

Modesto Junior College  
Resource Allocation Model

The Resource Allocation and Facilities Committee (RAF) is committed to clearly communicating its processes and recommendations. The purpose for a resource allocation model is to create a process for which resources are allocated to address the college's strategic priorities of access, affordability, building community, and transformative and innovative practices while maintaining responsible stewardship of the fiscal resources. The results of this model will create recommendations the RAF will forward to College Council for approval. The following questions and guiding principles were utilized when creating the resource allocation model:

*Questions*

- Does it help students reach their educational goals?
- Does it promote student equity?
- Is it reasonable?
- Is it allowable?
- Is it essential?
- Is it sustainable?

*Guiding Principles*

- Valuing stewardship and integrity in recognizing our fiduciary responsibility to ensure fiscal stability
- Taking an institutional approach to decision-making.
- Allocating resources strategically to strengthen learning and support services that improve student success
- Articulating college needs through a defined and documented process
- Using relevant, well-defined, agreed-upon data in a consistent manner for decision-making
- Leveraging of current resources proactively, regardless of fiscal climate
- Operating under established timelines
- Assessing, refining, and communicating the resource allocation model and processes regularly

Available Resources

Unrestricted General Fund (Fund 11), not obligated by filled permanent positions, regulatory requirements and base budget, and Restricted General Fund (Fund 12), not obligated by filled permanent positions and regulatory requirements.

Static Resource Allocation Line Items

The following line items will be funded at the noted amount prior to allocations for resource requests:

- Campus-wide Marketing Campaign - \$50,000
- Instructional Equipment – \$700,000
- Large Lecture Block Grant (as per YFA contract) - \$30,000
- Professional Development - \$250,000
- Technology Upgrade and Replacement - \$500,000

- Undesignated Resources - \$250,000

### Procedures for Resource Allocation Model

Step 1: Identify and calculate funding available for allocation to resource requests. Restricted funds must be identified with allowable costs to ensure resource allocation recommendations are appropriate.

Step 2: Replenish agreed upon static resource allocation line items.

Step 3: Obtain ranked resource requests from completed program review process. The resource request ranking process is completed by the appropriate council or committee and recommendations are returned to RAF. For example, the College Technology Committee will rank technology requests and the Facilities Council will rank the facilities requests.

Step 4: Match ranked resource requests to funding identified in Step 1.

Step 5: Forward resource allocation recommendations to College Council for approval. If approved by College Council, move forward to Step 6. If the recommendations are not approved by College Council, return to Step 4.

Step 6: President's Cabinet reviews allocation recommendations approved by College Council. If Cabinet does agree with recommendations, the Office of College and Administrative Services will contact the requester to notify he/she of the funding. If the Cabinet does not agree with the recommendations, updated recommendations will be forwarded to RAF for review, discussion and implementation.

Step 7: The department is required to report back to RAF the return on investment for the funding received. If the department does not provide the requested information to RAF, this could prohibit the department from receiving funds in the future.

Note: Allocated funds must be spent in the fiscal year in which they are allocated unless an exception from the Vice President of College and Administrative Services (VPCAS) has been granted. District Purchasing timelines and procedures must be followed.

### Emergency Requests for Funding

If a request for resources was not originally included in the program review process and the resources are needed immediately, the requestor will submit the request through the Etrieve form. Upon receipt of the request, the VPCAS will bring the request to the Resource Allocation and Facilities Committee. The RAF will decide on whether or not the request should be funded. The VPCAS will communicate the decision with the requester. If the request is approved, the requester will follow Step 7 of the procedures for the resource allocation model.

### Available Resources Received After Approved Allocation

If the college receives significant resources subsequent to the approved allocations for a fiscal year, the RAM process will start at Step 4.

### Review of the Model

The resource allocation model will be reviewed for appropriateness and fiscal prudence biennially.

## Definitions of Static Resource Allocation Line Items

Campus-wide Marketing Campaign – An organized course of action to promote the institution and its programs and activities.

Instructional Equipment – Tangible property with a purchase price of at least \$200 and a useful life of more than one year, to be used by students, faculty and other personnel in connect with an instructional program.

Large Lecture Block Grant – A block grant provided for each large class with at least 75 students. The value of the block grant shall be \$150 multiplied by the load factor. **Example:** A 75-student class would earn  $1.5 \times \$150 = \$225$ .

Professional Development – Continued training and education of an individual with regards to his or her career.

Technology Upgrade and Replacement – An upgrade of technology are expenditures for the purchase of new technology of different quality or capacity, or restoration of technology (necessitated by casualty loss). Technology replacement are expenditures for identical replacement of technology (necessitated by normal use) on a piece-for-piece basis to perform the same function(s).

Undesignated Resources – An amount set aside to provide for unforeseen future expenditures (i.e. emergency requests, innovation requests). These resources are to be allocated in alignment with the college's strategic plan and goals.

## Resource Allocation Timeline

After the program reviews have been completed and submitted to the Deans, the Deans review program submissions. The Institutional Effectiveness department will provide the prioritized resource requests to RAF and the timeline will be completed as follows:

(If program review is submitted in the early Fall)

Task	Due Date
RAF distributes prioritized resource requests to the appropriate committees	End of November
RAF receives ranked prioritized resource requests back from appropriate committees	End of March
CAS identifies funds available to allocate to resource requests	First week of August
CAS matches prioritized resource requests to available resources and prepares memo for RAF	Third week of August
RAF reviews, edits, and finalizes the resource allocation requests	First Friday in September (First RAF meeting of Fall)
RAF recommendations are taken to College Council	Second Monday in September (first College Council meeting of Fall)
RAF recommendations approved by College Council taken to Presidents Cabinet	First Executive Cabinet meeting following College Council
Departments are notified of allocations and budgets are set up	End of September

(If program review is submitted at the end of Spring)

Task	Due Date
CAS identifies funds available to allocate to resource requests	First week of August
CAS matches prioritized resource requests to available resources and prepares recommendations memo for RAF	Third week of August
RAF distributes prioritized resource requests to the appropriate committees	First committee meeting of Fall term
RAF receives ranked prioritized resource requests back from appropriate committees	End of September
CAS compares committee prioritizations to prepared memo and makes necessary changes	First week of October
RAF reviews, edits, and finalizes the resource allocation requests	Second RAF meeting in October
RAF recommendations are taken to College Council	Second College Council meeting in October
RAF recommendations approved by College Council taken to Presidents Cabinet	First Executive Cabinet meeting following College Council
Departments are notified of allocations and budgets are set up	Mid-November