

**PPA Calendar 2024-25**

<b>Date</b>	<b>Activity</b>	<b>Responsible People/Groups</b>
<b>September</b>		
September 3rd	Approval of FY 2024-25 Budget	BOT
End of Month	Budget update to College Council and IRC Deadline for PPA budget requests for activities to be undertaken in and positions to begin FY 2025-26 to be entered into Nuventive.	CBO
September 16th		Disciplines/Service Areas
<b>October</b>		
October 7th	Submit prioritized budget requests for their area to the VP's office after consultation with everyone in their area. Submit lists of prioritized requests for their division to the CBO after meeting with all the Deans/Directors in their area.	Deans/Directors
October 21st		VPs
<b>November</b>		
November 8th	Submit recommendations to VPAA/VPSA for full-time faculty positions to begin Fall 2025. Reviews top budget request to recommend funding list based on available funding (info item)	Full-Time Faculty Hiring Committee
End of Month		PPO&A
<b>December</b>		
December 6th	Discussion of prioritized budget requests for all divisions to IRC for recommendation to Superintendent/President Superintendent/President communicates the list of approved budget requests, including full-time faculty and staff positions, to the college	CBO
December 15th		S/P
<b>January</b>		
End of Month	Funds released from 2024-25 budget, or other sources, for approved budget requests.	Controller
<b>February</b>		
February 4th	PPA templates made available to academic disciplines (eLumen) and service areas (Nuventive).	PPA Specialist
<b>March</b>		
March 21st	PPA reports (in eLumen or Nuventive) and budget requests for activities to be undertaken in and positions to begin FY 2026-27 (final version submitted Fall 2025) are due.	Disciplines/Service Areas
<b>April</b>		
April 11th	Completed review of PPA reports given to constituents and summary given to appropriate VP.	Deans/Directors
April 28th	Executive reports given to college community	VPs
<b>May</b>		
End of the Semester May 30th	Budget overview for 2025-26 presented to College Council and IRC PPA reports and executive reports posted on college website	CBO IRC Director