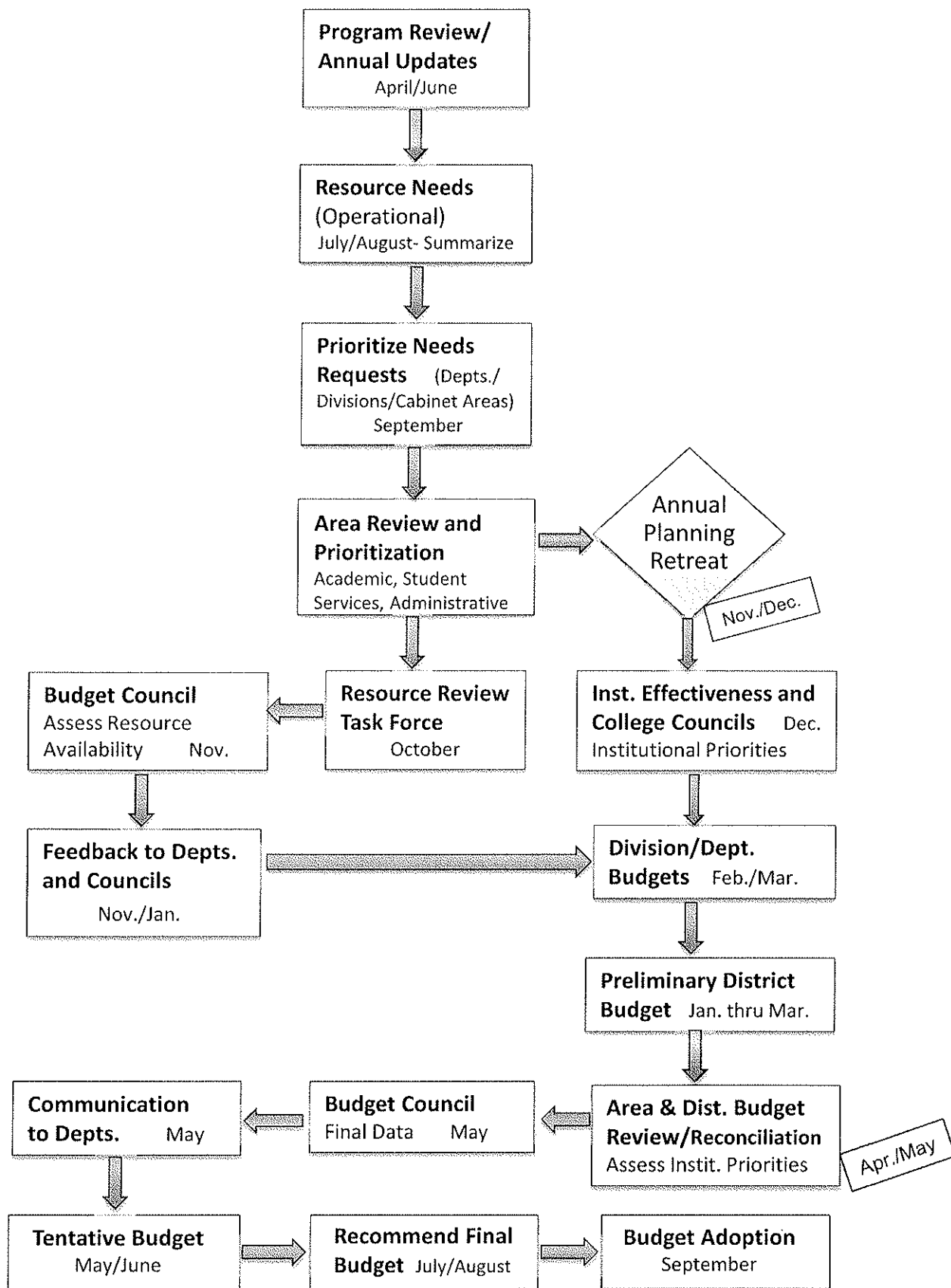


# Annual Planning and Budget Development Process



# PLANNING AND BUDGET DEVELOPMENT CALENDAR

## APRIL/JUNE

- Academic, Student Services, and Administrative Departments complete program review/annual updates, influenced by the strategic plan.

## JULY/AUGUST

- Resource needs identified in program review/annual updates are summarized by supervising Cabinet member by category of need: staffing, facility/physical space, furniture and non-technical equipment, technology (Info Tech related), supplies, and other. Summary includes cost estimates.

## AUGUST

- Administrative Services publishes public inspection and hearing dates for the proposed current fiscal year budget in a newspaper of general circulation.
- Superintendent/president reports to all staff on annual accomplishments for the prior fiscal year.

## SEPTEMBER

- Superintendent/president places proposed budget for the current fiscal year on file for public inspection as directed by the Board of Trustees.
- Board of Trustees holds public hearing for official adoption of the current fiscal year budget.
- Board of Trustees adopts the current fiscal year budget.
- Administrative Services files the adopted current fiscal year budget with the County Superintendent of Schools and the Chancellor's Office.
- Budget Council begins development of budget goals and assumptions for the following fiscal year.
- The Fact Book produced by Institutional Research and Planning office is available on the Internet/myHancock.
- Identified departments begin their program review self studies.
- Departments discuss with their administrators budget requests related to proposed department objectives, including staffing, equipment and repair, technology, remodel and construction proposals for the following fiscal year.
- Departments assess need for faculty positions for the following fiscal year.
- Departments/divisions/Cabinet areas prioritize resource needs.
- Cabinet members recommend allocation of one-time funds for the current fiscal year.
- Institutional Effectiveness Council establishes a date for the annual planning retreat to develop priority objectives for the following fiscal year.

## OCTOBER

- The Facilities and Operations office submits to the Chancellor's Office the update of the facilities inventory for the current fiscal year.
- Facilities Council recommends to College Council the scheduled maintenance plan, project priority order.
- Department Chairs Committee and deans recommend to the vice president, academic affairs, faculty position priorities for the following fiscal year.
- Prioritized resource needs from program review/annual updates are submitted to Resource Review Task Force for review and recommendation to College and Budget Councils.

## NOVEMBER/DECEMBER

- Vice president, academic affairs, recommends to Cabinet faculty position priorities for the following fiscal year.
- Budget Council completes assessment of resource availability.
- Cabinet reviews budget goals and assumptions for the following fiscal year.
- Cabinet members review proposed departmental objectives and develop priorities for the following fiscal year.
- College Council reviews recommended scheduled maintenance projects, district order of priority.
- Board of Trustees approves for submission to the state the scheduled maintenance plan, project priority order.
- Prioritized resource needs for all categories are shared at the annual planning retreat.
- Annual priority objectives and action plans for the following fiscal year are identified at the annual planning retreat.
- Institutional Effectiveness Council shares with College Council institutional priority objectives for the following fiscal year.

## JANUARY

- Administrative Services updates the following fiscal year's income projections with income and FTES projections and shares with Budget Council.
- Administrative Services validates cost analysis for implementation of priorities and objectives and shares with Cabinet, College Council, and Budget Council.
- Superintendent/president recommends to the Board of Trustees the priorities for faculty positions and the number of positions to be filled the following fiscal year.
- Superintendent/president shares with staff and the public priority objectives identified at annual planning retreat.

**NOTE:** Recommendations from College Council are recommendations to the superintendent/president. Recommendations from all other councils are recommendations to College Council.

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## PLANNING AND BUDGET DEVELOPMENT CALENDAR (continued)

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### FEBRUARY

- Superintendent/president shares with the Board of Trustees identified institutional priority objectives.
- Departments conduct program review validation process.
- Administrative Services prepares the draft institutional budget for the following fiscal year and shares with Budget Council, College Council, and Cabinet.
- Departments submit to their respective Cabinet members their proposals and rationale for administrative and classified positions for the following fiscal year.
- Cabinet shares preliminary recommendations with College Council on classified/administrative positions for their specific areas in order of priority.
- Departments prepare budget worksheets, incorporating institutional goals and objectives, and submit to their supervising administrator.

### MARCH

- Cabinet members submit their departmental budget worksheets and supportive documentation to Administrative Services.
- Administrative Services develops proposed tentative budget and submits it to Cabinet and Budget Council for review.
- Administrative Services shares updated budget reports to all departments, vice presidents, and the superintendent/president.
- College Council reviews priorities for classified and administrative positions.

### APRIL

- Administrative Services shares budget update with the college community, College Council, Budget Council, superintendent/president, and Board of Trustees for review.
- Administrative Services shares tentative budget updates with Cabinet and departments for adjustments based on the priority objectives.
- Cabinet makes final recommendations to the superintendent/president on priorities for classified and administrative positions.
- Academic and Student Services departments submit final program review plan of action to dean/director/vice president for approval.

### MAY

- Facilities Council recommends the five-year construction plan, project priority order, to College Council.
- Budget Council updates preliminary budget to reflect changes resulting from the state's May revise.
- Upon receipt of the May budget revise, the College and Budget Councils meet jointly to review all priorities and revised preliminary budgets and to develop a budget recommendation to the superintendent/president.
- Administrative Services sends preliminary budget information to superintendent/president and Board of Trustees for review.

### JUNE

- Board of Trustees adopts tentative budget and sets public inspection and hearing dates for September budget adoption.
- Administrative departments submit final program review plan of action to supervising Cabinet member for approval.
- Board of Trustees approves the five-year construction plan, project priority order, and submission of construction project proposals for state funding consideration.

### JULY

- Administrators review budgets and forward any changes for adopted budget to Cabinet.
- Cabinet recommends funding priorities.
- Budget Council reviews tentative budget for revisions.
- Administrators submit final revisions to tentative budget to Cabinet.
- Administrators report to Cabinet members on accomplishment of annual objectives.
- Board of Trustees approves appropriations limit for the current fiscal year.