I. ENROLLMENT MANAGEMENT

<table>
<thead>
<tr>
<th>Semester</th>
<th>FTEs</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Ssr Series I</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual 2010-2011 FTEs (unaudited)</td>
<td>2,844</td>
<td>3,437</td>
<td>23</td>
<td>3,177</td>
<td>0</td>
<td>7,000</td>
</tr>
<tr>
<td>est. FTEs (audited)</td>
<td>2,844</td>
<td>3,437</td>
<td>23</td>
<td>3,177</td>
<td>0</td>
<td>7,000</td>
</tr>
<tr>
<td>FTEs (College Projection)</td>
<td>3,195</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTEs (Credit Actual)</td>
<td>3,195</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTEs (CH-NC Actual)</td>
<td>3,195</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

2. Describe if the college has an enrollment management plan to increase WSCH and WSCHFTE.

In response to the District's budget request, a 6.21% work load reduction was applied to instructional planning for the academic year 2011-12. To do more with less, several strategies have been implemented: 1) Analyze strategic reduction/growth in specific program areas; 2) Develop schedule to meet established enrollment goals; 3) Strengthen use of Early Alert system; and 4) Setting annual enrollment goals based on data and collaborative decision-making. Another important facet of enrollment management is coordinate with student services to make the best of the recruitment, monitor of student retention and time to degree. Optimizing these strategies will allow the college to better serve more students.

II. STAFFING

<table>
<thead>
<tr>
<th>Current FTE</th>
<th>Certified</th>
<th>79.00</th>
</tr>
</thead>
<tbody>
<tr>
<td># of above new since last report</td>
<td>2</td>
<td>2.60%</td>
</tr>
</tbody>
</table>

III. HOURLY INSTRUCTION

1. What percent of the hourly budget is funded for:

   - Fall Semester: 100%
   - Spring Semester: 100%

2. Describe your plan to fund any "shortfall."

To manage the College budget and cope with the 6.21% cut in FY 2011-12, the College implemented several measures including the workload reduction in Fall and Spring terms and cancellation of Summer I. In addition, the college reduced non-instructional expenses, such as office supplies, maintenance, and travel. The College is also exploring opportunities to reduce non-instructional expenses, such as office supplies, maintenance, and travel.

IV. FINANCIAL CONDITION

1. Does the college have any known financial problems that must be addressed?

   - This year? | X
   - Next year? | X

List any known specific financial problems.

The College is projecting an operating surplus of approximately $550,000 at the close of fiscal year 2011-12. However, there are several programs that will end the current fiscal year with a deficit and/or depleting their fund balance. These programs are Child Development Center, Disabled Students Program and Services, Community Education, and Food Services. The College estimated year-end balance combined deficit spending by these programs will reduce our projected ending balances to about $530,000.

3. Describe your budgetary plan for the coming summer.

The College plans to offer two summer sessions. Summer Bridge program is to offer entering freshmen a total of 6 units (one English and one Personal Development course). STEM (Science Technology Engineering and Math) program will offer courses that help gear students toward the degree in these disciplines. These summer sessions are funded by Basic Skills and STEM grants.

V. BALANCING BUDGET PROBLEMS

1. List any significant events or problems that will impact the college's ability to stay within its budget for this reporting quarter.

   - n/a

VI. FACILITIES

List any facilities problems or concerns and recommended action plans.

The construction phases of East Campus Science Complex have been moving along without delay. The new facility Center for Health and Science, will come on board this coming fall. The College will incur additional overhead and support services costs and it will present further fiscal challenge. The college is exploring more opportunities to bring in supplemental revenues to offset the rising operating costs. We are also aggressively managing our resources to minimize the cost impact from shutting down unused equipment and buildings to closures during semesters breaks in Winter and Summer. The College is also looking into assessing ancillary programs the incremental operating costs incurred.

CERTIFICATION

To the best of my knowledge, the information contained in this report is correct.

Signature: ____________________________
Date: 5/17/2012

For electronic transmission purposes, indicate date this form was completed and approved.