# Planning and Budget Council Summary Sheet

## Part I. General Information

**Date of request:** 11.6.09  
**Date required:**  
**Start date:** When funds received  
**Unit, Department or Program:** WCC ETC Program BTD  
**Type of request:**  
- Health and safety: X  
- Program improvement: X  
- New program  
- Facilities, R&M: X  
- Other:  

**Resources requested:**  
- Positions:  
- Equipment: X  
- Operating:  
- Other 1:  
- Other 2:  

**Amount**  
- $3,000.00  

**Alignment with Strategic Plan:**  
5.4 & 5.5  
(i.e., Action Outcomes 2.1, 4.3)

**Total**  
$3,000.00

## Part II. Narrative - Description and Rationale (do not exceed space provided)

### Why is this request important? (what are the most important reasons for this request)

Many BTD students are disabled and need ergonomic office chairs with armrests to support them.

### Descriptive Summary of the Request (provide a summary of the resource request)

The purchase of 12 ergonomic chairs will accommodate disabled students who have back, neck, and shoulder or knee problems. Approximate cost for these office chairs is $3,000.

### Rationale for Request (how will the request benefit the unit, department, program or institution; alignment with Strategic Plan and other supporting documents, e.g., program review, annual assessments, department report, etc.)

The ergonomic chairs with armrests are for the health and safety of BTD students. Providing these chairs will meet the requirements of the ADA and provide support for BTD’s physically disabled students. The request falls under the WCC Strategic Plan #5.4 to renovate, repair, and maintain all College facilities to meet or surpass established standards for health and safety, handicapped access, energy-efficient, etc. and #5.5 to equip all personnel and college facilities with appropriate technologies and tools for effective communication, teaching, learning, and other professional work and scholarly activities.

## Part III. Evaluation

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<th>Notes</th>
<th>Rating (1-5)</th>
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