

FLATHEAD VALLEY COMMUNITY COLLEGE

Policy Manual

CHAPTER IV – FISCAL AFFAIRS

SECTION 80: GENERAL ADMINISTRATIVE PROCEDURES

Approved: June 25, 2001

GENERAL ADMINISTRATIVE PROCEDURES

I. GRANTS

The Board of Trustees recognizes that grants frequently become available for student financial aid, instructional, research, public service and administrative purposes. The Board of Trustees encourages the College Administration to pursue the acquisition of grant funds. All grants must be reviewed to determine consistency with the College's mission, goals and objectives and the College's readiness and capability for administering same, prior to the submission of a grant proposal or the acceptance of a grant award. There is no commitment that the College will continue a grant-funded program following the expiration date of the grant.

If matching funds are required from the College, such grants will only be accepted if funds are budgeted accordingly.

II. CONTRIBUTIONS AND GIFTS

The President or designee is authorized to accept contributions and gifts in the name of the College. Further, in the event that a College matching contribution is required, such contributions must be approved by the Board of Trustees.

No department, alumni organization, club or activity shall solicit funds or donations or engage in fund raising activities on behalf of Flathead Valley Community College without the knowledge and direction of the President or designee.

III. INSURANCE

The President or designee will periodically review the College's insurance policies to assure the extent of coverage is adequate and meets any legal requirements.