



2023-24 Strategic Resource Planning Process (SRPP) Timeline

#	Start Date	End Date	Category	Activity	Responsible Parties	Notes
<b>Phase 1: Information Collection</b> Guidance to help Buffalo State units complete their workbooks						
1.	09/14/2022	09/14/2022	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
2.	10/01/2022	10/15/2022	SUNY	Revenue target update submitted to SUNY (first reprojection)	Financial Management	
3.	10/06/2022	10/06/2022	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
4.	10/14/2022	10/14/2022	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.	10/10/2022	11/30/2022	Tuition and fees	F&M schedules discussions with fee stewards to discuss 2022/23 budget adoptions and 2023-24 fee process. Student Affairs coordinates check-in sessions for students with fee custodians present to provide input into current and broad-based fees programming.	Student Affairs, Unit Fee Custodians, Finance and Management	
6.	10/14/2022	11/07/2022	Information and guidance	President disseminates guidance on SRPP guiding principles and process.	President, VPFM	
7.	10/27/2022	10/27/2022	Information and guidance	VPFM hosts Bengal Business Forum, an open campus forum for in-depth discussion of administrative, operations and financial matters.	VPFM	
8.	11/08/2022	11/30/2022	Information and guidance	VPFM sends the 2023-24 SRPP workbooks to Divisions and Provost (schools)	VPFM, Provost, Financial Management	
9.	11/15/2022	11/30/2022	Information and guidance	Provost, Vice Presidents, and Deans launch division and school unit resource planning process to inform their Division and School	President, Provost/Vice Presidents, Deans	

10/18/2022



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				Strategic Resource Planning workbook submissions that are due on 01/17/2023.		
10.	11/15/2022	11/15/2022	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	
11.	11/01/2022	11/30/2022	Information and guidance	Fall enrollment planning meetings	Provost, VP EM, Deans and Associate Deans, Director of Institutional Research	
12.	11/01/2022	11/30/2022	Tuition and fees	F&M launches broad-based fee process: Request for information from fee stewards through the SRPP	Financial Management	
13.	11/10/2022	11/10/2022	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
14.	12/08/2022	12/08/2022	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
15.	01/12/2023	01/12/2023	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
16.	01/17/2023	01/17/2023	Reporting	SRPP division and school workbooks are due to Financial Management	Financial Management	
17.	01/18/2023	02/17/2023	Information and guidance	Financial Management prepares materials and analysis for college's <a href="#">Budget Committee</a> .	Financial Management, Institutional Research	
18.	02/09/2023	02/24/2023	Information and guidance	Budget Committee reviews unit SRPP materials.	President, Provost, VP FM	



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19.	02/07/2023 Approximately	02/21/2023 Approximately	Tuition and fees	F&M coordinates financials and presentations, Student Affairs schedules student consultation sessions and distributes communications to all students for broad-based fees.	Student Affairs, Finance and Management, Unit Fee Custodians	
20.	02/09/2023	02/09/2023	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
21.	02/14/2023	02/14/2023	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	
22.	03/10/2023	03/10/2023	Information and guidance	VP Barnum addresses the College Senate regarding (1) facilities and (2) budget status.	VPFM	
23.	03/10/2023	03/10/2023	Information and guidance	VP Bowen addresses the College Senate regarding the status of enrollment.	VPEM	
<b>Phase 2: Analysis, Discussion and Decision-Making</b> <b>Developing a shared understanding of units' positions and needs to inform decision making</b>						
24.	02/28/2023	3/14/2023	Information and guidance	Budget Committee conducts budget planning meetings with units	President, Provost, VPFM, VP's, Deans, BSAC	
25.	2/28/2023	3/31/2023	Information and guidance	Spring enrollment planning meetings	Provost, VPEM, Deans and Associate Deans, Director Institutional Research	
26.	03/14/2023 Approximately	03/31/2023 Approximately	Information and guidance	VPFM hosts Bengal Business Forum	VPFM	



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27.	03/01/2023	03/01/2023	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.	03/09/2023	03/09/2023	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
29.	03/14/2023	03/14/2023	Tuition and fees	Broad-based fee proposal submitted to SUNY	VPFM	
30.	03/15/2023	04/03/2023	Tuition and fees	President reviews and approves campus housing rates and dining rates	VPFM, VPSA	
31.	04/03/2023	04/03/2023	New York State	State budget is approved.	Governor, NYS Legislature	
32.	04/13/2023	04/24/2023	Information and guidance	Budget Committee makes three-year plan decisions	President, Provost, VPFM	
33.	04/13/2023	04/13/2023	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
34.	04/1/2023	04/30/2023	Reporting	Multi-Year Energy Plan committee submits 2021-22 utilities budget for President's review and approval	VPFM	
35.	04/17/2023	05/03/2023	Information and guidance	Financial Management prepares outcome letters for each unit	Financial Management	
36.	04/17/2023	04/28/2023	SUNY	Revenue target update submitted to SUNY (second reprojection)	Financial Management	
37.	05/11/2023	05/11/2023	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
38.	05/12/2023	05/12/2023	Information and guidance	VPFM provides update to College Senate on budget and SRPP.	VPFM	
39.	05/15/2023	05/26/2023	Information and guidance	End-of-year enrollment planning meetings	Provost, VPEM, Deans and Associate Deans, Director Institutional Research	



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40.	05/15/2023	05/15/2023	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	
41.	05/15/2023 Approximately	05/31/2023 Approximately	Information and guidance	VPFM hosts Bengal Business Forum	VPFM	
<b>Phase 3: Closing the SRPP</b> <b>Confirming unit expectations and outcomes to finalize three-year plans</b>						
42.	06/01/2023	09/15/2023	SUNY	Finalize budgets by division and school for SUNY FORM1 submission.	Financial Management	
43.	06/08/2023	06/08/2023	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
44.	07/03/2023	07/14/2023	Information and guidance	President notifies the campus about final fees, dining rates, housing rates and 2022-23 budget.	VPFM, VPSA	
45.	07/13/2023	07/13/2023	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	
46.	07/03/2023	08/31/2023	Information and guidance	SRPP assessment period	Financial Management	
47.	08/01/2023	08/01/2023	Tuition and fees	College and service center fee (not related to broad-based fees)  Winter and spring implementation: Due to Financial Management	Financial Management	
48.	08/10/2023	08/10/2023	Information and guidance	Meeting of Budget and Staff Allocations Committee (BSAC) of the College Senate	BSAC Chair	



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49.	08/15/2023	08/15/2023	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	
50.	11/01/2023	11/15/2023	Information and guidance	Launch 2024-25 Strategic Resource Planning Process	VPFM	