

# Los Rios Community College District

PURCHASE ORDER NO 0001113449

Purchasing: (916)568-3071 \* FAX (916) 568-3145  
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 \* FAX (916) 286-3636  
Acctg-ops@losrios.edu

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

**Supplier:** 0000004868  
SAN MATEO COMMUNITY COLLEGE DISTRICT  
ATTN REBECCA CHAN  
3401 CSM DRIVE  
SAN MATEO CA 94402

**Phone:** (650) 358-6728  
**Fax:** (650) 574-6574

**email:** domenicib@smccd.edu

Date	Revision	Page
10/15/2020		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1027452 ANDERSONJ HANEYB	04ADMN	INST

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630  
United States

**Bill To:** LRCCD  
Invoice to: acctg-ops@losrios.edu  
1919 Spanos Court  
Sacramento CA 95825-3981  
United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	REGISTRATION FOR LOS RIOS CCD - TO VIRTUAL EQUITY ACADEMY FALL 2020 - ON OCTOBER 7 AND 8 FROM SKYLINE COLLEGE, SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT	1.00 EA	15,000.00	15,000.00	10/14/2020

PAY INVOICE# 203845 08-25-20  
EVENT DATE: OCTOBER 7 - 8, 2020

Sub Total Amount	15,000.00
Sales Tax Amount	0.00
Total PO Amount	15,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5200	11	AR.VI.OFFC	60100	00000	101F	2,505.00	2021
GENFD	5200	12	CR.CP.PATH	60900	00000	468F	5,250.00	2021
GENFD	5200	12	FL.VS.PATH	60900	00000	550A	5,745.00	2021
GENFD	5200	12	SC.VI.SESI	64900	00000	395D	1,500.00	2021

0001027452HARMANJ14-OCT-2020

Verification of this purchase order can be made using the Los Rios Community College District web site listed below.  
If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

Notice to vendor: You are responsible for delivering good and delivery documents to the Receiving Department at the site. Failure to so do will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of good by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

# Requisition

**Supplier:** SAN MATEO COMMUNITY COLLEGE DISTRICT 000004868  
ATTN REBECCA CHAN  
3401 CSM DRIVE  
SAN MATEO CA 94402  
United States

**Phone:** (650) 358-6728 **Fax:** (650) 574-6574  
**email:** domenicib@smccd.edu

**Ship To:** RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001027452	Date: 09/18/2020
Page 1	
Requisition Name: VIRTUAL EQUITY ACADEMY	
Requester: Jae Anderson	
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: ANDERSOJ 18-SEP-2020	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	OCTOBER 20 EQUITY ACADEMY REGISTRATION	1	EA	15,000.00	15,000.00	10/02/2020

15,000.00 Sub-total  
0.00 Est. tax

Total Requisition Amount: 15,000.00

PREPAY ATTACHED INVOICE 203845 DTD 08/25/20

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5200	11	AR.VI.OFFC	60100	00000	101F	2,505.00
GENFD	5200	12	CR.CP.PATH	60900	00000	468F	5,250.00
GENFD	5200	12	FL.VS.PATH	60900	00000	550A	5,745.00
GENFD	5200	12	SC.VI.SESI	64900	00000	395D	1,500.00

## Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: GUIDED PATHWAYS  
Project Grant: 550A  
Program Director: SONIA ORTIZ-MERCADO  
Program Goal: .

Approval Signature

Approval Signature

Approval Signature

# LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

## PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California.
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of person arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability, if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$1M, \$2M, or \$3M AGGREGATE as prescribed by DISTRICT requirements for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage. LRCCD insurance requirements can be viewed on the following website [www.losrios.edu/purchasing](http://www.losrios.edu/purchasing).
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTOR's who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law. CONTRACTOR further represents and warrants that any software/ hardware/ communications system/ equipment provided under this Agreement (collectively "technology") adheres to the standards and/or specifications as may be set forth in the Section 508 of the Rehabilitation Act of 1973 standards guide and is fully compliant with WCAG 2.0 AA standards for accessibility and compliant with any applicable FCC regulations. If portions of the technology or user experience are alleged to be non-compliant or non-accessible, LRCCD will provide CONTRACTOR with notice of such allegation and CONTRACTOR shall use its best efforts to make the technology compliant and accessible. CONTRACTOR shall indemnify, defend, and hold harmless LRCCD from and against any and all claims, allegations, liabilities, damages, penalties, fees, costs (including but not limited to reasonable attorneys' fees), arising out of or related to allegations the technology is not accessible.
23. **CERTIFICATION:** CONTRACTOR warrants that it is not debarred or suspended, proposed for debarment or declared ineligible for award of contracts by any Federal, State or local Agency.



**Invoice Number:** 203845

**Invoice Date:** 8/25/2020

**Payment Due Date:** 9/15/2020

**Remittance Address:**  
**SMCCCD/Skyline College**  
**Attn: Rebecca Chan**  
**3401 CSM Drive**  
**San Mateo, CA 94402**

Description	Amount
October 20 Equity Academy Registration - Los Rios CCD	
Team 1	\$ 7,500.00
Team 2	\$ 7,500.00
<b>TOTAL</b>	<b>\$ 15,000.00</b>

<b>FOAP:</b>	18215-2145-8890-682007
Session #:	
Session Date:	
Check #:	
Check Date:	
Check Amount:	

☐ Third Party Billing

**THANK YOU FOR YOUR BUSINESS!**



## VIRTUAL EQUITY ACADEMY | FALL 2020

# Delivering Student-Ready STEM Education: Critical Competencies for Student Success

October 7 and 8, 2020

Hosted through Zoom.

Visit [www.equityinstitute.com](http://www.equityinstitute.com) to register your team.

The Equity Institute (EI) develops transformative experiences for organizations committed to becoming more culturally literate and equity advancing. The EI hosts Equity Academies, a bi-annual Equity Summit, and the President's Cabinet Round tables.

In the academy, *Delivering Student-Ready STEM Education: Critical Competencies for Student Success*, participants will:

- Expose instructors to innovative and practical pedagogical approaches that can be applied to their Science, Technology, Engineering, and Mathematics classes.
- Develop transformative projects/lessons that engage students.
- Learn culturally responsive pedagogical frameworks applicable to classes, grant writing, and program development.



DR. RONI ELLINGTON  
Assistant Professor of Mathematics,  
Morgan State University



DR. SEPEHR VAKIL  
Assistant Professor of Learning Sciences,  
School of Education and Social Policy  
Northwestern University

### The program features:

- Keynote speakers, Dr. Roni Ellington and Dr. Sepehr Vakil
- Four two-hour topical sessions throughout the academy experience
- Sessions are facilitated and designed for teams to work collaboratively and engage in multimedia activities, exercises and discussions

## REGISTRATION

All members of your college are welcome to attend, but for this particular academy, we strongly encourage STEM Instructional Faculty, STEM/SMT Deans, Vice Presidents of Instruction, Academic Support Technology Deans, Academic Senate Leadership, Professional Development Coordinators, and STEM Division Support Staff.

Virtual academies are designed for teams of up to 10 people per organization to participate. If you would like more information or are interested in participating, visit [www.equityinstitute.com](http://www.equityinstitute.com) or contact Monique Hernandez at [hernandezmonique@smccd.edu](mailto:hernandezmonique@smccd.edu) or Katrina Pantig at [pantigk@smccd.edu](mailto:pantigk@smccd.edu)

**From:** [Anderson, Jae](#)  
**To:** [Taylor, Jennifer](#)  
**Subject:** FWD: CRC Budget  
**Date:** Thursday, October 15, 2020 9:30:59 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image009.png](#)

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**Jae A. Anderson** | Administrative Assistant to the Vice President of Instruction  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
p. 916.608.6899 | [jae.anderson@flc.losrios.edu](mailto:jae.anderson@flc.losrios.edu) | <http://www.flc.losrios.edu>

*For quick replies, join the folsomlakecollege slack account.*

---

**From:** Corpuz, Grace <[CorpuzM@crc.losrios.edu](mailto:CorpuzM@crc.losrios.edu)>  
**Sent:** Monday, October 12, 2020 9:45 AM  
**To:** Anderson, Jae <[Jae.Anderson@flc.losrios.edu](mailto:Jae.Anderson@flc.losrios.edu)>  
**Subject:** RE: STEM Academy Postponed

You're welcome Jae. Have a good day.



**Grace Corpuz**  
Administrative Assistant, VP Office of Instruction  
**Phone** (916) 691-7408  
**Web** [www.crc.losrios.edu](http://www.crc.losrios.edu)  
**Email** [CorpuzG@crc.losrios.edu](mailto:CorpuzG@crc.losrios.edu)  
8401 Center Parkway Sacramento, CA 95823



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**From:** Anderson, Jae <[Jae.Anderson@flc.losrios.edu](mailto:Jae.Anderson@flc.losrios.edu)>  
**Sent:** Monday, October 12, 2020 9:05 AM  
**To:** Corpuz, Grace <[CorpuzM@crc.losrios.edu](mailto:CorpuzM@crc.losrios.edu)>  
**Subject:** Re: STEM Academy Postponed

Thanks Grace. The original budget we were given was a 5100. Probably a typo:)

Jae A. Anderson | Administrative Assistant Instruction Division  
Folsom Lake College

On Oct 9, 2020, at 9:08 AM, Corpuz, Grace <[CorpuzM@crc.losrios.edu](mailto:CorpuzM@crc.losrios.edu)> wrote:

Good morning Jae,

I hope you are doing well and staying safe.

Robert ask that I follow up with you.

The budget in PS Financials indicate that there is \$8670.00. (see below)

### Budget Balance Summary

Budget Year	Account String	Current Budget	Pre-Encumbrances	Encumbrances	YTD Expenses	Available Balance
2021	GENFD 5200 12 CR.CP.PATH 60900 00000 2021 468F	\$8,670.00	\$0.00	\$0.00	\$0.00	\$8,670.00

Based on the spreadsheet, for 7 faculty to attend at \$750 for each registration, we will only need \$5250. If this is not enough, please provide the amount we would need to have in the 5200 account, so I can ask for additional funding?

Thank you,

<image003.png>

**Grace Corpuz**

Administrative Assistant III, VP Office of Instruction

**Phone** (916) 691-7408

**Web** [www.crc.losrios.edu](http://www.crc.losrios.edu)

**Email** [CorpuzG@crc.losrios.edu](mailto:CorpuzG@crc.losrios.edu)

8401 Center Parkway Sacramento, CA 95823

<image005.png>

<image009.png>

<image010.png>

<image011.png>

<image012.png>

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**From:** Montanez, Robert <[MontanR2@crc.losrios.edu](mailto:MontanR2@crc.losrios.edu)>

**Sent:** Friday, October 9, 2020 8:10 AM

**To:** Corpuz, Grace <[CorpuzM@crc.losrios.edu](mailto:CorpuzM@crc.losrios.edu)>

**Subject:** FW: STEM Academy Postponed

**Importance:** High

Hi Grace,

Alex provided the funding for CRC members to attend the STEM Academy, but it appears that there is not enough funds in the account he provided. Can you contact Jae and find out how much additional funding is needed and then contact Alex if he can make a budget transfer.

Due to the time sensitivity, thanks in advance for making this a priority.

Robert

---

**From:** Anderson, Jae  
**Sent:** Thursday, October 8, 2020 4:50 PM  
**To:** Montanez, Robert <[MontanR2@crc.losrios.edu](mailto:MontanR2@crc.losrios.edu)>; Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>  
**Subject:** RE: STEM Academy Postponed

Robert

Business Office says there are not enough funds in the budget. They are suggesting a 5200 instead. Can you authorize a 5200 account for this?

<image014.jpg>

**Jae A. Anderson** | Administrative Assistant to the Vice President of Instruction  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
p. 916.608.6899 | [jae.anderson@flc.losrios.edu](mailto:jae.anderson@flc.losrios.edu) | <http://www.flc.losrios.edu>

*For quick replies, join the folsomlakecollege slack account.*

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**From:** Montanez, Robert <[MontanR2@crc.losrios.edu](mailto:MontanR2@crc.losrios.edu)>  
**Sent:** Wednesday, September 16, 2020 1:24 PM  
**To:** Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>  
**Cc:** Anderson, Jae <[Jae.Anderson@flc.losrios.edu](mailto:Jae.Anderson@flc.losrios.edu)>  
**Subject:** RE: STEM Academy Postponed

Hi Monica,

Below is the budget string for CRC. My apologies for the delay.

Thank you.

Robert

GENFD 5100 12 CR.CP.PATH 60900 00000 468F

Fiscal year 2020-2021

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**From:** Montanez, Robert  
**Sent:** Tuesday, September 15, 2020 9:45 AM  
**To:** Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>  
**Cc:** Anderson, Jae <[Jae.Anderson@flc.losrios.edu](mailto:Jae.Anderson@flc.losrios.edu)>  
**Subject:** RE: STEM Academy Postponed

Hi Monica,

[S@flc.losrios.edu](mailto:S@flc.losrios.edu)>

**Cc:** Montgomery, Tammy <[MontgoT@losrios.edu](mailto:MontgoT@losrios.edu)>

**Subject:** FW: STEM Academy Postponed

Monica/Sonia,

Following up on the Skyline College Equity Institute STEM Education conference that has been rescheduled.

I've connected with all LR colleges and they inform me all of the originally scheduled participants (19 total; trying to add one more) are still committed to attend the reschedule event. I will communicate this information to Skyline and continue to facilitate communication. I expect one of you will receive an invoice for \$15,000 (two groups of 10 @ \$7500/group). I'll let you work it out with your VP colleagues how to cover the costs.

The participants can be seen [here](#) and it breaks down to ARC 5, FLC 5, SCC 2, CRC7 participants (working with SCC to hopefully add one more)

If more information is needed please let me know.

*Greg*

<image016.jpg>

Gregory J. McCormac | Dean, Instruction

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

p. 916-608-6615 | [mccormg@flc.losrios.edu](mailto:mccormg@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

---

**From:** Pantig, Katrina <[pantigk@smccd.edu](mailto:pantigk@smccd.edu)>

**Sent:** Thursday, August 13, 2020 8:41 PM

**To:** [zelletj@mjc.edu](mailto:zelletj@mjc.edu); [kwilliamson@peralta.edu](mailto:kwilliamson@peralta.edu); [subramaniamram@fhda.edu](mailto:subramaniamram@fhda.edu); [amccclanahan@peralta.edu](mailto:amccclanahan@peralta.edu); [rmon@msjc.edu](mailto:rmon@msjc.edu); [mdonnhauser@msjc.edu](mailto:mdonnhauser@msjc.edu); Amini, Banafsheh <[AminiB2@crc.losrios.edu](mailto:AminiB2@crc.losrios.edu)>; Parks, Catherine <[cparks3@mtsac.edu](mailto:cparks3@mtsac.edu)>; Jensen, Wayne <[jensenw@flc.losrios.edu](mailto:jensenw@flc.losrios.edu)>

**Cc:** Don Miller <[ddmiller@peralta.edu](mailto:ddmiller@peralta.edu)>; Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>; Garcia, Kim <[kgarcia70@mtsac.edu](mailto:kgarcia70@mtsac.edu)>; Jill Lanphere <[jlansphere@msjc.edu](mailto:jlansphere@msjc.edu)>; McCormac, Gregory <[McCormG@flc.losrios.edu](mailto:McCormG@flc.losrios.edu)>; [walshm@mjc.edu](mailto:walshm@mjc.edu)

**Subject:** Re: STEM Academy Postponed

**CAUTION:** This email originated from outside of Los Rios. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Colleagues,

I hope you and your loved ones are finding moments of joy and peace given everything taking place in our nation and in the world. I want to express my appreciation for how you're supporting students and colleagues in this nuanced and unprecedented environment.

The Equity Institute is excited to announce that we'll be hosting the virtual equity academy, [Delivering Student-Ready STEM Education: Critical Competencies for Student Success](#) on October 7-8<sup>th</sup> through a Zoom platform. The new cost to register a team is \$7,500 for up to 10 people. You can refer to the program on our website by clicking the link above.

Participants will experience:

- A sequence of four two-hour interactive workshops
- Keynote Speakers, Dr. Sepehr Vakil and Dr. Roni Ellington
- Community Engagement
- Electronic copy of the STEM Guidebook

**Please confirm if your institution is still interested in sending a team to the virtual academy by August 24th.** If so, our team will follow up with next steps regarding payment and the process the next steps in preparing your team for the academy.

Thank you and feel free to contact me through the info below if you have any questions.

Best,

**Katrina Pantig**

Manager

Equity Institute

Skyline College

Skyline College

650-738-7101

[www.equityinstitute.com](http://www.equityinstitute.com)

<image017.png>

**From:** [Anderson, Jae](#)  
**To:** [Taylor, Jennifer](#)  
**Subject:** FW: ARC Budget  
**Date:** Thursday, October 15, 2020 9:53:19 AM  
**Attachments:** [image005.png](#)  
[image006.png](#)

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**Jae A. Anderson** | Administrative Assistant to the Vice President of Instruction  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
p. 916.608.6899 | [jae.anderson@flc.losrios.edu](mailto:jae.anderson@flc.losrios.edu) | <http://www.flc.losrios.edu>

*For quick replies, join the folsomlakecollege slack account.*

---

**From:** Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>  
**Sent:** Thursday, September 17, 2020 8:35 AM  
**To:** Kobayashi, Frank <[KobayaH@arc.losrios.edu](mailto:KobayaH@arc.losrios.edu)>; Anderson, Jae <[Jae.Anderson@flc.losrios.edu](mailto:Jae.Anderson@flc.losrios.edu)>  
**Subject:** Re: STEM Academy Postponed

Thanks

---

**From:** Kobayashi, Frank <[KobayaH@arc.losrios.edu](mailto:KobayaH@arc.losrios.edu)>  
**Sent:** Wednesday, September 16, 2020 5:37 PM  
**To:** Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>  
**Subject:** RE: STEM Academy Postponed

Hi Monica,

My apologies, I realized that I was off on the program code:

GENFD	PROJ_GRT	5200	11	AR.VI.OFFC	60100	00000	2021	101F
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Frank

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**From:** Kobayashi, Frank  
**Sent:** Thursday, September 10, 2020 9:06 PM  
**To:** Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>  
**Subject:** RE: STEM Academy Postponed

Hi Monica,

Here you go:

GENFD	5200	11	AR.VI.OFFC	99000	00000	2021	101F
-------	------	----	------------	-------	-------	------	------

Thank you for coordinating.

Frank

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**From:** Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>  
**Sent:** Thursday, September 10, 2020 3:28 PM  
**To:** Kobayashi, Frank <[KobayaH@arc.losrios.edu](mailto:KobayaH@arc.losrios.edu)>; Garcia, Albert <[GarciaAJ@scc.losrios.edu](mailto:GarciaAJ@scc.losrios.edu)>; Montanez, Robert <[MontanR2@crc.losrios.edu](mailto:MontanR2@crc.losrios.edu)>  
**Cc:** Anderson, Jae <[Jae.Anderson@flc.losrios.edu](mailto:Jae.Anderson@flc.losrios.edu)>; McCormac, Gregory <[McCormG@flc.losrios.edu](mailto:McCormG@flc.losrios.edu)>  
**Subject:** Fw: STEM Academy Postponed  
**Importance:** High

Gentlemen, my office is organizing the payment for the STEM Equity Academy.

Please send me a budget string by Monday 9/14 so we can process. The list of folks attending from your campus is below.

Best, Monica

---

**From:** McCormac, Gregory <[McCormG@flc.losrios.edu](mailto:McCormG@flc.losrios.edu)>  
**Sent:** Wednesday, August 19, 2020 6:28 AM  
**To:** Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>; Ortiz-Mercado, Sonia <[Ortiz-S@flc.losrios.edu](mailto:Ortiz-S@flc.losrios.edu)>  
**Cc:** Montgomery, Tammy <[MontgoT@losrios.edu](mailto:MontgoT@losrios.edu)>  
**Subject:** FW: STEM Academy Postponed

Monica/Sonia,

Following up on the Skyline College Equity Institute STEM Education conference that has been rescheduled.

I've connected with all LR colleges and they inform me all of the originally scheduled participants (19 total; trying to add one more) are still committed to attend the reschedule event. I will communicate this information to Skyline and continue to facilitate communication. I expect one of you will receive an invoice for \$15,000 (two groups of 10 @ \$7500/group). I'll let you work it out with your VP colleagues how to cover the costs.

The participants can be seen [here](#) and it breaks down to ARC 5, FLC 5, SCC 2, CRC7 participants (working with SCC to hopefully add one more)

If more information is needed please let me know.

*Greg*

Gregory J. McCormac | Dean, Instruction  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630

**From:** Pantig, Katrina <[pantigk@smccd.edu](mailto:pantigk@smccd.edu)>

**Sent:** Thursday, August 13, 2020 8:41 PM

**To:** [zelletj@mjc.edu](mailto:zelletj@mjc.edu); [kwilliamson@peralta.edu](mailto:kwilliamson@peralta.edu); [subramaniamram@fhda.edu](mailto:subramaniamram@fhda.edu); [amcclanahan@peralta.edu](mailto:amcclanahan@peralta.edu); [rmon@msjc.edu](mailto:rmon@msjc.edu); [mdonnhauser@msjc.edu](mailto:mdonnhauser@msjc.edu); Amini, Banafsheh <[AminiB2@crc.losrios.edu](mailto:AminiB2@crc.losrios.edu)>; Parks, Catherine <[cparks3@mtsac.edu](mailto:cparks3@mtsac.edu)>; Jensen, Wayne <[jensenw@flc.losrios.edu](mailto:jensenw@flc.losrios.edu)>

**Cc:** Don Miller <[ddmiller@peralta.edu](mailto:ddmiller@peralta.edu)>; Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>; Garcia, Kim <[kgarcia70@mtsac.edu](mailto:kgarcia70@mtsac.edu)>; Jill Lanphere <[jlanphere@msjc.edu](mailto:jlanphere@msjc.edu)>; McCormac, Gregory <[McCormG@flc.losrios.edu](mailto:McCormG@flc.losrios.edu)>; [walshm@mjc.edu](mailto:walshm@mjc.edu)

**Subject:** Re: STEM Academy Postponed

**CAUTION:** This email originated from outside of Los Rios. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Colleagues,

I hope you and your loved ones are finding moments of joy and peace given everything taking place in our nation and in the world. I want to express my appreciation for how you're supporting students and colleagues in this nuanced and unprecedented environment.

The Equity Institute is excited to announce that we'll be hosting the virtual equity academy, *[Delivering Student-Ready STEM Education: Critical Competencies for Student Success](#)* on October 7-8<sup>th</sup> through a Zoom platform. The new cost to register a team is \$7,500 for up to 10 people. You can refer to the program on our website by clicking the link above.

Participants will experience:

- A sequence of four two-hour interactive workshops
- Keynote Speakers, Dr. Sepehr Vakil and Dr. Roni Ellington
- Community Engagement
- Electronic copy of the STEM Guidebook

**Please confirm if your institution is still interested in sending a team to the virtual academy by August 24th.** If so, our team will follow up with next steps regarding payment and the process the next steps in preparing your team for the academy.

Thank you and feel free to contact me through the info below if you have any questions.

Best,

**Katrina Pantig**

Manager

Equity Institute

Skyline College

650-738-7101

[www.equityinstitute.com](http://www.equityinstitute.com)



---

**From:** Pantig, Katrina

**Sent:** Wednesday, March 11, 2020 4:16 PM

**To:** [zelletj@mjc.edu](mailto:zelletj@mjc.edu) <[zelletj@mjc.edu](mailto:zelletj@mjc.edu)>; [kwilliamson@peralta.edu](mailto:kwilliamson@peralta.edu) <[kwilliamson@peralta.edu](mailto:kwilliamson@peralta.edu)>; [subramaniamram@fhda.edu](mailto:subramaniamram@fhda.edu) <[subramaniamram@fhda.edu](mailto:subramaniamram@fhda.edu)>; [amccclanahan@peralta.edu](mailto:amccclanahan@peralta.edu) <[amccclanahan@peralta.edu](mailto:amccclanahan@peralta.edu)>; [rramon@msjc.edu](mailto:rramon@msjc.edu) <[rramon@msjc.edu](mailto:rramon@msjc.edu)>; [mdonnhauser@msjc.edu](mailto:mdonnhauser@msjc.edu) <[mdonnhauser@msjc.edu](mailto:mdonnhauser@msjc.edu)>; [AminiB2@crc.losrios.edu](mailto:AminiB2@crc.losrios.edu) <[AminiB2@crc.losrios.edu](mailto:AminiB2@crc.losrios.edu)>; Parks, Catherine <[cparks3@mtsac.edu](mailto:cparks3@mtsac.edu)>; [jensenw@flc.losrios.edu](mailto:jensenw@flc.losrios.edu) <[jensenw@flc.losrios.edu](mailto:jensenw@flc.losrios.edu)>

**Cc:** Don Miller <[ddmiller@peralta.edu](mailto:ddmiller@peralta.edu)>; Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>; Garcia, Kim <[kgarcia70@mtsac.edu](mailto:kgarcia70@mtsac.edu)>; Jill Lanphere <[jlanphere@msjc.edu](mailto:jlanphere@msjc.edu)>; McCormac, Gregory <[McCormG@flc.losrios.edu](mailto:McCormG@flc.losrios.edu)>; [walshm@mjc.edu](mailto:walshm@mjc.edu) <[walshm@mjc.edu](mailto:walshm@mjc.edu)>

**Subject:** STEM Academy Postponed

Dear Colleagues,

Due to the growing concern about COVID-19, the San Mateo County Community District (SMCCCD) has requested the suspension of all "nonessential gatherings." **Therefore, the Equity Institute has decided to postpone the equity academy, Delivering Student-Ready STEM Education to a later date in 2020.**

The public response to COVID-19 impacts our college and institutions throughout the state as far as their ability to travel and successfully engage in the program. We plan to continue this work and make the necessary changes to our approach in efforts to host a quality professional development experience for all stakeholders.

Our team will be in communication with you regarding the program updates/changes. For now, please be sure to notify your team members and let them know the academy will not be taking place on 4/14-4/16.

Thank you for your flexibility and feel free to contact me if you have any questions.

Best,

**Katrina Pantig**

Manager

Equity Institute

Skyline College

650-738-7101

[www.equityinstitute.com](http://www.equityinstitute.com)

**From:** [Anderson, Jae](#)  
**To:** [Taylor, Jennifer](#)  
**Subject:** FW: SCC Budget  
**Date:** Thursday, October 15, 2020 9:53:40 AM  
**Attachments:** [image002.png](#)

---

**Jae A. Anderson** | Administrative Assistant to the Vice President of Instruction  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
p. 916.608.6899 | [jae.anderson@flc.losrios.edu](mailto:jae.anderson@flc.losrios.edu) | <http://www.flc.losrios.edu>

*For quick replies, join the [folsomlakecollege slack account](#).*

---

**From:** Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>  
**Sent:** Monday, September 14, 2020 8:26 AM  
**To:** Garcia, Albert <[GarciaAJ@scc.losrios.edu](mailto:GarciaAJ@scc.losrios.edu)>; Anderson, Jae <[Jae.Anderson@flc.losrios.edu](mailto:Jae.Anderson@flc.losrios.edu)>  
**Subject:** Re: STEM Academy Postponed

Thank you

---

**From:** Garcia, Albert <[GarciaAJ@scc.losrios.edu](mailto:GarciaAJ@scc.losrios.edu)>  
**Sent:** Sunday, September 13, 2020 8:43 AM  
**To:** Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>  
**Subject:** FW: STEM Academy Postponed

Monica,

See below for the budget string for SCC's attendees.

Albert

---

**From:** "Collins, James" <[CollinJ@scc.losrios.edu](mailto:CollinJ@scc.losrios.edu)>  
**Date:** Sunday, September 13, 2020 at 8:35 AM  
**To:** "Garcia, Albert" <[GarciaAJ@scc.losrios.edu](mailto:GarciaAJ@scc.losrios.edu)>  
**Subject:** RE: STEM Academy Postponed

Albert: We will be sending two people, Valery Ngassam and Marra DeGraff. If recall correctly, the total cost to use would be \$1,500, i.e., \$750 per person.

Here's the budget string

GENFD 5200 12 SC.VI.SESI 64900 00000 2020 395D \$1,500

---

**From:** Garcia, Albert <[GarciaAJ@scc.losrios.edu](mailto:GarciaAJ@scc.losrios.edu)>  
**Sent:** Sunday, September 13, 2020 8:17 AM  
**To:** Collins, James <[CollinJ@scc.losrios.edu](mailto:CollinJ@scc.losrios.edu)>  
**Subject:** FW: STEM Academy Postponed  
**Importance:** High

Jim,

Do you have the budget string for this?

Albert

---

**From:** "Pactol, Monica" <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>  
**Date:** Thursday, September 10, 2020 at 3:27 PM  
**To:** "Kobayashi, Frank" <[KobayaH@arc.losrios.edu](mailto:KobayaH@arc.losrios.edu)>, "Garcia, Albert" <[GarciaAJ@scc.losrios.edu](mailto:GarciaAJ@scc.losrios.edu)>, "Montanez, Robert" <[MontanR2@crc.losrios.edu](mailto:MontanR2@crc.losrios.edu)>  
**Cc:** "Anderson, Jae" <[Jae.Anderson@flc.losrios.edu](mailto:Jae.Anderson@flc.losrios.edu)>, "McCormac, Gregory" <[McCormG@flc.losrios.edu](mailto:McCormG@flc.losrios.edu)>  
**Subject:** Fw: STEM Academy Postponed

Gentlemen, my office is organizing the payment for the STEM Equity Academy.

Please send me a budget string by Monday 9/14 so we can process. The list of folks attending from your campus is below.

Best, Monica

---

**From:** McCormac, Gregory <[McCormG@flc.losrios.edu](mailto:McCormG@flc.losrios.edu)>  
**Sent:** Wednesday, August 19, 2020 6:28 AM  
**To:** Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>; Ortiz-Mercado, Sonia <[Ortiz-S@flc.losrios.edu](mailto:Ortiz-S@flc.losrios.edu)>  
**Cc:** Montgomery, Tammy <[MontgoT@losrios.edu](mailto:MontgoT@losrios.edu)>  
**Subject:** FW: STEM Academy Postponed

Monica/Sonia,

Following up on the Skyline College Equity Institute STEM Education conference that has been rescheduled.

I've connected with all LR colleges and they inform me all of the originally scheduled participants (19 total; trying to add one more) are still committed to attend the reschedule event. I will communicate this information to Skyline and continue to facilitate communication. I expect one of you will receive an invoice for \$15,000 (two groups of 10 @ \$7500/group). I'll let you work it out with your VP colleagues how to cover the costs.

The participants can be seen [here](#) and it breaks down to ARC 5, FLC 5, SCC 2, CRC7 participants (working with SCC to hopefully add one more)

If more information is needed please let me know.

*Greg*

Gregory J. McCormac | Dean, Instruction  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
p. 916-608-6615 | [mccormg@flc.losrios.edu](mailto:mccormg@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

---

**From:** Pantig, Katrina <[pantigk@smccd.edu](mailto:pantigk@smccd.edu)>  
**Sent:** Thursday, August 13, 2020 8:41 PM  
**To:** [zelletj@mjc.edu](mailto:zelletj@mjc.edu); [kwilliamson@peralta.edu](mailto:kwilliamson@peralta.edu); [subramaniamram@fhda.edu](mailto:subramaniamram@fhda.edu); [amccclanahan@peralta.edu](mailto:amccclanahan@peralta.edu); [rramon@msjc.edu](mailto:rramon@msjc.edu); [mdonnhauser@msjc.edu](mailto:mdonnhauser@msjc.edu); Amini, Banafsheh <[AminiB2@crc.losrios.edu](mailto:AminiB2@crc.losrios.edu)>; Parks, Catherine <[cparks3@mtsac.edu](mailto:cparks3@mtsac.edu)>; Jensen, Wayne <[jensenw@flc.losrios.edu](mailto:jensenw@flc.losrios.edu)>  
**Cc:** Don Miller <[ddmiller@peralta.edu](mailto:ddmiller@peralta.edu)>; Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>; Garcia, Kim <[kgarcia70@mtsac.edu](mailto:kgarcia70@mtsac.edu)>; Jill Lanphere <[jlanphere@msjc.edu](mailto:jlanphere@msjc.edu)>; McCormac, Gregory <[McCormG@flc.losrios.edu](mailto:McCormG@flc.losrios.edu)>; [walshm@mjc.edu](mailto:walshm@mjc.edu)  
**Subject:** Re: STEM Academy Postponed

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Dear Colleagues,

I hope you and your loved ones are finding moments of joy and peace given everything taking place in our nation and in the world. I want to express my appreciation for how you're supporting students and colleagues in this nuanced and unprecedented environment.

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Participants will experience:

- A sequence of four two-hour interactive workshops
- Keynote Speakers, Dr. Sepehr Vakil and Dr. Roni Ellington
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- Electronic copy of the STEM Guidebook

**Please confirm if your institution is still interested in sending a team to the virtual academy by August 24th.** If so, our team will follow up with next steps regarding payment and the process the next steps in preparing your team for the academy.

Thank you and feel free to contact me through the info below if you have any questions.

Best,

**Katrina Pantig**

Manager

Equity Institute

Skyline College

650-738-7101

[www.equityinstitute.com](http://www.equityinstitute.com)



---

**From:** Pantig, Katrina

**Sent:** Wednesday, March 11, 2020 4:16 PM

**To:** [zelletj@mjc.edu](mailto:zelletj@mjc.edu) <[zelletj@mjc.edu](mailto:zelletj@mjc.edu)>; [kwilliamson@peralta.edu](mailto:kwilliamson@peralta.edu) <[kwilliamson@peralta.edu](mailto:kwilliamson@peralta.edu)>; [subramaniamram@fhda.edu](mailto:subramaniamram@fhda.edu) <[subramaniamram@fhda.edu](mailto:subramaniamram@fhda.edu)>; [amccclanahan@peralta.edu](mailto:amccclanahan@peralta.edu) <[amccclanahan@peralta.edu](mailto:amccclanahan@peralta.edu)>; [rramon@msjc.edu](mailto:rramon@msjc.edu) <[rramon@msjc.edu](mailto:rramon@msjc.edu)>; [mdonnhauser@msjc.edu](mailto:mdonnhauser@msjc.edu) <[mdonnhauser@msjc.edu](mailto:mdonnhauser@msjc.edu)>; [AminiB2@crc.losrios.edu](mailto:AminiB2@crc.losrios.edu) <[AminiB2@crc.losrios.edu](mailto:AminiB2@crc.losrios.edu)>; Parks, Catherine <[cparks3@mtsac.edu](mailto:cparks3@mtsac.edu)>; [jensenw@flc.losrios.edu](mailto:jensenw@flc.losrios.edu) <[jensenw@flc.losrios.edu](mailto:jensenw@flc.losrios.edu)>

**Cc:** Don Miller <[ddmiller@peralta.edu](mailto:ddmiller@peralta.edu)>; Pactol, Monica <[pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu)>; Garcia, Kim <[kgarcia70@mtsac.edu](mailto:kgarcia70@mtsac.edu)>; Jill Lanphere <[jlanphere@msjc.edu](mailto:jlanphere@msjc.edu)>; McCormac, Gregory <[McCormG@flc.losrios.edu](mailto:McCormG@flc.losrios.edu)>; [walshm@mjc.edu](mailto:walshm@mjc.edu) <[walshm@mjc.edu](mailto:walshm@mjc.edu)>

**Subject:** STEM Academy Postponed

Dear Colleagues,

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The public response to COVID-19 impacts our college and institutions throughout the state as far as their ability to travel and successfully engage in the program. We plan to continue this work and make the necessary changes to our approach in efforts to host a quality professional development experience for all stakeholders.

Our team will be in communication with you regarding the program updates/changes. For now, please be sure to notify your team members and let them know the academy will not be taking place on 4/14-4/16.

Thank you for your flexibility and feel free to contact me if you have any questions.

Best,