

Campus Communication 2007-2008 Budget Planning Schedule

October 1, 2006-February 9, 2007

Budget planning is underway at the unit level as directors, deans, and chairs across the campus gather and analyze data in order to provide recommendations for the development of the 2007-2008 budget. This process is occurring alongside our efforts to identify and support academic priorities for the next 3-5 years and assess administrative needs and priorities. These priorities will be the focus of our academic and budgetary planning processes as we work toward a fiscally sound and viable business model. This process will require us, as a campus community, to engage in trade-off decisions for the use of existing as well as potential resources in support of our core commitment to be the leader in engagement.

November 22, 2006

Faculty members are asked to submit their responses to the Faculty Activity Form. These data will be gathered on an annual basis and used to supplement other unit productivity measures.

November 30, 2006

A detailed budget instruction memo will be distributed to Deans and Directors, requesting Student Credit Hour (SCH) projections for the 2007-2008 academic year.

December 8, 2006

Vice Presidents Koch and Desrochers will send a preliminary memo to members of the Council of Academic Deans, the Executive Committee, Finance and Administration Directors, and the Faculty Senate Budget Committee, providing the context for budget planning, describing the goals, process, and our current financial status.

December 20, 2006

Faculty Activity Forms are due. If you have not yet completed the form, please contact Juliette Stoering at Stoeringj@pdx.edu to receive access prior to this date.

Student Credit Hour projections are due from Deans and Directors.

January 8, 2007

A detailed budget instruction memo will be distributed to Deans and Directors; members of the Executive Committee; and the Faculty Senate Budget Committee Chair. This memo will include an overview of the 2007-2008 academic budget process, a proposed timeline, budget decision principles, and budget planning templates.

January 12, 2007

OAA is presenting its annual Faculty Symposium to engage the campus community in discussions of and feedback on our core leadership position and proposed strategic academic priorities.

January 22, 2007

Update of the 2007-2008 budget process with the Faculty Senate Budget Committee.

February 16, 2007

Budget proposals are due to each of the three vice presidents by noon. Each vice president will begin deliberations on budget options based on data gathered as well as recommendations by associate vice presidents, deans and directors. Prior to February 16, vice presidents meet with their unit heads to discuss and finalize budget unit recommendations and to prepare aggregated proposals.

February 23, 2007

Vice presidents submit budget proposals to the University Budget Team by noon. Deliberations begin based on recommendations by the vice presidents, associate vice presidents, deans, and directors; data on program contributions, productivity, and cost; and the forecast of next year's revenues. Academic priorities will be considered for potential revenue enhancement and/or reallocation.

March 8-12, 2007

Vice presidents meet with unit heads to discuss proposed recommendations of the University Budget Team.

March 22, 2007

The Faculty Senate Budget Committee meets with the University Budget Team to discuss the proposed recommendations.

March 23, 2007

Check OAA website for budget proposal and information about campus-wide forums.

April 2, 2007

The vice presidents meet with the Faculty Senate to discuss budget recommendations. President Bernstine attends discussion.

April 9 & 11, 2007

The president and vice presidents hold two open forums to discuss the recommendations being considered. *Please Note:* Both forums will be held from 1-2pm in 238 SMSU.

April 12, 2007

The Faculty Senate Budget Committee meets with the University Budget Team to discuss the results of the open forums.

April 13, 2007

Deadline for comments from the Faculty Senate Budget Committee to the University Budget team

April 16, 2007

The University Budget Team forwards final recommendations to the President.

April 23, 2007

The president reviews and approves the budget.

April 30, 2007

The president communicates his final decisions to the campus. Prior to the campus announcement, reduction and enhancement details will be discussed with affected units.