Cosumnes River College
Memorandum

To: CRC Faculty, Staff, and Managers

From: Grant Parker, Budget Committee Chair
Cory Wathen, VPA


The following memo is intended to outline the procedures and timelines that are required for campus departments to request funding from the Capital Outlay Budget (COB). The primary role of the COB is to provide a funding stream for the equipment needs of campus departments. The Budget Committee utilizes a two-year process, whereby divisions submit prioritized requests for their equipment needs.

The following is a summary of the steps in the COB process:

- Divisions, using their own internal process, prepare their requests for the equipment items exceeding $1,000 they will need over the next 2 years (using the attached form). Requests must support the college’s mission, vision, and values and the CRC Strategic Plan 2009-2015. [Link](http://crc.losrios.edu/Faculty_and_Staff/Planning/District_and_College_Strategic_Plans.htm)
- Requests should be tied directly to the current division/department Unit Plans or PrOF. Unit Plans/PrOF are available from division managers, or can be viewed online by staff members in the College Integrated Planning System. [Link](https://gateway.crc.losrios.edu/cips/)
- The request forms must be completed, reviewed and approved by the division manager.
- The division manager should work with the division to determine the appropriate prioritization of the division’s requests (requests must be internally prioritized).
- Division managers will forward prioritized request forms to the VPA no later than 3/7/14.
- The Office of Instruction will insert WSCH/Headcount data by 3/14/14.
- The VPA will compile all division requests and forward a COB packet to Budget Committee members by 3/28/14.
- Any single item requested in excess of $40,000 may require the requesting manager to meet with the committee to clarify the request and answer any questions the committee may have. This meeting will be held on 4/21/14.
- The budget committee members will complete their reviews and record their votes electronically by 4/25/14.
- The VPA and Budget Committee Chair will tabulate the votes and forward the prioritized list to the college president for consideration.

As a reminder, the following issues were previously enacted by the Budget Committee and are still in effect:

- Requests under $1,000 are not considered in the COB process. Small equipment purchases may be made using annual operating budgets.
- The committee may require time for questions and answers from any manager submitting a single proposal exceeding $40,000.
- Requests cannot be submitted for departments moving into a new facility that have equipment funds designated for that purpose.
- Proposals for Instructional Technology and Multi-media equipment (technology used to support instruction) must be submitted as a separate Instructional Technology and Multi-media (ITM) request,
which are reviewed and prioritized by the Distance Education and Instructional Technology (DEIT) Committee. A portion of the COB will fund the ITM plan.

- Budget requests exceeding $40,000 that are of a potentially “incremental” nature such as library books may be split into segments at the discretion of the requesting manager. The purpose of this option is so the submitting division can present something to the Budget Committee other than an “all or nothing” option.
- The COB process is not intended to fund facility remodels.

Budget Committee members consider the following factors when evaluating budget requests:

- Urgency, time-sensitivity. What is the impact if the request is not funded in the current cycle?
- Potential for impact on program and service improvement – student learning, student success and service area outcomes. How strong is the relationship between the request and program improvement (i.e., how essential is the resource to meeting critical program needs/goals)?
- Quality of data/analysis. How strong is the qualitative and/or quantitative data and analysis supporting the request? What is the division priority, cost/benefit relationship, etc.?
- Degree to which the proposal supports one or more of the top five strategies in the Strategic Plan. Is the request tied to the current Unit Plan/PrOF? If so, to what extent does it support one or more of the top five strategies in the Strategic Plan? If not, is sufficient rationale given to consider the request such as an unexpected failure of a critical piece of equipment?

Other factors that may be considered by budget committee members to inform their ranking of requests include impact on overall organizational improvement (e.g., number of students and/or employees that benefit from the request).

A good rule of thumb for a requesting department would be to ask yourself: “What information would I need to properly understand, review and prioritize the request?” Further, given the size and diversity of the Budget Committee membership, it is important to ensure that all requests are fully complete and cover all important points. Also, please keep in mind that Budget Committee members must review numerous requests; therefore complete, concise and succinct proposals are appreciated and will allow the committee to do its best work on your behalf.

We thank you in advance for your efforts in this process.