



## **BUDGET REDUCTION TIMELINE FY21**

October 1, 2020	Publish Retirement Incentive Offering (RIO) application, process guidance, benefits info sheet, and timeline to ALL employees
October 9, 2020	RIO - Application deadline for receipt in HR
October 12, 2020	TOP - Application deadline for receipt in HR
October 12-23, 2020	President's review and approval/disapproval of all applications. Supervisor meetings as necessary.
October 28, 2020	Board of Trustees (BOT) regular meeting; Approval of Spending Authority for RIO
November 2, 2020	DRAFT Budget Reduction Plan Provided to Board of Trustees
November 4, 2020	FINAL Budget Reduction Plan Released to BOT and Public BOT Special Meeting on Budget Reduction Plan
November 6, 2020	President meets with College Council, Faculty and Staff Senates
November 18, 2020	BOT Considers Approval of Final Budget Reduction Plan
December 1, 2020	Notices issued to Employees Occupying Positions Being Eliminated
Nov 30 – Dec 2, 2020	Employee meetings with HR
December 31, 2020	Last day of employment for Most Employees Occupying Positions that are Being Eliminated