Resource Request Process Flowchart
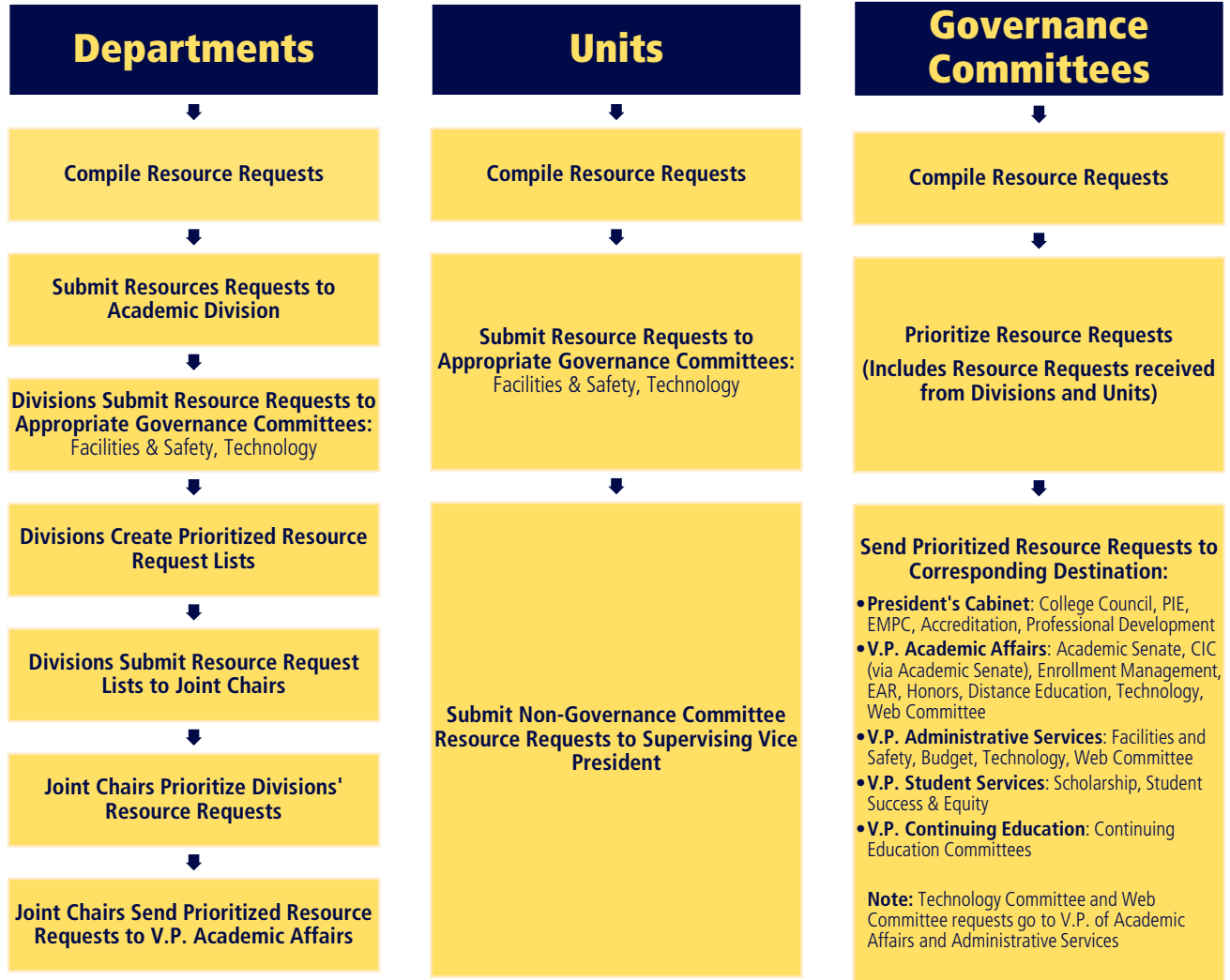
Phase I

Departments

Compile Resource Requests

↓

Submit Resources Requests to Academic Division

↓

Divisions Submit Resource Requests to Appropriate Governance Committees: Facilities & Safety, Technology

↓

Divisions Create Prioritized Resource Request Lists

↓

Divisions Submit Resource Request Lists to Joint Chairs

↓

Joint Chairs Prioritize Divisions' Resource Requests

↓

Joint Chairs Send Prioritized Resource Requests to V.P. Academic Affairs

Units

Compile Resource Requests

↓

Submit Resource Requests to Appropriate Governance Committees: Facilities & Safety, Technology

↓

Submit Non-Governance Committee Resource Requests to Supervising Vice President

Governance Committees

Compile Resource Requests

↓

Prioritize Resource Requests (Includes Resource Requests received from Divisions and Units)

↓

Send Prioritized Resource Requests to Corresponding Destination:

- **President's Cabinet**: College Council, PIE, EMPC, Accreditation, Professional Development
- **V.P. Academic Affairs**: Academic Senate, CIC (via Academic Senate), Enrollment Management, EAR, Honors, Distance Education, Technology, Web Committee
- **V.P. Administrative Services**: Facilities and Safety, Budget, Technology, Web Committee
- **V.P. Student Services**: Scholarship, Student Success & Equity
- **V.P. Continuing Education**: Continuing Education Committees

Note: Technology Committee and Web Committee requests go to V.P. of Academic Affairs and Administrative Services

Phase II

Vice Presidents Submit Prioritized Resource Request Lists to the PIE Committee

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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).

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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 to College Council

→

College Council Dicusses PIE Committee's Prioritized Resource Request Recommendation and Makes a Final Recommendation to the President