

# July 2016

## SIU Senior Vice President for Financial Affairs

| Mon  | Tue | Wed | Thu   | Fri  |
|--|-----|-----|---|--|
|  |     |     |   | 1<br>Board Mailing                             |
| 4<br><i>Fourth of July<br/>Holiday</i><br><br><small>Happy 4th of July!</small> | 5   | 6   | 7   | 8  |
| 11   | 12  | 13  | 14<br><b>Board of Trustee<br/>meeting at SOM</b><br>•3rd Qtr. Investment Report | 15<br><b>Travel Designation<br/>Report due</b> |
| 18<br>FY 18 RAMP<br>request Operating/<br>Capital (Cost Inc)   | 19  | 20  | 21  | 22<br><b>MS Real Property<br/>Report due</b>   |
| 25<br>FY 17 Budget<br>Documents to<br>VPFAAT   | 26  | 27  | 28  | 29   |

# August 2016

## SIU Senior Vice President for Financial Affairs

| Mon   | Tue  | Wed | Thu | Fri  |
|---|--|-----|-----|--|
| 1<br>Salary Inc. Guidelines by Campus due to VPFAAT<br><i>IBHE distributes historical RAMP, Operating/Capital Budget request and TQ</i> | 2<br>RAMP FY 18 due to VPFAAT (Performance and Capital Priority) | 3   | 4   | 5  |
| 8<br>Board Agenda Item Deadline   | 9  | 10  | 11  | 12   |
| 15<br><i>COP Holder Payments due</i>  | 16   | 17  | 18  | 19<br>Prelim FY 16 Financial Statements due to VPFAA fro Dec BOT |
| 22  | 23   | 24  | 25  | 26<br>Board Mailing  |
| 29  | 30   | 31  |     |  |

# September 2016

## SIU Senior Vice President for Financial Affairs

| Mon  | Tue | Wed                                    | Thu   | Fri   |
|--|-----|--|---|---|
|  |     |  | 1   | 2   |
| 5<br><i>Labor Day Holiday</i><br> | 6   | 7                                      | 8 <b>BOT at SIUE</b><br><ul style="list-style-type: none"> <li>• FY 18 RAMP</li> <li>• FY 17 Operating/Capital Budget</li> <li>• FY 16 4th Qtr. Investment</li> <li>• FY 17 Salary Inc</li> </ul> | 9 <b>Tuition Waiver (tables 4&amp;5) due to IBHE</b><br>President sends out Salary Guidelines |
| 12   | 13  | 14<br>Determine tuition level for RAMP | 15  | 16<br>Historical RAMP from campuses due to VPFAAT   |
| 19   | 20  | 21                                     | 22  | 23<br><b>CMS payment</b><br><b>Historical RAMP due to IBHE</b>                                |
| 26   | 27  | 28                                     | 29  | 30  |

# October 2016

## SIU Senior Vice President for Financial Affairs

| Mon  | Tue | Wed  | Thu  | Fri  |
|--|-----|--|--|--|
| 3<br>Bondholder Payment due  | 4   | 5<br>FY 16 Year-end report due to Dr. Stucky | 6  | 7  |
| 10<br>                    | 11  | 12   | 13<br>RAMP Operating/<br>Capital documents and<br>TQ due to IBHE | 14<br>FY 17 1st qtr. Report due from campuses to Tami Carson |
| 17   | 18  | 19   | 20   | 21   |
| 24<br>Salary Report Due<br>FY 17 1st qtr. Grants &<br>Contracts report due from<br>campuses to Tami Carson | 25  | 26   | 27   | 28   |
| 31   |     |  |  |  |



# November 2016

## SIU Senior Vice President for Financial Affairs

| Mon  | Tue                 | Wed   | Thu  | Fri   |
|--|---------------------|---|--|---|
|  | 1                   | 2   | 3  | 4<br>FY 17 1st qtr. Report<br>due to Dr. Stucky   |
| 7<br>Board Agenda Item<br>Deadline                                       | 8                   | 9   | 10   | 11<br><i>Veteran's Day Holiday</i><br> |
| 14   | 15                  | 16  | 17   | 18  |
| 21<br>Info for Bureau of the<br>Budget "IL Budget<br>Book" due to VPFAAT | 22<br>Board Mailing | 23<br>GOMB FY 18 on-line<br>budget submission | 24<br><i>Thanksgiving<br/>Holiday</i><br> | 25<br><i>Thanksgiving Holiday</i>   |
| 28   | 29                  | 30  |  |   |

# December 2016

## SIU Senior Vice President for Financial Affairs

| Mon   | Tue  | Wed                                 | Thu   | Fri                                  |
|---|--|-------------------------------------|---|--------------------------------------|
|   |  |                                     | 1   | 2                                    |
| 5   | 6  | 7                                   | <b>8 BOT at SIUC</b><br>• Year-end financial report<br>• FY 17 1st qtr. investment report | 9                                    |
| 12<br>Proposals on tuition and fees due to Pres/VPFAAT  | 13<br>Performance report due to VP Academic Affairs<br>Course Specific Fee and Tuition Waiver reports due to the Board | 14                                  | 15<br><b>CMS Payment</b>  | 16<br><b>Agency Workforce Report</b> |
| 19  | 20   | 21                                  | 22  | 23                                   |
| 26<br><i>Christmas Holiday</i><br> | 27<br><i>Christmas Holiday</i><br>  | 28<br><i>Administrative Closure</i> | 29<br><i>Administrative Closure</i>   | 30<br><i>Administrative Closure</i>  |


# January 2017

## SIU Senior Vice President for Financial Affairs

| Mon   | Tue   | Wed   | Thu | Fri                                |
|---|---|---|-----|------------------------------------|
| 2<br><i>New Year's Holiday</i><br>                       | 3   | 4   | 5   | 6                                  |
| 9<br>Prepare Appropriations<br>Hearing Factbook<br>Large student Financial aid<br>drawdown and distribution                               | 10<br>Affordability Report                        | 11  | 12  | 13<br>Travel Designation<br>report |
| 16<br><i>Dr. Martin Luther King<br/>Jr. Holiday</i><br> | 17<br>CUPA Salary Admin &<br>Mid-level Survey due | 18  | 19  | 20                                 |
| 23  | 24  | 25<br>FY 17 Mid-year budget<br>report due from cam-<br>puses to Tami Carson | 26  | 27                                 |
| 30<br>FY 17 Mid-year Grants &<br>Contracts report due from<br>campuses to Tami Carson   | 31  |   |     |                                    |

# February 2017

## SIU Senior Vice President for Financial Affairs

| Mon   | Tue | Wed  | Thu | Fri   |
|---|-----|--|-----|---|
|   |     | 1<br>ISL forms and<br>Narratives from campus-<br>es due to VPFAA | 2   | 3<br>FY 16 Mid-year Re-<br>port due to Dr. Stucky |
| 6<br>FY 18 Planning and Budget<br>Schedules mailed to<br>campuses                         | 7   | 8  | 9   | 10  |
| 13  | 14  | 15<br>COP Holder<br>Payment due                                  | 16  | 17  |
| 20<br> | 21  | 22   | 23  | 24  |
| 27  | 28  |  |     |   |



# March 2017

## SIU Senior Vice President for Financial Affairs

| Mon | Tue | Wed   | Thu | Fri  |
|-----|-----|---|-----|--|
|     |     | 1<br>MWD report due to VP<br>Academic Affairs | 2   | 3  |
| 6   | 7   | 8   | 9   | 10<br>ISL's due to the State   |
| 13  | 14  | 15  | 16  | 17<br> |
| 20  | 21  | 22  | 23  | 24<br>CMS Payment  |
| 27  | 28  | 29  | 30  | 31   |

# April 2017

## SIU Senior Vice President for Financial Affairs

| Mon   | Tue | Wed | Thu | Fri   |
|---|-----|-----|-----|---|
| 3<br>FY 18 Budget document templates sent to campuses<br>Bondholder payments due  | 4   | 5   | 6   | 7   |
| 10  | 11  | 12  | 13  | 14  |
| 17  | 18  | 19  | 20  | 21<br> |
| 24<br>FY 17 3rd qtr. Grants and Contracts report due from campuses to Tami Carson | 25  | 26  | 27  | 28  |

# May 2017

## SIU Senior Vice President for Financial Affairs

| Mon   | Tue | Wed | Thu                                  | Fri                               |
|---|-----|-----|--------------------------------------|-----------------------------------|
| 1<br>FY 17 3rd Qtr. Report<br>due from campuses to<br>Tami Carson                         | 2   | 3   | 4                                    | 5<br>External Audit Report<br>due |
| 8<br>FY 17 3rd Qtr. re-<br>port due to Dr.  | 9   | 10  | 11                                   | 12                                |
| 15  | 16  | 17  | 18<br>OAG Prelim Audit<br>Survey Due | 19                                |
| 22  | 23  | 24  | 25                                   | 26                                |
| 29<br> | 30  | 31  |                                      |                                   |

# June 2017

## SIU Senior Vice President for Financial Affairs

| Mon | Tue | Wed  | Thu               | Fri   |
|-----|-----|--|-------------------|---|
|     |     |  | 1                 | 2   |
| 5   | 6   | 7  | 8                 | 9   |
| 12  | 13  | 14  | 15<br>CMS payment | 16  |
| 19  | 20  | 21   | 22                | 23<br>Public Act Salary<br>Benefits report due to<br>IBHE |
| 26  | 27  | 28   | 29                | 30  |