

Task Details Report

Planning Unit: SparkPoint, Financial Aid and Financial Literacy

Unit Manager: Lead Staff, SparkPoint, Financial Aid & Literacy

Objective: 604 - Staff Training - Compliance for Meeting Minimum Administrative Capacity

Objective Description:

The Financial Aid Department budget is impacted by increased personnel costs and a reduction in categorical BFAP-SFAA funding for the 2016-17 fiscal year. These changes significantly reduce the level of discretionary funds available to support in-person attendance at regional, state and national trainings by appropriate/required financial aid staff. The lack of access to direct training opportunities above and beyond the numerous webinars staff attend for content specific topics threatens the institution's ability to meet state and federal Administrative Capacity expectations.

In past years, the Financial Aid Department has been able to accommodate appropriate staff attendance within its budget but we no longer have enough categorical funds and require additional general fund support.

Task Details Report

Start Date: 2/27/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$10,380

Funds for in-state and out of state travel to send at least one staff person to the following training in 2017-18:
 CASFAA Annual Conference
 Federal Student Aid (FSA) Training
 CCCCO All FA Directors Training and CCCSFAAA Annual Conference
 Ellucian Live Annual Conference
 NASFAA Annual Conference

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ProDev	SparkPoint, Financial Aid and Financial Literacy	CASFAA Annual Conference	\$1200.00	\$0.00
ProDev	SparkPoint, Financial Aid and Financial Literacy	Federal Student Aid (FSA) Training Conference for Financial Aid Professionals	\$3680.00	\$0.00
ProDev	SparkPoint, Financial Aid and Financial Literacy	CCCCO All FA Directors Training & CCCSFAAA Annual Training Conference	\$900.00	\$0.00
ProDev	SparkPoint, Financial Aid and Financial Literacy	Ellucian Live (Banner Technical Users Conference)	\$2900.00	\$0.00
ProDev	SparkPoint, Financial Aid and Financial Literacy	NASFAA Annual Conference	\$1700.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

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Objective: 609 - Laptops for Financial Aid Staff Use

Objective Description:

Dedicated staff laptops are needed to support the work of financial aid staff when they participate in activities and events that take them away from their desktop PCs.

Start Date: 2/27/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$5,510

The Financial Aid Office needs two non-instructional use laptops loaded with federal and state aid programs functions and administrative access to SMCNET for financial aid staff to use when working with students and families away from their desks and off site in the community and when attending training requiring access to federal and state sites or remote Banner access, etc.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	SparkPoint, Financial Aid and Financial Literacy	DELL Precision 5510 Notebook (laptop)	\$5510.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

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Objective: 615 - ADA Compliant Technology and Licensing

Objective Description:

Need to have the appropriate technology (Adobe Acrobat DC) and licensing for the Financial Aid Support Specialist to convert and update numerous forms into the version that JAWS (software) can read.

Start Date: 2/28/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$2

Purchase and install appropriate technology (Adobe Acrobat DC) and licensing for the Financial Aid Support Specialist to convert and update multiple forms into the version that JAWS (software) can read.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	SparkPoint, Financial Aid and Financial Literacy	Adobe Acrobat DC Software License	\$1.00	\$0.00
ITech	SparkPoint, Financial Aid and Financial Literacy	JAWS license	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

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Objective: 655 - Launch a Volunteer Income Tax Assistance (VITA) site at Cañada College

Objective Description:

SparkPoint would like to launch a VITA site at Cañada College where low-income individuals can have their taxes completed for free. This is one of the the Working Students Success Network Grant deliverables and could be started in partnership with United Way of the Bay Area. Students enrolled in the class will earn 2.5 units and will perform tax preparation for the community (under supervision) during the lab portion of the class.

Start Date: 3/1/2017	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

1. Have curriculum approved
2. Hire an instructor
3. Deliver the class

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	

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Planning Unit: SparkPoint, Financial Aid and Financial Literacy

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Objective: 656 - Launch Grove Scholars Program

Objective Description:

Launch a need-based scholarship program at Cañada College funded thru the Grove Foundation. 45-50, \$2000 per semester scholarships would be granted to need-based students. The scholarship would be geared towards CTE students and would be renewable yearly.

Start Date: 3/1/2017	Task Type: Departmental Action Plan	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

1. Contact Grove Foundation
2. Request funding for 50 scholarships per year (at \$2000 each)
3. Hire Counselor
4. Hire Support Staff
5. Determine scholarship award process
6. Determine selection process for awarding
7. Launch program

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	

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Planning Unit: SparkPoint, Financial Aid and Financial Literacy

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Objective: 659 - Professional Development for SparkPoint staff

Objective Description:

Provide content training for SparkPoint at Cañada College staff and faculty (financial literacy, housing, transportation, food insecurities)

Provide poverty coaching for SparkPoint at Cañada College staff and faculty

Start Date:

3/1/2017

Task Type:

Resource Request

Priority Level:

Medium

Task Order:

1

Due Date:

Completion Date:

Task Status:

New

Budget:

\$0

Identify funding to bring speakers / training to campus to lead discussions.

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	

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Objective: 660 - Signage for SparkPoint

Objective Description:

SparkPoint at Cañada College is spread out throughout the campus yet there is no signage on campus informing students where to go. SparkPoint would like to request directional signage for the Food Pantry, Financial Literacy Lab, and Reception areas.

Start Date: 3/1/2017	Task Type:	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

1. Identify where to place signage and what type of signage to maintain college branding
2. Obtain quotes for signage
3. Install signage

Budget = unknown yet

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	

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Objective: 661 - Upgrade Financial Literacy Computer station

Objective Description:

Installation of video extension cord in Financial literacy lab will allow for users to connect personal computers to overhead monitor. Currently, users can only present from behind the computer adjacent to the front whiteboard.

Budget = approx \$200-\$250

Start Date: 3/1/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

Purchase a switch box
Request for IT to install

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	

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Objective: 663 - Additional Financial Coaching Office Space

Objective Description:

SparkPoint services are spread out across campus and yet we only have two offices for 3 staff members Monday thru Friday and two offices for 4 staff members on Tuesdays. We work creatively to share office and work spaces but we find that in order to meet a growing need for confidential financial coaching, that we need additional work space. The area that first comes to mind is the first floor of building 9 around the Counseling area. The 2nd and 3rd areas that come to mind include space in the Learning Center and around the Food Pantry. The extra space will allow SparkPoint staff to be more intentional about connecting students to deeper financial coaching by having staff stationed where students receive direct services.

Start Date: 3/1/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

Explore possible available spaces
 Assign space(s) - [spaces if space becomes shared space]

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

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No Data to Display	

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Objective: 673 - Hourly Financial Aid Assistant

Objective Description:

Continued funding is request to extend the hourly Financial Aid Assistant position. The currently funded potion ends June 30, 2017. However, the high need for this position continues. We are seeking a permanent position and will be adversely affected if we lose hourly funding on July 1, 2017. This position provides front office staffing to meet the needs of our low income and at-risk student populations. With increasingly complex eligibility requirements for federal and state financial aid programs, professional staffing is needed to better serve our students and reduce our reliance on student employees to staff this high volume service area.

Start Date: 7/1/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date: 6/30/2018	Completion Date:	Task Status: New	Budget: \$39,078

Short Term Hourly Financial Aid Assistant

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	SparkPoint, Financial Aid and Financial Literacy	Short Term Financial Aid Assistant	\$39078.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	