



# 2017-2018 PLANNING AND BUDGET PROCESS

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Celeste Insko, AVP Business and Finance Operations

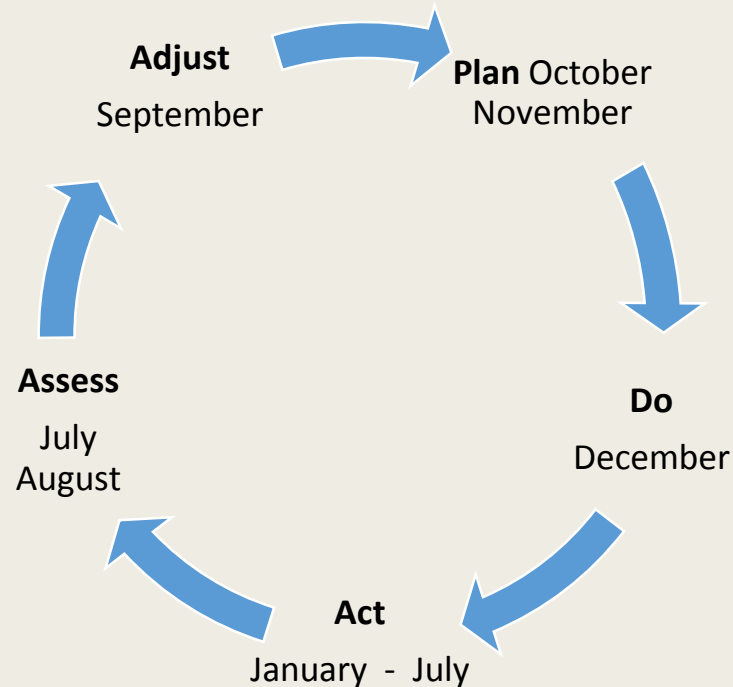
# Future Outlook & Direction

- BMCC Priorities – Keeping What’s Most Important First
  - #1 Students First; Stable, Flexible Financial Plan
  - #2 Relevant Curriculum; Diverse Workforce
  - #3 Communications & Recruitment Plan; Continuous Improvement
- State of Oregon – Financial Forecast
- Direction for Planning – Scenario 1, Scenario 2

# Plan, Do, Act, Assess, Adjust (Repeat)

*“Deliberate continuous improvement based on evidence at BMCC”*

“Regularly assess the outcomes of the 2015-2020 Strategic Plan and make adjustments based on evidence (data)”



# 2017-18 Departmental Planning


## Questions to Ask as You Begin Planning:

- Based on our 2015-16 outcomes and the recommended priorities for 2017-18, what should our priorities and supporting activities for 2017-18 be? (*Departmental Activities*)
- How does our planning support the college strategic plan? (*College Goals/Objectives*)
- How will we carry out our plan? (*Tasks*)
- What expenses and return on investment are anticipated? (*Budget*)
- Do we need collaboration with or assistance from anyone else? (*Other Units Impacted*)
- How will we know that we've been successful? (*Intended Outcomes and Indicators*)

# Completing the Planning Template

*Due by 12/09/16 - save electronically to the I Drive: "Strategic Planning Documents," "2017-18," by unit folder*

- **Departmental Activity** - *What do you want to have happen, where, and when? Who is the responsible Lead?*
- **College Goal/Objective** - *How does this support the college 2015-2020 strategic plan?*
- **Intended Outcome** - *What will be the result of this activity?*
- **Indicator(s)** - *What will be the evidence used to measure or determine the result?*
- **Anticipated Budget** - *Are there new budget dollars needed to support this activity? If so, how much? Where will the funding come from for this activity?*

 **Strategic Planning**  
2017-18 Departmental Planning Template

*Due by 12/09/16 - save electronically to the I Drive: "Strategic Planning Documents," "2017-18," by unit folder (example: Administrative Services); save under your department title name (example: 2017-18 Athletics)*

Departmental Activity	College Goal/Objective	Intended Outcome	Indicator(s)	Anticipated Budget
<ul style="list-style-type: none"> <li>Project</li> <li>Initiative</li> <li>Activity</li> </ul> What do you want to have happen, where, and when? Who is the responsible Lead?	How does this support the college 2015-2020 strategic plan?	What will be the result of this activity?	What will be the evidence used to measure or determine accomplishment or success of the intended outcome?	<ul style="list-style-type: none"> <li>One Time</li> <li>Start Up</li> <li>On-going</li> </ul> Are there new budget dollars needed to support this activity? If so, how much? Where is the funding coming from for this activity?
(Your Department Title)				
Departmental Activity	College Goal/Objective	Intended Outcome	Indicator(s)	Anticipated Budget
Add rows as needed				
(Your Department Title)				
Departmental Activity	College Goal/Objective	Intended Outcome	Indicator(s)	Anticipated Budget
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Departmental Activity	College Goal/Objective	Intended Outcome	Indicator(s)	Anticipated Budget
Add rows as needed				

# 2017-18 Planning Timeline – DUE 12/9

To Do	By Whom	By When
1. Provide 2017-18 planning and budget process overview to all area leads	VP of Admin. Services, AVP of Business Operations VP of Student Affairs	10/28
2. Meet with departments to assess outcomes from 15-16, review plans for 16-17, and discuss priorities for 17-18	VPs, AVPs, Deans	11/10/16
3. Gather input from departments on 2017-18 priorities and complete the Departmental Planning template.  <i>I Drive: Strategic Plan Document Folder, 2017-18 Folder, save to your unit folder</i>	Department Chairs, Directors, Leads	11/30/16
4. Finalize and approve all 2017-18 departmental plans	VPs	12/9/16
5. Enter departmental planning data into SPOL (Planning, Budget modules)	Office of Institutional Effectiveness Business Office	3/2017
6. Participate in group and/or individual planning and SPOL training time with the Office of Institutional Effectiveness	VPs, AVPs, Deans, Directors, Leads	5/2017



# 2017-18 Departmental Budgeting

## Innovation Fund

- <https://www.bluecc.edu/about-bmcc/staff-web/finance-business-operations/innovation-fund-proposal-form>
- <http://bluecc.edu/about-bmcc/staff-web/finance-business-operations/innovation-fund-procedure>

## Budget Requests

- <http://www.bluecc.edu/about-bmcc/staff-web/finance-business-operations>

# Budget Process

## Blue Mountain Community College 2017-2018 Budget Calendar

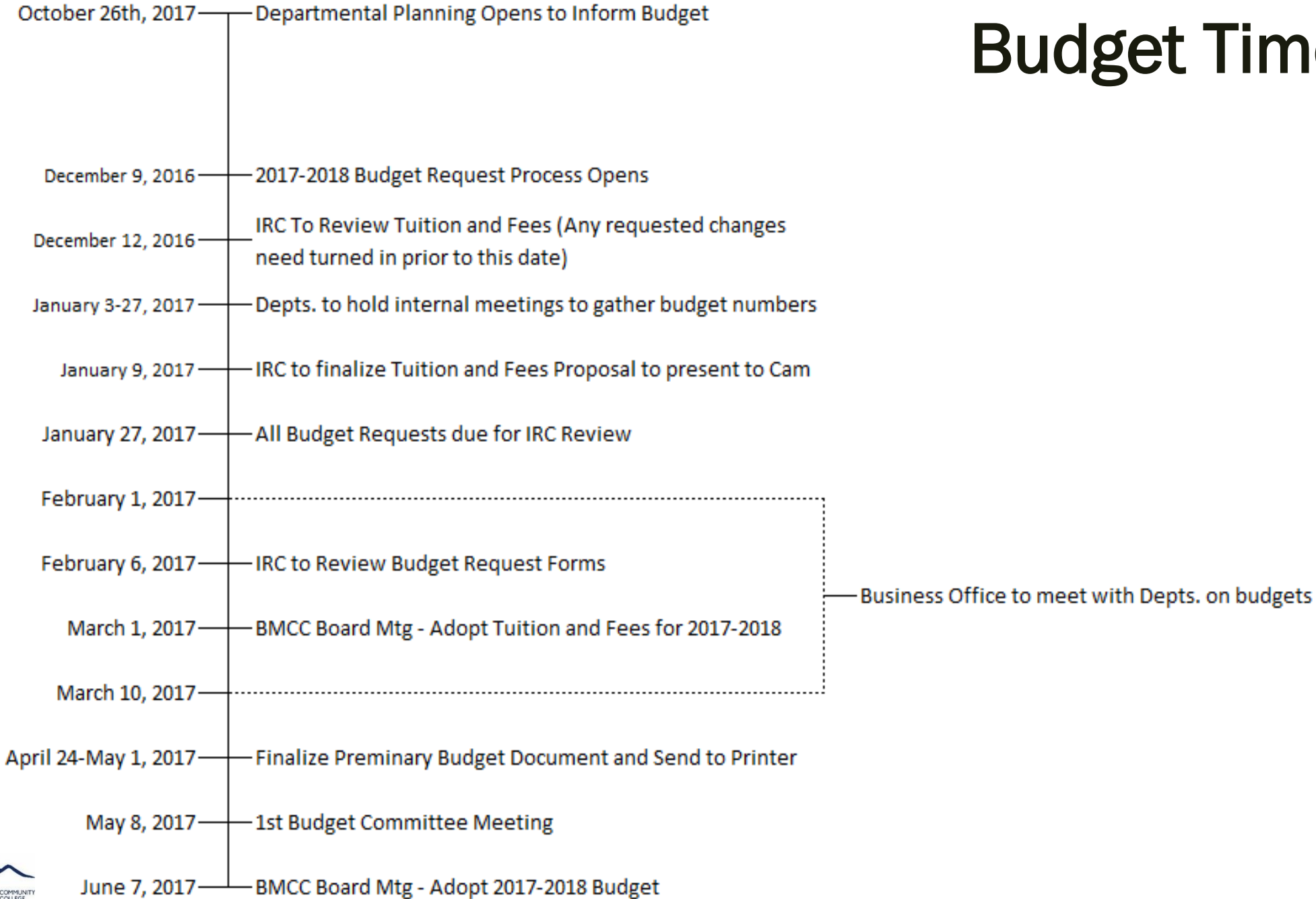
All Budget Committee meetings are held at the BMCC board conference room in Pioneer Hall.

1.	February 1st, 2017 Wednesday 6:00 p.m.	<b>BMCC Board Meeting – (Hermiston Campus)</b> Discuss 2017-2018 Tuition and Fee Proposal
2.	March 1st, 2017 Wednesday 6:00 p.m.	<b>BMCC Board Meeting – (Pendleton Campus)</b> Adopt 2017-2018 Tuition and Fee Schedule
3.	April 25th, 2017 Tuesday	1st publication in East Oregonian and on BMCC website for notice of budget message and budget committee meeting (5-30 days in advance).
4.	May 1st, 2017 Monday 3:30 p.m.	<b>Budget Committee Orientation</b> - New committee members will be provided an orientation to the budget process, tuition, fees and budget forecasts and the Achievement Compact.
5.	May 3rd, 2017 Wednesday 6:00 p.m.	<b>BMCC Board Meeting – (Pendleton Campus)</b>
6.	May 8th, 2017 Monday 6:30 p.m.	<b>1st Budget Committee Meeting –</b> <ul style="list-style-type: none"> <li>▪ Elect budget committee chairperson</li> <li>▪ Review budget message</li> <li>▪ Review budget information</li> <li>▪ Receive public input</li> <li>▪ Approve proposed budget, if acceptable</li> </ul>
7.	May 15th, 2017 Monday 6:30 p.m.	<b>2nd Budget Committee Meeting (if necessary)</b> <ul style="list-style-type: none"> <li>▪ Receive public input</li> <li>▪ Review budget information</li> <li>▪ Approve proposed budget, if acceptable</li> </ul>
8.	May 30th, 2017 Tuesday	Publish Budget Summary and Notice of BMCC Budget Hearing (5-30 days in advance).
9.	June 7th, 2017 Wednesday 6:00 p.m.	<b>BMCC Board Meeting – (Pendleton Campus)</b> <ul style="list-style-type: none"> <li>▪ Hold budget hearing</li> <li>▪ Receive public input</li> <li>▪ Pass budget resolutions</li> <li>▪ Adopt 2017-18 budget</li> </ul>
10.	July 14th, 2017 Friday	Deadline to submit 2017-18 tax levy, resolutions, and budget to counties.

According to administrative procedure BO-01-2004-0005 and ORS 294.305, The Budget Officer shall prepare annually, and present to the Board for its approval, a budget calendar. The calendar shall allow a sufficient length of time for preparation, review, and adoption of the budget by the close of the fiscal year.



# Budget Timeline



# Questions?

Planning – Diane Drebin X5796

Josh Ellis X5860

Budget – Tammie Parker X5850

Celeste Insko X5780

