Department Planning Resource Requests Information
What to Leave <u>Out</u> and What to Leave <u>In</u>

The purpose of this document is to clarify what kinds of resource requests should be included in the Department Planning Document and what can be left out.

<u>What to Leave Out</u>

The table below summarizes the types of resources that <u>DO NOT</u> need to be included in the Department Plans. The "Receipt of Request" column lists whom to contact when the resources are needed. It should be noted, however, where "Dean/Director" is listed, faculty and other personnel should make their requests through the Department Head or direct supervisor and they in turn will submit the request to the Dean or Director.

Excluded Items	Receipt of Request/ Disposition*	Explanation
Conferences, Meetings, Individual Training	Faculty Professional Development Dean/Director if not academic	Annual conferences normally attended by department and included as part of conference budget.
Buildings – new, renovation, modernization	Dean/Director	2020 Unified Master Plan is being followed. The most recent FAC prioritized list can be found at http://www.lbcc.edu/AdminServices/proj-prior-list11-12.cfm
Normal Repairs	Call Extension 4040 Call Extension 4357 (HELP)	Broken chairs, desks, tables, etc. Light fixtures not working, holes in walls, locks not working, etc. Projector light bulbs out, video screen not working, etc.
Replacement of Classified Positions	Dean/Director	Executive Committee decides
Office Space and everything related to a new position	Dean/Director	Budget is provided any time a new position is funded to cover office space, computer, phone, etc.
Section Offerings	Dean/Director	Done as part of Enrollment Management based upon FTES targets established
Substitutes, fill-behinds	Dean/Director	In accordance with existing guidelines and/or regulations
Cyclical Maintenance	Call Extension 4040 Call Extension 4357 (HELP)	Painting, flooring, blinds, etc. Computer Equipment, projectors, etc. criteria can be found in the Technology Plan at http://www.lbcc.edu/TechPlan/index.cfm
Reasonable Accommodations for Employees	Dean/Director Human Resources	Any specific accommodation is the responsibility of the division requesting it

* Disposition shall be done in consultation with affected parties   Rev 09-08-16

What to Leave In

The table below summarizes the types of resource requests that **SHOULD BE** included in the Department Plans.

Representatives from all the departments within the school will work with the Dean/Director to prioritize, in their respective categories, all resource requests submitted through Department Plans. The school requests will then be prioritized at the Dean's level and/or VP level when appropriate. If a conflict exists between Vice President areas, then the Executive Team will develop the final prioritized list encompassing all VP areas.

Grants Development – items for consideration will be prioritized at the school level and then submitted to Institutional Resource Development.

Included Items	Receipt of Request/ Disposition*	Explanation
Replacement of classroom furniture	Facilities	Only when it's an entire classroom at a time, not the replacement of a few items
Upgrade and/or replacement of equipment	Dean/Director	These items will be accumulated for the various funding sources such as: VTEA, Scheduled Maintenance (RDA), Block Grant, Technology, etc.
New equipment	Dean/Director	These items will be accumulated for the various funding sources such as: VTEA, Scheduled Maintenance (RDA), Block Grant, Technology, etc.
New Software	IITS For infrastructure evaluation contact Facilities and/or IITS	Request should include cost for implementation, training, interface, electrical/telecommunication wiring needs, ongoing licensing, etc.
Existing software upgrades	Call Extension 4357 (HELP)	Departments need to notify IITS when an existing software is out of date that is essential to curriculum
New Positions or Increased Assignment Length/Percentage for an Existing Position	Hiring Priorities Vice Presidents	Faculty Only Classified and Management
Faculty Replacement Positions	Hiring Priorities	Faculty Only
Increase Articulation Agreements	Articulation Office	There should be no cost associated with this
New programs/certificates	Curriculum Committee Dean/Director	
Department-wide Training or Professional Development beyond what is normally available	Dean/Director Faculty Professional Development	Include if professional development is needed to support a new initiative, implement a new program, learn and implement new software or other new technology or equipment.
Major Research Studies	Institutional Effectiveness	New research and evaluation to support a major new program or project.
Expansion/Conversion to Distance Learning	Distance Learning Institutional Effectiveness Dean/Director	DL will need to prepare ITDC for training needs. IE will need to review for potential substantive change request to ACCJC.
Buildings and/or space not part of 2041 Facilities Master Plan	Dean/Director Facilities	
Advertising	Community Relations and Marketing	Beyond normal budget
Instructional and/or Office Supplies and Materials Student Workers Printing/Duplicating	Dean/Director	Beyond normal budget

* Disposition shall be done in consultation with affected parties