Resource Request Process Flowchart

**Phase I**

**Departments**
- Compile Resource Requests
- Submit Resource Requests to Academic Division
- Divisions Submit Resource Requests to Appropriate Governance Committees: Facilities & Safety, Technology
- Requests must be ranked prior to submission
- Divisions Create Prioritized Resource Request Lists
- Divisions Submit Prioritized Resource Request Lists 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
- Submit Resource Requests to Appropriate Governance Committees: Facilities & Safety, Technology
- Prioritize Resource Requests (Includes Resource Requests received from Divisions, Units, and Other Governance Committees)
- 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 V.P. of Administrative Services

**Phase II**

**Vice Presidents**
Submit Prioritized Resource Request Lists to the 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 to College Council**

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