

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: RESOURCE REQUEST AND ALLOCATION	Original Issue Date: December 12, 2013	Policy #: 730
	Supersedes: January 12, 2017	Effective Date: August 10, 2017
Individuals / Committees Consulted: Institutional Effectiveness SON Planning EDCOS Planning	Reviewed & Approved by: College Governance	Approved by: Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To establish the process for resource request and allocation

POLICY:

All stakeholders provide input into College resource needs. Resources are requested through multiple routes:

- Divisional Dean/Director: Faculty/staff request resources through the program/semester coordinators or committee chair
- College Governance Committee: Program resource needs identified from program review reports are compiled, reviewed, and prioritized during the planning, budgeting, and resource allocation cycle
- Board of Trustees: College Governance Committee presents budget and capital projects/fixed asset requests

PROCEDURE:

Faculty and staff:

- Identify routine and emergent resource needs through:
 - Observation and assessment
 - Semester/course committee meetings
 - Employee and student survey findings
 - Student Learning Outcome Assessment reports
- Notify divisional Dean/Director of resource needs through established routes.

Semester/course coordinator/committee chair:

- Identifies resource needs through semester meetings and Student Learning Outcome (SLO) Assessment and Annual Committee Evaluation reports (ACERs)
- Presents urgent requests for resources to divisional dean/director/governing committee.

Dean/Director/designee:

- Orders routine and emergent resources through established routes. These are approved by designated divisional Deans/Directors and the Provost as indicated
- Obtains approval to order preview items for committee/individual evaluation
- Reports request status to Administrative team
- Incorporates resource needs into Annual Program Evaluation Report (APER) including requests for personnel, space, and equipment
- Presents budget/capital project requests to College Governance

Subject:

RESOURCE REQUEST AND ALLOCATION**Research Director:**

- Compiles requested resources from survey findings and from ACER, APER, and SLO Assessment Reports using Program Resource Needs form
- Presents Program Resource Needs Report to College Governance Committee annually
- Guides College Governance Committee in the annual review and evaluation of the status of the preceding year's Program Resource Needs Report.

Provost:

- Reviews and approves divisional resource requests, such as On Line Requisitions (OLRs)
- Leads College Governance Committee in annual:
 - Review of Program Resource Needs
 - Evaluation of the preceding year's Program Resource Needs Report
 - Establishment and approval of Budget and Capital Resource Requests
- Presents Budget Request and Expenditure/Revenue Report to the Board of Trustees (Board) annually on behalf of College Governance Committee
- Evaluates effectiveness of the resource request process in the triennial College Report.

SON Planning Committee:

- Monitors and tracks expenditures and purchase orders
- Assimilates and prioritizes needs and prepares the annual Budget Request for College Governance Committee approval
- Plans resource allocation and makes recommendations to College Governance Committee.

College Governance Committee:

- Reviews annual Program Resource Needs and determines follow up actions
- Evaluates the status of the preceding year's Program Resource Needs and effectiveness of resource allocation
- Reviews and recommends approval of budget requests and resource allocation to meet strategic planning goals
- Forwards approved recommendations regarding resource requests to the Board if indicated.

Board of Trustees:

- Monitors the financial status of the College
- Reviews/approves the annual Expenditures and Revenue Report, Budget Request, and other funding proposals
- Makes recommendations/advocates for resources through Medical Center/Department of Health Services.

PROCEDURE DOCUMENTATION:

On Line Requisition

On Line Requisition Tracking Log

Program Resource Needs

Program Resource Needs Report

Annual Budget Requests

Budget Allocation and Expenditure Summary

Subject:

RESOURCE REQUEST AND ALLOCATION

Expenditure Management: Statement of Expenditures and Revenues Report

REFERENCES:

Department of Health Services Budget Request Process

College Policy #720: Services, Supplies, and Equipment: Ordering and Tracking

College Policy #722: Preview/Purchase of Instructional Media

REVISION DATES:

December 12, 2013

January 12, 2017

August 10, 2017