**RESOURCE ALLOCATION PROCESS & FLOWCHART**

**PR Plans Submitted**

- **Resources Needed**
  - **No Resources Needed**
  - **Identify Existing Resources** (SSSP, Student Equity, Grants, Holding Accts.)

**Ranking #1:** Deans Rank Plans with Schools/Programs

**Ranking #2:** VP’s Rank Plans with Deans & Reps from Schools/Programs

**Ranking #3:** EMT

**BPC**

- Facilities RCP
- Staffing RCP
- Equip/Supplies RCP
- Technology RCP

**RCP’s Send Recommendations for Funding to Budget Subcommittee**

**Budget Subcommittee Presents Fiscal Impact to BPC**

**BPC Votes & Makes Funding Recommendation to S/P**

- **S/P Notifies BPC of Funding Decision**
  - BPC Notifies Campus of Funded Plans
  - Dept. Budgets are Funded
  - RCP’s Update Plans

**Review Process & Start Again Next Fall**
**Legend**

- BPC—Budget Planning Committee
- CMP—Comprehensive Master Plan
- DC—Department Chair
- EMT—Executive Management Team
- EmManP—Enrollment Management Plan
- SEP—Student Education Plan
- SSSP—Student Success & Support Program
- PR—Program Review
- FMP—Facilities Master Plan
- S/P—Superintendent/President

**TIMELINE**

**July**

**1st BPC Meeting of the new Academic Year**
- The final budget for the current academic year is reviewed by BPC
  - BPC determines if the excess funds should be used to fund any of the previously unfunded PR plans from the prior academic year. If so, BPC reviews the PR plans that did not receive funding and identifies which PR plans will be forwarded to the Superintendent/President (S/P) as an additional funding recommendation. This will be submitted as an addendum to the previous funding recommendations submitted in May of the previous year.

**September**

- After the S/P makes a recommendation to the board for the final budget, the Resource Category Plan (RCP) subcommittees will meet to discuss how the actual funding impacts their RCP.
  - Subcommittee reviews the Education Master Plan (EdMP) to confirm the RCP is in line with current projections of the EdMP
  - Subcommittees will make any necessary modifications to future projections of the RCP based on the EdMP and actual funding received.

**October-November**

- Current year’s PR plans are submitted
- Deans meet with their schools/programs to rank their PR plans and forward the ranked list to their Vice President

**December-January**

- Vice Presidents work with their deans and a representative from each of the schools/programs to create a division ranking of PR plans:
  - NOTE: During this division ranking part of the process, divisions will identify plans that can be funded:
    - Within the division (based on amounts/priorities)
    - By SSSP, Student Equity or other funds
    - Any plans not able to be funded by the other funding options are ranked and scored according to the Fallstrom Method and forwarded to BPC for funding consideration from the General Fund
  - Division rankings are forwarded to EMT for review and ranking:
    - EMT will review the PR plans against the CMP, EdMP and Facilities plans and rank the PR plans as High, Medium or Low priority for funding consideration and forwards this list to BPC.

**January-February**

- BPC receives the ranked list of PR plans that will show the rankings at each stage (School/Programs, Division, EMT)
- BPC divides the ranked plans up by the associated RCP
- RCP subcommittees meet to evaluate where (and if) the new PR plans fit into the 3-5 year outlook of their RCP
- RCP subcommittee makes a ranking/recommendation of which plans to fund this year and which plans will be kept for future funding consideration. The RCP subcommittee forwards this list to the Budget subcommittee
  - PR plans that are kept for future funding consideration will only need to be resubmitted again through the PR plan as an update and not as a new plan for funding consideration.

**February-March**

- The Enrollment Mgmt Plan subcommittee looks at the new data for future years and modifies any assumptions and either makes new recommendations or reinforces the previous recommendations.
  - These recommendations are used in the data packet for Dept/Program for next year’s PR process
- The Budget subcommittee meets to analyze the RCP subcommittee funding recommendations to analyze fiscal impact and prepares a short presentation to the entire BPC
- Budget subcommittee will also review the current year’s Enrollment Mgmt Plan and the Facilities Master Plan as part of their analysis

**March-April**

- Budget subcommittee presents to BPC a fiscal impact statement and group discussion of which plans should be recommended for funding

**April-May**

- BPC group discussion occurs and funding recommendations are sorted into two categories (see below) and forwarded to the S/P for consideration:
  - Time Sensitive Plans: Plans that must be funded by July 1
  - Tentative Recommendation: Plans that can be funded after the final budget has been approved in September are submitted to the S/P as “Tentative Recommendations for Funding” pending the approval of the S/P and the final budget for the following fiscal year.

**May**

- BPC reviews this process and identifies what worked well and what needs to be improved upon.