

**Budget and Facilities.** This committee is the conduit between the Faculty Senate and administration on all matters related to budget and facilities at Great Basin College. The committee provides guidance concerning college budget issues, and facility projects including plans for or problems with proposed and/or existing campus buildings, parking, and landscaping. In addition, the committee awards and distributes designated funds collected through student registration fees, allocated to the General Improvement Fee and Technology Fee – Regular. The Vice President for Business Affairs shall be an ex-officio member of this committee.

### **Budget and Facilities Committee Equipment Submission Policies and Procedures**

- 1) All equipment request forms need to be filled out by the department chair or a designee. In the case of a division, each department in the division needs to submit their own equipment request form.
- 2) All computer/software requests need to be coordinated through computer services.
- 3) All IAV/ AV requests need to be coordinated through the Office of Classroom Technology.
- 4) All equipment request forms need to be approved by the department's Vice President or Dean before submission to the Budget Committee. (This request was made by President's Council.)
- 5) The equipment requested should be listed in order of highest priority first on the equipment request form.
- 6) Each piece of equipment requested needs to be accompanied by a statement on how the equipment will support the department's strategic plan and the continuous improvement of the program.
- 7) Each piece of equipment requested needs to be accompanied by a statement on how the equipment will directly benefit the students, not the instructors either by use, access, and/or will be used in the classrooms or labs.  
See Title 4, Chapter 10, page 36 for complete guidelines for use of the General Improvement Fee and Title 4, Chapter 10, page 37 for complete guidelines for use of the Technology Fee - Regular.
- 8) The submission deadline for equipment request forms is the fourth Thursday of October of each year.
- 9) No applications will be accepted after the deadline.
- 10) Deans and Vice-presidents will have two weeks from the deadline date to review and approve the department requests.

### **Budget and Facilities Committee Equipment Allocation Policies and Procedures**

- 1) The requests will be reviewed and meetings scheduled for the committee to do an allocation list.
- 2) The committee chair will contact the department chair or Dean and invite them to attend the meeting to answer any questions or to present the reasons for their requests in person.
- 3) The final allocations will be prioritized and presented at Faculty Senate.

- 4) Once approved by Faculty Senate the Faculty Senate chair will present to President's Council.
- 5) If an equipment request is denied by the President's Council, the department will have the opportunity to submit a new request for equipment of similar value.
- 6) Departments are required to purchase the equipment which has been requested and awarded. Any savings realized over the estimated and awarded amount will remain in the equipment account and will not be used to purchase additional items by the department. Any savings will be included in the amounts designated during the following Fiscal year.
- 7) Deadline for ordering equipment will be March 31<sup>st</sup>.
- 8) All quotes for equipment awarded must be forwarded to the Vice President for Business Affairs for processing and completion of RX's, etc.

#### **Budget and Facilities Committee Building Review Policies and Procedures**

- 1) The committee will review proposed new construction and remodeling to verify that all exterior and interior designs are compatible with the present buildings.
- 2) The committee will discuss requests or problems on a case by case basis as the need arises.
- 3) The committee reserves the right to forward any issues to the President's Council if they feel it necessary.