

**Budget Council**  
**November 15, 2023**

**Participants:**

Dan Hall, Lori Peterson, Morgan Sandvick, Tyler Cox, Luke Fidge, Lori Loseth, Kt Peterson, Mike Stocke, Stephanie Groom, Brooke Marshall, David Johnson (not present: Rachel Warren, Mike Boogaard, Chad Miltenberger, Magdalena Moulton)

**Agenda:**

1. Discussion with Pierce College

**Meeting summary:**

1. We began the meeting by asking how Holly Gorski, Interim VPA at Pierce College handles budget requests.
2. At Pierce College, they create budget development work groups that represent each of the different areas, examples of the areas include Instruction, Administration Services, etc.
3. The budget development work groups are asked to brainstorm where they see potential increases in expenses and where they could make cuts in their specific area. If increases are requested, they will need to share how their request aligns with the strategic plan.
4. As they create the budget requests, they are asked to identify if any of the increases will be ongoing or a one-time fixed cost.
5. After the work groups have made a final decision, they are asked to present their budget requests to the budget team which consists of 25 members, including deans, budget managers, representatives for classified and faculty union, etc.
6. They make the budget request presentations available for faculty and staff to attend to create transparency. The presentation can be informative for those not involved in the budget process. However, deliberation is completed only by the budget team.
7. They make all budget requests public and identify which budget requests were approved and for what amount.
8. Pierce College does not currently have a rubric to rate the requests they receive.
9. As for the timeline, the budget development process for Pierce College begins once they have numbers for fall and they can begin projections.
10. Before they can start, they have a set of guiding budget values and principles that must be approved. They present the principals and values to the executive team and make edits up until the end of December. Once approved by the executive team, it will then go to the Board of Trustees in January. Once approved by the Board of Trustees, they will begin their budget kickoff in March. However, there can be delays due to legislation.
11. In April, the budget development groups begin their presentations to the budget team and the budget team deliberates in May. After this is approved, it goes to the Board of Trustees.

12. As these requests come through, the finance office is tracking any approved increases/decreases through a spreadsheet to monitor where the budget is at and making sure it is clear what is an ongoing budgeted item vs. what is not.
13. It was asked if their budget requests were coming through normal operating budget or through program review. The program review requests come through the instruction budget development work group.
14. We asked what they do when a great request comes in, but it is not the right timing. They were asking budget work groups to keep track of these requests, but it was challenging with turnover.
15. After the discussion ended with Pierce College, we discussed that we want to mimic Pierce by forming our own working groups.
16. We then moved the discussion to current open positions. HR is receiving a lot of position requests which is impacting our vacancy savings.
17. We are drafting a proposal that positions go through budget before a position request goes to HR. We cannot automatically assume a vacant position will be filled, once a position is vacant an evaluation will need to be done on whether that position should be filled. We need to be thoughtful on how we fill positions.
18. ELT is reviewing our position vacancies.

**Next meeting: 12/6/2023, 2:00-3:00pm**