

Janell Ruiz

Subject: FW: Program Review funding notification - CORNEJO - Biology Equip for OMHEC
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

From: Tim Flood
Sent: Monday, October 30, 2017 8:39 AM
To: Silvia Cornejo
Cc: Linda Gilstrap ; Andrew Rempt ; Emily Lynch Morissette
Subject: Program Review funding notification

Silvia,

Congratulations! As part of the college integrated planning and budget process, your 2016-17 activity proposal for **Biology equipment for the Otay Mesa Higher Education Center** was prioritized by the Shared Consultation Council and forwarded to the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources for program review initiatives, and now that the budget has been finalized, we are sending notices to proceed with getting final quotes to the individuals who submitted these prioritized and approved projects. You were allocated \$84,000 to implement your activity that was a part of program review priority #2. You will be given your budget number when we meet or have our conference call to finalize your activity.

The Planning and Budget Committee is requesting that the Dean work with the activity awardee to finalize quotes and provide an activity budget and description to the Vice President for Business and Financial Affairs by the end of September. Once the Business Office receives and reviews the budget breakdown with you, we will enter your requisitions and/or contracts and send to you the requisition numbers so that you can track the progress.

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please see the attached Planning Activity Funding Process information from Tim Flood regarding needed budget information and the steps to follow to complete this process. Please remember that the funds can only be utilized to complete the projects or purchase the items that were identified within the program proposal to ensure process transparency.

In the fall of 2018 or Spring of 2019, all awardees may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact that your project had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact your project had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Jim Flood, Linda Gilstrap, and Andrew Rempt
Planning and Budget Committee Tri-Chairs

Janell Ruiz

From: Tim Flood
Sent: Monday, October 30, 2017 8:42 AM
To: Silvia Cornejo
Cc: Andrew Rempt; Linda Gilstrap; Emily Lynch Morissette; Janell Ruiz
Subject: Program Review funding notification - CORNEJO - Simulation Equipment VN for OMHEC
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

Silvia,

Congratulations! As part of the college integrated planning and budget process, your 2016-17 activity proposal for **Simulation Equipment VN for the Otay Mesa Higher Education Center** was prioritized by the Shared Consultation Council and forwarded to the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources for program review initiatives, and now that the budget has been finalized, we are sending notices to proceed with getting final quotes to the individuals who submitted these prioritized and approved projects. You were allocated **\$117,500** to implement your activity that was a part of program review priority #2. You will be given your budget number when we meet or have our conference call to finalize your activity.

The Planning and Budget Committee is requesting that the Dean work with the activity awardee to finalize quotes and provide an activity budget and description to the Vice President for Business and Financial Affairs by the end of September. Once the Business Office receives and reviews the budget breakdown with you, we will enter your requisitions and/or contracts and send to you the requisition numbers so that you can track the progress.

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please see the attached Planning Activity Funding Process information from Tim Flood regarding needed budget information and the steps to follow to complete this process. Please remember that the funds can only be utilized to complete the projects or purchase the items that were identified within the program proposal to ensure process transparency.

In the fall of 2018 or Spring of 2019, all awardees may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact that your project had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact your project had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Tim Flood, Linda Gilstrap, and Andrew Rempt
Planning and Budget Committee Tri-Chairs

Janell Ruiz

From: Tim Flood
Sent: Monday, October 30, 2017 8:50 AM
To: Silvia Cornejo
Cc: Andrew Rempt; Linda Gilstrap; Emily Lynch Morissette; Janell Ruiz
Subject: Program Review funding notification - CORNEJO - Surgical Tech / Operating Nurse Equipment for OMHEC
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

Silvia,

Congratulations! As part of the college integrated planning and budget process, your 2016-17 activity proposal for **Surgical technology / operating nurse equipment Otay Mesa Higher Education Center** was prioritized by the Shared Consultation Council and forwarded to the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources for program review initiatives, and now that the budget has been finalized, we are sending notices to proceed with getting final quotes to the individuals who submitted these prioritized and approved projects. You were allocated **\$51,672** to implement your activity that was a part of program review priority #2. You will be given your budget number when we meet or have our conference call to finalize your activity.

The Planning and Budget Committee is requesting that the Dean work with the activity awardee to finalize quotes and provide an activity budget and description to the Vice President for Business and Financial Affairs by the end of September. Once the Business Office receives and reviews the budget breakdown with you, we will enter your requisitions and/or contracts and send to you the requisition numbers so that you can track the progress.

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please see the attached Planning Activity Funding Process information from Tim Flood regarding needed budget information and the steps to follow to complete this process. Please remember that the funds can only be utilized to complete the projects or purchase the items that were identified within the program proposal to ensure process transparency.

In the fall of 2018 or Spring of 2019, all awardees may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact that your project had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact your project had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Tim Flood, Linda Gilstrap, and Andrew Rempt
Planning and Budget Committee Tri-Chairs

Janell Ruiz

From: Tim Flood
Sent: Monday, October 30, 2017 8:55 AM
To: Michael Odu
Cc: Maria D. Martinez-Lozano; Andrew Rempt; Linda Gilstrap; Emily Lynch Morissette; Janell Ruiz
Subject: Program Review funding notification - ODU - Heliostat Repair for Astronomy
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

Michael,

Congratulations! As part of the college integrated planning and budget process, your 2016-17 activity proposal for **Heliostat Repair for Astronomy** was prioritized by the Shared Consultation Council and forwarded to the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources for program review initiatives, and now that the budget has been finalized, we are sending notices to proceed with getting final quotes to the individuals who submitted these prioritized and approved projects. You were allocated **\$25,000** to implement your activity that was a part of program review priority #2. You will be given your budget number when we meet or have our conference call to finalize your activity.

The Planning and Budget Committee is requesting that the Dean work with the activity awardee to finalize quotes and provide an activity budget and description to the Vice President for Business and Financial Affairs by the end of September. Once the Business Office receives and reviews the budget breakdown with you, we will enter your requisitions and/or contracts and send to you the requisition numbers so that you can track the progress.

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please see the attached Planning Activity Funding Process information from Tim Flood regarding needed budget information and the steps to follow to complete this process. Please remember that the funds can only be utilized to complete the projects or purchase the items that were identified within the program proposal to ensure process transparency.

In the fall of 2018 or Spring of 2019, all awardees may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact that your project had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact your project had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Jim Flood, Linda Gilstrap, and Andrew Rempt
Planning and Budget Committee Tri-Chairs

Janell Ruiz

From: Tim Flood
Sent: Monday, October 30, 2017 8:57 AM
To: Patrice Milkovich
Cc: Andrew Rempt; Linda Gilstrap; Emily Lynch Morissette; Janell Ruiz; Geri Shaw
Subject: Program Review funding notification - MILKOVICH - Two Sailboats for CCAC
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

Patrice,

Congratulations! As part of the college integrated planning and budget process, your 2016-17 activity proposal for the purchase of two sailboats for the Crown Cover Aquatics Center was prioritized by the Shared Consultation Council and forwarded to the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources for program review initiatives, and now that the budget has been finalized, we are sending notices to proceed with getting final quotes to the individuals who submitted these prioritized and approved projects. You were allocated **\$22,500** to implement your activity that was a part of program review priority #2. You will be given your budget number when we meet or have our conference call to finalize your activity.

The Planning and Budget Committee is requesting that the Dean work with the activity awardee to finalize quotes and provide an activity budget and description to the Vice President for Business and Financial Affairs by the end of September. Once the Business Office receives and reviews the budget breakdown with you, we will enter your requisitions and/or contracts and send to you the requisition numbers so that you can track the progress.

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please see the attached Planning Activity Funding Process information from Tim Flood regarding needed budget information and the steps to follow to complete this process. Please remember that the funds can only be utilized to complete the projects or purchase the items that were identified within the program proposal to ensure process transparency.

In the fall of 2018 or Spring of 2019, all awardees may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact that your project had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact your project had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Jim Flood, Linda Gilstrap, and Andrew Rempt
Planning and Budget Committee Tri-Chairs

Tim Flood

Janell Ruiz

From: Tim Flood
Sent: Monday, October 30, 2017 9:01 AM
To: Mink Stavenga
Cc: Marisol Natividad; Andrew Rempt; Linda Gilstrap; Emily Lynch Morissette; Janell Ruiz
Subject: Program Review funding notification - STAVENGA - 3-D Printer for Architecture
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

Mink,

Congratulations! As part of the college integrated planning and budget process, your 2016-17 activity proposal for **a 3-D printer for the Architecture program** was prioritized by the Shared Consultation Council and forwarded to the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources for program review initiatives, and now that the budget has been finalized, we are sending notices to proceed with getting final quotes to the individuals who submitted these prioritized and approved projects. You were allocated **\$4,500** to implement your activity that was a part of program review priority #2. You will be given your budget number when we meet or have our conference call to finalize your activity.

The Planning and Budget Committee is requesting that the Dean work with the activity awardee to finalize quotes and provide an activity budget and description to the Vice President for Business and Financial Affairs by the end of September. Once the Business Office receives and reviews the budget breakdown with you, we will enter your requisitions and/or contracts and send to you the requisition numbers so that you can track the progress.

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please see the attached Planning Activity Funding Process information from Tim Flood regarding needed budget information and the steps to follow to complete this process. Please remember that the funds can only be utilized to complete the projects or purchase the items that were identified within the program proposal to ensure process transparency.

In the fall of 2018 or Spring of 2019, all awardees may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact that your project had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact your project had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Jim Flood, Linda Gilstrap, and Andrew Rempt
Planning and Budget Committee Tri-Chairs

Tim Flood

Janell Ruiz

From: Tim Flood
Sent: Monday, October 30, 2017 9:06 AM
To: Michael Odu
Cc: Andrew Rempt; Linda Gilstrap; Emily Lynch Morissette; Maria D. Martinez-Lozano; Janell Ruiz
Subject: Program Review funding notification - ODU - Blackbody Radiation for Physics
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

Michael,

Congratulations! As part of the college integrated planning and budget process, your 2016-17 activity proposal for **Blackbody Radiation (3 units) for Physics** was prioritized by the Shared Consultation Council and forwarded to the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources for program review initiatives, and now that the budget has been finalized, we are sending notices to proceed with getting final quotes to the individuals who submitted these prioritized and approved projects. You were allocated **\$5,500** to implement your activity that was a part of program review priority #2. You will be given your budget number when we meet or have our conference call to finalize your activity.

The Planning and Budget Committee is requesting that the Dean work with the activity awardee to finalize quotes and provide an activity budget and description to the Vice President for Business and Financial Affairs by the end of September. Once the Business Office receives and reviews the budget breakdown with you, we will enter your requisitions and/or contracts and send to you the requisition numbers so that you can track the progress.

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please see the attached Planning Activity Funding Process information from Tim Flood regarding needed budget information and the steps to follow to complete this process. Please remember that the funds can only be utilized to complete the projects or purchase the items that were identified within the program proposal to ensure process transparency.

In the fall of 2018 or Spring of 2019, all awardees may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact that your project had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact your project had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Jim Flood, Linda Gilstrap, and Andrew Rempt
Planning and Budget Committee Tri-Chairs

Janell Ruiz

From: Tim Flood
Sent: Monday, October 30, 2017 9:07 AM
To: Michael Odu
Cc: Maria D. Martinez-Lozano; Andrew Rempt; Linda Gilstrap; Emily Lynch Morissette; Janell Ruiz
Subject: Program Review funding notification - ODU - Frank Hertz for Physics
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

Michael,

Congratulations! As part of the college integrated planning and budget process, your 2016-17 activity proposal for **Frank Hertz (4 units) for Physics** was prioritized by the Shared Consultation Council and forwarded to the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources for program review initiatives, and now that the budget has been finalized, we are sending notices to proceed with getting final quotes to the individuals who submitted these prioritized and approved projects. You were allocated **\$4,500** to implement your activity that was a part of program review priority #2. You will be given your budget number when we meet or have our conference call to finalize your activity.

The Planning and Budget Committee is requesting that the Dean work with the activity awardee to finalize quotes and provide an activity budget and description to the Vice President for Business and Financial Affairs by the end of September. Once the Business Office receives and reviews the budget breakdown with you, we will enter your requisitions and/or contracts and send to you the requisition numbers so that you can track the progress.

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please see the attached Planning Activity Funding Process information from Tim Flood regarding needed budget information and the steps to follow to complete this process. Please remember that the funds can only be utilized to complete the projects or purchase the items that were identified within the program proposal to ensure process transparency.

In the fall of 2018 or Spring of 2019, all awardees may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact that your project had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact your project had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Jim Flood, Linda Gilstrap, and Andrew Rempt

Planning and Budget Committee Tri-Chairs

Tim Flood

Janell Ruiz

From: Tim Flood
Sent: Monday, October 30, 2017 9:09 AM
To: Michael Odu
Cc: Andrew Rempt; Linda Gilstrap; Emily Lynch Morissette; Maria D. Martinez-Lozano; Janell Ruiz
Subject: Program Review funding notification - ODU - Heat Energy Gas law for Physics
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

Michael,

Congratulations! As part of the college integrated planning and budget process, your 2016-17 activity proposal for **Heat Energy Gas law (6 units) for Physics** was prioritized by the Shared Consultation Council and forwarded to the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources for program review initiatives, and now that the budget has been finalized, we are sending notices to proceed with getting final quotes to the individuals who submitted these prioritized and approved projects. You were allocated **\$1,700** to implement your activity that was a part of program review priority #2. You will be given your budget number when we meet or have our conference call to finalize your activity.

The Planning and Budget Committee is requesting that the Dean work with the activity awardee to finalize quotes and provide an activity budget and description to the Vice President for Business and Financial Affairs by the end of September. Once the Business Office receives and reviews the budget breakdown with you, we will enter your requisitions and/or contracts and send to you the requisition numbers so that you can track the progress.

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please see the attached Planning Activity Funding Process information from Tim Flood regarding needed budget information and the steps to follow to complete this process. Please remember that the funds can only be utilized to complete the projects or purchase the items that were identified within the program proposal to ensure process transparency.

In the fall of 2018 or Spring of 2019, all awardees may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact that your project had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact your project had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Tim Flood, Linda Gilstrap, and Andrew Rempt
Planning and Budget Committee Tri-Chairs

Janell Ruiz

From: Tim Flood
Sent: Monday, October 30, 2017 9:13 AM
To: James Spillers
Cc: Cathy Dimapilis; Andrew Rempt; Linda Gilstrap; Emily Lynch Morissette; Janell Ruiz
Subject: Program Review funding notification - SPILLERS - 2 Anatomy models for ES
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

Jim,

Congratulations! As part of the college integrated planning and budget process, your 2016-17 activity proposal for **two Anatomy models for Exercise Science** was prioritized by the Shared Consultation Council and forwarded to the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources for program review initiatives, and now that the budget has been finalized, we are sending notices to proceed with getting final quotes to the individuals who submitted these prioritized and approved projects. You were allocated **\$4,000** to implement your activity that was a part of program review priority #2. You will be given your budget number when we meet or have our conference call to finalize your activity.

The Planning and Budget Committee is requesting that the Dean work with the activity awardee to finalize quotes and provide an activity budget and description to the Vice President for Business and Financial Affairs by the end of September. Once the Business Office receives and reviews the budget breakdown with you, we will enter your requisitions and/or contracts and send to you the requisition numbers so that you can track the progress.

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please see the attached Planning Activity Funding Process information from Tim Flood regarding needed budget information and the steps to follow to complete this process. Please remember that the funds can only be utilized to complete the projects or purchase the items that were identified within the program proposal to ensure process transparency.

In the fall of 2018 or Spring of 2019, all awardees may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact that your project had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact your project had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Jim Flood, Linda Gilstrap, and Andrew Rempt
Planning and Budget Committee Tri-Chairs

Tim Flood

Janell Ruiz

From: Tim Flood
Sent: Monday, October 30, 2017 9:15 AM
To: Michael Odu
Cc: Marisol Natividad; Andrew Rempt; Linda Gilstrap; Emily Lynch Morissette; Janell Ruiz
Subject: Program Review funding notification - ODU - 3-D Printer
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

Michael,,

Congratulations! As part of the college integrated planning and budget process, your 2016-17 activity proposal for **a 3-D printer for the Engineering program** was prioritized by the Shared Consultation Council and forwarded to the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources for program review initiatives, and now that the budget has been finalized, we are sending notices to proceed with getting final quotes to the individuals who submitted these prioritized and approved projects. You were allocated **\$4,500** to implement your activity that was a part of program review priority #2. You will be given your budget number when we meet or have our conference call to finalize your activity.

The Planning and Budget Committee is requesting that the Dean work with the activity awardee to finalize quotes and provide an activity budget and description to the Vice President for Business and Financial Affairs by the end of September. Once the Business Office receives and reviews the budget breakdown with you, we will enter your requisitions and/or contracts and send to you the requisition numbers so that you can track the progress.

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please see the attached Planning Activity Funding Process information from Tim Flood regarding needed budget information and the steps to follow to complete this process. Please remember that the funds can only be utilized to complete the projects or purchase the items that were identified within the program proposal to ensure process transparency.

In the fall of 2018 or Spring of 2019, all awardees may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact that your project had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact your project had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Jim Flood, Linda Gilstrap, and Andrew Rempt
Planning and Budget Committee Tri-Chairs

Tim Flood

Janell Ruiz

From: Tim Flood
Sent: Monday, October 30, 2017 9:26 AM
To: Michael Odu
Cc: Marisol Natividad; Andrew Rempt; Linda Gilstrap; Emily Lynch Morissette; Janell Ruiz
Subject: Program Review funding notification - ODU - DVDs & Supplemental Materials for Engineering
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

Michael,,

Congratulations! As part of the college integrated planning and budget process, your 2016-17 activity proposal for **DVD's and supplemental materials for the Engineering program** was prioritized by the Shared Consultation Council and forwarded to the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources for program review initiatives, and now that the budget has been finalized, we are sending notices to proceed with getting final quotes to the individuals who submitted these prioritized and approved projects. You were allocated **\$1,500** to implement your activity that was a part of program review priority #2.

Since this is a simple materials order, you do not need to schedule a meeting before purchasing these items. The budget number to use to purchase these items is :

12-805922-090100-54300-10

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please see the attached Planning Activity Funding Process information from Tim Flood regarding needed budget information and the steps to follow to complete this process. Please remember that the funds can only be utilized to complete the projects or purchase the items that were identified within the program proposal to ensure process transparency.

In the fall of 2018 or Spring of 2019, all awardees may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact that your project had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact your project had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Jim Flood , Linda Gilstrap, and Andrew Rempt
Planning and Budget Committee Tri-Chairs

Janell Ruiz

From: Tim Flood
Sent: Monday, October 30, 2017 9:52 AM
To: Mia McClellan; Wanda Everett
Cc: Andrew Rempt; Linda Gilstrap; Emily Lynch Morissette; Janell Ruiz
Subject: Program Review funding notification - McCLELLAN - Add'l funds for Library Books
Attachments: Program Review Planning Activity Instructions Updated 10-30-17.pdf

Mia,

Congratulations! As part of the college integrated planning and budget process, additional funds for Library books was prioritized by the Planning and Budget Committee. The Planning and Budget Committee has worked to identify funding sources with the Vice President of Academic Affairs, and now that the budget has been finalized, we are sending notices to proceed. You were allocated \$105,000 of one-time funds in this cycle.

The budget number to use to purchase these items is :

12-805922-612000-54300-10

The funds should be encumbered by March 31, 2018, and fully expended by May 31, 2018 (following all purchasing and contract guidelines and timelines). Please remember that the funds can only be utilized to purchase the items that were identified by your department to ensure process transparency.

In the fall of 2018 or Spring of 2019, you may be asked to share the data collected and the results or progress of the funded activity to the Planning & Budget Committee, as part of our evaluation cycle. We would like for you to present the impact the investment had on our students, our college and/or our community. This will enable the broader college community to understand the needs of your area and the impact this funding has had on helping us achieve our strategic planning goals.

Congratulations and best wishes as you finalize your project budget and implement your plan.

Jim Flood , Linda Gilstrap, and Andrew Rempt
Planning and Budget Committee Tri-Chairs

Tim Flood
Vice President of Business and Financial Affairs
Southwestern College
900 Otay Lakes Road
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(619) 482-6310