




# Illinois Board of Higher Education

Carrie J. Hightman, Chairwoman • Judy Erwin, Executive Director

## MEMORANDUM

**TO:** Wayne Watson  
William Perry  
Elaine Maimon  
Al Bowman  
Sharon Hahs  
John Peters  
Al Goldfarb

Glenn Poshard  
Joseph White  
Geoff Obrzut  
Andy Davis  
Glenn "Max" McGee  
Tom Morelock  
Judith Parker

**FROM:** Judy Erwin 

**DATE:** July 10, 2009

**RE:** Fiscal Year 2011 Budget Development

---

Attached please find materials outlining the Illinois Board of Higher Education's current schedule for fiscal year 2011 budget development and related materials.

Please contact Mike Baumgartner at 217/557-7353 if you have any questions regarding these materials.

Attachments

## ILLINOIS BOARD OF HIGHER EDUCATION

### Fiscal Year 2011 Budget Development Schedule Summary

#### 2009

July 10	Distribute budget development schedules and accompanying memos
July 31	Distribute historical RAMP schedules Distribute operating and capital budget request materials Distribute technical questions
September 28	Historical RAMP submissions due back to BHE
October	Begin budget overview meetings
October 1	IMSA operating and capital requests due back to BHE
October 15	All other operating and capital requests due back to BHE Technical question responses due back to BHE
October 28	Annual Revenue and Expenditure Report due to Governor and General Assembly
November 15	Annual Sick/Vacation Leave Status Report due to Governor, Commission on Government Forecasting/Accountability, and SURS

#### 2010

January	Discussion budget meetings
February	BHE to consider staff budget recommendations

# ILLINOIS BOARD OF HIGHER EDUCATION

## Fiscal Year 2011 Budget Development Schedule

### July 31, 2009

The IBHE will distribute submission guidelines and instructions for **historical RAMP, technical questions, the fiscal year 2011 operating and capital budget request tables, and program priority request (PPR) forms.**

### September 28, 2009

**RAMP – Historical Years.** Illinois public universities should submit historical revenues, expenditures, and staffing levels by September 28<sup>th</sup>. This submission forms the basis of the required report to the Governor and General Assembly on public university revenues and expenditures from the previous fiscal year that is due by October 28th (Public Act 93-0228).

### October – November 2009

**Budget Overview Meetings.** Following discussions with members of the Board of Higher Education to establish their initial budget priorities and themes to be emphasized in fiscal year 2011, members and staff of the Board of Higher Education will meet with institutional and agency leaders and constituents throughout the budget development process to build consensus on statewide and campus budget priorities and related strategic issues.

### October 1, 2009

IMSA operating and capital budget requests are due to the Board of Higher Education by October 1<sup>st</sup>.

### October 15, 2009

**Operating and Capital Budget Requests.** All other higher education institutions and agencies should submit their fiscal year 2011 operating and capital budget requests to the Board of Higher Education by October 15<sup>th</sup>. These requests should be the official requests approved by the institutions' Boards of Trustees (BOT). Operating and capital budget submissions will follow the same formats used in fiscal year 2010. If your BOT will formally approve the budget requests before October 31<sup>st</sup>, you should wait until BOT approval before forwarding the request to the Board of Higher Education. If approval will take place after October 31<sup>st</sup>, please submit, by October 15<sup>th</sup>, the request that will be acted on by the BOT and forward notification to Board of Higher Education staff once the BOT has officially adopted the budget.

**Technical Questions.** Board of Higher Education staff will submit technical questions to institutions in July based on historical data needs (e.g., salary increase and accumulated sick leave and vacation data), budget requests, and any emerging budget issues. Responses should be returned to BHE by October 15<sup>th</sup>.

### January 2010\*

**Discussion Budget Meetings.** Board staff will meet with higher education institutions and agencies requesting an opportunity to discuss the programmatic priorities and decision rules reflected in the fiscal year 2011 discussion budget. These meetings may be held in the Board of Higher Education's offices in Springfield or by teleconference.

### February 2010\*

**BHE Recommendations.** The Board of Higher Education will consider staff budget recommendations at its February 2010 meeting.

*\* Tentative dates, subject to change.*