

SSCC BUDGET DEVELOPMENT SCHEDULE

Fiscal Year 2011-12 Budget Request

Date	Activity
February 1, 2011	Fee Memo to budget administrators from Business Office
December 2010 – June 2011 December 1, 2010	President and VP of Administrative Services update College Council and College Community on budget issues. Accreditation, Strategic Planning, Budget campus wide meeting, OLY Hall 2:00 – 3:00PM
March 16, 2011	President’s Kick-off Meeting; Olympic Hall 1:30 PM – 2:30 PM
February 15, 2011 February 22, 2011 April, 2011	Fee Requests for 2011-12 FY due to the Business Office Cabinet to review and approve 2011-12 Fees Board of Trustees to review and approve 2011-12 Fees
March 15, 2011	Business Office provides 1112FY budget development sheets & PTF allocation with instructions to departments.
March 15 – April 15	Departments prepare budget proposals that align with <u>Core Themes, Strategic Planning and Budget Forecast</u> for 2011-12 FY.
April 15, 2011	Budget Planning Sheets from departments due to Vice Presidents
<u>April 25, 2011</u>	<i>Budget requests due to Business Office for compilation and review. Prioritized list of requests/savings due to Business Office & College Council.</i>
April 26 – May 3, 011 May 10, 2011	Budget Hearing presentations to College Council and the College Community College Council submit recommendations to President
May 10 – 24, 2011	President reviews budget with Campus Business Office
May 24, 2011	Budget discussions at SSCC President’s Cabinet meeting
June 1, 2011	SSCC Public Hearing on President’s Budget, Olympic Hall Auditorium 1:30 PM – 2:30 PM
Early June, 2011	District-wide Public Hearing
Mid June, 2011	Board of Trustees reviews 11-12 FY budget for approval