

REVENUE & RESOURCES

ANNUAL UPDATE BUDGET REQUEST PROCESS

- Based on initial discussion (1/18/2019)
- **#1:** After budget request forms are submitted (late winter term), initial review by deans (March/April)
- **#2:** R&R will be responsible for reviewing and prioritization of requests (March/April)
 - Augment R&R with appropriate positions—key budgeteers (e.g. AVP Workforce Development/CTE; Dean Institutional Equity, Diversity, & Inclusion)
 - Who chairs?
- **#3:** R&R to determine criteria/checklist to facilitate prioritization of requests (March/April)
- **#4:** R&R subgroup to hold a retreat to review request forms (April/May)
 - Invite requestors to present?
- **#5:** R&R finalize budget request recommendations (May)
- **#6:** R&R recommendations regarding prioritized requests to President (June)