Resource Request Rubric for Prioritization

Instructions: This worksheet will be used by the Vice President and the Budget & Planning ranking team.

✓ Vice Presidents complete PART A and PART B to justify the requested requests.
✓ Budget & Planning ranking team scores the request in PART C.
✓ One worksheet is for one request.
✓ Maximum request for Stability category is five (5). Minimum request for Sustainability category is zero (0).

PART A: (To be complete by the Vice President)
Request Description:
Division: Academic Affairs: ☐ Student Services: ☐ Administrative Services: ☐ President Office: ☐
Select one only: Stability (priority 5): ☐ Sustainability (priority 4): ☐

PART B: (To be completed by the Vice President)

1. Is this position or equipment new or is it a replacement?
   Replacement of existing equipment.

2. Is this position or equipment needed to satisfy a mandate, safety or accreditation requirement, or a workload distribution (position only)?
   Pursuant to the Accreditation Team recommendation, the IT Committee prepared a five year technology plan. The IT replacement plan will allow the College to remain current and focus on upgrading technology rather than wasting time and money and fixing outdated equipment.

3. Why is this request needed?
   This is an Accreditation requirement.

4. How will the needed resource benefit the students?
   The IT plan is focused on Student Success and intended to allow for greater computer and technology access for students.

5. What are the ongoing costs associated with this position or equipment?
   It's a five year technology plan. Cost are annual of approximately, $275,974.

6. How will this request affect student learning outcomes?
   Expand access and prepare students for success through increased IT access. Strengthen institutional effectiveness and quality of Education.

PART C: (To be completed by the Budget & Planning Ranking Team)

<table>
<thead>
<tr>
<th>Ranking Team:</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
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</thead>
<tbody>
<tr>
<td>Priority Weight</td>
<td>4 (Critical)</td>
<td>3 (Essential)</td>
<td>2 (Important)</td>
<td>1 (Non-Essential)</td>
<td>Total points</td>
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<tr>
<td>Stability (5)</td>
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<td>Sustainability (4)</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
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Description of Stability and Sustainability is on the second page.