Resource Allocation Processes

Below are proposed/currently practiced processes for fulfilling various types of resource requests. Some of the processes are incomplete. Please review the process in your area of purview, making any necessary changes, and adding appropriate timelines. Remember that the decision to fulfill these requests needs to be based, in part, on program review.

Instructional Equipment	
Early March	Instructional equipment requests are compiled from annual Resource Requests and distributed to IPC.
End of March	IPC recommends equipment to be funded based upon appropriate justification from program review. Requestors are notified of any requests that are not recommended for funding.
	Budget for instructional equipment is identified.
	Deans council reviews the list and exclude items that should be funded by capital improvement or other funds.
	Deans consult with faculty/staff to verify that the remaining items are still needed and that ordering information is accurate and complete.
	When there is insufficient budget to fund all requests, the remaining costs are referred to PBC for augmentation of the proposed budget.
	A spreadsheet of approved items is sent to the Business Office who assigns budget codes.
	Authorization is given to Division Assistants to make purchases.

Information Technology	
Early March	IT hardware and software requests are compiled from annual Resource Requests and distributed to APC, IPC, and SSPC.
End of March	APC, IPC, and SSPC recommend requests to be funded based upon appropriate justification from program review. Recommendation is sent to the Technology Committee. Requestors are notified of any requests that are not recommended for funding.
	Budget for IT is identified.
	The Technology Committee, in consultation with the Distance Education Advisory Committee, reviews the requests against the Criteria for IT purchases and the Replacement Cycle spreadsheet.
	The Technology Committee provides a spreadsheet of approved equipment to the appropriate Deans.

	Deans consult with faculty/staff to confirm that the approved equipment will meet their needs.
	When there is insufficient budget to fund all requests, the remaining costs are referred to PBC for augmentation of the proposed budget.
	The spreadsheet of approved items is sent to the Business Office who assigns budget codes.
	Authorization is given to Division Assistants to make purchases.

Facilities	
Early March	Facilities requests are compiled from annual Resource Requests and distributed to APC, IPC, and SSPC.
End of March	APC, IPC, and SSPC recommend requests to be funded based upon appropriate justification from program review. Recommendation is sent to the VPAS. Requestors are notified of any requests that are not recommended for funding.
	Budget for facilities is identified.
	The VPAS reviews the requests in light of the Facilities Master Plan, capital improvement projects, etc.
	When there is insufficient budget to fund all requests, the remaining costs are referred to PBC for augmentation of the proposed budget.

Research	
Early March	Research requests are compiled from annual Resource Requests and distributed to APC, IPC, and SSPC.
End of March	APC, IPC, and SSPC recommend requests to be funded based upon appropriate justification from program review. Recommendation is sent to the PRIE. Requestors are notified of any requests that are not recommended for funding.
	PRIE personnel meet, as needed, with the requesting faculty/staff/administrator for additional information
	PRIE prioritizes requests based upon available PRIE resources and the strategic alignment of the requests with institutional initiatives and plans.
	PRIE provides requestors with feedback and a tentative timeline for completion.
	When there is insufficient budget/personnel to fund all requests, the remaining costs are referred to PBC for augmentation of the proposed budget.

Professional Development	
Early March	Requests for Professional Development are compiled from annual Resource Requests and distributed to APC, IPC, and SSPC
End of March	APC, IPC, and SSPC recommend requests to be funded based upon appropriate justification from program review. Recommendation is sent to ...CIETL, PD? Requestors are notified of any requests that are not recommended for funding.
	Exclude requests that can be funded by either faculty Professional Development committee or Classified Staff PD Funds.
	Budget for Professional Development is identified.
	When there is insufficient budget to fund all requests, the remaining costs are referred to PBC for augmentation of the proposed budget.