| 2015-16 Business Plan and Budget Timelines | | | |
| --- | --- | --- | --- |
|  | | | |
| Retreats / Meetings / Events | Due Date | Budget Tasks | Status |
|  | | | |
| PC Strategic & Business Planning Retreat | April 9  2014 | Planning for 2015/16 Business Plan & Budget Development | ✓ |
| CLC Strategic & Business Planning Retreat | May 1-2  2014 | 2015/16 Business Plan Development & Feedback on Budget Process | ✓ |
| PC Strategic & Business Planning Retreat | May 21  2014 | * 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 13  2014 | * Initiate process to identify budget solutions for 2015/16 (while considering implementation of RCM model) | ✓ |
| PC Meeting | June 17  2014 | PC Approval of Budget Directions and Draft Business Plan (2015-16) | ✓ |
| CBC Meeting | June 27  2014 | * 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 10  2014 | Send 2015/16 Budget Process | ✓ |
| PC Retreat | August TBD | PC prep for September Board Retreat | ✓ |
| CBC Meeting | August 22  2014 | * Review Q1 2014/15 Financial Projections and recommend presentation to PC * 2015/16 Pro-Forma update | ✓ |
| Communique to CBC | August 25  2014 | Send update on the recommendations being sent to PC by CBC | ✓ |
| PC Meeting | September 3  2014 | **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 15  2014 | Send update on the recommendations being sent to PC for the September 17 PC meeting | ✓ |
| PC Meeting | September 17  2014 | 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 18  2014 | **2015/16**   * Ancillary Activity Pro-Forma * Budget Principles from PC | ✓ |
| Communique to CBC | September 18  2014 | Send update on any relevant PC decisions | ✓ |
| BOG Strategic Planning Retreat | September 21-22  2014 | ICDP Scenario Planning | ✓ |
| Communique to CLC and Budget Administrators/Officers | September 25  2014 | 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 3  2014 | **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 9  2014 | **2014/15**   * BUS opens for Q2   **(OPENED October 14, 2015)** | ✓ |
| PC/CBC Members | October 10  2014 | * Deadline for Submission of requests for New Full-Time Complement and I/O Positions | ✓ |
| Communique to CLC and Budget Administrators/Officers | October 15  2014 | 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 17  2014 | **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 20  2014 | **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 20  2014 | 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 22  2014 | **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 to  Nov. 2-3  ✓  Moved to  Oct. 29  ✓ |
| CLC Strategic & Business Planning Retreat | October 23  2014 | * 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 from  Oct. 17  ✓  Moved from  Oct. 3  ✓  ✓ |
| PC Meeting | October 29  2014 | **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 to  Oct. 22  ✓  Moved from  Oct. 22  ✓  Moved from  Nov. 5  ✓ |
| CBC Meeting | October 30  2014 | * 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 from  Oct. 17  ✓  ✓  ✓  ✓  ✓  PC deferred to Nov. 2-3 |
| PC Meeting | November 5  2014 | * 2015/16 Budget Assumptions & Pro-Forma Update * Review proposed Budget Solutions & Budget Pressures * Review Requests I/O Positions (excluding SIP Funded Temp Positions) | ✓  Moved to  Oct. 29  ✓ |
| Communique to CLC and Budget Administrators/Officers | November 6  2014 | Send update on any relevant PC decisions | ✓ |
| CBC Meeting | November 6  2014 | 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 12  2014 | Send:   * Notification of Budget targets * BUS Opening on November 12 | ✓ |
| CLC and Budget Administrators/Officers | November 12  2014 | **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 19  2014 | **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 20  2014 | **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 to  Dec. 1  2014  ✓  ✓  ✓ |
| Communique to CLC and Budget Administrators/Officers | November 24  2014 | 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 3  2014 | Review and approval of SIP requests as recommended by CBC   * SIP Requests from College Technologies Committee | ✓ |
| Communique to CLC and Budget Administrators/Officers | December 4  2014 | Send update on any relevant PC decisions | NA |
| CBC Meeting | December 4  2014 | Review Strategic Investment Projects (SIP) | ✓ |
| Communique to CLC and Budget Administrators/Officers | December 5  2014 | Send notification BUS closes on December 9 | ✓ |
| BOG Meeting | December 8  2014 | **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 10  2014 | Review of Strategic Investment Projects (SIP)   * College Space and Infrastructure Committee requests from CSIC | ✓ |
| \*Special PC Meeting | December 11  2014 | 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 15  2014 | **2014/15**  Q3 Significant Adjustments due back to Finance | ✓ |
| \*Special PC Meeting | December 16  2014 | Review Strategic Investment Projects (SIP) Requests (3 of 4 meetings)   * Decisions on SIP Allocations | ✓ |
| PC Meeting | December 17  2014 | Review and approval of Strategic Investment Projects (SIP) – all categories   * Decisions on SIP Allocations | ✓ |
| \*Special PC Meeting | December 18  2014 | Finalization of SIP Approvals  (4 of 4 meetings) | ✓ |
| Communique to CLC and Budget Administrators/Officers | December 18  2014 | Send update on any relevant PC decisions | ✓ |
| Individual VPs | December 9 - 12  2014 | Area Budget review by VPs | ✓ |
| CBC Meeting | December 19  2014 | **2014/15**   * Q3 SIP Report presented to CBC | ✓ |
| **2015/16**   * Finalization of SIP Request Approvals | ✓ |
| Finance & Administrative Services and Advancement | January  2015 | Prepare 2015/16 Business Plan and Budget document | ✓ |
| CBC Meeting | January 8  2015 | * 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.