

Task Details Report

Planning Unit: Counseling
Unit Manager: Lead Faculty, Counseling

Objective: 579 - Equipment, Technology & Facilities Requests for Counseling

Objective Description:

We would like to replace three of our HP EliteBook 8570P laptops that are older, slow and some do not work without being plugged in. Laptops are used by Counselors while attending off-site meetings and events, to access SARS/Banner/Degree Works while working with students throughout campus, and for Career class instruction. These activities are all part of the Counseling Program Plan.

Start Date: 2/23/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$3,600

A quote for the 3 laptops has been obtained through Anthony Lim at CSM. If approved, our Counseling Division Assistant will move forward to purchase the laptops.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Counseling	Dell Latitude E7470 Laptop i5-6300U, 16GB, 256GB SSD, 14" LCD, plus case, adapter, and ProSupport	\$3600.00	\$3600.00

Assignment Details:

Name:	Email:
No Data to Display	

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Objective: 580 - Retractable Banner Stand with Custom Printed Graphic for SEP Campaign

Objective Description:

Each Fall and Spring term, the Counseling Dept. initiates an "SEP Campaign" to encourage students to make a counseling appointment for updating or developing a new Student Educational Plan. Signage will help us get our message out to students. We are requesting a custom printed banner with a vertical stand that can be placed in the quad, the Grove, or other locations throughout campus.

Start Date: 2/23/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$348

If approved, our Counseling Division Assistant will place the order with the identified vendor.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Counseling	Retractable Banner Stand with Custom Printed Graphic	\$348.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

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Objective: 581 - Mobile Pedestal File Cabinet

Objective Description:

If approved, this will provide a mobile pedestal file cabinet for the FT DRC Counselor. This is a relatively new position that did not come with equipment and supplies that were handed down.

Start Date: 2/23/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$465

A quote has been obtained and the pedestal file will be ordered by the Division Assistant if approved.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Counseling	700 Series Files Mobile Pedestal-Pen/Box/File-20" depth, plus pencil tray	\$465.00	\$465.00

Assignment Details:

Name:	Email:
No Data to Display	

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Objective: 584 - Computer Monitor for DRC Counselor/LD Specialist

Objective Description:

Our Learning Disability Specialist/DRC Counselor is requesting an additional monitor to have two monitors. This is especially important for her to do Learning Disability report writing. All other Counselors have two monitors so that we can run multiple programs and websites while working with students.

Start Date: 2/24/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$215

A quote has been obtained for the monitor and will be ordered by our Division Assistant, if approved.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Counseling	Dell UltraSharp 24" Monitor	\$215.00	\$215.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Counseling
Unit Manager: Lead Faculty, Counseling

Objective: 591 - Full-time Tenure-track status for the College for Working Adults (CWA) Counselor

Objective Description:

The CWA Program currently has a full-time temporary Counselor, funded 56% through SSSP and 44% with Innovation funds. To increase the stability of counseling staff, the Counseling Dept. is advocating for this position to become tenure-track. The CWA program has had tremendous growth since its inception. The program's first cohort in 2011-12 enrolled 50 students; enrollment increased to 235 students in Fall 2016. Also since inception, the program has awarded 157 Associate's Degrees. The program gains in popularity each semester and is meeting an important educational need of working residents of our County. The CWA student population tends to be older, often with coursework from multiple institutions, and attends classes in the evening and week-end. These factors justify a dedicated CWA Counselor; tenure-track status will increase the likelihood that the Counselor will persist with the program.

Start Date: 2/25/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$115,963

If approved, a Hiring Committee would be formed and approved by the Academic Senate.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
InsPer	Counseling	Full-time Tenure-track College for Working Adults Counselor	\$0.00	\$0.00
InsPer	Counseling	Tenure-track CWA Counselor	\$115963.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	