

Task Details Report

Planning Unit: Puente
Unit Manager: Lead Faculty, Counseling

Objective: 593 - Career Kits

Objective Description:

Purchase of 10 Career Kits would be given to our neediest students who are not able to afford the costs of the course materials for their Career 137 course. Access to these items would remove obstacles for them to help them achieve better outcomes in the class. This would also show them how committed everyone at the college is to their success.

Start Date: 2/25/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$350

If approved, the Career Kits will be ordered from the Bookstore by the Puente Counselor.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Puente	Career Kits	\$350.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
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Objective: 594 - Supplies for the neediest students and for the Program Coordinators.

Objective Description:

The office supplies listed in this proposal serve the following two purposes: these supplies will be used to create small kits for our neediest students so that they may have the necessary office supplies for English 847 and English 100 and the rest of these supplies will be used by the Coordinators of the Puente Program to facilitate the out-of-class Puente events held for all Puente students, Puente mentors and Puente parents. Access to these office supplies will help the neediest students have success in their two semesters of English and help the Coordinators plan and deliver the required Puente events.

Start Date: 2/25/2017	Task Type:	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$710

Supplies will be ordered from Office Depot by our Division Assistant .

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Puente	List of supplies for neediest students	\$710.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
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Objective: 595 - Book loan for required English 100 reading, given to neediest students.

Objective Description:

Purchase of 10 books, "Enrique's Journey" by Sonia Nazario; the goal is to loan for free this required book for English 100 to our neediest students since students in English 100 do not qualify for the free book loan program called TLC. By supporting these students with loaned books, our campus would be showing our neediest students that their academic success is a priority.

Start Date: 2/26/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$170

If approved, the Puente Coordinators will work with the College Bookstore to make these books available to students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Puente	Enrique's Journey by Sonia Nazario - required ENGL 100 reading	\$170.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
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Objective: 596 - ENGL 100 required reading "They Take Our Jobs!" - book loan for neediest students

Objective Description:

Purchase of 10 copies of "They Take Our Jobs!" and 20 Other Myths about Immigration; the goal is to loan for free this required book for English 100 to our neediest students since students in English 100 do not qualify for the free book loan program called TLC. By supporting these students with loaned books, our campus would be showing our neediest students that their academic success is a priority.

Start Date: 2/26/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$170

If approved, the Puente Coordinators will work with the College Bookstore to make books available to students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Puente	Book - "They Take Our Jobs" - 10 copies	\$170.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

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Planning Unit: Puente
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Objective: 597 - Purchase of "Read, Write, Connect" for book loan to neediest students

Objective Description:

Purchase of 10 copies of "Read, Write, Connect" by Kathleen Green and Amy Lawlor; the goal is to loan for free this required book for English 100 to our neediest students since students in English 100 do not qualify for the free book loan program called TLC. By supporting these students with loaned books, our campus would be showing our neediest students that their academic success is a priority.

Start Date: 2/26/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$1,110

If approved, the Puente Coordinators will work with the College Bookstore to make this resource available to students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Puente	"Read, Write, Connect" required for ENGL 100	\$1110.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
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Objective: 598 - Graphing Calculator loans to Neediest Students

Objective Description:

Purchase of Graphing Calculators Teacher Pack (10); The goal is to loan for free graphing calculators to our neediest students since they are all required to take math courses before they can transfer. One of Puente's major goals is to transfer students to four-year universities or colleges.

Start Date: 2/26/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$1,270

If approved, the Puente Coordinators will place the order with the vendor and manage the distribution to students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Puente	Texas Instruments Graphing Calculators	\$1270.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
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Objective: 599 - Provide neediest students with loaned Laptop to complete online assignments and essays.

Objective Description:

Purchase of 10 Dell Laptops; The goal is to loan for free a Dell Laptop to our neediest students so they are able to complete their on-line assignments for Career 137 and Career 110 and their research and essays for English 847 and English 100. The laptop will allow these students to work more on their assignments when they are not on campus and achieve much more academic success.

Start Date: 2/26/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$6,220

If approved, the Puente Coordinators will arrange for purchase and will develop a system for loaning out Laptops.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Puente	10 Dell Latitude Laptops	\$6220.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

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Objective: 600 - Topload Carrying Case for 10 Laptops

Objective Description:

Provides a computer bag for students to carry the loaned Laptops.

Start Date: 2/26/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$260

Computer bags will be ordered by the Puente Coordinators.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Puente	Topload Carrying Case	\$260.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

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Planning Unit: Puente
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Objective: 601 - Standard add-on for Dell Laptops

Objective Description:

10 Dell Mini Display Port to VGA Adapter, Standard Add-Ons for Dell Laptops

Start Date: 2/26/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$150

The Puente Coordinators will order the adapters along with the Laptops.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Puente	Laptop Adapter, Standard Add-On	\$150.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

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Objective: 602 - Dell ProSupport for Dell Laptops

Objective Description:

Canada College's IT Department requested that we also purchase the technical support for the Dell Laptops in case the Laptops are faulty.

Start Date: 2/26/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$5,790

The ProSupport will be purchased along with the Laptops and other add-ons

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Puente	Dell 5 Years ProSupport Plus	\$5790.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	