

Time and Responsibility Schedule

2023



2024

Abbreviations:	Parties:
BFC	Board of Trustee - Business, Finance Committee
BOT	Board of Trustees
RFE	Robin Farias-Eisner, MD, PhD, MBA - President
JM	Joshua McFarlen, CPA, CA, MPAcc - Interim Chief Financial Officer/Treasurer
KJ	Katherine Jimenez, Ed.D, MBA - Associate Vice President for Finance and Budget Administration
OBA	Office of Budget Administration
UBAC	University Budget Advisory Committee

Pre-Plan			
Target Date			
August - September	August	Plan and develop budget timelines, worksheets, and system flows.	KJ
	September	Status meeting CFO & President.	RFE/JM
	September	Begin revenue projections for all sources of operating revenue. Apply various scenarios for tuition rate adjustments, projected enrollment, healthcare services, investment income, indirect cost recovery, unrestricted gifts, etc.	JM/KJ

Communication of Process			
Target Date			
October - December	October	Status meeting with Board of Trustee - Business, Finance Committee.	BFC/JM
	October	Meet with University Budget Advisory Committee (UBAC Co-Chairs) to discuss Budget Development Process, Timelines, Instructions, etc.	UBAC/JM/KJ
	October 12th & 13th	Virtual Budget Session with designated University wide Budget Coordinators to communicate and disseminate materials for the FY 2023/2024 Budgetary Development process.	KJ/OBA
	October	Meet with Senior Management and President's Cabinet to discuss Budget Development Process status.	RFE/JM
	November	Present FY 2023/2024 Budgetary Development Guidelines status report to the Board of Trustees.	BOT/JM
November 28	Budget Coordinators to complete budget request submissions into software system.	OBA	

Launch & Gather Information			
Target Date			
December - January	1st week of January	Submit all budgetary priority requests and information to UBAC Co-Chairs categorized by Priority Pool.	KJ/OBA
	January	Reporting Unit Leaders Review all Budget Requests	UBAC
	January	UBAC Reviews Division Recommendations	UBAC
	January	Meet with University Budget Advisory Committee to discuss Budget Development Process Status	UBAC/JM/KJ
	January	Meet with Deans, Academic Senate and SGA Officers to discuss FY 2023/2024 Budget Development Process. Discuss priorities and various components of cost centers and related tuition adjustments. Discuss concerns, significant issues, and priorities. Emphasize transparency.	RFE/JM/UBAC

Review & Consolidate			
Target Date			
February	February	Co-Chairs of the UBAC Presents Recommendations to President's Senior Leadership Group	UBAC
	February	Senior Leadership Group to review UBAC Recommendations.	JM
	February	UBAC Reviews Senior Leadership Group Recommendations.	UBAC
	February	Meet with Board of Trustee - Business, Finance Committee. Discuss FY 2023/2024 proposed budget.	JM
	February	Status meeting with President.	RFE/JM
	February	Joshua McFarlen, Katherine Jimenez, and Office of Budget Administration to complete final proposed budget package to be presented to the President for presentation and proposal to the Board of Trustees.	RFE/JM/KJ/OBA

Finalize			
Target Date			
March	March	Board of Trustees to approve FY 2023/2024 Budget.	BOT