

University of Houston-Clear Lake
Planning and Budget Calendar, Preparing for Fiscal Year 2017-2018

December 13, 2016

Dates are subject to change

Date	FY2018 Plan/Priorities	Office of Institutional Effectiveness (OIE) FY2016 - FY2017	FY2018 Tuition and Fees	FY2018 Budget
Sept 15, 2016	President makes presentation to UHCL community.			
October, 2016			Budget Office reviews calendar with Student Life and SGA President.	
October, 2016			Enrollment Management provides enrollment projections for FY2018.	
Oct 31, 2016		Support Unit/School representatives update FY2016 "Assessment Results" in Assessment Plan with previous year's data. Document if deletion, modification, and/or addition of outcomes, strategies, assessment methods and/or criteria for success is needed by updating the "use of results" based on historical multi-year data.		
Oct 31, 2016	Support Units/Schools begin developing the FY2018 Assessment Plan with the changes identified in the "use of results" in the FY2016 Assessment Plan. Identify whether or not new funding will be needed in FY2018. This includes departments that generate Major Fees (SSF, IRF, EASF) since FY2018 Tuition and Fees were already approved (increase to Designated Tuition only).			
Dec, 2016			SGA Pres begins notifying students of important Optional Fee meetings (Jan 24 and Feb 7)	
Jan 10, 2017				Legislative Session begins.
Jan 11, 2017				FY2017 reclassifications due to HR.
Jan 19, 2017			All fee request forms (Optional Fees only) due to Budget Office.	
Jan 24, 2017			Optional Fees presented to SGA and PBC. (Reminder of previous DT approval.)	
Feb, 2017			SGA Pres begins notifying students of important Town Hall Meeting Apr 11. Held during SGA meeting.	

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Feb 7, 2017			Follow up meeting of SGA to ask questions and provide comments.	
Feb 7, 2017			Following SGA meeting, PBC reviews and recommends Optional Fee requests. Forwards recommendation to Univ Council via email.	
Feb 8, 2017			Optional Fees due to UHS.	
Feb 9, 2017			Univ Council reviews and recommends Optional Fee requests to President.	
Feb 10, 2017				FY18 Reclassifications, effective 9/1/2017, due to HR in order to be reflected in the FY2018 Budget.
Feb 15, 2017	Submit FY2018 Funding Request Form to Division/Dean.			
Feb 23, 2017			BOR approves Optional Fees.	
Mar 1, 2017				HR verifies that current performance assessment is on file for staff.
Mar 8, 2017	Submit FY2018 Funding Request Form to Component Head.			
Mar 9, 2017 - Mar 31, 2017	Components prioritize funding requests under their supervision.			
Mar 15, 2017				All faculty equity (Provost's Office) and staff pay plan (HR) decisions are finalized.
Mar 31, 2017				Load data as of 3/31 to BDM.
Week of Apr 3, 2017	Components present their priorities to their faculty and/or staff. Faculty and staff are encouraged to provide feedback regarding inclusions, exclusions, and order of list.			
Week of Apr 10, 2017	Component Heads combine priority lists.			
Apr 11, 2017 11:30 a.m.			Town Hall Meeting during SGA meeting to discuss Designated Tuition. FY18 rates already approved at BOR mtg Feb, 2016	
Apr 17, 2017				Merit worksheet to Business Coordinators (base-funded positions as of 3/31).

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Week of April 17, 2017	Component Heads present list to entire UHCL community at PBC meeting. Comments are encouraged and can be heard during meeting or emailed to Component Heads. Comments will be taken into consideration before final list is sent to PBC.			
Week of Apr 17, 2017				BDM Refresher Training.
Apr 24 - June 10				Depts identify recipients for faculty and staff merit.
May 1- May 18				"Update" access to BDM.
May 19, 2017				"View only" access for Business Coordinators.
May 29, 2017				Legislative Session ends.
June 5, 2017 - June 7, 2017	PBC makes funding allocations. PBC forwards recommendations to UC via email.			
June 8, 2017	UC recommends allocations to President via email.			
June ??, 2017	Plan and Budget Summary due to UHS.			
June 14, 2017				Depts submit staff merit recommendations to VPs/President.
June 14, 2017				Schools submit faculty merit/equity recommendations to Provost.
June ??, 2017	President presents FY2018 Annual Plan to UHS.			
June 22, 2017				All final salary decisions to Business Coordinators.
June 28, 2017				Business Coordinators complete budgets. All required documents due to Budget Office.
July 14, 2017				Final Plan and Budget due to UHS.
Aug 24, 2017	-----BOR approves FY2018 Annual Plan and Budget-----			
Aug 25, 2017				Pending Board approval, supervisors can share new year salary with employees.