

## MISSION COLLEGE INTEGRATED PLANNING

### Proposed Clarification of Resource Allocation Process Through Funding Categories

Draft March 2012

In the new Integrated Resources Request Process, Institutional Effectiveness Committee (IEC) and College Budget Advisory Council (CBAC) will be working together to prioritize budget requests. One charge of the institutional effectiveness committee is to support linkage of program review and institutional planning through a review of resource requests for accountability measures, fit within strategic plans, and adherence to accreditation standards. The main role of the IEC in the process is to synthesize the prioritizations. CBAC will be identifying funding sources and working with Institutional Effectiveness in the prioritization process. Please refer to the approved process document to delineate the CBAC and IEC roles.

Resource requests are submitted through the program review process. In the request, justification for the request must be identified within an area of program review. Support may be tied to a strategic goal operation of the program, or other area of program review.

Reviewing the accreditation standards and Rubric for Institutional Effectiveness from the Accreditation Commission, IEC has identified some suggestions that will improve adherence to expectations for integrated planning and resource allocation. An effective way to allocate funds is based on 5 categories of funding.

Funding categories:

**1. Base**

A base level of duplicating, instructional & non-instructional supplies will be given using FTES

**2. Base Plus**

Specialized instructional or non-instructional supplies or equipment

**3. Scheduled Maintenance**

For planned replacement & maintenance assessed as part of a multiyear plan.

**4. Program Review Requests**

New projects, new equipment, Results of assessment of outcomes, support college –wide goals and initiatives

**5. Emergency Repair and Replacement**

Unanticipated & emergency related needs only

Base and base plus funding allows for consistency and improved planning. Base funding would be determined by recent FTES trends in academic departments and by evaluation of current funding in service areas. Base and base plus funding will only cover standard operational expenses of each area. Duplication and instructional supplies, for example, should be relatively similar across academic programs. This will save time in budget planning, program review, and evaluation of the process. The base will be determined by common formulas; all areas will be treated equally, and do not need to justify core operational funding annually.

Some Academic Departments will fall into the Base Plus funding category. Some programs have already been identified for base plus funding. However, this is just a first round draft. These programs have standard ongoing base costs for supplies and equipment beyond regular instructional supplies. The program along with assistance from Department chairs, Division Chairs, Deans will do analysis of average equipment, materials and specialized program costs per FTES over past 3 years to determine initial base funding. After the base plus funding has been established, adjustments will be made based on significant changes in FTES. With this model, programs will know their funding in advance of the year and budgets will realistically cover basic expenses.

Some areas will have on-going maintenance for equipment or other materials in their programs. Maintenance costs must be identified for each area and reviewed separately from Base and base plus funding. The purpose of this platform is to identify anticipated replacement cost so annually the college can set aside money for this specific purpose. CBAC will need to work with the district to discuss this category to see how the college can cover these costs from year to year.

The fourth category of funding are for requests made through Program Review based on the needs as a result of assessment of student outcomes/improvement of student learning; completion of college strategic planning goals.

These additional expenses beyond the base, base plus, and maintenance will need to be evaluated on an annual basis. These requests will be evaluated through a rubric approved by CBAC and IEC. A rubric is a valuable tool to evaluate one time or new requests. The rubric provides a consistent tool for evaluation. It can also provide transparency in decision making. We know there are challenges in creating and implementing a rubric. However, it provides a chance for all requested items to go through the same process.

There will be a separate process for emergency funding. We realize that certain costs cannot be anticipated and resources will be set aside for emergencies or expenses unknown at the time of Program Review completion. These requests would be evaluated using the rubric by CBAC on an ad hoc basis as they are identified. Requests must be of an emergency or immediate nature to qualify for this funding platform.