

Stakeholder Groups

Template Key
 P - Propose
 A - Approve (moves to the next level)
 I - Provide Input
 D - Decide (final approval)--shade in box in red
 N - Notify

Board	President	Chair(s)	Applicable Dean(s)	Faculty Assembly	Select Faculty	Leadership Team	Appropriate Director(s) or Manager(s)	Staff Assembly	Student Assembly	Select Students	Supervisor(s)	Other (i.e. Legal Counsel, Third Party Contractor, etc.)	Notes
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Business Services

Disposing of a College asset (furniture, computers, equipment)		P	P	P	P	P	A	P	P			P	D - VP of Finance	Anyone can start this process as noted in P; VP of Finance is the LT member to approve the sale or disposal.
Purchasing a capital item	D	P	P	P		P	P, A	P	P			P		The Board approves all budgeted capital items, during the budget process, as noted in D. The VP of Finance approves all capital purchase orders and approves changes and capital purchases outside of what the Board approved.
Obtaining a corporate credit card		P	P	P			P, A	P				P	D - VP of Finance	Supervisor sends a request to VP of Finance for approval of employee obtaining a credit card.
Tuition Appeal			I	I			I	I				P	D - Tuition Appeals Committee	Student would submit a letter of appeal to the appeal email address for review by the Tuition Appeals Committee. Faculty/Staff are allowed to suggest this process to a student that expresses concern over tuition payments.
Investment Accounts	D	P											P - Investment Advising Firm	Investment policy and account decisions are all made by the Investment Committee of the Board of Trustees

Notes:
 *indicates as needed/applicable
 Please shade any D boxes in **red** for ease in identifying the final decision owner.