

PCAB Update

Administrative Services



BARC

Prompts: Grouping and Fiscal

Grouping request prompt:

If you are requesting multiple individual resources that support the same department or program towards similar outcomes or objectives, they should be combined into a single request, even if they serve different immediate purposes. (e.g. different pieces of equipment and technology that would be used in the same laboratory, in an effort to modernize a family of lab courses for a department). This combined request should contain an itemized cost for independent resources, as well as the program's internal priority list for items

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Prompts: Grouping and Fiscal

Fiscal sustainability (not scored):

As part of our resource allocation process, we aim to ensure that all funded requests are sustainable beyond the initial investment. Please provide a detailed plan addressing the following:

- 1. Sustainability Strategy – Beyond the initial funding, how will this resource continue to be supported? Are there partnerships, grants, or internal reallocations that will contribute to its long-term viability?**
- 2. If General Fund Unrestricted (GFU) is the only available funding source, and no other ongoing funding strategy exists, please indicate this clearly. In such cases, it is important to assess whether the campus is prepared to sustain the resource long-term.**
- 3. Additional description included in Nuventive: If GFU is selected as the funding source, please also describe how this request directly contributes to Mesa 2030 goals or addresses an urgent community or workforce need. Clearly articulating this alignment will help ensure that funding decisions support institutional priorities and have a meaningful impact.**

Potential additional questions after the initial award but prior to actually funding the equipment or supply request:

- 1. Ongoing Maintenance – What are the anticipated maintenance needs, including costs and staffing requirements, to keep this resource functional over time?**
- 2. Replacement and Lifecycle Planning – What is the expected lifespan of this resource, and how will future replacement costs be addressed? Are there existing budget sources or funding strategies to cover these costs?**

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Scoring

Environmental scoring to be changed to .8 with the complete removal of stewardship physical, fiscal, human from the prompt.

<p>Explain how your request promotes <u>Sustainability</u></p>	<p>Request clearly demonstrates a commitment to sustainability of resources (physical, fiscal, and human). Examples include:</p> <ul style="list-style-type: none">• Commitment to and prioritization of policies or practices that improve environmental justice and sustainability• stewardship of resources (physical, fiscal, and human)• climate action education• Policies, practices, programs committed to reducing Mesa College's carbon footprint• replacement/maintenance of current resources• cross-functional/interdisciplinary request that improves efficiency of resources, practices, and programming
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Scoring

Need Scoring to be changed to 1.2

Using accurate and relevant data*, explain the Need for the request beyond what currently exists in the unit.

*Some data will be provided but writers should include any and all data they deem relevant to the demonstration of need.

Request includes accurate and relevant data/evidence

- Classroom requests should minimally include **FTES/FTEF, Adjunct FTEF, Full-Time Faculty Headcount**
- Other data could include: student utilization, faculty/employee utilization, growth/demand, time on task, efficacy of services,
- Data/evidence is clearly connected to the need and justification for the resource(s) beyond what currently exists within the unit.



Request may include discussion of how it will support a new policy, practice or requirement (internal or external).

- The requirement is clearly articulated with relevant details describing how this request supports the requirement.

Fiscal Year '24 - '25 End Dates

Fiscal Year 2024-2025 Year-End Deadlines		
Deadline	Description	Notes
Friday, March 21, 2025	GENERAL FUND (1110) Requisitions for Supplies, Services and Equipment	Please submit requisitions early to ensure they are charged to your 2024-2025 budget. All requisitions over \$10,000 require: <ul style="list-style-type: none"> • Cooperative Agreement (reflected on quote) OR • Sole Source Letter OR • 2 additional quotes for same items/services
Friday, March 21, 2025	GRANTS AND CONTRACTS (FUNDS 12 THROUGH 19) Requisitions for Supplies, Services and Equipment	Send requests to: Rosa Mejia rmejia@sdccd.edu Virginia Enriquez venrique@sdccd.edu Jeannette Leon jleon@sdccd.edu All requisitions over \$10,000 require: <ul style="list-style-type: none"> • Cooperative Agreement (reflected on quote) OR • Sole Source Letter OR • 2 additional quotes for same items/services
Friday, March 21, 2025	Stockroom - Special Orders (Office Solutions)	Special orders for items not in the Stockroom must be placed by March 21, 2025 and received by May 31, 2025
Friday, May 16, 2025	Revolving & Co-Curricular Cash Fund Reimbursement	Reports Submitted to Mesa's Business Services Office (A102)
Friday, May 23, 2025	Payment Requests	Non-travel payment requests for procuring goods / services (ex. catering, speakers and MIP). Any incomplete documents submitted after May 23, 2025 will be processed in FY 25-26.
Friday, May 30, 2025	Budget Transfers	Form submitted to Rosa Mejia rmejia@sdccd.edu
Friday, June 6, 2025	Reprographics	Submit request Print Request Form
Friday, June 6, 2025	Mileage & Travel Authorization	Any travel approved after June 6, 2025 will result in payment being made under fiscal year 25-26.

Professional Development



MICROSOFT APPLICATIONS
Professional Development for SDCCD Employees
HyFlex: Attend in-person or online*
*In-person participants must bring their own laptop


Fridays, 2/28/25 - 5/2/25
9:00am-12:00pm
SDCCE North City Campus (Room 212)* OR Online

Weekly Topics:

- 2/28: SharePoint Foundations
- 3/07: Teams and OneDrive: Collaboration and Productivity
- 3/14: Teams Meetings and Video Conferencing
- 4/11: Microsoft Word Essentials
- 4/18: Outlook and Office 365 Essentials
- 4/25: Excel and Power Platform: Collaborative Data Management
- 5/02: Optimizing Communication: Teams Calls and Phone

Complete all 7 classes and receive a certificate of completion

Reserve your spot today!
REGISTER



*North City Campus Location: 8355 Aero Dr, San Diego, CA 92123



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