

SAN DIEGO MESA COLLEGE

Budget Allocation Recommendation Committee

Updated: 10.3.25

Purpose: BARC requests are to support new and innovative equipment or initiatives.

Funding: BARC will be allocated \$250,000 annually from Instructional Equipment funding. Non-instructional requests may be funded from the campus Unrestricted General Fund.

Items that should NOT be requested:

Safety/Compliance

If there is a safety concern in your area, please notify your manager and overseeing Vice President immediately and an assessment will be conducted by the appropriate manager

Continuing Software

Continuing software should be requested through the Technology Request process form. Link: <https://www.sdmesa.edu/college-services/administrative-services/tech-support/technology-request-form.shtml>

Replacement Equipment/Computers

To request a computer, equipment installation or move, software installation, revision, or update for your classroom PC, etc. please submit a Technology Request Form [CLICK HERE](#) for both hardware and software needs.

Link: <https://www.sdmesa.edu/college-services/administrative-services/tech-support/technology-request-form.shtml>

Replacement Equipment

To request non technological equipment such as instruments, please work directly with your manager to request items to VPA

Travel

Travel Requests should be requested through the Classified Professional Learning Committee or go through the Conference and Travel Committee.

Professional Learning Requests

CPLC

Conference Funding for Students

If the conference is equity related, they can seek equity funding.

If it supports a specific affinity group there are grants, such as HSI and ANAPISI, that can be turned to. Or one can apply for an innovation grant from the Foundation.

Budget Increase

Budget Increase requests should be discussed with overseeing manager for discussion with VPA (supplies or contacts or NANCE positions)

Space Requests

Space conversations should happen first with their Dean then overseeing VP. If supported by the Dean and VP, the VP will bring to the Executive Leadership for consideration.

Rubric: Sustainability – Explain how your request promotes Sustainability

Request clearly demonstrates a commitment to sustainability of resources (environmental, physical, fiscal, and human).

Examples include:

Commitment to and prioritization of policies or practices that improve environmental justice and sustainability

Stewardship of resources (physical, fiscal, and human)

Climate action education

Policies, practices, programs committed to reducing Mesa College's carbon footprint

Replacement/maintenance of current resources

Cross-functional/interdisciplinary request that improves efficiency of resources, practices, and programming

ACCJC Connection:

- Standard 3.5. The institution's mission and goals are the foundation for financial planning. Financial information is disseminated to support effective planning and decision-making and provide opportunities for stakeholders to participate in the development of plans and budgets.

Mesa2030 Connection:

- Stewardship Goal
 - Mesa College will develop and sustain processes that prioritize environmental justice and sustainability, reduce Mesa College's carbon footprint, and allocate its human, physical, technological, and fiscal resources around the goal of increasing student access, success, and parity in outcomes across racial/ethnic groups and all disproportionately impacted groups.
- Strategic Objectives
 - Increased campus understanding, communication of and transparency in budget and resource allocation.