Capital Outlay Budget (COB) Process: 2024/25 and 2025/26

The following memo outlines the process and timeline for the Capital Outlay Budget (COB) process, the college's institutional process for prioritizing and funding equipment (technology; furniture; and similar needs). The COB process is a two-year cycle. Divisions submit prioritized requests for the equipment, furniture and fixtures needed in the next two years on the COB Request Form. Resource requests identified in the college integrated planning system (CIPS) by resource types "IT and Technology-based AV equipment" – including computers/computer-related equipment and software – initial license/acquisition cost and major upgrades – are prioritized by the Distance Education and Information Technology Committee (DEIT) and all other requests ("Other Furniture, Fixtures and Equipment") are prioritized by the Resources Committee using the process below.

Timeline / Due dates:

- **PROGRAM REVIEW OPEN YEAR ROUND**
- **COB Platform OPEN: Monday, October 23rd 2023 – Friday, February 23rd (20 weeks)** – College Integrated Planning System (CIPS) are completed with all resource needs identified with the Resource Title corresponding to the specific resource request. **Important: Each COB Request must have a unique Resource Title in "6. Planning for the Future" section of CIPS.** Online COB Request Forms are completed in CIPS.
  Requests must be consistent with current CRC standards and specifications:
  "IT and Technology-based AV equipment" requests must be reviewed and approved by the Dean of Business and Computer Science to ensure that all IT requirements can be supported. _This review must be completed by Friday, February 2nd._ IT consultation is critical to ensure the IT equipment/hardware/software requested in the resource request is able to be supported; is compatible with the existing IT infrastructure; and the cost of the item is reasonable. IT resource requests must have IT consultation prior to advancing forward to the prioritization process.
  Facilities Renovation requests must be reviewed and approved by the Director of Administrative Services to ensure that all facilities renovation can be supported. _This review must be completed by Friday, February 2nd._
  - o For "IT and Technology-based AV equipment", obtain Dean of Business and Computer Science approval.
  - o For Facilities Renovation requests, obtain Director of Administrative Services approval.
- _**Monday, February 26th Resources Committee mtg**_
- **Monday, February 26th – Friday, March 8th** – Deadline for divisions to prioritize Furniture, Fixtures & Equipment requests (both "IT and Technology-based AV equipment" and "Other FFE") and identify the priority requests to submit to the college-wide prioritization process. Divisions/programmatic areas must also prioritize facilities renovation requests.
- **Monday, March 11th – Friday, March 29th (3 weeks)** Online COB Resource request forms available for Resources and DEIT Committee to review and prioritize. Online Facility Renovation requests forms available for Resources Committee to review and prioritize.
- **Monday, March 11th – Friday, March 15th **Mid Semester Spring Recess****
- _**Monday, March 18th Resources Committee mtg**_
- **Monday, March 18th** – Meeting for Q & A with requesting manager if Resources or DEIT Committee members have questions on specific resource requests. Such an opportunity is available for any resource request (no dollar threshold must be meet).

- **Friday, March 29th** – Deadline for Resources and DEIT Committee to submit prioritized lists (equipment and facilities requests) *Three weeks provided for deliberations*.
- **Monday, April 1st – Friday, April 5th** – Resources Committee Chairs and DEIT Committee Chairs tabulate the committee input.
- **Monday April 8th – Friday, April 12th** Forward the prioritized list to the College President for review and final approval.
- *Monday, April 18th Resources Committee mtg*

Procedures:

- After division Unit Plan prioritization of COB items (both "IT and Technology-based AV equipment" and "Other FFE"), a COB Request Form, is completed in the College Integrated Planning System for each equipment and related items exceeding $1,000 in total per request that is expected to be needed within the next 2 years. Inexpensive equipment items (e.g., musical instruments, printers, projectors, library books, etc.) may be grouped together into one consolidated COB request or purchased using division contingency or other operational funds outside of the COB process.
- Requests must support the college's mission, vision, and values and the current CRC Strategic Plan.
- Requests must be consistent with current CRC standards and specifications.
  - "IT and Technology-based AV equipment" requests must be reviewed and approved by the Dean of Business and Computer Science to ensure that all IT requirements can be supported. *This review must be completed by Friday, February 2nd.*
  - Facilities Renovation requests must be reviewed and approved by the Director of Administrative Services to ensure that all facilities renovation can be supported. *This review must be completed by Friday, February 2nd.*
- **Completing the COB Request Form**:
  - Provide current and complete cost information, including training, installation costs (cabling, facility modifications, etc.), sales tax and shipping.
  - Provide concise explanations using clear and convincing quantitative and qualitative analysis/data as applicable to each section.
  - For "IT and Technology-based AV equipment", obtain Dean of Business and Computer Science approval.
  - For Facilities Renovation requests, obtain Director of Administrative Services approval.

Important reminders:

- Requests cannot be submitted for departments moving into a new facility that have equipment funds designated for that purpose.
- Requests over $40,000 may be split into phases when practical (e.g., library books, musical instruments) to present a competitive option other than "all or nothing." **Note: Such splits must be done when setting up the resource requests in program review.**
- Individual requests under $1,000 may be grouped together to participate in the COB process. **Note: Such groupings need to be done when setting up the resource requests in program review.**
- The COB process is not intended to fund facility remodels or annual operating costs (e.g., essential college-wide technology infrastructure or annual software license/maintenance costs).

Factors considered when evaluating/prioritizing budget requests:

- **Program significance**. How essential is the resource to meeting critical program needs/outcomes)? What is the potential for impact on program and service improvement – student learning, student success and institutional effectiveness? How strong is the relationship between the request and program outcomes/improvement? Is the resource essential to meeting program accreditation standards or other external requirements?
- **Urgency** (time-sensitivity). What is the expected negative impact(s) if the request is not funded in this two-year cycle?
- **Strategic Plan impact**. How strong is the relationship between the request and the key strategic outcomes – improving student success (course/program completion), reducing equity gaps? What is the scope of the strategic impact, e.g., number of students impacted?
- **Benefit/cost ratio**. How significant are the benefits in relation to the cost? Are there other more cost-effective alternatives? Is the resource sustainable?
- **Quality of data/analysis**. Make sure each of the above factors is clearly supported by effective qualitative and/or quantitative data. For example, if a piece of equipment is urgent, identify the factors that highlight the urgency (e.g., high maintenance costs, excessive downtime of existing equipment).

A good rule of thumb for a requesting department would be to ask yourself: "What information would I need to properly understand, review and prioritize the request?" Please keep in mind that the Resources and DEIT Committee members must review numerous requests; therefore accurate, complete and concise proposals are appreciated and will allow the committee to do its best work on your behalf.

We thank you in advance for your efforts in this process.

Resources Committee