

Integrated Student Success Committee

Expenditure Guidelines

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 the 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.

ALLOWABLE EXPENDITURES

All expenditures must be correlated to program goals and objectives. Planned expenditures must be reflected in the Integrated Plan.

1. **Program Director/Coordinator, Faculty, Staff and Students** - Director/Coordinator has direct responsibility for coordinating the college’s Integrated Planning services (BSI, SE, SSSP). Responsibilities include developing and monitoring the program plan and budget, reviewing MIS data submissions to ensure accuracy and completing required program reports. Staff who work directly in any of the programs, all positions - faculty, classified, students or administrative must directly support program services. The college must be able to document staff time charged to the program. Costs may include salaries or wages and employee benefits. Costs must be prorated for employees who are assigned to any of the programs on a part-time basis.

2. **Office Supplies and Postage** - Direct cost of office supplies and postage for program related activities.
3. **Publications and Outreach Materials** - Reasonable costs to develop and produce materials to promote services and activities.
4. **In-State Travel and Training** - Expenses may include workshop/conference registration fees; travel and lodging according to district travel guidelines to allow faculty, staff and students to attend Integrated Planning related training conferences and workshops in California. **The interested faculty or staff must complete a travel pre-approval form, the committee must approve it and a presentation will be required upon returning.** Moreover, funds may be used to pay for out-of-state travel; however, the IVC Board of Trustees must pre-approve it.
5. **Professional Development** – Expenses may include funding of consultants to educate and increase awareness for faculty, staff and administrators as related to the Integrated Planning Services; to learn about best practices; improve the use of data, and learn about effective practices and methods for addressing and improving outcomes for students, specifically underserved students.
6. **Computer Hardware and Software and Equipment** - Colleges may use program funds to purchase computer hardware, software, and equipment to assist colleges in the delivery of Integrated Planning services if the purchases are included in the Integrated Plan.
7. **Food and Beverages** - Funds may be used to provide food or non-alcoholic beverages for students and/or staff. Food and beverage costs must be for activities or functions consistent with the objectives included in the Integrated Plan. Funds cannot be used to pay for events not directly related to the BSI, SE, and SSSP.
8. **Direct Student Support for Students** - including books, miscellaneous supplies and materials for students, student transportation, and child care.

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. 2016-17 Expenditure Guidelines Basic Skills, Student Equity, and Student Success and Support Program.

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.