



Budget Request & Monitoring Training

ENROLLMENT MANAGEMENT MEETING

MONDAY, SEPTEMBER 11, 2017 - 3:00 PM

Budget Requests

Annual Program Review Update & Budget Worksheet

- ▶ Links budget with the California Community College's Core Mission, Porterville College Mission Statement and Strategic Plans (Planning Links).
- ▶ Each Org Code will have a separate tab in numerical order across the bottom of the worksheet.
- ▶ Budget managers will use this form to request budget dollars for temporary labor & benefits and any discretionary expenditures (4000, 5000, or 6000), each of which have a separate section as you scroll down the rows of the spreadsheet.

Linking Program Reviews & Resource Allocation



Name of Division/Program: Learning Resource Center	Contact Person: Bill/Cindy Pummill	Org Code: 511LC1
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[Note: The information in this area will repeat on all pages.]

Student Learning Outcomes/Service Area Outcomes: Are there any changes to your SLOs or SAOs since your last Program Review? <input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. Attach Explanation.	Goals : Are there any changes to your department's Goals since your last Program Review? <input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. Attach Explanation.
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Staffing: Are there any Staffing changes or new requests since your last Program Review? <input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. Attach Explanation.	Technology: Are there any Technology changes or new requests since your last Program Review? <input type="checkbox"/> No. <input type="checkbox"/> Yes. Attach Explanation.
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Budget: Are there any changes to your Budget requests since your last Program Review? <input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. Attach Explanation..	Integrated Planning: Is the budget linked to the California Core Mission and Strategic Planning Goal: <input type="checkbox"/> No. <input type="checkbox"/> Yes (List # _____)
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Sustainability: Are there sustainability issues in your area that need to addressed since your last Program Review? <input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. Attach Explanation..
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1000's-3000's Accts	Description	Program	Activity	Location	2015/16 Actuals	2016/17 Actuals	2017/18 Budget	TOTAL 2018/19 Request	Priority	Program Review Justification	Comments	Grant or Categorical Funding Supported
2411	Inst Students	611000	PTL001					-				
4313	Non-Inst Supplies & Materials	611000			56.85	674.32	700.00	700.00				
4310	Inst Supplies & Materials	611000			485.48							
	TOTAL OF BUDGET REQUEST				542.33	674.32	700.00	700.00				

Additional Instructional Materials

- ▶ FY17-18 Instructional/Library Materials Allocation
- ▶ "Instructional" shall mean equipment purchased for instructional and/or library/learning resource center activities involving presentations and/or hands-on experience to enhance student learning and skills development.
- ▶ "Library Materials" shall mean books, periodicals, related ordering, processing, cataloging or binding costs or services, reference databases, cataloging and/or security systems, maps, documents, microforms, computer software, or prerecorded audio-visual resources for the benefit of student learning.

Budget Ranking Rubric (revised)

Directions: Circle or highlight the rating for each category below. ¶

CATEGORY ^α	Zero (0) ^α	Low (1) ^α	Medium (2) ^α	High (3) ^α
Aligned with Core Mission & Strategic Plan Goals¶ <ul style="list-style-type: none"> • → CA Community College Core Mission¶ • → PC Mission Statement¶ • → PC Strategic Goals¶ • → Master Plans¶ • → Committee Priorities¶ 	No demonstrated alignment with Institutional Goals ^α	Demonstrates alignment with either Core Mission, Mission Statement, or Strategic Goals ^α	Demonstrates alignment with Core Mission, or Mission Statement, and/or Strategic Goals ^α	Demonstrates alignment with Core Mission, Mission Statement, and Strategic Goals ^α
Integrated with Program Review¶	No demonstrated integration with Program Review ^α	Demonstrates integration with Program ^α	Demonstrates integration with Program Review ^α	Demonstrates integration with Program Review and addresses committee priorities. ^α
Benefits Justify Cost¶ (e.g., many students positively affected using low cost approach)^α	N/A ^α	Low value compared to cost ^α	Medium value compared to cost ^α	High value compared to cost ^α
Data Based Rationale¶ <ul style="list-style-type: none"> • → Key Performance Indicators¶ (see Program Review)^α 	No data rationale ^α	Little data suggesting the need for or feasibility of the allocation ^α	Some data suggesting the need for or feasibility of the allocation ^α	Various data sources suggesting the need for or feasibility of the allocation ^α
Measurable Outcomes¶ <ul style="list-style-type: none"> • → Service Area Only¶ • → Department/Administrative Goals^α 	No demonstrated measurable outcome goal ^α	Documented measurable outcome goal ^α	Documented project measurable outcome goal tied to SAO ^α	Documented measurable outcome goal tied to SAO and performance indicators ^α
Health and Safety^α	No concern for health and safety ^α	Low concerns for health or safety ^α	Medium concerns for health or safety ^α	High concerns for health or safety ^α
Add by Column. Then Insert Total Score Here: ^α	^α	^α	^α	^α

Adapted from City College of San Francisco, revised 9/18/2012, and Gavilan College¶

Revised 8/31/17¶

One Time Fund Request

PORTERVILLE COLLEGE One-Time Money Request

Name of Division/Program: _____ Contact Person: _____
[Note: The information in this area will repeat on all pages.]

Date: _____ Need By Date: _____ Total Amount Requested: _____

Is this a Technology Request?
 _____ Yes. Attach Explanation.

Is this a Staffing Request?
 _____ Yes. Attach Explanation.

Is this an ongoing adjustment to your budget?
 _____ Yes. Attach Explanation

Is this an Equipment Request other than Educational Technology?
 _____ Yes. Attach Explanation

How is this request addressed in your program review?
 Attach Explanation

1000's-3000's Accts	Temporary Labor w/Benefits (student workers, lab aides, etc.) excludes adjunct faculty	Priority	TOTAL Request	Link to California Core Mission Statement	Link to PC Mission Statement	Link to Strategic Plan Initiative/ Goal #
1310	Adjunct					
1320	Intercession					
1330	Overload					
	Subtotal of Temporary labor/Benefits					
4000's Accts	Supplies, Food, Materials					
4310	Inst Supplies & Materials					
4313	Other equipment					
	Subtotal of Supplies					
5000's Accts	Services, travel, guest speakers, memberships/dues					
6000's Accts	Equipment (new or replacement)					
6412	Computer/Technology Equip					
6416	Other Equipment					