

# Task Details Report

**Planning Unit:** Assessment, Orientation & Registration  
**Unit Manager:** Lead Staff, Assessment, Orientation & Registration

**Objective:** 681 - Assessment, Orientation and Registration Resource Request

**Objective Description:**

The Assessment, Orientation and Registration Team would like to purchase the following items to 1) Ensure privacy for our test takers 2) Enable us to access and print out our old student records 3) To project a clear quality orientation for students 4) To be able to access BANNER and Email from off campus as well as to better serve our students outside of Admissions:

- 1) One 24 Pack of Computer Lab Privacy Screens - Large size
- 2) ALOS - Scan 46-II microfilm scanner with Zoom lens, Universal Carrier 8, MSP 3500 laser printer and work station
- 3) LED Display, HDMI Cable, Wall Mount, Mounting Component, Graphics Card, installation and wiring
- 4) Dell Latitude 14-inch E7470 Ultrabook

<b>Start Date:</b> 3/6/2017	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b> 5/31/2017	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$82

The Assessment, Orientation and Registration team would like to purchase one 24 pack of Computer Lab Privacy Screens to ensure privacy for our test takers.

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
Supply	Assessment, Orientation & Registration	One package of 24 Computer Lab Privacy Screens	\$82.00	\$0.00

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

**Start Date:**  
3/7/2017

**Task Type:**  
Resource Request

**Priority Level:**  
High

**Task Order:**  
2

**Due Date:**  
5/31/2017

**Completion Date:**

**Task Status:**  
New

**Budget:**  
\$13,001

The Assessment, Orientation and Registration team would like to purchase the following items so that we can access and print out old student records:

- ALOS Z-Scan 46-II microfilm scanner
- Zoom Lens
- Universal Carrier 8
- MSP 3500 laser printer
- Work Station

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
Equipm	Assessment, Orientation & Registration	A Z-43 Microfilm/Microfiche Reader Printer	\$13001.00	\$13001.00

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

<b>Start Date:</b> 3/8/2017	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 3
<b>Due Date:</b> 5/31/2017	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$12,669

The Assessment, Orientation and Registration Team would like to purchase the following items to provide a clear quality orientation for students:

LED Display - NEC E655 65"  
 Chief PAC525 Mounting Component - PC525  
 C2G 35ft Active High Speed HDMI Cable In-Wall, CL3 - Rate - HDMI -41366  
 Chief X - Large Fusion XSM1U - Wall Mount - XSMIU  
 EVGA GeForce GT730 LP Graphics Card - 2 GBRAM - 02G-P3-3733-KR  
 Installation and wiring

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
ITech	Assessment, Orientation & Registration	LED Display, Mounting Component, 2 Active High Speed HDMI Cables In-Wall and Chief X-Large Fusion XSM1U	\$12669.00	\$0.00

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

<b>Start Date:</b> 3/9/2017	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 4
<b>Due Date:</b> 5/31/2017	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$1,198

The Assessment, Orientation and Registration Team would like to purchase a Dell Latitude 14-inch E740 Ultrabook to access BANNER and Email outside of the Admissions' Office as well as to better serve our students in various activities held outside of the Admissions' Office.

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
ITech	Assessment, Orientation & Registration	Dell Latitude 14-inch E7470 Ultrabook	\$1198.00	\$0.00

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

**Planning Unit:** Assessment, Orientation & Registration  
**Unit Manager:** Lead Staff, Assessment, Orientation & Registration

**Objective:** 762 - Scan and index all of our old records

**Objective Description:**

We have old records that need to be scanned and indexed. They are housed in Bldg. 9, Room #123A. These records are:

- Old file folders that contain the original transcript 1976-1981
- Aperture Cards containing transcripts and applications 1968-1975
- Microfilm rolls that contain the original application
- International Student File Folders

These records contain original documents that need to be preserved as they are starting to deteriorate?. In addition, scanning and indexing these old records will save time for staff district wide. Admissions' employees will be able to access the needed records via WebExtender instead of having to contact the appropriate college to obtain the record causing delays for students.

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# Task Details Report

<b>Start Date:</b> 2/28/2018	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b>	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$90,800

Prep/Scanning/Indexing 160 Boxes @ \$250.00 per box \$40,000.00

(Price is based on each box containing roughly 2,200 pages per box)

Project Setup, Testing and FTP Upload Fee \$ 1,500.00

Transportation of Material \$ 200.00

Microfilm Scanning \$ 4,000.00

Aperture Card Scanning (Estimated 82,000 cards) \$45,100.00

Total \$90,800.00

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
ConSvc	Assessment, Orientation & Registration	Scanning and Indexing of old student records	\$90800.00	\$0.00

**Assignment Details:**

Name:	Email:
Lead Staff, Assessment, Orientation & Registration	miller@smccd.edu