Process Going Forward

- STEP ONE: Core Services Matrix

Each administrative and student support department (including division offices) will complete a core services evaluation matrix.

The department manager and his/her staff will identify core services and rank them accordingly from level 1 (most core) to level 4 (least core).
Estimated Resources for 13–14

- On-going funds for positions and reclassifications: $650,000 (Does not include faculty to meet the Faculty Obligation Number -FON).

- One-time funds for capital equipment/site improvement: $750,000

These figures are based on expenditures to date. They could increase or decrease before year end close.
Step 2: Strategic Operational Plan

Answer a series of questions:

◦ What vacancies exist in my department/division or related departments that allow for redistribution of duties or potential reorganization or reclassification?

◦ What technologies have you explored to achieve efficiencies?

◦ What changes in performance and/or reporting requirements have been imposed on your department either internally or externally?

◦ How could you do “whatever it is” in a better, less time-consuming or less expensive way and still achieve the same/ almost the same results?
Strategic Operational Plan (continued)

- What do you want? Describe your proposal in a few sentences and address the following questions if they apply to your situation.

  - What is the initial cost, ongoing cost or additional resources needed?
  - How will the proposal impact the current staff?
  - What training will be necessary for staff to achieve the change? Is there a cost or can it be done in house?
  - How long will it take to implement the change (TIMELINE), and what will it cost?
  - Will policies and procedures have to be changes? If so, which ones?
  - How will the change impact others? Students, faculty, staff, the public, the high schools, etc.?
Calendar for 2013–14 Budget

- May 15: Strategic Operating Plans to VPs/Directors
- May 29: VPs/Directors prioritize requests with their units
- June 3: Executive Cabinet integrates priorities from VPs/Directors into a priority list for on-going funds and a priority list for one-time funds.
- June 10: Final priority list presented to Planning and Budget Committee.
Tentative Budget will reflect total on-going amount and total one-time amount.

Final Budget will reflect the actual allocations of on-going and one-time amounts.
On-going Process

- Update core services matrix annually as part of program review update.

- Update strategic operational plan annually to qualify for ongoing or one-time funds.
The End

Questions/Concerns?