

## District Office Department Budget Augmentation Process

- 1) A need is identified using the bi-annual Department Planning Portfolio (DPP) process. DPP's are to be completed and/or updated by August 1<sup>st</sup> each year.
- 2) DPP's should include campus feedback from surveys or other assessment data which need to be completed no later than April.
- 3) All DPP's should be turned in to the Planning and Operational Effectiveness Committee (POE) at their first meeting in August to begin the review cycle. As the district-wide Planning Committee, POE has the big picture in order to validate what is included in the DPP's, taking into consideration prioritization, 50% law compliance, etc. POE will also provide for campus input from the campus representatives on the committee.
- 4) In POE's review of the DPP's, any augmentation requests that relate to facilities will be referred to the Physical Resources Committee (PRC) for their input, any augmentation requests that relate to technology will be referred to the Technology Advisory Group (TAG), and any augmentation requests that relate to personnel will be referred to the Human Resources Committee (HRC) for their input. It is understood that some requests may need to be referred to more than one of these committees. It is also possible that while completing the DPP, the manager may have already consulted with the various committees and recommendations may have already been made. This information should be noted in the DPP and therefore there would not be a requirement to go back again.
- 5) It is expected that the requestor/manager ensure their requests get channeled through these committees and back to POE before POE's last meeting of the fall semester.
- 6) POE forwards final recommendations on all augmentation requests to the Fiscal Resources Committee (FRC) by their first meeting in January.
- 7) As FRC discusses and recommends a budget for the coming fiscal year, they will consider augmentation requests at the same time and will make recommendations on augmentations to District Council for review.
- 8) District Council will make a final recommendation to the Chancellor, who will make a final decision.
- 9) In some situations, there may be an augmentation request that arises from a mandate, emergency, or other extenuating circumstance. Unless the Chancellor determines there is not sufficient time, all requests should still follow this process. As noted in the Budget Allocation Model, the Chancellor (and Board) reserves the right to adjust allocations as necessary.

### Other Recommendations:

- POE should fine tune a detailed planning calendar
- POE should create criteria/rubric/process to evaluate DPP's
- Phase II should include comparison to other districts of the services and cost of services offered. This would also need to be completed each DPP cycle and complete by April



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