

## **Committee Reports: Feb. 10, 2014**

### ***Budget Committee***

The UBC met on Tuesday, January 28. We spent most of the time reviewing the information on the supplemental budget process for FY2014 Budget Call.

We also discussed the FY2015 Budget Development Schedule (see addendum), in particular the timing of the Budget Town Hall on May 5. In order to be effective, the UBC feels that this meeting needs to happen earlier (mid-February) in order for the UBC to present a list of priorities from its constituents. The UBC has informed Dan Gerlowski of its opinion on this matter.

### ***Diversity and Culture Committee***

There will be no update from the Culture and Diversity Committee, as we have our meeting immediately following the Staff Senate meeting on Monday.

### ***Planning and Facilities Committee***

The last meeting of the Facilities Committee was held on November 11. The next meeting is scheduled for February 19 at 1:30.

### ***Work Life Committee***

No report submitted.

**DRAFT**  
**University of Baltimore**  
**Budget Development Schedule - FY2015**

|                           | <u>Internal budget process activity</u>  | <u>External budget process activity</u>  |
|---------------------------|--|--|
| September 2013            |  | FY2013 financial statements, through June 30 <sup>th</sup> , due to USM  |
| October 2013              |  | Fiscal operation report and application to participate (FISAP); financial spending data from the prior fiscal year is due to Department of Education |
| October 2013              |  | USM's external auditing firm conducts a review/audit, for the prior fiscal year financial statements at the institutional level.                     |
| October 2013              |  | Initial FY2015 budget submission due to USM  |
| December 2013             |  | Audited financial statements, for prior fiscal year, are finalized.  |
| December 2013             |  | Final FY2015 budget due to USM for submission in the Governor's Budget book.   |
| January 8 - April 7, 2014 |  | 2014 House and Senate Legislative Sessions   |
| February 13 and 17, 2014  |  | UB's hearing with the House and Senate FY2015 external budget submission.  |
| February 14, 2014         | Administration and Finance distributes call for FY2015 operating budgets to divisional heads. Divisional heads begin communicating with constituents regarding divisional budget development and priorities. |  |
| February 21, 2014         | Distribution of FY2015 internal budget packages (all funds), A/F, OTS and President's office, to divisional finance managers and department heads.   |  |
| February 25, 2014         | Distribution of FY2015 internal budget packages (all funds) for Academic Affairs division to the responsible finance managers and department heads.  |  |
| March 4, 2014             | Distribution of FY2015 internal budget packages (all funds), EMSA division and Auxiliary Enterprise, to divisional finance managers and department heads.  |  |
| March 11, 2014            | Distribution of FY2015 Facilities Management and Capital Planning (FMCP) budget call.  |  |

**University of Baltimore  
Budget Development Schedule - FY2015**

|                       |  |   |
|-----------------------|--|---|
| March 2014            |  | FY2014 interim financial statements, through December 31 are due to USM. These are presented to the Board of Regents Finance Committee. |
| March 2014            |  | FY2015 tuition and fee rates due to USM for presentation to the Board of Regents.   |
| April 21, 2014        | FY2015 internal operating, supplemental requests and new position requests due for A&F, OTS and President's divisions. Submissions shared with University Budget Committee, as received.                     |   |
| April 24, 2014        | FY2015 internal operating, supplemental requests and new position requests due for Academic Affairs division. Submissions shared with University Budget Committee, as received.                              |   |
| April 30, 2014        | FY2015 internal operating, supplemental requests and new position requests due for EMSA division and all Auxiliary Enterprise departments. Submissions shared with University Budget Committee, as received. |   |
| May 5, 2014           | FY2015 internal operating budget department requests posted on the portal and announced in the Daily Digest.   |   |
| May 9, 2014           | FY2015 Facilities Management and Capital Planning (FMCP) budget requests due.  |   |
| week of May 5 ?       | Shared Governance presentation of budget priorities to the University Community.   |   |
| week of May 12 ?      | Overview of FY2015 internal operating budget requests and priorities presented to the Governance Steering Council by Sr. VP of A&F.  |   |
| May 2014              | Divisional heads communicate with constituents regarding divisional budget submissions, including supplemental requests.   |   |
| May 6 or May 20, 2014 | Overview of FY2015 internal operating budget requests, positions and priorities presented to the Executive Committee by Sr. VP of A&F.   |   |
| May 19, 2014          | School of Law Commencement.  |   |

**University of Baltimore  
Budget Development Schedule - FY2015**

|               |   |  |
|---------------|---|--|
| May 22, 2014  | Undergraduate/Graduate Commencement.  |  |
| May 26, 2014  |   | FY2014 preliminary audit of financial statements, through March 31, 2014, by USM's external auditing agency. |
| June 3, 2014  | Members of the Executive Committee make final recommendations on the FY2015 internal budget, including new positions and supplemental requests.             |  |
| June 2014     | Divisional heads communicate with constituents regarding final decisions regarding the University FY2015 operating budget, including supplemental requests. | FY2015 Flexibility Positions request due to USM.   |
| Mid-June 2014 |   | Board of Regents meet to approve FY2015 tuition and fee rates.   |
| June 20, 2014 | President announces approved FY2015 internal supplemental requests.   |  |
| July 1, 2014  | FY2015 base budgets are available in UB's financial system; supplemental requests are loaded after approval.  |  |
| July 18, 2014 | FY2014 financial transactions closed in UB's financial system, PeopleSoft.  |  |
| July 25, 2014 | FY2014 financial transaction closed in the State of Maryland's financial system, R*stars.   |  |