SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 16
FROM:	CHANCELLOR	DATE: 08/29/05
SUBJECT:	SOCCCD: PROCESS FOR THE ALLOCATION OF DISTRICT BASIC AID FUNDS FOR PRIORITY PROJECTS	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

The Board of Trustees, administration, faculty and staff have expressed an interest in establishing a basic aid allocation process. Such a process, which is long overdue, will allow us to consider district needs for allocation of basic aid dollars in a comprehensive, fair and systematic manner. This matter has been considered and discussed by the Board of Trustees at four different Board meetings: April 26, 2004; May 24, 2004; June 21, 2004 and July 19, 2005.

STATUS

The Chancellor's Executive Council has discussed the referenced process and has proposed additional refinement of the process, as shown in Exhibit A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the process to identify and prioritize basic aid funded projects, as shown in Exhibit A.

Item Submitted By:	Gary Poertner, Deputy Chancellor	
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor	
Final Disposition:		**Vote:**

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

PROCESS FOR THE ALLOCATION OF DISTRICT BASIC AID FUNDS FOR PRIORITY PROJECTS

The process for identification and prioritization of basic aid funded projects, including emergency projects, is an annual and dynamic process. The District will adhere to Board adopted budget guidelines on basic aid in consideration of projects for such funds.

1. Any individual may propose projects to the appropriate Dean/Director to request basic aid funding.

2. The Chancellor will communicate any Trustee input for basic aid funding to the College President, ATEP Provost and the Dean/Director, as appropriate, so that the input can be properly and adequately considered as part of the process for the allocation of district basic aid funds for priority projects.

3. The College Dean/Director may bring such proposals to the Instructional Council or Student Services Council, as appropriate, for discussion and recommendation to their respective Vice Presidents.

4. The Vice Presidents will review and communicate their priority list to the Collegewide Council for discussion and prioritization. The Collegewide Council will make a recommendation to the College President

5. The College President finalizes the college priority list.

6. The College President recommends the priority list to the Chancellor

7. The ATEP Provost recommends the priority list to the Chancellor

8. The Deputy Chancellor recommends the District priority list to the Chancellor.

9. The Chancellor's Executive Council reviews priority lists from each College, ATEP and the District, and develops a Districtwide priority list for recommendation to the Chancellor. This will be accomplished based on points obtained in consideration of the established criteria. Each project will be rated by the members of the Chancellor's Executive Council on a scale of 1 (low) to 5 (high) points assigned to each of the following criteria (in alphabetical order):

    a. Availability of State funds
    b. Benefit to students
    c. Common projects: for example, instructional equipment, scheduled maintenance, keying system, parking, carpeting/flooring
    d. Compliance with conveyance agreements, codes and laws
    e. Districtwide changes, for example, IT equipment and software, telephone

f. New construction
g. New property development
h. Project completion
i. Safety
j. Secondary effects

10. The Chancellor finalizes the Districtwide Priority List and recommends to the Board of Trustees for action.

11. In demonstrable emergency situations, the Chancellor will have the discretion to waive the process as outlined herein and recommend to the Board of Trustees funding specific high priority project(s) from basic aid.

It is understood that throughout the dynamic process requests for basic aid funds will be considered based on need, data and justification provided by the party requesting such funds.