

SSCC BUDGET DEVELOPMENT SCHEDULE

Fiscal Year 2009-10 Budget Request

Date	Activity
February 6, 2009	Fee Memo to budget administrators from Business Office
November 2008 – June 2009	President and VP of Administrative Services update College Council and College Community on budget issues. Business Office updates all current information and budgets. http://www.southseattle.edu/budgetactions.htm
March 6, 2009	Fee Requests for 2009-10 FY due to Business Office.
March 10, 2009	President's Kick-off Meeting; Olympic Hall 1:30 PM – 2:30 PM
March 30, 2009	Unit/Departmental Goals & Strategies 2009-2011 reviewed and updated.
April 1, 2009	Business Office provides 0809 budget development sheets & PTF allocation with instructions to departments.
April 10, 2009	Budget Development Workshop (provided by Business Office & College Council) OLY 206
April 1 – April 22, 2009	Departments prepare budget proposals that align with <u>College-Wide Goals & Priorities</u> and <u>Budget Forecast</u> for 2009-10 FY.
April 22, 2009	Budget Planning Sheets from departments due to Vice Presidents
April 23 – May 6, 2009	Vice President's review of budget requests.
May 6, 2009	<i>Budget requests due to Business Office for compilation and review. Prioritized list of requests/savings due to Business Office & College Council.</i>
May 11-15, 2009	Budget Hearing presentations to College Council and the College Community
May 11 – May 25, 2009	President reviews budget with Campus Business Office
May 26, 2009	Budget discussions at SSCC President's Cabinet meeting
June 9, 2009	SSCC Public Hearing on President's Budget, Olympic Hall Auditorium 1:30 PM – 3:00 PM
Late July 2009	District-wide Public Hearing
September 2009	Approval of 2009-10 FY Budget by Board of Trustees