

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, MEd. - 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
OBA	Office of Budget Administration
PSET	President's Senior Executive Team
UBAC	University Budget Advisory Committee

Pre-Plan

Target Date			
August - September	August	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	Status meeting CFO & President.	DW/KS

Communication of Process

Target Date			
October - December	October 16	Status meeting with Board of Trustee - Business, Finance Committee.	BFC/KS
	October 19	Meet with University Budget Advisory Committee (UBAC Co-Chairs) to discuss Budget Development Process, Timelines, Instructions, etc.	UBAC/KJ
	October	Virtual Budget Session with designated University wide Budget Coordinators to communicate and disseminate materials for the FY 2021/2022 Budgetary Development process.	KJ/OBA
	October	Meet with Senior Management and President's Cabinet to discuss Budget Development Process status.	DW/DB/KS
	November	Present FY 2021/2022 Budgetary Development Guidelines status report to the Board of Trustees.	BOT/KS
	November 30	Budget Coordinators to complete budget request submissions in BudgetPak software system.	OBA

Launch & Gather Information

Target Date			
December - January	December	Gather information for generating reports reflecting submissions of all budgetary priority requests.	KJ/OBA
	1st week of January	Submit all budgetary priority requests and information, etc. to PSET & UBAC Co-Chairs categorized by Priority Pool.	KJ/OBA
	January	Reports Units Review all Budget Requests	UBAC
	January	UBAC Reviews Division Recommendations	UBAC
	January	Meet with University Budget Advisory Committee to discuss Budget Development Process Status	UBAC/KS/KJ
	January	Meet with Deans, Academic Senate and SGA Officers to discuss FY 2021/2022 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/UBAC

Review & Consolidate

Target Date			
February	February	Chair of the UBAC Presents Rankings to President's Senior Executive Team (PSET)	UBAC/PSET
	February	PSET to review UBAC Recommendations.	PSET
	February	UBAC Reviews PSET Rankings.	UBAC
	February	Meet with Board of Trustee - Business, Finance Committee. Discuss FY 2021/2022 proposed budget.	KS
	February	Status meeting with President.	DW/KS
	February	Kevin Shaw, Katherine Jimenez, and Office of Budget Administration to complete final proposed budget package to be presented to the President for presentation and proposal to the Board of Trustees.	DW/KS/KJ

Finalize

Target Date			
March	March	Board of Trustees to approve FY 2021/2022 Budget.	BOT