

**From:** [Montoya, Carlos](#)  
**Subject:** FW: [Information Update] Budget Requests for 2023-24 Spring Resource Allocation Process (RAP)  
**Date:** Friday, February 16, 2024 11:49:34 AM  
**Attachments:** [RAP\\_BudgetRequestForm.pdf](#)  
[image002.png](#)  
[LMC-SGC\\_Spring2024\\_RAP-ProposalRatingSheet\\_Draft\\_24Jan2024f441.pdf](#)  
[Spring\\_SGC RAP 2023-24\\_Feb.pdf](#)

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Greetings, LMC Classified Professionals, Faculty & Managers:

As part of the Shared Governance Council (SGC) continuous improvement efforts to the Resource Allocation Process (RAP), please find attached the draft rubric proposed by SGC at the January 24, 2024 meeting. The fund sources were still pending review during the rubric development and have now been identified as Restricted Prop 20 Lottery funding and Instructional Support funding (instead of unrestricted General Fund). An update to the Qualifier item #3 in the rubric will be presented at the next SGC meeting to reflect the funding source update. Ideally, this rubric and the attached presentation shared with SGC that includes funding eligibility requirements associated with Restricted Prop 20 Lottery funding and Instructional Support funding will help guide the preparation of resource allocation proposals.

In addition, please remember to refer to your unit's most recent program review. Those are housed in eLumen. Guidance on accessing elumen can be found on the program review page: <https://www.losmedanos.edu/planning/programreview-2022-23-y1.aspx>. Scroll down to the section titled, "Comprehensive Program Review Guides." There you can select your unit type and see the specific guide for your type of review.

Best regards,

Carlos

Bcc: LMC All Employees



**Carlos Montoya, Ed.D**

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**From:** Montoya, Carlos <cmontoya@losmedanos.edu>  
**Sent:** Friday, February 9, 2024 1:54 PM  
**Subject:** [Information] Budget Requests for 2023-24 Spring Resource Allocation Process (RAP)

Greetings, LMC Classified Professionals, Faculty & Managers:

The Shared Governance Council (SGC) reviews the [Budget Request Database \(BRD\)](#) twice a year as

part of the Resource Allocation Process (RAP): once during the Fall semester and once during the Spring semester. **In order to be considered by SGC as part of its Spring review cycle, requests must be submitted to the LMC Business Services Office by March 11,** this spring submission process is being moved earlier in the semester with support by SGC to improve the RAP process.

Based on our budget analysis, there are no ongoing discretionary dollars that have been directed towards this RAP funding cycle. However, the College continues to have one-time funding available through a variety of resources and programs. There is approximately \$200,000 of Restricted Prop 20 Lottery funding available and approximately \$150,000 in Instructional Support funding available.

While no ongoing funds are available this cycle, it remains important to maintain an active database of requests related to serving the needs of our students. So as funding allows, the Budget Request Database will be reviewed by SGC to identify one-time requests related to the following priority areas:

- **Implementing LMC Pathways:** Increasing diverse enrollment, effective retention, and increased student completion. (EMP Goal #1 & #2)
- **Achieving and exceeding the SEA Plan 2022-25 outcomes:** Increasing diversity, equity, inclusion and belonging in support of the college environment and student success. (EMP Goal #1)
- **Supporting instruction and services in a hybrid environment.** (EMP Goal #2)
- **Improving Brentwood Center operations.** (EMP Goal #2 & #5)

A copy of the Budget Request Form is attached and is also available on the Business Services webpage at: <https://www.losmedanos.edu/businessoffice/resourceallocation.aspx>. To submit a budget request, simply:

- Complete the form.
  - Complete: Section I Requestor Information; Section II General Information
  - Complete one form for each request, either: Section III Personnel Resource Need; or Section IV Operating Resource Need; or Section V Professional Development Resource Need
- Route the electronic form for review and electronic signature:
  - Requestor signature
  - Department/Program Chair or Manager
  - Department/Program Dean or Vice President
- Submit the completed signed request to the LMC Business Services Office for review and entry into the BRD.
  - Please email completed Request forms directly to [jtharchin@losmedanos.edu](mailto:jtharchin@losmedanos.edu) and [Minzunza@losmedanos.edu](mailto:Minzunza@losmedanos.edu).

Once your request has been reviewed and entered into the BRD, you will receive an email confirmation from LMC Business Services (usually within about 10 days).

Below are helpful tips for filling out the Budget Request Form:

- Complete the entire form – incomplete forms may delay acceptance and/or approval of your request.
- Be sure to connect your request to an Educational Master Plan objective: [https://www.losmedanos.edu/planning/LMC\\_EducationalMasterPlan2020-2025\\_Final.pdf](https://www.losmedanos.edu/planning/LMC_EducationalMasterPlan2020-2025_Final.pdf) (see pages 39-46).
- To facilitate the review of your request, include concise and clear narratives and supporting data.
- Position classification information can be found on the District website at: <https://www.4cd.edu/hr/recruitment/class-specs/index.html>.
- Salary schedule information is also available on the District website at:

<http://www.4cd.edu/gb/policies-procedures/hr/SalarySchedules.pdf>.

- Benefit projections change each year, so please check with LMC Business Services for the most current budgeted percentages.
- Actual estimates or price quotes are encouraged, but not required.
- For IT/Computer/Technology-related items, please consult with LMC IT prior to completing your Budget Request Form by submitting an [IT HelpDesk](#) ticket.
- Please review the existing [Budget Request Database \(BRD\)](#) to avoid duplicate submissions or to revise/update existing submissions.

Best regards,

Carlos

Bcc: LMC All Employees

**LOS MEDANOS  
COLLEGE**

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