LOS MEDANOS COLLEGE

Resource Allocation Process (RAP)
Request Form for 2015-16 Funding

This form combines what was previously contained in three separate documents. It should be used to request resources for: new or one-time projects, programs, or services ("Program Improvement & Development"); maintaining existing programs or services ("Program Maintenance"); and increasing classified positions ("Permanent Classified Staffing"). Below are the parameters for each category:

Program Improvement (Significant changes to current programs/services) & Development (New or one-time programs/ services)

- Provides a mechanism for programs and/or departments to highlight the benefits of and request resources for projects relating to *new programs/services,* **significant changes to current programs/services or one-time programs/services.**

- **Can only be made once a year** during the RAP process

- Project information will be forwarded to the Shared Governance Council (SGC) for review and recommendation

Program Maintenance (Augmentation to existing base budget in order to maintain current programs and services)

- Includes requests for resources needed to **maintain current programs and services** that support the department's achievement of its objectives and goals

    o Note: Replacement computers (instructional and administrative) should **NOT** be requested through this process, as these will be addressed through the Technology Refresh process

- **Can be requested throughout the year**, if/when a need arises

- Requests are presented to the President's Cabinet for review and funding recommendations to the President.

Permanent Classified Staffing (Request for **permanent classified** employees or additional **FTE**)

- Provides a mechanism for requesting additional resources needed to support the operations of an existing department/program. These requests are only for permanent classified personnel **(including previous reductions and layoffs).** *Permanent faculty and management/supervisory position requests are excluded from this process.* Requested positions MUST:

    o Consist of assigned responsibilities that fall within classified staffing parameters

    o Have an existing job description and be listed on the District's current salary schedule

- **Can only be made once a year** during the RAP process

- Proposals will be forwarded to the Shared Governance Council (SGC) for review and recommendation

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Please indicate which type of request you are submitting:

☐ **Program Improvement & Development** *[complete Sections A, B, C, D, E (if applicable) & F]*

☐ **Perkins** *[check this box and follow all required steps to request Perkins IV funds. Eligibility criteria and application forms are available at www.losmedanos.edu/sg/ResourceAllocationProcessRAP.asp]*

☐ **Program Maintenance** *[complete Sections A, B, C & F]*

☒ **Permanent Classified Staffing** *[complete sections A, B, C, D, E & F]*

IMPORTANT INFO:

➢ **Use one form for each proposal/project**

➢ It is the responsibility of the requestor to ensure that the forms are complete and all necessary signatures are obtained prior to being submitted

➢ In order to be considered for 2015-16 funding, **RAP requests are due to the LMC Director of Business Services by 5:00 p.m. on Friday, February 27, 2015**

SECTION A – REQUEST OVERVIEW

Project (Objective)/Request Title: _____Financial Aid Assistant I_____

Department/Unit/Team: _____Brentwood Center_____

Submitted by: _Gail Newman_____   _____37421_____   __2/11/15_____

  Name   *Extension*   *Date*

Total budget request = _____Step 1 = $76,477.68 up to Step 5 = $85,516.16_____

If unit/team is submitting more than one proposal in this category, please indicate priority ranking of this request (1 = highest priority): _____

For Program Maintenance, specify type of request:

[check one]   _____ Administrative/Instructional software

                                       _____ Media Equipment

                                       _____ Other Equipment

                                       _____ One-time Non-Equipment Purchase

                                       _____ Classroom/Student Services Furniture

                                       _____ Increase to Operating Funds

                                       _____ Facilities Modification

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SECTION B – REVIEW/SIGNATURES

For all staffing requests, the accuracy of salary and benefits figures must be confirmed with the LMC Business Office: _____

  Initialed by Director of Business Services

For all technology-related requests (e.g. computers, software, A/V or media equipment, etc.) costs and compatibility must be confirmed with the LMC IT Department: _____

  Initialed by Technology Systems Manager

IT/HR comments: _____

1st level review by Supervising Manager: _____   _____

  Signature   *Date*

2nd level review by Area Manager: _____   _____

  Signature (Senior Dean/VP/President)   *Date*

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SECTION C – PROJECT/POSITION OBJECTIVES

Provide a description of the project being proposed, including:
1) clear details about the scope of the project, as documented in the "Objectives" section of your department/team Program Review and planning document; and
2) a listing of quantifiable (benchmarked) desired outcomes and defined project timelines.

1) **A full-time Financial Aid Assistant I is being requested for the Brentwood Center. For many years we have serviced the financial aid needs of Brentwood students with a Financial Aid staff member coming from the main campus for five hours per week on Thursdays. Currently, when students come in with financial aid questions, we have to ask them to return on the one day when a Financial Aid Office staff member is here, or refer them to the main campus. Given the pressing nature of financial aid deadlines, required follow-up visits, and students' urgent funding needs , many Brentwood students are required to make the trip to LMC for more immediate service.**

2) **A full-time Financial Aid Assistant on site supports several of LMC's Strategic Priorities, especially #3, by expanding our organizational capacity and improving the effectiveness of Brentwood Services . The position would be flexibly scheduled (example MWF - 8 am – 5 pm, and TTh - 10 am – 7 pm days) to offer both morning and evening services, possibly spending ½ day Fridays at the main campus to receive updates and attend weekly Financial Aid staff meetings. The position would offer a variety of Financial Aid services, including individual appointments, drop-ins, regularly scheduled FAFSA workshops, one-on-one assistance with on-line application processes, provision of forms and information, bulletin board postings & updates. This position can also support the general processing of student information that is currently handled in the Pittsburg Financial Aid Office.**

3) **a. Due to increasing enrollments in Brentwood, a full-time Financial Aid Assistant can more effectively address Financial Aid related needs of Brentwood students and reduce their need to travel to the main campus.**

    b. Office space, computer and phone are already in place so the incumbent in the position could start immediately .

SECTION D – PROJECT/POSITION RATIONALE

Explain how this project/position contributes to the achievement of College goals and/or positively impacts student success. Using the information documented in the "Activities" section of your Program Review and planning documents, include:
1) details about how the project/position will support department goals and College strategic goals/directions;
2) any research data (qualitative/quantitative) or assessment results that support the need for this project/position; and
3) a listing of the type of program improvements/enhancements that will result from this project.

If the request is submitted by Instructional/Student Services programs, identify how it will support enrollment growth, maintain enrollments, or reverse enrollment declines.

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1. A full-time Financial Aid Assistant on site supports several Strategic Priorities, especially #3, by expanding our organizational capacity and improving the effectiveness of Brentwood Services . The position would be flexibly scheduled (example MWF - 8 am – 5 pm, and TTh - 10 am – 7 pm days) to offer both morning and evening services. Brentwood enrollments have grown the past several years due to the increase of course offerings and the addition of the new Science Lab, however, Financial Aid service levels in Brentwood have remained static, at 5 hours per week. Compared to other services offered in Brentwood, the current level of Financial Aid service is disproportionately low. Adding this permanent position in Brentwood is needed to support enrollment growth: Brentwood Student Headcount at census for FA14 was 2,648, or 30% of LMC's total headcount of 8,794.

2. In a survey of 589 Brentwood Students in FA13 regarding all Student Services offered in Brentwood, 222 responded they were "aware" of Financial Aid services in Brentwood; 189 responded they have "used" Financial Aid Services in Brentwood; and in ending comments, 18 asked for "more" Financial Aid availability. c. A quick review of SARS for January and February, 2015, shows that our Financial Aid Representative that is scheduled on Thursdays saw 30+ students during her 5 hour time slots during the first few weeks of the semester, and then it drops to about half of that after the rush is over. Students are frequently required to return for Financial Aid services to submit additional documentation; this requires student to either have to wait a week until the Financial Aid representative returns, or go to the main campus in Pittsburg. Given the urgent nature of submitting financial aid documentation, many of our Brentwood students opt to make the trip over to the main campus.

3. By adding a Financial Aid Assistant I to the Brentwood Center staff, there would be a dramatic improvement to the level of service to Brentwood students. Financial Aid information is very technical and often time-specific. This position can provide regularly scheduled workshops for interested students, make in-class presentations, provide hands-on assistant with applications and forms, and keep Brentwood students informed of upcoming deadlines and specific financial aid information.

4. This position would also relieve the front office Admissions staff in Brentwood by removing them from the role of attempting assistance with financial aid information or having to refer students to the main campus.

Last, this positon would contribute to more realistic staffing levels, in preparation for the move to the new Brentwood Center.

SECTION E – STAFFING REQUEST

Proposed Position Title: _____ **Financial Aid Assistant I** _____

Proposed Department/Program or Reporting Relationship: ___ **Reporting to Gail Newman/Jennifer Ma**

Indicate type of staffing being requested:

___ X ___	New permanent classified position
_____	Increase to existing permanent classified position
_____	Hourly classified
_____	Faculty (hourly, reassigned time, or stipend)
_____	Student assistant(s)
_____	Consultants/Professional Expert(s)

Estimated FTE needed for position (e.g. number of hours per week, months per year, full-time/part-time, etc…):

100%, 40 hours per week, 12 months _____

_____

Provide a justification for the position request, including:
  1) **historical staffing levels for the department/program (reference existing budgets for hourly or permanent staff, if applicable);**
  2) **specific responsibilities to be assigned to this position (Including existing job classification)**
  3) **how this position will address long-term staffing issues or operational problems.**

  1) **The current level of Student Services offered in Brentwood are: Financial Aid Assistance – one employee @ five hours per week; Admissions-Records Services – three full-time employees; Counseling - one full-time, three adjunct counselors @ 37.5 hours (total) per week ; DSPS Counseling, two adjunct counselors @ 16 hours (total) per week; DSPS Test Proctoring is available 45 hours per week; Library Textbook Reserve is available to students 50 hours per week.   Transfer Center Services :, LMC Transfer Counselor - one day per month; CSU Rep. 2.5 days per month; University Bus Tours now routinely pick up and drop off in Brentwood; Student Life activities are scheduled throughout the year. During or in preparation for registration: assessment testing, New Student Workshops; Bookstore sales.**

  2) **This position would offer a variety of Financial Aid services including individual appointments, drop-ins, FAFSA workshops, one-on-one assistance with on-line application processes, forms, deadlines, information, bulletin board postings & updates.**

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SECTION F – BUDGET

Indicate duration of funding request:

_____	One year
_____	Two years
___X___	Ongoing
_____	Other *(please specify_____)*

Provide an explanation of the budgetary needs associated with this project/position, including how the funding will be used to support the project and yield a successful outcome:

Requested budget covers salary and benefits for a full-time Financial Aid Assistant I.

Provide a line item budget for the request (be sure to include each element in the narrative above):

CATEGORY	DESCRIPTION	AMOUNT
Supplies *[including taxes, S&H costs, etc…]*		
Equipment *[including taxes, S&H costs, etc…]*		
Software *[including taxes, S&H costs, etc…]*		
Inter-program charges *[e.g. copies, postage, etc…]*		
Travel		
Consultant/vendor fees		
Staffing *[include salary and benefits]*		
Classified – permanent (new or increase)	Step 1 @ 100% with Employer Cost (Annually)	45,958.92
[calculate benefits at 21.238% of salary]	Step 5 @ 100% with Employer Cost (Annually)	55,997.40
Classified – hourly *[calculate benefits at 9.467% of salary]*		
Faculty – hourly *[calculate benefits at 7.267% of salary]*		
Faculty – re-assigned time or stipend *[contact LMC Business Office for details]*		
Health Benefits (medical, dental and vision) (Estimated at mid-tier: $30,518.76/yr)	Health Benefits	30,518.76
Student assistant(s) *[calculate benefits at 1.767% of salary]*		
Other		
TOTAL BUDGET REQUEST		Step 1= 76,477.68
		Step 5= 86,516.16