

January 22, 1999

IMPORTANT!
Deadline: February 1, 1999

MEMORANDUM

TO: Presidents

FROM: Kennon D. Briggs
Vice President for Business
and Finance

SUBJECT: Summary of College Budget Request

Enclosed for your information is a copy of the "Summary of College Budget Request." This document was approved by the State Board of Community Colleges at its January 15, 1999, meeting and will serve as a final notice for your board of trustees to officially adopt your 1998-99 Budget Resolution.

Please forward an approved copy of your Budget Resolution to my office by February 1, 1999.

KDB/jmh

Enclosure

CC99-027
Paper Copy