

SSCC BUDGET DEVELOPMENT SCHEDULE

Fiscal Year 2008-09 Budget Request

Date	Activity
January 23, 2008	Fee Memo to budget administrators from Business Office
January – June 2008	President and VP of Administrative Services update College Council and College Community on budget issues. Business Office updates all current information and budgets.
February 20, 2008	Fee Requests due to Business Office (any changes in course fees, etc.) Business Office to send out reminder on 2/5/08.
March 10, 2008	President's Kick-off Meeting; Little Theatre 1:30 PM – 3:00 PM
March 30, 2008	Unit/Departmental Goals & Strategies 2007-2009 reviewed/updated online template. <i>Check with Marsha Brown</i>
April 1, 2008	Business Office provides 0809 budget development sheets & PTF allocation with instructions to departments.
April 10, 2008	Budget Development Workshop (provided by Business Office & College Council) OLY 206
April 1 – April 22, 2008	Departments prepare budget requests that align with goals and <u>College-Wide Priorities</u> for 2007-2009.
April 22, 2008	Budget Planning Sheets from departments due to Vice Presidents
April 23 – May 6, 2008	Vice President's review of budget requests.
May 6, 2008	<i>Budget requests due to Business Office for compilation and review. Prioritized list of requests due to College Council.</i>
May 13 & 14, 2008	Budget Hearing presentations to College Council and the College Community
May 7 – May 23, 2008	President reviews budget with Cabinet and Campus Budget Office
May 27, 2008	Budget discussions at SSCC President's Cabinet meeting
June 11, 2008	SSCC Public Hearing on President's Budget, Olympic Hall Auditorium 1:30 PM – 3:00 PM
Late July 2008	District-wide Public Hearing
September 2008	Approval of Fiscal Year 08-09 Budget by Board of Trustees