

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4550
SACRAMENTO, CA 95811-6549
(916) 445-8752

<http://www.cccco.edu>



DATE: September 21, 2016

AA 16-23
VIA E-MAIL

TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers
Academic Senate Presidents

FROM: Pamela D. Walker, Ed.D.
Vice Chancellor, Educational Services

SUBJECT: Due Date for Reporting Basic Skills Initiative Expenditures from 2015-16

As [previous announced](#), the Chancellor's Office has suspended the submission of annual plans for the Student Success and Support Program (SSSP), Student Equity, and Basic Skills Initiative (BSI) for Fiscal Year 2016-17. In prior years, colleges submitted their plans for spending their BSI funds for the upcoming year at the same time as they reported how they expended their funds from the prior year. The suspension of the required plan has led to some confusion as to whether colleges must still report their prior fiscal year 2015-16 expenditures.

Colleges must report how they spent their BSI funds for the 2015-16 Fiscal Year. This report is due Monday, October 17.

The report template, an Excel spreadsheet, is posted on the [Basic Skills and English as a Second Language](#) under "Grants, Reports, and Program Forms." Colleges should email completed spreadsheets to Eric Nelson at enelson@cccco.edu.

Questions should be submitted to Eric Nelson at enelson@cccco.edu or 916-327-2987.