

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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October 3, 2014

**AA 14-00
VIA E-MAIL**

TO: «BSI_Coordinator_Primary_Contact», Basic Skills Coordinator for «Institution_Name»

FROM: LeBaron Woodyard
Dean, Academic Affairs Division

SUBJECT: 2014-15 Basic Skills Updates

Synopsis: You are receiving this email because you have been designated and confirmed by your Chief Instructional Officer as the primary contact and official liaison for the Basic Skills Initiative at «Institution_Name». This memorandum covers several areas including: 1) final verification that you are the Basic Skills Coordinator for «Institution_Name», 2) information related to the Basic Skills allocation and expenditure plans for fiscal year 2014-15, 3) notification of a Chancellor's Office October 9, 2014 Basic Skills Initiative Informational webinar, and 4) a Doodle Poll to select a regular monthly meeting date for Basic Skills Coordinators for 2014-15.

Final Verification of Basic Skills Coordinators

If you received this email and are not the Basic Skills Coordinator, please contact Kathy Carroll by email at kcarroll@ccco.edu or by telephone at (916) 322-6881. Be sure to provide her with the name, email, title, and telephone number of the appropriate contact.

Basic Skills Allocation for 2014-15, Expenditure Plans for 2014-15 and Expenditure Reports for 2013-14

It has come to our attention that the Basic Skills Initiative Advance Apportionment Allocations for 2014-15 has caused some colleges to be uncertain about the total amount of money they will be receiving in 2014-15. The allocation spreadsheet posted on the Chancellor's Office web page at [Click Here to Access the Basic Skills Advance Apportionment Spreadsheet, Expenditure Plans and Report Forms for 2014-15](#) represents 90% of the college's total allocation.

This has caused some colleges to believe that their expenditure plans for 2014-15 should reflect the 90% amount and not the total allocation they will receive. The advance apportionment allocation is based on 90% of the reported FTES in the Second Principal Apportionment Period in May 2014 (P2). The full allocation for 2014-15 will be adjusted during the First Principal Apportionment Period in February 2015 (P1) and will be based on actual FTES which is determined after the Recalculation Apportionment Period in October 2014. The Expenditure Plans for 2014-15, should reflect the anticipated total allocation the college will receive. This is determined by multiplying the posted allocation by 1.11111.

Example:

If your Advance Apportionment Allocation is posted as \$150,000 your total allocation is determined by the following formula:

$$\begin{array}{rclcl} \text{Posted Allocation} & \times & 1.11111 & = & \text{Total Allocation} \\ \$150,000 & \times & 1.11111 & = & \$166,667 \text{ (rounded up)} \end{array}$$

The 2014-15 Expenditure Plan should reflect \$166,667

Because of the uncertainty expressed by some colleges, the deadline to submit the Expenditure Plans for 2014-15 and Expenditure Reports for 2013-14 has been extended by 14 calendar days to October 24, 2014. If you have developed plans based on the posted advance allocation and need more time to revise your plans to the 100% total allocation than the additional 14 days that is being provided, please request additional time by emailing LeBaron Woodyard at lwoodyar@cccco.edu, indicating the amount of additional time you are requesting.

Please be advised that P1 Allocations will be based on actual FTES generated for Basic Skills in fiscal year 2013-14 which will be determined after the Apportionment Recalculation Period in October 2014?

Chancellor’s Office Basic Skills Initiative Informational Webinar On October 9, 2014

The Chancellor’s Office will conduct an informational webinar on October 9, 2014 from 12:00 to 1:00 PM and will provide information related to the 2014-15 Basic Skills Initiative. The CCC Confer information has been provided below. Registration is not required and the webinar is open to all who want to attend. The webinar will be archived for those unable to attend and will be closed caption for the hearing impaired. Links to the archive will be distributed via the Basic Skills Initiative primary contact list and the Basic Skills list serve. Please email any questions that you would like to have addressed to me at lwoodyar@cccco.edu.

**CCC Confer Dial In and Login information:
 MEET & CONFER PARTICIPANT INVITATION**

Title: Basic Skills Initiative Informational Webinar
 Closed Caption: Yes

Date	Start time	End time	Duration	Closed Caption
10/9/2014	12:00 PM	1:00 PM	60	Yes

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Participant Details

Telephone conference line: 1-913-312-3202 *
 Participant passcode: 671950
 *Toll free number: 1-888-886-3951

Go to www.cccconfer.org
 Click Meet & Confer Participant Log In
 Locate your meeting and click Go
 Passcode: 671950
 Telephone Conference Feature
 *6 - Mute/unmute your individual line

FOR ASSISTANCE
 CCC Confer Client Services - Monday - Friday
 between 8:00 am - 4:00 pm
 Phone: 1-760-744-1150 ext. 1537 or 1554
 Email: clientservices@cccconfer.org

Monthly Basic Skills Coordinator Meeting for 2014-15

The Chancellor's Office will be implementing monthly meetings for the Basic Skills Coordinators starting October 9, 2014. The first informational webinar is scheduled for October 9; with the subsequent webinar meetings being determined through a Doodle Poll to select the most popular dates. The future webinar dates will be presented at the October 9th information webinar. Please click on the Doodle Poll link below to select the dates and times that work best for you no later than Wednesday, October 7, 2014, as the most popular date will be selected.

[Please Click Here to vote on the best days and times to hold monthly Basic Skills Coordinators Meetings.](#)

Please do not hesitate to contact me at lwoodyar@cccoco.edu or by telephone at (916) 445-1780, should you have any questions or concerns.