

**Peralta Community College District**



**2018-19 Integrated Planning and Budget Development Calendar**

<b>Date</b>	<b>Item</b>	<b>Responsible</b>
<p><b>November 2017</b></p>	<p>Integrated Planning Budget Development Calendar presented to the Board of Trustees for adoption</p> <p>Provide overview of Planning and Budget Timeline, Budget Development and PIO/AUO processes to colleges/community</p>	<p>Vice Chancellor for Finance and Administration</p> <p>Budget Director</p>
<p><b>December 2017</b></p>	<p>Colleges and District Office divisions complete <b>Program Reviews and Program Improvement Objectives (PIOs)/Resource Requests</b> by January 31, 2018</p> <p>Colleges determine and prioritize new faculty hires and submit to Chancellor and Human Resources</p>	<p>College Presidents; District Office Administrators</p> <p>College Presidents</p>
<p><b>January 2018</b></p>	<p>Colleges and District Office divisions <b>complete and submit</b> Program Reviews and associated Program Improvement Objectives (PIOs)/Resource Requests by January 31, 2018</p> <p>Governor releases his 2018-19 State Budget Proposal</p> <p>Governor’s January Budget Proposal and impacts to PCCD shared with colleges, Cabinet and Board of Trustees</p> <p>Cabinet reviews requests for new faculty hires submitted and prioritized by Colleges and recommends to Chancellor allocation of new faculty hires</p>	<p>College Presidents; District Office Administrators</p> <p>Governor</p> <p>VCF&amp;A; Budget Director</p> <p>Cabinet</p>

<p><b>February 2018</b></p>	<p>Guidance from Chancellor on annual priorities for fiscal year planning and budgeting including new faculty hires</p> <p>Colleges prioritize PIOs/Resource Requests, including those requiring additional resources, and submit to PBC for consideration by February 16<sup>th</sup></p> <p>District Cost Center Managers prioritize PIOs/Resource Requests, including those requiring additional resources, and submit for consideration by February 16<sup>th</sup></p> <p>Develop Preliminary Budget Assumptions and share with PBC; consider recommendations with respect to resources for additional classified staffing</p> <p>Distribute budget worksheets to Colleges and Cost Center Managers for their review and planning purposes</p> <p>Conduct community budget forums to provide preview of State budget and PCCD budget development process</p> <p>Distribute Position Control spreadsheets to College Business Directors and Cost Center Managers for review</p>	<p>Chancellor</p> <p>College Presidents</p> <p>District Admin</p> <p>VCF&amp;A; Budget Director; PBC</p> <p>Budget Director</p> <p>VCF&amp;A; Budget Director</p> <p>Budget Director</p>
<p><b>March 2018</b></p>	<p>PBIM committees (DEC, DTC, DFC) review prioritized PIOs/Resource Requests <i>that require additional resources</i> and make recommendations to PBC (by March 19) with respect to priority and funding</p> <p>RATF-CS reviews all those PIOs/Resource Requests <i>requiring additional classified staffing resources</i>. Forwards recommendations to PBC with respect to prioritization by March 16</p> <p>Position Control spreadsheets due to Finance by March 9</p> <p>College Business Directors, Cost Center Managers meet with Finance to review 2018-19 Budget Worksheets (late March)</p> <p>PBC receives and reviews PIO prioritization from PBIM committees and from RATF-CS</p>	<p>DEC, DTC, DFC</p> <p>RATF-CS</p> <p>College Business Directors, Cost Center Managers</p> <p>College Business Directors, Cost Center Mgrs, Budget Director, VCF&amp;A</p> <p>DEC, DTC, DFC, RATF-CS</p>
<p><b>April 2018</b></p>	<p>Complete Budget Worksheet reviews</p> <p>PBC forwards recommendations regarding PIO resource allocation and funding to the Chancellor</p>	<p>PBC</p>

<b>May 2018</b>	<p>Governor releases his May Budget Revision</p> <p>Share the Governor’s May Revision and its impacts on PCCD with shared governance committees and Board of Trustees</p> <p>Chancellor and Cabinet review PBC recommendations and reconcile against May Revise budget information. Cabinet advises Chancellor who determines final resource allocation in 2018-19 Tentative Budget</p> <p>Conduct community budget forums on State budget and PCCD budget development process</p>	<p>Governor</p> <p>VCF&amp;A</p> <p>Chancellor &amp; Cabinet</p> <p>VCF&amp;A; Budget Director</p>
<b>June 2018</b>	<p>2018-19 Tentative Budget presented to the Board of Trustees for review and discussion</p> <p>2018-2019 Tentative Budget presented to the Board of Trustees for approval</p> <p>State Assembly adopts final CA State Budget for 2018-19 no later than June 30</p>	<p>VCF&amp;A</p> <p>VCF&amp;A</p> <p>State Assembly</p>
<b>July &amp; August 2018</b>	<p>Final changes to District’s budget(s) given Adopted State Budget</p>	<p>VCF&amp;A</p>
<b>September 2018</b>	<p>Board of Trustees reviews and approves Peralta Colleges’ final budget(s) for 2018-19</p>	<p>VCF&amp;A</p>