**DATE**: October 14, 2014

**TO:** College Leadership Council

Budget Administrators

 Budget Officers

**FROM:** Cathy Dempsey, Director, Finance and Administrative Services

Mark Hoddenbagh, Chair, College Budget Committee

**SUBJECT: REMINDER DUE DATE MONDAY OCT. 20, 2014**

Please share this memo with the appropriate staff within your department.

The ITS and Finance departments have worked together to update and improve the online forms for the 2015/16 SIP and New Positions requests.

The Strategic Investment Priorities (SIP) and New Positions databases are now available for you to complete your requests for the 2015-16 Pro-Forma budget process. Please ensure that all submissions are approved by your area VP before being submitted on the database.

* The due date for the 2015-16 requests for Strategic Investment Priorities (SIP) has been extended to **October 20, 2014** to provide you with more time to complete this process.

ITS is recommending the use of Google Chrome for printing. Other browsers may cause printing inadequacies. Please note that the multi-line entries may not print in their entirety. Please also note that the forms are not available for changes once submitted. The link to access the database is as follows: <http://connect/committees/cbc/sip14/SitePages/Home.aspx>

Once all requests are received, they will be funneled through the appropriate committee: College Technologies Committee (CTC), College Space and Infrastructure Committee (CSIC), College Budget Committee (CBC), or Strategic Enrolment Management Committee (SEMC) before being forwarded to President’s Council for final approval.

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If you require access to complete the forms for your department, please contact Linda Landreville at extension 3454 or Joanne Kalman at extension 7043 for access. We look forward to receiving your project and new position requests.

**cc: President’s Council**

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