

The Higher Learning Commission Action Project Directory

Northeast Iowa Community College

Project Details			
Title	Financial Planning and Review: Implementing a Timeline	Status	ACTIVE
Category	5 - Knowledge Management and Resource Stewardship	Updated	
Timeline		Reviewed	
Planned Project Kickoff	04-06-2016	Created	05-17-2016
Target Completion	12-15-2016	Version	1

1: PROJECT SUMMARY

A: This project seeks to identify the activities to be quantified and reported to the finance division for budget forecasting in the next fiscal year. The project will involve all divisions of college service. The organizational process this action project will change will be to use current data in forecasting projections for revenue and expenses needed to meet the financial commitments of the college. In order to be successful, all divisions need to understand how the college is funded and the basic principles of managing a departmental budget.

2: PROJECT RATIONALE

A: This project seeks to understand the “right size” of the college as it adjusts to unknown factors in budget forecasting. These factors include uncertainty of state funding levels, economic factors, and declining high school enrollments and increased competition for students. The goal of the project is to create an accessible, transparent, budget model that will factor in economic and enrollment projections and allow the college to forecast a sustainable budget model.

3: PROJECT GOALS AND DELIVERABLES

A:

Goal 1: Implement a budgeting timeline
Action Steps and Timelines:

- Communicate the budget timeline to budget managers (Summer 2016)
- Coordinate data elements needed to build the budget for the next two fiscal years to the budget timeline (Summer 2016)
- Provide documentation tools for budget planning to budget supervisors (Summer 2016)
- Collect data for FY18 expenses for budget planning (Fall 2016)
- Collect data for FY18 projected revenue for budget planning (Fall 2016)

Desired Outcome/Analysis of Goal 1:

- FY18 budget forecast will be finished by December 2016
- Identified budget managers will submit projected plant and equipment expenditures by October 1, 2016

Goal 2: Provide guide book for nonfinancial managers on college budgeting processes
Action Steps and Timelines:

- Identify and develop content of guide book that most reflects needs of budget managers (Summer 2016)
- Provide summary of operational costs of college to be used for training. (Summer 2016)
- Provide training program that can be retained and used for new and existing budget managers (Fall 2016 and ongoing)
- Provide accounting reports that allow budget managers to track revenue and expenditures. (Fall 2016)
- Develop accounting reports that can be used by budget managers that will indicate if budget goals/benchmarks are on target. (Fall 2016)

Desired Outcome/Analysis of Goal 2:

Outcome: Pre and Post analysis of budget training will indicate an increase in knowledge of budget development and use of departmental funds.

Outcome: 80% of identified budget managers will be able to locate and reference college resources on budget development and processes

Outcome: 80% of identified budget managers will report satisfaction with budget reports provided by the finance office.

Goal 3: Define metrics for cost effectiveness of credit programs

Action Steps and Timelines:

- Research best practices from similar institutions for credit programs (Summer/Fall 2016)
- Using data from finance and student services, determine baseline measures for credit program costs (Summer/Fall 2016)
- Develop parameters for program costs (Summer/Fall 2016)
- Integrate programming costs to job market trends/analysis for NICC district (Summer/Fall 2016)

Desired Outcome/Analysis of Goal 3:

- Data needed to identify costs for credit programs has been identified and evaluated and recommended for implementation at NICC for FY18.

4: INSTITUTIONAL INVOLVEMENT

A: This project will be led by the Vice President of Finance. Members of the action project team will include the Executive Director of Business Services, and the President's Cabinet. Cabinet includes representation of all college functions such as Academics, Student Services, Foundation, Facilities, Business and Community Solutions (continuing education), Human Resources, and Institutional Effectiveness. These persons will take the lead in providing information to the Vice President of Finance on current gaps in the budgeting and reporting processes, identifications of training needs, and assist with training of supervisors within their divisions. The project will also include college committees and functions involved in academic programming, enrollment, and work force training.

5: PROJECT CONTROL

A: The Action Project team will meet monthly to monitor progression toward identified goals. This will insure that the timeline is met, and, if not able to be met, determine the next course of action. The key measures of the project and timeline are indicated in #3. Evaluation will be completed at the conclusion of each supervisor training and be used to refine training. Results from the initiative will be to provide budgetary training for new employees with these responsibilities as part of the onboarding process. The other long term goal is to develop a proactive approach to budgeting based on the college strategic priorities and operational needs in relation to predicted revenue potential over a 2-year forecasting model.

6: ANTICIPATED CHALLENGES TO PROJECT SUCCESS

A: Implementation will be challenged by the timeline and potential turnover of key staff. The budget timeline will be key and it is recognized that this process will be refined as additional data sources are identified.

7: ADDITIONAL INFORMATION

A: N/A