

BUDGET DEVELOPMENT GUIDING PRINCIPLES

The allocation of resources shall accomplish the following goals:

- Support student enrollment, retention and success
 - Maintain high quality instruction and services
 - Meet the legal, contractual and accreditation obligations of the college
1. The college shall develop a plan for funding anticipated STRS and PERS scheduled increases through fiscal year 2021-2022. The plan should meet the new Chancellor's Office reporting requirements.
 2. The college shall balance its budget; ongoing expenses shall be supported by ongoing income. A general fund contingency, as established by the board of trustees, shall be maintained. One-time funds shall not be used to fund programs or activities on an ongoing basis.
 3. The faculty, staff and administrators are the college's greatest resource. If possible, lay-offs of faculty, staff and administrators will be avoided. In the event of funding shortfalls, positions that become vacant may not be filled, and reassignments may be necessary.
 4. In the event of one-time funding shortfalls or unanticipated expenses, reserves and/or one-time funds may be used to facilitate budget adjustments while expenses are reduced in the least disruptive manner. Use of reserves shall be short-term, and the reestablishment of the contingency reserve shall be a high priority.
 5. Cost effectiveness in all areas shall be a major factor in considering reduction/retention of programs and services rather than instituting across-the-board cuts.
 6. The college shall practice open communication and transparency while engaging in institutional planning and budget development.
 7. Meeting the college's FTES goal in a cost effective and strategic manner shall be a priority.
 8. College planning priority objectives will guide decision making on budget priorities.
 9. Fixed and mandated costs (e.g., utilities, liability and property insurance, salary schedule movement, and reserve requirements) shall be projected annually, and allocations will be made to meet these expenses.
 10. College budget development activities shall take total cost of ownership into consideration.