Resource Request Process Flowchart

Phase I

**Departments**
- Compile Resource Requests
- Submit Resources Requests to Academic Divisions
  - Divisions Submit Resource Requests to Appropriate Governance Committees: Safety, Facilities, and Technology
  - Divisions Create Prioritized Academic Resource Request Lists
  - Divisions Submit Academic Resource Request Lists to Joint/Noncredit Chairs
  - Joint/Noncredit Chairs Prioritize Divisions’ Resource Requests
  - Joint/Noncredit Chairs Send Resource Requests to V.P. Academic Affairs/V.P. Continuing Education

**Units**
- Compile Resource Requests
  - Submit Resource Requests to Appropriate Governance Committees: Safety, Facilities, and Technology
  - Submit Non-Governance Committee Resource Requests to Vice Presidents for Their Area

**Governance Committees**
- Compile Resource Requests
  - Consolidate and Prioritize Resource Requests (Includes Resource Requests received from Divisions and Units)
  - Send Consolidated and Prioritized Resource Requests to Corresponding Vice Presidents:
    - V.P. Academic Affairs: CIC, EMPC, EMC, FDC, Honors, & Technology Committees
    - V.P. Administrative Services: Facilities and Safety Committees
    - V.P. Student Services: Scholarship, Student Equity, & Student Success Committees
    - V.P. Continuing Education: Continuing Education Committees

Phase II

**Vice Presidents**
- Submit Prioritized Resource Request Lists to the Planning & Institutional Effectiveness (PIE) Committee

**PIE Committee**
- Reviews and Prioritizes Resource Requests

**PIE Committee Sends a Prioritized Resource Request Recommendation to the Budget Committee for Analysis**

**Budget Committee**
- Conducts a Funding Analysis of Requests (What can be funded and from which accounts requests might be funded).

**Budget Committee Sends Its Funding Analysis to PIE Committee**

**PIE Committee**
- Reviews the Budget Committee’s Funding Analysis and Reprioritizes as Necessary

**PIE Committee Submits a Final Prioritized Resource Request Recommendation List to College Council**

**College Council**
- Discusses PIE Committee’s Prioritized Resource Request Recommendation List and Makes a Final Recommendation to the President