Sierra College Resource Request and Allocation Process

All decisions to allocate Sierra College resources are made with reference to and reverence for the District’s Mission Statement, Program Review, Educational Master Plan, Strategic Plan, and other District plans, as appropriate. Annual strategy prioritizations by the Board of Trustees identify the key areas for allocation for the year. All staff are encouraged to participate in the development of goals, strategies, or resource requests.

1. **Unit Level:** ePARs are the point where units, informed by the documents and processes above, declare short-term annual goals and staffing, equipment, and facility resource requests. ePAR reports and requests are generated by each unit, authored by lead staff, and reviewed by unit managers. Managers and unit leads are expected to have dialog with faculty and staff regarding goals, strategies, and requests and to resolve differences at this level. However, unit leads may put forward any goal, strategy, or request without endorsement by their manager. All ePAR information is open for public review once reviewed by managers.

2. **Division Level:** The second step is division review. Each division, by its own methods, reviews all its ePAR request items. Requests are reviewed and prioritized by each division using district plans, goals, and strategies, as well as Program Review Committee findings and division planning information. The requests deemed as best aligned with these plans and with the best likelihood of improving the target metrics associated with these plans are forwarded out of their divisions.

3. **Executive Branch Level:** Division prioritizations are then forwarded to the Executive Branch. Each of its six segments (Instruction, Student Services, IIT, Operations, Human Resources, and President) determines a prioritization within its divisions. Once branch prioritization is complete, the results are forwarded to the Planning and Resource Allocation Committee (PARAC) and publicized to all constituencies.

4. **District Level:** The Planning and Resource Allocation Committee (PARAC) prioritizes the Executive Branch Level resource requests at a district-wide level based upon review and analysis of priorities of divisions, Deans’ and Operational Councils as well as Program Review Committee findings, District plans, current district fiscal status, the interests of the Board of Trustees, and other pertinent information. PARAC then recommends resource allocations to Strategic Council.

5. **District Level:** The Strategic Council acts as trustee of the resource allocation process, to ensure that due consideration has been given to all requests, to process any concerns, and to forward its final resource allocation requests to the President. The Council’s view is expected to be at the macro level, ensuring that the goals and strategies of the district are in alignment with these resource allocations, and considering adjustments if there are major concerns. The Strategic Council then forwards its recommendations to the President.
6. The **President’s** role is to make a final budget recommendation to the Board of Trustees, based upon the recommendations of the Strategic Council, and upon consideration of any other matters he or she considers crucial to the health of the District.

7. The role of the **Board of Trustees** is to review the budget recommendation of the President, and, in light of its duty as representative of the community, vote a budget for the District.

8. Upon completion of this decision cycle, the Research and Planning Office performs a **process evaluation** of each step of the cycle and forwards a set of recommendations to the Strategic Council for improvement of the process.

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