Budget Request and Proposal Form

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Submitter/Contact: BRIAN ISSACSON

Date Submitted: 1/23/2012

Internal Code: TI-10

Section I: Information on Request

1. Title of Request: Repair Oil Separator At Aero Facility

2. Description of Request: The Oil Separator at the AERO facility on Lagoon Drive is in need of repair and maintenance. The metal plates that cover the oil separator are rusting to the point that it may be unsafe to drive any vehicles over the cover. These plates are designed to withstand heavy loads, the rust has seriously compromised the integrity of the cover.

3. Justification for Request: It is the responsibility of the College to maintain a safe environment for its employees and students. This rusted cover presents a safety hazard to our students and employees.

Check Boxes if the answer to the question is “Yes”

4. ☒ Does this request meet the College’s Mission Statement?
5. ☐ Does this request meet the University of Hawai‘i’s Mission Statement?
6. ☒ Is this request due to an identified health or safety need?
7. ☐ Is request due to an Implementation Plan objective (Implementation plan that is generated due to Strategic Plan goals)

8. Program Review Link: Please type the web link to your most current program review
www.hawaii.edu/offices/cc/arpd/index.php

Estimated Cost of Resources

Please provide your best projection of the costs of this request including positions, funds (i.e., personnel, operating, and equipment costs), and required space to implement request or activity.

Positions: 0.0    Funds: $2,500

Request Details: Authorized service provider has provided a quote which includes routine service of the oil separator and replacement of the metal covers. Bid may increase due to increase in materials in labor.
Section II: Strategic Plan

Relationship to HCC Strategic Plan
Link: Honolulu Community College Strategic Plan 2010-2015

Each request MUST be tied to a Strategic Goal and Outcome. Many requests will be related on multiple goals and outcomes, in these instances please choose the primary as well as any secondary goals and outcomes that the request meets. Explain the relationship between the request and the goal/outcome as necessary.

1. **Primary Goal**: GOAL A: Promote Learning & Teaching for Student Success
   In order to promote learning, students must have a safe learning environment.

2. **Secondary Goal**: _____

3. **Secondary Goal**: _____

4. **Secondary Goal**: _____

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Section III: Communicating the Request

Program Consultation

1. **Programs/Offices that will be impacted by this request include:** Aeronautics Maintenance Program

2. **Impacted Program/Office:** Aeronautic Maintenance Program

   a. **Impacted Program/Office Comments:** Without the repairs made program, its operations may be jeopardized.

3. **Impacted Program/Office:**

   a. **Impacted Program/Office Comments:**

4. **Impacted Program/Office:**

   a. **Impacted Program/Office Comments:**

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Section IV: Administration Review and Comments

NOTE: Save the form using an abbreviated title of the request in this format: AbbreviateTitleofRequest_BudReqAY12 (example: OfficeFurnReplacement_BudReqAY12.doc).

- Routing -

All requests require review and comment from:
1) Division Chair (if no Division Chair then to #2), 2) Lead Dean(s), 3) VCAA, and 4) VCAS

1. □ Reviewed by Division Chair
   a. Besides being a health & safety issue, it is a liability concern.

2. ☒ Reviewed by Program/Division Dean
   a. Recommend funding. APT personnel are getting to the point that they feel the cover is not strong enough to drive over.

3. □ Reviewed by Vice Chancellor of Academic Affairs
   a. VCAA please enter comments on request here

4. ☒ Reviewed by Vice Chancellor for Administrative Affairs
   a. Could be a safety issue, but inspection is necessary before making that assumption.

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