

[BY LAWS]

Charter Of The University Planning And Budget Committee

The University Planning and Budget Committee advises the CCSU President, within the context of the University's mission, through the Senate, on the long-term goals, strategic planning process and budgetary priorities of the University. It provides a forum for the discussion of planning and budgetary issues so that recommendations reflect the concerns of the entire campus community.

[Responsibilities]

The Committee will:

- recommend to the CCSU President criteria and principles which the University should consider in determining its programmatic priorities, and make specific recommendations based on current conditions and the University's mission and vision statements.
- evaluate planning and budget processes and recommend changes as needed.
- complete an annual review of divisional budgets and divisional budget proposals and make recommendations to the President.
- participate in the periodic review of the University's mission and vision statements.
- develop parameters for strategic planning initiatives, including mechanisms to solicit, review and recommend proposals.
- consult in the creation and implementation of the University's strategic planning process.
- serve as a forum for discussion and advice concerning general budget matters.
- maintain representatives on the University Facilities Planning Committee (FPC) and University Integrated Planning Council (IPC)

The Committee will report to the CCSU President through the Senate and will choose its own chairperson, vice chairperson and secretary. Members of the Committee will serve three-year terms and may serve two consecutive terms. Elected teaching and administrative faculty will be selected for staggered terms. Students, upon nomination, will be appointed annually by the CCSU President.

[Membership]

The Committee's membership will be composed as follows:

- nine members of the teaching faculty, one of whom will be part-time, with at least one representative from each school, elected by the Faculty Senate; for staggered three year terms.
- six members of the administrative faculty elected by the Faculty Senate; for staggered three year terms.

The following will be appointed annually by the CCSU President, upon nomination:

- one full time and one part time undergraduate student recommended by the Student Government Association.
- one graduate student recommended by the Graduate Student Association

The Faculty Senate ballot to elect UPBC members will contain two sections, one for AAUP faculty and one for administrative faculty, with a third section in years when the part-time AAUP faculty seat is up for election.

All members of the committee who are AAUP faculty, administrative faculty, or students, will maintain voting rights.

Ex officio non-voting members include the Provost or designee, the Chief Financial Officer or designee, and Associate Vice President for Planning and Institutional Effectiveness or designee. These *ex officio* members will provide informational and staff support to the UPBC. Other administrators may be called before the committee as matters arise.

Election of UPBC officers: Voting members of the UPBC will be responsible for selecting officers and representatives. At the conclusion of the first meeting of the Fall semester, anonymous elections will be held for officers (chairperson, vice-chairperson, and secretary) as well as two Integrated Planning Council and one Facilities Planning Committee representatives.

Meeting Times

UPBC ordinarily meets on the first and third Tuesday of the month from 1:45 - 3:00pm during the academic semesters. Additional meetings may be added to review budget requests, especially in the spring semester. Committee will function over the summer as necessary with the same membership and officers as it had the previous year.

University Integrated Planning Council (IPC) representation

AAUP (1) and SUOAF (1) representatives to the IPC will be elected by the UPBC and serve for one year from the start of the fall semester to the start of the following fall semester.

Facilities Planning Committee (FPC) representation

One representative to the FPC will be elected by the UPBC and serve for one year from the start of the fall semester to the start of the following fall semester.

[Annual Report]

The University Planning and Budget Committee will provide an annual written report to the Senate at an appropriate time near the end of each academic year. The report will contain recommended priorities and a summary of the Committee's findings, actions and recommendations for the year.

*Approved by the Faculty Senate: **submitted April 2024 for consideration***