

SSCC BUDGET DEVELOPMENT SCHEDULE

Fiscal Year 2005-2006 BUDGET REQUEST

Date	Activity
January – June 2005	President and VP of Administrative Services update College Council and College Community on budget issues. Business Office updates all current information and budgets.
January – March 2005	Cabinet reviews strategic plan and institutional goals & establishes budget priorities. Follow established priorities.
March 2, 2005	President's Kick-off Meeting, 1:30 pm, Olympic Hall Auditorium.
March 7, 2005	College Council provides budget questionnaire to departments.
March 9, 2005	Rollover process for budget development begins at District.
March 31, 2005	Unit/Departmental Goals & Strategies 2005-2007 completed using online template College Council Survey completed using online tool
April 5, 2005	Business Office provides planning information and specific instructions to departments.
April 13, 2005	President's Budget Overview meeting with College Community, 2:00 pm, Olympic Hall Auditorium
April 5 – April 29, 2005	Departments prepare budget requests that align with goals and <u>College-Wide Priorities</u> for 2005-2007.
April 15, 2005	Fee Memo due to Business Office (any changes in course fees, etc.)
April 29, 2005	Budget Planning Sheets due to Vice Presidents
May 2 – May 9, 2005	Vice President's review of budget requests.
May 9, 2005	<i>Budget requests due to Business Office for compilation and review</i>
May 10 – May 11, 2005	Budget Hearing presentations to College Council and the College Community, 1:30-3:30pm, Olympic Hall Auditorium.
May 16 – May 24, 2005	President reviews budget
May 24, 2005	Budget decisions made at SSCC President's Cabinet meeting
June 2, 2005	SSCC Public Hearing on President's Budget, 2-3:30, Olympic Hall Auditorium
Late July 2005	District-wide Public Hearing
September 2005	Approval of Fiscal Year 0506 Budget by Board of Trustees