

**FY 2003-2004 STRATEGIC BUDGET CALENDAR  
& SCHEDULE OF GOVERNANCE**

**February 7, 2003  
(Subject to Change)**

<u>PROCEDURE</u>	<u>BEGIN</u>	<u>END</u>
1. Office for Enrollment and Financial Planning working with President's Executive Team and Budget Strategy Group review and provide recommendations regarding annual strategic budget calendar, process, and objectives.	September	January 31
2. Office for Enrollment and Financial Planning facilitate review of FY 2002/03 Investments	November	January 31
3. Internal Reallocation/Budget Reserve Process (Revenue) Preliminary submission to President via Office for Enrollment and Financial Planning Final submission to President via Office for Enrollment and Financial Planning	December 5	January 25 February 1
4. Budget Strategy Group Meeting -Budget Calendar -FY 2003-04 Preliminary Budget Forecast & Strategy -FY 2003 Institutional Budget Priorities -FY 2003-04 Enrollment Objectives (FY 2004 Preliminary Forecast) -FY 2003-04 Tuition & Fee Recommendation (Preliminary Pricing Strategy)		October 1 January 28 January 28 January 28 January 28
5. Establish Enrollment, Retention and Graduation Goals for Academic Depts.	October	January 31
6. Distribute Budget Request Guidelines to departments (Budget Expansion) a. University-wide hearings - (VP's/Cabinet/Budget Strategy Group)	February 10	February 10 March 5
7. Budget Strategy Group Meeting (Tuesday, 10 - 11:30)		March 4
8. Proposals for Allocation of Recurring and Non-Recurring Funds to Office for Enrollment and Financial Planning		February 26
9. Establish Budget Enrollment Projections		March 26
10. President meets with provost/vice presidents regarding budget request	March 18	March 27
11. President, Provost and VPs review requests, make final revisions as appropriate based on funding availability (Executive Team Meeting)		April 1
12. Final resource Allocation by President		April 11
13. Academic Council/Council of Chairs/Faculty Senate Bgt. Comm., Staff Congress, Budget Strategy and Directors receive budget briefing by President. (This will be a group discussion)		April 25
14. Campus Communication/Presentation		April 28
15. Notification of Anticipated Decisions		May 2
16. Budget Recommendation & Resolution to the Board		May 7
17. Board of Regents		May 14
18. Implementation of Annual Budget a. Faculty & Staff Compensation Increase Process* b. Unit-Based Resource Distribution c. Final Budget Preparation d. Communication of Final detailed Budget -Campus -Regents -External	April 1 April 17	May 1 May 16 May 30 June 20 June 27 June 27
19. Office for Enrollment and Financial Planning monitors results of operation and performs comprehensive evaluation to inform subsequent processes (Evaluative Feedback to all Groups involved in the Budget Process)	July 1, 2002	June 30, 2003

\*Includes merit, equity and reclassifications proposed to be published in the FY 2003-04 Operating Budget.