

**Plan/Budget Development Calendar – FY2025
Administrative Units**

November 2, 2023	Thursday	Initial Planning and Budget Development Committee (PBDC) meeting
November 10, 2023	Friday	Information on FY2025 planning/budgeting process is distributed to all unit heads, which includes the President's memo outlining planning priorities for FY2025.
November 16, 2023	Thursday	UHS Board of Regents meeting
December 7, 2023	Thursday	Look-Back Exercise: The Vice Presidents will report on their division's use of additional funds – Operating, Reallocations, and HEAF – allocated for FY2023 (last completed fiscal year).
December 8, 2023	Friday	Unit heads submit a draft of their FY2025 plan to their respective VP.
December 11, 2023 December 22, 2023	Monday Friday	Period of review for the VPs to meet individually with Administrative unit heads.
January 8, 2024	Monday	VPs send out consolidated draft of FY2025 division plans to the Administrative unit heads/direct reports for final review.
February 2, 2024	Friday	HR, AUR, AF, EM and SSSL submits final FY2025 division plans to the PBDC.
February 8, 2024	Thursday	HR, AUR, AF, EM and SSSL presents their high priority FY2025 initiatives to the PBDC.
February 9, 2024	Friday	AA submits final FY2025 division plan to the PBDC.
February 15, 2024	Thursday	AA presents high priority FY2025 initiatives to the PBDC.
February 22, 2024	Thursday	UHS Board of Regents meeting
February 29, 2024	Thursday	PBDC deliberates and determines final rankings of all initiatives presented by the respective vice presidents
March 1, 2024	Friday	PBDC submits its ranked recommendations to the President.
March 11, 2024 March 16, 2024	Monday Friday	Spring Break Week
April 8, 2024	Monday	(Est.) Final Campus Plans & Budgets due to UHS for assembly and consolidation.
April 25, 2024	Thursday	(Est.) Agenda deadline for items going to the UHS Board of Regents meeting, to include the UHS Plan & Budget.
May 16, 2024	Thursday	UHS Plan and Budget is considered by the UHS Board of Regents.