

**Planning & Budgeting Time Line
FY08 – FY09 Biennium**

Date(s)	Action	Responsible
March 1, 2007	Roll FY07 cost centers to FY08 in ISRS; notify HR.	Fondell / Doss
April 13, 2007	SCUPPS forms to HR.	Deans / VP's
April 15, 2007	Preliminary estimated FY08 salaries & benefits calculated and loaded into ISRS.	Fondell
June 30, 2007	FY08 draft budget established.	Fondell
June 30, 2007	Input preliminary budgets for FY07 into ISRS.	Fondell
July 1, 2007	Review compensatory time balances and quantify estimated payout financial impact.	Fondell
July 31, 2007	Determine estimated carryforward balance.	Fondell
August 10, 2007	Input estimated dedicated carryforward balances into ISRS.	Fondell
September 2007	Final FY07 carry forward balances established.	Fondell
September 2007	Email to all employees setting forth Planning, Budgeting & Savings process and biennial time line.	Fondell
September 2007 – June 30, 2008	FY08 time-sensitive Plans/Proposals will be heard by the Supervisor.	Various
September 2007	President's report of accomplishments/results on past initiatives.	Leas
September 2007 (est.)	Collective bargaining unit contracts are ratified.	N/A
September 1, 2007	FY08 enrollment projection.	Schindler
September 10, 2007 (+10)	FY08 enrollment projection update.	Schindler
September 24, 2007	Concurrent enrollment projection.	Schindler
September 2007 (dependent on contract ratification)	Final FY08 budget adopted.	Fondell / Admin. Council
September 2007 (dependent on contract ratification)	First draft of FY09 budget prepared.	Fondell
October 2007 (dependent on final FY08 budget adoption)	Prioritization of initiative proposals and funding decisions.	Fondell / Admin. Council
October 15, 2007	RTD enrollment projections.	Schindler
October 16, 2007	FSGC briefing on Planning and Budgeting.	Fondell
October 31, 2007	Deadline for submitting TRT requests.	Harber
October 2007	Discussion on FY09 tuition and fee rates, including market tuition.	Admin. Council
October 2007	Tuition & fee consultation with Student Senate.	Fondell
November 2007	Discussion on FY09 tuition strategy – expected impact of limiting increases to 2%.	Board of Trustees
November 20, 2007	FSGC briefing on Planning and Budgeting.	Fondell
November 2007	Tuition & fee consultation with Student Senate.	Fondell
December 18, 2007	FSGC briefing on Planning and Budgeting.	Fondell
December 2007	Approval of FY09 tuition and fee rates.	Admin. Council
December 2007	Tuition & fee consultation with Student Senate.	Fondell
December 31, 2007	Budget & tuition/fee materials to Office of the Chancellor Budget Unit.	Fondell
December 31, 2007	Student consultation letters to the Office of the Chancellor Budget Unit.	Schindler / Vang / Student Senate
January 2008	First reading of system-wide FY09 operating budget.	Board of Trustees

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Date(s)	Action	Responsible
January 15, 2008	FSGC briefing on Planning and Budgeting.	Fondell
January 28, 2008 (+10)	FY08 enrollment projection update.	Schindler
January 31, 2008	FY08 budget update based on actual enrollment data.	Fondell
January 31, 2008	Deadline for submitting TRT requests.	Harber
January 31, 2008	Deadline for submitting Budget Reserve requests.	Fondell
February 2008	Prioritization of initiative proposals and funding decisions.	Fondell / Admin. Council
February 2008	FY09 draft budget revision.	Fondell
February 19, 2008	FSGC briefing on Planning and Budgeting.	Fondell
March 2008	Budget Reserve Committee hears funding requests.	Fondell / BRC
March 2008	Approval of system-wide FY09 operating budget.	Board of Trustees
March 1, 2008	Roll FY08 cost centers to FY09 in ISRS; notify HR.	Fondell / Doss
March 25, 2008	FSGC briefing on Planning and Budgeting.	Fondell
April 15, 2008	FSGC briefing on Planning and Budgeting.	Fondell
April 15, 2008	Deadline for submitting TRT requests.	Harber
April 15, 2008	SCUPPS forms submitted to HR.	Deans / VP's
April 15, 2008	Preliminary estimated FY08 salaries & benefits calculated and loaded into ISRS.	Fondell
May 13, 2008	FSGC briefing on Planning and Budgeting.	Fondell
June 30, 2008	Input preliminary budgets for FY07 into ISRS.	Fondell
June 30, 2008	Draft FY09 budget established.	Fondell
July 2008	President's report of accomplishments/results on past initiatives.	Leas
July 1, 2008	Review compensatory time balances and quantify estimated payout financial impact.	Fondell
July 31, 2008	Determine estimated carryforward balance.	Fondell
July 31, 2008	System Plan and Report of Accomplishments due.	Vice Presidents
August 2008	Email to all employees setting forth Planning, Budgeting & Savings process and time line.	Fondell
August 2008 – June 30, 2008	Time-sensitive Plans/Proposals will be heard by the Supervisor.	Various
August 15, 2008	Input estimated dedicated carryforward balances into ISRS.	Fondell
August 31, 2008	Final FY09 budget adopted.	Fondell / Admin. Council
September 2008	Final FY08 carry forward balances established.	Fondell
September 2008	Prioritization of initiative proposals and funding decisions.	Fondell (coordinator) / Admin. Council
September XX, 2008 (+5)	FY09 enrollment projection.	Schindler
September XX, 2008 (+10)	FY09 enrollment projection update.	Schindler
September XX, 2008	Concurrent enrollment projection.	Schindler
October 15, 2008	RTD enrollment projections.	Schindler
October 31, 2008	Deadline for submitting TRT requests.	Harber
October XX, 2008	FSGC briefing on Planning and Budgeting.	Fondell
November XX, 2008	FSGC briefing on Planning and Budgeting.	Fondell
December XX, 2008	FSGC briefing on Planning and Budgeting.	Fondell
January XX, 2009 (+10)	FY09 enrollment projection update.	Schindler
January XX, 2009	FSGC briefing on Planning and Budgeting.	Fondell

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Date(s)	Action	Responsible
January 31, 2009	FY09 budget update based on actual enrollment data.	Fondell
January 31, 2009	Deadline for submitting TRT requests.	Harber
January 31, 2009	Deadline for submitting Budget Reserve requests.	Fondell
February 2009	Prioritization of initiative proposals and funding decisions.	Fondell / Admin. Council
February XX, 2009	FSGC briefing on Planning and Budgeting.	Fondell
March 2009	Budget Reserve Committee hears funding requests.	Fondell / BRC
March XX, 2009	FSGC briefing on Planning and Budgeting.	Fondell
April 15, 2009	Deadline for submitting TRT requests.	Harber
April XX, 2009	FSGC briefing on Planning and Budgeting.	Fondell
May XX, 2009	FSGC briefing on Planning and Budgeting.	Fondell
July 2009	President's report of accomplishments / results on past initiatives.	Leas
July 31, 2009	System Plan and Report of Accomplishments due.	Vice Presidents