

SBVC COLLEGE COUNCIL
August 24, 2016 MINUTES
PRESIDENT'S CONFERENCE ROOM, ADSS-207
TIME: 1:00 PM – 3:00 PM

A= Absent

Diana Rodriguez, SBVC President, Chair
Celia Huston, Academic Senate President, Co-Chair
Rocio Aguayo
Dave Bastedo
Aaron Beavor
Stephanie Briggs
Lorrie Burnham
Yancie Carter **A**
Mary Copeland
Marco Cota **A**
Paula Ferri-Milligan
Rania Hamdy
Rick Hrdlicka
Henry Hua, Interim VPI **A**
Diane Hunter
Celia Huston

Ricky Shabazz
James Smith
Scott Stark
Cassandra Thomas
Kay Weiss
Nicole Williams (MINUTES)

Guest(s): Marty Milligan

CALL TO ORDER:

1:05 p.m. President Rodriguez called the meeting to order.

APPROVAL OF THE May 11, 2016 MINUTES

President Rodriguez entertained a **motion to approve** the May 11, 2016 minutes. Rick Hrdlicka moved, Lorrie Burnham second. No discussion and the group voted as follows:

AYES: Huston, Aguayo, Bastedo, Briggs, Burnham, Copeland, Ferri-Milligan, Hamdy, Hrdlicka, Hunter, Shabazz, Smith, Stark, Thomas, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Carter, Cota, and Hua.

Motion Carried

Our Mission: San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve quality of life in the Inland Empire and beyond.

UPCOMING/FILLING POSITIONS – D. RODRIGUEZ

President Rodriguez entertained a **motion to approve** the new position of Technology Support Specialist I (\$60,750), Administrative Services for the Campus Technology Services Department. A brief discussion transpired with regard to college growth creating a need for additional CTS support. James Smith moved, Ricky Shabazz second.

No further discussion and the group voted as follows:

AYES: Huston, Aguayo, Briggs, Burnham, Copeland, Ferri-Milligan, Hamdy, Hrdlicka, Shabazz, Smith, Stark, and Weiss.

NOES: None

ABSTENTIONS: Bastedo, Hunter, Thomas

ABSENT: Carter, Cota, and Hua.

Motion Carried

President Rodriguez entertained a **motion to approve** the Funding Application for Student Services, Disabled Students Program & Services Department in the amount of \$70,000 to partially fund the cost of ASL interpreters. A brief discussion transpired with regard to Scott Stark modifying to \$50,000 for the balance of the year, and then an ongoing \$70,000 will be in place thereafter – Scott clarified that this is a growth position with a budget impact he will move forward with. Rick Hrdlicka moved, Scott Stark second.

No further discussion and the group voted as follows:

AYES: Huston, Aguayo, Bastedo, Briggs, Burnham, Copeland, Ferri-Milligan, Hamdy, Hrdlicka, Hunter, Shabazz, Smith, Stark, Thomas, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Carter, Cota, and Hua.

Motion Carried

President Rodriguez entertained a **motion to approve** the Funding Application for Student Services, Disabled Students Program & Services Department in the amount of \$1848 to fund digital archiving software, software maintenance & support, and Live Caption. Marty Milligan modified the amount to \$1812. A brief discussion transpired with regard to the Program Review and Needs Assessment process. Marty Milligan indicated that there is a need that cannot wait for review and assessment due to the backlog of files in boxes and the lack of security for those hard-copy, confidential documents. Rick Hrdlicka moved, Aaron Beavor second.

No further discussion and the group voted as follows:

AYES: Aguayo, Bastedo, Briggs, Burnham, Copeland, Ferri-Milligan, Hamdy, Hrdlicka, Hunter, Shabazz, Smith, Stark, Thomas, and Weiss.

NOES: None

ABSTENTIONS: Huston

ABSENT: Carter, Cota, and Hua.

Motion Carried

EMP & FMP DOCUMENT REVIEW SCHEDULE – S. STARK

Scott Stark provided the timeline as follows:

- September 2, 2016
 - Kick off – review process and additional input required
 - September 23, 2016
 - Open Forums – obtain input from community, faculty, staff and students
 - September 30, 2016
 - Deep discussion – share additional input from campus community and settle final EMP direction and FMP implications
 - November 4, 2016
 - Work session to review edits from previous meeting
-

ACCREDITATION AND STUDENT LEARNING OUTCOMES – C. HUSTON

Celia Huston indicated that the last-read of the MID-TERM REPORT will be August 2017 and then submitted to the Board by October 2017.

EDUCATIONAL MASTER PLAN – J. SMITH

No Report

STRATEGIC PLANNING– J. SMITH

No Report

Program Review – P. Ferri-Milligan

Paula Ferri-Milligan provided the following status update: on September 1 the Program Review documents will be submitted to the departments (workshops will be conducted); the deadline is

October 28. Paula also indicated that the Program Efficacy reports are due back to her on October 1, in addition there is an October 1 deadline for the Curriculum Committee.

COMMITTEE REPORTS:

No Reports

OTHER:

Kay Weiss – Canvas will replace Blackboard.

Rick Hrdlicka – Currently working on the WI-FI update.

Ricky Shabazz – Enrollment Management Committee needs faculty support. The committee meets on the 2nd and 4th Tuesday of the month from 1-2:30pm in ADSS 207.

Meeting adjourned at 2:15 p.m.

Next College Council Meeting: FRIDAY, September 2, 2016 – SPECIAL MEETING EMP/FMP

Academic Year 16-17: Bi-Monthly, 2nd & 4th Wednesday, 1-3pm, AD/SS 207

August 24, 2016 ✓

Friday, September 2, 2016 *SPECIAL EMP/FMP 1-3pm*

September 14, 2016

September 28, 2016

Friday, September 30, 2016 *SPECIAL EMP/FMP 11am-5pm*

October 12, 2016

October 26, 2016

Friday, November 4, 2016 *SPECIAL EMP/FMP 8:30am-10:30am*

November 9, 2016

November 23, 2016

December 14, 2016

January 25, 2017

February 8, 2017

February 22, 2017

March 8, 2017

March 22, 2017

April 12, 2017

April 26, 2017

May 10, 2017

SBVC COLLEGE COUNCIL
May 11, 2016 MINUTES
PRESIDENT'S CONFERENCE ROOM, ADSS-207
TIME: 1:00 PM – 3:00 PM

A= Absent

Gloria Fisher, SBVC President
Jeremiah Gilbert, Academic Senate President, Co-Chair
Dave Bastedo - **A**
Aaron Beavor - **A**
Lorrie Burnham
Marco Cota
Paula Ferri-Milligan - **A**
Rania Hamdy
Leticia Hector
Rick Hrdlicka
Diane Hunter -**A**
Celia Huston

Henry Hua, Acting VPI for Haragewen
Kinde
Ricky Shabazz
James Smith
Scott Stark - **A**
Linda Subero - **A**
Kay Weiss
(18 members)

Guest(s): Elaine Akers, Susan Bangasser, Raymond Carlos, Sandy Kate, Albert Maniaol, Sheri Lillard, and Sheryl Sterry.

CALL TO ORDER:

1:10 p.m. President Fisher, called the meeting to order.

APPROVAL OF THE April 27, 2016 MINUTES

President Fisher entertained a **motion to approve** the APRIL 27, 2016 minutes. Rick Hrdlicka moved, Lorrie Burnham second. No discussion and the group voted as follows:

AYES: Fisher, Gilbert, Burnham, Hrdlicka, Huston, Hua, Shabazz, Smith, and Weiss.

NOES: None

ABSTENTIONS: Cota

ABSENT: Bastedo, Beavor, Ferri-Milligan, Hamdy, Hector, Hunter, Stark, and Subero.

Motion Carried

PROGRAM REVIEW RANKING – S. STARK

In Scott Stark's absence, Gloria Fisher provided the prepared listing of the Program Review Rankings.

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UPCOMING/FILLING POSITIONS – G. FISHER

President Fisher entertained a **motion to approve** the Out of Class Memo for Kay Dee Yarbrough’s position in the Vice President’s office – a temporary adjustment (7/1/16 through 10/1/16) from Secretary II to Administrative Assistant I, Rick Hrdlicka moved, Marco Cota second. The adjustment is **temporary** – temporary assignments cannot extend past six months. Funded by Instruction Office general funds. Discussion as follows:

Henry Hua indicated that the recent hiring of a temporary Project Assistant was unsuccessful in completing the project due to the unexpected resignation of the employee. Henry stressed that the project needs to be completed as soon as possible.

A brief history was provided; two Administrative Assistant I positions resided in the Instruction Office. One position was put on hold (the employee moved to the Foundation Office) and the remaining position was also put on hold to allow for the reclassification of the remaining employee to assume Curriculum including all the administrative tasks of both Administrative Assistant I positions – the position created for that role was Administrative Curriculum Coordinator. Dr. Kinde also requested a Secretary I position – this position was filled, then reclassified to Secretary II to include curriculum, due to the departure of the Administrative Curriculum Coordinator. At that time, the Administrative Assistant I position, previously placed on hold, was revived with the return of the employee from the Foundation Office and the Administrative Curriculum Coordinator position was placed on hold.

No further discussion and the group voted as follows:

AYES: Fisher, Gilbert, Burnham, Cota, Hrdlicka, Huston, Hua, Shabazz, Smith, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Bastedo, Beavor, Ferri-Milligan, Hamdy, Hector, Hunter, Stark, and Subero.

Motion Carried

President Fisher entertained a **motion to approve** the replacement of a Nursing Faculty position due to a faculty resignation. Kay Weiss moved, Henry Hua second. Funded by Nursing general funds.

No discussion and the group voted as follows:

AYES: Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Huston, Hua, Shabazz, Smith, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Bastedo, Beavor, Ferri-Milligan, Hector, Hunter, Stark, and Subero.

Motion Carried

President Fisher entertained a **motion to approve** the Student Services Technician II (FKCE) position. Kay Weiss moved, Henry Hua second. Funded by Foster Kinship Care Education and Student Equity Funds.

No discussion and the group voted as follows:

AYES: Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Huston, Hua, Shabazz, Smith, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Bastedo, Beavor, Ferri-Milligan, Hector, Hunter, Stark, and Subero.

Motion Carried

President Fisher entertained a **motion to approve** the Clerical Assistant I position in Health Services from 10-months to 11-months (19 hours per week). Henry moved, Rick second. Funded by Student Health Services.

No discussion and the group voted as follows:

AYES: Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Huston, Hua, Shabazz, Smith, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Bastedo, Beavor, Ferri-Milligan, Hector, Hunter, Stark, and Subero.

Motion Carried

President Fisher entertained a **motion to approve** three growth positions dependent upon the finalized budget funds from the State. Rick Hrdlicka moved, James second. Discussion as follows:

Scott Stark previously indicated there is a short-fall in funds. Due to this, President Fisher suggests waiting for the budget numbers coming in May.

The one-sheet aeronautics narrative did not agree with the data that is presented – due to this information, the Program Review Committee ranked as number 2 in priority - the narrative was then revised to provide an accurate narrative of the program. Based on the corrected information, Aeronautics was placed as conditional by the Program Review Committee. Another CTE program Diesel, shows much higher performance data than Aeronautics.

Based on the off-the-charts success of the Mathematics and Chemistry programs, they do indeed need additional faculty as soon as possible.

The target for full-time position hires is FALL. If not met, a one-semester contract would be put in place with the intention of full-time in SPRING.

A brief discussion transpired with regard to the need for a Distance Education Coordinator and a D.S.P.S. Counselor. Dr. Fisher agreed with the needs but indicated that research of where the funds could come from needs to transpire – student success funds, etc.

No further discussion and the group voted as follows:

AYES: Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Hector, Huston, Hua, Shabazz, Smith, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Bastedo, Beavor, Ferri-Milligan, Hunter, Stark, and Subero.

Motion Carried

Position: Aeronautics (currently on CONDITIONAL status)

Motion to disapprove, Rick Hrdlicka moved, James second. Discussion as follows:

The committee's recommendation for conditional status was based on the full efficacy document, submitted by the department, which included an updated EMP.

No further discussion and the group voted as follows:

AYES: Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Hector, Huston, Hua, Shabazz, Smith, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Bastedo, Beavor, Ferri-Milligan, Hunter, Stark, and Subero.

Motion Carried

Position: Chemistry

Motion to Approve, Jerimiah Gilbert moved, Lorrie Burnham second.

No discussion and the group voted as follows:

AYES: Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Hector, Huston, Hua, Shabazz, Smith, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Bastedo, Beavor, Ferri-Milligan, Hunter, Stark, and Subero.

Motion Carried

Position: Mathematics

Motion to Approve, Lorrie Burnham moved, James Smith second.

No discussion and the group voted as follows:

AYES: Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Hector, Huston, Hua, Shabazz, Smith, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Bastedo, Beavor, Ferri-Milligan, Hunter, Stark, and Subero.

Motion Carried

Position: Automotive/Diesel

Motion to Hold pending CTE Strong Workforce Program funding anticipated from the State of California, Rania Hamdy moved, Lorrie Burnham second.

No discussion and the group voted as follows:

AYES: Fisher, Burnham, Hamdy, Hua, and Weiss.

NOES: Cota, Hrdlicka, Shabazz, and Smith

ABSTENTIONS: Gilbert, Hector, and Huston

ABSENT: Bastedo, Beavor, Ferri-Milligan, Hunter, Stark, and Subero.

Motion Failed

Position: Automotive/Diesel

Motion to Approve (*amended from previous HOLD*) due to the disapproval to move forward with the D.S.P.S. Counselor listed at #7 in the Program Review rankings. Rick Hrdlicka moved, Ricky Shabazz second.

No discussion and the group voted as follows:

AYES: Fisher, Gilbert, Cota, Hrdlicka, Huston, Shabazz, and Smith.

NOES: Burnham and Weiss

ABSTENTIONS: Hamdy, Hector, and Hua.

ABSENT: Bastedo, Beavor, Ferri-Milligan, Hunter, Stark, and Subero.

Motion Carried

Resolution SP16.04 Need for Campus Behavioral Intervention Tam (BIT) and Designation as a Standing Committee – E. Akers and R. Carlos

Elaine Akers and Raymond Carlos presented information on Resolution SP16.04.

President Fisher entertained a **motion to approve** Resolution SP16.04 Need for Campus Behavioral Intervention Tam (BIT) and Designation as a Standing Committee, Rick Hrdlicka moved, Jeremiah Gilbert second. No further discussion and the group voted as follows:

AYES: Gilbert, Burnham, Cota, Hector, Hrdlicka, Hua, Huston, Shabazz, Smith, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Bastedo, Beavor, Ferri-Milligan, Fisher, Hamdy, Hunter, Stark, and Subero.

Motion Carried

Resolution SP16.01 Textbook Affordability and Open Education Resources – J. Gilbert
Resolution SP16.02-Funding supplemental instruction for student success and Resolution SP16.03 – Support for a Coordinator of Distance Education – J. Gilbert

Jeremiah Gilbert provided an update that SP16.01 and SP16.02 will be reviewed for approval at the May 18, 2016 Academic Senate Meeting.

The Council entertained a **Motion to Support** the OER Plan, Kay Weiss moved, Rick Hrdlicka second. No further discussion and the group voted as follows:

AYES: Gilbert, Burnham, Cota, Hector, Hrdlicka, Hua, Huston, Shabazz, Smith, and Weiss

NOES: None

ABSTENTIONS: None

ABSENT: Bastedo, Beavor, Ferri-Milligan, Fisher, Hamdy, Hunter, Stark, and Subero.

Motion Carried

ACCREDITATION AND STUDENT LEARNING OUTCOMES – C. Huston

Celia Huston provided an update as follows: The Academic Senate motioned to continue the data collection every semester. They will spend the Fall semester looking to realign the SLO assessment process to a four-year process so, at the very least, the SLO assessment process coincides with Program Efficacy – exploring with the Accreditation and Program Review Committees. I, Celia, have been trying to reconcile all of the paper documents with online documents – found 21 courses that managed to only be assessed over the last 2½ years, many of them Summer courses. It has not been a practice to assess summer courses - whether to also assess the Summer courses will be explored during Fall as well.

EDUCATIONAL MASTER PLAN – J. SMITH

No Report

STRATEGIC PLANNING– J. SMITH

No Report

Program Review – P. Ferri-Milligan

Kay Weiss provided an update in Paula's absence as follows: The Program Review Committee has completed the Program Efficacy rankings – distribution of the report has been conducted to the divisions involved, with a copy provided to the Academic Senate.

COMMITTEE REPORTS:

No Reports

HMC FACILITIES MASTER PLAN WORKSHOP

A District discussion has been conducted that will be going back to this process in the Fall, both looking at the Educational Master Plan and then, based on that discussion, we will be discussing the Facilities Master Plan. The goal is to get a very rough draft of the EMP next week to review during the Summer, with a continued discussion of the process with the College Council transpiring in Fall.

OTHER:

None.

Meeting adjourned at 3:01 p.m.

Next College Council Meeting: 05-25-16 Meeting Cancelled due to Commencement
Academic Year 15-16 (bi-monthly, 2nd & 4th Wednesdays from 1-3:00 PM)

NBW



San Bernardino
Valley College

**REQUEST FOR ONE-TIME URGENT EMERGING NEEDS
FUNDING APPLICATION**

Name: Rick Hrdlicka Phone: x8656

Dept. /Div.: Campus Technology Services Position: Director

Total funds requested: 60,750 Date requested to receive funds: 10/1/2016

Please provide a brief proposal of your request for funds and tell us how this request ties into the Strategic Planning goals (list the Strategic Planning goal number from the Strategic Planning document):

We are requesting that the College Council fills the Technology Support Specialist I position that is at the top of the Program Review Classified employee list.

We continue to grow in the number of computers and technology we support but not the staff to support it. We have increased the number of computer from 1500 to over 2600 computer in the last 6 years.

Campus Technology Services serves the technology needs of the campus community. We have been struggling with keeping up with the needs of the campus.

Technology on our campus ties to:

Access: Providing access to resources

Student Success: Learning technology to succeed in school and in the workplace

Facilities: Technology is more like a utility now than it has ever been. It prevalent in every part of our campus community.

Has this item been submitted through the Needs Assessment process for Program Review? Yes

If **not**, please provide a brief explanation:



San Bernardino
Valley College

Please provide an itemized budget and indicate funding accounts for which funds should be routed:

\$60,750 to 01-00-01-8119-2181.00-0000-6150 and Benefits

I understand that this request is for one-time funding only.

Applicant's Signature: _____

Date: 8/17/16

Division Dean/Supervisor Approval: _____

Date: _____

Appropriate Vice President's Approval: _____

Date: _____

College Council use only: Recommendation

Date received: _____	Date of Committee Action: _____
<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Amount \$ _____	

Comments:

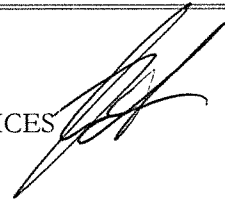


San Bernardino
Valley College

President's Approval: _____ Date: _____

INTEROFFICE MEMORANDUM

TO: COLLEGE COUNCIL
FROM: RICK HRDLICKA, DIRECTOR TECHNOLOGY SERVICES
CC: DIANA Z. RODRIGUEZ, PRESIDENT
SCOTT STARK, VICE PRESIDENT, ADMINISTRATIVE SERVICES
SUBJECT: REQUEST TO HIRE TECHNOLOGY SUPPORT SPECIALIST I GROWTH
POSITION
DATE: 8/17/2016



Office of the President

AUG 17 RECD

I am requesting to hire a new Technology Support Specialist I to help cover the exponential growth in technology our campus is experiencing.

The salary and benefits of this new position will be \$81,000.

This position is currently ranked number 1` from last year's Program Review Needs Assessment for classified staff.

The number of computers and digital devices on our campus continues to grow exponentially. Just this month we added a new computer lab to our campus. Last year close to 600 new computers were purchased. Half of those computers were purchased by categorical programs or program review requests. The number of computers on campus has grown from 1500 computers 6 years ago to over 2600 computers.

CTS needs additional staff to keep up with this exponential growth. Currently the wait times for new replacement computers can be up to 6 weeks.



San Bernardino
Valley College

Office of the Vice President

JUL 07 2016

Student Services

REQUEST FOR ONE-TIME URGENT EMERGING NEEDS

FUNDING APPLICATION

Name: Marty Milligan Phone: ext. 8949
 Dept. /Div.: Student Services Position: Director DSPS
 Total funds requested: \$70,000 Date requested to receive funds: ASAP

Please provide a brief proposal of your request for funds and tell us how this request ties into the Strategic Planning goals (list the Strategic Planning goal number from the Strategic Planning document):

The ADA mandates that deaf students have full access to & equal participation in all educational opportunities (1). For these students, access/participation is facilitated by ASL interpreters who are also essential to student success (2). Over the past few semesters, the cost of ASL interpreters has been offset through salary savings & intra-district transfer of funds. These funding sources will not be available during 2016-17. Funding is needed in order to comply with federal mandates.

Has this item been submitted through the Needs Assessment process for Program Review? Yes

If **not**, please provide a brief explanation:



San Bernardino
Valley College

Please provide an itemized budget and indicate funding accounts for which funds should be routed:

\$70,000- To help pay for the cost of American Sign Language interpreters.

Funds should be routed to the following account: 01-50-01-8204-0202-2381.00-6420

I understand that this request is for one-time funding only.

Applicant's Signature: M. Kelly

Date: 7/07/16

Division Dean/Supervisor Approval: [Signature]

Date: 7/14/16

Appropriate Vice President's Approval: [Signature]

Date: 7/17/16

College Council use only: Recommendation

Date received: _____ Date of Committee Action: _____

Approve Deny Amount \$ _____

Comments:

President's Approval: _____ Date: _____



San Bernardino
Valley College

Office of the Vice President

JUL 07 2016

Student Services

REQUEST FOR ONE-TIME URGENT EMERGING NEEDS
FUNDING APPLICATION

Name: Marty Milligan Phone: ext. 8949
 Dept. /Div.: Student Services Position: Director DSPS
 Total funds requested: \$1,848.00 Date requested to receive funds: ASAP

Please provide a brief proposal of your request for funds and tell us how this request ties into the Strategic Planning goals (list the Strategic Planning goal number from the Strategic Planning document):

DSPS receives a large volume of paper documentation verifying students' disabling conditions. By law, this documentation must remain on file. Retaining and storing hard copies is ineffective due to both limited space and the need to maintain confidentiality. DSPS is seeking funding for a means to securely store documentation in an electronic format. This request is tied to strategic goal 6 which encourages the use of digital archiving.

Has this item been submitted through the Needs Assessment process for Program Review? No

If **not**, please provide a brief explanation:

It was initially believed that purchasing this item was an allowable DSPS expense. Therefore, it was not included in the Needs Assessment process. However, it was later determined through consultation with the state chancellor's office that DSPS funds could not be used for this purchase.



San Bernardino
Valley College

Please provide an itemized budget and indicate funding accounts for which funds should be routed:

\$1504.00 - Software Cost
\$ 308.00 - Software Maintenance and Support Cost
\$1848.00 - Total Cost

Funds should be routed to the following account: 01-50-01-8204-0202-2381.00-6420

I understand that this request is for one-time funding only.

Applicant's Signature: M Kelly Date: 7/07/16
 Division Dean/Supervisor Approval: [Signature] Date: 7/7/16
 Appropriate Vice President's Approval: [Signature] Date: 7/7/16

College Council use only: Recommendation

Date received: _____ Date of Committee Action: _____

Approve Deny Amount \$ _____

Comments:

President's Approval: _____ Date: _____