



LOS RIOS COMMUNITY COLLEGE DISTRICT
1919 Spanos Court • Sacramento, CA 95825-3981

PP

P.O. No. F 3243

Date 1/12/17

LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: Fivehouse Subs 1801 E. Bidwell St. STE 101 Folsom, CA 95630 Melanie Dixon 90 FLC BSO	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" type="checkbox"/> Will Call
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Hook & Ladder Sub (M)	1			7.49	7.49
2	Fivehouse Steak & Cheese (M)	1			7.49	7.49
3	Club on a Sub (M)	1			7.49	7.49
4	Turkey Bacon Ranch (M)	1			7.49	7.49
5	Chip Combo	4			2.84	11.36
6						
7	Reimbursement for Lunch					
8	FLC - Student Services/					
9	student success					
10	Retreat					

Purchases Charged to Categorical Programs, Grants or Special Projects
This purchased is in compliance with the requirements of:

Program Name _____

For grants/special projects _____

Program Director/Coord. Signature _____ Project/Grant Number _____

Program Goal/Objective Number/Explanation _____

SUB-TOTAL	41.72
SALES TAX	3.24
TOTAL (Not to Exceed \$200.00)	44.96

VENDOR: Reference P.O. number on all invoices and packing slips. Total invoice may not exceed \$200.00 including tax and shipping costs. Mail invoices in duplicate to: Los Rios Community College District, Accounting Department, 1919 Spanos Court, Sacramento, CA 95825.

I/WE hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations, and laws.

REQUESTED BY: Melanie Dixon TYPED/PRINT DATE: 1/12/17

REQUESTED BY: [Signature] SIGNATURE DATE: 1/12/17

APPROVED: _____ DEAN OR OTHER AUTHORIZED SIGNATURE DATE: _____

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE: 2/10/17

Received by _____ Date _____

Genfd / 5200 / 11 / FL.VS. OFFC
Bus. Unit Account Fund Org

60100 / 00000 / 2016 / 041A \$ 44.96
Program Sub-Class BY Proj/Grnt Amount

Bus. Unit Account Fund Org

Program Sub-Class BY Proj/Grnt Amount

Student Services & Success Programs Leadership Team Retreat

Thursday, January 12, 2017 from 11:00 am - 4:30 pm

Falcons Roost, Student Life Conference Room

Attendees: Bernard Gibson, Genevieve Siwabessy, Melanie Dixon

AGENDA

11:00 am	Welcome & Agenda Review
11:15 am	Review College Mission and Vision Statements
11:30 am	Review Proposed Divisional Mission and Vision Statements
12:00 pm	Lunch
12:30 pm	Operationalizing Divisional Vision
1:00 pm	Leadership Approach Collaborative
1:45 pm	BREAK
2:00 pm	Changes in Reporting Structure
3:00 pm	Committee and Meeting Responsibilities
3:15 pm	Transitional Meetings
3:00 pm	ADP/AUP Timeline and Divisional Requests Review Process
3:30 pm	SSSP/SEP/BSI Integration Plan
4:00 pm	Other items
4:30 pm	End of Retreat



Folsom Lake College Vision and Mission Statements

Vision

Folsom Lake College opens minds and doors through the power of education, inspiring all students to become socially responsible global citizens.

Mission

Folsom Lake College enriches and empowers all students to strengthen our community by bridging knowledge, experience and innovation.

Folsom Lake College, serving the diverse communities of eastern Sacramento and western El Dorado counties, offers educational opportunities and support for students to transfer to four-year institutions, to improve foundational skills, to achieve career goals, and to earn associate degrees or certificates.

Proposed Student Services and Success Programs Vision and Mission Statements

Vision

Student Services & Success Programs aspire to achieve an exemplary level of innovative and student-centered services and programs in support of a growing and diverse community.

OR

Vision

Student Services & Success Programs aspire to achieve an exemplary level of innovative and student-centered services and programs in support of the development of global citizens.

OR

Vision

Student Services & Success Programs cultivate transformative experiences that challenge students to be their best at Folsom Lake College and beyond.

Mission

Student Services & Success Programs strive to create a welcoming and supportive environment that fosters student engagement to promote learning, personal growth, inclusive spirit and student success.

OR



Mission

Student Services & Success Programs contribute to the establishment of a student-centered learning community that fosters educational and personal development and is dedicated to the inclusion of all community members.

OR

Mission

Student Services & Success Programs create innovative learning opportunities, programs, and services that prepare students to lead, serve, and become engaged members of a global society.

From: [Dixon, Melanie](#)
To: [Wong, Barbara](#); [Haney, Brenda](#)
Cc: [Chueh, Valerie](#)
Subject: RE: PLEASE ADVISE FURTHER_ RE: F3243 for reimbursement to Melonie Dixon
Date: Thursday, February 23, 2017 5:38:16 PM

Thank you Barbara and Brenda.

I appreciate the support and apologize for the oversight.

Have a great evening.

Melanie Dixon | Vice President of Student Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6653 | **f.** 916.608.6732 | Melanie.Dixon@flc.losrios.edu | <http://flc.losrios.edu>

From: Wong, Barbara
Sent: Thursday, February 23, 2017 5:35 PM
To: Dixon, Melanie <DixonM@flc.losrios.edu>; Haney, Brenda <haneyb@flc.losrios.edu>
Cc: Chueh, Valerie <ChuehV@flc.losrios.edu>
Subject: RE: PLEASE ADVISE FURTHER_ RE: F3243 for reimbursement to Melonie Dixon

This email explanation will suffice. Thank you.

Barbara Wong

From: Dixon, Melanie
Sent: Thursday, February 23, 2017 5:27 PM
To: Haney, Brenda
Cc: Wong, Barbara; Chueh, Valerie
Subject: RE: PLEASE ADVISE FURTHER_ RE: F3243 for reimbursement to Melonie Dixon

My apologies Brenda, Alicia Doxon (former AA) captured notes and joined the team for lunch as well. She did not have an official role on the agenda, so was not listed as an attendee. Shall I add her to the agenda and re-submit? I am more than happy to do so. 😊

Melanie Dixon | Vice President of Student Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6653 | **f.** 916.608.6732 | Melanie.Dixon@flc.losrios.edu | <http://flc.losrios.edu>

From: Haney, Brenda
Sent: Thursday, February 23, 2017 4:10 PM
To: Chueh, Valerie <ChuehV@flc.losrios.edu>; Dixon, Melanie <DixonM@flc.losrios.edu>
Cc: Wong, Barbara <WONGB@losrios.edu>
Subject: PLEASE ADVISE FURTHER_ RE: F3243 for reimbursement to Melonie Dixon

Thank you for your recent support docs.

Please Advise Further – **Re: additional question highlighted below** . PO copies attached.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Wong, Barbara

Sent: Thursday, February 23, 2017 3:47 PM

To: Haney, Brenda <haneyb@flc.losrios.edu>

Subject: RE: F3243 for reimbursement to Melonie Dixon

Thanks, Brenda. **Why were 4 meals purchased, but only 3 attendees at the meeting?**

Barbara Wong

From: Haney, Brenda

Sent: Thursday, February 23, 2017 2:18 PM

To: Wong, Barbara

Cc: Popovac, Maria

Subject: FW: F3243 for reimbursement to Melonie Dixon

Importance: High

Requested support documentation attached.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Haney, Brenda

Sent: Wednesday, February 22, 2017 7:40 AM

To: Chueh, Valerie <ChuehV@flc.losrios.edu>

Subject: FOR YOUR ACTION_ FW: F3243 for reimbursement to Melonie Dixon

Importance: High

Hi Valerie –

Please provide the items **highlighted** below – submit by email will suffice.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Wong, Barbara

Sent: Tuesday, February 21, 2017 4:35 PM

To: Haney, Brenda <haneyb@flc.losrios.edu>

Subject: F3243 for reimbursement to Melonie Dixon

Hi Brenda,

F3243 for reimbursement to Melonie Dixon is for student services/student success retreat. **Please provide date, list of attendees and agenda for activity.** Thank you.

Barbara Wong

Accounting Operations Supervisor

Los Rios Community College District

1919 Spanos Court Sacramento CA 95825

Phone: (916) 568-3038

E-mail: wongb@losrios.edu



LOS RIOS COMMUNITY COLLEGE DISTRICT
 1919 Spanos Court • Sacramento, CA 95825-3981
 (916) 568-3065

Wells Fargo Bank, N.A.
 115 Hospital Drive
 Van Wert, OH 45891

Date **Mar/02/2017** No **0094-744060**

56-382
412

Pay Amount **\$44.96*****

THE TREASURER OF SACRAMENTO COUNTY WILL PAY

**** FORTY-FOUR AND 96/100 DOLLAR ****

VOID SIX MONTHS FROM DATE DRAWN

To The
Order of

DIXON MELANIE R.
C/O FOLSOM LAKE COLLEGE
10 COLLEGE PKWY
FOLSOM CA 95630

SACRAMENTO COUNTY SUPERINTENDENT OF SCHOOLS
SACRAMENTO COUNTY AUDITOR-CONTROLLER

David W. Gordon
Melanie R. Dixon

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

⑈0094744060⑈ ⑆041203824⑆ 9600060041⑈

THIS WARRANT IS ISSUED FOR PAYMENT IN FULL ON ALL ITEMS SHOWN HEREON AND BY ENDORSEMENT PAYEE ACCEPTS PAYMENT IN FULL.

Warrant Date: Mar/02/2017

General Fund

Warrant No.:

744060

Description	Invoice No.	Invoice Date	Voucher ID	Invoice Amount	Discount	Paid Amount
F3243	REIMBURSEMENT	Jan/12/2017	F3243	44.96	0.00	44.96

Please sign / date and return to FCC BSO

Received By:

Melanie Dixon

Date:

3/17/17

Vendor Number	Vendor Name	Total Discounts
0000035222	DIXON MELANIE R.	

Warrant Number	Date	Total Amount	Discounts Taken	Total Paid Amount
744060	Mar/02/2017	\$44.96		\$44.96