

JOINT PLANNING & BUDGET COMMITTEE CHARGE

The Joint Planning and Budget Committee (JPBC) is a presidential advisory committee representing the college community. It serves as the institutional oversight body to **ensure that institutional goals and unit level planning and budgeting are interlinked and informed by assessment to advance the strategic goals and priorities established in Building a Better Brockport (B3)**, the strategic plan for the College.

The Committee is charged to make recommendations to the President regarding all College planning and budgeting issues including, but not limited to, campus mission and strategic planning, enrollment management strategies (undergraduate, graduate, international), input on proposed budget reductions or the allocation of new resources, shifts in resources or responsibilities from one division or unit to another, assessment activities, and capital planning and priorities.

The Committee is responsible for assisting in the development of the biannual call from the Co-chairs for Strategic Plan updates, and the annual call for subsequent academic year plans and funding prioritization to support the Strategic Plan, reviewing those plans and assessing prior year activities.¹ Academic year plans will include: plans for new programs and staffing (faculty, professional, operational) that cannot be handled within existing budgets, budget prioritization requests to support Strategic Plan goals and initiatives (e.g. Investment Funds, Alteration Projects, Academic Equipment Replacement, new fees, etc.), and capital improvement needs.

The Committee may establish ad hoc work/study groups for discrete periods, as needed.

Committee Membership:

Co-Chairs

- Member of the Faculty² (*ex officio*); three-year term³
- Vice President for Administration and Finance (*ex officio*); indefinite term
- Faculty² Co-Chair Elect (*ex officio*); one-year term^{3, 4}

¹ Prioritization and/or decision-making authority with regard to specific aspects of these plans will remain with existing entities (e.g. faculty hiring priorities remain the singular purview of the Provost), but will be shared with the Committee for review and dialogue.

² Faculty refers to all full-time teaching faculty and librarians, including those teaching in programs reporting to the Vice Provost.

³ The Faculty Co-Chair and Faculty Co-Chair Elect, and Faculty and Professional Staff representatives will be determined by a collaborative process involving the JPBC Co-Chairs, the College Senate and President's Cabinet. On or before March 1 of each year, the JPBC Co-Chairs will transmit to the Executive Committee of the College Senate a slate of faculty and professional staff to fill positions to be vacant in the succeeding year. The slate must consist of a minimum of n+2 nominees (where n = # of available positions). In the second year of the Faculty Co-Chair's term of service, the JPBC Co-Chairs will include on the slate their proposed candidate to fill the position of Faculty Co-Chair Elect. The Executive Committee will respond to the JPBC Co-Chair's request within three weeks. The response may take the form of an endorsement of the slate, an indication that some or all candidates are not appropriate, and/or recommendation of additional faculty or professional staff warranting consideration. If the open position(s) are unable to be filled based on this response, the President of the College retains the right to fill the position(s), pending final consultation with the College Senate President and the incoming College Senate President. This process will be concluded prior to the final meeting of the College Senate for the current year.

⁴ The Faculty Co-Chair Elect serves for one year, concurrent with the Faculty Co-Chair's final year of service, and then shall succeed to the Faculty Co-Chair position for a three-year term. The Faculty Co-Chair Elect serves *ex officio*, unless they simultaneously serve in a membership role as one of the four Faculty representatives.

Membership

- President of the College (*ex officio*)
- College Senate President
- Four faculty² (each school must have at least one representative, with consideration being given to a member of the teaching faculty in programs reporting to the vice provost or a librarian to fill the fourth position); 3-year term (staggered), with the opportunity for renewal^{3, 5}
- Four professional staff³; 3-year term (staggered), with the opportunity for renewal⁵
- One Administrative Services Unit (ASU) staff (appointed by COSAC); 3-year term, with the opportunity for renewal⁵
- One Operational Services Unit (OSU) staff (appointed by Administration & Finance OSU Advisory Council); 3-year term with the opportunity for renewal⁵
- Eight administrative members: Provost and Vice President for Academic Affairs, Vice President for Enrollment Management and Student Affairs, Vice President for Advancement, Vice President for University Relations, the Dean of each school, and the Director of Assessment; indefinite term
- Three student representatives; two undergraduates and one graduate student appointed by BSG; up to 2-year term
- College Senate President-elect (*ex officio*)

Technical Consultants to the Committee⁶

- Assistant Vice President for Enrollment Management & Student Affairs – Planning, Assessment & Retention
- Assistant Vice President for Finance and Management
- Vice Provost
- Chief Diversity Officer
- Director of Institutional Research
- Director of LITS (CIO)
- Director of Physical Plant
- Director of Graduate Studies

The Committee will meet Thursdays from 8:30 – 10:30 a.m., generally following a pattern of twice a month, but the actual meeting frequency will be determined each year depending on the amount of business before the committee. Meeting agendas and minutes will be posted online. The committee will operate during the academic year (concurrent with the dates of faculty obligation).

⁵ After 6 years, a one-year break is required before reappointment.

⁶ Technical consultants to the Committee shall serve as subject matter experts (*ex officio*). Technical analysis to support the Committee will be coordinated through the Office of the AVP of Finance and Management.

Campus-Based Fee Review Committee

A sub-committee to the JPBC to be chaired by the AVP of Finance and Management and the incoming College Senate President, and consisting of appropriate staff members and student representation. The primary function of the committee will be to review annually Broad-Based Fee requests and to recommend changes in fee levels and fee policy to the JPBC.

In addition, every two years, the committee will be charged with providing the Joint Planning and Budget Committee a report:

1. Evaluating current campus fee assessment, waiver and exemption guidelines;
2. Recommending appropriate fee assessment, waiver and exemption guidelines for online courses and programs; and
3. Reviewing and recommending revisions to the Campus Policy on the Assessment of Campus-Based Fees.

Last updated 4/14/19