

09-11 BUDGET PROCESS FAP SUMMARY
03-12-08

Process Summary – This table brings together information from several planning documents provided to FAP by the budget director’s office. It represents the administration’s projected schedule for the budget process. The timelines are approximate.

Budgeters – Staff and faculty directly involved in the budget process include the college president, VPs (inc. provost), college budget director, library and budget deans, divisional budget coordinators (BCs), and assigned staff.

December 07 – Pres/VPs finish with 08-09 Supplemental and begin 09-11 Biennial process.

1. Pres/VPs set the overall parameters:

- The Budget Request will focus on ‘operationalizing’ the strategic plan
- The total for enhancements is 10% above current levels, including salaries
- Bowwave (incremental growth, COLA) and Maintenance Level (utility rate increases, etc.) will be in addition to the 10% maximum enhancement level

January 08 – Pres/VPs/BCs develop “decision packages” based on operational needs and the Strategic Plan.

2. Pres/VPs/BCs name the decision packages and assign preliminary figures to each:

- Faculty & Staff
 - a. Multi-year Faculty Recruitment/Retention/Equalization program
 - b. Exempt market based compensation program
 - c. Support Results of State Collective Bargaining for Classified Staff
 - d. Staffing for Internal Labor Relations
 - e. Human Resource Management System
- Enrollment Growth
 - a. Response to high demand (e.g. science & math)
 - b. Response to changing demographics
- Student recruitment/retention
 - a. 1st year experience retention programming
 - b. Enrollment Management
 - c. Continue the multi-biennium tuition waiver equity program
 - d. Building the pipeline (e.g. reach back programming, etc.)
- Diversity
 - a. Diversity Implementation Team Recommendations
- Sustainability
 - a. Sustainability Task Force Recommendations
- Basic Infrastructure
 - a. Staffing for Research and Analysis
 - b. Emergency Preparedness (if not funded in supplemental)
 - c. Diversify College Revenue Streams

February 08 – VPs/BCs/deans rough out initial numbers.
3. VPs/BCs/deans/assigned staff draft decision packages
<ul style="list-style-type: none"> • Carry unfunded 07-09 requests forward • Gather and screen new budget requests and recommendations through intra-divisional conversations • Assign initial values to accepted new requests
March 08 – Budgeters vet initial numbers with campus constituencies.
4. Share preliminary list of decision packages with key constituents and invite consultation.
<ul style="list-style-type: none"> • Board of Trustees (Pres) • Faculty/Staff through divisional structures (VPs) • Faculty Advisory Panel (Provost) • Geoduck Union (VP Student Affairs) • Deans and Directors (VPs and BCs within division)
April 08 – Pres/VPs/BCs revise numbers based on March feedback.
5. Pres/VPs/BCs/assigned staff review draft decision packages and revise as needed
6. Pres/VPs will share revised decision packages in public forum
May 08 – Pres/VPs/BCs draft budget document.
7. Pres/VPs/BCs/assigned staff revise decision packages as needed and draft budget document
June 08 – Board of Trustees receives draft budget document
8. Pres presents draft budget document to Board
9. Board approves draft budget document
July 08 – Pres finalizes budget.
10. Pres finalizes decisions and budget document and presents it to HEC Board
August 08 – Pres presents final budget to state officials.
11. Pres submits final budget to Governor, Legislature, Office of Finance Management, Sept 1