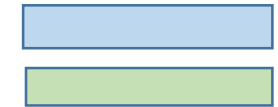


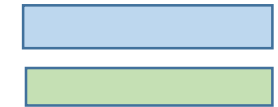
Project start date: Sep. 19, 2019		Project end date: July 2020			
Action Date	Audience	Purpose & Message	Mechanism	Sent / delivered by	Deliverables
Sept. 19	Dept. chairs, directors, assistants to deans, leadership cabinet, PIO	Overview of Unit Planning & Upcoming Budgeting Process	Vice Presidents' Meeting	Jason & Jeff	Assessment, Planning, Budgeting Integration PPT
Sept. 24	All staff	Set the stage for year of budget planning	Email	Tim	
Oct. 1	Leadership Cabinet	Help develop prioritization system for making budget decisions			
Oct. 7-9	Dept Chairs, directors, leadership cabinet	Unit Planning Kickoff (Qualtrics opens up – support sessions will happen Tuesday and Wednesday)	Qualtrics	Jason, Lisa & Jeff	
Oct. 15	Presidents Council				
Oct. 29	Members of BAG	Budget 101/Orientation Forecast Update Budget Principles Budget Process/Prioritization Lens	BAG meeting		PPT Budget 101/Forecast/Principles Prioritization Criteria
Oct. 30	All staff	President sends initial email on unit planning & budget process	Email	Tim	
Nov. 1	College Council				
Nov. 5	Presidents Council				
Nov. 13	Board of Education	Forecast Update		Jeff & Alissa	Updated Forecast/PPT
Nov. 15	College Council				
Nov. 18	Dept. chairs, directors, assistants to deans, leadership cabinet, PIO	Final Unit Plans Completed – Sent to Business Office	Qualtrics	Lisa & Jeff	Qualtrics Export of the Universe List
Nov. 19	Presidents Council				
Nov. 22	Dept chairs, directors, assistants to deans, leadership cabinet	Budget Update	Vice Presidents' Meeting	Alissa & Jeff	10 minute overview, no PPT
Nov. 26	Members of BAG	TBD	BAG meeting		Review ranking system
Dec. 3	Presidents Council				
Dec. 6	College Council				

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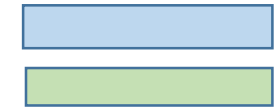
Dec. 6 – 13	Faculty	Faculty Forum – POR process	Faculty Forum	POR Faculty Subcommittee	
Dec. (early)	InSS Deans/College Svcs Deans	Review and clarify Unit Plans at internal deans meetings	InSS/CS Deans Meetings	David/Alissa	Information from Qualtrics provided by Jeff
Dec. 10	Members of BAG	TBD	BAG meeting		
Dec. 12	Board of Education members	FY 2019-20 Budget Adjustments – Action (No 1 st /2 nd Read) Budget Principles – First Read	Board of Education	Jeff & Alissa	Budget Principles in PPT
Dec. 16	All staff	Budget Reduction Form Submission Deadline			
Jan. 7	Presidents Council				
Jan. 9	Board of Education members	Budget Principles – Action	Board of Education	Alissa & Jeff	Agenda Item Summary
Jan. 13	Executive Team	BAG Long List Final Review Budget Proposal Final Review		Jeff	
Jan. 14	Leadership	Discuss budget proposals FTF Positions	2 hour Leadership Cabinet meeting	Alissa & David	Tabloid-sized budget requests
Jan. 17	College Council	Budget Update			
Jan. 17	Phase 2 Unit Planning review	Unit Plans with dependencies of other units are reviewed and updated as needed.	Email	Jeff, Lisa and Jason	This would be a placeholder for a phase 2 approach if for any units had dependencies from that came out of the initial unit plans (a true-up to original plans).
Jan 21	Presidents Council			Jeff	
Jan 21	Budget Q&A Harmony Campus	Opportunity for Q & A on the budget process		Jeff	
Jan 22	Budget Q&A Oregon City Campus	Opportunity for Q & A on the budget process		Jeff	
Jan. 28	Leadership	Discussed least core service areas		Jeff	
Jan. 28	BAG members	Review Long List Review Budget Proposal Rubric		Jeff	Plotter pages
Jan. 29-Feb. 2	Budget originators	Budget originators training sessions	Training sessions	Jeff & Sheila	Budget Templates Book computer labs (or conference rooms?)
Feb. 4	Presidents Council				
Feb. 7	College Council	Update status on budget process			
Feb. 10	Executive Team	Review Prioritized List made by BAG	Exec team meeting	Jeff & Alissa	Long list in Excel
Feb. 11	BAG Members	Apply rubric to budget proposals	BAG meeting	Alissa & Jeff	

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Feb. 12	ASG Members	Discussion about tuition and fees	ASG meeting	Alissa & Jeff	
Feb. 12	Board of Education members	2020-21 Tuition and Fees – First Read	Board of Education	Alissa & Jeff	Agenda Item Summary
Feb. 18	Presidents Council				
Feb. 21	College Council				
February	All Staff		Email	Tim	
Feb. 24	Executive Team				
Feb. 25	All Staff	Open Forum on Program Costing Analysis	Forum	Jeff & Sally	
Feb. 25	All Staff	Cost Analysis for Academic Programs	Presentation	Jeff	
Feb. 26	All Staff	Budget Forum Harmony Campus	Forum	Jeff	Opportunity to talk and ask questions about upcoming budget
Feb 27	All Staff	Budget Forum Oregon City Campus	Forum	Jeff	Opportunity to talk and ask questions about upcoming budget
Feb. 28	Budget Originators	Base Budget Templates	Workshops	Jeff	Create templates, and train on budget templates
February – March	All staff	Appeals/Feedback Process			
March 2	Executive Team	Overview of budget process and potential budget cuts	Exec team meeting	Exec team	Long list in Excel - on screen
March 3	Budget Originators	Base Budget Templates	Workshops	Jeff	Create templates, and train on budget templates
March 3	Presidents Council	Executive Team meets with Associations	Meeting with each association	Exec team	
March 4	ASG members	General Budget Update	ASG meeting	Jeff & Alissa	Draft of Tuition & Fee Schedule
March 4	All staff	Online Feedback Survey on Proposals Deadline			
March 6	College Council	General Budget Update		Jeff & Alissa	
March 9	Executive Team	Review Feedback from Open Forum and create draft list of budget reductions going forward		Alissa & Jeff	
March 10	Leadership	Review Feedback from Open Forum			
March 10	BAG members	Review Feedback from Open Forum	BAG meeting		

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March 11	Board of Education	Forecast Update Approve Tuition and Fee Schedule - Action	Board of Education meeting		Forecast PPT BOE to approve Agenda Item Summaries
March 13	Executive Team	Further Distill Down Budget Reduction List			
Mid-March	Executive Team	Review appeals			
March 17	Presidents Council				
March 20	College Council				
March 23	Executive Team	TBD			
March 30		Final decisions - Propose Budget to bring forth to Budget Committee			
April – before BoE	All staff	Communication to all staff	All-staff email	Alissa & David	Memo
April 3	College Council				
April 7	BAG members	Review Proposed Budget	BAG meeting		Go over updated forecast based on tuition increases and proposed budget decisions
April 7	Presidents Council				
April 14	Presidents Council				
April 17	College Council				
End of April	All staff	Sharing final budget forecast	Email	Tim	
April 21	Presidents Council				
May 1	College Council				
May 1	Board of Education/Budget committee	Budget Committee Initial Meeting	Budget meeting		Forecast & Budget Development Update PPT Copies of Proposed Budget
May 5	Presidents Council				
May 8	Board of Education/Budget committee	Budget Committee Meeting	Budget meeting		Updated documents, if needed
May 12	BAG members	TBD	BAG meeting		

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May 15	College Council				
May 15	Dept chairs, directors, assistants to deans, leadership cabinet		Vice Presidents' Meeting	Alissa	
May 17	All-staff	Final budget info to all staff	All-staff email	Tim	Budget document
May 19	Presidents Council				
End of May	All staff	Review of final budget	Budget forum		
June 2	Presidents Council				
June 5	College Council				
June 26	Board of Education members	Budget Hearing and Adoption - Action Budget Amendment - Action Budget Appropriations - Action	Board of Education meeting		Copies of budget document Agenda Item Summaries

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