

(14)

**Chabot-Las Positas Association of Retired Employees
CARE Fund Special Projects Grant Program
2014-2015 Application Form**

Please mail completed form to:
CARE Grants, c/o Bill Threlfall
11 Woodside Glen Court
Oakland, CA 94602

Deadline: November 14, 2014
Award announcement: December 1, 2014

Applicant Information

Name Barbara Yesnosky

Site: Chabot LPC District Office

Campus e-mail address byesnosky@clpccd.org

Campus phone number 925-485-5231
(or home phone if no campus phone is available)

Division or Department Business Services

Name of Mgr/Supervisor Lorenzo Legaspi

Project Information

Name of project Business Services Guide

Amount of grant requested (max: \$1,500) \$1,500 Expected completion date for project 6/30/2015

Who will be responsible for completion of the project? Barbara Yesnosky

Description - Provide a brief overview of project plan:

Complete development of the Business Services Guide, which will provide information on all areas of District Office Business Services. This funding will partially offset the one-time cost associated with completing the Guide. It will be maintained by Business Services staff going forward.

Outcome - Clearly state the outcome to be attained by the project. Be specific.

The goal is to provide a one-stop on-line document for all areas of the CLP community to know about the services we provide, understand processes and procedures, retrieve fill-in forms, provide contact information for Business Services staff, explain why we require certain information, and include links to helpful websites, as well as hyperlinks to other areas of the CLP website. The Guide is partially developed (see attached) and this funding will accelerate completion during this fiscal year. The Guide will be available in electronic form on the CLP Business Services website.

Budget - Expenditures must conform to this budget. Total budget should equal award request.

List each planned expenditure, showing: \$ amount, (to) payee, (for) description.
Example: \$56 to AcroScientific for laser pointer (Provide additional narrative if desired.)

\$1,500 to Ryland School Business Consulting to:

- a. interview staff to obtain the content necessary to complete the document,
- b. provide an electronic Adobe pdf document that will be posted on the Business Services website, and
- c. provide a PowerPoint presentation that can be used to roll out the Guide to the colleges.

Benefits - Please briefly explain how the project will **improve service to the colleges** in your area of work responsibility. Describe what problem the project will solve, and how long the benefits will last. Be Specific.

There is no one place to which employees can refer for the services, procedures, forms, and resources available to them. This will help current employees do their work more efficiently and effectively. It will give newly-hired employees a road map to our services. The Guide will be continually updated by Business Services staff and will be an ongoing resource for the CLP community.

Agreements: I agree to complete the project as described above and then provide a one-paragraph outcome report including a digital photograph to CARE. (due: June 20, 2015 or by the above completion date.)

I understand that grants will be payable to the College/District and grant purchases will become CLPCCD property.

Applicant's Signature Barbara A. Yesnosky Date 8/26/14

I agree to provide fiscal oversight:
Mgr. / Supervisor's Signature Lorenzo Legaspi Date 8.26.14