

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 budget review and budgetary needs assessment should begin at the department level and MUST include discussions with respective supervisors. The college prioritizes any new base-funded and one-time-funded items to help fulfill its mission, vision, and goals. IBP also provides the opportunity for departments to review internal processes, consider ways to create efficiencies, and repurpose staff and faculty positions. As the college continues developing its strategic plan, IBP will closely align with the new strategies in future years.

25-26 Budget Outlook

The core operations of the college depend on state tax funding and tuition revenue. Fortunately, enrollments have increased year over year for the past two years, and tuition revenue appears stable. Tax funding, primarily new tax fund projections, appears relatively flat heading into the next fiscal year for 2025-26. Preliminary discussions within the Utah System of Higher Education (USHE) indicate limited funds will be available for new, ongoing projects and personnel.

Another limiting factor for new tax funds is meeting institutional performance metrics. These metrics focus on attaining the following: an increase in high school graduates enrolling in college, improving timely completion, and increasing certificates and degrees in high-demand programs. Even though the college expects limited new funding, funds will be available for one-time needs. All budgetary requests for ongoing or one-time funding are prioritized by each division and approved by the Executive Cabinet. In addition, the college continues to support compensation increases even in tight budget years.

In summary, the college is anticipating little new funding for ongoing projects or new positions, so please be mindful of that in this year's submissions. However, the college still 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; IBP form guidelines will be sent at that time. All supervisors should review the budget request before submission; otherwise, the request will not likely be prioritized by your division for funding.

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) **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 funds are insufficient.

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 in 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 25-26. The Budget Office will remind you if you have any of those positions.

- 2) **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 supports the request and has budget availability, you can submit 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.
- 3) **Need a 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 2025.

IBP is a fluid process. If your budget has insufficient funds, you need to develop a plan to request funds. If you have any departmental ongoing or one-time budget requests for 2025-26, you should discuss these with your supervisor first. Vetted, requests should then be uploaded into the IBP Portal, which will open in late January 2025. The Budget Office will send a separate email with instructions at that time. The divisional Vice President/Provost will review all submitted requests and prioritize consideration for the 2025-26 budget year.

Timeline and Training

Here is a timeline of approximate dates:

- IBP Training In-Person **October 3, 2024, 2:00 PM.** Register through the Staff Development Training Portal.
- IBP Online Training, **October 16, 2024, 10:00 AM.** Register through Staff Development
- PARS and Job Description Training, **October 11, 2024, 10:00 AM.** Register through Staff Development.
- IBP Form Guidelines are emailed and the online portal will be opened (January 2025)
- Guidance from the Provost and Vice Presidents regarding the process for forwarding budget requests for their review (January 2025)
- All faculty and staff positions included in the 2025-26 Legislative Budget Request must be submitted in PARS (end of January 2025)

- Division review of proposals (February 2025)
- Cabinet review, discussion, and final decision-making (March-April 2025)

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, Sr. Budget Director, at X4149.