SAC RESOURCE ALLOCATION REQUEST (RAR) PROCEDURES

This process intends to link all college resource allocation requests to the department/division goals, the college mission, the strategic plan and the budget priorities, student learning outcomes (SLOs) for Academic Depts. and service learning outcomes (SLOs) for Administrative/Support Depts. The **R**esource **A**llocation **R**equest Form outlines the college mission and the budget.

1. The Budget priorities are discussed and determined by SAC Budget and Planning Committee. *(April/May)*
2. Budget priorities are approved by SAC Budget and Planning Committee. *(August/September)*
3. Administrative Services sends out Resource Allocation Request (RAR) forms. *(Early October)*
    - The form needs to include items that have been identified and justified in the department program review.
    - The requests need to be prioritized by the program areas, including direct ties to college budget priorities, college mission, strategic plan, and intended outcomes
4. All program area RARs and supporting evidence needs to be submitted to the area Vice President**.**
    - Academic Affairs – Vice President, Division Deans and Faculty Representatives will meet to prioritize RARs for submission (refer to Academic Affairs Best Practices) *(November)*
    - Administrative Services – Vice President, Department Managers meet to prioritize RARs. *(January)*
    - Student Services – Vice President, Division Deans meet to prioritize RARs. *(January)*
    - Continuing Education -Faculty and Dean's submit the Departmental prioritized RAR's. *(December)* The Vice President works with the Deans, Faculty, and Staff to prioritize RARs. *(Spring)*
5. All program area RARs and supporting evidence needs to be submitted to the Campus Budget office by the deadlines established**.** *(December)*
6. Campus Budget office compiles college-wide Resource Allocation Requests *(January)*
    - Segregates requests by VP areas with priorities included
    - Segregates request by specific request type (personnel, facilities, equipment etc.)
    - Provides comprehensive list of RAR's to area vice presidents.
7. Requests are reviewed and prioritized by Cabinet *(January)*
    - Prioritized Resource Allocation Requests are presented to Cabinet by area Vice President.
    - Cabinet prioritizes college-wide RARs in accordance with college budget priorities, strategic plan, college mission and direct tie to department/division intended outcomes.
8. Administrative Services provides prioritized list of Resource Allocation Request to Planning and Budget for review *(February)*
9. Area Vice Presidents review prioritized list with respective departments/divisions and communicate the location of possible funding. Some requests might be funded in the Tentative Budget, during the Adopted Budget or possibly later depending on funding

availability and state budget information. *(June/ September)*

10. Vice President of Administrative Services assigns funding categories and sources of funds to prioritized RARs, and presents the information to cabinet and the Planning and Budget Committee.

11. Allocation of funds is validated after approval of Adopted Budget. *(September/October)*

12. Planning and Budget committee as well as management teams are provided with the final prioritized RAR list by VP area. Rational for unfunded items will be included. (Area VP and Deans will communicate with faculty and staff to determine if there are items that were not approved and the departments can still justify the need, these items could be included in the Resource Allocation Request for the following year.) *(October)*

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