

**Budget Advisory Committee
Budget Allocation Rubric**

Name of Committee Member Ranking:
Instructions: Applicants should pick one criteria in each area (as applicable) and explain alignment.
<p>Scoring: Assign a score on a scale of 1-4. Scores need to be totaled.</p> <p>1 (Low) – Minimal connection to the criteria 2 (Fair) – Partial connection to the criteria 3 (Good) - Connected to the criteria, supported with examples 4 (Superior) – Fully connected to the criteria, supported with examples</p>

Criteria	Definition/Explanation of Criteria	Scoring
1.Importance of the Request to the College Mission	1. Is the request essential to the ability of the program, department or service to provide quality educational services?	
2.Strategic Goals/Plan	Does the request meet one of Laney’s strategic plan goals? 1. Promote Equity. 2. Promote a collaborative institutional culture for communication, governance and decision-making. 3. Offer students the highest quality curriculum and services. 4. Cultivate a culture of belonging, pride and self-reflection for continuous improvement. 5. Increase awareness and access to disproportionately impacted communities.	
3.Institutional Effectiveness	Does the request impact: 1. Student performance and outcome 2. The College’s accreditation status 3. The College’s fiscal viability 4. Facilities – provide for replacement, restoration, renewal/development 5. Technology – provide for improvement of service to students & staff, increase the accessibility to educational opportunities	
4.Health & Safety	1. Does the request address an immediate health or safety risk to the public, personnel or students?	
5.Legal Mandate	1. The request clearly outlines how the funding ensures the program, department, or service will remain compliant with legal mandates.	
6. Adverse Impact	1. Has the Cost Center has been adversely impacted due to the loss of funding outside of Fund 01 in the last fiscal year?	
Total		

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Resource Allocation Rubric

Process

Step	Process
1	All operational budgets will be loaded at 90% from the previous year.
2	The 10% that was withheld will create a budget pool to fund current budget augmentation request.
3	All departments have the opportunity to apply for funding in addition to the 90% rollover through the comprehensive program review and annual review update.
4	Review and prioritize all requests for additional funding based on the rubric, ranked from highest to lowest, until the budget pool is exhausted.
5	Make recommendations to BAC, where they are reviewed and ranked
6	BAC will then make the recommendations to College Council

Prioritization Ranking Criteria

- The six criteria on which the rubric is based were discussed and approved unanimously by BAC on 5/9/18
- Definitions for the criteria have been included here, we have sought to align them with the Laney Strategic Plan, or the ideal definition of each.
- Amended to 5 criteria on Feb 27, 2019
- Amendment to 6 criteria on March 6, 2019

Ranking Scale

- **Scoring:** Assign a score on a scale of 1-4. Scores need to be totaled.
- 1 (Low) – Minimal connection to the criteria
- 2 (Fair) – Partial connection to the criteria
- 3 (Good) - Connected to the criteria, supported with examples
- 4 (Superior) – Fully connected to the criteria, supported with examples

Timeline for Requests

- Department Chair puts in request, will be vetted by the Cost Center Manager
- Cost Center Managers requests in late April/when budgets are set to be loaded for the new fiscal year
- BAC will review in May and make recommendations to College Council

Maximum Amount

- 10% to restore to 100% plus 10% or \$5000, whichever is higher.

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Emergencies

- An amount equivalent to the deductible for insurance (\$25,000) should be held for emergencies.
- At the end of February, remaining emergency designated funds should be returned to the Cost Centers proportionally, in order for them to have the opportunity to meet the spending deadline in the first week of April.

Other Considerations

- Some items are essential to operation of the College and should be excluded from the calculation of available discretionary funds – these include Cost Center 531 (Business) Objects 5501-5607
 - 5501 – Garbage and Trash
 - 5502 – Gas
 - 5503 – Light and Power (Electricity)
 - 5504 – Sewer Use
 - 5505 – Telephone Services
 - 5506 – Main Water System
 - 5507 – Pest Control
 - 5605 – Equipment Rentals
 - 5607 – Printing and Dup. Equipment Leases/Rent
- BAC members should recuse themselves from evaluating applications which they may have a vested interest in seeing succeed.
- When recusing oneself from the application evaluation process, scores for the applicant will be averaged and not totaled.