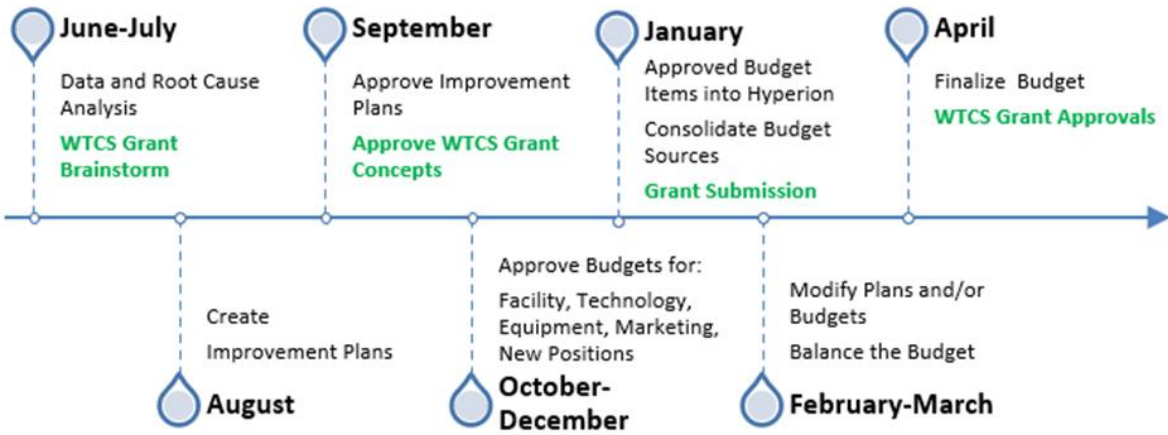


Standard Work Title	Original Adoption Date	Standard Work Number
Plan and Budget Process	08/29/2024	IR - 838
Responsible College Division/Department	Responsible College Manager Title	
Strategy	Vice President of Strategic Development	

Standard Work (Step-by-Step Instructions)	
<p>The annual improvement planning and budgeting follows this timeline:</p> <div style="text-align: center; margin: 20px 0;">  <p>The diagram is a horizontal timeline with a blue arrow pointing right. It features several milestones marked with blue circles and connected to text boxes by dashed lines. The milestones are: June-July (Data and Root Cause Analysis, WTCS Grant Brainstorm), August (Create Improvement Plans), September (Approve Improvement Plans, Approve WTCS Grant Concepts), October-December (Approve Budgets for: Facility, Technology, Equipment, Marketing, New Positions), January (Approved Budget Items into Hyperion, Consolidate Budget Sources, Grant Submission), February-March (Modify Plans and/or Budgets, Balance the Budget), and April (Finalize Budget, WTCS Grant Approvals).</p> </div>	
<p>The College sets the strategic focus and priorities and the departments and academic programs plan their improvement goals annually. Support plans such as Facilities, Technology, Equipment, Marketing, Personnel, and Instructional are developed. Divisional and individual improvement goals follow this alignment to ensure all improvement goals support the College’s strategic focus and direction. Resources are determined to support focused strategic improvements.</p>	
<p>Budgeting for Wisconsin Technical Colleges is controlled by state statutes, the Wisconsin Technical College System office, and Lakeshore Board policy. The annual budget document must contain certain elements required by the WTCS office and be submitted by July 1st. The budget must be balanced where revenues and other sources equal expenditures and other uses. The budget is then reviewed by WTCS office staff for compliance.</p>	
<p>Each department develops a budget based on department plans. The budgets are consolidated and reviewed by the Financial Services Department, the leadership team and budget managers.</p>	

The budget process:

1. Review the prior year's budget process and performance
2. The budget planning process starts with preliminary projections for the operating funds, facility, and technology projects
3. Revenues and expenses, along with programs and services, are reviewed by the Leadership Team and recommendations for budget changes, program revisions, and service level changes are made
4. Budget priorities and strategies are developed and approved
5. Preliminary facility projects are developed based on the needs of the organizational units and strategic priorities
6. Equipment allocations, new expenditures, and budget strategies are finalized
7. Staff input their current expense and major equipment budgets, and review personnel rosters during this time, with reductions or increases made based on the preliminary budget projection and priorities
8. Facility projects are finalized and approved by the Board
9. Final changes to the budget are made when the final WTCS state grants and tuition rates are set

Communication:

Monthly communication with the Board occurs during the Plan and Budget process. The Board reviews the budget in May, with final approval in June after a public budget hearing.

Regular communications with the Leadership Team, faculty, and staff occur during the process. Plan and Budget forums are held for the Lakeshore Team to learn more and provide feedback about the annual plan and budget.

Each manager's current expense and capital budgets are posted on the College's intranet site where staff can review and then provide input and ask the budget manager questions.

Budget information is published in the local newspaper and a public hearing is held. A final budget is prepared and presented to the Lakeshore Board for approval. The budget is implemented on July 1.

Definitions

Standard Work (SW) – Standard Work is written, step-by-step instructions for a workflow. It documents the best, systematic practice that should be followed consistently, until it becomes the basis for improvement.

Review/Revised: 7/2025