

**From:** Peter Cammish

**Sent:** Wednesday, January 21, 2015 5:13 PM

**To:** \$ALL

**Subject:** Strategic Proposal / Equipment Request Process Now Open

### **Strategic Proposal Process 2015/2016 Now Open**

The district seeks to maintain its funding to academic and non-academic areas who demonstrate a need for additional funding to implement new projects and ideas that are related to the strategic goals and direction of the college. Additionally, funding will also be available for those areas that need new supplies or equipment that can enhance student learning or efficiency of daily operations. The proposal process is now open and invites applications for project or equipment funding

**Please submit all applications by 5PM on 20<sup>th</sup> February for consideration.**

If you have any questions or concerns about this process please do not hesitate to let me know.

### **Key Points:**

Funding split into 2 main areas

- Strategic Proposals: Larger scale projects and new initiatives related to strategic goals of the District.
- Equipment Requests: Requests for equipment vital to student learning or daily operations

### **Strategic Proposals**

This year we will be adding more “Strategy” to the strategic proposal process. Rather than funding a whole lot of smaller requests, Superintendent Presidents Cabinet (SPC) wants to encourage providing more substantial funding to any larger proposals. They are particularly interested in projects that support one of the following 2 areas, vital to the college.

- **Financial or Operational Efficiency:** Any proposal that can save the college money, either in the short term or in the long term. This may be direct cost savings or those achieved through efficiency of operations.
- **Increasing Student Enrollment:** There are three major ways we can increase student enrollment: Increase new student registrations, encourage student retention and increase student credit load.

If you (or a group) have an idea that would impact one of these areas and needs some funding to get started please consider submitting a proposal. I would also highly recommend viewing the proposal assessment rubric which will give you a good idea of what makes a good proposal.

### **Equipment and Supplies Requests**

If you need supplies or equipment rather than complete a large form a simpler form is attached. This will be for regular equipment and supplies with a demonstrated need. Ideally the total cost will be less than \$5,000. Decision making and notification will be quicker allowing for faster requisition.

## **Approval Procedures**

### *Strategic Proposals*

Rated by Shared Governance Council using the attached rubric as a guide who make specific recommendations for funding or amendments. All recommendations passed to SPC for final consideration.

***Final Decision by April 17th 2015***

### *Equipment Requests*

Ranking and discussion by SPC members who will make final determination on funding.

***Final Decision by March 6th 2015***

## **Restrictions**

- All funding must be allocated and spent within the 2015/2016 financial year, any proposals or requests which will require funding beyond that will need to apply again the next year.
- Ongoing strategic proposals that have been successfully funded for multiple years will be considered for sustained funding through the general fund. This will be at the discretion of SPC who will look for measurable and proven success.
- Funding can be considered for short term hires and/or release assignments. These will follow the same restrictions as outlined on Form 6. Rate of Pay for release time and/or temporary hires shall not exceed the amount budgeted through the strategic proposal process. This figure will include benefits as well as salary.

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