

Date: 3/9/16

To: Crystal VanderTuig, DoIR

From: Joseph Holt, CAO

Re: Porterville location

Based upon Senior Management's review of the formal evaluation plans to establish a new location in Porterville in its March 9, 2016 meeting, the decision was made to move forward with execution of the of a new location in Porterville offering certificates in Medical Assisting, Medical Office Administration, and Business Administration. Please proceed with a substantive change proposal to ACCJC-WASC. The Growth and Development team will be proceeding with all other phases of the program launch.