Porterville Campus- Medical Assisting, Medical Office Administration, and Business Administration			
Plan as of July 2016			
Task Title	**Assigned to**	**Task Status**	**Month**
Prepare program selection rubric and feasibility data for Porterville campus		Completed	Jan-16
Present Evaluation proposal for Porterville campus to Senior Management	Joseph Holt	Completed	
Prepare Porterville campus marketing budget and 2-year student enrollment projections		Completed	Feb-16
Set-up Porterville campus project accounting and complete full budget estimate	Scott Perry	Completed	
Prepare Porterville campus equipment list: furniture, equipment, supplies, textbook requirement	Ralph Ortiz	Completed	
Present Porterville campus program proposal and recommendation for Medical Assisting, Medical Office Administration, and Business Administration to Senior Management for approval to execute and implement	Joseph Holt	Completed	Mar-16
Define and prepare Porterville campus curriculum requirements	Carole Brown	Completed	
Present Porterville campus facility and program proposal to Board of Governors for approval to proceed	Joseph Holt	Completed	May-16
Determine campus facility options for Porterville campus	Steve Perry	Completed	
Prepare Porterville campus space allocation plan	Steve Perry	Completed	
Prepare the Porterville campus facility concept drawings		Completed	
Prepare the architectural drawings for the Porterville campus	Steve Perry	Completed	Jun-16
Prepare and submit ACCJC Substantive Change to establish a Porterville campus offering Medical Assisting, Medical Office Administration, and Business Administration	Crystal VanderTuig	In Progress	Aug-16
Prepare computer and software installation and access plan for Porterville campus	David Mendes		Sep-16
Prepare and submit application to the Bureau for Private Postsecondary Education for approval of the Porterville campus for Medical Assisting, Medical Office Administration, and Business Administration	Crystal VanderTuig		Nov-16
Gain ACCJC approval for Porterville campus	Crystal VanderTuig		
Obtain construction bids for the Medical Assisting, Medical Office Administration, and Business Administration program classrooms in Porterville campus	Steve Perry		Dec-16
Confirm contractor and build-out timeline for Porterville campus			
Obtain remodel permit for Porterville campus			
Prepare and launch Porterville campus on website	Beth Hyde		
Recruit and train Porterville campus admission's team	Wendi Oliveira		
Recruit and train Porterville campus leadership	Nick Gomez		
Recruit and train instructors for Porterville campus start-up	Ash Carter		
Purchase Porterville campus capital and non-capital furniture and equipment items for drop-off date	Ralph Ortiz		
Provide Medical Assisting, Medical Office Administration, and Business Administration program Product Knowledge to Porterville's admission team	Wendi Oliveira		
Submit Medical Assisting, Medical Office Administration, and Business Administration program IS equipment list for procurement for Porterville campus	David Mendes	Not Started	Jan-17
Prepare and launch Medical Assisting, Medical Office Administration, and Business Administration program in learning management system for Porterville campus	Adam Lefaive		
Prepare and launch Medical Assisting, Medical Office Administration, and Business Administration program in student records system for Porterville campus	Cheyenne Reyes		
Launch Medical Assisting, Medical Office Administration, and Business Administration marketing and workshop campaign for Porterville campus	Beth Hyde		
Deliver Medical Assisting, Medical Office Administration, and Business Administration program New Faculty Orientation to Porterville campus faculty	Ash Carter		Mar-17
Complete Medical Assisting, Medical Office Administration, and Business Administration program lab furniture and equipment installation for Porterville campus	Ralph Ortiz		
Deliver Medical Assisting, Medical Office Administration, and Business Administration program New Student Orientation for Porterville campus	Nick Gomez		Apr-17
Deliver Medical Assisting, Medical Office Administration, and Business Administration program first day of student instruction for Porterville campus			
Evaluate Medical Assisting, Medical Office Administration, and Business Administration program development process for Porterville campus	Angela Heinz		Oct-17
Move Porterville campus to standard report process	Joseph Holt		Nov-17