



# St. John's College Policies and Procedures

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<b>SYSTEM: HSHS</b>	<b>MANUAL(S): HSHS St. John's College Policies</b>
<b>TITLE: Budget and Resource Allocation Policy</b>	<b>ORIGINATING DEPARTMENT: St. John's College</b>
<b>EFFECTIVE DATE: 08/01/2025</b>	<b>REVISION DATE(S):</b>
<b>SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.</b>	

## **Purpose:**

This policy defines the process by which St. John's College of Nursing identifies, prioritizes, and communicates budgetary and resource needs in alignment with its academic mission, strategic plan, and HSHS fiscal guidelines.

## **Policy:**

St. John's College of Nursing participates in the annual budgeting process coordinated by HSHS and follows all system-wide financial planning and reporting protocols. Within that framework, the College maintains an internal planning and prioritization process to ensure academic, student support, and operational needs are met.

- The Chancellor, in collaboration with the College Leadership Team (COLT), leads annual internal budget planning.
- Input is solicited from program administrators, faculty, staff, and appropriate shared governance committees (such as the Operations Committee) regarding instructional needs, technology, clinical resources, faculty development, and student services.
- Budget prioritization is aligned with strategic priorities, enrollment trends, accreditation standards, and continuous quality improvement initiatives.
- Resource allocation decisions are guided by academic necessity, fiscal responsibility, and equity across programs.
- Once the College's budget priorities are finalized, the Chancellor engages in a collaborative process with HSHS Finance to ensure budgeting priorities are communicated for review and inclusion in the HSHS financial management system in accordance with organizational deadlines and formats.
- College leadership shares responsibility for managing approved budgets and partners with the HSHS Finance Division in the tracking and documenting of expenditures in accordance with HSHS fiscal policies.
- College budget updates are provided quarterly by the College's HSHS Finance Director during scheduled College Board Meetings.