

Task Details Report

Planning Unit: EOPS/CARE/CalWORKs and FFYSI

Unit Manager: Barrales-Ramirez, Lorraine

Objective: 164 - Equipment, technology and facilities requests for EOPS/CARE/CalWORKs and FFYSI

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: 2/24/2016	Task Type: Resource Request	Priority Level: High	Task Order: 3
Due Date:	Completion Date:	Task Status: New	Budget: \$400

Replace dual monitor arm. The monitor arm in the EOPS adjuncts' counselors office is broken and needs to be replaced. (estimated cost: \$400)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	EOPS/CARE/CalWORKs and FFYSI	Dual Monitor	\$400.00	\$464.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/24/2016	Task Type: Resource Request	Priority Level: High	Task Order: 2
Due Date:	Completion Date:	Task Status: New	Budget: \$740

Replace our counselor 's and program services coordinator's desk chair to be more ergonomically comfortable.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	EOPS/CARE/CalWORK s and FFYSI	Desk Chair	\$740.00	\$740.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/24/2016	Task Type: Resource Request	Priority Level: Medium	Task Order: 4
Due Date:	Completion Date:	Task Status: New	Budget: \$9,000

EOPS and CalWORKs loan out laptops to students. We currently have 15 laptops for 375 students. We lose 2-3 laptops per year due to the wear and tear.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	EOPS/CARE/CalWORK s and FFYSI	laptops for students	\$9000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/24/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$1

EOPS/CARE/CalWORKs/FFYI would like to secure a permanent space. In 2010 EOPS/CARE/CalWORKs student study area was used as swing space due to remodeling to building 5 and the addition of CIETL. When the remodeling was completed that space was not returned to the Programs. The area was used by students to study, EOPS Cub meetings, EOPS/CARE/CalWORKs /FFYI activities, food pantry, computer and printing usage, text book library, etc. This has also limited the opportunity for the Programs to offer additional academic support and resources due to the lack of space. The need to have space close to the EOPS/CARE/CalWORKs office allows the programs to build community, a safe haven to study, and to connect with students. This is shown in programs that are at Cañada already (i.e. TRiO, STEM, etc.). Significant research supports the creation of Third Space to help students, especially first generation students, create community, meaning, and context to their college experience.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	EOPS/CARE/CalWORK s and FFYSI	EOPS/CARE/CalWORKs/FFSYI Student Space	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 3/14/2016	Task Type: Resource Request	Priority Level: Medium	Task Order: 5
Due Date:	Completion Date:	Task Status: New	Budget: \$629

We would like to have the color printer as we often need to print reports for our Advisory Board which meets every semester. Between EOPS/CARE/CalWORKs, we offer three workshops each semester and it will be very efficient to have a color printer if we need to print flyers. It will be very convenient for us as our programs continue to grow to have our own color printer without asking for help from SparkPoint.

We continue to connect our EOPS/CARE/CalWORKs/FFYSI students to Opportunity Fund and WANDA for matched savings accounts. Having a color scanner will make it easier for students to scan their supporting documents and submit them with their applications. Some documents such as their photo ID have to be copied and scanned in color. We also scan documents for our students on public assistance to submit to their social workers.

Now that we do not have the SparkPoint's Scanner/printer that used to be in Jessica's office. Jessica has to step away to the Financial Literacy Lab to use their scanner in that room. This can be inconvenient at times when we are short staffed and staff is also attending to the front desk, during busy times or when the student is in a hurry. The scanner in the financial literacy lab is also not always accessible since workshops are often held in the Financial Literacy Lab.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Equipm	EOPS/CARE/CalWORKs and FFYSI	HP LaserJet (color printer with scanner)	\$629.00	\$781.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: EOPS/CARE/CalWORKs and FFYSI

Unit Manager: Barrales-Ramirez, Lorraine

Objective: 477 - Strategic Action Plans for EOPS/CARE/CalWORKs and FFYSI

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:
2/24/2017

Task Type:
Resource Request

Priority Level:
Medium

Task Order:
3

Due Date:
6/30/2017

Completion Date:

Task Status:
New

Budget:
\$630

We would like to have the color printer as we often need to print reports for various meetings and activities. Between EOPS/CARE/CalWORKs, we offer about fifteen workshops each semester and it will be very efficient to have a color printer if we need to print flyers. This color is for Jose Romero who is responsible for creating flyers, brochures and other program materials. He has to constantly seek help from other staff to print.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	EOPS/CARE/CalWORKs and FFYSI	HP LaserJet Pro M476dn Color All-in-One Printer	\$630.00	\$630.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/24/2017

Task Type:
Resource Request

Priority Level:
Medium

Task Order:
5

Due Date:
6/30/2017

Completion Date:

Task Status:
In Progress

Budget:
\$1

EOPS/CARE/CalWORKs/FFYI would like to secure a permanent space. In 2010 EOPS/CARE/CalWORKs student study area was used as swing space due to remodeling to building 5 and the addition of CIETL. When the remodeling was completed that space was not returned to the Programs. The area was used by students to study, EOPS Cub meetings, EOPS/CARE/CalWORKs /FFYI activities, food pantry, computer and printing usage, text book library, etc. This has also limited the opportunity for the Programs to offer additional academic support and resources due to the lack of space. The need to have space close to the EOPS/CARE/CalWORKs office allows the programs to build community, a safe haven to study, and to connect with students. This is shown in programs that are at Cañada already (i.e. TRiO, STEM, etc.). Significant research supports the creation of Third Space to help students, especially first generation students, create community, meaning, and context to their college experience.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	EOPS/CARE/CalWORKs and FFYSI	EOPS/CARE/CalWORKs and FFYSI Student Study Area	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/26/2017

Task Type:
Resource Request

Priority Level:
Medium

Task Order:
4

Due Date:
6/30/2017

Completion Date:

Task Status:
New

Budget:
\$300

We need a new desk chair for our EOPS adjunct counselor office, Cindy and Dega share this office. Their desk chair is over ten years old, it is now worn and needs to be replaced.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	EOPS/CARE/CalWORK s and FFYSI	WorkPro® Quantum 9000 Series Ergonomic Mid-Back Mesh/Fabric Chair, Black	\$300.00	\$300.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/26/2017

Task Type:
Committee/College
Action Plan

Priority Level:
High

Task Order:
2

Due Date:
9/29/2017

Completion Date:

Task Status:
In Progress

Budget:
\$97,567

We plan to continue requesting a Full-Time Tenure Track EOPS counselor. This position would also help to support efforts in creating a Promise Program at Cañada by increasing the number of low-income, full-time students. EOPS was established to provide "over and above" support services for financially needy and educationally disadvantaged students by creating an environment which values each individual's potential to achieve their goals, educational careers and objectives, including, obtaining job skills, occupational certificates or associate degrees and transferring to four-year institutions. In order to expand EOPS student supportive services, the request includes funding a Full-Time Tenure Track Counselor. It would allow EOPS to increase our wrap around services that have proven to be successful. In addition, we would be able to further develop our outreach and in-reach efforts targeting Former Foster Youth and DREAMERs and expanding our collaborations with on campus departments and community partners. Attached please find our justification hiring proposal submitted in Fall 2016.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
InsPer	EOPS/CARE/CalWORK s and FFYSI	Full-Time Tenure Track EOPS Counselor	\$97567.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/29/2017

Task Type:
Resource Request

Priority Level:
High

Task Order:
1

Due Date:
5/26/2017

Completion Date:

Task Status:
New

Budget:
\$68

Printer Stand - Ergonomic recommendation from HR for Jessica Boyle .

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	EOPS/CARE/CalWORK s and FFYSI	Printer Stand	\$68.00	\$68.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: EOPS/CARE/CalWORKs and FFYSI

Unit Manager: Barrales-Ramirez, Lorraine

Objective: 536 - Full-Time Tenure Track EOPS Counselor

Objective Description:

EOPS was established to provide "over and above" support services for financially needy and educationally disadvantaged students by creating an environment which values each individual's potential to achieve their goals, educational careers and objectives, including, obtaining job skills, occupational certificates or associate degrees and transferring to four-year institutions. In order to expand our student supportive services, the request includes funding a Full-Time Tenure Track Counselor. These positions will allow us to increase our wrap around services that have proven to successful. In addition, it will allow us to further develop our outreach and in-reach efforts targeting Former Foster Youth and DREAMERs and expanding our collaborations with on campus departments and community partners. Attached please find our proposal.

Start Date: 5/6/2016	Task Type:	Priority Level: Medium	Task Order: 1
Due Date: 5/6/2016	Completion Date: 12/19/2016	Task Status: Planning/Discussion (25%)	Budget: \$113,000

A Full-time EOPS Counselor
 Salary: \$83,000
 Benefits: \$30,000

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	EOPS/CARE/CalWORK s and FFYSI	Full-time EOPS Counselor	\$113000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: EOPS/CARE/CalWORKs and FFYSI

Unit Manager: Barrales-Ramirez, Lorraine

Objective: 544 - Expansion of EOPS

Objective Description:

EOPS was established to provide "over and above" support services for financially needy and educationally disadvantaged students by creating an environment which values each individual's potential to achieve their goals, educational careers and objectives, including, obtaining job skills, occupational certificates or associate degrees and transferring to four-year institutions. In order to expand our student supportive services, the request includes funding a Full-Time Tenure Track Counselor and 50% of a current Retention Specialist position. These positions will allow us to increase our wrap around services that have proven to be successful. In addition, it will allow us to further develop our outreach and in-reach efforts targeting Former Foster Youth and DREAMERS and expanding our collaborations with on campus departments and community partners.

Start Date: 4/20/2016	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

See attached Innovation Fund Proposal. Requesting \$207,000.

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	