

Informed Budget Process Cycle

Darren Marshall <darren.marshall@slcc.edu>

Thu 10/7/2021 3:23 PM

To: Darren Marshall <darren.marshall@slcc.edu>

Dear Colleagues,

Fall semester signals the time to re-engage in the annual Informed Budget Process (IBP). The IBP is a planning process that provides an opportunity for College departments, schools, and divisions to request new funds and to address basic ongoing and one-time operating budget needs and remodeling projects. This tool allows the campus community to propose new budgetary projects 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.

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 budgets. Do you have open positions that you can repurpose into a better-suited position? Are you short on funds to upgrade a position? First, work within your division to address those needs. You can do this year-round. If there are insufficient funds, you can submit an online IBP request in January.
1. 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 2022-23, you should first discuss these with your respective supervisor. Vetted, one-time requests should then be uploaded into the IBP Portal, opening in late January 2022. 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 2022-23 budget year.

New Position: Suppose your department is planning to request a new position for 2022-23. In that case, it is necessary to begin working with Human Resources (HR) 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. HR must review all proposed positions before being advanced in the IBP for funding consideration, including any positions in the legislative budget request for 22-23. 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 both the feasibility and budget of your proposal; please do so before February 2022.

Timeline

Here is a timeline of approximate dates:

- IBP training through Staff Development Office (November 2021)
- Web-based IBP request forms and instructions will be emailed; the IBP online portal will be opened (January 2022)
- Guidance from the Provost and Vice Presidents regarding the process for forwarding budget requests for their review (January 2022)

- All faculty and staff positions included in the 2022-23 Legislative Budget Request must be submitted into PARS (end of January 2022)
- Division review of proposals (February 2022)
- Cabinet review, discussion, and final decision making (March-April 2022)

An online IBP training will be offered Tuesday, November 16th, coordinated by the Staff Development Office. This training provides an orientation to IBP, budget planning, and resource allocation.

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 Budget Services and Financial Planning at X4782, or Jillana AhLoe, Budget Director, at X4149.

Sincerely,

Darren Marshall
AVP of Budget and Planning
