

# Task Details Report

**Planning Unit:** International Students  
**Unit Manager:** Lead Staff, International Students

**Objective:** 668 - Equipment, Technology, and Facilities Requests

**Objective Description:**

We are requesting replacement of an outdated laptop and a old monitor, as well as a new scanner/printer/copier for the adjunct international counselor.

<b>Start Date:</b> 3/3/2017	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b> 7/31/2017	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$1,860

Equipment Requests Include:

Laptop Bundle, \$1238.87 (replacement)  
 Desktop Monitor, \$192.50 (replacement)  
 Desktop Scanner/Printer/Copier, \$430.82 (new)

Please see attached resources required.

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
ITech	International Students	Dell Latitude E7470 Laptop i-5-6300U, 16 GB, 256 GB SSD, 14" LCD with Docking Station	\$1238.00	\$1238.00
ITech	International Students	Dell UltraSharp 24" Monitor U2417HJ w/wireless charging stand	\$192.00	\$192.00
ITech	International Students	HP LaserJet Pro MFP M426fdn	\$430.00	\$0.00

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

**Planning Unit:** International Students  
**Unit Manager:** Lead Staff, International Students

**Objective:** 669 - Personnel Request

## Objective Description:

We are requesting the current adjunct counselor designated for international students to be formally included under the General Fund for the international office, rather than under SSSP funding.

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<b>Start Date:</b> 3/3/2017	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> Medium	<b>Task Order:</b> 1
<b>Due Date:</b> 8/1/2017	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$0

We are requesting that the adjunct counselor position (18 hours) designated for international students be formally included under Fund 1 for international students, rather than under the current SSSP Funding.

In Fall 2016, this position completed 47% of the counseling appointments for international students, or 58 appointments

In Spring 2017 to date, this position has completed 62% of the counseling appointments for international students, or 33 appointments.

Hourly rate (Step 2) \$59.23  
Est Rate (incl. COLA) \$61.30  
COLA (estimated) 1.035  
Benefits 12.23%

Actual Hours (Fall)  
Fall Actual Hours (12.5/wk) 196  
Fall Salary \$12,015.40

Actual Intersession Hours  
Total Hours 44  
Intersession Salary \$2,697.33

Actual Hours (Spring)  
Semester Hours (18/wk) 319.5  
Semester Salary \$19,586.32

Estimated Summer (June) Hours  
June hours 60  
6hrs/day x 2days/wk x 5wks  
June Salary \$3,678.18

TOTALS  
Total Salary \$37,977.24  
Total Benefits \$4,644.62  
TOTAL BUDGET \$42,621.86

# Task Details Report

### Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

### Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

### Assignment Details:

Name:	Email:
No Data to Display	

# Task Details Report

**Planning Unit:** International Students  
**Unit Manager:** Lead Staff, International Students

**Objective:** 670 - Strategic Action Plans

**Objective Description:**

Please see detailed descriptions of our strategic action plans for 2017-2018.

<b>Start Date:</b> 3/6/2017	<b>Task Type:</b> Departmental Action Plan	<b>Priority Level:</b> Medium	<b>Task Order:</b> 1
<b>Due Date:</b> 12/31/2017	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$0

SAO #1. The International Student Center will provide efficient, accurate, and professional service to international students, so that they can achieve their personal, educational, and professional goals.

Action Plan: Develop on online form to organize student services requests and collect documents in advance.

Timeline: Spring 2017-Fall 2017

Responsible Personnel: ISC Staff with IT and website support

Resources required: Use of online form or survey tool; assistance from IT

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
No Data to Display				

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

<b>Start Date:</b> 8/1/2017	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> Medium	<b>Task Order:</b> 2
<b>Due Date:</b> 5/31/2018	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$0

SAO #1. The International Student Center will provide efficient, accurate, and professional service to international students, so that they can achieve their personal, educational, and professional goals.

Action Plan: Participate in regular professional development opportunities in the field, in order to stay up-to-date on F-1 visa regulations, International Student Services, and international counseling. Attendance by one or more ISC Staff Members to these conferences:

- NAFSA Regional Conference, October 2017
- NAFSA Northern District Conference, March 2018
- NAFSA National Conference, May 2018
- American Counseling Association, March 2018

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
No Data to Display				

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

<b>Start Date:</b> 8/1/2017	<b>Task Type:</b> Departmental Action Plan	<b>Priority Level:</b> Medium	<b>Task Order:</b> 3
<b>Due Date:</b> 5/31/2018	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$0

SAO #2. ISC promotes understanding and respect for diverse perspectives by providing college-wide opportunities for community engagement, cultural exchange, and study abroad.

Action Plan: Designate a prayer/meditation room to serve the needs of students from diverse religious backgrounds.

Timeline: AY 2017-2018

Responsible Personnel: ISC Staff in coordination with ASCC.

Facilities: Private, quiet and clean room available during the daytime hours.

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
No Data to Display				

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

**Start Date:**  
4/1/2017

**Task Type:**  
Departmental Action  
Plan

**Priority Level:**  
Medium

**Task Order:**  
4

**Due Date:**  
12/31/2017

**Completion Date:**

**Task Status:**  
New

**Budget:**  
\$0

SAO #3. Increase international student enrollment while maintaining diversity, and increase participation in study abroad programs.

Action Plan: Review and revamp the ISC website to ensure clear, detailed, easy to find information. Incorporate interactive features such as videos and powerpoints.

Timeline: Spring 2017-Fall 2017

Responsible Personnel: ISC Staff, with IT support

Resources: Possible photo collateral

## Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

## Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

## Assignment Details:

Name:	Email:
No Data to Display	

# Task Details Report

**Start Date:**  
8/1/2017

**Task Type:**  
Departmental Action  
Plan

**Priority Level:**  
Medium

**Task Order:**  
5

**Due Date:**  
5/31/2018

**Completion Date:**

**Task Status:**  
New

**Budget:**  
\$0

SLO #2 International students will understand and utilize services and tools available to reach their educational goal (complete a program of study and/or transfer to a four-year institution).

Action Plan: Develop 1-2 additional workshops per semester to address international student needs, i.e.

Scholarship Workshop

Timeline: AY 2017-2018

Responsible Staff: ISC Staff and Student Ambassadors

## Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

## Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

## Assignment Details:

Name:	Email:
No Data to Display	



# Task Details Report

**Start Date:**  
8/1/2017

**Task Type:**

**Priority Level:**  
Medium

**Task Order:**  
6

**Due Date:**  
12/31/2017

**Completion Date:**

**Task Status:**  
New

**Budget:**  
\$0

SLO #3 International students will become active members and leaders of the Cañada College community.

Action Plan: Implement an annual international student satisfaction survey to measure student satisfaction with their experience with the Cañada community and identify opportunities for increased involvement.

Timeline: Fall 2017 development

Responsible Personnel: ISC Staff, in coordination with PRIE

## Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

## Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

## Assignment Details:

Name:	Email:
No Data to Display	