

**Meeting Notes**  
**Budget Sub-Committee meeting**  
**October 27, 2008.**

Members attending: Paul Doose, La Vonne Hamilton, Lynn Bebelle, Todd Roberts,  
Pat Lewis, Dean Robertson.

1. The Budget Preparation forms were reviewed by the committee. All agreed that the forms used last year will be adequate for use this year and no changes are needed.

2. The budget preparation process was discussed and a time-line developed which is presented below:

- Nov. 5           Orientation of Academic Dept. Chairs and Classified Managers.
- Nov. 5 – 19     Academic Dept. Chairs and Classified Managers write their budget requests. (Using the Budget Preparation forms)
- Nov. 20 – 26   Academic Dept. Chairs and Classified Managers submit their budget requests to the Co-Chair of the Budget Sub-Committee (Paul Doose).  
(preferred in electronic form, by e-mail)
- Dec. 1 – 3       The Budget Sub-Committee will read the budget requests.
- Dec. 4 – 5       The Budget Sub-Committee will meet with each Department to discuss their request. (Dec. 4 from 1-4 pm; Dec. 5 from 9am – 2pm)
- Dec. 12          The Budget Sub-Committee will rank the requests. (From 9- 11:30am).
- Dec. 15 – 16    The ranking will be type.
- Dec. 17          The budget requests and rankings will be presented to Dr. Daniels.
- Dec. 17 – 30    Dr. Daniels reviews the budget requests and rankings.
- Dec. 31          Dr. Daniels releases his approved department budgets to the Academic Dept. Chairs, Classified Managers and The Budget Sub-Committee.
- Jan. 15          The approved department budgets are submitted to the campus budget preparation process. (Lynn Bebelle)