

Program Review Resource Allocation FAQs

QUESTION 1: When doing a new hire request, how much money should I request per position?

For Human Resources Requests:

- Per SDCCD, request \$66,801 per new faculty member
 - This includes benefits
- For a classified employee request, go to: <http://hr.sdccd.edu/er/salary.cfm>
 - Scroll down the page to find the appropriate bargaining unit salary scale
 - Most requests will fall under AFT Guild – Office Technical –click on this and it will take you to a two page document. Page 1 is the salary scale; Page 2 is the classification list, with the salary range.
 - Find the appropriate range; use the salary for Step C to get the monthly salary, then multiply it by 12. This will give you the annual salary.
 - Add \$20,000 (for benefits) to the annual salary to get the full cost for the position.

QUESTION 2: When asking for new computer or computer related equipment, or AV equipment, who should I contact for information on pricing?

For Computer or AV Equipment Requests:

- Per Dean Craft:
 - for a standard PC desktop with 8GB of RAM and a 20” diagonal screen, request \$1,200
 - for a Mac Book Pro, request \$2,500
 - for a 21” Mac desktop, request \$1,650
 - for a 27” Mac desktop, request \$2,100
- For printer and other computer related equipment, contact Kevin Branson at kbranson@sdccd.edu , ext. 2861
- For AV estimates, contact Kevin Branson at kbranson@sdccd.edu , ext. 2861

QUESTION 3: When asking for other equipment or supplies, who should I contact for information?

For Equipment and Supplies Requests:

- Use your existing vendors for quotes
- When using another vendor, assure that they are registered with Purchasing as an district vendor
- NOTE: for equipment and supplies that are less than \$200 each, request 4000 object code; for equipment that is more than \$200 each, request 6000 object code funding