

March 11, 2019

## MEMORANDUM

**TO:** Vice Presidents, Budget Signature Authorities, and Administrative Staff

**FROM:** Ginger Gibson, Vice President for Administrative Affairs

**SUBJECT:** 2019-2020 Operating Budget Process

The operating budget process for the upcoming fiscal year has begun, and I would like to bring you up-to-date on the budget planning for fiscal year 2019-20, provide the working schedule for the next several months, and outline the process from this point forward. Open budget workshops have not been scheduled for this year as they have not been well attended the past several years, but individual division sessions are available upon request.

### The Process

The process for the most part will be to roll your 2018-19 recurring operating budgets forward to establish the base budget for next year and then during the next several months each Vice President will work with their areas to submit detailed plans of action. It is too early to predict funding therefore budget reduction/reallocation across the institution at this time is not planned.

The Resource Planning Council (RPC) continues to meet regularly. The RPC is identifying the strategies and tactics ready for action in the upcoming year to move the college towards achievement of the strategic plan. If you want more information on the Resource Planning Council, please visit [the RPC website](#) or come join the group at one of the upcoming meetings.

*The following guidelines are offered to help you develop budget submissions:*

### New Positions

No provision for requesting new positions has been made for this budget cycle. If you have an absolutely compelling need for a new position, you should consult with your Vice President (through appropriate channels) to work out a solution within existing resources (this would need to be identified on the detailed budget plan). A new position request should be submitted as an unfunded request ONLY if a Vice President cannot resolve the request within existing funding and the position is imperative to the core mission/strategic direction of the institution.

## Operating Expenses

All increases (including cost to continue) in operating expenses should be absorbed within your current level of funding. If you feel you are unable to do this, you should discuss the matter with your Vice President to work out a solution. ONLY in the event that the identified need cannot be addressed at the department/division level, should a request for unfunded operating funds be submitted on the division request form. Each division/department should thoroughly review operating expense budgets for additional cost saving opportunities.

## College Strategies and Tactics for Achievement of Strategic Plan

The President's Budget Committee will review all reallocations and/or requests for funding to address priorities of the strategies and tactics ready for action in the upcoming year to move the college towards achievement of the strategic plan identified by the RPC.

## Capital Outlay

Departments should submit to their Vice Presidents detailed capital equipment requests during this budget process. Each Vice President will submit ONE request workbook (excel file provided) identifying all the approved capital requests for its entire area. We encourage you to develop your capital needs within the context of a three-year plan, but the Vice President only needs to submit requests for 2019-00. Please keep in mind that the capital equipment budget is generated from non-recurring funds and the President's budget committee will establish an estimated capital budget.

## Requests for Alteration, Renovation or Refurbishing of Existing Space

In an effort to assure that divisions have an opportunity to formally request facility alterations, renovations or refurbishing of existing space a separate form has been created for these type of requests. These forms should be submitted with the capital outlay requests for 2019-20.

## Forms and Other Information

To assist you in your budget planning, departments should receive worksheets for each department identifying the recurring base budget. However, at this time the worksheets are not completed so we encourage everyone to use last year's final budgets to begin the process. In an effort to streamline the process identifying changes to each department we will NOT have departments submit copies of each account, instead each Vice President **will submit information identifying any changes for each department under their respective area**. In addition, please use eStaff to view historical data about your department(s) and to view position information.

Any requests for funding for Cost to Continue, Strategies and Tactics for Achievement of the Strategic Plan, or Division/Department Objectives should be recorded on the workbook provided. Each Vice President should submit **ONE** unfunded request workbook (excel file provided) identifying all approved requests for its respective departments.

## Due Dates

Department continuation budget confirmation and changes must be submitted by the Vice President to the Office for Finance by **10:00am on Friday, March 29, 2019.**

Unfunded requests (Cost to Continue, Strategies and Tactics for Achievement of the Strategic Plan, and/or Department/Division Objective) and/or Division Budget Reduction/Realignments must be submitted by the Vice President to the Office for Finance by **10:00am on Friday, April 5, 2019.**

Capital Outlay and Request for Alteration, Renovation, or Refurbishing of Existing Space requests will be due by **10:00am on Tuesday, April 23, 2019.**

## Closing Thoughts

We have tried to provide you with background, guidance, and materials, but we certainly haven't been able to anticipate every possible circumstance you may incur in your operating budget planning. The Provost and Vice Presidents will be developing their individual approaches to this portion of the process and therefore, may require additional or different information.

Santa Fe is an exemplary institution with excellent academic and student life programs. Our campuses are beautiful and located in unique and wonderful communities that attract thousands of students who come to us to help prepare them for their futures. Our students succeed because everyone who works here helps make Santa Fe the gem that it is. Thank you for all that you do every day to help make students goals a reality. The intellect, creativity and character they take with them when they leave Santa Fe is a direct result of our collective efforts. As always, Santa Fe continues to move forward and rise to the occasions presented to us stronger than when we began.

## 2019-2020 Operating Budget Information

The following budget information and forms can be found on the [Office for Finance Budget/Year-End website](#).

- President's Staff Budget Committee Schedule and Agenda
- General Budget Schedule
- Operating Budget Instructions
- Operating Budget Workbook
- Unfunded Budget Requests Workbook
- Capital Outlay Workbook
- Request for Alteration, Renovation, or Refurbishing of Existing Space
- Benefits Helper Worksheet