

# Allan Hancock College Annual Planning Calendar

**AUGUST - JANUARY**

**AUGUST**

**SEPTEMBER**

**OCTOBER**

**NOVEMBER**

**DECEMBER**

**JANUARY**

## PLANNING

- Superintendent/president reports to all staff on annual accomplishments for the prior year.

- Identified departments begin their program review self studies.
- Identified staff provide a final report on the prior year's outcomes using benchmarks.
- The Fact Book produced by the Institutional Research and Planning office available on the Internet.

- Identified departments send completed program review self studies to the V.P. academic affairs.
- Administrators submit to Cabinet officers their proposed department objectives, plans, and activities for the following year and the potential budget impact.

- Departments begin program review validation process.
- Superintendent/president distributes previous year's annual report to staff and the public.

## BUDGET

- Administrative Services publishes public inspection and hearing dates for the budget in a newspaper of general circulation.
- Budget Advisory Committee begins development of subsequent year budget goals and assumptions.

- Superintendent/president places proposed budget for the current 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 year budget.
- Board of Trustees adopts the current year budget.
- Budget Advisory Committee begins development of budget goals and assumptions for the following fiscal year.
- Administrative Services files the adopted current year budget with the County Superintendent of Schools and the Chancellor's office.

- Cabinet reviews budget goals and assumptions for the following year.

- Administrative Services submits to Cabinet and Budget Advisory Committee budget income projections for the following year.

- Departments discuss with their administrators budget requests related to proposed department objectives, including staffing, equipment and repair, remodel and construction proposals for the following year.
- Administrative Services updates the following year's income projections with income and FTES projections.

## HUMAN RESOURCES

- Departments assess need for faculty positions for the following year, and department chairs submit requests to their deans.

- Department Chairs Council recommends to the V.P. academic affairs faculty position priorities for the following academic year.

- V.P. academic affairs recommends to the Cabinet faculty position priorities for the following year.
- PAC reviews recommended faculty position priorities for the following year.

- Superintendent/president recommends to the Board of Trustees the priorities for faculty positions and the number of positions to be filled for the following year.

## FACILITIES / EQUIPMENT

- Facilities and Operations Office submits to the Chancellor's office the update of the facilities inventory for the current year. (due Oct. 1)
- Cabinet members recommend allocation of funds for scheduled maintenance, equipment, and other expenses from block grant or other one-time funds for the current year.
- Instructional departments develop equipment priorities for the current year. When block grant funding is available, the affected areas also develop equipment priorities for the current year.

- Solicit schedule maintenance requests from Facilities Advisory Committee, Administrative Council and Cabinet.

- Facilities Advisory Committee and Cabinet review scheduled maintenance requests.
- Facilities Advisory Committee reviews and recommends facilities priorities for five-year construction plan.
- PAC reviews recommended facilities priorities for the following year.

- Board of Trustees approves for submission to the state the five-year construction plan and facility project plans (IPP & FPP).
- Board of Trustees approves for submission to the state the scheduled maintenance plan.

- Capital outlay and maintenance applications are submitted to the state.

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**FEBRUARY - JULY**

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

## PLANNING

- Planning Committee establishes a date for the annual planning retreat to develop priority objectives for the following year.

- Departments develop the first draft of tentative objectives and action plans for the following year.
- Cabinet members review proposed departmental objectives and develop area priorities for the following year.
- Planning Committee begins environmental scanning in preparation for development of institutional priority objectives for the following year.

- Tentative annual priority objectives and action plans for the following year are identified at the annual planning retreat.
- The accountability report produced by the Institutional Research and Planning office available upon request.

- Planning Committee recommends institutional priority objectives and action plans for the following year.
- Cabinet refines and recommends to the superintendent/president annual objectives, including priority objectives and action plans for the following year.
- Cabinet and Planning and Budget Advisory Committees review cost analysis.
- Departments submit final program review plan of action to dean for approval.
- Deans submit final program review plan of action to vice president of academic affairs for approval.
- Board of Trustees reviews superintendent/president's recommended institutional priority objectives.

- Administrators report to Cabinet officers on accomplishment of annual objectives.

## BUDGET

- Departments prepare budget worksheets, incorporating institutional goals and objectives.
- Administrative Services prepares the draft institutional budget for the following year.
- Budget Advisory Committee and Cabinet review the draft institutional budget for the following year.

- Cabinet officers submit their departmental budget worksheets and supportive documentation to Administrative Services.
- Administrative Services develops proposed tentative budget and submits it to Cabinet and Budget Advisory Committee for review.
- Administrative Services distributes updated budget reports to all departments, vice presidents, and the superintendent/president.

- Administrative Services distributes preliminary budget to the college community, PAC, the Budget Advisory Committee, superintendent/president and Board of Trustees for review.
- Administrative Services sends proposed tentative budget reports to Cabinet officers and departments for adjustments based on the priority objectives.

- Administrative Services sends preliminary budget to superintendent/president and Board of Trustees for review.
- Administrative Services develops cost analysis for implementation of priorities and objectives.
- Cabinet and Planning and Budget Advisory Committees review cost analysis.
- Upon receipt of the May budget revise, the Planning and Budget Advisory Committees meet jointly to review all priorities and revised preliminary budgets and to develop a budget recommendation to the superintendent/president.

- Board of Trustees adopts tentative budget and sets public inspection and hearing dates for September adoption.
- Board of Trustees approves appropriation limitation.

- Administrators review budgets and forward any changes for adopted budget to Cabinet officers.
- Cabinet recommends funding priorities.
- Budget Advisory Committee reviews tentative budget.
- Administrators submit final corrections to tentative budget to Cabinet officers.
- Administrative Services files tentative budget, public inspection and hearing dates with County Superintendent of Schools.

## HUMAN RESOURCES

- Departments submit to their respective Cabinet officers their proposals and rationale for administrative and classified positions for the following year.

- Cabinet members recommend positions for their specific areas in order of priority.

- PAC reviews priorities for classified and administrative positions.

- Planning and Budget Advisory Committees meet jointly to review priorities for classified and administrative positions.
- Cabinet recommends to the superintendent/president priorities for classified and administrative positions.

## FACILITIES / EQUIPMENT

- Board of Trustees approves a draft five-year construction plan and initial construction project proposals for the following year.

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