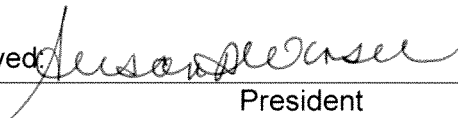
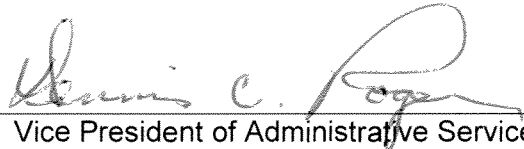


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	PLANNING AND BUDGETING PROCESS	Procedure Number:	1-3-119.1
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	1-3-119		

Approved:  President	 Vice President of Administrative Services
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Date Adopted:	07/01/2004
Date Revised:	

Planning

Strategic planning, annual planning, and assessment are integral components of the College's institutional effectiveness process. The College will adhere to the guidelines and timetables contained in the Aiken Technical College Institutional Effectiveness – Tools for Planning and Assessment, A Guide for Continuous Improvement. A copy of the Institutional Effectiveness Guide is included as Appendix (A) to the ATC Policy Manual. The Institutional Effectiveness Guide is updated on an annual basis.

Budgeting

Resource allocation is an integral component of the College's institutional effectiveness process. The College will adhere to the guidelines and timetables contained in the Aiken Technical College Budget Guide. A copy of the Budget Guide is included as Appendix (B) to the ATC Policy Manual. The Budget Guide is updated on an annual basis.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
05/12/2011		