

PROCEDURES MANUAL (APPROVED)

1. The Budget and Planning Committee shall be concerned with the overall university budget, the implementation of and changes to the budgeting model, and the impact of the university budget on academics. The committee will facilitate a two-way flow of information between faculty at the department level and the President's Budget Advisory Committee (PBAC). It shall make budgetary recommendations on behalf of faculty and as representatives of the faculty to the PBAC. Whenever possible, especially on matters of great importance, the Budget and Planning Committee's recommendation must be voted upon by the Senate. Any senator may make a motion to reject or amend a proposed recommendation by the committee. If the motion passes, the original recommendation shall be considered rejected or amended, and shall not be proposed by the Budget and Planning Committee to the PBAC. In the case where an amendment to the recommendation is approved by the Senate, the committee may propose the amended recommendation to the PBAC. The Budget and Planning Committee shall perform other duties as assigned by the Executive Committee.
2. Responsibilities of the BPC
 - 2.1 Make budgetary recommendations on behalf of the faculty.
 - 2.2 Submit recommendations to the Senate on important budgetary matters.
 - 2.3 Operate on the charges presented by the Faculty Senate Executive Committee.
 - 2.4 The faculty representatives for the President's Budget Advisory Committee will be selected from the members of the Budget & Planning Committee. The members of the President's Budget Advisory Committee are nominated by the BPC and ratified by the Faculty Senate.
 - 2.5 Initiate additional charges as determined by committee members.
3. Election of Chair
 - 3.1 Nomination process: At the second regular meeting in the Spring Quarter of the BPC, the previous committee chair or designee will accept nominations for committee chair from members.
 - 3.2 Election process: If there is more than one nominee, voting will be held by secret written ballot; otherwise by voice vote.
 - 3.3 If there is a tie vote, then both parties shall co-chair.
4. Responsibilities of the Chair
 - 4.1 Determining meeting days and times.
 - 4.2 Presiding over meetings.
 - 4.3 Setting the agenda.
 - 4.4 Managing committee workload.
 - 4.5 Reviewing draft minutes submitted revising as necessary.
 - 4.5 Ensuring that the committee meeting minutes are forwarded to the Faculty Senate office.
 - 4.6 Reporting on the work of the committee to the Senate and reporting the Faculty Senate work to the BPC.

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- 4.7 Presenting motions to the Faculty Senate Executive Committee for senate consideration.
 - 4.9 Presenting recommendations to the University Budget and Finance Committee for consideration.
 - 4.8 Working in collaboration with other senate and University committee chairs (as needed).
 - 4.9 Preparing the presenting committee's annual report to the Faculty Senate Executive Committee.
 - 4.10 Fulfilling the committee responsibilities as outlined in Section 2.
5. Responsibilities of the Committee Administrative Assistant
- 5.1 Prepare meeting minutes which should include: date and time of meeting; names of attending and absent committee members; and motions to be presented to the faculty senate (precisely worded).
 - 5.2 Forward approved motions to the University Budget and Finance Committee or the Faculty Senate as appropriate.
 - 5.3 Forward approved minutes to the faculty senate office.
 - 5.4 Arrange location of meetings and equipment needed for telephone connections or presentations.
6. Responsibilities of Committee Members
- 6.1 Attend committee meetings.
 - 6.2 Actively participate in fulfilling the duties of the committee as outlined in Section 2.
 - 6.3 Participate in subcommittees as needed.
 - 6.4 Report to faculty in your college and on campus on budgetary matters and bring questions or concerns related to budgetary matters to this committee for discussion.
 - 6.5 Recommend faculty from your college when vacancies may arise.