

Oregon Coast Community College Budget Development Process

Activity	Responsible party	Engagement
Dec-February	Develop initial budget assumptions and define cost escalators for revenues and costs	President and Chief of Finance and Operations (CoFO)
Dec-March	Work with faculty and staff to determine and prioritize needs. (Using budget worksheets, projected area budgets are developed)	ET
February	Budget forums are held with staff and students to provide the campus community with fiscal information, budget assumptions, and legislative updates and to give them opportunity to provide input and comment	President and CoFO
February Board Meeting	Consideration of Tuition and Fees	Board of Education (BOE)
March	Identify strategic priorities using Core Themes & Big Five Frameworks.	Executive Team (ET)
March-April	Project grant opportunities where relevant	ET and CoFO
April	Budget worksheets compiled to a College-wide draft master budget	ET and CoFO
April	Review and refine draft master	President and CoFO
April	Review draft master to understand available resources and make funding recommendations for planning priorities.	President and ET
April-May	Await final state Oregon Community College Support Fund funding decisions (especially in odd-numbered years, due to Oregon Legislative session schedule)	All
May	Finalize budget assumptions and reconcile the draft master budget	CoFO
May	Publish notice of Budget Committee Meeting	CoFO
May	Finalize proposed budget for presentation to the Budget Committee	President and CoFO
May	President presents proposed budget and budget message to Budget Committee for discussion and possible revision Budget Committee approves proposed budget and makes recommendation to BOE	Seven Board of Education directors with seven appointed community members
June	Publish notice of Budget Hearing	CoFO
June	Budget Hearing is held BOE adopts the approved budget	Board of Education (BOE)
July	Adopted budget published	CoFO