

PLANNING AND BUDGETING ANNUAL TIMELINE 2022-2023

	Cabinet	Board of Trustees	Academic Senate	Consultation Council	Office of Institutional Effectiveness (OIE)	Planning Committees	Budget Committee
June 2022	<p>The President will submit the tentative budget (2022-2023) to the Governing Board for adoption.</p> <p>Cabinet Planning Retreat (review year-end report on Strategic Initiatives for 2021-2022, Strategic Initiative and planning goals decided for 2023-2024 budget) – forward to July Governing Board’s Planning Retreat. Working with Cabinet, the President will finalize the ranked list into the Institutional Budget 2022-2023 Priority List for the Comprehensive Institutional Master Plan presenting it to at the Governing Board’s Planning Retreat in July.</p>	Board of Trustees adopts Tentative Budget for 2022-2023 fiscal year			<p>Compile data for July Board Planning Retreat (progress on Key Performance Indicators and Annual Fact Book)</p> <p>Compile all IPR/NIPR data for fall 2022</p>		
July 2022	Chancellor’s Office notifies districts as to funding for 2022-2023 fiscal year (discussions take place in Cabinet)	Governing Board Planning Retreat (discuss and accept progress on Key Performance Indicators, Annual Fact Book, Year End Resource Allocation Report and other compiled and analyzed data)		<p>Presentation of Annual Fact Book and Annual Report by OIE</p> <p>President will report back to Consultation Council what items from the recommended Prioritized List will be funded in the 2022-2023 Budget.</p>	<p>Annual Fact Book and Annual Report posted on webpage</p> <p>Complete all IPR/NIPR data for fall 2022</p>		

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		Strategic Initiative(s), set forth by June Cabinet retreat for fiscal year 2022-2023, accepted by Board					
Aug. 2022	<p>CIO in conjunction with Academic Senate President notifies IPR authors to begin the cycle</p> <p>Deans notify vocational IPR areas to prepare advisory committee list to be forwarded to the Board in September</p> <p>IPR and NIPR presentations to faculty and staff</p>	Acceptance of Strategic Plan	<p>Academic Senate President in conjunction with the CIO notifies IPR authors to begin the IPR cycle</p> <p>Academic Senate appoints faculty members to the mentors list if not done in previous May</p> <p>IPR presentation to faculty with CIO</p> <p>Advisory Committee members sent to V.P. of Academic Services and forwarded to Board</p>		<p>OIE notifies all authors of NIPR/Distribute NIPR schedule</p> <p>NIPR presentation to staff</p>	<p>All planning committees meet to elect chairs for 2022-2023.</p> <p>A meeting with all chairs of the planning committees (Facilities, Human Resources, Institutional Technology, Student Services, Educational & Institutional Effectiveness and Research) meet to discuss strategic initiatives for the next planning cycle.</p>	Develop and finalize Budget Criteria Screening Tool based off of Strategic Initiatives for the 2023-2024 budget year and send to Consultation Council and Academic Senate.
Sept. 2022	Review and accept year-end status report of 2021-2022 Budget Prioritization Report and 2021-2022 Strategic Initiatives Outcomes to Consultation Council	<p>Adopt Final Budget</p> <p>Accept Advisory Committee Members</p>	<p>Adoption of revised Institutional Planning and Budget Development Handbook</p> <p>Initial meeting of the IPR Team and Senate Mentor</p> <p>The IPR Team conducts the curriculum review, submitting review and revision documents to the Curriculum/Academic Standards Committee for approval</p> <p>Advisory Committees meet.</p>	<p>1st meeting of September - adopt Budget Criteria Screening Tool developed by the Budget Committee</p> <p>Review and accept year-end status report of 2021-2022 Budget Prioritization Report and 2021-2022 Strategic Initiatives Outcomes.</p>	<p>1st week, IPR data sent out</p> <p>Presentation to Consultation Council of revised Institutional Planning and Budget Development Handbook for Adoption.</p> <p>Student evaluation #2 for IPRs administered and compiled by the Office of Institutional Effectiveness</p>	<p>Educational Master Planning committee meets to develop Long-Range Plan 2023-2028. Needs to be completed by end of September and forwarded to Consultation Council.</p> <p>Planning Committee Chairs meet to assess and improve previous Long-Range Plans.</p> <p>Monthly meeting of chairs from Facilities, Human Resources, Institutional Technology, Student Services, Educational &</p>	<p>Review Institutional Planning and Budget Development Handbook adopted by Consultation Council.</p> <p>Review and accept year-end status report of 2021-2022 Budget Prioritization Report and 2021-2022 Strategic Initiatives Outcomes</p> <p>Review 2022-2023 Final Budget adopted by Board. Immediately following the adoption by</p>

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			Review Budget Committee Screening Tool			Institutional Effectiveness and Research	Consultation Council, the Budget Criteria Screening Tool is disseminated to campus.
Oct. 2022			The IPR Team continues curriculum review, submitting review and revision documents to the Curriculum/Academic Standards Committee for approval	EMP submitted to Consultation Council for acceptance. Adoption of revised Institutional Planning and Budget Development Handbook and send to Budget Committee	1 st week, NIPR data sent out Post on the website the year-end status report of 2021-2022 Budget Prioritization Report and 2021-2022 Strategic Initiatives Outcomes	EMP submits 2023-2028 plan to Consultation Council and all planning committee chairs. For the development of the other plans. Monthly meeting of chairs from Facilities, Human Resources, Institutional Technology, Student Services, Educational & Institutional Effectiveness and Research	Budget Committee notifies campus on budgetary items that need to be brought forward that are not located in an in-progress IPR or NIPR
Nov. 2022	V.P.'s initiate the prioritization of budget requests, in their area, on the spreadsheet based on the adopted Budget Committee prioritization criteria. Due to Budget Committee in January.		The IPR teams submits the completed IPR documents to Academic Senate and the Academic Dean			Institutional Effectiveness, Student Services, Facilities, Institutional Technology and Human Resources Long Range Plans are initiated to be completed in support of the EMP. Each plan is due to Consultation Council by the first meeting in February. ALL NIPRs due for February Board Meeting – sent to Consultation Council 2 nd meeting in January Monthly meeting of chairs from Facilities, Human Resources, Institutional Technology, Student Services, Educational & Institutional Effectiveness and Research	

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Dec. 2022	All NIPRs approved by Cabinet during month of December and forward them on to Consultation Council in January		Academic Senate takes action to accept the IPRs and with the Academic Dean		December 1, NIPR teams submit completed NIPRs to OIE.	Monthly meeting of chairs from Facilities, Human Resources, Institutional Technology, Student Services, Educational & Institutional Effectiveness and Research	
Jan. 2023	The CBO monitors current year operations and evaluates the status of the following academic year's budget by comparing the projected revenues against the projected expenditures. The CBO will advise Cabinet of any projected budget shortfalls potentially impacting staffing levels. Governor's Proposed Budget for next fiscal year released			IPRs and NIPRs presented and adopted by Consultation Council Budget Committee may conduct Listening Forums for campus/area input.		Monthly meeting of chairs from Facilities, Human Resources, Institutional Technology, Student Services, Educational & Institutional Effectiveness and Research	Budget committee communicate how many items each V.P., President and Board needs to bring forth to the Budget Committee by March 1 st .
Feb. 2023	V.P.'s , President and Board needs to bring forth to Budget Committee their allotted priority items and send to Budget Committee by March 1 st .	IPRs and NIPRs presented and accepted by Governing Board		Institutional Effectiveness, Student Services, Facilities, Institutional Technology and Human Resources Long Range Plans are initiated to be completed in support of the EMP. Each plan is due to Consultation Council by the first meeting in February.	Environmental Scan Data is compiled	Monthly meeting of chairs from Facilities, Human Resources, Institutional Technology, Student Services, Educational & Institutional Effectiveness and Research	Analysis of impact of Governor's 2023-2024 Proposed Budget on LCC.
Mar 2023					The Comprehensive Institutional Master Plan is compiled in March and sent to Consultation Council for their 1 st meeting in April	Monthly meeting of chairs from Facilities, Human Resources, Institutional Technology, Student Services, Educational &	By March 1 st the prioritization of Resource Allocation Requests will be forwarded by V.P.s

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						Institutional Effectiveness and Research	and President to the Budget Committee. Budget Committee completes their prioritization process of resource allocation requests of 2023-2024
April 2023	Recipients of the previous year's budget prioritization process begin Resource Allocation Year-End Status Report			1 st meeting in April - Consultation Council adopts the Comprehensive Institutional Master Plan	The Comprehensive Institutional Master Plan is compiled by April 1 st and sent to Consultation Council for their 1 st meeting in April Planning process evaluations sent out 1 st week of April	Monthly meeting of chairs from Facilities, Human Resources, Institutional Technology, Student Services, Educational & Institutional Effectiveness and Research	Budget Committee completes their prioritization process of resource allocation requests of 2023-2024 and forward final list to Consultation Council by May 1 st Budget Committee sends out a Resource Allocation Year-End Status Report to all recipients of money from the previous year's budget prioritization process
May 2023	The CBO will draft the tentative budget for institutional review to include 50% Law Analysis and GANN Appropriations Limit Recipients of the previous year's budget prioritization process need to submit a Resource Allocation Year-End Status Report Strategic Initiatives Outcomes are reviewed (V.P.'s and President)	The Comprehensive Institutional Master Plan to Board	Academic Senate appoints IPR Mentors	Annual Evaluation of the planning and governance process conducted by Consultation Council Consultation Council will accept and forward the recommended prioritized list from the Budget Committee to the President for consideration and publish the list in the minutes	Annual Report on NIPR SLO/AUO Assessment Results released Student evaluation #1 for 2022-2023 IPRs administered and compiled by the Office of Institutional Effectiveness OIE notifies all authors of NIPR/Distribute NIPR schedule	Monthly meeting of chairs from Facilities, Human Resources, Institutional Technology, Student Services, Educational & Institutional Effectiveness and Research	

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	VP's notify IPR authors for following year cycle (CIO reminds fall CTE-IPR faculty to visit Advisory Committee membership to be submitted beginning fall semester)						
June 2023	<p>The President will submit the tentative budget (2023-2024) to the Governing Board for adoption.</p> <p>Cabinet Planning Retreat (review year-end report on Strategic Initiatives for 2022-2023, Strategic Initiative and planning goals decided for 2023-2024 budget) – forward to July Governing Board's Planning Retreat. Working with Cabinet, the President will finalize the ranked list into the Institutional Budget 2022-2023 Priority List for the Comprehensive Institutional Master Plan presenting it to at the Governing Board's Planning Retreat in July.</p>	Board of Trustees adopts Tentative Budget for 2023-2024 fiscal year			<p>Compile data for July Board Planning Retreat (progress on Key Performance Indicators and Annual Fact Book)</p> <p>Compile all IPR/NIPR data for fall 2023</p>		

