

CALIFORNIA COMMUNITY COLLEGES

CHANCELLOR'S OFFICE

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AA 16-37
VIA E-MAIL

Date: December 20, 2016

To: Basic Skills and Student Outcomes Transformation Program Project Directors

From: Kirsten Corbin
Dean, Basic Skills and Special Programs

Subject: Basic Skills Student Outcomes and Transformation Program Quarterly Reporting Process Change

We are pleased to announce the California Community Colleges Chancellor's Office (CCCCO) will have web-based reporting available for the Basic Skills Student Outcomes and Transformation (BSSOT) Program as of December 20, 2016. This changes the process for submitting quarterly reports as described in the Request for Applications. That process required awarded colleges to complete two forms—one to list expenditures and one to provide a narrative summarizing the progress made on implementing the college's action plan. An electronic copy of both forms needed to be emailed and two hard copies mailed to the Grant Monitor at the Chancellor's Office, Jo Glenn.

Under the new process, colleges input their expenditures and narratives in the web-based system, the colleges' Chief Business Officer (CBO) certifies the data submitted is accurate, and the Grant Monitor at the Chancellor's Office then approves the report. A User Guide for this system is attached to this memo and will be posted on the [Basic Skills Student Outcomes and Transformation Program](#) webpage.

There are several benefits to the web-based system, one of which is that it will keep a cumulative total of expenditures and a running balance of funds unspent. In order for all of the benefits to be realized, colleges will need complete two steps before submitting their next Quarterly Report. First, colleges must enter their Application Budget from the Budget Summary in their application. Once the application budget is certified and approved, colleges will be able to proceed with entering the first Quarterly Report data that was already submitted to the Chancellor's Office. When the budget and first Quarterly Report have been entered, certified, and approved, the colleges will be able to submit the second Quarterly Report.

In order to accommodate these additional steps as well as the upcoming holidays, the Chancellor's Office is extending the deadline for the second Quarterly Report. It will now be due Friday, January 13, 2017.

For questions about the new process, system, or deadlines, colleges should contact Jo Glenn via email at jglenn@cccco.edu or by telephone at 916-323-3824.