

**CCRIPSA BONUS PROJECT PROPOSALS
PROCEDURES
2023-2024**

1. All project proposals will be completed and submitted by the bargaining unit member to the department director/chairperson and appropriate Vice President using the attached format.
2. After the administrative review and recommendation phase has been completed, the project proposal will be returned to the incumbent for submission to the Department of Institutional Equity and Human Resources, or for revision and resubmission. It is the incumbent's responsibility to submit his/her proposal to the Department of Institutional Equity and Human Resources on or before the agreed deadline. The Department of Institutional Equity and Human Resources will date stamp and forward all proposals to the Project Committee.
3. The Project Committee is composed of the Vice Presidents or designees and two members of CCRIPSA. The Committee shall establish its own ground rules except for those described below.
4. As agreed, all proposals must be submitted by December 1, 2023. Upon review by the Committee at its next scheduled meeting, early submission proposals, which are clearly exceptional, may receive initial approval and be assigned a bonus amount. Proposals, which are plainly below project standards or in an improper format, may be rejected at the next scheduled meeting of the Project Committee. This will allow incumbents with approved projects to begin work on them immediately. Incumbents with rejected proposals will have an opportunity to revise their proposals, if desired, for resubmission by December 1, 2023. Those proposals, which are not immediately approved or rejected, will be held until the December 8, 2023 deadline after which time a determination will be made. The Committee will complete making its decisions regarding initial approval of the projects by December 31, 2023.
5. Upon completion of the project, the incumbent will submit a cover memo and a copy of the completed project to the Project Committee. If it is not possible to submit a copy of the project, one Vice President or designee and one bargaining unit member from the Project Committee will be invited to review the completed project at its location. The Committee members who perform the site visit will report their findings to the Project Committee for appropriate action.

**CCRIPSA BONUS PROJECT PROPOSAL
FOR FISCAL YEAR 2023-24**

All proposals for Fiscal Year 2023-24 must be submitted to and date stamped by the Department of Institutional Equity and Human Resources no later than 4 p.m., Friday, December 1, 2023. Completed project proposals should be emailed to humanresources@ccri.edu with a "cc" to the committee chair, Deb Watson, dwatson@ccri.edu.

NAME: _____ **DATE:** _____

DEPARTMENT: _____

BRIEFLY DESCRIBE YOUR PROPOSAL: _____

IMPORTANT!!!

YOU MUST ATTACH A COMPLETE DESCRIPTION [NO MORE THAN TWO (2) TYPEWRITTEN PAGES] OF YOUR PROPOSED PROJECT AND ITS MERITS TO YOUR DEPARTMENT DIRECTOR/CHAIRPERSON IN ORDER TO RECEIVE CONSIDERATION. YOUR SIGNATURE AND DATE SHOULD BE ENTERED AT THE BOTTOM OF THE SECOND PAGE OF THE DESCRIPTION.

PLEASE NOTE ESTIMATED START AND END DATES FOR YOUR PROJECT.

START: _____ **END:** _____

HOW DOES THIS PROJECT DIFFER FROM YOUR DAY-TO-DAY DUTIES? _____

HOW WILL THIS PROJECT BENEFIT YOUR DEPARTMENT AND/OR THE COMMUNITY

COLLEGE? _____

RECOMMENDED: Y N

DEPARTMENT DIRECTOR/CHAIRPERSON

DATE: _____

RECOMMENDED: Y N

DIVISIONAL VICE PRESIDENT

DATE: _____

THIS PROJECT HAS BEEN: **APPROVED** **NOT APPROVED**

FOR A BONUS AMOUNT OF: **\$1,000** **\$2,000**

For the PROJECT COMMITTEE

Date

WHEN YOU HAVE COMPLETED YOUR PROJECT, SUBMIT A COPY OF THE PROJECT WITH A COVER MEMO TO THE PROJECT COMMITTEE. DO NOT SUBMIT THE ORIGINAL PROJECT. IF IT IS NOT POSSIBLE TO SUBMIT A COPY OF YOUR PROJECT, NOTIFY THE PROJECT COMMITTEE BY MEMO THAT YOUR PROJECT IS COMPLETE, BUT THAT A COPY CANNOT BE SUBMITTED. TWO MEMBERS OF THE PROJECT COMMITTEE WILL CONTACT YOU TO ARRANGE AN APPROPRIATE TIME TO VISIT YOU TO REVIEW YOUR PROJECT ON SITE.