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 priorities; the form has a link to the SAC Strategic Plan document for easy reference.

1. Budget priorities are determined and approved by SAC Budget and Planning Committee. *(November)*
2. Administrative Services sends out Resource Allocation Request (RAR) forms. *(November)*
   - 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
3. All program area RARs and supporting evidence needs to be submitted to the area Vice President and simultaneously to the Campus Budget office by the deadlines established**.** *(December)*
4. 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.
5. 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 dept/division intended outcomes
6. Administrative Services provides prioritized list of Resource Allocation Request to Planning and Budget for review *(February)*
7. 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)*
8. 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.
9. Allocation of funds is validated after approval of Adopted Budget. *(September/October)*
10. Planning and Budget committee as well as management teams are provided with the final prioritized RAR list by VP area *(October)*. 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.