

Admissions and Records Department

AUP for Academic Year 2025-2026

October 2024

Describe Department/Unit

Connection to College Mission

Admissions & Records at Cerro Coso Community College is dedicated to advancing the mission of the college by facilitating the educational journey of every student we serve. We are committed to providing accessible and inclusive admissions processes, accurate and efficient record-keeping, and ongoing support to help students navigate their educational pathways. Our mission is to ensure that all students, regardless of background or circumstance, have the opportunity to access the transformative education offered by Cerro Coso Community College. Through our work, we contribute to the development of ethical and effective citizens in the rural communities and unincorporated areas of the Eastern Sierra. We pledge to uphold the values of clarity, equity, and comprehensive support services in everything we do.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity

Over the past year, significant progress has been made in enhancing our systems and processes to improve service delivery, particularly in identity verification, communication, and enrollment management. These efforts are not only aimed at increasing operational efficiency but also at advancing student equity, ensuring that all students have fair access to the resources they need to succeed.

One major initiative was the implementation of **ID.me Identity Verification** in the admissions process. This has proven instrumental in strengthening our fraud mitigation efforts, adding an extra layer of security to safeguard sensitive information and allow legitimate students to enroll in our courses. The **Ocelot Live Chat** feature has further supported equity by offering real-time assistance, helping students navigate challenges with identity verification, communication, and overall support from various offices such as Admissions & Records. This live support is especially beneficial for first-generation students or those from underserved communities, ensuring that help is readily available to guide them through the process.

We launched the start of the **transfer articulation project**, streamlining the process for students transferring credits between institutions and laying the groundwork for improving the **Credit for Prior Learning** initiatives. While this project is ongoing and is part of a multiyear initiative, we have taken the steps to gain the proper training and have begun documenting the steps and processes. This project is another step toward equity by aiming to simplify the credit transfer process, a common hurdle for students transferring from other institutions. A notable achievement for the year was the **unification of Enrollment Services** (A&R, Financial Aid, Outreach, and Basic Needs), which improved coordination across departments and enhanced the overall student experience.

Lastly, the **Banner Self-Service/Baseline Project** was initiated to empower faculty and students with self-service capabilities, making it easier for them to manage their information. This project is nearing completion as the soft-launches are planned for Fall 2024 with the full-implementation occurring Spring 2025. This project was designed with student equity in mind, giving all students and faculty the ability to manage their own data, track academic progress, and access essential services in a user-friendly manner.

The full implementation of Banner Baseline: Student and Faculty Self-Service remains a priority. Ensuring its successful completion will provide the comprehensive, user-friendly experience originally envisioned, and fully optimize the benefits of this Banner upgrade.

Another ongoing area for improvement is identity verification and fraud mitigation. While the implementation of ID.me has been effective in reducing fraud, it has also introduced a barrier for some students. We are working collaboratively to minimize this challenge and ensure equitable access to services.

Outcomes Assessment: Loop-Back Improvements Made

Actions taken in the prior academic year

During the preceding academic year, the Admissions & Records department implemented key improvements in response to outcomes assessments, significantly enhancing both operational efficiency and student support. Among these initiatives, we successfully launched ID.me, a critical step in strengthening our identity verification process. To ensure consistent application across all campuses, we expanded our support by providing routine virtual training sessions for classified staff and other personnel involved in identity verification.

In addition to these efforts, our team has provided on-site assistance at various campus locations to support enrollment events and identity verification. However, the growing demand for these services, coupled with the increasing volume of identity verifications, has required the A&R office to allocate its time and resources across multiple campus sites. While this division of efforts has been necessary to meet student needs, it has also revealed a growing challenge in maintaining service continuity across all locations.

Lastly on the fraud front, we collaborated with various District stakeholders on training an AI model for fraud mitigation to further secure our systems and uphold enrollment integrity.

We improved student communication by utilizing Navigate and providing timely communications on balances due, nonresident status, and outreach to military-connected students. Furthermore, we updated nearly 14,000 student accounts to ensure compliance with CCCID requirements for the "Cradle-to-Career Data System". This project of updating student accounts had a particular focus on the incarcerated student population as their applications are entered into Banner manually and required CCCID numbers to be created and assigned to them.

Admissions & Records has also made strides to continue implementing Isakson & Roe veteran legislation, refining the new military withdrawal process. These improvements reflect our continued commitment to optimizing services and addressing student needs in response to assessment outcomes.

Lastly, the A&R team here at Cerro Coso has been working diligently on building and maintaining direct relationships with our sister colleges and teams, including training for new A&R Directors and staff, and developing and hosting various trainings for the district teams such as transfer articulation.

Outcomes Assessment: Results of Last Year's Assessments

Results of Transcript Articulation: Fall 2024

Will need to assess the process and how the workflow is working for staff and students. Additionally, will need to assess how this process is working with Credit for Prior Learning initiatives.

Target Met?

No

Student Communication Improvements: Fall 2024

Will need to assess communication technology tools and their effectiveness on student communication and the dissemination of information.

Target Met?

Yes

Increase in the use of veterans educational benefits: Fall 2024

Target Met?

Yes

Outcomes Assessment: Missed Targets

Banner Student and Faculty Self-Service

Type:

AUO

Target Missed/Gap Detected:

Type of Gap:

Limited capacity/infrastructure. Other (explain in Analysis).

Analysis and Plan for Improvement:

Banner Baseline has been in various stages of implementation for several years, with several launches, including new student registration, employee self-service, and finance modules. Over the past year, A&R departments across the district have collaborated with multiple stakeholder groups to roll out the student and faculty self-service features. These enhancements will offer a more user-friendly interface, improved final grade entry, and compliance with new regulations, such as affirmed names, while enabling better integration with other systems. However, due to leadership transitions across the district, this project has faced delays. We are now working diligently toward a planned launch in Fall 2024.

To ensure we meet this target, a project manager has been brought on to keep the project on track, and they have assisted in developing a comprehensive communications plan. Additionally, Ellucian is providing ongoing support through a consultant who will offer hands-on training to our teams. This support will help the project team create training materials for students and faculty, preparing for the transition from Banner 8 to Banner 9.

Anticipated Semester for Implementing Planned Improvements:

Soft launch for Student and Faculty Self-Service: Fall 2024; Ful

Anticipated Semester of Next Assessment:

Fall 2025

Outcomes Assessment: Schedule of This Year's Assessments

Transfer Articulation Project Completion - assess Spring 2025

Student communications and the use of Banner Communication Management (BCM) - assess Summer 2025

Increase veterans benefits recipients and improve resources for military-connected students - assess Summer 2025

Program Review

Admissions & Records

Year of Last Program Review:

2023

Actions Taken in the Prior Year to Address Strategies:

1. **Articulation of outside coursework and transcripts.**
 1. A&R hosted an Ellucian/SIG consultant at Cerro Coso for a three-day training on articulating external coursework for A&R staff across Kern CCD. The teams received written procedures and participated in hands-on training.
2. **Improve veterans and military-connected student support.**
 1. A&R has implemented a communication strategy targeting newly applied military-connected students, providing detailed information on available resources and how to access them. We also send regular updates to CalVet and G.I. Bill students, reminding them of deadlines and new application cycles.

Strategies Still to be Addressed:

1. **Articulation of outside coursework and transcripts.**
 1. A&R and Counseling needs to finalize the workflow and internal forms, in addition to including steps for Credit for Prior Learning.
2. **Increase the number of students that fully matriculate after submitting the admissions application.**
 1. A&R continues to work collaboratively with other departments such as Outreach to target the students who are stuck in the various phases of admission and matriculation.
3. **Create a dedicated space on campus to serve as a Veterans' Resource Center.**

Last Year's Initiatives

Transcript Articulation

The transfer articulation project is part of a multi-year initiative and remains ongoing. Since the last AUP, the A&R Director and Counseling Director have discussed an internal articulation process and workflow, addressing challenges such as discrepancies in course and curriculum records. The project coincides with the Banner Baseline implementation, which has introduced additional barriers.

Cerro Coso A&R organized a three-day, on-campus transfer articulation training, inviting sister colleges. A SIG/Ellucian consultant was contracted to train staff from Cerro Coso, Bakersfield, and Porterville Colleges and to develop consistent district-wide credit-awarding processes. The consultant provided recommendations and documented procedures.

A&R is currently developing Dynamic Forms for students and internal use, along with a written workflow for review. The process will be tested with a small cohort in Fall 2024 and Spring 2025, with a full launch planned for late Spring 2025, early Summer 2025.

Improve Student Communication

Since the last AUP, A&R has updated various forms of student communication, though training on Banner Communication Management (BCM) is still pending. In the meantime, other platforms like Navigate have been used to email and text students. A&R aims to receive BCM training to develop automated communication scripts for more efficient student and faculty outreach.

Recent communication improvements include:

- Notifying students with active College Verification (CV) holds who opted out of ID.me.
- Notifying students under 18 with a high school diploma who have active CV holds.
- Alerting students with past due balances.
- Informing students classified as out-of-state or nonresident in Banner about reclassification to avoid nonresident tuition fee write-offs.

- Notifying enrolled students when Update Forms are available prior to registration.
- Contacting students whose degrees or certificates were not awarded in a specific term.
- Alerting students without a valid Social Security number or ITIN about IRS implications and providing the necessary steps to update their information in Banner.
- Reaching out to new military-connected students with resources.
- Reminding current CalVet and G.I. Bill® students to reapply for benefits and schedule Counseling appointments for certification.

Upcoming communications include:

- Informing students when outside transcripts are received and uploaded.
- Notifying students when transcript evaluations are complete, along with instructions to view their transfer work.
- Automating messages for degree/certificate awards.
- Automating reminders for faculty regarding grade entry and submission.

Increase Veterans Benefits Recipients

Since the last AUP, the team has actively promoted Military & Veterans Services to students. The team has expanded to include representatives from A&R, Counseling, and Financial Aid, and now collaborates with Outreach, Equity and Inclusion, and soon, Basic Needs. To increase awareness among military-connected students, the team has implemented targeted communications, improved outreach materials, and enhanced public visibility.

This initiative will remain ongoing as we continue to raise awareness of military and veterans services. Specific efforts are being made to support CalVet students, including attending high school outreach events to promote the CalVet Fee Waiver and provide students with information for their parents.

Calendar Year	Number of G.I. Bill® Students Certified
2021	84
2022	88
2023	104
2024 (in progress)	48 (as of 09/25/2024)

Note: The Department of Veterans Affairs works on a calendar year reporting cycle, therefore the table above does not reflect academic year.

Academic Year	Number of CalVet Students
2021 – 2022	34
2022 – 2023	29
2023 - 2024	34
2024 – 2025 (in progress)	23 (as of 09/25/2024)

Reminder of Initiatives for the Current Year

Reminder of Initiatives for the Current Year

Articulation of outside coursework

Enhance Student Communication

Increase the number of military-connected students using educational benefits

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Transfer Articulation Project Completion

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

This multiyear initiative is expected to be fully functional by the 2025-2026 academic year. As of Fall 2024, we have completed A&R technician training on articulation entry in Banner and are collaborating with the Counseling Department to finalize internal forms and processes for transcript evaluation and articulation. Once these are finalized, the teams will test the workflow for efficiency. We will also update relevant webpages to provide accurate information about the process and enable students to formally request transcript evaluations.

Early Observational Data, or "Lead" Measure(s):

- **Completion of A&R technician training and entering transfer coursework data in to Banner**
 - Tracking the progress and completion of training for technicians on the Banner processes.
- **Finalization of internal forms and processes**
 - Timely completion of internal forms and processes related to evaluation and articulation.
- **Workflow testing**
 - The number of workflow tests conducted and feedback collected before full implementation.
- **Webpage updates**
 - The timely updating of relevant webpages with accurate information on the evaluation process.

Does the department request help developing these instruments?

Yes

Institutional Performance Data, or "Lag" Measure(s):

- **Functional implementation date**
 - This will confirm that the system is fully functional and being used by the 2025-2026 academic year.
- **Student requests for transcript evaluations**
 - The number of formal requests being submitted by students.
- **Error rate in data entry**
 - The frequency or lack of errors in Banner post-implementation will indicate the effectiveness of the training.
- **Time to process transcript evaluations**
 - The average time taken to process and complete evaluations after the new workflow is implemented.
- **Student satisfaction**
 - Surveys or feedback from students regarding their experience with the new process once it's fully operational.

Person Responsible:

A&R Director, A&R technicians, Counseling Director, Counselors/Advisors

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a gap in student equity, It addresses a gap in outcomes assessment, It addresses a Student Equity and Achievement Plan goal

Streamline and Increase ID.me Usage

Is this part of a multiyear initiative?

No

Specific Action Steps to be Taken:

The goal of this initiative is to increase awareness of the ID.me process during admissions and improve communication to encourage students to complete ID.me early, reducing the need for additional identity verification through Admissions &

Records.

Key action steps include:

- Website enhancements - improve the website language to clearly explain the benefits and steps of completing ID.me during admission.
- Targeted outreach - develop and distribute marketing materials, such as easy-to-read flyers and digital resources, highlighting the importance of ID.me.
- Workshops and support - offer workshops and on-site assistance to guide students through the ID.me process at the time of application.
- Continued staff training - provide continued training to staff on how to assist students with ID.me during both in-person and virtual interactions.

Early Observational Data, or "Lead" Measure(s):

- **Website enhancements**
 - Completion and launch of improved website content explaining the benefits of ID.me and the frequency of updates to ensure clarity and relevance.
- **Distribution of marketing materials**
 - Number of flyers, emails, and digital resources created and distributed.
 - Number of targeted outreach campaigns run (e.g., email campaigns or social media posts)
- **Workshops and Support Sessions**
 - Number of workshops scheduled and conducted for students during the application processing
 - Attendance rates at workshops or support sessions
- **Staff Training**
 - Number of staff trained to assist with ID.me
 - Feedback from staff on the effectiveness of the training.

Does the department request help developing these instruments?

Yes

Institutional Performance Data, or "Lag" Measure(s):

- **ID.me completion rates**
 - Percentage of students who complete ID.me during admission compared to previous cycles.
- **Reduction in A&R interactions regarding ID.me (e.g., Ocelot Live Chat)**
 - Decrease the number of students communicating with the A&R office for ID.me-related verification.
- **Time to Verify**
 - Reduction in the time taken for students to complete the ID.me process and have the verification approved.
- **Student feedback and satisfaction**
 - Survey results or feedback from students regarding their experience with the ID.me process and the effectiveness of the communications and workshops.
- **Impact on enrollment**
 - Analysis of any correlation between improved ID.me processes and an increase in completed enrollments and retention.

Person Responsible:

A&R Director, A&R Technicians, Outreach, and Marketing

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a gap in student equity

Implementation of Additional CCCApply Applications: Non-Credit, International, and Dual Enrollment

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

CCCApply has introduced additional applications that colleges can integrate into their admissions process, including the non-credit and international student applications. A new application for concurrent and dual enrollment high school students is currently in development and set for pilot testing starting Spring 2025.

Key actions include:

- Collaboration with District teams to discuss implementation strategies and ensure data integration processes are established to ensure the information coming into Banner is accurate.
- Communicate changes to all stakeholders including A&R staff, counseling, Early College, etc.
- Develop user testing, training, and support - this will include hands-on testing for A&R staff, creating user guides, FAQs, and technical support resources.
- Update marketing and outreach materials along with website updates to include the information on the new applications.

Early Observational Data, or "Lead" Measure(s):

- **Meetings with IT and other key departments**
 - The number of collaborative meetings with district IT teams, A&R staff, and other key departments to ensure alignment and a smooth implementation.
- **Training Sessions Completed**
 - The completion of staff training on the new application processes, including technical and functional training and testing.
- **Application Testing Milestones**
 - Track milestones for testing the new applications, such as unit testing, integration testing, and user acceptance testing.
- **Website and System Updates Completed**
- **Compliance Checks Performed**
- **User Support Materials Developed**

Does the department request help developing these instruments?

Yes

Institutional Performance Data, or "Lag" Measure(s):

- **Time to Full Implementation**
 - The time taken to complete the entire implementation process, from planning to full operational use.
- **Application Success Rate and Increase in Submissions**
 - Track the percentage of students who successfully submit applications without encountering issues or errors.
 - Track the number of non-credit, international, and dual enrollment applications submitted to demonstrate the system's effectiveness in reaching these target groups.
- **Staff Adoption and Satisfaction**
 - Gather feedback from staff regarding the ease of use and effectiveness of the new applications, collected through surveys or general feedback.
- **Reduction in Support Requests**
 - Track the number of A&R support requests related to these target populations as the new applications are less cumbersome and are easier to navigate.

Person Responsible:

A&R Director, A&R technicians, District IT

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a gap in student equity

Evaluate Resource Needs

Facilities

The Admissions & Records office continues to collaborate with M&O on facility needs and repairs. Plans are in place to construct a new A&R Director's office within the existing space and to fully remodel the technician workstations. As we move forward with this project, additional items may be incorporated into the remodel:

- Applying frosting to the windows of the Director's office while ensuring safety and compliance standards are met.
- Incorporating noise cancellation in the Director's office is essential, as it will be adjacent to other office spaces. This will ensure privacy and a confidential environment when needed.
- Incorporating a whiteboard wall in the Director's office.
- The office remodel will include four workstations, providing additional workspace for staff. These new workstations should feature standing desks and better chairs to promote better ergonomics.
- As part of the office remodel, we need to define the cabinet and storage space requirements for the teams, as well as procure a new, smaller safe for cash drawer items.
- Vinyl signage repair above the A&R window with added signage above the A&R office door.

Information Technology

Admissions & Records frequently requests IT support for event assistance, office technical issues, and system implementations and integrations. In the upcoming year, we will continue collaborating with IT to improve cell service in the One Stop area. With the implementation of ID.me, reliable cell service is essential, as students currently need to step outside to receive text messages for verification, creating unnecessary barriers. Enhancing the signal in this area will streamline the ID.me process and allow students to complete it more efficiently.

Marketing

The Public Information Office and the Admissions & Records team continue to collaborate on strategies for upcoming initiatives related to A&R and Military & Veterans Services. In the coming year, we will strengthen our partnership to ensure that program information is effectively communicated to the communities we serve.

Professional Development

The Admissions & Records office attends annual conferences each year to stay informed and up to date with information directly pertaining to Admissions, Records, and Military & Veterans Services.

CACCRAO, Spring 2026

This annual conference includes presenters from the CA Chancellor's Office and A&R professionals from around the state. Information on regulatory developments, budgetary issues, technology, legislative updates, and more is presented to attendees. For the 2025-2026 planning period, I would like to seek additional funding to allow two A&R technicians to attend the conference in addition to the Director.

CCCCO Veterans Symposium, Summer 2026

This annual symposium hosted by the CA Chancellor's Office allows for faculty, administrators, and staff from across the state to convene to discuss how best to support out student veterans. Information presented at this conference includes strategies to guide and support student veterans and their education as they transition from the military life to college life.

WAVES, Summer 2026

This annual conference hosted by the Western Association of Veterans Education Specialists (WAVES) in conjunction with the

Department of Veterans Affairs National Training Team. This conference specializes in the training of School Certifying Officials (SCOs) by providing in-depth, functional training on the various systems utilized by the Department of Veterans Affairs such as Enrollment Manager. Additionally, this conference provides important updates for administrators that involve a variety of processes such as VA Compliance Surveys, RPO updates from the Regional VA office, and more.

Other Needs

The Admissions & Records department has a strong partnership with the Outreach team, focusing on key initiatives such as First Step events, rapid enrollment events, and building relationships with community partners, including the local VFW ship.

Over the past year, we collaborated to develop and host several First Step events, providing information to community members in informal settings like the Desert Brew coffee shop. These events allowed us to engage with the community and address questions on topics such as veterans' benefits and financial aid.

We also worked together on rapid enrollment events, streamlining admissions, financial aid, counseling, and registration processes. Additionally, our partnership with the local VFW has strengthened, helping us connect with military-connected students and share information about educational services. Several events are planned for the 2024-2025 year to further highlight this collaboration.

Staffing Requests

1000 Category - Certificated Positions

2000 Category - Classified Staff

Admissions & Records Technician II

Location:

EKC Tehachapi

Salary Grade:

42.5

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$4,683.22/month

Justification:

The addition of an A&R Technician is essential not only for operational efficiency but also for advancing student equity, particularly in the Tehachapi and East Kern areas. The A&R office ensures that all students—regardless of background, financial situation, or unique needs—receive timely and equitable access to services that impact their academic progress.

Many students who rely on A&R, such as first-generation, low-income, and students of color, often require more personalized support. Placing an A&R Technician at the Tehachapi campus will ensure these underserved populations receive timely assistance, reducing delays in critical processes.

The new technician would provide focused support for Early College, POST Academy, and ISEP, helping to alleviate barriers caused by limited staff and resources. As these programs grow, additional administrative support is needed for application

processing and enrollment. Currently, IWV A&R staff are operating at near capacity due to increased responsibilities like fraud mitigation, transfer articulation, and new initiatives such as Banner Baseline. Having a technician based in Tehachapi would provide direct A&R support, assisting East Kern leadership with application processing, enrollment processing, workshop planning, admissions support, and more.

There is currently no temporary employee in the role. The A&R functions are being managed by IWV, with Tehachapi staff providing limited assistance to students. For instance, during a recent rapid enrollment event, ten students had A&R holds on their accounts that Tehachapi staff could not resolve and had to refer to the IWV office. If an A&R technician was permanently stationed at that campus, they would have been able to directly support those students. As the department continues to address these evolving demands, it has become clear that dedicated support at the Tehachapi campus is essential to uphold the quality and consistency of our services. An additional staff member would enable us to better manage the increasing workload, close service gaps, and ensure timely, effective support for both students and staff. This strategic addition would not only relieve the strain on existing resources but also position the department to continue meeting institutional goals while responding to future growth and student needs.

AUP Budget Worksheet for A&R - FY25

Fund	Org Description	Account Description	Program Title	Activity	Location	2024	2024	2025	2025	Notes	Increase?	If requesting increase of %5 or more			
						Adopted Budget	Actual Expenses	Adopted Budget	Request			In planning document	Data?	Relevance?	Operational Efficiency?
GU001	Admissions & Records	Non-Inst Supplies & Materials	Admissions & Records		CI	\$ 8,000.00	\$ 78.49	\$ 8,000.00	\$ 8,000.00		no				
GU001	Admissions & Records	Paper	Admissions & Records		CI	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00		no				
GU001	Admissions & Records	Employee Travel	Admissions & Records		CI	\$ 4,000.00	\$ 6,392.59	\$ 4,000.00	\$ 4,000.00		no				
GU001	Admissions & Records	Employee Travel DO	Admissions & Records		CI	\$ 300.00		\$ 300.00	\$ 300.00		no				
GU001	Admissions & Records	Employee Travel DO	Admissions & Records		CB	\$ 150.00	\$ 447.37	\$ 300.00	\$ 600.00						
										With the increased travel to the ESCC area for campus support, we need additional funding for lodging.					
GU001	Admissions & Records	Employee Travel DO	Admissions & Records		CT	\$ 150.00		\$ 150.00	\$ 150.00		no				
GU001	Admissions & Records	Employee Travel DO	Admissions & Records		CM	\$ 300.00	\$ 72.44	\$ 500.00	\$ 500.00		no				
GU001	Admissions & Records	Institutional Dues/Memberships	Admissions & Records		CI	\$ 300.00	\$ 400.00	\$ 400.00	\$ 500.00		no				
GU001	Admissions & Records	Other Services & Expenses	Admissions & Records		CI	\$ 10,000.00	\$ 11,300.00	\$ 25,000.00	\$ 25,000.00		no				
GU001	Veterans Affairs	Non-Inst Supplies & Materials	Veterans Services		CI	\$ 3,000.00	\$ 209.65	\$ 1,000.00	\$ -						
										The new RP046 account will be the new budget to cover this line item.	no				
GU001	Veterans Affairs	Employee Travel	Veterans Services		CI	\$ 1,500.00	\$ 278.18	\$ 1,500.00	\$ 1,000.00						
GU001	Veterans Affairs	Food/Meetings	Veterans Services		CI	\$ 800.00	\$ -	\$ 300.00	\$ 300.00						
GU001	Veterans Affairs	Institutional Dues/Memberships	Veterans Services		CI	\$ 75.00	\$ -	\$ 250.00	\$ 250.00						

Resource Requests					
Type of request	1 time or ongoing?	description/explanation		In planning document	
Other					

		In planning document	Data?	Relevance?	Operational Efficiency?