



2022-23 Strategic Resource Planning Process (SRPP) Timeline

#	Start Date	End Date	Category	Activity	Responsible Parties	Notes
<b>Phase 1: Information Collection</b> <b>Guidance to help Buffalo State units complete their workbooks</b>						
1.	09/09/2021	09/09/2021	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
2.	10/01/2021	10/15/2021	SUNY	Revenue target update submitted to SUNY (first reprojection)	Financial Management	
3.	10/07/2021	10/07/2021	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
4.	10/08/2021	10/08/2021	Information and guidance	VPFM provides comprehensive report on status of the budget and the Strategic Response Planning Process (SRPP) to the College Senate.	VPFM	
5.	10/08/2021	11/30/2021	Tuition and fees	Student Affairs and fee custodians conduct check-in sessions for students, provide input into current and broad-based fees programming.	Student Affairs Unit Fee Custodians Finance and Management	
6.	10/15/2021	10/15/2021	Reporting	Budget quarterly reports are available for review: <ul style="list-style-type: none"> <li>• State</li> <li>• Research Foundation</li> <li>• Buffalo State College Foundation</li> <li>• Utilities</li> </ul>	Financial Management	
7.	10/15/2021	10/31/2021	Information and guidance	President disseminates guidance on SRPP guiding principles and process.	President, VPFM	
8.	10/28/2021	10/28/2021	Information and guidance	VPFM hosts Bengal Business Forum, an open campus forum for in-depth discussion of administrative, operations and financial matters.	VPFM	



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9.	11/01/21	11/15/21	Information and guidance	VPFM (divisions) and Provost (schools) send the 2020-21 SRPP workbooks to units.	VPFM, Provost, Financial Management	
10.	11/15/2021	11/30/2021	Information and guidance	Provost, Vice Presidents and Deans launch division and school unit resource planning process to inform their Division and School Strategic Resource Planning workbook submissions that are due on 01/17/2022.	President Provost/Vice Presidents Deans	
11.	11/01/2021	11/30/2021	Information and guidance	Fall enrollment planning meetings	Provost Interim Vice President for Enrollment Management Deans and Associate Deans	
12.	11/01/2021	11/30/2021	Tuition and fees	Broad based fee process launched: Request for information from fee stewards through the SRPP	Financial Management	
13.	11/11/2021	11/11/2021	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
14.	12/09/2021	12/09/2021	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
15.	02/07/2022 Approximately	02/21/2022 Approximately	Tuition and fees	College conducts student consultation sessions for broad-based fees	Student Affairs Finance and Management Unit Fee Custodians	
16.	01/13/2022	01/13/2022	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
17.	01/17/2022	01/17/2022	Reporting	SRPP division and school workbooks are due to Financial Management	Financial Management	
18.	01/18/2022	02/08/2022	Information and guidance	Financial Management prepares materials and analysis for college's <a href="#">Budget Committee</a> .	Financial Management Institutional Research	



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19.	02/09/2022	02/25/2022	Information and guidance	Budget Committee reviews unit SRPP materials.	President, Provost, VPFM	
20.	02/10/2022	02/10/2022	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
21.	02/11/2022	02/11/2022	Information and guidance	VP Barnum addresses the College Senate regarding (1) facilities and (2) budget status.	VPFM	
22.	02/11/2022	02/11/2022	Information and guidance	Interim VP Loreto addresses the College Senate regarding the status of enrollment.	VPEM	
23.	02/14/2022	02/14/2022	Reporting	Budget quarterly reports are available for review: <ul style="list-style-type: none"> <li>• State</li> <li>• Research Foundation</li> <li>• Buffalo State College Foundation</li> <li>• Utilities report</li> </ul>	Financial Management	
<p><b><u>Phase 2: Analysis, Discussion and Decision-Making</u></b>  <b>Developing a shared understanding of units' positions and needs to inform decision making</b></p>						
24.	02/28/2022	3/14/2022	Information and guidance	Budget Committee conducts budget planning meetings with units	President, Provost, VPFM, VPs, Deans	
25.	2/28/2022	3/31/2022	Information and guidance	Spring enrollment planning meetings	Provost Interim Vice President for Enrollment Management Deans and Associate Deans	
26.	03/01/2022 Approximately	03/01/2022 Approximately	Information and guidance	VPFM hosts Bengal Business Forum	VPFM	



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27.	03/01/2022	03/01/2022	Tuition and fees	College and service center fee (not related to broad-based fees)  Summer and fall implementation: Due to Financial Management	Financial Management	
28.	03/10/2022	03/10/2022	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
29.	03/10/2022 Approximately	03/10/2022 Approximately	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) with Budget Committee	BSAC Chair President Provost VPFM	
30.	03/14/2022	03/14/2022	Tuition and fees	Broad-based fee proposal submitted to SUNY	VPFM	
31.	03/15/2022	04/01/2022	Tuition and fees	President reviews and approves campus housing rates and dining rates	VPFM, VPSA	
32.	04/01/2022	04/01/2022	New York State	State budget is approved.	Governor, NYS Legislature	
33.	04/01/2022	04/11/2022	Information and guidance	Budget Committee makes three-year plan decisions	President, Provost, VPFM	
34.	04/07/2022	04/07/2022	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BPAC Chair	
35.	04/15/2022	04/15/2022	Reporting	Multi-Year Energy Plan committee submits 2021-22 utilities budget for President's review and approval	VPFM	
36.	04/15/2022	05/02/2022	Information and guidance	Financial Management prepares outcome letters for each unit	Financial Management	
37.	04/15/2022	04/29/2022	SUNY	Revenue target update submitted to SUNY (second reprojecton)	Financial Management	
38.	05/07/2022	05/07/2022	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
39.	05/13/2022	05/13/2022	Information and guidance	VPFM provides update to College Senate on budget and SRPP.	VPFM	



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40.	05/16/2022	05/27/2022	Information and guidance	End-of-year enrollment planning meetings	Provost  Interim Vice President for Enrollment Management  Deans and Associate Deans	
41.	05/23/2022	05/23/2022	Reporting	Budget quarterly reports are available for review: <ul style="list-style-type: none"> <li>• State</li> <li>• Research Foundation</li> <li>• Buffalo State College Foundation</li> <li>• Utilities report</li> </ul>	Financial Management	
42.	05/25/2022 Approximately	05/25/2022 Approximately	Information and guidance	VPFM hosts Bengal Business Forum	VPFM	
<p><b><u>Phase 3: Closing the SRPP</u></b>  <b>Confirming unit expectations and outcomes to finalize three-year plans</b></p>						
43.	06/01/2022	07/17/2022	SUNY	Finalize budgets by division and school for SUNY FORM1 submission.	Financial Management	
44.	07/01/2022	07/15/2022	Information and guidance	President notifies the campus about final fees, dining rates, housing rates and 2021-22 budget.	VPFM, VPSA	
45.	07/01/2022	08/15/2022	Information and guidance	SRPP assessment period	Financial Management	
46.	08/01/2022	08/01/2022	Tuition and fees	College and service center fee (not related to broad-based fees)  Winter and spring implementation: Due to Financial Management	Financial Management	



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47.	08/15/2022	08/15/2022	Reporting	Budget quarterly reports are available for review: <ul style="list-style-type: none"> <li>• State</li> <li>• Research Foundation</li> <li>• Buffalo State College Foundation</li> <li>• Utilities report</li> </ul>	Financial Management	
48.	09/09/2022 Approximately	09/09/2022 Approximately	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
49.	11/01/2022	11/15/2022	Information and guidance	Launch 2023/24 Strategic Resource Planning Process	VPFM	