

## **Budget Criteria**

**October 2023**

In 2015, the College convened a Strategic Planning Budget Subcommittee to develop an evaluation process for making budgetary decisions. References from the original document were updated to reflect current College planning processes and terminology.

### Expectations and Base Assumptions

*In developing a budget, basic considerations will guide the process. Information from the following expectations and base assumptions are to be applied to each criterion to assist evaluators and others in thinking through the many issues for consideration when developing and evaluating budget requests.*

- Decisions concerning allocation, cuts, income, and investment will be reached through a process that is evidence-based, collaborative, transparent, defensible, and consistently applied.
- Decisions will be openly and widely communicated.
- When applicable, performance and formula metrics will be developed and implemented with stakeholders at all levels of the College to justify funding, staffing, and resources. These formulas and metrics should be published and distributed internally throughout the College.

### Criteria for Budgetary Decisions

*The evaluation should be efficient and produce information of sufficient value so that the resources expended can be justified and appropriately prioritized.*

- Resources will be allocated to ensure the success of the College's priorities as outlined in the Missions, Goals, and Integrated Planning.
- All regulatory and compliance requirements will continue to be met and funded.
- All programs and services will be evaluated in terms of their benefits, costs, relevancy, and impact on students and the external community, including businesses and transfer institutions.
  - Underperforming areas, once identified, should be modified or eliminated.
  - As new needs arise, funds will be required for new programs and services.
- Personnel resources should be optimally assigned throughout the district.
  - In-house talent, including upskilling, reskilling, and cross-training, may be considered before external hiring occurs.
  - Unit functionality and efficiency will be promoted, meaning that employee assignments correspond to real needs, student enrollment, and organizational demands.
  - All services need not be offered at all locations.
- Physical assets will be optimally utilized throughout the district.
- Return on investment, process efficiency, and income-generating initiatives need to be explored to continuously improve and adapt.