RECOMMENDED PROCEDURES FOR RARB

1. That the Assistant Superintendent, Business Services, be a permanent resource person for RARB and attend all RARB meetings.

2. That the Assistant Superintendent, Business Services, be responsible for:
   a. Agenda
   b. Minutes of the meetings, including general content of presentations
   c. Referral of information to parties as indicated by RARB and to follow-up on referrals as necessary.
   d. Receipt and acknowledgement of all requests and sending of required announcements and notifications. Special attention should be given to notifying parties of their appointments with RARB, stating the appointments are tentative, that is subject to delay. (Also, as parties arrive for RARB hearings they should be notified if a delay is evident.)
   e. Maintenance of reference files.

3. That the Dean of Instruction be a permanent member of RARB, or designate this responsibility to the Teacher/Coordinator, Instructional Resources.

4. That a Chairman and Vice-Chairman be elected at the first meeting of each academic year.

5. That ROBERTS RULES OF ORDER be observed and the Vice-Chairman act as Parliamentarian.

6. That the terms of service for members of RARB be for at least two years and that each representative group (Administrative, Certificated and Classified) develop its own method of rotation. It is also suggested that those members who have completed terms of service on RARB serve as alternate members for one year. Members would have the responsibility of notifying an alternate to be present in the event of necessary absence. Each constituency will appoint its own alternate.

7. That requests for consideration be submitted to the Assistant Superintendent, Business Services, in writing at least one week prior to the meeting at which consideration is to take place. Emergency items may be added at the discretion of the Assistant Superintendent, subject to confirmation of the emergency nature by a majority of the Board.

8. That agendas, including the requests to be considered, be provided to members at least three working days prior to the meeting.

9. That all requests for funds above and beyond what has been approved shall be submitted on the approved form, which will provide information as to the budget implications, the justification for the request and its relationship to the goals and objectives of the Cost Center, and any extenuating circumstances which would emphasize the conditions causing the need. (See Attachment A.)
10. In order to keep initial public presentations as concise as possible, that:
   a. Formulas and pre-determined allocations shall be provided to all cost centers prior to presentation of their requests
   b. Subjects to be covered in public presentations shall be defined, i.e.,
      (1) Personnel
      (2) Capital outlay
      (3) Additions to formula allocations
      (4) Other
   c. Relationship to achievement of objectives shall be stated

11. At the time of the initial hearings, budget requests will be accepted by RARB as presented. After all requests have been heard, a prioritized list of budget requests will be established. Appeals may then be made, at which time the original request may be maintained or modified. The modification of a request will not affect the priority rank of the total request.

12. That all Cost Centers receive a monthly print-out of their budget status from Accounting. Cost Centers are responsible for checking these print-outs against their records and reporting any discrepancies to Accounting.

13. That expenditures from the general instruction and equipment supply funds assigned to the Dean of Instruction be reported to RARB on a regular monthly basis, preferably in writing, thereby providing information as to where extra funding has been allocated.

14. That RARB's recommendations to the Superintendent-President be submitted to him on a form that will provide a "disposition statement" to return to RARB. Upon receipt from the Superintendent-President, the information shall be communicated in writing within two weeks to all parties concerned. (See Attachment B.)

15. That an Evaluation Committee be appointed to design and carry out a method of evaluating RARB's operation; that such evaluation shall be done at least once a year; and that the Evaluation Committee shall consist of one member from each representative group (Administrative, Certificated and Classified.)

Attachments A, B and C will be used to expedite RARB's operation, and are subject to revision as experience may dictate.

16. That action taken on requests received by RARB will follow the order depicted by Attachment C, which is a flow chart of the process.
REQUEST FOR BUDGET ADJUSTMENT

TO: RESOURCES ALLOCATION REVIEW BOARD

FROM: ____________________________ (Cost Center)

DATE: ____________________________

AMOUNT OF REQUEST: ___________________ (Please complete Mini-Budget.)

EMERGENCY? Yes _____ No _____ (If yes, explain.)

JUSTIFICATION FOR REQUEST:
(Use reverse side if more room is needed.)

RELATIONSHIP TO ACHIEVEMENT OF OBJECTIVES:

<table>
<thead>
<tr>
<th>Mini-Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries (1000)</td>
</tr>
<tr>
<td>Classified Salaries (2000)</td>
</tr>
<tr>
<td>Employee Benefits (3000)</td>
</tr>
<tr>
<td>% of Cert. + % Class.</td>
</tr>
<tr>
<td>Books, Supplies, Equipment Re-placement, Printing &amp; Duplicat-ing, Data Processing, Periodicals, etc. (4000)</td>
</tr>
<tr>
<td>Consultants, Travel &amp; Confer-ence, Dues, Memberships, Insurance, Rentzis, Repairs, Postage, etc. (5000)</td>
</tr>
<tr>
<td>Capital Outlay (6000)</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Signature of person responsible for request ____________________________

Date request received by RARB: ____________________________

Requests for Budget Adjustments should be submitted to the Assistant Superintendent, Business Services at least one week prior to the RARB meeting date. RARB acts as a review and advisory committee and its recommendations are forwarded to the Superintendent-President, who in turn makes his recommendation to the Board of Trustees. The final decision, then, is made by the Board of Trustees and funds must not be committed until notice has been received indication approval by the Board of Trustees. Such notice will be sent to the Cost Center as soon as possible following Board action or prior disapproval.

ATTACHMENT "A"
RESOURCES ALLOCATION REVIEW BOARD

Disposition Check List on Requests for Budget Adjustments

Cost Center Submitting Request _______________________________ Amount __________

Description of Request ______________________________________

Action Taken by RARB: _______________________________________

Approved and recommendation sent to Superintendent-President ________

Disapproved ________

Other Action ________

Date of RARB Action ________

Comments:

Action Taken by Superintendent-President: _______________________

Approved and recommended to Board of Trustees for consideration at their meeting on ________

Disapproved ________

Acknowledged ________

Other ________

Action Taken by Board of Trustees: ____________________________

Approved ________

Disapproved ________

Date of Board Action ________

Comments:

Additional Information as Needed:

Date Cost Center Notified of Final Disposition ________
COST CENTER REQUESTS BUDGET ADJUSTMENT

HEARING & DISCUSSION BY RARB

RARB NOTIFIES APPLICANT OF DISAPPROVAL

RARB ACTION

APPROVED
SENT TO SUPT.-PRESIDENT

ACTION BY
SUPT.-PRESIDENT

DISAPPROVED
RARB NOTIFIED

APPROVED
SENT TO BOARD OF TRUSTEES

BOARD ACTION

DISAPPROVED
RARB NOTIFIED

APPROVED
RARB NOTIFIED

RARB NOTIFIES APPLICANT OF APPROVAL

ATTACHMENT "C"
3. Funds shall be utilized to maintain fiscal solvency.

4. Funds shall be provided for courses support services and personnel to meet demands of existing essential activities, curricula, programs, services and policies.

5. Funds shall be utilized to maintain fiscal solvency, for the subsequent years.

6. Funds available after the preceding priorities are met shall be used to develop essential new activities, curricula, programs and services as reviewed by the Resources Allocation Review Board, recommended by the Superintendent, and approved by the Board of Trustees.

7. Funds available after the preceding priorities are met shall be utilized to develop new, desirable activities, curricula, programs and services as reviewed by the Resources Allocation Review Board, recommended by the Superintendent, and approved by the Board of Trustees.

C. Resource Allocation Plan Development Procedure

1. Goals, objectives and evaluative criteria for each cost generating center shall be developed by the person responsible for the unit.

2. A three year prioritized resource allocation request shall also be developed for each cost generating center to reflect the long range expenditure plans.

3. The goals, objectives, evaluative criteria and resource allocation request should be cooperatively developed by those employees assigned to the cost generating unit.

4. The complete resource allocation plan must be reviewed by each (a) Department Chairman, and then the (b) Dean responsible for the cost generating center. They shall either make or recommend adjustments to the person responsible for the plan or submit the plan as requested with a recommending statement supporting the plan as valid and in conformance with goals and objectives of the Division.

5. Any proposed adjustments must be thoroughly discussed with the person responsible for the cost generating center.

6. Approved Resource Allocation Plan will be submitted to the Business Services Division by the responsible Dean for compilation and inclusion in the prioritized District Resources Allocation Plan document which shall be produced for review by the Resources Allocation Review Board. (RARB)
7. Once the resources allocation plan document has been produced, the Resources Allocation Review Board will review the requests.

8. Any adjustments made by the RARB will be communicated to the appropriate administrative authority and the person responsible for the area affected by the adjustment.

9. If exception is taken to any adjustments at any level in the process, the person(s) affected may request a hearing before the RARB during the review of resource allocation requests by the RARB or during the period of appeals hearings when members of the Budget Committee of the Board of Trustees attend as ex-officio members.

10. If the decision by the RARB is unsatisfactory to the appellant, he may make a direct appeal to the Board of Trustees at the meeting at which the Tentative Budget is presented and/or at the Public Hearing held for the purpose of discussing the final budget.

D. Statement of Resources Allocation Policy

The Santa Barbara Community College District allocates its resources on the basis of relative need. Relative need means the value of the cost generating center to the accomplishment of the institutional goals, objectives and priorities.

To assist in establishing the relative value of any cost generating center, it is necessary that written goals and objectives for each center be developed. The responsibility for the development of the goals and objectives rests with the individual(s) responsible for the cost generating center. It is anticipated that he will solicit input from each individual working within the center.

Five educational goals of equal importance have been established for the District. They are (1) Occupational Education, (2) Transfer Education, (3) General Education, (4) Continuing Education, and (5) Developmental Education. All educational resource allocation requests must be designed to meet one or more of those educational goals.

Requests for resource allocation for supportive services will be considered in accordance with the priorities established in Part B. Each supportive cost generating center must, however, develop output goals and performance objectives upon which evaluation of the services can be measured.
E. Assignment of Responsibilities

1. Essential to the process of resource allocation is the establishment of a system of review of requests. To this end, a Resources Allocation Review Board (RARB) is created on which there shall be four (4) members of the faculty appointed by the Representative Council of the Academic Senate, two (2) members of the classified service appointed by the Executive Board of the recognized classified employee organization, and two (2) administrators appointed by the Superintendent. Additionally, the Assistant Superintendent, Business, shall act as a Secretary/Clerk and resource person to RARB but will not have voting rights. Members of the Budget Subcommittee of the Board of Trustees may attend the final appeals hearings of the RARB as ex-officio participants.

2. The functions of this review board are to recommend to the Superintendent a budget calendar, procedures, guidelines and priorities. In addition, it will review all resource allocation plans including the goals, objectives, priorities and resource requests for each cost generating center and recommend a budget based upon the guidelines and priorities established by the Board of Trustees. It shall also act as an appeals board for all budget adjustments. The Superintendent may accept, modify or reject the recommendations of the Resource Allocation Review Board before forwarding the annual resources request to the Board of Trustees. A copy of all recommendations and adjustments must also be sent to the person responsible for a cost generating center to which adjustments are made.

3. RARB shall be responsible for development of its internal operating procedures subject to approval of the Superintendent and the Board of Trustees.

4. The Business Services Division is responsible for developing appropriate forms and instructions to facilitate the development of Resource Allocation Plans.

5. Each instructional Department Chairman shall prepare or cause to have prepared all appropriate forms for those cost generating centers under his jurisdiction.

6. Each supportive services department head shall prepare all appropriate forms for his cost generating center.

7. Each Administrative Dean must review all resource allocation plans for those cost centers for which he is responsible before they are submitted to the Business Services Division for compilation. Each Dean may exercise his administrative responsibility by adjusting any or all resource allocation plans submitted to him before they are submitted to the Business Services Division. A copy of all recommendations and adjustments must also be sent to the person responsible for a cost generating center to which adjustments are made.
8. The Business Services Division is responsible for compiling all resource allocation plans submitted to it for review by the RARB.

9. Whenever any adjustments are made to a Resources Allocation Plan, that adjustment must be communicated to the originator so that he may be kept informed as to the progress of his request.

DKS: dkr
4/4/75