



SSCC BUDGET DEVELOPMENT SCHEDULE

Fiscal Year 2007-08 Budget Request

Date	Activity
January – June 2007	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 2007	Cabinet reviews strategic plan and institutional goals & establishes budget priorities. Follow established priorities.
February 20, 2007	Fee Memo due to Business Office (any changes in course fees, etc.) Business Office to send out reminder on 2/1/07. To Cabinet on 2/27/07.
March 6, 2007	President's Kick-off Meeting; Olympic Hall Auditorium 1:30-3:00 PM
March 30, 2007	Unit/Departmental Goals & Strategies 2007-2009 completed using online template (Marsha Brown)
April 2, 2007	Business Office provides planning information and specific instructions to departments.
April 2 – April 23, 2007	Departments prepare budget requests that align with goals and <u>College-Wide Priorities</u> for 2007-2008.
April 23, 2007	Budget Planning Sheets due to Vice Presidents
April 23 – May 7, 2007	Vice President's review of budget requests.
May 7, 2007	<i>Budget requests due to Business Office for compilation and review</i>
May 8 & 10, 2007	Budget Hearing presentations to College Council and the College Community Olympic Hall Auditorium 2:00-4:00 PM
May 7 – May 29, 2007	President reviews budget with Vice Presidents and Campus Budget Office
May 29, 2007	Budget discussions at SSCC President's Cabinet meeting
June 11, 2007 <i>Rescheduled from 6/6/07</i>	SSCC Public Hearing on President's Budget, Olympic Hall Auditorium 2:00-3:30 PM <i>Note: change in date & time</i>
Late July 2007	District-wide Public Hearing
September 2007	Approval of Fiscal Year 07-08 Budget by Board of Trustees