
Business and Administrative Services
California State University, Bakersfield
9001 Stockdale Highway
Bakersfield, California 93311-1099

MEMORANDUM

TO: BAS Staff **DATE:** February 6, 2006

FROM: One Time Dollar (OTD) Team
Sharon Taylor, Liaison Jim Duncan
Shawn Andrews Jeanne Henry
Walt Davis Diana Trevino

SUBJECT: Submission of Proposal(s) for **One Time Dollar Funding**

One of the recommendations of the Schaffer Report was that for five years we find one-time dollars to support BAS, allowing us to improve our technology, business processes, and work methods. The BAS Implementation Team responsible for the Schaffer Report's findings recommended forming the OTD Team, who would develop criteria for soliciting, then prioritizing, recommendations from all BAS staff for the use of available one-time dollars. The OTD Team would then submit those recommendations to Michael Neal.

You're encouraged to submit project ideas you feel will help improve your department, partnerships with other departments, the campus, productivity, creativity, etc. Please feel free to consult with your supervisor, or any other resource you'll find helpful. Final determination of which proposals are sent to Mr. Neal will be made by the OTD Team. *All proposals submitted will be given serious consideration.*

Please use the attached form to submit your project proposals for one-time dollar funding. **The OTD Team must have completed proposal forms by 5:00 PM, Friday, February 24, 2006.** You may submit your form(s) to any OTD Team member listed above.

The OTD Team encourages you to participate and we hope you'll feel free to contact any of us with your questions. We look forward to receiving your project proposal(s), and we hope that this year will be as rewarding as previous years have been.

Thank you.

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