

2021-22 Annual Planning & Budgeting Calendar: Administrative Services, Human Resources & President's Office (Pilot)								
Time Frame	Areas	Unit/Divisions	Offices/Programs	IRP	Fiscal Services	Executive Cabinet	PBC	Board of Trustees
Week 2 Sept 2020	Areas begin developing FY2021-22 annual plans			IRP organizes FY2021-22 annual planning kick-off meeting for Areas and uploads Area objectives to Nuventive				
Week 2 Oct 2020					FS shares with IRP Nuventive budget spreadsheets for all Areas, Units/Divisions, and Offices/Programs so that IRP can upload them in Nuventive			
Week 3 Oct 2020				IRP uploads to Nuventive budget spreadsheets for all Areas, Units/Divisions, and Offices/Programs so they can be accessed via Nuventive				
Week 4 Oct 2020	Areas are trained by IRP to: 1. Download/upload budget spreadsheet from/to New Nuventive 2. Enter objectives, performance indicators, and targets in Nuventive			IRP trains Areas to: 1. Download/upload budget spreadsheet from/to Nuventive 2. Enter objectives, performance indicators, and targets in Nuventive				
Week 1 Nov 2020		Units begin developing FY2021-22 Annual Plans		IRP organizes FY2021-22 annual planning kick-off meeting for Units/Divisions				
By week 3 Nov 2020	Areas enter FY2021-22 objectives, performance indicators, and targets in Nuventive							
Week Nov 30 2020		Units/Divisions are trained by IRP to: 1. Download/upload budget spreadsheet from/to Nuventive 2. Enter objectives, performance indicators, and targets in Nuventive		IRP trains Units/Divisions to: 1. Download/upload budget spreadsheet from/to Nuventive 2. Enter goals, objectives, performance indicators, and targets in Nuventive				
Week Nov 30 2020			Offices/Programs begin developing FY2021-22 Annual Plans and are trained to: 1. Download/upload budget spreadsheet from/to New Nuventive 2. Enter goals, objectives, activities/resources, performance indicators, and targets in Nuventive	IRP organizes FY2021-22 annual planning kick-off meeting for Offices/Programs and trains them to: 1. Download/upload budget spreadsheet from/to Nuventive 2. Enter goals, objectives, activities/resources, performance indicators, and targets in Nuventive				
Week Nov 30 2020	Areas are trained by Fiscal Services on how to complete budget worksheet (budget workshop)	Units/Divisions are trained by Fiscal Services on how to complete budget worksheet (budget workshop)	Offices/Programs are trained by Fiscal Services on how to complete budget worksheet (budget workshop)			FS trains Areas, Units/Divisions, Offices/Programs on how to complete budget worksheet (budget workshop)		
By week 1 Dec 2020		Units/Divisions enter in Nuventive FY2021-22 annual plans (goals, objectives, performance indicators, targets, and Unit/Division budget requests)						
Week 1 Jan 2021			Offices/Programs submit budget worksheet to Units/Divisions (the spreadsheet does not include budget requests; it only includes confirmed position control and line allocation for existing budget)					
By week 2 Jan 2021			Offices/Programs enter in Nuventive FY2021-22 annual plans (goals, objectives, actions, resources, performance indicators, targets and budget requests)					
Week 4 Jan 2021				IRP trains Units/Divisions to review in Nuventive Programs/Offices annual plans and score budget requests based on rubric				
By week 2 Feb 2021		Units/Divisions: 1. Review Offices/Programs annual plans and prioritize budget requests using rubrics 2. Enter prioritization score into Nuventive 3. Confirm position control and line allocation for existing budget 4. Submit budget worksheet to Area (the spreadsheet does not include budget requests; it only includes confirmed position control and line allocation for existing budget)						
Week 4 Feb 2021				IRP trains Areas to review in Nuventive Units/Divisions annual plans and score budget requests based on rubric				
By week 2 Mar 2021	Areas: 1. Review and submit budget worksheets to Fiscal Services via Nuventive to confirm position control and line allocation for existing budget (this task does not include entering in worksheets proposed budget requests) 2. Review Units/Divisions annual plans 3. Determine Units/Divisions budget requests to be funded by Area's discretionary fund 3. Prioritize remaining Units/Divisions budget requests using rubrics 4. Enter prioritization score into Nuventive					FS receives from Areas budget worksheets via New Nuventive confirming position control and line allocation for existing budget (this task does not include entering in worksheets proposed budget requests)		
Week 3 Mar 2021				IRP shares with Executive Cabinet Nuventive report with prioritized and scored budget requests from all areas				
By week 1 Apr 2021						Executive Cabinet: 1. Prioritizes budget requests from all areas (pilot & non-pilot) using rubrics 2. Determines all budget requests to be funded		
Week 2 Apr 2021				IRP shares with FS Nuventive report with all budget requests to be funded (approved by Executive Cabinet)	FS receives from IRP Nuventive report with all budget requests to be funded (approved by Executive Cabinet)			

2021-22 Annual Planning & Budgeting Calendar: Administrative Services, Human Resources & President's Office (Pilot)

Time Frame	Areas	Unit/Divisions	Offices/Programs	IRP	Fiscal Services	Executive Cabinet	PBC	Board of Trustees
Week 3 Mar 2021 - Week 1 May 2021					FS reviews position control and creates proposal for tentative budget (this budget does not include budget requests)			
By week 2 May 2021					FS enters budget into Colleague Financial System (for existing budget only, no budget requests)			
By week 4 May 2021					FS provides Tentative Budget to Cabinet for review (for existing budget only, no budget requests)	Executive Cabinet reviews Tentative Budget provided by Fiscal Services (for existing budget only, no budget requests)	PBC reviews proposed tentative budget	
Week 2 June 2021								BoT approves tentative budget (does NOT include budget requests approved by Executive Cabinet)
By week 1 Aug 2021					FS identifies funding source for each budget request approved by Executive Cabinet and sends this information to Executive Cabinet	Executive Cabinet receives from FS proposal of funding sources for approved budget requests		
By week 3 Aug 2021					FS receives from Executive Cabinet approved funding resources for all budget requests	Executive Cabinet: 1. Reviews proposal of funding sources for approved budget requests 2. Returns to Fiscal Services with approved funding sources		
By week 4 Aug 2021					FS enters all approved budget requests into Colleague Financial System			
Week 2 Sep 2021								BoT approves final budget, which includes budget requests approved by Executive Cabinet
By week 1 Oct 2021					FS communicates to Areas the BoT approved final budget for Areas		PBC is informed about BoT approved final budget	
By week 2 Oct 2021	Areas communicate BoT approved final budget to Units/Divisions	Units/Divisions receive communication from Areas regarding BoT approved final budget						
By week 3 Oct 2021	Areas support Units/Divisions in reprioritizing objectives considering BoT approved final budget	Units/Divisions communicate BoT approved final budget to Offices/Programs	Offices/Programs receive communication from Units/Divisions regarding BoT approved final budget					
By Week 4 Oct 2021		Units/Divisions support Offices/Programs in reprioritizing activities considering BoT approved final budget						
By Week 1 Nov 2021			Offices/Programs enter FY2021-2022 approved budget requests in Nuventive and adjust FY2021-22 annual plans relative to the BoT approved final budget					

El Camino College

2021-22 Annual Planning & Budgeting Calendar: Academic Affairs & Student Services (Non-Pilot)								
Time Frame	Areas	Units/Divisions	Offices/Programs	IRP	Fiscal Services	Executive Cabinet	PBC	Board of Trustees
Week 2 Sept 2020	Areas begin developing FY2021-22 annual plans			IRP organizes FY2021-22 annual planning kick-off meeting for Areas and uploads Area objectives to Nuventive				
Week 2 Oct 2020					FS shares with IRP Nuventive budget spreadsheets for all Areas, Units/Divisions, and Offices/Programs so that IRP can upload them in Nuventive			
Week 3 Oct 2020				IRP uploads to Nuventive budget spreadsheets for all Areas, Units/Divisions, and Offices/Programs so they can be accessed via Nuventive				
Week 4 Oct 2020	Areas are trained by IRP to: 1. Download/upload budget spreadsheet from/to Nuventive 2. Refresh how to enter information in Nuventive			IRP trains Areas to: 1. Download/upload budget spreadsheet from/to Nuventive 2. Refresh how to enter information in Nuventive				
Week Nov 30 2020		Units/Divisions are trained by IRP to: 1. Download/upload budget spreadsheet from/to Nuventive 2. Refresh how to enter information in Nuventive		IRP trains Units/Divisions to: 1. Download/upload budget spreadsheet from/to Nuventive 2. Refresh how to enter information in Nuventive				
Week Nov 30 2020			Offices/Programs begin developing FY2021-22 Annual Plans and are trained to: 1. Download/upload budget spreadsheet from/to New Nuventive 2. Refresh how to enter information in Nuventive					
Week Nov 30 2020	Areas are trained by Fiscal Services on how to complete budget worksheet (budget workshop)	Units/Divisions are trained by Fiscal Services on how to complete budget worksheet (budget workshop)	Offices/Programs are trained by Fiscal Services on how to complete budget worksheet (budget workshop)		FS trains Areas, Units/Divisions, Offices/Programs on how to complete budget worksheet (budget workshop)			
Week 1 Jan 2021			Offices/Programs submit budget worksheet to Units/Divisions (the spreadsheet does not include budget requests; it only includes confirmed position control and line allocation for existing budget)					
By week 2 Jan 2021			Offices/Programs enter in Nuventive FY2021-22 annual plans (recommendations and budget requests)					
By week 2 Feb 2021		Units/Divisions: 1. Review Offices/Programs budget requests and rank them using existing processes (no rubric) 2. Enter rank into Nuventive 3. Confirm position control and line allocation for existing budget 4. Submit budget worksheet to Area (the spreadsheet does not include budget requests; it only includes confirmed position control and line allocation for existing budget)						
By week 2 Mar 2021	Areas: 1. Review and submit budget worksheets to Fiscal Services via Nuventive to confirm position control and line allocation for existing budget (this task does not include entering in worksheets proposed budget requests) 2. Review Units/Divisions budget requests and rank them using existing processes (no rubric) 3. Determine Units/Divisions budget requests to be funded by Area's discretionary fund 4. Enter rank into Nuventive				FS receives from Areas budget worksheets via Nuventive confirming position control and line allocation for existing budget (this task does not include entering in worksheets proposed budget requests)			
Week 3 Mar 2021				IRP shares with Executive Cabinet Nuventive report with ranked and scored budget requests from all areas				
By week 1 Apr 2021						Executive Cabinet: 1. Prioritizes budget requests from all areas (pilot & non-pilot) using rubrics 2. Determines all budget		
Week 2 Apr 2021				IRP shares with FS Nuventive report with all budget requests to be funded (approved by Executive Cabinet)	FS receives from IRP Nuventive report with all budget requests to be funded (approved by Executive Cabinet)			
Week 3 Mar 2021 - Week 1 May 2021					FS reviews position control and creates proposal for tentative budget (this budget does not include budget requests)			
By week 2 May 2021					FS enters budget into Colleague Financial System (for existing budget only, no budget requests)			
By week 4 May 2021					FS provides Tentative Budget to Cabinet for review (for existing budget only, no budget requests)	Executive Cabinet reviews Tentative Budget provided by Fiscal Services (for existing budget only, no budget requests)	PBC reviews proposed tentative budget	
Week 2 June 2021								BoT approves tentative budget (does NOT include budget requests approved by Executive Cabinet)
By week 1 Aug 2021					FS identifies funding source for each budget request approved by Executive Cabinet and sends this information to Executive Cabinet	Executive Cabinet receives from FS proposal of funding sources for approved budget requests		
By week 3 Aug 2021					FS receives from Executive Cabinet approved funding resources for all budget requests	Executive Cabinet: 1. Reviews proposal of funding sources for approved budget requests 2. Returns to Fiscal Services with approved funding sources		
By week 4 Aug 2021					FS enters all approved budget requests into Colleague Financial System			
Week 2 Sep 2021								BoT approves final budget, which includes budget requests approved by Executive Cabinet
By week 1 Oct 2021					FS communicates to Areas the BoT approved final budget for Areas		PBC is informed about BoT approved final budget	
By week 2 Oct 2021	Areas communicate BoT approved final budget to Units/Divisions	Units/Divisions receive communication from Areas regarding BoT approved final budget						
By week 3 Oct 2021	Areas support Units/Divisions in reprioritizing objectives considering BoT approved final budget	Units/Divisions communicate BoT approved final budget to Offices/Programs	Offices/Programs receive communication from Units/Divisions regarding BoT approved final budget					
By Week 4 Oct 2021		Units/Divisions support Offices/Programs in reprioritizing activities considering BoT approved final budget						
By Week 1 Nov 2021			Offices/Programs enter FY2021-2022 approved budget requests in Nuventive and adjust FY2021-22 annual plans relative to the BoT approved final budget					