

Calendar of Activities 2017-18

University Operating Budget in Conjunction with Consideration of Tuition and Fees for 2018-2019

Six Focus Areas from 2016-2026 Strategic Plan:	President's Directive Priorities from 2016-2026 Strategic Plan	
<ol style="list-style-type: none"> 1. Supporting a strategic growth agenda that maximizes the student experience both inside and outside the classroom 2. Ensuring the diversity and inclusion of people and ideas 3. Empowering employees to make ETSU a great place to learn, work, and grow 4. Supporting Excellence in Teaching 5. Expanding the foundation for scholarly (research and creative activity) excellence and innovation in all disciplines 6. Leading the region forward through community engagement and service 	<ol style="list-style-type: none"> 1. Have 18,000 students enrolled on-campus, on-line, or at a remote location. 2. Have 3,500 out-of-state and international students enrolled. 3. Have 2,000 transfer students enrolled. 4. Graduate 60% of first-time, full-time, degree-seeking students within six years. 5. Retain 85% of first-time, full-time, degree-seeking students from fall to fall. 6. Receive 12,000 freshman applications with an average ACT of 24. 7. Be an Insight into Diversity: Higher Education Excellence in Diversity institution. 8. Receive \$60 million for research and other extramurally-sponsored activities. 	<ol style="list-style-type: none"> 9. Receive \$25 million in annual giving to ETSU. 10. Have a 10% alumni giving rate. 11. House 3,500 students on campus, with another 2,500 living within two miles of campus. 12. Have market-salary equity for faculty, staff, and graduate student salaries/stipends. 13. Be recognized as a Chronicle Great College to Work For. 14. Be a recipient of the Carnegie Community Engagement Classification from the Carnegie Foundation.

When	What	Who	Why
October 2017			
	Administrative or Support units hold budget meetings for FY19.	Administrative or Support Unit Heads	Administrative and support units begin budget hearings for the next fiscal year with data from Fall 2017 enrollments.
	Revised budget submitted to TBR for review.	Business and Finance Budget Office	Budgets are required to be submitted to TBR per the FOCUS Act
	Budget hearing with academic chairs and administrative units.	Dean's and VPs	Initiate discussions within units to work toward budget requests for each unit. Budget requests should be reviewed in light of the strategic plan and President's directive priorities.
November 2017			
	Budget hearing with academic chairs and administrative units	Dean's and VPs	Continue discussions within units to work toward budget requests for each unit. Budget requests should be reviewed in light of the strategic plan and President's directive priorities.
NOV 10, 2017	Approval of October budget revisions	ETSUBT Finance and Administration Committee	Committee receives presentation of budget revisions based on enrollment and other changes prior to finalization of October budget with THEC.
NOV 10, 2017	Approval of October budget revisions	Board of Trustees	BOT approves committee recommendation for budget revisions based on enrollment and other changes prior to finalization of October budget with THEC.
NOV 15, 2017	Proposed state operating and capital appropriations and binding fee limits	THEC	THEC provides the Governor with guidance on allocation of state appropriations for operating funds based on formula outcomes and preliminary binding limits on maintenance and mandatory fee increases. THEC also provides the capital outlay and maintenance recommendations.

When	What	Who	Why
<i>December 2017</i>			
DEC 1, 2017	Budget Call	President	The President initiates the Budget Call based on the preliminary recommendation from THEC for fee increases and state appropriations in conjunction with projected enrollment for 18-19.
<i>January 2018</i>			
JAN 2-17	Finalize VP budgets	Vice Presidents	Complete discussions within units to work toward budget requests for each unit to be presented to the Budget Advisory Committee in January 2018. Budget requests should be reviewed in light of the strategic plan and President's directive priorities
JAN 22-26	Budget Advisory Committee Budget Hearings	President, VP's, and BAC	Initial presentation and discussion of budget requests.
JAN 29	Governor's Budget		Provides input into state appropriations for operating and capital, possible mandated salary increases, and informs the discussion on fee increases.
<i>February 2018</i>			
FEB 1-7, 2018	Revisions to salary and fees increases	President and BAC	Revisions to fee and salary increases in the original Budget Call may be needed following the Governor's budget proposal.
FEB 8, 2018	Salary and fee information prepared for ETSUBT Finance and Administration Subcommittee	Business and Finance Budget Office	Materials are prepared for the Subcommittee meeting and distributed in advance.
FEB 23, 2018	Presentation on salary and fee increases necessary to support budget	ETSUBT Finance and Administration Committee	Initial presentation of compensation plan, proposed salary and fee increases. This discussion takes place prior to presentation of the budget.
<i>March 2018</i>			
MAR 15, 2018	Budget materials for ETSUBT Finance and Administration Committee meeting	Business and Finance Budget Office	Materials are prepared for the Committee meeting and distributed in advance.
MAR 30, 2018	Committee approval of salary and fee increases. Initial presentation of operating budgets for all units.	ETSUBT Finance and Administration Committee	Initial presentation of budget which is based on anticipated state appropriations and proposed fee and salary increases.
<i>April 2018</i>			
APR 13, 2018	Budget materials and 3/30 Committee minutes with salary and fee approval for April 27 ETSUBT meeting.	Business and Finance Budget Office	Materials are prepared for the Board meeting and distributed in advance.
APR 27, 2018	Approval of budgets for all appropriation units	ETSUBT Finance and Administration Committee	Final review and approval of budgets prior to Board of Trustees meeting.

When	What	Who	Why
APR 27, 2018	Approval of any changes in compensation plan for 2018-19.	Board of Trustees	BOT approved 2017-18 compensation plan in accordance with Board By-laws. Any changes to the compensation plan require approval by the Executive Committee of the Board. The goal of the budget planning cycle is to tie strategic planning with operating and capital budgets. Any changes to the compensation plan are required to be approved by the ETSUBT prior to implementation. If no changes are made, the proposed salary increases are included in the discussion on the operating budgets.
APR 27, 2018	Approval of compensation increases for 2018-19.	Board of Trustees	Proposed salary increases are approved by the Board in compliance with ETSUBT By-Laws. The salary increases are one part of the discussion on the operating budgets.
APR 27, 2018	Approval of fees for 2018-19	Board of Trustees	The Board is responsible for approval of all fees for the institution. Fees must be approved prior to approval of the budget. Student tuition and fee revenue are considered in coordination with THEC recommendations for binding tuition limits and the Governor's proposed state appropriations for the university.
APR 27, 2018	Approval of proposed operating budget for 2018-19	Board of Trustees	The Board is charged with approval of the operating budgets for the university. These budgets are submitted in May to TBR for compliance with debt service coverage.