

## Planning and Budgeting Calendar for 2006-2007

Glendale Community College

Date(s)	EVENT
April 2006	Faculty Staffing Advisory Committee meetings - Faculty Staffing Advisory Committee meets and makes recommendations to President. 90:10 Report is available.
August 2006	President's Budget Message - Budget message provides planning direction for implementing MCCCDC Strategic Directions, as well as other directives from the President.
August 2006	Planning / Budgeting Information - Distributed college-wide and to PBAC.
August 2006 - 4th week of August	Training & Work Sessions - Get an overview of President's Message, Planning / Budget Information, with development process and/or new guidelines. Training and hands-on sessions.
September 22, 2006	Budget Requests due from Planning Areas - The budget request database will be <b><u>closed down on Friday evening at 5:00 pm.</u></b>
September 29, 2006	Planning Area binders due to Instruction, Student Services, and College-wide Admin/Operations planning teams.
October 2006	Instruction, Student Services and College-wide Admin/Operations planning teams – Review budget requests and formulate funding recommendations.
October 10, 2006 2:30 – 3:30 pm	PBAC Meeting 1 - Presentation of President's Message, Planning Information, and Budget Information.
September 2006- October 2006	CTC/CRC (computer capital) - Review and update Technology plan, review computer & technology requests, and prioritize list for funding recommendation.
October 2006	Facilities Committee - Review construction and furniture requests and make recommendations / decisions.
October 27, 2006	Planning & Budget recommendations due from Instruction, Student Services, and College-wide Admin/Operations.
October 28-31, 2006	Office of Administrative Services prepares and distributes budget package for PBAC review.
November 2, 2006	PBAC Meeting 2 - Instruction and Student Services presentations.
November 7, 2006	PBAC Meeting 3 - College-wide Admin/Operations presentation and CRC / Facilities recommendations.
November 9, 2006 & November 14, 2006	PBAC Meeting 4 & 5 – Deliberations.
November 16, 2006	PBAC Meeting 6 - Present budget recommendations to President.
November 21, 2006	President's final budget decisions due.
November 21, 2006 - November 30, 2006	College's final budget request prepared - Budget is entered into the system and written request is completed.
December 1, 2006	College budget submitted to District.
December 2006	Budget decisions announced.
December 5, 2006	Plus / Delta Budget process review - Review of this year's process to provide improvements for following year.