Resource Allocation, RA

All funding requests should be linked to goals in Program Review

Faculty personnel requests go through Faculty Hiring Prioritization Process	Staffing requests go through the Budget Augmentation Process	Ongoing funding requests go through the Budget Augmentation Process	One-time funding requests go through the Resource Allocation Process
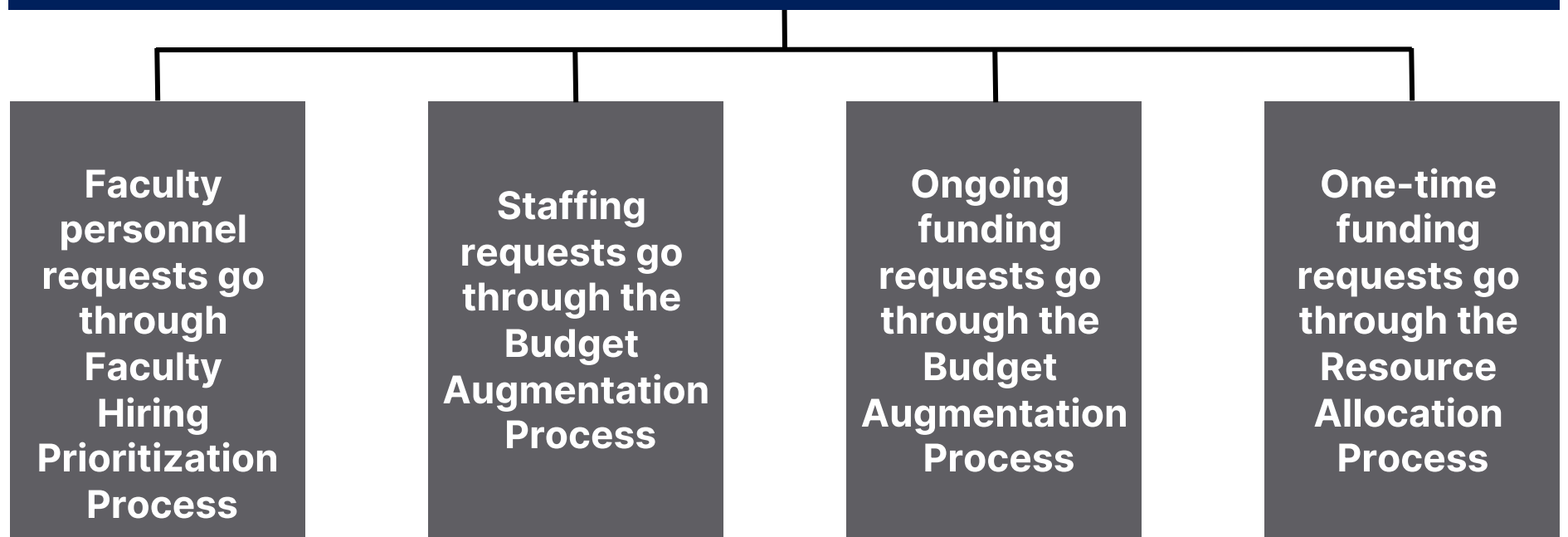
RA Steps	Dates	Resource Allocation Request Step Description
Step 1	March-May	Resource Allocation forms are submitted to direct supervisor. Requested resources should be connected to planning goals in your most recent PR.
Step 2	March-May	Managers from a division verify requested items have been identified in respective program reviews. Division managers will work together to combine all requested resources into one prioritized list.
Step 3	May	Appropriate Master Planning Committees review Resource Allocation lists for their division.
Step 4	July-August	VP's meet to develop one prioritized Resource Allocation list for the entire college, including identifying alternate funding resources. Cabinet reviews the final list to determine items to be funded.
Step 5	September-November	Resource Allocation funding is adopted by the Board of Trustees as part of the District final budget. Budget managers are notified and account lines are provided.
Step 6	September-November	Report to Budget Committee on prior and current year Resource Allocation items.
Step 7	March-October	In current program reviews, participants should assess how previously funded items helped improve program outcomes or goal achievement.

Other things to note about Resource Allocation

- All funding requests need to be included in the program review, however, not all items should be included in the Resource Allocation Process.
- The Resource Allocation Process identifies the need for equipment/services to assess in goal achievement or improve program outcomes.
- The vetting process for Resource Allocation includes looking for other sources of funding such as grants and one-time funds.

Closing the Loop
Items Funded and Purchased from the 2021-22 Resource Allocation Process
Requests from 2020-21 Program Review

- Boom Lift (Complete-Maintenance)
- Canopies (Complete-Student Services)
- Carts (Complete-Maintenance and Operations)
- Cohort Development (In progress-Instruction)
- Copier (Complete-Fiscal Services)
- Dishwasher/Refrigerator (Complete-Child Development Center (CDC))
- Interior/Exterior Paint (Complete-CDC)
- LB Remote Worker Lounge (In progress-Instruction)
- Mower (Complete-Grounds)
- Office Blinds (Complete-Student Fees)
- Pool Dolphine (Complete-Maintenance)
- Sheds (Complete-CDC)

2022-23 Approved Resource Allocation One-Time Funding Requests
Requests from 2021-22 Program Review, funds available October 2023

- Adjustable Racks and Bins (Maintenance)
- Beltpack Headsets (Theater Arts)
- Budget Software (Fiscal)
- Classic Birch Classroom Chair 11.5" (CDC)
- Colleague Studio computed columns for Business Applications Analyst (ITS)
- Colleague Studio Programming Fundamentals Training for Business Applications Analyst (ITS)
- Copier (Purchasing)
- Copier/Scanner (Payroll)
- Covered Carport (Maintenance and Operations)
- Desk Risers (Office of Institutional Effectiveness (OIE))
- Desktop Computers (Payroll)
- eLumen Credits (OIE)
- Facilities Building Expansion (Maintenance and Operations)
- Field Lazer Airless Sprayer (Maintenance and Operations)
- Forklift (Purchasing)
- Honda Generator (Events)
- Hydro Jet & Camera, Sewer Drain Cleanout (Maintenance)
- iPad Air-Volleyball (Volleyball)
- iPad-Men Water Polo and Swimming (Water Polo/Swim)
- Laserfiche Training for Business Applications Analyst (ITS)
- LB Kiosk: HP EliteBook X360 1030 G4 (Convertible Laptop/Tablet) (LB Student Fees)
- LB Service Window: Bulletproof Glass (LB Student Fees)
- Mowers (Grounds)
- Parts Washer (MC Farm)
- Push Bar Emergency Exit Gate (CDC)
- Signage over Welcome Week (Student Services)
- Storage Cabinets (OIE)
- Tableau Training for Business Applications Analyst and Senior Research Analysts (ITS)
- Taylor-Dunn Cart (Maintenance and Operations)
- Taylor-Dunn Cart (Purchasing)
- Topdresser (Grounds)
- Travel and Expense Software (Fiscal Services)
- Various Music Materials-Infant/Toddler (CDC)
- Wooden Dutch Doors (CDC)

2022-23 State Instructional Equipment Budget Funded Items
Requests from 2021-22 Program Review

1. 3B Human Sexless Torso Model (Biology)
2. Apple 11-inch iPad Pro Wi-Fi plus AppleCare+ (Theater Arts)
3. Baseball Batting Cage Net (Kinesiology)
4. Beltpack headsets (Theater Arts)
5. Biopac Human Physiology lab teaching system (Biology)
6. Book/e-Book Funding (Library)
7. Corning Hot Plate Digital Stirrers 120 V, 60 Hz PC-420D 5x7" (Chemistry)
8. Corning Hot Plates with Stirrers (Biology)
9. HP ProBook 650 G5 (50) (Distance Ed.)
10. HP ProBook 650 G5 (Mathematics)
11. HP ProBook 650 GB computers for use with BIOPAC physiology teaching system (Biology)
12. HP ProDesk 400 GB mini desktop computers for Biology 1 Lab (Biology)
13. HX-200 Systec Autoclave large replacement autoclave for microbiology and Service Contract (Biology)
14. Intelligent Charging Carts (SB-5924B, charges 24 laptops) (Mathematics)
15. Laptops (Chemistry)
16. Leblond Lathe (Welding)
17. Licensed Software for BIOPAC teaching system (Biology)
18. MEDIACLAVE 10 US Plug with Printer (Biology)
19. MEDIAJET maintenance for microbiology plate pourer and parts (Biology)
20. Microfilm reader (Library)
21. Minus 80 Freezer model MDF-DU302VX-PA (Biology)
22. Model of Human Cochlea (Inner Ear) (Somso) (Biology)
23. Model of Human Ovary (Somso) (Biology)
24. Model of Planarian (Ward's) (Biology)
25. Oversized Heart Model W/Pericaerdium (Denoyer-Geppert) (Biology)
26. PC Based Minispirometer Light and Filer Kits (Biology)
27. pH Probes (Chemistry)
28. Pipe Pro 400 (Welding)
29. Primo3HD+100x Primostar HD Digital Microscope with integrated 8mp camera (Biology)
30. Programmable Electric Kiln (Fine Arts)
31. Removable Neuron Model (Somso) (Biology)
32. Rubin's Eye Vision Simulator with corrective lenses (Biology)
33. Set of Microscopes for the Human Biology and Physiology lab Zeiss Primostar light microscopes (Biology)
34. Slide Cabinet system for storing microscope slides (Biology)
35. Spine Board for swimming pool (Kinesiology)
36. Surface Pros (including keyboard and stylus) (Chemistry)
37. Tall Storage Microscope Cabinet with Glass Doors (Biology)
38. Thermo Scientific Visible Spectrophotometer Set for all Biology Labs (Biology)
39. Timpani Set (Music)
40. Weld Bend Tester (Welding)
41. Wireless Microphone System (Theater Arts)
42. Yamaha YM-1430 Marimba (Music)
43. Bend Tester (Welding-LB)
44. New Desk (English-LB)
45. New Chairs (Science-LB)