Operating Policy and Procedure

SON OP: 10.096 Staff Council Budget Distribution

PURPOSE: This policy outlines the processes and procedures for the distribution of Staff Council funds.

REVIEW: This section of the handbook shall be reviewed by the Dean and Staff Council by September 1st on even-numbered years.

POLICY/PROCEDURE

In collaboration with the Dean, Staff Council is responsible for the dissemination of funds from the Staff Council budget as determined by the Assistant Dean of Finance each fiscal year. Staff Council funds are distributed as follows:

1. Food for meetings: 8% of budget per FY
2. Travel to/from regional campuses for Staff Council members: 5% of budget per FY
3. Staff development opportunities: 45% of budget per FY
4. Staff retreat: 10% of budget per FY
5. Promotional items: 10% of budget per FY
6. Staff appreciation events: 10% of budget per FY
7. Miscellaneous needs: 12% of budget per FY
8. Funds unused by August 1st may be used at the discretion of Staff Council

Budgets are provided by the Associate Dean of Finance for the School of Nursing and may vary from each fiscal year, September 1 – August 31.