



## Integrated Planning and Budgeting (IPB) Model

### Annual Calendar

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

5/12/2016 (Revised)

1/13/2016

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

5/12/2016 (Revised)

1/13/2016

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

5/12/2016 (Revised)  
1/13/2016

Months	Merritt College		Peralta Community College District	
	Activities	Responsible Parties	Activities	Responsibilities
<b>February continued</b>	<ul style="list-style-type: none"> <li>College provides the Budget Template and Staffing Worksheets to all Cost Center Managers</li> </ul>	<ul style="list-style-type: none"> <li>Director of Business &amp; Administrative Services</li> </ul>	<ul style="list-style-type: none"> <li>Distribute Budget Template and Staffing Worksheets to Colleges and Managers for their review and planning purposes</li> </ul>	<ul style="list-style-type: none"> <li>Vice Chancellor for Finance &amp; Administration</li> </ul>
	<ul style="list-style-type: none"> <li>Director of Business presents the preliminary college budget to the Council of Department Chairs and Program Directors (CDCPD) (Feb)</li> </ul>	<ul style="list-style-type: none"> <li>Director of Business and Administrative Services</li> <li>All Merritt College Cost Center Managers</li> </ul>	<ul style="list-style-type: none"> <li>Develop Preliminary Budget Assumptions and review with PBC</li> <li>Conduct community budget forums to provide preview of State budget and PCCD budget development process</li> </ul>	<ul style="list-style-type: none"> <li>Vice Chancellor for Finance &amp; Administration</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>College Budget Council (CBC), CEMPC, College Council</li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li>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)</li> </ul>	<ul style="list-style-type: none"> <li>District Education Committee (DEC), District Technology Committee(DTC), District Facilities Committee (DFC)</li> <li>Cabinet or RAC</li> </ul>
			<ul style="list-style-type: none"> <li>College personnel, District Office administrators meet with Finance to review annual Budget Worksheets (late March)</li> </ul>	<ul style="list-style-type: none"> <li>College, District , Vice Chancellor for Finance &amp; Administration</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>College President approves and submits the preliminary budget worksheets to the District</li> </ul>	<ul style="list-style-type: none"> <li>College President</li> </ul>	<ul style="list-style-type: none"> <li>Complete Budget Worksheet reviews</li> <li>PBC receives and reviews PIO priorities from PBIM committees (DEC, DTC, DFC) and Cabinet/ RAC</li> <li>PBC forwards recommendations regarding PIO resource allocation and funding to the Chancellor (April 30)</li> </ul>	<ul style="list-style-type: none"> <li>Vice Chancellor for Finance &amp; Administration</li> <li>District Planning and Budgeting Council</li> </ul>

5/12/2016 (Revised)

1/13/2016

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



# Merritt College Integrated Planning and Budgeting (IPB) Model Overview of Annual IPB Cycle

