

## **Informed Budget Process**

Fall semester signals the time to re-engage in the annual Informed Budget Process (IBP). The IBP is a planning process where the college community can review their existing budgets, and request new funds to address basic ongoing and one-time operating budget needs and remodeling projects. The priority for new base-funded positions and projects is to help the College fulfill its mission, vision, and goals. IBP also provides the opportunity to review internal processes, consider ways to create departmental efficiencies, and repurpose staff and faculty positions.

### **24-25 Budget Outlook**

The core operations of the college depend on state tax funding and tuition revenue. Regarding tuition revenue, the College administration continues to monitor enrollment and for this year enrollments have stabilized and tuition revenue looks positive. The College also relies on new tax funds to fund IBP projects and most of the new potential funding is tied to performance metrics. The Utah System of Higher Education moved to a new performance funding model for this year, and preliminary indications are that no institutions are meeting all of the metrics which are: increases in high school graduates enrolling in college, timely completion, and certificates and degrees in high-demand programs. This limits the amount of new available funding SLCC will receive. Fortunately, the state's economy is healthy which often indicates at least some new tax fund revenue, which includes funding for compensation increases. The College continues to support compensation increases even in tight budget years.

In summary, there will be little new funding for ongoing projects and positions, so please be mindful of that in this year's submissions. However, the College needs to plan for the future, and thus we desire departments to continue to submit their ongoing or one-time needs in moderation through the IBP Portal in January, instructions will be sent at that time. Further, these requests should align with the College's mission, vision, and goals, and also how they will help us meet the new performance metrics.

### **Process**

The IBP process intentionally begins at the department level. Throughout Fall and early Spring semesters, department and division heads should review existing budgets, reallocate budgets as appropriate, identify department needs, and prepare budget requests. Department heads are strongly encouraged to involve their employees. Here are some common scenarios of departmental needs and possible steps you can take:

- 1) You need a new employee: The first step of IBP is to look at your existing structure and budget. Do you have open positions that you can repurpose into better-suited positions? Are you short on funds to upgrade a position? First, work within your division to address those needs. You can do this year-round; however, due to prior funding commitments of the College and PWC working to address compensation equity issues, there will be limited funds for upgrades. Still, you can submit an online IBP request through the portal in January if there are insufficient funds.

- 2) You need one-time funds for a project: Perhaps you do not have enough budget to cover the cost of an item that would benefit your department and the College. Identify how much this would cost, speak with your supervisor, or work up through your division, and if the VP/Provost has this within their budget, you can create a one-time budget transfer to meet those needs at any time throughout the year. If funds are not available, you can submit an online IBP request in January.

IBP is a fluid process. If there are insufficient funds in your budget, you need to develop a plan to request funds. If you have any departmental ongoing or one-time budget requests for 2024-25, you should first discuss these with your respective supervisor. Vetted, one-time requests should then be uploaded into the IBP Portal, which will open in late January 2024. The Budget Office will send a separate email with instructions at that time. The divisional Vice President/Provost will then review and prioritize consideration for the 2024-25 budget year.

**New Positions:** Suppose your department is planning to request a new position for 2024-25. First, there will be limited funding this year for new positions, and it may take an additional year or two to get the position. Second, it is necessary to begin working with PWC during Fall semester to create a job description in the PARS system and identify the appropriate salary range before submitting a budget request in the IBP Portal come January. PWC must review all proposed positions before being advanced in the IBP for funding consideration, including any positions in the legislative budget request for 24-25. The Budget Office will remind you if you have any of those positions.

**Remodel:** If your IBP request involves a Facilities-related remodel project or furniture purchase, you will need to consult with the Facilities Services, Planning & Design department to address your proposal's feasibility and budget; please do so before February 2024.

### **Timeline and Training**

Here is a timeline of approximate dates:

- IBP Training In-Person **October 5, 2023, 10:00 AM**. Register through the Staff Development Training Portal.
- IBP Online Training, **October 11, 1:00 PM**. Register through Staff Development
- PARS and Job Description Training, **November 10, 2023**. Register through Staff Development.
- Web-based IBP request forms and instructions will be emailed; the IBP online portal will be opened (January 2024)
- Guidance from the Provost and Vice Presidents regarding the process for forwarding budget requests for their review (January 2024)
- All faculty and staff positions included in the 2024-25 Legislative Budget Request must be submitted in PARS (end of January 2024)
- Division review of proposals (February 2024)
- Cabinet review, discussion, and final decision-making (March-April 2024)

Please visit the Budget Office website for information regarding the operating budget and last year's IBP outcomes: <https://i.slcc.edu/budget/index.aspx>. If you have questions about the budget process or need additional budget information, please call or email Darren Marshall, AVP of Budget Services and Financial Planning at X4782, or Jillana AhLoe, Budget Director, at X4149.

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