### Timeline and Process for Annual Assessment of Decision-making Processes

| By September 30 | • Review prior year’s evaluation and initiatives  
|                 | • Develop current year’s initiatives, if any. When appropriate, district goals and district objectives should be integrated into initiatives. Initiatives need to support integrated planning and the district’s goals when applicable.  
|                 | • Enter routine business and initiatives into TracDat. |
| By April 30     | • Each individual member completes the confidential survey of their respective governance group’s work during the academic year.  
|                 | • Surveys are submitted to the Office of Research, Planning and Institutional Effectiveness.  
|                 | • Compiled survey results are sent to the co-chairs of each governance group. |
| By May 30       | • Governance group co-chairs enter the Year-End Governance Evaluation into TracDat.  
|                 | • Co-chairs review the Year-End Governance Evaluation and survey results with the respective governance group.  
|                 | • Year-End Governance Evaluations and survey results are forwarded to the respective senate. |
| By August 15    | • District Governance Senate and Academic Senate consolidate the evaluations to create their Year-End Governance Reports. The final reports may include recommendations for improvements in processes.  
|                 | • District Governance Senate and Academic Senate post the Year-End Governance Reports online and the superintendent/president distributes the reports to the Board of Trustees for information. |
### Timeline and Process for Base Budget Development

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<th>Date Range</th>
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| January 2014 and each year thereafter | Board of Trustees reviews the Governor’s January Budget and establishes Board priorities aligned with the District’s Objectives in the Strategic Plan for the coming fiscal year.  
District Governance Senate reviews the District Goals in the Master Plan, and District Objectives documented in the Strategic Plan.  
Fiscal Administrators draft budget assumptions to reflect District Objectives external realities, such as the level of state apportionment, and forward the budget assumptions to the Budget Committee. |
| February – May 2014 and each year thereafter | On a monthly cycle, the Budget Committee:  
- The Budget Committee reviews and revises the budget assumptions monthly as warranted based on new information;  
- Updates the District Governance Senate on the status of the budget assumptions for the next fiscal year; and  
- The Budget Committee will update the District Governance Senate on the status of the budget assumptions for the next fiscal year as needed.  
Fiscal Services builds a tentative budget and provides the District’s area managers with tentative allocations for the coming fiscal year. |
| June 2014 and each year thereafter | The Vice President of Administrative Services schedules an annual meeting(s) at each campus during the spring budget development period to communicate the District’s anticipated budget for the ensuing year to all district constituencies. |
| July – August 2014 and each year thereafter | The Superintendent/President, Vice President of Administrative Services, and Dean of Fiscal Services, Director of Budget & Categorical Accounting, Fiscal Services Director/Officer adjust the proposed budget assumptions and the tentative budget as needed based on changes in the state budget.  
Fiscal administrators analyze year-end results and incorporate these results into local planning processes. |
| September 2014 and each year thereafter | The Superintendent/President presents the final budget to the Board of Trustees.  
The presentation will include a description of the relationship between resource allocations and the District Objectives.  
The Board of Trustees approves the final budget. |
Above-Base Resource Allocation Process

**STEP 1A**
Units evaluate their existing on-going budgets as well as request Above-Base resources through Institutional Program Review.

**STEP 1B**
Parties responsible for implementing a District Objective may request Above-Base resources if needed to accomplish the District Objective.

**STEP 2**
Divisions review funding requests, identify funds if possible, prioritize funding requests, and forward priorities to Service Area manager.

**STEP 3**
Above-Base resource requests are prioritized within the Service Area. Those prioritized lists are sent to the Budget Committee for District-wide prioritization.

| Instructional Council | Student Services Council | Administrative Services | President's Office |

**By October 31st**

**By November 30th**

**By January 15th**

**By February 15th**

**STEP 4**
The Budget Committee requests technical and feasibility assessments of requests for technology and facilities.

**STEP 5**
The Budget Committee uses a rubric to prioritize the Above-Base resource requests and forwards the prioritized list to District Governance Senate.

**By March 15th**

**STEP 6**
District Governance Senate reviews the prioritized list and makes recommendation to Superintendent/President.

**STEP 7**
Superintendent/President reviews the prioritized list, prepares the final recommendation for Above-Base resources, and presents the final report to the Board of Trustees.