

Riverland Community College
Potential Funding Resources

Funds	Source	Approx. Annual \$\$	Scope / Limitations	Forms to Use	Deadlines / Timing	Primary Contact(s)
Department cost centers	College operational budget	Varies by cost center	None; limited to budget set up in ISRS. Savings may be reallocated within cost center or unit.	N/A	Ongoing; budgeted annually	Cost center responsible person(s)
Program and Course Tuition cost centers	Program and course tuition funds collected	Varies by cost center	Extraordinary cost of offering the course or academic program, i.e., need for specialized equipment, supplies, accreditation standards, student demand for the program or course. Needs MnSCU Board of Trustee approval.	N/A	April prior to start of next academic year.	Dean for Academic Area, Brad Doss
Personal Property Fees	Fees collected	Varies by cost center	Items that become the personal property of a student and have an educational or personal value beyond the classroom, i.e., kits used in cosmetology program.	Request for Personal Property Course Fees form	Prior to registration occurring for academic semester	Dean for Academic Area, Brad Doss
Technology Round Table (TRT)	Student Technology Fees (\$9 / credit)	\$250,000	Upgrading and/or maintenance of technology for academic and student support activities that provide or enhance student access to technology. Academic and student support activities include but are not limited to technology infrastructure, computer labs, wireless networks, ongoing technology support, and software licensing.	PBS form	10/31, 1/31, 4/15	TRT Committee (Dan Harber & Bill Dowden, Co-Chairs)
Perkins Grant	Grant \$\$ through Office of the Chancellor	\$70,000	Aims to increase the quality of technical education within the United States in order to help the economy.	PBS form	Ongoing; budgeted annually	Kari Busch, Lori Jensen
Office of Instructional Technology	Online market tuition	\$200,000	Maintenance of and enhancements to existing online learning environment, funding for new online learning opportunities.	PBS form	Ongoing	Bill Dowden
Academic Affairs Special Initiatives	College operational budget	\$140,000	Special initiatives within Academic and Student Affairs.	PBS form	Ongoing; budgeted annually	Ron Langrell
Faculty & Staff Grants	Foundation	\$10,000	Professional development and program enhancements that enhance student learning and/or improve the	Foundation Grant form	12/31	Foundation

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			College's ability to serve the communities. Preference will be given to one-time projects and equipment requests that directly affect a large number of persons, particularly students, and that relate to the College's mission. Need, measurable outcomes, and likelihood of success are important factors.			
Non-academic Special Initiatives	College operational budget	\$85,000	Special initiatives within the areas of HR, Communications, Enrollment Services, Finance, Facilities, Financial Aid, and Safety.	PBS form	Ongoing; budgeted annually	Brad Doss, Celeste Ruble
General Fund	College operational budget	Varies	New perpetual funding requests. Dependent primarily on prior year's financial performance.	PBS form	Annually, each fall	Admin. Council
RTD Fund Balance	RTD excess earnings	Varies	Reinvestment in RTD programs, activities and equipment.	PBS form	Ongoing	Doug Parr
Misc. Grants	Grants	Varies	Allowable costs based on grant agreements. Examples: DOL, FBM, MnSCU CTL.	PBS form (as needed)	Varies	Various
Misc. Contingency Accounts	College operational budget	\$75,000	Unanticipated expenditures.	PBS form (as needed)	Ongoing, budgeted annually	Ron Langrell
Special Appropriations	Legislature – add'l appropriation \$\$	Varies	Earmarked by legislative language. Examples: alternative energy, IT, under-represented.	PBS form (as needed)	Ongoing, biennium appropriation	Various
New Revenue Generation	Resale, Agency	Varies	Reinvestment in related program(s). Fundraising activities.	N/A	Ongoing	Brad Doss
Faculty Development	College operational budget	\$33,000	Funded at \$250/FTE faculty position for preceding academic year. Used to support professional development of faculty, development needs of academic departments or areas, and planned instructional priorities of the college. Funds shall be used to attend conferences, workshops, take college courses and other activities off-campus, or for the provision of on-campus	Request for Faculty Development Funds form	Ongoing, budgeted annually with 1/3 carryforward of prior year unspent	Faculty Development Committee (Rhonda Besel, Chair)

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			activities. May be used to reimburse for travel, housing, meals and registration associated with participation in professional conferences, workshops and similar meetings or memberships.		balance	
Staff Development	College operational budget	\$30,000	Activities include credit or non-credit courses, seminars, and workshops for individual participation. This does not include the payment of licensure or other credential-type fees that are a requirement of employment. However, it will support any activity that may result in that outcome. The activity is one that promotes individual growth within your career and will aid in your productivity as a Riverland Community College employee and promotes life-long learning. Any staff member employed by Riverland Community College on a full or part-time basis is eligible for funds, with the exception of intermittent or temporary staff members. Any faculty member requests will be considered when the faculty union's staff development dollars are entirely exhausted. Maximum of five hundred dollars (\$500) per person per fiscal year (July 1- June 30). Application may be made for an additional \$500 in funding if an individual growth plan has been completed and approved on an annual basis. Funds available on a first come, first served basis.	Staff Development Request for Funds form	Ongoing, budgeted annually with 1/3 carryforward of prior year unspent balance	Employee and Organizational Development Committee (Celeste Ruble, Chair)
Student Life Revenues	Student Life Fees - \$6.75/credit	\$425,000	The student life/activity fee shall fund only activities included under Minnesota Statute Section 136F.01, Subd. 5, consistent with appropriate use and commonly accepted business practices. Student life/activity funds shall not be used to fund the purchase of alcohol, donations to college or university foundations or other external charitable organizations or scholarships or grants to individuals.	Student Life Budget Request form	February	Student Life Committee (Mindi Askelson, Chair)

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Parking Revenues	Parking Fees - \$3.00/credit or \$45/term	\$140,000	For parking lot construction, improvements and maintenance, and parking enforcement.	PBS form	Ongoing	Parking Committee (Judy Enright, Chair)
Vending Revenues	Vending machine commissions	\$20,000	Projects that have a direct and typically visible impact for students.	PBS form	Ongoing; committee typically meets at least once per year	Auxiliary Operations Committee (Brad Doss, Chair)
Bookstore Excess Profits	Bookstore operations	\$30,000	Bookstore, as an auxiliary operation, is required to maintain a reserve equivalent to 30% of the prior year's operating expenses. Each year \$15,000 is targeted to fund student scholarships. Additional excess revenues may be accumulated in reserve for future Bookstore needs or spent down for student-related projects.	PBS form	Ongoing; committee typically meets at least twice per year	Auxiliary Operations Committee (Brad Doss, Chair)
Interest Earnings	Interest payments on Bookstore, Parking and Student Life balances	\$15,000	Projects that have a direct and typically visible impact on appearance of college facilities.	PBS form	Ongoing; committee typically meets at least twice per year	Auxiliary Operations Committee (Brad Doss, Chair)

How to succeed in obtaining funding:

1. Plan ahead; don't procrastinate.
2. Involve other departments to obtain input and determine overall impact so all costs are identified up front.
3. Collaborate; sharing costs may help secure funding.
4. Sell your idea. Clearly document the purpose, benefit, impact, etc. Connect your ideas to strategic plans.

5. Properly complete and submit the paperwork. Complete all form fields and sections. Obtain all necessary signatures. Route according to instructions and in accordance with due dates.
6. PBS Form can be found on the Internal College website in Finance & Facilities section under Forms.
7. Request for Personal Property Course Fees Form can be found on the Internal College website in Finance & Facilities section under Forms.

Tracking your request:

1. Planning, Budgeting & Savings (PBS forms) are tracked on the college's shared drive at: i:/shared/Planning & Budgeting. Separate folders represent the various fiscal years. Within the fiscal year folder you will find an Excel spreadsheet titled "20XX Planning & Budgeting Initiatives" with the date of update completing the title. Forms are assigned a reference number and submission dates are documented. The spreadsheet contains links to the individual forms in .pdf format. Also within the fiscal year folders are additional folders where the forms are stored by unit.
2. Communication between the requestor and supervisor is critical so people can understand the rationale for funding decisions.