

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

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.