Revision: October 26, 2018   *Dates are subject to change*

Date	FY2020 Plan/Priorities	Office of Institutional Effectiveness (OIE) FY2018 - FY2019	FY2020 Tuition and Fees	FY2020 Budget
Week of Oct 29-Nov 2, 2018			Budget Office reviews calendar with Student Life and SGA President.	
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-Jan, 2018				Hyperion Planning & Budget Training for all end users. *(detailed training calendar will be provided)*
Dec, 2018			SGA Pres begins notifying students of important Optional Fee meetings (Jan 24 and Feb 7)	
Jan 10, 2019				Legislative Session begins.
Jan 11, 2019				FY2019 reclassifications due to HR.
Jan 18, 2019			All fee request forms (Optional Fees only) due to Budget Office.	
Jan 25, 2019			Optional Fees presented to SGA and PBC. (Reminder of previous DT approval.)	
Feb, 2019			SGA Pres begins notifying students of important Town Hall Meeting Apr ??. Held during SGA meeting.	

Date	FY2020 Plan/Priorities	Office of Institutional Effectiveness (OIE) FY2018 - FY2019	FY2020 Tuition and Fees	FY2020 Budget
Feb 6, 2019			Follow up meeting of SGA to ask questions and provide comments.	
Feb 6, 2019			Following SGA meeting, PBC reviews and recommends Optional Fee requests. Forwards recommendation to Univ Council via email.	
Feb 7, 2019			Univ Council reviews and recommends Optional Fee requests to President.	
Feb 8, 2019			Optional Fees due to UHS.	
Feb 15, 2019	Submit FY2020 Funding Request Form to Division/Dean.			
Feb 20, 2019				FY20 Reclassifications, effective 9/1/2019, due to HR in order to be reflected in the FY2020 Budget.
Feb 23, 2019			BOR approves Optional Fees.	
Mar 1, 2019				HR verifies that current performance assessment is on file for staff.
Mar 8, 2019	Submit FY2020 Funding Request Form to Component Head.			
Mar 9, 2019 - Mar 31, 2019	Components prioritize funding requests under their supervision.			
Mar 15, 2019				All faculty equity (Provost's Office) and staff pay plan (HR) decisions are finalized.
Mar 31, 2019				Load data as of 3/31 to BDM.
Week of Apr 1, 2019	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 8, 2019	Component Heads combine priority lists.			
Apr ?? 2019			Town Hall Meeting during SGA meeting to discuss Designated Tuition. FY20 rates already approved at BOR mtg Feb, 2019	
Week of Apr 15, 2019	Component Heads present list to entire UHCL community at PBC meeting. *Comments are*			Merit worksheet to Business Administrators (base-funded positions as of 3/31).
Week of Apr 15, 2019				Hyperion Training.
Apr 24 - June 10				Depts identify recipients for faculty and staff merit.

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May 1- May 18				"Update" access to Hyperion.
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 19, 2019				"View only" access for Business Administrators.
May 29, 2019				Legislatiive Session ends.
June 3, 2019 - June 5, 2019	PBC makes funding allocations. PBC forwards recommendations to UC via email.			
June 7, 2019	UC recommends allocations to President via email.			
June ??, 2019	Plan and Budget Summary due to UHS.			
June 14, 2019				Depts submit staff merit recommendations to VPs/President.
June 14, 2019				Colleges submit faculty merit/equity recommendations to Provost.
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 14, 2019				Final Plan and Budget due to UHS.
Aug 24, 2019	-----------------------------------BOR approves FY2020 Annual Plan and Budget---------------------------------			
Aug 25, 2019				Pending Board approval, supervisors can share new year salary with employees.