

# Community College of Rhode Island

## FY 2019 – FY 2020 Budget Priority Request Guidelines

All forms are to be submitted electronically to Divisional heads consistent with the following due dates listed below. An assessment and prioritization of divisional requests should be forwarded to the Business Office for consolidation and administrative consideration no later than December 7, 2018.

Academic Affairs [rcostigan@ccri.edu](mailto:rcostigan@ccri.edu)

Student Services [senright@ccri.edu](mailto:senright@ccri.edu)

President [president@ccri.edu](mailto:president@ccri.edu) or [aogden@ccri.edu](mailto:aogden@ccri.edu)

Workforce Partnerships [jalssid@ccri.edu](mailto:jalssid@ccri.edu)

Business & Finance [rbarrington@ccri.edu](mailto:rbarrington@ccri.edu)

The timeline for this exercise is:

- **October 1, 2018** – Business Office facilitates process with divisions
- **November 2, 2018** – Departments forward their request(s) to the dean, director or department head
- **November 16, 2018** – Deans and directors forward their request(s) to respective Vice President
- **December 7, 2018** – Divisional Heads forward their consolidated and prioritized requests to the Business Office. Information Technology requests and Facility related requests will be shared with the associated departments for feedback and further prioritization.
- **January, 2019** – The Business Office will meet with each divisional head to review content, priorities, and alliance to the college's strategic objectives.
- **February, 2019** – The Business Office will provide the SLT with a consolidated framework from which to make final recommendations given the level of available FY19 funding and for FY20 consideration.

### **Completing the Excel Files:**

The link to the Business & Finance web page:

[https://www.ccri.edu/financeandstrategy/businessoffice/budget\\_forms.html](https://www.ccri.edu/financeandstrategy/businessoffice/budget_forms.html)

This will bring you to the Excel forms needed to submit your departmental Budget Priority Requests.

Sample templates are available to provide you with a guide for completing your departmental requests:

[https://www.ccri.edu/financeandstrategy/businessoffice/budget\\_forms.html](https://www.ccri.edu/financeandstrategy/businessoffice/budget_forms.html)

For all forms, please use the following legend to indicate campus:

Warwick = W

Lincoln = L

Providence = P

Newport = N

All = A

### **Form 1 – Equipment**

This form is to be used to identify additional one-time needs of a department that cannot be accommodated within existing operating budgets. Please note that form should **not** include Information Technology requests. This would primarily include single items or combined items with a cost in excess of \$2,500. Do not include items that will be purchased from lab fee monies or could be purchased through departmental operating budgets. Please include the quantity and number of units required to arrive at the total costs. Also please provide sufficient and compelling rationale for the request so that informed recommendations can be made. Please also try to think forward to the FY20 Fiscal Year as well and/or stagger your requests across fiscal years.

### **Form 2 – Technology**

This form is to segregate computer and computer replacement needs from other types of equipment. If a replacement is being requested, please indicate the model that will be surplus and where the unit(s) will be located. If a new unit is being requested, please provide appropriate rationale. Please also provide a contact person within the department. This form is also used to request printers, software, and other IT service items. Please use the dollar amounts provided on the Planning Values tab for common IT purchases.

Administrative Software systems or upgrades should also be included on this request sheet. The Information Technology department will assess requests in concert with the administrative allowance for computer replacements, refurbishment and redeployment as well as college policy.

### **Form 3 – Staffing**

To communicate staffing needs, please indicate whether you are requesting to fill an existing vacancy or are requesting a new full-time position. You may also indicate if only part-time, hourly or seasonal personnel are needed. Dollar amounts to be used have been supplied on the Planning Values tab. For any full-time, biweekly position requests, please include the applicable FTE. i.e., full-time = 1.0

### **Form 4 – Operating, Professional Development and Strategic Improvement Funding**

This form is designed to request supplemental increases to existing operating budgets. A rationale is needed for why the current budget is not adequate or if funds are needed for a one-time initiative such as an accreditation site visit. Professional development is generally centralized within a division, but this is an opportunity to bring suggestions to the attention of the divisional head. The requests for professional development can be one-time or on-going, and either bringing someone in-house or going to outside resources.

### **Form 5 – Facility Repair and Renovations**

Please identify facility needs that may have missed the attention of our physical plant. It could be something as simple as a rug repair or a wall being painted or as complex as a retrofit of a science lab. On larger projects where it would be difficult to define a dollar amount, a specific description of the need should be provided. Such project suggestions would need to be integrated with the college's overall facility and institutional strategic planning process and your perspective is invaluable.

These facility requests are forwarded to the Director of Physical Plant as well as the respective campus physical plant supervisors for attention and recommendations for improvement.

## **Form 6 – Revenue/Savings Proposals**

It is incumbent upon the College to present specific savings proposals for consideration by the administration, Board, state budget personnel, and elected officials. By identifying specific proposals, the college can limit significant action by other entities. As always, the College is looking for ways to either increase revenues or save money via efficiencies. Please provide details of the proposals for review, including the fiscal year in which the impact would take place. If additional information is required, the department will be contacted. All suggestions may be submitted anonymously.

**Please feel free to contact Ruth Barrington, Annmarie McMahon or Jarrod Pimentel in the Business Office with any questions at 825-2184. Any issues or suggestions regarding the web forms may be directed to Kent Gates in the Business Office at 825-1114.**