Glendale Community College District

6200

Administrative Regulation

The District's Budget

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- e. Allocation of remaining funds: 1) Functional Units shall identify, using the appropriate form, costs which cannot be funded with the allocation provided that they wish considered for funding. Department Requests for Additional funding are justified by referencing a strategic master plan annual goal and will indicate if the request is supported by a program review. These requests will be submitted to sub-committees formed by Program Review and Strategic Master Planning. The Program Review sub- committee will check to see if the program review report supports the request and the Strategic Master Planning sub-committee will validate that the request will help meet one of the annual College goals. Both departments will record their comments on the request which is then forwarded to the appropriate Governance Committee for review and prioritization.
 - a) The following governance committees will be responsible for reviewing requests from departments within their organization: Academic Affairs, Administrative Affairs, Campus Computer Coordinating Committee and Student Affairs. The President's Office, Foundation, and Human Resources shall submit their requests to the Administrative Affairs Committee. Each of these Committees shall develop and submit a list of funding requests in priority order to the Budget Committee for review and consideration. The Budget Committee will review the requests and identify those requests that are "Must Do". "Must Do" requests are those requests that are required by law, bargaining unit, contractual, health and safety or a college commitment.
 - b) The Academic Senate, President's Cabinet, Associated Students and Master Plan Committee may submit requests for funding directly to the Budget Committee for review and consideration.
 - c) Costs that arise after the initial requests are received may be considered if they are sent to the Budget Committee by one of the appropriate governance committees (as defined above) or they are received from the Academic Senate, President's Cabinet or Master Plan Committee. Requests from a Governance Committee should include the priority of the new cost vis-à-vis the priority list previously submitted. Requests will only be considered if based on information received after the initial requests are submitted or in the case of an emergency.

d) New courses/programs necessitating additional funds shall be approved by the Budget Committee. This requirement also applies to grant-funded projects that may depend on General Funds after the completion of the grant