**Recommendations to the President/CEO**

*Staff Member Name, Title, Program or Department*

*Date Submitted*

**Background:** Provide an overview and pertinent background information regarding the problem and/or the need for this recommendation. It is very important you provide five years of relevant program, department, division, or community data to support the recommendation. If it is a budget request, five years of applicable budget information is required.

**Recommendations**: Please provide your recommendation. How does it connect to the college mission, vision, and strategic initiatives? How does it connect to the Tartar Completion by Design?

**Timeline:** What is the timeline for the implementation of the recommendation?

**Action Items:** Prioritize each of the action items associated with the recommendation and who is responsible for each. See below for the format.

**Task:**

**Person(s) Responsible:**

**Deadline:**

**Status:**

**Budget Request:** Indicate if it is a one-time or recurring cost, and list the total cost.