

Timeline to Re-establish Delano Campus Project

Task Title	Responsibility	Task Status	Start Date	Due Date
Prepare program evaluation and feasibility study for reconsideration of Delano Campus project	Director of Growth and Development	Completed	9/9/2013	10/7/2013
Secure Senior Management's approval to reconsider Delano Campus project based on program evaluation and feasibility study	Associate Vice President	Completed	10/7/2013	10/7/2013
Present proposal to Board of Governors for approval to renew the Delano Campus project	Associate Vice President	Completed	11/14/2013	11/14/2013
Prepare Delano 2-year student enrollment projections	Chief Administrative Officer	Completed	11/14/2013	12/13/2013
Prepare Delano 2-year furniture, equipment, supplies, textbook schedule with costs	Director of Purchasing	Completed	11/14/2013	12/13/2013
Prepare Delano 2-year computer and software installation and access plan	Director of Network Operations	Completed	11/14/2013	12/13/2013
Prepare Delano 2-year staffing schedule	Director of Instruction	Completed	11/14/2013	12/13/2013
Set-up Delano Campus project accounting and complete budget estimate	Financial Analyst	Completed	12/16/2013	9/10/2014
Locate appropriate Delano property	Director of Real Estate Development	Completed	3/31/2014	9/12/2014
Prepare space allocation plan	Director of Real Estate Development	Completed	8/4/2014	9/12/2014
Define and prepare Delano curriculum requirements	Director of Assessment	Completed	8/4/2014	9/12/2014
Hire architect to complete construction drawings	Director of Real Estate Development	In Progress	8/4/2014	11/15/2014
Negotiate lease agreement for Delano Campus location	Director of Real Estate Development	In Progress	8/4/2014	12/31/2014
Prepare and submit ACCJC Substantive Change to establish new location for Delano Campus	Director of Institutional Relations	In Progress	9/17/2014	10/7/2014
Senior Management approves site, budget and timeline for establishing Delano Campus	Chief Administrative Officer	Completed	9/17/2014	9/17/2014
Gain ACCJC approval for Delano Campus	Director of Institutional Relations	Not Started	11/15/2014	12/7/2014
Obtain construction bids	Director of Real Estate Development	Not Started	11/15/2014	1/9/2015
Prepare and launch Delano Campus on website	Director of Communications	Not Started	2/17/2015	3/23/2015
Recruit and train Delano admission's team	Director of Admissions	Not Started	2/17/2015	6/1/2015
Recruit and train Delano Campus leadership	Chief Operating Officer	Not Started	2/17/2015	3/23/2015
Acquire and prepare temporary space for Delano Campus management and admission's team (if needed)	Director of Real Estate Development	Not Started	2/17/2015	3/23/2015
Purchase student record license for Delano Campus	Academic Applications Assistant	Not Started	2/17/2015	3/16/2015
Order data line for the Delano Campus	Director of Network Operations	Not Started	2/17/2015	6/1/2015
Prepare and launch Delano Campus in employee records system	Director of Human Resources	Not Started	2/17/2015	2/27/2015
Recruit Delano instructors for start-up	Director of Instruction	Not Started	2/17/2015	6/15/2015
Purchase Delano non-capital furniture, equipment items for schedule drop date	Director of Purchasing	Not Started	4/13/2015	5/8/2015
Purchase Delano capital furniture, equipment items for schedule drop date	Director of Purchasing	Not Started	4/13/2015	5/8/2015
Purchase Delano supplies for schedule drop date	Director of Purchasing	Not Started	4/13/2015	5/8/2015
Prepare and launch Delano Campus in student records system	Academic Applications Assistant	Not Started	3/16/2015	3/23/2015
Launch Delano marketing and workshop campaign	Director of Communications	Not Started	3/16/2015	3/23/2015
Include Delano Campus on appropriate Report & Dashboard Library reports	Director of Information Management	Completed	3/23/2015	4/3/2015
Prepare and launch Delano Campus in learning management system	Director of Information Management	Completed	3/23/2015	4/3/2015
Deliver Delano Campus New Faculty Orientation	Director of Instruction	Not Started	5/25/2015	6/29/2015

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Task Title	Responsibility	Task Status	Start Date	Due Date
Prepare and install Delano Campus information systems infrastructure	Director of Network Operations	Not Started	6/1/2015	6/15/2015
Complete Delano classroom furniture, equipment, computer installation	Director of Purchasing	Not Started	6/15/2015	6/26/2015
Deliver Delano Campus New Student Orientation	Chief Operating Officer	Not Started	7/3/2015	7/3/2015
Deliver Delano Campus first day of student instruction	Chief Operating Officer	Not Started	7/6/2015	7/6/2015
Evaluate Delano Campus Development Process	Associate Vice President	Not Started	8/10/2015	9/10/2015
Move Delano Campus to Standard Report Process	Chief Operating Officer	Not Started	11/23/2015	12/23/2015