

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Institutional Planning and Budgeting Processes

DATE: June 2, 2009

PURPOSE: To provide guidelines for institutional planning and budget development.

SCOPE: This procedure memorandum applies to all College employees.

GENERAL PRINCIPLES:

Institutional planning and budget development is conducted in a sequence of steps involving several segments of the College's internal and external constituencies. Institutional planning processes serve to direct the budget development process to ensure optimal use of College resources.

1. Definitions

- A. Institutional Planning – An ongoing process in which the College assesses its environment and strategic limitations, changes or reaffirms its mission, or establishes strategic initiatives and goals with designed implementation plans.
- B. Planning Cycles – A timeline that highlights key elements of the various types of planning activities including multi-year plans, annual plans, and special project plans. Multiple sources of data are used in various planning cycles including environmental scanning, institutional effectiveness data, and trends analysis.
- C. Budget Guidelines – A set of conditions established based upon priorities identified as a result of institutional planning processes. Budget guidelines are distributed to all cost center managers and provide overall assumptions for development of annual budgets.
- D. Budget Development – A systematic process of developing the overall College budget. The process begins with the approval of Budget Guidelines by the Board of Governors. Cost centers managers work in conjunction with employees and within Budget Guidelines to develop area budget requests. The Planning/Budgeting Strategy Group reviews and works with area-wide requests for final submission to the Board

of Governors. The budget development process concludes with the adoption of the budget by the Board of Governors to satisfy statutory requirements.

## 2. Institutional Planning And Budget Development Process And Responsibilities

- A. Institutional planning processes are conducted in annual and multi-year cycles including both internal and external constituents.
- B. Results of cyclical planning processes are incorporated into annual budget development guidelines.
- C. Annual Budget Development
  - 1) A Planning/Budgeting Strategy Group is appointed annually by the President and the Executive Vice President.
    - a) The Planning/Budgeting Strategy Group works with the Board of Governors to develop Budget Guidelines.
    - b) The Planning/Budgeting Strategy Group communicates budget development guidelines, including general budget targets and assumptions, budget development timelines, and other overall budget development information and decisions to cost center managers and college employees.
    - c) The Planning/Budgeting Strategy Group works with the Budget and Finance Coordinator to produce a budget development packet for cost center managers. The budget development packet includes detailed information on how to submit requests for general fund, equipment, personnel, information technology and facilities.
  - 2) Other employee groups are appointed by the Planning/Budgeting Strategy Group to focus on specific areas in the budget development process such as equipment and information technology needs. The purpose of these specified groups is to carefully review requests for consistency related to college standards and relevance to designated college priorities.
  - 3) Cost center managers are responsible to develop and submit budget requests for respective cost center(s).
    - a) Cost center managers develop and submit budgets that are in compliance with the budget priorities, guidelines, timelines and other budget process requirements.
    - b) Cost center managers ensure that employees whom they represent in the budget process are knowledgeable about how to have their budget needs heard and considered.

- 4) Institutional planning cycles are continuous. Results are reviewed and documented as specified throughout designated planning processes with results incorporated into annual budget development processes.

Adopted 6/5/92; Revised 8/30/02;6/2/09