



## OFFICE OF BUDGET & FISCAL PLANNING

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Unit Directors,

In alignment with agile stewardship, each unit director's commitment to strategic budget planning is essential in supporting the long-term financial sustainability of Ramapo College. Carefully review your unit's current budget and expenditures to identify cost reductions, starting with those that would not directly impact the student experience.

Requests for increases should be limited to those that impact strategic priorities, as well as those that are contractual or mandatory, given the uncertain level of state funding we may receive next year. If a request does not meet these criteria, please look within your unit or core to shift funding rather than requesting additional funds.

The following requests are not part of the budget change process

- Staffing changes – contact POER
- Student aides – request through the Student Assistant Program process
- Capital requests – submit directly to your Vice President (more information to follow)

Please discuss the development of your unit's FY26 budget with your core Vice President and reach out to the Budget Office should you need help with this process.

### **Budget Changes**

The FY26 budget is based on the FY25 Original Budget plus any recurring budget changes allocated to a unit. Budget changes are increases or decreases to a unit's general operating budget that are either **not already included or no longer needed in the base budget**.

Any decreases will be applied to your base budget before July 1<sup>st</sup> and will not appear as a change request.

All change requests **must be approved by core Vice Presidents prior** to being entered into Adaptive. Vice Presidents will then review and prioritize all requests in their Core. Approved requests will be available in Adaptive on July 1<sup>st</sup>.

**All FY26 budget changes are due in Adaptive by Monday, March 3<sup>rd</sup>**

### **Entering Change Requests in [Adaptive Planning](#)**

A step-by-step guide is available [here](#) to assist with entering FY26 change requests in Adaptive.

Register [here](#) for either of these hands-on Adaptive training sessions:

- Wednesday, February 19<sup>th</sup> - 10:00am in ASB 219 and on WebEx
- Thursday, February 27<sup>th</sup> - 10:00am in ASB 219 and on WebEx

Should you have any questions, or need assistance with your budget or Adaptive, feel free to contact us.

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