

 California Community Colleges California Virtual Campus – Online Education Initiative	District:	Chabot Las Positas CCD
	College:	Las Positas College
	Invoice Date:	01/15/20
	Invoice No:	333283_01

Invoice

Q1 Q2 x Q3 ☐ FINAL ☐

Contact Name:	Vicki Shipman	Subaward No:	19-029/PO#HH203130
Contact Email Address:	vicki@softsimp.com	Contact Phone #:	925-424-1355

Improving Online CTE Pathways first quarter expenditures in FY 2019-2020 (Oct. 1 - Dec. 31, 2019)

1000 Certificated Salaries:	\$42091.37
2000 Classified Salaries:	\$ 337.62
3000 Employee Benefits:	\$ 6351.06
4000 Supplies & Materials:	\$ 0
5000 Services & Operating Expenditures:	\$ 0

Total Amount Due: \$70671.55

x Vicki Shipman 1/15/20
 Project Director Signature Date

Vicki Shipman, CTE Project Manager
 Project Director Name Title

x Roanna Bennie 1-15-2020
 Fiscal Services Signature Date

Roanna Bennie, President
 Fiscal Services Name Title

Make check payable and remit to:
 Accounts Receivable
 Chabot Las Positas Community College District
 7600 Dublin Blvd., 3rd Floor
 Dublin, CA 94568

Any questions regarding this bill should be directed to Vicki Shipman at 925-424-1355



California Virtual Campus –
Online Education Initiative

District: Chabot Las Positas CCD
College: Las Positas College
Subaward #: 19-029
Date: 1/13/2020

EXPENDITURE REPORT

Improving Online CTE Pathways Grant

Note: When entering dollar amount, round off to nearest cent.

Submit Budget Tracker Sheet with category details (i.e., position related to program, supplies ordered) and actual costs

OBJECT CODE	CATEGORY	PLANNED BUDGET	ACTUAL EXPENDITURES				Year-to-Date Total Expenditures
			QUARTER 1 July 1 - Sept 30, 2019	QUARTER 2 Oct 1 - Dec 31, 2019	QUARTER 3 Jan 1 - Mar 31, 2020	QUARTER 4 Apr 1 - June 30, 2020	
1000	Instructional Salaries	\$102,081.20	\$18,697.62	\$42,091.37			\$60,788.99
2000	Non-Instructional Salaries	\$26,717.66		\$337.62			\$337.62
3000	Employee Benefits	\$26,452.41	\$3,193.88	\$6,351.06			\$9,544.94
4000	Supplies and Materials						\$0.00
5000	Other Operating Expenses & Supplies	\$22,936.00					\$0.00
	Total Program Costs	\$21,891.50	\$21,891.50	\$48,780.05	\$0.00	\$0.00	\$70,671.55

I hereby certify that the services rendered under this Subaward Agreement have been made, and that this project has been conducted in accordance with applicable laws, regulations, and program guidelines, and that the full records of receipts and expenditures have been maintained and are available for audit.

X
Project Director Signature Vicki Shipman Date 1/13/20
Project Director Name Vicki Shipman CTE PM
Title

X
Fiscal Services Signature Raana Bennie Date 1-14-2020
Fiscal Services Name Raana Bennie Acting VP
Title



BUDGET TRACKER
Improving Online CTE Pathways Grant

Community College/ District
Principal Investigator

Las Positas College/CLPCCD
Vicki Shipman

Subaward Agreement No 19-029
Subaward Amount \$177,187.27

CATEGORY	PLANNED BUDGET	ACTUAL EXPENDITURES					REMAINING BALANCE
		QUARTER 1 July 1 - Sept 30, 2019	QUARTER 2 Oct 1 - Dec 31, 2019	QUARTER 3 Jan 1 - Mar 31, 2020	QUARTER 4 Apr 1 - June 30, 2020	Year-to-Date Total Expenditures	
1000 Instructional Salaries	\$102,081.20	\$18,697.62	\$42,091.42	\$0.00	\$0.00	\$60,789.04	\$41,292.17
Julie Stein, Faculty		\$1,994.10	\$2,346.00				
Victoria Austin, Co-PI		\$1,079.16	\$2,075.10				
Rajeev Chopra, Faculty		\$609.96					
Andrew Patterson, Faculty		\$1,994.10	\$6,662.80				
Eric Yap, Faculty		\$1,994.10					
Thomas Orf, Faculty		\$1,876.80					
Mary Lauffer, Faculty		\$1,994.10	\$3,434.56				
Christina Lee, Faculty		\$1,032.24					
Amber Hatter, Faculty		\$1,994.10					
Stephen Lanza, Faculty		\$1,994.10					
Jeffrey Weichert, Faculty			\$2,017.56				
Tracey Coleman			\$4,727.25				
Lyndale Garner, Faculty			\$3,256.36				
Sheena Turner			\$1,898.00				
Jane Ayotte, Faculty			\$563.04				
Kali Rippel, Faculty			\$609.96				
Gayla Jurevich, Faculty			\$4,422.31				
Nadiyah Taylor, Faculty			\$656.88				
Amy Chovnick			\$1,876.80				
Melissa Korber, Faculty			\$1,890.90				
Toby Bielawski, Faculty			\$868.06				
Elena Cole, Faculty			\$1,876.80				
Richard Dry, Faculty			\$891.48				
Barbara Zingg, Faculty			\$2,017.56				
Tracey Coleman, Faculty		\$2,134.86					
2000 Non-instructional Salaries	\$25,717.66	\$0.00	\$337.62	\$0.00	\$0.00	\$337.62	\$25,380.04
Vicki Shipman, PI		\$0.00					
Scott Vigallon, Distance Education Director		\$0.00					
Amir Law, Academic Dean		\$0.00					
Wanda Butterly, Access Coordinator		\$0.00	\$337.62				
3000 Employee Benefits	\$26,452.41	\$3,193.88	\$6,351.06	\$0.00	\$0.00	\$9,544.94	\$16,907.47
Julie Stein, Faculty		\$397.00	\$467.07				
Victoria Austin, Co-PI		\$214.85	\$413.11				
Rajeev Chopra, Faculty		\$121.22					
Andrew Patterson, Faculty		\$391.56	\$1,057.48				
Eric Yap, Faculty		\$397.01					
Thomas Orf, Faculty		\$373.48					
Mary Lauffer, Faculty		\$397.04	\$603.91				
Christina Lee, Faculty		\$204.93					
Amber Hatter, Faculty		\$135.78					
Tracey Coleman, Faculty		\$425.24					
Jeffrey Weichert, Faculty			\$401.66				
Tracey Coleman			\$852.63				
Lyndale Garner, Faculty			\$589.27				
Sheena Turner			\$47.45				
Jane Ayotte, Faculty			\$163.67				
Kali Rippel, Faculty			\$54.73				
Gayla Jurevich, Faculty			\$219.16				
Nadiyah Taylor, Faculty			\$130.43				
Amy Chovnick			\$670.67				
Melissa Korber, Faculty			\$84.79				
Toby Bielawski, Faculty			\$171.86				
Wanda Butterly, Access Coordinator			\$242.49				
Elena Cole, Faculty			\$40.87				
Richard Dry, Faculty			\$177.38				
Barbara Zingg, Faculty			\$400.75				
Stephen Lanza, Faculty		\$135.77					
4000 Supplies & Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 Other Operating Expenses	\$22,936.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,936.00
Mileage	\$436.00						
Professional Development	\$22,500.00						
Totals	\$177,187.27	\$43,783.00	\$97,560.19	\$0.00	\$0.00	\$70,671.60	\$106,515.68

FISCAL Y Expense/Revenue

From 01-JUL-2019

LPC CTE Programs

Foothill-De Anza - CVC-OEI -

Detail Report
To 31-D EC-2019

F YREXPD

33402

333283

TRANS DOCUMENT

DATE REF DESCRIPTION

BEGINNIN HER-NON-TEACHING

7/1/2019 Adopted Budget

8/30/2019 HR Payroll 2019 M1 8 0

9/30/2019 HR Payroll 2019 M1 9 0

10/31/2019 HR Payroll 2019 M1 10 0

11/26/2019 HR Payroll 2019 M1 11 0

12/23/2019 HR Payroll 2019 M1 12 0

ENDING B HER-NON-TEACHING

PROG ACCT ORG/FUND BUDGET TRANSACTION ENCUMBRANCE
ACTIVITY ACTIVITY ACTIVITY

50100 1480 0 0 0

50100 1480 98,503.20 15,729.93

50100 1480 2,967.69

50100 1480 15,190.35

50100 1480 10,381.05

50100 1480 16,144.61

50100 1480 98,503.20 60,413.63 0

AVA ILABLE BALANCE: 38,089.57

BEGINNIN HER-NON-TEACHING

7/1/2019 Adopted Budget

10/31/2019 HR Payroll 2019 M1 10 0

ENDING B HER-NON-TEACHING

499900 1480 0 0 0

499900 1480 3,578.00 375.36

499900 1480 3,578.00 375.36 0

AVA ILABLE BALANCE: 3,202.64

BEGINNIN URLY

12/23/2019 HR Payroll 2019 M1 12 0

ENDING B URLY

50100 2301 0 0 0

50100 2301 337.62

50100 2301 337.62 0 0

AVA ILABLE BALANCE: -337.62

○ ○

○ ○

0	0
701.3	
1,147.34	
681.99	
787.94	
-2,548.56	
770.01	
0	0

0	0
1,301.79	
507.48	
1,394.06	
1,045.03	
1,972.77	
6,221.13	
0	0

0

10/31/2019 HR Payroll 2019 M1 10 0
ENDING B RS OTHER CERTIF EMPLOYEES

4999900

3130
3130

0
64.19

0

AV/A

ILABLE BALANCE:

-64.19

BEGINNIN RS OTHER CLASS EMPLOYEES
12/23/2019 HR Payroll 2019 M1 12 0
ENDING B RS OTHER CLASS EMPLOYEES

50100

3220
3220
3220

0
0
66.58
66.58

0

AV/A

ILABLE BALANCE:

-66.58

BEGINNIN SDHI OTHER CLASS EMPLOYEES
12/23/2019 HR Payroll 2019 M1 12 0
ENDING B SDHI OTHER CLASS EMPLOYEES

50100

3320
3320
3320

0
0
19.42
19.42

0

AV/A

ILABLE BALANCE:

-19.42

BEGINNIN SDHI OTHER CERTIF EMPLOYEES
8/30/2019 HR Payroll 2019 M1 8 0
9/30/2019 HR Payroll 2019 M1 9 0
10/31/2019 HR Payroll 2019 M1 10 0
11/26/2019 HR Payroll 2019 M1 11 0
12/23/2019 HR Payroll 2019 M1 12 0
ENDING B SDHI OTHER CERTIF EMPLOYEES

50100
50100
50100
50100
50100

3330
3330
3330
3330
3330
3330

0
0
227.08
42.63
234.5
166.18
232.13
902.52

0

AV/A

ILABLE BALANCE:

-902.52

BEGINNIN	SDHI OTHER CERTIF EMPLOYEES								
10/31/2019	HR Payroll 2019 M1 10 0								
ENDING B	SDHI OTHER CERTIF EMPLOYEES								
		499900							
			3330	0	0				
			3330		5.36				
			3330	0	5.36			0	

AV/A	ILABLE BALANCE:	-5.36
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BEGINNIN	& W OTHER CLASS EMPLOYEES								
12/23/2019	HR Payroll 2019 M1 12 0								
ENDING B	& W OTHER CLASS EMPLOYEES								
		50100							
			3420	0	0				
			3420		151.9				
			3420	0	151.9			0	

AV/A	ILABLE BALANCE:	-151.9
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BEGINNIN	& W OTHER CERTIF EMPLOYEES								
10/31/2019	HR Payroll 2019 M1 10 0								
ENDING B	& W OTHER CERTIF EMPLOYEES								
		50100							
			3430	0	0				
			3430		353.74				
			3430	0	353.74			0	

AV/A	ILABLE BALANCE:	-353.74
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BEGINNIN	I OTHER CLASS EMPLOYEES								
12/23/2019	HR Payroll 2019 M1 12 0								
ENDING B	I OTHER CLASS EMPLOYEES								
		50100							
			3520	0	0				
			3520		0.17				
			3520	0	0.17			0	

AV/A	ILABLE BALANCE:	-0.17
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BEGINNIN	I OTHER CERTIF EMPLOYEES								
8/30/2019	HR Payroll 2019 M1 8 0								
		50100							
			3530	0	0				
			3530		7.87				

9/30/2019	HR Payroll 2019 M1 9 0	50100	3530	1.48
10/31/2019	HR Payroll 2019 M1 10 0	50100	3530	7.59
11/26/2019	HR Payroll 2019 M1 11 0	50100	3530	5.18
12/23/2019	HR Payroll 2019 M1 12 0	50100	3530	8.08
ENDING B	I OTHER CERTIF EMPLOYEES		3530	30.2
			0	0

BEGINNIN	I OTHER CERTIF EMPLOYEES			
10/31/2019	HR Payroll 2019 M1 10 0	499900	3530	0
ENDING B	I OTHER CERTIF EMPLOYEES		3530	0.19
			0	0.19
				0

BEGINNIN	I OTHER CLASS EMPLOYEES			
12/23/2019	HR Payroll 2019 M1 12 0	50100	3620	0
ENDING B	I OTHER CLASS EMPLOYEES		3620	4.42
			0	4.42
				0

BEGINNIN	I OTHER CERTIF EMPLOYEES			
8/30/2019	HR Payroll 2019 M1 8 0	50100	3630	0
9/30/2019	HR Payroll 2019 M1 9 0	50100	3630	205.88
10/31/2019	HR Payroll 2019 M1 10 0	50100	3630	38.85
11/26/2019	HR Payroll 2019 M1 11 0	50100	3630	198.81
12/23/2019	HR Payroll 2019 M1 12 0	50100	3630	135.85
ENDING B	I OTHER CERTIF EMPLOYEES		3630	211.29
			3630	790.68
			0	0

AVA ILABLE BALANCE: -790.68

BEGINNIN	I OTHER CERTIF EMPLOYEES		3630	0	0	0
10/31/2019	HR Payroll 2019 M1 10 0		3630		4.91	
ENDING B	I OTHER CERTIF EMPLOYEES	499900	3630	0	4.91	0

AVA ILABLE BALANCE: -4.91

BEGINNIN	S-FACULTY-OTHER		3730	0	0	0
8/30/2019	HR Payroll 2019 M1 8 0		3730		159.52	
ENDING B	S-FACULTY-OTHER	50100	3730	0	159.52	0

AVA ILABLE BALANCE: -159.52

BEGINNIN	NSOLIDATED BENEFITS (BUDGET ONLY)		3840	0	0	0
7/1/2019	Adopted Budget		3840		10,835.35	
ENDING B	NSOLIDATED BENEFITS (BUDGET ONLY)	50100	3840	10,835.35	0	0

AVA ILABLE BALANCE: 10,835.35

BEGINNIN	NSOLIDATED BENEFITS (BUDGET ONLY)		3840	0	0	0
7/1/2019	Adopted Budget		3840		15,617.06	
ENDING B	NSOLIDATED BENEFITS (BUDGET ONLY)	499900	3840	15,617.06	0	0

AVA ILABLE BALANCE: 15,617.06

BEGINNIN	AVEL EXPENSE		5210	0	0	0
7/1/2019	Adopted Budget		5210		436	
		50100				

ENDING B AVEL EXPENSE

5210 436 0 0

AVA ILABLE BALANCE: 436

BEGINNIN NFERENCE EXPENSE

5220 0 0 0

7/1/2019 Adopted Budget 50100

5220 22,500.00 0 0

ENDING B NFERENCE EXPENSE

5220 22,500.00 0 0

AVA ILABLE BALANCE: 22,500.00

BEGINNIN HER STATE INCOME

8690 0 0 0

7/1/2019 Adopted Budget 860000

8690 177,187.27 21,891.50 0

10/11/2019 333283 FOOTHILL-DeANZA CVC OE 860000

8690 177,187.27 21,891.50 0

ENDING B HER STATE INCOME

8690 177,187.27 21,891.50 0

AVA ILABLE BALANCE: 155,295.77

TOTAL FU hill-De Anza - CVC-OEI -

Labor 6 154,251.27 70,671.55 0

Revenues 5 177,187.27 21,891.50 0

Expenditures 7 22,936.00 0 0

TOTAL OR 02 LPC CTE Programs

Labor 6 154,251.27 70,671.55 0

Expenditures 7 22,936.00 0 0

Revenues 5 177,187.27 21,891.50 0

TOTAL LE : 10 General Fund

Labor 6 154,251.27 70,671.55 0

Revenues 5 177,187.27 21,891.50 0

Expenditures 7 22,936.00 0 0

Improving Online (Directions: Each cell must be filled. If it does not apply, enter N/A. For more guidance, refer to the Reporting Checklist.)

Course Name	Award Type (List all that apply: CCA, Associate, Certificate) (List all that apply: CCA, Associate, Certificate)	Goal: Hybrid or Fully Online (Select one)	Course Status	Percent (%) Complete or Description of Program	Goal: Quality Rubric Alignment (Y/N)	Percent (%) Complete (Y/N)	Goal: Added ORR/ETC (Y/N)	Percent (%) Complete	Other Alignment/Improvement to Course/Program (e.g., Equity Rubric, Marketing, Scheduling, # of Sections)	Percent (%) Complete	Baseline: # students enrolled in AY 15-19	Term of Improved Course Launch (estimate)	Estimated # students to be enrolled in course/per year beginning AY 20-21 50 students per cohort/per year
CHUD 101	Certificate of Achievement, Associate of Arts	Fully Online	In Progress (If Self-Admitted Complete)	60%	Yes	25%	Yes	50%	NA	NA	100	Fall 2020	200 students per year
COMMT 14													
AS-T in Business Administration													
BUSN 30	Certificate of Achievement	Fully Online	Complete	100%	No	N/A	Yes	75%	Increase Online Marketing, Align to Equity Rubric	NA	150	Fall 2020	200 students per year
BUSN 48	Certificate of Achievement	Fully Online	Submitted to local POCR	100 Yes			0 yes - not funded by grant	NA	NA	NA	77	98 Fall 2020	108
BUSN 52	Certificate of Achievement	Fully Online	In Progress towards alignment	60 Yes			0 no	NA	NA	NA	70	Fall 2020	77
BUSN 53	Certificate of Achievement	Fully Online	In Progress towards alignment	60 Yes			0 no	NA	NA	NA	02	84 Fall 2020	02
BUSN 56	Certificate of Achievement	Fully Online	In Progress towards alignment	60 Yes			0 no	NA	NA	NA	73	66 Fall 2020	73
BUSN 88	Certificate of Achievement	Fully Online	In Progress towards alignment	60 Yes			0 no	NA	NA	NA	30	64 Fall 2020	30
BUSN 18	Certificate of Achievement	Fully Online	Submitted to local POCR	100 Yes			0 no	NA	NA	NA	118	36 Fall 2020	118
BUSN 40	Certificate of Achievement	Fully Online	Submitted to local POCR	100 Yes			0 yes - not funded by grant	NA	NA	NA	486	107 Fall 2020	486
BUSN 58	Certificate of Achievement	Fully Online	Submitted to local POCR	100 Yes			0 yes - not funded by grant	NA	NA	NA	63	76 Fall 2020	63
WRX 54	Certificate of Achievement	Fully Online	In Progress towards alignment	75 Yes			0 no	NA	NA	NA	68	02 Fall 2020	68
WRX 55	Certificate of Achievement	Fully Online	In Progress towards alignment	75 Yes			0 no	NA	NA	NA	83	75 Fall 2020	83



California
Community
Colleges

California Virtual Campus –
Online Education Initiative

District: Chabot Las Positas

College: Las Positas

Subaward No: 19-029

Principal Investigator: Vicki Shipman

NARRATIVE REPORT

Q1 Q2 Q3 Q4

REPORTING REQUIREMENTS: Please provide a detailed response for each of the (5) five questions and its sub-questions. Lack of response will delay process of reimbursement. If your project contains elements of Tracks 1 and/or 2 **AND** Track 3, you are required to complete both reporting templates. Reports are due Wednesday, January 15, 2020.

1) What was accomplished during the Q2 (10/01/19 through 12/31/19) reporting period?

- a) List all Q2 activities proposed in your application and their status as X% complete (i.e., 100% complete = finished, 1-99% complete = in progress, 0% complete = not started). Please note any changes or additions from your application, along with a rationale for those changes.

Our goals for Q2 include the following:

1) Deliver Online Course Development Program (OCDP, our internal training) to 9 faculty in addition to the 6 who completed training during Q1. Three additional faculty have completed the training, 3 are still working on the training, and 2 are scheduled to begin in January – 70% complete

2) Develop 2 new and 8 updated existing courses using the OEI course design rubric First, please note that there are in fact 11 courses that need to be updated or created to offer the certificate fully online as we stated in our grant application; one was unintentionally omitted from the application but is being updated now.

We have completed updates of 5 of these courses and they have been submitted to our local POOR team to start the review process; the other 6 are well along in the alignment process. 70% complete

3) Identify and offer other professional development opportunities for online course development and delivery.

We offered OCDP training to business faculty associated with the Certificate of Achievement that is being prepared for the OEI, and we also offered training to faculty outside this discipline. One group of these other faculty is all from one discipline and is working on developing their own fully online certificate of achievement.

Additionally, we offered the opportunity to attend the June Online Teaching Conference to faculty across the college and have more faculty interested in attending than we can cover with funds from this grant. 100% complete

4) Report and present out on project activities, outcomes, timelines, and financial matters

This work is ongoing. We have a web page on our college site where information about the grant and our progress is hosted:

<http://www.laspositascollege.edu/banq/index.php>

We attend monthly check-in meetings with other grant awardees

We update our internal tracking documents for project tasks, goals, timelines, and budget

- b) Describe any challenges encountered for proposed activities that were not completed as expected, how you plan to address those challenges, and if they require any changes to your timeline.

1) as noted above in (a) we had one additional course to update, and started on that process late for that one course. Tragically, the instructor associated with the course died during the fall semester and the course was reassigned in progress to another instructor. Alignment for this course is somewhat behind the rest of the schedule but the instructor who has taken over has already done OCDP training for another course, and is working on getting this existing course aligned.

2) Accessibility can be a significant challenge for faculty in getting their courses fully aligned. One course that uses a workbook with fillable pdfs was hard for the instructor to remediate, so we shifted some of the grant-provided hours from the instructor to our accessibility expert, so that the work could be done properly and efficiently.

- c) Track 1 & 2 Outcomes: Use the **CTE Courses Template Table** provided to list all CTE courses that you expect to be redesigned and/or improved as part of this project.

A completed table is provided as part of this report

2) How have you prepared to report progress over time?

- a) List any baseline data that was collected during Q2. *[NOTE: You do not need to list the data from your Q1 report again.]* Please note any changes or additions from your application, along with a rationale for those changes. Include student demographic information to track success/retention in online CTE programs/course being developed or modified.

Number of faculty completing OCDP training (10/01-12/31/2019): 2

Number of faculty completing POOCR training (10/01-12/31/2019): 6

Number of courses ready for POOCR review (by 12/31/2019): 5

Number of faculty who wish to attend Online Teaching Conference: 25 (not all will be funded)

Course enrollments for AY 2018-19 had not been fully updated in the last reporting period, but have now been updated. New totals are reflected in our Course Table that accompanies this report.

- b) List all baseline data that was not collected in Q1 or Q2, and describe either how and when you plan to collect that data retroactively or how that data is no longer necessary. NA

- c) List the indicators and/or benchmarks that were developed to determine progress over the grant period.

We attained local POOCR status for our college, the third college in the state to achieve this objective.

3) How have you engaged with people and groups beyond your core grant team?

- a) List how you have engaged with other organizations to support your grant:
- With Pathways Communities of Practice (e.g., participated in Basecamp discussions)
 - We participate in the Business – Management and Leadership CoP as well as the Basecamp site for all grantees
 - As noted above, we attained local POOCR certification from OEI
 - Our local POOCR team has periodic norming sessions
 - Our Accessibility specialist has put in time beyond her normally scheduled work hours to make two courses accessible; we were able to fund this work by transferring hours funded for faculty to the accessibility specialist (with consent from all participants, of course)
- b) List how you have disseminated information about your grant (e.g., presentations, progress reports, announcements, newsletters, social media posts)?
- To our project team: Our team members meet regularly to discuss progress as well as having regular email discussions of issues as they arise
 - To our campus:
 - We have a public facing web site hosted by the college
 - We have been featured at the monthly college Town Hall meeting
 - We have presented on this project at Flex Day, our local staff development day, to describe the work we are doing and inform other faculty about the OEI alignment process

4) Please outline your Q2 budget expenditures.

- a) Complete the Q2 column in the attached Budget Tracker spreadsheet.
- b) Complete the Planned Expenditures and Q2 column on the Expenditure Report.
- c) Using the Expenditure Report, have your Business/Grants Office prepare an invoice for reimbursement.

5) Identify your college/district's goals and/or deliverables for the following:

- a) Upcoming Q3 grant period (01/01/20 - 03/31/20).
- i) Two remaining faculty to complete OCDP
 - ii) One remaining faculty to complete POOCR training
 - iii) All 11 courses for this certificate to be submitted for local POOCR (5 to date of the 11)
 - iv) 3 courses to complete remediation for alignment
 - v) 2 course to be submitted to state OEI for certification

