Planning & Resource Allocation Review

- Budget & Planning Process
- 2011 - 2012 Budget Focus

College Council Retreat
August 26, 2011
LAMC Budget Process

1. By November/September Unit Plans/Annual Review Validated.
2. Funding requests submitted to VP’s by end of first week in December.
3. Funding requests prioritized and submitted to Budget and Planning Committee by January 10th.
4. Budget and Planning Committee makes allocations based on prioritized lists and reviews, planning scenarios by end of January.
5. College Budget Staff (Committee) meet with Division and VP’s to review preliminary budgets - (by February 4 & 5th)
6. All preliminary budgets in the office of Administrative Services by February
7. Budget and Planning recommends Budget - goes to College Council for approval.
8. By the end of Spring Semester all units receive operational budgets.
Program Review
Budget Op Plan Process
Prioritization Procedures

Process begins:
September

Process ends:
February

Effectiveness reviews, curriculum review, SLO review, Program Review, and budget requests

Confirms PR & Unit plan; Prioritizes resource requests

Reviews, prioritizes, and submits resources to Budget & Planning

Program Review & Budget Op Plan

Unit Managers (Chairs, Deans) of Divisions

Division Managers (VPs)

Budget & Planning (B&P) Committee

College Council

College President

B&P Task Force

Academic Affairs
Student Support Services
Administrative Services
Program Review & Facilities Planning Process
Prioritization Procedures

- Process begins: September
- Process ends: February

**College President**
- College Council
- Facilities Planning (FP) Committee
- Division Managers (VPs)
- Unit Managers (Chairs, Deans) of Divisions

**Facilities Planning (FP) Committee**
- Reviews, prioritizes, and submits resources
  Requests to Facilities Planning

**Division Managers (VPs)**
- Confirms PR & Unit plan; Prioritizes resource requests

**Academic Affairs**
- Student Support Services
- Administrative Services

**Program Review & Facilities Planning**
- Effectiveness reviews, curriculum review, SLO review, Program Review, and space allocation requests

**FP Task Force**
# Over Base Request Prioritization Rubric

## College Priorities

**Fiscal Year 2011-2012**

<table>
<thead>
<tr>
<th>College Priorities</th>
<th>Unit Need</th>
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<tbody>
<tr>
<td></td>
<td>Priority Weight</td>
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<tr>
<td><strong>Vision</strong></td>
<td>Normal operation of the college is not possible without it</td>
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<tr>
<td><strong>Innovation</strong></td>
<td>Fundamental to the long term growth of the college and essential to unit development</td>
</tr>
<tr>
<td><strong>Community Building</strong></td>
<td>Important for college operation to meet minimum standards and for on-going unit activities</td>
</tr>
<tr>
<td><strong>Sustainability</strong></td>
<td>Enhances the growth and operation of the unit</td>
</tr>
<tr>
<td><strong>Stability</strong></td>
<td></td>
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</tbody>
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- **Vision**
  - Communication: (campus newspaper)
  - Personnel: (Public info. officer, graphic designer, media developer, etc.)
  - Actualization: (planning retreats, focus groups)

- **Innovation**
  - College life: (Sports, community events, awards, professional development trainings, recognition and commencement ceremonies)
  - Other: enrollment beyond cap.
  - Personnel: (assistant coach, etc.)

- **Community Building**
  - Organization: (departments, student organizations, shared governance)
  - Customer services: (reprographics, digital library, assessment, parking)
  - Training: (conference attendance, membership with mandated memberships)
  - Personnel: (Administration, department secretaries, etc.)

- **Sustainability**
  - Fiscal stability: (reserves, accounting, maintenance contracts, resource development office)
  - Critical services: (tutoring, enrollment up to capacity)
  - Mandates: (Bargaining agreements, counseling, financial aid, SLOs)
  - Communication: (Intercampus, community, feeder high schools, outreach and recruitment)
  - Involvement: (partnership with community and industries; trade shows)
  - Personnel: (clerical, institutional researcher, etc.)

- **Stability**
  - Infrastructure: (Facilities, grounds, utilities, email, telephone, info. tech)
  - Critical services: (admission and records, instruction, DSPS, ADA)
  - Mandates: (Accreditation, faculty ratios, continuity of leadership, mandated memberships)
  - Safety: (custodial services, janitorial services and supplies, security)
  - Personnel: (faculty, clerical, key leadership, etc.)