

Oregon Coast Community College Budget Development Process

| | Activity | Responsible party | Engagement |
|---|---|---|---------------------------------|
| Dec-March | Develop initial budget assumptions and define cost escalators for revenues and costs | President and Chief of Finance and Operations (CoFO) | Budget Advisory Committee (BAC) |
| Dec-March | Work with faculty and staff to determine and prioritize needs. (Using budget worksheets, projected area budgets are developed) | ET | BAC, Staff, Faculty |
| March | Identify strategic priorities using Core Themes & Big Five Frameworks. | Executive Team (ET) | BAC |
| March-April | Project grant opportunities where relevant | ET and CoFO | BAC |
| March-April | 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 | Students, Staff, Faculty |
| March & April Board Meetings | Consideration of Tuition and Fees | Board of Education (BOE) | Public Meeting |
| April | Budget worksheets compiled to a College-wide draft master budget | ET and CoFO | BAC |
| April | Review and refine draft master | President and CoFO | BAC |
| April | Review draft master to understand available resources and make funding recommendations for planning priorities. | President and ET | BAC |
| 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 | BAC |
| 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 | Public Meeting |
| June | Publish notice of Budget Hearing | CoFO | |
| June | Budget Hearing is held BOE adopts the approved budget | Board of Education (BOE) | Public Meeting |
| July | Adopted budget published | CoFO | |