

**Schedule and Agenda Outline  
President's Staff Meetings  
As President's Budget Committee  
2017-2018 Budget Preparation**

<b>Meeting #</b>	<b>Agenda Items</b>	<b>Date</b>	<b>Time</b>
1	Budget Preparation Schedule	Via email	
2	Discussion of any program/service area realignment that will impact budget planning for 17/18 operating budget year Discussion of fund obligations (i.e. grant commitments) that impact budget planning for 17/18 budget year Begin review of funds available projection for 17/18	February 27*	9:00
3	Discussion of employee benefits-if needed Discussion of Enrollment Projections Discussion of Non-State Revenue Changes for 17/18 Discussion of Student Activities & Auxiliary Funds to maximize resource allocation Discussion of Planning Unit Budget Reductions/Realignment	April 3*	9:00
	<i>Board Retreat-Preliminary Budget Discussion</i>	<i>April 18</i>	1:00
4	<i>Presentation of RPC recommended 17/18 Operating Revenue &amp; Expenditure Assumptions &amp; Projections, Strategic Plan &amp; other information – Dr. Lisa Armour/Ginger Gibson</i> Discussion of Budget Requests for unfunded Unit Requests (Associated with College Strategic Plan, Division Operation Initiatives, or Cost to Continue)	April 25*	9:00-11:00
5	Discussion of 2017-2018 Salary Schedule to be presented to Cabinet on May 8 <sup>th</sup> - Presented by Patti Locascio	May 1*	9:00-11:00
6	Review and approve continuation/base budget (with reallocations/reductions) Review funds available/tentative allocation and/or realignment Review and finalize funded budget requests for unfunded unit requests Review Capital Outlay & Facility requests; tentative allocation Review proposed budgets for Plant Funds Review proposed budgets for Auxiliary Funds	May 15*	9:00-12:00
7	Final review and approval of 2017-2018 operating funds available/allocated Review and approval of Capital Outlay & Facility requests Final review of Student Activities, Auxiliary, & Plant Fund budgets	June 5*	9:00-12:00

\* Within regularly scheduled President's Staff meeting

\*\* Within regularly scheduled Cabinet meeting

<b>Finalization</b>		
Final Review with President by Gibson	June 15 & 16	9:30 & 9:30
Presidents Budget Presentation to College	June 19	2:00 Tentative
Board Budget Workshop	June 19	5:00-7:00 Tentative
Board Approval at regular meeting	June 20	4:00
Budget due to Division of Florida Colleges	June 30	