How Resource Requests Are Evaluated, Ranked, & Decided Upon

Hiring Allocation Committee (HAC) Requests
(previously called "personnel requests")

EVALUATION & PRIORITIZATION

SSHAC   CHAC   IHAC   Cabinet (for REORG & Managers)

These committees evaluate and prioritize requests using criteria specified in their process manuals (download manuals at Program Review website).

FINAL DECISION

After consideration of the HAC/Cabinet recommendations, the following provide their recommendations to the president, who makes the final decision:

VP of Human Resources recommendations on CHAC
VP of Student Services recommendations on SSHAC
VP of Instruction recommendations on IHAC
Cabinet recommendations on Managers and REORG

Non-HAC Requests
(previously called "nonpersonnel requests")

EVALUATION

Program Review Validation Team

Is the request justified by the dept's data, evidence, and action items for improvement?

Does the request support college mission, strategic plan, annual college goals, and annual instructional priorities?

PRIORITIZATION

Student Affairs, Admin Affairs, Academic Affairs Committees

Validates requests' support for Annual Goals of strategic plan and annual Instructional Priorities.

(If request for physical space: Classroom requests are prioritized by Learning Environment Enhancement committee. All other requests for physical space are prioritized by Facilities in consultation with Admin Exec.)

FINAL DECISION

The prioritization recommendations for non-permanent personnel requests (A.K.A. non-HAC requests) are then given to the Expanded Budget Committee. Members score each item on a scale from 1 to 10 while considering college priorities, the General Fund budget, and other funding sources. Each item's total score is multiplied by a weighting factor that depends on whether was ranked in the top, middle, or lower third by the prioritization committee. The Expanded Budget Committee gives its recommendations to the president who makes the final decisions.