

Budget Call

MEC Budget Call Process

- Budget Call Letter is sent to Vice Presidents, Deans, Department Chairs/Directors
- Three years of historical data, Current Year OTPS (other than personnel services) P.S. (Personnel Service) Full-time report, Submission Template and Supplemental Information.
- Completed budget requests submitted by dept. Chairs/Directors to division Vice Presidents/Deans for review and discussion.
- The approved budget request must be submitted by division Vice Presidents/Deans to the Budget Office by the May due date.
- The Budget Office will compile the operational plan for submission to the Senior Vice President of Finance for the President and cabinet approvals

MEC - Budget Call Process – continued.

- Budget review and recommendations made in consultation with the President.
- After President's approval written notification will be sent by the Budget Office to Vice Presidents, Deans Dept. Chairs/Directors, notifying them of their approved Budget allocation.
- Budget Allocations are subject to adjustment based on the College's actual operational budget allocation and projected tuition revenue collections.