ACCREDITING COMMISSION for COMMUNITY and JUNIOR COLLEGES

Western Association of Schools and Colleges

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February 5, 2013

Ms. Denise Whittaker
Interim Superintendent/President
Palo Verde College
One College Drive
Blythe, CA 92225

Dear President Whittaker:

In December you were advised that the Commission would be meeting to review the report from the financial reviewer process. The financial reviewer report was also sent to you at that time. At its meeting January 9-11, 2013, the Accrediting Commission for Community and Junior Colleges (ACCJC) acted to request that Palo Verde College provide a Special Report to the Commission by April 1, 2013 to be followed by a visit of Commission representatives.

The purpose of the Special Report and follow up visit is to provide evidence of plans and the progress of implementation of those plans that address the choices of the district to fulfill Eligibility Requirements and the Accreditation Standards.

The Special Report should provide the following:

1. A comprehensive analysis of the long-range budget plan to resolve financial issues (such as deficit reduction, revenue enhancement, Other Post-Employment Benefits (OPEB) financing, and debt repayment (Certificates of Participation (COPs), Supplemental Executive Retirement plan (SERPs), and similar instruments). Specifically, clarification is needed for the choices the College has made to address the College plan for long-range stability with regard to addressing current debt service and restructuring of COPs.

2. A progress report and evidence of action is needed to verify that the College has addressed a long-range plan to resolve its 50% law deficiency: At present, the College is out of compliance with the California 50% law requirement. The College is at 42% for the current year and is projected to be compliant in the 2012-13 budget year. In the next year, up to five counselors are proposed to be reassigned to classroom teaching responsibilities and one classified person will be reassigned to teaching responsibility. Additionally, the College has initiated actions to reduce non-teaching expenditures and workload reductions for classified staff and management to reduce non-teaching expenditures. Although these changes will bring the College into compliance, its ability to continue to meet these requirements is dependent on current budget assumptions. Clarification is needed from the College with regard to maintaining a 5% Reserve: The College has made provision within its budget to be able to maintain a 5% reserve short-term and should provide a plan for sustaining adequate reserves for cash flow. It is unclear that the College has the ability to participate in short-term borrowing through a TRANS.

3. A follow up report is needed that addresses the College's plan for Utility Cost Control. The College has initiated a variety of actions to reduce utility costs including the partial closure of College facilities over the summer. One aspect of the reduction includes the complete closure of the College for two two-week periods. This will include two weeks in July 2012 and two weeks in June 2013. Classified staff have been granted an additional 20 days of floating holidays per year which must be taken during these closures. The financial liability of additional paid time off should be clarified within the College's sustainability planning. Were these additional holidays implemented and what is the long-term impact for financial sustainability?

4. Additional information is needed to assess the financial liability associated with any pending litigation. The College is pursuing litigation with the companies involved in the construction projects that resulted in the use of COPs to complete the projects. The Performing Arts Center which was part of this project has not yet been released by the Division of the State Architect and is not yet available for use by the College.

5. Additional information is needed to assess the impact of any contract settlements with bargaining units. The College has entered into a memorandum of understanding with its unions to realize cost reductions short term. Some of these reductions would have major impacts on the budget and many are either pending or in process and the level of impact has not yet been assessed.

6. Additional information is needed to support that the College has a plan to sustain its efforts to improve the fiscal and fiduciary responsibility of Leadership and Governance of the institution.

7. The College appears to now meet Accreditation Standard IV, although there is a concern for the sustainability of the improvements to governance. The next review of the College should include verification that the commitment has been sustained.

The report should be sent electronically to the ACCJC's office no later than April 1, 2013. The Special Report should include a narrative, evidentiary documents, and other supporting documentation relevant to the report. The ACCJC publication, *Guidelines for Preparing Institutional Reports to the Commission*, explains the presentation of reports to the Commission. The Commission values brevity and clarity in these reports.

The Commission will consider the College's Special Report and the report of the visiting team at its meeting June 5-7, 2013. If the conditions warrant, the Commission may act on the accredited status of the College.

We wish Palo Verde College success in resolving these fiscal concerns. Please do not hesitate to contact Associate Vice President Norv Wellsfry (nwellsfry@accjc.org) if you have questions.

Sincerely,

Barbara A. Beno

Barbara A. Beno, Ph.D.
President

BAB/ws

cc: Mr. Brian Thiebaux, Accreditation Liaison Officer

Eligibility Requirement #17 Response as Included in the October 24, 2012 Response to the July 2, 2012 Commission Letter

1. *The Commission believes that Palo Verde College has not yet demonstrated that is has sufficient resources to meet Accreditation Standards, and that the institution's continued financial viability is contingent on future events and actions that have not yet occurred.*
   Status: In Compliance and In Progress

   The Commission's letter included the phrase that.... *"many steps the institution is taking but that have yet to be finalized". These include the following:*
   d. College plans to balance the 2012-13 budget are based in part on an assumption that a state ballot measure passes in November, 2012.
   Status: The 2012-13 budget was balanced taking into consideration that the State ballot measure fails.

   Response: This response applies to both the item #1 that was specified in the Commission's July 2, 2012 letter, along with the comment noted above as item *d.*

   Palo Verde College admits that its financial resources are constricted. However, the College successfully addressed its deficits last spring in a manner that avoided layoffs, while maintaining instructional, student service, and operational integrity. These efforts included but are not limited to:

   - Personnel Incentive Plans
     - Resignation Plan
     - Reduced Work-Year Plan for Classified Management/Confidential Employees
     - Salaried Transition Incentive Plan for 10 ½ month Reduced Work Year for the Next 3 Years through CSEA Negotiations
     - Summer Incentive Plan through CSEA Negotiations
     - The Family Incentive Plan (take summer off without pay) through CSEA Negotiations
     - Opt-Out of Medical Insurance Incentive Plan

   The sustainable and significant financial impact of all of the personnel incentive plans implemented in the spring 2012, is shown in the table below reflecting short and long-term financial savings.

INCENTIVE PLANS SAVINGS

	2012-13	2013-14
Resignation	$ 354,500	$ 672,602
Reduced Workloads		
49%	$ 31,671	$ 63,342
Certificated	$ 27,448	$ 27,448
Summer Vacation	$ 1,433	$ -
Summer & Holiday	$ 3,658	$ -
10.5 Month Schedule	$ 18,031	$ 36,062
Insurance Opt Out:		
Board	$ 48,462	$ -
CSEA	$ 44,034	$ -
Mgmt/Confidential	$ 18,246	$ -
CTA	$ 17,385	$ -
Retirees	$ 22,352	$ -
Total	$ 587,220	$ 799,454

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Additional Savings:

- Successful CTA contract negotiations resulted in over 7% savings and included reductions in the cap for health benefits, introducing faculty to the HSA plan for additional H&W savings, and the agreement that faculty would add the equivalent of 4 unpaid units of teaching for the year to their teaching schedule. It also included the voluntary incentive reduction of 11 month faculty to 10 months.

- Successful CSEA contract negotiations represented a 4.33% salary reduction which included closing the College for two weeks in July 2012 as unpaid time.

- Successful Classified Management/Confidential Meet-and-Confer efforts in which management took the equivalent of a 12.33% in cuts which included 8.33% in salary reductions (of which 4% will be restored in January if the ballot measure passes); and included closing the College for two weeks in July as unpaid time (exceptions were made for a few critical areas where the work needed to be completed to maintain operational integrity, i.e. Admissions & Records, Financial Aid, Human Resources, Fiscal, and Payroll).

- Implemented Cost Savings Measures as Identified by the Budget Committee in spring 2012 as shown below:

PALO VERDE COLLEGE SUSTAINABLE COST-SAVINGS MEAUSRES

MAINTAIN HIRING FREEZE	✓	**Completed and On-Going:** No or limited replacements except to maintain program integrity.
ALTERNATIVE WORK SCHEDULES	✓	**Completed and On-Going:** For greater access and service to students & to save on utilities.
CLEANING	✓	**Completed:** With only 1 custodian, reduce # of open bathroom stalls & sinks to reduce cleaning needs. Retain former retiree part time to maintain operational integrity.
DATATEL	✓	**Completed:** Staff refined the Datatel contract effectively to meet needs while minimizing costs.
DRINKING WATER	✓	**Completed:** Contract for water coolers has been eliminated for

		both fiscal and energy savings.
LIGHTING (BULBS)	✓	**To be Completed by the End of Fall 2012:** In process to follow SCE's Audit Report to change bulbs for greater cost and energy efficiency.
LIGHTS OFF	✓	**Completed:** Evaluated outside lighting to reduce at night w/o limiting safety.
REVIEW MEMBERSHIP LIST	✓	**Completed:** Only those memberships mandated will be funded for 2012-13.
SUPPLIES/BOOKSTORE INVENTORY	✓	**Completed:** Inventory is complete and supplies will be available to staff.
BUILDING TEMPERATURE	✓	**Completed and On-Going:** Air and Heat adjusted high and low to save energy costs for the months of May-June-July-August and throughout the year while maintaining comfort in the learning environment.
VOLUNTEER DRIVING	✓	**Completed and On-Going:** Budget Committee approved option for employees to drive own vehicle and not claim reimbursement for miles.
SHORT TERM (Spring 2012)		
4/10 or 9/80 VOLUNTEER WORK SCHEDULE	✓	**Completed and On-Going:** To serve more students & save energy costs on Fridays.
REDUCED BOARD TRAVEL & HAVING BOARD MTGS IN NEEDLES	✓	**Completed and On-Going:** Board Members who live in Needles are participating in Board meetings via ITV, saving the College travel/mileage costs.
REDUCED USE OF COLLEGE VAN	✓	**Completed and On-Going:** Tires have been replaced & reduce overall use through voluntary use of personal car.

All of these efforts were completed in less than a 4 month period and resulted in considerable savings. In isolation, most of the cost-savings would be minimal, but when combined, the institution ended the year with over $1 million as an ending balance, which provided for a 5% Board Reserve, an additional 4.72% contingency reserve, and the ability to plan for another mid-year cut. All of these efforts are sustainable and continuing in 2012-13 to maintain on-going cost-savings.

To ensure the accurate accounting of all aspects of the budget and for State reporting, the Fiscal Services Manager/Acting CBO is performing desk audits on all categorical and State reports to ensure that prior information Palo Verde College submitted was accurate. In addition, major reports are also being reviewed by the College's expert financial consultant for further verification of accuracy. The Fiscal Services Manager/Acting CBO has worked with the Chancellor's Office staff, including Fred Harris, so that the Chancellor's Office knows the College is taking the extra time to "start from scratch" on all State reports. The purpose of going through this process is to firmly re-establish processes, protocols, and reliable baselines for future reporting. The College is not assuming that prior data submitted was necessarily correct.

Palo Verde College has a balanced budget with a 9.72% reserve for 2012-13 as shown below. Although originally reported that the College was looking to develop the 2012-13 budget taking into consideration that the ballot measure would pass, due to improved year-end balances, sustainable cost-saving measures, and solid contract negotiations, the budget also includes contingency plans for how to address another reduction in 2013 should the ballot measure fail in November.

2012-13 UNRESTRICTED GENERAL FUND BUDGET

FUND 11			
Beginning Balance		$ 1,175,606	
State Revenue			
State Apportionment	$10,756,810		
Lottery - Unrestricted	200,000		
CalGants	75,000		
Financial Aid Admin Fees	29,611		
Part-Time Faculty Allocation	38,310		
Total State Revenue	$11,099,731		
Local Revenue:			
Property Taxes	996,438		
Interest	10,000		
Other/Student Fees (County Reports)	182,205		
Redevelopment Funds	30,000		
Court Restitution	6,000		
Miscellaneous Fees	1,500		
Total Local Revenue	$ 1,226,143		
Total Projected Income		$ 12,325,874	
Total Projected Expenses		$ 12,305,372	
Change in Fund Balance		$ 20,502	
Projected Ending Balance		$ 1,196,108	9.72%
Board reserve		615,269	5.00%
Contingency		$ 580,839	4.72%

The budget development process also allowed for the submittal of augmentations to meet unmet needs (which were funded) and there remains a contingency fund to address unmet needs that surface during the year.

Although the standard budget development process typically starts with the budget each area began with the prior year, Palo Verde College did not believe that was a true reflection of actual need and therefore began with actual justifiable expenses (which means the budget is not inflated to include an anticipated % of unspent dollars as an ending balance). The College is currently realizing additional areas of savings due to the intense scrutiny of its invoices and contracts but it anticipates that it will maintain the current ending balance; new dollars beyond what currently exists will be minimal because the budget reflects actual anticipated expenses.

Board Reserve: The Board's current reserve, including contingency reserve, is 9.72%. The Budget Committee is currently reviewing the proposal to present to the Board's Finance and Audit Committee the proposal that 1% additional reserve be identified annually until the reserve totals no less than 12%. This is a difficult decision because committee members understand that to meet this goal, the College has to add $50,000 annually of new money to the Board's reserve. Through the review and updating of Board policies, the Board's Finance and Audit Committee is also reviewing its Board policy on Reserve Funds.

FTES

Due to unanticipated deficits identified in summer 2011, to balance the 2011-12 budget, leadership at that time, in consultation with the Chancellor's Office, made the decision to reduce course offerings in spring 2012, thereby automatically reducing FTES and putting the College intentionally in stabilization.

The College has completed a mock 320 report and current FTES appears to be nearly on target compared to other years. The table below shows FTES trends that includes approximately 1800-1900 credit FTES per year. The College has initiated late-start credit and non-credit courses for fall/spring, and is also planning for an early summer school if needed. Contingency budget plans have been made should the College not reach its FTES target this year as noted on the following page.

YEAR	CREDIT FTES			CR TOTALS	NON-CREDIT FTES	SUMMER FTES	TOTALS
	FACE-TO-FACE	DISTANCE EDUCATION	INSTRUCTIONAL SERVICE AGR.	1 FTES = $4,564.83	1 FTES = $2,794.46		
2006-07	429.51	515.82	561.36	1506.69	105.27	198.00	1809.96
2007-08	400.16	651.99	460.44	1510.51	107.47	198.94	1819.00
2008-09	441.12	650.08	464.42	1555.62	108.68	253.02	1917.32
2009-10	526.46	655.37	360.83	1542.66	141.83	231.62	1916.11
2010-11	573.76	662.05	386.67	1622.48	70.55	100.84	1793.87
2011-12	531.21	533.36	302.45	1367.02	6.13	9.81	1382.96

Funding if the Ballot Measure Fails and/or FTES Deficits: If the ballot measure fails, Palo Verde College will take a 7.3% workload reduction amounting to approximately $500,000. The College has identified 100% of the $500,000 required. This plan has been discussed with the Budget Committee and Board. The College understands that this plan meets our 2012-13 budget reductions should the ballot measure fail, but that $200,000 will still have to be identified as an on-going reduction for 2013-14. Based on a pattern of identifying other cost-savings, the College believes this is doable should the need arise.

$200,000	Bookstore Savings
$125,000	Reduction in Legal Services (on-going funds due to the closeout of current lawsuits)
$175,000	Contingency Reserve (on-going money)
$500,000	

Palo Verde College has a demonstrated pattern of attaining no less than 1793 FTES (except in 2011-12 when it intentionally went into stabilization). If the College does not reach its FTES base target and the ballot measure fails, the College will experience a 7.3% workload reduction which will reduce the College's FTES base to approximately 1600 and the deficit is covered either way. If the College does not reach its 1800 base FTES target and the ballot measure passes, the institution has identified the $500,000 to cover the revenue reduction. The College Council, Budget Committee, and Board of Trustees are diligently taking a progressive approach to cover every reduction possibility in their financial planning effort and is very much aware of the need for the College to reach its base FTES target. Contingency plans are operational and include, but are not limited to:

- The waiver of the 25% incarcerated student limitation allows for additional Distance Education enrollment
- The addition of a mid-semester, 8 week session for fall and spring
- Enhanced outreach and marketing efforts

- Printed spring schedules distributed throughout the community
- Discussions regarding student retention and student access
- Expanded Instructional Service Agreements
- Re-establish a limited Summer Session

Addressing the Long-Term Debt: Although final decisions need to be made regarding the long-term debt that extends to 2037, the College has demonstrated that it has sufficient funds to operate all aspects of the institution in full compliance with the Accreditation Standards through 2028. The Board and the College understand that the Commission is concerned that Palo Verde College needs to finalize its long-term debt obligations with a viable plan as soon as possible. The Board of Trustees and the College assures the Commission that the institution is committed to doing so as evidenced by the studies and options being considered as described on pages 15-16 of this report.

As shown in the charts on the following page, Palo Verde College continues to carefully review financial trends in preparing for the future, knowing that funds are available to meet Accreditation Standards and Eligibility Requirement #17.

PVC BUDGET HISTORY

	2008-09	2009-10	2010-11	2011-12	2012-13
	Audited Actuals	Audited Actuals	Audited Actuals	Unaudited Actuals	Proposed Budget
Revenue	13,132,925	12,723,608	12,514,187	11,408,490	12,325,874
Expenses					
Personnel	10,535,406	10,603,280	10,414,551	8,309,181	7,839,140
Other	3,436,435	2,883,927	2,961,672	2,406,528	4,399,740
Total	13,971,841	13,487,207	13,376,223	10,715,710	12,238,880
Excess /Deficiency	(838,916)	(763,598)	(862,036)	692,780	86,994
Beginning Balance	1,921,791	1,143,659	1,204,318	482,826	1,175,606
Excess /Deficiency	(838,916)	(763,598)	(862,036)	692,780	86,994
Ending Balance	1,082,875	380,061	342,282	1,175,606	1,262,600
Governing Board Reserve	690,194	670,541	665,225	532,204	608,194
Remaining Fund Balance	392,681	(290,480)	(322,944)	643,402	654,406
Governing Board Reserve % of Total Expenses	13,803,882	13,410,811	13,304,510	10,644,079	12,163,880
	7.84%	2.83%	2.57%	11.04%	10.38%

PVC BUDGET HISTORY

	2008-09	2009-10	2010-11	2011-12	2012-13
	Audited Actuals	Audited Actuals	Audited Actuals	Unaudited Actuals	Budget Projections
Certificated Salaries	5,314,646	5,139,305	4,811,863	3,566,496	3,786,126
Classified Salaries	2,695,212	2,783,841	2,860,727	2,063,257	2,109,779
Employee Benefits	2,525,548	2,680,134	2,741,960	2,679,428	1,943,235
Total Personnel Expenses	10,535,406	10,603,280	10,414,551	8,309,181	7,839,140
Supplies & Materials	192,875	132,352	93,968	69,214	150,000
Operating Expenses & Services	3,029,027	2,513,688	2,625,575	2,194,928	2,200,740
Capital Outlay	46,573	161,491	170,415	70,756	159,000
Other Student Outgo	167,960	76,396	71,714	71,632	75,000
Total Other Expenses	3,436,435	2,883,927	2,961,672	2,406,529	2,584,740
Total Expenses	13,971,841	13,487,207	13,376,223	10,715,710	10,423,880

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To maintain financial integrity and the responsible use of its financial resources, Palo Verde College maintains a stable and secure financial management system through Riverside County Office of Education. At the present time, day-to-day financial decisions are being made by the Fiscal Services Manager/Acting CBO, in consultation with the Interim Superintendent/ President, and the College's financial consultant as needed. Major budget recommendations are presented to the Budget Committee with eventual approval by the Superintendent/ President and the Board of Trustees. Budget information and updates are widely disseminated in a timely manner for transparency and sound financial decision making.

The College has posted and disseminated financial documents through its dissemination agent at Deutsch Bank, including the budget and independent audit, as required. The institution has responded appropriately to audit findings. A "Request for Proposal" for a new external auditor took place in May, 2012 and resulted in the approval of Messner and Hadley, LLP as the College's new auditor. Representatives from the audit firm made a site visit in June, interviewing staff and gathering information and will return in November to complete the audit.

The College has considered its long-term financial obligations and priorities to assure on-going financial stability. The College contracted with Magis Financial Advisors in the spring, 2012, to review the terms of the College's COPs and to provide options for debt mitigation. The original thought was that, due to the College's B $^{+++}$ rating, the timing would be right to contact investors who might see the re-purchase of COPs as an opportunity to remove themselves from an uncertain investment situation. Due to the State's financial instability and ballot measure uncertainty, the College determined that the time was not right for a COP re-purchase. Further data was collected and a conscientious plan was set forth that is now under consideration. The Debt Mitigation Plan is explained beginning on page 14.

The College is not just considering short-term planning, but has diligently assessed its future revenue, expenditures, and its plan for the payment of liabilities and future obligations, to put forth a plan that ensures the institution's long-term financial stability.

Palo Verde College assures the Commission that there are sufficient funds to fully meet Accreditation Standards. Is the budget tight? Yes. Is the College monitoring every aspect of budget control to ensure instructional, student support and operational integrity consistent with Accreditation Standards? Yes. Is there wiggle room for extras? Not much if the ballot measure fails, but enough to get through the next reduction without further cuts. The College is operating *lean and mean* and the identification of new sources of revenue, along with debt reduction, continues to be a high priority.

Evidence: 2012-13 Final Budget; 9.72% Reserve; Magis study of COP debt mitigation options; Board Goals 2012-13; CSEA Negotiations Agreement; CTA Negotiations Agreement; Meet-and-Confer Agreements; Incentive Plans data.

2. *The Commission requires ...demonstration that the institution meets Eligibility Requirement 17: The institution documents a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.*

Status: In Compliance, Stable, and On-Going Attention to Continued Progress Ensuring Long-Term Financial Stability

Response: The current funding base and resources are stable and adequate to continue to support learning programs and services. The 2012-13 final budget is balanced, includes a 9.72% reserve, and 100% of the funds necessary to address a mid-year cut should the ballot measure fail.

Nearly $14 million currently exists in the LAIF and Capital fund accounts, being reserved for long-term debt obligations. This is a reduction from the previous report only in that debt payments have been made as planned, thereby reducing the current balance as previously reported. A long-term Debt Mitigation Plan is being completed as a result of the Magis Study.

Through the Program Review process and through the request for augmentations in spring 2012, unmet needs were identified and have been met, securing that the instructional, student support, and operational components of the College are met with integrity.

Evidence: 2012-13 Final Budget; Debt mitigation planning as noted in Budget Committee and Board Finance and Audit Committee agendas and minutes; Magis Report.

3. *....many steps the institution is taking but that have yet to be finalized. These include the following:*

4a. The budget for 2012-13 had not yet been finalized.

Status: In Compliance and Satisfied

Response: The 2012-13 final budget was approved by the Board of Trustees on September 11, 2012, and is balanced with a 5% Board Reserve + an additional 4.72% contingency reserve. The unrestricted budget as approved is shown below and on the following page as well as in the Appendices in its entirety.

Evidence: 2012-13 Budget; September 11, 2012 Board Agenda and Minutes

Palo Verde Community College District
General Funds, Unrestricted 2012-13 Adopted Budget

FUND 11

Beginning Balance		$ 1,175,606	
State Revenue			
State Apportionment	$10,756,810		
Lottery - Unrestricted	200,000		
CalGants	75,000		
Financial Aid Admin Fees	29,611		
Part-Time Faculty Allocation	38,310		
Total State Revenue	$11,099,731		
Local Revenue:			
Property Taxes	996,438		
Interest	10,000		
Other/Student Fees (County Reports)	182,205		
Redevelopment Funds	30,000		
Court Restitution	6,000		
Miscellaneous Fees	1,500		
Total Local Revenue	$ 1,226,143		
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Board reserve		615,269	5.00%
Contingency		$ 580,839	4.72%

Palo Verde Community College District
General Funds, Unrestricted 2012-13 Adopted Budget

Fund 11

		2012-13 Adopted Budget
1000	Certificated Salaries:	
	Administration	529,305
	Certificated	3,262,284
	Board	11,520
Total Certificated Salaries		**$ 3,803,109**
2000	Classified Salaries:	
	Classified F/T	1,022,871
	Classified P/T	83,610
	Classified Management/Confidential	1,003,672
Total Classified Salaries		**$ 2,110,153**
3000	Benefits:	
	H&W Benefits	
	Instructional	434,229
	Non-Instructional	613,199
	Retirement & Taxes	
	Instructional	380,335
	Non-Instructional	521,099
	SERP	760,000
Total Benefits		**$ 2,708,862**
4000	**Supplies and Materials:**	**193,508**
5000	Operating Expenses and Services:	
	Operating Expenses	950,000
	Utilities	350,000
	Instructional Service Agreements/proctors	800,740
	Legal	300,000
Total Operating Expenses and Services		**$ 2,400,740**

Palo Verde Community College District
General Funds, Unrestricted
2012-13 Adopted Budget

6000	**Capital Outlay:**	**159,000**
	COP Payment	**855,000**
7000	**Other Student Outgo:**	**75,000**
Total Expenditures		**12,305,372**

4. *The Commission requires that Palo Verde College's Report demonstrate that the institution meets all of Standard III D and provides appropriate evidentiary documentation.*

Standard III D: Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. Financial resources planning is integrated with institutional planning.

Standard III D. 1: The institution relies upon its mission and goals as the foundation for financial planning.
Status: **In Compliance and On-Going**

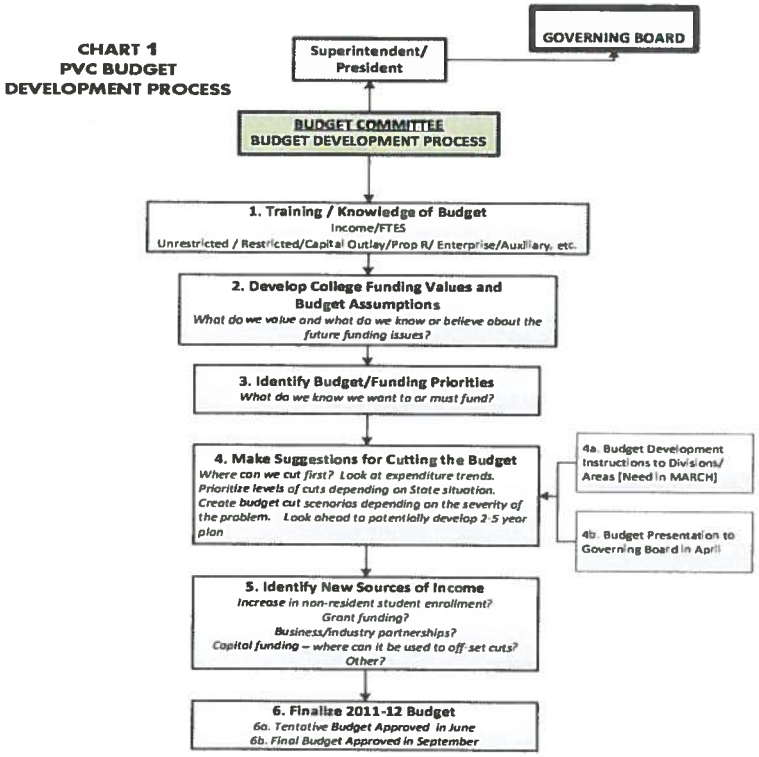
Response: Palo Verde College has regularly reviewed its Mission Statement as required but established a formal process commencing in August 2012, whereby the Mission is reviewed by the College Council at their first meeting of the fall semester each year for currency and relevancy, ultimately using the Mission for short and long-term strategic and financial planning. Accordingly, College Council recommended a change to the current Mission statement and the recommendation is currently being reviewed and considered by constituent groups.

College goals included in the Strategic Master Plan are reviewed annually and revised and updated as needed. The College Council is currently in the cycle for revisiting its goals but is waiting for the Board to finalize their Institutional Goals.

The Board of Trustees has been discussing their goals as noted in the powerpoint presentations and Board minutes for August and September 2012 (see Appendices 6) and made edits to their last draft on October 16, 2012. The identified Institutional Goals are listed on page 57 of this document as part of the response to Item #15, and are to be presented for 1st reading at the November 13th Board meeting and for final approval at their December Board meeting. Once approved, they will be used by the College Council to review the College's strategic plan this fall. Both the Mission and the Strategic Master Planning Goals (see Appendices 5) are used as the foundation for financial planning.

Evidence: Mission Statement; College Council Agenda and Minutes: 8/31/12; 9/21/12; 10/5/12; 10/12/12; Program Reviews as related to the Mission Statement; Budget Committee Agendas and Minutes; Strategic Master Planning Goals; Board of Trustee Institutional Goals final draft (Appendices 9)

Standard III D. 1a Financial planning is integrated with and supports all institutional planning.
Status: **In Compliance; the Process of Being Up-Dated**



Response: The PVC Budget Committee reviewed the Budget Development Process (shown in Chart 1 on the following page) and the Budget Priority Funding Process (shown in Chart 2 on the following page) last spring. Final review and approval of this process was approved by the Budget Committee at the October 4th Budget Committee meeting with the understanding the process will be evaluated and assessed in the spring and changes may be made if needed.

The PVC College Council is also expanding its integrated planning efforts by formalizing the timeline, structure, and processes to ensure college-wide understanding of the integrated strategic planning process and to demonstrate how all of the various sub-plans fit into the Master Plan. The concept of P-I-E (Plan – Implement – Evaluate) was considered to convey the first layer of the comprehensive planning process (Chart 3 as shown on page 43).

The College also understands the multiple layers of planning as shown in the charts on pages 43 and 44). The College Council is reviewing the overall structure of the Strategic Planning process as shown in Chart 5 on page 44 and its current Strategic Plan, which was last reviewed in fall 2011, to validate how Program Review drives the Strategic Plan, how the sub-plans coordinate within the Strategic Plan, and how it ties together in the budget development and planning process. The College Council intends for this review to be concluded during the spring semester.

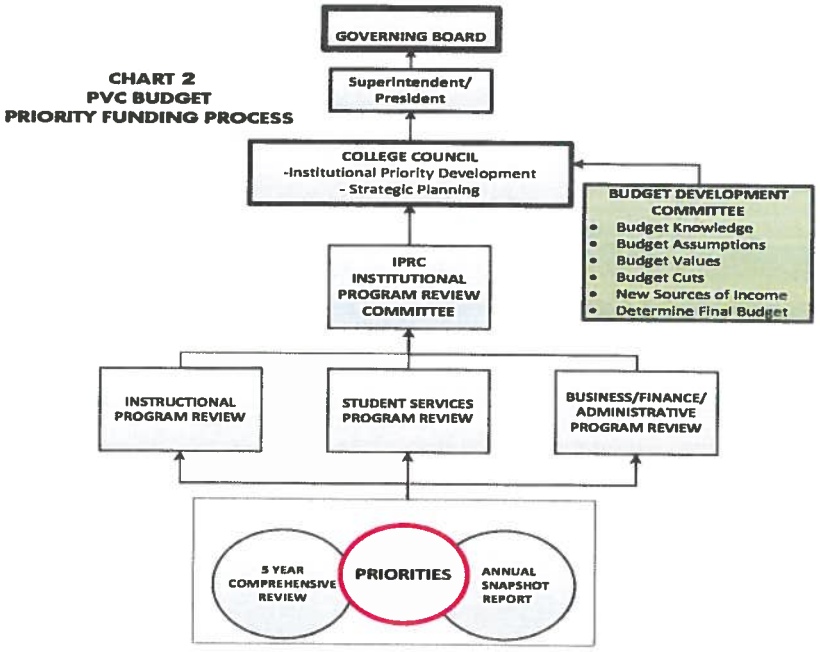


Chart 1 to the left graphically demonstrates the Budget Development Process at PVC, showing that the steps include:

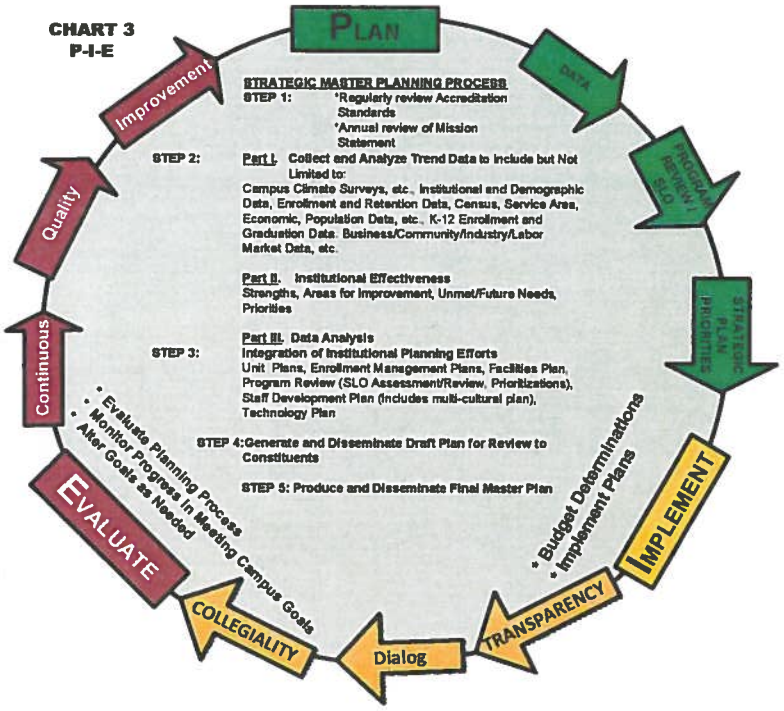
1. Member Training

2. College Funding Values and Budget Assumptions
3. Identifying Budget Priorities
4. Budget Cost-Savings Measures
5. Identifying New Sources of Revenue
6. Finalizing the Budget

The Budget Development Process is intricately connected to, but not responsible for, the prioritization of institutional needs, ensuring that the College planning process guides the budget (and not the reverse). This is accomplished through the comprehensive Program Review process whereby needs are identified. The PVC Program Review Committee is currently considering the inclusion of an annual "Snapshot Report" that provides the opportunity for all areas to submit an annual update that includes areas of unmet needs that then can be prioritized by College Council for funding.

Chart 3 provides a visual for the flow of strategic planning, resulting in continuous quality improvement. In 2002, Palo Verde College participated in comprehensive strategic planning training which resulted in the PVC Strategic Master Plan. The review of the process has continued annually.

Because there has been some confusion understanding "integrated" planning and how Program Review and budget development link to the master plan, the P-I-E graphic was created.



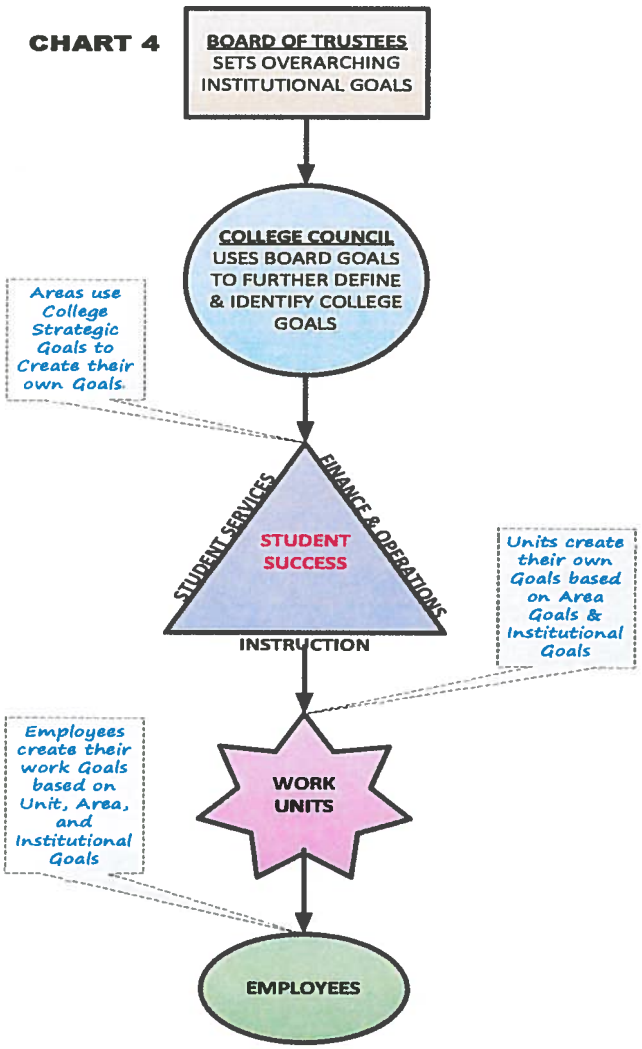


Chart 4 depicts how strategic planning includes layers and emanates throughout the entire organization.

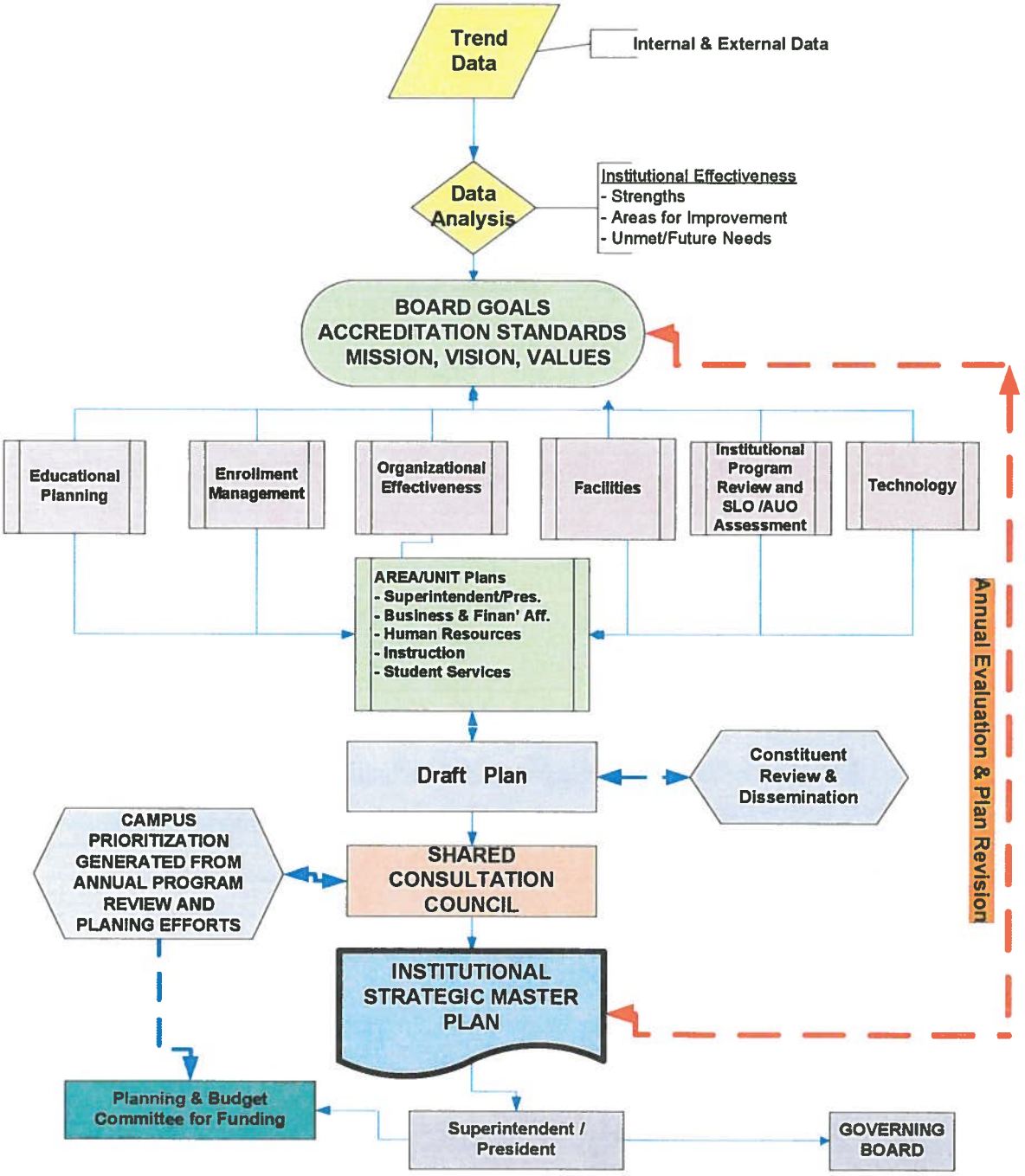
The ultimate goal would be to take the strategic goals at the institutional level and apply them at each area and unit levels, with eventually applying them to each employee. While this would be a zealous undertaking, it was important for College Council to visually relate

the trickle-down effect of the strategic planning process, reinforcing its importance at every level.

To put all of the pieces together and for college-wide understanding of the integrated strategic planning process, College Council is in the process of formally defining their current Integrated Strategic Planning as exampled in Chart 5 shown on the following page.

Palo Verde College reinforces that its financial planning processes are continually being reviewed and refined, but integrated with and supporting all institutional planning efforts as required in Standard III D. 1a.

D R A F T -- INTEGRATED STRATEGIC PLANNING PROCESS THROUGH THE COLLEGE COUNCIL



Draft 08/31/12

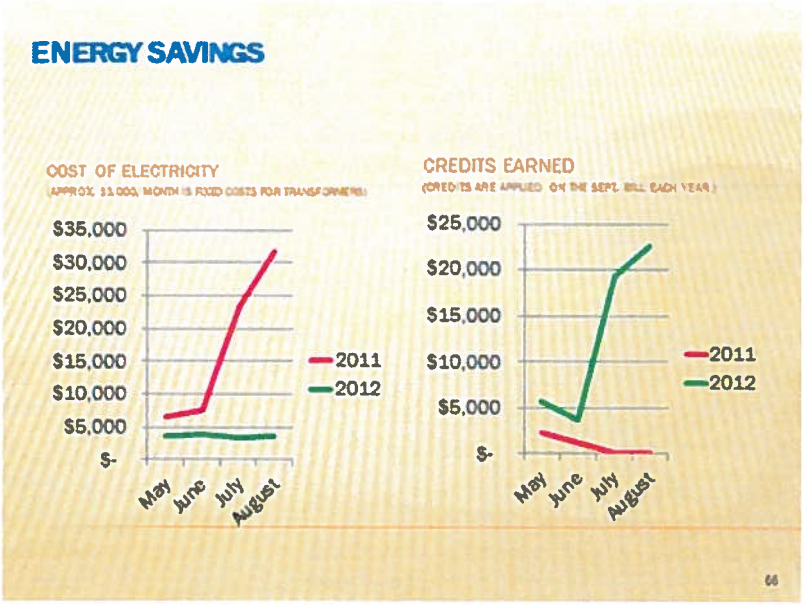
Evidence: College Council Retreat Powerpoint presentation, 8/31/12; Institute Day Powerpoint presentation, 9/7/12; College Council Agenda and Minutes: 8/31/12; 9/20/12; 10/12/12; Budget Committee Agenda and Minutes: 5/8/12, 5/15/12, 5/24/12, 9/6/12, 10/4/12, 10/21/12; Budget Development Process Flow Chart; Budget Planning Process Flow Chart; Strategic Planning P-I-E Graphic; Layers of Planning Graphic; PVC Strategic Plan; Board Resolution on Leadership & Governance

Standard III D.1b. Institutional planning reflects realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.

Status: **In Compliance, On-Going and Being Refined**

Response: The Budget Committee meets bi-monthly, or as needed, to address budget issues. On-going discussions and presentations are made regarding the realistic assessment of the College's financial resources. The Committee is not only dealing with maintaining a balanced budget by addressing expenditure requirements (while ensuring instructional, student support, and operational integrity), but is also considering other options for resource development. The Budget Committee realizes that the institution needs to identify and commit to a Debt Mitigation Plan along with one or two major sources of new revenue sources within the next year to begin the revenue generation process.

In addition to considering new sources of revenue, a major effort has taken place to scrutinize every contract and invoice for accuracy. The College has also moved to a conscientious "quote" process for the acquisition of services, even when the service does not meet the financial threshold requirement for doing a quote. Services that have been provided to the College are now being revised through an RFP or quote process to ensure the greatest cost efficiency. Cost savings have occurred in pest control, SCE, copiers, and HVAC maintenance through this new internal process with recognized savings. Of particular interest is the savings identified through energy conservation measures that were initiated last spring. The Energy Savings comparisons below show a demonstrated savings of over $30,000 between 2010-11 and 2011-12 for the months of May-June-July-August due to these efforts. SCE recently completed an energy audit (Appendices 5) in which most recommended items are being implemented to realize additional savings in the future. A comprehensive transparent process is being used to monitor expenditure requirements.



Evidence: College Council and Budget Committee Agendas and Minutes from Spring 2011; 8/31/12; 9/6/12; 10/4/12; 10/5/12; 10/21/12; SCE Energy Audit; Energy Savings Data

Standard III D 1c. When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability.

Status: **In Compliance and On-Going**

Response: When making short-range financial plans or decisions, the Budget Committee, the Chief Business Officer, the Interim Superintendent/President and the Board of Trustees deliberately are making a conscientious effort to consider the long-range implications of every decision. No immediate decisions with financial implications are made without consideration for the future impacts. An environment of questioning and double-checking invoices and contracts as to their implication for future budget planning has been implemented as an automatic process to ensure that no matter what the state of the College's budget, solid financial review practices are in place to ensure the greatest cost efficiencies.

All Board policies and procedures within administrative services are being reviewed by the Board's Finance and Audit Committee, and administrative staff has been directed to update the policies and procedures to reflect current practices. The goal is to complete this process in 2012-13.

Evidence: Budget Committee Agendas and Minutes from Spring 2011, 9/6/12, 10/4/12, 10/21/12; Materials distributed to the Budget Committee; Dialog with the Budget Committee, CBO, and Interim Superintendent/President; Board Finance and Audit Committee Agenda and Minutes

Standard III D 1d. The institution clearly identifies and plans for payment of liabilities and future obligations. **Previously responded to beginning on page 14.**

Standard III D 2. The institution clearly defines and follows its guidelines and process for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.
Status: **In Compliance**

Standard III D. 2a. Financial documents, including the budget and independent audit, reflect appropriate allocation and use of financial resources to support student learning programs and services. Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately.
Status: **In Compliance and On-Going**

Response to Standard III D. 2, 2a: The College went through an RFP process in the spring 2012 to identify a new audit firm. C.M Brahmbhatt, financial expert/consultant, and Fiscal Services Officer reviewed the submitted documents, references were checked, and the firm of Messner & Hadley, LLP was hired to complete the institution's audit. Representatives from the firm interviewed staff in June 2012 and preparations are underway for the audit. Institutional responses to previous audits are documented and in order. The audit is provided as public information when it is submitted to the Board for approval, available on the web site (under Board agenda items), and is sent to the District's Dissemination Compliance Officer at Deutsch Bank for publication on EMMA for full public disclosure.

Evidence: RFP for audit services; Board audit approval; prior Audit Reports; EMMA PVC audit publication; audit availability on the PVC web site.

Standard III D. 2b. Appropriate financial information is provided throughout the institution.

Status: **In Compliance and On-Going**

Response: The College Council and the Budget Committee verified to the previous Visitation Team that full transparency and disclosure exists regarding all aspects of the budget. This has continued. Regular budget meetings are held and open to the entire campus with broad attendance and interest. Publications in the form of documents, emails, meeting materials, college and Board powerpoint presentations have been made to provide the most up-to-date information regarding budget information.

Evidence: Spring 2012 College-wide Budget powerpoint presentation; Board of Trustees powerpoint presentation and materials May 2012 and August 2012; College Council Retreat powerpoint presentation, 8/31/12; Institute Day Powerpoint presentation, 9/7/12; College Council Agenda and Minutes: 8/31/12; 10/5/12; 9/20/12; 10/12/12; Budget Committee Agenda and Minutes: 5/8/12, 5/15/12, 5/24/12, 9/6/12, 10/4/12, 10/21/12;

Standard III D. 2c. The institution has sufficient cash flow and reserves to maintain stability, strategies for appropriate risk management, and realistic plans to meet financial emergencies and unforeseen occurrences.

Status: **In Compliance and On-Going**

Response: The College is monitoring its cash flow to maintain stability, strategies for appropriate risk management, and realistic plans to meet financial emergencies and unforeseen occurrences. Cash flow projections and calculations (see Appendix) have been developed and plans to ensure reliability have been made.

Cash flow is monitored (Appendices 7) to ensure the District stays on track with cash flow projections. During the 2012-13 fiscal year, the District applied for and received a TRANs in the amount of $1,263,744.69. The College is monitoring cash flow on nearly a daily basis. This high level, cash flow projection process is necessary to plan for the need of a TRANs, State apportionment deferral exemptions, or temporary borrowing.

The cash flow projection in the Appendices is presented through 12/31/12 with the known figures from the state. Once the November election is settled, the District will know which cash flow projection from the state to follow. If necessary, the district plans to either apply for a mid-year TRANs or an exemption from deferrals.

Evidence: Cash Flow Projection

Standard III D.2d. The institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets.

Status: **In Compliance and On-Going**

Response: Palo Verde College manages and monitors all finances, including financial aid, grants, externally funded programs, contract, auxiliary funds, the Foundation, and institutional investments and assets. Careful oversight and day-to-day management is taking place by the Acting CBO, in consultation with the expert financial consultant, and

Fred Harris at the Chancellor's Office when appropriate. The Interim Superintendent/ President is working closely with the Acting CBO to ensure that every aspect of the College's budget is monitored for accuracy, efficiency, and cost effectiveness.

Evidence: Budget documents; upcoming audit report for 2011-12; verification from the external financial consultant.

Standard III D.2 e. All financial resources, including those from auxiliary activities, fundraising efforts, and grants are used with integrity in a manner consistent with the mission and goals of the institution.
Status: **In Compliance and On-Going**

Response: Palo Verde College is in full budget compliance regarding the accounting practices and oversight for auxiliary activities, grants, contractual relationships, and the Foundation. Both the College and the Foundation is audited annually. A system of checks and balances, as required by the auditor, is in place. The Title III Federal Grant is monitored carefully to ensure financial and program compliance. Student Government and Student Activity accounts are run through the Fiscal Services Office and monitored carefully. There have been no issues related to maintaining the financial integrity of these operations.

Evidence: PVC Audit Reports; Foundation Audit Report

Standard III D. 2f. Contractual agreements with external entities are consistent with the mission and goals of the institution, governed by institutional policies, and contain appropriate provisions to maintain the integrity of the institution.
Status: **In Compliance and On-Going**

Response: Palo Verde College follows all of the regulations pertaining to the guidelines for contractual agreements and only those that comply with the Mission of the institution as governed by institutional policies and procedures are approved. As a small institution, the College has the standard contract agreements associated with the provision of Child Care. In addition, other contracts include, but are not limited to, areas of finance (for expert assistance), maintenance and operations, consulting agreements for specific purposes, and standard operational contracts. A quote or bid process is used when appropriate.

Evidence: All contracts are available for review.

Standard III D. 2g. The institution regularly evaluates its financial management processes, and the results of the evaluation are used to improve financial management systems.
Status: **In Compliance and On-Going**

Response: The College responds to the auditors' recommendation regarding management processes and makes modifications as advised. For example, Messner & Hadley, LLP (auditors) completed a review of management systems in June 2012 to ensure there were checks and balances within College operations whereby one individual does not have control over a single area. Reviews and adjustments were made in assignments regarding payroll and data entry to ensure these checks and balances. Because Palo Verde College is very small and there is often only one staff member responsible for a critical financial area, discussion was held with the auditors and staff to

ensure caution and operational compliance and integrity, taking into consideration the limitations resulting from having small staff numbers.

Management processes are continually being scrutinized for greater efficiencies and changes are made when these efficiencies are identified. In addition, the Administrative Services operation undergoes a regular Program Review cycle (see Appendices 1) at which time surveys and input is provided and addressed.

Evidence: Interviews with staff regarding auditor input; Program Review Reports 2006 and 2011.

Standard III D. 3. The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement.
Status: **In Compliance and On-Going**

Response: Palo Verde College is scrutinizing all of its financial decisions through the transparent submittal of budget information and materials as submitted to the Budget Committee and the Board of Trustees. Audit Reports are also used to verify the effective use of financial resources and corrections are made if an audit exception or problem is noted. In addition, the Administrative Services Office completed their last Program Review in 2011 (Appendices 1).

Evidence: Spring 2012 College-wide Budget powerpoint presentation; Board of Trustees powerpoint presentation and materials May 2012 and August 2012; College Council Retreat Powerpoint presentation, 8/31/12; Institute Day powerpoint presentation, 9/7/12; College Council Agenda and Minutes: 8/31/12; 9/20/12; 10/12/12; Budget Committee Agenda and Minutes: 5/8/12, 5/15/12, 5/24/12, 9/6/12, 10/4/12, 10/21/12; 2006 Administrative Services Program Review

Palo Verde Community College
5 Year Trend Data
2007-08 thru 2011-12

General Fund	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 - Estimated Actuals	MOU in Place - No Step Increase 1	MOU in Place + Step Increase 2	No MOU - No Step Increase 3	No MOU + Step Increase 4
							2013-14 - Proposed Budget	2013-14 - Proposed Budget	2013-14 - Proposed Budget	2013-14 - Proposed Budget
Expenses										
Administrative Salaries										
Administrative Salaries	$ 476,797	$ 461,357	$ 538,277	$ 686,927	$ 461,576		$ 461,576	$ 484,655	$ 480,778	$ 504,816
Board of Trustees	$ 11,366	$ 11,280	$ 11,520	$ 10,920	$ 11,160		$ 11,160	$ 11,160	$ 11,160	$ 11,160
Total Administrative Salaries	$ 488,162	$ 472,637	$ 549,797	$ 697,847	$ 472,736	$ -	$ 472,736	$ 495,815	$ 491,938	$ 515,976
		-3.28%	14.03%	21.22%	-47.62%					
Certificated Salaries										
Academic - Contract	$ 2,118,074	$ 2,162,449	$ 2,280,469	$ 2,080,929	$ 1,864,865		$ 1,864,865	$ 1,948,784	$ 1,864,865	$ 1,948,784
Academic - Adjunct	$ 802,606	$ 907,915	$ 858,503	$ 896,814	$ 779,620		$ 779,620	$ 779,620	$ 779,620	$ 779,620
Overload	$ 118,500	$ 175,520	$ 161,268	$ 183,525	$ 168,341		$ 168,341	$ 168,341	$ 225,000	$ 225,000
Department Chairs	$ 54,750	$ -	$ 5,400	$ 59,356	$ 22,930		$ 59,356	$ 59,356	$ 59,356	$ 59,356
Counseling	$ 36,889	$ 39,135	$ 39,442	$ 48,682	$ 96,409		$ 96,409	$ 101,229	$ 96,409	$ 101,229
Librarians	$ 103,676	$ 107,959	$ 103,056	$ 102,590	$ 86,368		$ 86,368	$ 90,686	$ 86,368	$ 90,686
Institutional Researchers	$ 109,154	$ 115,114	$ 55,948	$ 57,179	$ 38,544		$ 38,544	$ 40,471	$ 38,544	$ 40,471
Extra Duty	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Total Certificated Salaries	$ 3,039,180	$ 3,245,885	$ 3,300,240	$ 3,161,269	$ 2,812,826	$ -	$ 3,093,503	$ 3,188,488	$ 3,150,162	$ 3,245,146
		6.37%	1.65%	-4.40%	-12.39%					
Classified Salaries										
Management	$ 693,129	$ 801,769	$ 827,241	$ 980,075	$ 711,347		$ 711,347	$ 738,023	$ 770,602	$ 799,500
Classified - FT	$ 972,823	$ 1,169,676	$ 1,214,344	$ 1,205,980	$ 1,093,624		$ 1,093,624	$ 1,123,699	$ 1,135,729	$ 1,166,961
Classified - PT	$ 68,358	$ 56,362	$ 56,518	$ 70,190	$ 39,721		$ 39,721	$ 41,707	$ 41,250	$ 43,313
Student Employees	$ 33,655	$ 9,931	$ 15,447	$ 29,818	$ 18,418		$ 18,418	$ 18,418	$ 18,418	$ 18,418
Classified Salaries	$ 1,734,310	$ 2,027,806	$ 2,098,103	$ 2,256,244	$ 1,844,692	$ -	$ 1,863,110	$ 1,921,846	$ 1,965,999	$ 2,028,192
		14.47%	3.35%	7.01%	-22.31%					
Benefits										
Retirement	$ 457,754	$ 494,232	$ 494,450	$ 505,287	$ 438,942	$ -	$ 438,942	$ 448,334.99	$ 448,335	$ 462,556.70
Social Security	$ 228,198	$ 254,947	$ 256,112	$ 259,600	$ 241,436	$ -	$ 241,436	$ 246,602.72	$ 246,603	$ 254,425.25
Medicare	$ 181,357	$ 187,797	$ 186,045	$ 190,051	$ 178,026		$ 178,026	$ 181,835.95	$ 181,836	$ 187,604.00
H&W	$ 892,880	$ 1,060,686	$ 1,082,222	$ 1,118,544	$ 1,282,671		$ 1,282,671	$ 1,310,120.62	$ 1,310,121	$ 1,351,679.17
Unemployment	$ 126,514	$ 136,633	$ 142,576	$ 158,172	$ 183,318		$ 183,318	$ 187,240.70	$ 187,241	$ 193,180.19
Worker's Comp	$ 188,717	$ 185,899	$ 188,204	$ 191,398	$ 178,228		$ 178,228	$ 182,041.72	$ 182,042	$ 187,816.30
Total Benefits	$ 2,075,421	$ 2,320,193	$ 2,349,609	$ 2,423,052	$ 2,502,621	$ -	$ 2,502,621	$ 2,556,177	$ 2,556,177	$ 2,637,262
		7.38%	0.00%	2.14%	-15.11%					
Supplies										
Instructional Supplies	$ 51,454	$ 37,745	$ 34,057	$ 25,228	$ 24,733	$ -	$ 24,856.57	$ 24,856.57	$ 24,856.57	$ 24,856.57
Office Supplies	$ 39,692	$ 35,210	$ 23,768	$ 21,500	$ 15,222		$ 15,297.84	$ 15,297.84	$ 15,297.84	$ 15,297.84
Copying	$ 12,062	$ 19,166	$ 18,775	$ 7,115	$ 4,164		$ 4,185.14	$ 4,185.14	$ 4,185.14	$ 4,185.14
Transportation	$ 9,023	$ 6,613	$ 5,286	$ 3,562	$ 7,512		$ 7,549.26	$ 7,549.26	$ 7,549.26	$ 7,549.26
Commencement	$ 4,467	$ (100)	$ 2,137	$ 923	$ 3,030		$ 3,044.87	$ 3,044.87	$ 3,044.87	$ 3,044.87
Food	$ 8,791	$ 5,280	$ 3,190	$ 1,636	$ 738		$ 741.33	$ 741.33	$ 741.33	$ 741.33
Testing	$ -	$ -	$ -	$ 3,033	$ 103		$ 103.60	$ 103.60	$ 103.60	$ 103.60
Computer Supplies	$ 6,338	$ 1,559	$ 468	$ 769	$ 53		$ 53.21	$ 53.21	$ 53.21	$ 53.21
Maintenance & Janitorial Supplies	$ 48,370	$ 56,669	$ 41,863	$ 41,230	$ 34,472		$ 34,644.84	$ 34,644.84	$ 34,644.84	$ 34,644.84

Palo Verde Community College
5 Year Trend Data
2007-08 thru 2011-12

General Fund	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 - Estimated Actuals	MOU In Place - No Step Increase 1 2013-14 - Proposed Budget	MOU In Place + Step Increase 2 2013-14 - Proposed Budget	No MOU - No Step Increase 3 2013-14 - Proposed Budget	No MOU + Step Increase 4 2013-14 - Proposed Budget
Expenses										
Misc.	$ 114	$ -	$ -	$ -	$ 830		$ 834.64	$ 834.64	$ 834.64	$ 834.64
	$ 180,311	$ 162,141	$ 129,543	$ 104,997	$ 90,857	$ -	$ 91,311	$ 91,311	$ 91,311	$ 91,311
		-11.21%	-25.16%	-23.38%	-15.56%					
Other Operating Expenses										
Travel	$ 159,664	$ 84,866	$ 49,946	$ 75,798	$ 35,973	$ -	$ 37,052	$ 37,052	$ 37,052	$ 37,052
Postage	$ 17,255	$ 14,487	$ 15,955	$ 13,724	$ 10,953	$ -	$ 11,282	$ 11,282	$ 11,282	$ 11,282
Consultants	$ 47,073	$ 125,681	$ 43,722	$ 51,642	$ 139,601		$ 143,789	$ 143,789	$ 143,789	$ 143,789
Memberships	$ 51,627	$ 35,972	$ 29,070	$ 31,198	$ 36,733		$ 37,835	$ 37,835	$ 37,835	$ 37,835
Contracts	$ 311,234	$ 242,117	$ 190,134	$ 197,956	$ 173,197		$ 178,393	$ 178,393	$ 178,393	$ 178,393
ISAs & Proctors	$ 849,610	$ 862,011	$ 1,089,815	$ 843,130	$ 834,949		$ 845,386	$ 845,386	$ 845,386	$ 845,386
Utilities	$ 460,568	$ 554,412	$ 604,301	$ 271,227	$ 140,826		$ 152,450.65	$ 152,451	$ 152,451	$ 152,451
Rents & Leases	$ 88,864	$ 172,074	$ 61,626	$ 287,359	$ 298,044		$ 298,044	$ 298,044	$ 298,044	$ 298,044
Elections	$ 19,421	$ 3,163	$ 651	$ 1,729	$ -		$ 1,729	$ 1,729	$ 1,729	$ 1,729
County Contracts	$ 11,451	$ 9,122	$ 11,539	$ 13,519	$ 9,469		$ 9,469	$ 9,469	$ 9,469	$ 9,469
Surveys	$ -	$ -	$ -	$ 6,389	$ -		$ -	$ -	$ -	$ -
Advertising	$ 13,126	$ 18,734	$ 9,568	$ 9,915	$ 13,714		$ 13,885.12	$ 13,885	$ 13,885	$ 13,885
Audit	$ 30,451	$ 25,725	$ 42,191	$ 41,260	$ 43,981		$ 32,000	$ 32,000	$ 32,000	$ 32,000
TRANs Expense	$ 88,085	$ 36,435	$ 54,145	$ 88,974	$ 28,697		$ -	$ -	$ -	$ -
Employment Expenses	$ 2,224	$ 3,127	$ 2,917	$ 3,718	$ 902		$ 1,200	$ 1,200	$ 1,200	$ 1,200
Professional Development	$ 11,860	$ 8,000	$ 8,000	$ 8,000	$ 8,000		$ 8,000	$ 8,000	$ 8,000	$ 8,000
Fire & Theft	$ 1,568	$ 2,667	$ 1,799	$ 300	$ 300		$ 300	$ 300	$ 300	$ 300
Repairs	$ 37,485	$ 36,235	$ 49,875	$ 57,307	$ 75,135		$ 75,135	$ 75,135	$ 75,135	$ 75,135
Presidential Fund	$ 6,468	$ 6,475	$ 8,586	$ 10,420	$ 2,321		$ 10,000	$ 10,000	$ 10,000	$ 10,000
								$ -	$ -	$ -
Misc.	$ 25,036	$ 12,511	$ 11,262	$ 13,410	$ 17,009		$ 15,846	$ 15,846	$ 15,846	$ 15,846
	$ 2,233,069	$ 2,253,813	$ 2,285,101	$ 2,026,974	$ 1,869,804	$ -	$ 1,871,794	$ 1,871,794	$ 1,871,794	$ 1,871,794
		0.92%	1.37%	-12.73%	-8.41%					
Capital Expenses	132,941	29,904	82,640	104,840	6,470					
COP Payment	855,000	855,000	855,000	855,000	855,000					
Categorical Match	464,844	464,844	464,844	464,844	464,844					
SERP	760,000	760,000	760,000	760,000	760,000					
TOTAL EXPENSES	$ 11,963,238	$ 12,592,224	$ 12,874,876	$ 12,855,067	$ 11,679,850					

Palo Verde College
Expense Trends

Maintenance & Operations	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 - Est Actuals	2013-14 - Proposed Budget
1000 Certificated							
Admin	$ -	$ -	$ -	$ -	$ -		
Total Certificated Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2000 Classified							
Management	$ 115,130	$ 115,130	$ 120,887	$ 127,298	$ -		
Classified - FT	$ 246,562	$ 290,746	$ 282,308	$ 294,206	$ 279,804		
Classified - PT	$ 3,559	$ 369	$ 1,387	$ 2,793	$ 18,235		
Students	$ -		$ -	$ -	$ -		
Total Classified Expenses	$ 365,251	$ 406,245	$ 404,582	$ 424,297	$ 298,039	$ -	$ -
3000 Benefits							
Retirement	$ 31,875	$ 32,709	$ 33,871	$ 37,252	$ 26,651		
Social Security	$ 15,478	$ 18,099	$ 17,560	$ 18,385	$ 18,467		
Medicare	$ 5,289	$ 5,903	$ 5,860	$ 6,145	$ 4,319		
H&W	$ 92,815	$ 120,952	$ 116,130	$ 131,899	$ 79,555		
Unemployment	$ 210	$ 1,222	$ 1,266	$ 3,164	$ 4,751		
Workers' Compensation	$ 5,884	$ 5,674	$ 5,737	$ 5,702	$ 4,298		
Total Benefits	$ 151,551	$ 184,558	$ 180,422	$ 202,548	$ 138,040	$ -	$ -
4000 Supplies							
Instructional Supplies	$ 3,234	$ 449	$ -	$ -	$ -		
Maintenance Supplies	$ 9,912	$ 13,358	$ 13,707	$ 7,861	$ 6,090		
Janitorial Supplies	$ 37,026	$ 42,567	$ 27,904	$ 33,301	$ 27,996		
Office Supplies	$ 1,714	$ 1,229	$ 453	$ 1,693	$ 194		
Copies/Printing	$ -	$ 492	$ 345	$ 340	$ 199		

Palo Verde College
Expense Trends

Maintenance & Operations	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 - Est Actuals	2013-14 - Proposed Budget
Transportation Costs	$ (2,437)	$ (7,870)	$ (8,586)	$ (7,309)	$ (3,148)		
Food	$ -	$ 114	$ -	$ -	$ -		
	$ -	$ -	$ -	$ -	$ -		
Total Supplies	$ 49,449	$ 50,338	$ 33,823	$ 35,885	$ 31,332	$ -	$ -
5000 Other Operating Expenses							
Postage	$ -	$ 148	$ -	$ -	$ -		
Consultants	$ -	$ -	$ -	$ -	$ -		
Travel	$ 1,115	$ (2,151)	$ 52	$ (2,227)	$ 108		
Memberships	$ -	$ -	$ -	$ -	$ -		
Fire & Theft	$ 1,051	$ 2,150	$ -	$ -	$ -		
Utilities	$ 386,521	$ 445,640	$ 474,584	$ 160,452	$ 41,122		
Contracts	$ 60,347	$ 90,542	$ 82,106	$ 80,186	$ 64,808		
Leases	$ -	$ -	$ 10,267	$ 238,925	$ 249,702		
Repairs	$ 34,453	$ 35,562	$ 39,339	$ 49,835	$ 67,736		
Misc	$ 8,850	$ 8,060	$ 8,800	$ 13,326	$ 12,746		
Total Other Operating Expenses	$ 492,337	$ 579,951	$ 615,148	$ 540,496	$ 436,223	$ -	$ -
6000 Capital (Equipment)							
Site Improvement	$ 5,292	$ 264	$ 108	$ 1,095	$ -		
Fixtures & Equipment	$ 162	$ 897	$ 361	$ 2,142	$ -	$ -	
Non-Instructional Equipment	$ 1,258	$ -	$ 2,141	$ (846)	$ -	$ -	
Total Capital Expenses	$ 6,711	$ 1,161	$ 2,610	$ 2,391	$ -	$ -	$ -
Total Revenues	$ 1,065,299	$ 1,222,254	$ 1,236,585	$ 1,205,617	$ 903,633	$ -	$ -

2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	Average
$ 1,099.81 7.01%	$ 1,136.63 5.14%	$ 1,306.66 13.00%	PPO $ 1,468.03 12.35% H.S.A. $ 948.57	PPO $ 1,526.02 3.95% H.S.A. $ 986.04	8.290%

2013-2014 10.66%	2013-2014 8.290%
$ 1,688.70 PPO	$ 1,652.53 PPO
$ 1,091.16 H.S.A.	$ 1,067.79 H.S.A.

Health Benefits Trend Data

Palo Verde College
Expense Trends

perintendent/President	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 - Est Actuals	2013-14 - Proposed Budget
1000 Certificated							
Admin	$ 152,836	$ 157,097	$ 157,097	$ 179,921	$ 176,506		
Total Certificated Expenses	$ 152,836	$ 157,097	$ 157,097	$ 179,921	$ 176,506	$ -	$ -
2000 Classified							
Management	$ 45,870	$ 48,156	$ 58,542	$ 172,755	$ 114,258		
Classified - FT	$ 47,928	$ 56,602	$ 63,780	$ -	$ -		
Classified - PT	$ -	$ -	$ -	$ -	$ -		
Students	$ -		$ -	$ -	$ -		
Total Classified Expenses	$ 93,798	$ 104,758	$ 122,322	$ 172,755	$ 114,258	$ -	$ -
3000 Benefits							
Retirement	$ 33,565	$ 35,405	$ 33,813	$ 31,714	$ 19,390		
Social Security	$ 5,780	$ 6,464	$ 7,583	$ 10,392	$ 7,084		
Medicare	$ 3,560	$ 3,775	$ 4,887	$ 5,095	$ 4,216		
H&W	$ 34,632	$ 36,457	$ 44,945	$ 53,434	$ 36,133		
Unemployment	$ 133	$ 786	$ 1,034	$ 2,682	$ 4,657		
Workers' Compensation	$ 3,976	$ 3,645	$ 4,785	$ 4,740	$ 4,193		
Total Benefits	$ 81,646	$ 86,532	$ 97,045	$ 108,058	$ 75,672	$ -	$ -
4000 Supplies							
Instructional Supplies	$ 205	$ 1,813	$ 188	$ 202	$ 45		
Commencement	$ -	$ -	$ 2,137	$ 91	$ 989		
Office Supplies	$ 2,370	$ 5,411	$ 3,367	$ 1,669	$ 1,193		
Copying/Printing	$ 1,994	$ 1,434	$ 1,709	$ 903	$ 750		
Computer Supplies	$ 28	$ -	$	$	$ -		

Palo Verde College
Expense Trends

uperintendent/President	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 - Est Actuals	2013-14 - Proposed Budget
Food	$ 6,813	$ 3,928	$ 2,580	$ 1,367	$ 324		
	$ -	$ -	$ -	$ -	$ -		
Total Supplies	$ 11,411	$ 12,587	$ 9,981	$ 4,233	$ 3,301	$ -	$ -
5000 Other Operating Expenses							
Postage	$ 2,198	$ 2,975	$ 1,422	$ 702	$ 627		
Consultants	$ 14,676	$ 42,157	$ 16,090	$ 1,229	$ 41,721		
Travel	$ 30,883	$ 14,045	$ 9,777	$ 17,677	$ 4,055		
Memberships	$ 38,190	$ 25,601	$ 16,871	$ 20,608	$ 28,091		
Telephone	$ 638	$ 4	$ 869	$ 2,786	$ (30)		
Misc	$ 10,972	$ 4,838	$ 2,249	$ 54	$ -		
Contracts	$ 19,221	$ 79,278	$ 15,045	$ 13,450	$ 16,721		
Leases	$ 7,301	$ 7,538	$ 5,994	$ 4,955	$ 9,453		
Elections	$ 19,073	$ 3,163	$ -	$ 428	$ -		
Legal	$ 98,867	$ 68,314	$ 47,830	$ 101,258	$ 286,395		
Advertising	$ 1,380	$ 1,739	$ 570	$ 1,533	$ 34		
President's Fund	$ 6,468	$ 6,475	$ 8,586	$ 10,420	$ 2,321		
Total Other Operating Expenses	$ 249,866	$ 256,126	$ 125,302	$ 175,102	$ 389,389	$ -	$ -
6000 Capital (Equipment)							
Architect Fees	$ -	$ -	$ -	$ 78,242	$ 2,524		
Construction	$ -	$ -	$ -	$ 1,250	$ -	$ -	
Non-Instructional Equipment	$ 3,503	$ 3,775	$ (3,503)	$ 659	$ 468	$ -	
Total Capital Expenses	$ 3,503	$ 3,775	$ (3,503)	$ 80,151	$ 2,992	$ -	$ -
Total Revenues	$ 593,059	$ 620,873	$ 508,244	$ 720,219	$ 762,118	$ -	$ -

Palo Verde College
Expense Trends

English

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 - Est Actuals	2013-14 - Proposed Budget
1000 Certificated							
Full Time	$ 343,739	$ 359,527	$ 369,576	$ 370,693	$ 389,246		
Adjunct	$ 8,250	$ 7,886	$ 16,249	$ 13,419	$ 13,691		
Needles	$ 16,642	$ 14,152	$ 9,834	$ 20,725	$ 21,906		
Overload		$ 6,375	$ 1,800	$ 4,500	$ 3,600		
Total Certificated Expenses	**$ 368,630**	**$ 387,940**	**$ 397,459**	**$ 409,336**	**$ 428,443**	**$ -**	**$ -**
2000 Classified							
Student Aide			$ -	$ -	$ -	$ -	
			$ -	$ -	$ -		
	$ -	$ -	$ -	$ -	$ -		
Total Classified Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
3000 Benefits							
Retirement	$ 29,012	$ 30,868	$ 30,639	$ 31,705	$ 33,556	$ -	
Social Security		$ 489	$ 1,007	$ 356		$ -	
Medicare	$ 5,307	$ 5,704	$ 5,778	$ 5,857	$ 6,112	$ -	
H&W	$ 63,962	$ 68,894	$ 70,754	$ 78,160	$ 88,798	$ -	
Unemployment	$ 184	$ 1,189	$ 148	$ 2,952	$ 6,891	$ -	
Workers' Compensation	$ 5,942	$ 5,515	$ 5,717	$ 5,511	$ 6,179	$ -	
Total Benefits	**$ 104,408**	**$ 112,658**	**$ 114,043**	**$ 124,542**	**$ 141,536**	**$ -**	**$ -**
4000 Supplies							
Instructional Supplies	$ 790	$ 1,085	$ 670	$ 163	$ 553	$ -	
Office Supplies					$ 144	$ -	
Copying	$ 1,766	$ 1,592	$ 1,055	$ 1,165	$ 720	$ -	
Transportation						$	

Palo Verde College
Expense Trends

English	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 - Est Actuals	2013-14 - Proposed Budget
						$ -	
						$ -	
Total Supplies	$ 2,556	$ 2,677	$ 1,725	$ 1,328	$ 1,416	$ -	$ -
5000 Other Operating Expenses							
Travel		$ 279			$ -	$ -	
Memberships				$ -	$ -	$ -	
Waste Disposal				$ -	$ -	$ -	
Postage			$ 6	$ 4	$ -	$ -	
Telephone				$ -	$ -	$ -	
Consultant				$ -	$ -	$ -	
Total Other Operating Expenses	$ -	$ 279	$ 6	$ 4	$ -	$ -	$ -
6000 Capital (Equipment)							
Instructional Equipment	$ -	$ -	$ -	$ -	$ -	$ -	
Non-Instructional Equipment	$ -	$ -	$ -	$ -	$ -	$ -	
Total Capital Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ 475,594	$ 503,554	$ 513,233	$ 535,210	$ 571,395	$ -	$ -

Palo Verde College
Expense Trends

ılcohol Drug Studies	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 - Est Actuals	2013-14 - Proposed Budget
1000 Certificated							
Full Time	$ -	$ 3,402	$ 27,759	$ 26,256	$ 29,967	$ 32,852	
Adjunct	$ 38,020	$ 75,178	$ 56,065	$ 62,411	$ 44,840	$ 21,530 *	
Needles	$ 7,845	$ 2,859	$ 4,933	$ 9,563	$ 7,111	$ -	
Overload	$ -	$ 17,000	$ 19,188	$ 26,100	$ 5,400	$ 3,600	
Total Certificated Expenses	**$ 45,865**	**$ 98,439**	**$ 107,945**	**$ 124,330**	**$ 87,317**	**$ 57,982**	**$ -**
3000 Benefits							
Retirement	$ 1,769	$ 6,142	$ 7,523	$ 6,721	$ 6,006	$ 2,587	
Social Security	$ 1,514	$ 1,488	$ 1,039	$ 1,039	$ 900	$ 1,772	
Medicare	$ 665	$ 1,427	$ 1,565	$ 1,803	$ 1,266	$ 858	
H&W	$ -	$ -	$ 3,689	$ 4,347	$ 4,759	$ 8,497	
Unemployment	$ 23	$ 295	$ 324	$ 895	$ 1,406	$ 651	
Workers' Compensation	$ 739	$ 1,370	$ 1,531	$ 1,671	$ 1,259	$ 877	
Total Benefits	**$ 4,710**	**$ 10,722**	**$ 15,670**	**$ 16,477**	**$ 15,596**	**$ 15,243**	**$ -**
4000 Supplies							
Copying	$ -	$ -	$ -	$ -	$ 126	$ -	
Total Supplies	**$ -**	**$ -**	**$ -**	**$ -**	**$ 126**	**$ -**	**$ -**
5000 Other Operating Expenses							
Travel	$ 321	$ -	$ -	$ -	$ -	$ -	
Total Other Operating Expenses	**$ 321**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
6000 Capital (Equipment)							
Instructional Equipment	$ -	$ -	$ -	$ -	$ -	$ -	
Non-Instructional Equipment	$ -	$ -	$ -	$ -	$ -	$ -	
Total Capital Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Revenues	**$ 50,896**	**$ 109,161**	**$ 123,615**	**$ 140,807**	**$ 103,040**	**$ 73,224**	**$ -**

STATE OF CALIFORNIA

JACK SCOTT, CHANCELLOR

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
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SACRAMENTO, CA 95811-6549
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Memorandum

July 20, 2012

FS 12-05
Via E-mail Only

To: Chief Business Officers

From: Frederick E. Harris, Assistant Vice Chancellor
College Finance and Facilities Planning

Subject: **Lottery Revenue Estimates for 2011-12 & 2012-13**

The following lottery revenue information includes the estimated payment for 2011-12 (including the fourth quarter accrual information) and the projected revenues for 2012-13.

2011-12

The total amount of lottery revenues allocated through the third quarter for 2011-12 are $108.96 per FTES in unrestricted revenues and $13.950in Proposition 20 revenues.

The projected lottery revenues for 2011-12 are estimated at $120 per FTES in unrestricted and $26 per FTES for Proposition 20 lottery revenues. Per FTES fourth quarter revenue can be accrued at 11.04 for the unrestricted and $12.05 for the restricted Proposition 20.

Total projected lottery revenues for the 2011-12 are estimated at $146 per FTES

2012-13

The Lottery Commission is projecting sales of $4.8 billion for fiscal year 2012-13. This level of sales should result in $1.3 billion in revenues for education. Based on these projections, we estimate in 2012-13 that the lottery will provide $122 per FTES in unrestricted and $28 per FTES in Proposition 20 lottery revenues.

If you have any questions, please contact Michael Yarber at myarber@cccco.edu or (916) 327-6818.

SSC Community College Financial Projection Dartboard
2012-13 Adopted Budget, Proposition 30 Approved

This version of SSC's Financial Projection Dartboard is based on the 2012-13 adopted State Budget and the passage of Proposition 30. We have updated the COLA, CPI, and ten-year T-bill planning factors to reflect economic forecasts as of November 2012. We rely on various state agencies and outside sources in developing these factors, but we assume responsibility for them with the understanding that they are, at best, general guidelines.

Factor		2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Statutory COLA for Apportionments		2.24%	3.24%	2.00%[1]	2.30%	2.50%	2.70%
Funded COLA		**0.00%**	**0.00%**	**0.00%**	**2.30%**	**2.50%**	**2.70%**
Growth Funding		**—**	**$50 million**	**Ongoing**	**Ongoing**	**Ongoing**	**Ongoing**
Systemwide Apportionment Cuts		**-$385 Million**	**Ongoing**	**Ongoing**	**Ongoing**	**Ongoing**	**Ongoing**
State Categorical Programs		Ongoing[2]	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
California CPI		2.39%	2.60%	2.30%	2.50%	2.60%	2.80%
California Lottery[3]	Base	$125.00	$124.25	$124.25	$124.25	$124.25	$124.25
	Prop 20	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00
PERS Employer Rate		10.923%	11.417%	11.417%	11.417%	11.417%	11.417%
Interest Rate for 10-Year Treasuries		1.93%	1.75%	2.00%	2.30%	2.60%	2.90%

[1] While a positive statutory COLA is projected for 2013-14, the state's ability to fund it is suspect. Districts should have a contingency plan if the state decides not to fund this COLA percentage.

[2] Reflects 2009-10 cut of 32% (except as noted in list). Programs are "protected" because the funding restrictions and requirements remain.

Protected Programs

- Basic Skills
- CalWORKs (augmented 2009-10)
- Career-Technical Education (augmented 2010-11)
- Cooperative Agency Resources for Education (CARE)
- Disabled Students Programs and Services (DSPS)
- Extended Opportunity Programs and Services (EOPS) (48% cut)
- Fund for Student Success
- Foster Care Education (25% cut)
- Nursing Program Support
- Student Financial Aid Administration
- Telecommunications and Technology

Reflects 2009-10 cut of 62% (except as noted in list). Programs are "unprotected" because, following a public hearing of the governing board, districts can redirect the funding to any other state categorical program, and funding restrictions and requirements are waived as a result through 2014-15. Funding allocations are proportional based on 2008-09.

Unprotected Programs

- Apprenticeship
- Campus Child Care Tax Bailout
- Economic Development
- Equal Employment Opportunity
- Matriculation
- Part-time Faculty Compensation (71% cut)
- Part-time Faculty Health Insurance
- Part-time Faculty Office Hours
- Physical Plant/Instructional Support (funding eliminated)
- Transfer Education and Articulation

[3] The forecast for Lottery funding per FTES includes both base (unrestricted) funding and the amount restricted by Proposition 20 for instructional materials. Lottery funding is initially based on prior year actual annual FTES, and is ultimately based on current-year annual FTES.

School Services of California

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Edison Proposes Rate Increase, Public Input Sought

By Ashleigh Oldland

Editor | Posted: Wednesday, June 15, 2011 1:49 pm

Southern California Edison may increase its electricity rates for customers starting in 2012, but the California Public Utilities Commission wants to know what residents and business owners think about a possible fee increase.

Two public hearings take place at 2 p.m. and 7 p.m. Monday, June 20, at the Long Beach Courtyard by Marriott Downtown (500 E. First St.) regarding SCE's application to increase electricity rates.

SCE spokesman Gil Alexander said he hopes people come to the hearing, share their opinions, ask questions and learn why the rate increase is necessary. SCE is proposing a 7.2% increase in 2012, a 1.3% increase on top of that in 2013 and a 4.35% increase on top of that in 2014. Altogether the increases total $1.3 billion additional revenue for SCE in three years.

4% each next 3yrs est.

"We recognize that this (raising rates) is an important issue, and we hope people come to the public participation meeting and get more information," Alexander said. "We are in a recession, which means challenging times for many of our customers, and yet we are facing some infrastructure issues and need to make necessary investments or it will cost customers more later. The least expensive way is to do preventative maintenance before the grid fails and we have to do repairs."

Alexander said rate increases are necessary to pay for needed operations, maintenance and capital costs that will keep the lights on and the voltage steady for years to come. Currently, he said it costs about $12 billion a year to provide enough electricity for Southern California.

If all of SCE's rate increases are approved, Alexander said it would mean the average resident's bill would increase by about $5 per month. Low income users participating in SCE's CARE program would pay about $2.70 extra per month.

TURN, The Utility Reform Network, has taken a stance against Edison's rate hikes. Mark Toney, TURN executive director, said it's the wrong time to ask for residents and business owners to pay more.

"With the economy and unemployment the way it is, this rate increase will affect everyone from residents to business owners," Toney said. "In this day and age where every dollar counts, we think people should come to the hearing and explain why they cannot afford a rate increase."

TURN representatives are expected to attend the Monday hearing in Long Beach to speak against SCE's proposal.

Alexander said it would be ideal if SCE didn't need to raise rates, but that an increase is necessary to maintaining a reliable power supply. He added that rates — even with the increase —

Palo Verde Community College
5 Year Trend Data
2007-08 thru 2011-12

ULTILITIES

General Fund

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 - Estimated Actuals	MOU in Place - No Step Increase 1 2013-14 - Proposed Budget	MOU in Place + Step Increase 2 2013-14 - Proposed Budget	No MOU - No Step Increase 3 2013-14 - Proposed Budget	No MOU + Step Increase 4 2013-14 - Proposed Budget
Expenses										
Utilities	$ 460,568	$ 554,412 16.93%	$ 604,301 8.26%	$ 271,227 -122.80%	$ 140,826 -92.60%					

During this time we were adding buildings to the college inventory and therefore increasing electricity costs due to the increase in building along with the increase in costs.

Main Campus including FPA			
	Sq Ft	Avg Monthly Cost	Yrly Cost
College Services Building	41,700	$ 10,417.93	$ 125,015.22
Classroom Building	36,932	$ 9,226.74	$ 110,720.91
Technology Building	20,387	$ 5,093.30	$ 61,119.55
Maintenance Building	6,037	$ 1,508.23	$ 18,098.73
PE Center	27,129	$ 6,777.65	$ 81,331.84
Fine Performing Arts Complex	37,033	$ 9,251.98	$ 111,023.71
Total Sq Ft	**169,218**	**$ 42,275.83**	**$ 507,309.96**
Avg Monthly Cost for electricity	$ 37,484.09		
Monthly Charge for Transformers	$ 4,791.74		
Avg monthly Cost per sq ft	0.25		

Main Campus w/out FPA			
	Sq Ft	Avg Monthly Cost	Yrly Cost
College Services Building	41,700	$ 13,336.63	$ 160,039.53
Classroom Building	36,932	$ 11,811.71	$ 141,740.53
Technology Building	20,387	$ 6,520.24	$ 78,242.83
Maintenance Building	6,037	$ 1,930.77	$ 23,169.27
PE Center	27,129	$ 8,676.48	$ 104,117.80
Fine Performing Arts Complex	37,033		
Total Sq Ft	**169,218**	**$ 42,275.83**	**$ 507,309.96**
Avg Monthly Cost for electricity	$ 37,484.09		
Monthly Charge for Transformers	$ 4,791.74		
Avg monthly Cost per sq ft	0.32		

PVC ELECTRICITY VS SOLAR COMPARISON DATA BY ENERGY COSTS

2010/2011	SCE + BP Solar Monthly Total	SCE	BP Solar
JUL	$ 36,966.32	$ 18,207.55	$ 18,758.77
AUG	$ 44,323.27	$ 24,022.85	$ 20,300.42
SEP	$ 38,206.87	$ 18,178.99	$ 20,027.88
OCT	$ 29,415.58	$ 9,478.43	$ 19,937.15
NOV	$ 23,068.35	$ 3,374.52	$ 19,693.83
DEC	$ 19,262.58	$ 5,653.79	$ 13,608.79
	$ 191,242.97	**$ 78,916.13**	**$ 112,326.84**
	$ 0.13	Cost per kWh	

PVC ELECTRICITY VS SOLAR COMPARISON DATA BY ENERGY COSTS

2011/2012	SCE + BP Solar Monthly Total	SCE	BP Solar
	$ 43,238.75	$ 23,233.53	$ 20,005.22
	$ 53,283.04	$ 31,659.75	$ 21,623.29
	$ 49,016.51	$ 28,134.91	$ 20,881.60
	$ 30,346.22	$ 12,288.32	$ 18,057.90
	$ 28,216.16	$ 4,000.40	$ 24,215.76
	$ 20,803.83	$ 2,165.82	$ 18,638.01
	$ 224,904.51	**$ 101,482.73**	**$ 123,421.78**
	$ 0.13	Cost per kWh	

PVC ELECTRICITY VS SOLAR COMPARISON DATA BY kWh

2010/2011	SCE + BP Solar kWh	SCE kWh	BP Solar kWh
JUL	291,182.00	111,190.00	179,992.00
AUG	326,680.00	137,460.00	189,220.00
SEP	286,793.00	102,916.00	183,877.00
OCT	240,820.00	57,776.00	183,044.00
NOV	180,570.00	-240.00	180,810.00
DEC	162,785.00	37,842.00	124,943.00
	1,488,830.00	**446,944.00**	**1,041,886.00**

% of cost increase	17.601%
% of kWh Increase	13.669%

PVC ELECTRICITY VS SOLAR COMPARISON DATA BY kWh

2011/2012	SCE + BP Solar kWh	SCE kWh	BP Solar kWh
	355,395.00	171,844.00	183,551.00
	401,480.00	207,986.00	193,494.00
	359,968.00	176,458.00	183,510.00
	250,411.00	91,716.00	158,695.00
	216,727.00	3,916.00	212,811.00
	108,355.00	-55,438.00	163,793.00
	1,692,336.00	**596,482.00**	**1,095,854.00**

SUMMARY OF ENERGY COSTS BY YEAR

TOTALS	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6	TOTAL	YR AVG.
LATE FEES	$1,786.73	$1,073.22	$1,877.15	$1,224.60	$0.00	$0.00	$5,961.70	$993.62
FRANCHISE FEES	$2,731.15	$3,059.72	$3,920.36	$1,978.58	$978.70	$3,587.72	$16,256.23	$2,709.37
ADDED FACILITIES	$53,351.61	$127,945.58	$20,836.79	$61,707.69	$32,624.89	$45,836.05	$342,302.61	$57,050.44
TOTAL PAID TO COMPANIES								
BP SOLAR				$186,284.20	$240,878.19	$254,870.72	682033.11	$227,344.37
EDISON	$365,382.52	$472,198.77	$461,579.89	$274,038.35	$135,688.73	$189,760.65	$1,898,648.91	$316,441.49
TOTAL OUTGO	$365,382.52	$472,198.77	$461,579.89	$460,322.55	$376,566.92	$444,631.37	$2,580,682.02	$430,113.67
% above/below Avg.	-15.00%	11.00%	9.00%	9.00%	-11.00%	-14.00%		
	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6	TOTAL	
ELEC. OVERAGE FOR REBATE	0	0	0	-33742	-24630	-271154	-329526	

TREND DATA - ENERGY CONSUMPTION

SITE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL YR	AVERAGE
2006-2007	SUMMER PEAK HOURS					OFF PEAK						PEAK		
EDISON MAIN TOTAL	$27,407.74	$41,832.05	$40,886.96	$45,605.05	$30,668.55	$21,860.11	$17,901.78	$15,187.70	$22,284.55	$20,497.11	$19,849.23	$22,575.69	$326,556.52	$27,213.04
TOTAL KWH	162232	170552	193800	244650	211064	164282	129924	112210	165592	172252	167124	18570	1912252	159354.33
ON PEAK- KWH	28112	46650	57356	67298	20066	0	0	0	0	0	0	0	219482	18290.17
MID PEAK KWH	73928	60472	72608	86376	109170	107492	78314	56372	94606	101208	95138	118070	1053754	87812.83
OFF PEAK- KWH	60192	63430	63836	90976	81828	56790	51610	55838	70986	71044	71986	67500	806016	67168.00
AVERAGE DAILY USAGE	5407.73	5329.75	6682.76	8155.00	6595.75	5664.90	4330.80	3400.30	5519.73	5939.72	5391.10	6398.97	68816.51	5734.71
NUMBER OF DAYS	30	32	29	30	32	29	30	33	30	29	31	29	364	30.33
AVERAGE DAILY COST	$876.29	$1,269.33	$1,376.55	$1,475.67	$915.35	$710.94	$557.94	$430.93	$640.16	$664.19	$600.44	$735.86	$10,253.65	$854.47
FRANCHISE FEES REPRESENT	$222.36	$343.72	$350.37	$394.85	$261.16	$183.79	$149.22	$126.77	$171.15	$171.67	$165.89	$190.20	$2,731.15	$227.60
INCLUDED LATE PAYMENT OF	$152.19	$246.67	$0.00	$367.98	$410.45	$276.01	$196.74	$0.00	$136.69	$0.00	$0.00	$0.00	$1,786.73	$148.89
ADDED FACILITIES MISC. CHARGES	$966.95	$966.95	$996.95	$966.95	$996.95	$996.95	$996.95	$966.95	$2,945.15	$1,235.62	$1,253.62	$1,235.62	$14,525.61	$1,210.47
ADDED FACILITY- PEC												$38,826.00	$38,826.00	N/A
TOTALS FOR MONTH	$27,407.74	$41,832.05	$40,886.96	$45,605.05	$30,668.55	$21,860.11	$17,901.78	$15,187.70	$22,284.55	$20,497.11	$19,849.23	$61,401.69	$365,382.52	
	$247,802.04					$117,580.48						TOTAL COST		$365,382.52
2007-2008	SUMMER PEAK HOURS					OFF PEAK						PEAK		

EDISON MAIN TOTAL	$30,734.20	$39,442.11	$41,103.47	$44,692.62	$34,541.96	$26,494.63	$21,781.96	$18,725.18	$21,592.53	$26,172.18	$26,021.99	$32,263.77	$363,566.60	$30,297.22
TOTAL KWH	189806	202934	231504	252694	230938	211628	167970	145368	178028	213852	208694	250924	2484340	207028.33
ON PEAK- KWH	33092	54924	63964	71700	34408	0	0	0	0	0	0	0	258088	21507.33
MID PEAK KWH	86856	69120	82531	90220	105264	122896	94994	66270	96394	119422	128574	151412	1213953	101162.75
OFF PEAK- KWH	69858	789890	85008	90774	91266	88732	72976	79098	81634	94430	80120	99512	1723298	143608.17
AVERAGE DAILY USAGE	6326.87	6341.69	7982.90	8423.13	7216.81	7297.52	5418.39	4405.09	5934.27	7196.00	8652.00	9269.00	84463.67	7038.64
NUMBER OF DAYS	30	32	29	30	32	29	31	33	30	31	29	32	368	30.67
AVERAGE DAILY COST	$976.51	$1,185.31	$1,361.94	$1,432.00	$1,025.31	$853.88	$639.08	$514.94	$662.01	$788.39	$837.58	$984.89	$11,261.84	$938.49
FRANCHISE FEES REPRESENT	$261.24	$338.32	$352.25	$383.14	$292.54	$220.71	$176.59	$151.45	$177.00	$217.83	$216.50	$272.15	$3,059.72	$254.98
INCLUDED LATE PAYMENT OF	$203.18	$276.61	$354.98	$0.00	$0.00	$0.00	$238.45	$0.00	$0.00	$0.00	$0.00	$0.00	$1,073.22	$89.44
ADDED FACILITIES MISC. CHARGES	$1,235.62	$1,235.62	$1,252.18	$1,732.60	$1,732.17	$1,732.17	$1,732.17	$1,732.17	$1,732.17	$1,732.18	$1,732.18	$1,732.18	$19,313.41	$1,609.45
ADDED FACILITY- NEW CHILLER			$108,121.50		$510.67								$108,632.17	N/A
TOTALS FOR MONTH	$30,734.20	$39,442.11	$149,224.97	$44,692.62	$35,052.63	$26,494.63	$21,781.96	$18,725.18	$21,592.53	$26,172.18	$26,021.99	$32,263.77	$472,198.77	
	$331,410.30					$140,788.47						TOTAL COSTS	$472,198.77	
2008-2009	SUMMER PEAK HOURS					OFF PEAK						PEAK		
EDISON MAIN TOTAL	$48,028.88	$59,125.17	$58,057.25	$59,610.54	$41,146.41	$28,195.41	$29,128.50	$23,805.35	$23,795.78	$24,160.22	$29,952.24	$36,574.14	$461,579.89	$38,464.99
TOTAL KWH	276010	308636	322476	352116	297272	228654	237224	196760	198226	202520	251870	298644	3170408	264200.67
ON PEAK- KWH	51982	81162	86580	89388	28546	0	0	0	0	0	0	8116	345774	28814.50
MID PEAK KWH	105248	104078	109138	110964	147472	130258	117606	100486	105014	114012	123336	162050	1429662	119138.50
OFF PEAK- KWH	118780	123396	126758	151764	121254	98396	119618	96184	93212	88508	128534	128478	1394882	116240.17
AVERAGE DAILY USAGE	8625	10287	11119	11003	9589	7884	5371	6344	6607	6983	7870	9954	101636	8469.67
NUMBER OF DAYS	32	30	29	32	31	29	42	31	30	29	32	30	377	31.42
AVERAGE DAILY COST	$1,446.77	$1,913.10	$1,942.25	$1,808.70	$1,260.25	$912.53	$653.65	$712.04	$735.46				$11,384.75	$1,264.97
FRANCHISE FEES REPRESENT	$412.89	$508.05	$502.35	$516.16	$346.59	$235.87	$244.18	$194.39	$194.73	$197.97	$252.57	$314.61	$3,920.36	$326.70
INCLUDED LATE PAYMENT OF	$0.00	$432.36	$0.00	$0.00	$536.50	$0.00	$0.00	$262.15	$214.53	$214.17	$217.44	$0.00	$1,877.15	$156.43
ADDED FACILITIES MISC. CHARGES	$1,732.17	$1,732.17	$1,732.17	$1,732.17	$1,732.17	$1,732.17	$1,732.17	$1,732.17	$1,732.17	$1,732.17	$1,732.17	$1,782.92	$20,836.79	$1,736.40
ADDED FACILITY- NEW CHILLER													$0.00	N/A
TOTALS FOR MONTH	$48,028.88	$59,125.17	$58,057.25	$59,610.54	$41,146.41	$28,195.41	$29,128.50	$23,805.35	$23,795.78	$24,160.22	$29,952.24	$36,574.14	$461,579.89	$38,464.99
	$302,542.39					$159,037.50						TOTAL COST	461,579.89	
2009-2010	SUMMER PEAK HOURS					OFF PEAK						PEAK		
BP SOLAR SOLAR YR 1		$11,431.79	$19,204.51	$11,679.33	$17,303.86	$15,841.23	$16,119.29	$13,963.92	$19,213.89	$21,190.11	$21,363.54	$18,972.73	$186,284.20	$16,934.93
BP SOALR KWh		109689	118663	175943	166032	151995	154666	133985	184359	203321	204985	182045	1785683	162334.818
COST PER KWh	0.104	0.104	0.104	0.104	0.104	0.104	0.104	0.104	0.104	0.104	0.104	0.104		0.104
EDISON MAIN TOTAL	$14,948.20	$58,998.37	$53,695.51	$49,949.44	$15,153.58	$12,820.95	$9,979.88	$10,206.35	$12,346.54	$11,529.71	$11,715.55	$12,694.27	$274,038.35	$22,836.53
TOTAL KWH	65854	296614	232202	214626	49100	18942	-5850	21252	30222	-3060	-24832	32442	927512	77292.67
ON PEAK- KWH	-4362	78010	43228	40908	0	0	0	0	0	0	0	1680	159464	13288.67
MID PEAK KWH	34136	101014	82500	79414	6638	2012	-28512	-5646	-1718	-29292	-37578	-4328	198640	16553.33
OFF PEAK- KWH	36080	117590	106474	94304	42462	15930	22662	26898	31940	26232	12746	35090	568408	47367.33
AVERAGE DAILY USAGE	2270	8006	7154	1534	611	-182	732	1007	-105	-801	1081	2270	23577	1964.75
NUMBER OF DAYS	29	29	30	32	31	32	29	30	29	31	30	29	361	30.08
AVERAGE DAILY COST	$333.49	$1,956.49	$1,789.85	$1,394.02	$318.60	$232.97	$162.17	$164.31	$243.78	$201.70	$214.62	$437.74	$7,449.74	$620.81
FRANCHISE FEES REPRESENT	$97.02	$513.46	$421.79	$403.72	$89.38	$67.50	$42.61	$53.33	$63.96	$56.05	$84.88	$84.88	$1,978.58	$164.88
INCLUDED LATE PAYMENT OF	$0.00	$477.29	$530.98	$63.81	$0.00	$88.89	$0.00	$0.00	$0.00	$63.63	$0.00	$0.00	$1,224.60	$102.05
ADDED FACILITIES MISC. CHARGES	$5,277.16	$1,782.91	$7,089.37	$5,340.97	$5,277.16	$5,277.16	$5,277.16	$5,277.16	$5,277.16	$5,277.16	$5,277.16	$5,277.16	$61,707.69	$5,142.31
ADDED FACILITY													$0.00	N/A
TOTALS FOR MONTH	$14,948.20	$70,430.16	$72,900.02	$61,628.77	$32,457.44	$28,862.18	$26,099.17	$24,170.27	$31,560.63	$32,779.82	$33,079.09	$31,667.00	$460,322.55	$38,360.21
	$284,031.59					$176,290.96						TOTAL COST	$460,322.55	

2010-2011	SUMMER PEAK HOURS					OFF PEAK						PEAK		
BP SOLAR YR 2	$18,719.17	$20,300.42	$20,027.88	$19,937.15	$19,693.83	$13,608.79	$20,012.31	$19,178.85	$22,741.08	$22,411.92	$20,965.79	$23,281.00	$240,878.19	$20,073.18
BP SOLAR KWh	17992	189220	183877	183044	180810	124943	183734	176082	208787	205765	192488	213744	2060486	171707.167
COST PER KWh	0.104	0.107	0.107	0.107	0.107	0.107	0.107	0.107	0.107	0.1087	0.1087	0.1087		0.107175
EDISON MAIN TOTAL	$23,484.71	$29,300.01	$23,456.15	$14,755.59	$3,374.52	$11,582.58	$2,834.94	$2,999.83	$4,424.60	$8,289.33	$3,861.69	$7,324.78	$135,688.73	$11,307.39
TOTAL KWH	111190	137460	102916	57776	-240	37842	-6714	-6876	-5510	-5290	21954	60768	505276	42106.33
ON PEAK- KWH	5122	14924	8536	2136	0	0	0	0	0	0	0	-4014	26704	2225.33
MID PEAK KWH	52466	61252	49398	7990	-16584	-3930	-38376	-34038	-34482	-25200	-7644	26755	37607	3133.92
OFF PEAK- KWH	536602	61284	44982	47650	16344	41772	31662	27162	28972	19910	29598	38028	923966	76997.17
AVERAGE DAILY USAGE	3474	4740	3430	1805	-7	1182	-231	-229	-190	-170	731	2095	16630	1385.83
NUMBER OF DAYS IN BILLING CYCLE	32	29	30	32	31	32	29	30	29	31	30	29	364	30.33
AVERAGE DAILY COST	$568.99	$828.38	$605.97	$296.20	$108.86	$176.68	$97.76	$100.00	$121.13	$116.51	$128.73	$252.58	$3,401.79	$283.48
FRANCHISE FEES REPRESENT	$164.67	$217.28	$164.42	$85.72	$30.58	$54.39	$27.54	$27.14	$31.81	$32.71	$48.22	$94.22	$978.70	$81.56
INCLUDED LATE PAYMENT OF	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ADDED FACILITIES MISC. CHARGES	$5,277.16	$5,277.16	$5,277.16	$5,277.16	$0.00	$5,923.67	$2.97	$0.00	$911.84	$4,677.77	$0.00	$0.00	$32,624.89	$2,718.74
ADDED FACILITY													$0.00	N/A
TOTALS FOR MONTH	$42,203.88	$49,600.43	$43,484.03	$34,692.74	$23,068.35	$25,191.37	$22,847.25	$22,178.68	$27,165.68	$30,701.25	$24,827.48	$30,605.78	$376,566.92	$31,380.58
	$223,655.21					$152,911.71					TOTAL COSTS		$376,566.92	

2011-2012	SUMMER PEAK HOURS					OFF PEAK						PEAK		
BP SOLAR 3	$20,005.22	$21,623.29	$20,881.60	$18,057.90	$24,215.76	$18,686.01	$19,314.60	$20,832.10	$24,008.67	$22,611.10	$23,351.19	$21,283.28	$254,870.72	$21,239.23
BP SOLAR KWh	183551	193494	183510	158695	212811	163793	169739	183075	210991	198709	205213	187040	2250621	187551.75
COST PER KWh	0.1087	0.1087	0.1135	0.1135	0.1135	0.1135	0.1135	0.1135	0.1135	0.01135	0.1135	0.1135		0.1041875
EDISON MAIN TOTAL	$34,420.00	$54,893.28	$51,318.58	$10,794.97	$4,791.74	$4,791.74	$4,791.74	$4,791.64	$4,791.74	$4,791.74	$4,791.74	$4,791.74	$189,760.65	$15,813.39
TOTAL KWH	171844	207986	176458	91716	3916	-55438	-21612	-51936	-77324	-64844	-42470	-58910	279386	23282.17
ON PEAK- KWH	9248	23440	20184	16	0	0	0	0	0	0	0	-44482	8406	700.50
MID PEAK KWH	47204	72770	64522	26186	8546	53114	-42114	-47526	-74496	-59558	-41306	-18748	-11406	-950.50
OFF PEAK- KWH	2608	111776	91752	65546	19664	-2324	20502	-4410	-7238	-5286	-1611	4320	295299	24608.25
AVERAGE DAILY USAGE	5370	7171	5881	126	126	-1732	-745	-1731	-2494	-2236	-1415	-2031	6290	524.17
NUMBER OF DAYS IN BILLING CYCLE	32	29	30	31	31	32	29	30	31	29	32	29	365	30.42
AVERAGE DAILY COST	$1,075.63	$1,892.28	$1,620.28	$193.66	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,781.85	$398.49
FRANCHISE FEES REPRESENT	$209.95	$2,865.16	$254.33	$36.22	$36.22	$19.61	$23.40	$23.55	$22.61	$32.19	$34.76	$29.72	$3,587.72	$298.98
INCLUDED LATE PAYMENT OF	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ADDED FACILITIES MISC. CHARGES	$0.00	$0.00	$2,710.39	$4,791.74	$4,791.74	$4,791.74	$4,791.74	$4,791.74	$4,791.74	$4,791.74	$4,791.74	$4,791.74	$45,836.05	$3,819.67
ADDED FACILITY													$0.00	N/A
TOTALS FOR MONTH	$54,425.22	$76,516.57	$72,200.18	$28,852.87	$29,007.50	$23,477.75	$24,106.34	$25,623.74	$28,800.41	$27,402.84	$28,142.93	$26,075.02	$444,631.37	$37,052.61
	$287,077.36					$129,411.08					TOTAL COSTS		$444,631.37	

	SUMMER PEAK HOURS	OFF PEAK

	SUMMER PEAK HOURS					OFF PEAK						PEAK		
BP SOLAR 4	$19,248.00												$19,248.00	$19,248.00
BP SOLAR KWh	169161												169161	169161
COST PER KWh	0.1135													0.1135
EDISON MAIN TOTAL	$10,029.91												$10,029.91	$10,029.91
TOTAL KWH	25006												25006	25006.00
ON PEAK- KWH	-14164												-14164	-14164.00
MID PEAK KWH	13812												13812	13812.00
OFF PEAK- KWH	25358												25358	25358.00
AVERAGE DAILY USAGE	25006												25006	25006.00
NUMBER OF DAYS IN BILLING CYCLE	29												29	29.00
AVERAGE DAILY COST													$0.00	#DIV/0!
FRANCHISE FEES REPRESENT	$47.37												$47.37	$47.37
INCLUDED LATE PAYMENT OF	$0.00												$0.00	$0.00
ADDED FACILITIES MISC. CHARGES	$4,791.74												$4,791.74	$4,791.74
ADDED FACILITY													$0.00	N/A
TOTALS FOR MONTH	$29,277.91	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,277.91	$2,439.83
	$29,277.91					$0.00					TOTAL COSTS			$29,277.91
	SUMMER PEAK HOURS					OFF PEAK								

TOTALS	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6	TOTAL	YR AVG.
LATE FEES	$1,786.73	$1,073.22	$1,877.15	$1,224.60	$0.00	$0.00	$5,961.70	$993.62
FRANCHISE FEES	$2,731.15	$3,059.72	$3,920.36	$1,978.58	$978.70	$3,587.72	$16,256.23	$2,709.37
ADDED FACILITIES	$53,351.61	$127,945.58	$20,836.79	$61,707.69	$32,624.89	$45,836.05	$342,302.61	$57,050.44
TOTAL PAID TO COMPANIES								
BP SOLAR				$186,284.20	$240,878.19	$254,870.72	682033.11	$227,344.37
EDISON	$365,382.52	$472,198.77	$461,579.89	$274,038.35	$135,688.73	$189,760.65	$1,898,648.91	$316,441.49
TOTAL OUTGO	$365,382.52	$472,198.77	$461,579.89	$460,322.55	$376,566.92	$444,631.37	$2,580,682.02	$430,113.67
% above/below Avg.	-15.00%	11.00%	9.00%	9.00%	-11.00%	-14.00%		

	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6	TOTAL
ELEC. OVERAGE FOR REBATE	0	0	0	-33742	-24630	-271154	-329526

From: ML Bettino
Sent: Tuesday, December 04, 2012 8:52 AM
To: Denise Whittaker; Sheri Jones
Cc: Denise Hunt; Carrie Mullion; ML Bettino
Subject: RE: Board agenda item for grant

NGLC awarded this grant to the kaleidoscope Project with Cerritos College as the lead. The total amount is $1,216,430. The amount of money that will be coming to PVC or any of the 8 founding colleges will be contingent upon still to be determined deliverables. I will be recruiting and working with faculty to adopt these courses. Travel money has been set aside for faculty who do adopt, but that again depends upon the number of faculty who join the cause.

I expect that this is what I will explain to the Board since you have asked me to give a report.
ML

Resolution 12-23 B-92 – GATES FOUNDATION / KALEIDESCOPE GRANT AWARD
BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Grant Award from the Gates Foundation, in conjunction with the goals of Title III, for Palo Verde College to support the advancement of on-line and degree programs and services.

Palo Verde College IS A PARTNER IN THE GRANT NOTED BELOW THROUGH CERRITOS COLLEGE:

NORWALK, Calif. - November 13, 2012 - Cerritos College received a follow-on grant from Next Generation Learning Challenges (NGLC) to expand its multi-institutional open educational resource (OER) project.

The grant, in the amount of $1,216,430, is the second NGLC grant Cerritos College has received to support the multi-institutional open general education curriculum project, Kaleidoscope. The first, a $750,000 grant awarded in 2011, has allowed the college and its partners to develop and pilot the Kaleidoscope project.

The Kaleidoscope project creates general education courses that use OER. OER allows students to access textbooks syllabi, study guides and other materials for free from any computer. More than 9,000 students among nine partner colleges participated, and they have seen a 97 percent reduction in textbook expenses.

The latest award will enable Kaleidoscope to develop a cadre of faculty fellows to act as mentors and community leads, fund pilot experiences for 20 additional institutions, create 20 new course designs for high enrollment general-education courses, expand student support in developmental mathematics, and improve its capacity to facilitate and measure learning.

"We are thrilled to receive additional grant from NGLC," said Cerritos College President Dr. Linda Lacy. "The funding will enable us to expand the OER program which has proven effective in advancing student success among underserved populations."

About Next Generation Learning Challenges: *Next Generation Learning Challenges (NGLC) accelerates educational innovation through applied technology to dramatically improve college readiness and completion in the United States. This multi-year program provides investment capital to expand the use of proven and emerging learning technologies, collects and shares evidence of what works, and fosters innovation and adoption of solutions which will dramatically improve the quality of learning in the United States, particularly for low-income students and students of color. NGLC is managed by EDUCAUSE in partnership with the League for Innovation in the Community College, the Council of Chief State School Officers, and the International Association for K-12 Online Learning. Funding for Wave I and the follow-on grants was provided by the Bill & Melinda Gates Foundation. (www.nextgenlearning.org)*

plus 50 Community Colleges: TAKE YOUR KNOWLEDGE TO THE NEXT DEGREE

AMERICA ASSOCIATION COMMUNI COLLEGE

From: MARY SUE VICKERS [mailto:MVICKERS@aacc.nche.edu]
Sent: Thursday, March 14, 2013 8:21 AM
To: Sheri Jones; Denise Whittaker; Lorenzo Lujano
Subject: Plus 50 Encore Completion Program

Sheri, Lorenzo and Dr. Whittaker: Congratulations on Palo Verde College's selection to participate in the AACC Plus 50 Encore Completion Program. The official letter of notification to your college president and a grant agreement, with copies to you Sheri, are being mailed. We are trying to expedite signature of the grant agreement so we can issue payment of a travel allowance for attendance at the April 19, 2013, Plus 50 Conference.

Attached are electronic copies of press release-related materials to assist with your announcement of receipt of your grant. Attached are:

- Talking points
- Messaging framework
- Template press release for your college's use
- AACC's national press release.

A Plus 50 conference registration form, information on hotel guest room reservations, and the conference agenda will be coming to you shortly.

Once again, congratulations. We look forward to working with you and seeing you April 19, 2013, at the Plus 50 Conference. Mary Sue Vickers

Mary Sue Vickers
Director, Plus 50 Initiative
American Association of Community Colleges
One Dupont Circle, NW., Suite 410
Washington, DC 20036
T: 202.728.0200 ext. 248
F: 202.833.2467
mvickers@aacc.nche.edu
http://plus50.aacc.nche.edu

SPRING 2013 - PROGRAM REVIEW ANNUAL SNAPSHOT REPORT PILOT PROJECT

SUBMIT BY FRIDAY, MARCH 1, 2013

PURPOSE: Accreditation Standards require that there is a process for linking Program Review needs to the Strategic Plan and ultimately to the budget process. To do this, PVC is piloting the *Program Review Annual Snapshot Report* for all Divisions and college-wide Areas.

PROCESS:

1. Meet as a group in your Division or Area to respond to questions #1 - #4. Items # 1-4 will be used by you to build your eventual comprehensive Program Review every 3 years, and to provide the institution with information for an annual report overall.

2. For Item #5, identify ***IF*** you have any critical unmet or unfunded needs (***those items that cannot be funded within your current budget***) and that if not funded, will impact your ability to maintain instructional, student support, or operational integrity. These items will be collated and provided to College Council for prioritization for funding. The Budget Committee will identify 2013-14 funds to be used in funding as many items as possible in the prioritized list. This process is a demonstration of how Program Review drives the decision-making process for budget development. The Form and process will be evaluated and revised as needed at the end of the entire process.

Questions: Email Deni (denise.whittaker@paloverde.edu) or call at x5499

TO BE COMPLETED IN CONSULTATION WITH AREA STAFF BY DIVISION CHAIRS/AREA REPRESENTATIVES

For the Academic Year: 2012-13 **DEADLINE SUBMITTAL: MARCH 1, 2013**

Division or Area:_____ Division Chair/Area Rep._____

To provide continuity between comprehensive Program Review cycles, and to identify unmet/unfunded on-going and one-time needs, please complete this form as it applies to your particular area.

[Instructions: Provide a brief narrative of 3-5 sentences in each response to Items #1 - #4.]

1. Briefly describe the **key functions** of the Division or Area, including the number of employees, full-time and part-time.
2. Describe **changes** (i.e. accomplishments or challenges), if any, during the preceding twelve months that have had either beneficial or adverse impact on the Division or Area.
3. Describe any changes that are anticipated in the upcoming twelve months that might have either beneficial or adverse impact on the Division or Area.
4. Describe Division or Area **goals** for the upcoming twelve months, including addressing any of the changes described above.

5. **CRITICAL UNMET OR UNFUNDED PROGRAM NEEDS:** *Please describe any unmet/unfunded needs that cannot be met within your regular budget and will have an adverse impact on your ability to maintain program integrity if not funded. If you have none, you may STOP here as you do not need to complete the next Section. If you have unmet and unfunded critical needs, also specify in the column provided which of the Institutional Strategic Initiatives your request is related to (see pages 5-6 of this document for a listing of the Institutional Strategic Initiatives).*

NOTE: This is NOT a budget document for next year. Separate from this form, you will be given the opportunity to take your current budget and tell us how you want your current dollars to be spent in 2013-14. You will be able to move money around to meet some or all of your needs.

***IF** you have critical items impacting program integrity that simply cannot be funded within your current budget, then you will complete the form shown below. [Note: Your current budget for review is available via GALAXY of through Russi Egan.]*

IF you have no critical items to request, STOP - YOU ARE FINISHED!

5. Identification of Critical, Unmet/Unfunded Program Needs

Part I: **Unbudgeted On-Going Needs** (those requiring on-going/annually budgeted dollars);

Part II: **Unbudgeted Computers/Technology One-Time Needs** (those technology-related unfunded needs identified as a one-time expense); and

Part III: **Unbudgeted One-Time Other Needs** (i.e. Supplies/Materials, Equipment, Contracts for Services, Travel/Conferences, or Other unfunded needs identified as a one-time expense).

While we are in the process of stabilizing the PVC budget, ***please describe only those critical unfunded needs that will have an adverse impact on your ability to maintain program integrity if not funded.***

PART 1 – ON-GOING NEEDS [Those requiring on-going budgeted dollars and, if not funded, negatively impacts your ability to maintain program integrity.]

PART I-A: New/Additional STAFFING NEEDS

Need additional lines? Hit the "Tab" key in the last box.

Staffing Need Description: *List in PRIORITY Order of Importance with #1 being the highest, or skip to next section if you have no unmet staffing needs.*	BRIEF EXPLANATION OF NEED OR JUSTIFICATION:	STRATEGIC INITIATIVES [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives & Goals]					Cost Estimate [Leave Blank]
		1	2	3	4	5	
1.							
2.							

PART I-B: SOFTWARE OR OTHER ON-GOING ANNUAL EXPENSE (Those items that impact your ability to maintain program integrity if unfunded or cannot be funded within your current budget).

Need additional lines? Hit the "Tab" key in the last box.

ITEM DESCRIPTION: *List in PRIORITY Order of Importance with #1 being the highest.*	**BRIEF EXPLANATION OF NEED OR JUSTIFICATION:**	**STRATEGIC INITIATIVES** [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives & Goals					**Cost Estimate [Leave Blank]**
		1	2	3	4	5	
1.							
2.							

PART II – COMPUTERS /TECHNOLOGY-RELATED NEEDS **(Those items that impact your ability to maintain program integrity if unfunded or cannot be funded within your current budget).**

Need additional lines? Hit the "Tab" key in the last box.

COMPUTERS / IT ONE-TIME COST *List in PRIORITY Order of Importance with #1 being the highest.*	**BRIEF EXPLANATION OF NEED OR JUSTIFICATION:**	**STRATEGIC INITIATIVES** [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives]					**Cost Estimate [Leave Blank]**
		1	2	3	4	5	
1.							
2.							

PART III – ONE-TIME NEEDS **(Please describe any unmet/unfunded needs that will have an adverse impact on your ability to maintain program integrity if not funded).**

PART III-A: SUPPLIES AND EQUIPMENT (If unfunded or cannot be funded within your current budget AND the item impacts your ability to maintain program integrity)

Need additional lines? Hit the "Tab" key in the last box.

SUPPLIES or EQUIPMENT ONE-TIME COST *List in PRIORITY Order of Importance with #1 being the highest.*	**BRIEF EXPLANATION OF NEED OR JUSTIFICATION:**	**STRATEGIC INITIATIVES** [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives & Goals]					**Cost Estimate [Leave Blank]**
		1	2	3	4	5	
1.							
2.							

PART III-B: CONTRACTS/SERVICES (If unfunded or cannot be funded within your current budget AND the item impacts your ability to maintain program integrity).

Need additional lines? Hit the "Tab" key in the last box.

CONTRACTS ONE-TIME COST *List in PRIORITY Order of Importance with #1 being the highest.*	**BRIEF EXPLANATION OF NEED OR JUSTIFICATION:**	**STRATEGIC INITIATIVES** [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives & Goals]					**Cost Estimate [Leave Blank]**
		1	2	3	4	5	
1.							
2.							

PART III-C: TRAVEL/CONFERENCES (If unfunded or cannot be funded within your current budget AND the item impacts your ability to maintain program integrity).

Need additional lines? Hit the "Tab" key in the last box.

TRAVEL / CONFERENCES ONE-TIME COST *List in PRIORITY Order of Importance with #1 being the highest.*	**BRIEF EXPLANATION OF NEED OR JUSTIFICATION:**	**STRATEGIC INITIATIVES** [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives & Goals]					**Cost Estimate [Leave Blank]**
		1	2	3	4	5	
1.							
2.							

PART III –D: OTHER (If unfunded or cannot be funded within your current budget AND the item impacts your ability to maintain program integrity).

Need additional lines? Hit the "Tab" key in the last box.

OTHER ONE-TIME COST *List in PRIORITY Order of Importance with #1 being the highest.*	**BRIEF EXPLANATION OF NEED OR JUSTIFICATION:**	**STRATEGIC INITIATIVES** [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives & Goals]					**Cost Estimate [Leave Blank]**
		1	2	3	4	5	
1.							
2.							

E-MAIL or Return Hard Copy to Sheri Jones: sheri.jones@paloverde.edu BY MARCH 1

to ensure your items will be considered in the prioritization list for funding for 2013-14.

PALO VERDE COLLEGE 2011 STRATEGIC PLAN

INITIATIVE 1: INSTRUCTIONAL PROGRAMS AND SUPPORT SERVICES

Goal: **Deliver and continuously improve upon quality educational programs, emphasizing student learning and leading to certification, conferral of associate degrees, transfer to four-year institutions, and personal growth and career enhancement.**

Objective 1: Identify, measure and evaluate student learning outcomes at the course, program and degree levels, and provide adequate support services to ensure the effectiveness of learning programs.

Objective 2: Develop multi-year course planning and scheduling procedures to minimize conflicts that delay students' progress toward program completion.

Objective 3: Continuously evaluate the quality and availability of courses and programs, through program review and other processes, to maintain their academic rigor and currency and to ensure they provide the means to achieve student learning outcomes.

Objective 4: Expand counseling and advisement services to provide students with timely and informative guidance as to careers and continuing education.

INITIATIVE 2: STUDENT RECRUITMENT AND ENROLLMENT

Goal: **Increase awareness of the College as a viable educational and career opportunity.**

Objective 1: Maintain a diverse student population

Objective 2: Evaluate student and community educational needs

Objective 3: Publicize College's educational services, opportunities and activities.

Objective 4: Minimize barriers to educational opportunities offered by the College.

INITIATIVE 3: STUDENT SUCCESS

Goal: **Establish programs that enable students to achieve their educational and career goals.**

Objective 1 Support student learning by expanding tutorial resources and other supportive educational services for all students needing these services.

Objective 2: Increase student participation early in their College careers in activities, such as orientation and career and educational counseling.

Objective 3: Increase student active participation in campus activities to help build a sense of belonging to the College community.

Objective 4: Implement a system to track student progress during and after their college experience, and use the results and feedback to improve the effectiveness of programs.

Objective 5: Develop a College Writing Lab

INITIATIVE 4: ORGANIZATIONAL EFFECTIVENESS

Goal: **Create an institutional environment in which College personnel have an understanding of the functions, roles and responsibilities of their colleagues and College organizations and committees.**

Objective 1: Review and update the collegial governance chart annually.

Objective 2: Provide all new employees with a College orientation program.

Objective 3: Invite participatory governance in College planning and decision-making by encouraging constituent representation on College committees and organizations.

Objective 4: Encourage adjunct faculty participation in College functions.

Objective 5: Integrate all College plans, and have them available for examination in the College library or College website.

INITIATIVE 5: TECHNOLOGY AND SUPPORT

Goal: **Ensure that state-of-the-art information technology and media are available and used by a highly-skilled college community.**

Objective 1: Ensure that there is training for faculty and staff that is cost-effective and directly applicable to immediate needs

Objective 2: Update the 2004-07 Technology Master Plan and incorporate the goals into the College's Strategic Plan.

Objective 3: Complete installation of the Datatel system and associated staff training.

ON-GOING UNMET / UNFUNDED NEEDS SUMMARY LIST

Appendices 3g

[Those requiring on-going budgeted dollars and, if not funded, negatively impacts your ability to maintain program integrity.]

PERSONNEL (Non-Faculty) (in alpha order) [Numbering of the item represents the Division's/Area's prioritization]

COLLEGE COUNCIL PRIORITIZATION	DIVISION/AREA	POSITION	JUSTIFICATION/RATIONALE	FUNDING SOURCE	COST W/BENEFITS
	CBO	1. Administrative Services Technician	This position is needed to handle all of the student receivables, regular accounts receivable and assistance with categorical programs.		
	CDC	CDC Qualified staff	Our program must follow license requirements and one of those requirements includes qualified staff-(ratio 8-1) without qualified staff the program would be out of compliance		
	Distance Education	1. Instructional Services Secretary and/or Instructional Service Clerk.	Not enough clerical support to provide services to more than 1000 students taking Distance Education courses.		
	Distance Education	2. Academic Guidance Coordinator or Director of Distance Learning	Interim Coordinator currently overseeing entire program and providing matriculation and counseling services to all incarcerated students.		
	HR	1. Human Resource Technician	This position has been requested for years and is on many past program reviews. This position will relieve the Human Resources Director time with the dual entry of information into two systems. It will also allow for more intense analysis and report		
	HR	2. Insurance Clerk – PT	We may need a person to help implement all of the new insurance regulations. It is unclear at this time whether this will be an on-going need.		
	Library	1. Part-time clerk	A clerk would enable the librarian to conduct more information literacy workshops, create more online student support materials and would also give students better service.		
	M & O	1. Part-time custodian	Three buildings are currently being maintained by the groundskeepers which distracts from the needs of faculty and staff.		
	Needles Center	1. Full-time Information Technology Technician	Support for installation, training and maintenance of all technology. As a satellite campus with over 60% of the courses ITV'd, there is ongoing need for IT support. The required tech support to monitor all electronic instruction exceeds the time allotted now.		
	Needles Center	3. Expanded tutorial services	Support student learning modalities by expanded academic input and opportunities for differentiated instruction in non-credit classes, as well as tutorial support for math and ELA for credit courses.		
	Not Listed	1. Tutors	Funds are needed to provide tutoring across the		

	Anywhere		curriculum		
	S/P	1. Manager – Office of Institutional Effectiveness	There is insufficient staff and leadership to support meet Accreditation Standards in the areas of, Research for reporting and data-driven decision-making), integrated strategic planning, institutional program review and SLO/AUO assessments and dialog. The College will be asked to demonstrate the commitment to these items and there is a need for fulltime leadership to ensure full compliance, commitment, and sustainability as required.		
	S/P	2. Grant Writer/ Manager	There is a need for a Grants Office that includes a fulltime grant writer to write major grant applications, oversee grant acquisition and compliance, and train faculty and managers to write grants. Funding is recommended for a 3 year period whereby the individual hired must demonstrate grant proficiency through funded projects, or the position is terminated.		
	S/P	2. Foundation Director	There is a need for a concentrated effort for the development and advancement of the Foundation as this is a fulltime commitment. This is typically paid for by the institution until such a time as when the Foundation's assets have grown to the extent that they can fund the position. Again, this is a position that evaluation and continuation is contingent upon success in acquiring additional funding.		
	S/P	3. Public Information Officer – part time	Funds are needed to hire part time or contract out services to provide greater external communications, public information, marketing, and publications services.		

PART I-B: SOFTWARE OR OTHER ON-GOING ANNUAL EXPENSE
(in alpha order) [Numbering of the item represents the Division's/Area's prioritization]

COLLEGE COUNCIL PRIORITIZATION	DIVISION/AREA	ITEM	JUSTIFICATION/RATIONALE	FUNDING SOURCE	COST
	CDC	New software	Without reliable computers and new software, it would be impossible to submit reports		
	CIS	Adobe Creative Suite	Used for four courses that are part of various CIS certificates and the AS degree. Presently this has been budgeted by the Title III grant.		
	LIBRARY	Textbook Fund	Funds set aside exclusively for reserve copies of textbooks for students to use while in the library. There is a great need for reserve copies of textbooks. It is difficult to rely on instructors to donate copies of textbooks, and with the online bookstore, it may be more difficult for instructors to obtain a "free" copy from the publisher. (I can use some of the library's budget to do this, if acceptable).		
	M&O	1.Sprinkler supplies	The irrigation system for the campus is 12+ years old and repairs are needed more and more frequently.		
	M&O	2.Capital Improvement/Emergency Fund	It is felt that a line items needs to be added to the budget to start a fund to maintain the buildings and for emergency repairs. Our campus is getting older every day and most of the warranties have expired.		
	M&O	3.Additional Security Coverage	It is felt that additional security should be provided to increase the safety of student, staff and faculty due to the decreased size of staffing on campus. There is no longer enough staff on campus to help look for problems.		

ONE-TIME UNMET / UNFUNDED NEEDS SUMMARY LIST

PART II – COMPUTERS /TECHNOLOGY-RELATED NEEDS
(in alpha order) [Numbering of the item represents the Division's/Area's prioritization]

COLLEGE COUNCIL PRIORITIZATION	DIVISION/AREA	ITEM	JUSTIFICATION/RATIONALE	FUNDING SOURCE	COST
	CDC	1. New computers	Advanced software for program staff		
	CIS	1. Projector for CL 130	The projector that is located in CL130 is missing a remote, does not sync correctly with computer and has been an issue that directly impacts instruction, especially due to the fact that the projector is used daily for all face-to-face CIS courses.		
	CIS	2. Updated computers for the CL130 computer classroom.	Currently the computers in CL130 are becoming outdated. They struggle supporting some of the software utilized in various CIS certificates and the AS degree in CIS. Memory, CPU, and Storage are key aspects that are lacking in these computers.		
	HISTORY	1. CD/DVD player for Needles Instruction	Instructor request for class usage		
	HISTORY	2. Continued Support of Course Management System "The Bridge"	Not a Division Budget, rather a vital aspect of Online and face to face Instruction to many of our faculty.		
	LANGUAGE ARTS/ COMMUNIC ATION	1. Increased bandwidth for ITV courses in SPE	Need to improve transmission quality of ITV courses, especially SPE courses		
	LANGUAGE ARTS/ COMMUNIC ATION	2. Motion-sensitive cameras for ITV sections	Motion-sensitive cameras useful especially to capture speaker's movement and actions during speeches, thereby improving the quality of instruction.		
	LIBRARY	1. Computers with monitors (1 or 2)	The student computers and staff (mine) are several years old, but functioning. If one or two goes out for good, we will need replacements. IT only has so many back-up computers and screens.		

PART III-A: SUPPLIES AND EQUIPMENT
(in alpha order) [Numbering of the item represents the Division's/Area's prioritization]

COLLEGE COUNCIL PRIORITIZATION	DIVISION/AREA	ITEM	JUSTIFICATION/RATIONALE	FUNDING SOURCE	COST
	CDC	1. supplies and equipment	Staff works with children Mon-Fri and they use school materials every day, materials are a requirement for our program and for our preschool students to be successful		
	M&O	1. Groundskeeping equipment such as a mower/ trimmers	Equipment is 10+ years old. Finding or manufacturing parts to repair the items is becoming a problem.		
	M&O	2. Trencher	Currently all trenches to repair the irrigation system have to be dug by hand. Easily 10 times more can be accomplished with a trencher than digging by hand.		
	M&O	3.Battery replacement for backup system	Many of the backup batteries need to be replaced. This is a safety & security item.		
	NEEDLES CENTER	1. Replace and repair overhead lights, both upstairs and down	Gradually, all are burning out. Safety and health issue.		
	NEEDLES CENTER	2. Repair HVAC			
	NEEDLES CENTER	3. Replace fire alarm panel	Safety & health issue. (quote from Apple Valley Communications)		
	S/P	1. Promotional Materials	Additional funds are needed to create brochures and promotional materials for college programs and services.		
	S/P	2. Ad and promo	Additional funds are needed to promote the College in the area on billboards, busses, etc. and to place ads in strategic locations for new programs.		

PART III-B: CONTRACTS/SERVICES
(in alpha order) [Numbering of the item represents the Division's/Area's prioritization]

COLLEGE COUNCIL PRIORITIZATION	DIVISION/AREA	ITEM	JUSTIFICATION/RATIONALE	FUNDING SOURCE	COST
	ADMISSIONS & RECORDS	1.Consulting/Programing	Transcript is not accurate, needs custom subroutine to be fixed.		
	ADMISSIONS & RECORDS	2. Consulting/ Programing	Implement changes in Datatel to comply with new Priority Registration Regulations		
	CRIMINIAL JUSTICE	1.Consultant/Proctor to evaluate students in defensive tactics and firearms, needed for 2013-14	This position is mandated by P.O.S.T. Current CRJ instructor (Willy Smith) is certified for classroom instruction, but not for field evaluation. Total time required is approximately 12 hours.		
	M&O	1.Annual fire system inspection	We need to contract with a company to perform annual inspections of Blythe and Needles alarm systems.		
	NEEDLES CENTER	1. Rekey/replace master lock cylinders downstairs	Safety and property secure issue. All rooms will eventually contain computers and need to be secured.		
	NEEDLES CENTER	2. Office and cleaning supplies	Provide budget for adequate supplies for clerical, administrative and custodial needs		
	S/P	1. Environmental Scan	Funds are needed to complete and internal and external environment scan that will be used for a community needs assessment for a potential bond, as well as for the long-range institutional plan.		$30,000

PART III-C: TRAVEL/CONFERENCES
(in alpha order) [Numbering of the item represents the Division's/Area's prioritization]

COLLEGE COUNCIL PRIORITIZATION	DIVISION/AREA	ITEM	JUSTIFICATION/RATIONALE	FUNDING SOURCE	COST
	CRIMINAL JUSTICE	1.Attend P.O.S.T training	Full-time CRJ instructor is required to attend this training, offered in May 2013		
	NEEDLES CENTER	1. Make adequate provisions for all staff at the Needles Center to participate in ITV'd meetings, conferences, workshops, etc.	Provide opportunity for the Needles Center staff to be included in all pertinent meetings by holding such meetings in locations that allow the electronic transmission to the Needles Center		
	NEEDLES CENTER	2.Amount to cover necessary travel to meetings at the Blythe Campus	When necessary, cover cost of attending meetings with Sheri and/or staff/board meetings		
	NEEDLES CENTER	3.Budget amount to cover occasional relevant conferences or workshops for staff and/or	On-going professional development		

		administration			
	M&O	1.Emcor HVAC Conference and Training	Enhancing the knowledge of the key personnel in the department will save time and money by reducing the need for service calls.		
	S/P	1. Board Travel	Additional funds are needed to provide travel for Board training.		

PART III –D: OTHER (in alpha order) [Numbering of the item represents the Division's/Area's prioritization]

COLLEGE COUNCIL PRIORITIZATION	DIVISION/AREA	ITEM	JUSTIFICATION/RATIONALE	FUNDING SOURCE	COST
	CDC	1.school supplies	The program is required to follow a curriculum and engage children on daily activities, without school supplies the program and students would have challenging outcomes		
	M&O	1.Reverse Osmosis System	The department needs a reverse osmosis water system due to the need for water during high heat conditions.		