



2021-2022 (FY 2022) Resource Allocation Additional Resource Request Explanation and Instructions

Below are instructions and guidelines for completing a resource allocation request. If you have questions regarding completion of the form, please contact Natalya Brown at natalya.brown@umpqua.edu.

What do I need to know before making a request for additional resources for FY 2022?

- **Purpose.** A completed Resource Allocation Request form must be submitted if you perceive a critical need beyond current funding; *the need must be related to compliance; the College's strategic priorities (see list below) that is detailed in an approved 2020-2022 tactical or operational plan; or an operational imperative identified in an approved 2020-2022 tactical or operational plan.*
- **Source of funding.** The College does not have new funds to support requests, so all budgets will be reviewed and funds shifted where possible in order to fund critical need operations related to compliance, strategic priorities, and operational imperatives. A requestor must suggest a source of funds, either shifting of existing funds or securing new revenues. Everyone should be prepared to relinquish funding of non-essential operations in order to fill critical needs of the College. There is no guarantee of funding for submitted requests.
- **Collaboration.** Requestors must collaborate with the budget managers of their respective areas in order to complete the fiscal impact portions of the form. Most categories of resource requests require vetting by a third party prior to submission; vetting will allow for enhanced communication, collaboration, non-duplication of effort, identification of barriers, and more accurate cost estimates.
- **Request review.** The Institutional Effectiveness Committee will apply the attached rubric and provide information to SLT for review and decision-making. During the review process, you may be asked for more information or clarification.
- **Amount.** Requests must be for \$5,000 or greater. Requests for less than this amount need to be discussed with a supervisor and SLT member to determine options, including the possibility of requesting funds from the Foundation.)

How do I indicate if I just need resources for this year or if the resources are needed for multiple years? One the form, identify your request in one of the following two categories.

1. **Ongoing/Continuous.** Personnel or positions, technology or software that require routine maintenance and upgrades, certifications that will require periodic re-certification, continuous advertising, off-site facilities, new program development, etc. If approved in this budget cycle, requests do not need to be submitted in future budget cycles for ongoing costs; those costs will be rolled into the assigned budget. NOTE: Your request may require a one-time upfront investment plus ongoing maintenance, renewal of contracts, etc. If that is the case, include your request in this category.
2. **One-time/Single occasion.** One-time costs for new program development, consultant work, new or replacement equipment and supplies, software or technology that does not require maintenance or upgrades for the life of usage, seminar or conference attendance, etc. NOTE: Your

request may require a one-time upfront investment plus ongoing maintenance, renewal of contracts, etc. If that is the case, include your request in the ongoing category.

What kinds of resources should be requested through this process? Who do I need to work with to develop my request?

- **Personnel.** Any full time, part time, overload, overtime, or student employee labor that you are requesting that is *not currently budgeted and for which you have supervisor support*. You must include salary, benefits, materials and services including technology needs (computers, software, etc.), and facility usage (office space, storage space, etc.). Salary/benefit costs must be verified by the Budget Manager prior to submission; technology and facility needs must be vetted by the respective directors prior to submission. **NOTE: Faculty position request.** If an additional FT or PT faculty position is requested, you must also attach the completed faculty position request form.
- **Facility/Space.** Identify space needed and include any associated cost for renovations or reconfiguration; all facility requests must be vetted by the Director of Facilities prior to submission.
- **Training/Travel.** Include travel, lodging, per diem, and registration fee in request.
- **Technology.** Identify purchase cost as well as maintenance cost; all technology requests must be vetted by the Director of IT prior to submission.
- **Software.** Identify purchase cost as well as maintenance cost; all software requests must be vetted by the Director of IT prior to submission.
- **Equipment.** Identify purchase cost as well as maintenance cost.
- **Supplies.** Identify purchase cost as well as maintenance cost.
- **Marketing/Advertising.** Identify estimated cost; all marketing/advertising requests must be vetted by the Chief Advancement Officer prior to submission.
- **Support from other campus departments.** Identify other campus areas that are needed to provide support, assistance or participation; all requests that need support from other departments must be vetted by those departments prior to submission.
- **Other.** Describe in detail needs that do not fit in any of the above categories.

What are the strategic priorities for 2020-2022?

All requests aligned with a strategic priority, as listed below, or an operational imperative as listed in a tactical or operational plan must identify the priority from the list below or the imperative from a tactical or operational plan. All requests must cite the activity/action and associated resources identified in an approved 2020-2022 tactical or operational plan that are aligned with the resource request.

1. Enhance efficiencies and effectiveness of cross-campus processes and services
 - 2020-2022, tactical plans should focus on:
 - Paperless, to include workflow and document storage
 - Unified system of record, to address registration and billing
 - Employee onboarding and training
2. Enhance, diversity, equity, and inclusion across all campus operations and services
3. Enhance the quality, efficiency and effectiveness of academic programs utilizing pertinent campus collaborations
4. Expand and diversify recruitment through cross-divisional initiatives
5. Implement guided pathway strategies through cross-campus partnerships
6. Integrate College programs and services with community agencies, schools, business, and industry
 - Focus on service, service learning, workforce partnerships (CEP and CTE), etc.



2021-2022 Resource Allocation
Additional Resource Request

Use this form to request resources in addition to your operating budget that specifically support the College's strategic priorities, operational imperatives, and/or compliance requirements. Do not include standard operational budget requests. Do not include the resources requested on this page on your regular budget worksheets. Reference to resources identified in your tactical/operational plans is required. Provide a response to all items.

Title of Request: _____

Requestor, position title, department, and supervisor: _____

Type of resource(s) being requested (select all that apply):

- Personnel - I have consulted with my supervisor and the Budget Manager
Faculty Position - I have attached the supplementary form for requesting a faculty position
Facilities/Space - I have consulted with the Director of Facilities
Technology/Software - I have consulted with the Director of IT
Marketing/Advertising - I have consulted with the Chief Advancement Officer
Training Supplies Equipment
Other (Describe):
Support from other campus departments - I have consulted with the following departments for their support:

PROVIDE DETAILED RESPONSES TO ALL ITEMS BELOW. REFER TO THE RUBRIC FOR SCORING CRITERIA.

- 1. Provide an overview of the purpose and significance of the request.
2. Provide an answer for one of the following categories: a. compliance, OR b. strategic priority:
a. This request is related to compliance (legislative, legal, safety, accreditation, etc.): Yes No
If yes, identify the compliance requirement.

Describe how this request supports the compliance requirement.

Identify how this request is connected to a specific action and associated need for resources in the tactical plan or operational plan for your area.

b. This request is related to one or more 2020-2022 strategic priorities or operational imperatives:

Yes No

If yes, identify the priority (priorities) and/or operational imperative(s) being addressed.

Describe how this request supports the priority/imperative.

Identify how this request is connected to a specific action and associated resources in the tactical plan or operational plan for your area.

3. **Describe the impact this request, if funded, will have on college operations, student learning, and/or student recruitment/retention. (See the scoring rubric for more information about impact.) Include the intended outcome(s), measure(s) of success, and target(s) for success.** *NOTE: An outcome is more than counting how much something is done; instead, an outcome is the value added for having engaged in certain activities or initiatives. For example, while an output may be adding culturally relevant material to all program curricula, the outcome would be the value added, which in this case may be an increase in student perception of an inclusive environment as measured in the annual student survey, or it may be a decrease in the achievement gaps among various student populations as measured in institutional indicator data.*

Impact on operations

Outcome (i.e., value-added impact, such as increased efficiency):

Measure of success/target:

Impact on student learning outcomes

Outcome (i.e., value-added impact, such as higher completion rates of gatekeeper courses):

Measure of success/target:

Impact on student recruitment/retention

Outcome (i.e., value-added impact, such as increase in student retention in X academic program):

Measure of success/target:

4. Describe the innovative nature or innovative features of this request. (See scoring rubric.)

5. Identify type, amount, and sources of funds for this request:

- **Type of request (see instructions):** One-time Ongoing
- **Amount of funds being requested:** _____
(Only requests over \$5,000 are considered; for lesser amounts, discuss options with your supervisor/SLT member.)
- **General fund. Budget code for the area to receive the funds:** _____

SOURCES REVENUE FOR THIS REQUEST

- General fund.** I expect this request to be funded from the College's General Fund.
 - I suggest the following funds be shifted to this request: _____
 - This request will generate new funds, as explained in the narrative below.
- Fee.** Describe the new fee that you are requesting to be implemented to cover the cost of the requested resources.
- Self-Sustaining.** Provide the budget code: _____. Explain the source of new self-sustaining monies in the narrative section below.
- UCC Foundation.** I will request funds from the Foundation: Yes No
- Grant.** Only list grants that you have received or have applied for which are related to this request but which do not cover the resource being requested.
- Other.** List other sources of funds are you pursuing: _____

Explain how funds will be shifted or generated in order to cover the costs of this request. (Refer to scoring rubric for guidance.)

Describe the specific ways in which the funds will be used.

6. Describe your implementation plan; include the responsible parties, actions to be completed, timeline for completion, and measures of success along with success target for each action. NOTE: *Your implementation plan may extend beyond the 2021-2022 year in order to show impact of the resource allocation.*

Responsibility	Actions	Timeline	Measures of success & target

7. Describe what you will do should this request not be funded.