

**2019-2020 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Victor Valley

**CERTIFICATION**

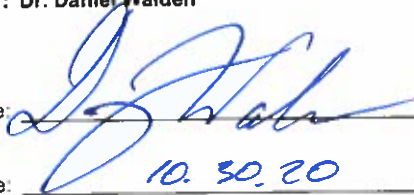
I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and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

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

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

Chief Executive Officer: **Dr. Daniel Walden**

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



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

10.30.20

Electronic Certification Date: Friday, October 30, 2020

District Contact Person: **Virginia Moran**

Title: Executive Dean

Phone: (760) 245-4271 - 2414

EMail: virginia.moran@vvc.edu

Please return completed form to:

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

**2019-2020 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Victor Valley

**PART I. FULL-TIME EQUIVALENT STUDENTS**

<b>State Residents (and Nonresidents Attending Noncredit Courses)</b>		
	Attendance FTES	Factored FTES
<b>Summer Intersession (Summer 2019 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3)	3.89	3.89
2. Credit (Parts III.A.1 + VI.A.1)	66.82	66.82
<b>Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)</b>		
1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	771.72	771.72
<b>Primary Terms (Exclusive of Summer Intersession)</b>		
<b>1. Census Procedure Courses</b>		
(a) Weekly Census Contact Hours (Part II)	4,559.90	4,559.90
(b) Daily Census Contact Hours (Part III)	1,417.19	1,417.19
<b>2. Actual Hours of Attendance Procedure Courses</b>		
(a) Noncredit (Part IV.C)	97.29	97.29
(b) Credit (Part IV.D)	495.86	495.86
<b>3. Alternative Attendance Accounting Procedure Courses</b>		
(a) Weekly Census Procedure Courses (Part V)(Credit)	1,445.41	1,445.41
(b) Daily Census Procedure Courses (Part V)(Credit)	777.27	777.27
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
<b>Total FTES</b>		
Total Credit FTES	9,534.17	9,534.17
Total Noncredit FTES	101.18	101.18
Total FTES	9,635.35	9,635.35

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	48.45
Basic Skills Courses and Immigrant Education (Credit)	61.35

2019-2020 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

District: Victor Valley

**PART I. FULL-TIME EQUIVALENT STUDENTS**

	<b>Nonresidents</b>	
	<b>Attendance FTES</b>	<b>Factored FTES</b>
<b>Summer Intersession (Summer 2019 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3)	0.66	0.66
2. Credit (Parts III.A.1 + VI.A.1)	1.63	1.63
<b>Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)</b>		
1. Noncredit (Parts IV.B.1 + VII B 3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	19.83	19.83
<b>Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	167.98	167.98
(b) Daily Census Contact Hours (Part III)	63.78	63.78
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	19.78	19.78
(b) Credit (Part IV.D)	14.69	14.69
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	44.11	44.11
(b) Daily Census Procedure Courses (Part V)(Credit)	23.01	23.01
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
<b>Total FTES</b>		
Total Credit FTES	335.03	335.03
Total Noncredit FTES	20.44	20.44
Total FTES	355.47	355.47

**2019-2020 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

College: Victor Valley College

**PART I. FULL-TIME EQUIVALENT STUDENTS**

State Residents (and Nonresidents Attending Noncredit Courses)	
Attendance FTES	Factored FTES

**Summer Intersession (Summer 2019 Only)**

1. Noncredit (Parts IV.A.1 + VII.A.3)	3.89	3.89
2. Credit (Parts III.A.1 + VI.A.1)	66.82	66.82

**Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)**

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III B.1 + VI.B.2 + VI.B.1)	771.72	771.72

**Primary Terms (Exclusive of Summer Intersession)**

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	4,559.90	4,559.90
(b) Daily Census Contact Hours (Part III)	1,417.19	1,417.19

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	97.29	97.29
(b) Credit (Part IV.D)	495.86	495.86

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	1,445.41	1,445.41
(b) Daily Census Procedure Courses (Part V)(Credit)	777.27	777.27
(c) Noncredit Independent Study/Distance Education Courses (Part VII C)	0.00	0.00

**Total FTES**

Total Credit FTES	9,534.17	9,534.17
Total Noncredit FTES	101.18	101.18
<b>Total FTES</b>	<b>9,635.35</b>	<b>9,635.35</b>

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	48.45
Basic Skills Courses and Immigrant Education (Credit)	61.35

2019-2020 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

College: Victor Valley College

**PART I. FULL-TIME EQUIVALENT STUDENTS**

			<b>Nonresidents</b>	
			Attendance FTES	Factored FTES
<b>Summer Intersession (Summer 2019 Only)</b>				
1. Noncredit (Parts IV.A.1 + VII.A.3)	0.66	0.66		
2. Credit (Parts III.A.1 + VI.A.1)	1.63	1.63		
<b>Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)</b>				
1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00		
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	19.83	19.83		
<b>Primary Terms (Exclusive of Summer Intersession)</b>				
<b>1. Census Procedure Courses</b>				
(a) Weekly Census Contact Hours (Part II)	167.98	167.98		
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<b>2. Actual Hours of Attendance Procedure Courses</b>				
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<b>3. Alternative Attendance Accounting Procedure Courses</b>				
(a) Weekly Census Procedure Courses (Part V)(Credit)	44.11	44.11		
(b) Daily Census Procedure Courses (Part V)(Credit)	23.01	23.01		
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00		
<b>Total FTES</b>				
Total Credit FTES	335.03	335.03		
Total Noncredit FTES	20.44	20.44		
Total FTES	355.47	355.47		

2019-2020 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

College: Victor Valley College

**ADJUSTMENT TO FULL-TIME EQUIVALENT STUDENTS (FTES)**

Reference: Education Code Section 84890 Title 5 Sections 55700ff, 55720ff	Total Faculty Contact Hours of Instruction Released for Flex-Time Activities (see Instructions 2 & 3)	Total Faculty Contact Hours of Instruction (Actual Teaching Hours) of All Instructors in the Academic Year Exclusive of any Intersession (see Instructions 5)	F Factor
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**A. Credit Courses**

1. Weekly Census Procedure Courses 2. Daily Census Procedure Courses	0.00	0.00	1.0000
3. Positive Attendance Credit Courses	0.00	0.00	1.0000
4. Alternative Attendance Accounting Procedure a. Weekly Census Procedure Courses b. Daily Census Procedure Courses	0.00	0.00	1.0000

**B. Noncredit Courses**

1. Positive Attendance	0.00	0.00	1.0000
2. Noncredit Distance Education	0.00	0.00	1.0000

**2019-2020 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Victor Valley

**PART IX. AB 540 Headcount, Special Admit FTES and Inmates in Correctional Facilities FTES**

**AB 540 Headcount Report**

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

Headcount	318
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**Special Admit (Full-Time and Part-Time) P.E. Credit FTES Report**

In the spaces provided below, please provide the requested districtwide Fiscal Year FTES information of special "admit" part-time and full-time students eligible to attend the Colleges of the District pursuant to Education Code Section 48800 or 48800.5. Please refer to Legal Advisory 05-01 and the Contracted District Audit Manual for the Fiscal Year, State Compliance Item No. 427.

Total FTES of Special Part-Time and Full-Time Students (Column 1)	Total FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 2)	Total Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 3)	Percent of Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 3/Column 1)
569.08	6.89	4.18	0.73 %

**Inmates in Correctional Facilities FTES**

In the spaces provided below, please provide the requested districtwide Fiscal Year FTES information of incarcerated students eligible to attend the Colleges of the District pursuant to Education Code Section 84810.5(a).

Total FTES of Incarcerated Students (Column 1)	Credit FTES of Incarcerated Students (Column 2)	Noncredit FTES of Incarcerated Students (Column 3)
0.00	0.00	0.00

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

California Community Colleges

**2019-2020 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Victor Valley

**CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES**

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000302175	BADM100	Introduction to Business Organizations	0.00	0
CCC000199463	BADM103	Financial Accounting Fundamentals	0.00	0
CCC000304488	BADM109	Human Resource Management	0.00	0
CCC000212993	BADM110	Principles of Management	0.00	0
CCC000230966	BADM112	Introduction to Marketing	0.00	0
CCC000269922	BADM116	Human Relations in Business	0.00	0
CCC000313966	BADM117	Legal Environment of Business	0.00	0
CCC000236737	BADM122	Small Business Management	0.00	0
CCC000294478	BADM142	Business Mathematics	0.00	0
CCC000311828	BADM144	Business Communications	0.00	0
CCC000214109	BADM52	Elements of Supervision	0.00	0
CCC000198684	CIS101	Computer Literacy	0.00	0
CCC000264428	ECON101	Principles of Economics: MacRo	0.00	0
CCC000332666	ECON102	Principles of Economics: Micro	0.00	0
<b>Total</b>			<b>0.00</b>	<b>0</b>

California Community Colleges

**2019-2020 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Victor Valley

**CENTERS FTES**

Center	Credit FTES	Noncredit FTES	Total FTES
<b>Total</b>			



**2019-2020 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Victor Valley

**ANNUAL REPORT APPLICATION FOR ADJUSTMENT**

**PART I. ADJUSTMENTS**

Type of Adjustment	Special Admit P.E. FTES Report - Understated	
Amount of Adjustment	0.80	
Adjustment Need Discovered By	District	
Audit Finding Reference Number	1920_01	
Nature of Adjustment	Total Special PT/FT students increased (569.08) as well as Total FTES of Special PT/FT students in PE (6.89) resulting in an increase in Total Reported FTES of Special PT/FT students in PE courses(4.18 or .73%).	

Type of Adjustment	Special Admit P.E. FTES Report - Understated	
Amount of Adjustment	47.66	
Adjustment Need Discovered By	District	
Audit Finding Reference Number	1920_02	
Nature of Adjustment	Total Special PT/FT students increased (from 521.42 to 569.08) due to outstanding spring grades being collected and summer section corrections.	

Type of Adjustment	AB 540 Student Headcount Report - Understated	
Amount of Adjustment	4.00	
Adjustment Need Discovered By	District	
Audit Finding Reference Number	1920_03	
Nature of Adjustment	Additional AB540 students were found bringing our total up by 4 (from 314 to 318).	

Type of Adjustment	Basic Skills Noncredit FTES - Overstated	
Amount of Adjustment	32.51	
Adjustment Need Discovered By	District	
Audit Finding Reference Number	1920_04	
Nature of Adjustment	Reduction of hours in all sections that recorded more than the maximum contact hours allowed.	

Type of Adjustment	Basic Skills Credit FTES - Overstated	
Amount of Adjustment	2.27	
Adjustment Need Discovered By	District	
Audit Finding Reference Number	1920_05	
Nature of Adjustment	Basic Skills Credit decrease due to additional hours being loaded and data clean up.	

Type of Adjustment	Resident Credit FTES - Overstated	
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Amount of Adjustment	6.10
Adjustment Need Discovered By	District
Audit Finding Reference Number	1920_06
Nature of Adjustment	Weekly FTES decrease due to section census type corrections from Weekly to Daily.
Type of Adjustment	Resident Credit FTES - Understated
Amount of Adjustment	5.97
Adjustment Need Discovered By	District
Audit Finding Reference Number	1920_07
Nature of Adjustment	Daily FTES increase due to section census type corrections from Weekly to Daily and grades submitted for summer sections.
Type of Adjustment	Resident Noncredit FTES - Understated
Amount of Adjustment	9.99
Adjustment Need Discovered By	District
Audit Finding Reference Number	1920_08
Nature of Adjustment	Positive Attendance NonCredit increase due to missing section hours and grades being loaded.
Type of Adjustment	Resident Credit FTES - Understated
Amount of Adjustment	22.07
Adjustment Need Discovered By	District
Audit Finding Reference Number	1920_09
Nature of Adjustment	Positive Attendance Credit increase due to missing section hours and grades being loaded.
Type of Adjustment	Resident Credit FTES - Overstated
Amount of Adjustment	0.39
Adjustment Need Discovered By	District
Audit Finding Reference Number	1920_10
Nature of Adjustment	Alternative Attendance Weekly decrease due to clean up of data entry errors.
Type of Adjustment	Resident Credit FTES - Overstated
Amount of Adjustment	0.29
Adjustment Need Discovered By	District
Audit Finding Reference Number	1920_11
Nature of Adjustment	Alternative Attendance Daily decrease due to clean up of data entry errors.
Type of Adjustment	Nonresident Credit FTES - Overstated
Amount of Adjustment	0.43
Adjustment Need Discovered By	District
Audit Finding Reference Number	1920_12
Nature of Adjustment	Weekly decrease due to correction of section census type and residency errors.

Type of Adjustment	Nonresident Credit FTES - Understated	
Amount of Adjustment	0.31	
Adjustment Need Discovered By	District	
Audit Finding Reference Number	1920_13	
Nature of Adjustment	Daily increase due to correction of section census type and residency errors.	

Type of Adjustment	Nonresident Noncredit FTES - Understated	
Amount of Adjustment	1.76	
Adjustment Need Discovered By	District	
Audit Finding Reference Number	1920_14	
Nature of Adjustment	Positive Attendance NonCredit increase due to residency error corrections and additional hours being loaded.	

Type of Adjustment	Nonresident Credit FTES - Understated	
Amount of Adjustment	0.20	
Adjustment Need Discovered By	District	
Audit Finding Reference Number	1920_15	
Nature of Adjustment	Positive Attendance Credit increase due to residency error corrections and additional hours being loaded.	

Type of Adjustment	Nonresident Credit FTES - Overstated	
Amount of Adjustment	0.02	
Adjustment Need Discovered By	District	
Audit Finding Reference Number	1920_16	
Nature of Adjustment	Alternative Attendance Weekly decrease due to clean up of data entry errors.	

Type of Adjustment	Nonresident Credit FTES - Overstated	
Amount of Adjustment	0.09	
Adjustment Need Discovered By	District	
Audit Finding Reference Number	1920_17	
Nature of Adjustment	Alternative Attendance Daily decrease due to clean up of data entry errors.	

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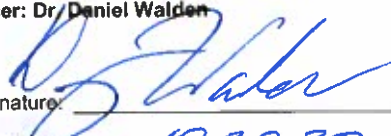
**ANNUAL REPORT APPLICATION FOR ADJUSTMENT**

**PART II. CERTIFICATION**

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

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

Chief Executive Officer: Dr. Daniel Walden

Signature:   
Signature Date: 10.30.20

**District Contact Person:**  
Name: Virginia Moran  
Title: Executive Dean  
Phone: 7602454271 - 2414  
EMail: virginia.moran@vvc.edu

Electronic Certification Date: Friday, October 30, 2020

**INSTRUCTIONS**

**1. Certification of this Report**

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

**2. Number and Distribution of Copies**

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

- Original** Fiscal Services Unit  
California Community Colleges Chancellor's Office
- Duplicate** District Records

**3. Filing Due Dates**

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

**4. Number of Applications**

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

Please return completed form to:  
**CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE  
FISCAL SERVICES UNIT  
1102 Q STREET, 4th Floor  
SACRAMENTO, CA 95811-6511**