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:	Effective Date: December 12, 2013
Committees Consulted: College Administrative	Reviewed & Approved by: College Planning	Approved by: *Nancy W. Miller* 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
- Administrative Committee: Deans/Directors present divisional needs
- Planning 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: Planning 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 Committee
- Incorporates resource needs into Annual Program Evaluation Report (APER) including requests for personnel, space, and equipment
- Presents budget/capital project requests to Administrative Committee.

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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 Planning Committee annually
- Guides Planning 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 Planning 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 Planning Committee
- Evaluates effectiveness of the resource request process in the triennial College Report.

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

Planning 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

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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