

MEMO TO:

Academic Deans  
Business Managers  
Director of Marketing  
Facilities Directors  
Chief Financial Officer  
Director of Human Resources  
Director of Technology  
Student Services Deans

FROM: Shari Olson, Vice President, Planning & Administrative Services  
DATE: January 22, 2007  
SUBJECT: Next Steps: Integrated Planning and Budgeting Process for FY2008

Budget requests have been sorted by functional areas and we are ready to begin the first round of prioritization of requests. This new process is allowing us to utilize a database to compile all requests and to align college strategic planning directions to our annual budget investments.

**Summary of all requests:**

Type of Request	Number	Amount	Percentage
New Initiative/College Improvement	19	\$ 326,007	12%
Equipment (instructional/non-instructional)	79	\$ 625,558	23%
Increase to Program/Department Budget (Non-personnel)	51	\$ 660,781	24.5%
New or Expanded Position (Personnel)	21	\$1,097,299	40.5%
<b>Total of Requests</b>	<b>170</b>	<b>\$2,709,645</b>	<b>100%</b>

**Next Steps:**

1) Review all requests contained within your packet.  
2) Complete attached **Priority Worksheet** – recommendations from each area of responsibility (Academic Affairs, Administrative Services, Advancement, Human Resources, Student Services) will be reviewed during the month of March by the President's Cabinet.

- **Academic Deans meet with Division Chairs** per campus and create a rank order list of all requests that you are reviewing. From these two separate lists, the Deans and Vice President, Kent Hanson should meet and create one list for the college in the area of Academic Affairs.
- **Student Services Deans meet with Directors** within your work group and create a rank order list for the college. After creating your list of priorities, please arrange to meet with Vice President, Kent Hanson to create one list for the college in the area of Student Services.
- **Administrative Services and Human Resources** meet as one team and create a rank order list for the college. After creating your list of priorities, arrange to meet with me to create a final list for the college in the area of Administrative Services.
- **College Marketing and Advancement Directors** meet with Vice President, Bonnie Stewart to create one list for the college.

The **deadline** for submitting your **Priority Worksheet** of projects in rank order is **Friday, March 2, 2007**. If you have questions, please contact me at 218.681.0869 or Julie Fenning at 683.7050. Thank you in advance for your dedication to implementing this new process for budget planning.

CC: Cindy Cedergren, Assistant to the President  
Kent Hanson, Vice President, Academic Affairs and Student Services  
Linda Samuelson, Faculty President (TRF)  
Dan Sponsler, Faculty President (EGF)  
Bonnie Stewart, Vice President, Advancement  
Anne Temte, President