




Resource Request Processes

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Overview


- **Program Review Resource Requests**
 - **Budget Development**
 - **Personnel Requests**
 - **Other Requests (Facility, IT, Professional Development)**
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Program Review Resource Requests

Program Review Resource Requests

- **Timeline**
 - **Programs can submit requests annually**
 - **Process for allocation of instructional supplies, equipment, and technology funding**
 - **Resource request is different than the Program Improvement Initiative section of program review**
 - **What do you need funding for vs what do you want to put on the radar for planning purposes?**
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Funding Sources

- **Lottery**
 - Restricted fund for instructional supplies and software
 - **Equipment**
 - New computers, technology, supplies and equipment
 - **ITS**
 - Technology replacements (labs, projectors, printers, office technology)
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Program Review Resource Request Process

Resource Request Information	
Type of resource:	
Priority level (High, Medium, Low):	
Item name:	
New/Repair/Replacement:	
Are taxes included?	
Is shipping included?	
# of items needed:	
Unit price:	
Total cost:	
Description (including vendor and catalog item/number):	

Program Review Resource Request Process

Type of Resource: Select the type of resource request from the drop down list.

- Facilities: Includes requests for new facilities or facility improvements. Examples of facility requests include: program space needs, new flooring, or replacement of large equipment.
- Contract Services: Includes requests for independent contractors or service vendors beyond what the program/department current budget can cover.
- Equipment: Items with a single unit cost greater than \$5,000. Examples of equipment requests include: x-ray machine, batting cages). If equipment will require additional resources (power, removal of existing equipment, etc.) please provide these details in your request.
- Supplies: Includes new items with a single unit cost less than \$5,000 that are not currently budgeted by the program/department.
- Subscriptions and memberships: Includes subscriptions for resources, materials, or services. Membership requests can only be for institutional memberships and must follow district guidelines. Individual memberships are not allowed.
- Professional Development: Includes requests for professional development funds that are not currently budgeted by the program/department.
- Instructional Personnel: Includes requests for new instructional personnel
- Non-instructional Personnel: Includes requests for non-instructional personnel
- Information Technology (IT): Includes requests for new IT equipment (computer, laptop, printer, and scanner). Replacement of existing IT equipment does not need to be submitted as a resource request. Please work with IT directly for replacement items.
- Other: Includes items not covered by all other resource request categories. Please check with the budget office prior to using this category.

Priority: Indicate level of priority (Low, Medium, and High). The level of priority should reflect need related to the program's goals and objectives. For example, a high priority would indicate something 'mission critical'. Medium priority indicates something is important, and low priority would indicate something that is more of a 'want' than a 'need'.

Item Name: The item name should reasonably identify what the item is. Please do not use item numbers (eg., Student Microscope instead of 40X-1000X)

Program Review Resource Request Process

New/Repair/Replacement: Indicate if the request is for a new item, repair of an existing item, or replacement of an existing item. For new items, please indicate in the description if the purchase is a one-time expense or on-going. For repair and replacement items, please indicate when the existing item was purchased. For replacement items, keep in mind 'replacement' means the new item would be consistent with the previous item (not 'more, bigger or better').

Taxes Included: Indicate if the request amount includes taxes

Shipping Included: Indicate if the request amount includes shipping costs

of items needed: Indicate the number of items requested

Unit price: Indicate unit price. A unit price must be included for the request to be considered. Please make every effort to get an accurate price for items requested. The exception for this requirement include the following request categories: IT and Facilities. For these requests, please enter an amount of \$1. The budget office will work with the IT and Facilities departments to obtain quotes.

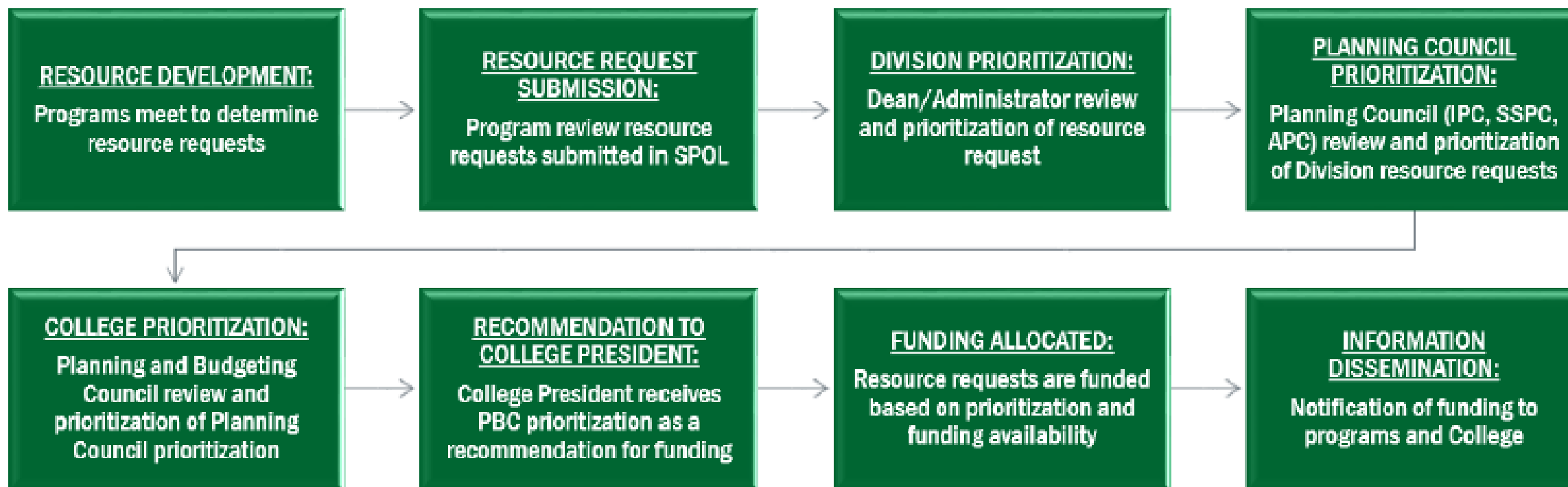
Total cost: This amount will be calculated automatically based on the # of items needed and unit price.

Description of item: Please describe the individual resource requested and indicate if the expense is one-time or on-going. Also include how the request supports the mission of the college, strategic goals, and/or program mission. If applicable, explain the relationship of the resource recommendation to Learning Outcomes and overall institutional effectiveness. If there are safety/liability concerns, legal, or accreditation mandates related to the request, please indicate this information and provide any supporting documentation.

Program Review Resource Request Timeline & Process

Date	Responsible party	Description
Sept	Dean of PRIE	PRIE office provides standard data packets for all instructional programs.
Oct-Nov	Program Leads/Program Directors	Assess existing projects/program resources to determine new resource requests.
Nov-Dec	Program Leads/Program Directors, Deans	Managers submit preliminary resource requests to Dean/Administrator by Jan 5.
Jan	Division Deans	Deans will review requests and provide additional information, if necessary. (Completed request will be given to VPs for preliminary review by Jan 31).
Feb 1-15	VPI, VPSS, and VPAS	College VPs will provide preliminary feedback, including identification of missing information, to Deans/Program managers by Feb 15.
Feb 28	Program Leads/Program Directors	Finalized request are due (in SPOL) Feb 28.
Mar	Budget Office	Budget office will provide program review information and prioritization rubrics to Deans, Planning Council, and PBC.
Mar	Division Deans	Review and prioritize Division program review resource requests.
Mid Mar-Apr	Planning Council review (PCs): IPC, SSPC and APC.	Review and prioritize program review resource requests from Divisions.
May	PBC review of resource requests	Review and prioritize program review resource requests from PCs; final list of prioritized resource requests is sent to College Cabinet.
End of May	College Cabinet	Review prioritized resource requests and determine funding allocations.
End of May	VPA	Program review resource requests are updated in SPOL to reflect funding decisions; notification sent to each department Program Review lead.
End of May		Program Reviews and their feedback are published on the college website

Cañada College Resource Request Prioritization Flowchart



Rubric for Program Review Resource Requests, FY 2018/2019

Division:		Planning Council:	
Program Name:		Reviewer Name:	
Resource Requested:		Date:	


Resource request frequency:	Resource request type:	
One time: <input type="checkbox"/>	Supply: <input type="checkbox"/>	Subscriptions/Membership: <input type="checkbox"/>
On-going: <input type="checkbox"/>	Equipment: <input type="checkbox"/>	Facilities: <input type="checkbox"/>
Both: <input type="checkbox"/>	Information Technology (IT): <input type="checkbox"/>	

Resource Request Prioritization Rubric

		None (0)	Low (1)	Moderate (2)	Strong (3)	Score
Standard Requirements (all programs)	Program review	Request not addressed in program review	Minimally addressed in program review	Moderately addressed in program review	Substantially addressed in program review	
	College Mission & Strategic Goals	Does not align with college mission and strategic goals	Minimally aligns with college mission and strategic goals	Moderately aligns with college mission and strategic goals	Fully aligns with college mission and strategic goals	
	District Strategic Goals	Does not align with District mission and strategic goals	Minimally aligns with District mission and strategic goals	Moderately aligns with District mission and strategic goals	Fully aligns with District mission and strategic goals	
	College Operational Plans	Does not support any of the College operational plans	Minimally supports one or more of the College operational plans	Moderately supports one or more of the College operational plans	Fully supports two or more of the College operational plans	
	Learning Outcomes (Student Learning Outcomes, Service Area Outcomes)	Does not support achievement of student learning or service area outcomes	Minimally impacts achievement of student learning or service area outcomes	Moderately impacts achievement of student learning or service area outcomes	Directly and significantly impacts achievement of student learning or service area outcomes	
	Fiscal Responsibility	Resource allocation would create a substantial impact on the College	Resource allocation would create low to minimal fiscal impact on the College	Resource allocation would generate no fiscal impact on the College	Resource allocation would generate revenue or savings for the College	
Compliance Requirements (some programs)		Not Applicable (0)	Low (1)	Moderate (2)	Critical (3)	Score
	Health, Safety & Liability	Does not address health, safety and/or liability need	Addresses minor health, safety, and/or liability need	Addresses an impending health, safety, and/or liability need	Addresses immediate health, safety and/or liability need that is time sensitive	
	Legal or Accreditation Mandate (ACCJC/Other accreditation)	Does not address a legal or accreditation mandate	Addresses an impending legal or accreditation mandate but does not specify standard(s)	Addresses an impending legal or accreditation mandate; includes specific standards	Addresses an immediate legal or accreditation mandate; includes specific standards that is time sensitive	
Total Score						

Budget Development Process

Budget Development Calendar

- **January: Governor's proposed budget**
 - **May: Revised Governor's budget ('May revise')**
 - **June: District tentative budget (adopted by BOT)**
 - **June: State budget signed**
 - **July: College budget enacted**
 - **September 15: District final budget (adopted by BOT)**
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SMCCCD Integrated Budget and Planning Calendar

San Mateo County Community College District Annual Integrated Budget Planning Calendar			
Month	Campus & District Review or Action	DCBF Consultation	Board Review or Action
Sept	College Budget and Planning committees: • Review priorities, budget goals for current year • Review accomplishments from prior year	DCBF convenes	
Sept - Oct	Develop program plans and discuss strategies for the year; Review external audit reports and audit findings	Discuss resource allocation model	
Oct - Nov	College Budget and Planning Committees: • Develop college budget goals for the year; • Review district preliminary resource allocation Faculty obligation number due to state	Discuss and approve resource allocation model; College/site presentations of allocation model	
Oct - Dec	College Budget and Planning Committees: • Submit hiring priorities • Committees submit tentative recommendations that includes the number of positions to be funded	Review of budget calendar, discussion of budget strategies, resource allocation, and budget development process	
Jan	Governor's budget proposal released		
Jan - Feb	College Budget and Planning Committees: • Review expenditures	Review or revise draft of budget and planning calendar; Review and reassess governor's budget proposal estimates; Discussion of District revenue and expenditure implications	Annual budget calendar approval; Review of Governor's proposed budget; Review of State and District revenue and expenditure implications; Discussion of program and operational priorities; Presentation of prior year external audit reports and audit findings
Jan - Feb	Chancellor's Council: • Discussions of budget strategies and allocations	Continuing discussion of District revenue and expenditure options	Board retreat - review of preliminary District revenue assumptions and expenditure plans
Jan - Feb	Ongoing State Budget Hearings Legislative Analyst's Office Review of Governor's Proposed Budget		
Feb	Colleges finalize summer session schedule of classes	Review of preliminary District revenue assumptions and expenditure plans	District Participatory Governance Council receives budget updates; Board policy discussions/decision regarding budget adjustments
Feb	"P1" First principle apportionment	Review apportionment and District controller certifies to State controller	
Feb/ March	Discussion of budget priorities at Colleges and with Chancellor's Cabinet	Review of Mid-year budget report	Approval of Mid-year budget report
March - May	Departments submit budget requests to College budget committees; College budget committees review requests		
March	Colleges finalize Fall schedule of classes	Review of Board budget priorities and Districtwide allocations	Review/approval of annual budget priorities and Districtwide allocations
March - April	Run preliminary position control worksheets; Colleges begin ongoing review of position control		
March - April	College Budget and Planning Committees: • Preliminary current year ending balance estimates Colleges prepare for current year external audit		Budget updates with Board; Review budget assumptions for Tentative Budget; Board goals for upcoming year
Mid-May	Governor's May Revise		
May	Review of Governors May revise budget	Review of Governor's May revise budget (inform DPGC at subsequent meeting)	Review of Governor's May revise budget; budget priorities, goals, and objectives
May	Site Tentative Budgets completed; work resumes developing final budget after tentative budget is loaded	Review of fiscal self-management checklist	
June	District office completes budget input and prepares Tentative Budget document	Review of Tentative Budget	Adoption of Tentative Budget and Gann Limit
June - August	Final adjustments made to budget	Committee is updated throughout the summer on major budget changes	
End of June	Enactment of subsequent fiscal year budget		
July	County finalizes tax increases		
August	Legislative Trailer Bills		
August	State Budget Workshop		
August	Current year books are closed; District office completes subsequent year budget inputs and prepares Final Budget document		
Sept			Public hearing and adoption of Final Budget

Budget Development by Semester

Fall

- College finalizes spring class schedule
- Review priorities, budget goals for current year and accomplishments from past year
- Develop college budget goals
- Review District resource allocation
- Faculty Obligation Number report due to the State
- Submit hiring priorities to District
- Committees submit tentative recommendation for 2018-19 that includes number of positions to be funded

Spring

- Discussions of budget strategies and allocations
- Governor's budget proposal and May revise
- State budget hearings
- College finalizes summer and fall class schedules
- Departments submit budget requests for 2018-19 to College Budget Committees
- College Budget committees review requests
- Run preliminary position control worksheets for 2018-19 Colleges ongoing review of position control

Budget Development by Semester

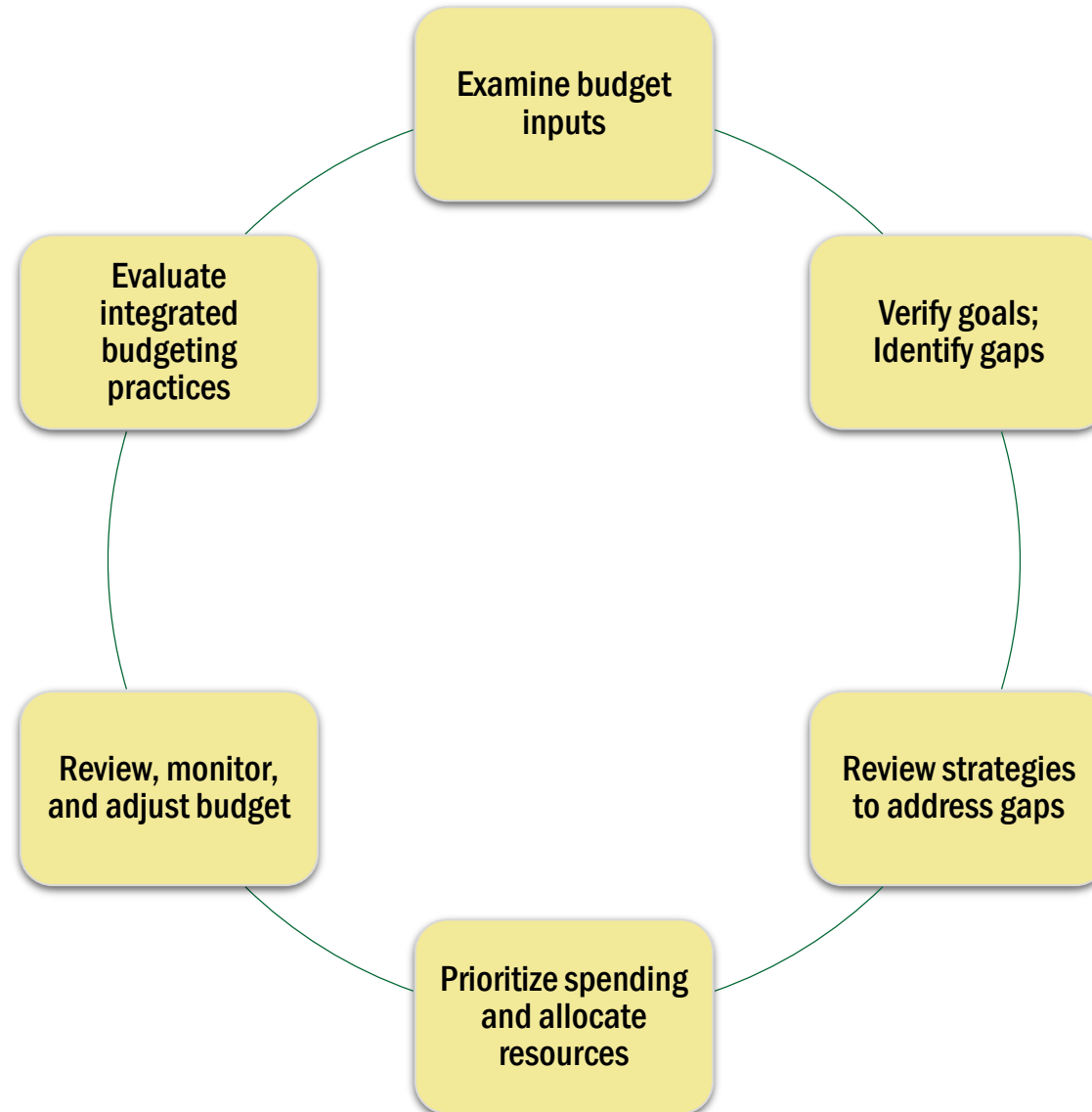
Spring

- Preliminary current year 2017-18 ending balance estimates
- Colleges prepare for current year external audit
- Review of Governor's May Revise
- Site Tentative Budgets completed. Work resumes developing final budget after tentative budget is loaded
- District Office completes budget input and prepares Tentative Budget document
- Final adjustments to budget are made

Summer

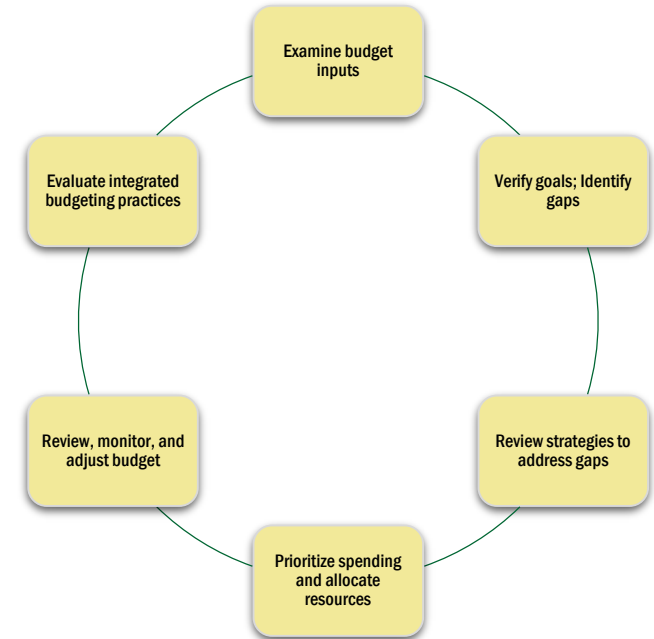
- Current FY books are closed
- College budgets are loaded
- District office complete budget input and prepares final budget document
- Legislative trailer bills are finalized
- Board of Trustees adopts final budget (September)

Budget Development Cycle



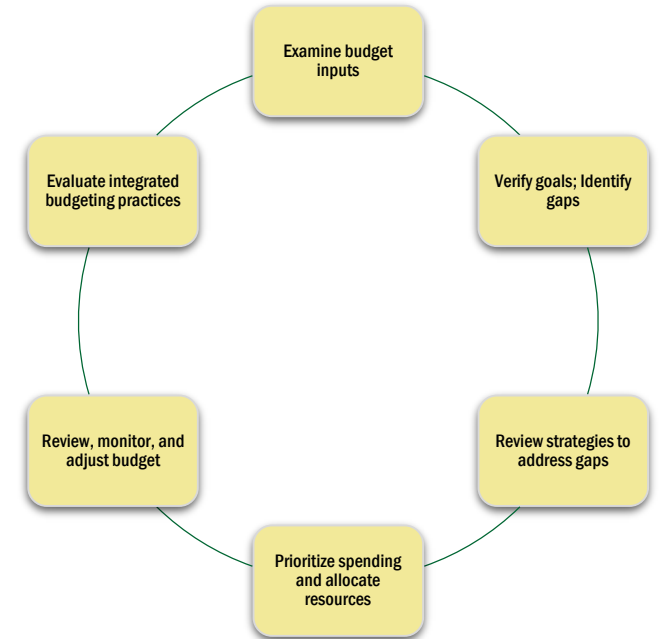
Budget Development Cycle

- **Examine budget inputs**
 - Budget principles guiding budget development
 - Internal and external forces that may impact the budget
- **Verify goals and identify gaps**
 - Identify the goals driving our budget (EMP, strategic goals, accreditation standards, program review, division/department/program goals)
 - Identify gaps – are we adequately budgeting funds to achieve our goals?



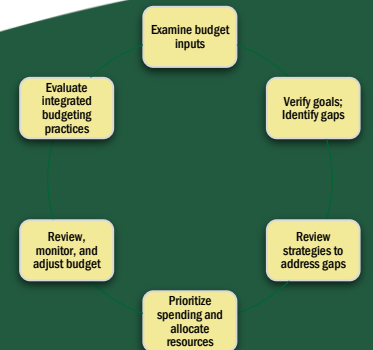
Budget Development Cycle

- **Review strategies to address gaps**
 - EMP strategic initiatives, District strategies
- **Prioritize spending and allocate resources**
 - Prioritize expenditures so that resources are directed toward achieving college goals
 - Document the budget and process in order to communicate how funds are allocated




Budget Development Cycle

- **Review, monitor and adjust the budget**
 - Systematically monitor expenditures to ensure we are staying within budget
 - Check progress of budgeted priorities and make adjustments as necessary
- **Evaluate integrated budgeting practices**
 - Review criteria and success measures of the budgeting process
 - Evaluate the true cost of college operation support services to ensure appropriate allocation
 - Ensure budget development cycle decreases ambiguity and increases transparency



Unrestricted Funds (Fund 1)

- **What does “unrestricted funds” mean?**
 - **Unrestricted funds are used to account for resources available for the general purposes of district/college operations and support of its educational programs (Budget and Accounting Manual)**
 - **Our primary source of unrestricted funds is our Site Allocation**
 - **Site allocation determined through the District Resource Allocation Model**
 - **Other sources of unrestricted funds include indirect costs and contract revenue**
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Budget Goals and Priorities for 16/17

Our college budget is a tool to translate our plans into specific, action-oriented goals and objectives

Goals

- **Effectiveness** (leveraging existing resources)
- **Focused Growth** (building on what works)
- **Supportive Energy** (creating room for ideas and innovation)

Priorities

- **Transparency in process**
 - **Resource optimization**
 - **Efficiency and effectiveness**
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College Budgeting Process

Month	Tasks	Who is Involved?
March	Review 3-year financial projections	<ul style="list-style-type: none"> • VPAS • CBO • College President
	Develop FTES and productivity targets	<ul style="list-style-type: none"> • VPI • Instructional Deans • Faculty
	Review position control worksheets	<ul style="list-style-type: none"> • Org Administrators (President, VPs,
	Identify department budget needs	<ul style="list-style-type: none"> • Org Administrators • Faculty • Staff
April	Develop draft division budgets (budget development meetings)	<ul style="list-style-type: none"> • Org Administrators • VPAS • CBO
	Submit list of faculty release time for FY 16/17 (estimates for Spring if not known)	<ul style="list-style-type: none"> • VPI • VPAS
	Develop 1310 (hourly faculty) budget	<ul style="list-style-type: none"> • VPAS • CBO • VPI
	Position control worksheet corrections complete	<ul style="list-style-type: none"> • Org Administrators • VPAS • CBO
	Develop draft college budget	<ul style="list-style-type: none"> • VPAS • CBO
	Make adjustments to proposed division budgets	<ul style="list-style-type: none"> • Org Administrators • VPAS • CBO
	Review draft college budget	<ul style="list-style-type: none"> • College President • VPAS

Month	Tasks	Who is Involved?
May	Tentative position control worksheet submitted to district	<ul style="list-style-type: none"> • CBO
	Tentative college budget developed	<ul style="list-style-type: none"> • VPAS • CBO
	Tentative college budget presented to PBC	<ul style="list-style-type: none"> • VPAS
	Tentative budget submitted to District	<ul style="list-style-type: none"> • CBO
June	Final review of position control	<ul style="list-style-type: none"> • CBO • VPAS
	Submit final position control to District	<ul style="list-style-type: none"> • CBO
	Review tentative college budget	<ul style="list-style-type: none"> • VPAS • CBO
July/ August	Finalize college budget and submit to District	<ul style="list-style-type: none"> • VPAS • CBO • College President

More information available on the Administrative Services webpage:
<http://canadacollege.edu/adminservices/resources.php>

Common Budget Building Blocks

- Salaries
- Benefits
- COLAs
- Step and column increases
- LSI
- Vacant positions, newly approved positions, retirements
- Growth/decline in FTES (impacts categorical, lottery, and hourly teaching budget)
- Productivity
- Supplies/equipment
- Other operating costs
- Reserves for contingency

Budget Development Guidelines


Budget Development for <u>Fixed Expenditures</u>	
Review position control (April)	<p>In April, you will receive a copy of the position control worksheet for your area of responsibility. Review each position and verify the FTE and labor distribution. This also includes verifying the correct account numbers. Please make corrections on the worksheet, and note any vacant or missing positions.</p> <p>Common errors identified in this process include: Wrong account numbers, incorrect labor distribution (for positions with salaries charged to multiple accounts), incorrect banking or release time for faculty.</p>

Budget Development Guidelines

Budget Development for <u>Discretionary Expenditures</u>	
Review current year budget (March)	Look at what you have budgeted for this year. Were there areas you under- or over-budgeted? Did you have expenditures this year that you did not budget for (e.g., conferences)? What are the top priorities for resource allocation?
Identify budget needs (March-April)	<p>When you develop your new budget, work with your staff and faculty to identify next year's budget needs. This can be a time consuming process, but it is critical to ensure you consider all the necessary expenditures for your respective area. Consider the following types of expenditures:</p> <ul style="list-style-type: none">• Hourly employees (subs, short term, student assistants)• Overtime or Comp time for regular employees (not encouraged, but there are special instances)• Instructional supplies• Non-instructional supplies• Duplicating• Advertising and marketing• Contract services• Maintenance costs• Subscriptions and memberships• Travel (conferences, mileage reimbursements)
Develop targets (FTES, load) (March-April)	This is a critical component of our college budget development process. Instructional administrators should identify load and FTES targets and review historical data to enable appropriate allocations for adjunct faculty.

Other Resource Requests

Facility Requests


- **Work order vs project request**
 - Work order: Routine facility maintenance tasks (e.g., replace light, door lock issues, temperature control issues, deep cleaning request)
 - Project request: Reconfigure a classroom, painting, new furniture or fixtures)
 - **Space needs**
 - Program review: Program improvement initiative
 - **Furniture, chairs**
 - Replacement/updates = program review resource request
 - New employee = request quote from facilities (project request)
 - **Process**
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IT Requests

- **Work orders**
 - Submit through the District Portal
- **IT equipment**
 - Replacement/updates = based on replacement schedule; requests initiated through department
 - New employee = request quote from IT
- **Process**



Professional Development Requests

- **Current disparity between resource request process and funding allocation**
 - PD funds are not allocated during program review
 - **Department budgets**
 - Also reviewed during budget development
 - **District funded PD**
 - Faculty, classified, and management PD funds
 - **Grant funded PD**
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Questions/Discussion