

## Planning & Budget Advisory Committee

### *Policies and Procedures Manual*

Approved in Committee 20 September 2004

Ratified 4 October 2004

Editorial Revisions 27 April 2005

Formed in September of 1983, the Committee is an outgrowth of the Long-Range Planning & Budget Committee, a standing committee of the Faculty Council, and the Resources Committee, an ad hoc committee of the administration. It is constituted and charged according to current by-laws as follows:

#### 1. Membership and Terms

The Executive Committee shall nominate and the University Senate shall approve the membership of a Planning and Budget Advisory Committee. The Committee shall have one representative each from the Arts, the Humanities, the Natural Sciences, the Social Sciences, and Education. There shall further be two representatives of the Professional Staff. Committee members shall serve staggered three-year terms. Members of the Committee shall be appointed in the spring of the academic year. They may be renominated and re-appointed. The Executive Committee shall nominate its slate of members on the basis of their leadership experience and/or expertise in fiscal matters.

#### 2. Officers

At the Committee's first meeting after April 1, there shall be elections for a Chairperson, a Vice Chairperson, and a Secretary who shall serve until their successors are chosen. Officers may be re-elected.

#### 3. Responsibilities

The Committee shall act as an advisory committee to the President upon matters relating to the long-range plans and budget of the University. The Committee shall assist the President or his/her designees in preparing the annual University budget and shall be consulted regarding all major resource decisions. The Committee shall initiate and develop goals and long-range plans for the University, as embodied in the University Mission and Vision Statements. These shall be submitted to the University Senate for consideration. Confidential matters shall be excluded from the minutes of the Committee.

#### 4. Functions

The Committee shall monitor and make recommendations on budget decisions during the decision-making process in accordance with the calendar of the University budget processes. The Committee shall recommend changes in budget formulation and allocation procedures necessary to achieve the short- and long-term goals of the academic programs of the University. The Committee shall provide systematic thought about the evolving educational mission and educational needs of the University, and their present and future budgetary implications, as well as useful early warnings of potential problems and early information on potential opportunities. The Committee shall consult on an ad hoc basis with the Strategic Planning Committee, Enrollment Management Committee, the Office of Faculty Development, the Graduate Council, Deans, Directors and Chairs, and appropriate University Senate committees as needed to prepare for regular meetings of the Long Range Planning Subcommittee.

#### 5. Subcommittees

In order to discharge its responsibilities more effectively, the Committee may establish subcommittees by its own procedures. The responsibilities, size and composition of subcommittees are left to the discretion of the Committee, subject to review and consultation with the University Senate Governance Committee. Subcommittees shall report to the parent committee at its regular meetings. The Committee shall cause an adequate record of each subcommittee's activities to be included with the Committee's annual report to University Senate as provided in Article V, Section 1, Paragraph B.2 of the Faculty Handbook.

(Note: Sections 1-5 are incorporated in the Faculty Handbook; the following sections are internal operations of the committee subject to amendment by the committee.)

## 6. Meetings

The Committee will meet monthly on an ongoing basis; additional meetings may be scheduled by the Chairperson as needed. The Chairperson will schedule meetings with appropriate administrators during the academic year as needed, including:

- The Committee will meet twice with appropriate administrators to review and comment on Academic Affairs' plans for upcoming tenure-track faculty searches—once for immediately upcoming searches and once for early input on future searches.

- The Committee will meet twice with appropriate administrators to review and comment on the budget decisions made in the spring semester—first to review the general approach to the budget and second to review more detailed components.

- The Committee will meet twice with appropriate administrators to receive updates on the status of the budget—once in the fall and once in the spring.

In addition, the Long Range Planning Subcommittee will meet at least once a year to discuss various long-range planning issues—including overall enrollment targets, approach to new academic degrees, graduate/undergraduate issues, etc.

## 7. Planning and Budget Information

At a minimum, the following materials will be regularly provided to the Committee:

- University Budget planning materials and drafts with executive summaries (from the President);
- University Academic Master Plan planning materials and drafts (from Academic Affairs);
- Annual Reports (from Academic Affairs and Administrative Services);
- Reports by accrediting agencies and results of all programmatic and unit reviews, with executive summaries (from Academic Affairs);
- Assessment and Strategic Plans by departments, programs, and units (from Academic Affairs);
- Agendas, Minutes, and Reports (from the Strategic Planning Committee and the Enrollment Management Committee).

## 8. Officers' Responsibilities

a. The chairperson shall schedule meetings, set the agenda, chair the committee or any subcommittees, and orient new members.

b. The vice chairperson shall assume the responsibilities of the chairperson in his/her absence.

c. The secretary shall prepare the minutes and distribute them to the members and to the Executive Committee of the University Senate (8 copies) and place copies of all nonconfidential data used by the committee on file in the archives of the library.

## 9. Attendance

Members missing three consecutive meetings without excuse shall be requested to resign.

## 10. Orientation

Each new member shall be given an orientation to committee policies and procedures by the chairperson, prior to his/her first meeting.

## 11. Confidentiality

The Committee and its subcommittees shall maintain confidentiality, especially when dealing with personnel reductions, reallocation, or staffing models.

12. Committee Recommendations

The Committee shall send reports of its activities and proposals for action to the University Senate.

13. Annual Report

The Committee shall present a written annual report to the University Senate at the end of the academic year and an oral report at the end of the fall semester.

Planning & Budget Advisory Committee  
***Long Range Planning Subcommittee***

A Subcommittee called the ***Long Range Planning Subcommittee*** is hereby established in accordance with the Planning & Budget Committee Policies and Procedures, paragraph 5.

1. Membership and Terms

This subcommittee will be composed of the following: current members of the Planning and Budget Advisory Committee; the President; all Vice-Presidents; all Deans.

There is no provision for terms of office: people are members by virtue of their position on the Planning & Budget Advisory Committee or in administrative office.

All are full members and, if voting is necessary, have equal votes.

2. Responsibilities

The Subcommittee is designed to deal *exclusively with long-range planning issues* and to provide a forum for the discussion of

- the importance of these issues to SUNY Fredonia;
- the development of information on these issues, both for the Subcommittee and others in the University;
- how to plan for dealing actively with these issues.

Where important issues are already dealt with elsewhere by the administration or various Committees (e.g., ITAB, the Strategic Planning Committee, and the Enrollment Management Committee), this Subcommittee would draw upon their expertise for its discussion and not attempt to duplicate their work.

3. Meetings

The Subcommittee will meet once during the academic year; additional meetings may be scheduled by the Chairperson as needed. The meetings are a forum for information-sharing and discussion on the agenda items.

4. Officers

The Chair of the Planning & Budget Advisory Committee will schedule and preside over the Subcommittee meetings and will be responsible for setting the agenda of each meeting in consultation with the Subcommittee.