Friday September 29, 2023

Introduction

Dear Colleagues:

It has been quite a year. With statewide constraints due to hiring, ransomware, and other items, revamping our planning cycle has been a monumental task. Working together across the College, we have made tremendous progress this year and will continue to do so as we look to improve our processes, and better align resources with the President's Goals and our Strategic Plan (to be finalized in December/ January).

As a reminder, our budget planning is based on two primary sets of guiding frameworks:

(a) The Guiding Principles developed by the Strategic Planning Budget Council; and
(b) The President's Goals & Outcomes

Innovation Funding: One-Time Requests

This year, the College invited applications from the campus community to request one-time needs which are fulfilled through Innovation Grant dollars. These Innovation grants help us better serve our students and the community. All Innovation requests are reviewed/vetted by Area Directors and Deans and prioritized at the department/division level before being reviewed for approval at the institutional level by the Executive Team.

- A total of $430,371 worth of Innovation Grant requests were received, out of which the College had funding to approve $100,000. The Foundation Office also provided an additional $51,500 for a total of $151,500K available dollars.
- Those requests approved for Innovation Grants will be notified by the Budget Office with directions on how to access funding following the September 2023 Board meeting.

Total Innovation Funded

- DEIA
- Enrollment
- Infrastructure
- Training

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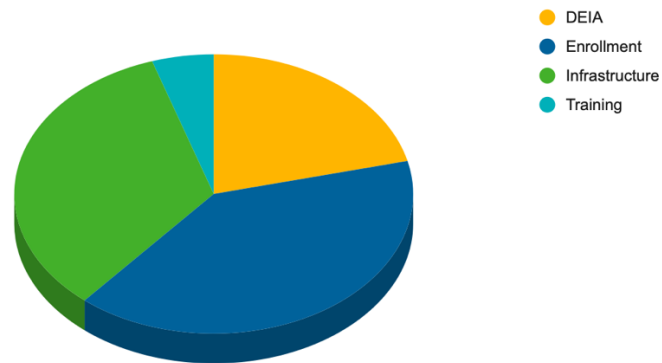
The Executive Team recommended the following list of funding approvals based on our resources, and I have subsequently approved the list as well. (See below)

Those requests that are unfunded at this time will be sent to area managers to discuss, and brainstorm alternate ways to fund if possible and plan for the following year (see below).

Innovation Requests – Funded		
Item	**Amount**	**President's Goals**
Theatre Equipment Training	$2,000	Infrastructure
Faculty Retreat (focus on the coordination of departmental DEIA assessment process)	$4,000	DEIA
Ethnic Studies Speaker Series	$13,500	DEIA
Marketing Camera Gear (photography/filmmaking needs)	$13,000	Infrastructure
Virtual Campus Tour	$40,000	Enrollment
Advising Center Furniture Replacement	$17,500	Infrastructure
CECO Student Success Course and Math/English Cohort Project	$5,000	DEIA
Athletic Academic Center Design/Development	$35,000	Infrastructure
Antiracist/Equity best practices with Corresponding Curriculum	$12,200	DEIA
NEOGOV Employee Onboarding/New Hire Module	$5,000	Training
Loaner Library	$1,000	Infrastructure
IPADS for Intake Activities	$1,000	Infrastructure
Size-Inclusive Furniture for Counseling Sessions	$2,300	Infrastructure
Innovation Requests-Not Funded		
Item		
Remodeling of the 1400 Bldg. common space		
Increased funding for Retention/Enrollment with Cross-Training		
Revamping the OER institute and outcomes to support a wider type of participation		
Mobile Meeting Technology (Co-op Spaces) OWL and Mobile Projector		
Peer-Tutoring Funding		
Security Intruder Device		
Folder Inserter BAS		

Hiring Criteria & Prioritization for 2023-24 Position Requests

Approximately $1.3 million in position funding requests were received through the 2023-24 budget request process. While Shoreline has begun to experience increased student enrollment (including in Fall 2023!), it is important to remember that the College finished the 2022-23 fiscal year in a deficit with expenditures exceeding overall revenue amounts. This means that the College will need to carefully consider requests for positions (including the funding of both ongoing and new positions) as we enter the 2023-24 fiscal year.

To that end, with the goal of collaboratively determining areas of need and opportunities for increased efficiencies, the Executive Team made the following decisions regarding new position funding requests for 2023-24 year:

Position Requests - Funded				
Position Title	**Position Type**	**Department**	**President's Goal**	**Priority #**
Student Ambassadors/Peer Mentors	Students	International Education	Enrollment	1
Increasing Senior Graphic Designer to 100% FTE	Classified Staff	Marketing & Communications	Infrastructure	2
Funding Staff Reclassification (CSS2 to PS2)	Classified Staff	Financial Aid	Infrastructure	3
Additional Campus Security Officer	Classified Staff	Safety & Security	Infrastructure	4
Position Requests – On Hold for Further Review				
Additional Research Analyst t	Admin/Exempt	Planning & Inst Effectiveness	Infrastructure	5
Program Coordinator	Classified Staff	Testing – Student Supp Svcs.	Infrastructure	6
Customer Services Specialist 2	Classified Staff	Running Start- & Access & Advsg.	Infrastructure	7
Grounds Supervisor	Classified Staff	Facilities	Infrastructure	8
Additional Custodian 2	Classified Staff	Facilities	Infrastructure	9
DEIA Project Liaison	Admin/Exempt	DEIA	DEIA	10
Program Specialist	Classified Staff	International Education	Enrollment	11
Maintenance Specialist 5	Classified Staff	Facilities	Infrastructure	12
Recreation & Athletics Specialist 2	Classified Staff	Athletics	Infrastructure	13
Grounds & Nursery Specialist 2	Classified Staff	Facilities	Infrastructure	14
IT Network/Telecom Journey	Classified Staff	TSS	Infrastructure	15
Maintenance Mechanic 2	Classified Staff	Facilities	Infrastructure	16
Electrician	Classified Staff	Facilities	Infrastructure	17

| Increasing Truck Driver 2- Shuttle Bus to 12 mo.	Classified Staff	Safety & Security	Infrastructure	18
Program Specialist 2	Classified Staff	Guided Pathways	Infrastructure	19

Please also be aware that the Executive Team will be developing and utilizing a published set of hiring criteria with regard to determining position and recruitment approvals moving forward. The criteria will focus on positions required for legal or regulatory compliance, and those positions which align with objectives identified under the President's Goals as priorities. Position supervisors will have the opportunity to submit information relative to these priorities when requesting approval to recruit.

More information will be shared out to campus shortly.... stay tuned!

Resource Prioritization

As part of our process this year, there were several requests that were made that did not fit as neatly into Innovation grant requests, but instead were more operational in nature. The College was able to allocate $257K to the items listed below out of approximately $6.1M dollars' worth of requests. Those items that are not funded for now will be sent back to area managers for review with their teams to determine if alternative funding can be found to accommodate departmental needs. All requests for technology or items that affect overall infrastructure will also be reviewed by the appropriate committee/council to ensure feasibility. Those specifically in Business and Administrative Services will also be reviewed by the new Vice President of Business and Administrative Services. In addition, categorizing these was challenging as many items could also be placed into other categories as well.

Total Approved Resource Requests

- DEIA
- Enrollment
- Infrastructure
- Training
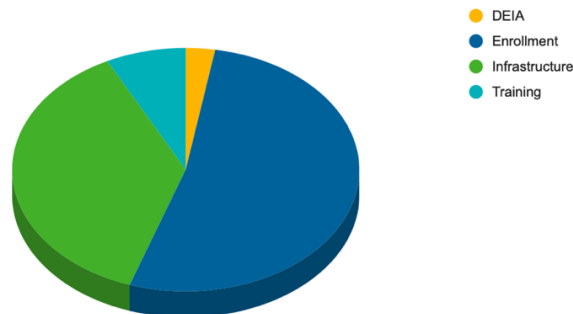
FUNDED		
Item	Amount	President's Goal
Security Training	$14,000	Training
Marketing Costs for Advertising	$75,000	Enrollment
Ad Hoc Mid-Cycle Visit for Accreditation	$39,939	Infrastructure
Slate CRM	$30,000	Enrollment
Overseas Travel & Recruitment (IE)	$30,000	Enrollment
Student ID Cards	$2,000	DEIA
Statewide DECA Competition	$4,000	Infrastructure
Commencement	$5,000	DEIA
Photographer for marketing and ad campaigns	$30,000	Infrastructure
NEOGOV-Onboarding	$13,000	Infrastructure
Telehealth Platform for Counseling	$3,000	Infrastructure
NABITA Membership/Pro-D	$1,200	Training
ctcLink Training & Travel	$2,000	Training
Mental Health First Aid Training	$2,000	Training
General Foundation and Advancement	$6,000	Infrastructure

Conclusion

Thank you to all who attended our presentations on this information during Opening Week. We will be looking at ways to improve for next year's process (which begins right away!) with the goal of continuous improvement focusing on progress not perfection. Plan, take action, and improve!

Stay tuned for an additional memo which will highlight more information on overall ongoing budget modifications and processes in place to track planning from area reviews.

Thank you to each and every one of you for your participation in this process.

Be well all!
Jack