NOCRC Budget Decision Making Guidelines

1. NOCRC is a student-centered consortium. Budget decisions should focus on maximizing resources to support access and success of adult learners.
2. Make decisions with the goal of developing long-term and sustainable programs.
3. While being compliant with CAEP requirements, evaluate all possible scenarios and consider innovative approaches to maximize accessibility and learning outcomes.
4. Be good stewards of human, financial, and physical resources by adopting the principle of "good use of funds" when designing CAEP strategies.
5. To increase the consortium's capacity, rely on strengths of every consortium member and avoid unnecessary duplication of services.
6. As appropriate, leverage other funding sources to ensure breadth and sustainability of NOCRC programs and services.
7. Use data when making decisions with the understanding that other, non-quantifiable, factors may be considered as well.
8. Ensure that personnel cost is not beyond 85% of the total CAEP program area
9. Review and keep in mind that higher cost should be invested in instructional activities for CAEP outcome pathway.

Criteria for Budget Reduction Strategies due to COVID-19 Emergency

1. To respond to current emergency, consider eliminating budget items supporting in-person instruction, such as facility rental agreements and current off-site locations.
2. Prioritize CAEP core services, i.e., strategies supporting outcomes in CAEP program areas.
3. Consider eliminating travel and conference fees or minimize the amount to an absolute need and only related to CAEP activities.
4. Leverage existing structure and program offerings of NOCRC members and use CAEP funds to support what is in place.
5. When considering staffing structure for CAEP strategies, review the existing and proposed permanent positions. Keep sustainability in mind.
6. One-time personnel cost will not be considered if it does not support CAEP activities only in lieu of the budget reduction (AUHSD and ROP in mind)

Criteria from the Education Code 84914 for the reduction

Keep in mind that Education Code 84914 (see below) guides the allocation process for all members. This education code governs the appropriate percentage allowed for members in good standing, and also allows for a reduced amount if members cannot or no longer wishes to follow the consortium approved CAEP annual plan (or if the member is ineffective in providing services

identified in the CAEP annual plan). For more information, please see the recently released CAEP Planning Memo.

EC84914 (2) For any year for which the chancellor and the Superintendent allocate an amount of funds to the consortium less than the amount allocated in the prior year, the amount of funds to be distributed to a member of that consortium shall not be reduced by a percentage greater than the percentage by which the total amount of funds allocated to the consortium decreased, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced further:

(A) The member no longer wishes to provide services consistent with the adult education plan.

(B) The member cannot provide services that address the needs identified in the adult education plan.

    (C) The member has been ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

Personnel Screening Criteria

for CAEP proposed positions

1. Does this position support a core service that is aligned with institutional priorities at this time?
2. Would this strategy duplicate a program, service or initiative that is already offered or being planned by NOCE?
3. Can another NOCE staff or faculty member perform the job responsibilities?
4. Is the strategy project-based with a definite start and end date appropriate for the position?
5. If the strategy is part of a pilot project, is there a sustainability plan that is feasible?
6. Is this a best practice that can be scaled?

Additional Criteria to be implemented if the consortium does not reach consensus for the program areas
1. Reduce member's budget by the percentage of their allocation