



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

February 22, 2006

MEMORANDUM

TO: Chancellors
Senior Management Staff
All Campus Council of Faculty Senate Chairs
Pukoa Council
UH Student Caucus
Travel Industry Management Consortium
UH System Library Council
UH System Nursing Committee
UH System Teacher Preparation & Development Group

FROM: Howard Todo, VP for Budget & Finance/Chief Financial Officer *Howard Todo*
Linda Johnsrud, Interim VP for Academic Planning & Policy *Linda Johnsrud*

SUBJECT: BIENNIUM BUDGET PROPOSAL DEVELOPMENT TIMELINE

In response to concerns raised by members of the faculty senates, the timeline for the development of the biennium budget proposal 2007-09 has been modified. In order to honor the campus processes, the stock-taking dates have been delayed by one month. The revised schedule is attached. We encourage campuses to use this additional time to ensure that information is widely shared and a concerted effort made to expand the process of input from members of the University community.

If you have any questions, please call Howard Todo at 956-8903 or Linda Johnsrud at 956-7075.

Attachment

BIENNIUM BUDGET PROPOSAL DEVELOPMENT SCHEDULE

- March 20 & 21
(afternoon) System-wide groups will present their proposals to the Council of Chancellors and the Biennium Budget Advisory Committee.
- April 24 - 26
(afternoon) Campuses' and System Offices' "Stocktaking" presentations will be scheduled for the Biennium Budget Advisory Committee.
- By May 15 Biennium Budget Advisory Committee will meet, formulate, and submit its recommendations to the University's Executive Budget Committee whose members shall be the Vice President for Academic Planning and Policy, Vice President for Administration, Vice President for Budget & Finance/Chief Financial Officer, a chancellor from a senior college, a chancellor from a community college, and the Director of Budget.
- By May 29 In the context of recommendations received, the University's Executive Budget Committee will formulate a draft system-wide biennium budget proposal which shall be subject to consultation on a system-wide basis.
- By June 19 Members of the University community at-large may submit comments to the University Executive Budget Committee regarding the draft on an individual or on a group basis.
- By July 14 The University Executive Budget Committee shall submit its recommended biennium budget proposal to the President for consideration. Upon approval, the University Biennium Budget proposal shall be concurrently submitted to the Board of Regents and posted with an appropriate announcement to a publicly accessible website. After determination is made of the items to be included in the biennium budget proposal submitted to the Regents, State Form A will be required for each request.