

Task Details Report

Planning Unit: Wellness Center
Unit Manager: Lead Staff, Wellness

Objective: 172 - Equipment, technology and facilities requests for Wellness: DRC, Psych Services and Health Center

Objective Description:

Use this objective to request supplies, equipment, technology or facilities improvements. To request equipment, Edit the "Purchase equipment" Action Plan and click the "Request Resources" button to enter the details of your equipment request. Be sure to indicate whether additional space will be needed to accommodate the requested equipment, or whether it will require maintenance agreements and or support personnel. Facilities requests may be for changes to custodial services, maintenance, remodeling, or new construction. Create a new Action Plan for each facilities request. In the description/justification be sure to indicate whether the request is for ADA or safety-related concerns.

Start Date: 2/5/2016	Task Type: Resource Request	Priority Level: High	Task Order: 2
Due Date: 6/30/2016	Completion Date: 2/28/2017	Task Status: Completed (100%)	Budget: \$434

In order to support the increased demand for alternate media text conversion the DRC is requesting programmable keyboards to assist with zone editing and proofreading associated with Kurzweil production. We are requesting 2 larger X-Keys programmable keyboards for our permanent IA II and Part Time IA II staff and 4 of the smaller X-Keys programmable keyboards to be used by our student workers. Our Alternate Media Specialist reports these programmable keyboards increase the productivity of Kurzweil production by two to three times.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	X-Keys XK-60 USB Keyboard	\$434.00	\$434.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Task Details Report

Start Date: 2/29/2016	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date: 6/30/2016	Completion Date: 2/28/2017	Task Status: Completed (100%)	Budget: \$10,068

To assist with the increased demand for text materials to be converted to alternate formats for students with print disabilities, the DRC is requesting the college purchase a high speed scanner to be placed in our alternate media office. We currently have an older scanner that does not operate as quickly or scan as quickly as this requested scanner. This device will allow of our alternate media office to function more efficiently. The cost of the requested scanner is as follows:

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Equipm	Wellness Center	Canon imageFORMULA DR-G1130	\$10068.00	\$7082.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Task Details Report

Start Date: 2/29/2016	Task Type: Resource Request	Priority Level: Medium	Task Order: 3
Due Date: 6/30/2016	Completion Date: 2/28/2017	Task Status: Completed (100%)	Budget: \$564

In order to support the increased demand for alternate media text conversion the DRC is requesting programmable keyboards to assist with zone editing and proofreading associated with Kurzweil production. We are requesting 2 larger K-Keys programmable keyboards for our permanent IA II and Part Time IA II staff and 4 of the smaller X-Keys programmable keyboards to be used by our student workers. Our Alternate Media Specialist reports these programmable keyboards increase the productivity of Kurzweil production by two to three times.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	X-Keys XK-24 USB Keyboard	\$564.00	\$564.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Task Details Report

Start Date: 2/29/2016	Task Type: Resource Request	Priority Level: Medium	Task Order: 4
Due Date: 6/30/2016	Completion Date: 2/28/2017	Task Status: Completed (100%)	Budget: \$1,632

iPads are dynamic tools that have a myriad of benefits for students with disabilities. Two of the more common uses of iPads in our office include real time remote captioning for our hearing impaired students as well as to assist students who require large print text books. The Chancellors office is currently in the process of developing a system for remote interpreting services for hearing impaired students, having access to additional iPads will allow us to take advantage of this cost saving option if/when that system is implemented. During the spring 2016 semester it was discovered that 2 of our iPads were stolen from our office.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	16GB Wi-Fi iPad Air 2	\$1632.00	\$1548.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Task Details Report

Start Date: 2/29/2016	Task Type: Resource Request	Priority Level: High	Task Order: 5
Due Date: 6/30/2016	Completion Date: 2/28/2017	Task Status: Completed (100%)	Budget: \$747

During the summer of 2015 the district initiated an RFP process to reduce the growing costs American Sign Language interpreting to each of the three colleges in the district. The RFP also solicited bids from remote real time captioning vendors. For the 2015-2016 academic year Cañada College is anticipating spending over \$200,000 to provide these services on our campus. This semester 2 of our hearing impaired students are using remote real time captioning services which provide real time transcription of all class room audio information and is priced at about 1/3 of the cost of ASL interpreting services. 3 of our current ASL students have expressed interest in trying real time captioning instead of ASL interpreting to see if it would work for them. We are requesting 3 professional grade microphones to be used in conjunction with iPads or other devices to allow for the possibility of an increased number of students to access remote captioning.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	Mic 96k for iPad, iPhone and Mac	\$747.00	\$747.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Task Details Report

Start Date:
2/29/2016

Task Type:
Resource Request

Priority Level:
Medium

Task Order:
6

Due Date:
6/30/2016

Completion Date:
2/28/2017

Task Status:
Completed (100%)

Budget:
\$648

In order to accommodate visually impaired students we need to be able to convert text materials to Braille. This process is again handled through the DRC alternate media office. Our current Braille production materials are old and out of date, we are requesting to update our Braille translating system. We have not had a request for Braille in years, but if a Braille user comes to our campus we need to be able to accommodate them.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	DBT Win - Duxbury Braille Translator	\$648.00	\$648.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Task Details Report

Start Date: 2/29/2016	Task Type: Resource Request	Priority Level: High	Task Order: 7
Due Date: 12/31/2017	Completion Date:	Task Status: In Progress	Budget: \$1

The Wellness Center requests support from facilities to identify and change all appropriate signage on campus to reflect the rebranding of the Wellness Center and the name change of "Psychological Services" to "The Personal Counseling Center".

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	Wellness Center	Update Wellness Center and Personal Counseling Center Signage	\$1.00	\$0.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Start Date: 2/29/2016	Task Type: Resource Request	Priority Level: High	Task Order: 8
Due Date: 6/30/2016	Completion Date: 2/28/2017	Task Status: Completed (100%)	Budget: \$1

To increase the safety and security of the materials in our Alternate Media office, especially in light a theft we experienced during the spring 2016 semester we would like to request that the doors on the Alternate Media Office and Lab be upgraded so that they remain locked whenever they are closed.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	Wellness Center	Update locking mechanism for doors to Alt Media Lab and Office	\$1.00	\$1.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Task Details Report

Start Date: 2/29/2016	Task Type: Resource Request	Priority Level: Medium	Task Order: 9
Due Date: 12/31/2017	Completion Date:	Task Status: In Progress	Budget: \$1

The Wellness Center is requesting that our lobby area be painted to update the look of our office and to create a more warm and welcoming environment.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	Wellness Center	Painting of the Lobby of the Wellness Center	\$1.00	\$1.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Start Date: 2/29/2016	Task Type: Resource Request	Priority Level: Medium	Task Order: 10
Due Date: 6/30/2016	Completion Date: 2/28/2017	Task Status: Completed (100%)	Budget: \$1

The DRC is requesting that a new chair for students be purchased for the Learning Disability Specialist/DRC Counseling office so that the room could be set up more like the other counseling rooms in the Wellness Center. Previously this office was used for Alternate Media, and the furniture was (and remains) best suited to that function.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	Wellness Center	New chair for LD Specialist office.	\$1.00	\$600.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/29/2016

Task Type:
Resource Request

Priority Level:
Medium

Task Order:
11

Due Date:
6/30/2016

Completion Date:
2/28/2017

Task Status:
Completed (100%)

Budget:
\$1,410

The growing DRC population has increased demand Livescribe smart pens for students with authorized note taking accommodations. These pens are a powerful tool that assists students with disabilities by helping to create digital versions of in class notes that are synched with audio lectures. The DRC is requesting the purchase of 10 additional smart pens to meet the needs of our students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	Livescribe Smartpens	\$1410.00	\$0.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Task Details Report

Start Date: 2/28/2017 **Task Type:** Resource Request **Priority Level:** High **Task Order:** 13
Due Date: 6/30/2017 **Completion Date:** **Task Status:** New **Budget:** \$0

In order to support the instruction of our recently approved Assistive Technology courses, DSKL 827 and DSKL 829 we are requested some upgrades to our Alternate Media Lab in room 5-207 to facilitate in the instruction of these courses. We are requesting an Epson Powerlite D6250 Business Projector. On Amazon this is listed at \$1014.45.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/28/2017 **Task Type:** Resource Request **Priority Level:** High **Task Order:** 12
Due Date: 6/30/2017 **Completion Date:** **Task Status:** New **Budget:** \$0

In order to support the instruction of our recently approved Assistive Technology courses, DSKL 827 and DSKL 829 we are requested some upgrades to our Alternate Media Lab in room 5-207 to facilitate in the instruction of these courses. We are requesting an Epson Powerlite D6250 Business Projector. On Amazon this is listed at \$1014.45.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Wellness Center
Unit Manager: Lead Staff, Wellness

Objective: 237 - Personnel requests for Wellness: DRC, Psych Services and Health Center

Objective Description:

Use this objective to propose new positions. Create a new "action plan" below. Describe the position you are requesting and provide a justification for this request.

Start Date: 2/29/2016	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date: 12/31/2017	Completion Date:	Task Status: Planning/Discussion (25%)	Budget: \$1

Currently a full time permanent Office Assistant II is shared between all three programs in the Wellness Center. All three of these programs are growing and the workload for the OA II is becoming unmanageable. During the fall 2016 hiring process the Health Center will be requesting a part time permanent OA II position be created solely to serve the Health Center. This will free up additional time for the current OA II to dedicate to the increased tasks associated with the new LD Specialist, the growing DRC, and the anticipated growth of the PCC once the full time PCC faculty begins in fall 2016. If approved this position will require additional furniture and a redesign of our lobby area to create a work space for this new person.

During the fall 2016 hiring process the request for fund 1 resources to support this part time permission was not approved. We were able to move part of our current OA II salary and benefits paid for out of Health Fees to the DRC and were able to free up funds for a part time OA II in the Health Center for most of the spring 2017 semester. The Wellness Center again plans to request more permanent funding for this part time position through the fall 2017 hiring process.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	Wellness Center	Part time permanent OA II for the Health Center	\$1.00	\$0.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Task Details Report

Planning Unit: Wellness Center
Unit Manager: Lead Staff, Wellness

Objective: 481 - Strategic Action Plans for Wellness: DRC, Psych Services and Health Center

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date: 6/30/2016	Completion Date: 2/28/2017	Task Status: Completed (100%)	Budget: \$1

The DRC plans to develop a "PEP" specifically for local high school students who plan to connect with the Cañada DRC. Our sister colleges currently have such programs.

As of the spring 2017 semester the DRC will be fully integrated into existing pep activities.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Wellness Center	DRC "PEP"	\$1.00	\$0.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Task Details Report

Start Date:
2/29/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
2

Due Date:
12/31/2017

Completion Date:

Task Status:
Planning/Discussion
(25%)

Budget:
\$1

The DRC plans to develop a paperless, web based, test scheduling system to assist with the scheduling and proctoring of DRC exams for students with testing accommodations.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	Paperless, web based, test scheduling system.	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 3
Due Date: 6/30/2017	Completion Date:	Task Status: Planning/Discussion (25%)	Budget: \$1

Data collected by the PRIE office has shown that first year DRC students do not meet the college benchmarks for success and retention. The DRC plans to develop a "Transition to College" course to be offered primarily for these first time DRC college students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
InsPer	Wellness Center	Transition to College course and instructor for first year DRC students.	\$1.00	\$0.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Task Details Report

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: Medium	Task Order: 4
Due Date: 6/30/2018	Completion Date:	Task Status: Planning/Discussion (25%)	Budget: \$1

The DRC plans to reinstate our Adaptive PE courses to coincide with the opening of our new gym/fitness center. The DRC has had initial conversations with the VPA and has done some initial work researching the equipment and personnel that would be necessary to offer these classes. In many colleges Adaptive PE classes become hubs for DRC community building on a given campus.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
InsPer	Wellness Center	Adaptive PE course and faculty	\$1.00	\$0.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: Medium	Task Order: 5
Due Date: 12/31/2017	Completion Date:	Task Status: Planning/Discussion (25%)	Budget: \$1

The DRC plans to continue to update the website to include captioned videos testimonials from our students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	Website update	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 6
Due Date: 12/31/2017	Completion Date:	Task Status: Planning/Discussion (25%)	Budget: \$1

The DRC plans to develop a program that would offer tutoring specifically for DRC students. These specialized tutors would be available to work one on one with students either in the Learning Center or in the Alternate Media Lab. We would like to begin offering specialized tutoring to DRC students in basic skills classes.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	Wellness Center	DRC Specialized Tutoring	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: Medium	Task Order: 7
Due Date: 6/30/2016	Completion Date:	Task Status: Deferred	Budget: \$1

The DRC plans on working with the PCC to develop an educational support group for Cañada students on the autism spectrum.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Wellness Center	Autism Educational Support Group	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: Medium	Task Order: 8
Due Date: 6/30/2017	Completion Date:	Task Status: In Progress	Budget: \$1

The DRC plans to develop one or more Assistive Technology classes to train students how to use the programs like Kurzweil, Dragon, JAWS, Zoomtext, and how to use devices like the Livescribe Smartpens. Similar course are currently being offered at Skyline.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
InsPer	Wellness Center	Assistive Technology Classes and instructor	\$1.00	\$0.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 9
Due Date: 12/31/2017	Completion Date:	Task Status: In Progress	Budget: \$1

The PCC plans to work with the PRIE office to develop a SLOs and an assessment plan for the next program review cycle.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Wellness Center	Develop PCC SLOs	\$1.00	\$0.00

Assignment Details:

Name:	Email:
Lead Staff, Wellness	hartmanmax@smccd.edu

Task Details Report

Start Date: 2/28/2017	Task Type: Resource Request	Priority Level: High	Task Order: 10
Due Date: 12/31/2017	Completion Date:	Task Status: New	Budget: \$204

Dragon Naturally Speaking Headsets

To accompany our request for new licenses for Dragon Naturally Speaking software we are requesting to upgrade our headsets. We are requesting 6 Dragon USB Headsets priced at \$34.99 each for a total of \$209.94.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	Dragon USB Headset	\$204.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/28/2017	Task Type: Resource Request	Priority Level: High	Task Order: 11
Due Date: 8/1/2017	Completion Date:	Task Status: New	Budget: \$4,396

Large Screen Monitors

To assist with the instruction of our recently approved Assistive Technology Courses, DSKL 827 and DSKL 829 we are requesting the Alternate Media Lab in room 5-207 be upgraded. We are requesting 4 HP Z30i 30" monitors. \$1,099 each for a total of \$4,396. We will also be able to place these monitors as needed in labs on campus for students in computer classes with visual limitations.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	HP Z30i 30" monitors	\$4396.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/28/2017	Task Type: Resource Request	Priority Level: High	Task Order: 12
Due Date: 8/1/2017	Completion Date:	Task Status: New	Budget: \$2,198

New Laptop Computers

To assist with the instruction of our recently approved Assistive Technology Courses, DSKL 827 and DSKL 829 we are requesting the Alternate Media Lab in room 5-207 be upgraded. We are requesting 2 Dell Inspiron 15 7000 laptops priced at \$1,099.99 each for a total of \$2,199.98. We will also be able to use these laptops for test proctoring, and for other various in class accommodations.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	Dell Inspiron 15 7000 laptop	\$2198.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/28/2017

Task Type:
Resource Request

Priority Level:
High

Task Order:
13

Due Date:
8/1/2017

Completion Date:

Task Status:
New

Budget:
\$597

Overhead Projector/Switcher

To assist with the instruction of our recently approved Assistive Technology Courses, DSKL 827 and DSKL 829 we are requesting the Alternate Media Lab in room 5-207 be upgraded. We are requesting an EPSON ELPDC21. \$597.00

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	EPSON ELPDC21	\$597.00	\$597.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/28/2017	Task Type: Resource Request	Priority Level: High	Task Order: 14
Due Date: 8/1/2017	Completion Date:	Task Status: New	Budget: \$499

PC/Video/HD to HDMI 1.3 Switcher

To assist with the instruction of our recently approved Assistive Technology Courses, DSKL 827 and DSKL 829 we are requesting the Alternate Media Lab in room 5-207 be upgraded. We are requesting a PC/VIDEO/HD to HHDMI 1.3 Switcher. \$499.00

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	PC/VIDEO/HD to HHDMI 1.3 Switcher	\$499.00	\$499.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/28/2017

Task Type:
Resource Request

Priority Level:
High

Task Order:
15

Due Date:
8/1/2017

Completion Date:

Task Status:
New

Budget:
\$1,014

LCD Projector for Alternate Media Lab

To assist with the instruction of our recently approved Assistive Technology Courses, DSKL 827 and DSKL 829 we are requesting the Alternate Media Lab in room 5-207 be upgraded. We are requesting an Epson Powerlite DS250 Business Projector. \$1014.45

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	Epson Powerlite DS250 Business Projector	\$1014.00	\$1014.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/28/2017	Task Type: Resource Request	Priority Level: High	Task Order: 16
Due Date: 8/1/2017	Completion Date:	Task Status: New	Budget: \$579

New Printer/Scanner/Copier/Fax for the Wellness Center Front Office
 In recent years the printer/copier/scanner/fax located in the Wellness Center front office area has not been operating effectively. We have had to call in tech support multiple times. If we could replace this unit it would be a benefit to all three programs in the Wellness Center. HP Color LaserJet Pro MFP M477fdn \$579.99

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	HP Color LaserJet Pro MFP M477fdn	\$579.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/28/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 17
Due Date: 8/1/2017	Completion Date:	Task Status: New	Budget: \$1

Update the Front Exterior of the Wellness Center

In the last year we installed store bought privacy guards to protect the confidentiality of students in the Wellness Center and we also had our marketing department design and print a poster to reflect the updated branding of The Wellness Center. We would like to request a more permanent and professional looking upgrade to the front exterior of our center to create a more welcoming and inviting atmosphere for the students we serve.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	Wellness Center	Update exterior of Wellness Center	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/28/2017	Task Type: Resource Request	Priority Level: High	Task Order: 18
Due Date: 12/31/2017	Completion Date:	Task Status: New	Budget: \$1,800

Speech to Text Software

Our speech to text/voice recognition software is currently out of date. We are requesting to upgrade Dragon Naturally Speaking to version 15 Professional. We are also requesting 6 total licenses so that we can potentially serve more students with this software. 6 licenses at \$300 a license = \$1,800

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Wellness Center	Dragon Naturally Speaking Version 15 Professional	\$1800.00	\$1800.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 3/8/2017	Task Type: Resource Request	Priority Level: High	Task Order: 19
Due Date: 5/31/2018	Completion Date:	Task Status: New	Budget: \$12,420

In order to better serve students in our Personal Counseling Center we would like to request funding for 6 additional hours for our PT Faculty in the PCC. These additional hours would allow the PCC to serve more students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
InsPer	Wellness Center	Additional hours for PT PCC Faculty.	\$12420.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report