Final Report of the Accreditation Sub-Committee

For Recommendation #2 Resources Allocation

July 29, 2011

RECOMMENDATION #2: The teams recommend that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, inclusive, and that is widely disseminated and reviewed/evaluated periodically for effectiveness.

The Accreditation Sub-Committee for Recommendation #2 Resources Allocation consisted of members who are representatives from district services and both colleges. The committee included representatives from all participatory governance groups. The members included Debra Fitzsimons (Chair), Beth Mueller (District Services), Brandye D'Lena, (District Services), Carol Hilton (Saddleback College), Davit Khachatryan (Irvine Valley College), Delores Irwin (Classified Staff-District Services), Juan Avalos (Saddleback College), Gretchen Bender (Saddleback College), Craig Justice (Irvine Valley College), Claire Cesareo-Silva (Academic Senate – Saddleback College), Carmen Dominguez (Academic Senate-Saddleback College), Jeff Kaufmann (Academic Senate-IVC), and Kathy Schmeidler (Academic Senate-IVC).

The committee's charge was to research and analyze SOCCCD's resource allocation model (s) and determine ways to effectively communicate the model to the campus community, as well as identify how planning is driving the resource allocation.   The model is to be open, transparent, inclusive and widely disseminated.   The committee was to also identify, if any gaps were in the model and work to get those gaps addressed.

The committee studied the district resources allocation processes and model. Most of the district's resources (unrestricted general funds) flow through the District Resources Allocation Council (DRAC) and the district and colleges seemed to understand the DRAC process and feel that it was working fairly well.   **DRAC** is the SOCCCD's district-wide participatory governance council, approved by the Board of Trustees, charged with making recommendations to the Chancellor for a) the revenue allocation model (District Resources Allocation Model) on which the district-wide unrestricted general fund budget is based and b) development and oversight of the revenue allocation process. The **DRAC Model** distributes available general fund unrestricted resources (according to the state funding formula) and other funding such as enrollment fees, non-resident fees, local income, miscellaneous income, and ending balances.   It is distributed to five areas: 1) Saddleback College, 2) Irvine Valley College, 3) Contingency Reserve, 4) General Expenditures, and 5) District Services. The intention of the model is to guarantee a predictable, fair, and equitable distribution of revenues to these five areas.

The Accreditation Sub-Committee for Recommendation #2 Resources Allocation determined that the main concern of the campuses was directed toward basic aid.   Basic aid is not distributed through the DRAC model. There seemed to be a sentiment that the basic aid allocation process and the determination of how projects got on the basic aid list seemed "mysterious" to many people.

The Board Policies and Administrative Regulations Council (BPARC) which is a shared governance committee charged with developing and updating board policies and administrative regulations and making recommendations to the Chancellor and Chancellor's Cabinet.   The BPARC worked diligently for the last two years on the development of a new Basic Aid Allocation Policy, BP 3110.   BP 3110 was placed on the last board meeting agenda on July 25, 2011, for the board's study and review.   The board made some changes to BP 3110 and will study and review it further over this coming month. It is anticipated to go to the August 29, 2011 board meeting for further discussion and approval.

AR 3110, which is the administrative regulation that needs to be developed based on BP 3110 Basic Aid Allocation Policy, is being worked on by a small workgroup assigned by the BPARC. The workgroup has met once on July 22, 2011 and has begun the process of the AR development.   They are currently working on the AR development via email and SharePoint and will be holding a workshop for their workgroup with the goal of producing a first draft of the administrative regulation.   This draft will then be reviewed at the next available BPARC meeting for their review and comments, after which appropriate editorial changes and consultation with participatory governance will occur to ultimately finalize the administrative regulation. It is anticipated that the administrative regulation will be brought to a board meeting as an information item for the board to review and provide their input, as well.

This Accreditation Sub-Committee for Recommendation #2 Resources Allocation determined that there was a need for the development of a diagram or flow chart that would illustrate in a simple, user-friendly manner, the resources that are received by the district and how the planning process is relied upon and drives allocation decisions on the respective resources.   A resources allocation and planning flow chart was developed by this group for this purpose.   In addition, it was determined that it would be extremely helpful to employees to have definitions of the various resources and planning terms. Therefore, a definition of terms sheet was created to accompany the flow chart, so that people can understand what all of the terms mean. Lastly, it was determined by the sub-committee to have a table to show all of the funds that there are in the district, the fund number, description, and definition of each fund. This was decided so that it would further provide good and useful information to the campus constituencies while being further transparent about all of the district resources.

It was recommended, in an effort to better communicate to the public and the campuses about district resources that these three documents are posted on SharePoint, the district's public web

pages where budget information is provided and included in the tentative and final budget packets.

The sub-committee is satisfied that the work conducted by this committee, the BPARC, and the workgroup on basic aid is being received positively throughout the district and colleges and that it is addresses Recommendation #2. In addition, other initiatives are underway that greatly improve integrated planning and resources allocation processes at the district.

College strategic and facilities plans are already in place. The SOCCCD Long-Term 20 Year (2011-2031) Education and Facilities Master Plan and SOCCCD Short-Term (2011-2013) Strategic Plan are being finalized. A *SOCCCD District-Wide Integrated Planning Manual* is being developed which will facilitate understanding of the integrated planning and resources processes and the planning manual will be included in a more comprehensive document called the SOCCCD District-Wide Decision-Making Manual. The decision-making manual will outline all decision-making processes that occur on a district-wide basis, responsible committees, and evaluation processes.

A District Services' Administrative Unit Review Process is being finalized so that all district service department set goals and can gain valuable feedback on their performance. Communication strategies are being developed by another accreditation sub-committee which also further enhances the work of this sub-committee, as utilizing the new communication strategies will make the planning and resources processes clearer.

An annual evaluation of these processes will be part of the planning cycle so that implementation of the integrated planning and resource allocation processes can be assessed and necessary adjustments made to improve upon the model.   The timeline for the evaluation process will be outlined in the decision-making manual.