



SDCE Integrated Planning 2020-2021

Continuing Education – Resource Allocation Guidelines and FAQs Budget Cycle 2021-2022

Thank you for your work to assist the organization to be fiscally responsive in our annual resource allocation process. So much has changed from the previous cycles and to provide some background we are including some context to the Fiscal Year (FY) 2021/22 process for guidance and transparency in the hope of expediting and clarifying the resource allocation process.

Funding Available

In FY 2020/21 we had 248 initial resource requests, which totaled \$8,727,662. A total of \$3,976,705 was available to fund all requests within restricted funding guidelines, leaving a shortfall of \$4,750,957. The amount of funds to allocate is unknown yet; however, we do not anticipate significant increases in resources in FY 2021/22.

Programs and Departments are being asked to take a conservative and prudent view of resource requests and focus on funds needed in an ever changing educational environment and needs of students. Please consider the following for 2021/22 Resource Requests:

- With the amount of existing fixed cost salaries, there are limited funds for new requests.
- The District hiring freeze on contract positions will likely continue; therefore, limit contract position requests to highest programmatic need.
- Because of the many unknowns in the state of the education system due to COVID-19, non-personnel requests should be viewed with a conservative lens and through the view of the changing needs of our students and institution (e.g., changing needs related to face-to-face course instruction).
- Travel restrictions for professional development may continue and should be requested on an as needed basis only.

The primary funds available to fulfill Resource Requests are restricted funds. Therefore requests need to be aligned with those fund plans, provisions and allowability. Restricted funds (e.g. SWP, CAEP, SEAP) will require additional steps for ensuring alignment with project plans and requirements as needed per funding source guidelines. For more information see grant manager.

Questions not answered in this document? Contact, Jesus Rivas at jrivas@sdccd.edu.

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Requests must meet funding guidelines and Institutional Priorities. Not all requests will be funded.

Guidelines for Filling out Requests:

NEW Process in Campus Labs: Requests submitted in the previous cycle (2020-21) have been copied to 2021-22 to use as templates if requesting again. Make sure to delete any requests that are not relevant to the 2021-22 budget request cycle.

The **Non-Personnel Request Form** is for a program, discipline, administrative department, or site-dean request for equipment/technology (including furniture); facilities/site improvements; non-instructional supplies; professional development conferences, workshops and seminars; or other non-personnel resources (consultants; marketing; professional development projects, e.g. FELI; etc.).

The **Personnel (Non-Contract Faculty) Request Form** is for a program, discipline, or administrative department request for personnel, including for NANC, Classified Professionals, management, non-classroom faculty, and curriculum development. If you are requesting contract faculty or contract counselors, please use the Contract Faculty (Instructor and Counselor) Request Form.

The **Contract Faculty (Instructor and Counselor) Request Form** is for contract faculty and contract counselors only.

- See Annual Integrated Planning Timeline for important planning and resource allocation due dates (posted to [PRIE website](#) and in [AIP Canvas shell](#)).
- Requests should be aligned with the institution's priorities. The *SDCE Principles for Prioritizing Planning, Programs, Services and Resources* document (posted to [PRIE website](#) and in [AIP Canvas shell](#)) is updated annually and guides the institution in decisions related to planning and resource allocation.
- Complete all form fields unless otherwise stated.
- Relate your request form to one program objective in your unit's strategic plan.
- Fill out one request form for each contract faculty or contract counselor position requested. Bundle all other requests by including multiple items under the same resource request (e.g. three computers, two scanners, a printer) IF they are for the same project AND are the same type of request (e.g. all conferences or all consultants). Facilities/site improvements and equipment/technology should be bundled together if part of the same project.
- Join all request forms that are for the same project by entering a unique code (instructions in each form). This ensures that requests of different types will be considered together in budgeting.
- Refer to the Cost Sheet provided by the Administrative Services Office to estimate the cost of commonly requested resource(s) (posted to [PRIE website](#) and in [AIP Canvas shell](#)).
- For new personnel positions, include costs in your requests for work station and facility space as needed. Submit one personnel request and one non-personnel request that includes equipment/ technology and facilities/site improvements (e.g. facility space, computer, telephone, desk, chair, etc.).
- Contact Anthony Vargas in the Administrative Services Office at anvargas@sdccd.edu for advisement on equipment/ technology or facilities-related questions (e.g. facilities costs that may need to be factored into the total cost of a project).

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Note: Health and Safety hazards are immediate issues that are managed through the Office of Administrative Services and not through the Resource Allocation Process. Please contact Anthony Vargas in the Administrative Services Office (anvargas@sdccd.edu) if you believe there is a health and safety issue.

- Administrative units that support student success throughout the institution (Job Development, Outreach, Marketing, Professional Development, etc.) are expected to submit resource requests on behalf of other departments for activities performed by their unit that have been identified as an institutional need AND that can be addressed by the unit (e.g. a program identified a need for more industry-specific job fairs; the Job Development unit would work with the program to determine what resource requests are needed).

Note: The FLEX/Professional Development Coordinator submits a request for cross-functional team conferences across the institution on behalf of the institution. Check the Cross-Functional Team Conference List (posted to [PRIE website](#) and in [AIP Canvas shell](#)).

Do not include these requests in your program/department-specific requests.

- Make sure that requested conferences are not located in prohibited states (AB 1887).

FAQ: What is Included in the Request for Resources Process?

Included:

- New ongoing funding requests (e.g. new and replacement faculty contract positions, new contract Classified Professional requests, software not yet approved).
- One-time requests for non-contract or temporary personnel (e.g. NANC, non-classroom time), equipment/technology (new, out of warranty, broken), professional development, marketing, and other tangible items.
- The following funds: CAEP, DSPS, Perkins, PPIS, SWP, SEAP (SSSP, SEP, BSI), and WIOA II.

Excluded:

- Fixed costs. These are defined as any current contractual obligation, including currently contracted faculty and staff, activities required by an approved funding plan, ongoing software critical to operations and instruction, and other contracted items. For ongoing software and applications list questions, contact Patty Lopez, palopez@sdccd.edu.
- Fixed cost items that are identified in an approved grant application.
- Costs related to faculty conference attendance (these should be requested through Academic Senate)
- Adjunct classroom assignments (guided by FTE allocation)
- The following funds: GFU, Lotto (instructional software and supplies), and CalWORKs.

FAQ: Should I submit a request if my resources were funded last year, but I haven't yet spent out the funds?

If the fund is closed you should re-submit a new Request for Resources. If you are unsure of the status of the fund, please contact the restricted fund program manager. Restricted fund budget plans are developed from the specific item submitted in the request for resources. Funds are allocated to specific activities and resources, not to general department budgets.

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