

4.1 Strategic Initiative Request Form

Request Process: All requests for Strategic Initiative Funds (SIF) should be submitted in writing to the supervising Vice President or Provost. Requests should provide a detailed justification that addresses each of the prioritization factors listed below as applicable. Requests should also provide a prioritization of elements, as applicable, and an indication if the request can be partially funded or funded in phases. Finally, requests should indicate if they are of a “one-time” or recurring nature and if there are alternative funding sources available including operating budget reallocations or dedicated revenues. Requests should be at a minimum level of \$10,000.

Once a request is reviewed and approved by the supervising Vice President or Provost, it shall be submitted to the Institutional Effectiveness Committee (IEC) for review and ranking based on the prioritization factors listed below. Once prioritized, requests shall be forwarded to the President’s Cabinet for final funding decisions.

It is anticipated that the IEC will start reviewing and ranking requests beginning in September of each year for allocation of surpluses from the prior fiscal year and also in February following the adoption of the operating budget assumptions by the Board of Trustees in January. The fall prioritization process should also aid in proposing the January budget by helping to establish the significance of the strategic fund allocation.

Prioritization Factors: The IEC will utilize ten factors to rank requests for SIF. Each of the ten factors shall receive between 1 to 10 points with 0 points being no alignment with the factor and 10 points being high alignment with the factor. The IEC presumes approval of the priorities in absence of overriding circumstances identified in the President’s Cabinet. The prioritization process is to be followed by a campus communication each year regarding strategic priorities (e.g., an announcement by the President in the Campus Bulletin) and an annual report to the IEC about the results of funds expended.

Factors:

1. Advancing Strategic Plan Objectives
2. Enhancing Academic Excellence
3. Enhancing Academic Student Success
4. Potential for Revenue Enhancement
5. Building Capacity Consistent with WASC Standards