

Santa Barbara City College
College Planning Council
Tuesday, October 20, 2009
3:00 pm – 4:30 pm
BC214
Minutes

PRESENT: A. Serban (Chair), I. Alarcon, O. Arellano, L. Auchincloss, P. Bishop, S. Ehrlich, J. Friedlander, T. Garey, A. Garfinkel, M. Guillen, K. Molloy, K. Monda, D. Nevins, N. Ridgell, C. Salazar, J. Sullivan

GUESTS: S. Abbott (Accreditation Team), Dr. Joseph Bielanski (Accreditation Team), Dr. Karen Walters Dunlap (Accreditation Team), Timothy Garner (Accreditation Team), Dr. Jim Hottos (Accreditation Team), Russ Lebo (Accreditation Team), Dr. J. Nixon, (Accreditation Team Chair), K. O'Connor, Diana Rodriguez (Accreditation Team), L. Stark, L. Vasquez, Dr. Susan Walsh (Accreditation Team), Jim Wilczak (Accreditation Team)

1. Superintendent/President Serban welcomed Cindy Salazar to CPC.
2. Approval of minutes from the October 6, 2009 CPC meetings (attached)

M/S/C [Nevins/Guillen] to approve the minutes. All in favor.

Information Items

3. Update on accreditation visit – Andreea Serban
 - a. Introduced the Accreditation Team members to those who had not met them yet.
 - b. Team meeting schedule. Superintendent/President Serban stated that she wanted to make sure that everyone knew the schedule for the accreditation visit and this is why sent the detailed meeting schedule to the committee. The schedule is changing based on requests from accreditation team members for new meetings or changes in meetings previously scheduled.
 - c. As previously communicated, Superintendent/President Serban reiterated the times of the following Accreditation Team meetings with the entire college community:
 - i. Next open meeting on Wednesday 2:30-3:30pm A217
 - ii. Exit report on Thursday 12:30pm-1:15pm Interim Theater West Campus.
Superintendent/President Serban requested that, if possible, all CPC Members attend this meeting. Most members indicated that they would be there. Several members will not be able to be there due to teaching their classes.
4. New Continuing Education directors starting November 2: Andrew Harper and Carol Flores.

- a. VP Arellano stated that she was pleased to announce that Carol Flores, currently SBCC's Dual Enrollment Coordinator, is the new Director for the Adult High School, GED, and non-credit vocational and health areas. Arellano reported on Flores' educational and employment background. Andrew Harper is the new Director responsible for Communication, Psychology, Parent-Education, Parent-Child Workshops, Personal Development, and the Mind/Supermind series. Arellano reported on his education and professional background, most recently he served as Director of Language and Culture Programs at UCSB's Extension Program. Superintendent/President Serban stated that Ms. Flores' current position, the Dual Enrollment Coordinator position, will be filled and the search process will begin soon.
5. October 27, 5:30-7:30pm Continuing Education Community Forum, Schott Center auditorium.
 - a. VP Arellano announced the information about the Continuing Education Community Forum. Arellano stated that since this is the first time ever in the history of SBCC's Continuing Education that approximately 100 classes have been cancelled and as a result, many members from the community have a greater interest in attending this second Continuing Ed Forum. Arellano reported that she and Superintendent/President Serban have received many emails, letters, and phone calls regarding these cancellations primarily asking for more information related to the reason behind cancellations and status of our budget. The agenda for the Forum will include information on the registration process and the budget issues. Academic Senate Member Molloy asked if there has been any agreement to offer some of those classes for fees. VP Arellano answered that they are definitely looking at converting some classes to fee based and that right now an analysis is being conducted. There was further discussion regarding fee base classes and the analysis taking place and options being looked at. Academic Senate Member Garey asked how the Community Forum was being publicized. VP Arellano stated that the information was posted on the Continuing Ed web-site and an email blast was sent to about 20,000 students about the budget and meetings with various community groups. Superintendent/President Serban stated that a press release was also sent to all media informing them about the forum.
 6. Planning work for preparing an application for a Title III or V federal grant due in May 2010.
 - a. Superintendent/President Serban introduced this agenda item by reminding the CPC members that as of last year, SBCC obtained the Hispanic Serving Institution Status. (Hispanic-Serving Institution (HSI) is defined as a non-profit institution that has at least 25% Hispanic full-time equivalent (FTE) enrollment.) Dr. Serban engaged Cheryl Dettrick, a consultant who has been very successful with helping many California Community Colleges write and obtain funding for Title III and V Federal grants. She reported that Ms. Dettrick had her first meeting with the Deans' Council. VP Friedlander reported that at this meeting, Dettrick shared the guidelines for the Title III/V grants and gave specific examples of what has been funded and what it takes to organize a group to write this type of grant. At that meeting Ms. Dettrick gave guidance as to what would push our application to the

top given the current extremely competitive environment. Friedlander pointed out that Congress changed the rules; in the past, these grants were open only to community colleges, whereas now four year institutions, which are Hispanic Serving Institutions, can compete for the same pot of money. Superintendent/President Serban outlined the next steps for the College and informed the group that the applications are due in May. Ms. Dettrick will be back on November 6th and November 13th for further discussion and planning.

7. P-20 STEM Regional Council.
 - a. Superintendent/President Serban reported on the first P-20 STEM (Science Technology Engineering and Math) Regional Council Meeting that was convened by UCSB in an effort to create a P-20 STEM Regional Council in the Santa Barbara Region. Serban said that the Gates Foundation funds Regional Council groups. UCSB has received grants from the SB Foundation, James Bower Foundation, and the Wharton Foundation for a year to put together the P-20 STEM Regional Council, which is a pre-requisite to being able to apply for one of these Gates Foundation projects. The Gates Foundation funds Regional efforts and is looking for community engagement where existing entities work together to enhance efforts in Science Technology Engineering and Math education. Dean Spaventa will represent SBCC on the next steps in this process. Executive VP Friedlander reported on research that has been done nationally on students entering college and their basic skills levels, on other colleges that have received the STEM funding, and what we are already doing.
 - b. VP Bishop reported that CENIC signed a contract with the local Cox Cable to bring in a new connection to the College internet, within 30 – 60 days that will upgrade the internet capacity from 45 megabits to 1 gigabit which will be a significant increase. The old circuit will serve as a back-up and will stay located on the East Campus, and the new circuit connection will come into the LRC on the West Campus.

Discussion Items

8. Status of Planning Agendas Identified in the Self Study (attachment).
 - a. Superintendent/President Serban introduced the discussion on the Planning Agendas identified in the self study for re-affirmation of accreditation that the College is committed to completing. Superintendent/President Serban, VP Ehrlich, VP Bishop, Executive VP Friedlander, VP Arellano, VP Sullivan, reported on the status of all 25 of the Planning Agendas. Superintendent/President Serban acknowledged CSEA President Auchincloss on her creating a database to help track policies and procedures discussed in Board Policies and Administrative Procedures Committee (BPAP).
9. Draft of Interim Educational Master Plan 2009-11 (handout).

- a. Executive VP Friedlander reported on the purpose and process of developing the Educational Master Plan. The purpose is to ensure that the College has identified the facilities that are needed to support its major directions for Educational Programs. Educational Programs includes credit, non-credit instructional and student services. Friedlander continued to say that this is when the college looks at what it wants to offer in order to make sure the planning, resources and facility plans are aligned to support those initiatives. The reason for the Interim Plan is that it needs to be considered and developed in conjunction with the College Plan. When it is time to start to develop the next three year College Plan, the Educational Master Plan will then be developed in conjunction with the College Plan. Friedlander pointed out that the Educational Master Plan is critical because it is the linkage between program review, budgeting and planning, especially our facilities planning. Friedlander stated that first a work group was formed from all major areas of the college, then an environmental scan was prepared showing both present and future demographic and job trends in the Santa Barbara County and the South Coast, and what influences the kinds of services the college offers. One significant example is number four: showing the severe declining of the traditional college age group for the South County. This has major implications in terms of our college's enrollment target. Friedlander said that right now this trend is causing a problem, when the college is growing so rapidly, but this is a major cause of concern for the future. The college needs to think about this research in terms of educational planning and what steps to take to counteract this trend. Friedlander cited many other examples from the environmental scan. Superintendent/President Serban pointed out that there are very few jobs in the SB area for younger people and how does a community retain the younger population. Friedlander stated that a more polished version of the Interim Educational Master Plan that includes the environmental scans will be sent with the next CPC agenda because the formal consultation process will start then. The College's challenge is that if the College's growth continues to stay where it is or continues at a more modest rate, the College will be faced with some hard decisions regarding priorities because there will be no new funding going forward. In researching other Educational Master Plans, Friedlander found them voluminous, long on data and short on analysis. The College's Educational Master plan will be the opposite, short on data and long on valuable analysis. Superintendent/President Serban reiterated that this is an Interim Master Plan, that there is an analysis of local trends and the discussion will need to be about what we want to commit to given the no or very limited growth for which the College will be funded in the next several years. There was further discussion and clarification on some of the contents of the Interim Educational Master Plan. Superintendent/President Serban stated that the results of this plan give departments a chance to rethink what they want to do in their departments going forward. Superintendent/President Serban acknowledged Executive VP Friedlander and the workgroup who worked very hard on this plan to present it to CPC in a timely manner.
- b. Executive VP Friedlander made a motion to adjourn. Tom Garey seconded. Superintendent/President Serban adjourned the meeting.

Next meeting: Tuesday, November 3, 3:00-4:30pm A218C

**Survey Results
& Analysis**

for

**How Districts are Planning and Adjusting to
Accommodate State Budget Cuts**



Thursday, October 29, 2009

Executive Summary

This report contains a detailed statistical analysis of the results to the survey titled *How Districts are Planning and Adjusting to Accommodate State Budget Cuts* .

Survey Results & Analysis

Survey: How Districts are Planning and Adjusting to Accommodate State Budget Cuts

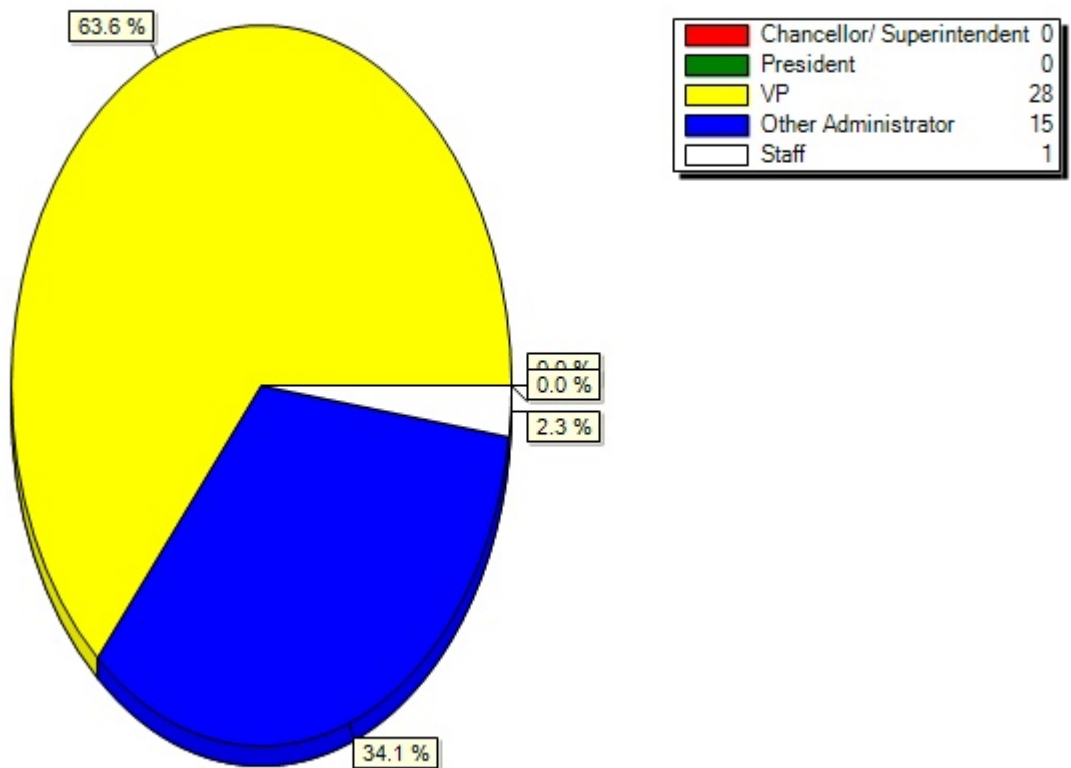
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Responses Received: 49

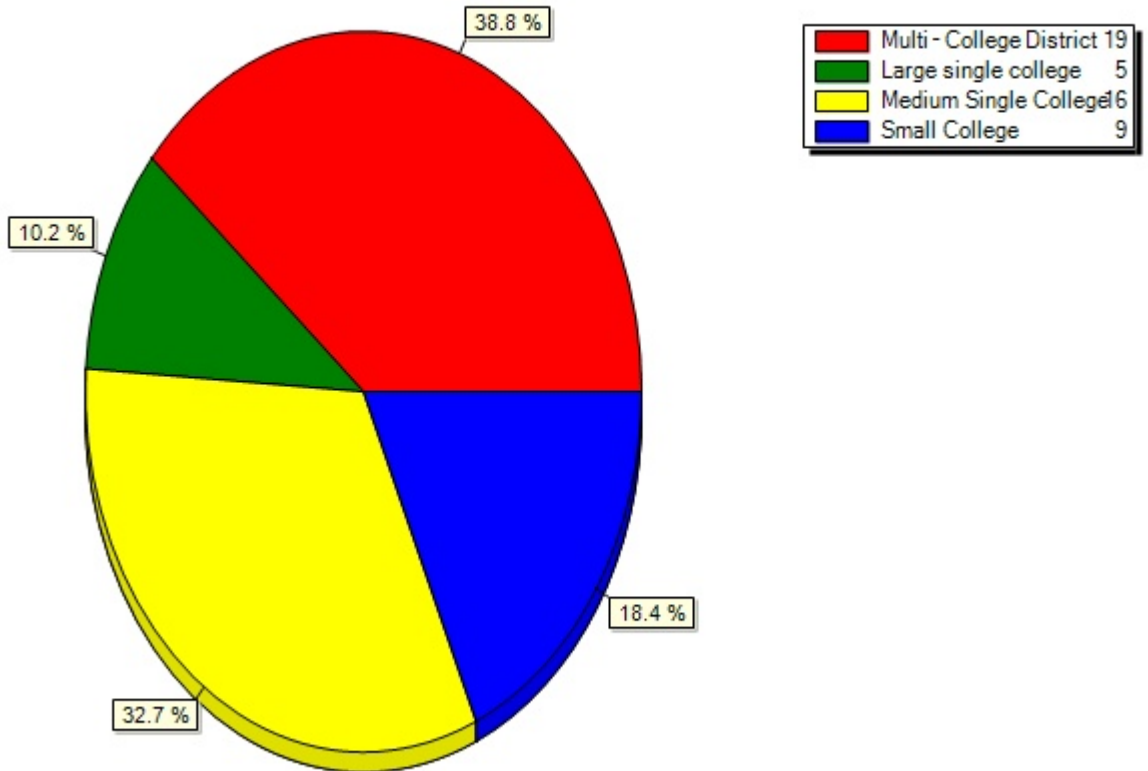
1) Who is completing this survey?

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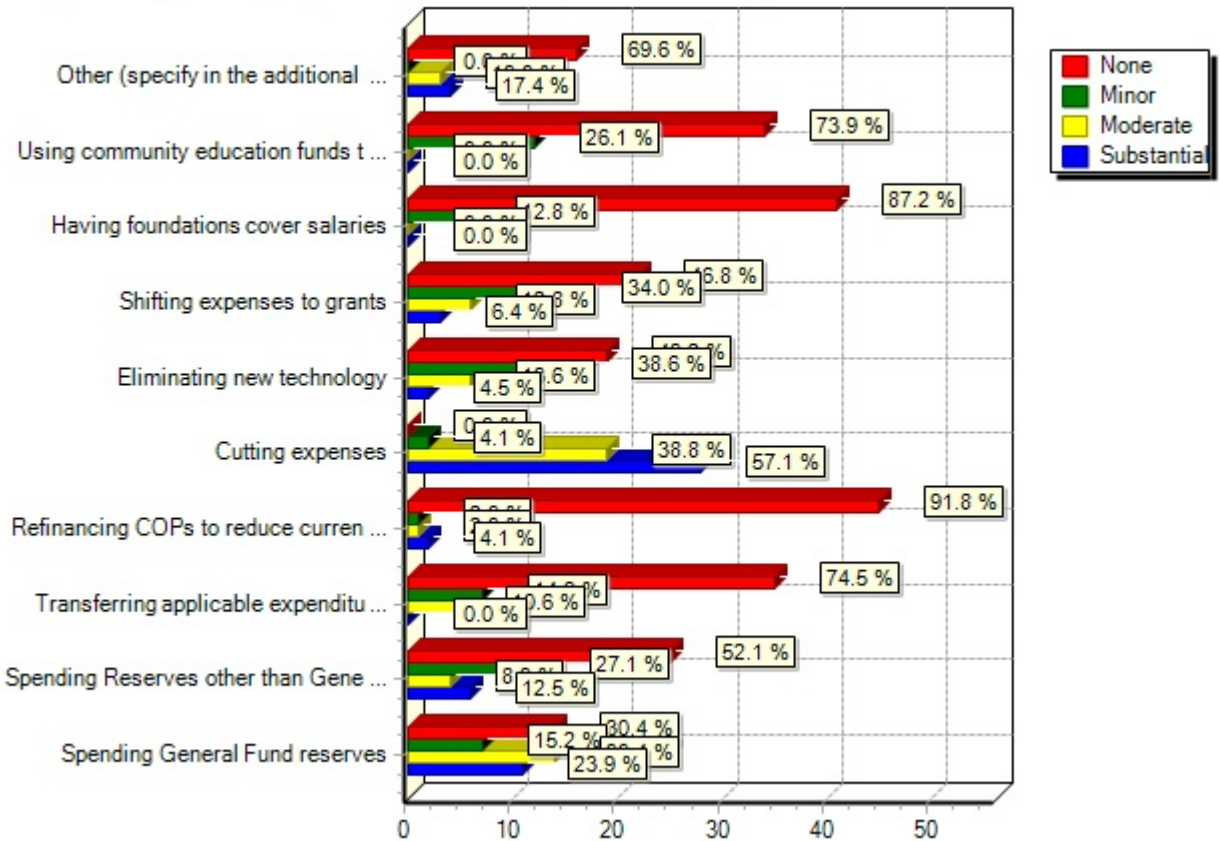
2) What best describes your college structure:

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3) What are you doing at your college/district to cope with the state budget cuts?

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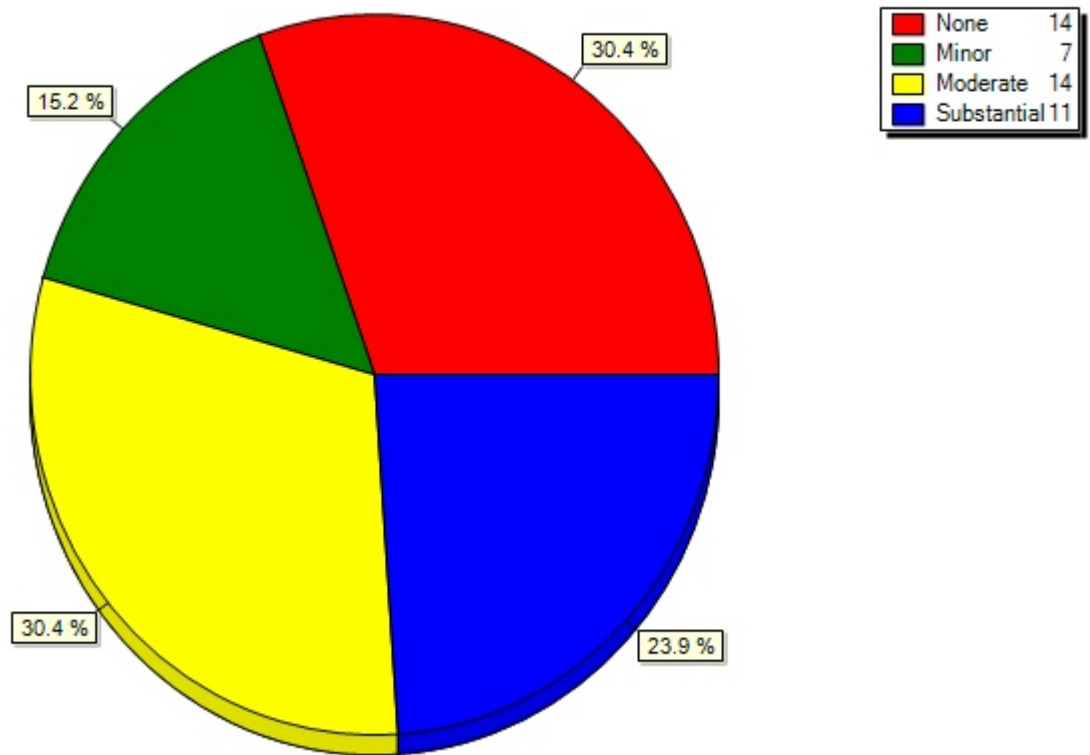
Comment Responses:

Furloughs to reduce salaries
Our reserves used to be much higher--we now budget to the 5% level.
Cutting course sections, looking into a SERP, looking at furloughs, trying to avoid layoffs
Holding open vacant positions

furloughs amounting to between 5 and 10%
Reduction of service hours and class schedule
Minor help from Redevelopment Funds
furloughs
reducing classes
use OPED funds
eliminated categorical positions
Cutting Class Sections and Not filling faculty, managerial, and staff vacancies
freezing funded, vacant positions
Goes along with cutting expenses...freezing vacant positions

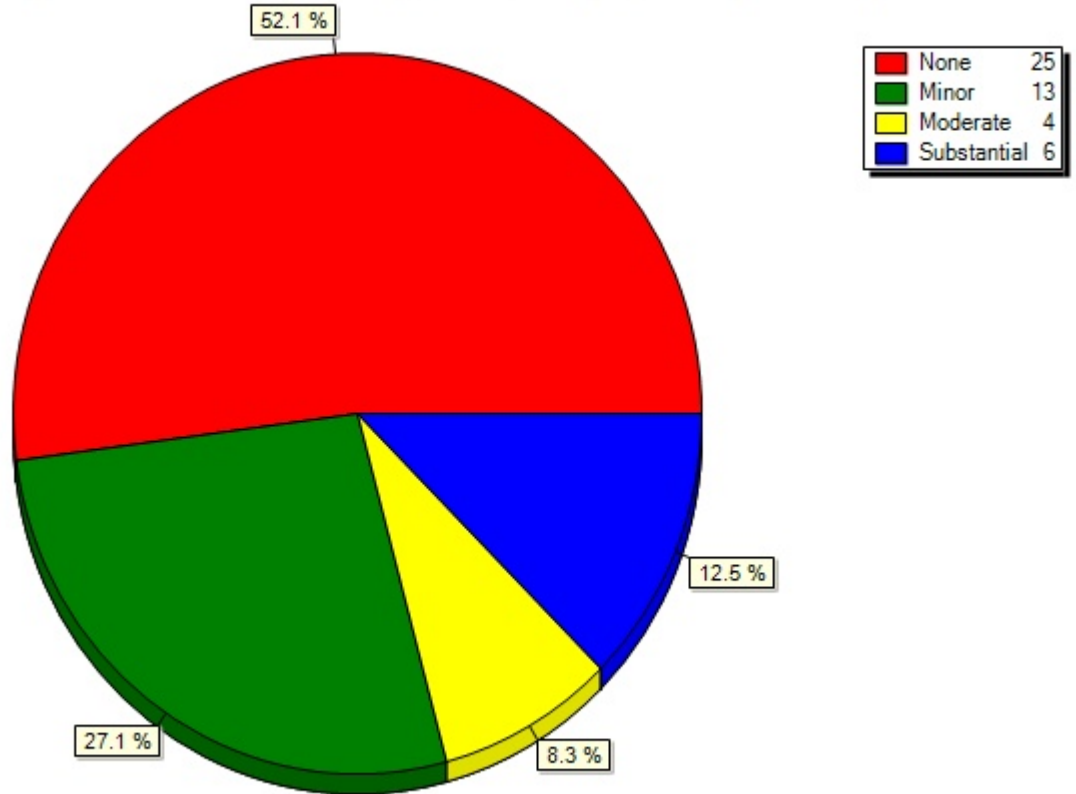
3.1) Spending General Fund reserves(What are you doing at your college/district to cope with the state budget cuts?)

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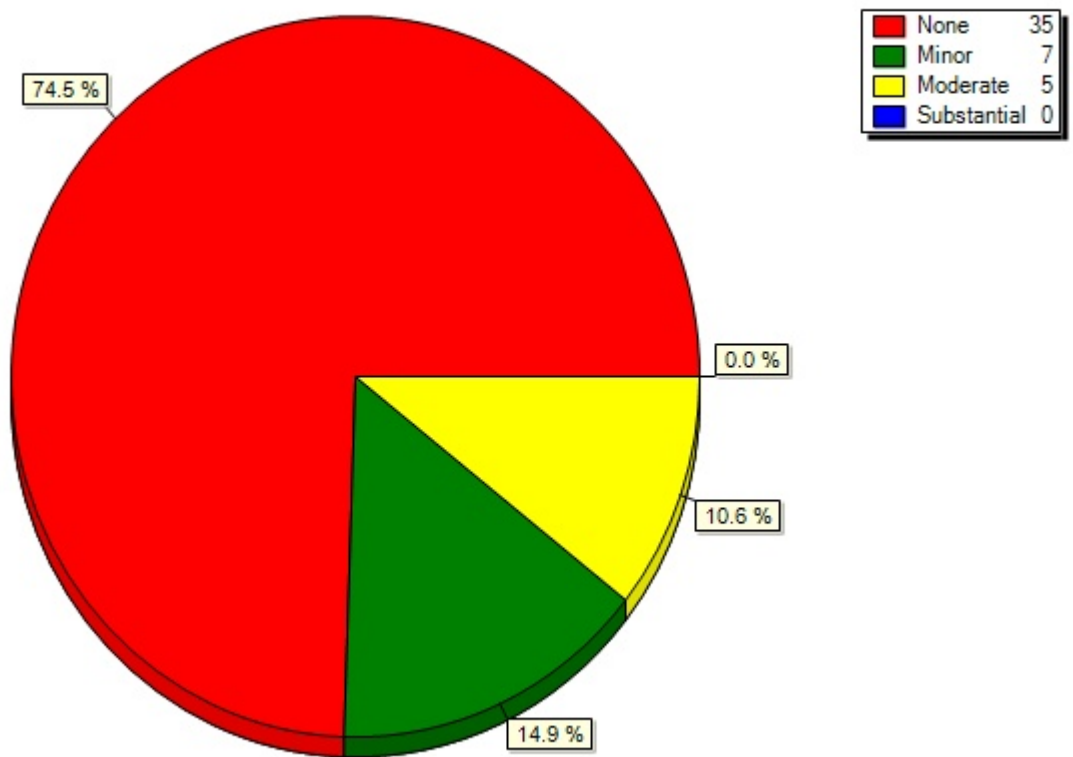
3.2) Spending Reserves other than General Fund(What are you doing at your college/district to cope with the state budget cuts?)

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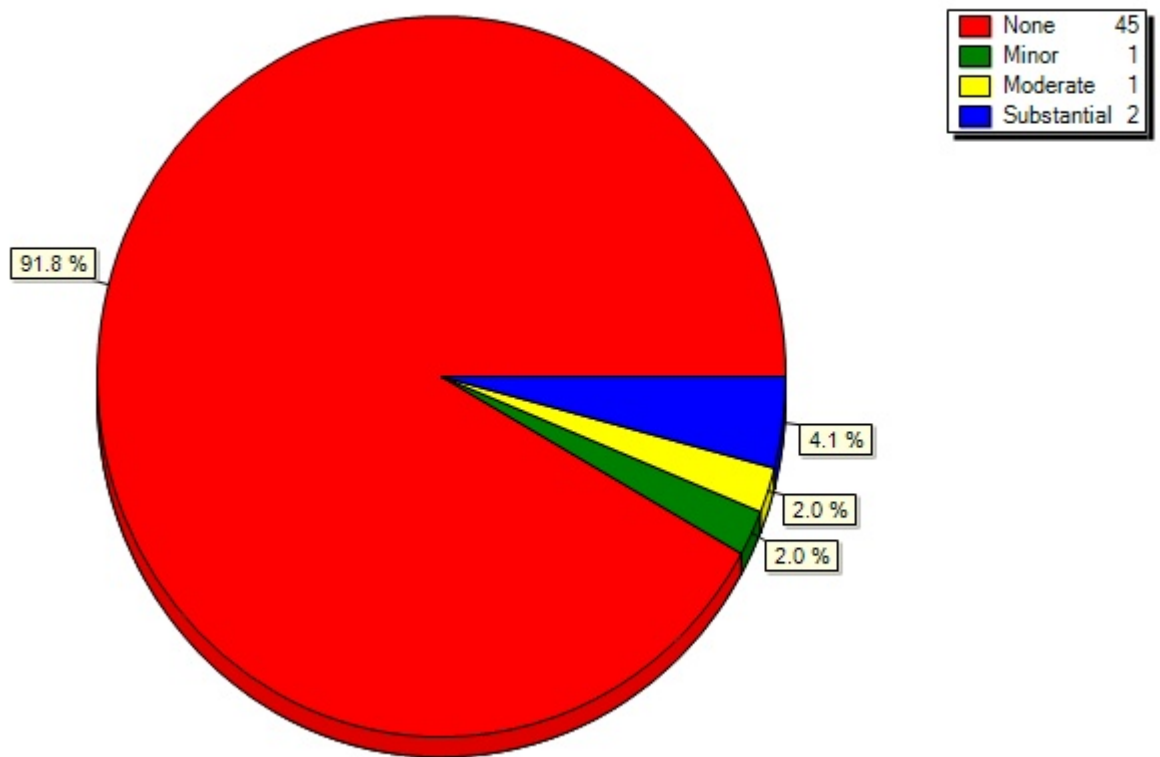
3.3) Transferring applicable expenditures to bonds(What are you doing at your college/district to cope with the state budget cuts?)

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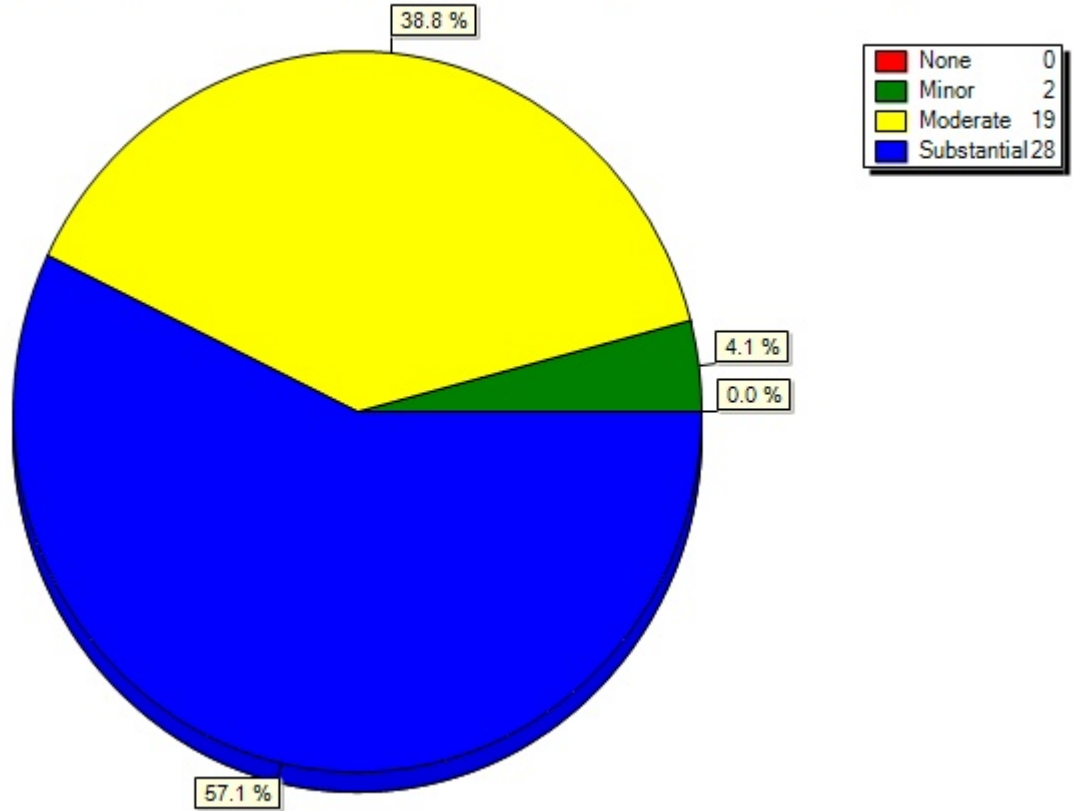
3.4) Refinancing COPs to reduce current outgo(What are you doing at your college/district to cope with the state budget cuts?)

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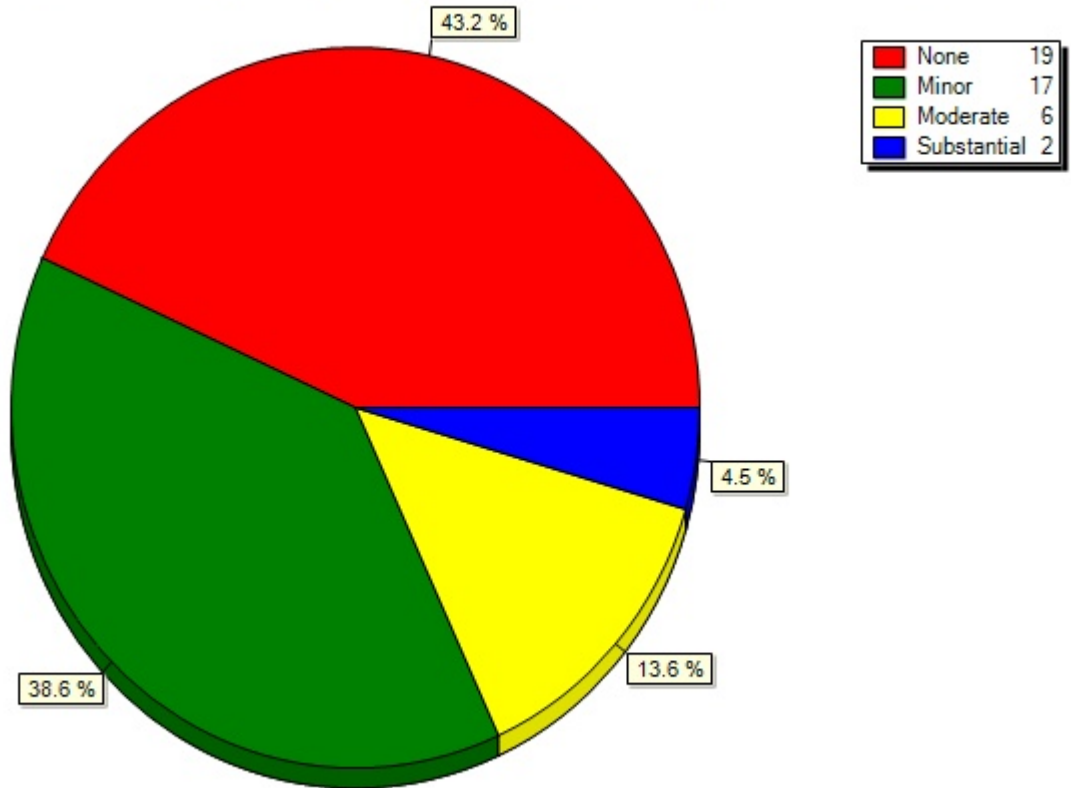
3.5) Cutting expenses(What are you doing at your college/district to cope with the state budget cuts?)

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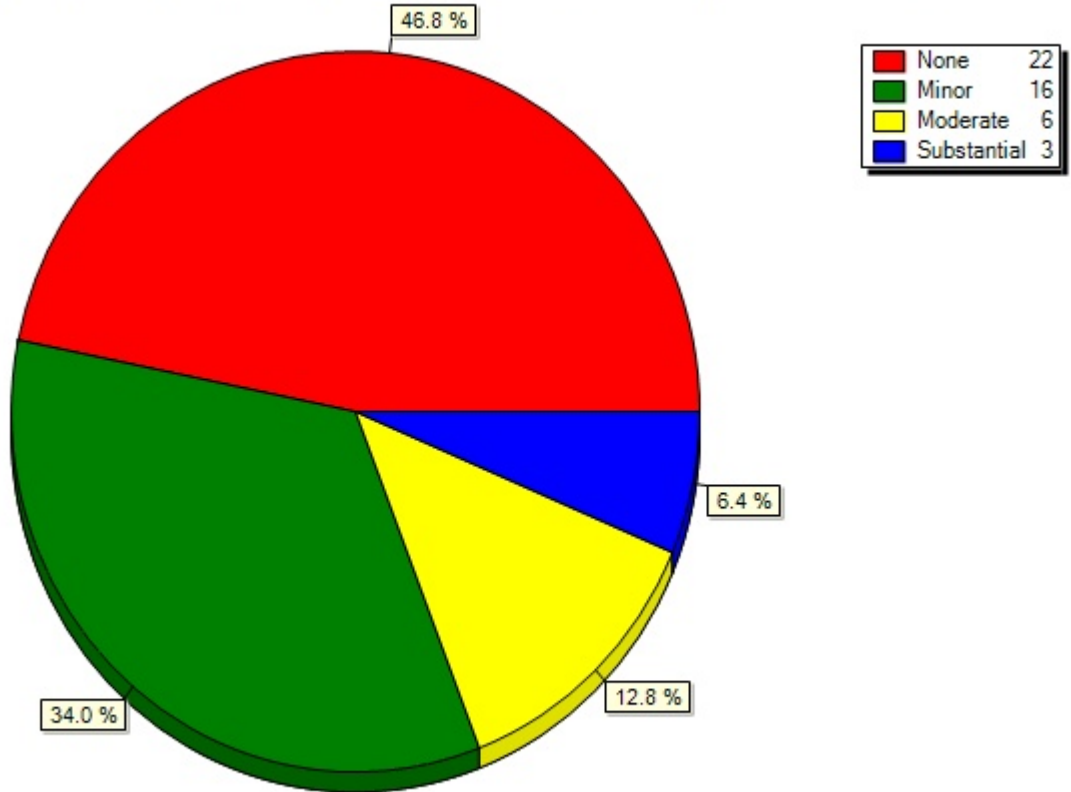
3.6) Eliminating new technology(What are you doing at your college/district to cope with the state budget cuts?)

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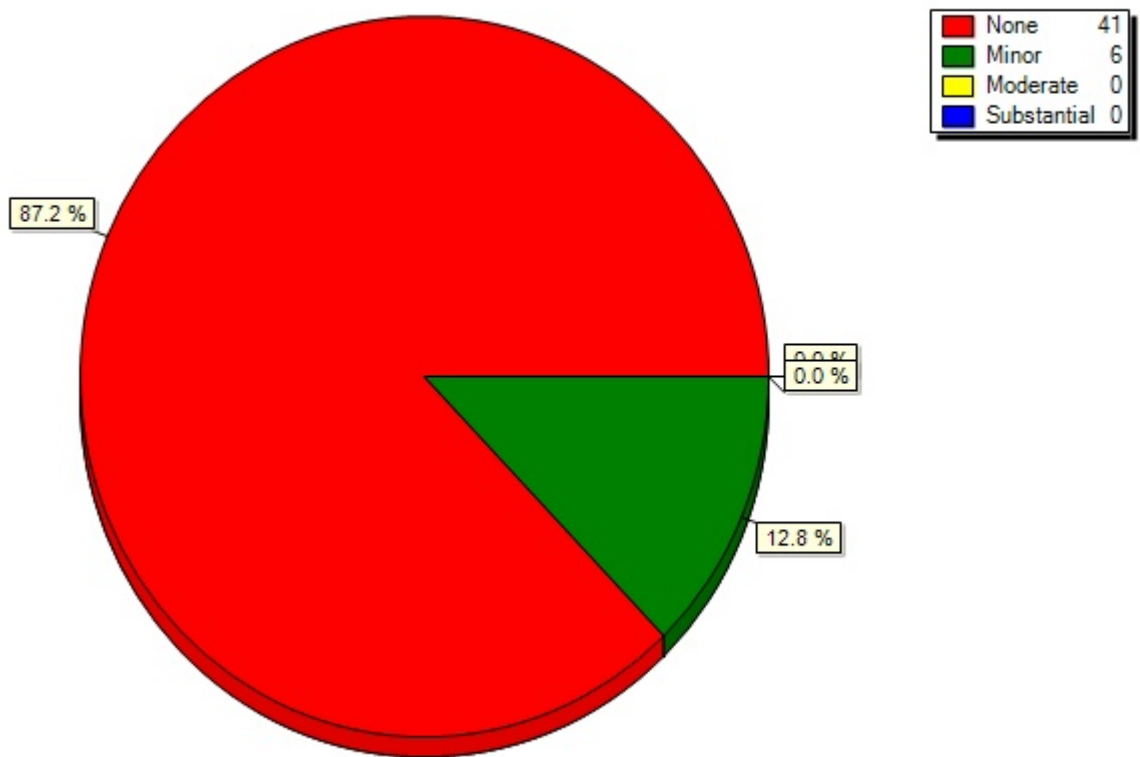
3.7) Shifting expenses to grants(What are you doing at your college/district to cope with the state budget cuts?)

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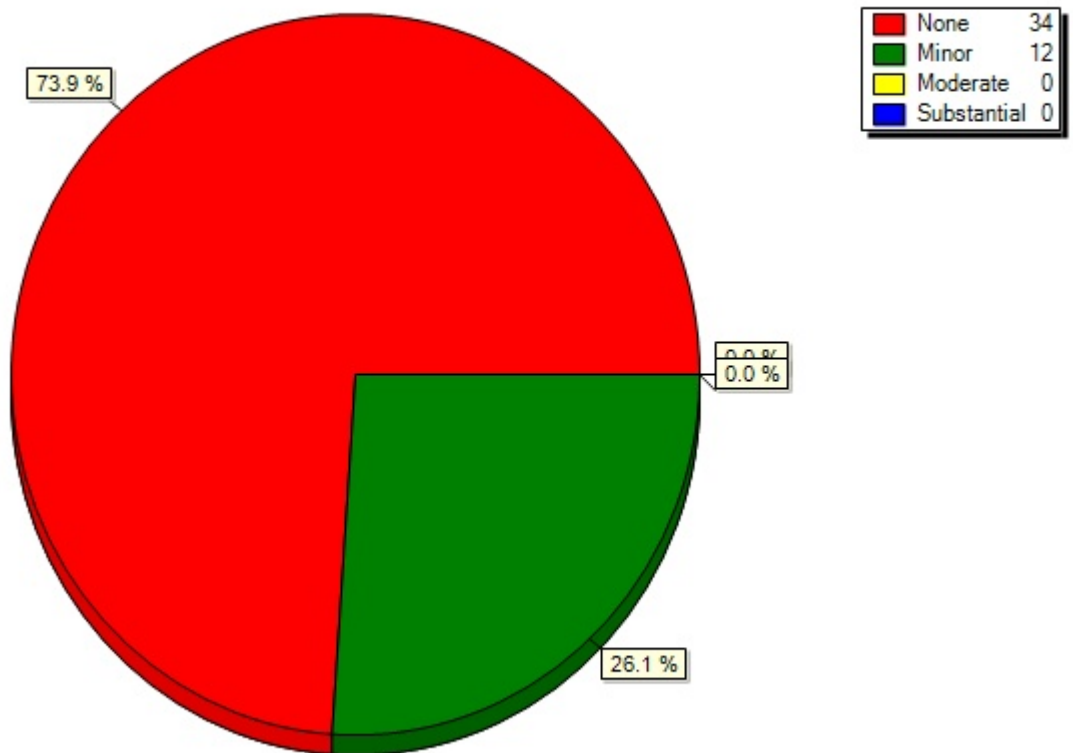
3.8) Having foundations cover salaries(What are you doing at your college/district to cope with the state budget cuts?)

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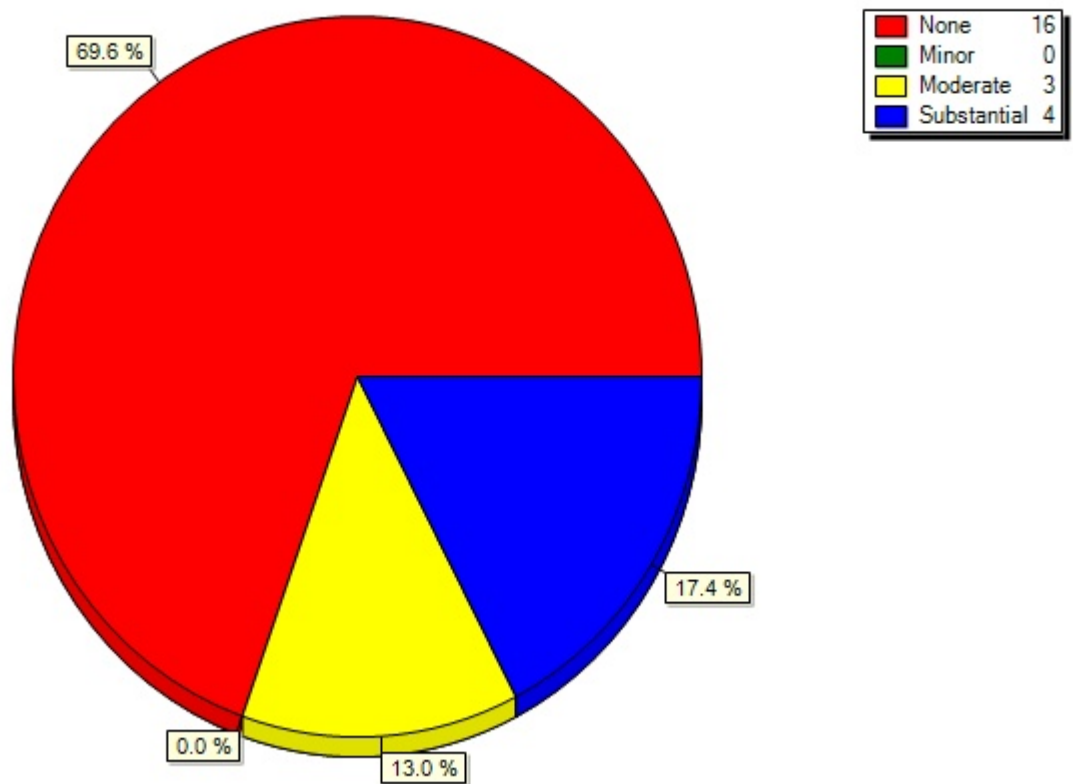
3.9) Using community education funds to cover general fund expenses(What are you doing at your college/district to cope with the state budget cuts?)

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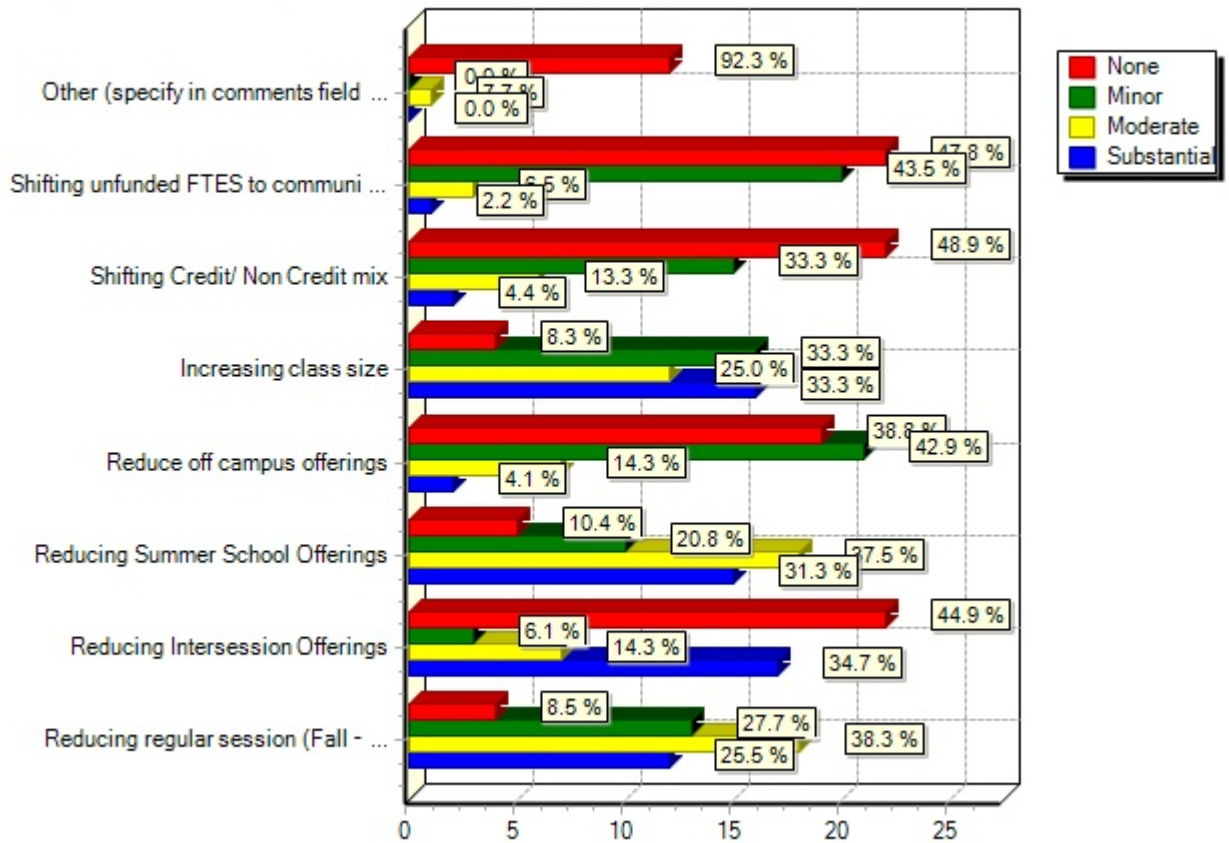
3.10) Other (specify in the additional comments section below)(What are you doing at your college/district to cope with the state budget cuts?)

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4) What enrollment/expense reduction strategies are you using:

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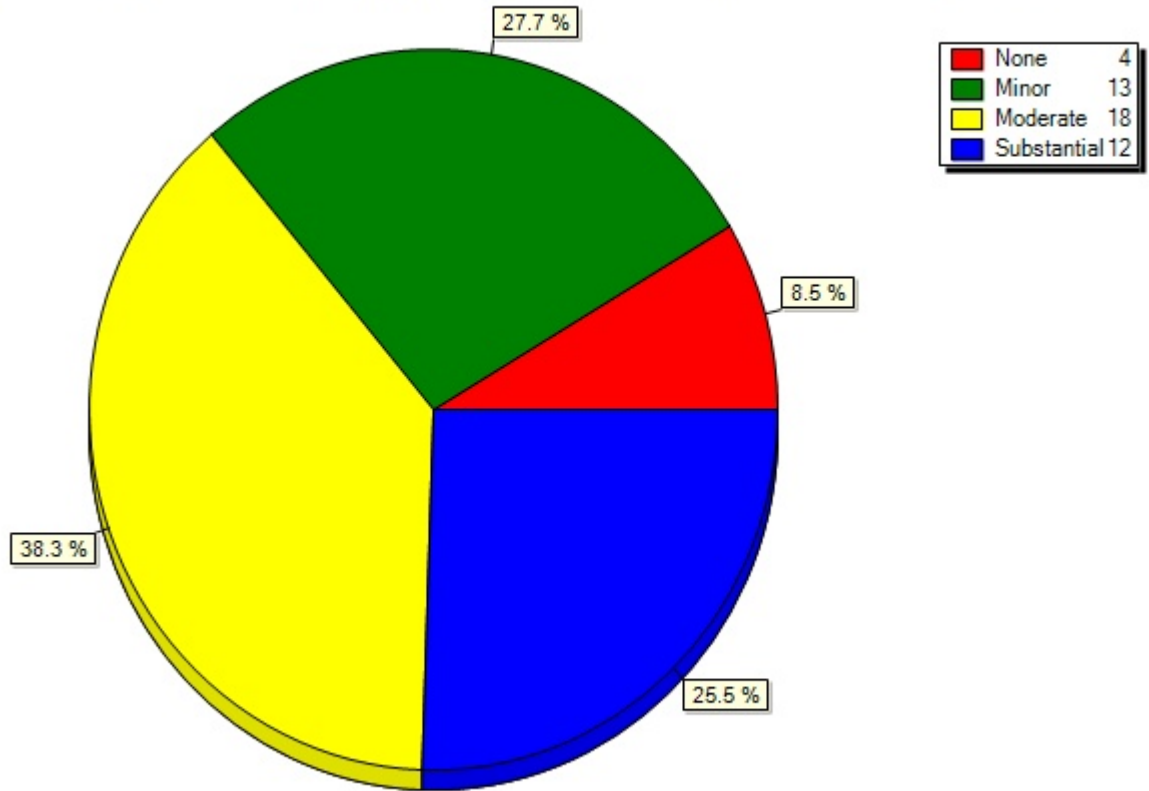


Comment Responses:

The shift to comm. ed 2010/11
Class loaded efficiency vs increase size
In process - of comm. ed shifting
encouraging faculty to take extra studen

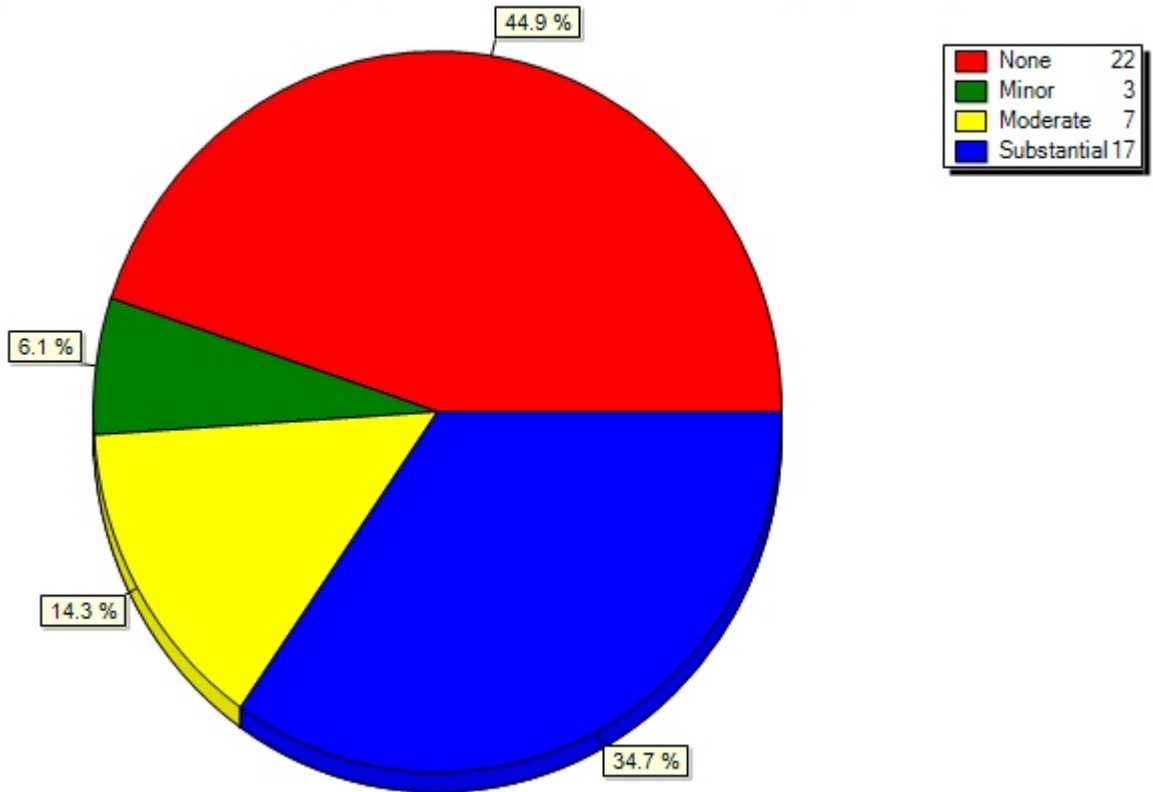
4.1) Reducing regular session (Fall – Spring) offerings(What enrollment/expense reduction strategies are you using:)

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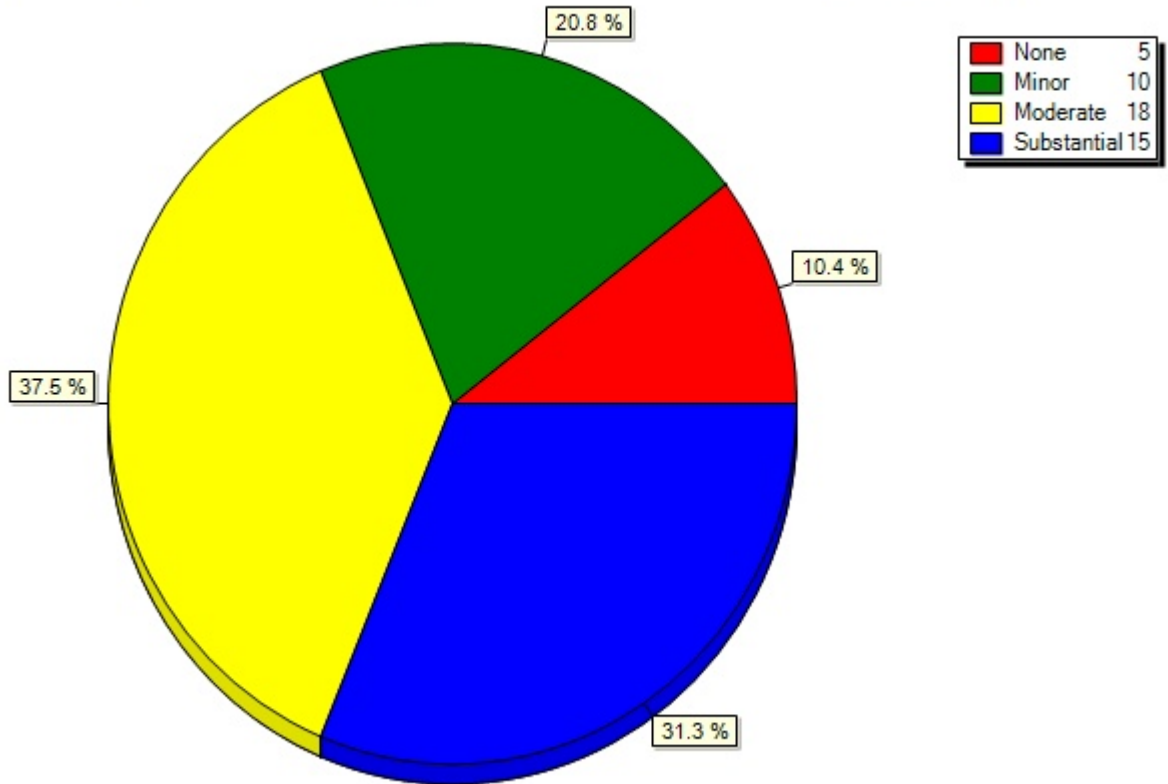
4.2) Reducing Intersession Offerings(What enrollment/expense reduction strategies are you using:)

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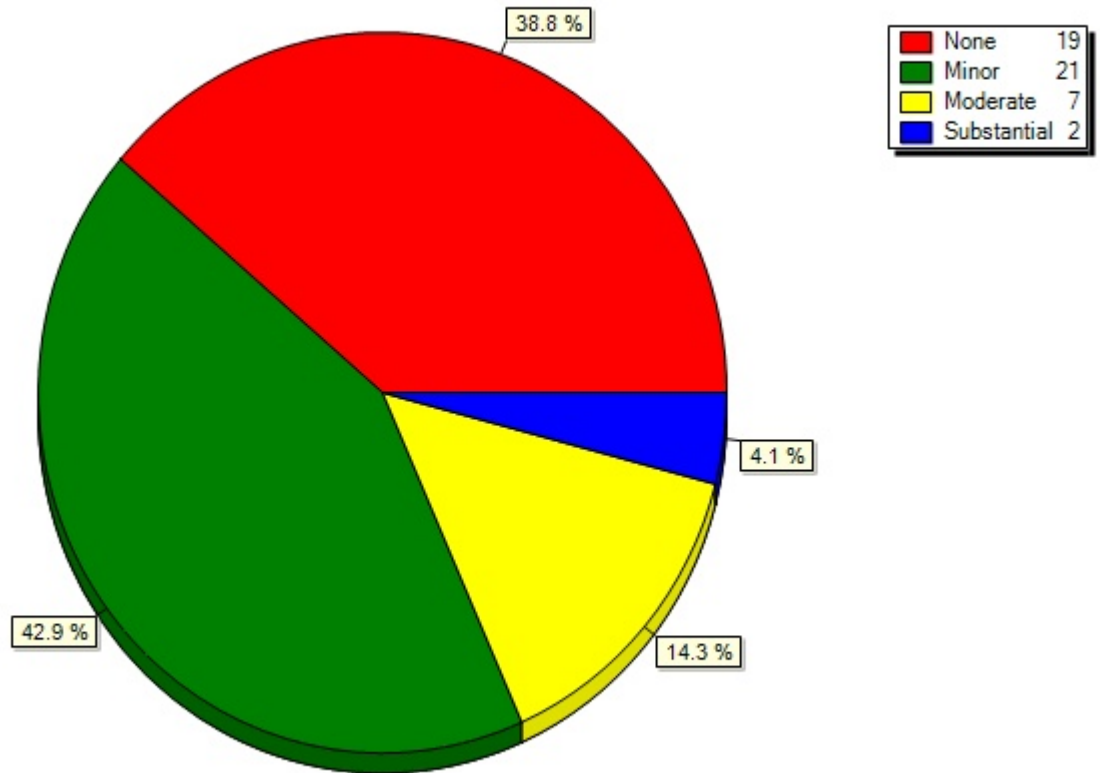
4.3) Reducing Summer School Offerings(What enrollment/expense reduction strategies are you using:)

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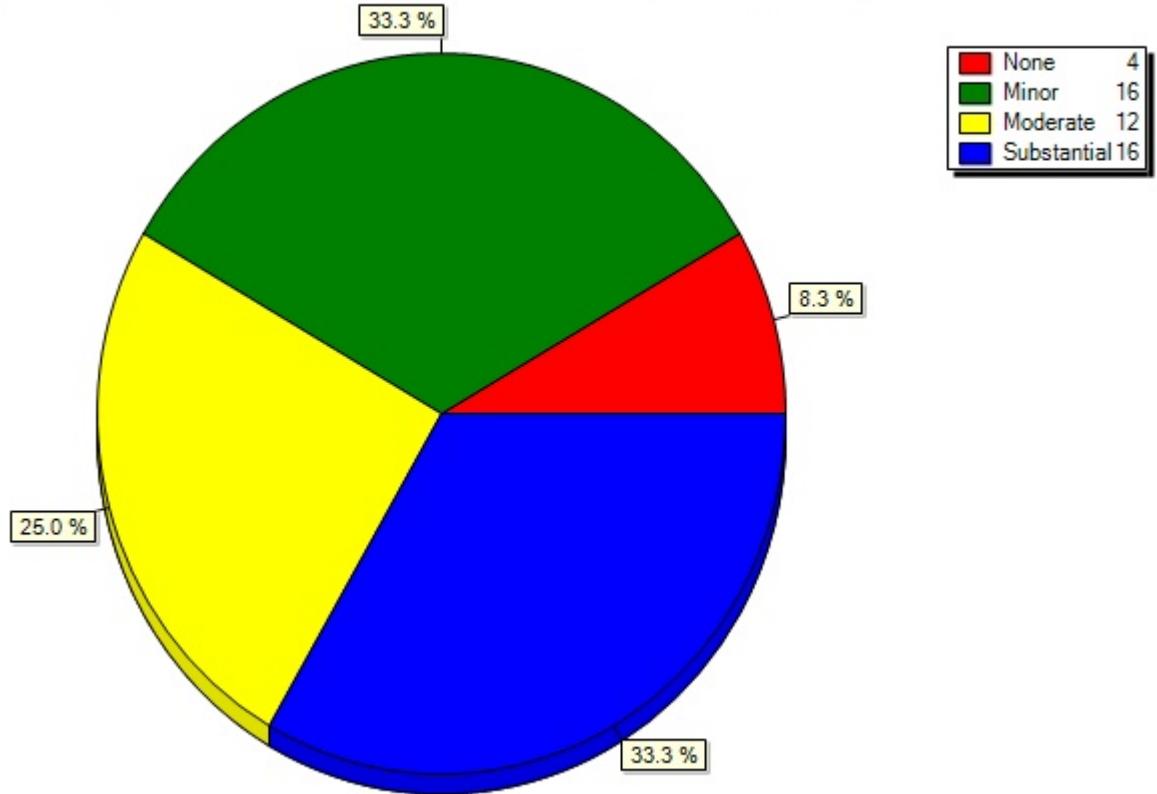
4.4) Reduce off campus offerings(What enrollment/expense reduction strategies are you using:)

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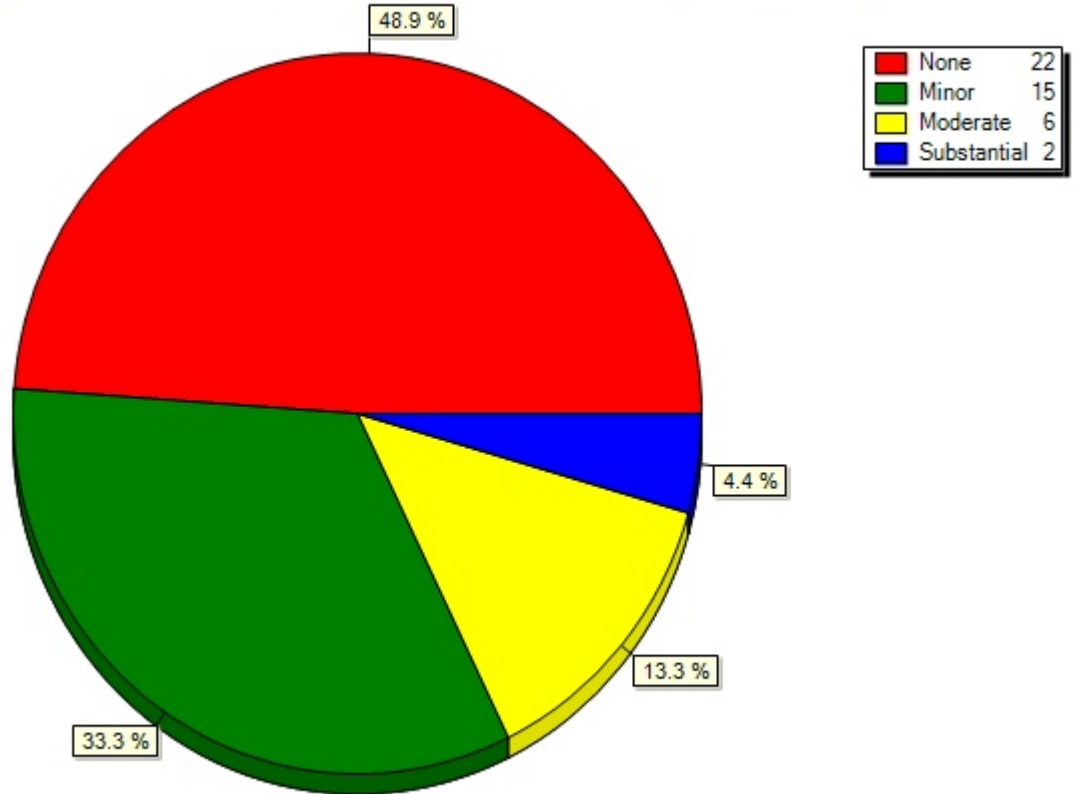
4.5) Increasing class size(What enrollment/expense reduction strategies are you using:)

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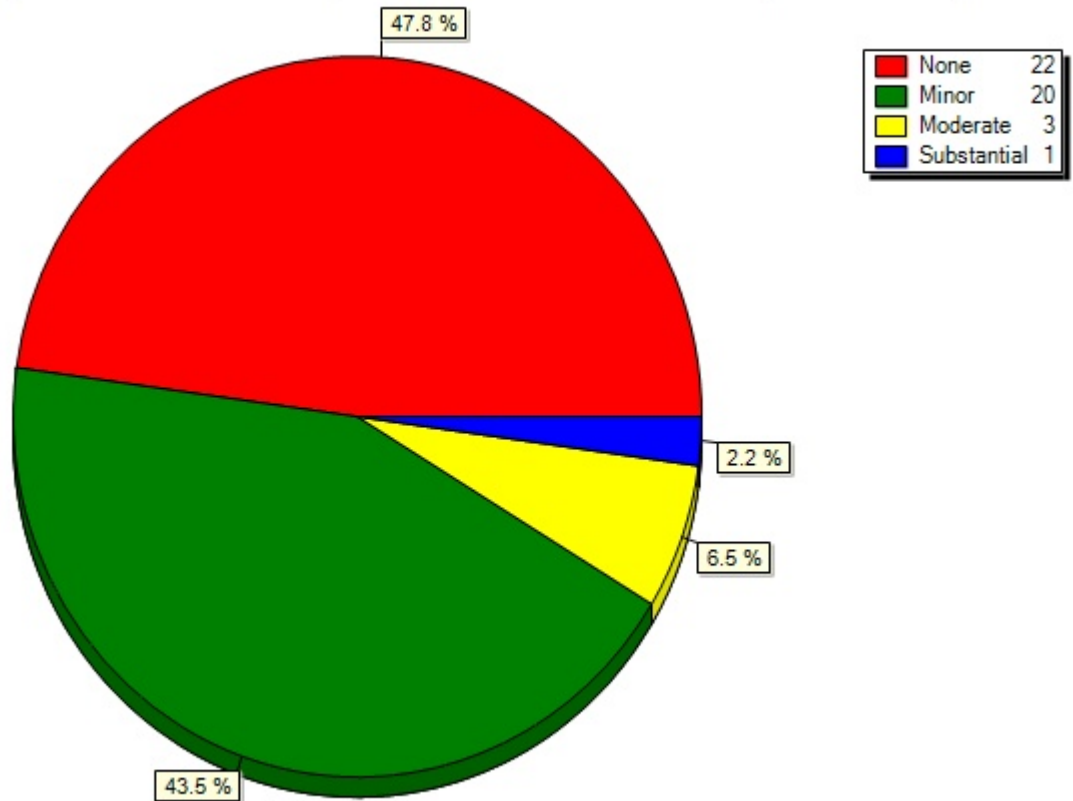
4.6) Shifting Credit/ Non Credit mix(What enrollment/expense reduction strategies are you using:)

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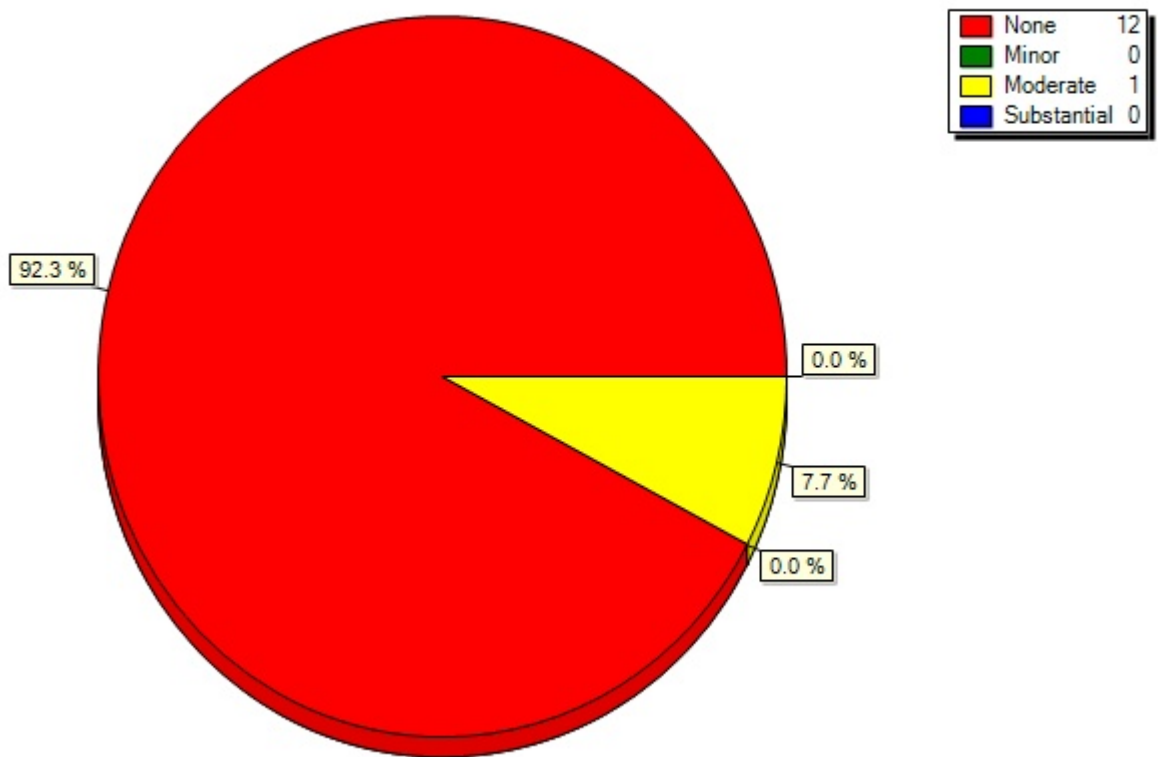
4.7) Shifting unfunded FTES to community education, contract ed., fee based courses(What enrollment/expense reduction strategies are you using:)

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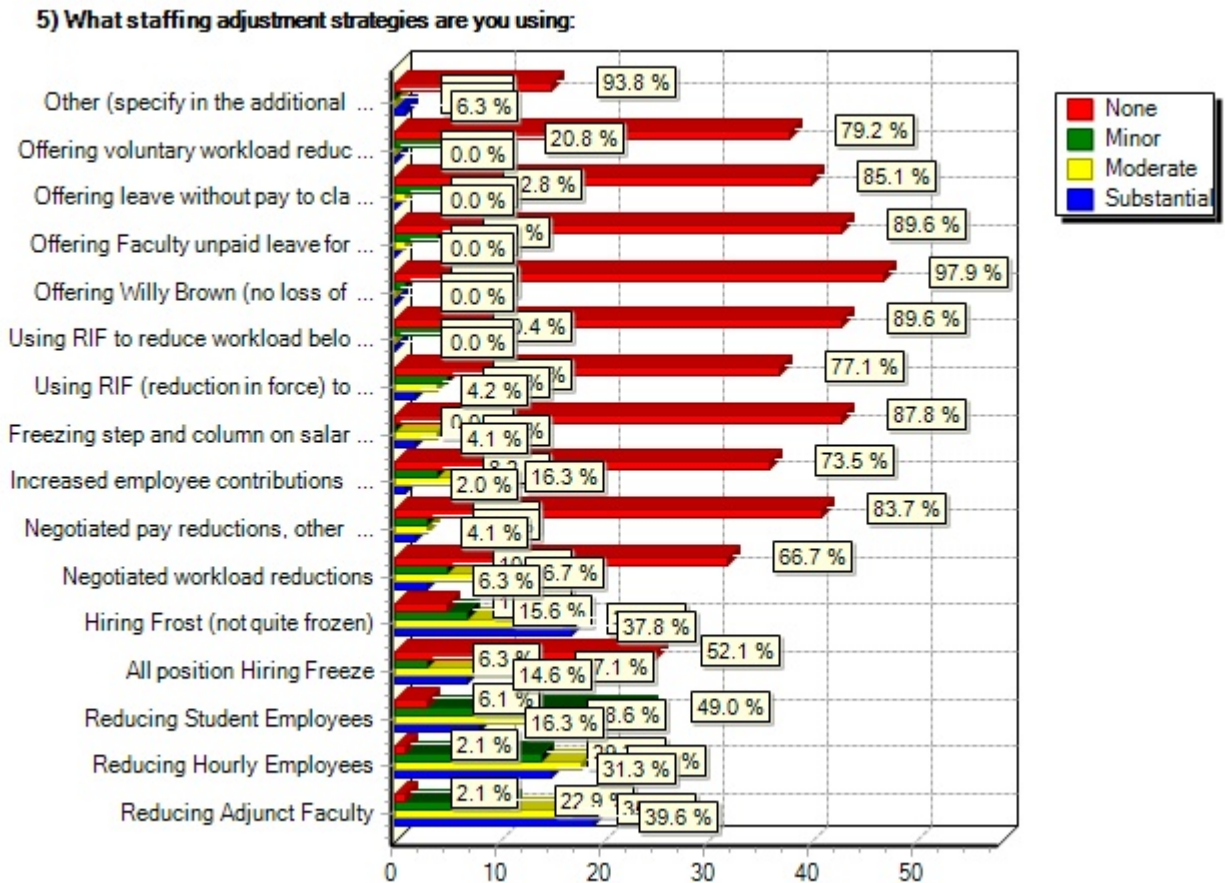


4.8) Other (specify in comments field below)(What enrollment/expense reduction strategies are you using:)

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5) What staffing adjustment strategies are you using:



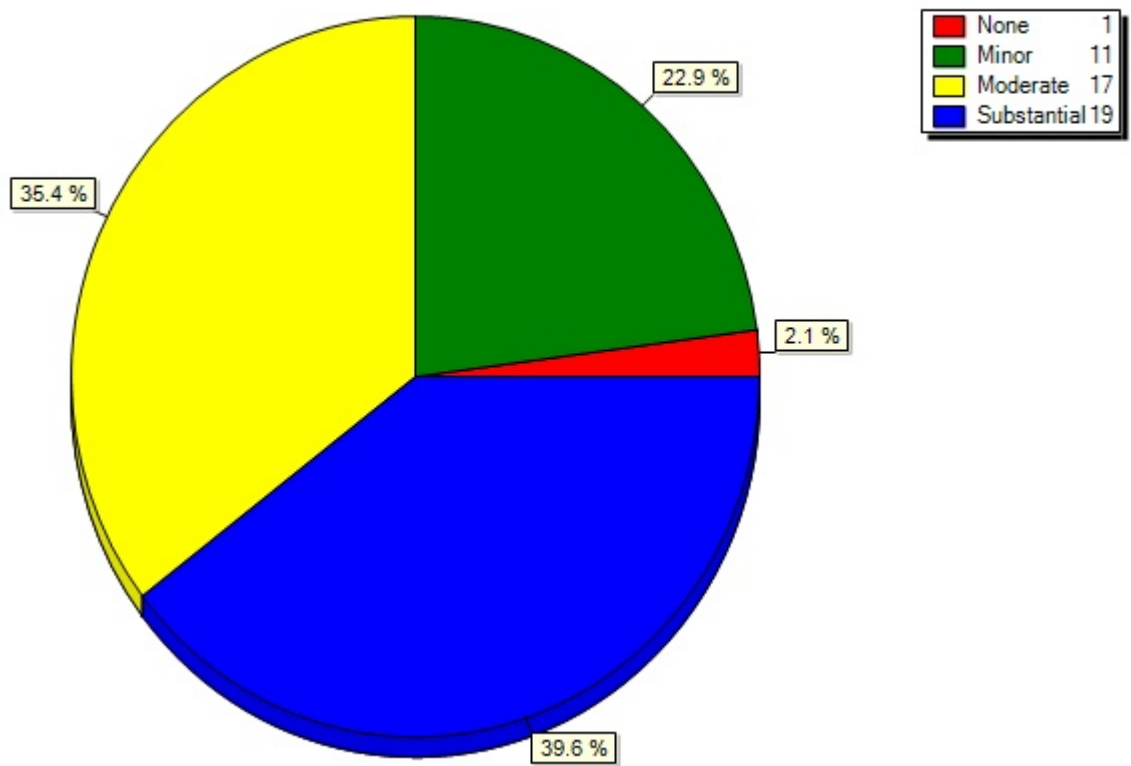
Comment Responses:

We're negotiating with both faculty and classified unions to put a cap on health benefits, salary reductions, furloughs, etc.
investigating many of these ideas
Creating vacancies via retirement incentives
Offered a SERP to Faculty and Office Technical staff only. Are in the process of negotiating concessions from bargaining units under a "fair share" approach

where the District sets reduction goals by unit and each unit decides how to meet the goal.
We're not done with negotiations yet, so don't know what we will be doing.
Administrators are taking minor unpaid furloughs
pay reductions, freezing step/column in discussion
None for most items because we also are in midst of negotiations

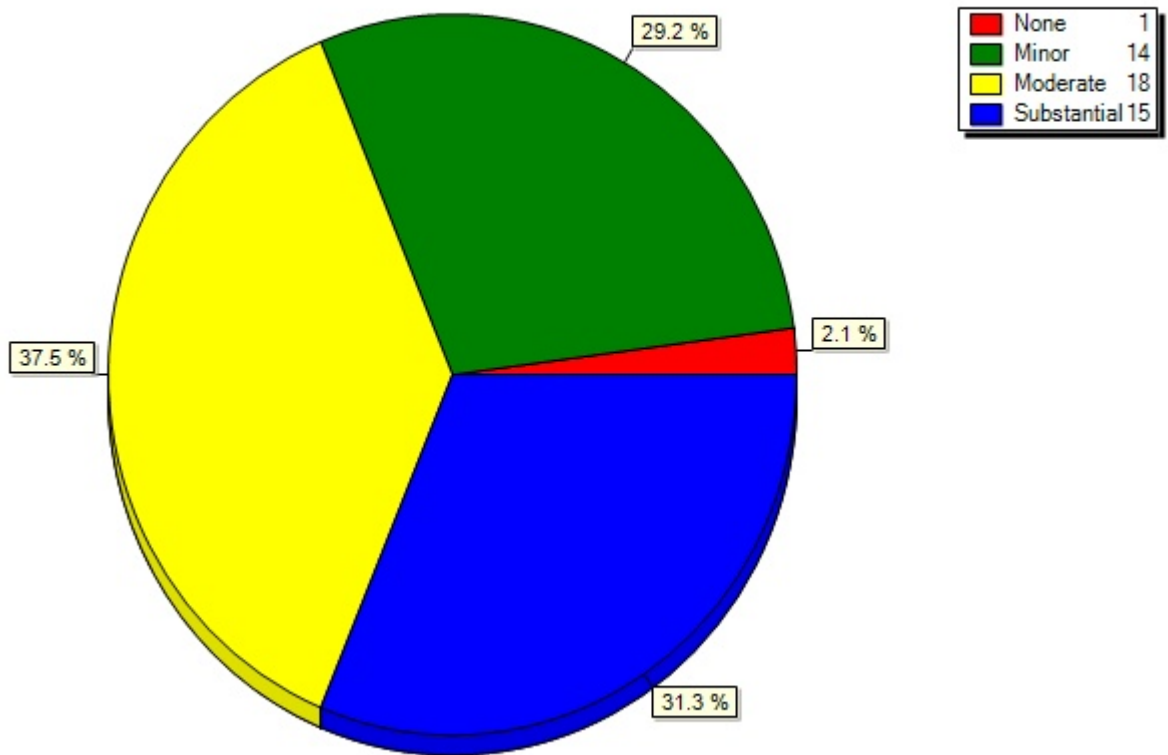
5.1) Reducing Adjunct Faculty(What staffing adjustment strategies are you using:)

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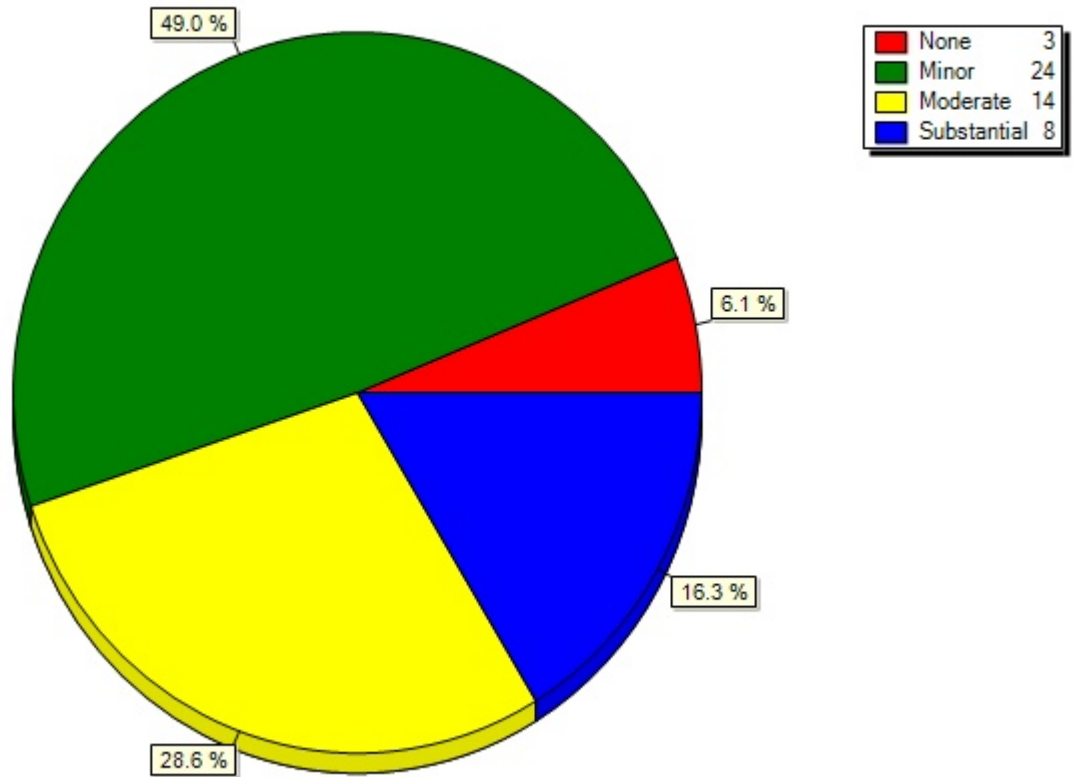
5.2) Reducing Hourly Employees(What staffing adjustment strategies are you using:)

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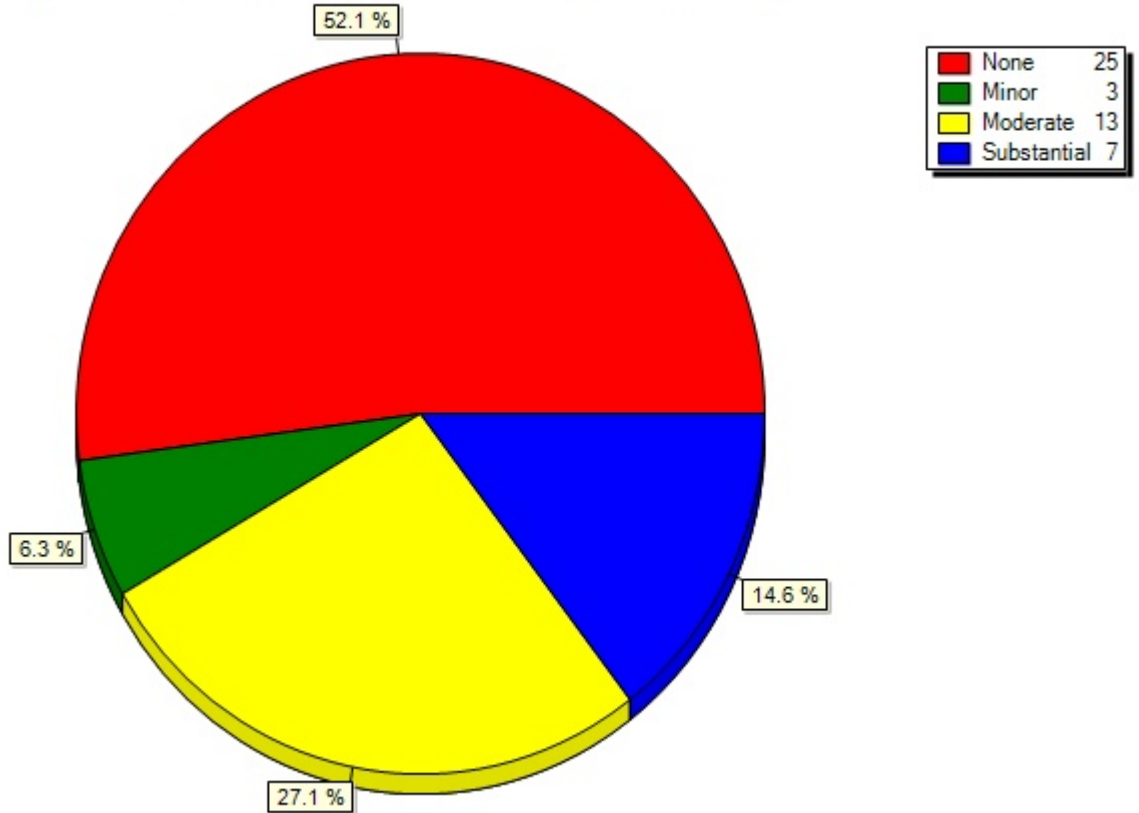
5.3) Reducing Student Employees(What staffing adjustment strategies are you using:)

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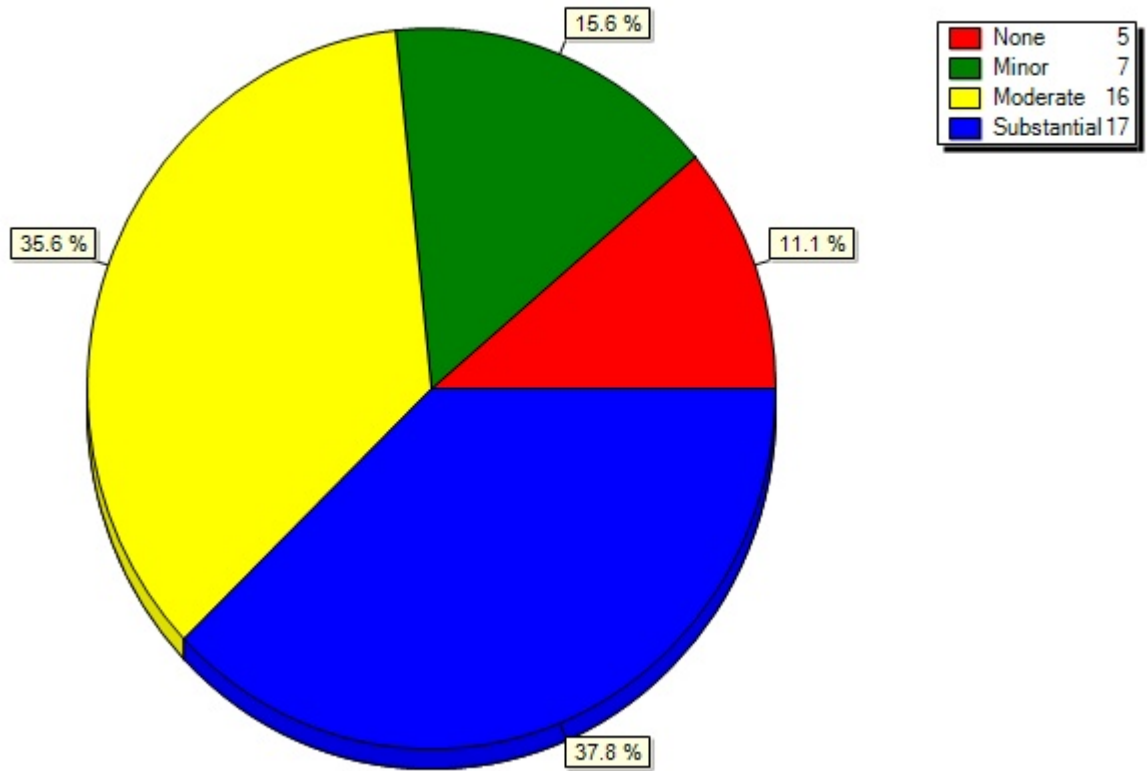
5.4) All position Hiring Freeze(What staffing adjustment strategies are you using:)

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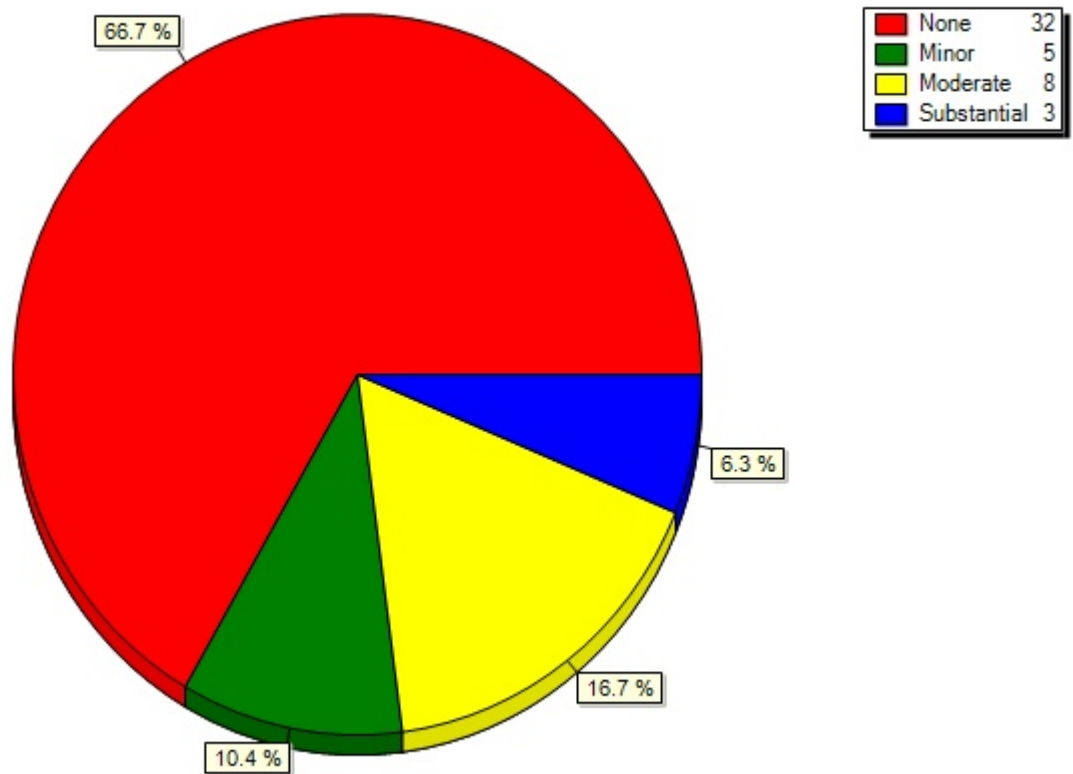
5.5) Hiring Frost (not quite frozen)(What staffing adjustment strategies are you using:)

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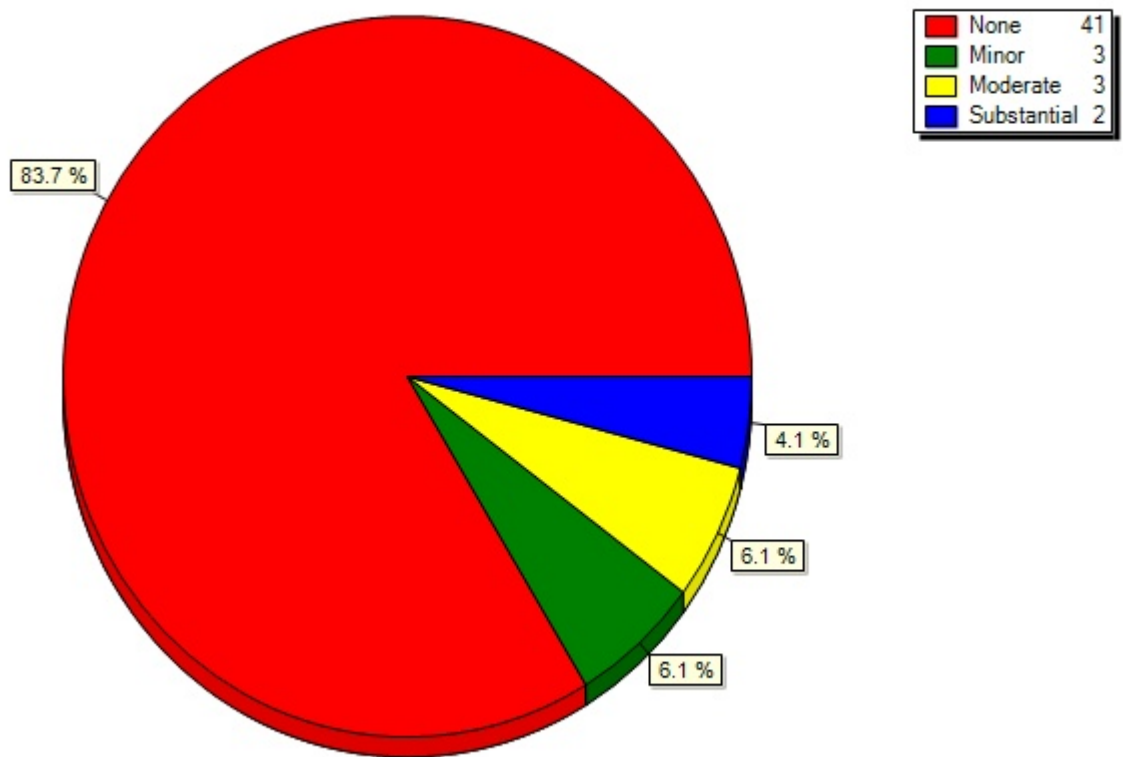
5.6) Negotiated workload reductions(What staffing adjustment strategies are you using:)

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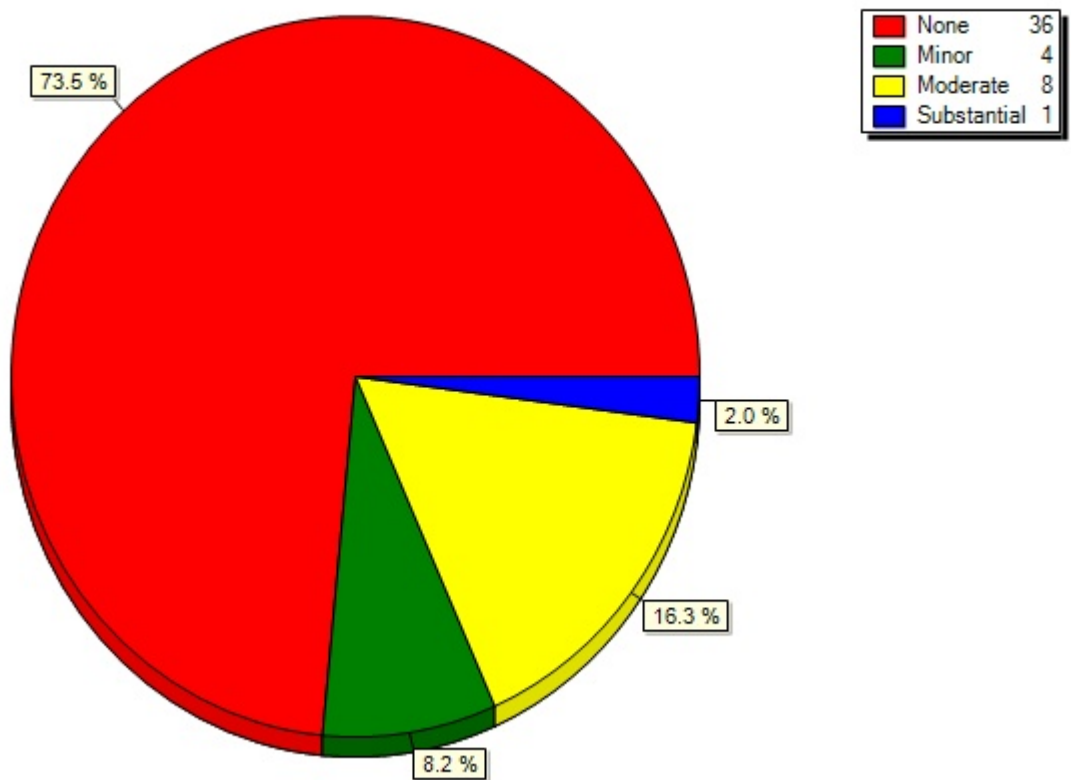
5.7) Negotiated pay reductions, other than workload reductions(What staffing adjustment strategies are you using:)

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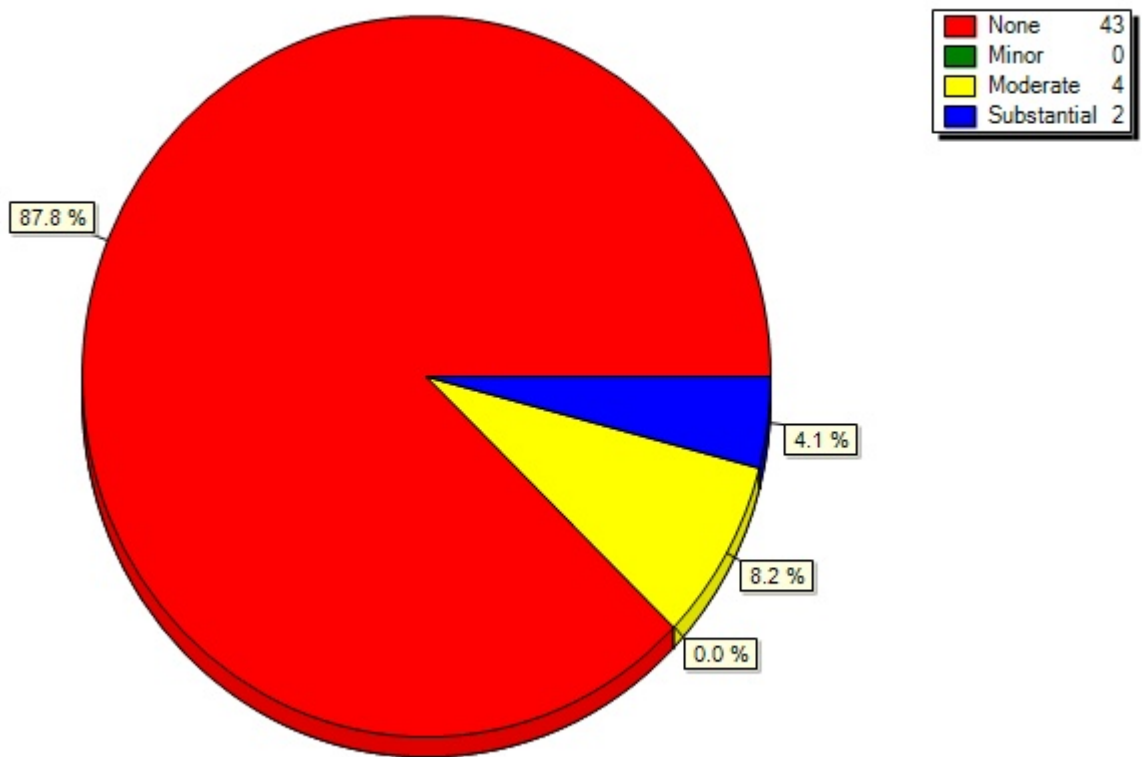
5.8) Increased employee contributions for health care(What staffing adjustment strategies are you using:)

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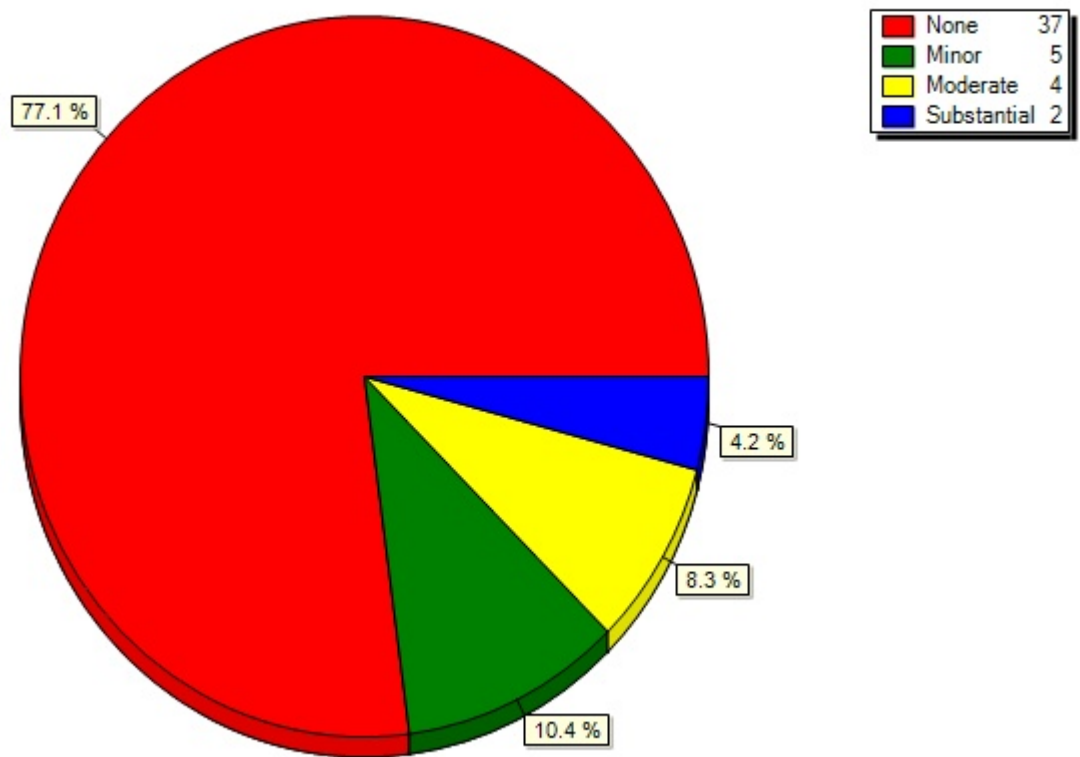
5.9) Freezing step and column on salary schedule(What staffing adjustment strategies are you using:)

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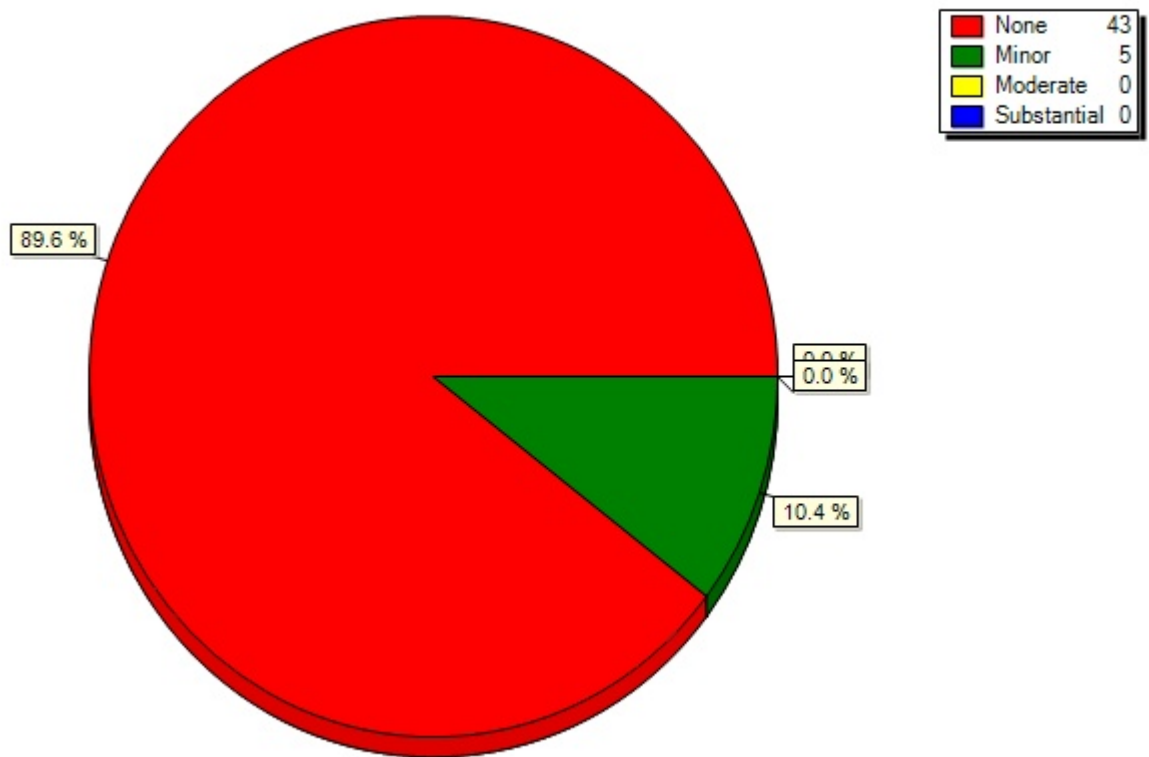
5.10) Using RIF (reduction in force) to reduce workload to less than full time(What staffing adjustment strategies are you using:)

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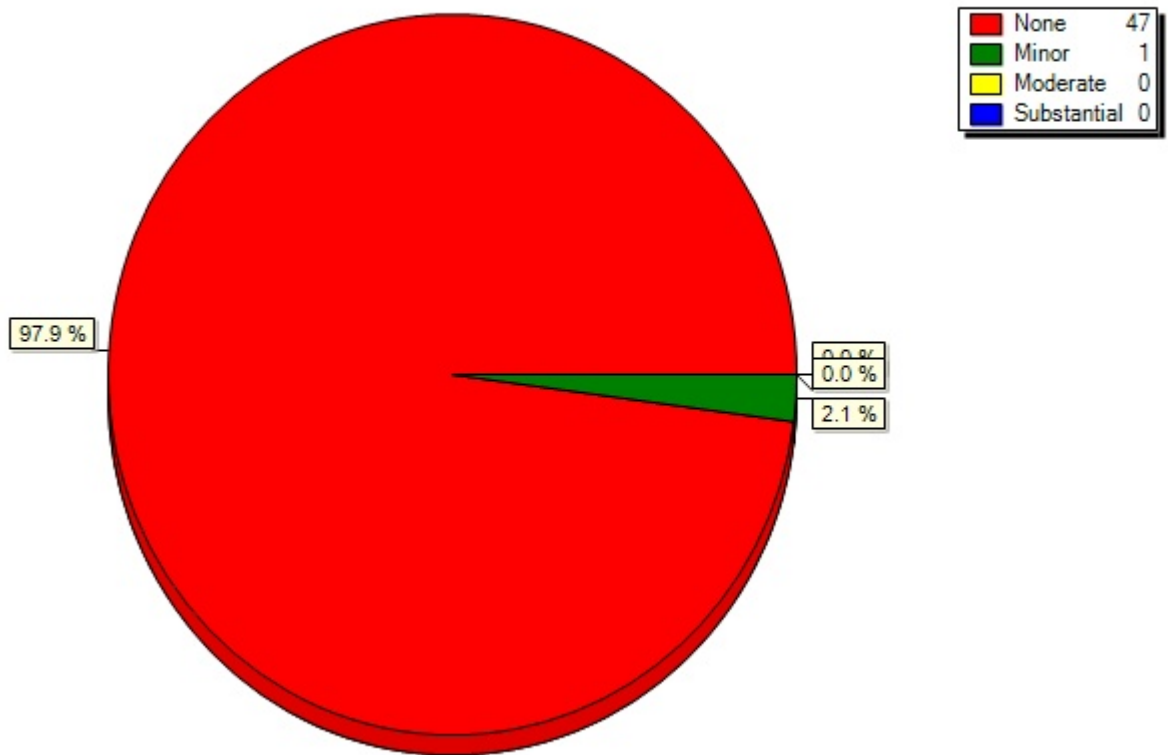
5.11) Using RIF to reduce workload below the need for a health care package(What staffing adjustment strategies are you using:)

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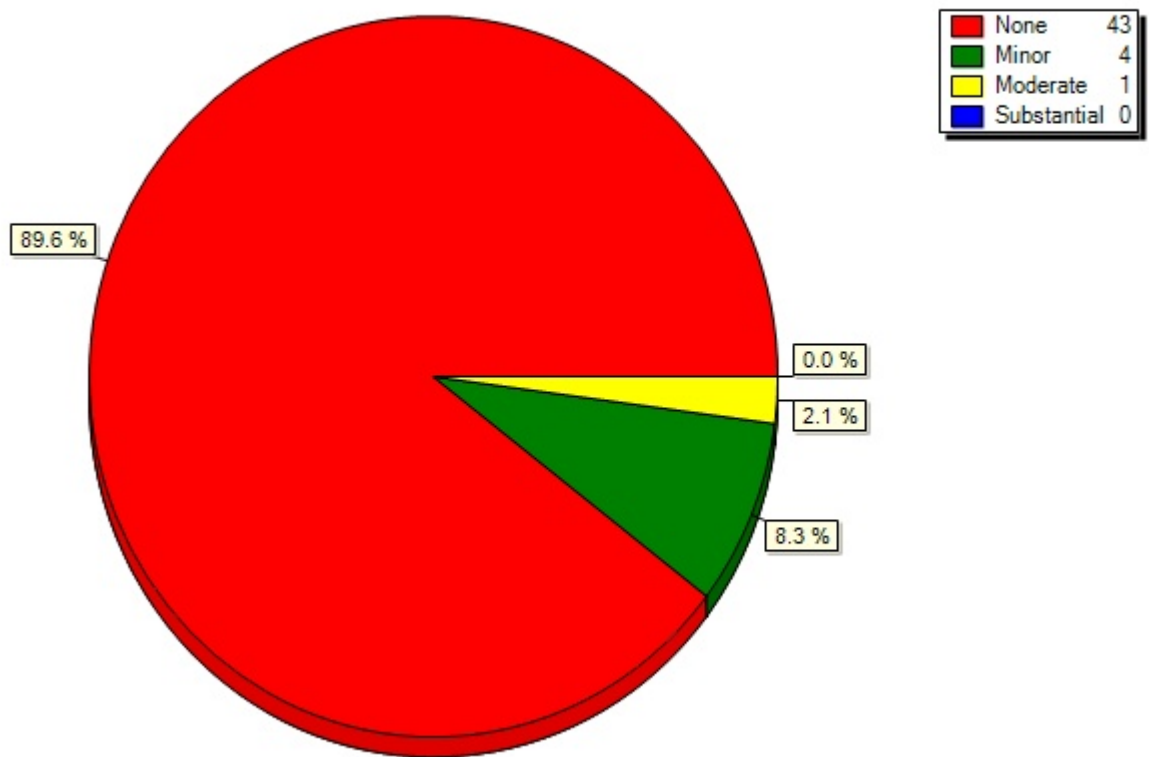
5.12) Offering Willy Brown (no loss of service credit to faculty member and guaranteed return rights)(What staffing adjustment strategies are you using:)

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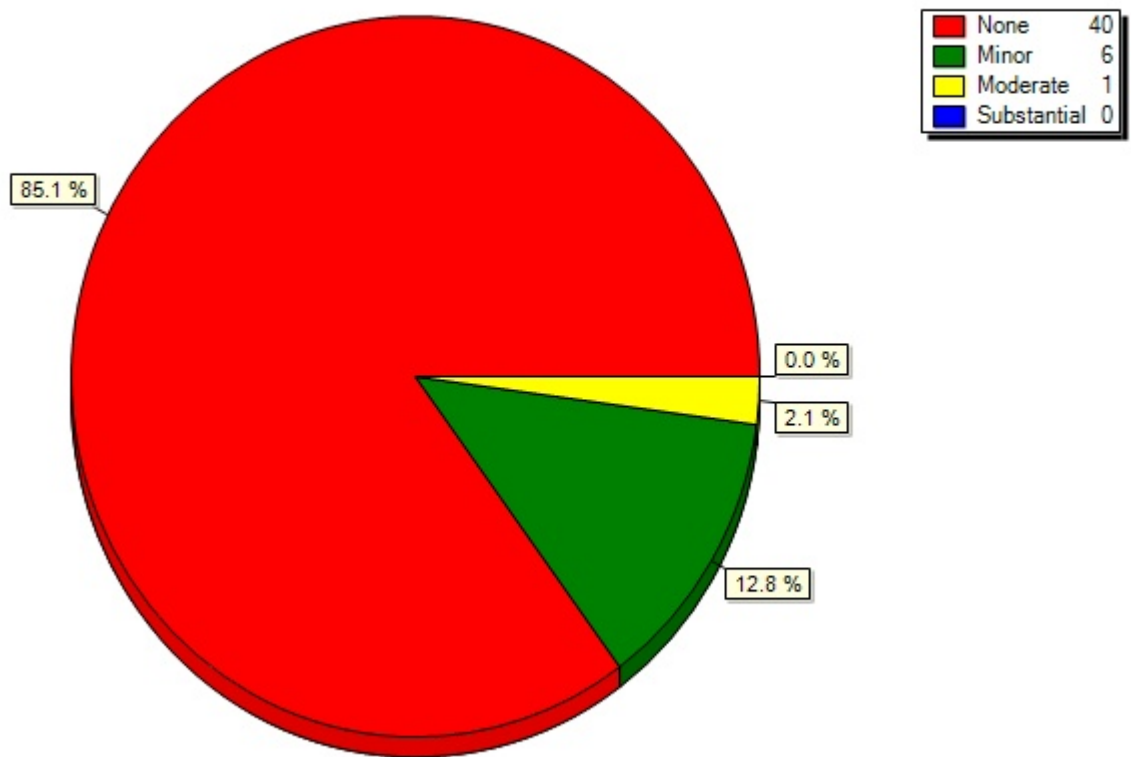
5.13) Offering Faculty unpaid leave for a semester(What staffing adjustment strategies are you using:)

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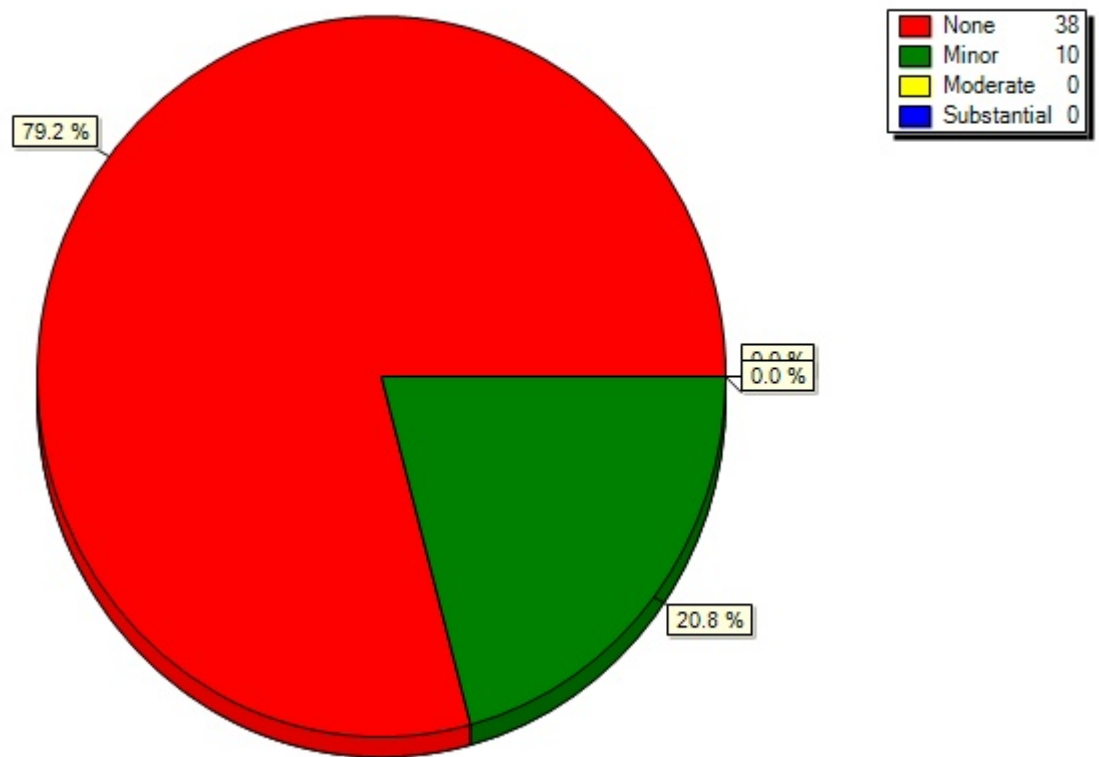
5.14) Offering leave without pay to classified(What staffing adjustment strategies are you using:)

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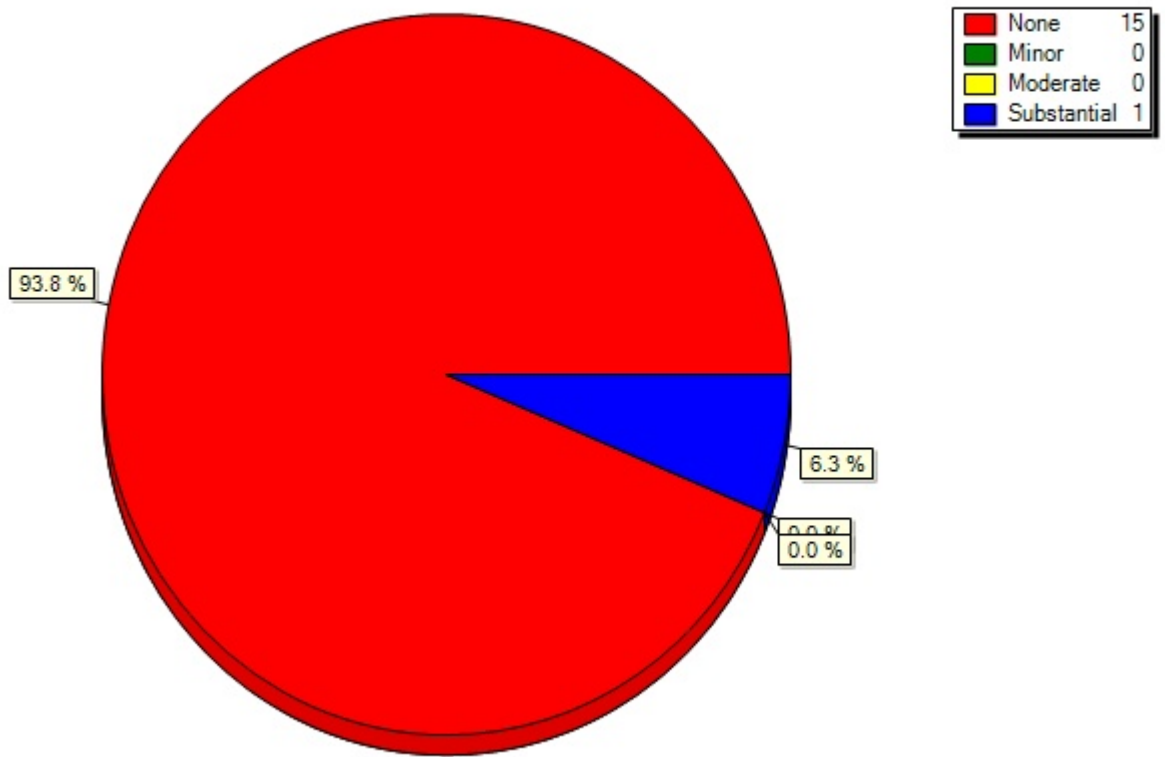
5.15) Offering voluntary workload reductions to faculty(What staffing adjustment strategies are you using:)

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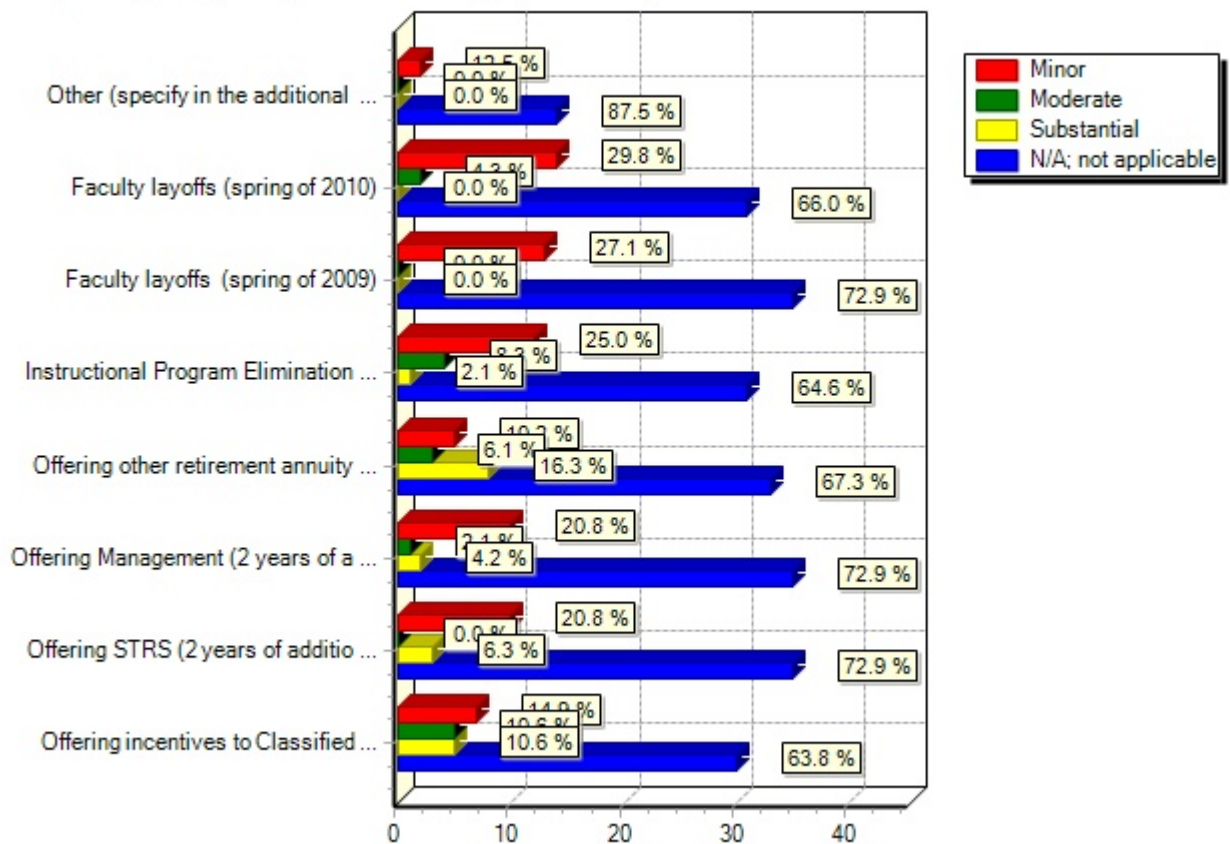
5.16) Other (specify in the additional comments area below:)(What staffing adjustment strategies are you using:)

5.16) Other (specify in the additional comments area below:)(What staffing adjustment strategies are you u



6) Identify staffing elimination strategies you are using:

6) Identify staffing elimination strategies you are using:



Comment Responses:

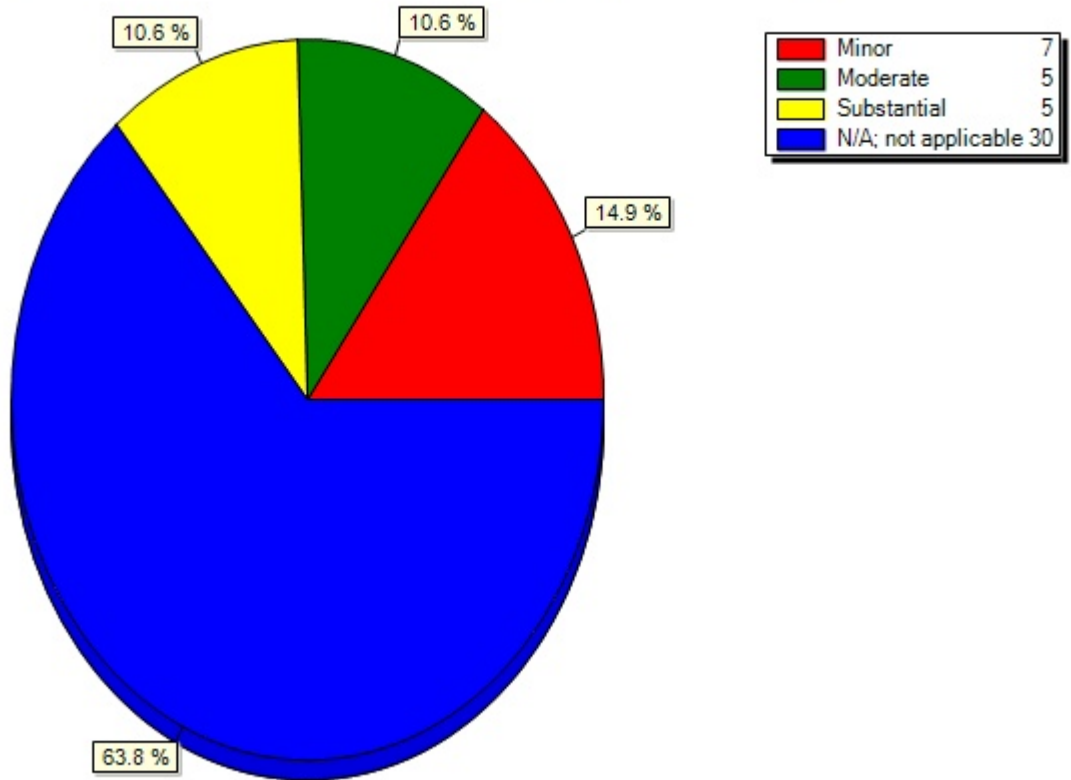
We offered and implemented early retirement programs for staff and faculty--retirement dates between July 1 and August 31, 2009.
in process of examining some of these approaches
Offering retirement incentives to faculty and managers, but no additional service credit
Wish we could offer retirement incentives!

Only offering a SERP for faculty

Will not know layoff potential until January
--

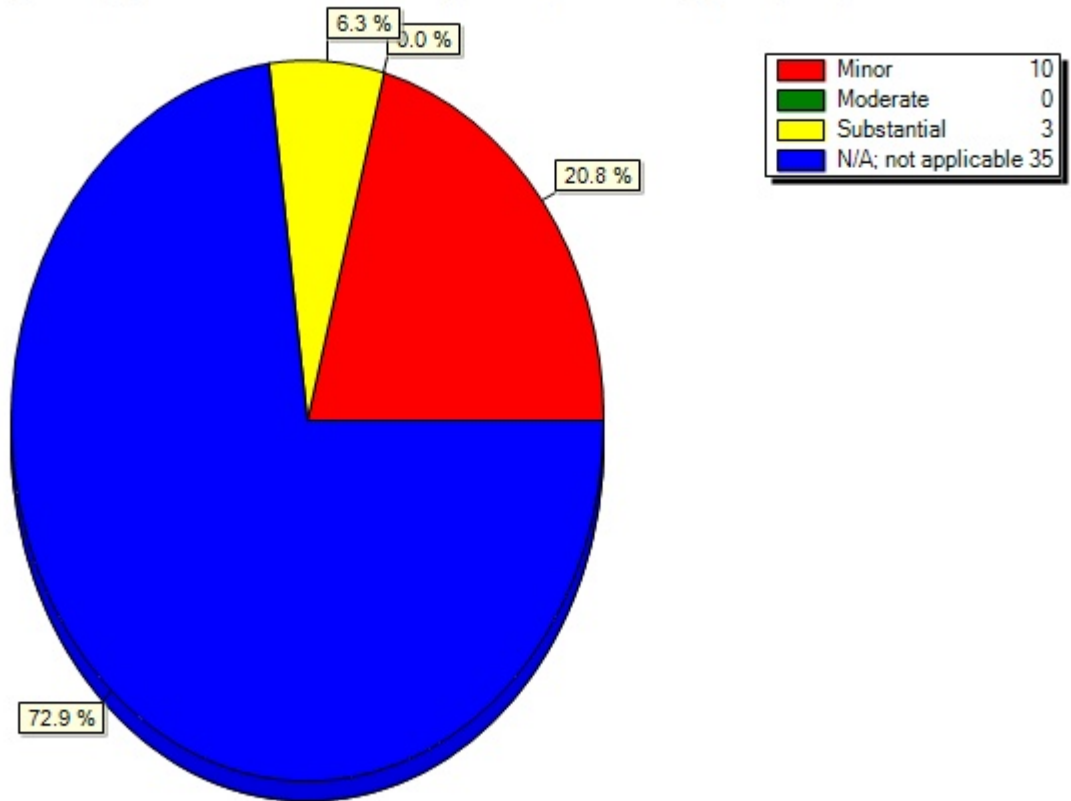
6.1) Offering incentives to Classified staff to retire(Identify staffing elimination strategies you are using:)

6.1) Offering incentives to Classified staff to retire(Identify staffing elimination strategies you a



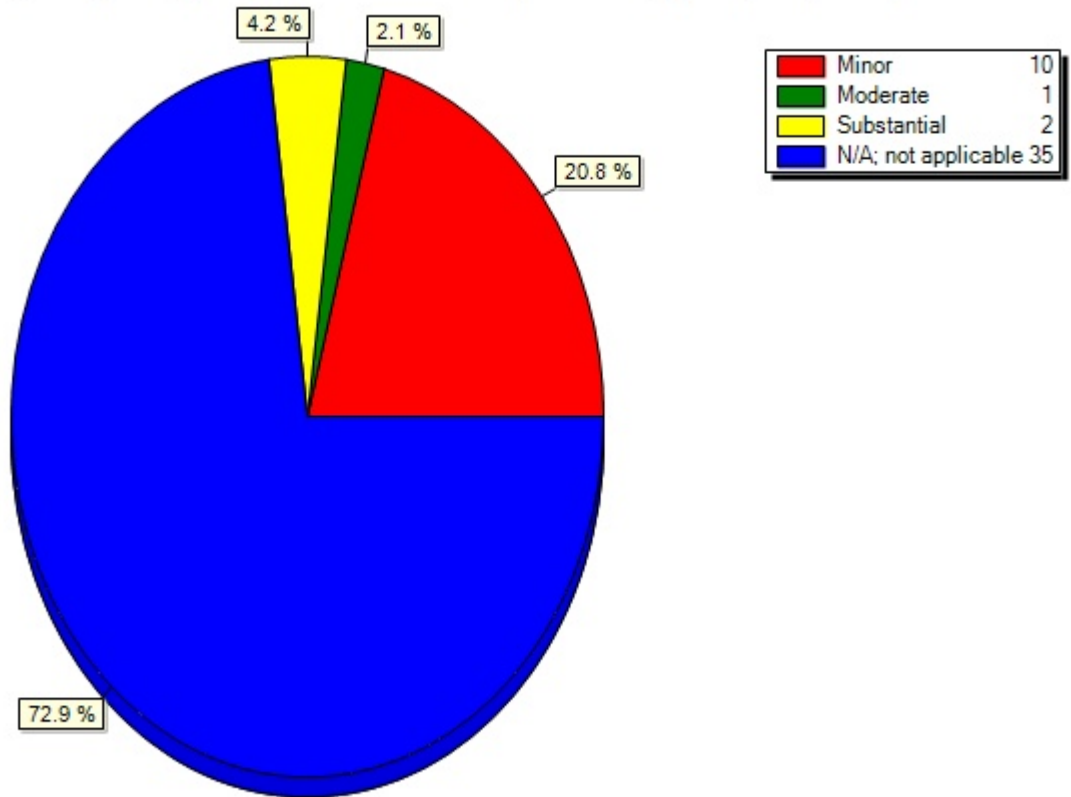
6.2) Offering STRS (2 years of additional service credit) to Faculty to retire early)(Identify staffing elimination strategies you are using:)

6.2) Offering STRS (2 years of additional service credit) to Faculty to retire early)(Identify staffi



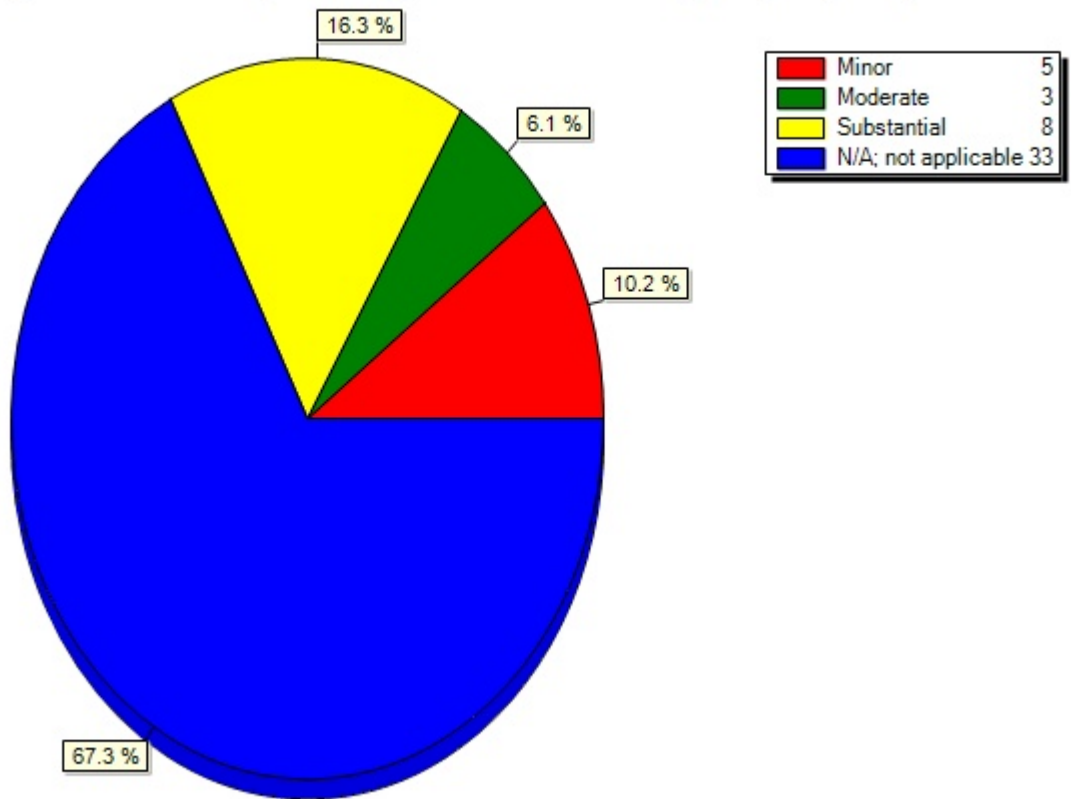
6.3) Offering Management (2 years of additional service credit) to retire early)(Identify staffing elimination strategies you are using:)

6.3) Offering Management (2 years of additional service credit) to retire early)(Identify staffing el



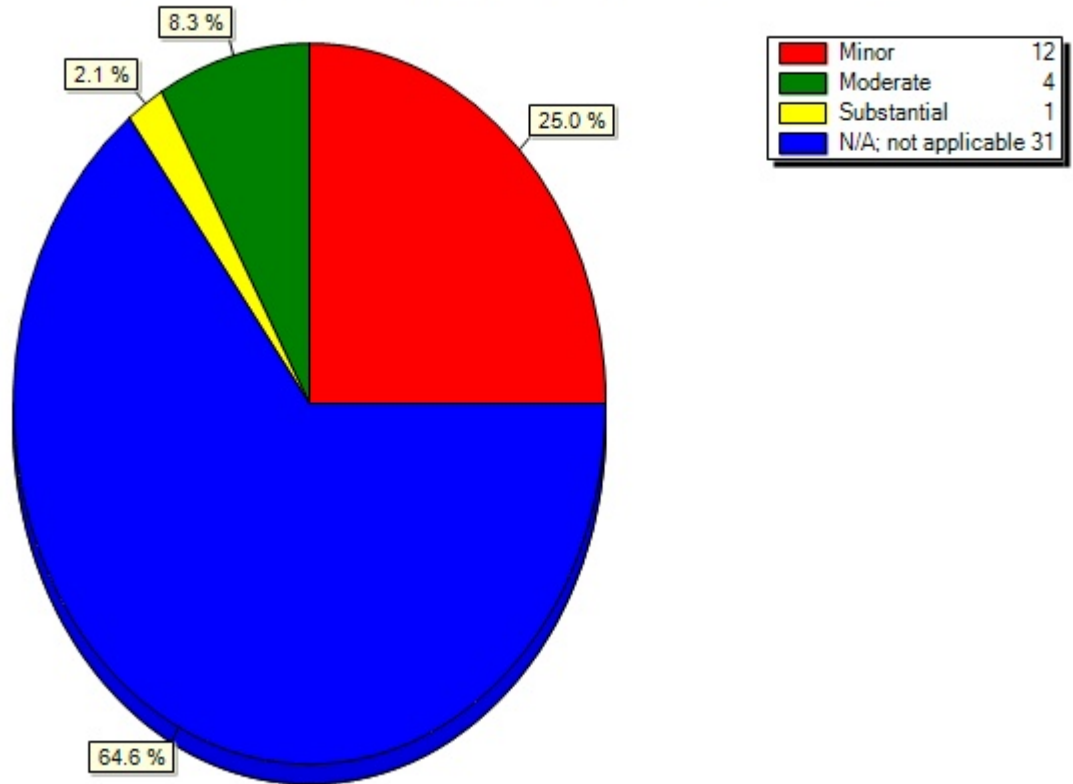
6.4) Offering other retirement annuity incentives (i.e. Keenan & Associates, or) (Identify staffing elimination strategies you are using:)

6.4) Offering other retirement annuity incentives (i.e. Keenan & Associates, or) (Identify staffing elimination strategies you are using:)



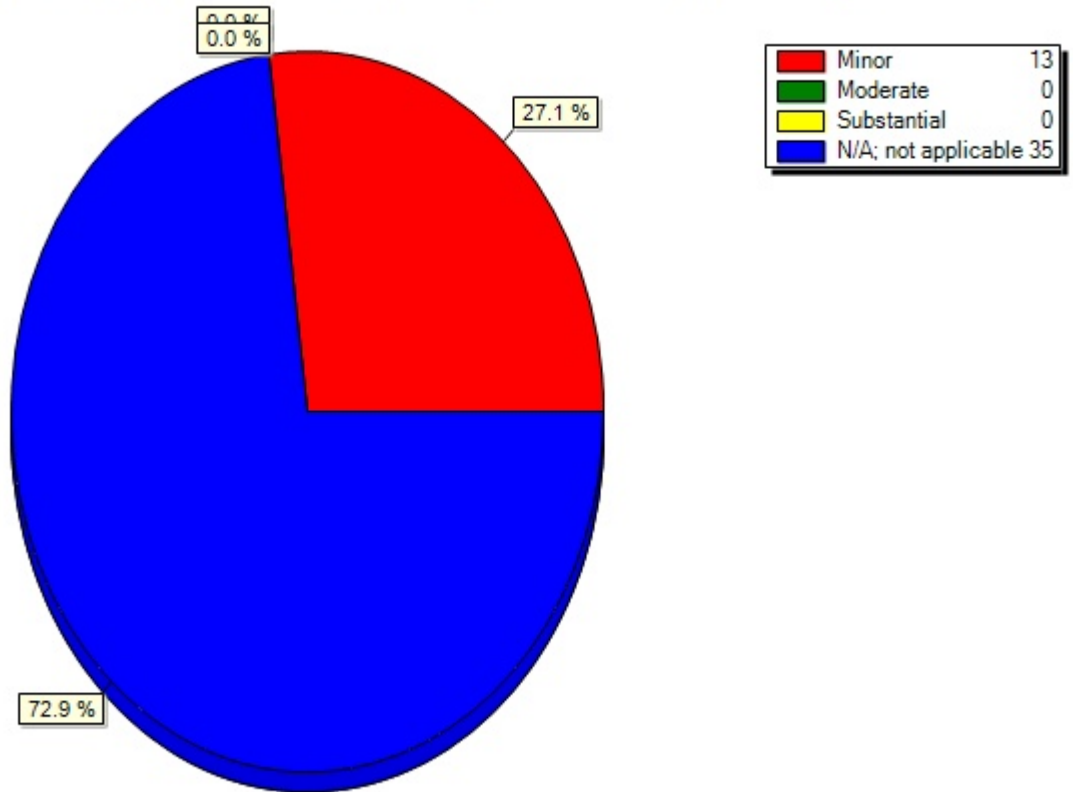
6.5) Instructional Program Elimination (Notices in Spring)(Identify staffing elimination strategies you are using:)

6.5) Instructional Program Elimination (Notices in Spring)(Identify staffing elimination strategies



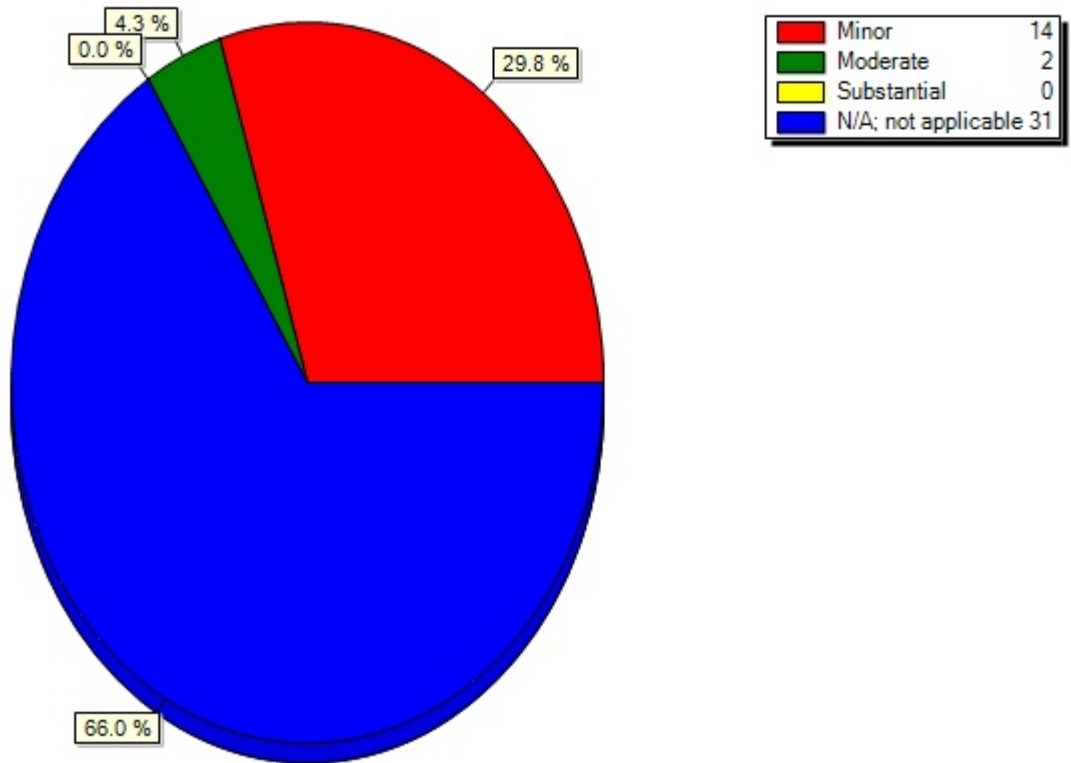
6.6) Faculty layoffs (spring of 2009)(Identify staffing elimination strategies you are using:)

6.6) Faculty layoffs (spring of 2009)(Identify staffing elimination strategies you are using:)



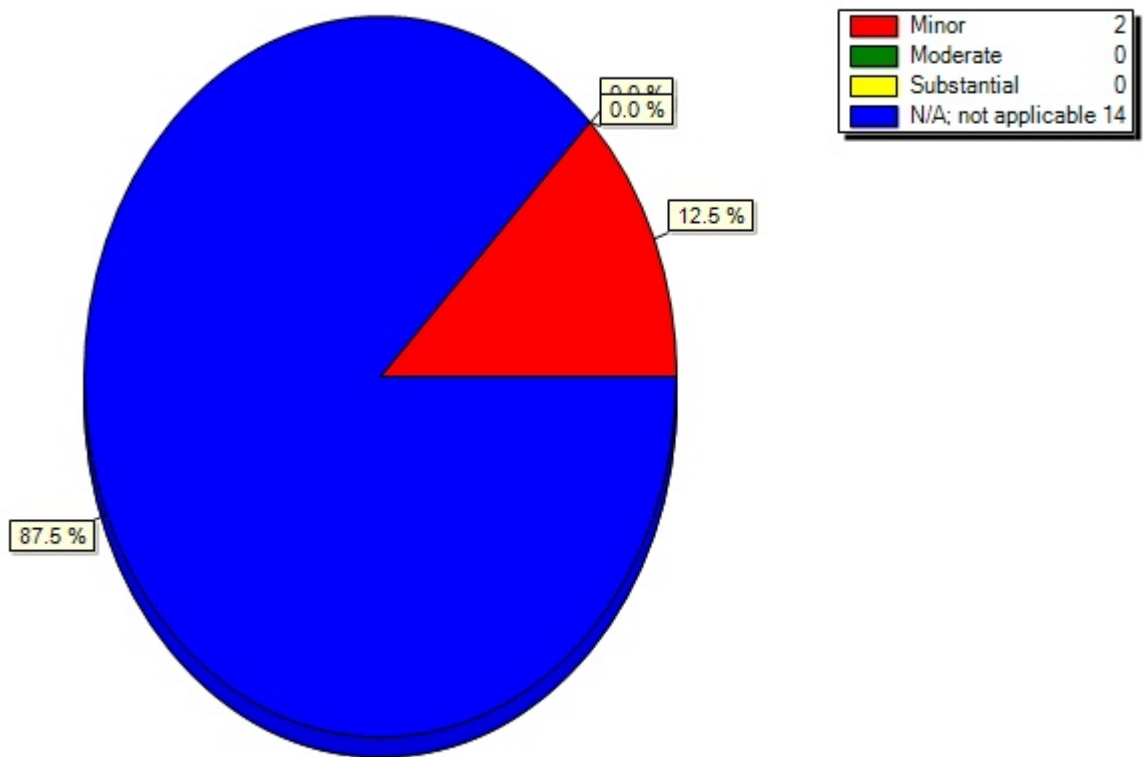
6.7) Faculty layoffs (spring of 2010)(Identify staffing elimination strategies you are using:)

6.7) Faculty layoffs (spring of 2010)(Identify staffing elimination strategies you are using:)



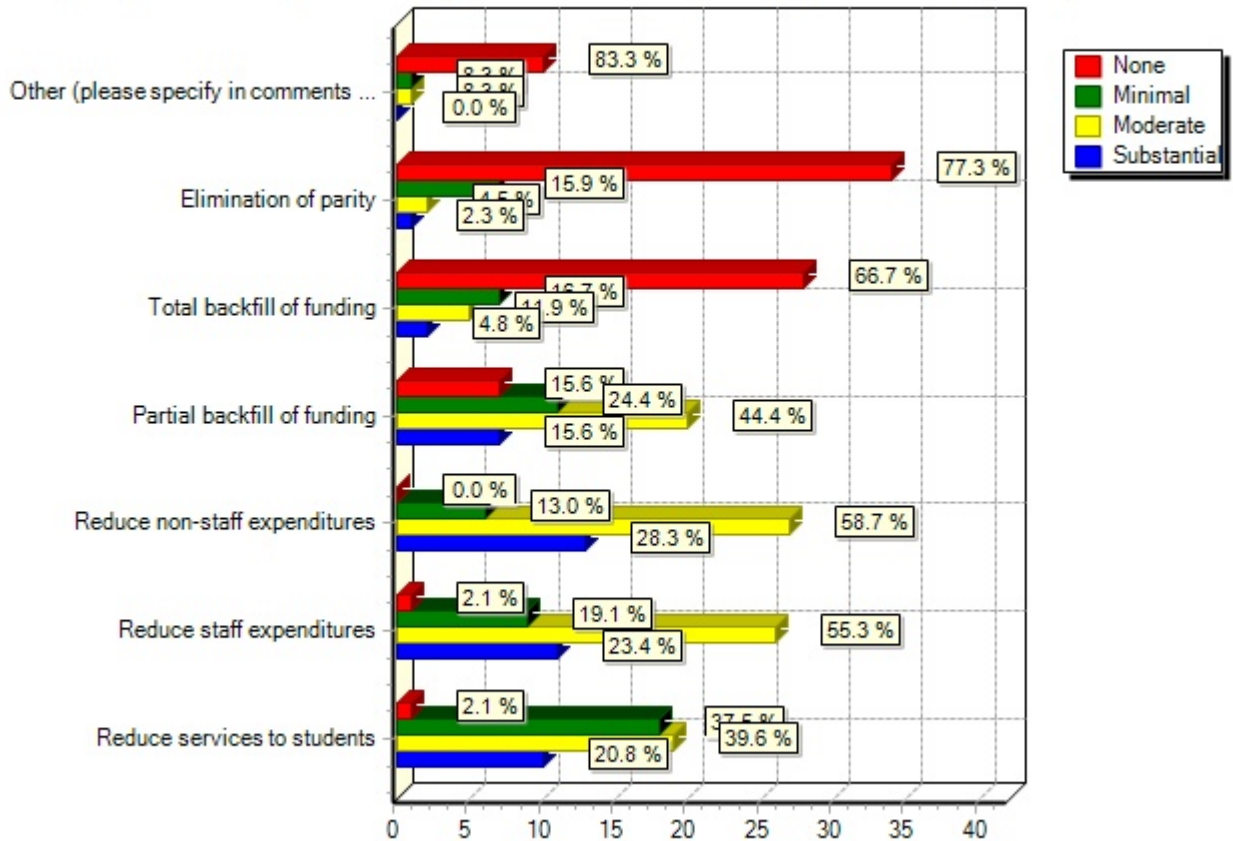
6.8) Other (specify in the additional comments section below)(Identify staffing elimination strategies you are using:)

6.8) Other (specify in the additional comments section below)(Identify staffing elimination strategie



7) Many districts/colleges are making adjustments to their categorical programs. What strategies are you utilizing:

7) Many districts/colleges are making adjustments to their categorical programs. What strategies are you u

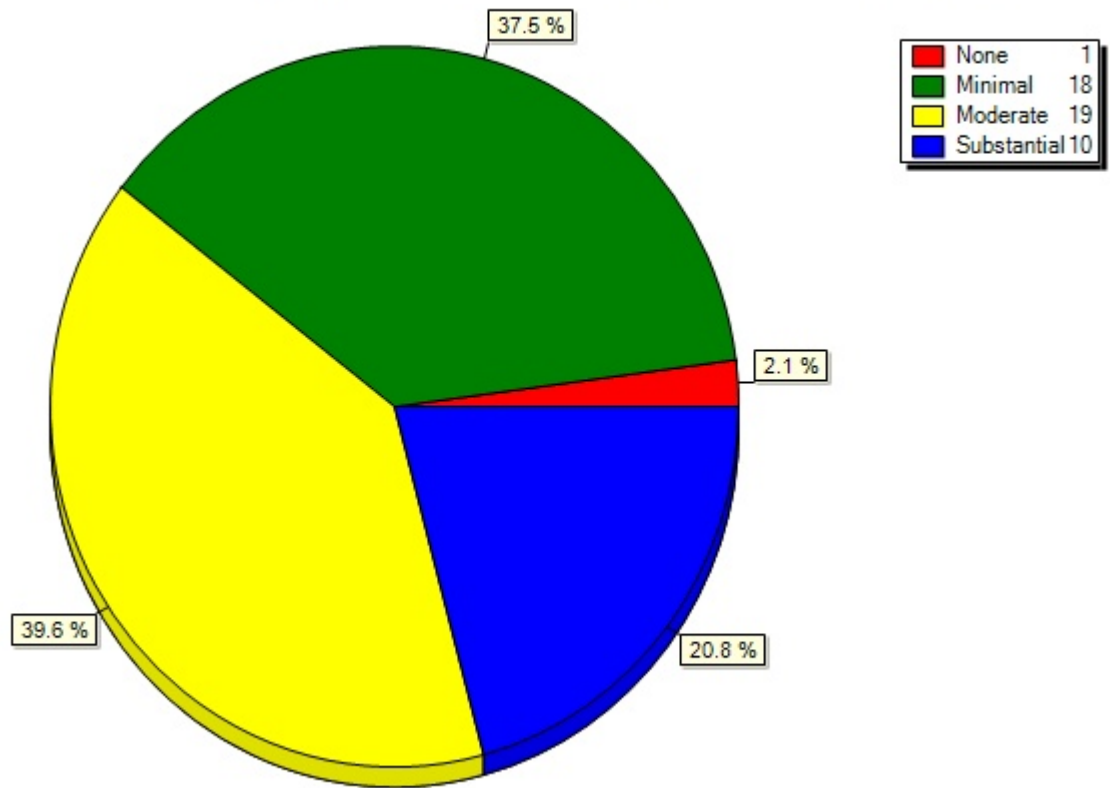


Comment Responses:

We did not backfill categorical programs
Trying to avoid shift in costs to gen fu
Partial and total backfills temporary
Paying out the parity we receive.
Reducing parity pay

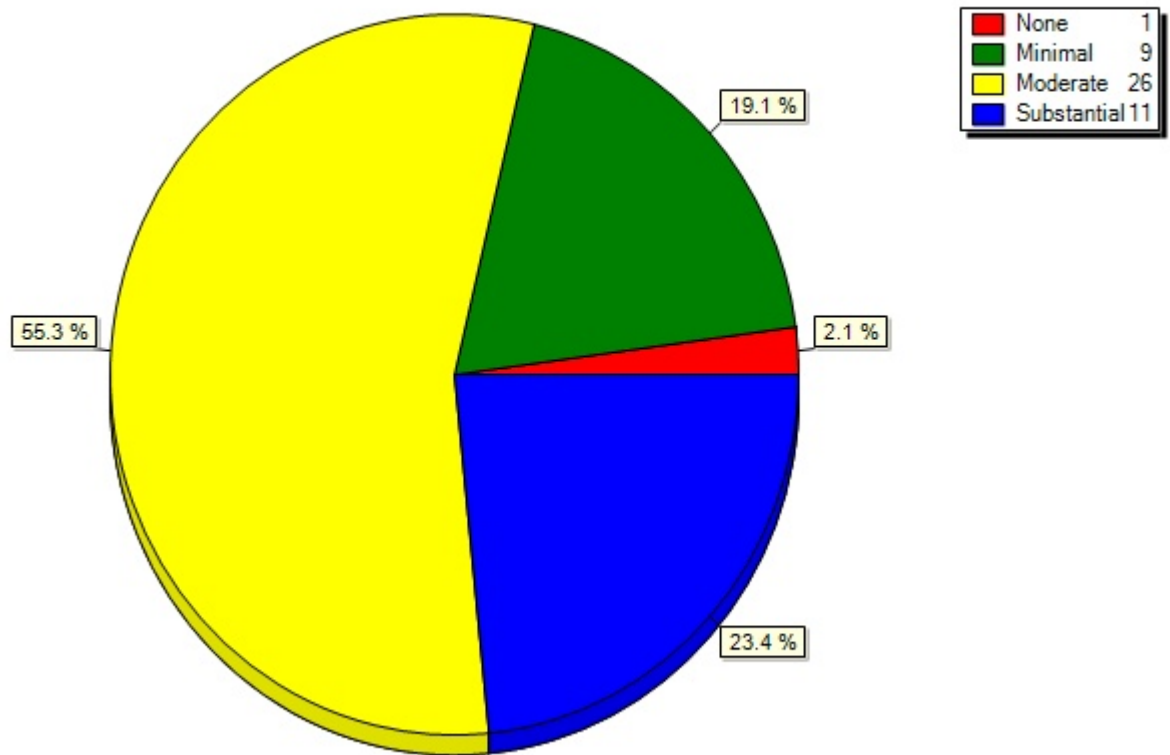
7.1) Reduce services to students (Many districts/colleges are making adjustments to their categorical programs. What strategies are you utilizing:)

7.1) Reduce services to students(Many districts/colleges are making adjustments to their categorical progr



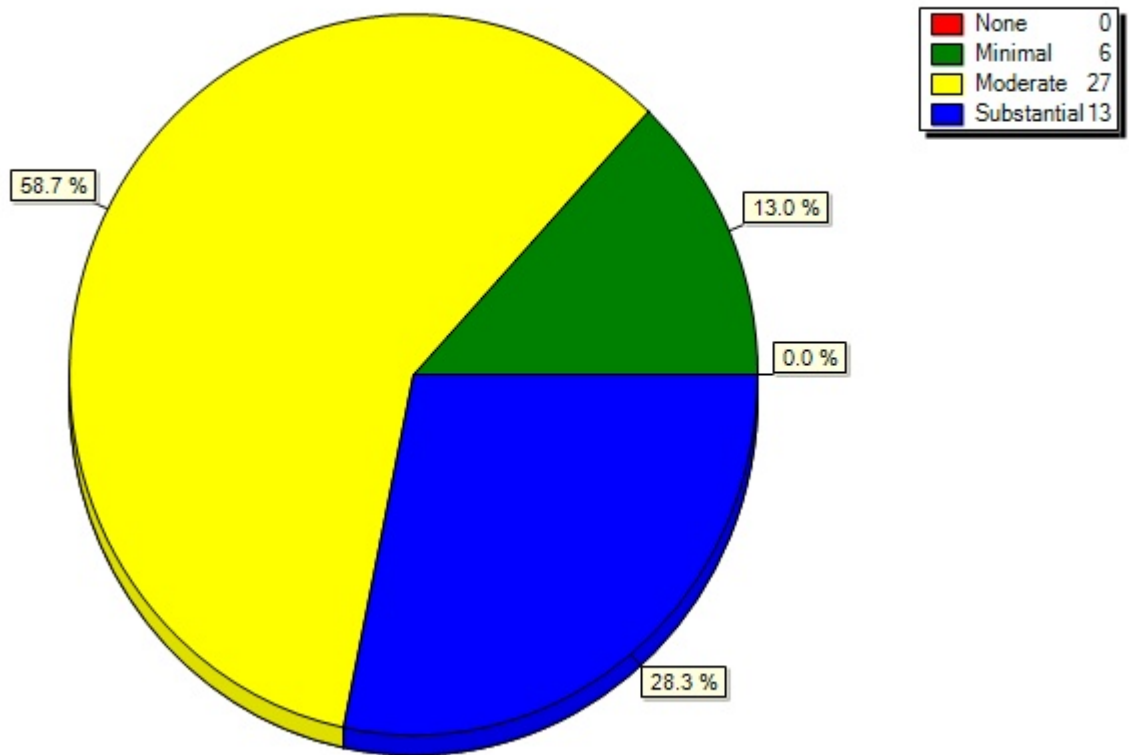
7.2) Reduce staff expenditures(Many districts/colleges are making adjustments to their categorical programs. What strategies are you utilizing:)

7.2) Reduce staff expenditures(Many districts/colleges are making adjustments to their categorical program



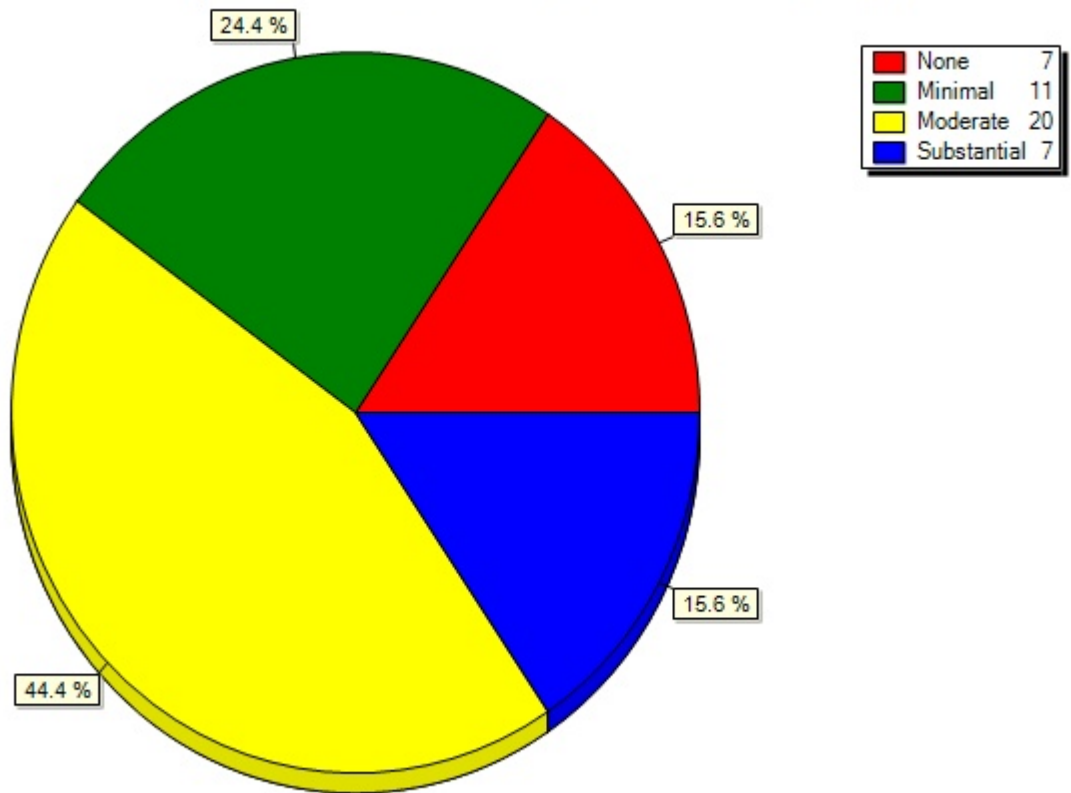
7.3) Reduce non-staff expenditures(Many districts/colleges are making adjustments to their categorical programs. What strategies are you utilizing:)

7.3) Reduce non-staff expenditures(Many districts/colleges are making adjustments to their categorical pro



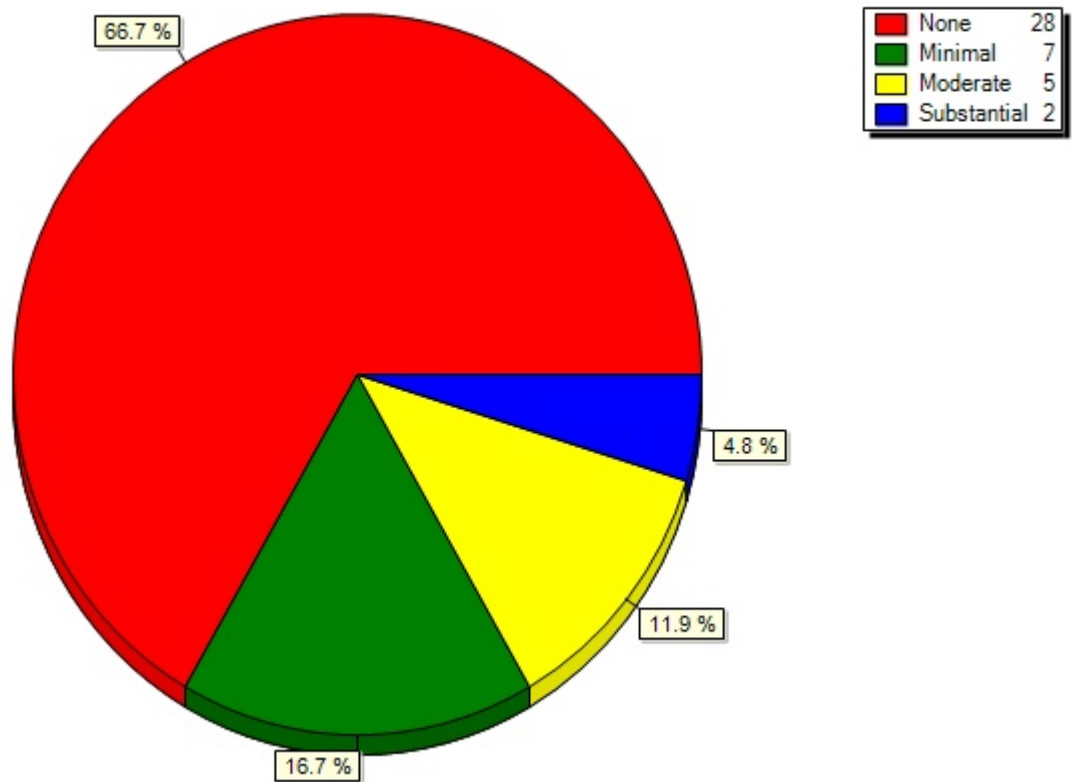
7.4) Partial backfill of funding(Many districts/colleges are making adjustments to their categorical programs. What strategies are you utilizing:)

7.4) Partial backfill of funding(Many districts/colleges are making adjustments to their categorical progr



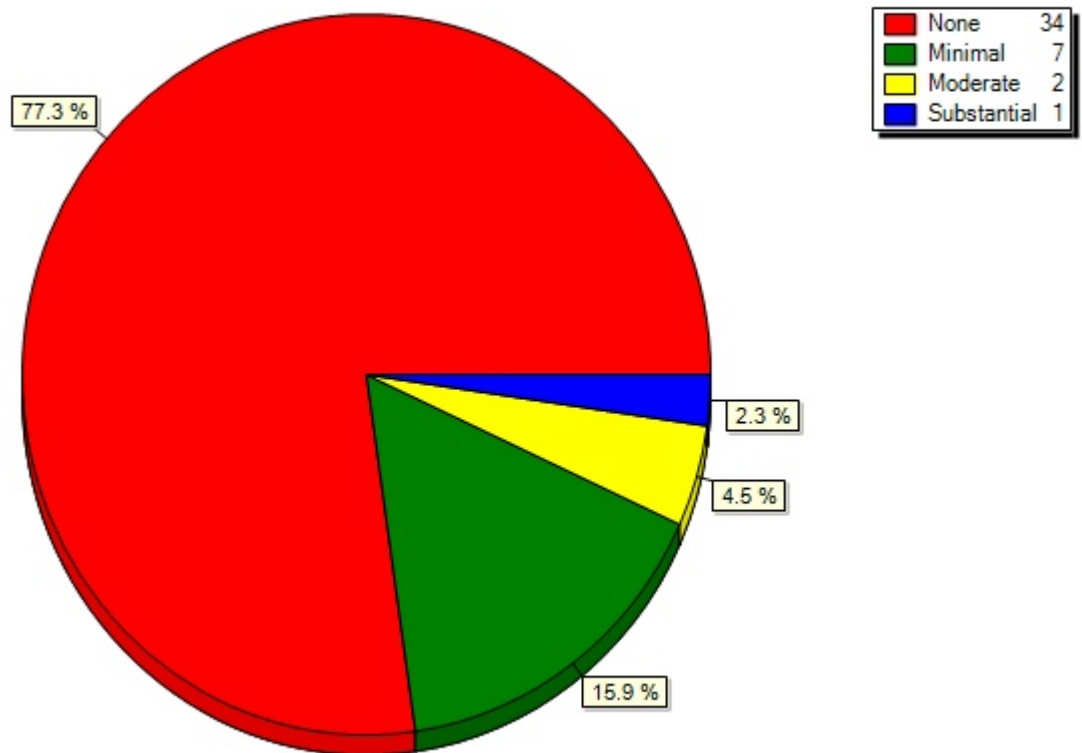
7.5) Total backfill of funding(Many districts/colleges are making adjustments to their categorical programs. What strategies are you utilizing:)

7.5) Total backfill of funding(Many districts/colleges are making adjustments to their categorical program



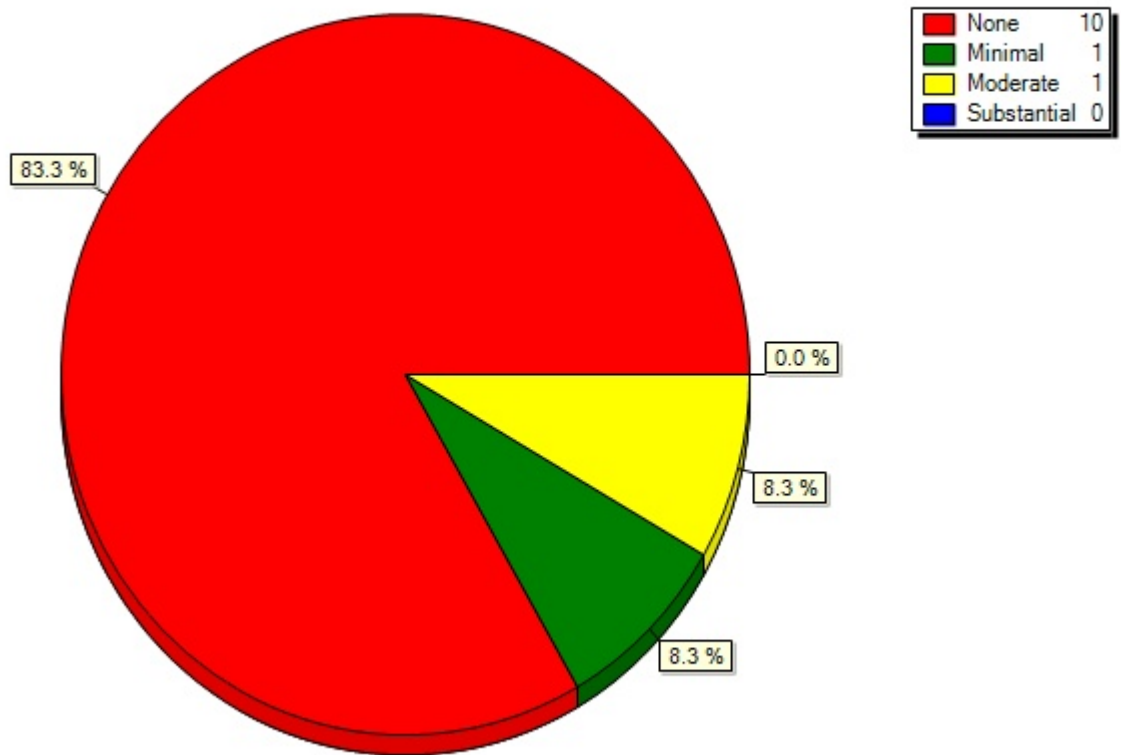
7.6) Elimination of parity(Many districts/colleges are making adjustments to their categorical programs. What strategies are you utilizing:)

7.6) Elimination of parity(Many districts/colleges are making adjustments to their categorical programs. W



7.7) Other (please specify in comments field below)(Many districts/colleges are making adjustments to their categorical programs. What strategies are you utilizing:)

7.7) Other (please specify in comments field below)(Many districts/colleges are making adjustments to thei



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Partnership for Student Success Funding (Prepared by PSS Steering Cmte, Dean Nevis and Ignacio Alarcon)

2006-07 Year 1 courses only in Gateway tutoring

	College general fund	Basic Skills Initiative	Foundation	TOTAL
Gateway:	\$192,287	\$0	\$0	\$192,287
WC:	\$108,000	\$0	\$0	\$108,000
Math:	\$75,978	\$0	\$0	\$75,978
AAZ:	\$10,000	\$0	\$0	\$10,000
TOTAL	\$386,265	\$0	\$0	\$386,265

2007-08 Year 2 courses added to Gateway tutoring

	College general fund	Basic Skills Initiative	Foundation	TOTAL
Gateway:	\$192,287	\$96,742	\$0	\$289,029
WC:	\$108,000	\$65,000	\$0	\$173,000
Math:	\$125,123	\$0	\$0	\$125,123
AAZ:	\$10,000	\$10,000	\$0	\$20,000
TOTAL	\$435,410	\$171,742	\$0	\$607,152

2008-09 Year 2 courses added to Gateway tutoring

	College general fund	Basic Skills Initiative	Foundation	TOTAL
Gateway:	\$192,287	\$182,773		\$375,060
WC:	\$108,000	\$112,952		\$220,952
Math:	\$96,446	\$0		\$96,446
AAZ:	\$10,000	\$10,000	\$10,000	\$30,000
TOTAL	\$406,733	\$305,725	\$10,000	\$722,458

2009-10 Year 1 courses only in Gateway tutoring

	College general fund	Basic Skills Initiative	Foundation	Total
Gateway:	\$97,872	\$65,031	\$145,000	\$307,903
WC:	\$108,000	\$47,952	\$0	\$155,952
Math:	\$46,750	\$0	\$0	\$46,750
AAZ:	\$0	\$0	\$0	\$0
TOTAL	\$252,622	\$112,983	\$145,000	\$510,605

Total including
Foundation \$397,622