Santa Maria and Ranch Mirage Branch Locations and Bakersfield Satellite Location Plan as of September 2019			
Task Title	**Assigned to**	**Task Status**	**Month**
Prepare campus marketing budgets and 2-year student enrollment projections	Angela Heinz	Complete	May-19
Complete Financial Models for each campus	Scott Perry	Complete	Jun-19
Prepare campus equipment lists: furniture, equipment, supplies, textbook requirement	Ralph Ortiz	Complete	Jun-19
Prepare campuses curriculum requirements	Carole Brown	Complete	Jun-19
Present proposal for Senior Leadership approval to execute	Angela Heinz	Complete	Jun-19
Present to Board of Governors for approval to proceed	Angela Heinz	Complete	Jul-19
Prepare and submit ACCJC Substantive Change to establish new campuses	Crystal VanderTuig	In progress	Jul-19
Gain ACCJC approval for 2 new branch locations and 1 new satellite location	Sumer Avila	Incomplete	Oct-20
Prepare and submit application to the Bureau for Private Postsecondary Education (BPPE) for approval of the new campuses	Crystal VanderTuig	Incomplete	Oct-20
Plan classroom usage at each location	Angela Heinz	Incomplete	Oct-20
Prepare computer and software installation and access plan for new campuses	David Mendes	Incomplete	Oct-20
Gain BPPE's approval for the 3 new locations campus	Sumer Avila	Incomplete	Nov-19
Recruit and train campuses leadership	Carole Brown	Incomplete	Nov-19
Recruit and train campuses financial aid and front office support	Anthony Romo	Incomplete	Nov-19
Recruit and train campuses admission's team	Anthony Romo	Incomplete	Nov-19
Provide Product Knowledge to campus's admission team	Anthony Romo	Incomplete	Nov-19
Prepare and launch campus's on website	Ginger Silverman	Incomplete	Nov-19
Recruit and train instructors for campuses	Carole Brown	Incomplete	Nov-19
Purchase campus's capital and non-capital furniture and equipment items for drop-off date	Ralph Ortiz	Incomplete	Nov-19
Install IS equipment	Adam Lefaive	Incomplete	Nov-19
Launch Marketing campaign for all campuses	Ginger Silverman	Incomplete	Nov-19
Install new furniture and equipment at all campuses	Ralph Ortiz	Incomplete	Jan-20
Prepare and launch programs in learning management system for campuses	Adam Lefaive	Incomplete	Jan-20
Prepare and launch programs in student records system for campuses	Carole Brown	Incomplete	Jan-20
Deliver New Faculty Orientation to new faculty on campuses	Carole Brown	Incomplete	Jan-20
Complete furniture and equipment installation at campuses	Ralph Ortiz	Incomplete	Jan-20
Deliver New Student Orientation at campuses	Carole Brown	Incomplete	Feb-20
Deliver first day of student instruction at all new campuses	Carole Brown	Incomplete	Feb-20
Evaluate development process for each campus	Angela Heinz	Incomplete	Oct-20
Move campuses to standard report process	Nick Gomez	Incomplete	Oct-20