

Student Equity Funding

Senate Bill 860 (2014) added Education Code Section 78220, which states, “As a condition for receiving Student Success and Support Program funding, and in order to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances, the governing board of each community college district shall maintain a student equity plan that includes all of the following for each community college in the community college district:

- (1) Campus-based research as to the extent of student equity by gender and for each of the following categories of students:
 - (A) Current or former foster youth.
 - (B) Students with disabilities.
 - (C) Low-income students.
 - (D) Veterans.
 - (E) Students in the following ethnic and racial categories, as they are defined by the United States Census Bureau for the 2010 Census for reporting purposes: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander, White, Some other race, More than one race.”

Education Code section 78220 *et seq.* and title 5, sections 54220 and 51026 outline the purpose and requirements for student equity programs: “...to close achievement gaps in access and success in underrepresented student groups, as identified in local student equity plans.”

Expenditures must:

- Be targeted towards the populations, goals and activities prioritized in the college Student Equity Plan as defined in statute and title 5. Targeted populations, goals and activities must be prioritized based on the results of a disproportionate impact study outlined in the Student Equity Plan.
- Meet the purpose, and address the target populations and success indicators of Student Equity as defined in statute and title 5.
- Be necessary and reasonable.

Expenditures May Not Be Used for:

- General purposes not prioritized based on the results of a disproportionate impact study outlined in the Cypress College’s Student Equity Plan.

Eligible Expenditures and Activities

- Outreach to potential student groups and communities identified in the equity plan, including targeted publications and outreach materials.
- Student services and student services categorical programs that directly support improved outcomes on success indicators for target populations prioritized in the Student Equity Plan.
- Research and evaluation related to improving student equity.
- Hiring a student equity program coordinator and staff directly supporting and implementing student equity activities.
- Supporting student equity planning processes.

- Professional development, including funding of consultants to educate faculty and staff on the effects of inequities; methods for detecting and researching inequities and their effects on college programs and local communities; improving the use of data, and effective practices and methods for addressing and improving outcomes for under-served students.
- Adapting academic or career related programs and courses to improve student equity outcomes.
- Providing embedded tutoring, counseling support for learning communities, and other instructional support services that do not generate FTES.
- In-State travel in support of student equity. Out of state travel for college employees or students will be considered on a case-by-case basis, with approval from the Chancellor's Office.
- Computers and related peripherals to be used primarily by students, excluding large scale technology projects.
- Other Direct Student Support including books, miscellaneous supplies and materials for students, student transportation, and child care.

Ineligible Expenditures and Activities

- Construction -- Student equity funds may not be used for construction work, remodeling, or renovation.
- Gifts -- Public funds, including student equity funds, may not be used for gifts or monetary awards of any kind.
- Stipends for Students -- Funds cannot be used to pay stipends to students for participation in student equity activities.
- Computers and related technology to be used primarily by faculty and staff, office supplies and furniture – Student equity funds cannot be used for purchasing computers for use by employees, office supplies or furniture (desks, chairs, bookcases, etc.).
- Other Administrative, Faculty or Staff Salaries and Benefits -- Program funds cannot be used to pay for any staff or administrative overhead costs that do not directly support student equity described in the college's approved plan, such as budget office staff, business office staff, etc.
- Political or Professional Dues, Memberships, or Contributions -- Funds cannot be used for these fees or expenses.
- Rental of Off-Campus Space -- Use of funds to pay for off-campus space is not allowed.
- Legal and Audit Expenses -- Program funds may not be used to pay for legal or audit expenses.
- Indirect Costs -- Program funds may not be used to pay for indirect costs, such as heat, electricity, or janitorial services.
- Unrelated Travel Costs -- Program funds may not be used for the cost of travel not directly related to student equity activities or functions.
- Vehicles -- Program funds may not be used to purchase or lease vehicles.
- Clothing -- Program funds may not be used to purchase clothing such as jackets, sweatshirts, or tee shirts (with the exception of required uniforms for students).
- Courses -- Program funds may not be used to deliver courses that generate FTES.
- Unrelated Research -- Institutional research that is not directly related to evaluating or improving student equity outcomes.
- Supplanting -- Student Equity funding may not be used to supplant general or state categorical (restricted) district funds currently expended on Student Equity activities. Any direct student support provided should supplement, not supplant any services provided to students currently participating in college categorical programs and any other federal, state, and county programs.

Process and Procedures for Requesting Equity Funds

Please read the expenditure guidelines above prior to completing and submitting your request. All request forms must be complete, addressing and answering each section on the request form. Completed request forms must be submitted a minimum of four weeks prior to the planned date of the activity, etc. Incomplete forms will not be considered for funding. Additionally, requests failing to target the populations and/or meet the purpose and success indicators of the Student Equity Plan (SEP) will not be considered for funding.

Equity funding is based on availability of funds and must be approved by all Student Equity Managers prior to distribution of funds.

1. Contact the Office of Student Equity (Special Project Director, Ashley Griffith, agriffith@cypresscollege.edu) to obtain the funding request form. (An accessible, electronic Student Equity Fund Request form is coming soon.)
2. Complete each section of the form, making sure your answers fully support the purpose and goals of the SEP.
3. Secure the requesting division dean's signature on the form.
4. Deliver the completed document via campus mail (or in person) to the Special Project Director.

Ashley Griffith

Office of Student Equity (located in the DSS office)

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The Special Project Director will approve, request amendment, or deny the request based on the project/activity and how it directly relates to student equity.

5. If approved by the Special Project Director, the document will be routed to the Dean of Counseling, Student Development, and Admissions & Records for approval, request for amendment, or denial.
6. Finally, if approved by the Dean of Counseling, the document will be delivered to the Executive Vice President of Educational Programs and Student Services for approval, request for amendment, or denial.
7. The document will be returned to the Special Project Director who will notify the original requester with news of approval or justification of denial. In some instances, she may request an amendment requiring more clearly-defined information as it relates to student equity.