

**University of Houston-Clear Lake**  
**Planning and Budget Calendar, Preparing for Fiscal Year 2019-2020**

**Revision: April 1, 2019**

**Dates are subject to change**

Date	FY2020 Plan/Priorities	Office of Institutional Effectiveness (OIE) FY2018 - FY2019	FY2020 Tuition and Fees	FY2020 Budget
October, 2018			Enrollment Management provides enrollment projections for FY2020.	2nd Submission of LAR to LBB, posted on Budget Office's website
Oct 31, 2018		Support Units/College representatives Submit 2017-2018 Assessment Plans to OIE, after completing "Results" and "Use of Results with fall, spring, and summer data; roll over plans for 2018-2019 revising outcomes and methods as needed.		
Oct 31, 2018	Support Units/Colleges begin developing the FY2020 Assessment Plan with the changes identified in the "use of results" in the FY2018 Assessment Plan. Identify whether or not new funding will be needed in FY2020. This includes departments that generate Major Fees (SSF, IRF, EASF) since FY2020 Tuition and Fees were already approved (increase to Designated Tuition only).			
Nov 1, 2018	President makes presentation to UHCL community.			
Nov 12, 2018			Budget Office reviews calendar with Student Life and SGA President.	
Dec-Jan, 2018				
Dec, 2018			SGA Pres begins notifying students of important Tuition & Fee meetings (Jan 22 and Feb 5)	
Jan 10, 2019				Legislative Session begins.
Jan 11, 2019				FY2019 reclassifications due to HR.
Jan 22, 2019			PBC and SGA: Information Meeting only for previously approved FY20 DT increase and state tuition changes for non-resident students.	
Feb 5, 2019			Follow up meeting of SGA to ask questions and provide comments.	
Feb 15, 2019	Departments submit FY2020 Funding Request Form to Unit Head or College.			

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Feb 20, 2019				FY20 Reclassifications, effective 9/1/2019, due to HR in order to be reflected in the FY2020 Budget.
Feb 22, 2019				Load to Hyperion for cleanup
Mar 1, 2019				HR verifies that current performance assessment is on file for staff.
Mar 8, 2019	Units/Colleges submit FY2020 Funding Request Form to Component Head.			
Mar 9, 2019 - Mar 31, 2019	Components prioritize funding requests under their supervision.			
Week of March 18, 2019				Hyperion one-on-one training begins. Ongoing topic training to continue through April end of month.
Week of Apr 8, 2019	Components present their initiatives to their faculty and/or staff. <b>Faculty and staff are encouraged to provide feedback regarding inclusions, exclusions, and order of list.</b>			All faculty equity and staff pay plan decisions are finalized.
Week of Apr 15, 2019	Component Heads combine initiatives lists.			
Week of Apr 22, 2019	Component Heads present list to entire UHCL community. <b>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.</b>			Hyperion Training.
Week of Apr 22, 2019	Component heads forward final initiatives list to PBC.			
Week of April 29, 2019	PBC prioritizes funding requests.			
May 1- May 18				"Update" access to Hyperion.

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Date	FY2020 Plan/Priorities	Office of Institutional Effectiveness (OIE) FY2018 - FY2019	FY2020 Tuition and Fees	FY2020 Budget
May 1, 2019		Assessment Reporting Cycle begins with the opening of AMS (Taskstream). Support units and college representatives begin to complete 2018-2019 Assessment plans, providing "Results" and "Use of Results" with fall, spring, and summer data and indicating 2020-2021 funding requests in Use of Results; roll over plans for 2019-2020 revising outcomes and methods as needed.		
May 2, 2019	PBC meets and finalizes funding recommendations. Forward to UC via email.			
May 19, 2019				"View only" access for Business Administrators.
May 29, 2019				Legislative Session ends.
Tentative**	UC recommends allocations to President via email.			
June 14, 2019				Depts submit staff merit recommendations to VPs/President.
June 14, 2019				Colleges submit faculty merit/equity recommendations to Provost.
June 17, 2019	Plan and Budget Summary due to UHS.			
June ??, 2019	President presents FY2020 Annual Plan to UHS.			
June 21, 2019				All final salary decisions to Business Administrators.
June 28, 2019				Business Administrators complete budgets. All required documents due to Budget Office.
July 15, 2019				Final Plan and Budget due to UHS.
Aug 22, 2019	-----BOR approves FY2020 Annual Plan and Budget-----			
Aug 25, 2019				Pending Board approval, supervisors can share new year salary with employees.