

Program	Planning Year	Objective Title	Objective	Action Plan	Type of Resource	Resource Request	Resource Request Description	Cost
Office of Instruction	2019-2020	To provide updates and guidance on new programs	To remain actively involved in new and innovative programs.		Contract Services	The Office of Instruction needs to remain active in the community, statewide and national initiatives. The Office needs to continue to thrive and remain innovative in how to approach its programs and programmatic needs.	There are many programs that need outside contractors to assist with the initial growth and development.	\$100,000.00
Office of Instruction	2019-2020	To provide updates and guidance on new programs	To remain actively involved in new and innovative programs.		Professional Development	Conferences for continued professional development and policy change updates that may go above regular meetings and conferences.		\$15,000.00
Office of Instruction	2019-2020	To provide updates and guidance on new programs	To remain actively involved in new and innovative programs.		Subscriptions or Memberships	The Office of Instruction needs to continue to remain active in the community by participating in local governmental events, and remain members of many organizations so that a clear partnership is developed.		\$7,500.00
Office of Instruction	2019-2020	Improve Collaboration	Improve collaboration between campus-wide programs, community partners and student needs to expand program offerings.	Be sure that activities on campus are inclusive and serve the broader local and regional communities.	Non-Instructional Personnel	to provide expertise to work with the campus and community partners	In order to continue to have grants and continued activities on campus, it is necessary to hire various independent contractors to perform some of the duties.	\$100,000.00
Office of Instruction	2019-2020	Improve Collaboration	Improve collaboration between campus-wide programs, community partners and student needs to expand program offerings.	Be sure that activities on campus are inclusive and serve the broader local and regional communities.	Professional Development	Participation in community, regional, statewide and national events to continue to broaden the focus of the work done at the college.		\$15,000.00
Office of Student Services	2019-2020	Title IX & 504/ADA Training for Student Services Personnel	To train Student Services Personnel on issues related to Title IX	To offer Title IX training to Student Services Personnel throughout the 19-20 AY	Professional Development	atIXa Title IX Training/Certification and 504/ADA Certification T9 Mastered		\$5,000.00
Office of Marketing	2019-2020	Increased Budget to Support Priority Registration - PEP - Mayra Arellano	<p>Increased Budget to Support Priority Registration - PEP (\$6,000)</p> <p>Transportation budget allocated for our Feeder High Schools from Sequoia Union High School District to attend PEP (Priority Enrollment Program) at Cañada College. The Priority Enrollment Program. The Priority Enrollment Program (PEP) is designed to create an easy transition from high school to college for high school seniors. This will allow students to complete the necessary steps toward becoming a college student, and to have the opportunity to register early for Summer and Fall classes during the early registration period.</p> <p>Our participation numbers have increased yearly from 150 participants to 300+</p> <p>\$2,500- Bus transportation and mileage for staff who drive to the high schools</p> <p>\$1,500- Miscellaneous supplies (folders/printed materials/signage/giveaways)</p> <p>\$1,500-Food (breakfasts/lunches/dinners depending on event times)</p> <p>\$500-Duplicating for PEP Fliers and printed materials</p>					\$6,000.00

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Office of Marketing	2019-2020	New Laptop for Megan Antone	<p>New laptop (\$3,142.06)</p> <p>My laptop is sadly dying a very slow and painful death. Which, in turn, has caused upwards to 5 hours of unproductivity per week due to freezing, delayed start up and reboots. The laptop I received four years ago does not meet the program and storage needs of the work we do in Marketing to share stories of student success and promote programs and services available to our community.</p> <p>With this, ITS has recommended that we purchase a Dell Mobile Precision 5530 that accommodates the large volume of editing, storage and viewing capabilities needed for the robust work we do in Marketing & Outreach.</p>					\$3,142.00
Office of Marketing	2019-2020	OmniUpdate Conference for Michael Ryan	<p>OmniUpdate Conference (\$2,865-1,612, depending on duration of conference stay)</p> <p>OmniUpdate is the company that provides the backbone content management system for our entire district. Cañada College has been improving its backend operations by taking advantage of OU Campus' advanced tools, from the online catalog, to the live data being piped into canadacollege.edu to display live feeds of classes and campus communications.</p> <p>The annual OmniUpdate User Training Conference in Anaheim, CA has been attended for years by our district for its insight into the innovations of the leading colleges and university websites. I attended this conference last year and have been able to make greater strides towards optimizing our back-end operations and content management through what I learned and the network I built.</p> <p>I'm looking forward to returning so I can continue providing value to the college and the district by gaining exposure to the latest technologies and methodologies, and adapting that information towards benefitting Cañada College's online presence, and performance overall.</p> <p>https://outc18.com/</p> <p>□</p>					\$2,865.00
Assessment, Orientation, & Registration	2019-2020	Improve the student experience	The Orientation, Assessment and Registration team would like to improve the student experience by being able to serve students in locations away from the office and at off campus location and to be able to serve students in a more timely manner.	<ol style="list-style-type: none"> 1) For printer and lap top, we will speak with the Dean of Counseling. If approved, we will research the costs and vendors. 2) For transportation, we will speak with the Dean of Counseling. If approved, we will reach out to the Sequoia Union High School Transportation Department to coordinate services. 3) For food, we will speak with the Dean of Counseling. If approved, we will reach out to local vendors to negotiate the best prices. 4) For miscellaneous supplies, we will speak with the Dean of Counseling. If approved, we will proceed with ordering materials and giveaways for students. 5) For printed materials and fliers, we will speak with the Dean of Counseling. If approved, we will develop documents and have them duplicated. 	Other	Food for PEP	PEP sessions can last up to five hours, so we would like to provide students with snacks and/or meals. The food has previously been provided by BFAT dollars and that funding is no longer available.	\$1,500.00

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Assessment, Orientation, & Registration	2019-2020	Improve the student experience	The Orientation, Assessment and Registration team would like to improve the student experience by being able to serve students in locations away from the office and at off campus location and to be able to serve students in a more timely manner.	<p>1) For printer and lap top, we will speak with the Dean of Counseling. If approved, we will research the costs and vendors.</p> <p>2) For transportation, we will speak with the Dean of Counseling. If approved, we will reach out to the Sequoia Union High School Transportation Department to coordinate services.</p> <p>3) For food, we will speak with the Dean of Counseling. If approved, we will reach out to local vendors to negotiate the best prices.</p> <p>4) For miscellaneous supplies, we will speak with the Dean of Counseling. If approved, we will proceed with ordering materials and giveaways for students.</p> <p>5) For printed materials and fliers, we will speak with the Dean of Counseling. If approved, we will develop documents and have them duplicated.</p>	Supplies (Items less than \$5000)	Dell Latitude 7490 i5 Lap Top Dell Contract Code: WN03AGW	Need lap top to better serve students on and off campus.	\$1,500.00

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Financial Aid	2019-2020	Expand Comprehensive Financial Aid Support Offsite	Purchase Laptops for Financial Aid Department to assist students in completing their financial ad applications and documents when outside of the office - requires secure laptop that is only used by Financial Aid department.	Purchase laptops	Information Technology	2 each: Dell Mobile Precision 5510 XCTO Laptop i7-6820 HQ, 32GB, 512GB SSD, 15.6" LED Dell Adapter USB-C to VGA p/n 470-ABNC (300003912) Targus Meridian II Topload Carrying Case - Fits Laptops with Screen Size Up to 15.6-inch p/n A1734720 (300003911) Extended Warranty Dell ProSupport Plus 5 Years Next Business Day Onsite Sub-total: \$2,755.73 E-waste Tax: \$6.00 Standard Price/unit: \$2,761.73 Tax (8.75%) = \$241.65 Total = \$3,003.38 VENDOR: Computerland	Financial Aid staff need access to secure laptops for administrative use when working away from the office in any outreach capacity where they are looking up student data. Sharing laptops that are used by other departments or students expose the District to data breaches and also may violate state and federal financial aid program data security requirements. -- Will allow FA staff to go out with outreach teams and Promise to help students on site complete their financial aid files, make real time corrections, have Banner access, etc.	\$6,008.00
Financial Aid	2019-2020	Provide Sufficient Base Funding to Support Financial Aid Ongoing Operational Needs	At present time, the Financial Aid Department does not have a sufficient budget to support its operational needs including funds for staff overtime, non-FWS student assistants, general office supplies, duplicating, minimal food for hosted events on and off campus and mileage reimbursement for staff travel between SMCCCD sites. This need is for 2018-19 and then ongoing as a base allocation for the 2019-2020 budget forward.	Identify in general fund appropriate support level as a base allocation for the Financial Aid Department	Non-Instructional Personnel	Staff overtime (\$6,000) and student assistant budget (\$6,000)	2019-2020 need	\$12,000.00
Financial Aid	2019-2020	Expand Comprehensive Financial Aid Support Offsite	Purchase Laptops for Financial Aid Department to assist students in completing their financial ad applications and documents when outside of the office - requires secure laptop that is only used by Financial Aid department.	Purchase laptops	Supplies (Items less than \$5000)	non-personnel general operating budget - supplies and duplicating (\$3,000), mileage (\$1,000), food for hosted events (\$1,000)	2018-2019 need	\$5,000.00
Financial Aid	2019-2020	Increase funding to support ongoing financial aid staff development and training	Provide access to regional, state and federal trainings to address ongoing training needs for compliance, program administration, professional growth and accountability.	Provide base allocation for financial aid training needs as identified by Financial Aid Director for 2018-19.	Professional Development	Funds to send one or two staff to a variety of required trainings including CCCSFAAA, CASFAA, Ellucian, Federal Student Aid each year - 2019-2020 need.	Staff will rotate attendance and trainings based on need and job duties.	\$15,000.00

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Student Life & Leadership Development	2019-2020	Student Body Card Universal Use	To research methods to load Student Body Cards with meals/money, purchase the necessary materials, and provide students with free hot meals on campus	Purchase a new Student Body Card machine and cards. Work with Student Life Managers across the district and Chancellor to load cards with meal funds.	Equipment (Items Over \$5000)	Student Body Card Machine, New Student Body Cards	The San Mateo County District Chancellor has made the request directly to Student Life to begin a more broad, effective, and meaningful meal subsidies program. Student Life has the opportunity to work directly with the Chancellor to create a hot meal plan service utilizing students' Student Body Cards. With the purchase of a new student body card machine and new student body cards which allow the loading of funds, the Chancellor will be able to load promised funds to students' cards. These funds could directly help students with food insecurities, providing high needs students, Promise students, EOPs students, and CalWorks students with a free hot lunch. The ease of swiping their Student Body Cards at the Bookstore, Pony, and The Grove would allow for anonymity/embarrassment of	\$5,000.00