

### Summary

Copy and paste the top 3-5 request onto this page!

Department /Program	Priority within Category	Description of Request	Activity	Estimated Cost	One-Time or On-Going	Comments	Total Estimated Cost	Original Budget Category
OA&D	1	Communications/Alumni Coordinator- Connect community and industry interests with opportunities to give, engage and support students at Hartnell College	1	\$80,000	On-going	The demand for communications and marketing support from across the college has far outpaced the size of the office. This was clearly evidenced at the Administrator's meeting on November 26, 2019, when several administrators commented that they need more assistance with websites, social media, content development, press outreach, etc. Hiring a communications assistant position would not only enable the office to more effectively respond to the requests of the campus stakeholders, including faculty and staff, but also elevate our engagement with the community by more broadly sharing all of the great work being done at Hartnell.	80,000	