



January 29, 2020

To: William Garcia

Re: SCFF Project: DegreeWorks Software Upgrade

Dear William,

On January 21, 2020, the Board of Trustees for the Chabot Las-Positas Community College District approved Agenda Item 5.4, which directed the Vice Chancellor of Business Services to make the necessary budgetary adjustments, against reserves, to provide funding for eleven, District Student Centered Funding Formula (SCFF) Project Proposals approved and recommended by the FCC, PBC and the Chancellor. Congratulations! Your project is one of the eleven District projects approved for funding, please read the following which outlines a few basic first steps to proceed with your project.

First, in order to begin making expenditures for your project, the District must set-up account code strings (FOAP's) to record and process the budget and expenditures. The District has selected fund number "100004" as the fund number for all SCFF Projects. The rest of the needed account code string numbers are the 1) Organization, 2) Account and 3) Program numbers. Please work with your campus' Vice President of Administrative Services in developing the FOAP for your project. Rosalie Roque, the District Budget Officer, is available to provide assistance. She can be reached at: rroque@clpccd.org, or 925-485-5229.

As soon as the FOAP's are developed, the District can place budgets into those accounts. Additionally, please provide our District Budget Officer with the amounts to be placed into each of those FOAP's. You may wish to refer to the approved budgets of your SCFF Project Proposal, as shown at the bottom of the FCC web page.

Second, as you move to implementation you will be contacted by the Educational Support Services Committee to support your success, outline achievable metrics, determine progress report time lines, and deepen conversations on District-wide impact. Please provide the names of the project lead/s (the person/s responsible for implementation) to Estella Sanchez, Executive Assistant – ESSS, esanchez@clpccd.org so further details can be provided.

On behalf of the District, thank you for your work in developing this project. As you know, the statewide change in funding for community colleges, the new Student Centered Funding Formula (SCFF), threatens the District with a significant loss of revenue in the near future. It is promising efforts like yours that will help the District mitigate some of the projected revenue losses. We look forward to your successful SCFF project outcomes and return on investment. Please don't hesitate to reach out to either of us as you move forward with implementation.

Sincerely,

Doug Roberts
Acting Vice Chancellor, Business Services

Theresa Fleischer Rowland, Ed.D.
Vice Chancellor Ed Services & Student Success

cc
College President
VP Administrative Services
VP Student Services
VP Academic Services