

Basic forms and instructions will be distributed to all faculty members concerned. Budget requests will be prepared by the various faculty members in concert with the Division Chair and other personnel having budgetary responsibility. The Division Chair will then prepare from these requests a divisional budget which will be submitted to the Vice President of Academic and Student Services or the appropriate Dean. Following a review by the Vice President of Academic and Student Services and the appropriate Dean a preliminary budget conference will be held with the Division Chair. The divisional budgets will be submitted to the President with appropriate recommendations by the Vice President of Academic and Student Services and the appropriate Dean.

Each request submitted from each faculty member, Division Chair, and Vice President of Academic and Student Services and the appropriate Dean shall be accompanied by a rationale support of the requests.

Following the completion of the initial tentative draft of the budget, the Board of Trustees' Finance Subcommittee will meet with the President and Executive Dean of Administrative Services for a review of the budget prior to receiving and making final adjustments and recommendations to the Board of Trustees.

Adopted:
Amended: November 1, 2022
Legal Ref:
Cross Ref: