PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

Memo

To: Dr. Wallace

From: [Your Name]

cc: Budget & Planning Committee Members

Date: August 27, 2015

Re: Enhancement Requests

Dr. Wallace,

The budget committee met today to discuss how to create a transparent process for enhancement requests to be processed. We discussed the need for faculty to be able to understand the process and how the request will be evaluated. We discussed three requests today that are urgent. They would relate to chemistry, music and theater. We feel these three requests should be filled as they prevent the courses from proceeding and directly impact the students.

Chemistry $10,000 – Restock chemistry lab in order to be transferable.

Music $500 – Sheet music

Theater $5,000 – Royalties, sets and scenery supplies, choreographer, costumes, lighting supplies, makeup, mileage, play productions, sound equipment.

Total request: $15,500