Resource Request Processes

January 11, 2018

Presented by:
Michelle Marquez – VP, Administrative Services
Overview

• Program Review Resource Requests
• Budget Development
• Personnel Requests
• Other Requests (Facility, IT, Professional Development)
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?
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)
# Program Review Resource Request Process

## Resource Request Information

<table>
<thead>
<tr>
<th>Type of resource:</th>
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<tbody>
<tr>
<td>Priority level (High, Medium, Low):</td>
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</tr>
<tr>
<td>Item name:</td>
<td></td>
</tr>
<tr>
<td>New/Repair/Replacement:</td>
<td></td>
</tr>
<tr>
<td>Are taxes included?</td>
<td></td>
</tr>
<tr>
<td>Is shipping included?</td>
<td></td>
</tr>
<tr>
<td># of items needed:</td>
<td></td>
</tr>
<tr>
<td>Unit price:</td>
<td></td>
</tr>
<tr>
<td>Total cost:</td>
<td></td>
</tr>
<tr>
<td>Description (including vendor and catalog item/number):</td>
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</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Responsible party</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept</td>
<td>Dean of PRIE</td>
<td>PRIE office provides standard data packets for all instructional programs.</td>
</tr>
<tr>
<td>Oct-Nov</td>
<td>Program Leads/Program Directors</td>
<td>Assess existing projects/program resources to determine new resource requests.</td>
</tr>
<tr>
<td>Nov-Dec</td>
<td>Program Leads/Program Directors, Deans</td>
<td>Managers submit preliminary resource requests to Dean/Administrator by Jan 5.</td>
</tr>
<tr>
<td>Jan</td>
<td>Division Deans</td>
<td>Deans will review requests and provide additional information, if necessary. (Completed request will be given to VPs for preliminary review by Jan 31).</td>
</tr>
<tr>
<td>Feb 1-15</td>
<td>VPI, VPSS, and VPAS</td>
<td>College VPs will provide preliminary feedback, including identification of missing information, to Deans/Program managers by Feb 15.</td>
</tr>
<tr>
<td>Feb 28</td>
<td>Program Leads/Program Directors</td>
<td>Finalized request are due (in SPOL) Feb 28.</td>
</tr>
<tr>
<td>Mar</td>
<td>Budget Office</td>
<td>Budget office will provide program review information and prioritization rubrics to Deans, Planning Council, and PBC.</td>
</tr>
<tr>
<td>Mar</td>
<td>Division Deans</td>
<td>Review and prioritize Division program review resource requests.</td>
</tr>
<tr>
<td>Mid Mar-Apr</td>
<td>Planning Council review (PCs): IPC, SSSP and APC.</td>
<td>Review and prioritize program review resource requests from Divisions.</td>
</tr>
<tr>
<td>May</td>
<td>PBC review of resource requests</td>
<td>Review and prioritize program review resource requests from PCs; final list of prioritized resource requests is sent to College Cabinet.</td>
</tr>
<tr>
<td>End of May</td>
<td>College Cabinet</td>
<td>Review prioritized resource requests and determine funding allocations.</td>
</tr>
<tr>
<td>End of May</td>
<td>VPA</td>
<td>Program review resource requests are updated in SPOL to reflect funding decisions; notification sent to each department Program Review lead.</td>
</tr>
<tr>
<td>End of May</td>
<td></td>
<td>Program Reviews and their feedback are published on the college website</td>
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# Rubric for Program Review Resource Requests, FY 2018/2019

<table>
<thead>
<tr>
<th>Division:</th>
<th>Planning Council:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Name:</td>
<td>Reviewer Name:</td>
</tr>
<tr>
<td>Resource Requested:</td>
<td>Date:</td>
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</table>

<table>
<thead>
<tr>
<th>Resource request frequency:</th>
<th>Resource request type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>One time: □</td>
<td>Supply: □</td>
</tr>
<tr>
<td>On-going: □</td>
<td>Equipment: □</td>
</tr>
<tr>
<td>Both: □</td>
<td>Information Technology (IT): □</td>
</tr>
<tr>
<td>Subscriptions/Membership: □</td>
<td>Facilities: □</td>
</tr>
</tbody>
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## Resource Request Prioritization Rubric

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<tr>
<th>Resource Request Prioritization Rubric</th>
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</thead>
<tbody>
<tr>
<td><strong>Program review</strong></td>
</tr>
<tr>
<td>Request not addressed in program review</td>
</tr>
<tr>
<td><strong>College Mission &amp; Strategic Goals</strong></td>
</tr>
<tr>
<td><strong>District Strategic Goals</strong></td>
</tr>
<tr>
<td><strong>College Operational Plans</strong></td>
</tr>
<tr>
<td><strong>Learning Outcomes (Student Learning Outcomes, Service Area Outcomes)</strong></td>
</tr>
<tr>
<td><strong>Fiscal Responsibility</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Compliance Requirements (some programs)</strong></th>
<th><strong>Not Applicable (0)</strong></th>
<th><strong>Low (1)</strong></th>
<th><strong>Moderate (2)</strong></th>
<th><strong>Critical (3)</strong></th>
<th><strong>Score</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health, Safety &amp; Liability</strong></td>
<td>Does not address health, safety and/or liability need</td>
<td>Addresses minor health, safety, and/or liability need</td>
<td>Addresses an impending health, safety, and/or liability need</td>
<td>Addresses an immediate health, safety and/or liability need</td>
<td></td>
</tr>
<tr>
<td><strong>Legal or Accreditation Mandate (ACC-C/Other accreditation)</strong></td>
<td>Does not address a legal or accreditation mandate</td>
<td>Addresses an impending legal or accreditation mandate but does not specify standard(s)</td>
<td>Addresses an impending legal or accreditation mandate; includes specific standards</td>
<td>Addresses an immediate legal or accreditation mandate; includes specific standards that is time sensitive</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Total Score</strong></th>
<th></th>
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</table>
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)
SMCCCD Integrated Budget and Planning Calendar
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

- Examine budget inputs
- Verify goals; identify gaps
- Prioritize spending and allocate resources
- Review strategies to address gaps
- Review, monitor, and adjust budget
- Evaluate integrated budgeting practices
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
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
# College Budgeting Process

<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
<th>Who is Involved?</th>
</tr>
</thead>
</table>
| March | Review 3-year financial projections | • VPAS  
• CBO  
• College President |
|       | Develop FTES and productivity targets | • VPI  
• Instructional Deans  
• Faculty |
|       | Review position control worksheets | • Org Administrators (President, VPs,  
Staff) |
|       | Identify department budget needs | • Org Administrators  
• Faculty  
• Staff |
|       | Develop draft division budgets (budget development meetings) | • Org Administrators  
• VPAS  
• CBO |
|       | Submit list of faculty release time for FY 16/17 (estimates for Spring if not known) | • VPI  
• VPAS |
| April | Develop 1310 (hourly faculty) budget | • VPAS  
• CBO  
• VPI |
|       | Position control worksheet corrections complete | • Org Administrators  
• VPAS  
• CBO |
|       | Develop draft college budget | • VPAS  
• CBO |
|       | Make adjustments to proposed division budgets | • Org Administrators  
• VPAS  
• CBO |
|       | Review draft college budget | • College President  
• VPAS |

<table>
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<tr>
<th>Month</th>
<th>Tasks</th>
<th>Who is Involved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>Tentative position control worksheet submitted to district</td>
<td>• CBO</td>
</tr>
</tbody>
</table>
|       | Tentative college budget developed | • VPAS  
• CBO |
|       | Tentative college budget presented to PBC | • VPAS |
|       | Tentative budget submitted to District | • CBO |
| June  | Final review of position control | • CBO  
• VPAS |
|       | Submit final position control to District | • CBO |
|       | Review tentative college budget | • VPAS  
• CBO |
| July/August | Finalize college budget and submit to District | • VPAS  
• CBO  
• College President |

More information available on the Administrative Services webpage: [http://canadacollege.edu/admservices/resources.php](http://canadacollege.edu/admservices/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 for Fixed Expenditures

| Review position control (April) | 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. 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. |

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# Budget Development Guidelines

## Budget Development for Discretionary Expenditures

<table>
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<tr>
<th>Process</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Review current year budget (March)</strong></td>
<td>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?</td>
</tr>
</tbody>
</table>
| **Identify budget needs (March-April)**      | 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:  
  - 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
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
Questions/Discussion