

Date: 5/3/17

To: Angela Heinz, Director of GnD

From: Joseph Holt, CAO

Re: San Luis Obispo location

Based upon Senior Management's review of the formal evaluation plans to establish a new location in San Luis Obispo County in its May 3, 2017 meeting, the decision was made to move forward with execution of the of a new location in San Luis Obispo County offering certificates in Medical Assisting, Medical Office Administration, and Business Administration. Please proceed with all phases of the campus launch, including the submission of a substantive change proposal to ACCJC-WASC.

