

EASTERN MICHIGAN UNIVERSITY

Business and Finance Division University Budget Council Charter

I. Introduction

Understanding interrelationships, dynamics and dependencies among the various university units is critical to the successful development of the University budget and management of the university's resources. Work of the University Budget Council will provide for improved planning and managing of limited resources, greater transparency in the budgeting process, and heightened ownership for decisions made by the administration and Board of Regents.

II. Purpose of the University Budget Council (UBC)

Through a thorough understanding of the budget and of historic budgetary information, the University Budget Council (UBC) provides guidance and recommendations to the Board of Regents (BOR) and the University President on the University budget processes, procedures, priorities, and goals. The University Budget Council is charged with:

- a) Identifying and promoting a set of enduring principles and values that guide budgetary processes and decisions.
- b) Incorporating strategic planning priorities in context with the budget process.
- c) Assisting in the development of a balanced budget based on careful analysis of program, enrollment, market, compensation, and other relevant trends and that is consistent with long-range financial projections.
- d) Making macro-level budget recommendations based on information provided by the Budget Office and other sources.
- e) Recommending processes to be followed by the areas responsible for budget development.
- f) Providing channels for communication about budgetary issues and procedures within the university community.

III. Membership

The University Budget Council (UBC) membership has been established to include representatives of divisions, colleges, and various constituent stakeholder groups; to enhance University-wide understanding of the budgetary process; to promote ownership for the principles which govern the university's use of its resources; and to promote the well being and long-term success of the University. Voting membership is comprised of twenty-seven faculty, staff, administrators, and students who serve two-year terms. Additional non-voting members may be added when needs arise to assist with University Budget Council work. Members will be selected by their own constituent groups following appropriate procedures for each of those bodies. The University Chief Financial Officer shall be an ex-officio non-voting member of the UBC and shall serve as Chair in the absence of the elected UBC Chair or Co-chairs.

Because of the importance of the tasks addressed by the University Budget Council, members must be able to attend regularly and provide information to their constituent groups. Each member on the UBC shall have an alternate representative, selected from the same unit by an appropriate process. The alternate shall serve with a vote at any meetings that the regular member needs to miss. The Chair or Co-chairs shall be kept informed of the names of alternates.

Membership will reflect the following:

- a) 3 representatives appointed by Student Government.
- b) 9 faculty representatives appointed by the Faculty Senate for a total faculty representation of one third of the membership
- c) 6 administrative representatives from the colleges appointed by the Provost (a representative from each college and 2 from CAS based on size)

EASTERN MICHIGAN UNIVERSITY

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- d) 2 administrative representatives appointed by the Provost from the Division of Academic and Student Affairs
- e) 1 representative appointed by the All-Union Council
- f) 6 representatives from remaining divisions and key units (1 each from the Business and Finance division, Communications, Enrollment Management, Athletics, Physical Plant, and Information Technology)

IV. University Budget Council Meetings

The University Budget Council will meet regularly during the academic year at dates, times, and locations acceptable to the group. Input for agenda items will be provided in advance of council meetings by UBC subcommittees, the Faculty Senate Budget and Resource Committee (FSBRC) and others as appropriate.

V. Role of University Budget Council Chair

The Chair or Co-Chairs of the UBC will be elected from its voting membership each fall and will be responsible for planning agendas, coordinating the work of subcommittees, and representing the UBC as required to facilitate the work of the group. The Chair or Co-Chairs will serve as a voting member(s) of the UBC.

VI. Role of University Budget Office

The University Budget Office will support the work of the University Budget Council in a variety of ways including but not limited to:

- a) Assisting with agenda-building
- b) Providing reports and materials requested by the UBC, and ensuring that the shared information includes all major revenues and expenditures.
- c) Disseminating accurate, timely budget information as requested by the Council
- d) Apprising the UBC in advance of significant budget related issues

VII. Role of Senate Budget Committee

- a) The UBC and FSBRC will function independently of each other
- b) The FSBRC will have the right to request time on the UBC agenda.
- c) To avoid overlap of efforts and to promote exchange of ideas, the FSBRC representative on UBC will serve as liaison between both committees.

VIII. Flow of information in and out of the University Budget Council

Communication with the Board of Regents and the University President will be handled by the Chair or Co-chairs in consultation with the CFO. Council members will maintain communications with their constituents. Communications with the university community will be coordinated through the Chair or Co-chairs and posted to the Budget Council website as applicable.