

**From:** Taveneka K. Jones  
**Sent:** Tue 5/2/2006 11:12 AM  
**To:** Sharon Crews  
**Subject:** Annual Budget Hearings

To All Faculty/Staff Members

It is now time for Annual Budget Hearings for the 2006-2007 Fiscal Year. Hearings will begin on Monday, May 8 and will continue through Wednesday, May 10. The Budget Hearings will be conducted by the Deans, Associate Deans, and Vice Presidents along with a member of the Business Office and a member for the Budget Development and Review Committee. However, the hearings are open to any faculty or staff member that would like to attend. You will find the hearing schedule attached.

In preparation for the budget hearings, all faculty and staff members should complete the attached Equipment Request Form for any special request that are being made for the new fiscal year. You must include an estimated cost for items/services being requested. Please, attach any supporting information for your request to the Equipment Request Form.

Once you have completed the Equipment Request Form, please forward them to your immediate supervisor no later than Thursday, May 4 in order for your request to be considered during the hearings.

Thank you in advance for your cooperation.

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2006-2007 BUDGET HEARING SCHEDULE

	Monday, May 8, 2006	Tuesday, May 9, 2006	Wednesday, May 10, 2006
9:00 - 10:00am	Educational/Academic Support Dr. Randy Glaze Geri Albright		Instructional/Transfer Programs Dr. Bruce Crawford Sandra Henderson Dr. Karl Pruitt Dr. Sherri Davis
10:00 - 11:00am	Instructional/Health Professions Dr. Bruce Crawford Dr. Sheila Marable Sharon Romine		Student Services Dr. Cynthia Anthony Darren Allen Cassandra Matthews- Byrd
1:00 - 2:00pm	Instructional/Business Technologies Dr. Bruce Crawford Dr. Alice Milton Judy Kehr Audrey Small Wood	Facilities Management Nick Shields Walter Williams Steve Johnson Chad Yancy	Student Life Charlsie Cook John Douglas
2:00 - 3:00pm	Instructional/Career Technical Programs Dr. Bruce Crawford Dr. Charles Murray Donald Sledge	Administrative Services Sharon Crews Vergie Spears Craig Lawrence	

If you have questions, need additional information or need to make a change to your scheduled time, please contact Katina Moore ext. 336 or 929-6336.

Blocks in yellow are hearings to be held on the BESSEMER CAMPUS

Bessemer Campus - Auditorium Ethel Hall Building  
Birmingham Campus - Catlin Auditorium Building D