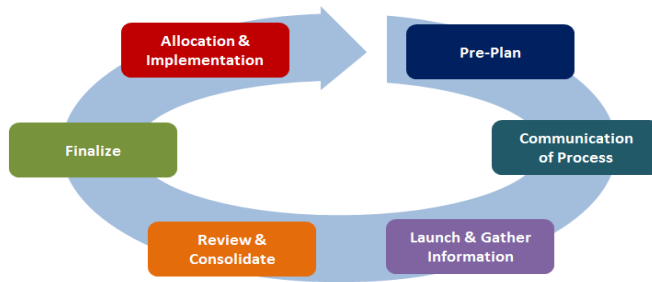


Time and Responsibility Schedule



Abbreviations:	Parties:
BFC	Board of Trustee - Business, Finance Committee
BOT	Board of Trustees
DW	Daniel Wilson, MD, Ph.D. - President
DB	David Baron DO, MSEd. - Provost
KS	Kevin Shaw - Chief Financial Officer/Sr. Vice President for Finance
KJ	Katherine Jimenez, Ed.D, MBA - Associate Vice President for Finance and Budget Administration
OBMPA	Office of Budget Management, Planning & Analysis
OHR	Office of Human Resources
UBAC	University Budget Advisory Committee

Pre-Plan			
August - September	<u>Target Date</u>		
	August 30	Plan and develop budget timelines, worksheets, and system flows.	KS/KJ
	September	Senior management team to discuss fiscal budget planning based upon Strategic, Infrastructural and Operational condition and plans.	DW/DB/KS
	September	Begin revenue projections for all sources of operating revenue. Apply various scenarios for tuition rate adjustments, projected enrollment, healthcare services, investment income, indirect cost recovery, unrestricted gifts, etc.	KS/KJ
	September 10	Meet with Operations Group to discuss ZBB Budgetary Development.	KJ
	September 11 & 12	Budget session with designated University wide Budget Coordinators to communicate information on Budget Development Process, timelines, instructions, etc.	KJ
September	Status meeting with President.	DW/KS	

Communication of Process			
September - November	<u>Target Date</u>		
	September 26	Meet with University Budget Advisory Committee (UBAC) Chair (Dr. Bowlin) to discuss Budget Development Process, Timelines, Instructions, etc.	UBAC/KS/KJ
	September 17, 19, 24 & 26	ZBB Workshops at TTL (Technology Training Lab)	OBMPA
	October	Meet with Senior Management and President's Cabinet to discuss Budget Development Process status.	DW/DB/KS
	October	Status meeting with Board Finance Committee to discuss the Budgetary Development Guidelines.	BFC/KS
	November	Present 2020/2021 Budgetary Development Guidelines status report to the Board of Trustees.	BOT/KS
November 18	Budget Coordinators to complete ZBB budget submissions in BudgetPak software system	OBMPA	

Launch & Gather Information			
December-January	<u>Target Date</u>		
	December	Submit all budgetary information to the Senior Management Team.	KJ/OBMPA
	January	Meet with University Budget Advisory Committee to discuss Budget Development Process Status	UBAC/KS/KJ
January	Meet with Academic Senate and SGA Officers to discuss 2020/2021 Budget Development Process. Discuss priorities and various components of cost centers and related tuition adjustments. Discuss concerns, significant issues, and priorities. Emphasize transparency.	DW/KS	

Review & Consolidate			
February	<u>Target Date</u>		
	February	Meet with Board Finance Committee. Discuss 2020/2021 proposed budget.	KS
	February	Status meeting with President.	DW/KS
February	Kevin Shaw, Katherine Jimenez and Office of Budget Management, Planning, and Analysis to complete final proposed budget package to be presented to the President for presentation and proposal to the Board of Trustees.	DW/KS/KJ/OBMPA	

Finalize			
March	March	Board of Trustees to approve 2020/2021 Budget.	BOT