# 2018-19 Integrated Planning and Budget Development Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Responsible</th>
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<tr>
<td><strong>November 2017</strong></td>
<td>Integrated Planning Budget Development Calendar presented to the Board of Trustees for adoption</td>
<td>Vice Chancellor for Finance and Administration</td>
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<td></td>
<td>Provide overview of Planning and Budget Timeline, Budget Development and PIO/AUO processes to colleges/community</td>
<td>Budget Director</td>
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<td><strong>December 2017</strong></td>
<td>Colleges and District Office divisions complete <a href="#">Program Reviews</a> and <a href="#">Program Improvement Objectives (PIOs)/Resource Requests</a> by January 31, 2018</td>
<td>College Presidents; District Office Administrators</td>
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<td>Colleges determine and prioritize new faculty hires and submit to Chancellor and Human Resources</td>
<td>College Presidents</td>
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<td><strong>January 2018</strong></td>
<td>Colleges and District Office divisions <a href="#">complete and submit</a> Program Reviews and associated Program Improvement Objectives (PIOs)/Resource Requests by January 31, 2018</td>
<td>College Presidents; District Office Administrators</td>
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<td></td>
<td>Governor releases his 2018-19 State Budget Proposal</td>
<td>Governor</td>
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<td>Governor’s January Budget Proposal and impacts to PCCD shared with colleges, Cabinet and Board of Trustees</td>
<td>VCF&amp;A; Budget Director</td>
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<td></td>
<td>Cabinet reviews requests for new faculty hires submitted and prioritized by Colleges and recommends to Chancellor allocation of new faculty hires</td>
<td>Cabinet</td>
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<td>Date</td>
<td>Event</td>
<td>Responsible Party</td>
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<tr>
<td>February 2018</td>
<td>Guidance from Chancellor on annual priorities for fiscal year planning and budgeting including new faculty hires</td>
<td>Chancellor</td>
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<td>Colleges prioritize PIOs/Resource Requests, including those requiring additional resources, and submit to PBC for consideration by February 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>College Presidents</td>
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<td>District Cost Center Managers prioritize PIOs/Resource Requests, including those requiring additional resources, and submit for consideration by February 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>District Admin</td>
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<td>Develop Preliminary Budget Assumptions and share with PBC; consider recommendations with respect to resources for additional classified staffing</td>
<td>VCF&amp;A; Budget Director; PBC</td>
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<td>Distribute budget worksheets to Colleges and Cost Center Managers for their review and planning purposes</td>
<td>Budget Director</td>
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<td>Conduct community budget forums to provide preview of State budget and PCCD budget development process</td>
<td>VCF&amp;A; Budget Director; PBC</td>
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<td>Distribute Position Control spreadsheets to College Business Directors and Cost Center Managers for review</td>
<td>Budget Director</td>
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<td>March 2018</td>
<td>PBIM committees (DEC, DTC, DFC) review prioritized PIOs/Resource Requests &lt;i&gt;that require additional resources&lt;/i&gt; and make recommendations to PBC (by March 19) with respect to priority and funding</td>
<td>DEC, DTC, DFC</td>
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<td>RATF-CS reviews all those PIOs/Resource Requests &lt;i&gt;requiring additional classified staffing resources&lt;/i&gt;. Forwards recommendations to PBC with respect to prioritization by March 16</td>
<td>RATF-CS</td>
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<td>Position Control spreadsheets due to Finance by March 9</td>
<td>College Business Directors, Cost Center Managers</td>
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<td>College Business Directors, Cost Center Managers meet with Finance to review 2018-19 Budget Worksheets (late March)</td>
<td>College Business Directors, Cost Center Mgrs, Budget Director, VCF&amp;A</td>
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<td>PBC receives and reviews PIO prioritization from PBIM committees and from RATF-CS</td>
<td>DEC, DTC, DFC, RATF-CS</td>
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<td>April 2018</td>
<td>Complete Budget Worksheet reviews</td>
<td>PBC</td>
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<td>PBC forwards recommendations regarding PIO resource allocation and funding to the Chancellor</td>
<td>PBC</td>
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<td>Month</td>
<td>Event Description</td>
<td>Responsible Party</td>
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<tr>
<td>May 2018</td>
<td>Governor releases his May Budget Revision</td>
<td>Governor</td>
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<td>Share the Governor’s May Revision and its impacts on PCCD with shared governance committees and Board of Trustees</td>
<td>VCF&amp;A</td>
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<td>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</td>
<td>Chancellor &amp; Cabinet</td>
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<td>Conduct community budget forums on State budget and PCCD budget development process</td>
<td>VCF&amp;A; Budget Director</td>
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<td>June 2018</td>
<td>2018-19 Tentative Budget presented to the Board of Trustees for review and discussion</td>
<td>VCF&amp;A</td>
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<td>2018-2019 Tentative Budget presented to the Board of Trustees for approval</td>
<td>VCF&amp;A</td>
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<td>State Assembly adopts final CA State Budget for 2018-19 no later than June 30</td>
<td>State Assembly</td>
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<td>July &amp; August 2018</td>
<td>Final changes to District’s budget(s) given Adopted State Budget</td>
<td>VCF&amp;A</td>
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<tr>
<td>September 2018</td>
<td>Board of Trustees reviews and approves Peralta Colleges’ final budget(s) for 2018-19</td>
<td>VCF&amp;A</td>
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