



Integrated Planning and Budgeting (IPB) Model

Annual Calendar

Phase 1: Planning				
Months	Merritt College		Peralta Community College District	
	Activities	Responsible Parties	Activities	Responsible Parties
July	<ul style="list-style-type: none"> Distribute, review and align approved tentative budget from the previous Integrated Planning and Budgeting (IPB) cycle Pre-planning for the upcoming IPB cycle 	<ul style="list-style-type: none"> Director of Business & Administrative Services College Cost Center Managers (Administrators) 	<ul style="list-style-type: none"> Final changes to District's budget(s) given Adopted State Budget Approved tentative budget provided to the College 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration
August	<ul style="list-style-type: none"> Merritt attends District Planning Summit Merritt attends District and College Flex Days (professional development) 	<ul style="list-style-type: none"> College Managers (Administrators), Faculty, Classified Staff, Students Professional Development Lead 	<ul style="list-style-type: none"> District hosts District Summit District hosts District Flex Day/Professional Development Day 	<ul style="list-style-type: none"> Chancellor District and College Professional Development Lead
September	<ul style="list-style-type: none"> Annual College Planning (IPB) Summit: review mission and Educational Master Plan milestones, assess progress and set strategic goals) Distribution of timeline and data for Program Review (conducted every three years)/Annual Program Updates (conducted in alternate years from Program Review) 	<ul style="list-style-type: none"> Entire College community Researcher and Administrators 	<ul style="list-style-type: none"> Board of Trustees reviews and approves final budget(s) for current fiscal year for Peralta Community College District 	<ul style="list-style-type: none"> Board of Trustees Vice Chancellor for Finance & Administration
	<ul style="list-style-type: none"> Launch accelerated six-week Program Review/Annual Program Updates (APUs) 	<ul style="list-style-type: none"> All instructional and non-instructional units 		

5/12/2016 (Revised)

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Months	Merritt College		Peralta Community College District	
	Activities	Responsible Parties	Activities	Responsible Parties
October	<ul style="list-style-type: none"> Finalize all Program Review/Annual Program Updates (APUs) (by end of October) 	<ul style="list-style-type: none"> All Instructional and non-instructional units 		
November	<ul style="list-style-type: none"> Validate all Program Review/Annual Program Updates (APUs) (by end of November) 	<ul style="list-style-type: none"> All Instructional and non-instructional units Validation Team (Researcher, assigned Administrator and Faculty) 	<ul style="list-style-type: none"> Board of Trustees approves the District Integrated Planning Budget Development Calendar for next fiscal year 	<ul style="list-style-type: none"> Vice Chancellor of Finance & Administration
	<ul style="list-style-type: none"> Merritt College budget status update to Cost Center Managers 	<ul style="list-style-type: none"> Director of Business & Administrative Services Cost Center Managers (Administrators) 		
	<ul style="list-style-type: none"> Cost Center Managers summarize and prioritize Program Review resource requests for December shared governance review 	<ul style="list-style-type: none"> Cost Center Manager (Administrators) 		
December	<ul style="list-style-type: none"> Shared governance groups review and refine list of resource requests from Program Review/APUs 	<ul style="list-style-type: none"> Shared Governance Committees (College Council, Technology Committee, Facility Committee, Budget Committee, College Educational Master Planning Committee) 		
	<ul style="list-style-type: none"> College President approves Resource Requests/ Program Improvement Objectives (PIOs) 	<ul style="list-style-type: none"> College President 		

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Phase II: Budgeting				
Months	Merritt College		Peralta Community College District	
	Activities	Responsible Parties	Activities	Responsibilities
January	<ul style="list-style-type: none"> Merritt College President and Administrators communicate the approved Resource Requests/Program Improvement Objectives (PIOs) to College constituents 	<ul style="list-style-type: none"> Merritt College President and Administrators 	<ul style="list-style-type: none"> Colleges and District Office divisions complete Program Reviews and associated Program Improvement Objectives (PIOs)/ Resource Requests (by January 30) 	<ul style="list-style-type: none"> District Office Administrators
	<ul style="list-style-type: none"> Spring Mission Statement review process launched (every 5 years) 	<ul style="list-style-type: none"> College Educational Master Planning Committee (CEMPC) 	<ul style="list-style-type: none"> District communicates to colleges the Governor's January Budget Proposal 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration
			<ul style="list-style-type: none"> Provide overview of planning and budget timeline to colleges/community 	
			<ul style="list-style-type: none"> Cabinet reviews requests for new faculty hires submitted and prioritized by colleges and makes recommendations to the Chancellor 	<ul style="list-style-type: none"> Cabinet
	<ul style="list-style-type: none"> College President finalizes the faculty hires based on replacement vacancies and faculty prioritization list from Academic Senate 	<ul style="list-style-type: none"> College President 	<ul style="list-style-type: none"> Guidance from Chancellor on annual priorities for fiscal year planning and budgeting including new faculty hires 	<ul style="list-style-type: none"> Chancellor
February	<ul style="list-style-type: none"> College submits approved Resource Requests/PIOs to District (by end of February deadline provided by the District) 	<ul style="list-style-type: none"> College President 	<ul style="list-style-type: none"> District Office prioritizes PIOs/ Resource Requests, including those requiring additional resources, and submit for consideration by the four Peralta colleges (by February 28) 	<ul style="list-style-type: none"> District Administration
			<ul style="list-style-type: none"> Review impacts of Governor's January Budget Proposal, the District Strategic Plan and enrollment targets with the District Planning and Budgeting Council (PBC), Chancellor's Cabinet and the Board of Trustees 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration

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Months	Merritt College		Peralta Community College District	
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February continued	<ul style="list-style-type: none"> College provides the Budget Template and Staffing Worksheets to all Cost Center Managers 	<ul style="list-style-type: none"> Director of Business & Administrative Services 	<ul style="list-style-type: none"> Distribute Budget Template and Staffing Worksheets to Colleges and Managers for their review and planning purposes 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration
	<ul style="list-style-type: none"> Director of Business presents the preliminary college budget to the Council of Department Chairs and Program Directors (CDCPD) (Feb) 	<ul style="list-style-type: none"> Director of Business and Administrative Services All Merritt College Cost Center Managers 	<ul style="list-style-type: none"> Develop Preliminary Budget Assumptions and review with PBC Conduct community budget forums to provide preview of State budget and PCCD budget development process 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration
March	<ul style="list-style-type: none"> College submits the Budget Templates and Staffing Worksheets to relevant shared governance committees, and, finally, to the College Council, which makes recommendations to the College President 	<ul style="list-style-type: none"> College Budget Council (CBC), CEMPC, College Council 	<ul style="list-style-type: none"> PBIM committees (DEC, DTC, DFC) review prioritized PIOs/ Resource Requests <i>that require additional resources</i> and make recommendations to PBC (by March 30) with respect to priority and funding of each Cabinet or Resource Assessment Committee (RAC) reviews all those PIOs/ Resource Requests <i>requiring additional classified staffing resources</i> that are not under the purview of a PBIM committee. Forwards recommendation to PBC with respect to prioritization (by March 3) 	<ul style="list-style-type: none"> District Education Committee (DEC), District Technology Committee(DTC), District Facilities Committee (DFC) Cabinet or RAC
			<ul style="list-style-type: none"> College personnel, District Office administrators meet with Finance to review annual Budget Worksheets (late March) 	<ul style="list-style-type: none"> College, District , Vice Chancellor for Finance & Administration
April	<ul style="list-style-type: none"> College President approves and submits the preliminary budget worksheets to the District 	<ul style="list-style-type: none"> College President 	<ul style="list-style-type: none"> Complete Budget Worksheet reviews PBC receives and reviews PIO priorities from PBIM committees (DEC, DTC, DFC) and Cabinet/ RAC PBC forwards recommendations regarding PIO resource allocation and funding to the Chancellor (April 30) 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration District Planning and Budgeting Council

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April continued	<ul style="list-style-type: none"> Closing the Loop: Evaluation of College governance processes 	<ul style="list-style-type: none"> College Researcher Shared Governance Committees 		
May	<ul style="list-style-type: none"> Merritt College is informed if there are budget revisions to coincide with the Governor's May Revise President's Year-End Planning Retreat 	<ul style="list-style-type: none"> College President College President & Administrators. 	<ul style="list-style-type: none"> District communicates information about the Governor May Budget Revision Chancellor and Cabinet review PBC recommendations and reconcile against May Revise budget info. Cabinet advises Chancellor who determines final resource allocation in Proposed Tentative Budget Conduct community budget forums on State budget and PCCD budget development process 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration Chancellor & Cabinet
June	<ul style="list-style-type: none"> District/College finalizes budget 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration Director of Business & Administrative Services 	<ul style="list-style-type: none"> Tentative Budget presented to the Board of Trustees for review and discussion Tentative Budget presented to the Board of Trustees for approval State Legislature adopts final CA State Budget for upcoming fiscal year (no later than June 30) 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration Vice Chancellor for Finance & Administration