SSSP Plan Webinar Q&A
August 26, 2014

I. Program Plan Signature Page

Q. Are colleges required to get Board approval of their SSSP Plan?

A. No, while it is certainly a good practice to get approval of your plan and to circulate it and involve as many stakeholders as possible in the planning process, you are not required to take it to your board of trustees.

The Student Equity Plan, however, does require board approval.

Q. Can we get an extension on the due date since we have to take our plan to our Board?

A. We don’t require that you take it to your Board. If you need an extension, however, please contact Mia Keeley at mkeeley@cccco.edu.

II. SSSP Services

Q. In the narrative sections for SSSP services, should we clarify whether the positions and costs are SSSP-funded or district-funded?

A. It makes sense to include this in the narrative so that readers of the plan can connect the dots between your activities and the budget.

a. Core Services

   i. Orientation
   ii. Assessment
   iii. Counseling, Advising, and Other Education Planning Services

Q. In the SSSP in the Counseling and Guidance section question number 5, it states to "indicate the number of the part-time and full-time counseling hours" total the hours and divide by 2080. What does this formula refer to?

A. It refers to the FTEF (full-time equivalent faculty) calculation of part-time and full-time faculty. The 2080 divisor represents the work hours normally represented for a full-time assignment. Colleges should add the hours of all counselors, part-time and full-time, and divide by 2080 to get an FTEF count of counselors to have a comparable count across districts.

Q. Should we use the number direct student contact hours (in our case 30 hours per week x the number of full and part time counselors) or the total number of contract work hours (35 hours per week x the number of full and part time counselors)?

A. Use the number of direct student contact hours.
Q. Can the EOPS student educational plan be counted and considered as the “comprehensive” for SSSP purposes?
   A. Yes, as long as the EOPS student education plan covers all of the terms needed for the student to complete their education goal and includes all of the components of an education plan as stated in title 5, Section 55524.

Q. If a college decides to create new counseling positions and hire new counselors to provide core SSSP services to EOPS, CalWORKs or DSPS students, can SSSP funds be legitimately used to fund these positions.
   A. Yes, as long as positions funded are only dedicated to providing core services because SSSP funds may only be used for the provision of core services, and the positions are not paid for with other categorical funds or counted as district contribution, college effort or any other required match or maintenance of effort for another categorical program.

Q. If an EOPS or DSPS counselor, who has been paid out of district general funds in prior years, provides SSSP core services to EOPS and DSPS students, can we pay them with SSSP funds now instead of the general fund?
   A. In general, no. This would be considered supplanting and supplanting is not allowed. This shift might be allowed, however, if the college can show that other district funds were moved into SSSP so that there is a net increase in SSSP funded services to reflect the increased allocation.

iv. Follow-up for At-Risk Students
   Q. For section iv, #4, in some cases, we have faculty members who have split assignments between the BSI and Follow-up. Does the Plan require that we include the full salary and benefits of those associated with this activity, or should we report only the portion of the salary that is tied to Follow-up?
   A. Only include those portions of salaries dedicated to follow up.

b. Related Direct Program Services
   i. Institutional Research
   ii. SSSP Technology

c. Transitional Services Allowed for District Match

III. Policies & Professional Development
   • Exemption Policy
   • Appeal Policies
      Q. On item III.2 when you ask about “appeal policies” are you asking about all the policies institution wide or just the enrollment priority appeal policies that are applicable to SSSP?
      A. The plan should describe all appeal policies related to SSSP. It would include enrollment priority appeals, but also policies related to exemptions, assessments, timely access to services, etc.
• Prerequisite Procedures
• Professional Development
• Coordination with Student Equity and Other Planning Efforts
• Coordination in Multi-College Districts

IV. Attachments

V. Budget Plan

Allocations and Estimating Allocations

Q. The CCCCO has not yet published final SSSP Allocations for 14-15. What is the best way to estimate what our college’s allocation will be for the SSSP Budget Plan? Should we use the estimate included in the SSSP Match Survey that CSSO’s and CBO’s were asked to complete last month?

A. The Chancellor’s Office did include an estimate of the colleges’ credit allocations for 14-15 in the Match Survey. However, it was based on 12-13 enrollment data, not 13-14 data, and the total included funds that need to be allocated to noncredit. Your actual allocation will be somewhere between the advance allocation of 125 percent and the amount included in the Match Survey, which was a high estimate.

Q. When might we know our actual total year allocations for SSSP and for Student Equity?

A. SSSP allocations will come out approximately two weeks after our MIS unit has had a chance to run preliminary data sets for us in Student Services. We usually get those preliminary data sets at the beginning of September. Colleges were required to submit by the first Monday in August. MIS takes three weeks to clean and process the data. Allocations for Student Equity will be coming out this week.

Problems with the spreadsheet

Q. How can we unlock Budget Plan spreadsheet so that we can add additional lines of detail under the “Part II: Planned Expenditures” tab?

A. You can unlock the spreadsheet using the password: budget1415. We protected each tab of the spreadsheet with a password to prevent the formulas being changed. But you can unlock it and add lines. When you add lines, be sure that the new lines are included in any totals.

Q. Has the SSSP Budget Plan been updated to reflect the changes in the match requirements?

A. The match requirement for credit programs was changed from 3:1 to 2:1 beginning with the 14-15 Academic Year. (A 3:1 match is still required on 13-14 funds). Yes, the SSSP Budget Plan spreadsheet has been updated and is available on our web site.
Q. The original version of the form also had no place to indicate expenses for a SSSP Coordinator. There was also an error when you tried to enter your allocations in the field that was indicated. Have these problems been fixed?
A. Yes, under Part II Planned Expenditures, a column has been added titled “Coordinator” so that you may list the cost of your SSSP Coordinator there. The error associated with the field for entering allocations has also been fixed. The updated form is now on our website.

Supplanting
Q. When the precursor to SSSP, the Matriculation program received massive budget cuts in 2009-10 many districts used district funds to backfill positions and services that had previously been funded by the Matriculation categorical program. Now that SSSP funds have received such a large increase in funding, can the district pull out the general funds provided to backfill those positions and use SSSP funds instead?
A. We are dealing with a unique set of circumstances because the Matriculation budget cut was so disproportionate to the general apportionment cut in 2009-10, and the current SSSP increases are disproportionate to the current overall budget, especially for districts that won’t be able to benefit from growth funds. These remain very challenging times to adequately fund our colleges.

SSSP funds can only be spent for the core services of orientation; assessment; counseling, advising and other education planning services; and follow-up for at-risk students. The fact that the legislature and Governor have virtually doubled the funds for SSSP in two consecutive budgets is testament to their confidence in the system’s student success initiative and their desire to see those services improved and become more available for our students. If districts use their SSSP allocations to essentially backfill the general fund, there will be no increase in services for students and the state’s investment in student success will not bear fruit. The Chancellor’s Office is required to work with the Legislative Analyst’s Office to produce a report to the Legislature every two years on implementation of the Student Success Act, including the impacts on student participation, progress and completion. If we fail to demonstrate significant improvements in student outcomes, I believe there will be an immediate impact on our future budgets. So districts will not be allowed to pull out general funds to backfill positions. This would be considered supplanting and is not allowed.

We have made significant change to the match requirements, which should ease pressures on general funds. VC Linda Michalowski recently sent out a memo explaining those changes, so I won’t go into them here.