

**DATE:** June 4, 2015

**TO:** College Leadership Council  
Business Administrators  
Budget Officers

**FROM:** Cathy Dempsey, Director, Finance and Administrative  
Mark Hoddenbagh, Chair, College Budget Committee

**SUBJECT: Strategic Investment Priorities (SIP) –1<sup>st</sup> Quarter 2015-16 Process  
(Distribute as Required)**

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

Attached, please find: (Please note: attachments are not posted on the website, please request information from finance)

1. 2015-16 Approved SIP project listing detailing the approved budgets and spending commitments as of May 31<sup>st</sup>,
2. 2015-16 SIP - New Budget Request Template, and
3. 2015-16 SIP - Increase to Budget Request Template.

As presented to CBC on May 28<sup>th</sup> and PC on June 3<sup>rd</sup>, the following process will be used for the 2015-16 Q1 SIP review.

During the 2015-16 Q1 review, project sponsors/budget holders will have the opportunity to:

1. review the 2015/16 progress of approved projects,
2. request increases to approved SIP projects, and
3. request new budgets for new SIP projects.

If an increase to a SIP project budget is required, the Area Vice-President must submit a completed SIP – Increase to Budget Request Template to the Chair of CBC (Mark Hoddenbagh) and copied to Finance (Linda Landreville), that identifies:

- amount of increase requested, and
- rationale for an increase to the SIP allocation.

If a new SIP project is proposed, the Area Vice-President must submit a completed SIP – New Budget Request Template to the Chair of CBC (Mark Hoddenbagh) and copied to Finance (Linda Landreville), that identifies:

- project description,
- budget requested, and
- Identification of alignment with the 2015/16 Business Plan, College priorities or key College risk mitigation.

Each Area is encouraged to request no more than two NEW SIP project budget allocations for Q1. As well, each Committee can request one additional project. In keeping with the new Strategic Investment Priorities budget principle, the minimum value request is \$100,000. This may be over multiple years for a maximum of 5 years.

The College Budget Committee will review requests on July 9<sup>th</sup>, 2015 and make recommendations to President's Council.

It is anticipated that the Q2 and Q3 - 2015/16 review process will provide further opportunities to request adjustments and/or new SIP allocations (subject to capacity).

We respectfully request that all completed templates be submitted by the Area Vice Presidents to the Chair of CBC (Mark Hoddenbagh) and copied to Finance (Linda Landreville) by Tuesday, June 30<sup>th</sup>, 2015.