Resource Allocation Guidelines (RAG)
Draft: March 2023
(Work In Progress)

PART A: HUMAN RESOURCES

Item 1: *Guiding Principles & Procedures for Determining New Full-Time Teaching Faculty Positions*

Background
Each year programs will submit either a Comprehensive Program Review or Annual Program Review. The request for a full-time faculty position will be part of the program review process and should be corroborated by the findings of the review. It is expected that all faculty positions will contribute to the college's equity goals.

Principles
The following criteria will be used to prioritize requests for new faculty:

1. Program Mandates: There is a mandate by an outside entity (e.g. an accreditation agency or state regulations) that dictates the need for a full-time faculty position.
2. Program Viability: The faculty request process should never be used to create or discontinue a program. A full-time position is necessary for the viability of a program;
3. Enrollment Demand: There is demonstrated enrollment demand and substantial reliance upon part-time instructors to meet that demand.
4. Faculty Workload: Current faculty non-instructional workload (e.g. responses to state mandates, partnerships with outside entities, engagement with grant-funded projects, etc.) necessitates an additional hire.
5. Content Expertise Gap: A new hire would fill a gap in content expertise, increasing student retention, enrollment growth, and overall quality of a program.
6. Program Expansion: There are opportunities for program expansion (e.g. new courses, certificates, degrees, etc.) that can only be achieved with a new full-time position.
7. Emergency Hire: There is an FTE available that can be filled by the College President in collegial consultation with the Academic Senate President.

Procedures

1. Fall Weeks 1-3:
    - The District office communicates to the campus the number of available positions. The President's cabinet estimates additional positions that might become available due to unannounced retirements or resignations.
    - Deans solicit information from departments requesting full-time faculty positions.
3. Fall Weeks 2-4:
    - Departments request training on the program review tool from the Office of Institutional Research to access data needed to complete the request forms.
4. Fall Week 4-6:
    - The chair of the prioritization workgroup informs the Campus via memo (via constituency groups: ASFC, Classified Senate, Academic Senate, President's Cabinet and Admin Council) of requests that have been submitted and provides a process and deadline (by end of Week 6) for offering input and additional context.
5. Fall Weeks 7-8:
    - Departments submit completed request forms to their deans. Division meetings are scheduled to rank requests. .
6. Fall Week 9:
    - Deans finalize divisions' prioritized requests.
7. Fall Weeks 9-10:
    - Departments review job descriptions and preferred qualifications and identify hiring committee members in anticipation of announcement of approved positions.
8. Fall Week 11:
    - Prioritization Committee* meets to rank the requests and forwards the final prioritized list to the President. All requests will be ranked by the Committee regardless of the number of positions available at the time. The President approves requests based on the number of positions available at the time and decides which positions to requisition.
9. Fall Week 12:
    - The requisitions for all approved positions are entered in the HR system.
10. Winter Weeks 1-6:
    - Positions are advertised and posted.
    - Faculty members on the hiring committee are confirmed by the Academic Senate during the first meeting of the winter quarter.
12. Winter Weeks 7-12:
    - Search and hiring process (application screenings, interviews.)

Item 2: *Guiding Principles & Procedures for Determining Contract Classified Staff Positions*

Background

There are currently (January 2023) XXX classified staff positions at the college. Vacancies arise as a result of resignations or retirements. When a vacancy arises, the Full Time Equivalent (FTE) associated with that position returns to the general pool of available FTEs for classified staff positions. The request for a full-time faculty position will be part of the program review process and should be corroborated by the findings of the review. It is expected that all staff positions will contribute to the college's equity goals.

Principles

Classified staff requests for filling a vacant position or creating a new one will be prioritized based on the following criteria:

1. Program Mandates: There is a mandate by an outside entity (e.g. an accreditation agency or state regulations) that dictates the need for a classified staff position.
2. Program Viability: A full-time position is necessary for the viability of a program.
4. Workload: Program duties and responsibilities justify the need for a position.
5. Content Expertise: A new hire would fill a gap in content expertise, increasing student retention, enrollment growth, and overall quality of a program.
6. Program expansion: The expansion of instructional or student services programs creates a need for a new position.
7. Student Engagement: Provides direct or indirect support for various student activities.
8. Function & Service: Provides a unique non-transferable function that is essential to student success and effective operation of the associated unit. The duty or responsibility is vital to college or division function.
9. Funding: A clearly identified funding source exists for the position.

Procedures

1. Requests for Classified positions should be submitted by the supervisor to the Vice President of that area (Instruction, Student Services, or Business Services).
2. For continuing positions, obtain feedback from other personnel/students interfacing with this position. For new positions, obtain feedback from other personnel/students that would potentially interface with this position. In both instances, the feedback from the consultation should be used to review and update the job description.

3. The Vice President will forward the request to the President’s cabinet for consideration.
4. The college President will make the final decision on the request based on discussion at the cabinet meeting.

Item 3: *Guiding Principles & Procedures for Determining Administrator Positions*

<u>Background</u>
There are currently (January 2023) XXX Administrative positions at the college. Vacancies arise as a result of resignations or retirements. When a vacancy arises, the Full Time Equivalent (FTE) associated with that position should be considered as returning to the general pool of available FTEs for administrative positions. The following guiding principles should be considered when a) filling a vacant position or b) creating a new position.

<u>Principles</u>

1. <u>Program Mandates:</u> Indication by an outside entity (e.g. an accreditation agency or state regulations) that an administrative position is required for the college/program to meet the mandate.
2. <u>Funding:</u> A clearly identified funding source must exist for the position.
3. <u>Workload</u>: the duties and responsibilities associated justify the need for a position.
4. <u>Reorganization:</u> Structural changes to optimize the operations of a unit justify the need for new administrative oversight.
5. <u>Function & Service:</u> Provides a function that is essential to student success and effective operation of the associated unit. The duty or responsibility is vital to college or division function.

<u>Procedures</u>

1. Requests for Administrator positions should be submitted by the Vice President of that area (Instruction, Student Services, or Business Services) or the college President.
2. For continuing positions, obtain feedback from other personnel/students interfacing with this position. For new positions, obtain feedback from other personnel/students that would potentially interface with this position. In both instances, the feedback from the consultation should be used to review and update the job description.
3. The requests should be forwarded to the President’s cabinet for consideration.
4. The college President will make the final decision on the request based on discussion at the cabinet meeting.

PART B: PHYSICAL RESOURCES

Item 4: *Guiding Principles & Procedures for Allocation of Space (office, classroom, laboratory, community space)*

Background

The following principles and procedures should be used to create a vibrant college community that provides convenient access for students to faculty, staff, administrators, and campus resources.

Principles

1. Student access
2. Maximize usage
3. Community building
4. Sense of belonging
5. Hybrid working

Procedures

1. Faculty office spaces are allocated by the Division Dean. Full-time faculty will be provided with a private office. Vacant offices should be set aside for rotational use (based on a reservation system created by the Divisions) for part-time faculty. Division administrative assistants will manage the quarterly allocation of part-time faculty offices.
2. Classified staff members will be provided an office space (desk, cubicle, or private office) in the unit where their work is assigned. The supervisor of the classified staff member is responsible for identifying and allocating an appropriate office space.
3. Administrators will be provided a private office in an area within the vicinity of the (something that says......close to where their primary job responsibilities are at). The Vice President of the administrator's service area will be responsible for identifying and allocating an office.
4. Lecture classrooms are assigned to classes based on room capacity and maximum seat count for that class. Division Deans will work collaboratively with each other and the Scheduling Office to assign an appropriate room for a class.
5. Requests to assign a classroom or other space as a Community Space should be forwarded to the Dean of the requestor's unit. The Dean will bring this item for discussion and approval at the Dean's meeting. The outcome of the discussion from the Dean's meeting will be forwarded to the President's cabinet by the Vice President. The final decision on the allocation of the community space will be made by the President's cabinet.

PART C: FINANCIAL RESOURCES

Item 5: *Guiding Principles & Procedures for Budget Requests (Block grants, categorical funds, B-budget, lottery)*

Background
All programs complete either an Annual Program Review or a Comprehensive Program Review each year. As part of the A/C PR process, programs will also complete a Budget Request Form. The form should be used to request new items (equipment, software etc.). The need for this item should be identified and referenced in the Program Review and must be aligned with the College's Strategic Vision for Equity.

Finance Allocation Team (FAT)

- Vice President, Finance and Administrative Services
- Associate Vice President, Workforce and CTE Programs
- Financial Analyst
- FF&E Coordinator
- Office Services Supervisor

FAT will review the requests. If the request is approved, the FAT will identify a budget to fund the request.
Principles

1. Student need: Request contributes to the advancement of student learning.
2. Instructional/Staff need: Enables instructor/staff to support student success and maintain disciplinary currency.
3. Program Review: Action items in the Program Review identify a need that will enable program improvement. Facilitates action items articulated in the Program Review.
4. Strategic Vision for Equity: Request is aligned with specific issues/goals in the Strategic Vision for Equity.
5. Program operations: Request is needed for improving or maintaining effective daily operations of the program.
6. Sustainability: Funding decisions should consider ongoing financial needs of operations and maintenance as well as long term effectiveness.

Procedures

1. The appropriate administrator will identify one person from each program (faculty, staff, or administrator) responsible for submitting budget requests (hereinafter called the program submitter). (Link the PR webpage here)

2. The administrator will notify the Smartsheet System Administrator, who will then provide access to the Smartsheet Budget Request Form by sending a link via email to the program submitter.(Link the smartsheet form template here)
3. Program submitters will submit eligible requests for review. Eligible requests include new items (equipment, software, etc.), items over $10,000, and... Do not include routine items, ongoing purchases, or lottery-funded items (office supplies, instructional material supplies, etc.)....
4. Requests will be sent to the appropriate program Administrator (Dean or VP) for review and approval.
5. The Dean or VP will approve or deny the request using the Smartsheet form. Requests will then be forwarded to the Finance Allocation Team for review.
6. The Finance Allocation Team will approve or deny the request using the Smartsheet form.
7. The program submitter will be notified of the team's final decision via Smartsheet.
8. In the following annual budget cycle, the program submitter will report on how approved items met the program's needs.

PART D: RESOURCE/PROGRAM REDUCTION
Item 6: *Guiding Principles & Procedures for Reduction of Resources*
Background

Principles

Procedures

PART E: Guidelines for Integrated Planning- closing the loop

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