

BRCC Planning and Budgeting Calendar for FY 2009- 2010

Approved by the President's Council July 8, 2009

Date	Item	Responsible Party
July 1, 2009	Fiscal Year begins	
Sept 9, 2009	President's Council Meeting	President's Council
October 2	President's Council meets in a retreat setting to hear committee reports and review the BRCC mission, and goals. Council discusses the status of IEP stated objectives, Strategic Plan "Strategic Directions," and Appreciative Inquiry Summit findings and sets and refines planning strategies.	President's Council
Oct – Nov	Divisions and Departments begin reviewing Departmental Unit Plans and hold their respective "mini-retreats." IEP "Wiki" contributors are trained on how to develop and refine their respective departmental plans.	VPs, Deans, Directors, and Departmental contributors
Nov 4	President's Council Meeting	President's Council
November 2009 thru January 2010	Institutional Effectiveness Plan (IEP) development begins. <ul style="list-style-type: none"> • Program Area Plans are reviewed and updated • Missions, goals and outcomes are reviewed and modified • Results of research, surveys, and assessment documents are reviewed • Outcomes are added, revised, advanced, or dropped; new outcomes are assigned a cost 	Deans, Directors, Program Area Contributors, and President's Council
December 9	President's Council Meeting	President's Council
January 2010	Program Area Plans completed and reviewed by VPs	VPs and President
Feb 10	Regular President's Council Meeting. Council takes first look at Preliminary IEP	President's Council
February	Preliminary IEP is reviewed to see how stated objectives will affect each area of the College. Edits are made as needed.	Program Area contributors
February	Budgetary planning initiated for all budget units (state and institutional funds)	VP for Finance and Operations

Continued

2009-2010 Planning Calendar, Continued

Date	Item	Responsible Party
Mid-Feb to Mid-Mar	Division budgets are developed and approved by VPs and reconciled by VP for Finance and Operations.	Division Directors
Mar 3	Regular President's Council Meeting. Program Area Plans are reviewed and formal recommendations offered.	President's Council
Mid-March	Individual Program area Plans refined. Preliminary IEP is posted online for all employees to review and comment.	Program Area contributors
April 14	President's Council Meeting. Council completes review of Program Area Plans.	President's Council
Mid-April	Senior Administration finalizes proposed budget based on priorities recommended by President's Council	Senior Administration
April 30	Final IEP is approved and posted to the Intranet	President's Council
May 5	Regular President's Council Meeting	President's Council
May 10	Institutional Preliminary Budget submitted to Trustees	President
Late May	Complete Employee Performance Evaluations	Supervisors
June 9	Regular President's Council Meeting	President's Council
Late June	Henderson and Transylvania County Budgets are adopted	County Commissions
July 7	Regular President's Council Meeting	President's Council
July 12	IEP presented to Board of Trustees (executive summary form)	President
July	New budget year begins. The 2010-2013 IEP for the three-year planning period beginning July becomes effective.	
July	Final budget numbers received from funding authorities	State and local government
August	New academic year begins. Modifications made to budget based on approved state and local appropriations	All parties
September	Final Institutional budget adopted by Trustees	Trustees
	Annual planning cycle repeats	