



**COMPTON COMMUNITY COLLEGE DISTRICT  
COMPTON COLLEGE  
PLANNING AND BUDGET CALENDAR, 2019-2020**  
(completed in the 2018-19 academic year)

<b>Month</b>	<b>Activities</b>	<b>Responsible Party</b>	<b>Purpose</b>
July 2018	Tentative 2018-19 Budget is rolled into active status (purchasing can begin) on July 1.	Accounting	
	Final revenue and expenditure adjustments are made to budget and reviewed by Planning and Budget Committee (PBC).	President/CEO	
August 2018	Review and discussion of the final budget assumptions with PBC.	VP Administrative Services	
	Presentation of comments made by El Camino College to the final budget.	President/CEO	
	Final Budget line item review with PBC.	VP Administrative Services	
Sept 2018	Final Budget submitted to Compton Community College District Board.	President/CEO	All departments should know if their recommendations were funded for 2018-19.
	Planning calendar sent out college-wide <sup>1</sup> .	Manager- Research and Planning	
	Transition to new Nuventive website (TracDat).	Manager- Research and Planning	
	Review and discuss the status of Accreditation Recommendations	Accreditation Steering Committee, Vice President Academic Affairs	Identify areas for focus, additional support (IEPI), and evaluation foci

<sup>1</sup> In subsequent years, the planning and budget calendar will be disseminated in May for the next academic/fiscal year. For example, in May 2019, the Manager of Research and Planning will send out the planning and budget calendar for 2020-21 (to be completed in the 2019-20 academic year).

October 2018	PBC conducts annual self-evaluation and will review accreditation recommendations relevant to fiscal (e.g., planning agendas) and set annual goals.	Planning and Budget Committee	
	Four trainings for faculty, staff, and administration to complete the planning documentation in Nuventive.	IR staff	Trainings will provide guidance about how to link department, division, and VP plans to the overarching Vision for Success state metrics, Institutional Set Standards, and our strategic initiatives.
Nov 2018	Review and revise planning priorities. Departments should meet at least once in-person to develop, revise, and finalize plan for the 2019-20 academic year. Departments also are encouraged to work with IR staff to finalize goals and measurements.	Program faculty, staff, and managers	
	Two open house/support working meetings. Meet with IR staff to complete your plan in one of the college's computer labs.	IR staff	Support with entry in Nuventive (TracDat).
	Assess Program Review cycle to make sure program reviews are being completed in a timely manner.	PBC, IEC	
	Planning Summit to align Master Plan to Vision for Success and create a plan to review sub-plan measures in early 2019.	Entire Compton College community	Align current Master Plan to Visions for Success, as mandated by the state.
Dec 2018	Submit prioritized department plans, budget, and planning for 2019-20. <b>Due December 14, 2018</b>	Program faculty, staff, and managers	Identifies projects/ strategies for 2019-20 and resources needed. Updates about previous projects/ strategies/ resources requested. Realignment of projects and strategies from previous year to Completion by Design framework.
January 2019	Determine preliminary revenue estimates for 2019-20.	VP Administrative Services	
	Begin assessment of key budget issues for 2019-20.	PBC	
	Identify budget development assumptions.	President/CEO and Cabinet	
	Submit aligned Master Plan evidence to Chancellor's Office.	Manager-Research and Planning	
February 2019	Submit prioritized Unit Plans for 2019-20. <b>Due by February 28, 2019</b>	Deans/Directors	Identifies priorities based upon Department plans.

March 2019	Determine enrollment targets, sections to be taught, and full-and part-time FTEF.	VP Academic Affairs	
	President/CEO determines ongoing 2019-20 operational costs including: a. Full-time salaries b. Benefits, utilities, GASB (General Accounting Standards Board) c. Legal and contract obligations	President/CEO and Cabinet	
	Develop Line Item 2019-20 Budgets for Operational Areas.	VP Administrative Services	
	Submit prioritized Area Plan recommendations for 2019-20 fiscal year for Cabinet review. <b>Due by March 31, 2019</b>	President/CEO and Cabinet	Identifies priorities based upon Unit (Division) plans.
April 2019	Initial planning and 2019-20 budget assumptions are finalized and College Plan is defined. <b>Due by April 15, 2019</b>	President/CEO and Cabinet	
	Tentative budget information for 2019-20 completed for PBC. <b>Due by April 30, 2019</b>	VP Administrative Services	
May 2019	PBC reviews and provides input about priorities in the College Plan and tentative 2019-20 budget. <b>Due by May 15, 2019.</b>	PBC	Identifies priorities based upon Area (VP) plans.
	Final evaluation of 2018-19 year goals and objectives are entered into Nuventive (TracDat). <b>Due by May 15, 2019</b>	Program faculty, staff, and managers	Assess if you accomplished last year's goals. Determine where you still need to make changes to next year
June 2019	Finalized 2019-20 College Plan is presented to the board. <b>Due by June 30, 2019</b>	President/CEO	
	Tentative 2019-20 budget is presented to the Board. <b>Due by June 30, 2019</b>	VP Administrative Services	