																						-
10's	Academic Salaries	36,376,750	13,969,273	50,346,023	3,219,042	53,565,065	-	-	-	-	-	871,999	-	-	-	-	-	-	-	-	-	54,437,064
20's	Classified Salaries	24,435,567	193,926	24,629,493	9,625,374	34,254,867	-	-	-	-	-	191,000	-	396,111	-	-	4,000	-	-	-	-	34,845,978
30's	Benefits	31,841,255	87,091	31,928,346	5,859,550	37,787,896	-	-	-	-	-	405,868	-	219,990	-	5,845,191	-	-	-	-	-	44,258,945
40's	Supplies	688,895	457,813	1,146,708	1,929,361	3,076,069	-	-	-	-	-	62,704	5,757	-	-	-	112,012	5,000	5,000	3,286	-	3,269,828
50's	Other Operating	7,226,230	3,026,023	10,252,253	8,970,414	19,222,667	6,000	4,500	3,000	3,000	-	23,460	1,509,204	-	200,000	-	71,074	59,000	12,000	390	-	21,114,295
60's	Capital Outlay	356,633	85,995	442,628	4,227,597	4,670,225	-	-	-	-	-	2,040	1,605,426	302,516,142	-	-	-	-	26,000	-	-	308,819,833
	Expenses 1000's-6000's	100,925,330	17,820,121	118,745,451	33,831,338	152,576,789	6,000	4,500	3,000	3,000	-	1,557,071	3,120,387	303,132,243	200,000	5,845,191	187,086	64,000	43,000	3,676	-	466,745,943
70's	Transfers and Outgo	7,182,109		7,182,109	1,738,534	8,920,643	13,485,900	4,929,612	16,753,275	4,743,454	696,650	-	4,452,567	-	-	-	-	-	204,850	18,424,090	1,926,792	74,537,833
Total Expenditures		108,107,439	17,820,121	125,927,560	35,569,872	161,497,432	13,491,900	4,934,112	16,756,275	4,746,454	696,650	1,557,071	7,572,954	303,132,243	200,000	5,845,191	187,086	64,000	247,850	18,427,766	1,926,792	541,283,776
																						-
Total Reserves/Fund Balance		12,923,256	5,463,900	18,387,156	11,934,120	30,321,276	3,606,473	4,842,625	4,438,598	9,452,780	-	517,777	11,971,086	-	1,392,977	16,283,313	-	295,338	125,134	-	-	83,247,377
																						-
Total Expenditure Budget		121,030,695	23,284,021	144,314,716	47,503,992	191,818,708	17,098,373	9,776,737	21,194,873	14,199,234	696,650	2,074,848	19,544,040	303,132,243	1,592,977	22,128,504	187,086	359,338	372,984	18,427,766	1,926,792	624,531,153



## FY 2017-18 GENERAL FUND BUDGET OVERVIEW

The 2017-18 General Fund Adopted Budget is \$191,818,708, divided between Fund 11 (Unrestricted and Designated) and Fund 12 Restricted. The Unrestricted General Fund budget supports the principal operations of the District. For 2017-18 fiscal year, the Unrestricted General Fund budget of \$144,314,716 represents 23% of the Total Adopted Budget for all funds. The other funds are for restricted purposes as prescribed by law, or directed by District policy. The Budget Assumptions below will only focus on the Unrestricted General Fund, the operating fund of the District. Separate projections are made for other District funds.

### GENERAL FUND UNRESTRICTED REVENUE ASSUMPTIONS

- Revenues are budgeted at the amount certified with the Advance Apportionment from the Chancellor's Office amended to Target FTES of 19,200. Revenues are developed from the Total Computational Revenue (Base Revenue), which are last year's final revenues. To this Base Revenue are added the Cost-of Living Adjustment (COLA), any estimated stability restoration funding, and any increase in base funding. The District's Base Revenue includes \$91M for the 18,111 FTES earned at P2 Second Principal Apportionment, \$5.5M estimated restoration funding that would be available if Target FTES of 19,200 is achieved, \$1.5M for Cost-of-Living Adjustment (COLA) of 1.56%, and \$2.9M of Base funding increase provided by the State. COLA is also funded for categorical programs at 1.56%. The principal funding sources of the Total Computational Revenue include:

Property Taxes	75,312,142
Enrollment Fees	9,030,940
Education Protection Account	13,870,773
State General Apportionment	10,128,646
<b>Total Computational Revenue</b>	<b>108,342,501</b>

- In compliance with Education Code Section 76140, the District Governing Board approved the Nonresident Tuition Fee for the fiscal year in January 2017. Effective Fall 2017, the Nonresident Tuition fee increases to \$234 per credit unit consistent with the State-wide average expense of education of \$234 per semester unit for a 30-unit semester term academic year. District estimates Non-resident tuition fee revenues of \$2.9M.
- The California State Lottery Commission (CSLC) is predicting sales of \$6.75 billion for fiscal year 2017-18. Based on these projections, CSLC estimates providing lottery revenues at \$146 per FTES in unrestricted revenues. District estimates \$2.6M of State Lottery proceeds.
- \$1.2M for the Apprenticeship program
- \$50K for the Equal Employment Opportunity Multiple Method Allocation program
- \$537K for State Mandated Cost at \$28 per FTES
- \$300K for interest from the County Treasury. The interest budget has been increased over last year to reflect a slight increase.

# FY 2017-18 GENERAL FUND BUDGET OVERVIEW

## FTES AND APPORTIONMENT HISTORICAL DATA

Fiscal Year	Base Revenue	Deficit	Available Revenue	Funded FTES	Actual FTES
2012-13	\$89,920,152	\$15,298	\$89,904,854	18,531	18,531
2013-14	\$92,593,490	\$420,160	\$92,173,330	18,802	18,802
2014-15	\$97,394,671	\$0	\$97,394,671	19,630	19,630
2015-16 <i>Stability</i>	*\$104,908,465	\$0	\$104,908,465	19,630	16,603
2016-17 <i>Restoration Yr1</i>	**\$98,709,826	\$0	\$98,709,826	18,111	18,111
2017-18 <i>Restoration Yr2</i>	***\$108,342,501	\$1,631,675	***\$106,710,826	19,200	TBD

\*Based on Recalculation by the California Chancellor's Office (Stabilization - includes \$14 mil stability funding), June 2017 Revision

\*\*Based on P-2 CCFS 320 by the California Chancellor's Office (Restoration - includes \$8 mil for 1,508 restored FTES)

\*\*\*Based on the 2017 Enacted Budget, Advance Principal Apportionment (Amended to 19,200 FTES)

## 2017-18 ADOPTED BUDGET VS. 2017-18 TENTATIVE BUDGET REVENUES

Following is a comparison of revenue by source in the Unrestricted General Fund, including Designated Project accounts for the 2017-18 Adopted Budget as compared to the 2017-18 Tentative Budget:

Revenue	2017-18 Tentative Budget	2017-18 Adopted Budget
Apportionment	107,280,483	108,342,501
State Mandated Costs	537,600	537,600
Apprenticeship	1,201,652	1,240,810
Non-resident Tuition	2,900,000	2,950,000
Lottery	2,608,341	2,644,206
Contract Services	525,000	525,000
Inter-fund Transfer In	3,622,145	2,959,145
Other	2,668,571	3,261,674
Current Year Revenue	121,343,792	122,460,936
Beginning Balance	21,351,323	21,853,780
Total Revenue + Beginning Balance	142,695,115	144,314,716

# FY 2017-18 GENERAL FUND BUDGET OVERVIEW

## GENERAL FUND UNRESTRICTED EXPENDITURE ASSUMPTIONS

In accordance with the Resource Allocation Model (RAM), budget development for 2017-18 continues to be tied to the Master and Strategic Planning process. The Baseline Budget incorporated the following:

Unrestricted general funds are allocated to pay for costs related to fulfilling District mission. The expenditure budget reflects the current salary schedule, current staffing, planned vacancies and leaves, expected adjustment to fixed and discretionary costs, and enrollment at the base level.

There are two categories of expenditures that are paid from the unrestricted general fund:

**NONDISCRETIONARY BUDGETS:** These are the District's most basic required costs. The District's core function is that of student learning and, indeed, most of the District's expenses are related to instruction. The largest amount of the unrestricted general fund budget is for salary and benefits of the District's permanent employees as governed by collective bargaining agreements.

- **Salary, statutory and fringe benefits** for all current active faculty and staff, include funding for class scheduling, salary schedule movements and longevity obligations, classification/compensation study adjustments, increases in PERS and STRS rates, increases in SISC PPO and Kaiser Health Plan rates, and annual contribution to OPEB (other post-employment benefits). Stipends and negotiated items were also included.
- **Strategic Plan Priority Funding:** \$200,000 to support the goals and objectives of the District Master and Strategic Plans.
- **Other Reserves:** Vacant positions are no longer budgeted for an entire year. Only currently filled positions and open recruitments are included in the budget. When a position becomes vacant the remaining budgeted salary for that position is transferred to a reserve that is utilized to fill positions according to a prioritization list.
- **Governing Board Required Reserve of 7%:** Reserves are intended to protect the District against economic uncertainties such as revenue shortfalls at both the District and State level and to provide a source of cash flow which can help the District meet obligations during the periods before property taxes and lottery revenues are received. To place the reserves into context, the District spends on average over \$8 million per month in payroll and operational costs. A Reserve of \$8 million could cover the District's expenses for just four weeks. The Statewide reserve average is 17.4% or \$14.9M per the latest Chancellor's Office fiscal data abstract.
- **Institutional Costs** were identified and budgeted, primarily consisting of utility costs (gas, electric, etc.), debt service, maintenance agreements, insurance (liability, property, and students), retiree benefits, legal and auditing fees, credit card fees and bank costs, District-wide memberships and licenses and inter-/intra-fund transfers.

## FY 2017-18 GENERAL FUND BUDGET OVERVIEW

### TRANSFERS FOR 2017-18 ARE TO THE FOLLOWING:

INTRA-FUND TRANSFERS-OUT	INTER-FUND TRANSFERS-OUT
\$ 5,000 for Articulation	\$ 491,800 Debt Service for Escondido Center
\$1,341,265 for Police/Parking Department	\$ 30,000 for Associated Students Government
\$ 213,546 for Wellness Center	\$3,808,898 for Retiree Health Benefits (OPEB)
\$ 28,000 for Co-curricular Activities	
\$ 200,000 Reserve for Strategic Plan Priorities	
\$ 500,000 Reserve for South Ed Center	
\$ 500,000 Reserve for North Ed Center	
\$ 50,000 for Nelnet Payment Plan	
\$ 10,000 for Workers Comp Administration	
\$ 3,600 for Work Study Benefits	

**DISCRETIONARY BUDGETS:** These budget items have been maintained as a continuation budget and adjusted downward due to uncertain revenue sources. The budget maintains a similar level of supplies and materials, other operating, and capital outlay expenses, and there is flexibility in the amounts budgeted in each of these categories.

- Expenses were built from the scheduled class offerings to achieve the total FTES as projected.
- Discretionary expenses have been maintained at 2016-17 Adopted Budget level.
- Apprenticeship Program expenses were built based on State funding projections.

### 2017-18 ADOPTED BUDGET VS. 2017-18 TENTATIVE BUDGET EXPENDITURES

Following is a comparison of revenue by source in the Unrestricted General Fund, including Designated Project accounts for the 2017-18 Adopted Budget as compared to the 2017-18 Tentative Budget:

Expenditure	2017-18 Tentative Budget	2017-18 Adopted Budget
1000 Academic Salaries	49,981,944	50,346,023
2000 Classified Salaries	24,325,237	24,629,493
3000 Benefits	31,710,129	31,928,346
4000 Supplies and Materials	1,006,722	1,146,708
5000 Other Operating Expenses	9,807,315	10,252,253
6000 Capital Outlay	421,855	442,628
7000 Transfers and Outgo	7,182,109	7,182,109
Current Year Expenditures	124,435,311	125,927,560
General and Contingency Reserves	18,259,804	18,387,156
Total Unrestricted Fund Expenditures	142,695,115	144,314,716

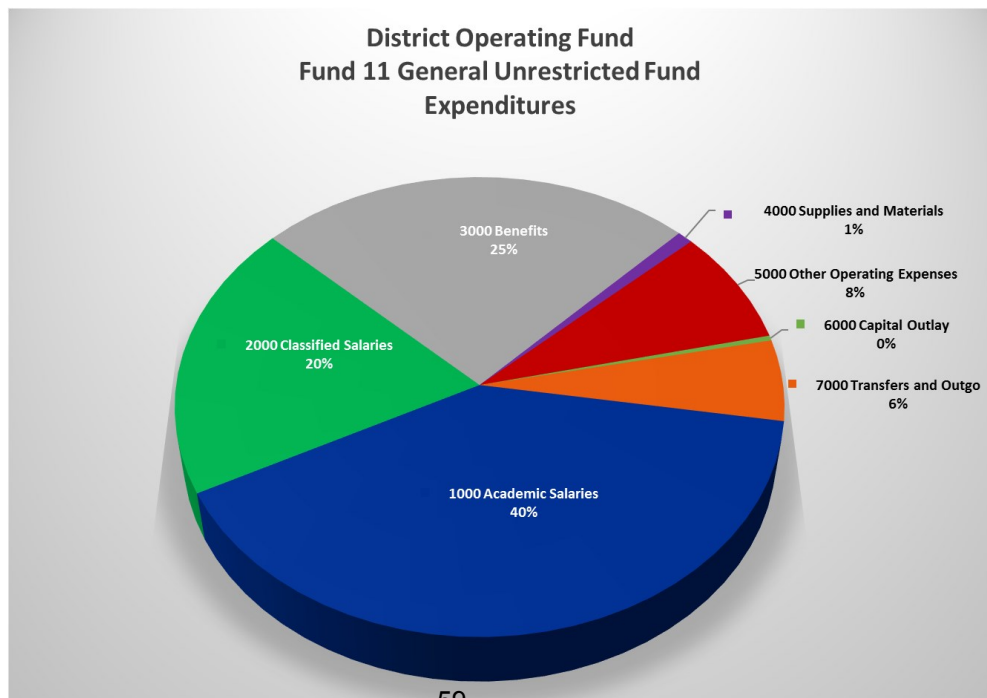
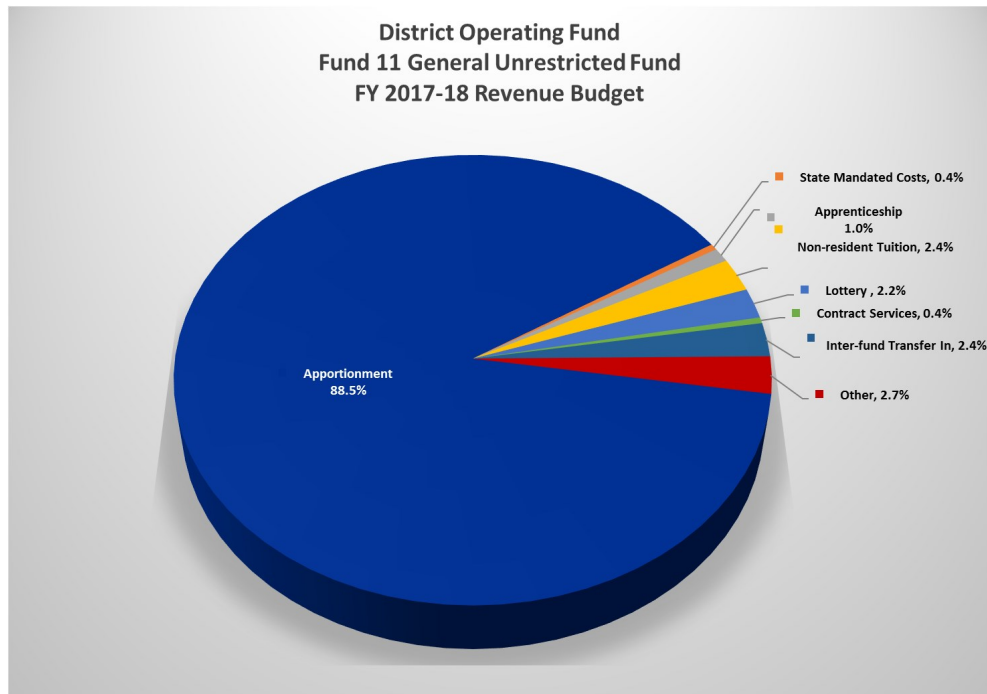


# DISTRICT'S OPERATING FUND

## FY 2017-18 FUND 11—GENERAL FUND UNRESTRICTED

### ADOPTED BUDGET

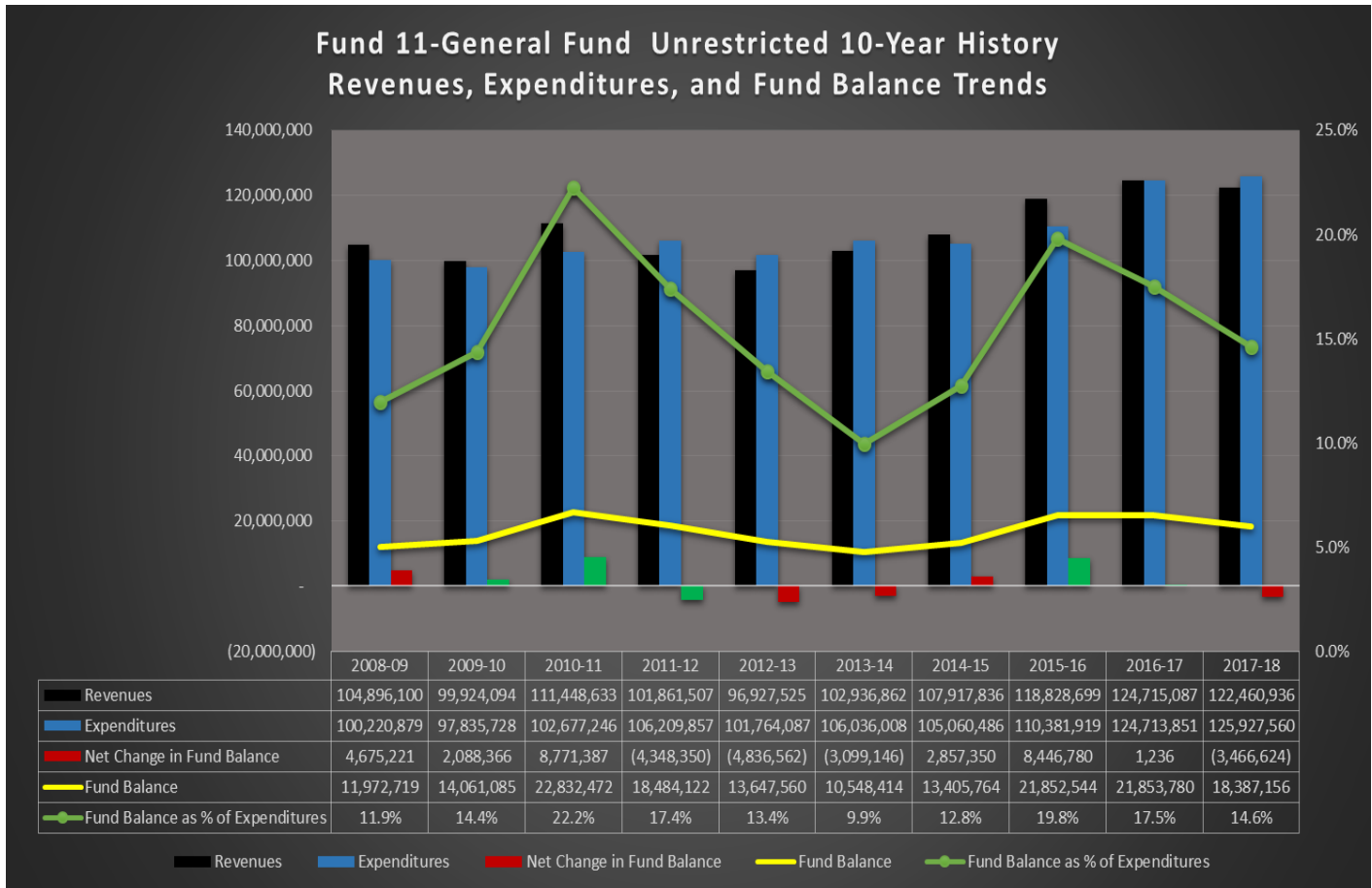
The charts below show the Fund 11 General Fund Unrestricted Revenues and Expenditures for FY 2017-18. Revenues are classified by source and expenditures are categorized by major object of expenditure, i.e. Academic Salaries, Classified Salaries, Benefits, Supplies and Materials, Other Operating Expenses, Capital Outlay, and Other Outgo. The State General Fund Apportionment accounted for 88% of revenues received. About 85% of the General Fund Unrestricted budget went towards salaries and benefits.



# DISTRICT'S OPERATING FUND

## FUND 11—GENERAL UNRESTRICTED FUND

### REVENUES, EXPENDITURES, AND FUND BALANCE TRENDS



## FY 2017-18 FUND 11 GENERAL FUND UNRESTRICTED FUND BALANCE/RESERVE

<b>PROJECTED FUND BALANCE AS OF JULY 1, 2017</b>	<b>21,853,780</b>
2017-18 REVENUE BUDGET	122,460,936
2017-18 EXPENDITURE BUDGET	125,927,560
<b>NET OPERATING RESULTS FOR 2017-18 BUDGET</b>	<b>(3,466,624)</b>
<b>PROJECTED ENDING FUND BALANCE AS OF JUNE 30, 2018</b>	<b>18,387,156</b>



# BUDGET TABLES

## SECTION V





# **FUND 10 GENERAL FUND**

## **(UNRESTRICTED AND RESTRICTED)**





# FY 2017-18 GENERAL FUND ADOPTED BUDGET

2017-18 Adopted Budget Fund 10 General Fund		Unrestricted Subfund 11	Designated Subfund 11	Subtotal Unrestricted Fund 11	Restricted Fund 12	Total General Fund 10
<b>Beginning Balance</b>						
819999	Federal	-	-	-	158,749	158,749
869999	State	-	655,783	655,783	3,501,770	4,157,553
889999	Local	17,254,676	3,943,321	21,197,997	2,693,692	23,891,689
<b>Total Beginning Balance</b>		17,254,676	4,599,104	<b>21,853,780</b>	6,354,211	28,207,991
<b>Revenues</b>						
81's	Federal				9,282,301	9,282,301
86's	State	13,093,792	16,764,979	29,858,771	23,768,190	53,626,961
88's	Local	87,723,082	631,938	88,355,020	6,418,863	94,773,883
89's	Other Sources	2,959,145	1,288,000	4,247,145	1,680,427	5,927,572
<b>Total Revenues</b>		103,776,019	18,684,917	122,460,936	41,149,781	163,610,717
<b>Total Revenue Budget</b>		<b>121,030,695</b>	<b>23,284,021</b>	<b>144,314,716</b>	<b>47,503,992</b>	<b>191,818,708</b>
<b>Expenses</b>						-
10's	Academic Salaries	36,376,750	13,969,273	50,346,023	3,219,042	53,565,065
20's	Classified Salaries	24,435,567	193,926	24,629,493	9,625,374	34,254,867
30's	Benefits	31,841,255	87,091	31,928,346	5,859,550	37,787,896
40's	Supplies	688,895	457,813	1,146,708	1,929,361	3,076,069
50's	Other Operating	7,226,230	3,026,023	10,252,253	8,970,414	19,222,667
60's	Capital Outlay	356,633	85,995	442,628	4,227,597	4,670,225
Expenses 1000's-6000's		100,925,330	17,820,121	118,745,451	33,831,338	152,576,789
70's	Transfers and Outgo	7,182,109		7,182,109	1,738,534	8,920,643
<b>Total Expenditures</b>		108,107,439	17,820,121	125,927,560	35,569,872	161,497,432
<b>Total Reserves/Fund Balance</b>		12,923,256	5,463,900	18,387,156	11,934,120	30,321,276
<b>Total Expenditure Budget</b>		<b>121,030,695</b>	<b>23,284,021</b>	<b>144,314,716</b>	<b>47,503,992</b>	<b>191,818,708</b>

	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
		2017 and 2018		
	<b>FUND 10</b>			
	<b>COMBINED FUNDS 11 AND 12</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
111000	INSTRUCTIONAL SAL, CONTRACT	-	22,159,609.68	-
111010	INSTRUCTIONAL SALARY, CONTRACT	36,053,037.41	-	22,799,031.00
<b>11's</b>	<b>Instr Salaries - Contract</b>	<b>36,053,037.41</b>	<b>22,159,609.68</b>	<b>22,799,031.00</b>
121000	ED ADMINISTRATOR, CONTRACT	-	595,961.85	-
121010	ED ADMINISTRATOR, CONTRACT	595,969.00	-	732,824.00
121100	SUPRT/PRESIDENT, CONTRACT	-	239,279.89	-
121110	SUPRT/PRESIDENT, CONTRACT	239,280.00	-	252,112.00
121300	PRESIDENT'S AUTO ALLOWANCE	-	9,978.81	-
121310	PRESIDENT'S AUTO ALLOWANCE	9,979.00	-	18,572.00
122100	COUNSELORS, CONTRACT	-	2,804,754.21	-
122110	COUNSELORS, CONTRACT	3,129,339.26	-	3,230,944.00
123100	DEAN, ACADEMIC CONTRACT	-	895,446.59	-
123110	DEAN, ACADEMIC CONTRACT	895,450.00	-	924,111.00
123200	DEPARTMENT CHAIR,CONTRACT	-	1,862,999.29	-
123210	DEPARTMENT CHAIR, CONTRACT	1,863,366.00	-	1,899,512.00
123400	DIRECTR/COORDINAT,ACA CONT	-	779,183.75	-
123410	DIRECTOR/COORDINATOR, ACA CONT	820,181.65	-	801,281.00
123500	PALOMAR FACULTY FEDERATION	-	143,952.11	-
123510	PALOMAR FACULTY FEDERATION	143,954.00	-	144,703.00
123600	DIRECTOR/COORDINATOR, AA CONT	-	1,319,372.19	-
123610	DIRECTOR/COORDINATOR, AA CONT	1,399,640.75	-	1,755,131.00
123700	DIRECTOR/COORDINATOR, CAST	-	1,533.16	-
123710	DIRECTOR/COORDINATOR, CAST	1,534.00	-	-
125000	LIBRARIANS, CONTRACT	-	570,254.74	-
125010	LIBRARIANS, CONTRACT	578,751.00	-	583,129.00
<b>12's</b>	<b>Non-Instr Salaries - Contract</b>	<b>9,677,444.66</b>	<b>9,222,716.59</b>	<b>10,342,319.00</b>
130010	INSTR SALARIES - OTHER	2,770,686.78	-	18,189,549.00
131100	ASSIGN TIME HRLY REPLACEMT	-	897,520.71	-
133100	INSTRUCTIONL ACADEMIC,HRLY	-	10,823,284.60	-
133200	INST ACA HOURLY SUBSTITUTE	-	171,025.68	-
133300	INSTR ACADEMIC, HRLY SUMMR	-	1,582,792.44	-
135300	OVERLOAD,CONTRACT INSTRUC	-	2,080,136.35	-
135600	OVERLOAD,SUBSTITUTE HRLY	-	88,546.28	-
135700	OVERLOAD,SUMMER ACA HRLY	-	845,230.47	-
136100	REPLACE ACA INSTR CONTRACT	-	14,941.01	-
136200	REPLACE SABBATICL,ACAHRLY	-	223,207.51	-
136400	LOADBANK REPL, ADJUNCT	-	102,971.47	-
137400	SERVICE PROVIDER ED SERVIC	-	1,365.20	-
138100	STIPEND, CONTRACT INSTRUCT	-	20,631.42	-
138200	STIPEND, HOURLY ACADEMIC	-	241,321.07	-
<b>13's</b>	<b>Instr Salaries - Other</b>	<b>2,770,686.78</b>	<b>17,092,974.21</b>	<b>18,189,549.00</b>
140010	NON-INSTR SALARIES - OTHER	3,390,590.20	-	2,234,166.00
141100	COUNSELOR, HOURLY	-	544,963.72	-
142100	EDUCATIONL ADMNISTRTR HRLY	-	1,242.98	-
143100	LIBRARIANS, HOURLY	-	315,272.40	-
144100	NON-INSTRUCT ACADEMIC,HRLY	-	1,565,751.22	-
145100	OVERLOAD,SUMMER NON-INST	-	175,831.01	-
146100	REPL SABBATICL,HRLYNONINST	-	621.99	-
146600	REPLC COUNSLR SUMMR HRLY	-	222,449.13	-
147100	SERVIC PROVIDR NONINST ACA	-	2,469.90	-
148000	NONINSTR ACA HOURLY, OTHER	-	72,440.77	-
<b>14's</b>	<b>Non-Instr Salaries - Other</b>	<b>3,390,590.20</b>	<b>2,901,043.12</b>	<b>2,234,166.00</b>
	<b>Academic Salaries Subtotal</b>	<b>51,891,759.05</b>	<b>51,376,343.60</b>	<b>53,565,065.00</b>
211000	EXCUTIVE ADMIN SUPPORT, CAST	-	500,004.99	-
211010	EXCUTIVE ADMIN SUPPORT, CAST	500,007.02	-	549,244.00
212100	SUPERVISOR, CAST	-	2,248,984.93	-
212110	SUPERVISOR, CAST	2,338,413.55	-	2,206,527.00

	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
		2017 and 2018		
	<b>FUND 10</b>			
	<b>COMBINED FUNDS 11 AND 12</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
			<b>Year to Date</b>	
<b>Account</b>	<b>Description</b>			
212200	CLASSIFIED REGULAR SALARY	-	21,259,038.08	-
212210	CLASSIFIED REGULAR SALARY	21,453,368.15	-	21,844,189.00
212300	CLASSIFIED HEALTH PROFESSL	-	205,794.30	-
212310	CLASSIFIED HEALTH PROFESSIONAL	388,819.00	-	406,507.00
212400	GOVERNING BOARD	-	32,907.27	-
212410	GOVERNING BOARD	32,908.00	-	32,640.00
212600	NON-INSTRUCTNL ADMINISTRATORS	-	3,667,435.44	-
212610	NON-INSTRUCTNL ADMINISTRATORS	3,824,504.65	-	3,977,287.00
219900	CONTRACT NEGOTIATIONS NON-INST	-	(42,670.00)	-
	<b>21's Non-Instr Salaries - Reg</b>	<b>28,538,020.37</b>	<b>27,871,495.01</b>	<b>29,016,394.00</b>
221000	INST AIDE CONTRACT,DIRECT INST	-	985,915.84	-
221010	INST AIDE CONTRACT,DIRECT INST	985,923.00	-	1,055,054.00
222000	INST AIDE CONTRACT, NOT DIRECT	-	562,607.52	-
222010	INST AIDE CONTRACT, NOT DIRECT	562,612.91	-	577,471.00
	<b>22's Instr Aides - Reg</b>	<b>1,548,535.91</b>	<b>1,548,523.36</b>	<b>1,632,525.00</b>
230010	NON ACADEMIC SALARIES - OTHER	6,183,546.77	-	3,112,225.00
231100	HOURLY CLASSIFIED, TEMP	-	3,964,750.66	-
231300	HOURLY TUTORS	-	506,167.84	-
231400	HRLY ADMINISTRATOR NON INST	-	70,029.12	-
231500	HRLY HEALTH PROFESSIONAL	-	163,251.50	-
231600	HRLY SUPERVISOR, TEMP	-	3,425.00	-
232100	OVERTIME CLASSIFID SALARIED	-	164,251.11	-
232200	OVERTIME SUPERVISR SALRIED	-	22,382.34	-
234100	SERVICE PROVIDER CLASSIFIED	-	3,248.53	-
235100	STUDENT EMPLOYEE	-	215,802.81	-
235200	STUDENT TUTORS	-	41,998.53	-
235400	STUDENT WORK STUDY	-	275,961.64	-
236000	SERVICE PROVIDER TEMPORARY	-	2,376.00	-
	<b>23's Non-Academic Salaries - Other</b>	<b>6,183,546.77</b>	<b>5,433,645.08</b>	<b>3,112,225.00</b>
240010	INSTR AIDES - OTHER	595,995.00	-	493,723.00
241100	HRLY INSTR AIDE,DIRECT INSTR	-	453,727.30	-
242100	HRLY INSTAIDE,NOT DIRECTINST	-	99,615.30	-
245100	STUDENT INSTR AIDE, DIRECT	-	22,284.00	-
	<b>24's Instr Aides - Other</b>	<b>595,995.00</b>	<b>575,626.60</b>	<b>493,723.00</b>
	<b>Non Acad Salaries Subtotal</b>	<b>36,866,098.05</b>	<b>35,429,290.05</b>	<b>34,254,867.00</b>
310010	STRS	5,474,950.37	-	6,338,236.00
311101	STRS ACADEMIC INSTRUCTORS	-	4,140,220.13	-
311201	STRS EDUCATIONAL ADMIN/SUP	-	257,791.39	-
311301	STRS OTHERACA NONINSTRUCT	-	1,049,905.68	-
312102	STRS CLASSIFIED	-	9,266.50	-
312202	STRS NON-INSTR ADMIN/SUPR	-	44,406.78	-
314101	STRS, ON-BEHALF, INSTR	-	2,905,841.00	-
314102	STRS, ON-BEHALF, NONINSTR	-	954,894.00	-
	<b>31's STRS</b>	<b>5,474,950.37</b>	<b>9,362,325.48</b>	<b>6,338,236.00</b>
320010	PERS	4,157,329.07	-	4,930,451.00
321101	PERS ACADEMIC INSTRUCTORS	-	75,702.22	-
321201	PERS EDUCATIONAL ADMIN/SUP	-	121,962.83	-
321301	PERS OTHERACA NONINSTRUCT	-	43,317.54	-
322102	PERS CLASSIFIED	-	2,894,076.40	-
322202	PERS NON-INSTR ADMIN/SUPR	-	797,992.41	-
322302	PERS INSTR AIDE DIRECT INSTR	-	120,228.25	-
322402	PERS INST AIDE NOTDIRECT INS	-	75,435.63	-
	<b>32's PERS</b>	<b>4,157,329.07</b>	<b>4,128,715.28</b>	<b>4,930,451.00</b>
330010	FICA & MEDICARE (OASDI)	3,245,511.40	-	3,282,430.00
331101	FICA ACADEMIC INSTRUCTORS	-	59,580.71	-
331201	FICA EDUCATIONAL ADMIN/SUP	-	47,825.26	-
331301	FICA OTHERACA NONINSTRUCT	-	20,916.95	-



		<b>Palomar College</b>		
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		<b>COMBINED FUNDS 11 AND 12</b>		Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
			<b>Year to Date</b>	
<b>Account</b>	<b>Description</b>			
332102	FICA CLASSIFIED	-	1,404,901.19	-
332202	FICA NON-INSTR ADMIN/SUPR	-	368,170.01	-
332302	FICA INSTR AIDE DIRECT INSTR	-	67,750.45	-
332402	FICA INSTR AIDE NOTDIRECT INS	-	34,933.48	-
335101	MEDCA ACADEM INSTRUCTORS	-	558,573.17	-
335201	MEDCA EDUCATNL ADMIN/SUPV	-	44,466.40	-
335301	MEDCA OTH ACA NONINSTRUCT	-	128,694.69	-
336102	MEDCA CLASSIFIED	-	379,989.10	-
336202	MEDCA NON-INSTR ADMIN/SUP	-	94,584.73	-
336302	MEDCA INST AIDE DIRECT INSTR	-	20,903.46	-
336402	MEDCA INST AIDE NOTDIRCT INS	-	9,717.54	-
	<b>33's FICA &amp; Medicare (OASDI)</b>	<b>3,245,511.40</b>	<b>3,241,007.14</b>	<b>3,282,430.00</b>
340010	HEALTH & WELFARE	15,330.00	-	16,080.00
340101	MEDIC ACADEMIC INSTRUCTORS	-	3,982,815.32	-
340110	MEDIC ACA	5,234,984.75	-	6,135,338.00
340120	MEDIC ACADEMIC ADJUNCT	-	239,742.75	-
340125	MEDIC NON-ACADEMIC ADJUNCT	-	17,901.17	-
340151	MEDIC EDUCATIONL ADMIN/SUP	-	387,491.90	-
340201	MEDIC OTHER ACA NONINSTRUC	-	1,199,443.10	-
340210	MEDIC CLS	5,397,729.97	-	6,565,354.00
340252	MEDIC CLASSIFIED	-	5,034,444.33	-
340302	MEDIC NON-INSTR ADMIN/SUPR	-	1,248,840.96	-
340310	MEDIC AA/CAST	1,824,747.69	-	1,983,238.00
340352	MEDIC INSTR AIDE DIRECT INST	-	192,774.46	-
340402	MEDIC INSTAIDE NOTDIRECTINST	-	133,907.92	-
341101	DENT ACADEMIC INSTRUCTORS	-	197,465.82	-
341110	DENT ACA	279,002.49	-	303,388.00
341151	DENT EDUCATIONAL ADMIN/SUP	-	17,507.92	-
341201	DENT OTHER ACA NONINSTRUC	-	52,453.23	-
341210	DENT CLS	337,987.99	-	372,115.00
341252	DENT CLASSIFIED	-	273,221.76	-
341302	DENT NON-INSTR ADMIN/SUPR	-	62,430.72	-
341310	DENT AA/CAST	94,608.46	-	103,153.00
341352	DENT INSTR AIDE DIRECT INSTR	-	11,849.04	-
341402	DENT INSTAIDE NOT DIRECTINST	-	7,857.46	-
342101	VISION ACADEMIC INSTRUCTOR	-	53,445.03	-
342110	VISION ACA	72,839.20	-	76,568.00
342151	VISION EDUCATIONL ADMIN/SUP	-	4,654.66	-
342201	VISION OTHR ACA NONINSTRUC	-	14,341.34	-
342210	VISION CLS	88,726.12	-	96,395.00
342252	VISION CLASSIFIED	-	75,790.33	-
342302	VISION NON-INSTR ADMIN/SUP	-	17,324.12	-
342310	VISION AA/CAST	24,890.20	-	26,473.00
342352	VISION INSTR AIDE DIRECT INST	-	3,403.42	-
342402	VISION INSTAIDE NOT DIRECTINS	-	2,163.36	-
343101	LIFE ACADEMIC INSTRUCTORS	-	16,345.64	-
343110	LIFE ACA	22,548.40	-	22,634.00
343151	LIFE EDUCATIONAL ADMIN/SUPR	-	1,868.69	-
343201	LIFE OTHER ACA NONINSTRUCT	-	4,358.07	-
343210	LIFE CLS	27,306.04	-	28,218.00
343252	LIFE CLASSIFIED	-	23,163.74	-
343302	LIFE NON-INSTR ADMIN/SUPR	-	5,369.84	-
343310	LIFE AA/CAST	8,208.62	-	7,912.00
343352	LIFE INSTR AIDE DIRECT INSTR	-	1,030.69	-
343402	LIFE INST AIDE NOT DIRECT INS	-	660.20	-
344101	LTD ACADEMIC INSTRUCTORS	-	59,338.63	-
344110	LTD ACA	81,283.43	-	81,897.00
344151	LTD EDUCATIONAL ADMIN/SUPR	-	6,553.22	-

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<b>Account</b>	<b>Description</b>			
344201	LTD OTHER ACA NONINSTRUCT	-	16,260.09	-
344210	LTD CLS	61,539.27	-	65,742.00
344252	LTD CLASSIFIED	-	51,974.12	-
344302	LTD NON-INSTR ADMIN/SUPR	-	16,054.46	-
344310	LTD AA/CAST	27,235.78	-	28,466.00
344352	LTD INSTR AIDE DIRECT INSTR	-	2,200.14	-
344402	LTD INST AIDE NOT DIRECT INST	-	1,349.34	-
345000	EMPLOYER-PAID COBRA	-	13,787.34	-
345101	LTC ACADEMIC INSTRUCTORS	-	8,830.17	-
345110	LTC ACA	11,937.93	-	12,121.00
345151	LTC EDUCATIONAL ADMIN/SUPR	-	814.16	-
345201	LTC OTHER ACA NONINSTRUCT	-	2,346.81	-
345210	LTC CLS	16,118.88	-	15,005.00
345252	LTC CLASSIFIED	-	12,426.59	-
345302	LTC NON-INSTR ADMIN/SUPR	-	2,918.65	-
345310	LTC AA/CAST	4,410.09	-	4,204.00
345352	LTC INSTR AIDE DIRECT INSTR	-	556.93	-
345402	LTC INST AIDE NOT DIRECT INST	-	353.98	-
348010	FUTURE RETIREE HEALTH ACA	-	1,472,680.46	-
348020	FUTURE RETIREE HEALTH CLS	-	1,672,538.45	-
348030	FUTURE RETIREE HEALTH AA/CAST	-	450,377.65	-
348110	FUTURE RETIREE HEALTH ACA	1,577,887.74	-	1,748,628.00
348210	FUTURE RETIREE HEALTH CLS	1,819,202.99	-	2,040,558.00
348310	FUTURE RETIREE HEALTH AA/CAST	493,292.02	-	567,921.00
<b>34's</b>	<b>Health &amp; Welfare</b>	<b>17,521,818.06</b>	<b>17,075,428.18</b>	<b>20,301,408.00</b>
350010	STATE UNEMP INSURANCE	160,514.26	-	75,719.00
351101	UNEMP ACADEMIC INSTRUCTOR	-	47,369.53	-
351201	UNEMP EDUCATIONL ADMN/SUP	-	4,099.16	-
351301	UNEMP OTH ACA NONINSTRUCT	-	9,817.55	-
352102	UNEMPLOYMENT CLASSIFIED	-	29,829.12	-
352202	UNEMP NON-INSTR ADMN/SUP	-	7,840.38	-
352302	UNEMP INSTR AIDE DIRECT INST	-	1,647.74	-
352402	UNEMP INST AIDE NOTDIRECT INS	-	744.34	-
353102	UNEMP STUDENT	-	12.27	-
<b>35's</b>	<b>State Unempl Insurance</b>	<b>160,514.26</b>	<b>101,360.09</b>	<b>75,719.00</b>
360010	WORKER'S COMP	1,575,806.25	-	1,386,477.00
361101	WC ACADEMIC INSTRUCTORS	-	675,289.58	-
361201	WC EDUCATIONAL ADMIN/SUPR	-	51,193.25	-
361301	WC OTHER ACA NON INSTRUCT	-	152,735.82	-
362102	WC CLASSIFIED	-	439,283.40	-
362202	WC NON-INSTR ADMIN/SUPERV	-	109,057.50	-
362302	WC INSTR AIDE DIRECT INSTR	-	24,281.95	-
362402	WC INSTR AIDE NOTDIRECT INST	-	11,266.35	-
363102	WC STUDENT	-	8,950.33	-
<b>36's</b>	<b>Workers' Comp</b>	<b>1,575,806.25</b>	<b>1,472,058.18</b>	<b>1,386,477.00</b>
370010	APPLE	195,178.69	-	201,048.00
371101	APPLE ACADEMIC INSTRUCTOR	-	76,591.31	-
371301	APPLE OTH ACA NONINSTRUCT	-	5,979.36	-
372102	APPLE CLASSIFIED	-	82,131.64	-
372302	APPLE INST AIDE DIRECT INSTR	-	7,405.26	-
372402	APPLE INS AIDE NOTDIRECT INS	-	2,616.11	-
<b>37's</b>	<b>APPLE</b>	<b>195,178.69</b>	<b>174,723.68</b>	<b>201,048.00</b>
390010	OTHER BENEFITS	1,272,922.00	-	1,272,127.00
391101	GOLDEN HANDSHAKE ACADMIC	-	461,582.18	-
391201	GOLDEN HANDSHAKE ED ADMIN	-	226,100.15	-
392102	RETIR INCENT CLASS ADMIN SUP	-	122,890.95	-
392202	RETIREMNT INCENT CLASSIFIED	-	458,552.73	-
394101	ACA BENEFITS TO SPREAD	-	(16,341.88)	-

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398000	TB TESTS FOR EMPLOYEES	-	630.00	-
398100	EMPLOYEE COSTS/HEALTH SERVICES	-	340.00	-
39's	Other Benefits	1,272,922.00	1,253,754.13	1,272,127.00
	Employee Benefits Subtotal	33,604,030.10	36,809,372.16	37,787,896.00
400010	SUPPLIES & MATERIALS	3,576,793.62	-	3,076,069.00
411000	SOFTWARE LESS THAN \$5,000	-	17,472.82	-
421000	BOOKS,MAGAZINES,PERIODCLS	-	37,140.11	-
422000	SUBSCRIPTIONS, PERIODICALS	-	20,962.57	-
423000	BOOKSTORE TEXTBOOKS	-	137,680.45	-
431000	SUPPLIES&MATERIAL,INSTRUCT	-	978,157.74	-
431100	SUPPLIES, INSTRUCTIONL FOOD	-	2,010.07	-
432000	INSTRUCTIONAL TESTS	-	13,768.39	-
441000	SUPPLIES&MATERIAL,NONINSTR	-	979,080.73	-
441100	SUPPLIES, INSTITUTIONAL	-	89,565.85	-
441200	SUPPLIES, BOOKSTORE	-	258.60	-
441300	SUPPLIES, FOOD SERVICES	-	37,906.94	-
442000	COST OF FOOD, FOOD SERVICE	-	16,582.13	-
443100	FREIGHT IN	-	1,066.91	-
444000	GRADUATION GOWNS	-	1,859.50	-
445000	SALES AND USE TAX	-	412.81	-
446000	SHIPPING/HANDLING CHARGES	-	3,584.29	-
	Supplies & Materials Subtotal	3,576,793.62	2,337,509.91	3,076,069.00
500010	OTHER OPER EXP	22,992,085.71	-	19,836,920.00
511000	AUDIT	-	81,938.00	-
515100	INTERNET ACCESS	-	23,262.97	-
515200	JPA SELF-INSURANCE ADMIN	-	2,842.70	-
515300	SOFTWARE LICENSING FEES	-	1,022,934.46	-
525100	MEMBERSHIP, DISTRICT	-	173,791.56	-
525200	MEMBERSHIP, EMPLOYEE	-	10,867.00	-
531000	COUNTY ELECTION SERVICES	-	352,610.00	-
535200	INS, FIRE, CASUALTY, LIABILITY	-	648,128.47	-
535500	STUDENT ACCIDENT&HOSPITAL	-	163,857.80	-
545100	ADVERTISEMENTS REQ BY LAW	-	45,253.87	-
545200	LAWYERS' FEES	-	429,425.92	-
545300	LEGAL JUDGEMENTS	-	141,378.93	-
551100	ATHLETIC OFFICIALS FEES	-	45,032.00	-
551200	CLASSROOM SPEAKERS	-	2,510.00	-
551300	INDEPENDENT CONTRACTOR	-	2,788,127.45	-
551400	MANAGEMENT FEES	-	2,960.00	-
551500	SECURITY GUARD SERVICES	-	797.40	-
551900	OTH PERSONAL&CONSULT SVC	-	2,601,474.42	-
555100	POSTAGE	-	349,379.74	-
560900	DISTRICT VEHICLE USE	-	36,358.21	-
561000	RENT & LEASE, EQUIPMENT	-	80,620.96	-
562000	RENTS & LEASES, LAND/BLDGS	-	312,360.51	-
562100	RENTAL OF FIELDS	-	12,482.50	-
563000	RENTAL OF TRANSPORTATION	-	80,314.97	-
564000	RENTAL OF FILMS	-	16,832.61	-
565100	MAINTENANCE AGREEMT,EQUIP	-	1,313,907.05	-
565200	MAINTENCE AGREE,SOFTWARE	-	741,880.84	-
565300	REPAIRS&MAINT NONINST EQUIP	-	173,178.09	-
565400	REPAIRS&MAINT INSTR EQUIPMT	-	63,882.36	-
565500	REPAIRS&MAINTENANCE BLDGS	-	477,397.35	-
565550	MAINTENANCE, GROUNDS	-	127,647.17	-
575100	TRAVEL, ACADEMIC ADMIN	-	91,154.88	-
575110	TRAVEL, STATE COMMISSION	-	4,053.22	-

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575120	TRAVEL, ACADEMIC EMPLOYEE	-	115,560.51	-
575200	TRAVEL, CLASSIFIED ADMINISTR	-	201,022.51	-
575210	TRAVEL, CLASSIFIED EMPLOYEE	-	243,745.35	-
575300	TRAVEL, STUDENT	-	48,900.16	-
575310	TRAVEL WITH STUDENT	-	189,043.31	-
575400	TRAVEL, NON EMPLOYEE	-	49,513.86	-
575500	ATHLETIC ENTRY FEES	-	27,815.00	-
575600	ORIENTATION EXPENSES	-	1,030.11	-
575700	STAFF DEVELOPMNT AT PALOMR	-	8,937.15	-
575710	TRAINING	-	385,900.44	-
575800	FOOD FOR MEETINGS	-	258,154.78	-
580100	ELECTRICITY	-	1,401,952.93	-
580150	FUEL, GAS	-	25,185.33	-
580200	GASOLINE AND OIL	-	22,577.80	-
580250	JANITORIAL SERVICES	-	841.50	-
580300	LAUNDRY/DRY CLEANING	-	15,446.21	-
580350	PEST CONTROL	-	4,687.00	-
580400	SEWAGE	-	2,588.90	-
580450	TELEPHONE	-	4,433.52	-
580500	TELEPHONE CONNECTIONS	-	101,563.37	-
580550	WASTE DISPOSAL	-	104,521.29	-
580600	WASTE DISPOSAL,HAZARDOUS	-	121,916.03	-
580650	WATER	-	322,732.15	-
585100	ADMINISTRATIVE EXPENSE	-	38,608.58	-
585110	UPWARD BOUND STUDENT EXPENSES	-	74,299.99	-
585150	ADVERTISE NOT REQ BY LAW	-	772,856.62	-
585200	BAD DEBT EXPENSE	-	4,503.35	-
585250	BANK CHARGES	-	3,440.00	-
585260	BANK CREDIT CARD EXPENSE	-	295,673.28	-
585400	DISALLOWED FIN AID GRANTS	-	1,662.36	-
585500	FINGERPRINTING	-	11,969.00	-
585510	TB TESTS	-	154.00	-
585620	BOND COSTS	-	2,000.00	-
585700	PAYMENT IN LIEU OF TRANSPRT	-	86.00	-
585750	PRINTING	-	1,045,252.78	-
585800	PROPERTY TAX EXPENSE	-	148.34	-
585850	PUBLISHING EXPENSE	-	15,529.00	-
585900	ROYALTY EXPENSE	-	3,284.99	-
585910	LICENSING FEE	-	52,544.36	-
590010	ABATEMENT BUDGET POOL	(650,000.00)	-	(670,000.00)
590100	FACILITIES SERVICES ABATEMENT	-	(36,477.71)	-
590600	BUSINESS SUPPORT SVCS ABATEMT	-	(707,684.57)	-
	Other Oper Exp Subtotal	22,342,085.71	17,654,562.99	19,166,920.00
580010	INDIRECT COSTS BUDGET POOL	372,506.88	-	55,747.00
	Indirect Costs Subtotal	372,506.88	-	55,747.00
600010	CAPITAL OUTLAY	10,223,589.71	-	4,669,853.00
612000	SITE IMPROVEMENT	-	15,653.91	-
612200	PARKING IMPROVEMENT	-	1,225.52	-
621000	BUILDING ADDITIONS	-	19,855.50	-
622000	BUILDING BUILT IN FIXTURES	-	2,691.32	-
623000	BUILDING CONSTRUCTION	-	1,898,052.08	-
623100	ARCHITECTURL&ENGINEER FEE	-	104,991.25	-
623200	BLUEPRINTS&INSPECTION SVCS	-	14,560.00	-
623300	PERMITS AND FEES	-	1,150.00	-
624100	RELOCATABLE BLDG PURCHAS	-	2,674.36	-
631000	LIBRARY BOOKS	-	46,271.49	-



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632000	LIBRARY MAGAZINE&PERIODICL	-	54,780.46	-
633000	LIBRARY NONPRINT MEDIA	-	147,416.80	-
641100	EQUIP INST REPL INVTOR>\$1000	-	9,820.43	-
641200	EQUIP INST, REPLACE>\$200-999	-	2,334.55	-
641300	EQUIP INSTR,ADDITNL >\$200-999	-	3,591.31	-
641400	EQUIP INSTR,ADDITNL>1000	-	361,690.78	-
642300	EQUIP NONINS,ADTNL.>\$200-999	-	2,670.50	-
643000	LEASE PURCHASE EQUIPMENT	-	359.48	-
644100	EQUIP INSTR ADDTL \$500 - \$4999	-	1,016,839.92	-
644200	EQUIP INSTR REPL \$500 - \$4999	-	91,534.49	-
644300	EQUIPMENT INSTRUCTIONL >\$4,999	-	664,071.79	-
644400	EQUIP NONINS ADDL \$500 - \$4999	-	241,382.67	-
644500	EQUIP NONINS REPL \$500 - \$4999	-	9,618.30	-
644600	EQUIPMENT NONINSTRUCTL >\$4,999	-	365,135.81	-
644700	EQUIP TECHNOLOGY INSTR >\$4,999	-	305,965.23	-
644750	EQUIP TECHNOLOGY INSTR <\$4,999	-	120,903.85	-
644800	EQUIP TECHNOLOGY NONINS>\$4,999	-	86,732.58	-
644850	EQUIP TECHNOLOGY NONINS<\$4,999	-	192,770.73	-
644950	SOFTWARE NONINSTRNL >\$4,999	-	97,409.68	-
	Capital Outlay Subtotal	10,223,589.71	5,882,154.79	4,669,853.00
721000	INTRAFUND TRANS OUT WITHIN	-	4,854,129.10	-
721010	INTRAFUND TRANS OUT WITHIN	4,869,341.00	-	4,078,061.00
731000	INTERFUND TRANS OUT BETWEEN	-	4,740,246.00	-
731010	INTERFUND TRANS OUT BETWEEN	4,759,246.00	-	4,334,698.00
751000	STUDENT GRANTS	-	442,142.10	-
751010	STUDENT GRANTS	559,798.52	-	190,384.00
762000	STUDT BOOK&SUPLY PAYMENTS	-	390,868.22	-
762010	STUDT BOOK&SUPLY PAYMENTS	390,868.22	-	254,943.00
763000	STUDENT TRANSPORTATION	-	38,815.00	-
763010	STUDENT TRANSPORTATION	38,815.00	-	20,060.00
766000	STU MEAL TICKET/FOOD SVCS	-	24,575.00	-
766010	STU MEAL TICKET-FOOD SVCS	24,575.00	-	2,000.00
767000	STUDENT PIC CARD	-	8,265.00	-
767010	STUDENT PIC CARD	8,265.27	-	-
769000	STUDENT OTHER EXPENSES	-	3,033.87	-
769010	STUDENT OTHER EXPENSES	3,033.87	-	40,497.00
791010	RESERVE FOR CONTINGENCIES	7,811,148.00	-	8,814,929.00
791510	OTHER RESERVES	1,883,576.00	-	413,024.00
792010	CONTINGENCY,BUDGET STABILITY	7,578,384.00	-	2,156,775.00
793010	CONTINGENCY, COLA	-	-	1,538,528.00
799010	CONTINGENCY HOLDING ACCOUNT	6,958,959.00	-	17,398,392.00
	Other Outgoing Subtotal	34,886,009.88	10,502,074.29	39,242,291.00
Expense Grand Total		193,762,873.00	159,991,307.79	191,818,708.00
812130	HEA FED WORK STUDY	412,513.00	275,961.64	-
812220	HEA TRIO	533,398.00	379,279.85	517,862.00
812221	HEA TRIO/SSS PRIOR YEAR	165,514.00	165,514.00	154,118.00
812225	HEA TRIO EDUC OPPORTUNITY CNTR	236,900.00	139,008.13	236,900.00
812226	HEA TRIO EOC PRIOR YEAR	40,943.00	40,940.28	97,895.00
812240	HEA TRIO UPWARD BOUND	767,875.00	426,790.72	593,934.00
812241	HEA TRIO/UPWARD BOUND PR YEAR	96,130.00	96,130.00	341,084.00
812250	HEA GEAR UP	3,715,320.00	1,760,975.21	3,715,320.00
812251	HEA GEAR UP PRIOR YEAR	980,729.00	980,729.00	1,954,344.00
812260	TRIO TALENT SEARCH GRANT	240,000.00	120,643.48	240,000.00
812261	TRIO TALENT SEARCH PRIOR YEAR	12,470.00	12,467.98	119,359.00
812290	HEA TITLE V HISPANIC SRVG INST	649,806.00	398,546.72	-

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812291	HEA TITLE V HSI PRIOR YEAR	656,851.00	656,838.62	251,259.00
814100	TANF (FEDERAL)	56,338.00	56,338.00	53,521.00
815190	PELL GRANT ADMIN ALLOWANC	15,000.00	23,525.00	15,000.00
815500	FEDERAL ADMIN ALLOWANCE	9,000.00	40,178.00	9,000.00
816100	VETERAN'S EDUCATION	11,000.00	9,048.00	11,000.00
817100	VOCTNL/APPLIED TECH ED ACT	659,605.00	659,605.00	676,893.00
819400	NATIONAL SCIENCE FOUN GRNT	10,000.00	10,000.00	294,812.00
819401	NATIONL SCIENCE FOUN GRT PR YR	4,441.00	4,441.00	-
819800	OTHER FEDERAL REVENUES	26,412.00	26,412.50	-
819999	BEGINNING BALANCE, FEDERAL	192,348.00	-	158,749.00
81's	Federal Revenues Subtotal	9,492,593.00	6,283,373.13	9,441,050.00
861100	APPRENTICESHIP APPORTIONM	1,201,652.00	1,201,652.00	1,634,980.00
861110	APPRENTICESHIP PRIOR YEAR	-	807,750.00	-
861200	STATE GENERAL APPORTIONMT	3,771,250.00	3,530,583.00	10,128,646.00
861210	GENERL APPORTNMT PRIOR YR	-	754,135.00	101,536.00
861450	PART TIME FACULTY APPORT	342,340.00	349,944.00	375,166.00
861500	2% BFAP ADMIN	218,329.00	226,467.00	210,034.00
861600	BASIC SKILLS	299,703.00	195,193.73	278,577.00
862150	EOPS	1,257,601.00	1,257,601.00	1,192,669.00
862200	DSPS	947,186.00	947,186.00	922,717.00
862210	DSPS PRIOR YEAR	-	3,581.80	-
862212	DEAF & HARD OF HEARING (DHH)	53,453.00	53,453.00	94,998.00
862213	ACCESS T/PRINT & ELECTRNC INFO	11,652.00	11,652.00	14,250.00
862250	CALWORKS	262,126.00	258,903.00	277,071.00
862400	OTH GEN CATEGORICL PROGMS	2,404,024.00	2,286,394.00	1,344,280.00
862445	STRONG WORKFORCE PROGRAM	2,072,427.00	686,727.04	3,458,127.00
862450	BFAP	661,497.00	661,497.00	632,248.00
862500	CARE	125,215.00	125,215.00	118,954.00
862700	INSTR EQUIP/LIBRY MATERIALS	675,507.00	675,507.00	-
862750	MATRICULATION	3,541,997.00	2,693,413.43	3,717,630.00
862755	STUDENT EQUITY FUNDS	1,922,940.00	834,873.56	2,540,578.00
862760	INNOVATION IN HIGHER EDUCATION	2,000,000.00	12,741.54	1,987,258.00
863100	EDUCATION PROTECTION ACCOUNT	13,608,318.00	13,608,318.00	13,870,773.00
863101	ED PROTECTION ACCT PRIOR YEAR	137,397.00	137,397.00	-
865300	OTH SPECL CATAGORL PRGRM	3,929,029.00	3,236,688.51	5,000,000.00
865310	ASSOCIATE DEGREE NURSING GRAN	222,400.00	222,400.00	222,400.00
865392	TTIP SOUTH PRIOR YEAR	626,132.00	626,132.00	692,340.00
867100	HOMEOWNER PROPTAX RELIEF	500,000.00	398,466.11	500,000.00
868100	STATE LOTTERY PROCEEDS	3,128,096.00	3,067,007.73	3,513,534.00
868150	STATE LOTTRY PROCEEDS PRIOR YR	348,830.00	(95,539.30)	-
868200	STATE MANDATED COSTS	465,009.00	465,009.00	537,600.00
868400	RETURN TO TITLE IV FROM STATE	-	1,939.00	-
869800	OTHER MISC STATE REVENUES	116,820.00	3,967,744.45	260,595.00
869999	BEGINNING BALANCE, STATE	6,656,974.00	(89.69)	4,157,553.00
86's	State Revenues Subtotal	51,507,904.00	43,209,942.91	57,784,514.00
881100	TAX ALLOCATION SECURD ROLL	68,659,420.00	64,380,098.34	71,071,535.00
881200	TAX ALLOC SUPPLEMENT ROLL	1,305,127.00	1,643,996.13	1,698,235.00
881300	TAX ALLOCN UNSECURED ROLL	1,886,386.00	1,973,280.49	2,042,372.00
881600	PRIOR YEARS TAXES	-	(27,774.07)	-
881900	RDA RESIDUAL PAYMENTS	-	4,310,838.50	-
882100	CONTRB,GIFTS,GRANTS,ENDOW	687,183.00	686,147.79	191,603.00
883100	CONTRACT INSTRUCTIONL SVC	3,937,799.00	1,579,813.80	2,654,808.00
883300	CONT INSTR SVC CONTRACT ED	385,043.00	184,454.26	724,159.00
883310	CONT INSTR SVC CE PRIOR YEAR	-	-	19,639.00
883500	CONTRACT INSTR SVC VOC ED	50,000.00	-	50,000.00
883600	FOLLETT	525,000.00	498,101.47	525,000.00

	Palomar College			
	BUDGET REPORT			
	Comparing Fiscal Years			
	2017 and 2018			
	FUND 10			
COMBINED FUNDS 11 AND 12				Run Aug 31, 2017
		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
			Year to Date	
Account	Description			
884150	HLTH SVCS SALE TO EMPLOYEE	1,000.00	1,880.00	1,000.00
884170	KKSM ADVERTISING SALES	1,200.00	1,845.00	1,200.00
884180	LIBRARY COPIER SALES	10,090.00	9,411.15	8,000.00
884210	PLANETARIUM SALES	40,000.00	60,032.00	42,044.00
884215	BUSINESS SERVICES CHARGES	65,978.00	56,481.84	50,500.00
884230	PRINTING CHARGES	4,479.00	41,009.50	150.00
884260	RECYCLING COMMISSION	3,000.00	6,171.09	-
884290	TICKET/GATE/PROGRAM SALES	22,585.00	22,584.91	24,000.00
884300	VENDING COMMISSIONS	70,000.00	92,435.97	70,000.00
884320	WELLNESS CENTER FEES	35,000.00	34,491.42	35,000.00
884330	WELLNESS CENTER PARKING	1,500.00	1,310.00	1,500.00
884340	WELLNESS CNTR PROCES FEE	-	200.00	-
884350	MISC SALES AND COMMISSION	64,000.00	70,532.02	57,490.00
885300	FACILITIES RENTAL AND LEASE	-	83,643.85	-
886100	INTEREST BANK ACCOUNTS	-	596.57	-
886200	INTEREST COUNTY TREASURY	125,000.00	330,689.87	300,000.00
886500	OTH INTEREST & INVEST INCOM	-	251.20	-
887400	ENROLLMENT FEE	9,162,577.00	9,045,148.20	9,030,940.00
887500	FIELD TRP;USEOF NONDIST FAC	8,800.00	9,150.00	7,000.00
887600	HEALTH SERVICE FEE STUDENT	900,000.00	1,042,415.00	950,000.00
887610	HLTH SERVICE INSURANCE PAY	-	(4.00)	-
887620	HLTH SERVICE PHYSICAL EXAM	17,343.00	25,028.50	15,000.00
887700	INSTR MAT FEES;SALE MATERL	238,568.00	306,849.70	210,306.00
887710	COURSE RELATED FEES	7,687.00	7,800.00	6,600.00
887800	STUDNT INSURANCE PAYMNTS	1,300.00	2,990.35	1,300.00
887910	TRANSCRIPT INCOME	160,000.00	146,790.20	160,000.00
888010	NON RESIDENT TUITION USA	950,000.00	846,597.50	950,000.00
888020	NONRESIDENT TUITON FOREIGN	1,920,000.00	1,904,051.00	2,000,000.00
888030	NONRESIDENT CAPITAL OUTLAY	36,647.00	65,168.50	30,000.00
888100	PARKING STICKER FEES	500.00	235.00	500.00
888101	PARK STICKER FEE SPRING	425,000.00	415,540.00	425,000.00
888102	PARK STICKER FEE SUMMER	185,000.00	128,340.00	185,000.00
888103	PARK STICKER FEE FALL	445,000.00	396,680.00	445,000.00
888104	CAMPUS POLICE MISCLLNEOUS FEES	8,000.00	11,793.60	8,000.00
888110	ONE-DAY PERMIT MACHINES	205,000.00	258,011.89	225,000.00
888112	PARKING METERS	-	29,221.83	20,000.00
888900	OTH STUDENT FEES&CHARGES	148,927.00	131,295.00	115,000.00
888920	COURSE TESTING FEE	237,236.00	279,053.00	203,900.00
889030	COBRA ADMIN FEE	-	300.01	-
889300	CASH OVER/SHORT	-	(165.05)	-
889600	LIBRARY FINES	500.00	2,220.20	500.00
889650	PARKING FINES	205,000.00	128,460.36	100,000.00
889660	PARKING PENALTY SURCHARG	-	0.22	-
889800	RETURNED CHECKS	-	143.00	-
889830	RETURNED CHECK FEE	-	230.00	-
889850	STUDNT REFND WRITE-OFF TO DIST	-	119.24	-
889880	STALE DATED/VOID WARRANTS	-	39,339.61	-
889900	OTHER LOCAL REVENUES	222,565.00	1,200,860.52	116,602.00
889999	BEGINNING BALANCE, LOCAL	25,198,910.00	-	23,891,689.00
88's	Local Revenues Subtotal	118,564,350.00	92,466,186.48	118,665,572.00
898100	INTERFUND TRANSER IN,BETWN	9,263,000.00	9,263,000.00	2,959,145.00
898200	INTRAFUND TRANSFR IN,WITHIN	4,935,026.00	4,854,129.10	2,968,427.00
89's	Other Sources Subtotal	14,198,026.00	14,117,129.10	5,927,572.00
Revenue Grand Total		193,762,873.00	156,076,631.62	191,818,708.00

# FUND 11 GENERAL UNRESTRICTED FUND





		Palomar College		
		BUDGET REPORT		
		Comparing Fiscal Years		
		2017 and 2018		
		FUND 11		
	UNRESTRICTED AND DESIGNATED			Run Aug 31, 2017
		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
			Year to Date	
Account	Description			
111000	INSTRUCTIONAL SAL, CONTRACT	-	22,036,596.64	-
111010	INSTRUCTIONAL SALARY, CONTRACT	35,855,268.00	-	22,593,578.00
11's	Instr Salaries - Contract	35,855,268.00	22,036,596.64	22,593,578.00
121000	ED ADMINISTRATOR, CONTRACT	-	595,961.85	-
121010	ED ADMINISTRATOR, CONTRACT	595,969.00	-	732,824.00
121100	SUPRT/PRESIDENT, CONTRACT	-	239,279.89	-
121110	SUPRT/PRESIDENT, CONTRACT	239,280.00	-	252,112.00
121300	PRESIDENT'S AUTO ALLOWANCE	-	9,978.81	-
121310	PRESIDENT'S AUTO ALLOWANCE	9,979.00	-	18,572.00
122100	COUNSELORS, CONTRACT	-	1,898,850.15	-
122110	COUNSELORS, CONTRACT	2,107,024.00	-	2,118,598.00
123100	DEAN, ACADEMIC CONTRACT	-	895,446.59	-
123110	DEAN, ACADEMIC CONTRACT	895,450.00	-	924,111.00
123200	DEPARTMENT CHAIR,CONTRACT	-	1,862,999.29	-
123210	DEPARTMENT CHAIR, CONTRACT	1,863,366.00	-	1,899,512.00
123400	DIRECTR/COORDINAT,ACA CONT	-	749,797.10	-
123410	DIRECTOR/COORDINATOR, ACA CONT	790,795.00	-	801,281.00
123500	PALOMAR FACULTY FEDERATION	-	143,952.11	-
123510	PALOMAR FACULTY FEDERATION	143,954.00	-	144,703.00
123600	DIRECTOR/COORDINATOR, AA CONT	-	1,047,742.26	-
123610	DIRECTOR/COORDINATOR, AA CONT	1,047,749.00	-	1,333,704.00
123700	DIRECTOR/COORDINATOR, CAST	-	1,533.16	-
123710	DIRECTOR/COORDINATOR, CAST	1,534.00	-	-
125000	LIBRARIANS, CONTRACT	-	570,254.74	-
125010	LIBRARIANS, CONTRACT	578,751.00	-	583,129.00
12's	Non-Instr Salaries - Contract	8,273,851.00	8,015,795.95	8,808,546.00
130010	INSTR SALARIES - OTHER	2,619,234.00	-	18,093,109.00
131100	ASSIGN TIME HRLY REPLACEMT	-	840,027.10	-
133100	INSTRUCTIONL ACADEMIC,HRLY	-	10,778,364.60	-
133200	INST ACA HOURLY SUBSTITUTE	-	171,025.68	-
133300	INSTR ACADEMIC, HRLY SUMMR	-	1,580,622.56	-
135300	OVERLOAD,CONTRACT INSTRUC	-	2,057,910.38	-
135600	OVERLOAD,SUBSTITUTE HRLY	-	88,546.28	-
135700	OVERLOAD,SUMMER ACA HRLY	-	844,927.40	-
136100	REPLACE ACA INSTR CONTRACT	-	14,941.01	-
136200	REPLACE SABBATICL,ACAHRLY	-	223,207.51	-
136400	LOADBANK REPL, ADJUNCT	-	102,971.47	-
138100	STIPEND, CONTRACT INSTRUCT	-	19,981.42	-
138200	STIPEND, HOURLY ACADEMIC	-	241,321.07	-
13's	Instr Salaries - Other	2,619,234.00	16,963,846.48	18,093,109.00
140010	NON-INSTR SALARIES - OTHER	285,545.40	-	850,790.00
141100	COUNSELOR, HOURLY	-	45,247.05	-
142100	EDUCATIONL ADMNISTRTR HRLY	-	1,242.98	-
143100	LIBRARIANS, HOURLY	-	315,272.40	-
144100	NON-INSTRUCT ACADEMIC,HRLY	-	266,581.27	-
145100	OVERLOAD,SUMMER NON-INST	-	36,964.27	-
146100	REPL SABBATICL,HRLYNONINST	-	621.99	-
146600	REPLC COUNSLR SUMMR HRLY	-	3,079.50	-
147100	SERVIC PROVIDR NONINST ACA	-	2,469.90	-
148000	NONINSTR ACA HOURLY, OTHER	-	72,440.77	-
14's	Non-Instr Salaries - Other	285,545.40	743,920.13	850,790.00
	Academic Salaries Subtotal	47,033,898.40	47,760,159.20	50,346,023.00
211000	EXCUTIVE ADMIN SUPPORT, CAST	-	493,627.97	-
211010	EXCUTIVE ADMIN SUPPORT, CAST	493,630.00	-	549,244.00
212100	SUPERVISOR, CAST	-	1,583,755.64	-
212110	SUPERVISOR, CAST	1,587,960.00	-	1,520,060.00
212200	CLASSIFIED REGULAR SALARY	-	16,977,901.60	-

## UNRESTRICTED AND DESIGNATED

Run Aug 31, 2017

		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
Account	Description		Year to Date	
111000	INSTRUCTIONAL SAL, CONTRACT	-	22,036,596.64	-
111010	INSTRUCTIONAL SALARY, CONTRACT	35,855,268.00	-	22,593,578.00
11's	Instr Salaries - Contract	35,855,268.00	22,036,596.64	22,593,578.00
121000	ED ADMINISTRATOR, CONTRACT	-	595,961.85	-
121010	ED ADMINISTRATOR, CONTRACT	595,969.00	-	732,824.00
121100	SUPRT/PRESIDENT, CONTRACT	-	239,279.89	-
121110	SUPRT/PRESIDENT, CONTRACT	239,280.00	-	252,112.00
121300	PRESIDENT'S AUTO ALLOWANCE	-	9,978.81	-
121310	PRESIDENT'S AUTO ALLOWANCE	9,979.00	-	18,572.00
122100	COUNSELORS, CONTRACT	-	1,898,850.15	-
122110	COUNSELORS, CONTRACT	2,107,024.00	-	2,118,598.00
123100	DEAN, ACADEMIC CONTRACT	-	895,446.59	-
123110	DEAN, ACADEMIC CONTRACT	895,450.00	-	924,111.00
123200	DEPARTMENT CHAIR,CONTRACT	-	1,862,999.29	-
123210	DEPARTMENT CHAIR, CONTRACT	1,863,366.00	-	1,899,512.00
123400	DIRECTR/COORDINAT,ACA CONT	-	749,797.10	-
123410	DIRECTOR/COORDINATOR, ACA CONT	790,795.00	-	801,281.00
123500	PALOMAR FACULTY FEDERATION	-	143,952.11	-
123510	PALOMAR FACULTY FEDERATION	143,954.00	-	144,703.00
123600	DIRECTOR/COORDINATOR, AA CONT	-	1,047,742.26	-
123610	DIRECTOR/COORDINATOR, AA CONT	1,047,749.00	-	1,333,704.00
123700	DIRECTOR/COORDINATOR, CAST	-	1,533.16	-
123710	DIRECTOR/COORDINATOR, CAST	1,534.00	-	-
125000	LIBRARIANS, CONTRACT	-	570,254.74	-
125010	LIBRARIANS, CONTRACT	578,751.00	-	583,129.00
12's	Non-Instr Salaries - Contract	8,273,851.00	8,015,795.95	8,808,546.00
130010	INSTR SALARIES - OTHER	2,619,234.00	-	18,093,109.00
131100	ASSIGN TIME HRLY REPLACEMT	-	840,027.10	-
133100	INSTRUCTIONL ACADEMIC,HRLY	-	10,778,364.60	-
133200	INST ACA HOURLY SUBSTITUTE	-	171,025.68	-
133300	INSTR ACADEMIC, HRLY SUMMR	-	1,580,622.56	-
135300	OVERLOAD,CONTRACT INSTRUC	-	2,057,910.38	-
135600	OVERLOAD,SUBSTITUTE HRLY	-	88,546.28	-
135700	OVERLOAD,SUMMER ACA HRLY	-	844,927.40	-
136100	REPLACE ACA INSTR CONTRACT	-	14,941.01	-
136200	REPLACE SABBATICL,ACAHRLY	-	223,207.51	-
136400	LOADBANK REPL, ADJUNCT	-	102,971.47	-
138100	STIPEND, CONTRACT INSTRUCT	-	19,981.42	-
138200	STIPEND, HOURLY ACADEMIC	-	241,321.07	-
13's	Instr Salaries - Other	2,619,234.00	16,963,846.48	18,093,109.00
140010	NON-INSTR SALARIES - OTHER	285,545.40	-	850,790.00
141100	COUNSELOR, HOURLY	-	45,247.05	-
142100	EDUCATIONL ADMINSTRTR HRLY	-	1,242.98	-
143100	LIBRARIANS, HOURLY	-	315,272.40	-
144100	NON-INSTRUCT ACADEMIC,HRLY	-	266,581.27	-
145100	OVERLOAD,SUMMER NON-INST	-	36,964.27	-
146100	REPL SABBATICL,HRLYNONINST	-	621.99	-
146600	REPLC COUNSLR SUMMR HRLY	-	3,079.50	-
147100	SERVIC PROVIDR NONINST ACA	-	2,469.90	-
148000	NONINSTR ACA HOURLY, OTHER	-	72,440.77	-
14's	Non-Instr Salaries - Other	285,545.40	743,920.13	850,790.00
	Academic Salaries Subtotal	47,033,898.40	47,760,159.20	50,346,023.00
211000	EXCUTIVE ADMIN SUPPORT, CAST	-	493,627.97	-
211010	EXCUTIVE ADMIN SUPPORT, CAST	493,630.00	-	549,244.00
212100	SUPERVISOR, CAST	-	1,583,755.64	-
212110	SUPERVISOR, CAST	1,587,960.00	-	1,520,060.00
212200	CLASSIFIED REGULAR SALARY	-	16,977,901.60	-

	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
		2017 and 2018		
		<b>FUND 11</b>		
	<b>UNRESTRICTED AND DESIGNATED</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
			<b>Year to Date</b>	
<b>Account</b>	<b>Description</b>			
212210	CLASSIFIED REGULAR SALARY	16,505,998.00	-	16,422,749.00
212400	GOVERNING BOARD	-	32,907.27	-
212410	GOVERNING BOARD	32,908.00	-	32,640.00
212600	NON-INSTRUCTNL ADMINISTRATORS	-	2,638,721.41	-
212610	NON-INSTRUCTNL ADMINISTRATORS	2,638,728.00	-	2,792,134.00
219900	CONTRACT NEGOTIATIONS NON-INST	-	(42,670.00)	-
<b>21's</b>	<b>Non-Instr Salaries - Reg</b>	<b>21,259,224.00</b>	<b>21,684,243.89</b>	<b>21,316,827.00</b>
221000	INST AIDE CONTRACT,DIRECT INST	-	985,915.84	-
221010	INST AIDE CONTRACT,DIRECT INST	985,923.00	-	1,055,054.00
222000	INST AIDE CONTRACT, NOT DIRECT	-	526,282.30	-
222010	INST AIDE CONTRACT, NOT DIRECT	526,287.00	-	529,474.00
<b>22's</b>	<b>Instr Aides - Reg</b>	<b>1,512,210.00</b>	<b>1,512,198.14</b>	<b>1,584,528.00</b>
230010	NON ACADEMIC SALARIES - OTHER	1,704,872.00	-	1,270,655.00
231100	HOURLY CLASSIFIED, TEMP	-	1,187,224.12	-
231300	HOURLY TUTORS	-	144,803.42	-
231400	HRLY ADMINISTRATOR NON INST	-	58,627.32	-
231600	HRLY SUPERVISOR, TEMP	-	3,425.00	-
232100	OVERTIME CLASSIFID SALARIED	-	98,442.90	-
232200	OVERTIME SUPERVISR SALRIED	-	9,660.19	-
234100	SERVICE PROVIDER CLASSIFIED	-	3,248.53	-
235100	STUDENT EMPLOYEE	-	101,313.83	-
235200	STUDENT TUTORS	-	10,271.24	-
236000	SERVICE PROVIDER TEMPORARY	-	2,376.00	-
<b>23's</b>	<b>Non-Academic Salaries - Other</b>	<b>1,704,872.00</b>	<b>1,619,392.55</b>	<b>1,270,655.00</b>
240010	INSTR AIDES - OTHER	535,630.00	-	457,483.00
241100	HRLY INSTR AIDE,DIRECT INSTR	-	401,264.97	-
242100	HRLY INSTAIDE,NOT DIRECTINST	-	91,713.30	-
245100	STUDENT INSTR AIDE, DIRECT	-	22,284.00	-
<b>24's</b>	<b>Instr Aides - Other</b>	<b>535,630.00</b>	<b>515,262.27</b>	<b>457,483.00</b>
	<b>Non Acad Salaries Subtotal</b>	<b>25,011,936.00</b>	<b>25,331,096.85</b>	<b>24,629,493.00</b>
310010	STRS	4,963,203.87	-	6,035,586.00
311101	STRS ACADEMIC INSTRUCTORS	-	4,111,434.51	-
311201	STRS EDUCATIONAL ADMIN/SUP	-	228,990.39	-
311301	STRS OTHERACA NONINSTRUCT	-	706,420.44	-
312102	STRS CLASSIFIED	-	9,266.50	-
312202	STRS NON-INSTR ADMIN/SUPR	-	33,820.50	-
314101	STRS, ON-BEHALF, INSTR	-	2,886,520.00	-
314102	STRS, ON-BEHALF, NONINSTR	-	685,335.00	-
<b>31's</b>	<b>STRS</b>	<b>4,963,203.87</b>	<b>8,661,787.34</b>	<b>6,035,586.00</b>
320010	PERS	3,099,034.00	-	3,717,648.00
321101	PERS ACADEMIC INSTRUCTORS	-	75,702.22	-
321201	PERS EDUCATIONAL ADMIN/SUP	-	119,917.19	-
321301	PERS OTHERACA NONINSTRUCT	-	25,556.61	-
322102	PERS CLASSIFIED	-	2,177,944.43	-
322202	PERS NON-INSTR ADMIN/SUPR	-	577,213.64	-
322302	PERS INSTR AIDE DIRECT INSTR	-	119,657.52	-
322402	PERS INST AIDE NOTDIRECT INS	-	69,467.22	-
<b>32's</b>	<b>PERS</b>	<b>3,099,034.00</b>	<b>3,165,458.83</b>	<b>3,717,648.00</b>
330010	FICA & MEDICARE (OASDI)	2,524,002.29	-	2,610,923.00
331101	FICA ACADEMIC INSTRUCTORS	-	59,549.28	-
331201	FICA EDUCATIONAL ADMIN/SUP	-	46,912.03	-
331301	FICA OTHERACA NONINSTRUCT	-	12,308.92	-
332102	FICA CLASSIFIED	-	1,060,737.26	-
332202	FICA NON-INSTR ADMIN/SUPR	-	269,813.18	-
332302	FICA INSTR AIDE DIRECT INSTR	-	65,881.97	-
332402	FICA INSTR AIDE NOTDIRECT INS	-	31,972.44	-
335101	MEDCA ACADEM INSTRUCTORS	-	554,927.77	-

## UNRESTRICTED AND DESIGNATED

		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
Account	Description		Year to Date	
212210	CLASSIFIED REGULAR SALARY	16,505,998.00	-	16,422,749.00
212400	GOVERNING BOARD	-	32,907.27	-
212410	GOVERNING BOARD	32,908.00	-	32,640.00
212600	NON-INSTRUCTNL ADMINISTRATORS	-	2,638,721.41	-
212610	NON-INSTRUCTNL ADMINISTRATORS	2,638,728.00	-	2,792,134.00
219900	CONTRACT NEGOTIATIONS NON-INST	-	(42,670.00)	-
	<b>21's Non-Instr Salaries - Reg</b>	<b>21,259,224.00</b>	<b>21,684,243.89</b>	<b>21,316,827.00</b>
221000	INST AIDE CONTRACT,DIRECT INST	-	985,915.84	-
221010	INST AIDE CONTRACT,DIRECT INST	985,923.00	-	1,055,054.00
222000	INST AIDE CONTRACT, NOT DIRECT	-	526,282.30	-
222010	INST AIDE CONTRACT, NOT DIRECT	526,287.00	-	529,474.00
	<b>22's Instr Aides - Reg</b>	<b>1,512,210.00</b>	<b>1,512,198.14</b>	<b>1,584,528.00</b>
230010	NON ACADEMIC SALARIES - OTHER	1,704,872.00	-	1,270,655.00
231100	HOURLY CLASSIFIED, TEMP	-	1,187,224.12	-
231300	HOURLY TUTORS	-	144,803.42	-
231400	HRLY ADMINISTRATOR NON INST	-	58,627.32	-
231600	HRLY SUPERVISOR, TEMP	-	3,425.00	-
232100	OVERTIME CLASSIFID SALARIED	-	98,442.90	-
232200	OVERTIME SUPERVISR SALRIED	-	9,660.19	-
234100	SERVICE PROVIDER CLASSIFIED	-	3,248.53	-
235100	STUDENT EMPLOYEE	-	101,313.83	-
235200	STUDENT TUTORS	-	10,271.24	-
236000	SERVICE PROVIDER TEMPORARY	-	2,376.00	-
	<b>23's Non-Academic Salaries - Other</b>	<b>1,704,872.00</b>	<b>1,619,392.55</b>	<b>1,270,655.00</b>
240010	INSTR AIDES - OTHER	535,630.00	-	457,483.00
241100	HRLY INSTR AIDE,DIRECT INSTR	-	401,264.97	-
242100	HRLY INSTAIDE,NOT DIRECTINST	-	91,713.30	-
245100	STUDENT INSTR AIDE, DIRECT	-	22,284.00	-
	<b>24's Instr Aides - Other</b>	<b>535,630.00</b>	<b>515,262.27</b>	<b>457,483.00</b>
	<b>Non Acad Salaries Subtotal</b>	<b>25,011,936.00</b>	<b>25,331,096.85</b>	<b>24,629,493.00</b>
310010	STRS	4,963,203.87	-	6,035,586.00
311101	STRS ACADEMIC INSTRUCTORS	-	4,111,434.51	-
311201	STRS EDUCATIONAL ADMIN/SUP	-	228,990.39	-
311301	STRS OTHERACA NONINSTRUCT	-	706,420.44	-
312102	STRS CLASSIFIED	-	9,266.50	-
312202	STRS NON-INSTR ADMIN/SUPR	-	33,820.50	-
314101	STRS, ON-BEHALF, INSTR	-	2,886,520.00	-
314102	STRS, ON-BEHALF, NONINSTR	-	685,335.00	-
	<b>31's STRS</b>	<b>4,963,203.87</b>	<b>8,661,787.34</b>	<b>6,035,586.00</b>
320010	PERS	3,099,034.00	-	3,717,648.00
321101	PERS ACADEMIC INSTRUCTORS	-	75,702.22	-
321201	PERS EDUCATIONAL ADMIN/SUP	-	119,917.19	-
321301	PERS OTHERACA NONINSTRUCT	-	25,556.61	-
322102	PERS CLASSIFIED	-	2,177,944.43	-
322202	PERS NON-INSTR ADMIN/SUPR	-	577,213.64	-
322302	PERS INSTR AIDE DIRECT INSTR	-	119,657.52	-
322402	PERS INST AIDE NOTDIRECT INS	-	69,467.22	-
	<b>32's PERS</b>	<b>3,099,034.00</b>	<b>3,165,458.83</b>	<b>3,717,648.00</b>
330010	FICA & MEDICARE (OASDI)	2,524,002.29	-	2,610,923.00
331101	FICA ACADEMIC INSTRUCTORS	-	59,549.28	-
331201	FICA EDUCATIONAL ADMIN/SUP	-	46,912.03	-
331301	FICA OTHERACA NONINSTRUCT	-	12,308.92	-
332102	FICA CLASSIFIED	-	1,060,737.26	-
332202	FICA NON-INSTR ADMIN/SUPR	-	269,813.18	-
332302	FICA INSTR AIDE DIRECT INSTR	-	65,881.97	-
332402	FICA INSTR AIDE NOTDIRECT INS	-	31,972.44	-
335101	MEDCA ACADEM INSTRUCTORS	-	554,927.77	-

212210	CLASSIFIED REGULAR SALARY	16,505,998.00	-	16,422,749.00
212400	GOVERNING BOARD	-	32,907.27	-
212410	GOVERNING BOARD	32,908.00	-	32,640.00
212600	NON-INSTRUCTNL ADMINISTRATORS	-	2,638,721.41	-
212610	NON-INSTRUCTNL ADMINISTRATORS	2,638,728.00	-	2,792,134.00
219900	CONTRACT NEGOTIATIONS NON-INST	-	(42,670.00)	-
21's	<b>Non-Instr Salaries - Reg</b>	<b>21,259,224.00</b>	<b>21,684,243.89</b>	<b>21,316,827.00</b>
221000	INST AIDE CONTRACT,DIRECT INST	-	985,915.84	-
221010	INST AIDE CONTRACT,DIRECT INST	985,923.00	-	1,055,054.00
222000	INST AIDE CONTRACT, NOT DIRECT	-	526,282.30	-
222010	INST AIDE CONTRACT, NOT DIRECT	526,287.00	-	529,474.00
22's	<b>Instr Aides - Reg</b>	<b>1,512,210.00</b>	<b>1,512,198.14</b>	<b>1,584,528.00</b>
230010	NON ACADEMIC SALARIES - OTHER	1,704,872.00	-	1,270,655.00
231100	HOURLY CLASSIFIED, TEMP	-	1,187,224.12	-
231300	HOURLY TUTORS	-	144,803.42	-
231400	HRLY ADMINISTRATOR NON INST	-	58,627.32	-
231600	HRLY SUPERVISOR, TEMP	-	3,425.00	-
232100	OVERTIME CLASSIFID SALARIED	-	98,442.90	-
232200	OVERTIME SUPERVISR SALRIED	-	9,660.19	-
234100	SERVICE PROVIDER CLASSIFIED	-	3,248.53	-
235100	STUDENT EMPLOYEE	-	101,313.83	-
235200	STUDENT TUTORS	-	10,271.24	-
236000	SERVICE PROVIDER TEMPORARY	-	2,376.00	-
23's	<b>Non-Academic Salaries - Other</b>	<b>1,704,872.00</b>	<b>1,619,392.55</b>	<b>1,270,655.00</b>
240010	INSTR AIDES - OTHER	535,630.00	-	457,483.00
241100	HRLY INSTR AIDE,DIRECT INSTR	-	401,264.97	-
242100	HRLY INSTAIDE,NOT DIRECTINST	-	91,713.30	-
245100	STUDENT INSTR AIDE, DIRECT	-	22,284.00	-
24's	<b>Instr Aides - Other</b>	<b>535,630.00</b>	<b>515,262.27</b>	<b>457,483.00</b>
	<b>Non Acad Salaries Subtotal</b>	<b>25,011,936.00</b>	<b>25,331,096.85</b>	<b>24,629,493.00</b>
310010	STRS	4,963,203.87	-	6,035,586.00
311101	STRS ACADEMIC INSTRUCTORS	-	4,111,434.51	-
311201	STRS EDUCATIONAL ADMIN/SUP	-	228,990.39	-
311301	STRS OTHERACA NONINSTRUCT	-	706,420.44	-
312102	STRS CLASSIFIED	-	9,266.50	-
312202	STRS NON-INSTR ADMIN/SUPR	-	33,820.50	-
314101	STRS, ON-BEHALF, INSTR	-	2,886,520.00	-
314102	STRS, ON-BEHALF, NONINSTR	-	685,335.00	-
31's	<b>STRS</b>	<b>4,963,203.87</b>	<b>8,661,787.34</b>	<b>6,035,586.00</b>
320010	PERS	3,099,034.00	-	3,717,648.00
321101	PERS ACADEMIC INSTRUCTORS	-	75,702.22	-
321201	PERS EDUCATIONAL ADMIN/SUP	-	119,917.19	-
321301	PERS OTHERACA NONINSTRUCT	-	25,556.61	-
322102	PERS CLASSIFIED	-	2,177,944.43	-
322202	PERS NON-INSTR ADMIN/SUPR	-	577,213.64	-
322302	PERS INSTR AIDE DIRECT INSTR	-	119,657.52	-
322402	PERS INST AIDE NOTDIRECT INS	-	69,467.22	-
32's	<b>PERS</b>	<b>3,099,034.00</b>	<b>3,165,458.83</b>	<b>3,717,648.00</b>
330010	FICA & MEDICARE (OASDI)	2,524,002.29	-	2,610,923.00
331101	FICA ACADEMIC INSTRUCTORS	-	59,549.28	-
331201	FICA EDUCATIONAL ADMIN/SUP	-	46,912.03	-
331301	FICA OTHERACA NONINSTRUCT	-	12,308.92	-
332102	FICA CLASSIFIED	-	1,060,737.26	-
332202	FICA NON-INSTR ADMIN/SUPR	-	269,813.18	-
332302	FICA INSTR AIDE DIRECT INSTR	-	65,881.97	-
332402	FICA INSTR AIDE NOTDIRECT INS	-	31,972.44	-
335101	MEDCA ACADEM INSTRUCTORS	-	554,927.77	-

310010	STRS	4,963,203.87	-	6,035,586.00
311101	STRS ACADEMIC INSTRUCTORS	-	4,111,434.51	-
311201	STRS EDUCATIONAL ADMIN/SUP	-	228,990.39	-
311301	STRS OTHERACA NONINSTRUCT	-	706,420.44	-
312102	STRS CLASSIFIED	-	9,266.50	-
312202	STRS NON-INSTR ADMIN/SUPR	-	33,820.50	-
314101	STRS, ON-BEHALF, INSTR	-	2,886,520.00	-
314102	STRS, ON-BEHALF, NONINSTR	-	685,335.00	-
<b>31's</b>	<b>STRS</b>	<b>4,963,203.87</b>	<b>8,661,787.34</b>	<b>6,035,586.00</b>
320010	PERS	3,099,034.00	-	3,717,648.00
321101	PERS ACADEMIC INSTRUCTORS	-	75,702.22	-
321201	PERS EDUCATIONAL ADMIN/SUP	-	119,917.19	-
321301	PERS OTHERACA NONINSTRUCT	-	25,556.61	-
322102	PERS CLASSIFIED	-	2,177,944.43	-
322202	PERS NON-INSTR ADMIN/SUPR	-	577,213.64	-
322302	PERS INSTR AIDE DIRECT INSTR	-	119,657.52	-
322402	PERS INST AIDE NOTDIRECT INS	-	69,467.22	-
<b>32's</b>	<b>PERS</b>	<b>3,099,034.00</b>	<b>3,165,458.83</b>	<b>3,717,648.00</b>
330010	FICA & MEDICARE (OASDI)	2,524,002.29	-	2,610,923.00
331101	FICA ACADEMIC INSTRUCTORS	-	59,549.28	-
331201	FICA EDUCATIONAL ADMIN/SUP	-	46,912.03	-
331301	FICA OTHERACA NONINSTRUCT	-	12,308.92	-
332102	FICA CLASSIFIED	-	1,060,737.26	-
332202	FICA NON-INSTR ADMIN/SUPR	-	269,813.18	-
332302	FICA INSTR AIDE DIRECT INSTR	-	65,881.97	-
332402	FICA INSTR AIDE NOTDIRECT INS	-	31,972.44	-
335101	MEDCA ACADEM INSTRUCTORS	-	554,927.77	-

		Palomar College		
		BUDGET REPORT		
		Comparing Fiscal Years		
		2017 and 2018		
		FUND 11		
	UNRESTRICTED AND DESIGNATED			Run Aug 31, 2017
		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
			Year to Date	
Account	Description			
335201	MEDCA EDUCATNL ADMIN/SUPV	-	40,523.68	-
335301	MEDCA OTH ACA NONINSTRUCT	-	83,918.05	-
336102	MEDCA CLASSIFIED	-	266,019.81	-
336202	MEDCA NON-INSTR ADMIN/SUP	-	69,660.86	-
336302	MEDCA INST AIDE DIRECT INSTR	-	20,138.70	-
336402	MEDCA INST AIDE NOTDIRCT INS	-	8,930.05	-
33's	FICA & Medicare (OASDI)	2,524,002.29	2,591,294.00	2,610,923.00
340010	HEALTH & WELFARE	15,330.00	-	16,080.00
340101	MEDIC ACADEMIC INSTRUCTORS	-	3,971,326.30	-
340110	MEDIC ACA	5,007,256.00	-	5,881,588.00
340120	MEDIC ACADEMIC ADJUNCT	-	239,742.75	-
340125	MEDIC NON-ACADEMIC ADJUNCT	-	15,923.31	-
340151	MEDIC EDUCATIONL ADMIN/SUP	-	371,349.26	-
340201	MEDIC OTHER ACA NONINSTRUC	-	1,039,936.84	-
340210	MEDIC CLS	3,907,792.00	-	4,761,881.00
340252	MEDIC CLASSIFIED	-	3,910,030.86	-
340302	MEDIC NON-INSTR ADMIN/SUPR	-	921,705.15	-
340310	MEDIC AA/CAST	1,372,373.00	-	1,541,490.00
340352	MEDIC INSTR AIDE DIRECT INST	-	192,774.46	-
340402	MEDIC INSTAIDE NOTDIRECTINST	-	127,331.92	-
341101	DENT ACADEMIC INSTRUCTORS	-	196,419.29	-
341110	DENT ACA	266,636.00	-	288,560.00
341151	DENT EDUCATIONAL ADMIN/SUP	-	16,759.10	-
341201	DENT OTHER ACA NONINSTRUC	-	44,032.63	-
341210	DENT CLS	257,715.00	-	274,893.00
341252	DENT CLASSIFIED	-	214,894.62	-
341302	DENT NON-INSTR ADMIN/SUPR	-	44,940.92	-
341310	DENT AA/CAST	67,763.00	-	78,487.00
341352	DENT INSTR AIDE DIRECT INSTR	-	11,849.04	-
341402	DENT INSTAIDE NOT DIRECTINST	-	7,038.29	-
342101	VISION ACADEMIC INSTRUCTOR	-	53,151.23	-
342110	VISION ACA	69,708.00	-	72,946.00
342151	VISION EDUCATIONL ADMIN/SUP	-	4,439.56	-
342201	VISION OTHR ACA NONINSTRUC	-	12,005.03	-
342210	VISION CLS	67,106.00	-	71,205.00
342252	VISION CLASSIFIED	-	59,130.45	-
342302	VISION NON-INSTR ADMIN/SUP	-	12,487.44	-
342310	VISION AA/CAST	18,033.00	-	20,111.00
342352	VISION INSTR AIDE DIRECT INST	-	3,403.42	-
342402	VISION INSTAIDE NOT DIRECTINS	-	1,928.07	-
343101	LIFE ACADEMIC INSTRUCTORS	-	16,255.62	-
343110	LIFE ACA	21,585.00	-	21,578.00
343151	LIFE EDUCATIONAL ADMIN/SUPR	-	1,710.88	-
343201	LIFE OTHER ACA NONINSTRUCT	-	3,661.12	-
343210	LIFE CLS	20,685.00	-	20,839.00
343252	LIFE CLASSIFIED	-	18,081.49	-
343302	LIFE NON-INSTR ADMIN/SUPR	-	3,902.14	-
343310	LIFE AA/CAST	6,022.00	-	5,965.00
343352	LIFE INSTR AIDE DIRECT INSTR	-	1,030.69	-
343402	LIFE INST AIDE NOT DIRECT INS	-	588.04	-
344101	LTD ACADEMIC INSTRUCTORS	-	58,997.25	-
344110	LTD ACA	77,784.00	-	78,388.00
344151	LTD EDUCATIONAL ADMIN/SUPR	-	5,915.61	-
344201	LTD OTHER ACA NONINSTRUCT	-	13,839.39	-
344210	LTD CLS	48,040.00	-	49,495.00
344252	LTD CLASSIFIED	-	41,334.86	-
344302	LTD NON-INSTR ADMIN/SUPR	-	11,734.57	-
344310	LTD AA/CAST	20,890.00	-	22,277.00

## UNRESTRICTED AND DESIGNATED

		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
Account	Description		Year to Date	
335201	MEDCA EDUCATNL ADMIN/SUPV	-	40,523.68	-
335301	MEDCA OTH ACA NONINSTRUCT	-	83,918.05	-
336102	MEDCA CLASSIFIED	-	266,019.81	-
336202	MEDCA NON-INSTR ADMIN/SUP	-	69,660.86	-
336302	MEDCA INST AIDE DIRECT INSTR	-	20,138.70	-
336402	MEDCA INST AIDE NOTDIRCT INS	-	8,930.05	-
	<b>33's FICA &amp; Medicare (OASDI)</b>	<b>2,524,002.29</b>	<b>2,591,294.00</b>	<b>2,610,923.00</b>
340010	HEALTH & WELFARE	15,330.00	-	16,080.00
340101	MEDIC ACADEMIC INSTRUCTORS	-	3,971,326.30	-
340110	MEDIC ACA	5,007,256.00	-	5,881,588.00
340120	MEDIC ACADEMIC ADJUNCT	-	239,742.75	-
340125	MEDIC NON-ACADEMIC ADJUNCT	-	15,923.31	-
340151	MEDIC EDUCATIONL ADMIN/SUP	-	371,349.26	-
340201	MEDIC OTHER ACA NONINSTRUC	-	1,039,936.84	-
340210	MEDIC CLS	3,907,792.00	-	4,761,881.00
340252	MEDIC CLASSIFIED	-	3,910,030.86	-
340302	MEDIC NON-INSTR ADMIN/SUPR	-	921,705.15	-
340310	MEDIC AA/CAST	1,372,373.00	-	1,541,490.00
340352	MEDIC INSTR AIDE DIRECT INST	-	192,774.46	-
340402	MEDIC INSTAIDE NOTDIRECTINST	-	127,331.92	-
341101	DENT ACADEMIC INSTRUCTORS	-	196,419.29	-
341110	DENT ACA	266,636.00	-	288,560.00
341151	DENT EDUCATIONAL ADMIN/SUP	-	16,759.10	-
341201	DENT OTHER ACA NONINSTRUC	-	44,032.63	-
341210	DENT CLS	257,715.00	-	274,893.00
341252	DENT CLASSIFIED	-	214,894.62	-
341302	DENT NON-INSTR ADMIN/SUPR	-	44,940.92	-
341310	DENT AA/CAST	67,763.00	-	78,487.00
341352	DENT INSTR AIDE DIRECT INSTR	-	11,849.04	-
341402	DENT INSTAIDE NOT DIRECTINST	-	7,038.29	-
342101	VISION ACADEMIC INSTRUCTOR	-	53,151.23	-
342110	VISION ACA	69,708.00	-	72,946.00
342151	VISION EDUCATIONL ADMIN/SUP	-	4,439.56	-
342201	VISION OTHR ACA NONINSTRUC	-	12,005.03	-
342210	VISION CLS	67,106.00	-	71,205.00
342252	VISION CLASSIFIED	-	59,130.45	-
342302	VISION NON-INSTR ADMIN/SUP	-	12,487.44	-
342310	VISION AA/CAST	18,033.00	-	20,111.00
342352	VISION INSTR AIDE DIRECT INST	-	3,403.42	-
342402	VISION INSTAIDE NOT DIRECTINS	-	1,928.07	-
343101	LIFE ACADEMIC INSTRUCTORS	-	16,255.62	-
343110	LIFE ACA	21,585.00	-	21,578.00
343151	LIFE EDUCATIONAL ADMIN/SUPR	-	1,710.88	-
343201	LIFE OTHER ACA NONINSTRUCT	-	3,661.12	-
343210	LIFE CLS	20,685.00	-	20,839.00
343252	LIFE CLASSIFIED	-	18,081.49	-
343302	LIFE NON-INSTR ADMIN/SUPR	-	3,902.14	-
343310	LIFE AA/CAST	6,022.00	-	5,965.00
343352	LIFE INSTR AIDE DIRECT INSTR	-	1,030.69	-
343402	LIFE INST AIDE NOT DIRECT INS	-	588.04	-
344101	LTD ACADEMIC INSTRUCTORS	-	58,997.25	-
344110	LTD ACA	77,784.00	-	78,388.00
344151	LTD EDUCATIONAL ADMIN/SUPR	-	5,915.61	-
344201	LTD OTHER ACA NONINSTRUCT	-	13,839.39	-
344210	LTD CLS	48,040.00	-	49,495.00
344252	LTD CLASSIFIED	-	41,334.86	-
344302	LTD NON-INSTR ADMIN/SUPR	-	11,734.57	-
344310	LTD AA/CAST	20,890.00	-	22,277.00

	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
		2017 and 2018		
		<b>FUND 11</b>		
	<b>UNRESTRICTED AND DESIGNATED</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
			<b>Year to Date</b>	
<b>Account</b>	<b>Description</b>			
344352	LTD INSTR AIDE DIRECT INSTR	-	2,200.14	-
344402	LTD INST AIDE NOT DIRECT INST	-	1,237.85	-
345000	EMPLOYER-PAID COBRA	-	13,787.34	-
345101	LTC ACADEMIC INSTRUCTORS	-	8,782.09	-
345110	LTC ACA	11,427.00	-	11,496.00
345151	LTC EDUCATIONAL ADMIN/SUPR	-	726.47	-
345201	LTC OTHER ACA NONINSTRUCT	-	1,964.32	-
345210	LTC CLS	12,585.00	-	11,081.00
345252	LTC CLASSIFIED	-	9,700.25	-
345302	LTC NON-INSTR ADMIN/SUPR	-	2,127.28	-
345310	LTC AA/CAST	3,199.00	-	3,172.00
345352	LTC INSTR AIDE DIRECT INSTR	-	556.93	-
345402	LTC INST AIDE NOT DIRECT INST	-	315.48	-
348010	FUTURE RETIREE HEALTH ACA	-	1,416,025.16	-
348020	FUTURE RETIREE HEALTH CLS	-	1,359,534.77	-
348030	FUTURE RETIREE HEALTH AA/CAST	-	347,729.44	-
348110	FUTURE RETIREE HEALTH ACA	1,510,299.00	-	1,667,448.00
348210	FUTURE RETIREE HEALTH CLS	1,439,614.00	-	1,592,739.00
348310	FUTURE RETIREE HEALTH AA/CAST	372,892.00	-	437,702.00
<b>34's</b>	<b>Health &amp; Welfare</b>	<b>14,594,734.00</b>	<b>14,814,339.12</b>	<b>16,929,421.00</b>
350010	STATE UNEMP INSURANCE	133,196.78	-	64,409.00
351101	UNEMP ACADEMIC INSTRUCTOR	-	47,070.53	-
351201	UNEMP EDUCATIONL ADMN/SUP	-	3,744.53	-
351301	UNEMP OTH ACA NONINSTRUCT	-	6,555.29	-
352102	UNEMPLOYMENT CLASSIFIED	-	20,600.85	-
352202	UNEMP NON-INSTR ADMN/SUP	-	5,723.62	-
352302	UNEMP INSTR AIDE DIRECT INST	-	1,587.79	-
352402	UNEMP INST AIDE NOTDIRECT INS	-	672.76	-
353102	UNEMP STUDENT	-	8.96	-
<b>35's</b>	<b>State Unempl Insurance</b>	<b>133,196.78</b>	<b>85,964.33</b>	<b>64,409.00</b>
360010	WORKER'S COMP	1,277,507.77	-	1,160,599.00
361101	WC ACADEMIC INSTRUCTORS	-	671,074.86	-
361201	WC EDUCATIONAL ADMIN/SUPR	-	46,718.67	-
361301	WC OTHER ACA NON INSTRUCT	-	99,521.33	-
362102	WC CLASSIFIED	-	309,571.35	-
362202	WC NON-INSTR ADMIN/SUPERV	-	80,123.68	-
362302	WC INSTR AIDE DIRECT INSTR	-	23,515.86	-
362402	WC INSTR AIDE NOTDIRECT INST	-	10,435.78	-
363102	WC STUDENT	-	2,184.43	-
<b>36's</b>	<b>Workers' Comp</b>	<b>1,277,507.77</b>	<b>1,243,145.96</b>	<b>1,160,599.00</b>
370010	APPLE	107,546.89	-	137,633.00
371101	APPLE ACADEMIC INSTRUCTOR	-	76,517.56	-
371301	APPLE OTH ACA NONINSTRUCT	-	2,734.39	-
372102	APPLE CLASSIFIED	-	27,568.19	-
372302	APPLE INST AIDE DIRECT INSTR	-	6,947.50	-
372402	APPLE INS AIDE NOTDIRECT INS	-	2,452.36	-
<b>37's</b>	<b>APPLE</b>	<b>107,546.89</b>	<b>116,220.00</b>	<b>137,633.00</b>
390010	OTHER BENEFITS	1,272,922.00	-	1,272,127.00
391101	GOLDEN HANDSHAKE ACADMIC	-	461,582.18	-
391201	GOLDEN HANDSHAKE ED ADMIN	-	226,100.15	-
392102	RETIR INCENT CLASS ADMIN SUP	-	122,890.95	-
392202	RETIEMNT INCENT CLASSIFIED	-	458,552.73	-
394101	ACA BENEFITS TO SPREAD	-	(16,341.88)	-
398000	TB TESTS FOR EMPLOYEES	-	630.00	-
398100	EMPLOYEE COSTS/HEALTH SERVICES	-	340.00	-
<b>39's</b>	<b>Other Benefits</b>	<b>1,272,922.00</b>	<b>1,253,754.13</b>	<b>1,272,127.00</b>
	<b>Employee Benefits Subtotal</b>	<b>27,972,147.60</b>	<b>31,931,963.71</b>	<b>31,928,346.00</b>



	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
	2017 and 2018			
	<b>FUND 11</b>			
	<b>UNRESTRICTED AND DESIGNATED</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
			<b>Year to Date</b>	
<b>Account</b>	<b>Description</b>			
400010	SUPPLIES & MATERIALS	1,131,493.91	-	1,146,708.00
411000	SOFTWARE LESS THAN \$5,000	-	4,649.96	-
421000	BOOKS,MAGAZINES,PERIODCLS	-	2,702.28	-
422000	SUBSCRIPTIONS, PERIODICALS	-	8,656.00	-
423000	BOOKSTORE TEXTBOOKS	-	4,425.95	-
431000	SUPPLIES&MATERIAL,INSTRUCT	-	308,590.80	-
441000	SUPPLIES&MATERIAL,NONINSTR	-	542,583.07	-
441100	SUPPLIES, INSTITUTIONAL	-	10,910.93	-
441200	SUPPLIES, BOOKSTORE	-	258.60	-
441300	SUPPLIES, FOOD SERVICES	-	291.22	-
442000	COST OF FOOD, FOOD SERVICE	-	4,790.25	-
443100	FREIGHT IN	-	1,004.87	-
444000	GRADUATION GOWNS	-	1,859.50	-
445000	SALES AND USE TAX	-	412.81	-
446000	SHIPPING/HANDLING CHARGES	-	1,096.78	-
	<b>Supplies &amp; Materials Subtotal</b>	<b>1,131,493.91</b>	<b>892,233.02</b>	<b>1,146,708.00</b>
500010	OTHER OPER EXP	12,618,203.09	-	11,472,253.00
511000	AUDIT	-	81,938.00	-
515100	INTERNET ACCESS	-	2,166.91	-
515200	JPA SELF-INSURANCE ADMIN	-	2,842.70	-
515300	SOFTWARE LICENSING FEES	-	618,633.08	-
525100	MEMBERSHIP, DISTRICT	-	160,700.53	-
525200	MEMBERSHIP, EMPLOYEE	-	7,999.56	-
531000	COUNTY ELECTION SERVICES	-	352,610.00	-
535200	INS, FIRE, CASUALTY, LIABILITY	-	642,375.25	-
535500	STUDENT ACCIDENT&HOSPITAL	-	123,982.80	-
545100	ADVERTISEMENTS REQ BY LAW	-	31,684.53	-
545200	LAWYERS' FEES	-	427,441.92	-
545300	LEGAL JUDGEMENTS	-	141,378.93	-
551100	ATHLETIC OFFICIALS FEES	-	44,217.00	-
551200	CLASSROOM SPEAKERS	-	1,340.00	-
551300	INDEPENDENT CONTRACTOR	-	819,427.88	-
551400	MANAGEMENT FEES	-	2,960.00	-
551900	OTH PERSONAL&CONSULT SVC	-	1,493,978.90	-
555100	POSTAGE	-	306,236.64	-
560900	DISTRICT VEHICLE USE	-	32,876.26	-
561000	RENT & LEASE, EQUIPMENT	-	66,014.10	-
562000	RENTS & LEASES, LAND/BLDGS	-	133,980.50	-
562100	RENTAL OF FIELDS	-	12,482.50	-
563000	RENTAL OF TRANSPORTATION	-	50,007.53	-
564000	RENTAL OF FILMS	-	16,079.61	-
565100	MAINTENANCE AGREEMT,EQUIP	-	1,199,847.01	-
565200	MAINTENCE AGREE,SOFTWARE	-	657,502.17	-
565300	REPAIRS&MAINT NONINST EQUIP	-	156,169.76	-
565400	REPAIRS&MAINT INSTR EQUIPMT	-	5,283.71	-
565500	REPAIRS&MAINTENANCE BLDGS	-	427,018.26	-
565550	MAINTENANCE, GROUNDS	-	127,593.36	-
575100	TRAVEL, ACADEMIC ADMIN	-	28,579.67	-
575110	TRAVEL, STATE COMMISSION	-	4,053.22	-
575120	TRAVEL, ACADEMIC EMPLOYEE	-	40,988.85	-
575200	TRAVEL, CLASSIFIED ADMINISTR	-	80,195.46	-
575210	TRAVEL, CLASSIFIED EMPLOYEE	-	61,315.50	-
575300	TRAVEL, STUDENT	-	40,431.54	-
575310	TRAVEL WITH STUDENT	-	57,095.09	-
575400	TRAVEL, NON EMPLOYEE	-	6,342.09	-
575500	ATHLETIC ENTRY FEES	-	27,515.00	-
575600	ORIENTATION EXPENSES	-	113.10	-

		Palomar College		
		BUDGET REPORT		
		Comparing Fiscal Years		
		2017 and 2018		
		FUND 11		
	UNRESTRICTED AND DESIGNATED			Run Aug 31, 2017
		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
			Year to Date	
Account	Description			
575700	STAFF DEVLOPMNT AT PALOMR	-	3,646.28	-
575710	TRAINING	-	257,125.38	-
575800	FOOD FOR MEETINGS	-	91,363.15	-
580100	ELECTRICITY	-	1,391,238.32	-
580150	FUEL, GAS	-	11,008.35	-
580200	GASOLINE AND OIL	-	22,577.80	-
580250	JANITORIAL SERVICES	-	525.75	-
580300	LAUNDRY/DRY CLEANING	-	12,020.14	-
580350	PEST CONTROL	-	4,687.00	-
580400	SEWAGE	-	2,588.90	-
580450	TELEPHONE	-	(577.64)	-
580500	TELEPHONE CONNECTIONS	-	95,874.37	-
580550	WASTE DISPOSAL	-	104,089.29	-
580600	WASTE DISPOSAL,HAZARDOUS	-	121,916.03	-
580650	WATER	-	322,402.15	-
585100	ADMINISTRATIVE EXPENSE	-	26,015.58	-
585150	ADVERTISE NOT REQ BY LAW	-	552,639.58	-
585200	BAD DEBT EXPENSE	-	4,503.35	-
585250	BANK CHARGES	-	3,440.00	-
585260	BANK CREDIT CARD EXPENSE	-	271,478.83	-
585400	DISALLOWED FIN AID GRANTS	-	268.36	-
585500	FINGERPRINTING	-	6,716.00	-
585510	TB TESTS	-	60.00	-
585620	BOND COSTS	-	2,000.00	-
585700	PAYMENT IN LIEU OF TRANSPRT	-	86.00	-
585750	PRINTING	-	652,668.87	-
585850	PUBLISHING EXPENSE	-	15,529.00	-
585900	ROYALTY EXPENSE	-	3,284.99	-
585910	LICENSING FEE	-	32,279.66	-
590010	ABATEMENT BUDGET POOL	(650,000.00)	-	(670,000.00)
590100	FACILITIES SERVICES ABATEMENT	-	(36,477.71)	-
590600	BUSINESS SUPPORT SVCS ABATEMT	-	(707,684.57)	-
	Other Oper Exp Subtotal	11,968,203.09	11,760,692.13	10,802,253.00
580010	INDIRECT COSTS BUDGET POOL	(600,000.00)	-	(550,000.00)
585550	INDIRECT COSTS	-	(588,610.39)	-
	Indirect Costs Subtotal	(600,000.00)	(588,610.39)	(550,000.00)
600010	CAPITAL OUTLAY	102,134.00	-	442,256.00
631000	LIBRARY BOOKS	-	104.56	-
633000	LIBRARY NONPRINT MEDIA	-	19.35	-
642300	EQUIP NONINS,ADTNL.>\$200-999	-	767.96	-
644100	EQUIP INSTR ADDTL \$500 - \$4999	-	3,656.88	-
644200	EQUIP INSTR REPL \$500 - \$4999	-	7,317.00	-
644400	EQUIP NONINS ADDL \$500 - \$4999	-	1,141.00	-
644600	EQUIPMENT NONINSTRUCTL >\$4,999	-	18,934.84	-
	Capital Outlay Subtotal	102,134.00	31,941.59	442,256.00
721000	INTRAFUND TRANS OUT WITHIN	-	2,854,129.10	-
721010	INTRAFUND TRANS OUT WITHIN	2,869,341.00	-	2,851,411.00
731000	INTERFUND TRANS OUT BETWEEN	-	4,740,246.00	-
731010	INTERFUND TRANS OUT BETWEEN	4,755,246.00	-	4,330,698.00
791010	RESERVE FOR CONTINGENCIES	7,811,148.00	-	8,814,929.00
791510	OTHER RESERVES	1,883,576.00	-	413,024.00
792010	CONTINGENCY,BUDGET STABILITY	7,578,384.00	-	2,156,775.00
793010	CONTINGENCY, COLA	-	-	1,538,528.00
799010	CONTINGENCY HOLDING ACCOUNT	3,308,538.00	-	5,464,272.00
	Other Outgoing Subtotal	28,206,233.00	7,594,375.10	25,569,637.00

## UNRESTRICTED AND DESIGNATED

		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
Account	Description		Year to Date	
575700	STAFF DEVELOPMNT AT PALOMR	-	3,646.28	-
575710	TRAINING	-	257,125.38	-
575800	FOOD FOR MEETINGS	-	91,363.15	-
580100	ELECTRICITY	-	1,391,238.32	-
580150	FUEL, GAS	-	11,008.35	-
580200	GASOLINE AND OIL	-	22,577.80	-
580250	JANITORIAL SERVICES	-	525.75	-
580300	LAUNDRY/DRY CLEANING	-	12,020.14	-
580350	PEST CONTROL	-	4,687.00	-
580400	SEWAGE	-	2,588.90	-
580450	TELEPHONE	-	(577.64)	-
580500	TELEPHONE CONNECTIONS	-	95,874.37	-
580550	WASTE DISPOSAL	-	104,089.29	-
580600	WASTE DISPOSAL,HAZARDOUS	-	121,916.03	-
580650	WATER	-	322,402.15	-
585100	ADMINISTRATIVE EXPENSE	-	26,015.58	-
585150	ADVERTISE NOT REQ BY LAW	-	552,639.58	-
585200	BAD DEBT EXPENSE	-	4,503.35	-
585250	BANK CHARGES	-	3,440.00	-
585260	BANK CREDIT CARD EXPENSE	-	271,478.83	-
585400	DISALLOWED FIN AID GRANTS	-	268.36	-
585500	FINGERPRINTING	-	6,716.00	-
585510	TB TESTS	-	60.00	-
585620	BOND COSTS	-	2,000.00	-
585700	PAYMENT IN LIEU OF TRANSPRT	-	86.00	-
585750	PRINTING	-	652,668.87	-
585850	PUBLISHING EXPENSE	-	15,529.00	-
585900	ROYALTY EXPENSE	-	3,284.99	-
585910	LICENSING FEE	-	32,279.66	-
590010	ABATEMENT BUDGET POOL	(650,000.00)	-	(670,000.00)
590100	FACILITIES SERVICES ABATEMENT	-	(36,477.71)	-
590600	BUSINESS SUPPORT SVCS ABATEMT	-	(707,684.57)	-
	Other Oper Exp Subtotal	11,968,203.09	11,760,692.13	10,802,253.00
580010	INDIRECT COSTS BUDGET POOL	(600,000.00)	-	(550,000.00)
585550	INDIRECT COSTS	-	(588,610.39)	-
	Indirect Costs Subtotal	(600,000.00)	(588,610.39)	(550,000.00)
600010	CAPITAL OUTLAY	102,134.00	-	442,256.00
631000	LIBRARY BOOKS	-	104.56	-
633000	LIBRARY NONPRINT MEDIA	-	19.35	-
642300	EQUIP NONINS,ADTNL.>\$200-999	-	767.96	-
644100	EQUIP INSTR ADDTL \$500 - \$4999	-	3,656.88	-
644200	EQUIP INSTR REPL \$500 - \$4999	-	7,317.00	-
644400	EQUIP NONINS ADDL \$500 - \$4999	-	1,141.00	-
644600	EQUIPMENT NONINSTRUCTL >\$4,999	-	18,934.84	-
	Capital Outlay Subtotal	102,134.00	31,941.59	442,256.00
721000	INTRAFUND TRANS OUT WITHIN	-	2,854,129.10	-
721010	INTRAFUND TRANS OUT WITHIN	2,869,341.00	-	2,851,411.00
731000	INTERFUND TRANS OUT BETWEEN	-	4,740,246.00	-
731010	INTERFUND TRANS OUT BETWEEN	4,755,246.00	-	4,330,698.00
791010	RESERVE FOR CONTINGENCIES	7,811,148.00	-	8,814,929.00
791510	OTHER RESERVES	1,883,576.00	-	413,024.00
792010	CONTINGENCY,BUDGET STABILITY	7,578,384.00	-	2,156,775.00
793010	CONTINGENCY, COLA	-	-	1,538,528.00
799010	CONTINGENCY HOLDING ACCOUNT	3,308,538.00	-	5,464,272.00
	Other Outgoing Subtotal	28,206,233.00	7,594,375.10	25,569,637.00

	Palomar College			
	BUDGET REPORT			
	Comparing Fiscal Years			
		2017 and 2018		
		FUND 11		
	UNRESTRICTED AND DESIGNATED			Run Aug 31, 2017
		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
Account	Description		Year to Date	
Expense Grand Total		140,826,046.00	124,713,851.21	144,314,716.00
861100	APPRENTICESHIP APPORTIONM	1,201,652.00	1,201,652.00	1,240,810.00
861110	APPRENTICESHIP PRIOR YEAR	-	807,750.00	-
861200	STATE GENERAL APPORTIONMT	3,771,250.00	3,530,583.00	10,128,646.00
861210	GENERL APPORTNMT PRIOR YR	-	754,135.00	101,536.00
861450	PART TIME FACULTY APPORT	342,340.00	349,944.00	375,166.00
861500	2% BFAP ADMIN	218,329.00	226,467.00	210,034.00
863100	EDUCATION PROTECTION ACCOUNT	13,608,318.00	13,608,318.00	13,870,773.00
863101	ED PROTECTION ACCT PRIOR YEAR	137,397.00	137,397.00	-
867100	HOMEOWNER PROPTAX RELIEF	500,000.00	398,466.11	500,000.00
868100	STATE LOTTERY PROCEEDS	2,447,414.00	2,423,765.52	2,644,206.00
868150	STATE LOTTRY PROCEEDS PRIOR YR	348,830.00	(230,159.33)	-
868200	STATE MANDATED COSTS	465,009.00	465,009.00	537,600.00
868400	RETURN TO TITLE IV FROM STATE	-	1,939.00	-
869800	OTHER MISC STATE REVENUES	60,000.00	3,632,639.00	250,000.00
869999	BEGINNING BALANCE, STATE	485,391.00	-	655,783.00
86's	State Revenues Subtotal	23,585,930.00	27,307,905.30	30,514,554.00
881100	TAX ALLOCATION SECURD ROLL	68,659,420.00	64,380,098.34	71,071,535.00
881200	TAX ALLOC SUPPLEMENT ROLL	1,305,127.00	1,643,996.13	1,698,235.00
881300	TAX ALLOCN UNSECURED ROLL	1,886,386.00	1,973,280.49	2,042,372.00
881600	PRIOR YEARS TAXES	-	(27,774.07)	-
881900	RDA RESIDUAL PAYMENTS	-	4,310,838.50	-
883600	FOLLETT	525,000.00	498,101.47	525,000.00
884150	HLTH SVCS SALE TO EMPLOYEE	1,000.00	1,880.00	1,000.00
884180	LIBRARY COPIER SALES	10,090.00	9,411.15	8,000.00
884210	PLANETARIUM SALES	40,000.00	60,032.00	42,044.00
884215	BUSINESS SERVICES CHARGES	65,978.00	56,481.84	50,500.00
884230	PRINTING CHARGES	4,479.00	41,009.50	150.00
884260	RECYCLING COMMISSION	3,000.00	6,171.09	-
884290	TICKET/GATE/PROGRAM SALES	22,585.00	22,584.91	24,000.00
884300	VENDING COMMISSIONS	70,000.00	92,435.97	70,000.00
884350	MISC SALES AND COMMISSION	64,000.00	70,532.02	57,490.00
885300	FACILITIES RENTAL AND LEASE	-	83,643.85	-
886100	INTEREST BANK ACCOUNTS	-	596.57	-
886200	INTEREST COUNTY TREASURY	125,000.00	330,689.87	300,000.00
886500	OTH INTEREST & INVEST INCOM	-	251.20	-
887400	ENROLLMENT FEE	9,162,577.00	9,045,148.20	9,030,940.00
887500	FIELD TRP;USEOF NONDIST FAC	8,800.00	9,150.00	7,000.00
887620	HLTH SERVICE PHYSICAL EXAM	17,343.00	25,028.50	15,000.00
887700	INSTR MAT FEES;SALE MATERL	208,568.00	276,849.70	180,306.00
887710	COURSE RELATED FEES	7,687.00	7,800.00	6,600.00
887800	STUDNT INSURANCE PAYMNTS	1,300.00	2,990.35	1,300.00
887910	TRANSCRIPT INCOME	160,000.00	146,790.20	160,000.00
888010	NON RESIDENT TUITION USA	950,000.00	846,597.50	950,000.00
888020	NONRESIDENT TUITON FOREIGN	1,920,000.00	1,904,051.00	2,000,000.00
888900	OTH STUDENT FEES&CHARGES	50.00	-	-
888920	COURSE TESTING FEE	1,200.00	2,355.00	200.00
889030	COBRA ADMIN FEE	-	300.01	-
889300	CASH OVER/SHORT	-	(165.05)	-
889600	LIBRARY FINES	500.00	2,220.20	500.00
889650	PARKING FINES	205,000.00	128,460.36	-
889660	PARKING PENALTY SURCHARG	-	0.22	-
889800	RETURNED CHECKS	-	143.00	-
889830	RETURNED CHECK FEE	-	230.00	-
889850	STUDNT REFND WRITE-OFF TO DIST	-	119.24	-

## UNRESTRICTED AND DESIGNATED

Run Aug 31, 2017

		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
Account	Description		Year to Date	
<b>Expense Grand Total</b>		<b>140,826,046.00</b>	<b>124,713,851.21</b>	<b>144,314,716.00</b>
861100	APPRENTICESHIP APPORTIONM	1,201,652.00	1,201,652.00	1,240,810.00
861110	APPRENTICESHIP PRIOR YEAR	-	807,750.00	-
861200	STATE GENERAL APPORTIONMT	3,771,250.00	3,530,583.00	10,128,646.00
861210	GENERL APPORTNMT PRIOR YR	-	754,135.00	101,536.00
861450	PART TIME FACULTY APPORT	342,340.00	349,944.00	375,166.00
861500	2% BFAP ADMIN	218,329.00	226,467.00	210,034.00
863100	EDUCATION PROTECTION ACCOUNT	13,608,318.00	13,608,318.00	13,870,773.00
863101	ED PROTECTION ACCT PRIOR YEAR	137,397.00	137,397.00	-
867100	HOMEOWNER PROPTAX RELIEF	500,000.00	398,466.11	500,000.00
868100	STATE LOTTERY PROCEEDS	2,447,414.00	2,423,765.52	2,644,206.00
868150	STATE LOTTRY PROCEEDS PRIOR YR	348,830.00	(230,159.33)	-
868200	STATE MANDATED COSTS	465,009.00	465,009.00	537,600.00
868400	RETURN TO TITLE IV FROM STATE	-	1,939.00	-
869800	OTHER MISC STATE REVENUES	60,000.00	3,632,639.00	250,000.00
869999	BEGINNING BALANCE, STATE	485,391.00	-	655,783.00
<b>86's</b>	<b>State Revenues Subtotal</b>	<b>23,585,930.00</b>	<b>27,307,905.30</b>	<b>30,514,554.00</b>
881100	TAX ALLOCATION SECURD ROLL	68,659,420.00	64,380,098.34	71,071,535.00
881200	TAX ALLOC SUPPLEMENT ROLL	1,305,127.00	1,643,996.13	1,698,235.00
881300	TAX ALLOCN UNSECURED ROLL	1,886,386.00	1,973,280.49	2,042,372.00
881600	PRIOR YEARS TAXES	-	(27,774.07)	-
881900	RDA RESIDUAL PAYMENTS	-	4,310,838.50	-
883600	FOLLETT	525,000.00	498,101.47	525,000.00
884150	HLTH SVCS SALE TO EMPLOYEE	1,000.00	1,880.00	1,000.00
884180	LIBRARY COPIER SALES	10,090.00	9,411.15	8,000.00
884210	PLANETARIUM SALES	40,000.00	60,032.00	42,044.00
884215	BUSINESS SERVICES CHARGES	65,978.00	56,481.84	50,500.00
884230	PRINTING CHARGES	4,479.00	41,009.50	150.00
884260	RECYCLING COMMISSION	3,000.00	6,171.09	-
884290	TICKET/GATE/PROGRAM SALES	22,585.00	22,584.91	24,000.00
884300	VENDING COMMISSIONS	70,000.00	92,435.97	70,000.00
884350	MISC SALES AND COMMISSION	64,000.00	70,532.02	57,490.00
885300	FACILITIES RENTAL AND LEASE	-	83,643.85	-
886100	INTEREST BANK ACCOUNTS	-	596.57	-
886200	INTEREST COUNTY TREASURY	125,000.00	330,689.87	300,000.00
886500	OTH INTEREST & INVEST INCOM	-	251.20	-
887400	ENROLLMENT FEE	9,162,577.00	9,045,148.20	9,030,940.00
887500	FIELD TRP;USEOF NONDIST FAC	8,800.00	9,150.00	7,000.00
887620	HLTH SERVICE PHYSICAL EXAM	17,343.00	25,028.50	15,000.00
887700	INSTR MAT FEES;SALE MATERL	208,568.00	276,849.70	180,306.00
887710	COURSE RELATED FEES	7,687.00	7,800.00	6,600.00
887800	STUDNT INSURANCE PAYMNTS	1,300.00	2,990.35	1,300.00
887910	TRANSCRIPT INCOME	160,000.00	146,790.20	160,000.00
888010	NON RESIDENT TUITION USA	950,000.00	846,597.50	950,000.00
888020	NONRESIDENT TUITON FOREIGN	1,920,000.00	1,904,051.00	2,000,000.00
888900	OTH STUDENT FEES&CHARGES	50.00	-	-
888920	COURSE TESTING FEE	1,200.00	2,355.00	200.00
889030	COBRA ADMIN FEE	-	300.01	-
889300	CASH OVER/SHORT	-	(165.05)	-
889600	LIBRARY FINES	500.00	2,220.20	500.00
889650	PARKING FINES	205,000.00	128,460.36	-
889660	PARKING PENALTY SURCHARG	-	0.22	-
889800	RETURNED CHECKS	-	143.00	-
889830	RETURNED CHECK FEE	-	230.00	-
889850	STUDNT REFND WRITE-OFF TO DIST	-	119.24	-

<b>Expense Grand Total</b>		<b>140,826,046.00</b>	<b>124,713,851.21</b>	<b>144,314,716.00</b>
861100	APPRENTICESHIP APPORTIONM	1,201,652.00	1,201,652.00	1,240,810.00
861110	APPRENTICESHIP PRIOR YEAR	-	807,750.00	-
861200	STATE GENERAL APPORTIONMT	3,771,250.00	3,530,583.00	10,128,646.00
861210	GENERL APPORTNMT PRIOR YR	-	754,135.00	101,536.00
861450	PART TIME FACULTY APPORT	342,340.00	349,944.00	375,166.00
861500	2% BFAP ADMIN	218,329.00	226,467.00	210,034.00
863100	EDUCATION PROTECTION ACCOUNT	13,608,318.00	13,608,318.00	13,870,773.00
863101	ED PROTECTION ACCT PRIOR YEAR	137,397.00	137,397.00	-
867100	HOMEOWNER PROPTAX RELIEF	500,000.00	398,466.11	500,000.00
868100	STATE LOTTERY PROCEEDS	2,447,414.00	2,423,765.52	2,644,206.00
868150	STATE LOTTRY PROCEEDS PRIOR YR	348,830.00	(230,159.33)	-
868200	STATE MANDATED COSTS	465,009.00	465,009.00	537,600.00
868400	RETURN TO TITLE IV FROM STATE	-	1,939.00	-
869800	OTHER MISC STATE REVENUES	60,000.00	3,632,639.00	250,000.00
869999	BEGINNING BALANCE, STATE	485,391.00	-	655,783.00
<b>86's</b>	<b>State Revenues Subtotal</b>	<b>23,585,930.00</b>	<b>27,307,905.30</b>	<b>30,514,554.00</b>
881100	TAX ALLOCATION SECURD ROLL	68,659,420.00	64,380,098.34	71,071,535.00
881200	TAX ALLOC SUPPLEMENT ROLL	1,305,127.00	1,643,996.13	1,698,235.00
881300	TAX ALLOCN UNSECURED ROLL	1,886,386.00	1,973,280.49	2,042,372.00
881600	PRIOR YEARS TAXES	-	(27,774.07)	-
881900	RDA RESIDUAL PAYMENTS	-	4,310,838.50	-
883600	FOLLETT	525,000.00	498,101.47	525,000.00
884150	HLTH SVCS SALE TO EMPLOYEE	1,000.00	1,880.00	1,000.00
884180	LIBRARY COPIER SALES	10,090.00	9,411.15	8,000.00
884210	PLANETARIUM SALES	40,000.00	60,032.00	42,044.00
884215	BUSINESS SERVICES CHARGES	65,978.00	56,481.84	50,500.00
884230	PRINTING CHARGES	4,479.00	41,009.50	150.00
884260	RECYCLING COMMISSION	3,000.00	6,171.09	-
884290	TICKET/GATE/PROGRAM SALES	22,585.00	22,584.91	24,000.00
884300	VENDING COMMISSIONS	70,000.00	92,435.97	70,000.00
884350	MISC SALES AND COMMISSION	64,000.00	70,532.02	57,490.00
885300	FACILITIES RENTAL AND LEASE	-	83,643.85	-
886100	INTEREST BANK ACCOUNTS	-	596.57	-
886200	INTEREST COUNTY TREASURY	125,000.00	330,689.87	300,000.00
886500	OTH INTEREST & INVEST INCOM	-	251.20	-
887400	ENROLLMENT FEE	9,162,577.00	9,045,148.20	9,030,940.00
887500	FIELD TRP;USEOF NONDIST FAC	8,800.00	9,150.00	7,000.00
887620	HLTH SERVICE PHYSICAL EXAM	17,343.00	25,028.50	15,000.00
887700	INSTR MAT FEES;SALE MATERL	208,568.00	276,849.70	180,306.00
887710	COURSE RELATED FEES	7,687.00	7,800.00	6,600.00
887800	STUDNT INSURANCE PAYMNTS	1,300.00	2,990.35	1,300.00
887910	TRANSCRIPT INCOME	160,000.00	146,790.20	160,000.00
888010	NON RESIDENT TUITION USA	950,000.00	846,597.50	950,000.00
888020	NONRESIDENT TUITON FOREIGN	1,920,000.00	1,904,051.00	2,000,000.00
888900	OTH STUDENT FEES&CHARGES	50.00	-	-
888920	COURSE TESTING FEE	1,200.00	2,355.00	200.00
889030	COBRA ADMIN FEE	-	300.01	-
889300	CASH OVER/SHORT	-	(165.05)	-
889600	LIBRARY FINES	500.00	2,220.20	500.00
889650	PARKING FINES	205,000.00	128,460.36	-
889660	PARKING PENALTY SURCHARG	-	0.22	-
889800	RETURNED CHECKS	-	143.00	-
889830	RETURNED CHECK FEE	-	230.00	-
889850	STUDNT REFND WRITE-OFF TO DIST	-	119.24	-

<b>Palomar College</b>				
<b>BUDGET REPORT</b>				
Comparing Fiscal Years				
2017 and 2018				
<b>FUND 11</b>				
<b>UNRESTRICTED AND DESIGNATED</b>				Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
			<b>Year to Date</b>	
<b>Account</b>	<b>Description</b>			
889880	STALE DATED/VOID WARRANTS	-	39,339.61	-
889900	OTHER LOCAL REVENUES	60,648.00	1,048,287.95	112,848.00
889999	BEGINNING BALANCE, LOCAL	21,367,153.00	-	21,197,997.00
<b>88's</b>	<b>Local Revenues Subtotal</b>	<b>106,852,891.00</b>	<b>87,039,956.82</b>	<b>109,553,017.00</b>
898100	INTERFUND TRANSFER IN,BETWN	9,263,000.00	9,263,000.00	2,959,145.00
898200	INTRAFUND TRANSFER IN,WITHIN	1,124,225.00	1,104,225.00	1,288,000.00
<b>89's</b>	<b>Other Sources Subtotal</b>	<b>10,387,225.00</b>	<b>10,367,225.00</b>	<b>4,247,145.00</b>
<b>Revenue Grand Total</b>		<b>140,826,046.00</b>	<b>124,715,087.12</b>	<b>144,314,716.00</b>



# FUND 12 GENERAL RESTRICTED FUND



		<b>Palomar College</b>		
		<b>BUDGET REPORT</b>		
		Comparing Fiscal Years		
		2017 and 2018		
		<b>FUND 12</b>		
		<b>GENERAL RESTRICTED FUND</b>		Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
111000	INSTRUCTIONAL SAL, CONTRACT	-	123,013.04	-
111010	INSTRUCTIONAL SALARY, CONTRACT	197,769.41	-	205,453.00
<b>11's</b>	<b>Instr Salaries - Contract</b>	<b>197,769.41</b>	<b>123,013.04</b>	<b>205,453.00</b>
122100	COUNSELORS, CONTRACT	-	905,904.06	-
122110	COUNSELORS, CONTRACT	1,022,315.26	-	1,112,346.00
123400	DIRECTR/COORDINAT,ACA CONT	-	29,386.65	-
123410	DIRECTOR/COORDINATOR, ACA CONT	29,386.65	-	-
123600	DIRECTOR/COORDINATOR, AA CONT	-	271,629.93	-
123610	DIRECTOR/COORDINATOR, AA CONT	351,891.75	-	421,427.00
<b>12's</b>	<b>Non-Instr Salaries - Contract</b>	<b>1,403,593.66</b>	<b>1,206,920.64</b>	<b>1,533,773.00</b>
130010	INSTR SALARIES - OTHER	151,452.78	-	96,440.00
131100	ASSIGN TIME HRLY REPLACEMT	-	57,493.61	-
133100	INSTRUCTIONL ACADEMIC,HRLY	-	44,920.00	-
133300	INSTR ACADEMIC, HRLY SUMMR	-	2,169.88	-
135300	OVERLOAD,CONTRACT INSTRUC	-	22,225.97	-
135700	OVERLOAD,SUMMER ACA HRLY	-	303.07	-
137400	SERVICE PROVIDER ED SERVIC	-	1,365.20	-
138100	STIPEND, CONTRACT INSTRUCT	-	650.00	-
<b>13's</b>	<b>Instr Salaries - Other</b>	<b>151,452.78</b>	<b>129,127.73</b>	<b>96,440.00</b>
140010	NON-INSTR SALARIES - OTHER	3,105,044.80	-	1,383,376.00
141100	COUNSELOR, HOURLY	-	499,716.67	-
144100	NON-INSTRUCT ACADEMIC,HRLY	-	1,299,169.95	-
145100	OVERLOAD,SUMMER NON-INST	-	138,866.74	-
146600	REPLC COUNSLR SUMMR HRLY	-	219,369.63	-
<b>14's</b>	<b>Non-Instr Salaries - Other</b>	<b>3,105,044.80</b>	<b>2,157,122.99</b>	<b>1,383,376.00</b>
	<b>Academic Salaries Subtotal</b>	<b>4,857,860.65</b>	<b>3,616,184.40</b>	<b>3,219,042.00</b>
211000	EXCUTIVE ADMIN SUPPORT, CAST	-	6,377.02	-
211010	EXCUTIVE ADMIN SUPPORT, CAST	6,377.02	-	-
212100	SUPERVISOR, CAST	-	665,229.29	-
212110	SUPERVISOR, CAST	750,453.55	-	686,467.00
212200	CLASSIFIED REGULAR SALARY	-	4,281,136.48	-
212210	CLASSIFIED REGULAR SALARY	4,947,370.15	-	5,421,440.00
212300	CLASSIFIED HEALTH PROFESSL	-	205,794.30	-
212310	CLASSIFIED HEALTH PROFESSIONAL	388,819.00	-	406,507.00
212600	NON-INSTRUCTNL ADMINISTRATORS	-	1,028,714.03	-
212610	NON-INSTRUCTNL ADMINISTRATORS	1,185,776.65	-	1,185,153.00
<b>21's</b>	<b>Non-Instr Salaries - Reg</b>	<b>7,278,796.37</b>	<b>6,187,251.12</b>	<b>7,699,567.00</b>
222000	INST AIDE CONTRACT, NOT DIRECT	-	36,325.22	-
222010	INST AIDE CONTRACT, NOT DIRECT	36,325.91	-	47,997.00
<b>22's</b>	<b>Instr Aides - Reg</b>	<b>36,325.91</b>	<b>36,325.22</b>	<b>47,997.00</b>
230010	NON ACADEMIC SALARIES - OTHER	4,478,674.77	-	1,841,570.00
231100	HOURLY CLASSIFIED, TEMP	-	2,777,526.54	-
231300	HOURLY TUTORS	-	361,364.42	-
231400	HRLY ADMINISTRATOR NON INST	-	11,401.80	-
231500	HRLY HEALTH PROFESSIONAL	-	163,251.50	-
232100	OVERTIME CLASSIFID SALARIED	-	65,808.21	-
232200	OVERTIME SUPERVISR SALRIED	-	12,722.15	-
235100	STUDENT EMPLOYEE	-	114,488.98	-
235200	STUDENT TUTORS	-	31,727.29	-
235400	STUDENT WORK STUDY	-	275,961.64	-
<b>23's</b>	<b>Non-Academic Salaries - Other</b>	<b>4,478,674.77</b>	<b>3,814,252.53</b>	<b>1,841,570.00</b>
240010	INSTR AIDES - OTHER	60,365.00	-	36,240.00
241100	HRLY INSTR AIDE,DIRECT INSTR	-	52,462.33	-
242100	HRLY INSTAIDE,NOT DIRECTINST	-	7,902.00	-
<b>24's</b>	<b>Instr Aides - Other</b>	<b>60,365.00</b>	<b>60,364.33</b>	<b>36,240.00</b>
	<b>Non Acad Salaries Subtotal</b>	<b>11,854,162.05</b>	<b>10,098,193.20</b>	<b>9,625,374.00</b>

		<b>Palomar College</b>		
		<b>BUDGET REPORT</b>		
		Comparing Fiscal Years		
		2017 and 2018		
		<b>FUND 12</b>		
	<b>GENERAL RESTRICTED FUND</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
			<b>Year to Date</b>	
<b>Account</b>	<b>Description</b>			
310010	STRS	511,746.50	-	302,650.00
311101	STRS ACADEMIC INSTRUCTORS	-	28,785.62	-
311201	STRS EDUCATIONAL ADMIN/SUP	-	28,801.00	-
311301	STRS OTHERACA NONINSTRUCT	-	343,485.24	-
312202	STRS NON-INSTR ADMIN/SUPR	-	10,586.28	-
314101	STRS, ON-BEHALF, INSTR	-	19,321.00	-
314102	STRS, ON-BEHALF, NONINSTR	-	269,559.00	-
<b>31's</b>	<b>STRS</b>	<b>511,746.50</b>	<b>700,538.14</b>	<b>302,650.00</b>
320010	PERS	1,058,295.07	-	1,212,803.00
321201	PERS EDUCATIONAL ADMIN/SUP	-	2,045.64	-
321301	PERS OTHERACA NONINSTRUCT	-	17,760.93	-
322102	PERS CLASSIFIED	-	716,131.97	-
322202	PERS NON-INSTR ADMIN/SUPR	-	220,778.77	-
322302	PERS INSTR AIDE DIRECT INSTR	-	570.73	-
322402	PERS INST AIDE NOTDIRECT INS	-	5,968.41	-
<b>32's</b>	<b>PERS</b>	<b>1,058,295.07</b>	<b>963,256.45</b>	<b>1,212,803.00</b>
330010	FICA & MEDICARE (OASDI)	721,509.11	-	671,507.00
331101	FICA ACADEMIC INSTRUCTORS	-	31.43	-
331201	FICA EDUCATIONAL ADMIN/SUP	-	913.23	-
331301	FICA OTHERACA NONINSTRUCT	-	8,608.03	-
332102	FICA CLASSIFIED	-	344,163.93	-
332202	FICA NON-INSTR ADMIN/SUPR	-	98,356.83	-
332302	FICA INSTR AIDE DIRECT INSTR	-	1,868.48	-
332402	FICA INSTR AIDE NOTDIRECT INS	-	2,961.04	-
335101	MEDCA ACADEM INSTRUCTORS	-	3,645.40	-
335201	MEDCA EDUCATNL ADMIN/SUPV	-	3,942.72	-
335301	MEDCA OTH ACA NONINSTRUCT	-	44,776.64	-
336102	MEDCA CLASSIFIED	-	113,969.29	-
336202	MEDCA NON-INSTR ADMIN/SUP	-	24,923.87	-
336302	MEDCA INST AIDE DIRECT INSTR	-	764.76	-
336402	MEDCA INST AIDE NOTDIRCT INS	-	787.49	-
<b>33's</b>	<b>FICA &amp; Medicare (OASDI)</b>	<b>721,509.11</b>	<b>649,713.14</b>	<b>671,507.00</b>
340101	MEDIC ACADEMIC INSTRUCTORS	-	11,489.02	-
340110	MEDIC ACA	227,728.75	-	253,750.00
340125	MEDIC NON-ACADEMIC ADJUNCT	-	1,977.86	-
340151	MEDIC EDUCATIONL ADMIN/SUP	-	16,142.64	-
340201	MEDIC OTHER ACA NONINSTRUC	-	159,506.26	-
340210	MEDIC CLS	1,489,937.97	-	1,803,473.00
340252	MEDIC CLASSIFIED	-	1,124,413.47	-
340302	MEDIC NON-INSTR ADMIN/SUPR	-	327,135.81	-
340310	MEDIC AA/CAST	452,374.69	-	441,748.00
340402	MEDIC INSTAIDE NOTDIRECTINST	-	6,576.00	-
341101	DENT ACADEMIC INSTRUCTORS	-	1,046.53	-
341110	DENT ACA	12,366.49	-	14,828.00
341151	DENT EDUCATIONAL ADMIN/SUP	-	748.82	-
341201	DENT OTHER ACA NONINSTRUC	-	8,420.60	-
341210	DENT CLS	80,272.99	-	97,222.00
341252	DENT CLASSIFIED	-	58,327.14	-
341302	DENT NON-INSTR ADMIN/SUPR	-	17,489.80	-
341310	DENT AA/CAST	26,845.46	-	24,666.00
341402	DENT INSTAIDE NOT DIRECTINST	-	819.17	-
342101	VISION ACADEMIC INSTRUCTOR	-	293.80	-
342110	VISION ACA	3,131.20	-	3,622.00
342151	VISION EDUCATIONL ADMIN/SUP	-	215.10	-
342201	VISION OTHR ACA NONINSTRUC	-	2,336.31	-
342210	VISION CLS	21,620.12	-	25,190.00

	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
	2017 and 2018			
	<b>FUND 12</b>			
	<b>GENERAL RESTRICTED FUND</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
342252	VISION CLASSIFIED	-	16,659.88	-
342302	VISION NON-INSTR ADMIN/SUP	-	4,836.68	-
342310	VISION AA/CAST	6,857.20	-	6,362.00
342402	VISION INSTAIDE NOT DIRECTINS	-	235.29	-
343101	LIFE ACADEMIC INSTRUCTORS	-	90.02	-
343110	LIFE ACA	963.40	-	1,056.00
343151	LIFE EDUCATIONAL ADMIN/SUPR	-	157.81	-
343201	LIFE OTHER ACA NONINSTRUCT	-	696.95	-
343210	LIFE CLS	6,621.04	-	7,379.00
343252	LIFE CLASSIFIED	-	5,082.25	-
343302	LIFE NON-INSTR ADMIN/SUPR	-	1,467.70	-
343310	LIFE AA/CAST	2,186.62	-	1,947.00
343402	LIFE INST AIDE NOT DIRECT INS	-	72.16	-
344101	LTD ACADEMIC INSTRUCTORS	-	341.38	-
344110	LTD ACA	3,499.43	-	3,509.00
344151	LTD EDUCATIONAL ADMIN/SUPR	-	637.61	-
344201	LTD OTHER ACA NONINSTRUCT	-	2,420.70	-
344210	LTD CLS	13,499.27	-	16,247.00
344252	LTD CLASSIFIED	-	10,639.26	-
344302	LTD NON-INSTR ADMIN/SUPR	-	4,319.89	-
344310	LTD AA/CAST	6,345.78	-	6,189.00
344402	LTD INST AIDE NOT DIRECT INST	-	111.49	-
345101	LTC ACADEMIC INSTRUCTORS	-	48.08	-
345110	LTC ACA	510.93	-	625.00
345151	LTC EDUCATIONAL ADMIN/SUPR	-	87.69	-
345201	LTC OTHER ACA NONINSTRUCT	-	382.49	-
345210	LTC CLS	3,533.88	-	3,924.00
345252	LTC CLASSIFIED	-	2,726.34	-
345302	LTC NON-INSTR ADMIN/SUPR	-	791.37	-
345310	LTC AA/CAST	1,211.09	-	1,032.00
345402	LTD INST AIDE NOT DIRECT INST	-	38.50	-
348010	FUTURE RETIREE HEALTH ACA	-	56,655.30	-
348020	FUTURE RETIREE HEALTH CLS	-	313,003.68	-
348030	FUTURE RETIREE HEALTH AA/CAST	-	102,648.21	-
348110	FUTURE RETIREE HEALTH ACA	67,588.74	-	81,180.00
348210	FUTURE RETIREE HEALTH CLS	379,588.99	-	447,819.00
348310	FUTURE RETIREE HEALTH AA/CAST	120,400.02	-	130,219.00
<b>34's</b>	<b>Health &amp; Welfare</b>	<b>2,927,084.06</b>	<b>2,261,089.06</b>	<b>3,371,987.00</b>
350010	STATE UNEMP INSURANCE	27,317.48	-	11,310.00
351101	UNEMP ACADEMIC INSTRUCTOR	-	299.00	-
351201	UNEMP EDUCATIONL ADMN/SUP	-	354.63	-
351301	UNEMP OTH ACA NONINSTRUCT	-	3,262.26	-
352102	UNEMPLOYMENT CLASSIFIED	-	9,228.27	-
352202	UNEMP NON-INSTR ADMN/SUP	-	2,116.76	-
352302	UNEMP INSTR AIDE DIRECT INST	-	59.95	-
352402	UNEMP INST AIDE NOTDIRCT INS	-	71.58	-
353102	UNEMP STUDENT	-	3.31	-
<b>35's</b>	<b>State Unempl Insurance</b>	<b>27,317.48</b>	<b>15,395.76</b>	<b>11,310.00</b>
360010	WORKER'S COMP	298,298.48	-	225,878.00
361101	WC ACADEMIC INSTRUCTORS	-	4,214.72	-
361201	WC EDUCATIONAL ADMIN/SUPR	-	4,474.58	-
361301	WC OTHER ACA NON INSTRUCT	-	53,214.49	-
362102	WC CLASSIFIED	-	129,712.05	-
362202	WC NON-INSTR ADMIN/SUPERV	-	28,933.82	-
362302	WC INSTR AIDE DIRECT INSTR	-	766.09	-
362402	WC INSTR AIDE NOTDIRECT INST	-	830.57	-
363102	WC STUDENT	-	6,765.90	-



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		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
			<b>Year to Date</b>	
<b>Account</b>	<b>Description</b>			
	<b>36's Workers' Comp</b>	<b>298,298.48</b>	<b>228,912.22</b>	<b>225,878.00</b>
370010	APPLE	87,631.80	-	63,415.00
371101	APPLE ACADEMIC INSTRUCTOR	-	73.75	-
371301	APPLE OTH ACA NONINSTRUCT	-	3,244.97	-
372102	APPLE CLASSIFIED	-	54,563.45	-
372302	APPLE INST AIDE DIRECT INSTR	-	457.76	-
372402	APPLE INS AIDE NOTDIRECT INS	-	163.75	-
	<b>37's APPLE</b>	<b>87,631.80</b>	<b>58,503.68</b>	<b>63,415.00</b>
	<b>39's Other Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Employee Benefits Subtotal</b>	<b>5,631,882.50</b>	<b>4,877,408.45</b>	<b>5,859,550.00</b>
400010	SUPPLIES & MATERIALS	2,445,299.71	-	1,929,361.00
411000	SOFTWARE LESS THAN \$5,000	-	12,822.86	-
421000	BOOKS,MAGAZINES,PERIODCLS	-	34,437.83	-
422000	SUBSCRIPTIONS, PERIODICALS	-	12,306.57	-
423000	BOOKSTORE TEXTBOOKS	-	133,254.50	-
431000	SUPPLIES&MATERIAL,INSTRUCT	-	669,566.94	-
431100	SUPPLIES, INSTRUCTIONL FOOD	-	2,010.07	-
432000	INSTRUCTIONAL TESTS	-	13,768.39	-
441000	SUPPLIES&MATERIAL,NONINSTR	-	436,497.66	-
441100	SUPPLIES, INSTITUTIONAL	-	78,654.92	-
441300	SUPPLIES, FOOD SERVICES	-	37,615.72	-
442000	COST OF FOOD, FOOD SERVICE	-	11,791.88	-
443100	FREIGHT IN	-	62.04	-
446000	SHIPPING/HANDLING CHARGES	-	2,487.51	-
	<b>Supplies &amp; Materials Subtotal</b>	<b>2,445,299.71</b>	<b>1,445,276.89</b>	<b>1,929,361.00</b>
500010	OTHER OPER EXP	10,373,882.62	-	8,364,667.00
515100	INTERNET ACCESS	-	21,096.06	-
515300	SOFTWARE LICENSING FEES	-	404,301.38	-
525100	MEMBERSHIP, DISTRICT	-	13,091.03	-
525200	MEMBERSHIP, EMPLOYEE	-	2,867.44	-
535200	INS, FIRE, CASUALTY, LIABILITY	-	5,753.22	-
535500	STUDENT ACCIDENT&HOSPITAL	-	39,875.00	-
545100	ADVERTISEMENTS REQ BY LAW	-	13,569.34	-
545200	LAWYERS' FEES	-	1,984.00	-
551100	ATHLETIC OFFICIALS FEES	-	815.00	-
551200	CLASSROOM SPEAKERS	-	1,170.00	-
551300	INDEPENDENT CONTRACTOR	-	1,968,699.57	-
551500	SECURITY GUARD SERVICES	-	797.40	-
551900	OTH PERSONAL&CONSULT SVC	-	1,107,495.52	-
555100	POSTAGE	-	43,143.10	-
560900	DISTRICT VEHICLE USE	-	3,481.95	-
561000	RENT & LEASE, EQUIPMENT	-	14,606.86	-
562000	RENTS & LEASES, LAND/BLDGS	-	178,380.01	-
563000	RENTAL OF TRANSPORTATION	-	30,307.44	-
564000	RENTAL OF FILMS	-	753.00	-
565100	MAINTENANCE AGREEMT,EQUIP	-	114,060.04	-
565200	MAINTENCE AGREE,SOFTWARE	-	84,378.67	-
565300	REPAIRS&MAINT NONINST EQUIP	-	17,008.33	-
565400	REPAIRS&MAINT INSTR EQUIPMT	-	58,598.65	-
565500	REPAIRS&MAINTENANCE BLDGS	-	50,379.09	-
565550	MAINTENANCE, GROUNDS	-	53.81	-
575100	TRAVEL, ACADEMIC ADMIN	-	62,575.21	-
575120	TRAVEL, ACADEMIC EMPLOYEE	-	74,571.66	-
575200	TRAVEL, CLASSIFIED ADMINISTR	-	120,827.05	-
575210	TRAVEL, CLASSIFIED EMPLOYEE	-	182,429.85	-

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		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
575300	TRAVEL, STUDENT	-	8,468.62	-
575310	TRAVEL WITH STUDENT	-	131,948.22	-
575400	TRAVEL, NON EMPLOYEE	-	43,171.77	-
575500	ATHLETIC ENTRY FEES	-	300.00	-
575600	ORIENTATION EXPENSES	-	917.01	-
575700	STAFF DEVLOPMNT AT PALOMR	-	5,290.87	-
575710	TRAINING	-	128,775.06	-
575800	FOOD FOR MEETINGS	-	166,791.63	-
580100	ELECTRICITY	-	10,714.61	-
580150	FUEL, GAS	-	14,176.98	-
580250	JANITORIAL SERVICES	-	315.75	-
580300	LAUNDRY/DRY CLEANING	-	3,426.07	-
580450	TELEPHONE	-	5,011.16	-
580500	TELEPHONE CONNECTIONS	-	5,689.00	-
580550	WASTE DISPOSAL	-	432.00	-
580650	WATER	-	330.00	-
585100	ADMINISTRATIVE EXPENSE	-	12,593.00	-
585110	UPWARD BOUND STUDENT EXPENSE	-	74,299.99	-
585150	ADVERTISE NOT REQ BY LAW	-	220,217.04	-
585260	BANK CREDIT CARD EXPENSE	-	24,194.45	-
585400	DISALLOWED FIN AID GRANTS	-	1,394.00	-
585500	FINGERPRINTING	-	5,253.00	-
585510	TB TESTS	-	94.00	-
585750	PRINTING	-	392,583.91	-
585800	PROPERTY TAX EXPENSE	-	148.34	-
585910	LICENSING FEE	-	20,264.70	-
	<b>Other Oper Exp Subtotal</b>	<b>10,373,882.62</b>	<b>5,893,870.86</b>	<b>8,364,667.00</b>
580010	INDIRECT COSTS BUDGET POOL	972,506.88	-	605,747.00
585550	INDIRECT COSTS	-	588,610.39	-
	<b>Indirect Costs Subtotal</b>	<b>972,506.88</b>	<b>588,610.39</b>	<b>605,747.00</b>
600010	CAPITAL OUTLAY	10,121,455.71	-	4,227,597.00
612000	SITE IMPROVEMENT	-	15,653.91	-
612200	PARKING IMPROVEMENT	-	1,225.52	-
621000	BUILDING ADDITIONS	-	19,855.50	-
622000	BUILDING BUILT IN FIXTURES	-	2,691.32	-
623000	BUILDING CONSTRUCTION	-	1,898,052.08	-
623100	ARCHITECTURL&ENGINEER FEE	-	104,991.25	-
623200	BLUEPRINTS&INSPECTION SVCS	-	14,560.00	-
623300	PERMITS AND FEES	-	1,150.00	-
624100	RELOCATABLE BLDG PURCHAS	-	2,674.36	-
631000	LIBRARY BOOKS	-	46,166.93	-
632000	LIBRARY MAGAZINE&PERIODICL	-	54,780.46	-
633000	LIBRARY NONPRINT MEDIA	-	147,397.45	-
641100	EQUIP INST REPL INVTOR>\$1000	-	9,820.43	-
641200	EQUIP INST, REPLACE>\$200-999	-	2,334.55	-
641300	EQUIP INSTR,ADDITNL >\$200-999	-	3,591.31	-
641400	EQUIP INSTR,ADDITNL>1000	-	361,690.78	-
642300	EQUIP NONINS,ADTNL.>\$200-999	-	1,902.54	-
643000	LEASE PURCHASE EQUIPMENT	-	359.48	-
644100	EQUIP INSTR ADDTL \$500 - \$4999	-	1,013,183.04	-
644200	EQUIP INSTR REPL \$500 - \$4999	-	84,217.49	-
644300	EQUIPMENT INSTRUCTIONL >\$4,999	-	664,071.79	-
644400	EQUIP NONINS ADDL \$500 - \$4999	-	240,241.67	-
644500	EQUIP NONINS REPL \$500 - \$4999	-	9,618.30	-
644600	EQUIPMENT NONINSTRUCTL >\$4,999	-	346,200.97	-

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		Budget	Expended/Received	Budget
Account	Description		Year to Date	
644700	EQUIP TECHNOLOGY INSTR >\$4,999	-	305,965.23	-
644750	EQUIP TECHNOLOGY INSTR <\$4,999	-	120,903.85	-
644800	EQUIP TECHNOLOGY NONINS>\$4,999	-	86,732.58	-
644850	EQUIP TECHNOLOGY NONINS<\$4,999	-	192,770.73	-
644950	SOFTWARE NONINSTRNL >\$4,999	-	97,409.68	-
	Capital Outlay Subtotal	10,121,455.71	5,850,213.20	4,227,597.00
721000	INTRAFUND TRANS OUT WITHIN	-	2,000,000.00	-
721010	INTRAFUND TRANS OUT WITHIN	2,000,000.00	-	1,226,650.00
731010	INTERFUND TRANS OUT BETWEEN	4,000.00	-	4,000.00
751000	STUDENT GRANTS	-	442,142.10	-
751010	STUDENT GRANTS	559,798.52	-	190,384.00
762000	STUDT BOOK&SUPPLY PAYMENTS	-	390,868.22	-
762010	STUDT BOOK&SUPPLY PAYMENTS	390,868.22	-	254,943.00
763000	STUDENT TRANSPORTATION	-	38,815.00	-
763010	STUDENT TRANSPORTATION	38,815.00	-	20,060.00
766000	STU MEAL TICKET/FOOD SVCS	-	24,575.00	-
766010	STU MEAL TICKET-FOOD SVCS	24,575.00	-	2,000.00
767000	STUDENT PIC CARD	-	8,265.00	-
767010	STUDENT PIC CARD	8,265.27	-	-
769000	STUDENT OTHER EXPENSES	-	3,033.87	-
769010	STUDENT OTHER EXPENSES	3,033.87	-	40,497.00
799010	CONTINGENCY HOLDING ACCOUNT	3,650,421.00	-	11,934,120.00
	Other Outgoing Subtotal	6,679,776.88	2,907,699.19	13,672,654.00
Expense Grand Total		52,936,827.00	35,277,456.58	47,503,992.00
812130	HEA FED WORK STUDY	412,513.00	275,961.64	-
812220	HEA TRIO	533,398.00	379,279.85	517,862.00
812221	HEA TRIO/SSS PRIOR YEAR	165,514.00	165,514.00	154,118.00
812225	HEA TRIO EDUC OPPORTUNITY CNTR	236,900.00	139,008.13	236,900.00
812226	HEA TRIO EOC PRIOR YEAR	40,943.00	40,940.28	97,895.00
812240	HEA TRIO UPWARD BOUND	767,875.00	426,790.72	593,934.00
812241	HEA TRIO/UPWARD BOUND PR YEAR	96,130.00	96,130.00	341,084.00
812250	HEA GEAR UP	3,715,320.00	1,760,975.21	3,715,320.00
812251	HEA GEAR UP PRIOR YEAR	980,729.00	980,729.00	1,954,344.00
812260	TRIO TALENT SEARCH GRANT	240,000.00	120,643.48	240,000.00
812261	TRIO TALENT SEARCH PRIOR YEAR	12,470.00	12,467.98	119,359.00
812290	HEA TITLE V HISPANIC SRVG INST	649,806.00	398,546.72	-
812291	HEA TITLE V HSI PRIOR YEAR	656,851.00	656,838.62	251,259.00
814100	TANF (FEDERAL)	56,338.00	56,338.00	53,521.00
815190	PELL GRANT ADMIN ALLOWANC	15,000.00	23,525.00	15,000.00
815500	FEDERAL ADMIN ALLOWANCE	9,000.00	40,178.00	9,000.00
816100	VETERAN'S EDUCATION	11,000.00	9,048.00	11,000.00
817100	VOCTNL/APPLIED TECH ED ACT	659,605.00	659,605.00	676,893.00
819400	NATIONAL SCIENCE FOUN GRNT	10,000.00	10,000.00	294,812.00
819401	NATIONL SCIENCE FOUN GRT PR YR	4,441.00	4,441.00	-
819800	OTHER FEDERAL REVENUES	26,412.00	26,412.50	-
819999	BEGINNING BALANCE, FEDERAL	192,348.00	-	158,749.00
81's	Federal Revenues Subtotal	9,492,593.00	6,283,373.13	9,441,050.00
861100	APPRENTICESHIP APPORTIONM	-	-	394,170.00
861600	BASIC SKILLS	299,703.00	195,193.73	278,577.00
862150	EOPS	1,257,601.00	1,257,601.00	1,192,669.00
862200	DSPS	947,186.00	947,186.00	922,717.00
862210	DSPS PRIOR YEAR	-	3,581.80	-
862212	DEAF & HARD OF HEARING (DHH)	53,453.00	53,453.00	94,998.00

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		Budget	Expended/Received	Budget
			Year to Date	
Account	Description			
862213	ACCESS T/PRINT & ELECTRNC INFO	11,652.00	11,652.00	14,250.00
862250	CALWORKS	262,126.00	258,903.00	277,071.00
862400	OTH GEN CATEGORICL PROGMS	2,404,024.00	2,286,394.00	1,344,280.00
862445	STRONG WORKFORCE PROGRAM	2,072,427.00	686,727.04	3,458,127.00
862450	BFAP	661,497.00	661,497.00	632,248.00
862500	CARE	125,215.00	125,215.00	118,954.00
862700	INSTR EQUIP/LIBRY MATERIALS	675,507.00	675,507.00	-
862750	MATRICULATION	3,541,997.00	2,693,413.43	3,717,630.00
862755	STUDENT EQUITY FUNDS	1,922,940.00	834,873.56	2,540,578.00
862760	INNOVATION IN HIGHER EDUCATION	2,000,000.00	12,741.54	1,987,258.00
865300	OTH SPECL CATAGORL PRGRM	3,929,029.00	3,236,688.51	5,000,000.00
865310	ASSOCIATE DEGREE NURSING GRAN	222,400.00	222,400.00	222,400.00
865392	TTIP SOUTH PRIOR YEAR	626,132.00	626,132.00	692,340.00
868100	STATE LOTTERY PROCEEDS	680,682.00	643,242.21	869,328.00
868150	STATE LOTTRY PROCEEDS PRIOR YR	-	134,620.03	-
869800	OTHER MISC STATE REVENUES	56,820.00	335,105.45	10,595.00
869999	BEGINNING BALANCE, STATE	6,171,583.00	(89.69)	3,501,770.00
86's	State Revenues Subtotal	27,921,974.00	15,902,037.61	27,269,960.00
882100	CONTRB,GIFTS,GRANTS,ENDOW	687,183.00	686,147.79	191,603.00
883100	CONTRACT INSTRUCTIONL SVC	3,937,799.00	1,579,813.80	2,654,808.00
883300	CONT INSTR SVC CONTRACT ED	385,043.00	184,454.26	724,159.00
883310	CONT INSTR SVC CE PRIOR YEAR	-	-	19,639.00
883500	CONTRACT INSTR SVC VOC ED	50,000.00	-	50,000.00
884170	KKSM ADVERTISING SALES	1,200.00	1,845.00	1,200.00
884320	WELLNESS CENTER FEES	35,000.00	34,491.42	35,000.00
884330	WELLNESS CENTER PARKING	1,500.00	1,310.00	1,500.00
884340	WELLNESS CNTR PROCES FEE	-	200.00	-
887600	HEALTH SERVICE FEE STUDENT	900,000.00	1,042,415.00	950,000.00
887610	HLTH SERVICE INSURANCE PAY	-	(4.00)	-
887700	INSTR MAT FEES;SALE MATERL	30,000.00	30,000.00	30,000.00
888030	NONRESIDENT CAPITAL OUTLAY	36,647.00	65,168.50	30,000.00
888100	PARKING STICKER FEES	500.00	235.00	500.00
888101	PARK STICKER FEE SPRING	425,000.00	415,540.00	425,000.00
888102	PARK STICKER FEE SUMMER	185,000.00	128,340.00	185,000.00
888103	PARK STICKER FEE FALL	445,000.00	396,680.00	445,000.00
888104	CAMPUS POLICE MISCLLNEOUS FEES	8,000.00	11,793.60	8,000.00
888110	ONE-DAY PERMIT MACHINES	205,000.00	258,011.89	225,000.00
888112	PARKING METERS	-	29,221.83	20,000.00
888900	OTH STUDENT FEES&CHARGES	148,877.00	131,295.00	115,000.00
888920	COURSE TESTING FEE	236,036.00	276,698.00	203,700.00
889650	PARKING FINES	-	-	100,000.00
889900	OTHER LOCAL REVENUES	161,917.00	152,572.57	3,754.00
889999	BEGINNING BALANCE, LOCAL	3,831,757.00	-	2,693,692.00
88's	Local Revenues Subtotal	11,711,459.00	5,426,229.66	9,112,555.00
898200	INTRAFUND TRANSFR IN,WITHIN	3,810,801.00	3,749,904.10	1,680,427.00
89's	Other Sources Subtotal	3,810,801.00	3,749,904.10	1,680,427.00
Revenue Grand Total		52,936,827.00	31,361,544.50	47,503,992.00



**FUND 22 BOND INTEREST AND REDEMPTION SERIES A**  
**FUND 23 BOND INTEREST AND REDEMPTION SERIES B**  
**FUND 24 BOND INTEREST AND REDEMPTION SERIES C**  
**FUND 25 BOND INTEREST AND REDEMPTION SERIES D**  
**FUND 29 DEBT SERVICES FUND**



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	FUND 22			
	PROP M BOND			Run Aug 31, 2017
	DEBT SERVICE - SERIES A			
		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
			Year to Date	
Account	Description			
500010	OTHER OPER EXP	9,000.00	-	6,000.00
585250	BANK CHARGES	-	6,000.00	-
	Other Oper Exp Subtotal	9,000.00	6,000.00	6,000.00
712000	DEBT REDEMPTION PRINCIPAL	-	4,160,000.00	-
712010	DEBT REDEMPTION PRINCIPAL	4,160,000.00	-	3,910,000.00
713000	DEBT INTEREST/SERVICE CHGS	-	5,873,900.00	-
713010	DEBT INTEREST, SERVICE CHGS	5,873,900.00	-	9,575,900.00
799010	CONTINGENCY HOLDING ACCOUNT	4,542,164.00	-	3,606,473.00
	Other Outgoing Subtotal	14,576,064.00	10,033,900.00	17,092,373.00
Expense Grand Total		14,585,064.00	10,039,900.00	17,098,373.00
881400	VOTED INDEBT SECURED ROLL	9,500,000.00	9,732,341.54	11,594,000.00
881500	VOTED INDEBT UNSECURDROLL	350,000.00	237,435.32	620,000.00
886200	INTEREST COUNTY TREASURY	30,000.00	63,431.78	186,000.00
889999	BEGINNING BALANCE, LOCAL	4,705,064.00	-	4,698,373.00
88's	Local Revenues Subtotal	14,585,064.00	10,033,208.64	17,098,373.00
Revenue Grand Total		14,585,064.00	10,033,208.64	17,098,373.00

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		2017 and 2018		
		<b>FUND 23</b>		
	<b>PROP M BOND</b>			Run Aug 31, 2017
	<b>DEBT SERVICE - SERIES B</b>			
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
			<b>Year to Date</b>	
<b>Account</b>	<b>Description</b>			
500010	OTHER OPER EXP	7,500.00	-	4,500.00
585250	BANK CHARGES	-	4,500.00	-
	<b>Other Oper Exp Subtotal</b>	<b>7,500.00</b>	<b>4,500.00</b>	<b>4,500.00</b>
712000	DEBT REDEMPTION PRINCIPAL	-	367,396.30	-
712010	DEBT REDEMPTION PRINCIPAL	367,397.00	-	880,000.00
713000	DEBT INTEREST/SERVICE CHGS	-	4,105,908.67	-
713010	DEBT INTEREST, SERVICE CHGS	4,235,553.00	-	4,049,612.00
799010	CONTINGENCY HOLDING ACCOUNT	4,231,513.00	-	4,842,625.00
	<b>Other Outgoing Subtotal</b>	<b>8,834,463.00</b>	<b>4,473,304.97</b>	<b>9,772,237.00</b>
<b>Expense Grand Total</b>		<b>8,841,963.00</b>	<b>4,477,804.97</b>	<b>9,776,737.00</b>
881400	VOTED INDEBT SECURED ROLL	4,500,000.00	5,136,484.34	4,400,000.00
881500	VOTED INDEBT UNSECURDROLL	100,000.00	117,316.28	261,200.00
886200	INTEREST COUNTY TREASURY	15,000.00	34,218.79	78,360.00
889999	BEGINNING BALANCE, LOCAL	4,226,963.00	-	5,037,177.00
<b>88's</b>	<b>Local Revenues Subtotal</b>	<b>8,841,963.00</b>	<b>5,288,019.41</b>	<b>9,776,737.00</b>
<b>Revenue Grand Total</b>		<b>8,841,963.00</b>	<b>5,288,019.41</b>	<b>9,776,737.00</b>

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	FUND 24			
	PROP M BOND			Run Aug 31, 2017
	DEBT SERVICE - SERIES C			
		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
		Year to Date		
Account	Description			
500010	OTHER OPER EXP	4,500.00	-	3,000.00
585250	BANK CHARGES	-	3,000.00	-
	Other Oper Exp Subtotal	4,500.00	3,000.00	3,000.00
712000	DEBT REDEMPTION PRINCIPAL	-	6,430,000.00	-
712010	DEBT REDEMPTION PRINCIPAL	6,430,000.00	-	7,105,000.00
713000	DEBT INTEREST/SERVICE CHGS	-	9,819,150.00	-
713010	DEBT INTEREST, SERVICE CHGS	9,819,150.00	-	9,648,275.00
799010	CONTINGENCY HOLDING ACCOUNT	14,820,547.00	-	4,438,598.00
	Other Outgoing Subtotal	31,069,697.00	16,249,150.00	21,191,873.00
Expense Grand Total		31,074,197.00	16,252,150.00	21,194,873.00
881400	VOTED INDEBT SECURED ROLL	7,500,000.00	6,867,231.98	6,500,000.00
881500	VOTED INDEBT UNSECURDROLL	50,000.00	211,486.68	200,000.00
886200	INTEREST COUNTY TREASURY	150,000.00	144,107.60	150,000.00
889999	BEGINNING BALANCE, LOCAL	23,374,197.00	-	14,344,873.00
88's	Local Revenues Subtotal	31,074,197.00	7,222,826.26	21,194,873.00
Revenue Grand Total		31,074,197.00	7,222,826.26	21,194,873.00



	Palomar College			
	BUDGET REPORT			
	Comparing Fiscal Years			
	2017 and 2018			
	FUND 25			
	PROP M BOND			Run Aug 31, 2017
	DEBT SERVICE - SERIES D			
		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
			Year to Date	
Account	Description			
500010	OTHER OPER EXP	521,250.00	-	3,000.00
585620	BOND COSTS	-	521,250.00	-
	Other Oper Exp Subtotal	521,250.00	521,250.00	3,000.00
713010	DEBT INTEREST, SERVICE CHGS	-	-	4,743,454.00
799010	CONTINGENCY HOLDING ACCOUNT	11,285,217.00	-	9,452,780.00
	Other Outgoing Subtotal	11,285,217.00	-	14,196,234.00
Expense Grand Total		11,806,467.00	521,250.00	14,199,234.00
881400	VOTED INDEBT SECURED ROLL	-	-	2,665,000.00
881500	VOTED INDEBT UNSECURDROLL	-	-	145,000.00
886200	INTEREST COUNTY TREASURY	10,000.00	24,017.70	90,000.00
889999	BEGINNING BALANCE, LOCAL	-	-	11,299,234.00
88's	Local Revenues Subtotal	10,000.00	24,017.70	14,199,234.00
894100	SALE OF BONDS	11,796,467.00	11,796,466.65	-
89's	Other Sources Subtotal	11,796,467.00	11,796,466.65	-
Revenue Grand Total		11,806,467.00	11,820,484.35	14,199,234.00

	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
		2017 and 2018		
		<b>FUND 29</b>		
	<b>DEBT SERVICE</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
712000	DEBT REDEMPTION PRINCIPAL	-	545,000.00	-
712010	DEBT REDEMPTION PRINCIPAL	545,000.00	-	560,000.00
713000	DEBT INTEREST/SERVICE CHGS	-	128,897.49	-
713010	DEBT INTEREST, SERVICE CHGS	155,050.00	-	136,650.00
	<b>Other Outgoing Subtotal</b>	<b>700,050.00</b>	<b>673,897.49</b>	<b>696,650.00</b>
<b>Expense Grand Total</b>		<b>700,050.00</b>	<b>673,897.49</b>	<b>696,650.00</b>
898100	INTERFUND TRANSFER IN, BETWEEN	700,050.00	673,897.49	696,650.00
<b>89's</b>	<b>Other Sources Subtotal</b>	<b>700,050.00</b>	<b>673,897.49</b>	<b>696,650.00</b>
<b>Revenue Grand Total</b>		<b>700,050.00</b>	<b>673,897.49</b>	<b>696,650.00</b>

## FUND 33 CHILD DEVELOPMENT FUND



	Palomar College			
	BUDGET REPORT			
	Comparing Fiscal Years			
		2017 and 2018		
		FUND 33		
	CHILD DEVELOPMENT			Run Aug 31, 2017
		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
			Year to Date	
Account	Description			
111000	INSTRUCTIONAL SAL, CONTRACT	-	406,103.97	-
111010	INSTRUCTIONAL SALARY, CONTRACT	536,248.00	-	568,599.00
11's	Instr Salaries - Contract	536,248.00	406,103.97	568,599.00
12's	Non-Instr Salaries - Contract	-	-	-
130010	INSTR SALARIES - OTHER	310,509.00	-	303,400.00
139000	INSTRUCTIONAL SALARY,OTHER	-	310,243.58	-
13's	Instr Salaries - Other	310,509.00	310,243.58	303,400.00
14's	Non-Instr Salaries - Other	-	-	-
	Academic Salaries Subtotal	846,757.00	716,347.55	871,999.00
212200	CLASSIFIED REGULAR SALARY	-	32,022.93	-
212210	CLASSIFIED REGULAR SALARY	54,993.00	-	-
21's	Non-Instr Salaries - Reg	54,993.00	32,022.93	-
22's	Instr Aides - Reg	-	-	-
230010	NON ACADEMIC SALARIES - OTHER	2,500.00	-	-
235100	STUDENT EMPLOYEE	-	1,877.33	-
23's	Non-Academic Salaries - Other	2,500.00	1,877.33	-
240010	INSTR AIDES - OTHER	211,720.00	-	191,000.00
241100	HRLY INSTR AIDE,DIRECT INSTR	-	190,396.79	-
24's	Instr Aides - Other	211,720.00	190,396.79	191,000.00
	Non Acad Salaries Subtotal	269,213.00	224,297.05	191,000.00
310010	STRS	84,757.00	-	92,924.00
311101	STRS ACADEMIC INSTRUCTORS	-	60,705.62	-
314102	STRS, ON-BEHALF, NONINSTR	-	42,600.00	-
31's	STRS	84,757.00	103,305.62	92,924.00
320010	PERS	9,258.00	-	17,818.00
321101	PERS ACADEMIC INSTRUCTORS	-	5,321.65	-
322102	PERS CLASSIFIED	-	2,232.78	-
322302	PERS INSTR AIDE DIRECT INSTR	-	1,702.95	-
32's	PERS	9,258.00	9,257.38	17,818.00
330010	FICA & MEDICARE (OASDI)	19,676.00	-	23,139.00
331101	FICA ACADEMIC INSTRUCTORS	-	2,392.72	-
332102	FICA CLASSIFIED	-	1,979.96	-
332302	FICA INSTR AIDE DIRECT INSTR	-	760.27	-
335101	MEDCA ACADEM INSTRUCTORS	-	10,394.84	-
336102	MEDCA CLASSIFIED	-	463.06	-
336302	MEDCA INST AIDE DIRECT INSTR	-	2,764.84	-
33's	FICA & Medicare (OASDI)	19,676.00	18,755.69	23,139.00
340101	MEDIC ACADEMIC INSTRUCTORS	-	108,138.00	-
340110	MEDIC ACA	166,570.00	-	170,064.00
340120	MEDIC ACADEMIC ADJUNCT	-	3,402.08	-
340210	MEDIC CLS	29,362.00	-	-
340252	MEDIC CLASSIFIED	-	9,589.00	-
341101	DENT ACADEMIC INSTRUCTORS	-	6,329.95	-
341110	DENT ACA	9,757.00	-	10,501.00
341210	DENT CLS	1,220.00	-	-
341252	DENT CLASSIFIED	-	297.88	-
342101	VISION ACADEMIC INSTRUCTOR	-	1,818.15	-
342110	VISION ACA	2,486.00	-	2,701.00
342210	VISION CLS	258.00	-	-
342252	VISION CLASSIFIED	-	85.56	-
343101	LIFE ACADEMIC INSTRUCTORS	-	544.48	-
343110	LIFE ACA	768.00	-	791.00
343210	LIFE CLS	80.00	-	-
343252	LIFE CLASSIFIED	-	26.24	-
344101	LTD ACADEMIC INSTRUCTORS	-	946.26	-



	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
	2017 and 2018			
	<b>FUND 33</b>			
	<b>CHILD DEVELOPMENT</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
344110	LTD ACA	1,512.00	-	1,600.00
344210	LTD CLS	140.00	-	-
344252	LTD CLASSIFIED	-	35.93	-
345101	LTC ACADEMIC INSTRUCTORS	-	297.50	-
345110	LTC ACA	408.00	-	421.00
345210	LTC CLS	42.00	-	-
345252	LTC CLASSIFIED	-	14.00	-
348010	FUTURE RETIREE HEALTH ACA	-	15,668.44	-
348020	FUTURE RETIREE HEALTH CLS	-	1,822.76	-
348110	FUTURE RETIREE HEALTH ACA	23,802.00	-	60,391.00
348210	FUTURE RETIREE HEALTH CLS	5,550.00	-	-
	<b>34's Health &amp; Welfare</b>	<b>241,955.00</b>	<b>149,016.23</b>	<b>246,469.00</b>
350010	STATE UNEMP INSURANCE	2,078.00	-	959.00
351101	UNEMP ACADEMIC INSTRUCTOR	-	829.40	-
352102	UNEMPLOYMENT CLASSIFIED	-	35.02	-
352302	UNEMP INSTR AIDE DIRECT INST	-	242.87	-
	<b>35's State Unempl Insurance</b>	<b>2,078.00</b>	<b>1,107.29</b>	<b>959.00</b>
360010	WORKER'S COMP	21,529.00	-	18,387.00
361101	WC ACADEMIC INSTRUCTORS	-	12,043.88	-
362102	WC CLASSIFIED	-	600.11	-
362302	WC INSTR AIDE DIRECT INSTR	-	3,157.99	-
363102	WC STUDENT	-	35.18	-
	<b>36's Workers' Comp</b>	<b>21,529.00</b>	<b>15,837.16</b>	<b>18,387.00</b>
370010	APPLE	9,326.00	-	6,172.00
371101	APPLE ACADEMIC INSTRUCTOR	-	4,871.40	-
372302	APPLE INST AIDE DIRECT INSTR	-	4,453.63	-
	<b>37's APPLE</b>	<b>9,326.00</b>	<b>9,325.03</b>	<b>6,172.00</b>
	<b>39's Other Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Employee Benefits Subtotal</b>	<b>388,579.00</b>	<b>306,604.40</b>	<b>405,868.00</b>
400010	SUPPLIES & MATERIALS	68,919.00	-	62,704.00
431000	SUPPLIES&MATERIAL,INSTRUCT	-	8,410.03	-
431100	SUPPLIES, INSTRUCTIONL FOOD	-	52,003.57	-
441000	SUPPLIES&MATERIAL,NONINSTR	-	4,654.29	-
441300	SUPPLIES, FOOD SERVICES	-	2,080.97	-
	<b>Supplies &amp; Materials Subtotal</b>	<b>68,919.00</b>	<b>67,148.86</b>	<b>62,704.00</b>
500010	OTHER OPER EXP	43,187.00	-	23,460.00
555100	POSTAGE	-	79.90	-
561000	RENT & LEASE, EQUIPMENT	-	1,086.96	-
565200	MAINTENCE AGREE,SOFTWARE	-	2,664.50	-
565300	REPAIRS&MAINT NONINST EQUIP	-	504.01	-
565500	REPAIRS&MAINTENANCE BLDGS	-	19,879.64	-
575120	TRAVEL, ACADEMIC EMPLOYEE	-	37.45	-
575710	TRAINING	-	9.70	-
575800	FOOD FOR MEETINGS	-	358.40	-
580350	PEST CONTROL	-	1,440.00	-
580650	WATER	-	2,192.98	-
585500	FINGERPRINTING	-	869.50	-
585750	PRINTING	-	3,423.99	-
585910	LICENSING FEE	-	1,452.00	-
	<b>Other Oper Exp Subtotal</b>	<b>43,187.00</b>	<b>33,999.03</b>	<b>23,460.00</b>
600010	CAPITAL OUTLAY	-	-	2,040.00
	<b>Capital Outlay Subtotal</b>	<b>-</b>	<b>-</b>	<b>2,040.00</b>
799010	CONTINGENCY HOLDING ACCOUNT	218,327.00	-	517,777.00

	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
		2017 and 2018		
		<b>FUND 33</b>		
	<b>CHILD DEVELOPMENT</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
	<b>Other Outgoing Subtotal</b>	<b>218,327.00</b>	<b>-</b>	<b>517,777.00</b>
<b>Expense Grand Total</b>		<b>1,834,982.00</b>	<b>1,348,396.89</b>	<b>2,074,848.00</b>
819100	CHILDCARE FOOD REIMB FEDRL	48,000.00	54,568.64	48,000.00
<b>81's</b>	<b>Federal Revenues Subtotal</b>	<b>48,000.00</b>	<b>54,568.64</b>	<b>48,000.00</b>
862100	CHILD DEVELOPMNT APPORT - CSPP	403,646.00	464,281.00	475,132.00
862110	CHILD DEVELOPMNT APPORT - CCTR	33,268.00	38,804.00	35,287.00
862550	CHILDCARE TAX BAILOUT	91,958.00	95,852.00	95,242.00
869100	CHILDCARE FOOD REIMB STATE	2,000.00	2,847.30	2,000.00
869800	OTHER MISC STATE REVENUES	-	42,600.00	-
869999	BEGINNING BALANCE, STATE	60,202.00	-	21,120.00
<b>86's</b>	<b>State Revenues Subtotal</b>	<b>591,074.00</b>	<b>644,384.30</b>	<b>628,781.00</b>
886200	INTEREST COUNTY TREASURY	100.00	4,543.64	2,000.00
887100	CHDV F/P PARENT FEES PRESCHOOL	707,240.00	686,724.08	795,400.00
887105	CHDV F/P PARENT FEES TODDLER	177,760.00	88,588.00	133,000.00
887110	CHDV SUB P-SCHOOL FEES F/T	7,000.00	26,380.87	5,000.00
887120	CHDV SUBSIDIZED TODDLER FEES	1,000.00	1,560.00	1,500.00
889880	STALE DATED/VOID WARRANTS	-	33.17	-
889999	BEGINNING BALANCE, LOCAL	302,808.00	-	461,167.00
<b>88's</b>	<b>Local Revenues Subtotal</b>	<b>1,195,908.00</b>	<b>807,829.76</b>	<b>1,398,067.00</b>
898300	OTHER INCOMING TRANSFERS	-	(39,109.00)	-
<b>89's</b>	<b>Other Sources Subtotal</b>	<b>-</b>	<b>(39,109.00)</b>	<b>-</b>
<b>Revenue Grand Total</b>		<b>1,834,982.00</b>	<b>1,467,673.70</b>	<b>2,074,848.00</b>

# FUND 41 CAPITAL PROJECTS



		Palomar College		
		BUDGET REPORT		
		Comparing Fiscal Years		
		2017 and 2018		
		FUND 41		
		CAPITAL OUTLAY		Run Aug 31, 2017
		FY 2016-2017	FY 2016-2017	FY 2017-2018
		Budget	Expended/Received	Budget
			Year to Date	
Account	Description			
400010	SUPPLIES & MATERIALS	30,593.00	-	5,757.00
411000	SOFTWARE LESS THAN \$5,000	-	498.96	-
441000	SUPPLIES&MATERIAL, NONINSTR	-	9,499.66	-
	<b>Supplies &amp; Materials Subtotal</b>	<b>30,593.00</b>	<b>9,998.62</b>	<b>5,757.00</b>
500010	OTHER OPER EXP	1,021,088.00	-	1,509,204.00
515300	SOFTWARE LICENSING FEES	-	54,540.00	-
525200	MEMBERSHIP, EMPLOYEE	-	150.00	-
551900	OTH PERSONAL&CONSULT SVC	-	67,200.00	-
562000	RENTS & LEASES, LAND/BLDGS	-	174,566.88	-
565100	MAINTENANCE AGREEMT,EQUIP	-	54,346.19	-
565300	REPAIRS&MAINT NONINST EQUIP	-	22,862.80	-
565400	REPAIRS&MAINT INSTR EQUIPMT	-	419.93	-
565500	REPAIRS&MAINTENANCE BLDGS	-	206,750.30	-
575200	TRAVEL, CLASSIFIED ADMINISTR	-	30.17	-
575210	TRAVEL, CLASSIFIED EMPLOYEE	-	1,308.00	-
575700	STAFF DEVELOPMNT AT PALOMR	-	4,750.00	-
580100	ELECTRICITY	-	48,201.50	-
580150	FUEL, GAS	-	3,327.76	-
580500	TELEPHONE CONNECTIONS	-	1,955.72	-
580650	WATER	-	347.54	-
585750	PRINTING	-	576.96	-
	<b>Other Oper Exp Subtotal</b>	<b>1,021,088.00</b>	<b>641,333.75</b>	<b>1,509,204.00</b>
600010	CAPITAL OUTLAY	4,156,891.00	-	1,605,426.00
612000	SITE IMPROVEMENT	-	4,165.00	-
623000	BUILDING CONSTRUCTION	-	218,497.65	-
623100	ARCHITECTURL&ENGINEER FEE	-	5,690.80	-
623200	BLUEPRINTS&INSPECTION SVCS	-	15,500.00	-
641400	EQUIP INSTR,ADDITNL>1000	-	5,279.76	-
643000	LEASE PURCHASE EQUIPMENT	-	7,291.08	-
644400	EQUIP NONINS ADDL \$500 - \$4999	-	23,244.26	-
644600	EQUIPMENT NONINSTRUCTL >\$4,999	-	182,172.26	-
644800	EQUIP TECHNOLOGY NONINS>\$4,999	-	16,505.14	-
644850	EQUIP TECHNOLOGY NONINS<\$4,999	-	72,245.46	-
	<b>Capital Outlay Subtotal</b>	<b>4,156,891.00</b>	<b>550,591.41</b>	<b>1,605,426.00</b>
721000	INTRAFUND TRANS OUT WITHIN	-	1,137,134.38	-
721010	INTRAFUND TRANS OUT WITHIN	1,242,156.00	-	1,493,422.00
731000	INTERFUND TRANS OUT BETWEEN	-	9,263,000.00	-
731010	INTERFUND TRANS OUT BETWEEN	9,263,000.00	-	2,959,145.00
799010	CONTINGENCY HOLDING ACCOUNT	11,030,704.00	-	11,971,086.00
	<b>Other Outgoing Subtotal</b>	<b>21,535,860.00</b>	<b>10,400,134.38</b>	<b>16,423,653.00</b>
<b>Expense Grand Total</b>		<b>26,744,432.00</b>	<b>11,602,058.16</b>	<b>19,544,040.00</b>
865152	PROP 39 FUNDS	607,032.00	607,032.00	621,823.00
868200	STATE MANDATED COSTS	1,529,373.00	1,529,373.00	-
869999	BEGINNING BALANCE, STATE	10,692,772.00	-	3,042,978.00
<b>86's State Revenues Subtotal</b>		<b>12,829,177.00</b>	<b>2,136,405.00</b>	<b>3,664,801.00</b>
881100	TAX ALLOCATION SECURD ROLL	60,000.00	-	-
884360	SURPLUS SALES	11,500.00	11,211.66	11,500.00
886200	INTEREST COUNTY TREASURY	40,000.00	233,028.52	150,000.00
889700	SAN MARCOS REDEVELOPMNT TAX RE	950,000.00	1,334,699.02	200,000.00
889701	POWAY REDEVELOPMENT TAX REV	930,000.00	1,265,761.85	100,000.00
889702	ESCONDIDO REDEVELOPMNT TAX RE	-	787,437.33	100,000.00



<b>Palomar College</b>				
<b>BUDGET REPORT</b>				
Comparing Fiscal Years				
2017 and 2018				
<b>FUND 41</b>				
<b>CAPITAL OUTLAY</b>				Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
889703	VISTA REDEVELOPMENT TAX REV	-	104,307.02	-
889900	OTHER LOCAL REVENUES	115,240.00	115,239.16	15,000.00
889999	BEGINNING BALANCE, LOCAL	10,636,359.00	-	13,809,317.00
<b>88's</b>	<b>Local Revenues Subtotal</b>	<b>12,743,099.00</b>	<b>3,851,684.56</b>	<b>14,385,817.00</b>
898200	INTRAFUND TRANSFR IN, WITHIN	1,172,156.00	1,137,134.38	1,493,422.00
<b>89's</b>	<b>Other Sources Subtotal</b>	<b>1,172,156.00</b>	<b>1,137,134.38</b>	<b>1,493,422.00</b>
<b>Revenue Grand Total</b>		<b>26,744,432.00</b>	<b>7,125,223.94</b>	<b>19,544,040.00</b>

# **FUND 42 PROP M**

## **GENERAL OBLIGATIONS BOND FUND**





	<b>Palomar College</b>			
	<b>M BUDGET REPORT</b>			
	Comparing Fiscal Years			
		2017 and 2018		
		<b>FUND 42</b>		Run Aug 31, 2017
	<b>PROP M BOND CONSTRUCTION</b>			
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
212100	SUPERVISOR, CAST	-	274,501.84	260,393.00
212200	CLASSIFIED REGULAR SALARY	-	98,252.35	135,718.00
	<b>21's Non-Instr Salaries - Reg</b>		<b>372,754.19</b>	<b>396,111.00</b>
	<b>23's Non-Academic Salaries - Other</b>		<b>-</b>	<b>-</b>
	<b>Non Acad Salaries Subtotal</b>		<b>372,754.19</b>	<b>-</b>
322102	PERS CLASSIFIED	-	13,645.24	-
322202	PERS NON-INSTR ADMIN/SUPR	-	36,153.31	-
	<b>32's PERS</b>		<b>49,798.55</b>	<b>61,520.00</b>
332102	FICA CLASSIFIED	-	6,095.49	-
332202	FICA NON-INSTR ADMIN/SUPR	-	16,915.77	-
336102	MEDCA CLASSIFIED	-	1,425.56	-
336202	MEDCA NON-INSTR ADMIN/SUP	-	3,956.11	-
	<b>33's FICA &amp; Medicare (OASDI)</b>		<b>28,392.93</b>	<b>30,303.00</b>
340252	MEDIC CLASSIFIED	-	20,087.00	30,576.00
340302	MEDIC NON-INSTR ADMIN/SUPR	-	49,605.00	52,632.00
341252	DENT CLASSIFIED	-	1,191.52	2,058.00
341302	DENT NON-INSTR ADMIN/SUPR	-	3,006.60	3,298.00
342252	VISION CLASSIFIED	-	342.24	540.00
342302	VISION NON-INSTR ADMIN/SUP	-	770.04	810.00
343252	LIFE CLASSIFIED	-	98.40	158.00
343302	LIFE NON-INSTR ADMIN/SUPR	-	236.16	237.00
344252	LTD CLASSIFIED	-	227.03	382.00
344302	LTD NON-INSTR ADMIN/SUPR	-	710.48	732.00
345252	LTC CLASSIFIED	-	56.00	84.00
345302	LTC NON-INSTR ADMIN/SUPR	-	126.00	126.00
348020	FUTURE RETIREE HEALTH CLS	-	7,371.80	12,078.00
348030	FUTURE RETIREE HEALTH AA/CAST	-	16,566.36	18,117.00
	<b>34's Health &amp; Welfare</b>		<b>100,394.63</b>	<b>121,828.00</b>
352102	UNEMPLOYMENT CLASSIFIED	-	100.21	-
352202	UNEMP NON-INSTR ADMN/SUP	-	325.99	-
	<b>35's State Unempl Insurance</b>		<b>426.20</b>	<b>199.00</b>
362102	WC CLASSIFIED	-	1,571.76	-
362202	WC NON-INSTR ADMIN/SUPERV	-	4,600.41	-
	<b>36's Workers' Comp</b>		<b>6,172.17</b>	<b>6,140.00</b>
	<b>37's APPLE</b>		<b>-</b>	<b>-</b>
	<b>Employee Benefits Subtotal</b>		<b>185,184.48</b>	<b>219,990.00</b>
515300	SOFTWARE LICENSING FEES	-	207,301.60	-
535200	INS, FIRE, CASUALTY, LIABILITY	-	1,866,980.88	-
545100	ADVERTISEMENTS REQ BY LAW	-	4,893.41	-
545200	LAWYERS' FEES	-	(133,257.51)	-
551300	INDEPENDENT CONTRACTOR	-	3,661.60	-
551900	OTH PERSONAL&CONSULT SVC	-	473,362.35	-
565100	MAINTENANCE AGREEMT,EQUIP	-	105,824.02	-
565200	MAINTENCE AGREEE,SOFTWARE	-	373,373.66	-
580500	TELEPHONE CONNECTIONS	-	3,695.00	-
585620	BOND COSTS	-	276,109.91	-
	<b>Other Oper Exp Subtotal</b>		<b>3,181,944.92</b>	<b>-</b>
623000	BUILDING CONSTRUCTION	-	58,626,270.66	-
623100	ARCHITECTURL&ENGINEER FEE	-	2,324,465.16	-
623200	BLUEPRINTS&INSPECTION SVCS	-	2,588,054.63	-
623300	PERMITS AND FEES	-	92,322.80	-
624100	RELOCATABLE BLDG PURCHAS	-	2,246.40	-
644100	EQUIP INSTR ADDTL \$500 - \$4999	-	3,091.64	-
644300	EQUIPMENT INSTRUCTIONL >\$4,999	-	16,988.94	-
644400	EQUIP NONINS ADDL \$500 - \$4999	-	269,627.14	-
644600	EQUIPMENT NONINSTRUCTL >\$4,999	-	143,667.90	-
644750	EQUIP TECHNOLOGY INSTR <\$4.999	-	2,517.00	-

	<b>Palomar College</b>			
	M BUDGET REPORT			
	Comparing Fiscal Years			
		2017 and 2018		
		<b>FUND 42</b>		Run Aug 31, 2017
	<b>PROP M BOND CONSTRUCTION</b>			
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
644800	EQUIP TECHNOLOGY NONINS>\$4,99	-	519,419.24	-
644850	EQUIP TECHNOLOGY NONINS<\$4,99	-	571,588.38	-
	<b>Capital Outlay Subtotal</b>		<b>65,160,259.89</b>	<b>302,516,142.00</b>
<b>Expense Grand Total</b>		<b>369,656,651.00</b>	<b>68,900,143.48</b>	<b>303,132,243.00</b>
886200	INTEREST COUNTY TREASURY	1,500,000.00	2,375,736.11	1,500,000.00
889900	OTHER LOCAL REVENUES	-	0.02	-
889999	BEGINNING BALANCE, LOCAL	229,156,651.00	-	301,632,243.00
<b>88's</b>	<b>Local Revenues Subtotal</b>	<b>230,656,651.00</b>	<b>2,375,736.13</b>	<b>303,132,243.00</b>
894100	SALE OF BONDS	139,000,000.00	139,000,000.00	-
<b>89's</b>	<b>Other Sources Subtotal</b>	<b>139,000,000.00</b>	<b>139,000,000.00</b>	<b>-</b>
<b>Revenue Grand Total</b>		<b>369,656,651.00</b>	<b>141,375,736.13</b>	<b>303,132,243.00</b>



## FUND 43 ENERGY CONSERVATION FUND



	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
		2017 and 2018		
		<b>FUND 43</b>		
	<b>ENERGY CONSERVATION</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
500010	OTHER OPER EXP	215,000.00	-	200,000.00
	<b>Other Oper Exp Subtotal</b>	<b>215,000.00</b>	<b>-</b>	<b>200,000.00</b>
799010	CONTINGENCY HOLDING ACCOUNT	1,240,011.00	-	1,392,977.00
	<b>Other Outgoing Subtotal</b>	<b>1,240,011.00</b>	<b>-</b>	<b>1,392,977.00</b>
<b>Expense Grand Total</b>		<b>1,455,011.00</b>	<b>-</b>	<b>1,592,977.00</b>
886200	INTEREST COUNTY TREASURY	-	15,469.49	-
889900	OTHER LOCAL REVENUES	-	122,496.57	-
889999	BEGINNING BALANCE, LOCAL	1,455,011.00	-	1,592,977.00
<b>88's</b>	<b>Local Revenues Subtotal</b>	<b>1,455,011.00</b>	<b>137,966.06</b>	<b>1,592,977.00</b>
<b>Revenue Grand Total</b>		<b>1,455,011.00</b>	<b>137,966.06</b>	<b>1,592,977.00</b>



# FUND 69 OTHER POST-EMPLOYMENT BENEFITS FUND



<b>Palomar College</b>				
<b>BUDGET REPORT</b>				
Comparing Fiscal Years				
2017 and 2018				
<b>FUND 69</b>				
<b>POST RETIREMENT BENEFITS</b>				Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
340010	HEALTH & WELFARE	82,799.00	-	85,435.00
340410	MEDICAL RETIREE	5,061,555.00	-	5,116,926.00
340453	MEDIC ACADEMIC INST RETIREE	-	2,520,869.98	-
340503	MEDIC EDU ADMIN/SUP RETIREE	-	276,173.00	-
340604	MEDIC CLASSIFIED RETIREES	-	1,605,698.00	-
340654	MEDIC CLASS ADMNSUP RETIRE	-	515,355.00	-
341410	DENTAL RETIREE	587,506.00	-	642,830.00
341453	DENT ACADEMIC INSTR RETIREE	-	258,449.48	-
341503	DENT EDU ADMIN/SUP RETIREE	-	28,346.55	-
341604	DENT CLASSIFIED RETIREES	-	247,548.51	-
341654	DENT CLASS ADMN/SUP RETIRE	-	53,889.72	-
345000	EMPLOYER-PAID COBRA	-	18,271.26	-
346000	RETIREE SPOUSAL BENEFITS	-	64,140.64	-
<b>34's</b>	<b>Health &amp; Welfare</b>	<b>5,731,860.00</b>	<b>5,588,742.14</b>	<b>5,845,191.00</b>
	<b>Employee Benefits Subtotal</b>	<b>5,731,860.00</b>	<b>5,588,742.14</b>	<b>5,845,191.00</b>
799010	CONTINGENCY HOLDING ACCOUNT	14,298,552.00	-	16,283,313.00
	<b>Other Outgoing Subtotal</b>	<b>14,298,552.00</b>	<b>-</b>	<b>16,283,313.00</b>
<b>Expense Grand Total</b>		<b>20,030,412.00</b>	<b>5,588,742.14</b>	<b>22,128,504.00</b>
886200	INTEREST COUNTY TREASURY	25,000.00	18,382.49	18,500.00
889010	FUTURE RETIREE HEALTH PREMIUM	3,828,838.00	3,636,996.94	4,057,895.00
889999	BEGINNING BALANCE, LOCAL	11,946,778.00	-	14,243,211.00
<b>88's</b>	<b>Local Revenues Subtotal</b>	<b>15,800,616.00</b>	<b>3,655,379.43</b>	<b>18,319,606.00</b>
898100	INTERFUND TRANSER IN,BETWN	4,229,796.00	4,229,796.00	-
898200	INTRA FUND TRANSFR IN,WITHIN	-	-	3,808,898.00
<b>89's</b>	<b>Other Sources Subtotal</b>	<b>4,229,796.00</b>	<b>4,229,796.00</b>	<b>3,808,898.00</b>
<b>Revenue Grand Total</b>		<b>20,030,412.00</b>	<b>7,885,175.43</b>	<b>22,128,504.00</b>



**FUND 71 ASSOCIATED STUDENTS TRUST FUND**  
**FUND 72 STUDENT REPRESENTATION FEE FUND**  
**FUND 73 STUDENT BODY CENTER FUND**



<b>Palomar College</b>				
<b>ASG BUDGET REPORT</b>				
Comparing Fiscal Years				
2017 and 2018				
<b>FUND 71</b>				
<b>ASSOCIATED STUDENTS TRUST</b>				Run Aug 31, 2017
		<b>FY016-017</b>	<b>FY016-017</b>	<b>FY017-18</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
			<b>Year to Date</b>	
<b>Account</b>	<b>Description</b>			
230010	Non-Academic Salaries - Other	4,000.00	-	4,000.00
235100	STUDENT EMPLOYEE	-	1,275.00	-
<b>23's</b>	<b>Non-Academic Salaries - Other</b>	<b>4,000.00</b>	<b>1,275.00</b>	<b>4,000.00</b>
<b>24's</b>	<b>Instr Aides - Other</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Non Acad Salaries Subtotal</b>	<b>4,000.00</b>	<b>1,275.00</b>	<b>4,000.00</b>
400010	Supplies & Materials	105,227.41	-	112,012.13
441000	SUPPLIES&MATERIAL NONINSTR	-	20,551.82	-
	<b>Supplies &amp; Materials Subtotal</b>	<b>105,227.41</b>	<b>20,551.82</b>	<b>112,012.13</b>
500010	Other Oper Exp	72,013.78	-	71,073.54
551300	INDEPENDENT CONTRACTOR	-	1,600.00	-
575800	FOOD FOR MEETINGS	-	14,237.07	-
585150	ADVERTISE NOT REQ BY LAW	-	828.00	-
585260	BANK CREDIT CARD EXPENSE	-	861.76	-
585750	PRINTING	-	2,036.04	-
	<b>Other Oper Exp Subtotal</b>	<b>72,013.78</b>	<b>19,562.87</b>	<b>71,073.54</b>
752000	STUDENT SCHOLARSHIPS	-	400.00	-
752010	STUDENT SCHOLARSHIPS	400.00	-	-
	<b>Other Outgoing Subtotal</b>	<b>400.00</b>	<b>400.00</b>	<b>-</b>
<b>Expense Grand Total</b>		<b>181,641.19</b>	<b>41,789.69</b>	<b>187,085.67</b>
882100	CONTRB,GIFTS,GRANTS,ENDOW	400.00	861.63	-
884350	MISC SALES AND COMMISSION	-	219.00	-
886100	INTEREST BANK ACCOUNTS	100.00	52.30	100.00
888950	POSTING FEES INCOME ASG	5,000.00	7,800.10	5,000.00
889100	ASG INCOME	1,800.00	1,351.20	1,800.00
889160	ASG MOVIE PASSES INCOME	3,000.00	7,349.94	3,000.00
889999	BEGINNING BALANCE, LOCAL	137,341.19	-	143,185.67
<b>88's</b>	<b>Local Revenues Subtotal</b>	<b>147,641.19</b>	<b>17,634.17</b>	<b>153,085.67</b>
898100	INTERFUND TRANSER IN,BETWN	34,000.00	30,000.00	34,000.00
<b>89's</b>	<b>Other Sources Subtotal</b>	<b>34,000.00</b>	<b>30,000.00</b>	<b>34,000.00</b>
<b>Revenue Grand Total</b>		<b>181,641.19</b>	<b>47,634.17</b>	<b>187,085.67</b>

	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
		2017 and 2018		
		<b>FUND 72</b>		
	<b>STUDENT REPRESENTATION</b>			Run Aug 31, 2017
		<b>FEE TRUST</b>		
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
			<b>Year to Date</b>	
<b>Account</b>	<b>Description</b>			
400010	SUPPLIES & MATERIALS	5,000.00	-	5,000.00
441000	SUPPLIES&MATERIAL,NONINSTR	-	655.15	-
	<b>Supplies &amp; Materials Subtotal</b>	<b>5,000.00</b>	<b>655.15</b>	<b>5,000.00</b>
500010	OTHER OPER EXP	50,000.00	-	59,000.00
525100	MEMBERSHIP, DISTRICT	-	250.00	-
560900	DISTRICT VEHICLE USE	-	119.50	-
575300	TRAVEL, STUDENT	-	26,647.14	-
575310	TRAVEL WITH STUDENT	-	6,577.09	-
575800	FOOD FOR MEETINGS	-	973.33	-
	<b>Other Oper Exp Subtotal</b>	<b>50,000.00</b>	<b>34,567.06</b>	<b>59,000.00</b>
799010	CONTINGENCY HOLDING ACCOUNT	257,324.00	-	295,338.00
	<b>Other Outgoing Subtotal</b>	<b>257,324.00</b>	<b>-</b>	<b>295,338.00</b>
<b>Expense Grand Total</b>		<b>312,324.00</b>	<b>35,222.21</b>	<b>359,338.00</b>
886200	INTEREST COUNTY TREASURY	1,700.00	3,230.49	2,727.00
888400	STUDENT REPRESENTATIN FEE	23,893.00	55,272.00	46,600.00
889999	BEGINNING BALANCE, LOCAL	286,731.00	-	310,011.00
<b>88's</b>	<b>Local Revenues Subtotal</b>	<b>312,324.00</b>	<b>58,502.49</b>	<b>359,338.00</b>
<b>Revenue Grand Total</b>		<b>312,324.00</b>	<b>58,502.49</b>	<b>359,338.00</b>

	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
		2017 and 2018		
		<b>FUND 73</b>		
	<b>STUDENT BODY CENTER FEE</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
400010	SUPPLIES & MATERIALS	4,000.00	-	5,000.00
441000	SUPPLIES&MATERIAL, NONINSTR	-	3,426.50	-
	<b>Supplies &amp; Materials Subtotal</b>	<b>4,000.00</b>	<b>3,426.50</b>	<b>5,000.00</b>
500010	OTHER OPER EXP	20,000.00	-	12,000.00
565500	REPAIRS&MAINTENANCE BLDGS	-	320.08	-
580500	TELEPHONE CONNECTIONS	-	2,459.00	-
585750	PRINTING	-	208.55	-
	<b>Other Oper Exp Subtotal</b>	<b>20,000.00</b>	<b>2,987.63</b>	<b>12,000.00</b>
600010	CAPITAL OUTLAY	50,000.00	-	26,000.00
	<b>Capital Outlay Subtotal</b>	<b>50,000.00</b>	<b>-</b>	<b>26,000.00</b>
731000	INTERFUND TRANS OUT BETWEEN	-	193,447.49	-
731010	INTERFUND TRANS OUT BETWEEN	204,600.00	-	204,850.00
799010	CONTINGENCY HOLDING ACCOUNT	65,590.00	-	125,134.00
	<b>Other Outgoing Subtotal</b>	<b>270,190.00</b>	<b>193,447.49</b>	<b>329,984.00</b>
<b>Expense Grand Total</b>		<b>344,190.00</b>	<b>199,861.62</b>	<b>372,984.00</b>
886200	INTEREST COUNTY TREASURY	1,442.00	2,401.80	2,213.00
888300	STUDENT CENTER FEE	222,000.00	223,483.00	224,000.00
889999	BEGINNING BALANCE, LOCAL	120,748.00	-	146,771.00
<b>88's</b>	<b>Local Revenues Subtotal</b>	<b>344,190.00</b>	<b>225,884.80</b>	<b>372,984.00</b>
<b>Revenue Grand Total</b>		<b>344,190.00</b>	<b>225,884.80</b>	<b>372,984.00</b>



# FUND 74 STUDENT FINANCIAL AID FUND



	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
	2017 and 2018			
	<b>FUND 74</b>			
	<b>STUDENT FINANCIAL AID TRUST</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
400010	SUPPLIES & MATERIALS	3,286.38	-	3,286.38
	<b>Supplies &amp; Materials Subtotal</b>	<b>3,286.38</b>	<b>-</b>	<b>3,286.38</b>
500010	OTHER OPER EXP	389.38	-	390.00
541000	FEDRL INTEREST EARND,REPAY	-	251.20	-
541100	STATE INTEREST EARND,REPAY	-	137.70	-
	<b>Other Oper Exp Subtotal</b>	<b>389.38</b>	<b>388.90</b>	<b>390.00</b>
751000	STUDENT GRANTS	-	16,452,577.40	-
751010	STUDENT GRANTS	16,460,607.40	-	17,453,126.46
761000	DIRECT LOANS	-	970,058.00	-
761010	DIRECT LOANS	970,058.00	-	970,964.00
	<b>Other Outgoing Subtotal</b>	<b>17,430,665.40</b>	<b>17,422,635.40</b>	<b>18,424,090.46</b>
<b>Expense Grand Total</b>		<b>17,434,341.16</b>	<b>17,423,024.30</b>	<b>18,427,766.84</b>
815130	PELL GRANTS	14,657,178.40	14,651,448.40	15,438,884.46
815230	SEOG	396,000.00	394,200.00	582,072.00
815300	DIRECT LOANS	970,058.00	970,058.00	970,964.00
819999	BEGINNING BALANCE, FEDERAL	3,786.38	-	3,786.38
<b>81's</b>	<b>Federal Revenues Subtotal</b>	<b>16,027,022.78</b>	<b>16,015,706.40</b>	<b>16,995,706.84</b>
865350	CAL GRANTS FOR STUDENTS	1,406,929.00	1,406,929.00	1,431,670.00
869999	BEGINNING BALANCE, STATE	0.48	-	0.48
<b>86's</b>	<b>State Revenues Subtotal</b>	<b>1,406,929.48</b>	<b>1,406,929.00</b>	<b>1,431,670.48</b>
886100	INTEREST BANK ACCOUNTS	137.70	137.70	139.52
886300	INTREST EARNED ON FEDERL \$	251.20	251.20	250.00
<b>88's</b>	<b>Local Revenues Subtotal</b>	<b>388.90</b>	<b>388.90</b>	<b>389.52</b>
<b>Revenue Grand Total</b>		<b>17,434,341.16</b>	<b>17,423,024.30</b>	<b>18,427,766.84</b>



# FUND 75 SCHOLARSHIPS AND LOANS TRUST FUND



	<b>Palomar College</b>			
	<b>BUDGET REPORT</b>			
	Comparing Fiscal Years			
		2017 and 2018		
		<b>FUND 75</b>		
	<b>SCHOLARSHIP AND LOAN TRUST</b>			Run Aug 31, 2017
		<b>FY 2016-2017</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
		<b>Budget</b>	<b>Expended/Received</b>	<b>Budget</b>
<b>Account</b>	<b>Description</b>		<b>Year to Date</b>	
751000	STUDENT GRANTS	-	4,461.00	-
751010	STUDENT GRANTS	74,502.00	-	73,512.52
752000	STUDENT SCHOLARSHIPS	-	685,118.18	-
752010	STUDENT SCHOLARSHIPS	964,827.20	-	959,649.02
765000	STUDENT LOANS	-	10,234.61	-
765010	STUDENT LOANS	887,596.51	-	893,630.38
	<b>Other Outgoing Subtotal</b>	<b>1,926,925.71</b>	<b>699,813.79</b>	<b>1,926,791.92</b>
<b>Expense Grand Total</b>		<b>1,926,925.71</b>	<b>699,813.79</b>	<b>1,926,791.92</b>
882200	SCHOLRSHP/GRANT/LOAN REV	677,849.04	677,849.04	678,005.00
882300	STUDENT LOAN REPAYMENTS	8,555.14	8,555.14	8,950.00
886200	INTEREST COUNTY TREASURY	12,703.60	12,703.60	12,725.00
889999	BEGINNING BALANCE, LOCAL	1,227,817.93	-	1,227,111.92
	<b>88's Local Revenues Subtotal</b>	<b>1,926,925.71</b>	<b>699,107.78</b>	<b>1,926,791.92</b>
<b>Revenue Grand Total</b>		<b>1,926,925.71</b>	<b>699,107.78</b>	<b>1,926,791.92</b>



# GLOSSARY



## GLOSSARY OF FINANCIAL TERMS

**Abatement** – The return of an item of income or expenditure to its source.

**Account Code** – A sequence of numbers and/or letters assigned to ledger accounts for ease of reference.

**Accounting** – The process of identifying, measuring, and communicating financial information to permit informed judgements and decisions by users of the information.

**Accounts Payable** – Amounts due and owed from others for goods and services provided prior to the end of the fiscal year (includes amounts billed but not received and amounts advanced but not paid).

**Accounts Receivable** – Amounts due and owed from others for goods and services provided prior to the end of the fiscal year (includes amounts billed but not received and amounts advanced by not repaid).

**Accrual Basis** – The method of accounting which calls for recording income when earned (even though not collected) and expenditures when liability is incurred (even though not paid). Contrasts with Cash Basis.

**Activity** – A set of institutional functions or operations related to an academic discipline or a groping of service.

**Allocation** – Division or distribution resources according to a predetermined plan.

**Apportionment** – Allocation of State of Federal Aid, district taxes, or other money to community college districts or other government units.

**Appropriation** – An allocation of funds made by a legislative or governing body for a specified time and purpose.

**Appropriation for Contingencies** – (formerly termed Undistributed Reserve).

**Appropriation Limitation**

See Gann Limitation

**Assessed Valuation** – A value of land, residential for business property, set by the County Assessor for property tax purposes. The value is the cost of any newly built or purchased property, or the value on March 1, 1975, or continuously owned property plus an annual increase of 2% (see Proposition 13). The assessed value is not equivalent to the market value, due to limitations of annual increase.

**Associated Students Fund** – The fund designated to account for money held in trust by the district for student body associations.

**Audit** – An examination of documents, records and accounts for the purpose of determining (1) that all present fairly the financial position of the district (2) that they are in conformity with prescribed accounting procedures and (3) that they are consistent with the preceding year.

**Auxiliary Operations** – Supportive services and/or specialized programs for the general benefits of the college(s). Food service and dormitories are examples of auxiliary operations.

**Balance Sheet** – A statement that shows assets, liabilities, reserves and fund balance or fund deficit of the community college district as of a specified date. It exhibits the financial condition of a district. Balance sheets are provided in the District's external auditor's report.

**Base Year** – A year to which reference is made when projecting a current condition.

**Base Revenue** – The districts' total prior year revenue from state general apportionment's, local property tax revenue, and student enrollment fees, adjusted when applicable for projected deficits.

**Block Grant** – A fixed sum of money, not linked to enrollment/FTES measures.

**Board Financial Assistance Program (BFAP)** – The purpose of BFAP is to offset the impact of the mandatory community college enrollment fee on low-income students who cannot afford to pay. ABIXX (Chapter 1, Statues of 1984, Second Extraordinary Session) imposed a mandatory fee for community college credit courses.

**Board of Governors** – The Statewide Governing Board of the Community Colleges. The Governor appoints the members. The Board hires the Chancellor of the California Community Colleges and makes policy decisions that affect all districts. The Board may be directed by the Legislature to regulate certain matters and it may choose to regulate others.

**Board of Trustees** – The local governing board of each community college district. Its members are elected from the service area. The board hires the chief administrator of the district and directs the operations of the district. It makes policy decisions that are permitted or mandated at the local level.

**Bookstore Fund** – The fund designated to account for (operation of the community college store (Restricted).

**Budget** – A plan of financial operation for a given period for specified purposes consisting of an estimate of income and expenditures.

**Budget Document** – The instrument used by the budget-making authority to present a California Community Colleges, this is Form CCFS-11). Included is a balanced statement of revenues and expenditures (both actual and budgeted), as well as other exhibits.

**Budgetary Control** – The management of business affairs in accordance with and approved plan or estimated income and expenditures.

**Budgeting** – The process of allocating available resources among potential activities to achieve the objectives of an organization.

**Cafeteria Fund** – The fund designated to account for food services.

**Capital Outlay** – The acquisition of fixed assets or additions to fixed assets, including land or existing building, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings or equipment.

**Capital Outlay Projects Fund** – The fund designated to account for the accumulation of receipts and disbursements for the acquisition or construction or capital outlay items. A fund established under Capital Projects Funds.

**Cash** – An asset account reflecting currency, checks, money orders, bank deposits, and banker's drafts either on hand or on deposit with an official or agent designed as custodian of cash. Any restrictions or limitations as to the use of cash must be indicated.

**Cash Basis** – Method of accounting in which income and expenditures are recorded only when cash is actually received or disbursed.

**Categorical Funds** – Funds received by a district for a certain purpose, which can only be spent for that purpose. Example: Funding for the disabled, EOPS, deferred maintenance and matriculation.

**Chart of Accounts** – A systematic list of accts applicable to a specific entity.

**Child Development Fund** – The fund designated to account for child development services.

**Consumer Price Index (CPI)** – A measure of the cost of living compiled by the United States Bureau of Labor Statistics. These indices of inflation are calculated regularly for the United States, California, some regions within California, and selected cities. The CPI is one of several measures of economic change.

**COP** – Certificates of Participation are used to finance the lease/purchase of capital projects. Essentially, they are the issuance of shares in the lease for a specified term.

**Costs** – The California Community College Accounting Manual gives specific guidelines as to what costs shall be considered direct, direct support or indirect support, and how they shall be accounted for.

**Costs, Direct** – Costs charged to a program most clearly identified with the program.

**Costs, Direct Support** – Charges that constitute a reallocation of portions of the direct costs accumulated in support programs for services rendered directly to other programs. Examples might be for maintenance or printing service costs charged back to a college or department.

**Costs, Indirect Support** – Those costs of support programs remaining after the direct and direct support costs have been identified.

**Costs of Living Adjustments (COLA)** – An increase in funding for revenue limits or categorical programs. Current law ties COLAs to indices of inflation, although different amounts are appropriated in some years.

**Current Expense of Education** – Usually regarded as expenses other than capital outlay, community services, transportation (buses) and selected categorical funds.

**Current Liabilities** – Amount due and payable for goods and services received prior to the end of the fiscal year. Current liabilities are paid within a relatively short period of time, usually within a year.

**Debt Service Funds** – Funds used to account for the accumulation of resources for and the payment of general long-term debt principal and interest.

**Decline** - when a college has fewer FTES than the previous year; there may be three years of Decline, the oldest Decline is restored first

**Deferred Maintenance** – Major repairs of buildings and equipment, which have been postponed by college districts. Some matching state funds are available to districts, which establish a deferred maintenance program (50/50 match).

**Deficit** – Excess of liabilities over assets.

**Delinquent Taxes** – Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached (see also prior years' taxes).

**Designated Income** – Income received for a specific purpose.

**Disabled Student Programs and Services (DSP&S)** – The purpose of these special programs and services is to integrate the disabled student into the general college program to provide educational intervention leading to vocational preparation, transfer to general education; and to increase independence or to refer students to the community resources most appropriate to their needs.

**Drug-Free Workplace** – All institutions receiving grants from any federal agency must certify that they will provide a drug-free workplace.

**Employee Benefits** – Amounts paid by the school district on behalf of employees. These amounts are not included in the gross salary, but are over and above. They are fringe benefit payments and, while not paid directly employees, they are nevertheless a part of the employee cost. Examples are (1) group health or life insurance payments; (2) contributions to employee retirement (STRS – State Teachers' Retirement Systems); (3) O.A.S.D.I. (Social Security) and Medicare taxes; (4) workers' compensation payments and (5) unemployment insurance.

**Encumbrances** – Obligations in the form of purchase orders, contracts, salaries, and other commitments for which part of an appropriation is reserved.

**Enrollment/FTES Cap** – A limit on the number of students (FTES) for which the state will provide funding.

**Enterprise Funds** – A subgroup of the Proprietary Funds Group used to account for operations when the governing board has decided either that the total cost of providing goods and services on a continuing basis (expenses including depreciations) be financed or recovered primarily through use charges, or that the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

**EOPS** – Extended Opportunity Programs and Services. Amounts apportioned for the purpose of providing allowable supplemental services through EOPS to encourage enrollment of students handicapped by language, social and/or economic disadvantages.

**Equalization** – Funds allocated by the legislature to raise districts with lower revenue limits toward the statewide average.



**Expenditures** – Amounts disbursed for all purposes. Accounts kept on an accrual basis include all charges whether cash has been paid or not. Accounts kept on a cash basis include only actual cash disbursements.

**Expenses** – Expenditures made or liabilities incurred for goods and services used in the current year.

**Fees** – Amounts collected from or paid to individuals or groups for services or for use of facilities.

**Fiduciary Funds Group** – A group of funds used to account for assets held by the district in a trustee or agent capacity on behalf of individuals, private organizations, student organizations, other governmental units, and/or other funds.

**Fifty-Percent Law** – Requires that fifty percent of district expenditures in certain categories must be spent for salaries and benefits of classroom instructors and some instructional aids. Salaries of counselors and librarians are not included in this classification.

**Fiscal Year** – For governmental entities in the State of California, the period beginning July 1 and ending June 30. Otherwise, it is usually a period of one year, which can, by agreement begin at any time and end one year later.

**Fixed Costs** – Those costs that remain relatively constant regardless of enrollment or volume of business. Examples include interest, insurance, and contributions to retirement systems.

**Full-Time Equivalent Employees (FTE)** – Ratio of the hours worked based upon the standard work hours of one full-time employee. For example, classified employees may have a standard workload of 40 hours per week, if several classified employees worked 380 hours in one week, the FTE conversion would be 380/40 or 9.5 FTE.

**Full-Time Equivalent Students (FTES)** – An FTES represents 525 class (contact) hours of student instruction/activity in credit and non-credit courses. Full-time equivalent students (FTES) is one of the workload measures used in the computation of state support for California Community Colleges (see form CCFS-320 “Apportionment Attendance Report”).

**Fund** – An independent fiscal and accounting entity with a self-balancing set of accounts for recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein.

**Fund Balance** – The fund equity of governmental funds and Trust Funds, the difference between assets and liabilities within a fund.

**Gann Amendment** – An initiative passed in November 1979 adding Article XIII B to the California Constitution. It establishes limits on annual appropriations from the proceeds of taxes by the State, cities, counties, school districts and most special districts. Implementing legislation, SB1352 (Marks), was passed in 1980. Proposition 98 approved by the voters in November 1988 made modifications to the Gann Amendment.

**General Fund** – The fund used to account for the ordinary operations of the district. It is available for any legally authorized purpose not specified for payment by other funds.

**General Ledger** – A basic group of accounts in which all transactions of a fund are recorded.

**Generally Accepted Accounting Principles (GAAP)** – Uniform minimum standards of and guidelines to financial accounting and reporting.

**Growth**—occurs after a college is fully restored or if there has been no decline

**Growth Funding** - Potential for the District to earn Growth FTES or associated ongoing dollars; Palomar is not eligible until all lost FTES has been restored

**Income** – (1) Revenues; (2) The excess of revenues over expenditures.

**Inflation Factor** – Adjustments for inflation, which are prescribed by law for school, district apportionments. The factor is more commonly referred to as the COLA (Cost-of-Living Adjustment).

**Inter-fund Transfers** – Money that is taken from one fund and added to another fund without an expectation of repayment.

**Internal Control** – A plan or organization in which employees' duties are so arranged. Records and procedures so designated as to provide a system of self-checking, thereby enhancing accounting control over assets, liabilities, income, and expenditures. Under such a system the employee's work is subdivided so that no one employee performs a complete cycle of operation; such procedures call for proper delegation by designated officials.

**Intrafund Transfer** – The transfer of monies within a fund of the district.

**Invoice** – An itemized statement of charges from the vendor to the purchaser for merchandise sold or services rendered.

**Liabilities** – Debt or other legal obligations (exclusive of encumbrances) arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date.

**Lottery** – Approved by voters in November 1984, lottery games began in October 1985. Of the total lottery revenues generated, a minimum of 34% must be distributed to public schools and colleges for "education of pupils." Legislated changes require 50% of all new lottery funds to be expended for instructional materials and supplies.

**Mandated Costs** – College district expenditures, which occur as a result of federal or state law, court decisions, administrative regulations, or initiative measures.

**Matriculation** – The Seymour-Campbell Matriculation Act of 1986 was enacted through Chapter 1468 of the California Statutes of 1986. The purpose of matriculation is to promote and sustain the effort of students to reach their educational goals through a program of support services tailored to the needs of the individual students. Students are obligated to express at least a broad educational extent at entrance, and to declare a specific educational objective within a reasonable time after enrolling.

**Non-Resident Tuition** – A student who is not a resident of California is required, under the uniform student residency requirements to pay a tuition fee as prescribed by ECS 76140. The fee shall not be less than average statewide cost per student.

**Object** – Expenditure classification category of an item or a service purchased.

**PERS** – Public Employees' Retirement System. State employees, school districts and the law requires school district classified State to contribute to the fund for full-time classified employees.

**Prepaid Expenses** – Goods or services for which payment has been made, but for which benefits have not been realized as of a certain date; e.g., prepaid rent, prepaid interest, and premiums on unexpired insurance. Benefits and corresponding charges to expenses will be borne in future accounting periods.

**Prior Years' Taxes** – Taxes received in the current fiscal year for delinquencies or impounds in previous fiscal years.

**Program Accounting** – A system of accounting in which records are maintained to accumulate income and expenditure data by program rather than by organization or by fund.

**Program-Based Funding** – A system whereby a program or activity generates revenue based on a formula or allocation without specifying where and how the funds must be spent.

**Proposition 13 (1978)** – An initiative amendment passed in June 1978, which added Article XIII A to the California Constitution. Tax rates on second property are restricted to no more than 1% of full cash value. The measure also defines assessed value and the voting requirements to levy new taxes.

**Proposition 98 (1988)** – An amendment to the California constitution establishing minimum funding levels for K-14 education and changing some of the provisions of Proposition 4 (Gann limit). When the proposition was first implemented community colleges got about 11% of the funds. This has steadily been reduced, and now the community colleges get about 10% and K-12 gets the remaining amount. In May 1996, community colleges and K-12 forged an agreement on the position 98 split. The essence of this agreements contained in Assembly Bill 445.

**Proposition 111 (1990)** – A Senate Constitutional Amendment which modified Proposition 98 and made numerous changes to the way the appropriations limit is calculated and how the minimum funding guarantee for public schools and community colleges is determined; this includes the appropriations limit formula, the K-14 education funding guarantee and the allocation of excess revenues.

**Proprietary Funds Group** – A group of funds used to account for those ongoing government activities that, because of their income-producing character, are similar to those found in the private sector.

**Purchase Order** – A document issued to a vendor to authorize the delivery of specified merchandise or the performance of certain services and the cost of the same.

**Reimbursement** – Cash or other assets received as a repayment of the cost of work or services performed; or repayment of other expenditures made for or on behalf of another governmental unit, fund, or department.

**Requisition** – A document submitted initialing a purchase order to secure specified articles or services.

**Reserve** – An amount set aside to provide for estimated future expenditures or losses, for working capital, or for other specified purposes. The Chancellor's Office mandated a minimum reserve of 5% with a Board reserve of 7%. Currently, Palomar's unrestricted reserve is \$8M.

**Restoration** - brings the college back to previous year's FTES level. Three years to restore the FTES.

**Restricted Accounts** – Cash and/or other assets, which are limited as to use or disposition by their source. Their identity is therefore maintained and their expenditure or use is also recorded separately.

**Revenue** – Increase in assets without a corresponding increase in liabilities and does not represent exchange of property for cash.

**Revolving Cash Account** – A stated amount of money authorized by the district governing board to be used primarily for emergency or small sundry disbursements. The funds are reimbursed periodically through properly documented expenditures, which are summarized and charged to proper account classifications.

**Scholarship and Loan Fund** – The fund designated to account for monies received and disbursed for scholarships, grants-in-aid, and loans to students.

**Shortfall** – An insufficient allocation of money, requiring an additional appropriation or resulting in deficits.

**Stability**—Title 5 Section 58776—Declines in college FTES that result in a reduction of calculated basic allocation will not cause a reduction in basic allocation base revenue until the third year after the year of the FTES decline, and the basic allocation will not be reduced if the FTES is restored back to or above the pre-Delay base.

**Stability Funding**—Funding a college gets during the first year of Delay, funded at the same FTES as the previous year.

**State Apportionment** – An allocation of state money to a district based on total available general revenues less property taxes and enrollment fees.

**STRS** – State Teachers' Retirement System. State law requires that school district employees, school districts, and the State contribute to their fund for full-time certificated employees.

**Student Body Fund** – A fund to control the receipts and disbursements for student association activities.

**Student Financial Aid Fund** – The fund designated to account for the deposit and payment of student financial aid including grants and loans or other monies intended for similar purposes and excluding administrative costs.

**Summer Shift (Borrowing)** -Title 5 Section 58010-refers to rules related to courses that overlap fiscal years; Summer FTES may be reported in the fiscal year in which census occurs or when the course ends; Borrowing should be done at P2 to maximize cash flow

**Supplanting** – To use one type of funds to provide goods and services previously paid for with another type of funds. Generally this practice is prohibited when State or Federal funds are used to replace local funds.

**TRANS** – Tax Revenue Anticipation Notes. These are issued to finance short-term cash flow needs. The notes are paid off within a 13-month period using the proceeds of current fiscal year taxes.

**Trust Fund** – A fund consisting of resources received and held by an entity as trustee to be expended or invested in accordance with the conditions of the trust.

**Unencumbered Balance** – The portion of an appropriation or allotment not yet expended or obligated.

**Unfunded FTES** – FTES that are generated in excess of the enrollment/FTES cap.

**Warrant** – A written order drawn by the governing board or its authorized officer(s) or employee(s) and allowed by the county auditor, directing the county treasurer to pay a specified amount to a designated payee. A warrant may or may not be payable on demand and may not be negotiable.



August 23, 2017

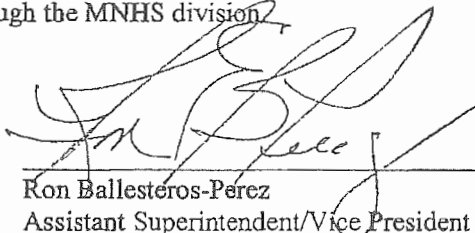
MEMORANDUM OF UNDERSTANDING  
BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT  
AND THE PALOMAR FACULTY FEDERATION

This Memorandum of Understanding ("MOU") is entered by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF") and is with respect to Appendix F: Extra Duty Stipend Salary Schedule.

The District has an existing agreement with the Charles A. Dana Center at the University of Texas at Austin in order to offer and develop an Accelerated Math Gateway (AMG) program. The Dana Center provides \$5000 per semester to the District for purposes of compensating faculty who are involved in the administration, training, and evaluation of the AMG. For the Fall semester 2017, the \$5000 payment will be used partially to backfill one unit of contract workload each for two Math full-time faculty members, Wendy Metzger and Anne Voth. The remainder will be split between the two faculty members as a stipend, paid via NOHE through the MNHS division.

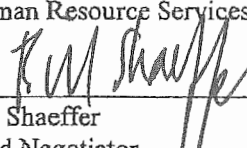
Dated: \_\_\_\_\_

9/7/17

  
 Ron Ballesteros-Perez  
 Assistant Superintendent/Vice President  
 Finance & Administrative Services  
 Human Resource Services

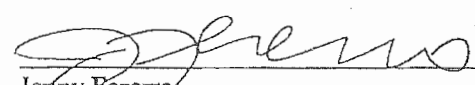
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9/7/2017

  
 Bill Shaeffer  
 Lead Negotiator  
 Palomar Community College

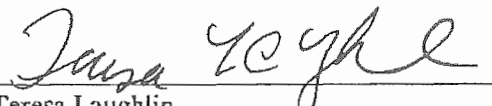
Dated: \_\_\_\_\_

9/5/17

  
 Jermy Pererro  
 Lead Negotiator, PFF

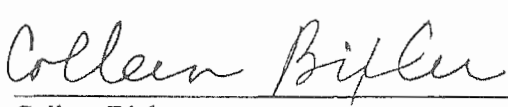
Dated: \_\_\_\_\_

9/6/17

  
 Teresa Laughlin  
 Co-President, PFF

Dated: \_\_\_\_\_

9/7/17

  
 Colleen Bixler  
 Co-President, PFF

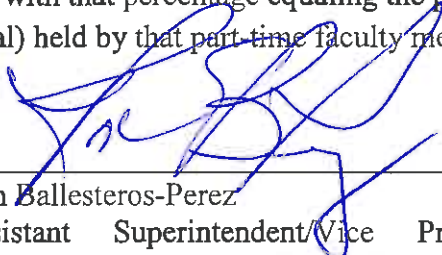
August 2, 2017

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT**  
**AND THE PALOMAR FACULTY FEDERATION**

This Memorandum of Understanding ("MOU") is entered by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF") and is with respect to Article 10: Professional Development.

Effective Fall semester 2017, Professional Development hours for part-time faculty will be calculated as a percentage of 21 hours per semester, with that percentage equaling the percentage of load (combined instructional and non-instructional) held by that part-time faculty member per semester.

Dated: 8/2/17

  
\_\_\_\_\_  
Ron Ballesteros-Perez  
Assistant Superintendent/Vice President,  
Finance, Administrative Services, and Human  
Resources

Dated: 8/2/2017

  
\_\_\_\_\_  
Bill Shaeffer  
Lead Negotiator  
Palomar Community College

Dated: 8/2/17

  
\_\_\_\_\_  
Jenny Fererro  
Lead Negotiator, PFF

Dated: 8/2/17

  
\_\_\_\_\_  
Teresa Laughlin  
Co-President, PFF

Dated: 8/2/17

  
\_\_\_\_\_  
Colleen Bixler  
Co-President, PFF

**DISTRICT PROPOSAL NO. 1**

**AUGUST 23, 2017**

**MEMORANDUM OF UNDERSTANDING**


**RE: RELEASE TIME FOR MARK BEALO**

**BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT**  
**AND THE PALOMAR FACULTY FEDERATION**

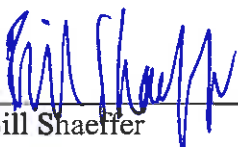
This Memorandum of Understanding ("MOU") is entered into by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF") and is with respect to Appendix F.

The purpose of this MOU is to address the immediate release time needs for Mark Bealo. Mr. Bealo shall have release time in order to work on the curriculum section of the National Science Foundation (NSF) Drone Grant. The parties agree that for the 2017-2018 academic year only, the release time for Mr. Bealo for each semester shall be a thirty-five percent (35%) assigned time.

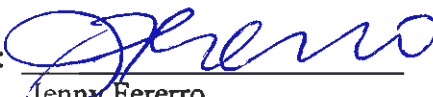
Dated: 8/23/17

By:   
Ron Ballesteros-Perez  
Assistant Superintendent/Vice President  
Finance & Administrative Services  
Human Resource Services


Dated: 8/23/2017

By:   
Bill Shaeffer  
Rutan & Tucker, LLP  
District Chief Negotiator

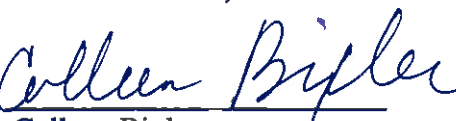
Dated: 8/23/17

By:   
Jenny Fererro  
Lead Negotiator, PFF

Dated: 8/23/17

By:   
Teresa Laughlin  
FT Co-President, PFF

Dated: 8/23/17

By:   
Colleen Bixler  
PT-Co-President, PFF

**DISTRICT PROPOSAL NO. 1**

**AUGUST 23, 2017**

**MEMORANDUM OF UNDERSTANDING**

**RE: RELEASE TIME FOR SEAN FIGG**

**BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT**  
**AND THE PALOMAR FACULTY FEDERATION**

This Memorandum of Understanding ("MOU") is entered into by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF") and is with respect to Appendix F.

The purpose of this MOU is to address the release time needs for Sean Figg. Mr. Figg shall have release time in order to work on the curriculum development section and to develop the professional development workshops section of the National Science Foundation (NSF) Drone Grant. The parties agree that for the Spring 2018 semester only, the release time for Mr. Figg shall be a twenty percent (20%) assigned time.

Dated: \_\_\_\_\_

8/23/17


By: \_\_\_\_\_

  
Ron Ballesteros-Rerez  
Assistant Superintendent/Vice President  
Finance & Administrative Services  
Human Resource Services

Dated: \_\_\_\_\_

8/23/2017

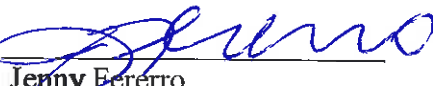
By: \_\_\_\_\_

  
Bill Shaeffer  
Rutan & Tucker, LLP  
District Chief Negotiator

Dated: \_\_\_\_\_

8/23/17

By: \_\_\_\_\_

  
Jenny Ferrero  
Lead Negotiator, PFF

Dated: \_\_\_\_\_

8/23/17

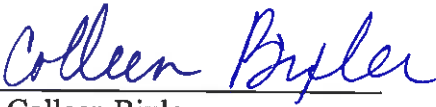
By: \_\_\_\_\_

  
Teresa Laughlin  
FT Co-President, PFF

Dated: \_\_\_\_\_

8/23/17

By: \_\_\_\_\_

  
Colleen Bixler  
PT Co-President, PFF



**DISTRICT PROPOSAL NO. 1**

**AUGUST 2, 2017**

**SIDE LETTER AGREEMENT**

**EXTENSION OF THE PROVISIONS OF CERTAIN MEMORANDA OF  
UNDERSTANDING RE COURSE MAXIMUMS FOR CERTAIN  
SPECIFIED CLASSES**

**BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT  
AND THE PALOMAR FACULTY FEDERATION**

This Side Letter Agreement ("Side Letter") is entered into by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF").

Side Letter relates to Article 8 – Course Maximums of the current Agreement between the District and PFF and three Memoranda of Understanding ("MOU" or "MOUs") the Parties entered into during the 2016/2017 academic year.

The Parties hereto agree to extend the provisions of three MOUs, which are attached hereto, marked collectively as Exhibit 1, and incorporated herein by reference, for the 2017/2018 academic year to enable the Parties to reach agreement on the definitions of the elements of the categories of "Instructional Types of Courses" and the "Course Maximum Norms".

This Side Letter is for the academic year 2017/2018 only while the District and PFF work to establish the stated definitions and shall expire sooner if agreement is reached on the stated definitions.

This Side Letter does not constitute any other change to the existing provisions of Article 8 of the Parties' Agreement or the Parties' 2016 MOU regarding the Course Maximums for certain Dance classes.

Dated: 8/2/17

By: 

Ron Ballesteros-Perez  
Assistant Superintendent/ Vice  
President, Finance, Administrative  
Services & Human Resource  
Services

Dated:

8/2/2017

By:

Bill Shaeffer

Rutan & Tucker, LLP  
District Chief Negotiator

Dated:

8/2/17

By:

Jenny Fererro

Lead Negotiator, PFF

Dated:

8/2/17

By:

Teresa Laughlin

FT Co-President, PFF

Dated:

8/2/17

By:

Colleen Bixler

Colleen Bixler  
PT-Co-President, PFF

# **EXHIBIT 1**

DISTRICT PROPOSAL NO. 1

JULY 18, 2016

MEMORANDUM OF UNDERSTANDING

RE: COURSE MAXIMUMS

BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT  
AND THE PALOMAR FACULTY FEDERATION

This Memorandum of Understanding ("MOU") is entered into by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF"):

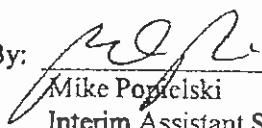
MOU relates to Article 8 – Course Maximums of the current Agreement between the District and PFF.

As a result of the decision of the parties to amend Article 8.1.2 to eliminate the Course Maximum Committee (CMC), the parties agree to commence negotiations promptly upon the commencement of the academic year 2016-17, to reach agreement on the definitions of the elements of the categories "Instructional Types of Courses" and the "Course Maximum Norms".

This MOU is for the academic year 2016-17 only while the District and PFF work to establish course maximum norms and definitions.

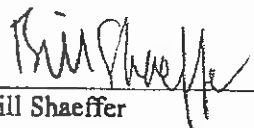
Dated: 7/18/2016

By:

  
Mike Popielski  
Interim Assistant Superintendent/ Vice  
President Human Resource Services

Dated: 7/19/2016

By:

  
Bill Shaeffer  
Rutan & Tucker, LLP  
District Chief Negotiator



Dated: 7/18/2016

By: Teresa Laughlin  
Teresa Laughlin  
Lead Negotiator, PFF

Dated: 7/18/16

By: Shannon Lienhart  
Shannon Lienhart  
Co-President, PFF

Dated: 7-18-16

By: Colleen Bixler  
Colleen Bixler  
Co-President, PFF

**DISTRICT COUNTER PROPOSAL NO. 2**  
**TO PFF PROPOSAL NO. 1 DISTRICT RESPONSE NO. 2 TO PFF PROPOSAL**  
**RE: ADDENDUM**

**JULY 18, 2016 AUGUST 24, 2016 OCTOBER 5, 2016**

**MEMORANDUM OF UNDERSTANDING**

**RE: COURSE MAXIMUMS – SCIENCE AND CINEMA**

**BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT**

**AND THE PALOMAR FACULTY FEDERATION**

This second Revised Memorandum of Understanding ("MOU") is entered into by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF"):

MOU relates to Article 8 – Course Maximums of the current Agreement between the District and PFF.

When any of the below Science classes (that are not associated with a laboratory) or Cinema classes are offered online, the course maximum will be 42. If any of the classes (below) do become associated with a laboratory then the on-line course maximum would need to equal the face-to-face course maximum. In-person classes will have a course maximum as defined by past practice and the current Course Maximums guidelines.

**Course Maximums Changes**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>
ASTR 120	PLANETS, MOONS, AND COMETS
ASTR 210	LIFE IN THE UNIVERSE
BIOL 110	HUMAN GENETICS
BIOL 201	FOUNDATIONS OF BIOLOGY II
CINE 102	HISTORY OF FILM TO 1945
CINE 103	HISTORY OF FILM 1945-PRESENT
CINE 105	FILM SUBJECTS
CINE 110	DOCUMENTARY FILM
CINE 120	FILM CRITICISM
CINE 122	IDENTITY IN AMERICAN FILM
ES 115/GEOG 115	NATURAL DISASTERS AND ENVIRONMENTAL HAZARDS
GEOG 105	INTRODUCTION TO HUMAN GEOGRAPHY
GEOG 110	METEOROLOGY: WEATHER AND CLIMATE
GEOG 115/ES 115	NATURAL DISASTERS AND ENVIRONMENTAL HAZARDS
GEOL 120	PLANETS, MOONS, AND COMETS
MICR 200	FUNDAMENTALS OF MICROBIOLOGY
OCN 100	OCEANOGRAPHY LECTURE
ZOO 120	ANIMAL BEHAVIOR
ZOO 135/BIOL 135	BIOLOGY OF MARINE MAMMALS

CINE 100      ART OF THE CINEMA

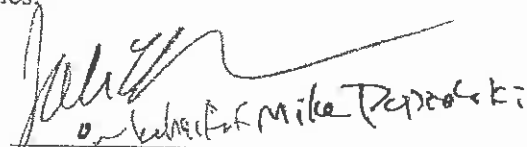
~~\*These courses are presently offered with a laboratory. So if they are offered with a laboratory in the future then in-line course maximums will equal the face-to-face course maximum.~~

This MOU is for the academic year 2016-17 only while the District and PFF work to establish course maximum norms and definitions.

Absent any agreement between the parties to the contrary regarding course maximums for any of the courses listed above, this MOU shall automatically expire at the conclusion of the 2016-17 academic year without any further action by the parties.

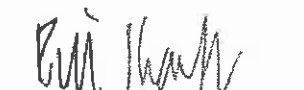
Dated: \_\_\_\_\_

By: \_\_\_\_\_

  
Mike Popielski  
Interim Assistant Superintendent/ Vice  
President Human Resource Services

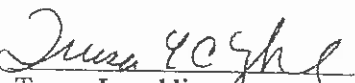
Dated: 10/5/2016

By: \_\_\_\_\_

  
Bill Shaeffer  
Rutan & Tucker, LLP  
District Chief Negotiator

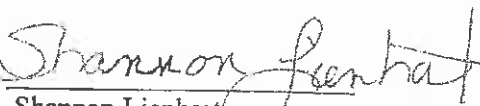
Dated: 10/5/16

By: \_\_\_\_\_

  
Teresa Laughlin  
Lead Negotiator, PFF


Dated: 10/5/16

By: \_\_\_\_\_

  
Shannon Lienhart  
Co-President, PFF

Dated: 10/5/16

By: \_\_\_\_\_

  
Colleen Bixler  
Co-President, PFF

DISTRICT PROPOSAL NO. 6

JUNE 13, 2016

MEMORANDUM OF UNDERSTANDING

RE: COURSE MAXIMUMS – POSC 120 and POSC 102

BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT


AND THE PALOMAR FACULTY FEDERATION

This Memorandum of Understanding ("MOU") is entered into by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF"):


MOU relates to Article 8 – Course Maximums of the current Agreement between the District and PFF.

When POSC 120 is offered as a stand-alone course and is not offered in conjunction with POSC 102, the course maximum will be 42. As a separate course offering, this course will count towards faculty load and, therefore, be compensated appropriately.

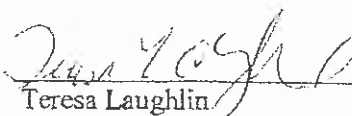
Dated: 6/27/2016

By:   
Mike Popielski  
Interim Assistant Superintendent/ Vice  
President Human Resource Services

Dated: 6/27/2016

By:   
Bill Shaeffer  
Rutan & Tucker, LLP  
District Chief Negotiator

Dated: 6/27/2016

By:   
Teresa Laughlin  
Lead Negotiator, PFF



Dated: 6/27/16

By: Shannon Lienhart  
Shannon Lienhart  
Co-President, PFF

Dated: 7-18-16

By: Colleen Bixler  
Colleen Bixler  
Co-President, PFF

DISTRICT PROPOSAL NO. 7

JUNE 13, 2016

MEMORANDUM OF UNDERSTANDING

RE: COURSE MAXIMUMS – CERTAIN DANCE CLASSES

BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT

AND THE PALOMAR FACULTY FEDERATION


This Memorandum of Understanding ("MOU") is entered into by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF"):

MOU relates to Article 8 – Course Maximums of the current Agreement between the District and PFF.

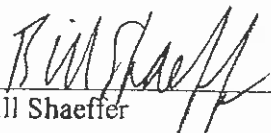
Commencing with the 2016-2017 Academic year and thereafter, unless changed by the negotiation process, the course maximums for the following Dance classes shall be changed to match the course maximums applicable to their similar Dance ensembles:

COURSE NUMBER	CURRENT COURSE TITLE	DIV.	Work Group Recom.		
			Lecture	Lab	Clinical
DNCE 148	DRUM AND DANCE ENSEMBLE I	AMBCS	40	4020	
DNCE 149	AFRO-CUBAN/BRAZIL DANCE I	AMBCS	40	4030	
DNCE 150	AFRO-CUBAN/BRAZIL DANCE II	AMBCS	40	4030	
DNCE 151	LATIN SOCIAL DANCE I	AMBCS	40	4030	
DNCE 152	LATIN SOCIAL DANCE II	AMBCS	40	4030	
DNCE 248	DRUM AND DANCE ENSEMBLE II	AMBCS		4020	
DNCE 249	AFRO-CUBAN/BRAZILIAN DANCE III	AMBCS	40	4025	
DNCE 250	AFRO-CUBAN/BRAZILIAN DANCE IV	AMBCS	40	4025	
DNCE 251	LATIN SOCIAL DANCE III	AMBCS	40	4025	
DNCE 252	LATIN SOCIAL DANCE IV	AMBCS	40	4025	

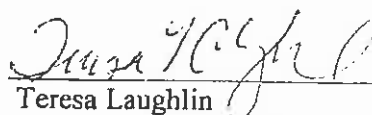
Dated: 6/27/2016

By:   
Mike Popielski  
Interim Assistant Superintendent/ Vice  
President Human Resource Services

Dated: 6/27/2016

By:   
Bill Shaeffer  
Rutan & Tucker, LLP  
District Chief Negotiator

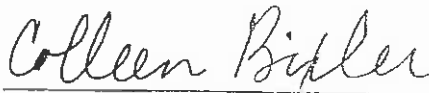
Dated: 6/27/2016

By:   
Teresa Laughlin  
Lead Negotiator, PFF

Dated: 6/27/16

By:   
Shannon Lienhart  
Co-President, PFF

Dated: 8/1/16

By:   
Colleen Bixler  
Co-President, PFF

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**PALOMAR COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR  
EMPLOYMENT CONTRACT 2017-2019**

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This employment contract (hereinafter referred to as the "Agreement") is made and entered into this twelfth day of September, 2017 by and between the Governing Board of the Palomar Community College District (hereinafter referred to as the "Board" and "District") and **Juliette Barns** (hereinafter referred to as the "Employee").

**WHEREAS** it is the desire of the Board to employ Employee in the Position of **Police Academy Coordinator** (hereinafter referred to as "Position").

**NOW, THEREFORE**, the parties mutually agree as follows:

1. **EMPLOYMENT.** The Board hereby offers to employ Employee in the above identified Position on the conditions contained in this Agreement. Employee is a member of the Administrative Team as described in the Administrative Team Handbook adopted by the Board, an academic employee as defined by Education Code section 87001(a), an educational administrator as defined in Education Code section 87002(b), and a management employee as defined by Government Code section 3540.1(g). The Employee and the Board agree that this Agreement is not binding or enforceable unless it is ratified by the Board in open session at a regular meeting of the Board.
2. **STATUTORY AUTHORIZATION AND EXTENSION.** This Agreement is a contract of employment entered into pursuant to Education Code section 72411(a). Employee understands upon Employee's execution of this Agreement and its adoption by the Board, this Agreement will automatically renew upon its expiration, and Employee will automatically be reemployed for one (1) additional year upon the expiration of this Agreement, unless the Governing Board provides written notice to Employee on or before March 15, 2018, of its intention not to reemploy Employee in Position for one additional year. If the Governing Board provides such written notice to Employee, Employee's employment in Position and this Agreement will terminate effective September 13, 2019, without further action by the Board, subject to the provisions of paragraph 3.
3. **RETREAT/RETURN RIGHTS.** If the Governing Board provides notice to Employee of non-renewal of this Agreement, and Employee has seniority in another administrator or non-administrator education position in the District, such Employee may have the right to return to such position upon the expiration of this Agreement provided that Employee is not terminated for cause.



4. **TERM.** The term of this Agreement shall begin on **September 13, 2017**, and continue through and including **September 12, 2019** or unless extended pursuant to paragraph 2. Employee shall be required to render full time and regular service to the District during the period covered by this Agreement. This Agreement shall be renewable or extended only by mutual, written agreement of the parties as set forth in paragraph 2 above. In no event shall this Agreement be interpreted in any way to authorize the renewal or extension of this Agreement for a term of more than twenty-four (24) months. It is expressly understood, however, that if the position referred to in this Agreement is funded by a grant, categorical program, or other monies not in the District's unrestricted general fund, and if funding is discontinued, the Agreement will terminate on June 30 of the fiscal year in which the funding was discontinued, provided further that the District has given Employee written notice before May 15 of the year in which the funding is not received.
5. **SALARY.** Employee shall be compensated in accordance with the Administrative Salary Schedule as established, approved and revised from time to time by the Board, at Salary Grade **60/2** from September 13, 2017 through June 30, 2018, at salary grade **60/3** from July 1, 2018 through June 30, 2019, and at salary grade **60/4** from July 1, 2019 through September 12, 2019. The Board reserves the right to increase or decrease the schedule including across the board salary reduction or furloughs on the same basis and for the same time as faculty bargaining unit reductions. Any actions to modify the salary schedule shall not be interpreted as a new Agreement for employment or renewal or extension of this Agreement. The Board reserves the right to increase the Employee's salary. However, any action to increase the salary of the Employee shall not be interpreted as a new Agreement for employment or a renewal or extension of this Agreement.
6. **DUTIES.** Employee will perform the duties of the above Position as set forth in any Position description adopted by the Board, and all other duties as shall be assigned or required by the Superintendent/President, or designee, provided that such additional duties shall be consistent with Employee's Position. The Board may adopt or amend the Position description for the Employee's Position at any time as long as the modifications are not inconsistent with the terms of the Agreement. The Board reserves the right to reassign the Employee at any time during the term of this Agreement to another educational or student services administrative Position within the District. Reassignment during the term of this Agreement solely for discretionary reasons will not result in a reduction of the Employee's compensation during the term of this Agreement. Reassignment will be made in compliance with the California Education Code and the Administrative Handbook.
7. **EXCLUSION FROM OVERTIME PROVISIONS.** Employee shall be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and the California Education Code, and shall not be entitled to compensatory time off.

8. **VACATION AND SICK LEAVE.** Employee is entitled to accrue twenty-four (24) working days of vacation annually in accordance with the Administrative Vacation Policy set forth in the Administrative Team Handbook as adopted by the Board. Vacation days are exclusive of holidays otherwise granted to twelve (12) month regular administrative employees of the District. Employee is entitled to accrue twelve (12) days of paid sick leave for illness or injury. Employee is eligible for any leaves authorized by law or provided in the Administrative Association Handbook as adopted by the Board
9. **FRINGE BENEFITS.** Employee shall be afforded all fringe benefits of employment which are provided to the District's regular educational and student services administrators for which they are eligible under the terms of the Administrative Team Handbook.
10. **TRAVEL.** Necessary transportation and travel expenses will be provided in accordance with policies duly adopted by the Board.
11. **SERVICE CLUBS AND COMMUNITY ORGANIZATIONS.** The Board authorizes payment of dues and meals for meetings of one service or community organization. Funds shall be allocated to the appropriate expense accounts in the annual budget approved by the Governing Board.
12. **APPLICABLE LAW.** This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the State Board of Governors, and the rules, regulations, and policies of the Board, all of which are made a part of the terms and conditions of this Agreement as though set forth herein, to the extent that such terms are not inconsistent with the lawful terms of this Agreement.
13. **MAXIMUM CASH SETTLEMENT UPON TERMINATION OF THIS AGREEMENT WITHOUT CAUSE.** Regardless of the term of this Agreement, the Board may terminate this Agreement at any time prior to the date on which the term of this Agreement would have otherwise expired, without cause. In such an event, the maximum cash settlement that the Employee shall receive will be an amount equal to the monthly base salary of the Employee multiplied by the number of months remaining on the unexpired term of this Agreement, or eighteen (18) months, whichever is less, minus any amount(s) that could have been earned if the Employee has retreat rights, and an instructional Position is offered for the balance of the term of this Agreement. Any cash settlement shall not include any other noncash items except health benefits, which may be continued for the same duration of time as covered in the settlement, or until Employee finds other employment, whichever occurs first. The intent of this provision is to satisfy the requirements of Government Code sections 53260-53264, and this provision shall be interpreted in a manner consistent with those statutes.

The District agrees to pay Employee the lump sum cash payment ("Severance Pay"), less legally required for authorized deductions except contributions to CalPERS, within fifteen (15) days of the effective date of termination.

In exchange for and as a condition to receipt of the Severance Pay, Employee shall execute a release and waiver, in a form acceptable to the legal counsel for the District, releasing the District, and all of its elected officers, employees, agents, representations, and attorneys, from any claim associated with the termination.

- 14. TERMINATION OF THIS AGREEMENT DURING ITS TERM WITH CAUSE.** The Board may terminate this Agreement during its term and discharge Employee if Employee commits a material and substantial breach of this Agreement and/or for cause. Such breach of Agreement and discharge shall nullify the terms of this Agreement and Employee shall cease to receive any form of compensation upon the effective date of termination. The term “cause” is defined as those actions, omissions, or behaviors which are detrimental to the operations of the District and/or its major instructional, student and administrative divisions, or which impair the District’s mission, purpose, or objectives. Conduct which constitutes a breach of contract and cause for discharge, includes, but is not limited to: unsatisfactory work performance, dishonesty, misconduct, unprofessional conduct, or insubordination. Disciplinary actions, up to and including discharge from employment, shall be carried out in compliance with the disciplinary provisions applicable to administrative employees as set forth in the Administrative Team Handbook as adopted by the Board.

**15. PROVISIONS OF GOVERNMENT CODE SECTIONS 53243.3-53243.4.**

- (a) In the event that the District provides paid leave to Employee pending an investigation of a crime involving abuse of his office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, the Employee shall fully reimburse District for any salary provided for that purpose.
- (b) In the event that the District provides funds for the legal criminal defense of Employee pending an investigation of a crime involving an abuse of his office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, the Employee shall fully reimburse the District for any funds provided for that purpose.
- (c) In the event that the District provides a cash settlement related to the termination of Employee as defined in the terms of this Agreement and Employee subsequently is convicted of a crime involving abuse of office or position covered by Government Code section 53243.4, Employee shall fully reimburse the District for any funds provided for that purpose.
- (d) “Abuse of office or position” is defined in Government Code section 53243.4 to mean either of the following:
  - (i) An abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority.

- (ii) A crime against public justice, including, but not limited to, a crime described in Title 5 (commencing with Section 67), Title 6 (commencing with Section 85) or Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

- 16. **MODIFICATION OF CONTRACT.** This Agreement may be modified by mutual consent of the parties provided, however, that the party seeking such change shall give not less than 45 (forty-five) calendar days, written notice to the other party of the requested modification.
- 17. **RESIGNATION.** Employee may resign from employment at any time during the term of this Agreement upon ninety (90) days prior written notice to the Board or upon a shorter period of time if approved by the Board.
- 18. **SAVINGS CLAUSE.** If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.
- 19. **ENTIRE AGREEMENT.** This Agreement contains and expresses the entire and final agreement of the parties with respect to the matters covered herein, and supersedes all negotiations, prior discussions, prior agreements and preliminary agreements between the parties. No promises or representations, express or implied, concerning this Agreement have been made by the parties other than those contained in this Agreement concerning the offer and acceptance of employment described herein.
- 20. **NO CONTINUING WAIVER.** No waiver of any term or condition of this Agreement by either party shall be deemed a continuing waiver of such term and condition.
- 21. **GOVERNING LAW.** This Agreement is delivered in the State of California, concerns employment in the State of California, and the rights and obligations of the parties hereto shall be construed and enforced in accordance with the laws of the State of California.
- 22. **MISCELLANEOUS PROVISIONS.** This Agreement and applicable provisions of the Administrative Team Handbook contain the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement. This Agreement cannot be changed orally. It may be modified in writing by mutual agreement of the parties as set forth above. This Agreement supersedes all Board Policies, rules, regulations, handbooks or practices which are inconsistent with or in conflict with this Agreement.

**ACCEPTANCE OF EDUCATIONAL ADMINISTRATOR  
EMPLOYMENT CONTRACT**

I have reviewed this Educational Administrator Employment Contract, and I accept this Agreement and the terms and conditions of employment it contains. I have not agreed to employment and/or contracted for employment with the governing board of any other school, university, college, or community college district which will in any way conflict with the satisfactory performance of all of the duties of the Position for which employed.

Please return signed contract to Human Resource Services as soon as possible.

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

\_\_\_\_\_  
Employee Signature

Approved by the Governing Board of Palomar Community College District in open session at regular Board meeting.

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

\_\_\_\_\_  
Dr. Joi Lin Blake, Superintendent/President  
Secretary to the Governing Board

Copy: Employee



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**PALOMAR COMMUNITY COLLEGE DISTRICT  
CLASSIFIED ADMINISTRATOR  
EMPLOYMENT CONTRACT 2017-2019**

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This employment contract (hereinafter referred to as the "Agreement") is made and entered into this twelfth day of September, 2017 by and between the Governing Board of the Palomar Community College District (hereinafter referred to as the "Board" and "District") and **Carmencita M. Coniglio**, (hereinafter referred to as the "Employee").

**WHEREAS** it is the desire of the Board to employ Employee in the Position of **Director, Fiscal Services** (hereinafter referred to as "Position").

**NOW, THEREFORE**, the parties mutually agree as follows:

1. **EMPLOYMENT.** The Board hereby offers to employ Employee in the above identified Position on the conditions contained in this Agreement. Employee is classified administrator as defined by Education Code section 87002(a) and (c), and a management employee as defined by Government Code section 3540.1(g). Employee and the Board agree that this Agreement is not binding or enforceable unless it is ratified by the Board in open session at a regular meeting of the Board.
2. **STATUTORY AUTHORIZATION AND EXTENSION.** This Agreement is a contract of employment entered into pursuant to Education Code sections 72411(a) and 72411(b). Employee understands upon Employee's execution of this Agreement and its adoption by the Board, this Agreement will automatically renew upon its expiration by mutual agreement, and Employee will automatically be reemployed for one (1) additional year upon the expiration of this Agreement, unless the Governing Board provides written notice to Employee on or before March 15, 2018, of its intention not to reemploy Employee in Position for one additional academic year. If the Governing Board provides such written notice to Employee, Employee's employment in Position and this Agreement will terminate effective September 23, 2019, without further action by the Board. If the Governing Board provides notice to Employee of non-renewal of this Agreement, and Employee has seniority in another non-administrative classified position in the District, such Employee has the right to return to such position upon the expiration of this Agreement, provided that Employee is not terminated for cause.
3. **TERM.** The term of this Agreement shall begin on **September 24, 2017**, and continue through and including **September 23, 2019** or unless extended pursuant to paragraph 2. Employee shall be required to render full time and regular service to the District during the period covered by this Agreement. This Agreement shall be renewable or extended only by mutual written agreement of the parties as set forth in paragraph 2 above. In no event shall this Agreement be interpreted in any way to authorize a renewal or extension of this

Agreement for a term of more than twenty-four (24) months. It is expressly understood, however, that if the position referred to in this Agreement is funded by a grant, categorical program or other monies not in the District's unrestricted general fund, and if funding is discontinued, this Agreement will terminate on June 30 of the fiscal year in which the funding was discontinued, provided further that the District has given Employee written notice before May 15 of the year in which the funding is not received.

4. **SALARY.** Employee shall be compensated in accordance with the Administrative Salary Schedule as established, approved and revised from time to time by the Board, at salary grade **70/7** from September 24, 2017 through June 30, 2018, at salary grade **70/8** from July 1, 2018 through June 30, 2019, and at salary grade **70/9** from July 1, 2019 through September 23, 2019. The Board reserves the right to increase or decrease the schedule including across the board salary reduction or furloughs on the same basis and for the same time as faculty bargaining unit reductions. Any actions to modify the salary schedule shall not be interpreted as a new Agreement for employment or renewal or extension of this Agreement. The Board reserves the right to increase the Employee's salary. However, any action to increase the salary of the Employee shall not be interpreted as a new Agreement for employment or a renewal or extension of this Agreement.
5. **DUTIES.** Employee will perform the duties of the above Position as set forth in any Position description adopted by the Board, and all other duties as shall be assigned or required by the Superintendent/President, or designee, provided that such additional duties shall be consistent with Employee's Position. The Board may adopt or amend the Position description for the Employee's Position at any time as long as the modifications are not inconsistent with the terms of the Agreement.
6. **EXCLUSION FROM OVERTIME PROVISIONS.** Employee shall be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and the California Education Code, and shall not be entitled to compensatory time off.
7. **VACATION AND SICK LEAVE.** Employee is entitled to accrue twenty-four (24) working days of vacation annually in accordance with the Administrative Vacation Policy set forth in the Administrative Team Handbook as adopted by the Board. Vacation days are exclusive of holidays otherwise granted to twelve (12) month regular administrative employees of the District. Employee is entitled to accrue twelve (12) days of paid sick leave for illness or injury. Employee is eligible for any leaves authorized by law or provided in the Administrative Team Handbook as adopted by the Board.
8. **FRINGE BENEFITS.** Employee shall be afforded all fringe benefits of employment which are provided to the District's regular classified administrators for which they are eligible under the terms of the Administrative Team Handbook. The District shall also provide Employee with a \$50.00 monthly cell phone stipend
9. **APPLICABLE LAW.** This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the State Board of Governors, and the rules,

regulations, and policies of the Board, all of which are made a part of the terms and conditions of this Agreement as though set forth herein, to the extent that such terms are not inconsistent with the lawful terms of this Agreement.

10. **TERMINATION OF THIS AGREEMENT DURING ITS TERM WITH CAUSE.** The Board may terminate this Agreement during its term and discharge Employee if Employee commits a material and substantial breach of this Agreement and/or for cause. Such breach of Agreement and discharge shall nullify the terms of this Agreement and Employee shall cease to receive any form of compensation upon the effective date of termination. The term "cause" is defined as those actions, omissions, or behaviors which are detrimental to the operations of the District and/or its major instructional, student and administrative divisions, or which impair the District's mission, purpose, or objectives. Conduct which constitutes a breach of contract and cause for discharge, includes, but is not limited to: unsatisfactory work performance, dishonesty, misconduct, unprofessional conduct, or insubordination. Disciplinary actions, up to and including discharge from employment, shall be carried out in compliance with the disciplinary provisions applicable to administrative employees as set forth in the Administrative Team Handbook as adopted by the Board. In the event of a termination of Agreement for cause, the provisions of Section 14 of Agreement shall not apply.
11. **TRAVEL.** Necessary transportation and travel expenses will be provided in accordance with policies duly adopted by the Board.
12. **SERVICE CLUBS AND COMMUNITY ORGANIZATIONS.** The Board authorizes payment of dues and meals for meetings of one service or community organization. Funds shall be allocated to the appropriate expense accounts in the annual budget approved by the Governing Board.
13. **PROVISIONS OF GOVERNMENT CODE SECTIONS 53243.3-53243.4.**
  - (a) In the event that the District provides paid leave to Employee pending an investigation of a crime involving abuse of his office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, the Employee shall fully reimburse District for any salary provided for that purpose.
  - (b) In the event that the District provides funds for the legal criminal defense of Employee pending an investigation of a crime involving an abuse of his office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, the Employee shall fully reimburse the District for any funds provided for that purpose.
  - (c) In the event that the District provides a cash settlement related to the termination of Employee as defined in the terms of this Agreement and Employee subsequently is convicted of a crime involving abuse of office or position covered

by Government Code section 53243.4, Employee shall fully reimburse the District for any funds provided for that purpose.

- (d) "Abuse of office or position" is defined in Government Code section 53243.4 to mean either of the following:
- (i) An abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority.
  - (ii) A crime against public justice, including, but not limited to, a crime described in Title 5 (commencing with Section 67), Title 6 (commencing with Section 85) or Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

**14. MAXIMUM CASH SETTLEMENT UPON TERMINATION OF THIS AGREEMENT.**

Regardless of the term of this Agreement, the Board may terminate this Agreement at any time prior to the date on which the term of this Agreement would have otherwise expired. In such an event, the maximum cash settlement that the Employee shall receive will be an amount equal to the monthly base salary of the Employee multiplied by the number of months remaining on the unexpired term of this Agreement, or eighteen (18) months, whichever is less, minus any amount(s) that could have been earned if the Employee has retreat rights, and an instructional Position is offered for the balance of the term of this Agreement. Any cash settlement shall not include any other noncash items except health benefits, which may be continued for the same duration of time as covered in the settlement, or until Employee finds other employment, whichever occurs first. The intent of this provision is to satisfy the requirements of Government Code sections 53260-53264, and this provision shall be interpreted in a manner consistent with those statutes.

The District agrees to pay Employee the lump sum cash payment ("Severance Pay"), less legally required for authorized deductions except contributions to CalPERS, within fifteen (15) days of the effective date of termination.

In exchange for and as a condition to receipt of the Severance Pay, Employee shall execute a release and waiver, in a form acceptable to the legal counsel for the District, releasing the District, and all of its elected officers, employees, agents, representations, and attorneys, from any claim associated with the termination.

**15. MODIFICATION OF CONTRACT.** This Agreement may be modified by mutual consent of the parties provided, however, that the party seeking such change shall give not less than 45 (forty-five) calendar days, written notice to the other party of the requested modification.

**16. RESIGNATION.** Employee may resign from employment at any time during the term of this Agreement upon ninety (90) days prior written notice to the Board or upon a shorter period of time if approved by the Board.

17. **SAVINGS CLAUSE.** If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.
18. **ENTIRE AGREEMENT.** This Agreement contains and expresses the entire and final agreement of the parties with respect to the matters covered herein, and supersedes all negotiations, prior discussions, prior agreements and preliminary agreements between the parties. No promises or representations, express or implied, concerning this Agreement have been made by the parties other than those contained in this Agreement concerning the offer and acceptance of employment described herein.
19. **NO CONTINUING WAIVER.** No waiver of any term or condition of this Agreement by either party shall be deemed a continuing waiver of such term and condition.
20. **GOVERNING LAW.** This Agreement is delivered in the State of California, concerns employment in the State of California, and the rights and obligations of the parties hereto shall be construed and enforced in accordance with the laws of the State of California.
21. **MISCELLANEOUS PROVISIONS.** This Agreement and applicable provisions of the Administrative Team Handbook contain the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement. This Agreement cannot be changed orally. It may be modified in writing by mutual agreement of the parties as set forth above. This Agreement supersedes all Board Policies, rules, regulations, handbooks or practices which are inconsistent with or in conflict with this Agreement.



**ACCEPTANCE OF CLASSIFIED ADMINISTRATOR  
EMPLOYMENT CONTRCACT**

I have reviewed this Classified Administrator Employment Contract, and I accept this Agreement and the terms and conditions of employment it contains. I have not agreed to employment and/or contracted for employment with the governing board of any other school, university, college, or community college district which will in any way conflict with the satisfactory performance of all of the duties of the Position for which employed.

Please return signed contract to Human Resource Services as soon as possible.

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

\_\_\_\_\_  
Employee Signature

Approved by the Governing Board of Palomar Community College District in open session at regular Board meeting.

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

\_\_\_\_\_  
Joi Blake, Ed.D., Secretary to the Governing Board

Copy: Employee

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**PALOMAR COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR  
EMPLOYMENT CONTRACT 2017-2018**

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This employment contract (hereinafter referred to as the "Agreement") is made and entered into this 11<sup>th</sup> day of July, 2017 of by and between the Governing Board of the Palomar Community College District (hereinafter referred to as the "Board" and "District") and **Judy Harris** (hereinafter referred to as the "Employee").

**WHEREAS** it is the desire of the Board to employ Employee in the Position of **Director, Health Services** (hereinafter referred to as "Position").

**NOW, THEREFORE**, the parties mutually agree as follows:

1. **EMPLOYMENT.** The Board hereby offers to employ Employee in the above identified Position on the conditions contained in this Agreement. Employee is a member of the Administrative Team as described in the Administrative Team Handbook adopted by the Board, an academic employee as defined by Education Code section 87001(a), an educational administrator as defined in Education Code section 87002(b), and a management employee as defined by Government Code section 3540.1(g). The Employee and the Board agree that this Agreement is not binding or enforceable unless it is ratified by the Board in open session at a regular meeting of the Board. Pursuant to Ed. Code §87470, Position is a categorically funded position which will end when funding for Position is terminated, unless Agreement is otherwise terminated pursuant to paragraph 2.
2. **STATUTORY AUTHORIZATION AND EXTENSION.** This Agreement is a contract of employment entered into pursuant to Education Code section 72411(a). Employee understands upon Employee's execution of this Agreement and its adoption by the Board, this Agreement will automatically renew upon its expiration, and Employee will automatically be reemployed for one (1) additional year upon the expiration of this Agreement, unless the Governing Board provides written notice to Employee on or before March 15, 2018, of its intention not to reemploy Employee in Position for one additional year. If the Governing Board provides such written notice to Employee, Employee's employment in Position and this Agreement will terminate effective July 1, 2018, without further action by the Board, subject to the provisions of paragraph 3.
3. **RETREAT/RETURN RIGHTS.** If the Governing Board provides notice to Employee of non-renewal of this Agreement, and Employee has seniority in another administrator or non-administrator education position in the District, such Employee may have the right to return to such position upon the expiration of this Agreement provided that Employee is not termination for cause.

4. **TERM.** The term of this Agreement shall begin on **June 30, 2017**, and continue through and including **July 30, 2019** or unless extended pursuant to paragraph 2. Employee shall be required to render full time and regular service to the District during the period covered by this Agreement. This Agreement shall be renewable or extended only by mutual, written agreement of the parties as set forth in paragraph 2 above. In no event shall this Agreement be interpreted in any way to authorize the renewal or extension of this Agreement for an overall term of more than twenty-four (24) months. It is expressly understood, however, that if the position referred to in this Agreement is funded by a grant, categorical program, or other monies not in the District's unrestricted general fund, and if funding is discontinued, the Agreement will terminate on June 30 of the fiscal year in which the funding was discontinued, provided further that the District has given Employee written notice before May 15 of the year in which the funding is not received.
5. **SALARY.** Employee shall be compensated in accordance with the Administrative Salary Schedule as established, approved and revised from time to time by the Board, at salary at Salary Grade **66/4** on June 30, 2017 and at salary grade **66/5** from July 1, 2017 through June 30, 2018; in the event Governing Board does not notify Employee by March 15, 2018, the employee will be at salary grade **66/6** from July 1, 2018 through July 1, 2019. The Board reserves the right to increase or decrease the schedule including across the board salary reduction or furloughs on the same basis and for the same time as faculty bargaining unit reductions. Any actions to modify the salary schedule shall not be interpreted as a new Agreement for employment or renewal or extension of this Agreement. The Board reserves the right to increase the Employee's salary. However, any action to increase the salary of the Employee shall not be interpreted as a new Agreement for employment or a renewal or extension of this Agreement.
6. **DUTIES.** Employee will perform the duties of the above Position as set forth in any Position description adopted by the Board, and all other duties as shall be assigned or required by the Superintendent/President, or designee, provided that such additional duties shall be consistent with Employee's Position. The Board may adopt or amend the Position description for the Employee's Position at any time as long as the modifications are not inconsistent with the terms of the Agreement. The Board reserves the right to reassign the Employee at any time during the term of this Agreement to another educational or student services administrative Position within the District. Reassignment during the term of this Agreement solely for discretionary reasons will not result in a reduction of the Employee's compensation during the term of this Agreement. Reassignment will be made in compliance with the California Education Code and the Administrative Handbook.
7. **EXCLUSION FROM OVERTIME PROVISIONS.** Employee shall be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and the California Education Code, and shall not be entitled to compensatory time off.
8. **VACATION AND SICK LEAVE.** Employee is entitled to accrue twenty-four (24) working days of vacation annually in accordance with the Administrative Vacation Policy set forth

in the Administrative Team Handbook as adopted by the Board. Vacation days are exclusive of holidays otherwise granted to twelve (12) month regular administrative employees of the District. Employee is entitled to accrue twelve (12) days of paid sick leave for illness or injury. Employee is eligible for any leaves authorized by law or provided in the Administrative Association Handbook as adopted by the Board

9. **FRINGE BENEFITS.** Employee shall be afforded all fringe benefits of employment which are provided to the District's regular educational and student services administrators for which they are eligible under the terms of the Administrative Team Handbook. The District shall also provide Employee with a \$50.00 monthly cell phone stipend which is not considered creditable compensation under CalPERS.
10. **TRAVEL.** Necessary transportation and travel expenses will be provided in accordance with policies duly adopted by the Board.
11. **SERVICE CLUBS AND COMMUNITY ORGANIZATIONS.** The Board authorizes payment of dues and meals for meetings of one service or community organization. Funds shall be allocated to the appropriate expense accounts in the annual budget approved by the Governing Board.
12. **APPLICABLE LAW.** This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the State Board of Governors, and the rules, regulations, and policies of the Board, all of which are made a part of the terms and conditions of this Agreement as though set forth herein, to the extent that such terms are not inconsistent with the lawful terms of this Agreement.
13. **MAXIMUM CASH SETTLEMENT UPON TERMINATION OF THIS AGREEMENT WITHOUT CAUSE.** Regardless of the term of this Agreement, the Board may terminate this Agreement at any time prior to the date on which the term of this Agreement would have otherwise expired, without cause. In such an event, the maximum cash settlement that the Employee shall receive will be an amount equal to the monthly base salary of the Employee multiplied by the number of months remaining on the unexpired term of this Agreement, or eighteen (18) months, whichever is less, minus any amount(s) that could have been earned if the Employee has retreat rights, and an instructional Position is offered for the balance of the term of this Agreement. Any cash settlement shall not include any other noncash items except health benefits, which may be continued for the same duration of time as covered in the settlement, or until Employee finds other employment, whichever occurs first. The intent of this provision is to satisfy the requirements of Government Code sections 53260-53264, and this provision shall be interpreted in a manner consistent with those statutes.

The District agrees to pay Employee the lump sum cash payment ("Severance Pay"), less legally required for authorized deductions except contributions to CalPERS, within fifteen (15) days of the effective date of termination.

In exchange for and as a condition to receipt of the Severance Pay, Employee shall execute a release and waiver, in a form acceptable to the legal counsel for the District, releasing the District, and all of its elected officers, employees, agents, representations, and attorneys, from any claim associated with the termination.

- 14. TERMINATION OF THIS AGREEMENT DURING ITS TERM WITH CAUSE.** The Board may terminate this Agreement during its term and discharge Employee if Employee commits a material and substantial breach of this Agreement and/or for cause. Such breach of Agreement and discharge shall nullify the terms of this Agreement and Employee shall cease to receive any form of compensation upon the effective date of termination. The term “cause” is defined as those actions, omissions, or behaviors which are detrimental to the operations of the District and/or its major instructional, student and administrative divisions, or which impair the District’s mission, purpose, or objectives. Conduct which constitutes a breach of contract and cause for discharge, includes, but is not limited to: unsatisfactory work performance, dishonesty, misconduct, unprofessional conduct, or insubordination. Disciplinary actions, up to and including discharge from employment, shall be carried out in compliance with the disciplinary provisions applicable to administrative employees as set forth in the Administrative Team Handbook as adopted by the Board.

**15. PROVISIONS OF GOVERNMENT CODE SECTIONS 53243.3-53243.4.**

- (a) In the event that the District provides paid leave to Employee pending an investigation of a crime involving abuse of his office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, the Employee shall fully reimburse District for any salary provided for that purpose.
- (b) In the event that the District provides funds for the legal criminal defense of Employee pending an investigation of a crime involving an abuse of his office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, the Employee shall fully reimburse the District for any funds provided for that purpose.
- (c) In the event that the District provides a cash settlement related to the termination of Employee as defined in the terms of this Agreement and Employee subsequently is convicted of a crime involving abuse of office or position covered by Government Code section 53243.4, Employee shall fully reimburse the District for any funds provided for that purpose.
- (d) “Abuse of office or position” is defined in Government Code section 53243.4 to mean either of the following:
  - (i) An abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority.



- (ii) A crime against public justice, including, but not limited to, a crime described in Title 5 (commencing with Section 67), Title 6 (commencing with Section 85) or Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

- 16. **MODIFICATION OF CONTRACT.** This Agreement may be modified by mutual consent of the parties provided, however, that the party seeking such change shall give not less than 45 (forty-five) calendar days, written notice to the other party of the requested modification.
- 17. **RESIGNATION.** Employee may resign from employment at any time during the term of this Agreement upon ninety (90) days prior written notice to the Board or upon a shorter period of time if approved by the Board.
- 18. **SAVINGS CLAUSE.** If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.
- 19. **ENTIRE AGREEMENT.** This Agreement contains and expresses the entire and final agreement of the parties with respect to the matters covered herein, and supersedes all negotiations, prior discussions, prior agreements and preliminary agreements between the parties. No promises or representations, express or implied, concerning this Agreement have been made by the parties other than those contained in this Agreement concerning the offer and acceptance of employment described herein.
- 20. **NO CONTINUING WAIVER.** No waiver of any term or condition of this Agreement by either party shall be deemed a continuing waiver of such term and condition.
- 21. **GOVERNING LAW.** This Agreement is delivered in the State of California, concerns employment in the State of California, and the rights and obligations of the parties hereto shall be construed and enforced in accordance with the laws of the State of California.
- 22. **MISCELLANEOUS PROVISIONS.** This Agreement and applicable provisions of the Administrative Team Handbook contain the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement. This Agreement cannot be changed orally. It may be modified in writing by mutual agreement of the parties as set forth above. This Agreement supersedes all Board Policies, rules, regulations, handbooks or practices which are inconsistent with or in conflict with this Agreement.

**ACCEPTANCE OF EDUCATIONAL ADMINISTRATOR  
EMPLOYMENT CONTRACT**

I have reviewed this Educational Administrator Employment Contract, and I accept this Agreement and the terms and conditions of employment it contains. I have not agreed to employment and/or contracted for employment with the governing board of any other school, university, college, or community college district which will in any way conflict with the satisfactory performance of all of the duties of the Position for which employed.

Please return signed contract to Human Resource Services as soon as possible.

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

\_\_\_\_\_  
Employee Signature

Approved by the Governing Board of Palomar Community College District in open session at regular Board meeting.

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

\_\_\_\_\_  
Dr. Joi Lin Blake, Superintendent/President  
Secretary to the Governing Board

Copy: Employee

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**PALOMAR COMMUNITY COLLEGE DISTRICT  
CLASSIFIED ADMINISTRATOR  
EMPLOYMENT CONTRACT 2017-2019**

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This employment contract (hereinafter referred to as the "Agreement") is made and entered into this eighth of August, 2017 by and between the Governing Board of the Palomar Community College District (hereinafter referred to as the "Board" and "District") and **Christopher Moore**, (hereinafter referred to as the "Employee").

**WHEREAS** it is the desire of the Board to employ Employee in the Position of **Chief of Police** (hereinafter referred to as "Position").

**NOW, THEREFORE**, the parties mutually agree as follows:

1. **EMPLOYMENT.** The Board hereby offers to employ Employee in the above identified Position on the conditions contained in this Agreement. Employee is classified administrator as defined by Education Code section 87002(a) and (c), and a management employee as defined by Government Code section 3540.1(g). Employee and the Board agree that this Agreement is not binding or enforceable unless it is ratified by the Board in open session at a regular meeting of the Board.
2. **STATUTORY AUTHORIZATION AND EXTENSION.** This Agreement is a contract of employment entered into pursuant to Education Code sections 72411(a) and 72411(b). Employee understands upon Employee's execution of this Agreement and its adoption by the Board, this Agreement will automatically renew upon its expiration by mutual agreement, and Employee will automatically be reemployed for one (1) additional year upon the expiration of this Agreement, unless the Governing Board provides written notice to Employee on or before March 15, 2018, of its intention not to reemploy Employee in Position for one additional academic year. If the Governing Board provides such written notice to Employee, Employee's employment in Position and this Agreement will terminate effective August 8, 2019, without further action by the Board. If the Governing Board provides notice to Employee of non-renewal of this Agreement, and Employee has seniority in another non-administrative classified position in the District, such Employee has the right to return to such position upon the expiration of this Agreement, provided that Employee is not terminated for cause.
3. **TERM.** The term of this Agreement shall begin on **August 9, 2017**, and continue through and including **August 8, 2019** or unless extended pursuant to paragraph 2. Employee shall be required to render full time and regular service to the District during the period covered by this Agreement. This Agreement shall be renewable or extended only by mutual written agreement of the parties as set forth in paragraph 2 above. In no event shall this Agreement be interpreted in any way to authorize a renewal or extension of this

Agreement for a term of more than twenty-four (24) months. It is expressly understood, however, that if the position referred to in this Agreement is funded by a grant, categorical program or other monies not in the District's unrestricted general fund, and if funding is discontinued, this Agreement will terminate on June 30 of the fiscal year in which the funding was discontinued, provided further that the District has given Employee written notice before May 15 of the year in which the funding is not received.

4. **SALARY.** Employee shall be compensated in accordance with the Administrative Salary Schedule as established, approved and revised from time to time by the Board, at salary grade **67/2** from August 9, 2017 through June 30, 2018, at salary grade **67/3** from July 1, 2018 through June 30, 2019, and at salary grade **67/4** from July 1, 2019 through August 8, 2019. The Board reserves the right to increase or decrease the schedule including across the board salary reduction or furloughs on the same basis and for the same time as faculty bargaining unit reductions. Any actions to modify the salary schedule shall not be interpreted as a new Agreement for employment or renewal or extension of this Agreement. The Board reserves the right to increase the Employee's salary. However, any action to increase the salary of the Employee shall not be interpreted as a new Agreement for employment or a renewal or extension of this Agreement.
5. **DUTIES.** Employee will perform the duties of the above Position as set forth in any Position description adopted by the Board, and all other duties as shall be assigned or required by the Superintendent/President, or designee, provided that such additional duties shall be consistent with Employee's Position. The Board may adopt or amend the Position description for the Employee's Position at any time as long as the modifications are not inconsistent with the terms of the Agreement.
6. **EXCLUSION FROM OVERTIME PROVISIONS.** Employee shall be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and the California Education Code, and shall not be entitled to compensatory time off.
7. **VACATION AND SICK LEAVE.** Employee is entitled to accrue twenty-four (24) working days of vacation annually in accordance with the Administrative Vacation Policy set forth in the Administrative Team Handbook as adopted by the Board. Vacation days are exclusive of holidays otherwise granted to twelve (12) month regular administrative employees of the District. Employee is entitled to accrue twelve (12) days of paid sick leave for illness or injury. Employee is eligible for any leaves authorized by law or provided in the Administrative Team Handbook as adopted by the Board.
8. **FRINGE BENEFITS.** Employee shall be afforded all fringe benefits of employment which are provided to the District's regular classified administrators for which they are eligible under the terms of the Administrative Team Handbook. The District shall also provide Employee with a \$100.00 monthly cell phone stipend which is not considered creditable compensation under CalPERS.
9. **APPLICABLE LAW.** This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the State Board of Governors, and the rules,

regulations, and policies of the Board, all of which are made a part of the terms and conditions of this Agreement as though set forth herein, to the extent that such terms are not inconsistent with the lawful terms of this Agreement.

10. **TERMINATION OF THIS AGREEMENT DURING ITS TERM WITH CAUSE.** The Board may terminate this Agreement during its term and discharge Employee if Employee commits a material and substantial breach of this Agreement and/or for cause. Such breach of Agreement and discharge shall nullify the terms of this Agreement and Employee shall cease to receive any form of compensation upon the effective date of termination. The term "cause" is defined as those actions, omissions, or behaviors which are detrimental to the operations of the District and/or its major instructional, student and administrative divisions, or which impair the District's mission, purpose, or objectives. Conduct which constitutes a breach of contract and cause for discharge, includes, but is not limited to: unsatisfactory work performance, dishonesty, misconduct, unprofessional conduct, or insubordination. Disciplinary actions, up to and including discharge from employment, shall be carried out in compliance with the disciplinary provisions applicable to administrative employees as set forth in the Administrative Team Handbook as adopted by the Board. In the event of a termination of Agreement for cause, the provisions of Section 14 of Agreement shall not apply.
11. **TRAVEL.** Necessary transportation and travel expenses will be provided in accordance with policies duly adopted by the Board.
12. **SERVICE CLUBS AND COMMUNITY ORGANIZATIONS.** The Board authorizes payment of dues and meals for meetings of one service or community organization. Funds shall be allocated to the appropriate expense accounts in the annual budget approved by the Governing Board.
13. **PROVISIONS OF GOVERNMENT CODE SECTIONS 53243.3-53243.4.**
  - (a) In the event that the District provides paid leave to Employee pending an investigation of a crime involving abuse of his office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, the Employee shall fully reimburse District for any salary provided for that purpose.
  - (b) In the event that the District provides funds for the legal criminal defense of Employee pending an investigation of a crime involving an abuse of his office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, the Employee shall fully reimburse the District for any funds provided for that purpose.
  - (c) In the event that the District provides a cash settlement related to the termination of Employee as defined in the terms of this Agreement and Employee subsequently is convicted of a crime involving abuse of office or position covered



by Government Code section 53243.4, Employee shall fully reimburse the District for any funds provided for that purpose.

- (d) "Abuse of office or position" is defined in Government Code section 53243.4 to mean either of the following:
  - (i) An abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority.
  - (ii) A crime against public justice, including, but not limited to, a crime described in Title 5 (commencing with Section 67), Title 6 (commencing with Section 85) or Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

**14. MAXIMUM CASH SETTLEMENT UPON TERMINATION OF THIS AGREEMENT.**

Regardless of the term of this Agreement, the Board may terminate this Agreement at any time prior to the date on which the term of this Agreement would have otherwise expired. In such an event, the maximum cash settlement that the Employee shall receive will be an amount equal to the monthly base salary of the Employee multiplied by the number of months remaining on the unexpired term of this Agreement, or eighteen (18) months, whichever is less, minus any amount(s) that could have been earned if the Employee has retreat rights, and an instructional Position is offered for the balance of the term of this Agreement. Any cash settlement shall not include any other noncash items except health benefits, which may be continued for the same duration of time as covered in the settlement, or until Employee finds other employment, whichever occurs first. The intent of this provision is to satisfy the requirements of Government Code sections 53260-53264, and this provision shall be interpreted in a manner consistent with those statutes.

The District agrees to pay Employee the lump sum cash payment ("Severance Pay"), less legally required for authorized deductions except contributions to CalPERS, within fifteen (15) days of the effective date of termination.

In exchange for and as a condition to receipt of the Severance Pay, Employee shall execute a release and waiver, in a form acceptable to the legal counsel for the District, releasing the District, and all of its elected officers, employees, agents, representations, and attorneys, from any claim associated with the termination.

**15. MODIFICATION OF CONTRACT.** This Agreement may be modified by mutual consent of the parties provided, however, that the party seeking such change shall give not less than 45 (forty-five) calendar days, written notice to the other party of the requested modification.

**16. RESIGNATION.** Employee may resign from employment at any time during the term of this Agreement upon ninety (90) days prior written notice to the Board or upon a shorter period of time if approved by the Board.

17. **SAVINGS CLAUSE.** If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.
18. **ENTIRE AGREEMENT.** This Agreement contains and expresses the entire and final agreement of the parties with respect to the matters covered herein, and supersedes all negotiations, prior discussions, prior agreements and preliminary agreements between the parties. No promises or representations, express or implied, concerning this Agreement have been made by the parties other than those contained in this Agreement concerning the offer and acceptance of employment described herein.
19. **NO CONTINUING WAIVER.** No waiver of any term or condition of this Agreement by either party shall be deemed a continuing waiver of such term and condition.
20. **GOVERNING LAW.** This Agreement is delivered in the State of California, concerns employment in the State of California, and the rights and obligations of the parties hereto shall be construed and enforced in accordance with the laws of the State of California.
21. **MISCELLANEOUS PROVISIONS.** This Agreement and applicable provisions of the Administrative Team Handbook contain the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement. This Agreement cannot be changed orally. It may be modified in writing by mutual agreement of the parties as set forth above. This Agreement supersedes all Board Policies, rules, regulations, handbooks or practices which are inconsistent with or in conflict with this Agreement.

**ACCEPTANCE OF CLASSIFIED ADMINISTRATOR  
EMPLOYMENT CONTRCACT**

I have reviewed this Classified Administrator Employment Contract, and I accept this Agreement and the terms and conditions of employment it contains. I have not agreed to employment and/or contracted for employment with the governing board of any other school, university, college, or community college district which will in any way conflict with the satisfactory performance of all of the duties of the Position for which employed.

Please return signed contract to Human Resource Services as soon as possible.

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

\_\_\_\_\_  
Employee Signature

Approved by the Governing Board of Palomar Community College District in open session at regular Board meeting.

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

\_\_\_\_\_  
Joi Blake, Ed.D., Secretary to the Governing Board

Copy: Employee

## MONTHLY BOARD REPORT: September 12, 2017

## SHORT-TERM PERSONNEL ACTION REQUEST

	Employee Name	Start Date	End Date	Job Code	Hourly	Job Description
<b>Department</b>	Athletics Department					
	Trevor Van Haute	08/07/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
<b>Department</b>	Art Department					
	Padilla, Khea	08/31/17	06/30/18	Technical/Paraprofessional	\$11.00	Assistant I
<b>Department</b>	Behavioral Sciences					
	Bagley, Elana	08/30/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
	Cruz, Adiel	08/10/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
	Kennedy, Jimmy	08/30/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
	Kuske, Kimberly	08/22/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
	Leverenz, Rachel	07/01/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
	Ortega, Francisco	07/01/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
	Peetz, Cassilyn	07/01/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
<b>Department</b>	Building Services					
	Drake, Robert	08/11/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
<b>Department</b>	Business Support Services					
	Duenckel, Nolan	07/25/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
<b>Department</b>	Counseling Department					
	Garcia, Edgar	08/28/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
	Zacarias, Marisol	07/01/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
<b>Department</b>	Custodial Services					
	Martinez, Alejandrino	08/08/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
<b>Department</b>	Early Childhood Education Lab School					
	Bazan, Jessica	08/30/17	06/30/18	Technical/Paraprofessional	\$11.00	Assistant I
	Boling, Oliviya	08/31/17	06/30/18	Technical/Paraprofessional	\$11.00	Assistant I
	Castaneda Salas, Liliana	08/31/17	06/30/18	Technical/Paraprofessional	\$11.00	Assistant I

Department	Employee Name	Start Date	End Date	Job Code	Hourly	Job Description
English Department	Bottini, Brian	08/22/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
English as a Second Language	Borgstede, Valentina	08/22/17	06/30/18	Technical/Paraprofessional	\$16.00	Intern tutor III
Grant Funded Student Programs	Aguilar, Kristiana	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Avila, Hector	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Barragan, Perla	08/03/17	06/30/18	Technical/Paraprofessional	\$11.00	Tutor
	Castro Orihuela, Daniela	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Castro Orihuela, Sheila	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Do, Diane	08/04/17	06/30/18	Technical/Paraprofessional	\$11.00	Tutor
	Dunlap, Taylor	08/29/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
	Favela, Cristal	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Flores, Julissa	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Garcia, Israel	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Garcia-Chavez, Ana	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Gonzalez, Jose	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Gonzalez Cortez, Miriam	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Guerrero, Guadalupe	08/08/17	06/30/18	Technical/Paraprofessional	\$20.00	Assistant (professional)
	Guzman, Jonathan	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Hanna, Aimee	08/09/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
	Hardin, Sarah	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Hernandez, Eduardo	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Hernandez Ramirez, Alejandra	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Huerta Miranda, Yessica	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Humerez, Isela	08/16/17	06/30/18	Technical/Paraprofessional	\$11.00	Tutor
	Klaus, Shelley	07/27/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
	Lopez, Dayanira	08/24/17	06/30/18	Technical/Paraprofessional	\$11.00	Tutor
	Madani, Nina	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Martinez Heredia, Alma	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Morales, Saul	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Muedano, Jonathan	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Ochoa, Perla	07/18/17	06/30/18	Technical/Paraprofessional	\$11.00	Tutor
	Oguz, Sayim	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Olivera, Juan	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Santiago, Angelica	08/02/17	06/30/18	Technical/Paraprofessional	\$20.00	Assistant (professional)
	Sayim, Oguz	08/10/17	06/30/18	Technical/Paraprofessional	\$11.00	Tutor
	See, Dejenae	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Shi, Wen	07/31/17	06/30/18	Technical/Paraprofessional	\$11.00	Tutor
	Solano, Efrén	08/01/17	06/30/18	Technical/Paraprofessional	\$11.00	Tutor
	Tan, Scarlett	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II



<b>Department</b>	<b>Employee Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Job Code</b>	<b>Hourly</b>	<b>Job Description</b>
<b>Department</b>	Health Services					
	McCulloch, Shirley	08/31/17	06/30/18	Technical/Paraprofessional	\$46.00	Seasonal NP
<b>Department</b>	International Education					
	Masiello, Eleanor	07/01/17	06/30/18	Technical/Paraprofessional	\$20.00	Assistant (professional)
<b>Department</b>	Life Sciences					
	Kimbashi, Rika	08/21/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
<b>Department</b>	Mathematics and the Natural and Health Sciences					
	Allen, Anthony	08/28/17	06/30/18	Technical/Paraprofessional	\$13.00	Tutor I
	Higuera, Stephanie	08/29/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
	Matson, John	08/14/17	06/30/18	Technical/Paraprofessional	\$15.00	Tutor II
<b>Department</b>	Mathematics Learning Center					
	Bailey, Erin	08/10/17	06/30/18	Technical/Paraprofessional	\$11.00	Peer Tutor
	Rouhipour Rahmanian, Guddus	08/10/17	06/30/18	Technical/Paraprofessional	\$11.00	Peer Tutor
<b>Department</b>	Nursing Education					
	Decker, Joan	08/01/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
<b>Department</b>	Occupational and Noncredit Programs					
	Gonzales De Gallegos, Concepcion	08/31/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
<b>Department</b>	Palomar College Police Department					
	Allenson, Audrey	08/10/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
	Barron, McKenna	08/21/17	06/30/18	Technical/Paraprofessional	\$11.00	Assistant I
	Detar, Christopher	08/04/17	06/30/18	Technical/Paraprofessional	\$11.00	Assistant I
	McClain, Michael	08/21/17	06/30/18	Technical/Paraprofessional	\$11.00	Assistant I
	Molinero, Jacqueline	08/15/17	06/30/18	Technical/Paraprofessional	\$11.00	Assistant I
	Reilly, Yolande	08/23/17	06/30/18	Technical/Paraprofessional	\$22.00	Assistant (professional)
	Zacarias, Marisol	08/03/17	06/30/18	Technical/Paraprofessional	\$15.00	Assistant III
<b>Department</b>	Public Safety Programs					
	Russell, Samuel	07/01/17	06/30/18	Technical/Paraprofessional	\$17.64	Assistant (professional)
	Russell, Samuel	07/01/17	06/30/18	Technical/Paraprofessional	\$22.53	Assistant (professional)

	Employee Name	Start Date	End Date	Job Code	Hourly	Job Description
<b>Department</b>	Tutoring Services					
	Cuevas, Jonathan	08/24/17	06/30/18	Technical/Paraprofessional	\$11.00	Assistant I
<b>STUDENT PERSONNEL ACTION REQUEST</b>						
<b>Department</b>	Grant Funded Student Programs					
	Martinez, David	07/01/17	06/30/18	Technical/Paraprofessional	\$11.00	Assistant I
<b>Department</b>	World Languages					
	Chu Li, Enrique	07/01/17	06/30/18	Technical/Paraprofessional	\$13.00	Assistant II
<b>Department</b>	Student Affairs					
	Martinez, David	07/01/17	06/30/18	Technical/Paraprofessional	\$11.00	Assistant I
	Sanchez, Diana	07/01/17	06/30/18	Technical/Paraprofessional	\$11.00	Assistant I
<b>SEASONAL COACH STIPEND REQUEST</b>						
<b>Department</b>	Athletics Department					
	Cephas, Damina	08/24/17	06/30/18	Technical/Paraprofessional	\$2,600.00	Seasonal Coach
	Kroesch, Christopher	08/24/17	06/30/18	Technical/Paraprofessional	\$4,000.00	Seasonal Coach
	Olguin, Simon	08/28/17	06/30/18	Technical/Paraprofessional	\$1,500.00	Seasonal Coach

Palomar Community College  
PAL PESONNEL ACTIONS HISTORY

Report ID: PAL015ST  
Personnel Action: HIR--  
For the period 08/01/2017 through 08/31/2017

Page No. 1  
Run Date 08/31/2017  
Run Time 15:09:02

Effective Date	Action Reason	Employee Name	Hire Date	Employee ID	Emp Typ	Reg/ Tmp	Full/ Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
Department CHEMIST Chemistry Department SETID - PALMR												
08/14/2017		Schneider,Arianna Sofia	08/14/2017		0.0	H	T	P	900STU Student	EE STU/ASTU	11.000000	H
08/14/2017		Foroughi-Shafiei,Aydin	08/14/2017		0.0	H	T	P	900STU Student	EE STU/ASTU	11.000000	H
Department MATH&NHS Math/Natural & Health Sci Div SETID - PALMR												
08/25/2017		Shoghi Ghalehshahi,Elham	08/25/2017		0.0	H	T	P	900STU Student	EE STU/ASTU	13.000000	H
Department MATHLRNCTR Mathematics Learning Center SETID - PALMR												
08/22/2017		Brunolli,Amy L.	08/22/2017		0.0	H	T	P	900STU Student	EE STU/ASTU	11.000000	H
Department STUDNTAFRS Student Affairs SETID - PALMR												
08/14/2017		Noriega,Eric	08/14/2017		0.0	H	T	P	900STU Student	EE STU/ASTU	11.000000	H
08/14/2017		Castellanos Morales,Ana Belen	08/14/2017		0.0	H	T	P	900STU Student	EE STU/ASTU	11.000000	H
08/10/2017		Spence,Malik Michael Anthony	08/10/2017		0.0	H	T	P	900STU Student	EE STU/ASTU	11.000000	H
08/08/2017		Lopez,David	08/08/2017		0.0	H	T	P	900STU Student	EE STU/ASTU	11.000000	H
Department TRADEIND Trade & Industry Department SETID - PALMR												
08/14/2017		Nugent,Aaron Christopher	08/14/2017		0.0	H	T	P	900STU Student	EE STU/ASTU	11.000000	H

Palomar Community College  
PAL PERSONNEL ACTIONS HISTORY

Page No. 2  
Run Date 08/31/2017  
Run Time 15:09:02

Report ID: PAL015ST  
Personnel Action: PAY--  
For the period 08/01/2017 through 08/31/2017

Effective Date	Action Reason	Employee Name	Hire Date	Employee ID	Emp Typ	Reg/ Tmp	Full/ Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
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Department ARTS Art Department  
SETID - PALMR

08/31/2017	Step Adjst	Layna,Jonathan	02/07/2017		0.5	H	T	P	900STU Student	EE STU/ASTU	13.000000	H
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Department GFSP Grant Funded Stu Support Prgms  
SETID - PALMR

08/28/2017	Step Adjst	Pulati,Lalan	02/16/2016		1.5	H	T	P	900STU Student	EE STU/ASTU	13.000000	H
08/28/2017	Step Adjst	Nguyen,Hien Phan-My	09/21/2016		0.9	H	T	P	900STU Student	EE STU/ASTU	13.000000	H
08/28/2017	Step Adjst	Villanueva,Noelia Chloe	04/13/2016		1.3	H	T	P	900STU Student	EE STU/ASTU	13.000000	H

Palomar Community College  
PAL PERSONNEL ACTIONS HISTORY

Report ID: PAL015ST  
Personnel Action: REH--  
For the period 08/01/2017 through 08/31/2017

Page No. 3  
Run Date 08/31/2017  
Run Time 15:09:03

Effective Date	Action Reason	Employee Name	Employee ID	Hire Date	Emp Typ	Reg/ Tmp	Full/ Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
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Department ATHLETICS Athletics Department  
SETID - PALMR

08/28/2017		Ditmar,Jason Louis		01/22/2015	2.6	H	T	P	900STU Student EE	STU/ASTU	11.000000	H
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Department COMPSCI Computer Sci & Info Technology  
SETID - PALMR

08/21/2017		Mcgough,Kyle Lee		04/27/2016	1.3	H	T	P	900STU Student EE	STU/ASTU	11.000000	H
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End of Report



EXHIBIT J-19

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICEQuarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA

District: (060) PALOMAR

CHANGE THE PERIOD ▾

Fiscal Year: 2016-2017

Quarter Ended: (Q4) Jun 30, 2017

Your Quarterly Data is ready for certification.

Please complete the fields below and click on the 'Certify This Quarter' button

## Chief Business Officer

CBO Name:

Ron Ballesteros-Perez

CBO Phone:

Use format 999-555-1212

760-744-1150

CBO Signature:

Date Signed:

Chief Executive Officer Name: Joi Lin Blake, Ed.D.

CEO Signature:

Date Signed:

Electronic Cert Date:

## District Contact Person

Name:

Carmen Coniglio

Title:

Director, Fiscal Services

Telephone:

Use format 999-555-1212

760-744-1150


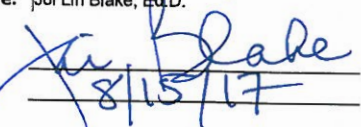
Fax:

Use format 999-555-1212

760-761-3586

E-Mail:

cconiglio@palomar.edu

  
  
Certify This QuarterCalifornia Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4550  
Sacramento, California 95811

Send questions to:

Christine Atalig (916)327-5772 [atalig@cccco.edu](mailto:atalig@cccco.edu) or Tracy Britten (916)324-9794 [tbritten@cccco.edu](mailto:tbritten@cccco.edu)

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# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

## Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2016-2017

District: (060) PALOMAR

Quarter Ended: (Q4) Jun 30, 2017

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	102,198,939	106,669,421	118,065,699	110,754,097
A.2	Other Financing Sources (Object 8900)	737,927	1,248,415	763,000	10,367,225
A.3	Total Unrestricted Revenue (A.1 + A.2)	102,936,866	107,917,836	118,828,699	121,121,322
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	101,184,309	102,928,444	104,961,269	113,547,683
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,851,699	5,455,603	5,420,650	7,452,539
B.3	Total Unrestricted Expenditures (B.1 + B.2)	106,036,008	108,384,047	110,381,919	121,000,222
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-3,099,142	-466,211	8,446,780	121,100
D.	Fund Balance, Beginning	13,647,556	10,548,414	10,082,203	21,852,544
D.1	Prior Year Adjustments + (-)	0	0	3,323,561	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	13,647,556	10,548,414	13,405,764	21,852,544
E.	Fund Balance, Ending (C. + D.2)	10,548,414	10,082,203	21,852,544	21,973,644
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.9%	9.3%	19.8%	18.2%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	18,802	19,323	16,603	18,129
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		37,987,651	40,759,084	38,804,215
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1 + H.2)</b>	24,296,990	37,987,651	40,759,084	38,804,215

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,876,950	108,448,880	110,754,097	102.1%
I.2	Other Financing Sources (Object 8900)	728,000	10,387,225	10,367,225	99.8%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	107,604,950	118,836,105	121,121,322	101.9%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	105,961,179	112,483,120	113,547,683	100.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	5,627,106	7,482,751	7,452,539	99.6%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	111,588,285	119,965,871	121,000,222	100.9%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-3,983,335	-1,129,766	121,100	
L.	<b>Adjusted Fund Balance, Beginning</b>	21,852,544	21,852,544	21,852,544	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	17,869,209	20,722,778	21,973,644	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16%	17.3%		

**V. Has the district settled any employee contracts during this quarter?**

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Permanent	Academic	Temporary	Classified
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YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?  
Next year?

NO  
NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**Quarterly Report of Chief Financial Officer  
Regarding Disclosure of District Investments**

Pursuant to Government Code Section 53646, you are hereby notified that as of the quarter ending on June 30, 2017 the funds of the Palomar Community College District were invested as provided below and shown in detail on the attached exhibits. This portfolio complies with the current investment policy.

**Exhibit A**

FDIC-Insured Accounts in Banks and in Savings and Loan Associations	\$ 3,983,289.72
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**Exhibit B**

San Diego County Treasury Investment Pool	\$ 408,172,360.19
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**Exhibit C**

Securities, Investments and Funds (Other than those shown in Exhibit A)	\$110,051,194.68
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<b>TOTAL</b>	<b>\$ 522,206,844.59</b>
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## EXHIBIT A

### Investments of the Palomar Community College District Quarter Ending June 30, 2017 Government Code Section 53646(e)

#### Federal Deposit Insurance Corporation-Insured Accounts As of June 30, 2017 the funds of the Palomar Community College District were invested with

Wells Fargo

550 California St

San Francisco, CA 94104

Palomar College Transfer Account	3,014,070.31
Palomar College Associated Students Checking	150,694.64
Palomar College Financial Aid Federal Account	502,557.69
Palomar College Payroll - DDP	2,285.62
Palomar College Payroll - Federal Taxes	0.00
Palomar College Payroll - State Taxes	0.00
Palomar College Revolving Cash Fund	20,969.77
Palomar College State of CA Cal Grant Account	292,711.69

Total Wells Fargo	3,983,289.72
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<b>Bank Total</b>	<b>\$ 3,983,289.72</b>
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## EXHIBIT B

### Investments of the Palomar Community College District Quarter Ending June 30, 2017 Government Code Section 53646(e)

#### San Diego County Treasury Investment Pool

The County Treasurer reports that the market value of the Pool as of June 30, 2017 was 99.605%, which is an decrease of .03 basis pts from the final 99.644% for the previous quarter.

All investments made during the quarter were in compliance with the County Investment Policy for Pooled Money, dated January 2005

On June 30, 2017, the Cash in County balances of the Palomar Community College District are:

General Fund	35,766,889.00
Capital Outlay Fund	15,255,680.45
Child Center Fund	488,572.48
Energy Conservation Project Fund	1,597,328.47
Trust Fund	1,723,164.11
Post Retirement Benefits Fund	10,458,869.65
Prop M Series A Debt Service Fund	4,655,968.17
Prop M Series B Debt Service Fund	5,010,760.82
Prop M Series C Debt Service Fund	14,286,411.05
Prop M Series D Debt Service Fund	11,275,216.65
Prop M Building Fund	307,653,499.34
<b>Total Cash in County Treasury</b>	<b>\$ 408,172,360.19</b>

Market value in County Treasury (at June 30, 2017 average rate)	99.605%	\$ 406,560,079.37
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## EXHIBIT C

### Investments of the Palomar Community College District Quarter Ending June 30, 2017 Government Code Section 53646(b) (1)

#### Securities, Investments and Funds (Other than those listed in Exhibit A)

##### California Community College Financing Authority Lease Revenue Bonds, Series 2010B (Refinance of 1994 Certificates of Participation - Escondido Center )

Trustee of funds:

Bank of New York Mellon  
400 South Hope Street, Suite 400  
Los Angeles, CA 90017

Investment balances at Market Value as of June 30, 2017

Palomar Interest Fund-Federated Money Market	0.00
Palomar Principal Fund-Federated Money Market	0.00
Palomar Reserve Fund-Federated Money Market	392,081.27
Palomar Debt Service Sub Account-Federated Money Market	
Palomar CCD GOB 06D 17 COI	11,694.69
Palomar CCD GOB 06D 17 ESC	109,447,839.75
Palomar 2015 Escrow GO Bonds Cost of Issuance	
Palomar 2015 Escrow Escondido FD 06A GO Bonds Cost of Issuance	
Palomar 2015 GO Bonds Cost of Issuance	

Palomar Funds Totals	\$ 109,851,615.71
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##### California Community College Financing Authority Lease Revenue Bonds, Series 2001A (Student Union Center Project)

Trustee of funds:

U. S. Bank Trust National Association  
633 West Fifth Street, 24th Floor  
Los Angeles, CA 90071

Investment balances at Market Value as of June 30, 2017

Palomar Reserve-Bayerische Landesbank Investment Agmt	193,956.13
Palomar Reserve-First American Treasury Obligations CI D	0.09
Palomar Principal-First American Treasury Obligations CI D	0.00
Palomar Interest-First American Treasury Obligations CI D	5,622.75

Palomar Lease Revenue Bonds Total	\$ 199,578.97
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##### Retiree Health Benefits Funding Program Joint Powers Agency (Fund 69-Retiree Health Benefits)

Trustee of funds:

U. S. Bank  
Institutional Trust & Custody  
3121 Michelson, Suite 300  
Irvine, CA 92612

Investment balances at Market Value as of June 30, 2017

Palomar Community College District Bonds Plus Portfolio

<b>Total Investments</b>	<b>\$110,051,194.68</b>
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**EXHIBIT D**  
**ANNUAL STATEMENT OF INVESTMENT POLICY**

The Governing Board of Palomar Community College District is concerned about the preservation of principal balances of all funds. The Board intends to follow a conservative investment strategy.

**Investment Objectives**

The Governing Board has established the priority of investment objectives in the following order:

- Preservation of principal
- Cash flow and liquidity
- Generation of returns on investments.

**Management Responsibility**

The Governing Board of Palomar Community College District delegates the management responsibility for District investments to the Superintendent/President. The Superintendent/President may designate the authority to establish written procedures for investments to the Assistant Superintendent/Vice President for Finance and Administrative Services.

The Superintendent/President or designee, shall use the San Diego County Treasury for deposits of moneys received in the following funds:

- General Fund
- Child Center Fund
- Capital Outlay Fund
- Energy Conservation Fund
- Trust Fund

The Superintendent/President or designee, will establish separate bank accounts for functions or revenue-producing activities or operations not directly associated with but complementary to the regular instructional and noninstructional functions of the District. Moneys will be deposited only in banks having extended coverage of deposits in excess of \$100,000 insured by the Federal Deposit Insurance Corporation (FDIC). Permissible operations include:

- Cafeteria
- Bookstore
- Electronic Transfer Accounts
- Clearing Accounts (Transfer Account)
- Student Financial Aid
- Scholarship and Loan Activities
- Associated Student Body
- Revolving Cash Fund
- Enterprise Accounts

The Superintendent/President or designee, may invest, as permitted by law and this policy, all or part of the surplus moneys of the District not required for immediate District use. Investment of District funds shall be limited to the following specific investments:

- The San Diego County Investment Pool/County Treasurer
- The Local Agency Investment Fund
- United States Treasury Bills
- Prime Commercial Paper having an "AA" rating or better
- Certificates of Deposit
- Guaranteed Investment Contracts

During the execution of duties, the Superintendent/President or designee shall exercise and operate under the standards of a prudent investor.

**BUSINESS & CONTRACT SERVICES  
REVIEW & RATIFICATION BY  
GOVERNING BOARD  
PALOMAR COMMUNITY COLLEGE DISTRICT  
FY 2017-2018**

**EXHIBIT J-21**

**BOARD DATE: September 12, 2017**

**REPORTING PERIOD: 7/1/17- 8/31/17**

#.	REQUESTED BY	VENDOR	DESCRIPTION	TERM	AMOUNT	PROP "M"
1.	P. Ordille EME	The Regents of the University of California	Renewal of affiliation agreement for clinical instruction for the EMT-Paramedic students.	3/9/2017 – 10/31/2021	N/C	
2.	R. Bianchi TTIP	William M. Courtland dba Internet Broadcast Services Unlimited	Independent contractor agreement to provide closed captioning services for live synchronous online meetings.	7/1/2017 – 6/30/2018	\$75.00/hour not to exceed \$87,000.00	
3.	J. Odom ETV	Chad Richmond dba Chad Richmond Video	Professional services agreement to provide various video production services to the Educational Television department.	7/1/2017 – 8/31/2017	Not to exceed \$10,000.00	
4.	M. Barton Research and Planning	Chancellor's Office of the California Community Colleges	Renewal of the Student-Right-To-Know Reporting subscription agreement to develop reports required by federal law for students.	7/1/017 – 6/30/2020	\$5,900.00	
5.	N. Puccio Extended Education	Escondido Union School District	Use of facilities permit to hold Adult Literacy classes at the Felicita school site.	8/21/2017 – 12/14/2017	\$4,5363.00	
6.	"	Ramona Unified School District	Use of facilities agreement to hold adult literacy and beginning ESL classes at Ramona High School.	8/21/2017 – 12/14/2017	N/C	
7.	"	"	Use of facilities agreement to hold community and general education classes at Ramona High School.	8/21/2017 – 12/16/2017	N/C	
8.	"	Escondido Union High School District	Use of facilities agreement to hold adult literacy classes at San Pasqual High School.	8/21/2017 – 12/14/2017	N/C	
9.	"	Escondido Union School District	Use of facilities permit to hold Adult Literacy classes at the Pioneer school site.	8/21/2017 – 12/14/2017	\$4,536.00	
10.	"	"	Use of facilities permit to hold Adult Literacy classes at the Mission school site.	8/21/2017 – 12/14/2017	\$4,536.00	
11.	R. Bianchi TTIP CCC TechConnect	Shari Baurle Greene	Independent contractor agreement to provide strategic planning and writing services for TTIP CCC TechConnect Project and its partners.	7/1/2017 – 6/30/2018	\$50.00/hour not to exceed \$5,500.00	
12.	"	CirQlive	Agreement to create software for the development and implementation of products called out in the TTIP CCC TechConnect work plan.	Effective 7/25/2017 through 6/30/2018	\$208,030.00	
13.	R. Ballesteros-Perez Human Resources	Jeffrey B. Love	Agreement for the purpose of conducting a neutral fact-finding administrative investigation of workplace conduct of employee(s) of District.	Fiscal Year 2017-2018	\$190.00/hour plus expenses Post investigation \$250.00/hour (4 hour minimum)	
14.	D. Astl Construction & Facilities Planning	HMC Architects	Proposal for designated professional services including architectural and project management services for the North Education Center – Interim Village project	7/25/2017 – 4/30/2018	\$940,048.00	X
15.	R. Bianchi TTIP CCC TechConnect	Windhausen Marketing	Conference management agreement to provide services for the 2018 Online Teaching Conference , the 2019/2020 Online Teaching conference and the 2019/2020 CCC Tech Conference.	Effective: 7/17/2017	\$150,000.00	

**BUSINESS & CONTRACT SERVICES  
REVIEW & RATIFICATION BY  
GOVERNING BOARD  
PALOMAR COMMUNITY COLLEGE DISTRICT  
FY 2017-2018**

**BOARD DATE: September 12, 2017**

**REPORTING PERIOD: 7/1/17- 8/31/17**

#.	REQUESTED BY	VENDOR	DESCRIPTION	TERM	AMOUNT	PROP "M"
16.	J. Fent Alcohol and Other Drug Studies	Haven Hills Recovery	Service-Learning memorandum of understanding to provide student-focused learning experience.	7/27/2017 – 7/26/2018	N/C	
17.	"	Capalina Clinic	Service-Learning memorandum of understanding to provide student-focused learning experience.	7/27/2017 - 7/26/2019	N/C	
18.	"	Villa Kali Ma	Service-Learning memorandum of understanding to provide student-focused learning experience.	7/27/2017 - 7/26/2020	N/C	
19.	K. Kailikole Mathematics and the Natural Health Sciences	Lakehouse Hotel and Resort	Contract for use of facility and catering for STEM Academies planning retreat.	8/16/2017	\$1,971.83	
20.	P. Ordille EME	Mercy Medical Transportation, Inc.	Renewal of agreement for field experience for the EMT-Paramedic students.	10/20/2017- 10/19/2020	N/C	
21.	A. Lee Financial Aid	Jerry Dean Perez – Acumen Enterprises, Inc.	Agreement with independent contractor to set up, review and make recommendation for compliance in Financial Aid 17/18 Budgets,	7/26/2017 – 6/15/2018	\$21,000.00	
22.	"	"	Agreement with independent contractor for financial consulting for disbursement assistance and processing, Ensure accurate crossover of data to Common Origination and Disbursement.	7/26/2017 – 6/15/2018	\$14,000.00	
23.	Dr. J. Blake President	HSV Consulting, Inc.	Agreement with independent contractor to provide facilitation of the Governing Board workshop on Board roles and responsibilities and District advocacy.	7/28/2017	\$1,500.00	
24.	R. Williams Camp Pendleton Education Center	Assault Craft Unit 5 of Camp Pendleton	Use of facilities agreement to hold classes in the classrooms 101/102 in ACU-5 for Fall 2017 (Fast Track 1 and 2).	8/21/2017 – 10/13/2017 And 10/16/2017- 12/15/2017	N/C	
25.	"	Field Supply & Maintenance Analysis Office West of Camp Pendleton	Use of facilities agreement to hold classes in the classroom in Building 16047T for Fall 2017 (Fast Track 1 and 2).	8/21/2017 – 10/13/2017 And 10/16/2017- 12/15/2017	N/C	
26.	"	Staff Noncommissioned Officer Academy of Camp Pendleton	Use of facilities agreement for use of classroom in Building 524103 for Fall 2017 (Fast Track 1 and 2)..	8/21/2017 – 10/13/2017 And 10/16/2017- 12/15/2017	N/C	
27.	"	Weapon's & Field Training Battalion of Camp Pendleton	Use of facilities agreement to hold classes in the classrooms in Buildings 31506 (room 133) for Fall 2017 (Fast Track 1 and 2).	8/21/2017 – 10/13/2017 And 10/16/2017- 12/15/2017	N/C	
28.	"	Facilities Maintenance Division of Camp Pendleton	Use of facilities agreement to hold classes in the classrooms in Buildings 140126 (room 1) for Fall 2017 (Fast Track 1 and 2).	8/21/2017 – 10/13/2017 And 10/16/2017- 12/15/2017	N/C	



**BUSINESS & CONTRACT SERVICES  
REVIEW & RATIFICATION BY  
GOVERNING BOARD  
PALOMAR COMMUNITY COLLEGE DISTRICT  
FY 2017-2018**

**BOARD DATE: September 12, 2017**

**REPORTING PERIOD: 7/1/17- 8/31/17**

#.	REQUESTED BY	VENDOR	DESCRIPTION	TERM	AMOUNT	PROP "M"
29..	R. Williams Camp Pendleton Education Center	Marine Wing Support Squadron 372	Use of facilities agreement to hold classes in the classroom in Building 25265 for Spring 2017 Fast Track 1 & 2 classes.	8/21/2017 – 10/13/2017 And 10/16/2017- 12/15/2017	N/C	
30.	"	Facilities Maintenance Division of Camp Pendleton	Use of facilities agreement to hold classes in the classroom in Building 2296 for Fall 2017 and Spring 2018 Fast Track 1 and 2.	8/21/2017 – 10/13/2017 And 10/16/2017- 12/15/2017	N/C	
31.	N. Roe CTEE	Sage Business & Education, LLC	Professional service agreement to grant coordination for the pre-apprenticeship program.	8/1/2017 – 6/30/2018	\$50,000.06	
32.	A. Gonzales Student Services	KPG & Associates	Agreement to purchase an Artificial Intelligent Tablet with stand and Artificial Intelligent Device with video conferencing.	To be completed by 8/21/2017	\$16,800.00	
33.	"	KPG & Associates	Agreement to purchase Pepper Robot, SoftBank Robotics and software	To be completed by 8/21/2017	\$53,000.00	
34.	N. Puccio Extended Education	Fallbrook Union High School District	Use of facilities agreement to hold community education classes at Fallbrook Union High School	8/21/2017 – 12/16/2017	Classroom: \$20.00/class Office: \$150/week	
35..	J. Fent Alcohol and Other Drug Studies	Crownview Co-occurring Institute Solutions in Recovery	Service-Learning memorandum of understanding to provide student-focused learning experience.	06/26/2017 – 8/16/2017	N/C	
36.	K. Donovan Nursing And P. Ordille EME	Kaiser Foundation Hospitals	Amendment to extend effective date of the current Agreement for Student Clinical Practice and Training.	6/29/2017 – 6/28/2018	N/C	
37.	J. Vastola Human Resource Service	Deaf Community Services	Sign language interpreting services rate and services agreement.	Effective 8/16/2017	\$70.00/hour To \$100/hour	
38.	N. Puccio Extended Education	Escondido Union School District	Use of facilities permit to hold Basic Adult Literacy classes at the Rose school site.	8/21/2017 – 12/14/2017	N/C	
39.	K. Magnuson Enrollment Services	Hobsons, Inc.	Agreement for advertising presence on Naviance High School search engine.	8/31/2017 – 8/30/2018	\$5,000.00	
40.	R. Bianchi TTIP CCC TechConnect	Tony Sotos	Independent contractor agreement to develop websites, also develop and implement the TechConnect platform.	9/1/2017 – 6/30/2018	\$75.00/hour not to exceed \$85,000..00	
41.	J. Vastola Human Resource Services	Reward Strategy Group	Agreement for consulting assistance with analysis of reclassification and new classifications.	Effective 8/22/2017	\$163,050.00	
42.	R. Williams Camp Pendleton Education Center	Wounded Warrior Battalion of Camp Pendleton	Use of facilities agreement to hold classes in the classroom in Building 27847 (Rotunda Room) for Fall 2017. (Fast Track 1 and 2).	8/21/2017 – 12/15/2017	N/C	
43.	R. Bianchi TTIP CCC TechConnect	Jay Chun, Inc.	Independent contractor agreement to provide Professional Learning Network (PLN) website instructional design and web administrative services for WordPress and Drupal website resources.	9/1/2017 – 6/30/2018	\$80.00/hour not to exceed \$70,000.00	

**BUSINESS & CONTRACT SERVICES  
REVIEW & RATIFICATION BY  
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PALOMAR COMMUNITY COLLEGE DISTRICT  
FY 2017-2018**

**BOARD DATE: September 12, 2017**

**REPORTING PERIOD: 7/1/17- 8/31/17**

#.	REQUESTED BY	VENDOR	DESCRIPTION	TERM	AMOUNT	PROP "M"
44.	R. Williams Camp Pendleton Education Center	Weapon's & Field Training Battalion of Camp Pendleton	Use of facilities agreement to hold classes in the classroom in Building 31506 (room 133) for Fall 2017 Fast Track 1 & 2 classes.	8/21/2017 – 12/15/2017	N/C	
45.	S. Kardel ESES	Spitz, Inc.	Ten year fixed fee license agreement for the "Faster Than Light: the Dream of Interstellar Flight" Planetarium show.	2017-2027	\$8,100.00	
46.	N. Puccio Extended Education	Fallbrook Union High School District	Use of Facilities Agreement to hold community and general education classes at Fallbrook High School.	8/17/2017 – 12/31/2017	\$20.00/hour for classroom and \$150.00 /week for office use	
47.	R. Bianchi TTIP CCC TechConnect	SlideSugar, Inc.	Independent contractor agreement to provide Professional Learning Network (PLN) website instructional design and web administrative services for WordPress and Drupal website resources.	9/13/2017 – 6/30/2018	\$60.00/hour not to exceed \$70,000.00	
48.	"	Harry R. Caruso, III	Independent contractor agreement to provide editing services to support the Institutional Effectiveness Partnership Initiative program (IEPI).	9/1/2017 – 6/30/2018	\$40.00/hour not to exceed \$27,000.00	

**SELF-EMPLOYMENT PATHWAYS IN THE GIG ECONOMY  
SUBRECIPIENT AGREEMENT  
BETWEEN  
SOLANO COMMUNITY COLLEGE DISTRICT  
AND  
PALOMAR COLLEGE**

This Agreement is between Solano Community College District, hereinafter referred to as "Solano CCD," and Palomar College, hereinafter referred to as "Subrecipient". Solano CCD and Subrecipient are also referred to collectively as "Parties" and individually as "Party." This Agreement is based on the Self-employment Pathways in the Gig Economy Pilot Project Agreement between Solano CCD and Chabot-Las Positas Community College District as the fiscal agent for the Strong Workforce Program Omnibus RFA Specification Number: 16-205, and is effective to cover activities beginning July 20, 2017 and ending December 31, 2018.

WHEREAS, Solano CCD was awarded the "Small Business Sector Navigator" Grant #16-151-010 from the California Community Colleges Chancellor's Office, Division of Workforce and Economic Development and also awarded \$500,000 in funding through the Strong Workforce Program Omnibus RFA Specification Number: 16-205 to implement the "Self-employment Pathways in the Gig Economy Project" (hereinafter "Project") from the California Community Colleges Chancellor's Office, for the purpose of implementing the program entitled Strong Workforce Program established by Education Code Sections 88820-88826 (hereinafter "Program").

WHEREAS, Solano Community College District has the right to enter into agreements with outside entities for various services with the approval of its Board of Trustees; and

NOW, THEREFORE, the Parties agree as follows:

**1. PERIOD OF PERFORMANCE**

The period of performance for this Agreement shall be from July 20, 2017 through December 31, 2018 unless terminated earlier in accordance with this Subcontract or modified by mutual written agreement.

**2. SCOPE OF WORK**

This Self-employment Pathways in the Gig Economy project is intended to allow flexibility in how participating colleges choose to develop and deliver programs for the overall goal of preparing students to become freelancers and independent contractors in the emerging Gig Economy and is not intended to be prescriptive in the type of curriculum or programs that each participating college chooses to pursue. Subrecipient can choose to adopt or adapt any model curriculum or programs developed by the Project Community of Practice (COP) led by College of the Canyons as the lead pilot college or choose to develop its own unique approach for curriculum and programs related to self-employment pathways in the gig economy. A sample work plan from the master Project Statement of Work is included in Exhibit A. While the

Subrecipient has the flexibility to design a customized work plan to develop their own unique curriculum or programs related to Self-employment Pathways in the Gig Economy, there is an expectation that at a minimum, the Subrecipient perform the activities listed in Exhibit A related to attending the in-person training in the fall 2017, participating in the Community of Practice (COP) webinars to share best practices, and having students participate in the completer/leaver survey to capture student outcomes.

### **3. TOTAL COSTS**

The total cost for performance of this Agreement is \$15,000. Subrecipient will also provide additional matching funds to leverage the \$15,000 as indicated in the Subrecipient's response to the Project Solicitation of Interest (Attachment A) per letter of interest and supplemental information form submitted by Subrecipient (Exhibit C).

### **4. BUDGET**

This Strong Workforce Program project is intended to allow flexibility in how participating colleges choose to develop and deliver programs for the overall goal of preparing students to become freelancers and independent contractors in the emerging Gig Economy and is not intended to be prescriptive in setting a budget that the Subrecipient must follow. A sample budget from the master Project Statement of Work is included in Exhibit A. There is an expectation that the Subrecipient perform the activities listed in Exhibit A related to attending the in-person training in the fall 2017, participating in the Community of Practice webinars to share best practices, and having students participate in the completer/leaver survey to capture student outcomes, so the Subrecipient should allocate funding in the budget for these expected activities.

Funds are to be utilized by the Subrecipient in accordance with the terms and conditions of both this Agreement and guidance on the allowable use of funds from the California Community Colleges Chancellor's Office (Strong Workforce Program Guidance Memos).

If there is a reduction in funding by the Chancellor's Office, Solano CCD reserves the right to require adjustment to the scope of work and funding of the Agreements accordingly, up to and including the end of all activities under this Agreement.

Subrecipient understands that all funds must be fully expended by December 31, 2018. Subrecipient agrees to work with Solano CCD to accomplish Project revisions, transfers, and reallocations in a timely way to ensure all funds are fully spent or released and reallocated to another college that can fully spend the funds.

### **5. PAYMENT**

Solano CCD shall reimburse Subrecipient for the cost of the work performed through an invoicing process, up to but not exceeding \$15,000.

### **6. INVOICES**

In consideration for services provided hereunder, Solano CCD shall pay Subrecipient \$15,000

to cover the expenses associated with participating as one of the network colleges in the Self-employment Pathways in the Gig Economy Project. Disbursements will be provided as follows with invoices submitted to initiate each disbursement:

- \$5,000 disbursed upon signing of subrecipient agreement July 2017
- \$5,000 disbursed upon submittal of first period progress report January 31, 2018
- \$5,000 disbursed upon submittal of final progress report January 31, 2019

## **7. REPORTING**

Subrecipient agrees to provide qualitative and quantitative progress reports according to the schedule provided below using the reporting format provided in Exhibit B.

### **Reporting Schedule**

<b>Performance Period</b>	<b>Progress Report Due</b>
July 20, 2017 to June 30, 2018	July 31, 2018
July 1, 2018 to December 31, 2018	Final progress report due January 31, 2019

## **8. MODIFICATIONS**

When Subrecipient wishes to substantively change the outcomes of a project, timeline, or the investments being made, Subrecipient should consult with Solano CCD to determine if the Project Proposal requires formal modification and approval by Solano CCD.

### **Modifications to Project Budgets**

Modifications to the budgets are allowed without prior approval, as long as all budget items comply with the Self-employment Pathways in the Gig Economy Project and Strong Workforce Program requirements and authorized uses of funds, and the outcomes of the Projects will not be materially affected.

## **9. INTELLECTUAL PROPERTY**

Any work product resulting from this Agreement falls under the California Community Colleges, Chancellor's Office Creative Commons Attribution license which gives permission to the public to reproduce, distribute, perform, display or adapt the licensed materials for any purpose, so long as the user gives attribution to the author.

## **10. SUBCONTRACTS**

The Subrecipient agrees to be as fully responsible to Solano CCD for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Subrecipient. The Subrecipient's obligation to pay its subcontractors is independent from the obligation of Solano CCD to make payments to the Subrecipient. As a result, Solano CCD shall have no obligation to pay or enforce the payment of any monies to any subcontractor.



## 11. RECORDS AND AUDITS

- A. The Subrecipient must maintain records regarding the use of Program funds and progress made toward objectives and/or performance under the applicable Agreement.
- B. The Subrecipient agrees that Solano CCD, the Chancellor's Office, the Bureau of State Audits, and any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Subrecipient agrees to maintain such records for possible audit for a minimum of three (3) years after the final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. The Subrecipient agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Subrecipient agrees to include a similar right of Solano CCD, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement or any Participation Agreement.
- a. If any audit or other actions involving the records has been started before the expiration of this period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the three (3) year period, whichever is later.
- b. All records must be retained throughout the project. The three (3) year period of retention starts on the last day of the performance period stipulated in the Period of Performance.

## 12. NOTICES

A Party to this Agreement may give notice to the other Party by sending an email and receiving acknowledgement of its receipt or through certified mail to the addresses specified below. Such notice shall be effective when received. Each Party has the responsibility of keeping notice contact information accurate and current. All notices, reports and correspondence between the parties hereto regarding this Agreement shall be in writing to the following respective contacts for the parties:

Charles Eason Small Business Sector Navigator Solano Community College 360 Campus Lane, Suite 201 Fairfield, CA 94534 (707) 863-7846 <a href="mailto:charles.eason@solano.edu">charles.eason@solano.edu</a>	Jackie Martin Chair Business Administration Department Palomar College 1140 W. Mission Rd. San Marcos, CA 92069 760-715-885 <a href="mailto:mfritch@palomar.edu">mfritch@palomar.edu</a>
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### **13. TERMINATION**

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of Solano CCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of expenditures to the Subrecipient. In the event that such funding is terminated or reduced, Solano CCD shall provide the Subrecipient with written notification of such determination and Solano CCD shall reimburse the Subrecipient for costs incurred up to the termination date. If Subrecipient has not fully spent funds advanced by Solano CCD, Subrecipient agrees to return to Solano CCD funds unspent as of the termination date. Notice shall be deemed served on the date of receipt by the Subrecipient; with receipt determined by certified mail delivery confirmation. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

### **14. DISPUTES**

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by Solano CCD. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to the Subrecipient. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, Solano CCD receives from Subrecipient a written request to appeal said decision. Pending final decision of the appeal, Subrecipient shall act in accordance with the written decision of Solano CCD, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

### **15. INDEMNIFICATION**

All Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Parties, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Parties, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely

by the negligence or willful misconduct of the Parties or any of its agents or employees.

## 16. INSURANCE

Acceptance of this agreement constitutes that Subrecipient is not covered under Solano CCD's general liability insurance and that Subrecipient agrees, during the term of this Agreement, to maintain, at the Subrecipient's sole expense, all necessary insurance for its officers, agents, and employees, including but not limited to worker's compensation (if required by law), liability, disability, and unemployment insurance. Certificates of insurance shall be provided to Solano CCD. Specifically, during the term of this agreement, Subrecipient shall maintain in full force and effect the kinds of insurance, containing the limits of liability set forth below:

- A. Workers' Compensation – Subrecipient shall comply with the workers' compensation law of the state wherein the services are to be rendered. Such policy shall provide coverage for all persons engaged in the activities described in this agreement under the employ, supervision or control of Subrecipient.
- B. General Liability - The policy shall contain a combined single limit of liability of not less than \$2,000,000 per occurrence and not less than \$5,000,000 in the aggregate.
- C. Automobile Liability - If automotive vehicles are operated by Subrecipient in Subrecipients performance of Subrecipient's obligations under this agreement, Subrecipient shall maintain an automobile liability policy which shall include coverage on all owned, non-owned and hired vehicles and shall have a minimum limit of liability of not less than \$1,000,000 per occurrence.

Subrecipient shall furnish Solano CCD with Certificates of Insurance evidencing such coverage. Such Certificate shall name Solano CCD as additional insureds, and provide that it can be cancelled only with thirty (30) days prior written notice to Solano CCD. If any of the foregoing coverages expire, change, or are canceled, Subrecipient shall notify Solano CCD within thirty (30) days prior to the effective date of such expiration, change or cancellation.

The following sentence shall be included in the additional insured endorsements:

*"Solano Community College District, its Governing Board, as individuals and as an entity, its officers, directors, employees, and volunteers, are hereby named as additional insured, with respect to all work performed by or on behalf of the named insured under its contract with the Certificate Holder."*

## 17. INDEPENDENT CONTRACTOR

The Subrecipient, in the performance of this Agreement, shall be and act as independent contractors and not as employees of Solano CCD. The Subrecipient understands and agrees that it and all of its employees shall not be considered officers, employees or agents of Solano CCD, and are not entitled to benefits of any kind or nature normally provided to employees of Solano CCD and/or to which Solano CCD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. The Sub-recipient assumes full responsibility for its acts and/or liabilities including those of its employees or agents as they

relate to the services provided under this Agreement. The Subrecipients shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to the Subrecipient's employees. Solano CCD will not withhold taxes, unemployment insurance or social security for the Subrecipient's employees or independent subcontractors. The Subrecipient agrees to indemnify and hold Solano CCD harmless from and against any and all liability arising from any failure of the Subrecipient to withhold or pay any applicable tax, unemployment insurance or social security when due.

## **18. ASSURANCES**

By signing this Agreement the Parties certify they will comply with the terms and conditions outlined in the Strong Workforce Program established by Education Code Sections 88820-88826, and with the guidance documents provided by the California Community College Chancellor's Office as posted on the Guidance section of the Strong Workforce Program website: <http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx>

By signing this Agreement the Subrecipient certifies that it complies with state and federal requirements for Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, Non-Discrimination, Accessibility for Persons with Disabilities, Drug-Free Workplace Certification, Intellectual Property, and Debarment and Suspension, and will adhere to these legal standards and requirements in the performance of work related to this Agreement.

## **19. UNENFORCEABLE PROVISION**

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the Parties agree that all other provisions of this Agreement remain in full force and effect and shall not be affected thereby.

## **20. WAIVER**

Any waiver by Solano CCD of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Failure on the part of Solano CCD to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement, or stopping Solano CCD from enforcing the terms of this Agreement.

## **21. SEVERABILITY**

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

## **22. AGREEMENT IS COMPLETE**

No amendment, alteration or variation of the terms of this Agreement shall be valid unless

made in writing, signed by the Parties, and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the Parties.

### **23. SIGNATURES**

By signing below, the Parties agree to the terms and conditions set forth in this Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Agreement between the Solano Community College District and [DISTRICT/COLLEGE], and are binding upon the Parties without any further action by the Parties.

IN WITNESS WHEREOF, all Parties agree.

SOLANO CCD  
Solano Community College District  
Dr. Celia Esposito-Noy  
Superintendent/President

(signature)

(date)

SUBRECIPIENT  
Palomar College  
Joi Lin Blake Ed.D.  
Superintendent/President

(signature)

(date)



**Exhibit A – Sample Subrecipient Budget and Work Plan****Sample Network College Budget**

Academic Salary - Faculty to work on curriculum approval (Est 50 hrs @\$65/hr)	\$3,250
Employee benefits for Faculty Advisor (estimated at 40%)	\$1,300
Travel for Faculty Advisor and/or Administrator to attend in-person training	\$1,374
Launch Coach/Mentor (2 hrs per student X 30 students X 2 Cohorts X \$50/hr)	\$6,000
Expenses to conduct Completer/Leaver survey to capture student outcomes	<u>\$2,500</u>
Total Direct Costs	\$14,424
Indirect (4% of Direct Costs)	<u>\$576</u>
Total	\$15,000

**Sample Subrecipient Work Plan**

Activities	Performance Outcomes	Timeline
Attend in-person training for network colleges on how to market and implement the Self-employment Pathways in the Gig Economy	Faculty Champion and/or Administrator from network college attend the in-person training event conducted in the Summer of 2017.	September 2017
Network college secures local curriculum approval for any model Self-employment Pathways in the Gig Economy curriculum identified in the pre-launch pilot or infuse/embed modules into existing courses.	Network college secures local curriculum approval of the Self-employment Pathways in the Gig Economy curriculum in time to offer the network programs in the Spring Semester of 2018 or courses are identified where modules can be infused/embedded to provide content for Self-employment in the Gig Economy.	December 2017
Market the Self-employment Pathways in the Gig Economy to students.	Secure a cohort of an estimated 30 students participates in the Self-employment Pathways in the Gig Economy program in the Spring 2018 Semester.	Spring Semester 2018
	Secure a cohort of an estimated 30 students participates in the Self-employment Pathways in the Gig Economy program in the Fall 2018 Semester.	Fall Semester 2018
Network college offers Self-Employment Pathways in the Gig Economy program to a cohort of students in the Spring Semester of 2018 and Fall Semester of 2018	A cohort of an estimated 30 students participates in the Self-employment Pathways in the Gig Economy program in the Spring 2018 Semester.	Spring Semester 2018
	A cohort of an estimated 30 students participates in the Self-employment Pathways in the Gig Economy program in the Fall 2018 Semester.	Fall Semester 2018
Designate space for an incubator/co-working space where students can meet with their Launch Coach/Mentor and collaborate with other students on jobs in the Gig Economy.	Space designated for incubator/co-working space where students can gather to meet with their Launch Coach and collaborate with other students on jobs in the Gig Economy.	January 2018
Network colleges will participate in monthly Community of Practice (CoP) webconference meetings.	Sharing of best practices among network colleges.	Monthly starting Oct 2017
Network colleges conduct completer/leaver survey of students after completing the program.	Each network college captures the following outcome data for the students who go through the program at their local campuses: - Number of students participating - Number of students who set up profiles on platforms - Number and type of jobs/projects secured by students platforms - Earnings resulting from the jobs/projects secured on platforms - Qualitative data such as a student success story or video	December 2018 for Spring Semester 2018 cohort  April 2019 for Fall Semester 2018 cohort

**Exhibit B. Self-employment Pathways in the Gig Economy Project Progress Report Template (Submit by email to [charles.eason@solano.edu](mailto:charles.eason@solano.edu))**

College: \_\_\_\_\_

Performance period: \_\_\_\_\_

**Measurable Outcomes – Curriculum**

A. Use the tables below to list individual classes and or programs that have been developed and status of approval by Subrecipient's curriculum committee and board.

New course title(s) and discipline/number(s)	Units	Any unique aspects of courses

Revised course title(s) and discipline/number(s)	Units	Any unique aspects of courses

Program(s)	Total units	List of required courses: title, course discipline and number, and units

**Measurable Outcomes – Non-Curriculum Related Activities**

B. Use the table below to list activities that have been completed in accordance with Subrecipient's workplan.

Activity	Outcome(s)

C. List anecdotal information regarding the success resulting from project efforts (for example – enrollments, campus support, community participation, or increased visibility of program).

D. Are there any extenuating circumstances that prevented Subrecipient from completing all objectives and activities related to the project?

E. Describe your three greatest challenges in implementing the Self-employment Pathways in the Gig Economy project:

- 1.
- 2.
- 3.

F. Describe your three greatest successes in implementing the Self-employment Pathways in the Gig Economy project:

- 1.
- 2.
- 3.

Other comments related to the project:

**Exhibit C – Subrecipient Letter of Interest and Supplemental Information Form**

See attached response to Solicitation of Interest from subrecipient

This letter is to be sent to Charles Eason at his email address: [charles.eason@solano.edu](mailto:charles.eason@solano.edu)

**To:** Charles Eason, Small Business Sector Navigator, (707) 863-7846

**From:** Jackie Martin, Chair/Faculty, Business Department on behalf of the Palomar College leadership

**Subject:** Solicitation Expressing Interest in participating in the college network to offer "Self-Employment Pathways in the Gig Economy"

### **Introduction**

*In response to Solano Community College seeking letters of interest from California community colleges to offer Self-Employment Pathways in the Gig Economy, Palomar College expresses its interest in this college state-wide college initiative.*

*We plan to adapt/adopt curriculum being piloted by the College of the Canyons as a benefit of being in this network.*

*The Business Administration Department has been working on this initiative for the past two years, attending conferences hosted by Charles Eason, working with the Small Business Sector Navigator for Region 10, employing Business Coaches for business student entrepreneurs, and working on developing interdisciplinary degrees that will be the hub of an Entrepreneurial movement at Palomar*

*Solano Community College is host for the California Community Colleges (CCCCO) Small Business Sector Navigator grant and contractor managing the Self-employment Pathways in the Gig Economy Pilot Project funded through the Strong Workforce Statewide Fiscal Omnibus RFA Specification Number: 16-205. See project work plan at the link below:*

*Our CTE Dean Margie Fritch has approved matching Strong Workforce funding for \$23,000.00 and the Business Administration Dean Emeritus, Norma Miyamoto, approves the initiative as well.*

### ***Statement of Work in Progress at Palomar:***

*Palomar College is poised and prepared to apply for this grant and to move forward with the Self-employment Pathways in the Gig Economy.*

*Most importantly, we have received fall 2017 approval for a new course in Business, "Small Business Entrepreneurship," BUS 138, and this summer will submit a three course Certificate of Proficiency titled "Creating Your Business in a Gig Economy," with this initiative in mind. This Certificate of Achievement will be approved fall 2017 and be offered spring 2018, under the new one semester approval process.*



*Currently in place at Palomar:*

- Business Coaches who will work within the CE100 internship program
- Business Club, dedicated to Small Business Entrepreneurship
- Approximately fifty percent (50%) of Business students either currently own their own business or are interested in opening one.
- Space dedicated for student meetings for club, and coaching and advisory meetings in the Business Department
- Dedicated Chair of the Business Department has been working on this initiative with several other faculty proactively for two years
- Dedicated faculty committed to shepherding the program
- A unique three course Certificate of Proficiency, which aligns perfectly with the stated objectives in the Self-employment Pathways in the Gig Economy initiative, will be approved in the one semester process and offered to students spring 2018
- Small Business Entrepreneurship integrated curriculum development. Meeting have been held with three other departments in the initiative: Graphic Communication, Radio, TV Film, Fashion. We will pursue this further upon receipt of grant funding.
- Small Business Entrepreneurship, BUS 138, is included in the 3-year, \$800,000.00 grant that was funded by the National Science Foundation, awarded spring 2017
- The Business Department has a solid foundation in CTE and support from the CTE Dean Margie Fritch via Strong Workforce funding

*Attached are materials for your review:*

- Solicitation of Interest: for participation in college network to offer "Self-Employment Pathways in the Gig Economy"
- Course and Certificate Proposal including Course Outlines of Record

**Contact Information:**

Name of College: Palomar College

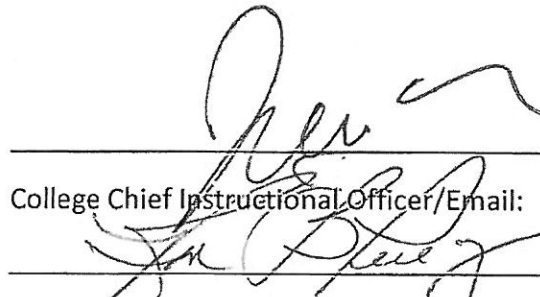
Name of District: San Diego/Imperial Counties

College Mailing Address: 1140 W. Mission Rd., San Marcos, CA 92069

Primary Contact/Email/Phone/Cell: Jackie Martin, [ljmartin@palomar.edu](mailto:ljmartin@palomar.edu)  
Cell: 760-715-885

CTE Dean: Dean Margie Fritch, [mfritch@palomar.edu](mailto:mfritch@palomar.edu)  
760-744-1150, x2276

Business Administration Dean: Dean Emeritus Norma Miyamoto,  
[nmiyamoto@palomar.edu](mailto:nmiyamoto@palomar.edu)  
760-744-1150, x4684



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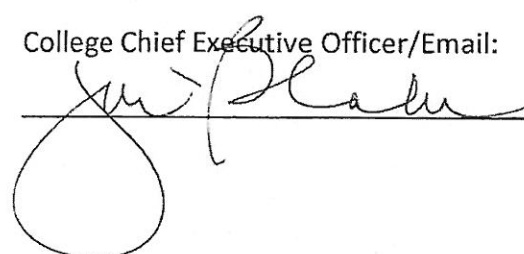
College Chief Instructional Officer/Email: VPI Jack Kahn, [jkahn1@palomar.edu](mailto:jkahn1@palomar.edu)

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College Chief Business Officer/Email: V.P. Ron Perez, Finance, [rperez@palomar.edu](mailto:rperez@palomar.edu)

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College Chief Executive Officer/Email: President Joi Blake; [jblake@palomar.edu](mailto:jblake@palomar.edu)



Palomar College

Self-Employment Pathways in the Gig Economy at  
Palomar College

Proposed by: Jackie Martin, Chair, Business Administration Department;  
Lawrence Hahn, Faculty; Margie Fritch, Dean, CTE; Dean Emeritus, Norma  
Miyamoto, AMBCS Division; Joe Molina, District Sector Navigator, Small  
Business Entrepreneurship

Martin, Jackie  
5-4-2017

From the Press Release of May 3<sup>rd</sup>, 2017

<http://myemail.constantcontact.com/eAlert--California-Community-Colleges-Announces-Pathway-to-Self-Employment-Pilot-to-Kickoff-California-s-Small-Business-Month.html?soid=1103359495645&aid=E4V6Fjq1zdw>

*The new pilot career pathway program, "Self-Employment Pathways in the Gig Economy," scheduled to launch in the spring of 2018, will offer a three-course curriculum. The small business management course focuses on fundamentals to prepare students to become business owners with topics such as the entrepreneurial mindset, selecting a legal structure, complying with licensing requirements, taxation, permits, insurance, human resources, intellectual property and financing. A course covering self-employment options in the gig economy will provide details about offering services through online platforms and products. The program includes a work-study course in which students earn credit for working in their own business under the guidance of a faculty mentor or advisor.*

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<b>Three Course Sequence:</b>	<b>5</b>
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BMGT 153 Small Business Entrepreneurship, 3 units.	5
Course Two as suggested through Doing What Matters:	11
Course Two at Palomar College:	11
BMGT 152 Social Media for Business, 3 units.	11
Course Three as suggested through Doing What Matters: ....	15
Course Three at Palomar College:	15
CE100 Cooperative Education - General, 3 units.	15
Note that at Palomar College a faculty member AND/OR a Business Coach through the Small Business Entrepreneurship initiative will be assigned to the students: one coach per three students.	15
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## Statement of Work in Progress and Things in Place at Palomar

Palomar College is poised and prepared to apply for this grant and to move forward with the Self-employment Pathways in the Gig Economy.

Most importantly, we have created a new course in Business, "Small Business Entrepreneurship," written with this initiative in mind; and this summer will complete the launch of a new three course Certificate of Proficiency titled "Creating Your Business in a Gig Economy." This Certificate of Achievement will be approved fall 2017 and be offered for students spring 2018, under the new one semester approval process.

Currently in place at Palomar:

- Business Coaches
- Business Club, dedicated to Small Business Entrepreneurship
- Approximately fifty percent (50%) of Business students either currently own their own business or are interested in opening one.
- Space is already dedicated in the Business Department for student meetings for club, and coaching and advisory meetings.
- Dedicated Chair of the Business Department has been working on this initiative with several other faculty proactively for two years
- Dedicated faculty have committed to shepherding the program
- A unique three course Certificate of Proficiency, which aligns perfectly with the stated objectives in the Self-employment Pathways in the Gig Economy initiative, will be approved in the one semester process and offered to students spring 2018.
- Small Business Entrepreneurship integrated curriculum development: There is interest in and there have been meetings held, with three other departments in the initiative: Graphic Communication, Radio, TV Film, Fashion. We will pursue this further upon receipt of grant funding.
- Small Business Entrepreneurship, BUS 138, is included in the 3-year, \$800,000.00 grant that was funded by the National Science Foundation
- The Business Department has a solid foundation in CTE.
- Our college has access to Strong Workforce Funding via Margie Fritch, CTE Dean

## Three Course Sequence:

Course One as suggested through Doing What Matters:

*The small business management course focuses on fundamentals to prepare students to become business owners with topics such as the entrepreneurial mindset, selecting a legal structure, complying with licensing requirements, taxation, permits, insurance, human resources, intellectual property and financing.*

Course One at Palomar College:

BMGT 153 Small Business Entrepreneurship, 3 units.

## Course Outline of Record:



Effective Term: Fall 2017  
Status: Launched

## PALOMAR COLLEGE COURSE OUTLINE FOR CREDIT COURSE

- Courses numbered 1 - 49 are remedial or college preparatory courses, which do not apply toward an A. A. Degree and are not intended for transfer.
- Courses numbered 50-99 apply toward an AA Degree, but are not intended for transfer.
- Courses numbered 100 and higher apply toward an AA Degree and/or are intended for transfer to a four-year college or university.

**Course Number and Title:** BMGT 153 Small Business Entrepreneurship

**Unit Value:** 3

**Total Lecture Hours:** 48-54

**Lecture Hours Per Week:** 3

**Total Lab Hours:**

**Lab Hours Per Week:**

**Grading Basis:** Grade Only

**Basic Skills Requirements:** Appropriate Language and/or Computational Skills.

**Requisite(s)**

To satisfy a prerequisite, the student must have earned a letter grade of A, B, C or P(Pass) in the prerequisite course, unless otherwise stated.

**Prerequisite:**

None

**Corequisite:**

None

**Prerequisite:** Completion of, or concurrent enrollment in  
None

**Recommended Preparation:**

None

**Limitation on Enrollment:**

None

**Catalog Description:**

An introduction to the creative and innovative managerial practices of successful entrepreneurship. Developing the necessary understanding to design, start, and manage a successful entrepreneur business. An overview of entrepreneurial process and investigate concepts tools and practices associated with identifying or creating new venture opportunities.

**Specific Course Objectives:**

Upon successful completion of the course the student will be able to:

1. Assess the personal characteristics and skills that characterize the successful entrepreneur;
2. Evaluate sources of support for small businesses and entrepreneurs and successful business venture;
3. Recognize the significant aspects that are used to identify business start-up ideas – including forms of ownership;
4. Evaluate the financial, marketing, legal, human resource, operations, and general management skills that are essential to successfully launch and operate a successful new venture;
5. Identify and evaluate approaches of entering an entrepreneurship venture – including but not limited to starting a new venture, buying an existing business, or becoming a franchisee.

**Methods of Instruction:**

Methods of Instruction may include, but are not limited to, the following:

1. Lecture
2. Guest Speakers
3. Discussion
4. Videos/Film
5. Group Projects/Activities

## **Content in Terms of Specific Body of Knowledge:**

1. Twenty First Century Entrepreneur
  1. Why start a business
  2. A brief history of entrepreneurial business in the United States
  3. Who are small business owners today
  4. How does society benefit
  5. Entrepreneurship around the world
  6. What is an entrepreneurial business
2. Individuals Leadership and Entrepreneurial Business Start-Ups
  1. Founders are the reason why entrepreneurial business works so well
  2. Evaluating your entrepreneurial orientation
  3. Triggers for starting a business
  4. Form a business doing what you like
3. Business Idea Generation and Initial Evaluation
  1. Generating business ideas
  2. Opportunity Identification
  3. Choosing a business
4. External Analysis
  1. Defining your industry
  2. Defining your customer
  3. Developing the information for the external analysis of competitors
  4. Developing a competitive map
  5. Additional issues for external analysis
  6. Competitive advantage
5. Business Mission and Strategy
  1. Mission statements
  2. Sustainable competitive advantage
  3. Strategy
6. Analyzing Cash Flow and Other Financial Information
  1. Importance of cash flow analysis
  2. Developing cash flow statements and budget
  3. Other financial tools
7. Financing and Accounting
  1. Key financial issues involved with starting a business
  2. Basic of funding a business
  3. Importance of proper accounting and when starting a business
8. Financial Analysis
  1. Importance of solid financial foundations in an entrepreneurial business
  2. Techniques for measuring performance
  3. Ratio analysis
  4. Deviation analysis
  5. Use of short surveys in business
  6. Importance of having a measurement focus
9. Establishing the Legal Foundation
  1. Various legal forms of business to determine the best design for a proposed new business
  2. Basic of contracts

3. Role of leases in the legal formation of the new business
4. How laws, rules, and regulations benefit new business
5. Importance of copyrights, trademark, and patents to a new business
6. Role that insurance plays in the risk portfolio of the new business
7. How to develop an effective board of advisors and board of directors
10. Human Resources Management
  1. The element of human resources
  2. The process of hiring employees
  3. The means for retaining employees
  4. The pertinent aspects of employee probation and firing
  5. Broad coverage regulations and laws
  6. The unique aspects of human resources within a family business
11. Marketing
  1. Basic of a marketing plan
  2. How to develop a pricing model
  3. The various types of promotion available to a new business
  4. The methods of sales management
12. Establishing Operations
  1. The use of critical path chart
  2. How location can be used as a competitive advantages of new firm
  3. The various methods with which a new firm establishes legitimacy in the market
  4. The importance of production charting is accomplished
  5. The importance of quality as a competitive tool
  6. The type and condition of equipment needed as start-up
  7. How timing is a competitive advantage
  8. The issues related to time management in the starting of a new business
13. Exit/Harvest/Turnaround
  1. Need for developing an exit or harvest plan and ideal timing for that plan
  2. Step for selling a business
  3. Turnaround and business in decline
  4. Implication and issues involved in closing a business
14. Franchising and Purchasing an Existing Business
  1. Elements of franchising
  2. Process of buying a franchise
  3. The process for buying an existing business.

**Textbooks/Resources:**

May Include Textbooks, Manuals, Periodicals, Software, and Other Resources

1. and/or Charles E. Bamford and Garry D. Bruton. Entrepreneurship The Art, Science, and Process for Success. 2e ed. New York: MC Graw Hill, 2016.ISBN: 9780078023187

**Required Reading:**

Weekly chapter readings in the textbook.

**Suggested Reading:**

The business section of locally published daily newspapers.

Wall Street Journal

Business Week

Entrepreneur Magazine

Inc. Magazine

**Outside Assignments:**

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

In addition to completing assigned textbook readings and problems and preparing the business plan, students are expected to bring to class pertinent articles relevant to the course and of interest to all class members; to share interesting work experiences with the class; and, to videotape presentations of businesses in operation followed by discussions with operators/owners.

**Critical Thinking:**

In addition to completing selected textbook and workbook problems, students will prepare and write a business plan of sufficient quality that they could take to a lending officer to apply for a loan.

**Required Writing:**

In addition to completing selected textbook and workbook problems, students will prepare and write a business plan of sufficient quality that they could take to a lending officer to apply for a loan.

**Methods of Assessment:**

Methods of Assessment may include, but are not limited to, the following:

- Exams/Tests
- Quizzes
- Portfolios
- Papers
- Oral Presentation
- Projects
- Group Projects
- Class Participation
- Class Work
- Homework
- Demonstration



**Open Entry/Open Exit:**

No, course is not offered as open entry/open exit.

Course Two as suggested through Doing What Matters:

*A course covering self-employment options in the gig economy will provide details about offering services through online platforms and products.*

Course Two at Palomar College:

BMGT 152 Social Media for Business, 3 units.

Course Outline of Record:

Effective Term: Fall 2014



## **PALOMAR COLLEGE**

### **COURSE OUTLINE FOR CREDIT COURSE**

- Courses numbered 1 - 49 are remedial or college preparatory courses which do not apply toward an A. A. Degree and are not intended for transfer.
- Courses numbered 50-99 apply toward an AA Degree, but are not intended for transfer.
- Courses numbered 100 and higher apply toward an AA Degree and/or are intended for transfer to a four-year college or university.

**Course Number and Title:** BUS 152 Social Media for Business

**Unit Value:** 3

**Total Lecture Hours:** 48-54

**Lecture Hours Per Week:** 3

**Total Lab Hours:**

**Lab Hours Per Week:**

**Grading Basis:** Grade/Pass/No Pass

**Basic Skills Requirements:** Appropriate Language and/or Computational Skills.

**Requisite(s)**

To satisfy a prerequisite, the student must have earned a letter grade of A, B, C or P(Pass) in the prerequisite course, unless otherwise stated.

**Prerequisite:**

None

**Corequisite:**

None

**Prerequisite: Completion of, or concurrent enrollment in**

None

**Recommended Preparation:**

None

**Limitation on Enrollment:**

None

**Catalog Description:**

Explores social media use from a business perspective. Students learn how to develop a social media strategy to promote business, build strong customer relationships, and coordinate a common message across multiple channels. Strategic and tactical review of the major social networking platforms will be reviewed in order to drive business goals and create a personal brand online.

**Specific Course Objectives:**

Upon successful completion of the course the student will be able to:

1. Understand the foundations of social media for business;
2. Distinguish among the four zones of social media;
3. Create content for primary and secondary social networks;
4. Measure the impact of social media;
5. Understand ethical and legal issues regarding social media.

**Methods of Instruction:**

Methods of Instruction may include, but are not limited to, the following:

1. Lecture
2. Demonstration
3. Observation
4. Field Experience/Internship
5. Discussion Seminar
6. Guest Speakers
7. Discussion
8. Videos/Film
9. Group Projects/Activities
10. Other (Specify): Creating and using account on various social media platforms.

**Content in Terms of Specific Body of Knowledge:**

1. Foundations of Social Media for Business

1. What social media is and how it differs from traditional media
2. Strategic planning with social media
3. Social consumers
4. The psychology of digital communities
2. Distinguish Among the Four Zones of Social Media
  1. Social community
  2. Social publishing
  3. Social entertainment
  4. Social commerce
3. Create Content for Primary and Secondary Social Networks
  1. Use Facebook, Twitter, LinkedIn and Youtube to create a business and personal brand
  2. Use Google+, Pinterest, Groupon, and other emerging social sites to drive business goals
4. Measure the Impact of Social Media
  1. Social media for consumer insights
  2. Social media metrics for business and personal goals
5. Understand Ethical and Legal Issues Regarding Social Media
  1. Ethics and social media
  2. Privacy, rights, and the law
  3. Corporate guidelines and protocols

#### **Textbooks/Resources:**

May Include Textbooks, Manuals, Periodicals, Software, and Other Resources

1. Tuten, Tracy L. and Solomon, Michael R. Social Media Marketing. 1st ed. Pearson, 2013. ISBN: 0-13-255179-9
2. and/or Keuhnn, Arnie. Accelerate!: Move Your Business Forward Through the Convergence of Search, Social & Content Marketing. 1st ed. Phoenix: VM Press, 2011. ISBN: 9781456479992
3. Various websites including: [www.facebook.com](http://www.facebook.com), [www.twitter.com](http://www.twitter.com), [www.linkedin.com](http://www.linkedin.com), [www.youtube.com](http://www.youtube.com), [www.groupon.com](http://www.groupon.com), [www.pinterest.com](http://www.pinterest.com), [www.google.com](http://www.google.com).

#### **Required Reading:**

Read chapters from the text as required for class.

Read various social community, publishing, entertainment, and commerce sites.

Read select case studies on ethics and legal issues in social networking.

#### **Suggested Reading:**

Select chapters from *Likeable Social Media: How to Delight Your Customers, Create an Irresistible Brand, and Be Generally Amazing on Facebook (And Other Social Networks)* by David Kerpen

#### **Outside Assignments:**

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Create a blog and post weekly content.

Participate (through reading and writing content) in social community, publishing, entertainment and commerce sites to learn and test different concepts.

**Critical Thinking:**

Individually and as a team, critique various social community, publishing, entertainment, and commerce sites for content that drives engagement and business goals.

**Required Writing:**

Summarize research from the Journal of Digital and Social Media Marketing and explain how it relates to social media for business.

**Methods of Assessment:**

Methods of Assessment may include, but are not limited to, the following:

- Exams/Tests
- Quizzes
- Papers
- Oral Presentation
- Projects
- Group Projects
- Class Participation
- Class Work
- Homework
- Lab Activities
- Skills Test
- Demonstration
- Journals

**Open Entry/Open Exit:**

No, course is not offered as open entry/open exit.

**Is Course Repeatable for Reason(s) Other Than Deficient Grade?** No

**Contact Person:** Mary Cassoni

Course Three as suggested through Doing What Matters:

*The program includes a work-study course in which students earn credit for working in their own business under the guidance of a faculty mentor or advisor.*

Course Three at Palomar College:

CE100 Cooperative Education - General, 3 units.

Note that at Palomar College a faculty member AND/OR a Business Coach through the Small Business Entrepreneurship initiative will be assigned to the students: one coach per three students.

Course Outline of Record:



Effective Term: Fall 2016

## **PALOMAR COLLEGE**

### **COURSE OUTLINE FOR CREDIT COURSE**

- Courses numbered 1 - 49 are remedial or college preparatory courses which do not apply toward an A. A. Degree and are not intended for transfer.
- Courses numbered 50-99 apply toward an AA Degree, but are not intended for transfer.
- Courses numbered 100 and higher apply toward an AA Degree and/or are intended for transfer to a four-year college or university.

**Course Number and Title:** CE 110 Cooperative Education - General

**Unit Value:** 2 or 3

**Lecture Hours Per Week:** 2 or 3

**Total Lecture Hours:** 32-36

**Lab Hours Per Week:**

**Total Lab Hours:**



**Contact Person:** Bruce A McDonough

**Grading Basis:** Grade/Pass/No Pass

**Basic Skills Requirements:** Appropriate Language and/or Computational Skills.

**Requisite(s)**

To satisfy a prerequisite, the student must have earned a letter grade of A, B, C or P(Pass) in the prerequisite course, unless otherwise stated.

**Prerequisite:**

None

**Corequisite:**

None

**Prerequisite: Completion of, or concurrent enrollment in**

None

**Recommended Preparation:**

None

**Limitation on Enrollment:**

None

**Catalog Description:**

Supervised on the job training for all students.

**Specific Course Objectives:**

Upon successful completion of the course the student will be able to:

1. Analyze or improve employment skills under actual working conditions;
2. Apply classroom theory to "real-life experience";
3. Build self-identity and confidence as a worker through individual attention given by instructor-coordinators and employers;
4. Test and identify personal abilities in work environments;
5. Experience actual job market opportunities;
6. Apply management by Objectives (MBO);
7. Will explain and refer to work experience education on future job applications;
8. Benefit financially while learning.

**Methods of Instruction:**

Methods of Instruction may include, but are not limited to, the following:

1. Cooperative Work Experience

**Content in Terms of Specific Body of Knowledge:**

Each semester, a student is required to formulate three specific objectives. These objectives must be written to identify new or expanded job-oriented learning. They will be reviewed and approved by the supervisor/employer and the instructor-coordinator. Objectives should be understandable, challenging, achievable, and measurable.

**Textbooks/Resources:**

May Include Textbooks, Manuals, Periodicals, Software, and Other Resources

**Required Reading:**

Student handout which includes sequence sheet of events, requirements of Cooperative Work Experience Education, manner in which learning objectives are to be determined and written, unit/work hour breakdown, Title V regulations concerning Cooperative Work Experience Education, Employer's Guide to cooperative Work Experience Education, and other handouts instructors may use.

**Suggested Reading:**

Listed materials at Palomar College and local libraries and at the Cooperative Education offices:

Barlow, Laurence E. How to Sell Yourself "The Job-Seekers Bible". Lakeside, CA: VCA Publication, 2005

Chapman, Elwood N. Work Experience Survival Kit. Pacific Palisades, CA: Goodyear Publishing Co., 2001.

Farr, Michael, et al. The Work Book; Getting The Job You Want. Indianapolis, IN: Bennett & McKnight, 2005.

Kidwell, Will, et al. Getting The Job and Knowing Yourself. St. Louis, MO: McKnight Publishers, 2000.

Schmidt, Peggy J. Making it on Your First Job. New York, NY: Avon, 2004.

Wanat, John A., et al. Cooperative Vocational Education. Chicago, IL: Chas C. Thomas Publishers, 2002.

**Periodicals:**

American Vocational Association. Vocational Education Journal. Washington, DC: AVA, Monthly

Supt of Documents. Occupational Outlook Quarterly. Washington, DC: Supt of Documents, Quarterly

**Outside Assignments:**

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Visitations to library on current work experience texts (see "Suggested Readings"). Students are required to work, on a weekly basis, toward the completion of the established learning objectives.

**Critical Thinking:**

Students will read and follow both oral and written instructions. Compose three specific and measurable objectives that are related to their employment.

**Required Writing:**

Students are required to submit the following written exercises during each semester: Enrollment Application, Student Data Sheet, Worksheet for Setting Learning objectives, Statement of Cooperation, Monthly Reports giving status of learning objectives, Student Evaluation and Follow-up Survey.

**Methods of Assessment:**

Methods of Assessment may include, but are not limited to, the following:

- Papers
- Class Participation
- Class Work
- Performance

**Open Entry/Open Exit:**

No, course is not offered as open entry/open exit.

**Is Course Repeatable for Reason(s) Other Than Deficient Grade?** Yes, in accordance with Title 5 guidelines. Restrictions may apply.

Maximum Times Allowed: 4

Total Units Allowed: 12.00

**Justification:**

d. Cooperative Education

Interdisciplinary integrated, Self-Employment Pathways in the Gig Economy at Palomar College:

A unique three course Certificate of Proficiency, which aligns perfectly with the

stated objectives in the Self-employment Pathways in the Gig Economy initiative, will be approved in the one semester process and offered to students spring 2018.

Will include the three classes as outlined in the "Doing What Matters" initiative discussed above,

AND

Two-three courses from other disciplines,

....Whereby the skill set from the specific discipline is combined with the Small Business Entrepreneurship, Business Coach Concept in the Cooperative Education class, and the Social Media Platform class, thereby becoming the

Central Program college-wide around which any "Gigger" with various disciplinary expertise, can learn to launch and maintain their own business.

"Creating Your Own Business In a Gig Economy" Certificate of Proficiency or Achievement

<b>BUS 138</b> Small Business Entrepreneurship, 3 units	<b>BMGT 152</b> Social Media for Business, 3 units	<b>CE100</b> Cooperative Education (students' new or existing business) Business Coach assists here., 3 units
<b>Class 1</b> , Integrated Curriculum, Example, <i>Drone 1</i>	<b>Class 2</b> , Integrated Curriculum, Example, <i>Drone 2</i>	<b>Class 3</b> , Integrated Curriculum, Example, <i>Drone 3</i>



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Equipment and Supplies					
0000013990	07/12/17	VIRCO MANUFACTURING COMPANY	EQ INSTR ADD 1K-4999; GUNS;CPU	NUTRITION	3,379.52
0000013991	07/12/17	VIRCO MANUFACTURING COMPANY	EQ INSTR ADD 1K-4999; GUNS;CPU	NUTRITION	804.63
0000014073	07/19/17	FUJIFILM NORTH AMERICA CORPORATION	EQUIP NONINSTR, 5K OR MORE	EDUCATIONAL TELEVISION	15,108.92
0000014163	07/27/17	DELL COMPUTER CORPORATION	EQUIP INSTR, 5K OR MORE	NUTRITION	64,676.08
0000014164	07/27/17	OFFICE DEPOT BUSINESS SERV	SUPPLIES, INSTRUCTIONAL FOOD	READING	300.00
0000014165	07/27/17	DELL COMPUTER CORPORATION	EQUIP TECH INSTR 5K OR MORE	MEDIA STUDIES DEPARTMENT	19,741.43
0000014167	07/27/17	DELL COMPUTER CORPORATION	EQ INSTR ADD 1K-4999; GUNS;CPU	ADULT ED BLOCK GRANT DEP	67,084.50
0000014170	07/31/17	PERKIN ELMER HEALTH SCIENCES INC	EQUIP INSTR, 5K OR MORE	CHEMISTRY	34,225.04
0000014171	07/31/17	BOUND TREE MEDICAL LLC	INSTR SUPPL/MATERIALS	EMERGENCY MEDICAL ED	60,000.00
0000014178	08/01/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	AMERICAN SIGN LANGUAGE	800.00
0000014180	08/01/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	CAREER, TECH, EXT ED DIV	3,000.00
0000014181	08/01/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	ENGLISH AS A SEC LANG, E	1,000.00
0000014182	08/01/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	ESL DEPARTMENT	2,500.00
0000014183	08/01/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	SOCIAL & BEHAV SCI DIV D	2,900.00
0000014186	08/01/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	MATH & NAT HLTH SCI DIVD	500.00
0000014188	08/01/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	NURSING EDUCATION	250.00
0000014195	08/01/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	NURSING EDUCATION	250.00
0000014198	08/01/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	NURSING EDUCATION	250.00
0000014199	08/01/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	NURSING EDUCATION DEPART	100.00
0000014200	08/01/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	MATH & NAT HLTH SCI DIVD	250.00
0000014201	08/01/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	MATH & NAT HLTH SCI DIVD	400.00
0000014202	08/01/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	MATH & NAT HLTH SCI DIVD	250.00
0000014203	08/01/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	MATH & NAT HLTH SCI DIVD	250.00



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0000014204	08/01/17	GALA SYSTEMS INC	NONINSTR SUPPLIES/MATERIALS	THEATRE ARTS	330.15
0000014207	08/01/17	LIGHTWERKS	EQUIP TECH NONINSTR < 5000	PROP M BOND	6,866.79
0000014211	08/02/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	READING	100.00
0000014212	08/02/17	SIERRA RESCUE INC	INSTR SUPPL/MATERIALS	FIRE TECHNOLOGY	10,498.07
0000014213	08/02/17	CPS HR CONSULTING	INSTR SUPPL/MATERIALS	PUBLIC SAFETY PROGRAM	5,950.45
0000014215	08/02/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	GEAR UP	5,000.00
0000014218	08/02/17	REGENTS OF THE UNIVERSITY OF CALIFORNIA	TRAVEL WITH STUDENT	GEAR UP	360.00
0000014220	08/02/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	GRAPHIC COMMUNICATION	500.00
0000014222	08/02/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	EOPS	7,500.00
0000014223	08/02/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	ADJUNCT FACULTY OFFICES/	180.00
0000014225	08/02/17	COMPUTER PROTECTION TECHNOLOGY	EQUIP TECH NONINSTR < 5000	STUDENT HEALTH SERVICES	3,207.32
0000014227	08/03/17	WORKPLACE SERVICES INC	EQ NONIN ADD 1K-4999; GUNS;CPU	STUDENT HEALTH SERVICES	1,198.66
0000014230	08/03/17	SUBURBAN PROPANE LP	INSTR SUPPL/MATERIALS	FIRE TECHNOLOGY	4,000.00
0000014231	08/03/17	PARTNERSHIP IN LEARNING PROGRAMS INC	NONINSTR SUPPLIES/MATERIALS	GEAR UP	25,000.00
0000014237	08/03/17	IMMEDIATE FEEDBACK ASSESSMENT TECHNIQUE	INSTR SUPPL/MATERIALS	CHEMISTRY	854.29
0000014242	08/03/17	BOUND TREE MEDICAL LLC	INSTR SUPPL/MATERIALS	EMERGENCY MEDICAL ED	6,017.90
0000014242	08/03/17	BOUND TREE MEDICAL LLC	EQUIP INSTRUCT ADDTNL > \$1,000	EMERGENCY MEDICAL ED	18,722.71
0000014243	08/03/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	GEOGRAPHY	200.00
0000014245	08/03/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	PLANETARIUM	300.00
0000014252	08/03/17	DELL COMPUTER CORPORATION	EQUIP TECH NONINSTR < 5000	STRONG WORKFORCE	2,217.42
0000014262	08/04/17	MOORE MEDICAL CORP	NONINSTR SUPPLIES/MATERIALS	STUDENT HEALTH SERVICES	10,000.00
0000014267	08/07/17	NORTHERN PLANET LLC	SUPPLIES, INSTITUTIONAL	GEAR UP	2,500.00
0000014271	08/07/17	RADIATION DETECTION CO	MAINT AGR, EQUIP	DENTAL ASSISTING	1,045.84
0000014274	08/08/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	GEOLOGY	200.00





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0000014275	08/08/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	OCEANOGRAPHY	200.00
0000014276	08/08/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	ASTRONOMY	100.00
0000014277	08/08/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	EARTH SCIENCES	100.00
0000014278	08/08/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	EARTH, SPACE, & ENVIRON	100.00
0000014281	08/08/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	TRIO EDUC OPPORTUNITY CE	23,000.00
0000014283	08/08/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	MATH & NAT HLTH SCI DIVD	250.00
0000014286	08/09/17	OFFICE DEPOT BUSINESS SERV	SUPPLIES, INSTITUTIONAL	VETERANS SERVICES	3,000.00
0000014287	08/09/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	FINANCIAL AID & SCHOLARS	3,000.00
0000014288	08/09/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	FINANCIAL AID & SCHOLARS	4,000.00
0000014289	08/09/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	PHYSICS & ENGINEERING DE	250.00
0000014290	08/09/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	CHEMISTRY DEPARTMENT	125.00
0000014291	08/09/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	ENROLLMENT SVCS DIRECTOR	10,000.00
0000014293	08/10/17	FOLLETT	INSTR SUPPL/MATERIALS	HEA TRIO	8,000.00
0000014294	08/10/17	BRILLIANT MARKETING IDEAS INC	SHIPPING/HANDLING CHARGES	HEA TRIO	101.00
0000014294	08/10/17	BRILLIANT MARKETING IDEAS INC	NONINSTR SUPPLIES/MATERIALS	HEA TRIO	1,776.81
0000014295	08/10/17	BRILLIANT MARKETING IDEAS INC	SHIPPING/HANDLING CHARGES	HEA TRIO	118.00
0000014295	08/10/17	BRILLIANT MARKETING IDEAS INC	NONINSTR SUPPLIES/MATERIALS	HEA TRIO	2,800.43
0000014296	08/10/17	QUAIL BOTANICAL GARDENS FOUNDATION INC	TRAVEL WITH STUDENT	GEAR UP	401.00
0000014298	08/10/17	LAERDAL MEDICAL CORPORATION	EQUIP INSTRUCT ADDTNL > \$1,000	EMERGENCY MEDICAL ED	572.46
0000014304	08/10/17	KPG & ASSOCIATES	EQUIP TECH NONINSTR 5K OR MORE	MATRICULATION DEPARTMEN	53,000.00
0000014305	08/10/17	KPG & ASSOCIATES	EQUIP TECH NONINSTR < 5000	MATRICULATION DEPARTMEN	16,800.00
0000014311	08/14/17	PARAMEDIC RESOURCES INC	INSTR SUPPL/MATERIALS	EMERGENCY MEDICAL ED	1,230.51
0000014322	08/14/17	LIGHTWERKS	EQUIP TECH NONINSTR < 5000	STRONG WORKFORCE	1,167.67
0000014323	08/14/17	WAXIE INC	NONINSTR SUPPLIES/MATERIALS	FACILITIES DEPARTMENT	8,000.00
0000014324	08/15/17	BRILLIANT MARKETING IDEAS INC	NONINSTR SUPPLIES/MATERIALS	GEAR UP	37,052.21



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0000014326	08/15/17	HUDSON ENVELOPE CORPORATION OF NEW JERSE	NONINSTR SUPPLIES/MATERIALS	TENURE REVIEW&EVALUATION	193.95
0000014330	08/15/17	RIDDELL / ALL AMERICAN	FREIGHT IN	ATHLETICS DEPARTMENT	560.91
0000014330	08/15/17	RIDDELL / ALL AMERICAN	INSTR SUPPL/MATERIALS	ATHLETICS DEPARTMENT	8,409.89
0000014343	08/16/17	UNIFORM SPECIALIST	NONINSTR SUPPLIES/MATERIALS	CAMPUS POLICE	10,000.00
0000014352	08/16/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	DRC	2,000.00
0000014356	08/17/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	TENURE REVIEW&EVALUATION	1,000.00
0000014357	08/17/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	ADULT ED BLOCK GRANT DEP	500.00
0000014358	08/17/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	TEAM LIFE COMMITTEE	300.00
0000014361	08/17/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	DENTAL ASSISTING PROGRAM	200.00
0000014363	08/17/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	BUSINESS ADMINISTRATION	600.00
0000014365	08/17/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	BUSINESS ADMINISTRATION	600.00
0000014367	08/17/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	BUSINESS ADMINISTRATION	500.00
0000014368	08/17/17	PARTNERSHIP IN LEARNING PROGRAMS INC	NONINSTR SUPPLIES/MATERIALS	HEA TRIO	3,000.00
0000014369	08/17/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	BUSINESS ADMINISTRATION	1,290.00
0000014370	08/17/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	BUSINESS ADMINISTRATION	286.00
0000014371	08/17/17	DANIELLE M BURBEY	NONINSTR SUPPLIES/MATERIALS	GEAR UP	13,113.18
0000014373	08/17/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	POLITICAL SCIENCES	520.00
0000014374	08/17/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	HISTORY	2,400.00
0000014375	08/17/17	PRINT WORLD	NONINSTR SUPPLIES/MATERIALS	GEAR UP	2,661.43
0000014376	08/17/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	ECONOMICS	520.00
0000014377	08/17/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	ECONOMICS,HIST,POLSCI DE	324.00
0000014381	08/17/17	APPLE COMPUTER INC	EQUIP TECH INSTR < 4900	GRAPHIC COMMUNICATION	9,023.22
0000014382	08/17/17	APPLE COMPUTER INC	EQ NONIN ADD 1K-4999; GUNS;CPU	TTIP SOUTH	1,384.07
0000014398	08/18/17	DELL COMPUTER CORPORATION	EQUIP TECH INSTR < 4900	OFFICE OFTHE VP INSTRUCT	1,899.62



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0000014400	08/21/17	COUNTY BURNER & MACHINERY CORP	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	1,268.23
0000014406	08/21/17	AIRGAS WEST	INSTR SUPPL/MATERIALS	WELDING	4,772.96
0000014409	08/21/17	BUDDY'S ALL STARS	INSTR SUPPL/MATERIALS	ATHLETICS DEPARTMENT	40,000.00
0000014412	08/21/17	CDW GOVERNMENT	EQUIP TECH NONINSTR < 5000	STUDENT HEALTH SERVICES	1,978.99
0000014415	08/21/17	TELESTREAM INC	SOFTWARE UNDER \$5,000.00	TTIP SOUTH	1,934.28
0000014424	08/22/17	SCRIP-SAFE	PRINTING	ENROLLMENT SVCS DIRECTOR	7,453.25
0000014426	08/22/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	OFFICE OF THE VP INSTRUCT	2,000.00
0000014428	08/22/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	SUPINTDT/PRESIDENT'S OFF	3,000.00
0000014429	08/22/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	WELLNESS CENTER	3,000.00
0000014432	08/22/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	VATEA	500.00
0000014439	08/22/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	PERFORMING ARTS DEPARTME	7,594.24
0000014440	08/22/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	PERFORMING ARTS DEPARTME	816.00
0000014441	08/22/17	HIDDEN VALLEY STEEL & SCRAP INC	INSTR SUPPL/MATERIALS	WELDING	3,554.05
0000014444	08/22/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	PERFORMING ARTS DEPARTME	6,228.00
0000014445	08/22/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	PERFORMING ARTS DEPARTME	2,888.00
0000014446	08/22/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	PERFORMING ARTS DEPARTME	3,508.00
0000014447	08/22/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	TTIP SOUTH	5,000.00
0000014449	08/22/17	DELL COMPUTER CORPORATION	EQ INSTR ADD 1K-4999; GUNS;CPU	ADULT ED BLOCK GRANT DEP	1,899.62
0000014450	08/22/17	DELL COMPUTER CORPORATION	EQ INSTR ADD 1K-4999; GUNS;CPU	ADULT ED BLOCK GRANT DEP	1,899.62
0000014456	08/22/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	OFFICE OF VP STUDENT SVC	5,000.00
0000014457	08/22/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	MATRICULATION DEPARTMEN	5,000.00
0000014459	08/22/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	TTIP SOUTH	10,000.00
0000014464	08/23/17	TEAMWORK PROMOTIONAL ADVERTISING	ADVERTISE NOT REQ BY LAW	FINANCIAL AID & SCHOLARS	3,000.00
0000014468	08/23/17	LIGHTWERKS	POSTAGE	MATH & NAT HLTH SCI DIVD	45.00
0000014468	08/23/17	LIGHTWERKS	SOFTWARE LICENSING FEES	MATH & NAT HLTH SCI DIVD	14,807.89



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0000014472	08/23/17	MAMAVA INC	EQUIP NONINSTR, 5K OR MORE	STUDENT HEALTH SERVICES	66,912.75
0000014476	08/24/17	LA GRINDING CO	NONINSTR SUPPLIES/MATERIALS	BUSINESS SERVICES DEPART	466.75
0000014491	08/24/17	SCANTRON	EQUIP INSTR, REPL 1K - 4999	ECONOMICS,HIST,POLSCI DE	2,978.36
0000014492	08/24/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	EDUCATIONAL TELEVISION	250.00
0000014493	08/24/17	APPLE COMPUTER INC	EQUIP TECH INSTR 5K OR MORE	MEDIA STUDIES DEPARTMENT	6,207.92
0000014502	08/28/17	BRILLIANT MARKETING IDEAS INC	NONINSTR SUPPLIES/MATERIALS	TRIO-UPWARD BOUND	475.18
0000014502	08/28/17	BRILLIANT MARKETING IDEAS INC	NONINSTR SUPPLIES/MATERIALS	TRIO-UPWARD BOUND	475.18
0000014504	08/28/17	BRILLIANT MARKETING IDEAS INC	NONINSTR SUPPLIES/MATERIALS	GEAR UP	5,573.07
0000014509	08/29/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	HEA TRIO	23,000.00
0000014510	08/29/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	HEA TRIO	25,000.00
0000014513	08/29/17	HP INC	NONINSTR SUPPLIES/MATERIALS	HEA TRIO	519.00
0000014523	08/29/17	BRILLIANT MARKETING IDEAS INC	NONINSTR SUPPLIES/MATERIALS	HEA TRIO	10,000.00
0000014529	08/30/17	CART MART INC	EQUIP NONINSTR, 5K OR MORE	INSTITUTIONAL	38,906.37
0000014530	08/30/17	CART MART INC	EQUIP NONINSTR, 5K OR MORE	INSTITUTIONAL	9,937.46
0000014531	08/30/17	ADVENTURE IN ADVERTISING	NONINSTR SUPPLIES/MATERIALS	TRIO EDUC OPPORTUNITY CE	3,693.35
0000014535	08/30/17	BRILLIANT MARKETING IDEAS INC	NONINSTR SUPPLIES/MATERIALS	TRIO EDUC OPPORTUNITY CE	4,000.00
0000014539	08/31/17	ADVENTURE IN ADVERTISING	NONINSTR SUPPLIES/MATERIALS	TRIO EDUC OPPORTUNITY CE	4,000.00
0000014542	08/31/17	PARTNERS IN LEARNING INC	NONINSTR SUPPLIES/MATERIALS	GEAR UP	790.08
0000014545	08/31/17	OFFICE DEPOT BUSINESS SERV	INSTR SUPPL/MATERIALS	CHILD DEVELOPMENT	500.00
0000014546	08/31/17	CHANNING BETE COMPANY INC	EQ INSTR ADD 1K-4999; GUNS;CPU	EMERGENCY MEDICAL ED	4,105.00
0000014553	08/31/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	FISCAL SERVICES DEPARTMN	7,000.00
0000014555	08/31/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	STRONG WORKFORCE	3,000.00
0000014556	08/31/17	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	CAMPUS POLICE	3,750.00

*Subtotal for Equipment and Supplies* 985,889.68

Advertising/Increases



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0000014310	08/14/17	LATINO BOOK & FAMILY FESTIVAL	ADVERTISE NOT REQ BY LAW	PUBLIC AFFAIRS OFFICE	100.00
0000014328	08/15/17	MARINE CORPS COMMUNITY SERVICES #0140	ADVERTISE NOT REQ BY LAW	STRONG WORKFORCE	17,197.50
0000014551	08/31/17	CLEAR CHANNEL OUTDOOR INC	ADVERTISE NOT REQ BY LAW	PUBLIC AFFAIRS OFFICE	22,700.00
0000014554	08/31/17	VISTA CHAMBER OF COMMERCE	ADVERTISE NOT REQ BY LAW	PUBLIC AFFAIRS OFFICE	660.00
<i>Subtotal for Advertising/Increases</i>					40,657.50
<b>Agreements/Services</b>					
0000013924	07/03/17	ACCO ENGINEERED SYSTEMS INC	REPAIR/MAINT NONINSTR EQUIP	BUILDING SERVICES	28,416.00
0000014087	07/19/17	VORTEX INC	BUILDING CONSTRUCTIONS	STUDENT HEALTH SERVICES	1,691.00
0000014104	07/21/17	AUTOMATED POWER	MAINT AGR, EQUIP	INSTL OBLIGATIONS INFO S	15,894.06
0000014106	07/21/17	ACCESSIBILITYOZ INC	INDEPENDENT CONTRACTOR	TTIP SOUTH	6,000.00
0000014121	07/24/17	ACCO ENGINEERED SYSTEMS INC	REPAIR/MAINT NONINSTR EQUIP	BUILDING SERVICES	18,580.00
0000014137	07/26/17	COAEMSP	MEMBERSHIP, DISTRICT	EMERGENCY MEDICAL ED	1,700.00
0000014169	07/31/17	PEAK TRAINING SOLUTIONS INC	INSTR SUPPL/MATERIALS	EMERGENCY MEDICAL ED	1,020.00
0000014172	07/31/17	QUEST DIAGNOSTICS	OTHER PERSONAL/CONSULT SVCS	STUDENT HEALTH SERVICES	4,600.00
0000014173	07/31/17	METRO FIRE & SAFETY INC	MAINT AGR, EQUIP	INSTL OBLIGATIONS FACILI	750.00
0000014174	07/31/17	METRO FIRE & SAFETY INC	MAINT AGR, EQUIP	INSTL OBLIGATIONS FACILI	5,500.00
0000014177	08/01/17	MCBAIN SYSTEMS	REPAIR/MAINT NONINSTR EQUIP	STUDENT HEALTH SERVICES	620.00
0000014179	08/01/17	GAMA, RAMIRO	REPAIR/MAINT NONINSTR EQUIP	CAMPUS POLICE	3,000.00
0000014184	08/01/17	COLLEGE HEALTH SERVICES	SFTW NONINSTR 5K OR MORE-M/M&L	STUDENT HEALTH SERVICES	6,250.00
0000014187	08/01/17	COMPETITIVE EDGE SOFTWARE INC	REPAIR/MAINT NONINSTR EQUIP	CAMPUS POLICE	10,200.00
0000014189	08/01/17	ACADEMIC SUCCESS PRESS, INC	LICENSING FEE	MATH & NAT HLTH SCI DIVD	3,000.00
0000014190	08/01/17	HOSPITAL ASSN. OF SAN DIEGO & IMPERIAL C	MEMBERSHIP, DISTRICT	NURSING EDUCATION	800.00
0000014191	08/01/17	CAMAYAK	SOFTWARE LICENSING FEES	MEDIA STUDIES DEPARTMENT	1,300.00
0000014192	08/01/17	LIEBERT CASSIDY WHITMORE	MEMBERSHIP, DISTRICT	OFFICE,VP HUMAN RESRCSVC	4,295.50
0000014193	08/01/17	CODESP	MEMBERSHIP, DISTRICT	OFFICE,VP HUMAN RESRCSVC	2,050.00



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0000014194	08/01/17	NCMPR	MEMBERSHIP, EMPLOYEE	PUBLIC AFFAIRS OFFICE	650.00
0000014196	08/01/17	SAN MARCOS UNIFIED SCHOOL DISTRICT	RENT/LEASE LAND/BLDGS	NURSING EDUCATION	53.88
0000014197	08/01/17	RAYMOND ALLYN BUSINESS SUPPLY	EQ NONIN ADD 1K-4999; GUNS;CPU	ENVIRONMENTAL HLTH&SAFTY	10,000.00
0000014205	08/01/17	NEWLEAF CALIFORNIA LLC	OTHER PERSONAL/CONSULT SVCS	PROFESSNL DEV/FLEX CALND	4,200.00
0000014206	08/01/17	HUMANSIZE	OTHER PERSONAL/CONSULT SVCS	ENVIRONMENTAL HLTH&SAFTY	10,000.00
0000014209	08/01/17	G SCHIRMER INC	RENT FILMS	PERFORMING ARTS DEPARTME	624.96
0000014210	08/02/17	AUDIOMETRICS	REPAIR/MAINT NONINSTR EQUIP	STUDENT HEALTH SERVICES	368.00
0000014217	08/02/17	CI INC	FINGERPRINTING	INSTITUTIONAL	7,350.00
0000014219	08/02/17	NCCEP	MEMBERSHIP, EMPLOYEE	GEAR UP	500.00
0000014219	08/02/17	NCCEP	MEMBERSHIP, EMPLOYEE	GEAR UP	3,500.00
0000014221	08/02/17	VAVRINEK TRINE DAY & COMPANY	AUDIT	INSTL OBLIGATIONS FISCAL	13,450.00
0000014224	08/02/17	VORTEX INC	BUILDING CONSTRUCTIONS	STUDENT HEALTH SERVICES	1,931.00
0000014228	08/03/17	DEPT OF FORESTRY AND FIRE PROTECTION	INSTR SUPPL/MATERIALS	FIRE TECHNOLOGY	11,000.00
0000014229	08/03/17	KEENAN & ASSOCIATES	OTHER PERSONAL/CONSULT SVCS	ENVIRONMENTAL HLTH&SAFTY	1,308.00
0000014232	08/03/17	RED HAWK FIRE & SECURITY	REPAIR/MAINT NONINSTR EQUIP	INSTL OBLIGATIONS FACILI	20,000.00
0000014233	08/03/17	STERICYCLE INC	WASTE DISPOSAL, HAZARDOUS	INSTL OBLIGATIONS FACILI	65,000.00
0000014235	08/03/17	STERICYCLE INC	WASTE DISPOSAL, HAZARDOUS	INSTL OBLIGATIONS FACILI	5,000.00
0000014236	08/03/17	SAFETY-KLEEN CORPORATION	WASTE DISPOSAL, HAZARDOUS	INSTL OBLIGATIONS FACILI	15,000.00
0000014238	08/03/17	AMERICAN MESSAGING	RENT/LEASE EQUIPMENT	NURSING EDUCATION	1,734.30
0000014239	08/03/17	SAN MARCOS GLASS	REPAIR/MAINT BLDGS	BUILDING SERVICES	7,000.00
0000014240	08/03/17	SIMPLEXGRINNELL LP	REPAIR/MAINT BLDGS	INSTL OBLIGATIONS FACILI	5,695.39
0000014241	08/03/17	CART MART INC	REPAIR/MAINT NONINSTR EQUIP	WAREHOUSE	3,200.00
0000014244	08/03/17	KURT'S CAMERA REPAIR INC	REPAIR/MAINT INSTR EQUIP	MEDIA STUDIES DEPARTMENT	1,000.00
0000014247	08/03/17	DIABLO VALLEY COLLEGE	MAINT AGR, SOFTWARE	COMPUTER SCI & INFO TECH	300.00
0000014249	08/03/17	NANPOR INC	INDEPENDENT CONTRACTOR	CAMPUS POLICE	27,000.00





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0000014250	08/03/17	WMK OFFICE SAN DIEGO LLC	EQ NONIN ADD 1K-4999; GUNS;CPU	STUDENT HEALTH SERVICES	789.48
0000014251	08/03/17	VERIZON WIRELESS - SD	INTERNET ACCESS	CAMPUS POLICE	1,356.00
0000014253	08/03/17	DRAMATIC PUBLISHING	SHIPPING/HANDLING CHARGES	THEATRE ARTS	26.34
0000014253	08/03/17	DRAMATIC PUBLISHING	BOOKS/MAGAZINES/PERIODICALS	THEATRE ARTS	343.08
0000014253	08/03/17	DRAMATIC PUBLISHING	LICENSING FEE	THEATRE ARTS	603.40
0000014255	08/03/17	SAMUEL FRENCH INC	BOOKS/MAGAZINES/PERIODICALS	THEATRE ARTS	212.16
0000014255	08/03/17	SAMUEL FRENCH INC	LICENSING FEE	THEATRE ARTS	525.00
0000014259	08/03/17	AMERICAN TECHNOLOGIES INC	INDEPENDENT CONTRACTOR	EMERGENCY OPS (EMRGNCY R	8,500.00
0000014261	08/04/17	SHRED-IT USA	INDEPENDENT CONTRACTOR	LANG & LIT DIV DEAN	919.00
0000014263	08/07/17	SARS SOFTWARE PRODUCTS INC	SOFTWARE LICENSING FEES	INSTL OBLIGATIONS INFO S	6,000.00
0000014264	08/07/17	ITC SYSTEMS	SOFTWARE LICENSING FEES	INSTL OBLIGATIONS INFO S	9,582.77
0000014265	08/07/17	ALTUM INC	SOFTWARE LICENSING FEES	DRAFTING TECHNOLOGY	1,875.00
0000014266	08/07/17	SUNILCHANDRA C PATEL	LAUNDRY/DRY CLEANING	CAMPUS POLICE	3,500.00
0000014268	08/07/17	CIL CONSULTING	INDEPENDENT CONTRACTOR	MATH & NAT HLTH SCI DIVD	155,000.00
0000014269	08/07/17	VISUAL STUDIO LIVE!	TRAVEL, CLASSIFIED EMPLOYEE	TTIP SOUTH	2,745.00
0000014270	08/07/17	SAN DIEGO MECHANICAL & ENERGY	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	24,983.00
0000014272	08/07/17	DIAMOND ENVIRONMENTAL SERVICES LLC	SEWAGE	INSTL OBLIGATIONS FACILI	3,000.00
0000014273	08/07/17	SCHAEFFER & SON PEST CONTROL INC	PEST CONTROL	EARLY CHLDHOOD ED LAB SC	1,440.00
0000014279	08/08/17	NANPOR INC	SECURITY GUARD SERVICES	CAMPUS POLICE	1,987.50
0000014280	08/08/17	SCHAEFFER & SON PEST CONTROL INC	PEST CONTROL	EARLY CHLDHOOD ED LAB SC	120.00
0000014282	08/08/17	BMEA ENTERPRISES INC	EQ INSTR ADD 1K-4999; GUNS;CPU	EARLY CHLDHOOD ED LAB SC	1,538.39
0000014284	08/08/17	COLLICUTT ENERGY SEVICES INC	REPAIR/MAINT NONINSTR EQUIP	INSTL OBLIGATIONS FACILI	7,500.00
0000014285	08/08/17	HP INC	HARDWARE/SOFTWARE	GRAPHIC COMMUNICATION	2,195.02
0000014297	08/10/17	LEXIPOL LLC	STAFF DEVELOPMENT	CAMPUS POLICE	3,983.00
0000014300	08/10/17	WILLIAM M COURTLAND DBA IBSU.NET	INDEPENDENT CONTRACTOR	TTIP SOUTH	87,000.00



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0000014301	08/10/17	BSN SPORTS LLC	REPAIR/MAINT NONINSTR EQUIP	BUILDING SERVICES	4,075.00
0000014303	08/10/17	HIDDEN VALLEY PUMP SYSTEM INC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	23,774.00
0000014306	08/10/17	SWANER HARDWOODS	INSTR SUPPL/MATERIALS	CABINET & FURNITURE TECH	2,500.00
0000014307	08/10/17	PUMP ENGINEERING COMPANY	MAINT AGR, EQUIP	CABINET & FURNITURE TECH	4,398.84
0000014308	08/10/17	YALE/CHASE MATERIALS HANDLING INC	MAINT AGR, EQUIP	CABINET & FURNITURE TECH	450.00
0000014312	08/14/17	SURERIDE CHARTER INC	RENT TRANSPORTATION	ATHLETICS DEPARTMENT	13,184.00
0000014315	08/14/17	INCEPTIA	OTHER PERSONAL/CONSULT SVCS	FINANCIAL AID & SCHOLARS	3,500.00
0000014316	08/14/17	STERILIZER TECHNICAL SPECIALISTS INC	MAINT AGR, EQUIP	BIOLOGY DEPARTMENT	1,364.00
0000014317	08/14/17	CENTREPOINTE GROUP INC, THE	OTHER PERSONAL/CONSULT SVCS	PROFESSNL DEV/FLEX CALND	1,500.00
0000014318	08/14/17	DALY, ALAN J	OTHER PERSONAL/CONSULT SVCS	PROFESSNL DEV/FLEX CALND	3,000.00
0000014319	08/14/17	VALLEY ROSE PROPERTIES LP	RENT/LEASE LAND/BLDGS	GEAR UP	1,683.00
0000014325	08/15/17	CITY OF SAN DIEGO	STAFF DEVELOPMENT	EMERGENCY OPS (EMRGNCY R	5,000.00
0000014327	08/15/17	CARACAL ENTERPRISES LLC	MAINT AGR, EQUIP	CAMPUS POLICE	11,605.00
0000014329	08/15/17	CCPRO	MEMBERSHIP, EMPLOYEE	PUBLIC AFFAIRS OFFICE	180.00
0000014331	08/15/17	SOUTHERN CALIFORNIA FOOTBALL ASSN.	MEMBERSHIP, DISTRICT	GENERAL LEDGER CONTROL	366.66
0000014331	08/15/17	SOUTHERN CALIFORNIA FOOTBALL ASSN.	MEMBERSHIP, DISTRICT	ATHLETICS DEPARTMENT	1,833.34
0000014332	08/15/17	GUAJOME REGIONAL PARK	RENT FIELDS	ATHLETICS DEPARTMENT	530.00
0000014333	08/15/17	ESCONDIDO UNION HIGH SCHOOL DISTRICT	RENT FIELDS	ATHLETICS DEPARTMENT	10,125.00
0000014334	08/15/17	TERESA M WARD	INDEPENDENT CONTRACTOR	TTIP SOUTH	35,000.00
0000014335	08/15/17	STERILIZER TECHNICAL SPECIALISTS INC	MAINT AGR, EQUIP	BIOLOGY DEPARTMENT	750.00
0000014336	08/15/17	PRO AUDIO VIDEO INC	INDEPENDENT CONTRACTOR	TTIP SOUTH	40,000.00
0000014337	08/15/17	MARQUEZ, VERONICA	INDEPENDENT CONTRACTOR	TTIP SOUTH	32,000.00
0000014338	08/15/17	TRECHA, ANDREW	INDEPENDENT CONTRACTOR	TTIP SOUTH	82,000.00
0000014339	08/15/17	METRO MEDIA PRODUCTIONS	INDEPENDENT CONTRACTOR	TTIP SOUTH	15,000.00



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0000014346	08/16/17	WORKPLACE SERVICES INC	REPAIR/MAINT BLDGS	EARLY CHLDHOOD ED LAB SC	455.18
0000014348	08/16/17	HSV CONSULTING	INDEPENDENT CONTRACTOR	GOVERNING BOARD	2,511.10
0000014353	08/16/17	MULTIN ELECTRIC INC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	16,250.00
0000014354	08/16/17	ACCO ENGINEERED SYSTEMS INC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	17,250.00
0000014355	08/16/17	MATHESON GAS	REPAIR/MAINT BLDGS	METAL FABRICATION SERVIC	1,250.00
0000014359	08/17/17	REGENTS OF THE UNIVERSITY OF CALIFORNIA	TRAVEL WITH STUDENT	GEAR UP	585.00
0000014360	08/17/17	REGENTS OF THE UNIVERSITY OF CALIFORNIA	TRAVEL WITH STUDENT	GEAR UP	360.00
0000014362	08/17/17	MENDEZ, ROBERTO V	FOOD FOR MEETINGS	GEAR UP	377.13
0000014366	08/17/17	MEHRAN TABIBIAN	FOOD FOR MEETINGS	HEA TRIO	375.28
0000014372	08/17/17	CALIFORNIA STATE UNIVERSITY SAN MARCOS	NONINSTR SUPPLIES/MATERIALS	GEAR UP	415.00
0000014372	08/17/17	CALIFORNIA STATE UNIVERSITY SAN MARCOS	OTHER PERSONAL/CONSULT SVCS	GEAR UP	1,150.00
0000014372	08/17/17	CALIFORNIA STATE UNIVERSITY SAN MARCOS	RENT/LEASE LAND/BLDGS	GEAR UP	2,190.00
0000014372	08/17/17	CALIFORNIA STATE UNIVERSITY SAN MARCOS	FOOD FOR MEETINGS	GEAR UP	6,458.54
0000014380	08/17/17	FASTENAL CO	INSTR SUPPL/MATERIALS	DIESEL MECHANIC TECH T&I	1,000.00
0000014384	08/18/17	AAHHE	MEMBERSHIP, DISTRICT	GOVERNING BOARD	2,000.00
0000014385	08/18/17	CCLC	MEMBERSHIP, DISTRICT	GOVERNING BOARD	28,139.00
0000014386	08/18/17	CUPA-HR	MEMBERSHIP, DISTRICT	GOVERNING BOARD	2,290.00
0000014387	08/18/17	NASFAA	MEMBERSHIP, DISTRICT	GOVERNING BOARD	3,513.00
0000014388	08/18/17	CCCAA	MEMBERSHIP, DISTRICT	GOVERNING BOARD	12,650.00
0000014389	08/18/17	NISOD	MEMBERSHIP, DISTRICT	GOVERNING BOARD	1,145.00
0000014390	08/18/17	SOCIETY FOR COLLEGE AND	MEMBERSHIP, DISTRICT	GOVERNING BOARD	395.00
0000014391	08/18/17	ASSOCIATION FOR INSTITUTIONAL RESEARCH	MEMBERSHIP, DISTRICT	GOVERNING BOARD	140.00



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0000014392	08/18/17	ACCJC	MEMBERSHIP, DISTRICT	GOVERNING BOARD	36,895.00
0000014393	08/18/17	SDICCCA	MEMBERSHIP, DISTRICT	GOVERNING BOARD	4,000.00
0000014394	08/18/17	J&S POWER CLEANING SERVICES INC	JANITORIAL SERVICES	CUSTODIAL SERVICES	1,890.00
0000014395	08/18/17	CALIFORNIA ASSOCIATION OF LATINO	MEMBERSHIP, DISTRICT	GOVERNING BOARD	300.00
0000014396	08/18/17	CITY OF SAN MARCOS	RENT/LEASE LAND/BLDGS	FISCAL SERVICES DEPARTMN	172,075.00
0000014397	08/18/17	IBM CORPORATION	MAINT AGR, SOFTWARE	INSTL OBLIGATIONS INFO S	15,010.00
0000014399	08/21/17	COMPUTERLAND OF SILICON VALLEY	SOFTWARE LICENSING FEES	INSTL OBLIGATIONS INFO S	96,642.00
0000014402	08/21/17	CALIFORNIA ORGANIZATION OF ASSOCIATE	MEMBERSHIP, DISTRICT	NURSING EDUCATION	100.00
0000014403	08/21/17	DELL COMPUTER CORPORATION	EQ NONIN ADD 1K-4999; GUNS;CPU	GEAR UP	7,148.91
0000014407	08/21/17	PARKHOUSE TIRE INC	REPAIR/MAINT NONINSTR EQUIP	FACILITIES DEPARTMENT	1,000.00
0000014411	08/21/17	VERTIV SERVICES INC	MAINT AGR, EQUIP	EDUCATIONAL TELEVISION	4,661.00
0000014413	08/21/17	SCANTRON	MAINT AGR, EQUIP	GENERAL LEDGER CONTROL	89.49
0000014413	08/21/17	SCANTRON	MAINT AGR, EQUIP	ADULT ED BLOCK GRANT DEP	268.51
0000014414	08/21/17	ACCURATE SECURITY PROS INC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	2,260.46
0000014425	08/22/17	RANCHO BERNARDO CORPORATE CTR	REPAIR/MAINT BLDGS	OFFICE,VP ADMINISTRATIV	46,072.44
0000014427	08/22/17	AIR POLLUTION CONTROL DISTRICT	REPAIR/MAINT BLDGS	INSTL OBLIGATIONS FACILI	2,000.00
0000014430	08/22/17	METRO MEDIA PRODUCTIONS	INDEPENDENT CONTRACTOR	TTIP SOUTH	40,000.00
0000014438	08/22/17	PACIFIC PLUMBING SPECIALTIES INC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	4,428.30
0000014442	08/22/17	AELOTT AIR CONDITIONING	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	1,920.00
0000014443	08/22/17	WINDHAUSEN MARKETING LLC	INDEPENDENT CONTRACTOR	TTIP SOUTH	150,000.00
0000014448	08/22/17	URBAN CORPS OF SAN DIEGO COUNTY	MAINTENANCE, GROUNDS	FACILITIES DEPARTMENT	14,400.00
0000014451	08/22/17	URBAN CORPS OF SAN DIEGO COUNTY	MAINTENANCE, GROUNDS	OFFICE,VP ADMINISTRATIV	14,400.00
0000014452	08/22/17	URBAN CORPS OF SAN DIEGO COUNTY	MAINTENANCE, GROUNDS	GROUNDS SERVICES	108,150.00
0000014453	08/22/17	URBAN CORPS OF SAN DIEGO COUNTY	MAINTENANCE, GROUNDS	OFFICE,VP ADMINISTRATIV	14,400.00
0000014454	08/22/17	CCLC	MEMBERSHIP, DISTRICT	GOVERNING BOARD	2,000.00



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0000014455	08/22/17	LOW VOLTAGE INTEGRATED SYSTEMS INC	REPAIR/MAINT BLDGS	INSTL OBLIGATIONS FACILI	3,418.00
0000014460	08/22/17	BAGHOUSE & INDUSTRIAL SHEET	REPAIR/MAINT INSTR EQUIP	BUILDING SERVICES	2,300.00
0000014462	08/22/17	HMC GROUP	ARCHITECTURE/ENGINEER FEE	FACILITIES DEPARTMENT	78,490.00
0000014463	08/23/17	REWARD STRATEGY GROUP INC	INDEPENDENT CONTRACTOR	OFFICE,VP HUMAN RESRCSVC	163,050.00
0000014465	08/23/17	PACIFIC COAST ATHLETIC CONFERENCE	MEMBERSHIP, DISTRICT	ATHLETICS DEPARTMENT	8,479.00
0000014470	08/23/17	INTEGRATED SECURITY HOLDINGS GROUP LLC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	3,969.52
0000014471	08/23/17	ARAMARK SERVICES	SUPPLIES, FOOD SERVICES	OFFICE OF VP STUDENT SVC	20,000.00
0000014473	08/23/17	STANLEY STEEMER CARPET CLEANER	REPAIR/MAINT BLDGS	COUNSELING SERVICES	236.00
0000014474	08/23/17	ONE DIVERSIFIED LLC	REPAIR/MAINT BLDGS	BUILDING SERVICES	750.00
0000014479	08/24/17	AMERICAN BATTERY SUPPLY	REPAIR/MAINT NONINSTR EQUIP	ELECTRICAL	3,000.00
0000014483	08/24/17	DOOR SERVICE & REPAIR INC	REPAIR/MAINT NONINSTR EQUIP	BUILDING SERVICES	1,000.00
0000014484	08/24/17	FRONTIER FENCE COMPANY INC	REPAIR/MAINT NONINSTR EQUIP	BUILDING SERVICES	1,500.00
0000014485	08/24/17	SITEONE LANDSCAPE SUPPLY HOLDING LLC	NONINSTR SUPPLIES/MATERIALS	GROUNDS SERVICES	2,000.00
0000014486	08/24/17	RDO EQUIPMENT COMPANY	NONINSTR SUPPLIES/MATERIALS	GROUNDS SERVICES	2,000.00
0000014487	08/24/17	LAWNMOVERS PLUS INC	NONINSTR SUPPLIES/MATERIALS	GROUNDS SERVICES	500.00
0000014488	08/24/17	OTIS ELEVATOR COMPANY	REPAIR/MAINT BLDGS	INSTL OBLIGATIONS FACILI	15,000.00
0000014489	08/24/17	AIRGAS WEST	NONINSTR SUPPLIES/MATERIALS	GROUNDS SERVICES	500.00
0000014490	08/24/17	NETWRIX CORPORATION	MAINT AGR, SOFTWARE	GENERAL LEDGER CONTROL	1,000.05
0000014490	08/24/17	NETWRIX CORPORATION	MAINT AGR, SOFTWARE	INSTL OBLIGATIONS INFO S	4,999.83
0000014494	08/25/17	ALL STAR SIGNS INC	REPAIR/MAINT NONINSTR EQUIP	BUILDING SERVICES	1,639.22
0000014495	08/25/17	THE CHARETTE GROUP LLC	INDEPENDENT CONTRACTOR	MATRICULATION DEPARTMEN	45,000.00
0000014496	08/28/17	RUFFALO NOEL LEVITZ	SOFTWARE LICENSING FEES	HEA TRIO	1,000.00
0000014497	08/28/17	LGSUBS	FOOD FOR MEETINGS	GEAR UP	2,000.00
0000014499	08/28/17	COMPASS ENERGY SOLUTIONS LP	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	17,675.00



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<u>PO #</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Category</u>	<u>Department</u>	<u>Amount</u>
0000014500	08/28/17	VORTEX INC	REPAIR/MAINT NONINSTR EQUIP	BUILDING SERVICES	1,000.00
0000014501	08/28/17	INTEGRATED SECURITY HOLDINGS GROUP LLC	REPAIR/MAINT NONINSTR EQUIP	BUILDING SERVICES	3,000.00
0000014503	08/28/17	OSML	INDEPENDENT CONTRACTOR	MATH & NAT HLTH SCI DIVD	3,680.00
0000014506	08/28/17	TRIED & TRUE TUTORING LLC	OTHER PERSONAL/CONSULT SVCS	GEAR UP	19,320.00
0000014508	08/28/17	SHARI BAURLE GREEN	INDEPENDENT CONTRACTOR	TTIP SOUTH	5,500.00
0000014511	08/29/17	ZOOM VIDEO COMMUNICATIONS INC	INDEPENDENT CONTRACTOR	TTIP SOUTH	10,000.00
0000014512	08/29/17	CUTTING EDGE AUDIO GROUP LLC	MAINT AGR, EQUIP	EDUCATIONAL TELEVISION	2,000.00
0000014514	08/29/17	NORR, JAMES	REPAIR/MAINT INSTR EQUIP	MEDIA STUDIES DEPARTMENT	800.00
0000014516	08/29/17	CALIFORNIA SPORTS ENTERPRISES INC	FOOD FOR MEETINGS	GEAR UP	333.06
0000014517	08/29/17	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY	MEMBERSHIP, DISTRICT	GOVERNING BOARD	6,473.35
0000014518	08/29/17	DEAF COMMUNITY SERVICES	INDEPENDENT CONTRACTOR	DRC	41,000.00
0000014519	08/29/17	CI INC	FINGERPRINTING	GEAR UP	1,225.00
0000014520	08/29/17	STUDY SMART TUTORS INC	OTHER PERSONAL/CONSULT SVCS	GEAR UP	1,500.00
0000014524	08/29/17	OPEN SOURCE MAKER LABS DBA OSML	INDEPENDENT CONTRACTOR	MATH & NAT HLTH SCI DIVD	6,427.85
0000014526	08/30/17	ARBITERSPORTS LLC	ATHLETIC OFFICIALS FEES	ATHLETICS DEPARTMENT	15,000.00
0000014527	08/30/17	SOFTERWARE INC	MAINT AGR, SOFTWARE	EARLY CHLDHOOD ED LAB SC	3,600.00
0000014532	08/30/17	STUDY SMART TUTORS INC	OTHER PERSONAL/CONSULT SVCS	HEA TRIO	2,500.00
0000014538	08/30/17	COMPUTERLAND OF SILICON VALLEY	SOFTWARE LICENSING FEES	NURSING EDUCATION	224.00
0000014540	08/31/17	WESS TRANSPORTATION SERVICES INC	TRAVEL WITH STUDENT	HEA TRIO	2,088.84
0000014541	08/31/17	DEAF COMMUNITY SERVICES	INDEPENDENT CONTRACTOR	OFFICE, VP HUMAN RESRCSVC	10,000.00
0000014544	08/31/17	ORACLE AMERICA INC	MAINT AGR, SOFTWARE	INSTL OBLIGATIONS INFO S	5,321.61
0000014547	08/31/17	SAGE BUSINESS & PUBLICATION LLC	INDEPENDENT CONTRACTOR	APPRENTICESHIP TRAINING	65,000.00
0000014548	08/31/17	ORACLE AMERICA INC	MAINT AGR, SOFTWARE	INSTL OBLIGATIONS INFO S	38,555.35
0000014550	08/31/17	VAVRINEK TRINE DAY & COMPANY	AUDIT	INSTL OBLIGATIONS FISCAL	65,500.00





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<i>Subtotal for Agreements/Services</i>					2,481,641.09
Annual Maintenance/Service Agreements					
0000014143	07/26/17	L W BLACKINTON AND ASSOC INC	MAINT AGR, EQUIP	PERFORMING ARTS DEPARTME	3,815.90
0000014176	08/01/17	UNIFIRST CORP	LAUNDRY/DRY CLEANING	FACILITIES DEPARTMENT	306.52
0000014176	08/01/17	UNIFIRST CORP	LAUNDRY/DRY CLEANING	ESCONDIDO CENTER	2,758.71
0000014214	08/02/17	UNIFIRST CORP	LAUNDRY/DRY CLEANING	BUILDING SERVICES	625.00
0000014216	08/02/17	UNIFIRST CORP	LAUNDRY/DRY CLEANING	CUSTODIAL SERVICES	7,500.00
0000014299	08/10/17	KONICA MINOLTA BUSINESS SOLUTIONS USA	MAINT AGR, EQUIP	BUSINESS SERVICES DEPART	46,008.00
0000014313	08/14/17	KONICA MINOLTA PREMIER FINANCE	RENT/LEASE EQUIPMENT	BUSINESS SERVICES DEPART	11,954.74
0000014314	08/14/17	KONICA MINOLTA PREMIER FINANCE	RENT/LEASE EQUIPMENT	CAMPUS POLICE	1,375.36
0000014340	08/16/17	UNIFIRST CORP	LAUNDRY/DRY CLEANING	STUDENT HEALTH SERVICES	650.00
0000014341	08/16/17	DS WATERS OF AMERICA	WATER	NURSING EDUCATION	48.00
0000014342	08/16/17	DS WATERS OF AMERICA	MAINT AGR, EQUIP	OFFICE,VP ADMINISTRATIV	48.00
0000014344	08/16/17	KONICA MINOLTA PREMIER FINANCE	RENT/LEASE EQUIPMENT	EARLY CHLDHOOD ED LAB SC	1,084.44
0000014347	08/16/17	DS WATERS OF AMERICA	NONINSTR SUPPLIES/MATERIALS	OFFICE,VP HUMAN RESRCSVC	250.00
0000014349	08/16/17	AIRGAS WEST	INSTR SUPPL/MATERIALS	WELDING	10,800.00
0000014350	08/16/17	AIRGAS WEST	OTHER PERSONAL/CONSULT SVCS	STUDENT HEALTH SERVICES	1,129.00
0000014351	08/16/17	AIRGAS WEST	RENT/LEASE EQUIPMENT	WELDING	7,308.00
0000014379	08/17/17	UNIFIRST CORP	INSTR SUPPL/MATERIALS	AUTOMOTIVE TECHNOLOGY T&	1,500.00
0000014401	08/21/17	KONECRANES INC	REPAIR/MAINT NONINSTR EQUIP	TRADE & INDUSTRY DEPARTM	2,540.00
0000014420	08/21/17	KNIGHT SECURITY & FIRE SYSTEMS	MAINT AGR, EQUIP	MEDIA STUDIES DEPARTMENT	286.00
0000014421	08/21/17	KNIGHT SECURITY & FIRE SYSTEMS	MAINT AGR, EQUIP	ART	286.00
0000014431	08/22/17	UNIFIRST CORP	INSTR SUPPL/MATERIALS	DIESEL MECHANIC TECH T&I	1,650.00
0000014435	08/22/17	KNIGHT SECURITY & FIRE SYSTEMS	INDEPENDENT CONTRACTOR	LANG & LIT DIV DEAN	308.00
0000014437	08/22/17	KNIGHT SECURITY & FIRE SYSTEMS	INDEPENDENT CONTRACTOR	LANG & LIT DIV DEAN	616.00



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0000014458	08/22/17	UNIFIRST CORP	INSTR SUPPL/MATERIALS	WELDING	250.00
0000014466	08/23/17	KONICA MINOLTA PREMIER FINANCE	RENT/LEASE EQUIPMENT	TRADE & INDUSTRY DEPARTM	1,084.44
0000014467	08/23/17	KONICA MINOLTA PREMIER FINANCE	RENT/LEASE EQUIPMENT	PERFORMING ARTS DEPARTME	1,065.82
0000014477	08/24/17	KONICA MINOLTA PREMIER FINANCE	RENT/LEASE EQUIPMENT	ADMINISTRATION OF JUSTIC	1,213.61
0000014480	08/24/17	KONICA MINOLTA PREMIER FINANCE	RENT/LEASE EQUIPMENT	FIRE TECHNOLOGY	1,065.82
0000014481	08/24/17	KONICA MINOLTA PREMIER FINANCE	RENT/LEASE EQUIPMENT	ADVANCEMENT OFFICE	1,282.14
0000014482	08/24/17	FITNESS WAREHOUSE USA INC	MAINT AGR, EQUIP	KINESIOLOGY	1,176.00
0000014482	08/24/17	FITNESS WAREHOUSE USA INC	MAINT AGR, EQUIP	WELLNESS CENTER	6,195.00
0000014507	08/28/17	KONECRANES INC	MAINT AGR, EQUIP	ART	1,420.00
0000014543	08/31/17	KNIGHT SECURITY & FIRE SYSTEMS	MAINT AGR, EQUIP	EDUCATIONAL TELEVISION	451.00
0000014549	08/31/17	ARAMARK UNIFORM & CAREER APPAREL LLC	LAUNDRY/DRY CLEANING	GRAPHIC COMMUNICATION	1,250.00
<i>Subtotal for Annual Maintenance/Service Agreements</i>					119,301.50
<b>Utilities</b>					
0000014345	08/16/17	CITY OF ESCONDIDO	WATER	EARLY CHLDHOOD ED LAB SC	3,000.00
<i>Subtotal for Utilities</i>					3,000.00
<b>Prop M - Bond Money</b>					
0000014185	08/01/17	ALLEN MATKINS LECK GAMBLE MALLORY &	LAWYERS' FEES	PROP M BOND	65,000.00
0000014208	08/01/17	LIGHTWERKS	EQUIP TECH NONINSTR < 5000	PROP M BOND	1,273.77
0000014246	08/03/17	CONSULTING & INSPECTION SERVICES, LLC	BLUEPRINT/INSPECTION SVCS	PROP M BOND	1,155.00
0000014248	08/03/17	CONSULTING & INSPECTION SERVICES, LLC	BLUEPRINT/INSPECTION SVCS	PROP M BOND	890.00
0000014256	08/03/17	BMEA ENTERPRISES INC	BUILDING CONSTRUCTIONS	PROP M BOND	2,020.31
0000014258	08/03/17	SPACESAVER INTERMOUNTAIN	EQ NONIN ADD 1K-4999; GUNS;CPU	PROP M BOND	591.57
0000014260	08/03/17	G/M BUSINESS INTERIORS OF SAN DIEGO LLC	EQ NONIN ADD 1K-4999; GUNS;CPU	PROP M BOND	44,900.61



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0000014302	08/10/17	HMC GROUP	ARCHITECTURE/ENGINEER FEE	PROP M BOND	940,048.00
0000014321	08/14/17	PCN3 INC	BUILDING CONSTRUCTIONS	PROP M BOND	81,720.35
0000014364	08/17/17	GEM INDUSTRIAL ELECTRIC INC	BUILDING CONSTRUCTIONS	PROP M BOND	25,000.00
0000014404	08/21/17	WPI-LAS POSAS/MISSION LLC	BUILDING CONSTRUCTIONS	PROP M BOND	1,100.00
0000014404	08/21/17	WPI-LAS POSAS/MISSION LLC	RENT/LEASE LAND/BLDGS	PROP M BOND	11,000.00
0000014405	08/21/17	SUN, ANDREW	BUILDING CONSTRUCTIONS	PROP M BOND	900.00
0000014405	08/21/17	SUN, ANDREW	RENT/LEASE LAND/BLDGS	PROP M BOND	9,000.00
0000014408	08/21/17	SAN MARCOS UNITED METHODIST CHURCH	BUILDING CONSTRUCTIONS	PROP M BOND	1,000.00
0000014408	08/21/17	SAN MARCOS UNITED METHODIST CHURCH	RENT/LEASE LAND/BLDGS	PROP M BOND	6,400.00
0000014433	08/22/17	TROXELL COMMUNICATIONS INC	EQUIP TECH NONINSTR < 5000	PROP M BOND	2,200.25
0000014434	08/22/17	LIGHTWERKS	EQUIP TECH NONINSTR < 5000	PROP M BOND	10,411.02
0000014436	08/22/17	SCHOOL CONSTRUCTION COMPLIANCE LLC	BUILDING CONSTRUCTIONS	PROP M BOND	7,500.00
0000014461	08/22/17	COMMUNITY BANK	BUILDING CONSTRUCTIONS	PROP M BOND	4,301.07
0000014469	08/23/17	HELIX ENVIRONMENTAL PLANNING INC	OTHER PERSONAL/CONSULT SVCS	PROP M BOND	13,200.00
0000014475	08/23/17	ANNE BENGE DBA CULTURA	EQ NONIN ADD 1K-4999; GUNS;CPU	PROP M BOND	9,537.37
0000014525	08/29/17	MULTIN ELECTRIC INC	BUILDING CONSTRUCTIONS	PROP M BOND	11,200.00
0000014537	08/30/17	CONSTRUCTION TESTING & ENGINEERING INC	BLUEPRINT/INSPECTION SVCS	PROP M BOND	7,500.00

Subtotal for Prop M - Bond Money 1,257,849.32

Total PO Count:	374
Total PO Amount:	\$4,888,339.09



## Purchase Orders \$50,000 or More Governing Board Report

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0000014163	07/27/17	DELL COMPUTER CORPORATION	EQUIP INSTR, 5K OR MORE	NUTRITION	64,676.08
0000014167	07/27/17	DELL COMPUTER CORPORATION	EQ INSTR ADD 1K-4999; GUNS;CPU	ADULT ED BLOCK GRANT DEP	67,084.50
0000014171	07/31/17	BOUND TREE MEDICAL LLC	INSTR SUPPL/MATERIALS	EMERGENCY MEDICAL ED	60,000.00
0000014185	08/01/17	ALLEN MATKINS LECK GAMBLE MALLORY &	LAWYERS' FEES	PROP M BOND	65,000.00
0000014233	08/03/17	STERICYCLE INC	WASTE DISPOSAL, HAZARDOUS	INSTL OBLIGATIONS FACILI	65,000.00
0000014268	08/07/17	CIL CONSULTING	INDEPENDENT CONTRACTOR	MATH & NAT HLTH SCI DIVD	155,000.00
0000014300	08/10/17	WILLIAM M COURTLAND DBA IBSU.NET	INDEPENDENT CONTRACTOR	TTIP SOUTH	87,000.00
0000014302	08/10/17	HMC GROUP	ARCHITECTURE/ENGINEER FEE	PROP M BOND	940,048.00
0000014304	08/10/17	KPG & ASSOCIATES	EQUIP TECH NONINSTR 5K OR MORE	MATRICULATION DEPARTMEN	53,000.00
0000014321	08/14/17	PCN3 INC	BUILDING CONSTRUCTIONS	PROP M BOND	81,720.35
0000014338	08/15/17	TRECHA, ANDREW	INDEPENDENT CONTRACTOR	TTIP SOUTH	82,000.00
0000014396	08/18/17	CITY OF SAN MARCOS	RENT/LEASE LAND/BLDGS	FISCAL SERVICES DEPARTMN	172,075.00
0000014399	08/21/17	COMPUTERLAND OF SILICON VALLEY	SOFTWARE LICENSING FEES	INSTL OBLIGATIONS INFO S	96,642.00
0000014443	08/22/17	WINDHAUSEN MARKETING LLC	INDEPENDENT CONTRACTOR	TTIP SOUTH	150,000.00
0000014452	08/22/17	URBAN CORPS OF SAN DIEGO COUNTY	MAINTENANCE, GROUNDS	GROUNDS SERVICES	108,150.00
0000014462	08/22/17	HMC GROUP	ARCHITECTURE/ENGINEER FEE	FACILITIES DEPARTMENT	78,490.00
0000014463	08/23/17	REWARD STRATEGY GROUP INC	INDEPENDENT CONTRACTOR	OFFICE,VP HUMAN RESRCSVC	163,050.00
0000014472	08/23/17	MAMAVA INC	EQUIP NONINSTR, 5K OR MORE	STUDENT HEALTH SERVICES	66,912.75
0000014547	08/31/17	SAGE BUSINESS & PUBLICATION LLC	INDEPENDENT CONTRACTOR	APPRENTICESHIP TRAINING	65,000.00
0000014550	08/31/17	VAVRINEK TRINE DAY & COMPANY	AUDIT	INSTL OBLIGATIONS FISCAL	65,500.00

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2017-2020**

This College and Career Access Pathways Partnership Agreement (CCAP) (hereinafter referred to as "Agreement") is between Palomar Community College District (hereinafter referred to as "PALOMAR") and Julian Union High School District (hereinafter referred to as "SCHOOL DISTRICT").

WHEREAS, the mission of PALOMAR includes providing educational programs and services that are responsive to the needs of the students and communities within the Palomar Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students who do not complete college credit while enrolled in high school; and

WHEREAS, Education Code § 76004(a) mandates that the AB 288 CCAP Partnership Agreement shall be for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education, preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness; and

WHEREAS, Education Code § 76004(d) requires that PALOMAR shall not provide physical education course opportunities to high school students as a part of a AB 288 CCAP Partnership Agreement or any other course opportunities that do not assist in the attainment of at least one of the aforementioned goals; and

WHEREAS, PALOMAR may limit enrollment in a community college course solely to eligible high school students if the college course is offered at a high school campus during the regular school day, or immediately before or after school, and the college course is offered pursuant to the AB 288 CCAP Partnership Agreement; and

WHEREAS, for the purposes of this Agreement, dual enrollment is defined as a PALOMAR instructor (herein referred to as instructor), approved through PALOMAR'S minimum qualifications processes and hired using the established Palomar College faculty hiring practices and department policies, teaching the college course on the SCHOOL DISTRICT campus location(s), to SCHOOL DISTRICT students in a closed campus setting.

NOW THEREFORE, PALOMAR and SCHOOL DISTRICT agree as follows:

**1. TERMS OF AGREEMENT**

1.1. The term of this Agreement shall be for three years, beginning on 6-30-17 and

ending on June 30, 2020, and requires renewal every three years by July 1, unless otherwise terminated in accordance with Section 14 (Cancellation and Termination) of this Agreement.

- 1.2. This Agreement outlines the terms of the CCAP. Education Code § 76004(c)(1) requires that this Agreement shall specify additional details regarding, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students (FTES) projected to be claimed by PALOMAR for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of students to benefit from those courses. This Agreement shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school students to enroll in community college courses.
- 1.3. Appendix A in this Agreement shall identify a point of contact for PALOMAR and SCHOOL DISTRICT as required by Education Code § 76004(c)(2).
- 1.4. Education Code § 76004(c)(3) requires that a copy of this Agreement shall be filed with the California Community Colleges Chancellor's Office before the start of the CCAP partnership.
- 1.5. Education Code § 76004(b) requires that the governing board of each district (PALOMAR and SCHOOL DISTRICT, at an open public meeting of that board, shall present the CCAP as an informational item, and, in a subsequent public meeting of that board, take comments from the public and approve or disapprove the proposed Agreement.
- 1.6. All PALOMAR courses offered at the SCHOOL DISTRICT must be approved in accordance with the policies and guidelines of PALOMAR and applicable laws.

## **2. CERTIFICATIONS**

- 2.1. This Agreement certifies that any PALOMAR instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Education Code § 87010 or as amended, or any controlled substance offense as defined in Education Code § 87011 or as amended.
- 2.2. This Agreement certifies that any community college instructor teaching a course at the SCHOOL DISTRICT has not displaced or resulted in the termination of an existing SCHOOL DISTRICT teacher.
- 2.3. This Agreement certifies that a qualified SCHOOL DISTRICT teacher teaching a course offered for college credit at the SCHOOL DISTRICT has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.



- 2.4. Education Code § 76004(k) mandates that PALOMAR certify the following:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at PALOMAR.
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement.
  - This Agreement is consistent with the core mission of PALOMAR pursuant to Education Code § 66010.4, and ensures that students participating in this Agreement will not lead to displacement of otherwise eligible adults at PALOMAR.
- 2.5. Per Education Code § 76004(n), any remedial (PALOMAR) course taught by PALOMAR instructors at the SCHOOL DISTRICT shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the SCHOOL DISTRICT.
- 2.6. Remediation courses as an intervention in the students' junior or senior year to ensure that the students are prepared for college-level work upon graduation shall involve collaborative effort between the SCHOOL DISTRICT and PALOMAR.
- 2.7. Education Code § 76004(l) mandates that the SCHOOL DISTRICT and PALOMAR comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the instructor teaching a CCAP Agreement course offered for high school credit. The faculty are hired using the established Palomar College faculty hiring practices and departmental policies.

### **3. RESPONSIBILITIES OF EACH PARTY**

- 3.1. Education Code § 76004(c)(2) requires that PALOMAR shall appoint a point of contact, to be specified in Appendix A of this Agreement, who will facilitate coordination and cooperation between PALOMAR and SCHOOL DISTRICT in conformity with PALOMAR policies and standards.
- 3.2. Education Code § 76004(c)(2) requires that the SCHOOL DISTRICT shall appoint a point of contact, to be specified in Appendix A of this Agreement, who will facilitate coordination and cooperation between SCHOOL DISTRICT and PALOMAR in conformity with SCHOOL DISTRICT policies and standards.
- 3.3. Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records, subject to federal and state privacy statutes.
- 3.4. Permanent records of student enrollment, attendance, grades and achievement will be maintained by PALOMAR for students who enroll in a course offered as part of this

Agreement. Permanent records of student attendance, grades and achievement for SCHOOL DISTRICT students shall be maintained by SCHOOL DISTRICT.

- 3.5. Education Code § 76004(t)(1) requires that an annual report be submitted to the California Community Colleges Chancellor's Office by PALOMAR and SCHOOL DISTRICT on the following information as specified in Appendix B of this agreement:
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
  - The total number of community college courses enrolled in by CCAP students by course category and type, and by school site.
  - The total number and percentage of successful course completions of CCAP students by course category and type, and by school site.
  - The total number of FTES generated by CCAP students.
- 3.6. The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a PALOMAR course offered as part of this Agreement will be specified in Appendix B. Costs will be approved by the SCHOOL DISTRICT prior to offering the courses.
- 3.7. PALOMAR will provide SCHOOL DISTRICT personnel with reasonable assistance, direction, and instruction in how to fulfill their responsibilities under this Agreement, including conducting appropriate student placement, outreach/recruitment activities, and compliance with PALOMAR policy and procedures and academic standards.
- 3.8. The SCHOOL DISTRICT shall certify that students participating in this Agreement shall have no less than 240 instructional minutes required to complete a minimum school day as pursuant to Education Code § 46141. Per Education Code § 46146(b), the minimum school day for a special part-time student as is 180 minutes. Per Education Code § 46146(c), students scheduled for 180 minutes generate a maximum of three-quarters of a minimum school day.
- 3.9. PALOMAR will be the employer of record for purposes of assignment monitoring and reporting to the county office of education for PALOMAR employees.

#### **4. CCAP AGREEMENT COURSES**

- 4.1. A list of courses offered as part of a CCAP Agreement either at PALOMAR or SCHOOL DISTRICT shall be jointly reviewed and approved for offering at the SCHOOL DISTRICT. The course outline of record is determined and reviewed by Palomar College faculty via the curriculum procedure at Palomar College.

- 4.2. PALOMAR is responsible for all college courses and educational programs offered as part of this Agreement, whether or not the course and educational program is offered on site at the SCHOOL DISTRICT or at PALOMAR.
- 4.3. The scope, nature, time, location, and listing of courses offered by PALOMAR shall be recorded in Appendix B of this Agreement.
- 4.4. PALOMAR will limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day, or immediately before or after school, and the community college course is offered pursuant to a CCAP Agreement per Education Code § 76004(o)(1).
- 4.5. Per Education Code § 76004(d), PALOMAR shall not provide, as a part of this CCAP or dual enrollment agreement, physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness.
- 4.6. Degree and certificate programs included in this CCAP agreement must be approved by the California Community College Chancellor's Office, and courses that make up the programs must be part of the approved programs, unless PALOMAR has received delegated authority to approve those courses separately.
- 4.7. Courses offered as part of this Agreement at the SCHOOL DISTRICT shall be listed in PALOMAR's catalog with the same department designations, course descriptions, numbers, titles, and credits. Courses offered as part of this Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated PALOMAR academic department.
- 4.8. Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to PALOMAR.
- 4.9. Courses offered as part of this Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on PALOMAR's campus and shall be in compliance with PALOMAR's academic standards.

## **5. PARTICIPATING STUDENTS**

- 5.1. SCHOOL DISTRICT shall determine the ability of students to benefit from courses in this Agreement. Criteria shall be based on academic readiness and the alignment of course content to student learning, educational goals, and career goals.

- 5.2. Eligible students may include underachieving students, those from groups underrepresented in higher education, those seeking a career technical education credential or certificate, those who may not already be college bound, and those who are seeking advanced studies while in high school.
- 5.3. High school students enrolled at a community college as special part-time students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per as long as the units constitute no more than four community college courses per term, are part of an academic program that is part of this Agreement, and are designed to award students with both a high school diploma and an associate degree or certificate or a credential. (Ed Code § 76004(p)).
- 5.4. High school students enrolled in courses offered through this Agreement classified as a special part-time (PALOMAR) student shall be exempt from community college fee requirements including student representation fee, nonresident tuition fees, transcript fees, course enrollment fees, apprenticeship course fees, and child development center fees. (Ed Code § 76004(q)).
- 5.5. High school students enrolled in a course offered through this Agreement shall not be assessed any fee that is prohibited by Education Code § 49010, including textbooks, supplies, materials, and equipment needed to participate in the course.
- 5.6. Students enrolled in PALOMAR courses offered as part of this Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement, grading, methods of assessment (e.g., papers, portfolios, quizzes, labs, etc.), and behavioral standards (Exhibit "A" Student Code of Conduct), as those expected of students in courses taught on the PALOMAR campus.
- 5.7. Students enrolled in PALOMAR courses must follow PALOMAR's process when requesting an official PALOMAR transcript.
- 5.8. Students enrolled in courses offered as part of this Agreement will be directed to the official PALOMAR catalog for information regarding applicable policies and procedures.
- 5.9. Students enrolled in courses offered as part of this Agreement are responsible for adhering to drop dates and deadlines for enrollment and registration.

## **6. ENROLLMENT AND REGISTRATION**

- 6.1. Enrollment and registration procedures for students participating in this Agreement shall be in compliance with guidelines set forth in applicable law and PALOMAR policy. Students are responsible for adhering to the dates and deadlines in Enrollment Services.

- 6.2. Per Education Code § 76004(g), PALOMAR shall assign priority course registration to a student seeking to enroll in a community college course in this Agreement that is equivalent to the priority assigned to a student attending middle college high school as described in Education Code § 11300 and consistent with middle college high school provisions in Education Code § 76001(e).
- 6.3. Registration shall be open to all eligible SCHOOL DISTRICT students as part of this Agreement who have been admitted to PALOMAR and who have met all applicable prerequisites. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through this Agreement will be determined by PALOMAR and shall be in compliance with applicable law and PALOMAR policy.
- 6.4. PALOMAR will be responsible for processing student applications and will provide the necessary enrollment and registration forms and procedure.
- 6.5. PALOMAR and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment and registration requirements. Successful enrollment and registration requires that each participating student complete PALOMAR'S application for admission and K-12 Special Admission Approval form requiring parental consent for students to enroll in courses. SCHOOL DISTRICT, parent, and student signatures are required on the K-12 Special Admission Approval form.
- 6.6. Students who withdraw from courses offered as part of this Agreement will not receive college credit. Students must comply with and submit all appropriate information and paperwork by published deadlines. Transcripts will be annotated according to PALOMAR policy.
- 6.7. A course dropped by PALOMAR's "no notation" deadline, before the first 20% of the course, will not appear on the SCHOOL DISTRICT or PALOMAR transcript. Courses dropped after the no notation deadline will result in a "W" on the PALOMAR transcript.
- 6.8. Grades earned by students enrolled in courses offered as part of this Agreement will be posted on the official PALOMAR transcript. Students may submit a request for Pass/No Pass grading by the first 30% of the course. Students are advised to meet with a college counselor for information on Pass/No Pass grading.

## **7. STUDENT SUPPORT SERVICES**

- 7.1. SCHOOL DISTRICT personnel, working in consultation with PALOMAR Disability Resource Center (DRC) counselors, will identify accommodations for students with Individual Education Plans or 504 plans participating in this Agreement. SCHOOL DISTRICT will communicate accommodations to instructors participating in this agreement. SCHOOL DISTRICT and PALOMAR will mutually agree upon protocol for facilitation of accommodations.



- 7.2. Both PALOMAR and SCHOOL DISTRICT will ensure that ancillary and support services, such as counseling and guidance, placement services, and tutoring, are provided for students.

## **8. INSTRUCTORS**

- 8.1. As set forth in Title 5, CCR § 53410, all instructors teaching PALOMAR courses offered as part of this Agreement must meet the minimum qualifications for instruction in a California community college and as listed with PALOMAR Human Resource Services and hired using the established Palomar College faculty hiring practices and department policies.
- 8.2. Instructors teaching PALOMAR courses offered as part of this Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 8.3. Supervision and evaluation of students enrolled in courses offered as part of this Agreement shall be in accordance with PALOMAR guidelines, policies, pertinent statutes, and regulations.
- 8.4. Instructors will be provided course outlines of record, curriculum materials, testing and grading procedures, and instructor orientations as provided to hourly on-campus instructors.
- 8.5. Instructors must teach the college course in a manner consistent with the approved course outline of record from PALOMAR. Students shall be held to the same standards of achievement, grading standards, methods of assessment (e.g., papers, portfolios, quizzes, labs, etc.), and behavioral standards (Exhibit "A" Student Code of Conduct), as those expected of students in courses taught on the PALOMAR campus.
- 8.6. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this Agreement and submit for approval to SCHOOL DISTRICT. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students per Education Code § 49011.
- 8.7. PALOMAR instructors are not required to provide fundamental modifications to a course for students participating in this Agreement with Individual Education Plans or 504 plans. SCHOOL DISTRICT will communicate accommodations to instructors participating in this agreement.
- 8.8. Instructors will be evaluated by Palomar College faculty as outlined in Article 17 of Palomar College's collective bargaining agreement (Exhibit "B" Article 17, Collective



Bargaining Agreement).

- 8.9. Instructors will have academic freedom rights as outlined by Article 3 of Palomar College's collective bargaining agreement (Exhibit "C" Article 3, Collective Bargaining Agreement).

## **9. FACILITIES**

- 9.1. The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon locations, for instruction and do so without charge to PALOMAR or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 9.2. Palomar facilities may be used subject to mutual agreement by the parties, as expressed in Appendix B of this Agreement.
- 9.3. For locations outside the geographical boundaries of PALOMAR, PALOMAR will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.

## **10. STATE APPORTIONMENT**

- 10.1. PALOMAR certifies that it does not receive full compensation from any public or private agency, individual, or group for the direct education costs for the courses offered as part of this Agreement.
- 10.2. The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this Agreement are not being fully funded through other sources.
- 10.3. Education Code § 76004(r) mandates that a district shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. The SCHOOL DISTRICT agrees and acknowledges that PALOMAR will claim apportionment for the students enrolled in courses under this Agreement.
- 10.4. PALOMAR shall include the students enrolled in a CCAP Agreement course in its report of FTES for purposes of receiving state apportionments when the course complies with current requirements for dual enrollment under applicable California law.
- 10.5. Education Code § 76004(o)(2) mandates that a community college district conducting a closed course on a high school campus shall be credited with those units of FTES attributable to the attendance of eligible high school students for purposes of allowances and apportionments from Section B of the State School Fund.

10.6. Per Education Code § 76004(s), the attendance of a high school student at PALOMAR as a special part-time or full-time student pursuant to this section is authorized attendance for which PALOMAR shall be credited or reimbursed pursuant to Education Code §§ 48802 or 76002, provided that the SCHOOL DISTRICT has not received reimbursement for the same instructional activity.

10.7. Standard FTES computation rules, support documentation, course selection tabulations, and record retention requirement shall continue to apply, including as prescribed by Title 5 Regulations, CCR § § 58003.1 et seq., 58020 et seq., 58030, and 59020 et seq.

## **11. INDEMNIFICATION**

11.1. The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless PALOMAR and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives

11.2. PALOMAR agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments arising out of PALOMAR'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of PALOMAR, its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **12. INSURANCE**

12.1. PALOMAR shall carry public liability insurance. Insurance covers faculty members and staff of PALOMAR with limits of Professional Liability \$1,000,000/\$3,000,000, paying up to \$1,000,000 for each claim up to a total of \$3,000,000 in any one year during assignment on SCHOOL DISTRICT'S premises. Upon execution of this agreement between the respective parties, and prior to placing any students, PALOMAR shall provide SCHOOL DISTRICT with certificate of insurance evidencing coverage, which shall name SCHOOL DISTRICT as an additional insured.

12.2. PALOMAR shall carry Workers' Compensation Insurance equal to that carried with the State Compensation Insurance Fund and shall cover faculty and staff of PALOMAR during assignment at SCHOOL DISTRICT's premises. Upon execution of this agreement between the respective parties, and prior to placing any students,

PALOMAR shall provide SCHOOL DISTRICT with certificate of insurance evidencing coverage.

- 12.3. PALOMAR shall defend, indemnify and hold SCHOOL DISTRICT, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of PALOMAR, its officers, agents, or employees while on SCHOOL DISTRICT premises. SCHOOL DISTRICT shall defend, indemnify and hold PALOMAR, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of SCHOOL DISTRICT, its officers, agents, or employees while PALOMAR instructors, students and staff are on SCHOOL DISTRICT premises.

### **13. NON-DISCRIMINATION**

- 13.1. Neither the SCHOOL DISTRICT nor PALOMAR shall discriminate on the basis of race or ethnicity, gender, gender identity, gender expression, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California or federal law.

### **14. CANCELLATION AND TERMINATION**

- 14.1. Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by March 1 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Appendix A of this Agreement.

### **15. INTEGRATION**

- 15.1. This Agreement sets forth the entire agreement between the parties hereto and supersedes any and all prior agreements and understandings, oral or written, relating to the subject matter of this Agreement.

### **16. MODIFICATION**

- 16.1. No modifications or amendments of any of the terms or provisions of this Agreement shall be binding unless made in writing and signed by the parties.

### **17. SEVERABILITY**

17.1. This Agreement shall be considered severable, such that, if any provision or part of this Agreement is ever held invalid under any law or ruling, that provision or part of this Agreement shall be unenforceable, and all other provisions or parts shall remain in full force and effect.

## 18. COUNTERPARTS

18.1. This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

SCHOOL DISTRICT:

Dr. Patrick Hefflin, Dr.  
~~Jose F. Iniguez~~ DR. PATRICK HEFFLIN  
Assistant Superintendent  
Educational Services

6-15-17  
Date

PALOMAR:

\_\_\_\_\_  
Ron E. Ballesteros-Perez  
Assistant Superintendent/Vice President  
Finance & Administrative Services

\_\_\_\_\_  
Date

**APPENDIX A**  
**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)**  
**A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, Education Code § 76004 (c)(1) mandates that PALOMAR and the SCHOOL DISTRICT record specific components of the CCAP Agreement for mandated reporting requirements to include, but not limited to, the total number of high school students to be served, the total number of full-time equivalent students projected to be claimed by PALOMAR, the scope, nature, time, location, and listing of community college courses to be offered; and

WHEREAS, Education Code § 76004 (c)(1) mandates that the CCAP Agreement shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, and

NOW THEREFORE, PALOMAR and SCHOOL DISTRICT agree as follows:

**I. LEGAL AUTHORITY AND ADOPTION:**

1. PALOMAR and SCHOOL DISTRICT may enter into a CCAP agreement that is approved by both PALOMAR and SCHOOL DISTRICT within the service area of PALOMAR.
2. Governing Board of PALOMAR and SCHOOL DISTRICT, prior to adopting a CCAP agreement, shall present the CCAP agreement as an informational item at an open public meeting.
3. Governing Board of PALOMAR and SCHOOL DISTRICT, at a subsequent open public meeting, shall take comments from public and approve or disapprove the CCAP.

**SCHOOL DISTRICT Board Meetings**

(a) Information Board Meeting Date:

4-20-17

(b) Public Comment Board Meeting Date:

6-15-17

**PALOMAR Board Meetings**

(a) Information Board Meeting Date:

\_\_\_\_\_

(b) Public Comment Board Meeting Date:

\_\_\_\_\_

4. A copy of the CCAP partnership agreement shall be filed with the California Community Colleges Chancellor's Office before the start of the CCAP partnership. The Chancellor may void any CCAP partnership agreement it determines has not

complied with the intent of the requirements of this section.

Date of CCAP submission to the Chancellor's

Office: \_\_\_\_\_

By Whom: \_\_\_\_\_

Title: \_\_\_\_\_

## II. POINTS OF CONTACT

The CCAP partnership agreement shall identify a point of contact for PALOMAR and SCHOOL DISTRICT.

### PALOMAR Point of Contact

Name: Elyse Bengtson

Title: CCAP Coordinator

Telephone: \_\_\_\_\_

Email: ebengtson@palomar.edu

### SCHOOL DISTRICT Point of Contact

Name: JULIE ROSENAU

Title: Counselor

Telephone: 760-765-6606 ext 106

Email: jrosenau@jhsd.org

## III. NOTICES

Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

### **PALOMAR**

Attn: Dr. Jack Kahn, Vice President for Instruction  
Palomar Community College District  
1140 W. Mission Road  
San Marcos, CA 92069

### **SCHOOL DISTRICT**

Attn: Dr. Patrick Hefflin  
Julian High School  
1656 Highway 78  
Julian, CA 92036

## IV. PROTOCOLS FOR INFORMATION SHARING

1. PALOMAR and SCHOOL DISTRICT understand and agree that education records of students participating in this Agreement and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the



disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076. PALOMAR and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this Agreement in strict confidence, and further agree not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076).

2. Information sharing between PALOMAR and the SCHOOL DISTRICT will include the following: any and all admissions, registration, and grade information. Information will be shared between PALOMAR and SCHOOL DISTRICT points of contact named in Section II of this Appendix. Information sharing will only be on a legitimate need-to-know basis.

**V. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)**

1. Total number of high school students to be served: 35-40 per semester.
2. Total number of FTES projected to be claimed under this Agreement:      ) per semester. (2 semesters)
3. Scope, nature, time, location, and listing of community college courses to be offered will be appended to this document each semester during the term of this Agreement and shall be known as Appendix B. Appendix B shall accompany the original submission of this document to the Chancellor's Office and shall subsequently be submitted per Chancellor's Office instructions.

**APPENDIX B**  
**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)**  
**A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

CCAP Agreement Fall 2017 through Spring 2020 has identified the following: program year, educational programs and courses to be offered at the said date, time and location, the total number of students to be served, projected FTES, and the instructor. Books and instructional materials are also specified below.

**1. EDUCATIONAL PROGRAM AND COURSES**

SCHOOL DISTRICT: Julian Union High School: Julian Union  
 Educational Program: \_\_\_\_\_ Program Year: \_\_\_\_\_

Fall 2018  
 District Calendar 2018-2019 180 days (student days)  
 Non-Student Days 32 days total (8 days fall + 15 days WINTER BREAK)  
 Minimum Days 14 days (7 fall + 7 spring)

COURSE, COURSE TITLE	COURSE #	TIMES	DAYS	INSTRUCTOR	LOCATION, ROOM #	STUDENTS SERVED	FTES
HEALTH 101							

Spring 2019  
 District Calendar  
 Non-Student Days  
 Minimum Days

2018-2019

32 total days (9 days Spring)

14 days (7 full + 7 spring)

COURSE, COURSE TITLE	COURSE #	TIMES	DAYS	INSTRUCTOR	LOCATION, ROOM #	STUDENTS SERVED	FTES
COUNSELING 110							

## 2. BOOKS AND INSTRUCTIONAL MATERIALS (TBD)

COURSE	TEXTBOOK, EDITION	COST OF TEXTBOOK	OTHER INSTRUCTIONAL MATERIAL	COST OF MATERIAL

## EXHIBIT "A"

### Palomar Community College District Procedure

AP 5500

#### STUDENT SERVICES

### AP 5500 STANDARDS OF STUDENT CONDUCT

#### References:

Education Code Sections 66300 and 66301;  
ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)

The following student conduct shall constitute good cause for discipline (academic, administrative or both) including but not limited to the removal, suspension or expulsion of a student, and applies to all students.

1. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the Faculty Senate. Academic sanctions are the sole responsibility of the faculty member involved, further disciplinary sanctions are the prevue of the Office of Student Affairs.
2. Causing, attempting to cause, or threatening to cause physical injury to another person including but not limited to sexual assault or physical abuse as listed in AP 3540 Sexual Assaults on Campus.
3. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Police Chief. See AP 3530 Weapons on Campus for further details.
4. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
5. Committing or attempting to commit robbery, burglary or extortion.
6. Causing or attempting to cause damage to District property or to private property on campus including but not limited to arson and vandalism.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

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Date Approved: SPC 4/8/2008; Revised 12/1/2015; Revised 9/20/16  
(Replaces all previous versions of AP 5500.)

1 of 3

8. Willful or persistent smoking or vaping in any area where these have been prohibited by law or by regulation of the college or the District. (Refer to AP 3570 Smoking and/or Other Tobacco Use.)
9. Committing sexual harassment as defined by law or by District policies and procedures. (Refer to AP 3540 Sexual Assaults on Campus.)
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law. See AP 3430 Prohibition of Harassment and BP 3410 Nondiscrimination for further details.
11. Engaging in intimidating conduct or bullying on District-owned or controlled property, or at District sponsored or supervised functions through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying. See AP 3430 Prohibition of Harassment and BP 3410 Nondiscrimination for further details.
12. Willful misconduct that results in injury or death or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
15. Failure to comply with directions of staff members of the District who are acting within the scope of their employment.
16. Engaging in physical or verbal disruption of administrative procedures, public service functions, authorized curricular, co-curricular, and extra-curricular activities or preventing authorized guests from carrying out the purpose for which they are on District property.
17. Unauthorized entry upon or use of District facilities.
18. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
19. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

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**Date Approved: SPC 4/8/2008; Revised 12/1/2015; Revised 9/20/16**  
(Replaces all previous versions of AP 5500.)

2 of 3

20. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
21. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative.
22. Violations of District policies and regulations, including, but not limited to, regulations and policies related to smoking/vaping on campus, parking or driving on campus, district computers, telecommunications, campus vehicles, and any and all other District equipment and policies and regulations related to student organizations and student and visitor symbolic expression.

**Discipline**

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures. Students should contact the Office of Student Affairs for additional information.

**Hearings/Holds**

Students failing to meet with the chief administrative officer or designee for a due process hearing will have an administrative disciplinary hold placed on their record until such hearing is conducted.

**Loss of Financial Aid**

In accordance with Education Code section 69810 a student who disrupts the peaceful conduct of the activities of the campus including but not limited to those listed above may become ineligible for state financial aid if found to be in violation of Standards of Student Conduct.

Students may contact the Office of Student Affairs or Governing Board Office if they wish to obtain a copy of specific Education Code sections.

Office of Primary Responsibility: Student Services



## EXHIBIT "B"

(Double click to open Article 17 of Palomar's Collective Bargaining Agreement in its entirety.)

### ARTICLE 17 - EVALUATION PROCEDURE

#### 17.1 General Provisions

- 17.1.1 Evaluation decisions shall be made in good faith and shall not be based upon factors that are not directly related to the faculty member's performance of his/her faculty assignment.
- 17.1.2 All evaluations shall be treated as confidential in accordance with Article 11.
- 17.1.3 Faculty and administrative evaluators shall notify the evaluatee that he/she is to be observed. This notice shall be given at least one (1) week prior to the observation, unless another time frame for the observation is mutually agreed upon.
- 17.1.4 Every evaluatee shall receive a signed copy of his/her evaluation.
- 17.1.5 A "business day" shall be a day when the District offices are scheduled to be open, but shall exclude Saturdays and Sundays.
- 17.1.6 Whenever a Department Chair or other faculty member is authorized to appoint a designee to assume the designator's role in the evaluation process, the appointed designee shall be a faculty member. Rare circumstances may exist in which the TERB Coordinator, in consultation with the department chair, invites an outside observer with disciplinary expertise to complete an in-class observation using the class observation form. This observation shall be used by the department chair in writing the review report.
- 17.1.7 All final evaluation reports that rate a faculty member's overall performance shall use the terms *High Professional Performance*, *Standard Professional Performance*, *Needs Improvement*, and *Unsatisfactory*.
- 17.1.8 The evaluators shall give comments and/or recommendations the weight they believe appropriate.
- 17.1.9 Faculty review shall be the primary feature of the evaluation process.
- 17.1.10 Either the Dean or first level administrator or Vice President in charge of the evaluatee's discipline may submit comments and/or recommendations on the Review Report form. The evaluatee shall be notified of such comments and/or recommendations before signing the Review Report. Such comments and/or recommendations shall become an official part of the evaluation record.

## EXHIBIT "C"

### ARTICLE 3 - ACADEMIC FREEDOM

- 3.1 The District and the Federation agree that faculty members have a right to express their professional opinions in learning environments with students. Faculty members shall make every effort to offer differing points of view on controversial subjects that may be reviewed or discussed in learning environments with students. Faculty members shall promote an atmosphere in learning environments with students that is conducive to free and open inquiry.
- 3.2 Faculty members retain their freedom of expression under both the federal and state constitutions. Faculty members shall have the following rights and responsibilities:
  - 3.2.1. To use the normal channels of campus communication free of prior censorship;
  - 3.2.2. To accept responsibility for the substance and manner of their campus communications;
  - 3.2.3. To speak or write publicly, free of prior censorship or subsequent discipline by the College or District, as a citizen on matters of public concern;
  - 3.2.4. To make reasonable efforts to be accurate in public statements about college and District matters, and to indicate that they write or speak as public citizens and not as spokespersons of the institution; and
  - 3.2.5. To associate with those individuals or groups of one's choice without prior restraint or subsequent discipline, unless such association is forbidden by law.
- 3.3 Faculty members shall not engage in any political activity in learning environments with students that is proscribed by §7050-7055 of the Education Code.

**Palomar College**

**Early Childhood Education Lab School**

# **Parent Handbook**

# General Program Information

Palomar College San Marcos Campus Early Childhood Education is licensed for 120 children, ages 18 months to 5 years. The San Marcos ECELS is open Monday- Friday from 7:00 AM- 5:45 PM. The Escondido ECE Lab School is licensed for 44 children, ages 3-5 years and is open Monday – Friday from 7:30 AM- 4:30 PM, with morning or afternoon sessions. See “Holidays” section for a list of days that the ECELS sites are closed. Services are available to children of Palomar College Students, Faculty, and Staff, and to children of Community Parents. Subsidized services are provided to the children of Palomar College Students, and to the children of any family within the community, who qualify / meet the guidelines set forth by the State of California, based on family size and income, and need (as applicable).

Our staff is committed to providing a high quality, developmentally appropriate educational program for your child. We look forward to a time of growth together. Our staff supports parents in their significant job of raising competent, caring children, who know their immeasurable worth, and are able to utilize their talents to the greatest potential. In order to support the relationship between school and family, the ECELS practices an open door policy- meaning that families are welcome and encouraged to participate in the daily activities whenever possible.

In compliance with the Americans with Disabilities Act, the Palomar Community College District Early Childhood Education Lab welcomes the enrollment of children with disabilities and will provide reasonable accommodation whenever possible to aid access to and participation in services, programs, facilities, and activities. Program services and activities for enrolled families shall refrain from religious instruction, worship or practices.

This handbook outlines the ECE Lab School's policies, procedures and program. It contains important information for understanding the philosophy and goals of the school. Please read it carefully and feel free to ask any questions if the information is not clear to you; we welcome your comments and suggestions. We strive to ensure a positive care and educational experience for you and your child. Welcome to our program!

## Mission Statement

The mission of Palomar College ECE Lab School is to provide high quality education and care for the children of students, staff, faculty, and community families. We serve as a model early childhood program which is available for academic, curricular, and research purposes, including student training, field work, and observation.

We have committed ourselves to:

- Appreciating childhood as a unique and valuable stage of the human life cycle.
- Basing our work with children on knowledge of child development.
- Appreciating and supporting the close ties between the child and the family.
- Recognizing that children are best understood and supported in the context of family, culture, community, and society.
- Respecting the dignity, worth, and uniqueness of each individual.
- Helping children and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive regard.

Palomar College Early Childhood Education Lab School believes there are five important goals to be a successful program. They include children, families, staff, students, and community.

### Children

To provide a safe, stimulating, and developmentally appropriate learning environment in conjunction with a quality educational curriculum that assists the social, emotional, physical, and intellectual growth of all children.

### Families

To create a supportive environment that accepts and promotes all parents as equal contributors to their child's education and to the program. To communicate, educate, and partner with families by providing parent orientation, training, referrals, parent conferences, and family events that foster the family-school connection.

### Staff

To provide a healthy, positive, and optimal team teaching work environment which respects each employee's contributions to operate successfully. To advocate for a living wage, benefits and compensation that is based on

# General Program Information

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education, experience and responsibility.

## Students

To operate an exemplary program, with a welcoming atmosphere, providing guidance and support, for college students to observe and participate in, to include child development student teachers as well as students from any discipline, who have projects involving work with children.

## Community

To exemplify and model a quality college campus based program within the local community and California State system of Early Childhood Education. To advocate for children and families based on the premise of how important early learning is for individual future success and for the society as a whole.

Best practice (developmentally appropriate practice) is a concept based on the knowledge that a child's development and ability to successfully accomplish certain physical and intellectual tasks follow a set pattern. For example, we know that the infant learns to crawl and then stand before learning to walk. The *pattern* is the same for all children; however, the *rate* at which a child learns these skills may vary.

Therefore, guiding our work with children is the belief that given appropriate opportunities and adult interaction, children learn and achieve skills when they are developmentally ready. If adults expect a child to acquire skills for which he/she is not ready, such as sitting still for long periods of time, he/she may comply, demonstrating that he/she can follow directions. However, this does not indicate that the child has acquired the skills or understood the concept of sitting still. Best practice provides caregivers with a framework for thinking about, planning, implementing high quality programs for your children and their families.

## Statement of Philosophy

Our learning philosophy at the ECELS is grounded in the research based idea that children learn best through play. Children are given opportunities to explore their environment with hands-on activities. Concepts such as colors, shapes, letters, etc. are taught through activities and projects that pique their curiosity and relate to the world as they understand it. Our curriculum at the Lab School is rather eclectic. We use the best from various curriculum styles to create our own developmentally appropriate, hands-on learning experience for the children. The curriculum methods and models that are taught in the Child Development Department on campus are represented at the Lab School.

The ECE Lab School acknowledges that parents are the child's primary teacher, and therefore, we strive to maintain a strong, positive home-school relationship with on-going, open communication. Your child joins us to build upon their home experiences within this new environment of school. We recognize that each child is a special and unique person. Your child's individual needs, feelings, language, and culture are acknowledged and respected.

Teachers and children work together to create a meaningful learning environment. We value the education of the whole child, by providing developmentally appropriate, open-ended activities, to stimulate the child's interests and problem-solving skills, in the areas of social, emotional, physical, cognitive, and creative growth. We also encourage the child to initiate and follow through on their own ideas, to make choices and to make decisions. The Staff trusts the child's abilities to accept responsibility and to succeed.

The ECE Lab School views the child as an eager and active learner. Each child has a unique temperament, personality, style of learning, and pace of learning. Common to all children, however, is the need for hands-on, concrete experiences to assimilate new concepts and information, from the world around them. By offering an open, accepting environment, each child is free to explore activities through different styles, and develop the learning style with which they are most comfortable. The ECE Lab School also strongly believes that central to this growth, is the development of mutual respect and honest communication.

## Children's Program Goals

The ECE Lab School's Program is based upon the growth and developmental needs of children from 18 months through 5 years. Each child grows and develops at an individual pace. Consequently, curriculum is planned to meet the individual



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needs of each child, as s/he grows physically, socially, emotionally, and intellectually.

For the Child: To provide a stimulating environment, with varied planned experiences to facilitate:

1. Growth and development of mental, social, physical, and emotional capacities.
2. Learning through play experiences.
3. Development of creativity, self-expression, self-control, responsibility, independence, and respect for self and others.
4. A multi-cultural and bias-free atmosphere.

For the Parent: To provide:

1. Opportunities to meet and work with other parents and teachers, who have as their common concern, the interests and needs of children.
2. Resources and support in the significant job of raising competent, caring children.

The goal of the ECELS is to ensure that all children are making progress in the domains of physical, cognitive, and social-emotional development.

- We use the Desired Results Developmental Profile (DRDP), a tool developed by the California Department of Education, Child Development Division, to assess the development of children.
- Children are assessed within 60 days of enrollment and every six months thereafter.
- Parents' input is a necessary component of this assessment.
- The assessment is also used to plan and conduct age and developmentally appropriate activities for the children.

## The Curriculum

Each teacher develops a balanced, developmentally appropriate, and flexible program, to meet the needs of the children in their classroom. Our program follows the research findings of Jean Piaget and other noted Child Development experts, which state that children of this age need to be active in their learning environment, experiencing the world with all of their senses, through hands-on, concrete experiences, in order to assimilate information.

The staff also tries to have many one-to-one experiences with each child to help him/her:

Gain confidence and the ability to problem solve

Learn basic skills in all areas of growth so that the transition to a more formal education in Kindergarten is an easy step forward.

The curriculum is planned for the age span of the children in the group, and is attentive to the needs, interests, and developmental levels of individual children. In addition to planning curriculum and activities, curriculum emerges from the interests of the children and circumstances within the environment. Emergent Curriculum is a flexible approach to learning; the teachers have freedom to adjust their planned activities in order to enhance student learning and foster a passion for learning. Opportunities to explore, investigate, experiment, manipulate, observe and discover exist in all the following areas of curriculum:

**Physical Development:** The program promotes each child's physical development by providing sufficient time, indoor and outdoor space, equipment, materials, and guidelines for active play and movement. This includes games and activities both indoors and outdoors that foster physical development- like climbing, balancing, eye-hand coordination and dexterity of large and small muscle skills.

**Dramatic Play:** Activities that allow for expression of real life experiences and language, as perceived by the child. Children are learning every time they take on the perspective of someone else in their role play. They are learning what it feels like to be that hero or nurturing parent. Examples include doctor's office, post office, fix-it shop, housekeeping, restaurant, etc.

**Language/Literacy:** The program provides for the development of each child's cognitive and language skills by: using various strategies, including experimentation, inquiry, observation, play, and exploration; ensuring opportunities for creative self-expression through activities such as art, music, movement, and dialogue; promoting interaction and language use among children and between children and adults; and supporting emerging literacy and numeracy



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development. This is accomplished by story experiences including reading, listening, dramatizing and writing stories, group discussion with new vocabulary, dialoguing as children play, and introducing concepts like the alphabet.

**Science:** Activities that allow for the discovery of how things work, what will happen if ..., how things compare and go together, experiments to test ideas and develop critical thinking, appreciation and respect for nature and living things.

**Math:** Activities that reinforce math concepts such as patterning, matching, sorting, counting, classifying, and problem solving.

**Art:** Art experiences, both free choice and planned, to foster creativity and self-expression through exploration with different art media.

**Music/Movement:** Opportunities to sing, play instruments, dance and move creatively, with exposure to many different types of music.

**Nutrition:** Healthy meals and snacks are provided family style. Children try new foods, and do simple cooking projects.

**Circle Time:** Opportunity to participate as a group, to include: stories, songs; creative movement, discussions and child participation. This helps strengthen attention span and develop a sense of classroom community, as well as respect for one another.

**Social/Emotional:** Our goal for each child is to provide a welcoming, warm, and accepting environment that promotes positive self-esteem, freedom to express feelings and needs, friendship and respect for others, and confidence in self- help skills with assistance from adults, as needed. ) The program supports children's social and emotional development by building trust; planning routines and transitions so they can occur in a timely, predictable, and unhurried manner; and helping children develop emotional security and facility in social relationships.

**Water Play:** A variety of water play opportunities are available daily. Due to the weather and climate, water play is available throughout the year. It is very important to have a second set of clothing at school, so your child can be changed into dry clothing when s/he is finished with water play. Children gain sensory experiences, as well as science and pre-math opportunities from the water table.

**Field Trips:** All classrooms are encouraged to take walking field trips across the campus. The college has many great opportunities to offer to the children, and the Staff takes advantage of them. Walks may include going to the arboretum, mail room, cafeteria, clock tower, theater, or art gallery.

## Beginning of School and Separation

Parents will be sent or given an orientation packet for the classroom that their child will be enrolled in; please read the orientation materials and direct any questions to the classroom teacher. Parent orientation meetings will be offered at various times during the school year as new enrollments increase. When offered, parents are expected to attend an orientation meeting with the child's teacher. The orientation meeting and packet will provide valuable information which will help both the child and the parent prepare for school.

To ease the transition before the child begins school, ***we encourage families to bring their child to visit the school at least once before the first day of school.*** Children will benefit from having some time to become familiar with the environment, teacher, and other students with the security of having their parent or guardian present.

When you bring your child for the first day of school, allow time to stay with your child a while before leaving for the day. Separation anxiety is normal for children 18 months to 5 years. All children exhibit separation anxiety differently, but most children will cry, scream, tug at parent's legs and arms, or run after the parent.

Our staff are trained to deal with children who are anxious and these behaviors will diminish over time. For most children, the signs lessen in 5 to 15 minutes. Some children will show signs for 2 to 3 days, and others for an entire month. Teachers are happy to give additional advice on how to make your child's transition to school easier.

### ***Ways to help with Separation Anxiety and Transitions:***

1. ***Let Your Child Know What To Expect:*** Tell your child he/she will be starting school and mom/dad will be at work, school, etc. Get them excited about school; remind your child of the fun activities and new friends.
2. ***Be Consistent-*** Follow a daily routine.

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3. **Always Say Good-Bye-** Children lose their trust in parents if they sneak out and leave, without saying good-bye. No matter how difficult it is for you and your child, say good-bye, give a hug/ kiss, and state "I will be back." Then leave the room or playground quickly. Your child's teacher will take care of your child's needs after this point.
4. **Prepare Your Child for Any Changes-** Even if your child's daily routine changes just a little, let him or her know what to expect. The more information and support you provide, the easier the transition will be for your child.

## Cubbies/ Family Files

Help your child learn to locate and recognize their individual cubby, to encourage proper care of possessions. In each classroom there will be a file for art work and important messages; it is the parent's responsibility to check daily.

## Clothing

School is a place for investigating and hands-on learning. Clothing should not distract from classroom activities. Please avoid clothing that portray violent characters (i.e. Ninja Turtles, Bat Man, Power Rangers, super heroes) as well as clothing that would inhibit active play (fancy dresses, etc). Some investigations become quite messy and/or wet. We may use smocks at the paint easel, however, the staff and the child will be more relaxed if s/he wears at school, the same play clothes worn at home. For water play and when the temperature is comfortable to do so, children are given the freedom to wear a minimal amount of clothing. Younger children may wear only a diaper/ underwear, and older children may wear swimsuits. If you have special instructions about how you would like your child to be clothed, please let the teacher know.

**We appreciate clothing that is easily manipulated for toileting.** Children are learning to do things for themselves, so please provide clothing that is easy to pull up/down- no snaps, onesies, overalls, or jeans with buttons. Your child will receive help, only when it is impossible for them to manage for themselves. Please send a spare set of clothing (to include underwear and socks) that will be left in your child's cubby. Such clothing should be labeled and placed in a plastic bag. Children may borrow clothes from our supply if available, but if we do not have the item available, the child may be sent home. Children may borrow clothes from our supply if available, but if we do not have the item available, the child may be sent home. It is the parent's responsibility to ensure that there is spare clothing (or diapers) in their cubby, so please monitor the supply daily. If your child is wearing clothing borrowed from the school, please launder and return it as soon as possible. The school will not be financially responsible for lost or stolen personal items (or clothing) brought to school. The school accepts clothing donations that have been outgrown.

For safety reasons, please keep "cowboy" boots, flip-flops, and "dressy" type shoes at home. No foot ware should have a heel greater than ½". Children tend to have more injuries when wearing these shoes. We recommend tennis shoes or supported sandals with toe and ankle straps for warmer days. We give children the option of removing their shoes/socks in the classroom or outside. We provide a safe environment for this. Children cannot ride bikes or go on walks without safe footwear. **Children may be sent home if they do not have safe footwear.**

## Birthdays

If you would like to celebrate your child's birthday at school, please notify the teacher in advance. Also talk to the teacher if you would like to provide small special treats for the classroom. (See "Treats" under the Food/ Nutrition section.) Please refrain from handing out party favors, reserve those for private parties at home.

If you would like to distribute invitations at school to a private party, please place them in the children's art files for their parents to pick up.

## Celebrating Holidays

Our goal is to celebrate holidays in ways that are appropriate and meaningful to young children. They should not interrupt, replace or occupy an extended amount of children's regular activities or daily routines. Any celebrations that do occur must be concrete and conducted in ways that make sense to the child's level of development. We avoid the commercial aspects of all holidays because in general those aspects do not line up with our program philosophy (that children learn best through play and hands-on experiences) and do not enhance the developmental skills of the

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children. We seek to have a consistent approach to holidays. Having the same policy for all holidays allows for a more coherent experience in our program.

To better understand our approach to holidays, here are some practical examples.

**Valentine's Day:** With store bought valentines cards, the child will likely practice writing his or her name and the name of the person to whom the card will be given. Those are great skills to work on. However, if the child is given an opportunity to make their own card, there are so many more developmental skills to practice- fine motor skills like, folding the paper, drawing a picture, cutting, taping or gluing objects to the card, etc. They would also have more opportunities to use their creativity as they manipulate materials available. In our program, the process of making the card is of greater importance than the finished product. An added benefit is that the child receiving the card or note will have something made personally for them. While there is nothing wrong with store bought valentines in general, in our program we are making a conscious choice to offer activities that encourage more opportunities for skill development and creative expression for the children. So in general, we have found that the commercial aspects do not add to the quality of our program. Approaching some of the ideas associated with the holiday (like friendship and caring) can be done in a more meaningful and developmentally appropriate way within our program.

**Halloween:** How is dressing up for Halloween different than for pretend play? Halloween costumes are often predetermined and very specific in their design, so there is little room for the imagination to take over. A firefighter costume comes with all the necessary pieces--a helmet, uniform, badge, hose, and so on. It would be better for the child's imagination to engage him or her in developing the costume, using items found around the house--or making items--to represent the firefighter's props. For example, you could cover the upside-down bowl with red duct tape and convert a cardboard paper towel roll into a hose. The process of creating the costume is just as important as wearing it. Children are given abundant opportunities throughout the year to use props and clothing to engage in pretend play. We encourage the children to express themselves in dramatic play as offered in our program, but Halloween costumes are prohibited at school. (Information taken from - [NAEYC article. Explore more on the subject on their website.](#))

We welcome families to share culture and traditions in developmentally appropriate ways. For instance, a family could come and share, "In our family, this is how we celebrate Thanksgiving." Please contact your child's teacher to coordinate the details. In this way, we can respectfully honor your culture and traditions and build a bridge between home and school.

## Items from Home

Ask your child's teacher if s/he has a weekly "share time" and the class procedures for share time. Appropriate "share" items are books, pictures, games, nature items, stuffed animals, cars etc...

The school **does not** allow children to share or bring weapons of any kind or any toys that portray violent characters (i.e. Ninja Turtles, Bat Man, Power Rangers, super heroes, ...).

## Reasonable Limits

Reasonable limits are set for safety and to provide a smooth-running program.

- Walking is the way we move indoors.
- Talking, singing, whispering and laughing voices are used in our indoor space.
- Sand must be kept down; it may not be thrown.
- The climbing equipment is safe for climbing; railings and fences are not.
- We encourage children to talk out their disagreements. We do not allow children to hurt other children, adults or themselves.

## Behavior Policy and Procedures

Our goal is to maintain an environment with reliable and consistent boundaries, reasonable routines, procedures, and expectations. The teaching staff help children learn what should and should not be done, to be safe, to respect equipment and others, and to become a happy self-reliant individual. Positive discipline and redirection are used. We are teaching children to express their needs and frustration with words, not actions. We want them to develop self-



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control and the classroom must be a safe place for all children.

Redirection and natural and logical consequences are used when children are unable to follow classroom rules (i.e. throwing sand, hitting another child, throwing materials, biting...). A child will be given a choice of two different areas or activities. All classroom rules are made for the protection and safety of each child.

A key component in the operation of our Early Childhood Education Lab School is cooperation between parents and staff. This is particularly true in the area of behavior. Positive discipline is used at all times. All adults in the preschool environment, including parents, will never use any corporal punishment, which is defined physical harm to the child, including but not limited to: spanking, slapping, pulling arms or hair and pinching. Verbal or emotional abuse (name-calling or making threats) is not permitted. We work with children to help them find alternatives to responding negatively in stressful situations and strive to make our program a safe place where physical and/or verbal abuse is not tolerated. The basic goal of all discipline will be to help the child learn self-control.

It is essential that children receive consistent messages about behavior at home and in our program. While we recognize that acting out, physical aggression, and disruptive behavior are all part of the normal child's developmental process, we also realize that there are times when parents and staff need to form an alliance to develop an action plan to limit challenging behavior. If any behavior progresses to the point of disrupting the normal flow of classroom activity, the following procedure will be followed:

1. Immediate or natural consequences including removal from activity or project, or loss of privilege will occur. We will then review our expectations with the child and inform the parents of the situation. At this time, we will share with the parent the current situation and what is being done in the classroom with the child. Parents will be asked to reinforce appropriate behavior at home.
2. If the behavior persists, the parents will be required to meet with our program staff. A plan of action will be developed. This will include an agreement or time frame for behavioral change, parental action and/or program action. At this time, consultation with a specialist, such as a child or family therapist, may be suggested or required. The time frame for seeking referrals, implementation and evaluation of action plan with teachers and parents may not exceed 2 weeks after initiation.
3. If the child needs to be prevented from hurting others or themselves, or needs to be separated from the group more than occasionally, or is unable to adjust, such that the fundamental nature of our program is compromised, one or more of the following options will be implemented:
  - A parent will be called during the school day and asked to pick up the child when the behavior is out of control (meaning unsafe for the child, staff or other children in the program).
  - A shorter day in the classroom may be implemented.
  - A parent will need to attend the program with the child.
  - In the event none of the above options work, we will discuss termination of enrollment with the parent. Although we see this as a last resort, the safety and instruction for all program children must be safeguarded.

## Hours of Operation

The ECELS **San Marcos** is open 7:00 AM to 5:45 PM, Monday through Friday, all year, except for the holidays and dates of closure listed below.

The ECELS **San Marcos** Business Office is generally open from 7:30 AM to 5:00 PM Monday through Friday, but office hours may vary depending on staff schedules.

The ECELS **Escondido** is open 7:30 AM to 4:30 PM, Monday through Friday, all year, except for the holidays and dates of closure listed below.

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## Holidays

The school follows the Palomar College Campus holidays. We will be closed on the following holidays:

Fourth of July	Martin Luther King Jr. Day
Labor Day	Lincoln's Birthday
Veteran's Day	Washington's Birthday
Thanksgiving Day and the day after (Friday)	Spring Break (1 week)
Winter Break (Approximately 2 weeks)	Memorial Day
Martin Luther King Jr. Day	

The ECE Lab School also retains the option of closing for Staff Professional Development Days (usually 2 -3 days per school year). Please refer to site calendar for exact dates of these closures.

## Arrival/Departure

Children's arrival and pick-up times **MUST** be consistent with your contract times or class schedule and certification documents. Due to Department of Social Services Licensing requirements, **all parents must sign in/out with the exact time of arrival/ departure and full legal signature (first and last name) each time.** INITIALS are NOT allowed unless documentation is submitted to prove that initials are consistent with the legal signature. This sign in document provides a record of the children's actual attendance. It would also be used in case of an emergency to verify numbers of children in attendance, to it is vital that you remember to sign in and out.

Each child is greeted by a staff member, who will inspect for signs of illness. Arrival and pickup should be limited to 5-10 minutes. Otherwise, the children and their parents distract the group and their activities. It also causes the teachers to divide their attention, rather than focus on the classroom group activities.

## Pick – Up / Late Charges

Once you have arrived at the school to pick up your child, it is your responsibility to let your child's teacher know that you have arrived and are taking your child. While on our site, it is your responsibility to supervise your child(ren), both enrolled children and siblings, and to observe and enforce our rules. Children cannot be left unattended at any time. Please limit drop off and pick-up to 5-10 minutes. Parents must sign out each child at the end of the day, with the departure time.

**Only parents and/or adults over 18 years, on the child's authorized pick-up list, with photo identification, will be able to sign the child out, and remove the child from the school.** This ensures the safety of all children.

It is assumed that both parents are allowed access to their child at the school, unless a copy of the current Court Order stating that the non-custodial parent cannot have access to the child is submitted to the Business Office. It is the parent's responsibility to provide the necessary documentation, otherwise both parents would be allowed to pick the child up.

If an emergency arises and you are unable to pick up your child on time, please notify the Business Office by phone. A written authorization of permission must be given to the Business Office if someone not already on the authorized pick-up list will be picking up your child.

You may **not** drop off your child earlier, or pick up your child later than the contracted time of arrival and departure without prior approval. **Three (3)** violation notices of this policy may result in termination of child care services.

**Late Pick-Up Fees** Families must leave the site by the designated program end time per site. See site/program specific information for times and additional information regarding consequences of 3 or more violations.

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## Non- Enrolled Children Visits

Siblings or former students are welcome to come and visit our program provided advanced notice is given to the teacher/office, and there is an adult accompanying the child/ on site during the visit. Parent(s) are responsible for the safety of their children and Palomar College ECELS will not be liable for loss or injury.

## Health and Social Services

We strive to maintain a positive environment for children and assist families in receiving additional services to support the health and wellbeing of the children in our care. The ECELS identifies the needs of the child and the family for health or social services through observation, interaction, and dialogue with the family. Teachers and/or administrative staff refer a child and/or family to appropriate agencies in the community based on the health or social service needs and conduct follow- up procedures with the parent to ensure that the needs have been met.

## Immunizations / Physical

At the time of enrollment, we must review your child's **up-to-date** immunization record. The ECELS follows the immunization requirements that are made by the County of San Diego and State of California. **Immunization requirements must be met before a child can begin, so please set your child's start date with this in mind. The start date on the contract is the date that fees will begin to be incurred; therefore it is in the parent's best interest to ensure that immunization requirements have been fully met before committing to a start date.**

A physical examination form (Physician's Report) must be completed, signed by a physician, and returned to the ECE Lab School Business Office within two weeks of enrollment. This form must be updated annually from the physical exam date listed on the form.

## Keep Me Home If I Am Sick!

Your child should not be brought to the school if, **within the last 24 hours, the child has been sick.** It is important that you have alternate care for your child. The school staff members like to know if your child will be absent, so we can adjust our staff to the number of children present.

The school should be notified immediately, if the child has contracted one of the common communicable childhood diseases such as: measles, chicken pox, mumps, head lice, pink eye, streptococcal infections, sore throat, scarlet fever, or whooping cough. We can then alert other parents to watch for the symptoms in their children. **Children must be free of symptoms for 24 hours before returning to school. If your child is sent home due to illness, they cannot return the next day.**

To safeguard the health of all children and the staff, parents must follow these guidelines when deciding **if their child is well enough to attend school and participate in all parts of the program:**

Symptom	Keep your child home at least 24 hours and until...
Fever	Fever registers below 100 degrees and your child is acting well.
Earache	A doctor examines the ears and recommends your child return to school.
Rash	A doctor determines the cause and recommends your child return to school.
Sore Throat	A doctor determines no strep infection exists and the throat is healed.
Cough	Coughing subsides or a doctor determines the cause and recommends your child return to school.
Upset Stomach, Vomiting, or Diarrhea	No further problem exists and the child is eating normally without causing upset. (At least 1 meal without vomiting, at least 1 solid bowel movement.)

In addition to the above, children must be well enough to participate in all parts of the program in order to attend. If a child is lethargic, complaining of pain or discomfort, or otherwise not able to participate, the child will be sent home.



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## Medication

The only over the counter medications permitted at the ECELS are sunscreen and diaper rash cream/ointment. At enrollment parents will receive information on the sunscreen and will either grant or deny permission to apply. If a child is in need of diaper rash cream or ointment, the parent must complete an authorization form and provide to the product to be administered. ECELS staff will record the applications, but it is the parent's responsibility to check the Application of Sunscreen form or the Diaper/Potty Log to stay informed of applications.

The ECELS administers medication for life-threatening illnesses while the child is at school. Inhalers, Epi-pens, and antihistamines are allowed with completed authorization forms. Medications- both over the counter and prescribed- will be centrally stored away from children and administered according to the prescription instructions. These policies are for the protection of your child.

If your child requires medication (other than those listed above), please ask your physician to set a time schedule that meets your schedule. For example, you might administer the medication when your child arrives at the School and when your child is picked up to return home. If needed, you are welcome to come to the school to administer medication during the day, but please avoid disrupting nap time (12:00- 2:30 PM) at the San Marcos site.

## Accidents

If an injury is deemed severe or life threatening, we will seek immediate medical attention and notify the parents.

For any other injuries above the shoulders, the parent will be notified. Head injuries can be dangerous, and we want to err on the side of caution when it comes to the health of the children in our care. The parent will have the opportunity to talk to the teacher to discuss the details of the injury and to decide whether or not to seek medical attention. If your child's injury seems to need medical review but is not severe, the child must be picked up within 30 minutes. If parent(s) are unavailable, the persons listed on the authorized pick up list will be contacted.

Any minor injury/ bump/ bruise will be documented with an "Ouch" Report by the child's teacher and placed in a central location per classroom. Parents need to sign and keep the white copy and return the yellow one.

## Food and Nutrition

Our program participates in the federally funded Child and Adult Care Food Program (CACFP) that provides reimbursement for nutritious meals and snacks served to children. In accordance with the regulations of the CACFP, we plan and serve nutritious meals to ensure that the children have energy to learn and play at no cost to the families. All families are welcome to apply for the CACFP, but it is not a requirement. Reimbursement rates are higher for families that qualify as "Free" and "Reduced-Price" categories according to income, category, or automatic eligibility (according to CACFP requirements for eligibility). Families that opt not to apply will be claimed at the lowest "Base" rate. Applications are valid for one year, so families that choose to will need to reapply annually.

The meals and snacks are culturally and developmentally appropriate for the children being served and meet the nutritional requirements specified by the CACFP. Menus are posted in a prominent location of the lobby near the sign in/out sheets, rotated on a weekly basis, and updated as needed.

At the **San Marcos site**, meals are served to enrolled children at no additional cost at the following approximate times:

- Breakfast 8:30 AM
- Lunch 11:30 AM
- Snack 3:00 PM

At the **Escondido site** meals are served to enrolled children at no additional cost at the following approximate times:

- Breakfast 9:30 AM (for children enrolled in the morning program)
- Snack 2:30 PM (for children enrolled in the afternoon program)

We serve family style meals at both sites. Family style meal service is a type of meal service that allows children and adults to serve themselves from communal platters of food with assistance from supervising adults, if needed. Family

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style meal service allows children and adults to be introduced to new foods, new tastes and new menus, while developing a positive attitude toward healthy foods, sharing in group eating situation and developing good eating habits. Unlike other types of meal services, family style meals afford some latitude in the initial portion of food that is served. Additional servings of each food are readily available at each table and more can be served at any time. Water is available to children throughout the day both indoors and out.

**Please alert the administrative staff and teaching staff of any allergies (food or otherwise) your child may have.** Allergies will be listed on your child's Emergency Form as well as our Allergy List. **We are a nut free program, so items containing nuts are not allowed.** Substitutions for dietary restrictions can be made as permissible by the CACFP, but may require a signed doctor's statement.

**Milk-** Milk is served at breakfast and lunch at the **San Marcos site** and with breakfast and most afternoon snacks at the **Escondido site**.

- **Whole milk** is served to children **under 2 years old**
- **Skim/non-fat or 1% fat milk** is served to children **2 years old and older**

If a participant cannot consume fluid milk due to a medical or other special dietary need:

- Lactose Free milk is allowable according to the guidelines above regarding age and percentage milk fat.
- For children who have medical or special dietary restrictions (not defined as a disability), a non-dairy milk substitute that is nutritionally equivalent to milk may be served instead at the written request of a parent or guardian using a "[Parental Request for a Fluid Milk Substitution for Children in Child Care](#)". If a non-dairy substitute is requested, families must choose one of the soymilks listed [here](#) or refer to the appendix, as these products have been reviewed by the ECELS administration and meet the CACFP requirements.

Any menu substitutions made for nondisabled participants must meet the CACFP meal pattern requirements. Food substitutions (including lactose free milk and nondairy milk alternatives) for non-disabled children are to be supplied by the parent.

Children with disabilities with special dietary needs that have been documented with a signed medical statement by a recognized medical authority will be accommodated by the ECELS.

Please refer to the USDA Non-Discrimination Statement under Disclosures for additional information.

## Treats/ Snacks

Families are welcome to bring "treats" for a special day (birthday, last day of school, etc.). In order to ensure that no allergens are brought in that might compromise the health of our students, it is important to follow the following guidelines:

- Only store bought items can be shared with the children in the classroom, so that the ingredients list can be checked and cross contamination can be limited
- Items cannot contain peanuts or any other type of nuts. If it is prepared in a facility that also processes nuts that is acceptable, but no nuts on the ingredient list.
- It is a small treat. We suggest mini-cupcakes, mini-muffins, cookies (not the giant ones from Costco), ALL fruit or vegetable popsicles (must be 100% fruit and/or vegetable), or fruit or vegetables to share with the children.
- All outside food/drink must be reviewed by an office administrator before being going to the classroom or kitchen.

## Items from Home: Medications/ Snacks

In order to ensure the safety of all children, please check to make sure that no snacks or medications are traveling to school with your child or in your child's bag/ backpack or pocket. Due to allergies, we have a no nut policy as well as other items that need to be restricted. Candy, gum, etc., are not allowed at school.

The danger with medications may seem obvious, but you may not have considered the Tylenol in the pocket of your child's backpack. Both prescription and non- prescription medications pose a danger. Due to licensing regulations, even

# General Program Information

over the counter items like Chap Stick, vitamins, or lotion must be kept out of child's reach. So please do not bring medications or over the counter items to school. You may find it easier not to use a backpack, or to have a backpack dedicated just for school use that is snack /medication free. Thank you for helping us protect the children by being vigilant with items that are brought to school.

## No Cell Phone Zone

In an effort to ensure that attention is properly given to the children and their play, we have a no cell phone policy. Please refrain from using your phone while on our site.

## Smoke Free, Alcohol Free, and Drug Free Campus

The Palomar Campus is smoke free, alcohol free, and drug free. Please refer to the complete Code of Conduct on the Palomar College website for further details.

## Parent Responsibilities to the ECE- LS

**You are required to keep all information current on the Enrollment Forms.** Please notify the Business Office of any personal changes, such as address, phone number, class and/or child schedule changes, changes in custody, changes to authorized pick-up list, etc. **immediately.** Temporary or one time only changes must be noted in writing and given to the Business Office. Enrollment information must be updated at least annually. Parents are responsible to provide diapers and wipes for their child ([EC 8273.3.](#)). It is assumed, that any information we give to one parent in the family, will be shared with the other parent.

## Soliciting Staff for Babysitting or Childcare Prohibited

Soliciting our staff for babysitting or childcare in a private setting is strictly prohibited. If you are interested in providing a flyer to the Child Development Department, they can post it in the classroom for Child Development students on campus.

## Termination/ Withdrawal of Services

Palomar College reserves the right to withhold ECELS Services, student grades and transcripts, when fees are not current (CAC Title: 5:54640, AP 5030, and BP 5035).

### Reasons for Termination of Services Initiated by ECELS:

- Fees are not current.
- Three (3) Policy Violation Notices
- A child exhibits excessive out of control behavior, i.e. the child is causing harm to themselves, other children, and/or staff members.
- A child's behavior indicates s/he is not adjusting to the program or significantly disrupts the program for other children.
- A parent physically, verbally or in writing, threatens any adult or child in the school.
- Failure to comply with any of the ECE Lab School Policies and Procedures.
- Family no longer qualifies for services.

## Child Development Students

Palomar College Early Childhood Education Lab School is also a learning facility for Child Development students. Each semester, observation students will be in the classroom and yards. These students will wear a Palomar Picture I.D. and an "Observation Student" tag. The safety of the children at the ECELS is of utmost importance. Student observers and student teachers are always under the direct supervision of a teacher, never left alone with children, and do not assist with diapering or taking children to the restroom. Student teachers and observation students do not count in the teacher to student ratios. Their role is to observe the children, sometimes interact with the children, without disrupting the daily routine.

During the semester, student teachers from the Child Development Department participate in the school classrooms.

# General Program Information

Student teachers are required to wear a "Student Teacher" badge as well as their Palomar Picture I.D. These students have completed all of their course work, and will be completing either an AA degree and/or a Child Development Certificate. The Master Teacher and student teacher work together to plan activities, change the environment, and plan the class schedules. Over the course of the semester, the student teachers are given more responsibility, and they are always under the supervision of the staff members at the school.

## Parent / Community Involvement

Parents/Guardians are encouraged to visit the school anytime during the day. Families are welcome to share special skills, talents, or interests with the children. Please coordinate classroom activities with the teacher. Parent-Teacher conferences are offered to all families in the fall and spring to review the child's progress and share any questions or concerns. Informal and formal parent conferences may be arranged at any time with the Teacher and/or Site Supervisor and/or Coordinator. We also share classroom and program news with families on a regular basis via the ECELS newsletter.

### Parent Advisory Council (PAC)

The Parent Advisory Council is a support service for parents, as well as a vital part of the Early Childhood Education Lab School. The P.A.C. plans several family events throughout the school year, such as a Parent Appreciation Breakfast, family concerts, Family Fun Night, etc. At some extra-curricular events, a reasonable fee may be charged to help off-set the cost of the event. The P.A.C. raises money to help the school purchase supplies and materials not covered in the general budget. The P.A.C. presents informational meetings on issues of interest to parents. Topics of these meetings have included: child abuse, parenting classes, school readiness, stress reduction, developmentally appropriate activities, and options in discipline. Please suggest topics of interest to you.

Attendance is open to all parents who have children at the Early Childhood Education Lab School. The Coordinator/Site Supervisors of the Lab School are the advisor for the P.A.C. The P.A.C. meets several times each year. Notices of meetings are distributed via email to parents, announced in the newsletter, and signs are also posted.

If childcare is provided for enrolled and/or non-enrolled children for the purpose of a parent meeting or other ECELS activity, the parent must remain on site.

Remember, as a parent of a child in this program, you are our partners in the teaching process. Children learn the most important lessons of life at home. As partners, parents and staff become mind-formers. We give children the opportunity to solve problems for themselves through active experiences.

### Community Involvement

The ECELS solicits support from the community. The Palomar College provides a rich and diverse community from which to enhance our program. We work closely with various departments to bring interesting and unique opportunities to the children- including, but not limited to:

- Collaborating with the Child Development Department, Dance department, Campus Police, Sciences Department, Nursing Department, etc.
- Solicitation of donated goods and services (art project supplies, paper, etc.)

The ECELS provides information to the community regarding the services available through our website, printed material, newsletters, etc.



# General Program Information

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## Program Excellence- Feedback and Suggestions

We strive for excellence and welcome feedback regarding our program. If an employee, parent / guardian or student has an issue or suggestion regarding health, safety, or other concern, they may contact the staff in the following order:

1. Master Teacher
2. Site Supervisor
3. Coordinator

If there is not resolution of the situation at the ECELS level, the parent may contact the College Administrative Members in the following order.

1. Child Development Department Liaison
2. Dean of Social & Behavioral Sciences
3. Assistant Superintendent/ Vice President, Instruction
4. Superintendent/ President of the College
5. Palomar College Governing Board

If there is a problem with unclean or unsafe facilities that is not resolved in the steps above, the employee, parent / guardian or student may contact: Community Care Licensing

7575 Metropolitan Dr., Suite 110

San Diego, CA 92108

619-727-2200

## Complaints Alleging Discrimination

A complaint is a written or verbal statement alleging discrimination based on one or more of the six protected bases in the CACFP: race, color, national origin, sex, age, or disability. Anonymous complaints are also acceptable as long as there is sufficient information provided to proceed with an investigation.

Any staff, parent or guardian of a participant or potential participant in our program may file a complaint in writing or verbally to the ECELS Civil Rights Coordinator- Diane Studinka. A complaint must be filed within 180 days of the alleged discriminatory action. The Civil Rights Coordinator will complete and file the *Program Discrimination Complaint Form* with the U.S. Department of Agriculture according to the instructions on the USDA website.

# General Program Information

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## Disclosures

The ECE Lab School is operated on a non-discriminatory basis, giving equal treatment and access to services, without regard to race, creed, color, sex, religion, national origin or ancestry.

The ECE Lab School policy states, "Program services and activities for enrolled families shall refrain from religious instruction, worship or practices."

The use, or disclosure of financial, or personal information, concerning enrolled children and their families, will be limited to the administration of the Early Childhood Education Lab School, except in reporting child abuse. All staff are mandated by law, to report any suspected child abuse.

The Early Childhood Education Lab School adheres to the California Child Development / education statutes and regulations. This includes civil rights guarantees such as discrimination regarding actual or perceived sex, sexual orientation, gender, ethnic group, race, ancestry, national origin, religion, color, mental or physical disabilities, or a person's association with persons with one or more of these characteristics.

In compliance with the Americans with Disabilities Act, the Palomar Community College District Early Childhood Education Lab welcomes the enrollment of children with disabilities and will provide reasonable accommodation whenever possible to aid access to and participation in services, programs, facilities, and activities.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



# General Program Information

## Questions, Concerns, and Contact Information

Any concerns or questions about scheduling, contract times, payments, etc. should be addressed in the ECELS office staff. If you have any questions and/or concerns about your child in the classroom, please talk to your child's teacher (listed below as Master Teachers). Teaching support staff (assistants) can listen to concerns, but may **not** provide solutions to questions and/or concerns. If, after discussing the matter with the teacher, you still have a concern or question, please feel free to contact the Site Supervisor and/or the Coordinator.

### San Marcos ECELS Office

Phone: (760) 744-1150 ext. 2575  
 Fax: Fax- 760-761-3539  
 Address: Palomar College ECE Lab School  
 1140 W. Mission Road  
 San Marcos, CA 92069

### Escondido ECELS Office

(760) 744-1150 ext. 8155  
 760-761-3583  
 Palomar College ECE Lab School  
 1951 E. Valley Parkway  
 Escondido, CA 92027

## Administrative Team

Name	Title	Email Address	Extension	Site
Diane Studinka	CHDV Professor/ECELS Liaison	<a href="mailto:DStudinka@palomar.edu">DStudinka@palomar.edu</a>	Ext. 2208	San Marcos
Tamara Holthaus	Coordinator	<a href="mailto:THolthaus@palomar.edu">THolthaus@palomar.edu</a>	Ext. 2578	San Marcos
Yi-Cheng Hu	Site Supervisor- Leadership	<a href="mailto:YHu@palomar.edu">YHu@palomar.edu</a>	Ext. 2574	San Marcos
René Robelin	Site Supervisor- Leadership	<a href="mailto:RRobelin@palomar.edu">RRobelin@palomar.edu</a>	Ext. 3375	San Marcos
Lisa Casas	Site Supervisor- Leadership	<a href="mailto:LCasas@palomar.edu">LCasas@palomar.edu</a>	Ext. 8155	Escondido

## San Marcos Classroom Master Teachers

Classroom	Teacher	Title	Email Address	Extension	Site
Room 2	Sari Morris	Master Teacher	<a href="mailto:SMorris@palomar.edu">SMorris@palomar.edu</a>	Ext. 3476	San Marcos
Room 3	Jennifer Streagle	Master Teacher	<a href="mailto:JStreagle@palomar.edu">JStreagle@palomar.edu</a>	Ext. 3376	San Marcos
Room 4	Carol Adams	Master Teacher	<a href="mailto:CAAdams@palomar.edu">CAAdams@palomar.edu</a>	Ext. 3381	San Marcos
Room 5	Sylvie McCann	Master Teacher	<a href="mailto:SMccann1@palomar.edu">SMccann1@palomar.edu</a>	Ext. 2576	San Marcos
Room 6	Lorene Craw	Master Teacher	<a href="mailto:LCraw@palomar.edu">LCraw@palomar.edu</a>	Ext. 3379	San Marcos
Room 7	Srisuda Luettringhaus	Site Supervisor	<a href="mailto:SLuettringhaus@palomar.edu">SLuettringhaus@palomar.edu</a>	Ext. 2579	San Marcos

## Escondido Classroom Master Teachers

Classroom	Teacher	Title	Email Address	Extension	Site
Room 7-AM	Martha Garcia	Master Teacher	<a href="mailto:MGarcia3@palomar.edu">MGarcia3@palomar.edu</a>	Ext. 8156	Escondido
Room 7-PM	Shelbi Morales	Master Teacher	<a href="mailto:SMorales@palomar.edu">SMorales@palomar.edu</a>	Ext. 8156	Escondido
Room 8-AM	Nallely Baca	Master Teacher	<a href="mailto:Nbacabazan@palomar.edu">Nbacabazan@palomar.edu</a>	Ext. 8183	Escondido
Room 8-PM	Sayda Vega	Master Teacher	<a href="mailto:SVegacendejas@palomar.edu">SVegacendejas@palomar.edu</a>	Ext. 8183	Escondido

# San Marcos General Information

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## Arrival by 8:50

**Children must arrive by 8:50 AM; this is a classroom/ teacher driven policy.** Our teachers want to be able to greet every family that walks in the door. Parent interactions are very important to our program. In order to do that before the planned activities for the morning, children need to arrive and parents need to say their goodbyes. Every classroom, from the toddlers to the preschoolers has a lesson plan and curriculum. We are not a drop in day-care and the quality of our program suffers when there are constant interruptions. When children arrive late, it disrupts the learning opportunities and routines of the classroom. Out of respect for our teachers and program (from the youngest class to the oldest), we implore all families to arrive by 8:50 AM. Please see program specific sections for information regarding late drop-off policies.

## Delayed Arrival Due to Appointments

Children who have a doctor, dentist, or other service-related appointment before coming in to school must arrive at the school by 10:30 AM at the latest. Children who have appointments that require coming in to school and then going out for the appointment must return to school by 11 AM if the child will be napping at school, otherwise children can return from appointments after 2:30 PM (after nap). **We appreciate your cooperation in making every attempt to schedule appointments accordingly.**

## Parking Lot Safety/Parking

Safety is one of our utmost concerns. It is vitally important that each family **use extreme caution when entering and exiting our site.** The stop signs in front are exactly that- stop signs. Please come to a complete stop and wait for any pedestrians crossing. If you are a pedestrian, please use the cross walk signal as an additional way of making your presence more visible and hold your child's hand. When entering our parking lot in front of our site, please use the sidewalk around the perimeter of the parking lot; do not walk through the parking lot as this poses an additional danger. We have requested that Campus Police monitor and enforce the law where safety is concerned, so you may see them in front of our site more often.

Please plan to allow a little additional time for these first weeks of each semester so that you can give proper attention to these safety guidelines.

There are several options for parking near the ECELS that do not require a parking permit. Please be considerate of others when choosing where to park.

- **30 Minute Drop Off/ Pick-Up-** These spots are intended for quick drop-offs/ pick-ups and no permit is required. Limit parking in these spots to 30 minutes or fewer.
- **Special Parking-** As stated on the special parking space signs in front of the school in lot 9C, the spaces are reserved **for drop off and pick up only from 7- 9:00 AM and from 3-6 PM.** The spaces are not to be used for general parking (requiring a permit) until 9:00 AM.

The spaces that require a parking permit are listed below.

- ***Student Families:*** Many of our families are from the community and do not have a parking permit to park in the general parking spaces. Out of consideration for our community families, ***please park in the student spaces near the Lab School in lot 9.*** The special parking spaces are reserved for ***drop off and pick up only before 9:00 AM and between 3-6 PM.*** If you park in the special parking spaces, ***once you have dropped off your child, please find a designated student spot to park in.*** The special parking spots need to be available to other families dropping off or picking up. Students ***parking*** in the special parking spaces during drop off and pick up time (and not dropping off or picking up), ***will be cited by Campus Police,*** whether or not they are present in the car.
- ***Faculty/ Staff Families:*** We have over 20 staff members with staff parking permits and only 14 staff spots.

# San Marcos General Information

Your consideration for our staff members when parking would be greatly appreciated. If the special parking spaces for drop off and pick up are all being used, staff and faculty permits allow parking in student spots, so you may park in open student spaces. ***Please leave the staff spots in Lot 9 for ECELS staff.***

Parking for Family events at the ECELS- If there is a family event, we make agreements with Campus Police to use lot 9 without requiring a permit. Please do not park in the 30 minute spots directly in front of our site if you are staying for an event.

We will be working closely with Campus Police to ensure that that the parking spaces are being used appropriately. We appreciate your cooperation as we seek to improve the drop off/ pick up process.

## Nap Time/ Rest Policy

All children enrolled for a full day are required to have a nap/ rest time. The exact time varies in each classroom. Most classrooms begin nap/ rest time around 12:30 PM and the children begin to wake up around 2:30 PM. Please see your child's classroom schedule for exact times. We will turn off lights, and shade windows to assist in rest and relaxation, though there will be enough light for supervision.

Each child is provided with their own nap mat and sheet. Sheets are laundered, and nap mats are sanitized on a weekly basis. Please provide a **small** blanket from home (fits in cubby space with room to spare), and ask your child's teacher for their classroom policy on favorite sleeping items.

If you need to pick up your child during nap time, please inform the teacher when you drop off your child. The child will be napping in an area convenient for pick-up. Otherwise, you are expected to wait for the end of naptime to pick up your child.

If your child naps beyond 2:30 and you prefer that we wake your child instead of allowing him or her to continue to sleep, you may complete a "Permission to Wake-Up My Child" form.

## Emergency Procedures

In the event of a school or campus emergency, we will be utilizing an automated emergency contact system. This system will deliver a message via text and email. The cell phone must be SMS (allow text messages). When your child is out of your care, you should always retrieve your texts and messages right away. If there is an emergency, there needs to be someone available to pick up your child in 30 minutes or less. Parents should have a plan in place to have an authorized person (someone listed on the Enrollment Form) pick up their child in case they are unable to pick up their child within the 30 minutes. It will be the parents' responsibility to arrive within 30 minutes or send an authorized person to pick up.

If both parents will be out of town, they can fill out a form to designate another person or persons to receive automated emergency information for a specified amount of time. In the event of an emergency, the designated person will be contacted via the automated system for the designated time period. The original automated emergency contacts (usually the parents) will not be altered, so they will still receive the automated message(s).

The ECE Lab School prepares for emergencies by practicing disaster drills at least once a month. If a major emergency occurs that requires the children and staff to evacuate the School buildings, the staff and children will be either on an ECELS playground, at the evacuation assembly area in our ECE parking lot, the soccer field next our site, or at a safe site of which you will be informed.

# San Marcos Program

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## Waiting List Process:

Priority goes first to the children of currently enrolled Palomar College students, next faculty and staff of Palomar College, then to the children from the community.

**For Currently Enrolled Families:** Returning children get first priority, then siblings (in the family) that need space. A waiting list application for a sibling may be completed online at <http://www2.palomar.edu/pages/ECELabSchool/applications>. Student parents need to remain registered and taking classes at Palomar College. If a parent needs 5 full days, and only 2 or 3 days are available, the office calls or emails the parent to ask if they will accept the space available. This will put any additional time needed by this child on top of the priority list.

**For New Families:** A waiting list application may be completed online at <http://www2.palomar.edu/pages/ECELabSchool/applications>. The application includes your child's full name and birth date, the parent's full name, the days and times needed for services, the date and time the application was taken. The Student ID number is included to verify eligibility to receive priority enrollment as a Palomar College student family.

It is the parent's responsibility to inform the ECELS of any changes to their contact information. If contacted by the ECELS, it is the **parent's responsibility** to respond to the offer of space. Families can decline space one time and maintain the original waitlist application date. If offered space a second time and declined, the original application date will be replaced with the second declined date, so the wait list application will drop in priority for future space. If we do not hear from you within 7 days, the application will be removed from our system.

If children are not accepted at the beginning of the year, the child can be accepted at any time, as space becomes available. Eighteen month olds may begin on the day they turn 18 months or after, provided there is space in the classroom. Additionally, consideration is taken to ensure that the child fits in the current age range of the classroom, with children enrolled mid-year on a case by case basis.

## Enrollment

Once a family has paid the non-refundable registration fees, the spot is secured with the expectation that their child will begin within the next 2 weeks. A child's enrollment can begin at the ECE Lab School after the contract has been signed and all paperwork returned and processed. We have found that it is very beneficial for new students to visit our program with their parent(s) and become familiar with the environment and staff before beginning school. Please let us know when you plan to visit prior to visiting. In addition, the parent(s) are expected to attend an orientation meeting with the child's teacher before starting.

## Enrollment Schedules

Children may enroll for a full five-day a week schedule or a part- week schedule, with a minimum of two days per week. The following are approved schedules:

- 5 days a week: Monday through Friday
- 4 days a week: Monday, Tuesday, Wednesday, and Thursday or Tuesday, Wednesday, Thursday, and Friday
- 3 days a week: Monday, Wednesday, and Friday, or Tuesday, Thursday, and Friday.
- 2 days a week: Monday and Wednesday, or Tuesday and Thursday.

Requests for a schedule other than those listed will be handled on a case by case basis. While we will do our best to accommodate families, consideration must also be given to our program goal of full enrollment. When granted, schedules other than those pre-approved schedules listed, like T/W/TH or M/W/TH, will incur a monthly convenience fee of \$40 per month for a 3 day odd schedule and \$80 per month for a 2 day odd schedule request. We will continue to grant this type of schedule only if there is not another family to enroll on your "odd" day. If this happens, a two week notice will be given, alerting the family that a change in schedule will be required.

If you need to adjust your child's schedule for certain day or days, you must receive prior approval; please contact the office staff with requests.

## Absences



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Absences are to be reported as early as possible to (760) 744-1150 ext. 3374. If the illness is contagious, please share that with us so that we can alert parents to possible exposure. No credit is given for illnesses or other absences. Contract days cannot be traded. Current week Absence Logs (yellow sheets) are posted below the Attendance Sheets, and will need to be signed, with the parent's **full** signature, when the child returns to school. Previous weeks Absence Logs will be in the Business Office for you to sign.

## Adding/ Dropping Enrollment Days

A two week notice is required for dropping day(s), but children must remain enrolled a minimum of two days per week. Families can request to add days or hours of enrollment and the change can be made as soon as there is space in the classroom to add the days or hours. If there are not immediate openings, the child will be given priority on the waiting list for the space according to the date the change was requested.

## Fees

Fees are charged monthly. The total fees for the year are distributed between the 12 months. The monthly fees are calculated by taking the fees for our total number of days of enrollment, including holidays and professional development days for the year and dividing by 12. The two weeks we are closed for winter break and the week for spring break were not counted as days that fees would be incurred. The monthly fees remain the same for every month unless there is a change in schedule (removing days, adding days, or withdrawing services), in which case fees will be prorated.

Please refer to the current Rate Chart (Appendix) or your current Contract.

Fees will be incurred on enrollment days regardless of absences, holidays, or emergency closure of the school. We value our teachers and feel that it is important to pay our teachers for holidays and professional development days, so you do pay for these days that occur on your enrollment days. Please refer to the appendix for the ECELS Calendar for the current year.

Fees are due and payable the first of every month in advance of providing services. A \$25.00 late charge will be assessed per child after the 7th of the month if fees have not been received. Payments sent in the mail and postmarked by the 7th of the month will be considered on-time. Our goal is to pay our teachers a worthy wage with benefits and to ensure we have resources for an exemplary program, so enrollment fees and registration/material fees will increase approximately 3- 10 % annually.

Any family with a returned payment for Non-Sufficient Funds (NSF) / bounced check will be responsible to pay the fees due from the original payment plus a late fee of \$25 (if received after the 7th). Additionally, the District charges a \$20 fee for personal checks returned for insufficient funds, which will be collected at the ECELS and forwarded to the Cashier's Office (AP 5030). Payment for an NSF will be limited to cash, cashier's check, or money order only. A family with a NSF may be limited to the above payment options for future payments at the discretion of the ECELS administration.

**Withdrawal of Services Initiated by the Family:** One month's written notice must be given to the Business Office when children are withdrawn. Families are responsible for fees incurred up until the date of the one month's notice.

**Past Due Fees:** If fees are not paid by the 20th, a termination of services notice will be issued. In order to halt the termination of services, arrangements must be made to pay the fees in full. Families with an overdue balance will be ineligible for services until the balance is paid and the account is current.

Palomar College reserves the right to withhold ECELS Services, student grades, and transcripts, when fees are not current (CAC Title: 5:54640, BP 5035).

**Late Drop-Off Fees:** All children must arrive by 8:50 AM.\* We understand that there may occasionally be special circumstances which hinder your child from arriving by 8:50 AM. If that is the case, please call the office as soon as possible to inform the staff. If the reason for the late arrival is other than a medical or other service-type appointment (see section- Delayed Arrival Due to Appointments), a late drop-off notice will be issued to the parent. Each family will be allotted 3 late drop-off notices from July 1- December 31st and 3 late drop-off notices from January 1- June 30. If a family receives 3 late drop-off notices during that timeframe, a meeting with an administrator and the child's teacher will

# San Marcos Program

be required to review the late drop-offs and work together to create a plan of action. After meeting with the administrator, if the family arrives after 8:50 AM, the following fees will apply:

Fees are: 1-5 min= \$10, 6-10 min = \$20, 11-15 min =\$40, 16-30 min = \$60.

**Late Pick-Up Fees** Families must leave the site by 5:45 PM; the doors will be locked at that time. Any parent remaining in the building past 5:45 PM will be charged a late fee, regardless of the time that the child is signed out or when the parent arrived. Late pick-up fees apply to the part-day enrollment, where pick-up is 12:15 and the full-day program at closing at 5:45 PM and are per child. The campus clock is used to document the time.

Fees are: 1-5 min= \$10, 6-10 min = \$20, 11-15 min =\$40, 16-30 min = \$60.

After the third offence in one year all fines will be doubled; after the 5th offence all fines will be tripled.

## Extra Day Enrollment

**If space is available**, you can request to enroll your child for an extra day. There is a \$10 (non-refundable) fee per day in addition to the daily fee for this service. Please request at least one week in advance. Once requested and approved, we order food and make staffing arrangements per your request. Therefore, at least one business day's notice is required to change or cancel without being charged the daily fee (the \$10 extra day fee will still be charged). If the request to cancel has not been received at least 1 business day prior to the approved extra day, or the child is otherwise absent, the daily fee plus the \$10 fee will still be assessed.

## Vacation Credit

Vacation credit is offered exclusively with continuous enrollment for the entire school year (from July 1, 2017- June 30, 2018). Written notification must be submitted at least a week prior to the vacation time planned. The credit will be applied to the account in June 2018, and the maximum amount credited is equivalent to the fees for a one week enrollment period. If there are changes in the fees throughout the year, the credit will be applied at the rate that was charged for the majority of the year. If vacation credit is applied to the account and the full contract period is not fulfilled, the credit amount will be charged back to the account.



# San Marcos – Funded Program

Palomar College is able to provide funding for qualifying families through a contract with the California Department of Education. Families must also qualify according to gross monthly [Income Guidelines](#) and family size. Depending on the family income, reduced family fees may apply.

For Palomar College students and community families who seek full day subsidized services, parent(s) must meet the eligibility requirements for services. For example, parent(s) must be in school and/or working and there is no parent or adult legal guardian at home who could take care of the child.

Requirements for funded services are based on California Code Regulations (CCR) Title 5, the California Department of Education Program Requirements for California State Preschool Programs (CSPP), and Child and Adult Care Food Program (CACFP). While every attempt has been made to align our policies with the most current requirements from those sources, if there is a discrepancy, CCR 5, CDE Program (CSPP), and CACFP regulations supersede the information provided here. CSPP Program requirements can be found here- [CSPP 17-18](#).

**Please note that we do not have funded services available to children who do not qualify as a CSPP three- year old or four-year old (see definitions below).** If your child is too young to receive services under these requirements, we suggest applying for alternate funding through the [Central Eligibility List](#). Our San Marcos site accepts alternate funding resources that help families pay tuition fees (CDA, YMCA, TANF, etc.). **To ensure that we can best serve your family when space becomes available, please let us know if are approved for funding through one of those agencies.**

## Family Selection Process/ Wait list

Families requesting funded services will fill out a wait list application for services for the San Marcos location on our website here- <https://www2.palomar.edu/pages/ECELabSchool/san-marcos-application>. The application includes your child's full name and birth date, the parent's full name, the days and times needed for services, the date and time the application was taken. Parents seeking funding will need to submit their gross monthly income and family size. The Student ID number is requested to verify enrollment in classes at Palomar College. Applications are given an admission priority rank number, which is determined by the parent's gross monthly income and family size as prescribed by the California Department of Education, Child Development Division.

## Admission Priorities:

To receive CSPP services, children shall be three or four year's old (according to the definitions below), live in the state of California (unless identified as homeless) and meet eligibility criteria.

- CSPP "Four-year-old children" are children who will have their fourth birthday on or before September 1 of the fiscal year\* they are being served. (MB 14-02) (Children that are Kindergarten eligible are not eligible for CSPP)
- CSPP "Three-year-old children" are children who will have their third birthday on or before September 1 of the fiscal year\* they are being served.

"CSPP eligible five-year-olds" who will have their fifth birthday on or before September 1 of the fiscal year they receive services, and **who were receiving full-day services as a CSPP eligible four-year-old on or before June 30**, may remain in a CSPP program until they start kindergarten, but no later than September 30.

\*Fiscal Year runs from July 1- June 30

### 1. First Priority: (EC 8263[b][1])

- a. Three – or four-year-old neglected or abused children who are recipients of child protective services (CPS) and referred by Child Protective Services in which the case plan requires child development services.
- b. Three – or four-year-old children who are at risk of being neglected or abused as determined by a legally qualified legal, medical, or social services professional who states that child development services are needed to reduce or eliminate that risk.

If the ECLS is unable to enroll a child in the first priority category, the family shall be referred to local resource and referral services to locate services for the child.

### 2. Second Priority: (EC 8263[b][2])

- a. Children who were enrolled in the State Preschool Program as a three-year-old, without regard to income ranking.
- b. All CSPP eligible four-year-old children who are not enrolled in a state-funded transitional kindergarten

# San Marcos – Funded Program

program in accordance with family income ranking, with the lowest income ranks being admitted first.

3. Third priority: All CSPP eligible three-year old children in accordance with family income ranking, with the lowest income ranks being admitted first.

\*When two or more families have the same income, the family that has a child with exceptional needs shall be admitted first. If none of the families with the same income ranking has an exceptional needs child, the family that has been on the waiting list the longest shall be admitted first.

San Marcos Site Full Day (Need-Based) Program: Funded services are prioritized for current Palomar College Students, then according to the priority list above. If space is available after serving all student families, community families may be offered services according the priority list above.

## How to Qualify for the Funded Program Eligibility

Families must document that each parent in the family meets a need criterion, as specified in Education Code. To receive California state preschool part-day programs services, families shall meet the eligibility criteria. Families receiving full-day services shall meet both the eligibility and need criteria.

**Eligibility is based on documentation and verification of at least one of the following:**

**Income-** Refer to 5 CCR definition of countable and non-countable income for complete list. Income documentation is for the month preceding certification or recertification. Current and on-going income documentation may be requested. Total countable income means all income of the individuals counted in the family size, for example:

- Income from Employment- Gross wages or salaries, overtime, or tips
- Income from Self-Employment
- Cash aid
- Child support payment received
- Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies
- Provide copies of the documentation of all non-wage income.
- Provide self-certification of any income for which no documentation is possible

**Current Aid Recipient** EC 8263(a)(1) Requires that the parent provide documentation of public cash assistance

**Homelessness** (5CCR 18090) Requires a written referral from an emergency shelter or other legal, medical, or social service agency; or a written parental declaration that the family is homeless and a statement describing the family's current living situation.

**Child Protective Services (CPS)-** EC 8263(a)(1)(A) and (a)(1)(B) Requires a statement from the local county welfare department, child protective services unit is required, certifying that the child is receiving child protective services and the child care and development services are a necessary component of the child protective services plan.

**At Risk of Abuse, Neglect, and/or Exploitation-** (5 CCR 18081) Requires a written referral from a legally qualified professional certifying that the child is identified as being abused, neglected, exploited, or is at risk of abuse, neglect, or exploitation, and that the family needs child care and development services.

**Family Size Documentation-** The parent must provide supporting documentation regarding the number of children and parents in the family. Supporting documentation for the number of children shall be at least one of the following: Birth certificate; Child custody court order; Adoption documents; Foster Care placement records; School or medical records; County welfare department records; or other reliable documentation indicating the relationship of the child to the parent.

If only one parent has signed an application for enrollment in child care services, and the information provided on the application indicates that there is a second parent who has not signed the application, the parent who has signed the application shall self-certify the presence or absence of the second parent under penalty of perjury. The parent who has

# San Marcos – Funded Program

signed the application shall not be required to submit additional information documenting the presence or absence of the second parent.

**Need Eligibility- Full Day Program Service Recipients-** (For services other than for the part-day State Preschool Program (CSPP))- Families must also qualify under the criteria- need for services. Service limits apply to some need criteria categories. Information provided may be independently verified by ECELS staff as deemed necessary. Need for services is based on documentation and verification of at least one of the following as defined in the sections in parenthesis:

**Child Protective Services** (5 CCR Section 18092) Service limitations apply. A statement from the local county welfare department, child protective services unit is required, certifying that the child is receiving child protective services and the child care and development services are a necessary component of the child protective services plan.

**At-Risk** (5 CCR Section 18092.5 and MB 06-14) Service limitations apply. Requires a written referral from a legally qualified professional certifying that the child is identified as being abused, neglected, exploited, or is at risk of abuse, neglect, or exploitation, and that the family needs child care and development services.

**Employment** (5 CCR sections 18086 and 18086.1) The parent's hours and days of employment shall be documented. An ECELS administrator shall determine the days and hours of service needed per week based on the parent's employment schedule and travel time (as applicable).

**Training toward Vocational Goal** (5 CCR Section 18087) The parent shall provide documentation of the days and hours of vocational training to include (as applicable): a statement of the parent's vocational goal; a current class schedule (electronic print-out) from the training institution which indicates the dates that the semester begins and ends; the anticipated completion date of all required training activities to meet the vocational goal. An ECELS administrator shall determine the days and hours of service needed per week based on the parent's class schedule and requested study time. Continuation of services based on training is contingent upon making adequate progress. At the end of the semester or training period, student grades must be submitted to show that the parent is making progress toward the attainment of the vocational goal. (See policy on Grades for more information). Service limitations apply.

**Seeking Employment** (5 CCR Section 18086.5) Service limitations apply. Parent is required to provide documentation of seeking employment.

**Seeking Permanent Housing** (5 CCR Section 18091) Service limitations apply. Parent is required to provide documentation of seeking permanent housing.

**Parental Incapacity** (5 CCR Section 18088) Service limitations apply. Requires a Statement from a legally qualified health professional establishing that the parent is incapacitated.

## Continued Services

Because our program is year-round and depends on continued enrollment to meet our funding contract with the state, families who choose to receive part day CSPP services during breaks in need (for example, breaks between semesters) will maintain their child's enrollment spot in our program. Part day services will at a minimum match the days of enrollment of the previous semester. Families can request additional days of part-day CSPP services, up to 5 days a week if on a first come, first serve basis. Families who choose to terminate services during breaks in service will go back to the waiting list for future services, and the enrollment spot will be offered to a wait list family.

## Notice of Action (NOA)

The contractor's decision to approve or deny services shall be communicated to the applicant through a written statement referred to as a Notice of Action (NOA). If upon recertification or update of the application, an ECELS administrator determines that the need or eligibility requirements are no longer being met, or the fee or amount of service needs to be modified, the administrator shall notify the family through a written Notice of Action. The Notice of Action shall be completed according to state guidelines. A copy of the initialed or sent Notice of Action will be maintained in the child's file. As detailed on the back of the Notice of Action, families may appeal decisions communicated through a Notice of Action. (See Right to Appeal below or the back of the Notice of Action form).



# San Marcos – Funded Program

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## Right to Appeal

If the parent disagrees with an action, the parent(s) may file a request for a hearing with the ECELS within fourteen (14) calendar days of the date the Notice of Action was received. Upon the filing of a request for hearing, the intended action shall be suspended until the review process has been completed. The review process is complete when the appeal process has been exhausted or when the parent(s) abandons the appeal process.

Within ten (10) calendar days following the receipt of the request for a hearing, the ECELS shall notify the parent(s) of the time and place of the hearing. The time and place of the hearing shall, to the extent possible, be convenient for the parent(s). The hearing shall be conducted by an administrative staff person who shall be referred to as “the hearing officer.” The hearing officer shall be at a staff level higher in authority than the staff person who made the contested decision.

The parent(s) or parent's authorized representative is required to attend the hearing. If the parent or the parent's authorized representative fails to appear at the hearing, the parent will be deemed to have abandoned his or her appeal. Only persons directly affected by the hearing shall be allowed to attend. The ECELS shall arrange for the presence of an interpreter at the hearing, if one is requested by the parent(s).

The hearing officer shall explain to the parent(s) the legal, regulatory, or policy basis for the intended action. During the hearing, the parent(s) shall have an opportunity to explain the reason(s) they believe the ECELS's decision was incorrect. The ECELS's staff shall present any material facts omitted by the parent(s). The hearing officer shall mail or deliver to the parent(s) a written decision within ten (10) calendar days after the hearing.

Note: Authority cited: Section 8261, Education Code. Reference: Section 8261, Education Code.

## Parent Orientation

The parent(s)/ guardian(s) are required to attend an orientation meeting that includes topics such as program philosophy, program goals and objectives, program activities, eligibility criteria and priorities for enrollment, fee requirements, and due process procedures. Each family is expected to attend a classroom orientation meeting and will receive a classroom orientation packet. Families are encouraged to ask questions about the program at any time.

## Drop-off/ Pick-up Times

**Child Drop-off and pick-up times must be consistent with the approved schedule as indicated on the Notice of Action.**

\*Please refer to the section *Arrival by 8:50* under San Marcos General Information and the section under *Fees* below regarding pick-up times and late pick-up fees that apply when picking up after program hours.

## Fees

No family fees are charged to families receiving only part-day CSPP services. (Late Pick-Up fees below still apply.)

Families approved for CSPP services (other than solely part- day CSPP) may have a monthly family fee. Fees will be assessed in accordance with current State Law. The amount of the family fee is assessed using the most current California Family Fee Schedule and is based on family income, family size, and number of certified hours. Children certified for more than 130 hours of care a month will be charged the full-time fees. Children certified for fewer than 130 hours a month will be charged the part-time fees. Monthly fees are assessed at certification, recertification or an update based on changes to income, certified need and family size. No adjustments are made for absences. At initial certification and when there is a change in fees, a Notice of Action will be issued documenting the change and the effective date, if applicable.

Fees are due and payable the first of every month in advance of providing services. Payment will be considered late if not paid by the 7th of the month.

Payments can be made by choosing one of these options:

- Cash
- Personal checks, cashier checks, or money orders. Make checks payable to: Palomar College ECE
- Payments should be dropped off at the Office of the ECE Lab School

**Past Due Fees:** Fees are delinquent seven (7) calendar days after due date. A NOA will be issued to you with a

# San Marcos – Funded Program

pending termination date for services. To halt the NOA action you may either pay the delinquent fee or agree to reasonable repayment plan for the delinquent fees. Upon termination for delinquent fees, the family shall be ineligible for childcare until all fees are paid.

If fees are delinquent:

- Palomar College reserves the right to withhold Educational Services and student grades and transcripts, when fees are not current (CAC Title: 5:54640).
- **Termination of Enrollment:** A Notice of Action (NOA) to terminate services shall be mailed or given to the parent which will also explain rights of appeals. The NOA shall state the total amount of unpaid fees, the fee rate, the period of delinquency, and state that services shall be terminated 14 days from the date of the NOA unless all delinquent fees are paid before that date or a repayment plan is established.

A reasonable plan for payment may be established and approved by the program. This approval is dependent upon past payment history and the amount of delinquent fees owed. In addition to the delinquent fee payment, current preschool fees **MUST** be paid on time. Preschool services shall continue, provided current fees are paid when due, and there is compliance with the provisions of the repayment plan.

**Late Pick-Up Fees** Apply to all families, including funded families. Families must leave the site by 5:45 PM; the doors will be locked at that time. Any parent remaining in the building past 5:45 PM will be charged a late fee, regardless of the time that the child is signed out or when the parent arrived. Late pick-up fees apply to the part-day enrollment, where pick-up is 12:00 and the full-day program at closing at 5:45 PM and are per child. The campus clock is used to document the time.

Fees are: 1-5 min = \$10,      6-10 min = \$20,      11-15 min = \$40,      16-30 min = \$60.

After the third offence in one year the family will be issued a warning for termination of services.

## Updating the Application

For families receiving full day services, the ECELS shall update the family's application to document continued need and eligibility and determine any change to fee assessment within 30 calendar days whenever there is a change in family income, public assistance status, family size, or need for services. Certain exclusions apply.

## Absences

Although there will be days when your child will need to be absent from school, it is important that student parents attend their campus class(es) in order to be successful in their educational goals. It is also important for children to attend class in order to be ready for kindergarten. Absence days are closely monitored. It is the parent's responsibility to notify the School of absences.

### Process for Reporting Absences

1. Please call 760-744-1150 Ex. 3374 to report the absence **and the reason for the absence** as soon as you know your child will not be in attendance. If he/she is absent multiple days, please call daily and provide the reason.
2. When you return, please **record the date of the absence(s) and the reason for the absence and signature** on the absence log (yellow sheet) under the sign in sheets.
3. For absences due to illness (either parent or child) that extend to 3 consecutive days or more, a doctor's note will be required.

### Excused Absences:

- For illness or medical appointment of the enrolled child, or the parent / legal guardian. After 3 consecutive enrollment days absent, a doctor's note will be required to document the reason.
- For Court ordered visitation (court order must be on file)
- For a Family Emergency – which is defined as the death or life threatening illness or accident in the family - of a parent / legal guardian, grandparent, aunt, uncle, sibling. After 3 consecutive enrollment days absent, proof of the emergency will be required to document the reason.

# San Marcos – Funded Program

- **Best Interest Days:** Best Interest Days are for a family day, vacation, going out of town, or transportation problems. There is a limit of 10 Best Interest days per fiscal year (July 1-June 30) per child. When 8 Best Interest Days have been recorded, the parent must meet with an administrator to review absences and will receive written notification of remaining Best Interest Days. After all Best Interest Days have been exhausted, absences will be recorded as Unexcused (see below).

**Unexcused Absences:** Unexcused Absences are for anything not listed above or when Best Interest Days have been exhausted. There is a limit of 3 Unexcused Absence Days per fiscal year (July 1-June 30) per child. When 2 Unexcused Absences have been recorded, the parent/guardian must meet with an administrator to review absences and come up with a plan of action. More than 3 Unexcused Absences will result in termination from the program.

## Responsibility to Report Changes

***One month's written notice is requested when children are withdrawn from service.*** To remain in good standing, families must report changes in family size, income, and/or employment or training/education schedule (including withdrawing or no longer attending a class) within 5 days of the change. If a family fails to report a change, the family will be on probation for funded services through the end of the school year (June 30). Failing to report changes twice during the school year will result in termination of services.

## Staff Development

The ECELS shall develop and implement a staff development program that includes the following:

- Identification of training needs of staff or service providers;
- Written job descriptions;
- An orientation plan for new employees;
- An annual written performance evaluation procedure unless a different frequency of performance evaluations is specified in a contractor's collective bargaining agreement with their employees;
- Staff development opportunities that include topics related to the functions specified in each employee's job description and those training needs identified by the contractor pursuant to subsection (a) of this section.
- An internal communication system that provides each staff member with the information necessary to carry out his or her assigned duties.

## Program Self-Evaluation

The ECELS will complete an environment rating scale (ITERS or ECERS) as appropriate for the type of setting and age of children served to measure program quality; every three (3) years as part of the program compliance review; and annually as part of the self- evaluation process. For each environment rating scale completed, the ECELS shall achieve a minimum average score of "Good" on each subscale.

As part of the Program Self-Evaluation Process, parents will be asked to complete a Desired Results Parent Survey. Results from the survey and other evaluation tools will assist in ensuring that program standards are being met. The ECELS shall modify the program to address any areas identified during the self-evaluation as needing improvement.



# San Marcos – Funded Program

## Funded Student Family Policies:

Services hours will be based on your Palomar College class schedule. At the time of your child's enrollment, verification of your college registration will be reviewed to see which hour block best fits your class schedule. Children's arrival and pick-up times MUST be consistent with your class schedule, or contracted times and certification documents.

For student families to qualify for subsidized services, the following criteria must be met:

- You must follow your approved schedule for funded services as stated on your Notice of Action. Hours are based on your class and lab schedule. Service for study hours and can be requested by the parent and is available as funding and space permits. You must remain on campus at all times while your child is attending the ECELS for educational purposes for the parent.
- Parents must provide a statement of their vocational goals and education plan which must coincide with making progress toward their vocational goal.

### Grades:

Student parents must make academic progress in order to continue to receive funding. At the end of each semester, student grades are due to the Business Office no later than 10 days after grades are posted. Parents will be asked to sign a release to enable the ECELS administration to verify the parent's progress at Palomar College throughout the semester and print grades at the end of the semester. A GPA of 2.0 or better must be earned for the class(es) for which funded services were approved for the semester. The first time the student does not earn at least a 2.0 GPA, the student will be under probation but may continue to receive services for one additional semester, or training period, as applicable, to improve the student's progress. At the conclusion of that session, the student shall, in the classes for which subsidized care was provided, have earned at least a 2.0 GPA. If the student has not earned a 2.0 GPA, services for this purpose shall be terminated and available to the student after six months from the date of termination (if eligible for services at the time). Pursuant to Title 5 Section 18087 regulations.

If a student receives under a 2.0 (under a C) in a class for which funded services were provided, the student may be eligible to receive funded services for that class only one more time. Course must be passed with a C (2.0) or better. The student will not be eligible for funded services for that class again. If not passed, the student must retake the course during hours that funded services are not offered for training/ educational purposes. The Title 5 requirements in the previous section must be met in order to re-take a failed class.

\*The term student in this policy refers to the parent(s) who are receiving services for Educational purposes.

Children may only attend the Early Childhood Education Lab School after your application and certification documents are finalized.

## Weekly View Schedule/ Emergency Form

This form is used to contact you in case of an emergency at the School. Student parents must submit a copy of the weekly view schedule from e-services with their class schedule and study time location added according to the times already pre-approved by the office staff. Student parents receiving services for education/training must be either in class or a designated study location on campus at all times while their child is at the ECELS. This requirement to remain on campus does not apply to part-day CSPP approved days. You must inform the Business Office of any changes immediately to ensure emergency information is current.

# Escondido – Funded Program

Palomar College is able to provide funding for qualifying families through a contract with the California Department of Education. Families must qualify according to gross monthly Income Guidelines and family size.

Requirements for funded services are based on California Code Regulations (CCR) Title 5, the California Department of Education Program Requirements for California State Preschool Programs (CSPP), and Child and Adult Care Food Program (CACFP). While every attempt has been made to align our policies with the most current requirements from those sources, if there is a discrepancy, CCR 5, CDE Program (CSPP), and CACFP regulations supersede the information provided here. CSPP Program requirements can be found here- CSPP 17-18.

**Please note that we do not have funded services available to children who do not qualify as a CSPP three- year old or four-year old (see definitions below).** If your child is too young to receive services under these requirements, your family will not be contacted for services until the appropriate program year.

## Family Selection Process/ Wait list

Families requesting funded services will fill out a wait list application for services for the Escondido location on our website here- <https://www2.palomar.edu/pages/ECESchool/escondido-application> or by paper application at the Escondido location. The application includes your child's full name and birth date, the parent's full name, the days and times needed for services, and the date and time the application was taken. Parents seeking funding will need to submit their gross monthly income and family size. Applications are given an admission priority rank number, which is determined by the parent's gross monthly income and family size as prescribed by the California Department of Education, Child Development Division.

## Admission Priorities:

To receive CSPP services, children shall be three or four year's old (according to the definitions below), live in the state of California (unless identified as homeless) and meet eligibility criteria.

- CSPP "Four-year-old children" are children who will have their fourth birthday on or before September 1 of the fiscal year\* they are being served. (MB 14-02) (Children that are Kindergarten eligible are not eligible for CSPP)
- CSPP "Three-year-old children" are children who will have their third birthday on or before September 1 of the fiscal year\* they are being served.

"CSPP eligible five-year-olds" who will have their fifth birthday on or before September 1 of the fiscal year they receive services, and **who were receiving full-day services as a CSPP eligible four-year-old on or before June 30**, may remain in a CSPP program until they start kindergarten, but no later than September 30.

\*Fiscal Year runs from July 1- June 30

### 1. First Priority: (EC 8263[b][1])

- a. Three – or four-year-old neglected or abused children who are recipients of child protective services (CPS) and referred by Child Protective Services in which the case plan requires child development services.
- b. Three – or four-year-old children who are at risk of being neglected or abused as determined by a legally qualified legal, medical, or social services professional who states that child development services are needed to reduce or eliminate that risk.
- c. If the ECES is unable to enroll a child in the first priority category, the family shall be referred to local resource and referral services to locate services for the child.

### 2. Second Priority: (EC 8263[b][2])-

- a. Children who were enrolled in the State Preschool Program as a three-year-old, without regard to income ranking.
- b. All CSPP eligible four-year-old children who are not enrolled in a state-funded transitional kindergarten program in accordance with family income ranking, with the lowest income ranks being admitted first.

### 3. Third priority: All CSPP eligible three-year old children in accordance with family income ranking, with the lowest income ranks being admitted first.

\*When two or more families have the same income, the family that has a child with exceptional needs shall be admitted first. If none of the families with the same income ranking has an exceptional needs child, the family that has been on the waiting list the longest shall be admitted first.

# Escondido – Funded Program

## How to Qualify for the Funded Program – Eligibility

Families must document that each parent in the family meets a need criterion, as specified in Education Code. To receive California state preschool part-day programs services, families shall meet the eligibility criteria. Families receiving full-day services shall meet both the eligibility and need criteria.

**Eligibility is based on documentation and verification of at least one of the following:**

**Income-** Refer to 5 CCR definition of countable and non-countable income for complete list. Income documentation is for the month preceding certification or recertification. Current and on-going income documentation may be requested. Total countable income means all income of the individuals counted in the family size, for example:

- Income from Employment- Gross wages or salaries, overtime, or tips
- Income from Self-Employment
- Cash aid
- Child support payment received
- Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies
- Provide copies of the documentation of all non-wage income.
- Provide self-certification of any income for which no documentation is possible

**Current Aid Recipient** EC 8263(a)(1) Requires that the parent provide documentation of public cash assistance

**Homelessness** (5CCR 18090) Requires a written referral from an emergency shelter or other legal, medical, or social service agency; or a written parental declaration that the family is homeless and a statement describing the family's current living situation.

**Child Protective Services (CPS)-** EC 8263(a)(1)(A) and (a)(1)(B) Requires a statement from the local county welfare department, child protective services unit is required, certifying that the child is receiving child protective services and the child care and development services are a necessary component of the child protective services plan.

**At Risk of Abuse, Neglect, and/or Exploitation-** (5 CCR 18081) Requires a written referral from a legally qualified professional certifying that the child is identified as being abused, neglected, exploited, or is at risk of abuse, neglect, or exploitation, and that the family needs child care and development services.

**Family Size Documentation-** The parent must provide supporting documentation regarding the number of children and parents in the family. Supporting documentation for the number of children shall be at least one of the following: Birth certificate; Child custody court order; Adoption documents; Foster Care placement records; School or medical records; County welfare department records; or other reliable documentation indicating the relationship of the child to the parent.

If only one parent has signed an application for enrollment in child care services, and the information provided on the application indicates that there is a second parent who has not signed the application, the parent who has signed the application shall self-certify the presence or absence of the second parent under penalty of perjury. The parent who has signed the application shall not be required to submit additional information documenting the presence or absence of the second parent.

## Notice of Action (NOA)

The contractor's decision to approve or deny services shall be communicated to the applicant through a written statement referred to as a Notice of Action (NOA). If upon recertification or update of the application, an ECELS administrator determines that the need or eligibility requirements are no longer being met, or the fee or amount of service needs to be modified, the administrator shall notify the family through a written NOA. The NOA shall be completed according to state guidelines. A copy of the initialed or sent NOA will be maintained in the child's file. As detailed on the back of the NOA, families may appeal decisions communicated through a NOA. (See Right to Appeal

# Escondido – Funded Program

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below or the back of the NOA form).

## Right to Appeal

If the parent disagrees with an action, the parent(s) may file a request for a hearing with the ECELS within fourteen (14) calendar days of the date the Notice of Action was received.

Upon the filing of a request for hearing, the intended action shall be suspended until the review process has been completed. The review process is complete when the appeal process has been exhausted or when the parent(s) abandons the appeal process.

Within ten (10) calendar days following the receipt of the request for a hearing, the ECELS shall notify the parent(s) of the time and place of the hearing. The time and place of the hearing shall, to the extent possible, be convenient for the parent(s).

The hearing shall be conducted by an administrative staff person who shall be referred to as “the hearing officer.” The hearing officer shall be at a staff level higher in authority than the staff person who made the contested decision.

The parent(s) or parent's authorized representative is required to attend the hearing. If the parent or the parent's authorized representative fails to appear at the hearing, the parent will be deemed to have abandoned his or her appeal.

- Only persons directly affected by the hearing shall be allowed to attend.
- The ECELS shall arrange for the presence of an interpreter at the hearing, if one is requested by the parent(s).
- The hearing officer shall explain to the parent(s) the legal, regulatory, or policy basis for the intended action.
- During the hearing, the parent(s) shall have an opportunity to explain the reason(s) they believe the ECELS's decision was incorrect. The ECELS's staff shall present any material facts omitted by the parent(s).
- The hearing officer shall mail or deliver to the parent(s) a written decision within ten (10) calendar days after the hearing.

Note: Authority cited: Section 8261, Education Code. Reference: Section 8261, Education Code.

## Parent Orientation

The parent(s)/ guardian(s) are required to attend an orientation meeting that includes topics such as program philosophy, program goals and objectives, program activities, eligibility criteria and priorities for enrollment, fee requirements, and due process procedures. Each family is expected to attend a classroom orientation meeting and will receive a classroom orientation packet. Families are encouraged to ask questions about the program at any time.

## Fees

No fees are charged to part-day CSPP families, with the exception of late pick up fees.

**Late Pick-Up Fees:** Families must leave the site by 4:30 PM; the doors will be locked at that time. Any parent remaining in the building past 4:30 PM will be charged a late fee, regardless of the time that the child is signed out or when the parent arrived. Late pick-up fees apply to both the AM classes, where pick-up is by 11:30 AM for Room 7A and by 11:45 for Room 8A, and the PM classes, where pick-up is by 4:00 PM for Room 7P and by 4:15 for Room 8P. Fees are charged per child. The campus clock is used to document the time.

Fees are: 1-5 min= \$10,      6-10 min = \$20,      11-15 min = \$40,      16-30 min = \$60.

**After the third offence in one year the family will be issued a warning for termination of services.**

If a child has not been picked up by your child’s scheduled pick-up time, parent(s) will be called to see what time they anticipate arriving. If parents are unreachable, ECELS staff will begin to call people from the authorized pick-up list to pick up the child. If 30 minutes has passed, and no one has arrived to pick up the child, Campus Police will be contacted. They will take over and follow Child Protective Services procedures.

Please respect our policies. Please recognize that our staff have school and family commitments too.

Late fee payments are due within one week of the violation notice.

Payments can be made by choosing one of these options:



# Escondido – Funded Program

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- Cash
- Cashier Checks or Money Orders. Make checks payable to: Palomar College ECE
- Payments should be dropped off at the Office of the ECE Lab School

**Past Due Fees:** Fees are delinquent seven (7) calendar days after due date. A NOA will be issued to you with a pending termination date for services. To halt the NOA action you may either pay the delinquent fee or agree to reasonable repayment plan for the delinquent fees. Upon termination for delinquent fees, the family shall be ineligible for childcare until all fees are paid.

If fees are delinquent:

- Palomar College reserves the right to withhold Educational Services and student grades and transcripts, when fees are not current (CAC Title: 5:54640).
- **Termination of Enrollment:** A Notice of Action (NOA) to terminate services shall be mailed or given to the parent which will also explain rights of appeals. The NOA shall state the total amount of unpaid fees, the fee rate, the period of delinquency, and state that services shall be terminated 14 days from the date of the NOA unless all delinquent fees are paid before that date or a repayment plan is established.

A reasonable plan for payment may be established and approved by the program. This approval is dependent upon past payment history and the amount of delinquent fees owed. In addition to the delinquent fee payment, current preschool fees MUST be paid on time. Preschool services shall continue, provided current fees are paid when due, and there is compliance with the provisions of the repayment plan.

## Responsibility to Report Changes

**One month's written notice is requested when children are withdrawn from service.** To remain in good standing, families must notify the office within 5 days of any changes in income, marital status, address, contact information, class and/or child schedule changes, etc.

## Absences

Although there will be days when your child will need to be absent from school, it is important that children attend as enrolled in order to benefit from the program. Absence days are closely monitored. It is the parent's responsibility to notify the ECELS of absences. Please call your site office to report your child's absence **760-744-1150 – Escondido office-Ext. 8155**. Parents must also **sign the Absence Log when the child returns to school, stating the reason for the absence.**

### Excused Absences:

- For illness or medical appointment of the enrolled child, or the parent / legal guardian. After 3 consecutive enrollment days absent, a doctor's note will be required to document the reason.
- For Court ordered visitation (court order must be on file)
- For a Family Emergency – which is defined as the death or life threatening illness or accident in the family - of a parent / legal guardian, grandparent, aunt, uncle, sibling. After 3 consecutive enrollment days absent, proof of the emergency will be required to document the reason.
- Best Interest Days: Best Interest Days are for a family day, vacation, going out of town, or transportation problems. There is a limit of 10 Best Interest days per fiscal year (July 1-June 30) per child. When 8 Best Interest Days have been recorded, the parent must meet with an administrator to review absences and will receive written notification of remaining Best Interest Days. After all Best Interest Days have been exhausted, absences will be recorded as Unexcused (see below).

**Unexcused Absences:** Unexcused Absences are for anything not listed above or when Best Interest Days have been exhausted. There is a limit of 3 Unexcused Absence Days per fiscal year (July 1-June 30) per child. When 2 Unexcused Absences have been recorded, the parent/guardian must meet with an administrator to review absences and come up with a plan of action. More than 3 Unexcused Absences will result in termination from the program.

# Escondido – Funded Program

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## Staff Development

The ECELS shall develop and implement a staff development program that includes the following:

- Identification of training needs of staff or service providers;
- Written job descriptions;
- An orientation plan for new employees;
- An annual written performance evaluation procedure unless a different frequency of performance evaluations is specified in a contractor's collective bargaining agreement with their employees;
- Staff development opportunities that include topics related to the functions specified in each employee's job description and those training needs identified by the contractor pursuant to subsection (a) of this section.
- An internal communication system that provides each staff member with the information necessary to carry out his or her assigned duties.

## Program Self-Evaluation

The ECELS will complete an environment rating scale (ITERS or ECERS) as appropriate for the type of setting and age of children served to measure program quality; every three (3) years as part of the program compliance review; and annually as part of the self-evaluation process. For each environment rating scale completed, the ECELS shall achieve a minimum average score of "Good" on each subscale.

As part of the Program Self-Evaluation Process, parents will be asked to complete a Desired Results Parent Survey. Results from the survey and other evaluation tools will assist in ensuring that program standards are being met. The ECELS shall modify the program to address any areas identified during the self-evaluation as needing improvement.



# Handbook Receipt:

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Palomar College Early Childhood Education Lab School Parent Handbook, Statement of Receipt

Child's Name: \_\_\_\_\_

I acknowledge that I am responsible to read and comply with the guidelines and policies set forth in the Parent Handbook which is available at the ECE-LS website under San Marcos Site- San Marcos documents and forms or I may request a printed copy from the office. Additionally, I am responsible to comply with updates to the Parent Handbook which will be sent via email, posted on the website, and/or available as a printed copy upon request.

Parent/Guardian Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

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



**PALOMAR COLLEGE**  
**Facilities Department**  
**A Building Remodel**

**SUBJECT:**      Governing Board Approval:      September Change Order  
                          DSA Application Number:      04-113932  
                          Change Order No.:      04

**PROJECT DESCRIPTION:**

This project is a renovation of the existing A Building & Veterans Center Renovation and is being funded through Prop M. The project consists of the interior renovation of 12,500 square feet of existing buildings built in 1965 over three (3) phases. Work includes hazardous material abatement, demolition, interior framing, drywall & finishes. Project also includes all new MEP (Mechanical, Electrical and Plumbing) systems. The project was awarded by the Governing Board on March 8, 2016.

The project is currently approximately 88% complete.

**DESCRIPTION OF CHANGE:**

**PCN3:**

A summary break down of changes to be funded via Owner Change Order is noted in the table below.

OT due to noise	\$2,614.58
Added furring room ST-55	\$3,528.12
Added furring room ST-52	\$6,630.01
Added length of railing at ramps	\$6,767.00
Additional electric and data per CCD014	\$18,652.58
<b>Total Change Order #04</b>	<b>\$ 38,192.29</b>

**Time Impact: 0 days working days**

**Cost impact: \$38,192.29**

<b><u>PCN3</u></b>	
Original Contract Value:	\$ 2,787,000.00
Change Orders to Date:	\$ 333,178.36
Proposed Change Orders:	\$ 38,192.29
<b>Revised Contract Amount:</b>	<b>\$ 3,158,370.65</b>

**FINANCIAL IMPLICATIONS:**

The A Building Remodel & Veteran's Center Project is being funded through Proposition M.

The above changes are included in Project Change order #03 and represent a total increase to the overall project in the amount of **\$38,192.29**.

**RECOMMENDATION:**

It is recommended that the Governing Board approve the A Building Remodel & Veteran's Center Project Change Order No. 03 for \$38,192.29 and 0 calendar days.

## **PALOMAR COLLEGE CURRICULUM**

### **SUBJECT:**

Governing Board approval of curriculum changes effective and Fall 2017

### **SUMMARY:**

California Community Colleges are required to maintain evidence documenting that district governing board approval and college consensus has been secured for each curriculum proposal (new, substantial change, non-substantial change, and active/inactive status).

New course and program proposals, as well as substantial and non-substantial changes, recommended by the Curriculum Committee and the Faculty Senate to be included in the Palomar College Curriculum Inventory effective Fall 2017 are outlined in the attached "CURRICULUM ACTION ITEMS" documents dated: May 3 and May 17, 2017.

Substantial course changes typically include: TOP code, Course Credit Status, Maximum Units, Minimum Units, Course Basic Skills Status, Course SAM priority code, Course Prior to College Level, and Course Noncredit Category.

Non-substantial course changes typically include: Subject/Catalog Number, Course Title, Transfer Status, Cooperative Work Experience Education Status, Course Classification Status, Repeatability, Special Status, CAN Code, CAN Sequence Code, Funding Agency Category, Course Program Status.

Substantial program changes typically include: new certificate under same TOP code, new degree under same TOP code, new major/area of emphasis under same TOP code, TOP code change to a different TOP code discipline.

Non-substantial program changes typically include: title change, TOP code change within the same TOP code discipline, total unit change, addition/removal of courses.

### **DETAILS:**

See the attached summary "CURRICULUM ACTION ITEMS" documents for detailed information regarding curriculum changes.

2017-18  
**PALOMAR COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD ANNUAL GOALS**

**Governing Board Goal #1:** Maintain an exceptional learning environment for students by ensuring that appropriate plans and policies are in place to sustain and improve the College's institutional effectiveness.

***Related College Strategic Goal(s)***

**Goal 1:** Implement instructional strategies that strengthen and connect teaching and learning across the college.

**Goal 5:** Ensure the fiscal stability of the college and increase enrollments.

**Related Board Tasks**

1. Review and approve (per regulation) the College's Student Equity/3SP/Basic Skills plan. Receive annual update on program implementation. (*Standards 1.B.1; 1.B.6*)
2. Receive regular reports on the development and implementation of the goals listed in the College's Innovation and Effectiveness Action Plan (IEPI Plan) which includes:
  - a. Developing and implementing a Strategic Enrollment Management Plan that ties scheduling and planning to budget.
  - b. Implementing a business process analysis of HR procedures and practices
  - c. Further develop communication strategies within the governance structure.  
(*Standards 1.B.9; III.A.1; III.A.5; III.D.1-3; IV.A.1-7*)
3. Ensure the college opens the South and North Education Centers by Summer 2018.  
(*Standards III.B.1-4*)
4. Engage in a study session regarding the College's efforts to identify new areas of development and growth, including college and regional initiatives related to Career Technical Education such as the Strong Workforce Program / "Doing What Matters, including noncredit, community education, contract education, and adult education.  
(*Standard IV.B.5*)
5. Ensure the College regularly updates and revises its policies and procedures.  
(*Standards 1.B.5; IV.B.5*)
6. Ensure the College remains fiscally viable and meets fiscal standards through budget development and planning. (reword) (*Standard III.D.1-3; III.B.4; III.B.9-115*)

2017-18  
**PALOMAR COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD ANNUAL GOALS**

**Governing Board Goal #2:** Ensure that the College strengthens, promotes, and supports the college's diverse workforce through strategies focused on recruitment, hiring, and retention.

***Related College Strategic Goal(s)***

**Goal 4:** Strengthen, promote, and support the college's diverse workforce through strategies focused on recruitment, hiring, and retention.

**Related Board Tasks**

1. Expect regular reports *including strategies, data, and analysis*, on the college's progress related to recruiting and hiring a diverse faculty, staff, and administration. (Standard III.A.12)
2. Expect a report on the implementation of the college's comprehensive professional development program for all faculty and staff which includes as one component strategies designed to strengthen the cultural fluency of the college community. (Standard III.A.14)
3. Ensure the college develops a new staffing plan addressing the appropriate number of classified and administrators with proper preparation and experience, needed to support the institution's missions and purpose. (Standards III.A.1; III.A.3; III.A.9)

**Governing Board Goal #3:** Ensure the college implements programs and services that improve student access, progress, learning, and achievement of our diverse student population.

***Related College Strategic Goal(s)***

**Goal 2:** Strengthen efforts to improve outreach, persistence, and student success.

**Related Board Tasks**

1. Monitor college performance on the state's accountability scorecard and other measures of institutional effectiveness and student success. (Standards I.B.1-2; I.B.6; I.B.8; IV.B.8)
2. Expect a progress report on how the College works with its educational partners to facilitate access to and transition from Palomar. (Standard IV.B.5)
3. Expect regular reports regarding the College's efforts to engage with the community and promote (market) its programs, services, and successes. (Standard IV.B.5)



2017-18  
**PALOMAR COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD ANNUAL GOALS**

**Governing Board Goal #4:** Actively participate in legislative advocacy for community college issues. (*Standard IV.B.4*)

**Related College Strategic Goal(s)**  
No related goal in this area.

**Related Board Tasks**

1. Actively participate in legislative conferences.
2. Actively participate on community college advocacy groups.
3. Track, monitor, and respond to legislation related to community colleges.

**Governing Board Goal #5:** Advance the college by strengthening business and community partnerships. (*Standard IV.B.4*)

**Related College Strategic Goal(s)**  
**Goal 3:** Strengthen the college's message to our community.

**Related Board Tasks**

1. Expand participation in local and county events and organizations throughout San Diego to ensure that the community is aware of the diversity and quality of Palomar's educational programs and services.
2. Engage in a study session on how the College connects with and relates to the business and industry partners located in the District.

**Governing Board Goal #6:** Engage in Professional Development Activities to strengthen the Board's effectiveness as a policy making board. (*Standard IV.B.9*)

**Related College Strategic Goal(s)**  
**Goal 4:** Strengthen, promote, and support the college's diverse workforce through strategies focused on recruitment, hiring, and retention. (This goal includes an objective regarding professional development.)

**Related Board Tasks**

1. Engage in an annual board retreat.
2. Attend trustee workshops offered through ACCT, CCLC and other professional organizations as appropriate.

## Palomar Community College District

**TOPIC:** Determine ACCT voting delegates

**OVERVIEW:** As the largest higher education system in the nation, it is critical that California community colleges have a strong voice on the national level to advocate for the 2.2 million students we serve and represent.

The Association of Community College Trustees (ACCT) will be convening its annual Leadership Congress, September 25-28 in Las Vegas. At this conference on Tuesday, September 26th 2:00 p.m. – 3:30 p.m. and Wednesday, September 27th 8:30 a.m. – 10:30 a.m., elections for national positions on ACCT's Board of Directors and Committees will take place.

The California Community College Trustees (CCCT) Board is committed to supporting our California trustees running for national leadership roles at the upcoming 2017 ACCT Elections.

This year, CCCT endorsed the following candidates:

- **Judy Chen Haggerty**  
(Mt. San Antonio CCD)  
for ACCT Diversity Committee Member
- **John Leal**  
(State Center CCD)  
for ACCT Regional Director (Pacific Region)

**DISCUSSION/FINANCIAL IMPLICATIONS:** No financial implications, voting Delegates from member districts do not have to be registered for the conference to vote.

**RECOMMENDATION:** Determine which Palomar Community College District trustee(s) will serve as Palomar's official voting delegate(s) for the national ACCT election.

## Mt. SAC Board of Trustees



### **Judy Chen Haggerty, Esq., Member**

#### [Area 6](#)

Judy Chen Haggerty has served as a member of the Mt. SAC Board of Trustees since 2001. Ms. Chen Haggerty serves the area of Rowland Heights, a portion of Diamond Bar, and south Walnut. She is the first Asian-American to serve on the Mt. SAC Board.

In October 2015, she was elected to the ACCT Diversity Committee, representing the Pacific Region. The Pacific Region includes 9 western states, Guam, Saipan, American Samoa, Palau, Northern Mariana Islands, and British Columbia.

Trustee Chen Haggerty's leadership role in national and statewide projects advocating for diversity in the Community College system includes being a founding member of the APITA (API Trustees & Administrators), six years working on the CLASS Initiative for Student Success, a longtime member of the League's Advisory Committee on Educational Services (ACES), an evaluation team member of the Accrediting Commission for Community College and Junior College (ACCJC), and serving on the ACCT Charles Kennedy Equity Awards Committee for 2 years.

Trustee Chen Haggerty has been a practicing attorney since 1986, a law professor at Rio Hondo College since 2001, and currently serves on the governing board of Whittier Medical Center. Her 30-year community service profile includes: founding director of FORUS foundation (Rowland Unified School District), founding president of Rowland Chinese Association, executive board member for Mt. SAC Foundation, Vice President of the Rowland Heights Community Coordinating Council, board member of Walnut/Diamond Bar Sheriff's Booster Club, member of Walnut Valley Rotary Club, and 10-year board member of the Presbyterian Intercommunity Hospital.



## John Leal, President



**John Leal**

**President**

John Leal was elected to the Board of Trustees in November of 2012 and represents Area 3. His term of office is until 2020. Mr. Leal is a graduate of Roosevelt High School and attended Fresno City College. He holds a bachelor of arts in Spanish (Magna Cum Laude) from California State University, Fresno and holds a lifetime Standard Secondary Teaching Credential. Mr. Leal earned his Administrative Services Credential Clear Professional and a master of arts in education from Fresno Pacific University and has served in K-12 administrative leadership positions including Principal of Caruthers High School and Assistant Principal at his alma mater, Roosevelt High School. Mr.

Leal also served as the Boys' Varsity Soccer Coach for Clovis West High School where he established the soccer program and his team won a valley championship. In addition, Mr. Leal holds three licenses as a soccer referee and referee instructor (University, High School and Amateur) and continues to stay active by refereeing soccer matches throughout the valley. Now retired, Mr. Leal enjoys spending time with his family, sailing, golfing and continues to serve his community through numerous boards and committees. He and his wife, Vera, have four children.

Trustee Area 3

Email the Executive Secretary for the Board of Trustees