

## 1.0 Definition of Minimum Program

- 1.1 A minimum program of activities that are extensions of the classroom is established. This minimum program of activities includes, but is not limited to, the following:
  - 1.1.1 Music – at least two (2) performances per semester in choral or instrumental music or both.
  - 1.1.2 Athletics – the conference schedule offered in each sport in which the College has a team.
  - 1.1.3 Publication – nine (9) issues of a paper of at least four (4) pages.
  - 1.1.4 Debate – six (6) a semester.
  - 1.1.5 Plays – one (1) a semester.
  - 1.1.6 Other activities – according to the curriculum of the College.
- 1.2 The minimum program will be reviewed annually and appropriate adjustments made.

## 2.0 Establishing the Cost of a Minimum Program for Each College

- 2.1 The cost for the minimum program is determined by pricing the services to be provided in the operation of such programs at each campus as defined in section 1.0 above. The cost of the minimum program is included in the Budget Procedures Manual budget guidelines.
- 2.2 The cost of the minimum program is adjusted in each year's budget if new approved programs are added and if justification is provided to the Vice Chancellor, Finance and Administration indicating that the costs of conducting subject activities has increased. Adjustments are presented to the Los Rios Community College District Board of Trustees in the budget guidelines for each budget year.

## 3.0 Financial Support for Instructionally-Related Activities

- 3.1 Partial funding for instructionally-related activities is provided from campus-generated income.
  - 3.1.1 Local support efforts include the profits from the campus bookstore, concessions, and vending machines, as well as gate receipts, including the student body card gate fee.
  - 3.1.2 Campus-generated income is computed annually from information provided in year-end financial reports and verified by the annual audit.

- 3.2 Partial funding for the extended classroom activities is provided to each College from the operating funds of the Los Rios Community College District.
- 3.2.1 The partial funding for each College is equal to the insurance needs of the College for athletics and other instructionally-related activities.
- 3.3 If the cost of the minimum program of extended classroom activities for a campus is greater than the sum of the District partial funding and local effort, the remaining funding for the minimum program is provided through equalization aid.
- 3.3.1 Equalization aid is calculated each year prior to the adoption of the District budget for the succeeding fiscal year.
- 3.3.2 Equalization aid is adjusted at fiscal year end based upon the actual operating results of the instructionally-related program.

#### 4.0 Maintaining the Level of Campus-Generated Income

- 4.1 If a College fails to maintain the level of local effort, the equalization aid will be reduced as follows:
- 4.1.1 The campus bookstore must maintain a profit margin of 6.75% of gross sales.
- 4.1.2 The campus must maintain the current levels of campus-generated income as specified in section 3.1.1 above.
- 4.2 Income generated from sources other than those specified in section 3.1.1 above may be utilized to enhance the support of instructionally-related activities.

#### 5.0 Establishing and Maintaining Instructionally-Related Activities Budget

- 5.1 The instructionally-related activities budget for each College is established and maintained at each College under guidelines developed pursuant to the direction of the Chancellor and in accordance with these Administrative Regulations.
- 5.2 Instructionally-related activities accounts to record income are established and maintained in accordance with provisions of the Education Code and with the District Policies and Administrative Regulations.
- 5.2.1 All income received from the sources specified in section 3.1.1 above is recorded in these accounts and used to reduce the amount of equalization aid.
- 5.2.2 All other income to be expended for support of instructionally-related activities is to be recorded in these accounts.

- 5.3 Instructionally-related activities accounts to record expenditures are established and maintained in accordance with the provisions of the Education Code and with the District Policies and Administrative Regulations.
- 5.3.1 All expenditures for instructionally-related activities are made from these accounts as determined by appropriate College personnel.
- 5.4 Financial reports relative to operations affecting the instructionally-related activities accounts are supplied to the Vice Chancellor, Finance and Administration on a monthly basis if a College is receiving equalization aid.

## 6.0 College Regulations

- 6.1 College personnel are authorized to develop such regulations as may be deemed appropriate for the implementation of the instructionally-related activity program provided that such regulations are in compliance with District Policies and Administrative Regulations provided herein.

(Formerly R-2313)

LRCCD

Adm. Regulation Adopted: 4/17/74  
Adm. Regulation Revised: 11/19/80; 6/16/82; 1/26/15  
Adm. Regulation Reviewed: 1/26/15  
Board Policy: [P-8163](#)