Annual Planning & Resource Allocation Process, 2024-2025 Cycle

October -Planning & Budget Committee Co-Chairs and Planning Committee conceptualize November Annual Planning and Resource Allocation Process for upcoming cycle. November 9 & 13 Campus Forums on Annual Planning & Resource Allocation Process Units/Programs/Services: * Collaborate with others to develop Strategic Initiatives aligned with established November 9 institutional planning priorities January 31 Identify unit-level operational continuance resource needs * Discuss plans and resource needs with colleagues, including area VP/President [Plans due by: Enter Strategic Initiatives, associated resource requests, and Operational January 31] * Continuance needs into annual template Submit completed templates to Business & Finance and RPIE Workshops: December 6 & 8 Planning & Budget Committees provide context for annual planning and resource November allocation process.1 Planning Committee: reviews and updates Prioritization Rubric December Budget Committee: updates Guidance Memorandum Plans due January 31 Planning Committee: uses Prioritization Rubric to rank submitted Strategic Initiatives February – and categorized them as: implement now - phase in - hold early March Training for District committees² (anticipated week of March 4) March 4 – Resource requests associated with ranked Strategic Initiatives distributed to District April 12 committees for review and recommendation District committees forward recommendations to Planning Committee & Budget Committee

April – May

 Planning Committee: reviews, reassesses, and adjusts categorization of Strategic Initiatives to coordinate, based on recommendations, begins evaluation of annual process

Budget Committee: assesses the impact of recommendations, convenes
Resource Allocation Task Force, incorporates funded priorities into tentative
budget

May: Budget Committee Recommendation to Superintendent/President (via tentative budget)

Fall: Final budget and resulting allocations communicated to campus community

¹Context for annual process includes: flowchart describing the process, institutional planning priorities, description of operational continuance, and template for submitting Strategic Initiatives, associate resource requests, and Operational Continuance needs.

²District committees to include: Facilities (for facilities and equipment requests), Technology (for technology requests), and Budget (for supplies and other operating expenses); Diversity, Equity, and Inclusion (for all equity-related initiatives).