

SSPBT Budget Reduction Recommendations, Process and Timeline for 2017-18

SSPBT Role:

As a shared governance body, the SSPBT will engage in an open and transparent process to review Student Services budget reduction proposals and make recommendations to the College Council.

SSPBT Process:

Each Student Services manager will present the budget plan and recommendations for their respective area. A discussion with the SSPBT will follow each presentation. The SSPBT, after considering the effects of each plan on the division/department in its entirety, as well as the effects on students and the college in general, will make a recommendation to the College Council.

SSPBT Criteria:

- Impact on students
- Impact on the division/department
- Impact on the college
- Impact on the community

Student Services managers will meet with the SSPBT to present:

1. How each program addresses the SSPBT criteria listed above.
2. What are the division's plans to meet its target budget?
3. What are the implications of those plans on:
 - a. Students,
 - b. Other Student Services areas,
 - c. Instructional areas, and/or
 - d. The Community at large.
4. What are the area's priorities for the budget implementation (worst case to best case)?

Student Services managers should be prepared to discuss:

1. The purpose of each program/department under their supervision by summarizing their:
 - a. Program Review documents
 - b. Relationship to the College Mission, Institutional Core Competencies, and Strategic Initiatives.
2. Information such as student/staff ratios and work patterns and cycles.
3. Services provided that are offered elsewhere in the college.
4. Issues related to mandated services and the sources of those mandates.

SSPBT Timeline	
Feb. 1st @ SSPBT	- Action item to start reviewing budgets
Week of Feb. 12th	- Receive department budgets from Finance
Feb. 15th @ SSPBT	- Review timeline
Friday, March 2nd	- First Draft due for review by Senior Staff on Monday, March 5 th
March 15th @ SSPBT	- Counseling, Outreach, Financial Aid Presentations
March 29th @ SSPBT*	- Student Development, Admissions & Records, DSPS Presentations
Monday, April 2nd	- Senior Staff Review
Friday, April 6th	- SSPBT recommendations to Finance Office due

* Extra SSPBT Mtg.