Instructional Support

Instructional Equipment / Library Material / Technology

INTRODUCTION
The Instructional Support program assists districts with their ever-growing need for instructional equipment, library materials, and technology on community college campuses due to aging equipment and inadequate funding. In 2022-23 districts may use all available Physical Plant and Instructional Support program funding for either the repair or replacement of instructional equipment and library materials. Physical Plant and Instructional program funding cannot be used for instructional supplies.

DEFINITION OF EQUIPMENT
The *Budget and Accounting Manual* (BAM) provides a definitive description of equipment. The *Guidelines for Distinguishing Between Supplies and Equipment and Classification of Expenditures by Object* is included in the appendix of these Guidelines to assist districts with differentiating between equipment and supplies and determining if the equipment purchase is allowable. A quick definition of equipment versus supply as defined by the Budget and Accounting Manual is:

Equipment – Tangible property with a purchase price of at least $200 and a useful life of more than one year, other than land or buildings and improvements thereon. (See Appendix, Guidelines for Distinguishing Between Supplies and Equipment.)

Supply – A material item of an expendable nature that is consumed, wears out, or deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

MATCHING FUNDS – FISCAL YEAR 2022-23
In 2022-23 districts are not required to provide a match for the instructional equipment, library material, and technology.

SALARY/WAGES
Instructional support funds cannot be used to supplant or supplement district personnel salaries and wages. Only expenditures for parts, outside labor or that which is included in the purchase price of the library materials, technological enhancement, or instructional equipment are allowable. Instructional equipment that requires installation or adaptation included with the purchase is also allowable.

INSTALLATION COSTS

Normal costs of installation can be included for instructional support. "Normal" costs as being defined as costs appearing reasonable to a reasonable person. For example, running electrical wiring for equipment will be acceptable but building a new building to house the equipment is not reasonable.

AUDITING

The Chancellor's Office does not perform audits on instructional equipment. District expenditures of the funds shall be reviewed as part of the district's annual contracted audit (pursuant to requirements in the Budget Act). Exceptions to the block grant terms may result in repayment of funds.

ALLOWABLE ITEMS

Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. The following are examples, the lists below are not limited to the items shown below. If you have questions about eligible equipment, please contact the Physical Plant and Instructional Support program Monitor.

Equipment and Furniture

Instructional equipment and furniture for primary use by students in instructional programs.

- Classroom/Laboratory equipment:
  - Whiteboard, Projector screen, Projector, etc.
- Instructional furniture:
  - Desks, Tables, Podium, etc.
  - Chairs, etc.

Information Technology

Instructional information technology equipment for student use in classrooms, laboratories, and/or directly assisting students (registration, counseling, student services, etc.).

- Desktops, Laptops
- Monitors
- Printers
- Servers
- Network/Wireless infrastructure
- AV/TV
- Multi-media

Software

Districts may purchase software licenses Physical Plant and Instructional Support program funding. Other permitted software are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software.

- Registration
- Counseling
- Student services
- Learning Management Systems for student use

Adaptive Equipment

Adaptive Equipment is for students who require it, as defined by the American Disabilities Act/Office of Civil Rights, to assist them in a learning environment. Please see the Definitions Section in the Appendix for examples.

Library Material

- Databases
- Online subscriptions
- Books, Periodicals, Videos, etc.

NON-ALLOWABLE ITEMS: ADMINISTRATIVE OR NON-INSTRUCTIONAL PURPOSES

Equipment being used for administrative or non-instructional purposes is not allowed. The following equipment is not allowed:

- Photocopiers
- File cabinets
- Bookcases
- Computers
- Networking infrastructure
- Software licenses