



SSCC BUDGET DEVELOPMENT SCHEDULE

Fiscal Year 2006-2007 BUDGET REQUEST

Date	Activity
January – June 2006	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 2006	Cabinet reviews strategic plan and institutional goals & establishes budget priorities. Follow established priorities.
March 8, 2006 (confirmed w/Wendy 2/6/06)	President's Kick-off Meeting, 1:30 – 2:30 pm, Olympic Hall Auditorium
March 13, 2006	College Council provides budget questionnaire to departments.
March 20, 2006	Fee Memo due to Business Office (any changes in course fees, etc.) Business Office to send out reminder on 3/1. To Cabinet on 3/28.
March tbd, 2006	Rollover process for budget development begins at District.
March 31, 2006	Unit/Departmental Goals & Strategies 2005-2007 completed using online template College Council Survey completed using online tool
April 3, 2006	Business Office provides planning information and specific instructions to departments.
April 18, 2006 (confirmed w/Wendy 2/6/06)	President's Budget Overview meeting with College Community, 1:30 – 2:30 pm, Olympic Hall Auditorium
April 3 – April 21, 2006	Departments prepare budget requests that align with goals and <u>College-Wide Priorities</u> for 2006-2007.
April 21, 2006	Budget Planning Sheets due to Vice Presidents
April 21 – May 5, 2006	Vice President's review of budget requests.
May 9, 2006	<i>Budget requests due to Business Office for compilation and review</i>
May 10 – May 11, 2006	Budget Hearing presentations to College Council and the College Community, 1:30-3:30pm, Olympic Hall Auditorium.
May 16 – May 24, 2006	President reviews budget with Vice Presidents and Campus Budget Office
May 23, 2006	Budget decisions made at SSCC President's Cabinet meeting (confirmed w/WN)
May 31, 2006 TENTATIVE	SSCC Public Hearing on President's Budget, 1:30 pm, Olympic Hall Auditorium (Tentatively booked w/Wendy 2/6/06)
Late July 2006	District-wide Public Hearing
September 2006	Approval of Fiscal Year 0506 Budget by Board of Trustees