

# SAC RESOURCE ALLOCATION REQUEST FORM FY 2021/22

## SAC MISSION STATEMENT

Santa Ana College inspires, transforms, and empowers a diverse community of learners

Division/Department:	Presidents Office
Submitted By:	Marilyn Flores

RAR's are used to meet accreditation standards - tying outcomes to request to planning to budget

References:
<a href="#">Resource Allocation Request Procedures</a>
<a href="#">SAC Planning and Budget Priorities 2021-2022</a>
<a href="#">RSCCD Planning and Design Manual</a>

### Directions & Timeline:

1. Enter items that have been included in your 2021/22 approved or revised program review that require new or additional funding.
2. Sort request by category (i.e. Instructional Supplies, Facilities, etc.,) and prioritize by numerical value, # 1 being highest priority of need.
3. Please submit Prioritized Resources Allocation Requests to Director, Campus Budget & Accounting by **Friday, June 4th 2021**.

### Budget Office use only

Department/ Program	Item Description	Select request type using the <b>drop down menu</b> .	How does your request relate to course/program Student Learning Outcomes (SLOs) (Academic Depts.) and Service Unit Outcomes (SUOs) (Administrative/ Support Depts.). <b>What are you planning to achieve?</b>	How does your request relate to SAC's Strategic Plan?	How will you measure the success of your project?	Is this a multi-disciplinary or campus wide request? <b>Yes/No</b> If Yes, please explain	Has this request been submitted to other funding sources? <b>Yes/No</b> If Yes, what funding source (GP, Equity, SWP, Perkins)	Priority 1= Highest	FY 21/22 Estimated Cost  (Do not leave this column blank)	ITEM FUNDED? YES/NO	GL Account will be added during the funding period	Funded Amount
Professional Development	Online and face-to-face conferences and online trainings	Conferences	Faculty who participate in professional development activities will apply sound principles of teaching & learning. They will also exhibit effective techniques which promote learning and equity for all students. Classified staff and managers who participate in professional development activities will enhance the SAC learning environment when they have new skills, awareness and perspectives.	Professional development funding ensures that faculty and staff at SAC have access to student-centered professional development. (Strategic Plan Area 1 Student Achievement-Excellence in Teaching & Learning.	Annual survey of SAC faculty, classified staff and managers regarding satisfaction with professional development offerings and requests for new offerings. Focus groups with SAC faculty, classified staff, and managers. Improved outcomes on SENSE (Survey of Student Engagement).	Yes. Campus-wide request. Involves and benefits all campus divisions and departments.	General fund/SEAP	6	20,000	YES - Equity, \$19,980 Yes - Equity, \$20,000 Yes - Fund 13, \$30,000	12-2548-675000-19105-5210 12-2548-675000-19105-5215 13-0001	30,000
<b>Conferences</b>											<b>30,000</b>	
Professional Development	Speakers and workshop presenters. Automated system for professional development tracking.	Contracted Services (Instructional)	Faculty who participate in professional development activities will apply sound principles of teaching & learning. They will also exhibit effective techniques which promote learning and equity for all students. Classified staff and managers who participate in professional development activities will enhance the SAC learning environment when they have new skills, awareness and perspectives.	Professional development funding ensures that faculty and staff at SAC have access to student-centered professional development. (Strategic Plan Area 1 Student Achievement-Excellence in Teaching & Learning.	Annual survey of SAC faculty, classified staff and managers regarding satisfaction with professional development offerings and requests for new offerings. Focus groups with SAC faculty, classified staff, and managers. Improved outcomes on SENSE (Survey of Student Engagement).	Yes. Campus-wide request. Involves and benefits all campus divisions and departments.	General fund/SEAP	5	30,000	YES - Equity, \$49,384	12-2548-675000-19105-5100	-
<b>Contracted Services</b>											<b>30,000</b>	

Professional Development	Cubicle Safety Enhancement	Office-Other Equipment	Faculty who participate in professional development activities will apply sound principles of teaching & learning. They will also exhibit effective techniques which promote learning and equity for all students. Classified staff and managers who participate in professional development activities will enhance the SAC learning environment when they have new skills, awareness and perspectives.	Professional development funding ensures that faculty and staff at SAC have access to student-centered professional development. (Strategic Plan Area 1 Student Achievement-Excellence in Teaching & Learning.	Annual survey of SAC faculty, classified staff and managers regarding satisfaction with professional development offerings and requests for new offerings. Focus groups with SAC faculty, classified staff, and managers. Improved outcomes on SENSE (Survey of Student Engagement).	Yes. Campus-wide request. Involves and benefits all campus divisions and departments.	General fund/HEERF	3	2,000	No		-
Professional Development	Ergonomic Office Chair, Desk, Book Shelf	Office-Other Equipment	Faculty who participate in professional development activities will apply sound principles of teaching & learning. They will also exhibit effective techniques which promote learning and equity for all students. Classified staff and managers who participate in professional development activities will enhance the SAC learning environment when they have new skills, awareness and perspectives.	Professional development funding ensures that faculty and staff at SAC have access to student-centered professional development. (Strategic Plan Area 1 Student Achievement-Excellence in Teaching & Learning.	Annual survey of SAC faculty, classified staff and managers regarding satisfaction with professional development offerings and requests for new offerings. Focus groups with SAC faculty, classified staff, and managers. Improved outcomes on SENSE (Survey of Student Engagement).	Yes. Campus-wide request. Involves and benefits all campus divisions and departments.	General fund	4	7,500	No		-
Professional Development	Laptops	Office-Other Equipment	Faculty who participate in professional development activities will apply sound principles of teaching & learning. They will also exhibit effective techniques which promote learning and equity for all students. Classified staff and managers who participate in professional development activities will enhance the SAC learning environment when they have new skills, awareness and perspectives.	Professional development funding ensures that faculty and staff at SAC have access to student-centered professional development. (Strategic Plan Area 1 Student Achievement-Excellence in Teaching & Learning.	Annual survey of SAC faculty, classified staff and managers regarding satisfaction with professional development offerings and requests for new offerings. Focus groups with SAC faculty, classified staff, and managers. Improved outcomes on SENSE (Survey of Student Engagement).	Yes. Campus-wide request. Involves and benefits all campus divisions and departments.	General fund	10	5,000	No		-
<b>Office-Other Equipment</b>									<b>14,500</b>			-
Professional Development	Professional Organization Memberships to support departmental needs and remote learning (4CSD, etc.)	Other	Faculty who participate in professional development activities will apply sound principles of teaching & learning. They will also exhibit effective techniques which promote learning and equity for all students. Classified staff and managers who participate in professional development activities will enhance the SAC learning environment when they have new skills, awareness and perspectives.	Professional development funding ensures that faculty and staff at SAC have access to student-centered professional development. (Strategic Plan Area 1 Student Achievement-Excellence in Teaching & Learning.	Annual survey of SAC faculty, classified staff and managers regarding satisfaction with professional development offerings and requests for new offerings. Focus groups with SAC faculty, classified staff, and managers. Improved outcomes on SENSE (Survey of Student Engagement).	Yes. Campus-wide request. Involves and benefits all campus divisions and departments.	General fund/SEAP	8	2,000	YES - Equity, \$2,000	12-2548-675000-19105-5300	-

Public Affairs	Advertising and Marketing for SAC	Other	Other	Increased enrollment; increased engagement across social media platforms; amplify branding by increased awareness of Santa Ana College academic programs and student services;	Tracking the number of applicants each term to SAC and using the analytics of the advertising spending to track the ROI. Continued monitoring of the "How did you hear about SAC" question on the CCC Apply application.	Yes - campus wide request to assist with enrollment and brand recognition across divisions.	Fund 11 or Fund 13	1	350,000	YES - Equity, \$10,000 Yes - Equity, \$10,000 Yes - Fund 13, \$200,000 Yes - SB 85, \$266,000 in total for SAC & CEC	12-2548-671000-11500-5800 12-2548-671000-11500-5100 13-0001 12-2126	200,000
<b>Other</b>									<b>352,000</b>			<b>200,000</b>
Public Affairs	Faculty Marketing Marketing Coordinator (Fall – 10 LHE, Spring – 10 LHE, Intersession – 6 LHE, Summer – 12 LHE)	Personnel (Instructional)	Personnel (Instructional)	Support college marketing and communications to ensure that SAC is effectively promoting and communicating its programs, services, and success to its target audiences. In-reach and outreach to students, adults, and the community to increase applicants to the college.	A full-time position will allow the SAC Public Affairs Office to provide better customer service to faculty, staff and students in order to promote SAC's programs and services. Increased external and internal communication will better inform returning and incoming students, and community partners. (Strategic Plan Area III: Community Awareness and Engagement)	Through increased engagement from students and measuring open rates on emails and social media, for example. Campus-wide satisfaction survey to gauge the customer service and output of the Public Affairs department.	Fund 11	1	62,605	No		-
<b>Personnel(Instructional)</b>									<b>62,605</b>			<b>-</b>
Professional Development	Senior Clerk - Part time 19 hrs. (for technical support with the Santa Ana College Professional Development Gateway)	Personnel (Non-Instructional)	Faculty who participate in professional development activities will apply sound principles of teaching & learning. They will also exhibit effective techniques which promote learning and equity for all students. Classified staff and managers who participate in professional development activities will enhance the SAC learning environment when they have new skills, awareness and perspectives.	Professional development funding ensures that faculty and staff at SAC have access to student-centered professional development. (Strategic Plan Area 1 Student Achievement-Excellence in Teaching & Learning.	Annual survey of SAC faculty, classified staff and managers regarding satisfaction with professional development offerings and requests for new offerings. Focus groups with SAC faculty, classified staff, and managers. Improved outcomes on SENSE (Survey of Student Engagement).	Yes. Campus-wide request. Involves and benefits all campus divisions and departments.	No	1	30,000	No		-
Professional Development	Reassigned time (Professional Development content development and presentations)	Personnel (Non-Instructional)	Faculty who participate in professional development activities will apply sound principles of teaching & learning. They will also exhibit effective techniques which promote learning and equity for all students. Classified staff and managers who participate in professional development activities will enhance the SAC learning environment when they have new skills, awareness and perspectives.	Professional development funding ensures that faculty and staff at SAC have access to student-centered professional development. (Strategic Plan Area 1 Student Achievement-Excellence in Teaching & Learning.	Annual survey of SAC faculty, classified staff and managers regarding satisfaction with professional development offerings and requests for new offerings. Focus groups with SAC faculty, classified staff, and managers. Improved outcomes on SENSE (Survey of Student Engagement).	Yes. Campus-wide request. Involves and benefits all campus divisions and departments.	General fund	2	15,000	No		-

Public Affairs	Senior Account Clerk (Two positions)	Personnel (Non-Instructional)	personnel (Non-Instructional)	Support enrollment with intake, tracking, and documentation of potential students. Ensure that students are directed to appropriate academic and student services. Follow up calls to students that applied to SAC and did not register, registered and did not attend, enrolled and then dropped out.	Two part-time positions will allow the SAC Public Affairs Office to provide better customer service to faculty, staff and students in order to promote SAC's programs and services. Increased external and internal communication will better inform returning and incoming students, and community partners. (Strategic Plan Area III: Community Awareness and Engagement)	Yes - campus wide and request to assist with enrollment and brand recognition across divisions.	Fund 11	1	36,339	No		-
Public Affairs	Graphic Designer	Personnel (Non-Instructional)	Personnel (Non-Instructional)	Support planning, developing, and implementation of graphic design, including marketing materials, to assist SAC visual, branding and related communication needs to increase awareness and enrollment; photography; graphic designer would be essential in developing and executing timely marketing campaign projects.	A part-time position will allow the SAC Public Affairs Office to provide better customer service to faculty, staff and students in order to promote SAC's programs and services. Increased external and internal communication will better inform returning and incoming students, and community partners. (Strategic Plan Area III: Community Awareness and Engagement)	Yes - campus wide and request to assist with enrollment and brand recognition across divisions.	Fund 11	1	68,835	Yes	Approved as part of college right sizing plan.	115,847
Student Information Support	Part-time Admin Secretary	Personnel (Non-Instructional)	It will increase efficiency and scale of unit outcomes by shifting support duties from technical experts to more appropriate personnel.	The department's work increases student success and retention through the implementation of Guided Pathways.	Through the SUOs identified in regular departmental reviews. See the 2021 departmental review for more.	Yes. The department serves every division.	No.	1	30,000	No		-
<b>Personnel (Non-Instructional)</b>									<b>180,174</b>			<b>115,847</b>
Professional Development	Non-instructional Supplies and equipment needs for remote learning and speaker events	Supplies (Non Instructional)	Faculty who participate in professional development activities will apply sound principles of teaching & learning. They will also exhibit effective techniques which promote learning and equity for all students. Classified staff and managers who participate in professional development activities will enhance the SAC learning environment when they have new skills, awareness and perspectives.	Professional development funding ensures that faculty and staff at SAC have access to student-centered professional development. (Strategic Plan Area 1 Student Achievement-Excellence in Teaching & Learning.	Annual survey of SAC faculty, classified staff and managers regarding satisfaction with professional development offerings and requests for new offerings. Focus groups with SAC faculty, classified staff, and managers. Improved outcomes on SENSE (Survey of Student Engagement).	Yes. Campus-wide request. Involves and benefits all campus divisions and departments.	General fund/SEAP	7	4,000	YES - Equity, \$3,000	12-2548-675000-19105-4610	-

Professional Development	Printing, including promotional materials (Convocation/Professional Development Week postcards)	Supplies (Non Instructional)	Faculty who participate in professional development activities will apply sound principles of teaching & learning. They will also exhibit effective techniques which promote learning and equity for all students. Classified staff and managers who participate in professional development activities will enhance the SAC learning environment when they have new skills, awareness and perspectives.	Professional development funding ensures that faculty and staff at SAC have access to student-centered professional development. (Strategic Plan Area 1 Student Achievement-Excellence in Teaching & Learning.	Annual survey of SAC faculty, classified staff and managers regarding satisfaction with professional development offerings and requests for new offerings. Focus groups with SAC faculty, classified staff, and managers. Improved outcomes on SENSE (Survey of Student Engagement).	Yes. Campus-wide request. Involves and benefits all campus divisions and departments.	General fund/SEAP	9	1,000	YES - Equity, \$1,000	12-2548-675000-19105-5940	-
<b>Supplies (Non-Instructional)</b>									<b>5,000</b>			-

<b>REQUESTED_GRAND TOTAL</b>	<b>664,279</b>	<b>FUNDED_GRAND TOTAL</b>	<b>345,847</b>
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FY21.22 Funding Totals - President's Office	
RAR's	345,847
Equity	122,200
CEWD	-
<b>Grand Totals</b>	<b>468,047</b>