



Resolution 10.9.3 - Resolution on Budget Allocation Proposal for 4000/5000 Budget Categories (Fremland) Updated Sept. 8, 2010

First Reading: September 13, 2010

Mover: Rob Fremland

Second: Jennifer Cost

Apportionment of Funding for Program Supply and Operating Needs Rationale

In a practice of collaboration that is in keeping with Mesa College's culture of shared/participative governance, the Chairs Committee deems it appropriate to formally express its commitment to the efficient and transparent allocation of financial resources to College programs. With regard to Category 4000 and 5000 funding, the Committee recommends that this apportionment be directly integrated with the existing Program Review process via the addition of a new Program Review document section entitled "Program Supply and Operating Needs" that would be included in all Program Review documents and completed annually by Program Review lead writers, in collaboration with their Chairs and discipline faculty. The Chairs Committee also recommends that any data collected by the Mesa College Research Committee or Office of the Vice President of Instruction that would be useful to Chairs in determining their Category 4000 and 5000 funding needs be sent via email to the Department Chairs at the beginning of the Fall semester so as to permit them to discuss the data with their deans and obtain any required clarification in a timely manner.

To develop department/program supply budget (4000 categories/supply items less than \$200.00) and operating budget (5000 categories/operating items less than \$200.00), the Chairs Committee suggests the following protocol:

Appropriate timelines will have to be determined.

1. To begin this new process, each department should be allotted the same amount of money for the new fiscal year that they were the previous year.
 - a. The previous year's supply/operating budget shall be analyzed.
 - b. An expenditure sheet should be sent to each Department Chair showing all specific expenditures as soon as it is available. (It would be helpful if Chairs received the information prior to the beginning of the fall semester.)
 - c. A statement will be incorporated into the program review process to address budgetary needs.
 - i. If after analysis it is determined that all of the money was used and the department does not see a need to increase the budget, a statement will be made in the program review that no new money is needed.
 - ii. If after analysis it is determined that all available money was not used and the department does not see a need to maintain or increase the budget, a statement will be made in the program review that no new money is needed.
 - iii. If after analysis it is determined that all money was used and the department has a need to increase the budget, a statement will be made in the program review arguing their position for extra funds.
2. All departments shall make their arguments concerning budget issues in their Program Review and document their budget proposals in the matrices developed through the shared governance process.
 - a. Arguments should be based upon, but not limited to the following:

- i. Meeting student needs.
 - ii. Meeting department needs.
 - iii. School needs.
 - iv. The mission of Mesa College.
 - v. Chronic unrealized departmental materials needs
 - vi. Replacement of lost, broken, stolen material
 - vii. Replacement of out-of-date material
 - viii. Recent increases in sections without increases in materials
 - ix. Increases in materials costs and shipping (inflation)
 - x. Discontinuance of essential material may necessitate "stocking up" of product to take advantage of "sale" items.
3. In addition to submission to Program Review, any budget needs/requests beyond the current allotment will be forwarded to the budget committee
- a. The budget committee will develop a rubric to determine the priorities for budget.
 - i. Rubric should be developed based on items such as the following:
 - Meeting student needs.
 - Meeting department needs.
 - School needs.
 - The mission of Mesa College.
 - Chronic unrealized departmental materials needs
 - Replacement of lost, broken, stolen material
 - Replacement of out-of-date material
 - Recent increases in sections without increases in materials
 - Increases in materials costs and shipping (inflation)
 - Discontinuance of essential material may necessitate "stocking up" of product to take advantage of "sale" items.
 - b. The rubric will contain a priority list of the aforementioned issues.
 - c. The rubric will be published
 - d. The committee will approve extra funds as they become available based on the published rubric.
4. Funding list will be forwarded to the President's Cabinet for final approval.
5. An appeals process shall be established
6. Documents will be filed for a historical reference.

Be it resolved that the Academic Senate adopt the proposal listed above dated September 8, 2010.

Presented to the Academic Senate: September 13, 2010

Approved by the Academic Senate: September 27, 2010