

GAVILAN  **COLLEGE**
INSTITUTIONAL EFFECTIVENESS COMMITTEE

UNIT PLAN AND BUDGET REQUEST FORM

Unit: (Department/Program/Service):	Unit Plan #:
Responsible Staff:	
Date Completed:	
Strategy Initiative (Strategy from Strategic Plan; include #):	
Goal (Goal associated with Strategic Plan Initiative above; include #):	
Objective (s) (What do you want to do?):	

Activity (s) (How are you going to accomplish your objective?):

Specific Outcome Measurements to be Used in Evaluation (What data or information will you collect to show that you have achieved what you set out to do?):

Resources Required **No** **Yes** (Complete Budget Section)

Status Report as of _____ **(date)** (Several sentences on status. Include supporting data.):

BUDGET REQUEST SECTION

Budget Review Year:

FY 2009 - 10 FY 2010 -11 FY 2011 - 12

Prior year Unit Plan # matching current request:
(if any):

Required Certifications

Supervisor's Name:

Area VP Name:

Comment:

Comment:

Priority Level: High Medium Low

Priority Level: High Medium Low

Rating: 1 2 3 4 5

Rating: 1 2 3 4 5

1 = Highest; 5 = Lowest

(A) Non-Personnel Request

Resource: General Fund / Program Categorical Funding Program; Which one?

Are other funding sources available to support this request? Yes No
 If "yes" where?

Specific Item(s) Needed	Resource(s) Being Requested (Brief Description):	Amount Requested
		\$ 0.00
		0.00
		0.00
		0.00
		0.00
		0.00
	Total Amount Requested:	\$ 0.00

(B) Personnel Request

Resource: General Fund / Program Categorical Funding Program; Which one?

Are other funding sources available to support this request? Yes No
 If "yes" where?

Job Classification	i.e. Office Assistant, Program Services Specialist	Classification:
Does this position already exist at the district?	Is this a new classification? If so, you will need to provide enough information so that a classification study can be completed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duration	Number of days, months per year.	<input type="checkbox"/> Academic year <input type="checkbox"/> 10-month <input type="checkbox"/> 11-month <input type="checkbox"/> 12-month <input type="checkbox"/> Other
Full Time Equivalent (FTE)		<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%
Program Number	What specific department/project will this position be charged to	Program No:

To Be Completed by Human Resource Department		
Salary	Track placement. Identify Salary Schedule	\$ 0.00 Track Schedule
Burdens		\$ 0.00
Benefits		\$ 0.00
Total Amount Requested	Add salary, burdens, and benefits	\$ 0.00

UNIT PLAN / BUDGET REQUEST FORM SUBMITTAL PROCESS

1. *Staff Member/Department Chair/Supervisor Process:*

- The Staff member completes a new Unit Plan / Budget Request Form or updates a prior Unit Plan / Budget Request form from a previous year.
- *Note:* Every Budget Request must be accompanied by a Unit Plan.
- The staff member sends the Unit Plan / Budget Request Form to their Supervisor.
- In the **Supervisor's section** of the Unit Plan / Budget Request form, the Supervisor specifies the Priority Level (*High, Medium, Low*) and the Ranking (*1 = Highest to 5 = Lowest*).
- Once ranked by the Supervisor, the Supervisor sends the Unit Plan / Budget Request form to the Area Vice-President.

2. *Vice-President Process:*

- The Area Vice-President reviews the Unit Plan / Budget Request form.
- In the **Area VP's section** of the Unit Plan / Budget Request form, the Area Vice-President specifies the Priority Level (*High, Medium, Low*) and the Ranking (*1 = Highest to 5 = Lowest*).
- The Vice-President or VP's Executive Assistant saves the Unit Plan / Budget Request form, using the Unit Plan Filename filename format.
- The Vice-President or VP's Executive Assistant sends the Unit Plan / Budget Request form to the webmaster to be made available online.
- *Note:* The Webmaster will only accept completed Unit Plan / Budget Request form from the Area Vice-President or the VP's Executive Assistant. This process certifies the legitimacy of the form submission.