| 2015-16 Business Plan and Budget Timelines  |
| --- |
|  |
| Retreats / Meetings / Events | Due Date | Budget Tasks | Status |
|  |
| PC Strategic & Business Planning Retreat | April 92014 | Planning for 2015/16 Business Plan & Budget Development | ✓ |
| CLC Strategic & Business Planning Retreat | May 1-22014 | 2015/16 Business Plan Development & Feedback on Budget Process | ✓ |
| PC Strategic & Business Planning Retreat | May 212014 | * Follow-up to CLC May Retreat – review 2015/16 Business Plan draft
* Q4 2013/14 Business Plan Report for June BOG
 | ✓ |
| PC Meeting | May 21 2014 | Q4 2013/14 Business Plan Update reviewed for June BOG (*Q4 2013/14 Financial Projection will be emailed to PC the week of May 26th* *and will be presented at June BOG)* | ✓ |
| CBC Meeting | May 30 2014 | * Develop Initial Pro-Forma assumptions for 2015/16
* Enrollment Projections
* Determine process to receive and assess requests for new full-time complement positions
* Determine process to receive and assess requests for Strategic Investment Priority Funding
 | ✓ |
| CBC Meeting | June 132014 | * Initiate process to identify budget solutions for 2015/16 (while considering implementation of RCM model)
 | ✓ |
| PC Meeting | June 172014 | PC Approval of Budget Directions and Draft Business Plan (2015-16) | ✓ |
| CBC Meeting | June 272014 | * Identify estimated financial capacity in 2015/16 for new full-time complement positions
* Receive 2015/16 Budget Directions from PC
* Receive Draft 2015/16 Pro-Forma prepared by Finance and Administrative Services Review and distribute
 | ✓✓ |
| Finance Department | June  | * Request to ITS for BUS Q2 and Budget prep
 | ✓ |
| Communique to CLC and Budget Administrators/Officers | July 102014 | Send 2015/16 Budget Process  | ✓ |
| PC Retreat | August TBD | PC prep for September Board Retreat | ✓ |
| CBC Meeting | August 222014 | * Review Q1 2014/15 Financial Projections and recommend presentation to PC
* 2015/16 Pro-Forma update
 | ✓ |
| Communique to CBC  | August 252014 | Send update on the recommendations being sent to PC by CBC | ✓ |
| PC Meeting | September 32014 | **2014/15*** Q1 2014/15 Business Plan reviewed for October BOG
* 1st Quarter Financial Report 2014/15 received for information (not required to be presented to BOG)
 | ✓ |
| **2015/16*** 2015/16 Pro-Forma update
 |
| Communique to CBC  | September 152014 | Send update on the recommendations being sent to PC for the September 17 PC meeting | ✓ |
| PC Meeting | September 172014 | CBC Update to PC:* 2015/16 Pro-Forma and projected deficit
* Status of identifying 2015/16 budget solutions (while considering implementation of RCM model)
* Discuss processes to receive and assess requests for new Full-Time Complement positions, I/O positions and SIP requests
 | ✓ |
| CBC Meeting | September 182014 | **2015/16*** Ancillary Activity Pro-Forma
* Budget Principles from PC
 | ✓ |
| Communique to CBC  | September 182014 | Send update on any relevant PC decisions | ✓ |
| BOG Strategic Planning Retreat | September 21-222014 | ICDP Scenario Planning | ✓ |
| Communique to CLC and Budget Administrators/Officers | September 252014 | Send reminder for: * October 10th Deadline for Submission of requests for 2015-16 New Full-Time Complement and I/O Positions
* **REVISED DATE: October 20th Deadline for Submission of 2015-16 requests for Strategic Investment Priorities Funding (SIP)**
* Explain the new processes surrounding submission of requests and assessment of SIP requests
* October 15th Deadline for Submission of 2015-16 CSEP Requests
 | ✓ |
| CBC Meeting | October 32014 | **2015/16*** College Contract Activity Pro-Forma
* International Education Centre

Pro-Forma* Review of Schedule of Rates for Internal Services 2015/16
 | Moved to Oct. 17✓Moved to Oct. 27✓Moved to Oct.27✓ |
| Communique to CBC | **October 6****2014** | **Budget Solutions and Budget Pressures template****(Due date October 15, 2014)** | ✓ |
| CLC and Budget Administrators/Officers | October 92014 | **2014/15*** BUS opens for Q2

**(OPENED October 14, 2015)** | ✓ |
| PC/CBC Members | October 102014 | * Deadline for Submission of requests for New Full-Time Complement and I/O Positions
 | ✓ |
| Communique to CLC and Budget Administrators/Officers | October 152014 | Due date for Submission of 2015-16 CSEP Requests | ✓ |
| CBC Members | **October 15****2014** | **Due date for submitting Budget Solutions and Budget Pressures** | ✓ |
| CBC Meeting | October 172014 | **2014/15*** Q2 SIP Report presented to CBC
 | Completed Oct. 3 |
| **2015/16*** Review updated 2015/16 Pro-Forma & Budget Solutions
* Review of Requests for New Full-Time Complement
* Review of Requests for I/O Positions and develop recommendations to PC
* Identify capacity in 2015/16 to fund Strategic Investment Priorities
 | ✓✓Moved to Oct. 27 ✓Moved to Oct. 30 ✓ |
| CLC and Budget Administrators/Officers | October 202014 | **2014/15*** BUS closed for Q2

**(EXTENDED to October 22 due to Delay)** | ✓ |
| PC/CBC Members | REVISED DATE **October 20****2014** | * Deadline for Submission of requests for requests for Strategic Investment Priorities Funding (SIP)
 | ✓ |
| Communique to CBC  | October 202014 | Send update on the materials/ recommendations being sent to PC for the October 22 PC meeting | ✓ |
| CBC/CSIC/CTC | **October 21 – November 20****2014** | * Review and assessment of requests for SIP Funding
 | ✓ |
| PC Meeting | October 222014 | **2014/15*** Q2 SIP Report presented to President’s Council
 | ✓ |
| **2015/16**CBC to present:* Requests for New Full-Time Complement for approval
* Request for I/O Positions for review and approval
* Schedule of Rates for Internal Services 2015/16 for review and approval
 | Deferred toNov. 2-3✓Moved toOct. 29 ✓ |
| CLC Strategic & Business Planning Retreat | October 232014 | * Finalization of 2015/16 Business Plan measures and targets
 | ✓ |
| **EXTRA CBC Meeting** | **October 27****2014** | * Review of 2015/16 Requests for I/O Positions and develop recommendations to PC
* Review of Schedule of Rates for Internal Services 2015/16
* Budget solutions & Budget Pressures (Final Review)
 | Moved fromOct. 17✓Moved fromOct. 3✓✓ |
| PC Meeting | October 292014 | **2014/15*** Q2 SIP Report presented to President's Council
* Review Requests I/O Positions (excluding SIP Funded Temp Positions)
* Schedule of Rates for Internal Services 2015/16 for review and approval
* Review proposed Budget solutions & Budget Pressures
 | Moved toOct. 22✓Moved fromOct. 22✓Moved fromNov. 5✓ |
| CBC Meeting | October 302014 | * Identify capacity in 2015/16 to fund Strategic Investment Priorities
* Review SIP Requests
* Budget Solutions and Budget Pressures
* Update from PC

- Budget Solutions and Budget Pressures- Schedule of Rates for Internal Services 2015/16- Requests for I/O Positions* Balanced Pro-Forma
* New Full-Time Complement
 | Moved fromOct. 17✓✓✓✓✓PC deferred to Nov. 2-3 |
| PC Meeting | November 52014 | * 2015/16 Budget Assumptions & Pro-Forma Update
* Review proposed Budget Solutions & Budget Pressures
* Review Requests I/O Positions (excluding SIP Funded Temp Positions)
 | ✓Moved toOct. 29✓ |
| Communique to CLC and Budget Administrators/Officers | November 62014 | Send update on any relevant PC decisions | ✓ |
| CBC Meeting | November 62014 | Begin review of SIP requests:* Equipment Requests
* Program Development Requests
* Business Plan Initiatives (excluding CTC and CSIC requests)
* I/O and other temporary positions funded from SIP
 | ✓ |
| Communique to CLC and Budget Administrators/Officers | November 122014 | Send:* Notification of Budget targets
* BUS Opening on November 12
 | ✓ |
| CLC and Budget Administrators/Officers | November 122014 | **2015/16*** BUS opens
 | ✓ |
| Communique to CLC and Budget Administrators/Officers | **November 17** **2014** | **Notification Memo:** Q3 SIP Review Process (Forecast due by December 4, 2014) | ✓ |
| PC Meeting | November 192014 | **2014/15*** Q2 2014/15 Business Plan & Financial Projections reviewed for December BOG
* 2nd Quarter Financial Report 2014/15 and contingency report
 | ✓ |
| **2015/16** * 2015/16 Budget Assumptions and Pro-Forma Update
 | ✓ |
| CBC Meeting | November 202014 | **2014/15*** 2nd Quarter Financial Report 2014/15 and contingency report
 | ✓ |
| **2015/16** Continue review of SIP requests:* Equipment Requests
* Program Development Requests
* Review and approve CSEP requests
* Business Plan Initiatives (excluding CTC and CSIC requests)
* I/O and other temporary positions funded from SIP
* Review of CSIC, CTC, & SEMC SIP Requests
 | Move toDec. 12014✓✓✓ |
| Communique to CLC and Budget Administrators/Officers | November 242014 | Send update on any relevant PC decisions | NA |
| **EXTRA CBC Meeting** | **December 1****2014** | **2015/16** Continue review of SIP requests:* Equipment Requests
* Program Development Requests
* Technology requests from CTC
* Space and infrastructure requests from CSIC
* Review and approve CSEP requests
 | ✓✓✓✓Deferred |
| **\*Special PC Meeting** | **December 2****2014** | Review Strategic Investment Projects (SIP) Requests (1 of 4 meetings)* Equipment Requests
* Program Development Requests
 | ✓ |
| PC Meeting | December 32014 | Review and approval of SIP requests as recommended by CBC* SIP Requests from College Technologies Committee
 | ✓ |
| Communique to CLC and Budget Administrators/Officers | December 42014 | Send update on any relevant PC decisions | NA |
| CBC Meeting | December 42014 | Review Strategic Investment Projects (SIP)  | ✓ |
| Communique to CLC and Budget Administrators/Officers | December 52014 | Send notification BUS closes on December 9 | ✓ |
| BOG Meeting | December 82014 | **2014/15*** 2014/15 Q2 Business Plan & Financial Projections
 | ✓ |
| **2015/16*** 2015/16 Budget assumptions and Pro-Forma Report
 | ✓ |
| CLC and Budget Administrators/Officers | **December 9, Noon****2014** | **2015/16*** BUS closes
 | ✓ |
| PC Meeting | December 102014 | Review of Strategic Investment Projects (SIP)* College Space and Infrastructure Committee requests from CSIC
 | ✓ |
| \*Special PC Meeting | December 112014 | Review Strategic Investment Projects (SIP) Requests (2 of 4 meetings)SIP Requests from College Budget Committee * Equipment Requests
* New Program Development
* Other Initiatives/Opportunities
* SIP Requests from College Technologies Committee
 | ✓ |
| Communique to CLC and Budget Administrators/Officers | December 152014 | **2014/15**Q3 Significant Adjustments due back to Finance | ✓ |
| \*Special PC Meeting | December 162014 | Review Strategic Investment Projects (SIP) Requests (3 of 4 meetings)* Decisions on SIP Allocations
 | ✓ |
| PC Meeting | December 172014 | Review and approval of Strategic Investment Projects (SIP) – all categories* Decisions on SIP Allocations
 | ✓ |
| \*Special PC Meeting | December 182014 | Finalization of SIP Approvals (4 of 4 meetings) | ✓ |
| Communique to CLC and Budget Administrators/Officers | December 182014 | Send update on any relevant PC decisions  | ✓ |
| Individual VPs | December 9 - 122014 | Area Budget review by VPs | ✓ |
| CBC Meeting | December 192014 | **2014/15*** Q3 SIP Report presented to CBC
 | ✓ |
| **2015/16*** Finalization of SIP Request Approvals
 | ✓ |
| Finance & Administrative Services and Advancement | January2015 | Prepare 2015/16 Business Plan and Budget document  | ✓ |
| CBC Meeting | January 82015 | * PC Approvals – SIP

**2014/15*** Q3 SIP Report presented to CBC
* 3rd Quarter Financial Report 2014/15 and contingency report presented at CBC
 | ✓ |
| PC Meeting | **January 21****2015** | * Q3 SIP Report presented to President's Council
* 3rd Quarter Financial Report 2014/15 and contingency report presented at PC
 | ✓ |
| **2015/16*** Present 2015/16 Business Plan and Budget document for approval
 | ✓ |
| BOG Meeting | **REVISED DATE****February 2****2015** | **2014/15*** Q3 2014/15 Business Plan and Financial Projections
 | ✓ |
| **2015/16*** 2015/16 Business Plan & Budget for approval
 | ✓ |

**Notes:**

Additional CBC and PC meetings required in December to finalize SIP approvals.

CTC and CSIC meetings to be added to schedule.