

July 2009

Southern Illinois University
Vice President for Financial Affairs

Mon	Tue	Wed	Thu	Fri
		1	2 Mailing Date for BOT Agenda Matters for July meeting	3
6	7	8	9	10 Salary Report Due
13	14	15 Travel Designation Report due to the Secretary of State	16 BOT, Finance, A&D Meeting at SOM	17
20	21	22 External Audit Survey due	23	24
27	28	29	30	31 IBHE to distribute historical RAMP, Operating and Capital Budget Request and Technical questions



August 2009

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Vice President for Financial Affairs

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13 COP Holder Payments Due	14
17 RAMP FY11 due to VP FAAT Deadline date for proposed BOT agenda items for Sept meeting	18	19	20	21
24	25	26	27 Mailing Date for BOT Agenda Matters for Sept meeting	28 Preliminary FY 09 financial statements due to VPFAA for Dec. BOT meeting
31				

September 2009

Southern Illinois University
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Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7 	8	9	10 BOT, Finance, A&D Meeting at SIUE <ul style="list-style-type: none"> • FY 11 RAMP (Planning, Operating & Capital) • FY 10 Operating & Capital Budget • FY 09 Fourth Quarter Investment 	11
14	15	16	17	18
21	22 Historical RAMP from campuses due to VPFAA 	23 Mandatory tier 1 helpdesk training sessions	24 Registration list for ethics training period due to Ethics Officer	25
28 Historical RAMP submissions due back to IBHE	29 Ethics Training User IDs turned into U of I	30 CMS payment		

October 2009

Southern Illinois University Vice President for Financial Affairs

Mon	Tue	Wed	Thu	Fri
			1 Bondholder payment due IMS Operating and Capital requests due back to IBHE	2
5	6	7	8 Ethics training user ID list provided to campuses	9 Campuses distribute ethics training notices
12  Columbus Day	13	14 FY09 Year end report due to Dr Stucky FY10 1st qtr report due from campuses to Tami Carson	15 Operating and capital docu- ments and Technical questions due to IBHE Performance report due to Dr Sarvela	16
19	20 Ethics Training Begins	21 FY10 first quarter report due to Dr Stucky	22	23 Annual real property utilization report due to CMS
26	27 Campuses receive 1st daily ethics compliance report	28	29	30


November 2009

Southern Illinois University Vice President for Financial Affairs

Mon	Tue	Wed	Thu	Fri
2	3 	4	5	6 University deadline for ethics submission
9 Final reminder notices to employees and Chancellors for completion of ethics training	10 Deadline date for proposed BOT agenda items for Dec meeting	11 Veteran's Day--Holiday 	12	13 Draft Cost Analysis report to campuses
16	17	18 End of ethics training (ID's deactivated at 7:00pm)	19	20 Final compliance reports to Ethics Officer
23	24 Mailing Date for BOT Agenda Matters for Dec meeting	25	26 Thanksgiving Holiday 	27 Thanksgiving Holiday
30				

December 2009

Southern Illinois University Vice President for Financial Affairs

Mon	Tue	Wed	Thu	Fri
	1 CUPA Admin and Mid-level salary survey due Oklahoma Salary Study due	2	3	4 Cost Analysis Report due to Dr Stucky
7	8	9	10 BOT, Finance, A&D Meeting SIUC • Year-end and 1st quarter financial report • FY 10 First quarter investment	11 GOMB FY10 on-line budget submission Continuing Disclosure due to Tina
14 Proposals on tuition and fees due to President/VPFAA	15 Course specific fee and tuition waivers report due to the Board	16	17	18 Ethics officers submit final compliance report comments Mail State Agency Workforce report due Jan 1
21	22	23 CMS payment	24	25 Christmas Holiday 
28 Administrative Closure	29 Administrative Closure	30 Administrative Closure	31 Administrative Closure	




January 2010

Southern Illinois University Vice President for Financial Affairs

Mon	Tue	Wed	Thu	Fri
				1 New Year's Holiday 
4 MDW report due to Sarvela Information for Bureau of the Budget "Illinois Budget Book" due to VPFAA Prepare Appropriation hearing	5	6	7	8 Large student financial aid drawdown and distribution
11 FY 11 Approp bill and reapprop due to VPFAA Discussion Budget meetings with IBHE this week Bureau of the Budget "Illinois Budget Book" due	12	13	14	15 Travel Designation report due Deadline date for proposed BOT agenda items for Feb meeting
18 Dr. Martin Luther King Jr. Holiday 	19	20	21	22
25 FY 10 Mid-year budget report due from campuses to Tami Carson Statement of Economic Interests recipient list due to Mona Brown	26	27	28 Mailing Date for BOT Agenda Matters for Feb meeting	29

February 2010

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Mon	Tue	Wed	Thu	Fri
1 ISL Narratives from campuses due to VPFAA 	2	3	4	5
8 ISL forms from campuses due to VPFAA	9	10 FY 10 Mid-Year Report due to Dr Stucky	11 BOT Finance, A&D committee meetings SIUC • BOT report on IBHE FY11 Oper. & Cap Recommendations • FY10 2nd Quarter Investment Report • FY 09 MWD report	12 COP Holder Payments Due
15  President's Day  FY11 Planning and Budget Schedules mailed to campuses	16	17 ISL's due to the State	18	19
22	23	24	25	26

March 2010

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Mon	Tue	Wed	Thu	Fri
1 Year-end non-compliant report and Ethics Training Compliance Summary Deadline date for proposed BOT agenda items	2	3	4	5 Statement of Economic Interest list due to State 2nd list
8	9	10 Senate Appropriation hearing	11	12
15 Deadline date for proposed BOT agenda items for April meeting	16	17 Governor's Budget Recommendation 	18 VPFAA mail out Economic Interest letters	19
22 State to send Economic Interest letters to individuals	23	24	25 BOT mailing for April BOT meeting	26 Planning & Budget staff meeting—FY11 budget document
29 SIUC second mid-year budget reappraisal period	30 Final year-end Ethics report	31 CMS payment		

April 2010

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Mon	Tue	Wed	Thu	Fri
			<p>1 Final Status of Non-compliant Employee Report FY11 Budget document templates sent to campuses Bondholder payments due</p>	2
5	6	7	<p>8 BOT Finance, A&D committee meetings SIUE</p> <ul style="list-style-type: none"> • FY11 Mid-year Budget Report • FY11 Operating and Capital Budget guidelines • Four-year Tuition, Fees and Room and Board recommendation 	9 Statement of Economic Interests forms due to Mona Brown VPFAA
12	13	14	15	16
19 Deadline date for proposed BOT agenda items for May meeting	20	21	22 House Approp Hearing	23
27 FY10 3rd Quarter report due from campuses to Tami Carson	28	29 BOT mailing for May BOT meeting	30	

May 2010

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Mon	Tue	Wed	Thu	Fri
3 Statement of Economic Interests forms due to State Planning and Budget schedules from campuses due to VPFAA	4	5	6	7 President sends out salary increase guidelines
10 FY10 3rd Quarter report due to Dr Stucky	11	12	13 BOT Finance, A&D committee meetings SIUC • Four-year Tuition, Fees and Room and Board	14
17 Final review FY11 Operating and Budget document	18	19	20	21 FY11 Operating Budget mailing
24 Memorial Day 	25	26 Deadline for FY12 Operating and Capital RAMP guidelines for salary increases, utility and library cost increases due to VPFAA	27	28
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June 2010

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Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10 BOT Finance, A&D committee meetings SIUE <ul style="list-style-type: none"> • FY10 Salary increase matter • FY12 RAMP guidelines • FY10 3rd Quarter Budget report • FY11 Temporary Operating Budget (if needed) 	11
14 FY 12 RAMP Proforma tables from campuses due to VPFAA Deadline date for proposed BOT agenda items for July meeting	15 CMS payment	16	17	18
21	22	23	24 BOT mailing for July BOT meeting	25
28	29	30		