

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	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 (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 (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

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Time

Date

Reevaluate the annual budget process and makes recommendations if needed to President and Vice Presidents

4/16

3rd quarterly management reports emailed to members

5/20

UBC meeting if there is a significant change in the Governor's May Revised Budget

May

Executive Leadership Calendar Items	Date
President discusses UBC's charge, campus strategic initiatives and priorities	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
