

Category Option (select one)

1) New ideas or Savings

New ideas that promote the advancement of the college's strategic plan or ideas that will result in efficiencies or savings for the college.

2) Equipment: Instructional or Non-instructional

Instructional equipment is equipment used by or for students in a formal classroom or lab setting. The use of such equipment is intended to further students' technical skills or academic knowledge.

Non-instructional equipment is any equipment that is not instructional equipment. (i.e. furniture, tables, chairs, file cabinets, cars).

- **For instructional equipment, use this online request process for all requests.**
- **In addition, the FY20 leveraged equipment program may provide an opportunity for equipment matches from donors. The request process will give us a database of your instructional equipment needs which can be used to match to potential donors.**
- **This equipment request process is also used for the allocated Perkins funding.**

3) Cost center Increase (Non-Equipment)

Requests for increases to non-personnel program or department budgets for FY20. Submit for the dollar amount of the increase.

4) Personnel

Budget requests that justify the expansion of existing positions or the addition of new positions. Personnel additions will be considered, however the budget for FY20 does not look conducive to personnel increases at this time.

Foundational Goals (select one)

Foster Student Success

Improve institutional performance for students as demonstrated by outcomes related to:

- a. Transfer, graduation, training certificates, job placement, and career advancement
- b. Communication skills, critical thinking skills, social engagement, information and applied technology, and personal development.
- c. Instructional supplies/materials to foster student success.

Advance the Development of the College

- d. Increase student enrollment.
- e. Cultivate high quality faculty and staff.
- f. Develop new programs and delivery methods to engage more effectively with learners and communities in the region.
- g. Increase revenues from entrepreneurial and philanthropic sources.
- h. Increase efficiencies or preserve resources in support of foundational goals.