

FY22 Integrated Planning and Budgeting Calendar

MONTH	ACTIVITY	PARTICIPANTS
JANUARY FEBRUARY DEADLINE	Complete on-line budget requests in GroupLink - Budget Request. Four Request Categories <ul style="list-style-type: none"> * New Initiative or Savings * Equipment * Cost Center Increase (Non-Equip) * New or Expanded Positions (Personnel) February 26, 2021 4:00: PM	All Employees
MARCH	Business Office will distribute to respective administrators by March 12, 2021	
MARCH DEADLINE	<ul style="list-style-type: none"> * Review budget requests for areas of responsibility * Preliminary prioritizing of budget requests March 26, 2021	Division Chairs Deans Dept Heads/Program Directors
APRIL DEADLINE	<ul style="list-style-type: none"> * Review preliminary prioritized budget recommendations/bring to division chair meeting * Evaluate Strategic Plans April 9, 2021	Division Chairs Deans Vice President
APRIL DEADLINE	<ul style="list-style-type: none"> * Develop plan for prioritized budget recommendations April 14, 2021	President's Cabinet/Exec Council
APRIL DEADLINE	Review prioritized lists: <ul style="list-style-type: none"> * Communicate proposed list of priorities to all employees * Divisions & departments consider how they will contribute to how the proposed budget will meet their needs * Committees will develop work plans for the next year that reflect proposed requests April 30, 2021	All Employees Shared Governance Council Divisions Departments College Committees - Facilities - Technology
MAY DEADLINE	<ul style="list-style-type: none"> * Make adjustments to operational initiatives and recommended budget based on review and input May 28, 2021	President's Cabinet/Exec Council
JUNE-JULY	Implement Approved Budget	College