**July-August**

*This phase of the institutional effectiveness implementation cycle includes allocating state budget funds, updating three-year equipment plans and conducting the college-wide equipment hearing.*

The fiscal year begins July 1. The month in which the college receives its budget is unpredictable because the state budget requires legislative approval and is not final until the North Carolina General Assembly adjourns. Adjournment may be as early as July or as late as October.

Equipment funds are a separate allocation in the state budget. Each division, with their planning units, is required to develop and update a three-year equipment plan to project major equipment needs and costs. Major equipment is considered to be equipment costing $1,000 or more.

When the college receives its state budget, College Council holds an equipment hearing, which is open to all employees. The executive vice president, vice presidents, deans and designated staff present their major equipment requests for the fiscal year. Individual requests for equipment are prepared and submitted on a spreadsheet and must include a full description and justification for funding, cost and priority. The deans, department chairs and other budget managers are required to prepare and prioritize their equipment requests and present to their vice president for approval before the hearing. Once this approval step is complete, each vice president submits their division's equipment requests to the vice president of business services at least a week before the hearing so all requests can be tallied. During the hearing, the priority levels approved by vice presidents are used to eliminate requests when the number of requests exceeds the budget. When there is a considerable gap between the total equipment dollars needed and the actual budget, a second hearing may be held to give the vice presidents opportunity to reconvene meetings with budget managers to decide where to cut.

Following the equipment hearing, the vice president of business services compiles a list of the equipment approved for funding and distributes to College Council. Funds are then allocated to departmental budgets for purchasing equipment.