Shoreline COMMUNITY COLLEGE
Budget Review/Area Review
A Side by Side Comparison

Overview

- The Strategic Plan and President's Goals set the context for annual planning

- The Strategic Planning Budget Council (SPBC) develops budget assumptions for budget development

- Planning and Institutional Effectiveness (PIE) work with all units to complete Area Reviews which emphasize the use of data to evaluate progress on goals and plans for the next year

- All reviews involve faculty and staff, and all budget requests are prioritized by area managers who submit to Executive Team (ET) and the President who submits a budget proposal to the Board of Trustees

- The President's Office communicates a summary & rationale for the final budget decisions that were made

- PIE takes note of ways to improve and incorporates into next cycle

STEP	BUDGET REVIEW	AREA REVIEW
1	Present budget development timeline to Campus (staff, employees, admin, SPBC)	Present Area Review timeline to Campus (staff, employees, admin, SPBC)
	1A Budget messages sent to campus	Area Review messages sent to campus
2	**2A** Strategic Planning & Budget Council (SPBC) participatory governance work includes creating guiding principles for prioritizing budget requests, reviewing the budget for trends, forecasting, etc **2B** VP-BAS meets with SPBC Fiscal Subcommittee to review trend analysis and final budget assumptions, shares with ET and campus	All units fill out Area Reviews using data to set goals and identify resource needs, including faculty positions
3	Budget authorities review budgets and note corrections and proposed adjustments in "Resource Needs" section of Area Review	
4	Budget authorities meet with faculty/staff to review and prioritize budget items, as informed by Area Review work	Deans meet with Faculty Program Coordinators, and Administrators meet with Staff to review and prioritize resource needs
5		Area Reviews due from all units
6		Administrators evaluate all Area Reviews in their area, prioritize resource requests, including Innovation Grants, and share with Executive Team (ET) representative
7	ET representatives review and prioritize budget adjustments for their department units	ET members evaluate all Area Reviews in their area, prioritize resource requests, including Innovation Grants, and share with Executive Team (ET)
8	ET members review other ET members' resource request priorities as a team and propose institutional resource priorities to the President	
9	President and VP-BAS finalize budget proposal	
10	SPBC Fiscal Subcommittee & ET Presents budget proposal to SPBC for feedback	
11	**11A** BOT Study Session on Budget **11B** BOT Meeting- Presentation of initial Budget Proposal	
12	SPBC and VP BAS present initial budget proposal to campus	
13	SPBC Lead and VP BAS present final budget to the Board Board approves final Budget	
14	Budget Summary and budget development rationale is communicated to campus	
15	Budget Office Loads Budget	
16		Improvements to Area Review process are made, Area Review goals from previous year inform next annual planning cycle Area Review cycle begins again