

University of Houston-Clear Lake
Planning and Budget Calendar, Preparing for Fiscal Year 2018-2019

DRAFT

September, 2017

Dates subject to change

Due Date	FY2019 Plan/Priorities	Office of Institutional Effectiveness (OIE) FY2017	FY2019 Tuition and Fees	FY2019 Budget
September, 2017			Budget Office reviews calendar with Student Life and SGA President.	
September, 2017			VPAF Office schedules date, time, location of Town Hall Meetings for week of November 7, 2017. Notifies SGA president.	
Sept, 2017	President makes presentation to UHCL community.			
October, 2017			Enrollment Management provides enrollment projections for FY2019.	
October, 2017			SGA Pres begins notifying students of important Town Hall Meetings week of November 7; Tuition and Fee meetings on November 7 and November 14.	
Oct 30, 2017			All tuition and fee forms due to Budget Office.	
Oct 31, 2017		Support Unit/School representatives complete FY2017 "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, 2017	Support Units/Schools begin developing the FY2019 Assessment Plan with the changes identified in the "use of results" in the FY2017 Assessment Plan. Identify whether or not new funding will be needed in FY2019.			
Nov 7, 2017			Tuition and fees presented to SGA and PBC.	
Week of Nov 7, 2017			Town Hall Meetings to discuss Designated Tuition	
Nov 14, 2017			Follow up meeting of SGA to ask questions and provide comments.	
Nov 14, 2017			PBC reviews and recommends tuition and fee requests. Forwards recommendation to Univ Council.	

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Due Date	FY2019 Plan/Priorities	Office of Institutional Effectiveness (OIE) FY2017	FY2019 Tuition and Fees	FY2019 Budget
Dec 14, 2017			Univ Council reviews and recommends tuition and fee requests to President.	
Dec 15, 2017	Submit FY2019 Funding Request to Division/Dean.			
Jan 12, 2018				All FY2018 reclassifications due to HR.
Jan 15, 2018	Submit FY2019 Funding Request to Component Head.			
Week of Jan 22, 2018	Components prioritize FY2019 funding requests under their supervision.			
Week of Jan 29, 2018	Components present their FY2019 priorities to their faculty and/or staff. Faculty and staff are encouraged to provide feedback regarding inclusions, exclusions, and order of list.			
Feb 1, 2018			Tuition and Fees due to UHS.	
Week of Feb 5, 2018	Component Heads combine priority lists.			
Week of Feb 12, 2018				Budget Development Training.
Week of Feb 12, 2018	Component Heads present priority 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.			
Feb 12, 2018				FY2019 Reclassifications, effective 9/1/2018, due to HR in order to be reflected in the FY2019 Budget.
Feb 14 - 23, 2018	PBC makes funding allocations.			
Feb 19, 2018				All faculty equity (Provost's Office) and staff pay plan (HR) decisions are finalized.
Feb 22, 2018			BOR approves Tuition and Fees.	
Feb 24 - Mar 12				Depts identify recipients for faculty and staff merit.
Feb 26, 2018				All Base budget journals complete and due on Budget Office worklist 2/26/2018.
March	Plan and Budget Summary due to UHS.			
March	President presents FY2019 Annual Plan to UHS.			

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Due Date	FY2019 Plan/Priorities	Office of Institutional Effectiveness (OIE) FY2017	FY2019 Tuition and Fees	FY2019 Budget
March 1, 2018				HR verifies that current performance assessment is on file for staff.
March 1, 2018				Load data as of 2/28 to begin budget development.
March 5, 2018				Merit worksheet to Business Coordinators (base-funded positions as of 2/28).
March 7, 2018				"Update" access for budget development.
March 8, 2018	UC approves allocations.			
March 12, 2018				Depts submit staff merit recommendations to VPs/President.
March 12, 2018				Schools submit faculty merit/equity recommendations to Provost.
March 21, 2018				All final salary decisions to business coordinators.
March 28, 2018				Business Coordinators must balance and complete all data entry. All budget worksheets/documents submitted to Budget Office by 5:00 pm. "View Only" access given to business coordinators.
April 16, 2018				Final Plan and Budget due to UHS.
May 24, 2018	-----BOR approves FY2019 Annual Plan and Budget-----			
May 25, 2018				Pending Board approval, supervisors can share new year salary with employees.