









**Budget Request Summary**  
**Fiscal Year 2005-2006**  
**Plant Operations & Maintenance**

Unit No. <u>56000</u>	Base Budget	Plan. Obj. Priority # 1	Plan. Obj. Priority # 2	Plan. Obj. Priority # 3	Plan. Obj. Priority # 4
<b>130 - General Administration</b>					
1909 - Waste Removal/Recycle					
1910 - Security Service Agree.					
1911 - Pest Control Services					
1912 - Lawns & Grounds Serv					
3541 - Maint. Agree - Bldgs					
3543 - Maint. Agree - Equip					
4300 - Equipment Rental					
- Other					
<b>610 - Plant Operations</b>					
1401 - PT Janitorial					
1904 - Temp. Agencies					
1906 - Laundry Services					
1909 - Waste Removal/Recycle					
2100 - Custodial Supplies					
2500 - Motor Vehicle Supplies					
2520 - Oil, Lubricants, Fuel					
2530 - Tires & Tubes					
3111 - Travel					
3320 - Water					
3340 - Garbage/Sewage Disposal					
3510 - Equipment Repair					
- Other					
<b>620 - Plant Maintenance</b>					
1904 - Temp. Agencies					
1906 - Laundry Services					
1909 - Waste Removal/Recycle					
2400 - Maintenance Supplies					
2410 - Landscaping & Grounds					
2524 - Motor Vehicle Repairs					
3111 - Travel					
3510 - Equipment Repair					
3520 - Facility Repairs					
3530 - Motor Vehicle Repairs					
3543 - Maint. Agree - Equip					
<b>920 - Equipment</b>					
5300 Educational Equipment					
5400 - Vehicle					
<b>Other Needs</b>					

**Justification for Base Budget Changes**

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# MEMORANDUM

**TO:** All Planning Departments  
Campus-Wide

**FROM:** Bill Thompson, Director  
Planning & Research

**DATE:** February 10, 2005

**SUBJECT:** 2005-2006 Plan/Budget Preparations

1. It is time for us to begin the planning and budgeting process for fiscal year 2005-2006 (remember, this is July 1, 2005 - June 30, 2006). We will use the same process and procedures that we have used in past years. Contact Becky Mulligan if you need help creating and storing documents in the Plan File.
2. You should have the following forms in your plan/budget packet:
  - \$ Plan/Budget Integration Instructions
  - \$ 2005-2010 WCC Long-Range Goal (LRG) and Short-Range Goal (SRG) Summary
  - \$ Strategic Areas of Emphasis (revision date of October 15, 2005)
  - \$ Budget Request Summary Form
  - \$ Equipment Request Form
  - \$ Audio Visual Materials Request Form (Library)
  - \$ Audio Visual Equipment Request Form (Media)
3. The Budget Request Summary Form has room for up to four new planning objectives/intended outcomes, which means you do not have to prepare a separate Budget Request Form for each planning objective/intended outcome nor do you have to prepare a summary of your requested budget information. **You may submit up to three (3) new planning objectives that involve requests for new money for 2005-2006.** If you are requesting personnel, submit an objective only for new positions or existing position conversions from 9 to 12 months. You may submit as many planning objectives that do not require funding as you feel you can address. Don't forget to focus on the Strategic Areas of Emphasis when developing your planning objectives. **Also, we strongly encourage you to submit at least one (1) program planning objective addressing student learning and educational outcomes for your respective program or service area.**
4. Planning group heads must confer with the President on their division=s proposed 2005-2006 goals and objectives/intended outcomes. **The deadline for the planning group heads to submit their group=s planning/budgeting documents (hard copy) to the Chief Financial Officer is Monday, March 28, 2005.** The Planning and Research Office will separate new money requests for Planning Council consideration. If you need help please call me at extension 282.

## Plan / Budget Integration Instructions

1. Review the WCC Long-Range Goal (LRG) and Short-Range Goal (SRG) statements, and decide which ones your department will support. Begin your review of those objectives that were not approved for funding the current plan year.
  - a. Complete planning unit LRG# and SRG#. (Definitions are on Page 33 of the Strategic Plan Guide on the Planning & Research webpage.)
  - b. Define your Objective/Intended Outcome(s) and Assessment Criteria.
  - c. Determine the resources you will need to accomplish your objective/intended outcome such as equipment, people, facilities, supplies, furniture, etc. Your Department Budget Request Form may have some other items you should consider also.
  - d. There are two types of entries for Resources: Department Budget, or the itemized list of resources necessary (i.e. equipment, personnel, etc.) to accomplish the objective/intended outcome. Type "Departmental Budget" if you can accomplish the objective with your current budget. If new dollars are needed, then show the total amount of dollars needed for that objective/intended outcome by resource category. The itemized list of resources required will also be recorded on the Budget Request Summary.
  - e. Establish your target date for goal completion.
  - f. Repeat this process for each goal and objective/intended outcome. Secretaries and Administrative Assistants should refer to page 34-36 of their Strategic Plan Guides for instructions for creating, updating, and storing plan information. Questions should be directed to Becky Mulligan at extension 213.
  
2. The following is an explanation of your budget package:
  - a. **Department (Planning Unit) Budget Request Form.** This form is used in conjunction with each new goal and objective/intended outcome that requires new money. It is broken down by line items you typically use in your department budget. The Budget Summary Form is designed to support up to four planning objectives/intended outcomes. This does not mean you must have four objectives/intended outcomes. **However, you can only submit three "new money" planning objectives for 2005-2006.** You are required to prepare a separate planning objective/intended outcome form for each new objective/intended outcome and attach each one to the Budget Request Summary Form. (For Example: if you are preparing three new objectives/intended outcomes, you will attach three planning objective/intended outcome forms to the Budget Request Summary Form). **Note: Do not submit a planning objective for less than \$500. Normally request for less than \$500 can be adjusted in your base budget.**
  - b. Form Definitions

**BASE BUDGET** is your current year budget reflected in Datatel. If your Base Budget will not change (increase/decrease), **fill in the dollar figures on to this form under the base budget column.** If your Base Budget will change, put a footnote at the bottom of the page explaining why. For example, you've been selected to serve on a Task Force that will have you attending meetings around the state for the next year. You estimate that your BASE BUDGET travel dollars will increase from \$500 to \$1000. You would put a #1 by the new figure, in the Base Budget column, and a footnote (1) and state: "1. Serving on Task force that will require travel around the State for the next year". Conversely, if you completed a year on the Task force this year, a reduction in that dollar amount and an explanation will be required too. This is to inform the decision makers on why your Base Budget changed.

**THE BUDGET REQUEST SUMMARY** reflects the dollar figures you will need to begin/complete your new goals and objectives/intended outcomes as determined by your cost estimate. Since your Planning Document will be attached to this Budget Request Summary, a detailed explanation is not needed for these items. Remember to attach all new planning objectives/intended outcomes to the Budget Summary Request Form.

- c. **EQUIPMENT NEEDS:** Every equipment request, including new, replacement, and audio-visual equipment, must be supported by a planning objective/intended outcome. (For example: when preparing the OBJECTIVE/INTENDED OUTCOMES part of the Planning Document, you would indicate your intentions are "to upgrade instruction by replacing out-dated machines over the next five years at a cost of \$125,000 per year.") In addition, your equipment needs must be itemized and prioritized from highest (1) to lowest (2,3, etc.) priority on the attached equipment form. **(1) You must coordinate ALL computer hardware and software with the Information Systems Director; (2) You must also coordinate your equipment needs through the Equipment Coordinator; (3) Ensure you obtain accurate retail costs for your equipment.**
  - d. **AUDIO VISUAL EQUIPMENT AND MATERIALS:** In the middle part of the Budget Request Form are two areas for new Audio Visual Equipment and Audio Visual Materials. If you require new Audio Visual Equipment or Audio Visual Materials complete the enclosed forms and attach them to your Budget Summary Form. Also enter the dollars required onto the Budget Summary Form.
  - e. **COUNTY FUNDS:** County Funds are for those Planning Units that receive County Budget Support. The same rules apply, if you need new telephone equipment, a chair-lift for the library, a vehicle replaced or major repairs, you must have a planning objective/intended outcome tied to it. Enter the required dollars to accomplish the objective and attach the Planning Objective/Intended Outcome Form to the Budget Summary Form.
  - f. **OTHER NEEDS:** Other Needs are for those items that do not fit into your current line item category. If you are requesting another full-time employee position or converting an existing position from 9 to 12 months, you will use this area to make that known. You must include a planning objective/intended outcome to support that new request. Remember to include social security, retirement, and hospitalization (contact Business Office for all current figures) in with your salary calculations.
  - g. **MULTIPLE YEAR FUNDING:** If you had a planning objective that was approved for multiple year funding, you won't have to submit a new planning objective for Planning Council review, however, you will need to include that approved objective with your budget summary document in order to receive second or subsequent year funding.
  - h. **INFRASTRUCTURE SUPPORT:** **If you are adding new equipment (computers and office equipment, lathes, medical, aviation, automotive, classroom modifications, etc.) keep in mind where you plan to place it in your environment,** what additional infrastructure support will be needed; i.e. will you need more electrical support, will you have enough room to safely operate, or will the facility support the addition? So, it is important that you **coordinate with the Chief of Maintenance (ext. 253) to see if your facility has sufficient electrical and mechanical assets to support your objective.** If your not sure, make the phone call anyway.
3. We know there will be instances where you will have questions on items we did not address. Do not hesitate to ask for help or guidance; and if you see that we can do this in a simpler way, please let us know.
4. Planning Group Heads must collect and approve their respective planning units' planning and budget information and confer with the President for final approval. **Planning group heads must turn in a hard copy of all planning and budget documents to the Chief Financial Officer in the time frame specified in the transmittal package and should notify Becky Mulligan that planning objectives/intended outcomes are in the Plan File.**