

**REQUESTS FOR PERSONNEL, BUDGET AUGMENTATIONS,
FACILITIES, AND/OR EQUIPMENT**

The District mission is the foundation of all planning processes. District Goals and District Objectives are central to resource allocation. In the District's cycle of integrated planning, resources are allocated based upon their connections with District Goals, student learning outcomes, service area outcomes, program area outcomes, and/or District Objectives. These goals, outcomes and objectives are integral to the District strategic and master plans. The institution systematically assesses the effective use of financial resources.

The procedures for requesting personnel, budget augmentations, facilities, and/or equipment are detailed below by category.

Senior Management will determine the funds available for all personnel requests, above-base budget requests, and base budget augmentation requests. Personnel requests and above-base budget requests originate in Institutional Program Review each October. Base budget augmentation requests originate via department or division Base Budget Augmentation Request Forms for discretionary budgets each February.

A. Faculty Positions – Academic Services:

1. The Instructional Council prioritizes requests for Tenure-Track faculty positions in accordance with Administrative Procedure 3262.

B. Counseling Faculty Positions – Student Services:

1. The Student Services Council prioritizes requests for Tenure-Track Counseling faculty positions in accordance with Administrative Procedure 3263.

C. New Classified/Management/Confidential Positions – Program or Management Originated:

1. New classified/management/confidential positions are developed in Institutional Program Review annually.
2. For units that do not participate in Institutional Program Review, new management or confidential positions will be requested through the procedures set forth in the District's Management Handbook.
3. Through a participatory governance process including Instructional Council or Student Services Council, Area Vice Presidents and the Superintendent/President compile a prioritized list of requests within their area, and develop a written rationale that is based on criteria and evidence which links to outcomes and/or District Objectives. This is compiled in February of

each year.

4. Area Vice Presidents and the Superintendent/President will present the list of positions for discussion to the Senior Management Council. Senior Management Council will establish District-level prioritization in March of each year.
5. The Superintendent/President will develop their prioritized list of all classified/management/confidential positions and present it to the District Governance Senate in April of each year for additional feedback. They will then authorize the hiring of new or changed positions according to the list and according to available budget in May of each year. Any changes to the list are reported back to the Area Vice Presidents and District Governance Senate, with a clearly written rationale for altering the priority. The Area Vice Presidents will report the final list to their constituency groups, and direct the supervising administrator to submit a HR-1 Personnel Request form to Human Resources.
6. Authorized new classified/management/confidential positions will be built into the budget for the upcoming fiscal year.
7. Exceptions to the above process may be made for state or federally required categorically funded positions.

D. Ongoing Base Budget Augmentations (Supply Budgets, Maintenance Budgets, Equipment Budgets, etc.)

1. Provosts, department and division deans and directors, Academic Senate, and Faculty Enrichment Committee co-chairs that wish to request additional discretionary base budget funds (ongoing base budget augmentations, not including salaries and benefits) should submit a Base Budget Augmentation Request Form (Exhibit 1) to their Area Vice President or Superintendent/President in February of each year.
2. Area Vice Presidents and the Superintendent/President compile a prioritized list of requests within their area, and develop a written rationale that is based on criteria and evidence that links to District goals and objectives.
3. This prioritized list is sent to the Senior Management Council for District-level prioritization in March, and the District-level prioritized list is then sent to the Superintendent/President.
4. The Superintendent/President will present their prioritized list of ongoing base budget augmentation requests in District Governance Senate in April of each year, and will ask for additional feedback. In May of each year, they will then authorize the budget augmentations according to the list and according to available budget.
5. Authorized ongoing base budget augmentations will be built into the budget for the upcoming fiscal year.
6. Critically necessary augmentations may be added for the current year, but will need to complete the above request process to be ongoing.
7. Exceptions to the above process may be made for categorical funds, emergencies or legal compliance.

E. One-time Above-Base Resource Requests (for Facility Modifications, Instructional Equipment, Non-instructional Equipment, and Technology):

1. Alterations to facilities, instructional equipment requests, non-instructional equipment requests, and technology requests are developed in Institutional Program Review. Parties responsible for implementing District goals and objectives may request Above-Base resources to accomplish the District goal or objective. The Above-Base allocation process is implemented according to the District Resource Allocation Manual, and definitions of the four Above-Base funding categories are found in the Resource Allocation Manual.
2. Divisions review funding requests from Institutional Program Review, prioritize funding requests within their departments or divisions, and forward priorities to Service Area administrator (respective Vice President, or President/ Superintendent) by the end of October each year.
3. The Above-Base resource requests are prioritized within the Service Area and are sent to the Budget Committee by the end of November for District-level prioritization.
4. The Budget Committee requests technical and feasibility assessments for technology and facilities requests from the technology committee and from the Facilities department by mid-January of each year.
5. The Budget Committee uses a rubric to prioritize the Above-Base resource requests, and forwards the prioritized list(s) to District Governance Senate by mid-February of each year.
6. District Governance Senate reviews the prioritized list(s) and makes recommendations to the Superintendent/President by the end of February each year.
7. The Superintendent/President reviews the prioritized list(s) and approves the final allocations. They then present the final report to the Board of Trustees in mid-March of each year.
8. Parties receiving Above-Base allocations are notified by the end of March each year, and expenditures are completed by the end of the fiscal year.

F. Vocational and Technical Education Act (“VTEA/Perkins”) Funds:

The Carl Perkin’s Title IV Act is based on performance core indicator levels, which are negotiated between the District and the Chancellor’s Office. Permissible use of VTEA/Perkins funding is based on program attainment of negotiated levels in Skill Attainment, Program Completions, Persistence and Non-Traditional Participation and Completions.

1. Needs and requests for VTEA/Perkins funding for programs/departments with approved Career Technical Education (“CTE”) TOP Codes are identified in Institutional Program Review in the fall of each year.
 - a. Programs and departments identify funding needs with the assistance of the required local advisory committee and develop a list of prioritized requests which are allowable as VTEA/Perkins expenditures.
 - b. Allowable VTEA/Perkins expenditures include professional development, equipment, curriculum development, recruitment of underrepresented groups of students, and other types of expenditures.
2. In the spring of each year, programs/departments may formally request VTEA/Perkins funds through the VTEA/Perkins application process. The request(s) must be referenced in and based in Institutional Program Review, and must discuss how the expenditures will help the District meet the District negotiated levels for core indicators.

3. Funding for these requests is determined by the Dean of CTE through a participatory governance process and according to funds available. The Dean of CTE will review links between the fund request and the Program Review needs analysis.
4. The Dean of CTE and program/department supervisor will commence the procurement process prior to the start of the next academic year.

G. Funding Requests to the District Foundation

1. The Foundation Board will consider funding District priorities communicated through two processes: a project funding application process administered by Foundation staff, and the District's unfunded projects from the Above-Base Funding process.
2. The applications generated through the Foundation's application process require a feasibility assessment and the prior approval of the appropriate area Dean and Vice President and the Superintendent/President prior to funding consideration by the Foundation Board (see District Foundation Policy 2060).
3. After the Above-Base Funding requests have been evaluated and funded through the participatory governance process detailed above, the Vice President of Administrative Services will prepare and provide the Foundation Board a list of unfunded Above-Base District priorities.
4. Through its established process of granting project funds, the Foundation will choose the requests to be funded from the application and Above-Base funding processes and inform Senior Management Council and District Governance Senate of its priorities.
5. The Foundation staff communicate Foundation funding decisions to the appropriate area supervisor to start the procurement process.
6. It is recognized that some years the District's unfunded priorities will be greater than Foundation's budget for project support. Should this be the case, and the District believes that there are still unmet needs, the District will work with the Foundation to identify additional means of such support which could include special campaigns, loans, etc.
7. After District and Foundation funding has occurred, a list of any unfunded District priorities will be given to the Foundation to create a "menu" of opportunities for donors.

See Exhibit 1

Approved: September 24, 2014

Revised: November 8, 2021

DEPARTMENT OR DIVISION BASE BUDGET AUGMENTATIONS REQUEST FORM
– DISCRETIONARY BUDGETS

Provosts, department and division deans and directors, Academic Senate, and Faculty Enrichment Committee co-chairs that wish to request additional discretionary base budget funds (ongoing base budget augmentations, not including salaries and benefits) should submit a Base Budget Augmentation Request Form to their area Vice President or Superintendent/President by February 28 of each year, as outlined in Administrative Procedure 3261.

These requests are different than one-time Above-Base Resource Requests or ongoing staffing requests, which originate in program review.

Base budget augmentation requests (discretionary budgets) should align with District goals and objectives, the Strategic Plan, and/or the annual reports (updates) on the District Master Plan.

1. Requests should be brought to your area Vice President, or to the Superintendent/President in the case of Human Resources, Provosts, Public Information, Foundation, and Research, Planning & Institutional Effectiveness.
2. The Vice President/President will bring the prioritized list of base budget augmentation requests from their service area to Senior Management Council in March every year, where requests will be discussed and prioritized at a District level. The Vice Presidents of Academic Services and Student Services will work with Instructional Council and Student Services Council for prioritization processes when necessary.
3. The Superintendent/President will review the prioritized list, and submit their final prioritized list to District Governance Senate for feedback in April.
4. The Superintendent/President, utilizing feedback from District Governance Senate, will have final authority to decide on augmentations according to available budget. The final prioritized augmentation list will be given to the Fiscal Department by April 30 for inclusion in budget development.
5. Area Vice Presidents will report the list to their constituency groups.

Note that base budget augmentations are only implemented when additional funding is deemed available. Base budget augmentations are rare, and additional ongoing funds are limited.

BASE BUDGET AUGMENTATIONS REQUEST FORM – Exhibit 1 (pg. 2)

Banner Org. & Program	Account Budget Requested	Amount	Link to District Outcomes, Objectives, Goal or Strategic Plan	Description and Justification
	10000-20000 Hourly, Student Help, Stipends, etc.			
	43000 Instructional Supplies & Materials, to Duplication/Print Shop			
	44000 Non-Instructional Supplies & Materials			
	51100-51200 Contract Services			
	51400 Dues & Memberships			
	51500-51900 Legal, Audit, Advertisements or Personal & Consultant Services			
	52000-52050 Travel & Conference or Work Related Mileage			
	52100-52200 Equipment Rental/Lease or Repairs/ Maintenance			
	60000 Capital Outlay/ Capital Equipment			

Signature (President or Vice President) _____