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

Department	Priority	Description of Request	Activity	Estimated	One-Time	Comments	Total	Origional
/Program	within			Cost	or On-		Estimated	Budget
	Category				Going		Cost	Category
OA&D		Communications/Alumni Coordinator- Connect community and industry interests with opportunities to give, engage and support students at Hartnell College	1	\$80,000		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.		
OA&D	1	Support for President's Racial & Equity Task Force	2	\$40,000	one-time	Support for President's Task Force on Race and Equity in order to further equity efforts across the campus.	40,000	