

**To: Christina Espinosa-Pieb, VP, Instruction**  
**Fr: Carolyn Wilkins-Greene, Dean, SS/H and Tom Izu, Executive Director, CHC**  
**Re: Request funding at 50% for CHC Director's position**  
**Da: May 29, 2015**

**Justification for requesting .5 funding for CHC Director's position:**

We do not believe that the CHC Director's position is sustainable in the long-term if funded 100% through private funding via the California History Center Foundation (CHCF) non-profit. The non-profit does not have the fundraising capacity to maintain this college position in the long-term, while also raising funds for its librarian/archivist staff position and all other operational costs. However, we believe it is possible for CHCF to increase its ability to raise sufficient funds to cover 50% of the director's position during this next period.

The CHC Executive Director's position was funded full-time by the college up until the 2012-2013 fiscal year when 50% of the position was funded through a federal AANAPISI grant when Tom agreed to serve as that grant program's project director, half-time. Beginning in 2013- 2014, the CHCF was asked to fund the college's 50% portion due to budget cut-backs, making it completely funded outside of the college's general fund.

Beginning this current fiscal year, 2014- 2015, CHCF is now funding 100% of the position's salary and benefits after Tom requested to step-down from serving as the project director for the final two years of the AANAPISI grant, so he could devote full-time to re-building the CHCF's organizational infrastructure when CHC received a donation to keep its staffing intact while undertaking this transitional process.

Here is a breakdown of CHC Director's funding history:

**2011-2012 (and before) – paid completely by the college**

**2012-2013 - ½ AANAPISI grant, other ½ by the college**

**2013-2014 – ½ AANAPISI grant, other ½ by CHCF**

**2014-2015 – first year paid completely by CHCF**

We have not requested funding for this position via the Program Review process in recent years since it was only this current year that the position began to be funded 100% through non-college means.