

Peralta Community College District



**2016-17 Integrated Planning and Budget Development Calendar (DRAFT)**

Date	Activity	Responsible
<b>November 2015</b>	<ul style="list-style-type: none"> <li>○ Integrated Planning Budget Development Calendar to Board of Trustees for adoption</li> </ul>	Vice Chancellor for Finance & Admin
<b>January 2016</b>	<ul style="list-style-type: none"> <li>○ Colleges and District Office divisions complete <b>Program Reviews</b> and associated <b>Program Improvement Objectives (PIOs)/ Resource Requests</b> by January 30</li> <li>○ Governor releases his 2016-17 State Budget Proposal</li> <li>○ Provide overview of Planning and Budget Timeline, PIOs, AUOs, etc. to colleges/ community</li> <li>○ Cabinet reviews requests for new faculty hires submitted and prioritized by Colleges and recommends to Chancellor allocation of new faculty hires</li> </ul>	College Presidents; District Office Administrators  Vice Chancellor for Finance & Admin  Cabinet
<b>February 2016</b>	<ul style="list-style-type: none"> <li>○ Guidance from Chancellor on annual priorities for fiscal year planning and budgeting including new faculty hires</li> <li>○ Colleges prioritize PIOs/ Resource Requests, including those requiring additional resources, and submit for consideration by February 28</li> <li>○ District Office team prioritizes PIOs/ Resource Requests, including those requiring additional resources, and submit for consideration by February 28</li> <li>○ Review impacts of Governor’s January Budget Proposal, the PCCD Strategic Plan and enrollment targets with PBC, Chancellor’s Cabinet and the Board of Trustees</li> <li>○ Develop Preliminary Budget Assumptions and review with PBC</li> <li>○ Distribute budget and staffing worksheets to Colleges and Managers for their review and planning purposes</li> <li>○ Conduct community budget forums to provide preview of State budget and PCCD budget development process</li> </ul>	Chancellor  College Presidents  District Admin  Vice Chancellor for Finance & Admin  Vice Chancellor for Finance & Admin  Vice Chancellor for Finance & Admin  Vice Chancellor for Finance & Admin

<b>March 2016</b>	<ul style="list-style-type: none"> <li>○ PBIM committees (DEC, DTC, DFC) review prioritized PIOs/ Resource Requests <i>that require additional resources</i> and make recommendations to PBC (by March 30) with respect to priority and funding of each</li> <li>○ Cabinet or Resource Assessment Committee (RAC) reviews all those PIOs/ Resource Requests <i>requiring additional classified staffing resources</i> that are not under the purview of a PBIM committee. Forwards recommendation to PBC with respect to prioritization by March 30</li> <li>○ College personnel, District Office admin meet with Finance to review 2016-17 Budget Worksheets (late March)</li> </ul>	<p>DEC, DTC, DFC</p> <p>Cabinet or RAC</p> <p>College, Admin &amp; Vice Chancellor for Finance &amp; Admin</p>
<b>April 2016</b>	<ul style="list-style-type: none"> <li>○ Complete Budget Worksheet reviews</li> <li>○ PBC receives and reviews PIO prioritization from PBIM committees (DEC, DTC, DFC) and from Cabinet/ RAC</li> <li>○ PBC forwards recommendations regarding PIO resource allocation and funding to the Chancellor by April 30</li> </ul>	<p>Vice Chancellor for Finance &amp; Admin</p> <p>PBC</p>
<b>May 2016</b>	<ul style="list-style-type: none"> <li>○ Governor releases his May Budget Revision</li> <li>○ Share the Governor’s May Revision and its impacts to PCCD with shared governance committees and Board of Trustees</li> <li>○ Chancellor and Cabinet review PBC recommendations and reconcile against May Revise budget info. Cabinet advises Chancellor who determines final resource allocation in 2016-17 Tentative Budget</li> <li>○ Conduct community budget forums on State budget and PCCD budget development process</li> </ul>	<p>Vice Chancellor for Finance &amp; Admin</p> <p>Chancellor &amp; Cabinet</p> <p>Vice Chancellor for Finance &amp; Admin</p>
<b>June 2016</b>	<ul style="list-style-type: none"> <li>○ 2016-17 Tentative Budget presented to the Board of Trustees for review and discussion</li> <li>○ 2016-16 Tentative Budget presented to the Board of Trustees for approval</li> <li>○ State Legislature adopts final CA State Budget for 2016-17 no later than June 30</li> </ul>	<p>Vice Chancellor for Finance &amp; Admin</p> <p>Vice Chancellor for Finance &amp; Admin</p>
<b>July &amp; August 2016</b>	<ul style="list-style-type: none"> <li>○ Final changes to District’s budget(s) given Adopted State Budget</li> </ul>	<p>Vice Chancellor for Finance &amp; Admin</p>
<b>September 2016</b>	<ul style="list-style-type: none"> <li>○ Board of Trustees reviews and approves Peralta Colleges’ final budget(s) for 2016-17</li> </ul>	<p>Vice Chancellor for Finance &amp; Admin</p>