

Task Details Report

Planning Unit: TRiO/Beating the Odds/Upward Bound/Veterans

Unit Manager: Lead Staff, TRiO/BTO/Upward Bound/Vets

Objective: 672 - TRIO Professional Development

Objective Description:

TRIO SSS and UB Professional Development

Due to the recent change in the federal government and the department of education, our directors of TRIO need the most up to date information on policy changes in higher education. We are requesting additional professional development funds of \$3,000 for TRIO SSS and \$3,000 for TRIO Upward Bound to attend the upcoming Council for Opportunity in Education Annual Conference September 13-16, 2017 in Washington DC.

Additionally, due to changes in recent staff structuring within each department, we would like to request \$5000 for TRIO SSS and \$500 for TRIO Upward Bound full time staff to attend TRIO Trainings Program provided by the Office of Post-Secondary Education.

We estimated the costs at these prices based on the last time we traveled to the COE conference in 2014 for 3 staff which was around \$3000 per person for a 3 day conference. We are asking the institution to cover these costs because our existing budgets are consumed with employee associated costs. These are important conferences for TRIO staff to attend as there are only offered 2x a year and its chance for TRIO professionals to connect, network gain best practices and learn new methodology to bring back to their respective TRIO programs. This is the type of information that is best experienced in person.

VROC Professional Development

The collaborative efforts of Cañada, CSM, and Skyline's Veterans Resource Centers has increased the visibility of veteran students within our District. In order to continue increasing Cañada understanding of and support for military affiliated students, we would like to request funding for the following professional development opportunities:

National Association of Veterans Program Administrators National Conference which provides an opportunity for VRC coordinators, certifying officials, administrators, and counselors, and faculty to learn, collaborate, and network to support and advocate for military-affiliated students. We are requesting \$5,000 to send a team, consisting of faculty, administrator, certifying official, VROC coordinator, and counselor, to NAVPA.

NAVPA <http://navpa.org/>

We like to send a team of military-affiliated students and veteran services staff and faculty to the annual Student Veterans of American National Conference. The veteran students across the District have organized themselves to become official chapters of the Student Veterans of America, an internationally recognized coalition of student-veteran groups on college campuses. This provides students with leadership and networking opportunities as well as the ability to expand Cañada's community relations with military-affiliated organizations and businesses. We are requesting \$1000 to send a team of students and veteran services professionals to the SVA Conference. <http://studentveterans.org/index.php>

Membership:

VROC is requesting to become an institutional member of the NAVPA - \$175 annually. NAVPA is an established and recognized organization. As such, it has direct contact with and input to the U.S. Department of Education, the Department of Veterans Affairs Central Office, American Association of Collegiate Registrars and Admission Officers, American Association of Community and Junior Colleges, the House and Senate Veterans Affairs Committees, and other professional organizations.

Task Details Report

Start Date: 3/3/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date: 6/15/2017	Completion Date:	Task Status: New	Budget: \$6,000

Due to the recent change in the federal government and the department of education, our directors of TRIO need the most up to date information on policy changes in higher education. We are requesting additional professional development funds of \$3,000 for TRIO SSS and \$3,000 for TRIO Upward Bound to attend the upcoming Council for Opportunity in Education Annual Conference September 13-16, 2017 in Washington DC.

Additionally, due to changes in recent staff structuring within each department, we would like to request \$5000 for TRIO SSS and \$500 for TRIO Upward Bound full time staff to attend TRIO Trainings Program provided by the Office of Post-Secondary Education.

We estimated the costs at these prices based on the last time we traveled to the COE conference in 2014 for 3 staff which was around \$3000 per person for a 3 day conference. We are asking the institution to cover these costs because our existing budgets are consumed with employee associated costs. These are important conferences for TRIO staff to attend as there are only offered 2x a year and its chance for TRIO professionals to connect, network gain best practices and learn new methodology to bring back to their respective TRIO programs. This is the type of information that is best experienced in person.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ProDev	TRiO/Beating the Odds/Upward Bound/Veterans	COE conference Expenses	\$6000.00	\$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:	Completion Date:	Task Status: New	Budget: \$6,175

VROC is requesting to become an institutional member for the NAVPA- \$175 annual membership. We are requesting \$5,000 to send a team, consisting of faculty, administrator, certifying official, VROC coordinator, and counselor, to NAVPA. We are requesting \$1000 to send a team of students and veteran services professionals to the SVA Conference. <http://studentveterans.org/index.php>

TOTAL requests: \$6,175

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ProDev	TRiO/Beating the Odds/Upward Bound/Veterans	VROC Professional Development Needs	\$6175.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: TRiO/Beating the Odds/Upward Bound/Veterans

Unit Manager: Lead Staff, TRiO/BTO/Upward Bound/Vets

Objective: 693 - TRIO Resource Request 16-17

Objective Description:

Name of Requestor/Contact person Equipment (items greater than \$5000), Supply (items less than \$5000), or Subscription/Membership Priority (High, Medium, Low) Item name Type (New, Replacement, Repair, Other) Number needed Unit price Total Cost Are taxes included? Y/N Is shipping included? Y/N Description: vendor and catalog/item number Justification: explain what it is used for and why it is necessary

Melissa Alforja COLOR Printing Costs for Student Assessment Packets estimating about 10 pages total HIGH CENTRAL DUPLICATION COLOR PRINTING PACKETS NEW 165 students x2 (2 types of packets= 330 packets TBD- \$150- \$300 total YES YES This is necessary to provide to our students as it listed in our grant for our students have more a portfolio style (paper and online version of assessments for each student to improve upon areas of academic, personal, study skills and financial literacy). As it stands, the TRIO budget is level funded and may even be reduced for the next fiscal year, so paying for this in our existing budget is rather difficult. TRIO has been at this institution since 2006, helping to increase transfer and graduation rates every by having an average of 20 students graduate and transfer each year. Covering this cost will greatly benefit our students and give the tools to succeed.

Melissa Alforja TRIO incentives-t-shirts, pens, tablets (kindle fire or electronic device such a kindle HIGH TRIO Opportunity Drawing prizes, Outreach incentives NEW 300 pens, 4 kindles TBD \$500 total-\$300- multi color pens, \$200 tablets for 4 kindles YES YES Incentives for students who meet program requirements such as participation at on campus events, submitting progress reports, etc... has always been a positive way for students get involved and engage in positive habits that teach them responsibility and initiative. This is a recruitment tool that not only advertises the program year round by shear use of the pens, but also encourages buy in from the students before they start using our program services.

Melissa Alforja TRIO graduation Stoles HIGH TRIO Graduation Stoles NEW about 30 stoles every year TBD- \$250 total includes set up fee, embroidery, etc.. YES YES This is an important piece of incentive because of what it represents to the student and their families during the graduation ceremony. Currently, it is sold in the bookstore for near \$40 each but we feel giving this out at our recognition ceremony and then worn at graduation is pivotal time for our students to feel proud they part of a program and also feel proud that they are graduating and transferring from our institution. It is good reminder for them to hold onto as they await their actual diplomas that come nearly 6 months later. This is not an allowable cost in our grant but is necessary tool that our sister college, Skyline

Task Details Report

Start Date: 3/1/2016	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date: 4/30/2017	Completion Date:	Task Status: Planning/Discussion (25%)	Budget: \$1,100

This is necessary to provide to our students as it listed in our grant for our students have more a portfolio style

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	TRiO/Beating the Odds/Upward Bound/Veterans	Supplies	\$600.00	\$0.00
Supply	TRiO/Beating the Odds/Upward Bound/Veterans	Supplies- Color Copies	\$300.00	\$0.00
ITech	TRiO/Beating the Odds/Upward Bound/Veterans	TRIO incentives	\$200.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: TRiO/Beating the Odds/Upward Bound/Veterans

Unit Manager: Lead Staff, TRiO/BTO/Upward Bound/Vets

Objective: 694 - TRiO 2016-17 Resource Requests

Objective Description:

Provide resources for students.

Start Date: 3/16/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$1,100

This is necessary to provide to our students as it listed in our grant for our students to have more portfolio style

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	TRiO/Beating the Odds/Upward Bound/Veterans	Color Copies	\$300.00	\$0.00
Supply	TRiO/Beating the Odds/Upward Bound/Veterans	Graduation stoles	\$600.00	\$0.00
ITech	TRiO/Beating the Odds/Upward Bound/Veterans	TRiO incentives	\$200.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	