

## **2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program**

### Background:

- Prior to FY 2016-2017, each of these initiatives—the Student Success and Support Program, Student Equity, and Basic Skills, were required to submit an annual College Action and Expenditure Plans to the Chancellor’s Office. Colleges gave feedback that this planning process was laborious, redundant, and often developed independently from one another. In response to this, the Chancellor’s Office suspended plans for 2016-2017.
- Beginning FY 2017-2018, the Chancellor’s Office combined the planning for these three initiatives with the new **Integrated Plan: Basic Skill Initiative, Student Equity, and Student Success and Support Program**. These programs were selected as a starting point for integrative efforts for two main reasons: 1) all three have the same ultimate goal of increasing student success while closing achievement gaps; and 2) there is a strong potential for overlap between and among the programs.
- The 2017-19 Integrated Plan will cover two years. The budget plan will reflect the 2017-18 allocations. Integrated fiscal reports will be required on an annual basis.
- All programmatic and student outcome data will be collected via existing MIS reporting. No additional data submissions are required.
- Colleges are encouraged to align integrated program plans with their college and district strategic plans/education master plans.
- Plans are to be developed in consultation with students, staff, administrators, faculty, Academic Senate, and members of the community as appropriate. Plans must be adopted by the governing board of the community college district and submitted to the Chancellor’s Office by December 15, 2017. A separate plan must be submitted for each college in the district.

### Key Highlights:

Five integrated goals for 2017-2019 include:

- Identify and support at-risk students (academic or progress probation).
- Narrow the achievement gap of disproportionately impacted student populations, particularly (Latinos, African Americans, Veterans, and Foster Youth) that start college underprepared.
- Professional Development aimed at decreasing the equity gap.
- Provide clear pathways for students to complete the requirements for transfer, degree attainment, and certificate of achievement completion.
- Provide work-based learning opportunities to enhance student success and employability.

### Expenditure Guidelines for Basic Skills, Student Equity, and Student Success and Support Program (Effective February 15, 2017)

#### **KEY STATUTES AND REGULATIONS**

Annual allocations of funds under the Basic Skills Initiative (BSI), Student Equity (SE) program, and Student Success and Support Program (SSSP) must be utilized for program implementation as prescribed in California Education Code and California Code of Regulations, title 5. Within these parameters,



districts and colleges are afforded the discretion and flexibility to make spending decisions locally. Below are links to applicable code and regulations.

Basic Skills – California Education Code, section 88815

Student Equity – California Education Code, sections 78220 and 78221

Student Equity – California Code of Regulations, title 5, sections 54220 and 51026

Student Success and Support Program – California Education Code, sections 78210-78219

Student Success and Support Program – California Code of Regulations, title 5, sections 51024 - 55534

#### REASONABLE AND JUSTIFIABLE

All expenditures should be reasonable and justifiable. “Reasonable” means expenditures are prudent and every effort is made to utilize funds efficiently. “Justifiable” means expenditures are consistent with goals and activities related to BSI, SE and SSSP. Colleges are strongly urged to develop policies and procedures to document and justify program expenditures. Developing written documentation prior to the time of expenditure is recommended. This documentation should clearly establish the link between a given expenditure and program goals and objectives.

#### ULTIMATE RESPONSIBILITY

Colleges and districts are ultimately responsible for expenditure decisions. BSI, SSSP and SE will be included in the District Audit Manual with the expectation that district-contracted auditors annually review expenditures. Audits may also be conducted by the California Bureau of State Audits, the Chancellor's Office, or other government agencies with a lawful interest in the expenditure of funds.

#### NON-ALLOWABLE EXPENDITURES

The Chancellor’s Office has identified the following non-allowable expenditures for all three programs:

1. Gifts -- funds may not be used for gifts or monetary awards of any kind. Expenditures for a public purpose are not considered a gift of public funds; such expenditures must be coordinated with financial aid departments and be within a student’s cost of attendance.
2. Stipends for Students -- funds may not be used to pay stipends to students for participation in program or classroom activities.
3. Political Contributions -- funds may not be used to pay for political contributions.
4. Courses -- funds may not be used to pay for the delivery of courses that generate full time equivalent students (FTES).
5. Supplanting -- Any funds spent on these programs should supplement, not replace, general or state categorical (restricted) district funds expended on similar program activities prior to the availability of program funding. This restriction applies to categorical programs and any other federal, state, and county programs.

The Chancellor’s Office will not provide an exhaustive list of allowable and non-allowable expenditures, as decisions for each expenditure must be made locally according to program objectives and activities, in addition to the “reasonable and justifiable” criteria outlined above.



## Budget

The integrated plan budget was recommended by the SSSP/SE and BSI committees, all of the expenditures met the criteria for each funding source. In the table below, the allocation breakdown highlights each object code with a specific allocation for all three grants. Below the table, is an overview of all main expenditures that include the 1% increase for classified salaries.

Object Code	Category	BSI	SE	SSSP
1000	Academic Salaries	\$1,500.00	\$56,750.00	\$708,321.00
2000	Classified and Other Nonacademic Salaries	\$70,019.30	\$451,330.56	\$808,967.00
3000	Employee Benefits	\$12,284.72	\$158,359.45	\$728,208.00
4000	Supplies & Materials	\$4,000.98	\$23,015.99	\$0
5000	Other Operating Expenses and Services	\$2,195.00	\$104,650.00	\$0
6000	Capital Outlay	\$0	\$0	\$
7000	Other Outgo	\$0	\$60,000.00	\$0
	<b>Program Totals</b>	<b>\$90,000</b>	<b>\$854,106</b>	<b>\$2,317,496.00</b>

Main Expenditures *includes 1% increase for classified salaries*

### **BSI**

- 50 tutors and course embedded tutors
- Non-instructional supplies
- Benefits

### **SE**

- Faculty Non-Instructional Hourly
- Partial salaries for two administrators, five classified, two professional experts, and, four tutors
- Benefits
- Outreach supplies and office supplies for equity-related offices
- Printing and advertising of equity events and interventions
- Professional Development trainings for administrators, faculty, staff, and students (Allocated approximately \$95,000)
- Book Loaner program for student equity groups

### **SSSP**

- Faculty Non-Instructional Hourly
- Student Non-Instructional Hourly
- Salaries for 9 fulltime counselors, four adjunct counselors, 22 classified staff, and 30 tutors
- Benefits