

MEMO

To: Integrated Planning & Budget (IP&B)

Cc: Academic Senate

Date: Dec. 7, 2018

Re: Annual Budget Request Form Recommendation

The R&R Committee approves the proposed “Annual Budget Request Form,” believing this template will facilitate the existing resource request process. The committee does have feedback for IP&B’s consideration and its members look forward to IP&B’s responses to the items listed below.

Feedback

While the R&R Committee agrees with the general framework of the “Annual Budget Request Form,” committee members would like IP&B to reflect on the following recommendations:

- Respond in document form to feedback from both Academic Senate and the R&R Committee—indicating whether each item was addressed (and rationale if not addressed);
- Indicate (or at least recommend) what the next steps would be once form is completed;
- Identify timeline for the budget request form (included at top of document);
- Determine whether requests for reassign/release time should be included on the form (committee members could not locate on draft);
- Provide a direct web link to the college strategic plan for easy reference;
- Change prompt in the “Professional Development Request” section from “Identify how you will measure success if this activity is funded” to “Identify how you will measure the impact if this activity is funded” (for alignment with “Identify how you will measure impact if this travel is funded” as stated in the prompt that follows).
- Identify a contact person for each resource request category (e.g. lottery—contact Bret Watson; Strong Workforce/Perkins—contact Teresa Ong, etc.) so that programs who might support the program’s questions; and
- Guidance regarding what the process will be after the budget forms are completed and what specific elements should be included on the resource request rubric (e.g. a study group?).