

Capital Budget and Planning Process Calendar

FY 2025 Capital Budget

Updated: October 2, 2023

Note: All dates are subject to change.

| DATE | DESCRIPTION |
|------------------------------|--|
| June 16 -30 | CCF will meet with each contract college to establish project list for FY 2025 |
| July 18 | CCF Facilities Director Meeting |
| 3 rd week of July | College Business Officers Meeting <i>(if needed)</i> |
| 3rd week of July | CCF Steering Committee Meeting (FY 25 Projects Endorsed) |
| July 24 -28 | CCF will update Longview for Capital Budgeting with FY 25 SUCF Capital Projects |
| July 31 | Generate 3PG Templates for the Contract Colleges |
| August 7 - 18 | 3PG Meetings with each Contract College |
| August 21 -25 | Dean meetings for final endorsement of SUCF capital budget |
| September 1 | Deliver FY 2025 Project List to SUCF |
| August – October | 3PG Meetings – Endowed Colleges and Administrative Units |
| October 2 | Call for Submissions Letter |
| October 2 | Longview Capital Budget Tool Open |
| September 22 | Longview Capital Budgeting New User Training <i>(zoom)</i> |
| September 25 | Longview Capital Budgeting New User Training <i>(in person)</i> |
| September 26 | Longview Capital Budgeting Refresher Training <i>(in person)</i> |
| September 28 | Longview Capital Budgeting New User Training <i>(zoom)</i> |
| October 02 | Longview Capital Budgeting Refresher Training <i>(zoom)</i> |
| October 3-20 | Longview Capital Working Sessions with Colleges/Units <i>(On request, scheduled via Zoom)</i> |
| October 20 | Longview Capital Budget Tool Closed |
| October 23 - 27 | 1 st round review of capital submissions by DBP |
| November 1 | Initial Draft of Capital Budget due to VP Budget and Planning |
| November 3 - 5 | Round 1 - Review of Capital Budget Submission with Physical Plant Planning Group (3PG) |
| November 6 - 10 | VP Budget and Planning and VP Facilities and Campus Services review high level overview of Capital Budget with Provost and EVP/CFO |
| November 14 | CF&PC Materials Dues |
| November 16 | Round 2 – Updated Draft of Capital Budget due to VP Budget and Planning |

Draft Capital Planning Process Calendar FY 2025 Capital Budget

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| November 21 | CF&PC Meeting |
| January 8, 2024 | Longview Capital Budget Tool Open <i>(B&P level project review only with Colleges/Units)</i> |
| January 12 | Longview Capital Budget Tool Closed |
| January | 3PG Capital Updates Meeting |
| February 2 | Round 3 – Draft due to VP Budget and Planning |
| February 7 | CF&PC Materials Due |
| February 15 | CF&PC |
| March 4 | Trustee Materials Dues |
| March 13 | CF&PC Meeting |
| March 11 | Trustee Post Date |
| March 21 | Trustee Meeting |
| April 15 | Round 4 – Final Draft of Capital Budget to VP Budget and Planning |
| April 24 | CF&PC Materials Due |
| May 2 | CF&PC |
| May 8 | Trustee Materials Due |
| May 15 | Trustee Post Date |
| May 25 | Trustee Meeting |
| June 28 | FY 25 Capital Budget Report released to Campus for use starting July 1 |

*Dates are subject to change based on business process deadlines.