

BUDGET ALLOCATION POLICY - INSTRUCTIONAL

ALLOCATIONS OF INSTRUCTIONAL FUNDS IN THE SEVERAL CATEGORIES WILL BE BASED UPON TWO PRINCIPLES:

1. THAT PLANNED ENROLLMENTS FOR EACH SCHOOL, DEPARTMENT, OR OTHER UNIT WILL BE AGREED UPON; AND
2. THAT CRITERIA FOR SUCH ALLOCATIONS WILL BE DEVISED AND STIPULATED.

(For details see the document below)

INSTRUCTIONAL BUDGET ALLOCATION CRITERIA AND PROCEDURES

Introduction: Since the fundamental purpose of the budget for the instructional function of the college is the instruction of students, the basic unit to which budget allocations within the college will be related shall be enrollment as expressed in FTE or S-C-H. Such formulas as may be utilized in the allocation of instructional budgetary resources to the instructional areas of the college shall place a major, though not necessarily exclusive, weight upon the quantity, levels, and types of enrollment planned for each area.

Budget formulas through which the college receives its instructional budget shall receive some weight in the allocation process. But, because formulas by which the college receives its budget do not directly take into account all of the functions performed by the instructional areas of the college, some weight shall be given to factors not explicitly shown in such formulas.

- I. Planned Enrollments: It shall be the responsibility of the College Academic Planning Office to develop basic enrollment projections for each discipline and school in the college. These enrollment projections will be discussed with appropriate councils and administrative officers of the college and an enrollment figure for planning and budgeting purposes for each area of the college will be agreed upon. Once such enrollments are agreed upon, it shall be the responsibility of those concerned with admissions quotas to establish quotas which will provide for those enrollments, and for those concerned with developing class schedules to establish schedules sufficient to achieve those enrollments. Each school of the college will be expected to achieve an actual enrollment in terms of student-credit-hours (S-C-H) within an agreed-upon percentage of the agreed-upon enrollment and each department will be expected to be within an agreed-upon percentage of its agreed-upon figure. Any area of the college with an enrollment falling below the agreed-upon figure by more than these percentages shall return to the general college reserve fund a portion of its budgetary allocations. Any area of the college with any enrollment falling above the limits shall be required to absorb that excess without additional budgetary support.
- II. Criteria for Allocation:
  - A. Instructional faculty position allocations shall be based upon a weighted combination of the Faculty Staffing Formula applied to the agreed-upon enrollments, student/faculty ratios, availability of facilities, past deficits or surpluses, and such other criteria as may be established by the appropriate college councils and administrative officers.

- B. Instructional administrative position allocations shall be based upon special justifications.
  - C. Clerical and technical position allocations shall be based upon a weighted combination of stations to be manned, number of instructional faculty, number of instructional administrative faculty, and such other criteria as may be established by the appropriate college councils and administrative officers.
  - D. Student assistant allocations shall be based upon a weighted combination of number of instructional and instructional administrative faculty, types of courses, enrollment, availability of clerical and technical personnel, and such other criteria as may be established by the appropriate college councils and administrative officers.
  - E. Supplies and Services allocations shall be based upon a weighted combination of enrollments, types of courses, past allocation and expenditure records, number of faculty, number of clerical and technical personnel, and such other criteria as may be established by the appropriate college councils and administrative officers.
  - F. Equipment budget allocations shall be based upon a weighted combination of enrollments, types of courses, past allocation and expenditure records, and such other criteria as may be established by the appropriate college councils and administrative officers.
  - G. Travel fund allocations shall be based upon a weighted combination of the number of instructional and instructional administrative faculty, past allocation and expenditure records, and such other criteria as may be established by the appropriate college councils and administrative officers.
- III. Allocation Procedures: The appropriate college councils and administrative officers will establish any additional criteria to be employed in some combination of criteria for each type of allocation. The administrative officers of the college responsible for instructional budgeting shall develop a weighted combination of the allocation criteria. This shall be applied to the available resources to determine the allocation to be recommended for each instructional area of the college. The recommended allocation will be reviewed by the appropriate college councils and administrative officers and referred to the College President or his designee for approval.

Deemed Approved by the Academic Senate 5/29/70.  
 Approved by the President of the College 6/22/70.

Included in the General Information Section of the Faculty Handbook.

## GENERAL INFORMATION

## FACULTY HANDBOOK

*Auditors:* Students may audit courses under conditions specified in the General Catalog. (Cat. '69-'70, Page 52.)

*Board of Control:* (See A.S. Board of Control and Athletic Board of Control.)

*Bookstore:* Operating as part of the Forty-Niner Shops organization, the College Bookstore performs these services:

- Sale of textbooks and other types of books;
- Sale of classroom supplies;
- Sale of other items, mainly college related;
- Cashing of checks (up to \$100 for faculty);
- Rental of caps and gowns;
- Notary public service;
- Duplicating services at cost, including Ditto, Mimeograph, and Xerox;
- Duplication of campus posters;
- Issuance of money orders;
- Collections for certain student services.

The Bookstore buys back used textbooks at 50 per cent of the new price under certain conditions; it sells them at 75 per cent of the new price.

A faculty discount of 10 per cent is offered on all purchases. Items not carried in regular stock will be ordered on request. (Forty-Niner Shops, Inc. Booklet; see also FH 2930 *Forty-Niner Shops*, and FH 3000 *Textbook Ordering*.)

*Budget Allocation Policy--Instructional*

Allocations of instructional funds in the several categories will be based upon two principles:

1. That planned enrollemtns for each school, department, or other unit will be agreed upon; and
2. That criteria for such allocations will be devised and stipulated.

(For details see below)

*Budget Allocation Policy--Instructional (Continued)*

## INSTRUCTIONAL BUDGET ALLOCATION CRITERIA AND PROCEDURES

*Introduction:* Since the fundamental purpose of the budget for the instructional function of the college is the instruction of students, the basic unit to which budget allocations within the college will be related shall be enrollment as expressed in FTE or S-C-H. Such formulas as may be utilized in the allocation of instructional budgetary resources to the instructional areas of the college shall place a major, though not necessarily exclusive, weight upon the quantity, levels, and types of enrollment planned for each area.

Budget formulas through which the college receives its instructional budget shall receive some weight in the allocation process. But, because formulas by which the college receives its budget do not directly take into account all of the functions performed by the instructional areas of the college, some weight shall be given to factors not explicitly shown in such formulas.

- I. *Planned Enrollments:* It shall be the responsibility of the College Academic Planning Office to develop basic enrollment projections for each discipline and school in the college. These enrollment projections will be discussed with appropriate councils and administrative officers of the college and an enrollment figure for planning and budgeting purposes for each area of the college will be agreed upon. Once such enrollments are agreed upon, it shall be the responsibility of those concerned with admissions quotas to establish quotas which will provide for those enrollments, and for those concerned with developing class schedules to establish schedules sufficient to achieve those enrollments. Each school of the college will be expected to achieve an actual enrollment in terms of student-credit-hours (S-C-H) within an agreed-upon percentage of the agreed-upon enrollment and each department will be expected to be within an agreed-upon percentage of its agreed-upon figure. Any area of the college with an enrollment falling below the agreed-upon figure by more than these percentages shall return to the general college reserve fund a portion of its budgetary allocations. Any area of the college with any enrollment falling above the limits shall be required to absorb that excess without additional budgetary support.
- II. *Criteria for Allocation:*
  - A. Instructional faculty position allocations shall be based upon a weighted combination of the Faculty Staffing Formula applied to the agreed-upon enrollments, student/faculty ratios, availability of facilities, past deficits or surpluses, and such other criteria as may be established by the appropriate college councils and administrative officers.
  - B. Instructional administrative position allocations shall be based upon special justifications.

*Budget Allocation Policy--Instructional (Continued)*

- C. Clerical and technical position allocations shall be based upon a weighted combination of stations to be manned, number of instructional faculty, number of instructional administrative faculty, and such other criteria as may be established by the appropriate college councils and administrative officers.
  - D. Student assistant allocations shall be based upon a weighted combination of number of instructional and instructional administrative faculty, types of courses, enrollment, availability of clerical and technical personnel, and such other criteria as may be established by the appropriate college councils and administrative officers.
  - E. Supplies and Services allocations shall be based upon a weighted combination of enrollments, types of courses, past allocation and expenditure records, number of faculty, number of clerical and technical personnel, and such other criteria as may be established by the appropriate college councils and administrative officers.
  - F. Equipment budget allocations shall be based upon a weighted combination of enrollments, types of courses, past allocation and expenditure records, and such other criteria as may be established by the appropriate college councils and administrative officers.
  - G. Travel fund allocations shall be based upon a weighted combination of the number of instructional and instructional administrative faculty, past allocation and expenditure records, and such other criteria as may be established by the appropriate college councils and administrative officers.
- III. *Allocation Procedures:* The appropriate college councils and administrative officers will establish any additional criteria to be employed in some combination of criteria for each type of allocation. The administrative officers of the college responsible for instructional budgeting shall develop a weighted combination of the allocation criteria. This shall be applied to the available resources to determine the allocation to be recommended for each instructional area of the college. The recommended allocation will be reviewed by the appropriate college councils and administrative officers and referred to the College President or his designee for approval.

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