

# 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.

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

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

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

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

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

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

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

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

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

<b>Start Date:</b> 2/28/2017	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 13
<b>Due Date:</b> 8/1/2017	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$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

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

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

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

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

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