FY25 Budget Parameters Discussion

JANUARY 4, 2024
John Nisbet, Interim VP for Finance & Operations
Purpose of Budget Parameters

► Why is it important for the Board to set budget parameters?
  ► Provide guidance during the budget development process
  ► Support strategic investments for the institution
  ► Ensure proper use of budget resources, such as use of one-time funds for one-time expenditures in accordance with Board policy.
  ► Provide framework to maintain sufficient fund balances
Examples of Budget Parameters

- Restoration plan for Fund IX subfunds
- Deferred maintenance of $700,000-$1,500,000
- Tuition increase not exceeding the HEPI
- Increasing materials and supplies by the Consumer Price Index (CPI)
- Salary increases not to exceed $2,000,000
- Strategic Investments, such as enrollment growth initiatives
Revenue
- CCSF – State Funding
- FY25 Tuition increases
- Student fees

Expense
- Salaries
  - Current positioning against market
  - FY25 Compensation increases (COLA, Step)
- Deferred Maintenance
- Capital Needs – other major projects
- Programmatic and Professional Development Investment
- Enrollment Marketing
- Budget Transfers
- Other
2024-2025 LCC Budget Development Calendar

**Fall**
- November
  - Budget Cycle Begins
  - Resource Allocations & Prioritizations Requests Process Initiated
  - College Council & Budget Development Subcommittee (BDS) Convened

- December
  - Budget Update & Five-year Budget Forecast to BOE
  - Initial tuition and fee cost overview
  - Deadline for budget change requests – deadline December 15th

**Winter**
- January
  - Community Training for Campus Budgeting Partners (i.e., budget managers and divisional leadership)
  - Tuition and fees recommendations from SGA & Student Affairs
  - BOE review of budget parameters
  - Budget Update to Cabinet

- February
  - Student Forum
  - Budget Update to Cabinet
  - Categorical funding discussions
  - Position Approvals (i.e., faculty search and approvals)
  - Board Feedback: Budget Parameters
  - BDS Balancing Proposals deadlines to College Council – deadline Feb. 28

- March
  - Campus Budget Partners meetings with Budget Office for budget input planning and planning
  - Year-end Closing Planning
  - Budget college-wide spring business forum and budget update
  - All funds review by College Finance
  - College Council Balancing Proposals submitted to the President for BOE meeting.
  - Board Approval: Tuition Rates and Fees
  - Board initial budget discussion

**Spring**
- April
  - Deadline for Budget Partners to Return Budget Proposal Templates for Review
  - Finalize Administrative Balancing Options (if needed)
  - Distribution of proposed budget documents to budget committee

- May
  - Board Budget Committee Meetings

- June
  - Board Budget Hearing and Approval of budget

- July-September
  - Submit and publish all final budget documents to required entities
  - Budget cycle ends

For questions, please email: BudgetOffice@lanecc.edu

Or visit our website.

Updated 12/05/23