

PHOENIX COLLEGE

Budget Review Committee Charter

2014-2015

Approved by the Budget Review Committee

10/22/2014

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Committee Charge

The BRC will ensure alignment with college priorities within the constraint of a balanced budget. This includes the following:

Review the allocation of resources to college and department budgets.

Recommend changes to existing resource allocations.

Recommend the allocation of new budget resources, as needed.

Solicit input from the college regarding budget allocations and cost savings initiatives.

Inform the college on budget related issues.

Develop and submit an annual report on committee accomplishments.

Committee Scope

The BRC will collect data; discuss how resources should be allocated, and make recommendations to PCLC and PET regarding budget related issues. The BRC will discuss and implement strategies to improve the transparency of resource allocations and budget processes and inform the College on these topics. The BRC will achieve its scope by:

Reviewing the budget allocations including the budget impact of new and existing initiatives and making recommendations to PCLC and PET on how to proceed.

Determining how to allocate capital awards (competitive campus-wide application; commit funding to under-funded support areas, etc.) and making recommendations to PCLC and PET in regards to capital funds.

Reviewing recommendations from the College community at large in regards to potential cost saving measures and making recommendations to PCLC and PET regarding cost saving measures.

Reviewing department requests to change budget funding levels and making recommendations to PCLC and PET regarding changes to departmental budgets.

Providing resources (including but not limited to: documents, web pages, survey results, and forums) to the College to improve general budget knowledge and transparency of resource allocations.

Expected Outcomes

The BRC will ensure alignment with college priorities within the constraint of a balanced budget. The BRC will provide recommendations to PCLC and PET regarding, but not limited to:

The prioritization of financial resources for new, existing, and ongoing college initiatives. Representative (but not all-inclusive) initiatives may include: the prioritization of capital awards, enrollment growth funds, cost savings, new revenues, etc.

The review, and if necessary, adjustment of funding levels to department budgets based on the BRC's Budget Allocation Model.

In addition, the BRC will offer at least one budget forum each fiscal year.

Committee Membership

Members are appointed for a two year term. A member begins their term in the fall semester. Renewable terms are allowed.

Faculty representatives are appointed by the Faculty Senate President and the Vice President of Academic Affairs. This includes any renewable terms.

Seats will be filled using a staggered approach to ensure continuity, so no more than one half of the members are reseated each academic year.

If a member, leaves the committee prior to the completion of a term, the replacement shall serve for the remainder of that term. The replacement does not begin a new (two-year) term.

Committee Chair(s)

The Chair of the BRC will be a residential faculty member chosen by the Faculty Senate President and the Vice President of Academic Affairs via an application/interview process. Interested faculty members will be asked to submit a statement of interest, vision, and qualifications for the position.

If the BRC is to be structured with co-chairs, the co-chair will be a manager from Administrative Services chosen by the College President.

Chair(s) shall be appointed for a two-year term and may submit their candidacy for subsequent terms.

Representative Members (voting)

Chair(s), non-voting (except to break a tie)

Faculty (9 total):

(2) Faculty from each Senate Zone - must include at least (1) occupational faculty, (1) academic faculty, (1) service faculty, and (1) department chair

(1) Faculty Senate President or designee

Non-Faculty (up to 5 total):

(1) PC Crafts/M&O President or designee

(1) PC MAT President or designee

(1) PC PSA President or designee

(1) At Large member – to provide representation from all three areas: Academic Affairs, Administrative Services and Student Affairs

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Any at large member will be selected by the appropriate Vice President.

* The second at large member will only be seated if the first at large member does not provide representation from the three areas

Resource Members (non-voting)

Resource members will be notified by the Chair(s) prior to any meetings at which they will be needed, but they are not required to attend all meetings. These members include:

Vice President, Academic Affairs and/or designee

Vice President, Administrative Services and/or designee

Vice President, Student Affairs and/or designee

Dean, Information Technology

Director, Business Services

Director, College Facilities, Planning and Development

Recording Secretary

Support Staff to Vice President of Administrative Services

Voting

Parliamentary procedures and majority rules apply for all committee actions.

Each voting member of the BRC will be allowed one vote per issue. The Chair(s) will vote only in the event of a tie, in the case of co-chairs, they will collectively have one vote.

A quorum will represent 50% of the voting members plus one member. A vote cannot occur unless a quorum is present.

Committee Meetings

Meetings are scheduled twice monthly during the fall and spring semesters. Meetings can be added or cancelled at the discretion of the committee and/or chair(s).

Submissions and Deadlines

All requirements outlined in BRC processes open to the College community must be followed.

Any submission that does not meet all of said requirements will not be considered.

Late submissions will not be considered.

Note: The committee charter will be reviewed every year.