Integrated Planning Calendar (from Participatory Governance Manual 12/05/12)

KEY: Budget Cal | Hiring Cal | Planning Cal | Equipment Cal | Evaluation Cal

Activity	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Final budget approval by BOT		President, BOT									
Develop budget parameters			District Office, President, Cabinet								
Develop action proposals regarding facilities and capital improvement requests from APPs									IPC, SSPC, APC		
Review action proposals from APPs and make recommendations for budgeting									PBC		
Review preliminary budget								PBC			
Tentative budget plan presented to BOT									President, CBO		
Tentative budget approval by BOT											President, BOT
Recommend to initiate hiring process		PBC									
Prepare staffing request forms		President, VPI, VPSS									
Discuss hiring process; identify criteria and President's parameters			IPC, SSPC, APC								
Write position justifications				Divisions							
Prioritize position requests					Divisions						
Presentation of position proposals							IPC, SSPC, APC, PBC				
Discussion of presentations and listing of rationale to merge one list for PBC								Joint IPC, SSPC, APC			
Final hiring recommendations								PBC, Academic Senate			
Hiring decision								President			
Hiring committees approved and positions posted								Academic and Classified Senates, Deans, HR			
Summarize equipment requests from APPs		Technology committee/Office of Instruction									
Prioritize equipment requests		IPC, SSPC, APC									
Final decision on equipment to purchase			Cabinet								
Purchase equipment				VPI, VPSS							
Distribute data packets for APP and guidelines		OPRSS, VPI, VPSS									
Develop APP				Divisions							
Review APPs and provide feedback to programs									IPC, SSPC, APC		
Strategic plan/EMP progress report to PBC									SSPC, IPC		
Establish governance evaluation instrument								PBC			
Evaluation of governance									IPC, SSPC, APC, Senates		
Review governance evaluation and determine actions										PBC	