

CALIFORNIA COMMUNITY COLLEGES

CHANCELLOR'S OFFICE

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<http://www.cccco.edu>

DATE: September 18, 2017 AA 17-54
VIA E-MAIL

TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers
Academic Senate Presidents
Basic Skills Initiative Directors/Coordinators

FROM: Laura L. Hope
Executive Vice Chancellor, Educational Services and Support

SUBJECT: 2015-16 Basic Skills Initiative (BSI) Expenditure Report

Attached is the 2015-16 Basic Skills Initiative expenditure reporting form. The expenditure report is due to the Chancellor's Office on or before **October 16, 2017**.

In prior years, colleges submitted plans for spending their BSI funds for the upcoming year and at the same time also reported expenditures from the prior year. The temporary suspension of required plans during 2016-17 led to some confusion as to whether colleges must still report to the Chancellor's Office, how they spent their 2015-16 BSI allocation. **To clarify, colleges must report how they spent their FY 2015-16 BSI allocation.**

ACTION/DATE REQUESTED: Please complete and submit the 2015-16 BSI allocation expenditure report no later than October 16, 2017. The expenditure reporting form is attached to this memorandum and posted to the Chancellor's Office Basic Skills and English as a Second Language [webpage](#). Submission guidelines are provided on the "Instructions" tab of the reporting form.

CONTACT: Please direct questions to Chantée Guiney at (916) 322-4260 or email cguiney@ccco.edu.

Attachments: *2015-16 Basic Skills Initiative Expenditure Reporting Form*

cc: Kirsten Corbin, Dean, Basic Skills and Special Programs
Chantée Guiney, Specialist, Basic Skills
Chancellor's Office Basic Skills Advisory Committee (BSAC)