

Continuing Education – Resource Request Guidelines and FAQs Budget Cycle 2022-2023

Thank you for your work to assist the organization to be fiscally responsive in our annual resource request process. Much has changed from previous cycles; to provide some background we are including some context to the Fiscal Year (FY) 2022/23 process for guidance and transparency in the hope of expediting and clarifying the resource request process.

Funding Available

Last Year (FY 2021/22) 206 resource requests were submitted. The amount to fund these initial requests totaled \$8,657,567. Administrative Services, with support from restricted fund project managers, reviewed each request to determine allowable and available funding sources. A total of \$1,808,901 (CAEP, PPIS, SWP, WIOA II) was available to fund all requests, leaving a shortfall of \$6,848,666. Additional funding in the amount of \$1,083,148 (Perkins, Lotto, HEERF II and GFU) was identified to lessen the shortfall. The shortfall was also addressed through an unforeseen but necessary priority ranking with input from the full management team, which reduced the initial 206 requests by half. Decisions were made in the spirit of working together to meet the needs of students.

The amount of funds to allocate this year (FY 2022/23) is unknown yet; however, we do not anticipate significant increases in resources. **Programs and Departments are asked to take a more conservative and prudent view of resource requests than in the past** and focus on critical funds needed in this changing educational environment and needs of students. Please consider the following when making 2022/23 Resource Requests:

- Because of the amount of existing fixed cost salaries and benefits, 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 our 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 a combination of online and face-to-face course instruction).
- Request should be able to be planned, implemented and accomplished within a program year (July – June) timeframe.

The primary funds available to fulfill Resource Requests are restricted funds. Therefore, requests need to be aligned with those fund plans, provisions and allowability. If requests are not aligned with the intent and allowability of the funds they will not be able to be allocated. Restricted funding sources (e.g. CAEP, CalWORKs, SEAP, WIOA II) will require additional steps for ensuring alignment with the funding plans and requirements as needed per funding source guidelines. For more information, contact the grant manager.

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

SDCCE Integrated Planning 2021-2022

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

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. FELL; 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.

Guidelines for Filling out Requests:

- Last year's requests (2021-22) were copied to 2022-23 to use as templates. **Make sure to delete any requests that are not relevant to the 2022-23 budget request cycle.**
- Review the results of the funding requests last year, and if applicable, the rationale for why requests were reduced or denied, in deciding if a request will be re-submitted, edited or deleted this year.
- See Annual Integrated Planning Timeline for important planning and resource request due dates (posted online [here](#) and in [AIP Canvas shell](#)).
- Requests should be aligned with the institution's priorities. The *SDCCE Principles for Prioritizing Planning, Programs, Services and Resources* document (posted online [here](#) and in [AIP Canvas shell](#)) is updated annually and guides the institution in decisions related to planning and resource requests.
- Complete all form fields unless otherwise stated.
- **Relate your request form to one program objective in your unit's strategic plan.** This is a manual connection process. Refer to the *Connecting Related Resource Requests* Video [here](#) if needed.
- 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.
- If any request is directly tied to another request (i.e., requests are dependent upon one another for funding; e.g., unit has a need for a workstation and space to support a new personnel request), enter a unique name to identify these grouped requests (instructions in each form). This ensures that projects with multiple forms will be considered together in budgeting.
- Refer to the Cost Sheet provided by the Administrative Services Office to estimate the cost of commonly requested equipment (posted online [here](#) or in [AIP Canvas shell](#)).
- For new personnel positions, include costs in your requests for workstation 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, anvargas@sdccd.edu, for equipment/technology or facilities-related questions (e.g. facilities costs that may need to be factored into the total cost of a project and for large projects).

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

Last Updated: October, 2021

SDCCE Integrated Planning 2021-2022

Note: Health and Safety hazards are immediate issues that are managed through the Office of Administrative Services and not through the Resource Request Process. Please contact Anthony Vargas in the Administrative Services Office (anvargas@sdccd.edu) for immediate health and safety issues.

- Make sure that any requested conferences are not located in prohibited states (AB 1887).
- 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 online [here](#) and in [AIP Canvas shell](#)). *DO NOT include these conference requests in your program/department-specific requests.*
- Administrative units that support student success throughout the institution 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).

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

Included:

- New ongoing funding requests (e.g. new and replacement contract faculty 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, consultants, marketing, and other tangible items.
- **The following funds: CAEP, CalWORKs, DSPS, GFU, Lotto (instructional software and supplies), Perkins*, PPIS, SEAP (SSSP, SEP, BSI), SWP*, WIOA II**

***This year Strong Workforce (SWP) and Perkins will be addressed separately** due to new grant reporting requirements. For more information or questions on SWP and Perkins, contact Alex Berry, aberry@sdccd.edu. For all other fund inquiries, contact Mark Nesbitt III.

Reminder: All restricted funds have limited funding and align to planned goals. Please review restricted funding plans (e.g., SDAERC Annual and Strategic Plans) to ensure alignment.

Excluded:

- **Fixed costs.** These are defined as any currently approved contractual obligation, including current contract faculty and staff, activities approved and included in restricted funding plans, ongoing software critical to operations and instruction. 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)

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

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