



Napa Valley Community College District

FY25-26 BUDGET WORKSHOP - OPEN FORUM

Jim Reeves
Wendy Nucho
Duong Tran
Napa Valley Community College - Business Services

AGENDA

Resources – Available January 30th at Planning and Budget Development website

Budget Development Process & Procedure

Operational Continuance Workbook

Personnel Related Requests

Operational Optimization Proposals

Shared Files Example

RESOURCES

Budget Guidance Memorandum

Napa Valley Community College District
Budget Guidance Memorandum
For the Development of the 2025–2026 Budget

Introduction

This memorandum is provided as guidance for the 2025-2026 budget for the Napa Valley Community College District. It is being made available to Budget Center Managers and members of the community to communicate budget assumptions, broad planning parameters and the procedure for requesting resources for the 2025-2026 academic year.

Budget Center Managers for Categorical, Grant, and Special Program Funding, please refer to the Restricted Funds Budget Guidelines (page 6).

Please refer to following documents and the [Planning & Budget Development](#) website for additional information regarding budget development:

- Napa Valley College Educational Master Plan
- Budget Development Values & Assumptions-general guidance regarding budget development
- Budget Guidance Memorandum
- Resource Allocation Request Matrix
- Budget Planning Process Timeline

Additionally, the Planning & Budget Development Presentation (1/28/25 Open Forum) and the Quarterly Budget Center Managers Meeting on 1/29/25.

Budget Requests will be collected for:

- Strategic Initiatives
- Operational Optimization Requests
- Personnel Requests
- Operational Continuation, Technology and Facilities Requests-shared template

Current Conditions

The District has made incremental progress in its financial position as evidenced by the removal from ACCJC “enhanced monitoring” status, the successful filing of the District’s annual audits and the timely filing of its annual 311 reports. In addition, the following factors have contributed to a “steadying” of the financial condition of the College.

- The approval by the Board of Trustees of a balanced budget for 2024-2025.
- An incremental increase in reserves for 2023-2024 with a projected increase in reserves for 2024-2025.
- The adoption of two SERP’s by the Board of Trustees for 36 employees resulting in reduced budget demand beginning in the 2021-2022 fiscal year and 2022-2023 fiscal year, respectively.

Budget Development Timeline



Budget Development Process Timeline 2025 - 2026

December 2024
- 12/13/24 District Budget Committee – reviews Budget Guidance Memorandum, Budget Values & Assumptions document, and any changes to the Budget Allocation Process.
January 2025
- 1/28/25 Budget Development Workshop
- 1/29/25 Budget Center Manager’s Quarterly Meeting – Budget Development Training
- 1/31/25 District Budget Committee - Review & Recommend Fund 11 revenue projections for upcoming budget development cycle.
February 2025
- Budget Center Managers work with their areas to develop and gather budget submissions.
- Budget Center Managers work with District’s Budget Analyst, Duong Tran, for assistance as needed to meet the 3/3/25 submission deadlines.
March 2025
- 3/3/25 Personnel Request forms are due, submissions packaged for President’s Cabinet review.
- 3/3/25 Operational Optimization proposals are due.*
- 3/3/25 Operational Continuation workbooks due.* Includes Facilities and Technology requests.
*Applicable submissions will be forwarded to <u>respective District Committees</u> (for review/recommendation) before consideration by the District Budget Committee.
April 2025
- DUE 4/11/25 Facilities Committee Recommendations due to Business Services
- DUE 4/11/25 Technology Recommendations due to Business Services
- 4/22/25 Resource Task Force – With categorical and grant fund managers, identify and recommend funding sources for strategic initiatives and operational continuation requests.
May 2025
- 5/1/25 Initial Personnel decisions due from President’s Cabinet
- 5/13/25 Tentative Budget Campus Forum
- 5/16/25 District Budget Committee Recommends Tentative Budget to Superintendent/ President
June 2025
- 6/12/25 Board of Trustees Considers Tentative Budget
July 2025
- 7/21/25 Tentative Budget Available to Budget Managers
August 2025
- TBD District Budget Committee Considers Final Budget Submission
- TBD Final Budget Campus Forum
- TBD District Budget Committee Recommends Final Budget to Superintendent/ President
September 2025
- 9/11/25 Board of Trustees Considers Adoption of Final Budget

Budget Development Process & Procedure

➤ Along with the Planning Committee, the Budget Committee has amended the process for 2025-2026. Among those changes are modifications to requests for strategic Initiatives and changes to requests for Operational Continuance funding.

➤ **Budget Tools:**

Detailed budget and expenditure information is available to Budget Center Managers through the Self-Service portal. These tools are active for all Budget Center Managers.

➤ **Requesting Funding for Strategic Initiatives**

Strategic Initiatives are defined as an idea or program that addresses a goal of the college in a specific way and is not currently being done at NVC

Deadline: December 13th, 2024

➤ **Requesting Resource Funding to Advance Organizational Optimization Proposals**

These are initiatives that improve the optimization of college systems and operations consistent with NVC's efficiency themes present in the Educational Master Plan and the Goals of the Board of Trustees.

Deadline: March 3rd, 2025

➤ **Requesting Additional or Replacement Personnel**

The College will pilot a position request process for both replacement positions (positions that have recently become vacant) and new positions on or after July 1, 2025

Deadline: March 3rd, 2025

➤ **Requests for Additional Operational Continuance Funding**

Operational Continuance is defined as additional resources required to maintain the current level of service.

Submissions can include increases to required training budgets, supplies & materials, replace low valued equipment, and increases to existing software license agreements and maintenance contracts

✓ Facilities Related Requests

✓ Technology Related Requests – Hardware

✓ Technology Related Requests – Contracts for Application, Support, and Maintenance

✓ Other operating expenses requests

Deadline: March 3rd, 2025

RESOURCES

Napa Valley College
Resource Allocation Request Matrix
Revised January 2025

This matrix is provided as guidance for budget managers and others to submit requests for resources into the annual budget process. For additional information please consult the current Budget Guidance Memorandum and support documents on the Planning & Budget Development webpage: <https://www.napaValley.edu/about/administrative-services/planning-and-budget-development.html>

	Form	Form	Operational Continuance Workbook			Form
	Strategic Initiative Proposals (1)	Personnel Related Requests (2)	Operational Continuance Requests (3)	Facilities Related Requests (4)	Technology Related Requests (5)	Operational Optimization Proposals (6)
Forms Available	P&B Webpage	P&B Webpage	Workbook will be available on TEAMS on January 30 th . A link will be sent to the BC Manager's email account.			P&B Webpage
Date Due	December 13	March 3	March 3	March 3	March 3	March 3
Requires Update to Unit Plan		✓	✓	✓	✓	
Requires Supervisor Approval		✓	✓	✓	✓	
Requires VP Review/Approval		✓	✓	✓	✓	
Submit Applications Here	Submitted to RPIE	TEAMS links sent to BC Managers	TEAMS Shared Workbook sent to each BC Manager			TEAMS links sent to BC Managers

- (1) Innovative projects/ programs that advance the mission of the college. See Planning website for more information.
- (2) Includes new and replacement personnel related requests.
- (3) Funding required to continue operations at current levels. Up to \$1,000 will be added to Fund 11 operating budgets to address nominal increases in operating costs. Costs in excess of this amount to be submitted in the Operational Continuance Workbook (see matrix).
- (4) Includes projects that address facility deficiencies or needed to support current programs. Routine maintenance items to be submitted to the School Dude link on the Facilities website.
- (5) Computer refresh requests and new software contracts will be primarily addressed through the technology refresh process. Additional requests will be submitted utilizing the Operational Continuance workbook.
- (6) Proposals that address the quality, speed, and accuracy of services to students and employees. Initiatives also include cost reduction measures.]

[Planning & Budget Development](#)

RESOURCES – Operational Continuance Requests

FY26 OPERATIONAL CONTINUANCE REQUEST, TECHNOLOGY REQUESTS, FACILITY REQUESTS SUBMISSION GUIDANCE

2024-2025 Budget Development - Operational Continuance Workbook:

No personnel requests - use [Personnel Request Form](#)

All known FY26 Facility Projects and Technology Need to go through this process and receive [Facility Committee Review](#) &/or [Technology Committee Review](#)

Routine repair requests should continue to be submitted to the Facilities Services area through the School Dude app on the Facilities/Risk Management website

Requesting Operational Continuance Funding (Fund 11)

The District recognizes that the cost of operating programs and services increases over time. In order to request additional funding to address specific areas of your program *in order to maintain the current level of services*, a request for Operational Continuance Funding can be made utilizing the [Operational Continuance Worksheet](#). Requests for Operational Continuance requests typically include the following:

- Increased costs for contracts and software subscriptions.
- Increases to supplies and materials costs.
- Increases to membership costs specific to your operating unit compliance needs.
- Increases to Fund 11 costs as a result of the District assuming responsibility for costs conditioned by the acceptance of grant or categorical funding.
- Facility Project (non-repair) and Technology Needs/Projects.

Requests for Operational Continuance will require support (i.e., vendor quotes) to build request. Retain supporting documents with department files. When specific cost information is not readily available, an analysis of the three-year average cost increase for that item should be used to provide the basis for the request.

Requesting Grant Funding (Fund 12, not a grant manager) - [Facility Projects](#), [Technology Needs](#), [Need Funding](#)

Requesting Grant Funding (Fund 12, are a grant manager) - [Facility Projects](#), [Technology Needs](#)

Operational Continuance, Technology and Facility budget Request- submission and access

All the Budget Center Managers will have access to a workbooks for each Budget Center. These are organized within a Budget Center Manager's named folder. Contact Duong Tran if assistance is needed. Workbooks custom built for each Budget Center are provided. The final version of requests must be submitted in the master workbook which has been shared with the Budget Center manager. All FY26 technology and facilities projects (that are known at this time) need to be submitted in the operational continuance spreadsheet.

For Budget Centers, that have operational budgets in Fund 11, a \$1,000 increase will be automatically funded and added to the applicable FY26 budget. This \$1k is intended to subsidize increased operating costs. See tab "FY25 Fund 11-Budget Info" within this workbook

For requests that exceed \$1,000, the excel Operational Continuance Worksheet should be used to submit any additional expenses/costs.

Please review your FY25 budget in Fund 11 in the tab "FY25 Fund 11-Budget Info".

FY26 tentative budget (before approved augmentation or analysis of historical spending) for each budget center in Fund 11 is provided.

Submission guidance

FY25 Fund 11 -
Budget Information

Activity & Expense
Codes

Supply vs Equipment
difference

Budget Center List

Grants/Categorical
List

Ops, Tech, Fac Submissions

Define-Ops, Facility, Tech

Resources->

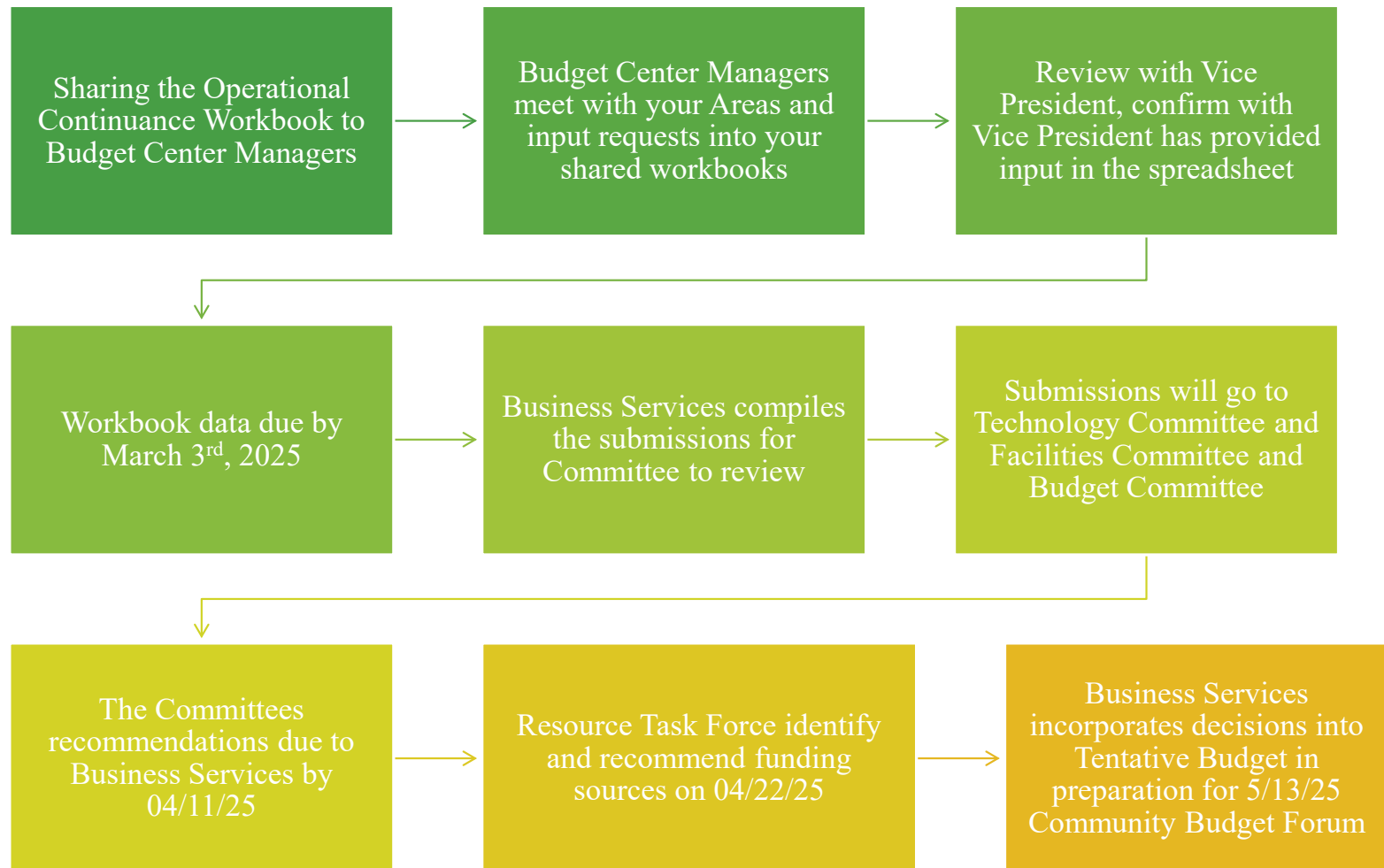
FY25 Fund 11-Budget Info

Activity & Expense Codes

Supply vs Equipment

Budget Ce ...

OPERATIONAL CONTINUANCE WORKBOOK



Workbooks will be shared with BCMs by Thursday, January 30th

PERSONNEL RELATED REQUEST



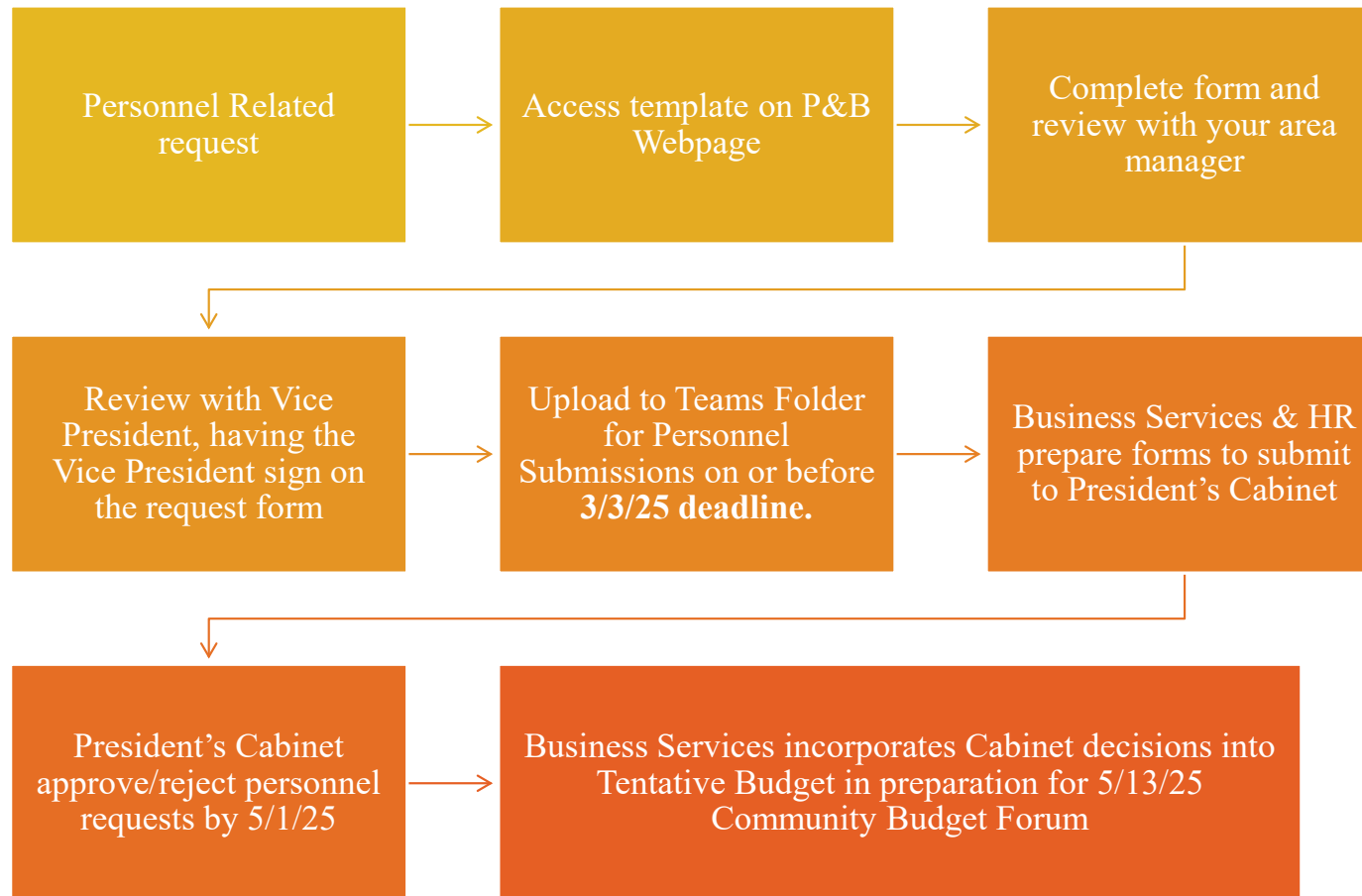
FT Staff and Management Position Screening Form & Ranking Matrix: FY 2024-2025

Cabinet will serve as the vetting/recommending body for all staff and management position requests, which include any recently vacated positions. There is no assumption of automatic replacement. Recommendations to the Superintendent/President will be made based on the needs and opportunities of the college as a whole. When a position is authorized, it means that the need has been vetted, is in the budget, and is approved for recruitment.

Cabinet will review requests on an ongoing basis. However, all requests should also be documented in an area's unit plan in order to tie planning to budgeting. **Submit the completed document to your area Vice President.** Authorized positions will be noticed at least twice per year.

1. Name of Manager Submitting Request: _____ Date of Submission: _____
2. Program or Area Position Will Support: _____
3. Title of Position Requested: _____
4. Anticipated Cost (salary; benefits): _____
5. Proposed funding source: general fund, categorical (name specific program), or grant (name grant): _____
 - a. Does this position have the capacity to generate revenue? If so, how? Provide an analysis of the projected revenue increase over the next five years with costs factored in.
6. Regulatory Requirements: Is this position required by a grant or legal mandate? Explain. _____
7. How is the work currently being done? _____
8. Is this position new, replacement, or backfill? _____
9. Is there currently a replacement or backfill in the position? _____

PERSONNEL RELATED REQUEST



Forms will be available on P&B website by Thursday, January 30th

OPERATIONAL OPTIMIZATION PROPOSALS



FY25/26 Resource Request – Organizational Optimization Proposal

Introduction:

Initiatives that improve the optimization of college systems and operations consistent with NVC's efficiency themes present in the Educational Master Plan and the Goals of the Board of Trustees. Submitted proposals should consider NVC's goal in closing equity gaps as an underlying principle. Proposals can include computer hardware and software, the engagement of outside experts, equipment, personnel, and the realignment of personnel to achieve improved operational outcomes.

Proposals should include but are not limited to the following:

- Proposals that improve the delivery of college operations and services to students and employees more quickly and/or more accurately.
- Proposals that enhance the learning and working conditions for students and employees.
- Proposals that reduce cost.
- Proposals that combine and/ or realign personnel to achieve improved outcomes.

Instructions:

Please complete the application below. Submittals should include available data that supports an estimation that efficiencies will be achieved, and effectiveness enhanced. In addition, where applicable, examples of where the application of the suggested proposals has achieved the desired outcomes.

For consideration in the budget development process, applications and related support materials should be **submitted to the FY26 Budget Development Teams account no later than March 3rd**. Submitted Proposals will then be reviewed by the Budget Committee and considered for funding. Funding recommendations are subject to available resources.

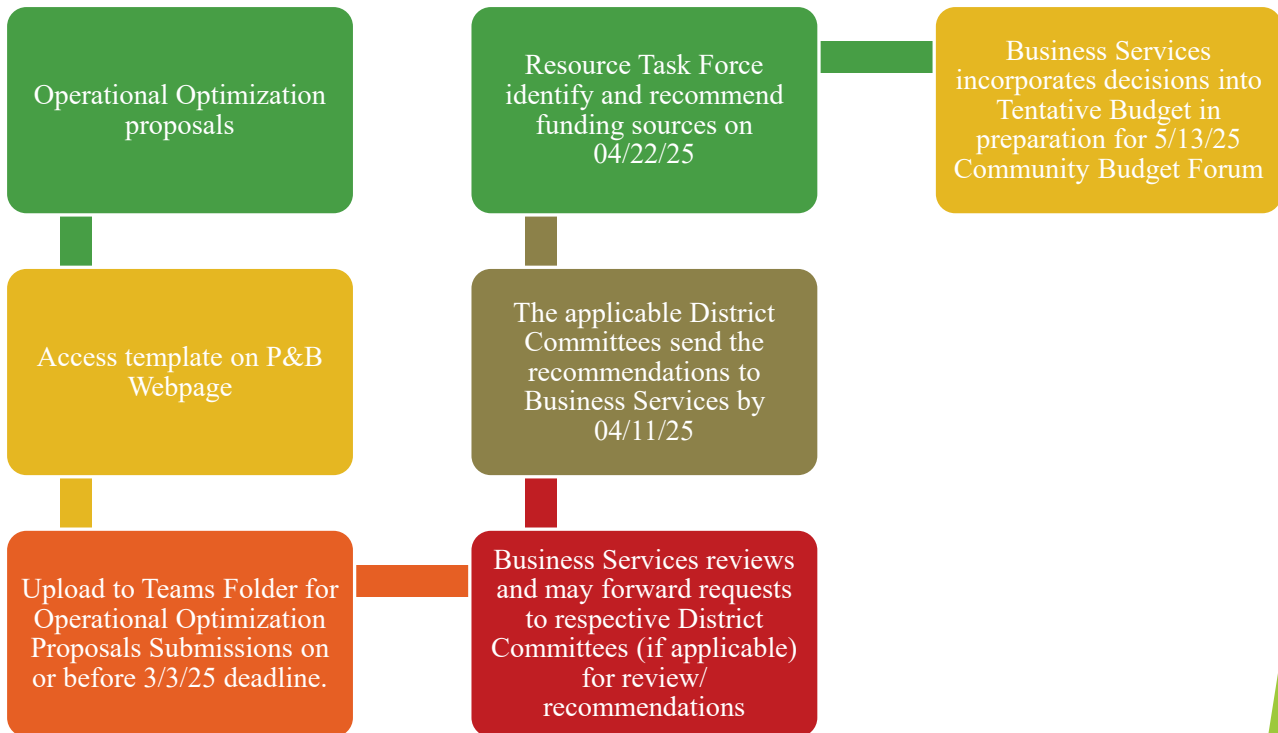
Application:

Name of Applicant:

Department or Area where Applicant is assigned:

Provide a Description of the Operational Optimization Proposal:

Provide a description of how the proposal will improve services rendered to students, employees, or the greater college community. Provide any available quantitative information that supports the request (attach additional support if needed).:



Forms will be available on P&B website by Thursday, January 30th

SHARED FILES EXAMPLE



Duong Tran invited you to edit a folder

Good morning Budget Center Manager,

This is the shared folder for your submission of Operational Continuation, Facilities and Technology Requests. Please submit your requests for each budget center under the correct spreadsheet.

Thank you.

FY26 Operational Continuation Request_James Reeves

This invite will only work for you and people with existing access.

Open

Share

BD Budget Development - FY26

+ New Upload Share Copy link Sync Add shortcut to OneDrive Download Export to Excel Automate Integrate

Documents > General > FY26 Operational Continuation, Facilities & Technology Requests > Office of the Vice President, Administrative Services

Name	Modified	Modified By
FY26 Operational Continuation Request_Amber Wade	5 minutes ago	Duong Tran
FY26 Operational Continuation Request_Carollee Cattolica	5 minutes ago	Duong Tran
FY26 Operational Continuation Request_James Reeves	5 minutes ago	Duong Tran
FY26 Operational Continuation Request_Terry McKinney	5 minutes ago	Duong Tran
FY26 Operational Continuation Request_Wendy Nucho	5 minutes ago	Duong Tran

BD Budget Development - FY26

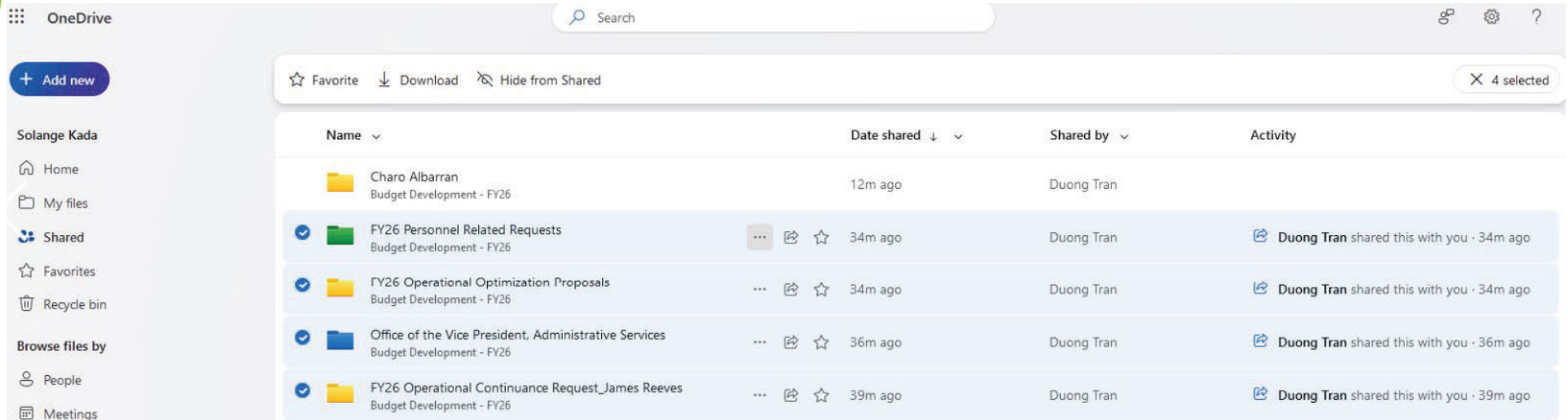
Private group ☆ Not following

+ New Upload Share Copy link Sync Add shortcut to OneDrive Download Export to Excel Automate Integrate All Documents

Documents > General > FY26 Operational Continuation, Facilities & Technology Requests > Office of the Vice President, Administrative Services > FY26 Operational Continuation Request_James Reeves

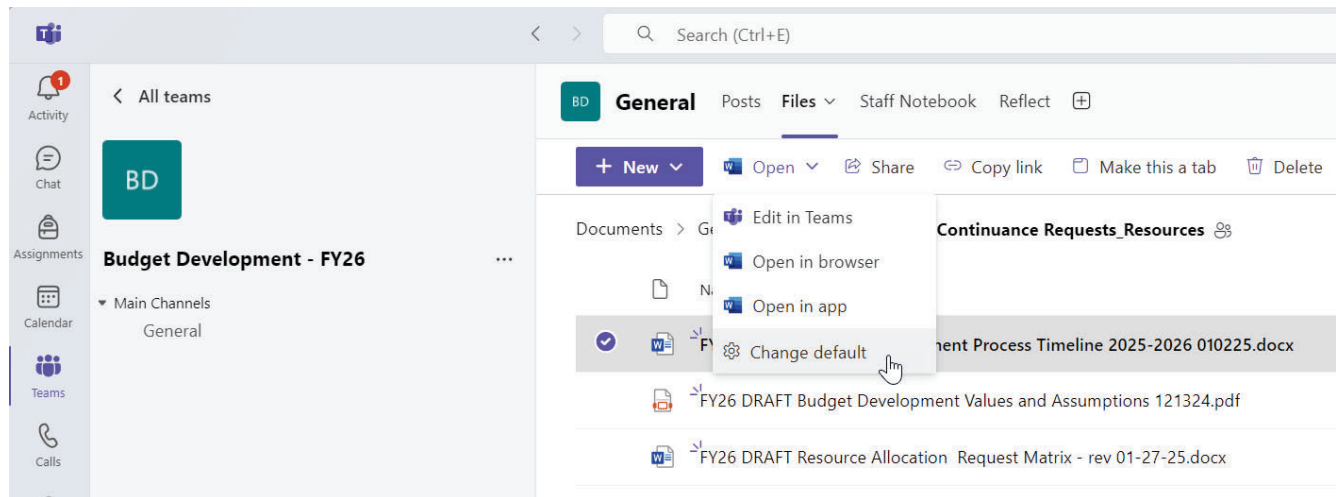
Name	Modified	Modified By
FY26 REQUEST - Operational Continuation, Tech, Facilities Submission Workbook_BC3011.xlsx	22 minutes ago	Duong Tran
FY26 REQUEST - Operational Continuation, Tech, Facilities Submission Workbook_BC330X.xlsx	42 minutes ago	Duong Tran
FY26 REQUEST - Operational Continuation, Tech, Facilities Submission Workbook_BC333X.xlsx	42 minutes ago	Duong Tran
FY26 REQUEST - Operational Continuation, Tech, Facilities Submission Workbook_BC370X.xlsx	41 minutes ago	Duong Tran

SHARED FILES EXAMPLE



The screenshot shows the OneDrive interface with a search bar at the top. Below the search bar, there are action buttons: Favorite, Download, and Hide from Shared. A notification indicates that 4 files are selected. The main area displays a list of shared files and folders with columns for Name, Date shared, Shared by, and Activity.

Name	Date shared	Shared by	Activity
Charo Albarran Budget Development - FY26	12m ago	Duong Tran	
FY26 Personnel Related Requests Budget Development - FY26	34m ago	Duong Tran	Duong Tran shared this with you · 34m ago
FY26 Operational Optimization Proposals Budget Development - FY26	34m ago	Duong Tran	Duong Tran shared this with you · 34m ago
Office of the Vice President, Administrative Services Budget Development - FY26	36m ago	Duong Tran	Duong Tran shared this with you · 36m ago
FY26 Operational Continuance Request_James Reeves Budget Development - FY26	39m ago	Duong Tran	Duong Tran shared this with you · 39m ago



The screenshot shows the Microsoft Teams interface. On the left, there is a sidebar with navigation options: Activity, Chat, Assignments, Calendar, Teams, and Calls. The main area displays a team named "Budget Development - FY26" with a "General" channel. A file menu is open, showing a list of files. The file "FY26 Operational Continuance Request_James Reeves.docx" is selected, and a context menu is visible over it with options: Edit in Teams, Open in browser, Open in app, and Change default.

Files in the list:

- Continuance Requests_Resources
- FY26 Operational Continuance Request_James Reeves.docx (selected)
- FY26 DRAFT Budget Development Values and Assumptions 121324.pdf
- FY26 DRAFT Resource Allocation Request Matrix - rev 01-27-25.docx

Weekly Drop-In online sessions for questions
beginning next week.

Calendar invitation will be sent out this week.

Schedule now for one-on-one meeting with
Duong Tran ASAP

- ▶ Any Questions / Observations?

THANK YOU FOR LISTENING

