

UBC 2009-10 Meeting Calendar (Planning for 2010-11 Budget)

All meetings: 2 - 3 pm, unless noted otherwise, Corbett Conference Room (Siemens Hall room 222)

| | Time | Date |
|---|------------|---------------|
| Orientation for new members (returning members are also welcome to attend) | 60 minutes | 11/6 |
| a. UBC roles and responsibilities | | |
| b. Review calendar | | |
| c. Budget policy and new budget processes | | |
| d. Review CSU budget & funding formula | | |
| e. How HSU budget fits into CSU budget | | |
| f. Introduce the budget book and quarterly management reports | | |
| President discusses UBC's charge, campus strategic initiatives and priorities (meeting from 3-4 pm) | 45 min | 11/13 |
| Review updates & changes to budget book and 4th quarter management report | 15 min | |
| Thanksgiving break | | 11/23 - 11/27 |
| 1st quarterly management reports emailed to members | | 11/19 |
| Vice Presidents review written comments regarding divisional use of new funding initiatives from prior year | 60 min | 12/4 |
| Winter Break | | 12/21- 1/12 |
| President and Vice Presidents brief the UBC on the annual operating budget plan | 45 min | 1/29 |
| Members finalize recommendation process & review Pres/VP budget plan | 15 min | |
| Working meeting to make recommendations regarding the University Budget plan (meeting from 2-4 pm) | 120 min | 2/12 |
| 2nd quarterly management reports emailed to members | | 2/18 |
| Working meeting to make recommendations regarding the University Budget plan (meeting from 2-4 pm) | 120 min | 2/26 |
| Completed UBC budget recommendations to President due March 5 | 60 min | 3/5 |
| Spring Break | | 3/15 - 3/19 |
| President & Vice Presidents to discuss final budget decisions | 60 min | 4/2 |
| Budget Update Letter sent to campus | | 4/5 |

| Executive Leadership Calendar Items | Date |
|---|----------------|
| President discusses UBC's charge, campus strategic initiatives and priorities (meeting from 3-4 pm) | 11/13 |
| President/Vice Presidents meet bi-weekly to determine budget proposal | Sept - January |
| Written narrative regarding divisional use of new funding initiatives from prior year due to the University Budget Office | 11/30 |
| UBC Meeting with Vice Presidents to review written comments regarding divisional use of new funding initiatives from prior year | 12/4 |
| Pres & VPs brief UBC on budget proposal | 1/29 |
| UBC Meeting with President & Vice Presidents to discuss final budget decisions | 4/2 |