

PLNC STRATEGIC PLANNING PROCESS

(January 23, 1995)

I. PRESIDENT AND CABINET:

- make all strategic and operational planning and budgeting decisions
- report to community the specifics of annual budgets approved by Board of Trustees

II. PLANNING AND BUDGETING COMMITTEE (PBC)

(Note: President will appoint one of the Faculty Members listed below as Chair)

Composition:

- 7 President's Cabinet members
- 1 Faculty Council immediate Past President
- 1 Faculty Council member selected from that body
- 1 Faculty Member appointed to rotating 2-year term by President
- 1 Faculty Member or Dean appointed to rotating 2-year term by President
- 2 Faculty Members elected to rotating 2 year terms by faculty
- 1 Director of Planning
- 1 Controller
- 1 Staff Person appointed to a 2-year term by the President
- 1 ASB President

Responsibilities:

- reviews, prioritizes, and recommends implementation of 3-year planning/budget requests from planning units
- recommends annual planning budgets for three years prior to current operational budget to Cabinet
- analyzes and responds to planning budget assumptions (income and expense) presented by Financial Affairs Office
- holds PLNC community forum on planning/budgeting recommendations to be made to Cabinet
- considers outcomes research and program review results
- recommends master plan space allocations to Cabinet
- conducts planning/budgeting studies
- considers environmental scanning trends

III. PLANNING UNITS:

Propose 3-year planning/budgeting plans, approved by appropriate line administrative leadership, to the Financial Affairs Office for preliminary budgetary preparation and to the Planning and Budgeting Committee (PBC) for analysis and budget recommendation

PLANNING/BUDGETING PROCEDURE AND TIMELINE

Jan/Mar '95 Planning and Budgeting Committee (PBC) prepares for implementation of annual operation of the planning/budgeting cycle.

(Note: The budget for 1995-96 will be approved at the March Board meeting in the usual way, but the new process will be employed for budgets in succeeding fiscal years.)

ANNUAL PLANNING/BUDGETING CYCLE (beginning January, 1995 for FY 1996-97)

- STEP 1:** Units prepare/revise 3-year planning budgets, including equipment proposals, remodeling needs, and staffing assumptions utilizing outcomes research and program reviews. These 3-year proposals are prepared in cooperation with line authorities and must have their approval before submittal to Financial Affairs Office (FAO) and Planning and Budgeting Committee (PBC).
Mar/May
- STEP 2:** Copies of approved unit planning/budgeting submissions are forwarded to the FAO and the PBC for global analysis. FAO sends 3-year budget proposals with options to PBC by August 31.
May/Aug
- STEP 3:** FAO proposals for the next fiscal year are analyzed and discussed by the PBC and a recommended preliminary budget for the next FY is forwarded for Cabinet consideration by October 15.
Sept/Oct
- STEP 4:** Cabinet reviews budget proposals as prepared by the PBC, agrees on a preliminary budget for the coming FY, and presents it to the Board of Trustees for approval.
Oct/Nov
- STEP 5:** The PBC analyzes additional data produced by the FAO, Units, and other sources, and produces: (1) a proposed next FY budget and (2) proposed planning budgets for the next three fiscal years.
Nov/Jan
- STEP 6:** PBC sponsors a community forum where its proposed FY and 3-year planning budgets are open for inquiry and/or discussion. Following any revision, the PBC makes its final recommendations to the Cabinet.
Jan/Feb
- STEP 7:** Cabinet finalizes FY budget and responds to the planning budgets proposed for the coming three years.
Feb/Mar
- STEP 8:** Cabinet holds a community forum where the new program directions and budget allocations approved by the board are presented and explained.
March

(Return to Step 1)