



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: Sondra Lee FLC President's Office	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call In box in CA building
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Revolving Check, NTE #200	4	lunches			#34.98
2	to purchase lunch from					
3	Reimbursement of lunches					
4	for IEP/ PRT members from					
5	Panera Bread, 12/1/2016					
6						
7						
8						
9						
10						

Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of: Program Name _____ Program Director/Coord. Signature _____ For grants/special projects _____ Project/Grant Number _____ Program Goal/Objective Number/Explanation _____	SUB-TOTAL SALES TAX TOTAL (Not to Exceed \$200.00)	\$ 34.98
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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.	Received by _____ Date _____
REQUESTED BY: <u>Sondra Lee</u> TYPED/PRINT DATE: <u>12/1/16</u>	Bus. Unit Account Fund Org: <u>GENFD/5200/11/FL.CP.OFFC</u>
REQUESTED BY: <u>Sondra Lee</u> SIGNATURE DATE: _____	Program Sub-Class BY Proj/Grnt Amount: <u>60100/00000/2017/041A</u> \$ <u>34.98</u>
APPROVED: <u>Rachel Koszta</u> DEAN OR OTHER AUTHORIZED SIGNATURE DATE: <u>12/1/16</u>	Bus. Unit Account Fund Org: / / / /
APPROVED: <u>Kathleen Gubler</u> VICE PRESIDENT, ADMINISTRATION DATE: <u>12/2/16</u>	Program Sub-Class BY Proj/Grnt Amount: / / / / \$

**Avoid the line.
Order online.**

www.PaneraBread.com
Panera Bread St. Louis, MO 63127 LBL-20-GEN5

F 3271
Lee, Sondra

S Lee

12/1/2016

11:58:16 AM

Rapid Pickup Cashier: Rapid Pick Up

[] 1 Online Order
#91304866

[] 1 Kale Chx Cesar Sal
1 Chips

[] 1 You Pick 2
1 Cup Creamy Tomato So
1 1/2 Turkey Sandwich
1 Chips

[] 1 You Pick 2
1 Cup Creamy Tomato So
1 1/2 Turkey Sandwich
1 Chips

[] 1 BLT Rst Tky Avc Sdw
1 Chips

Total 34.98

Acct:XXXXXXXX1553

AuthCode:04622D

Trans#:0

[] Utensils

Order Checked By

Bag ___ Of ___

Accuracy Matters.

Your order should be correct every time.
If it's not, we'll fix it right away, and
give you a free treat for your trouble.

Just let any associate know.

Cafe Order 927191



INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE
Participate | Collaborate | Innovate

Partnership Resource Team (PRT)
Brief Professional Profiles

Client Institution	Folsom Lake College
PRT Member Name	Kindred Murillo
Home Institution	Lake Tahoe Community College District
Title and Functions	Superintendent/President
Areas of Expertise Related to Client Institution's Areas of Focus	<ul style="list-style-type: none"> • Enrollment Management • Financial Stability • Strategic and Master Planning • Community College Governance • Organizational Alignment and Development
PRT Member Name	Virginia Rabor Moran
Home Institution	Victor Valley College
Title and Functions	Executive Dean, Institutional Effectiveness and Research
Areas of Expertise Related to Client Institution's Areas of Focus	<ul style="list-style-type: none"> • Data analysis supporting enrollment management • Strategy development • Project management
PRT Member Name	Jason Parks
Home Institution	Norco College
Title and Functions	Professor of Mathematics, Chair of Math & Sciences
Areas of Expertise Related to Client Institution's Areas of Focus	<ul style="list-style-type: none"> • Scheduling • Enrollment Management
Other Details or Comments of Interest to Colleagues	Chair of Norco College's Academic Planning Council (Council of Department Chairs)
PRT Member Name	Jasmine Ruys
Home Institution	College of the Canyons
Title and Functions	Director, Admissions, Records, and Online Services
Areas of Expertise Related to Client Institution's Areas of Focus	<ul style="list-style-type: none"> • 3SP • Educational Planning • Degree Audit • Admissions and Records
Other Details or Comments of Interest to Colleagues	CACCRAO Past President, Member of SSSPAC, Implemented Online Education Plan

PRT Member Name	Robin L. Steinback, Ph.D.
Home Institution	Moreno Valley College/Riverside Community College District
Title and Functions	Vice President Academic Affairs/Accreditation Liaison Officer
Areas of Expertise Related to Client Institution's Areas of Focus	<ul style="list-style-type: none"> • Enrollment Management • Comprehensive Master Planning • Strategic Planning • Accreditation • Curriculum and Program Development
Other Details or Comments of Interest to Colleagues	I have served on the CCCCIO Executive Board (representing Area X), System Advisory Committee on Curriculum (2012-2014; present), and SB1440 Oversight and Implementation Committee (2012-2013). I look forward to learning from you, sharing strategies and practices.
PRT Member Name	Rebecca Warren-Marlatt, Ed.D.
Home Institution	Crafton Hills College
Title and Functions	Vice President, Student Services
Areas of Expertise Related to Client Institution's Areas of Focus	<ul style="list-style-type: none"> • Matriculation/onboarding processes for students • Online orientation, educational planning and retention tools • Development of district and site-level enrollment management plans • Growth strategies • Some experience with scheduling systems (Resource 25)
Other Details or Comments of Interest to Colleagues	Executive sponsor for the EPI pilot (CHC is the lead college)

Folsom Lake College
IEPI Partnership Resource Team Visit

Schedule for Second Visit - December 1st, 2016 from 9:00 AM - 2:00 PM (FINAL)

Areas of Focus (from Summary of Initial Visit)

- a. Professional Development (added during initial visit)
- b. Enrollment Management
 - i. Development of a comprehensive Enrollment Management Plan
 - ii. Matriculation/on-boarding processes for students
 - iii. Comprehensive front-end transcript evaluation and degree audit system
 - iv. Online student course and program planning
- c. Scheduling Software
 - i. Enterprise level scheduling system and tools, including courses, events and facilities
 - ii. Multiple term course registration system

Time	Room	What	Who	Objective	Documents
9:00-9:20	Community Room	Welcome and Update	<ul style="list-style-type: none"> -Executive Team -Academic Senate President -Classified Senate President -Student Body President -Dean of Student Success -Institutional Research -Student Life Supervisor -Faculty Chair of Matriculation and Student Success -Enrollment Management Chairs 	<p>Overview of agenda, Summary of Initial Visit (SIV), Menu of Options (MOOs) and objectives of the day</p>	<p>Summary of Initial Visit Menu of Options</p>
9:30-11:00	Community Room	Meet with those responsible for the three areas: professional development, enrollment	<ul style="list-style-type: none"> -Enrollment Management Planning Committee - Professional Development faculty and classified co-chairs - VPI - Faculty Scheduling Coordinator 	<p>Establish specific goals for the three areas</p>	<p>FLC's Leadership Grant Proposal Summary of Initial Visit Menu of Options</p>

Folsom Lake College
IEPI Partnership Resource Team Visit

(Continued from Above)		management, scheduling			
11:10-12:30	Community Room	IE&P Steering Group (enrollment management)	- Enrollment Management Planning Committee	Establish specific goals for developing a comprehensive enrollment management plan	Summary of Initial Visit Menu of Options
12:30-1:30	N/A	Lunch Break			
1:30-2:00	Community Room	Debrief/Adjourn	- President - Open to all	Next steps and closing statements	

Here is a link to see names associated with the positions listed above: [Who We Are](#)

Campus Map: http://www.flc.losrios.edu/Documents/About/folsom_map.pdf

Comments or questions? Please contact Molly Senecal, Dean of Planning and Research at SenecaM@flc.losrios.edu or Sondra Lee, Administrative Assistant to the President at lees@flc.losrios.edu.