**University Budget Advisory Committee**

**Purpose**
The University Budget Advisory Committee

* Serves as a communication link between the university students, staff, faculty, deans, vice chancellors, and chancellor on budgetary matters;
* Provides an important review mechanism for Western Carolina University’s approach to managing resources to meet our fundamental mission and aspirations; and
* Makes recommendations to the Chancellor with respect to matters of budget and planning.

**Duties**

* Participate in the annual setting and communicating of University budget priorities;
* Review proposed plans that have an impact on the academic mission of the University, such as with state and non-state funding, tuition and fees, budgets and budget projections, and the relationship of capital planning to finance and budget matters;
* Attend University level budget hearings and all budget hearings at or above the college/division level
* Gain a comprehensive understanding of the resource issues facing the University and the context in which budgetary decisions are made;
* Advise the Chancellor and other administrative officers on the allocation of University resources, revisions of the budget, and the budget preparation process; and
* Educate the General Faculty and Staff on how the budget is allocated at WCU and provide forums as needed for issues related to this process.

**Membership *(note, need to include case of unexpected openings)***

* 2 students selected jointly by the Student Government Association and Graduate Student Association
* 5 members of the Staff, appointed annually by the Staff Senate, ensuring representation of both SPA and EPA staff and attempting to have representation from as many university divisions as possible with at least one member sitting on the Staff Senate at the time of appointment.
* 5 members of the General Faculty, elected to staggered three-year terms in the General Faculty Elections conducted by CONEC each spring[[1]](#footnote-1); Each college may have no more than one member on the University Budget Advisory Committee at the same time; All members of the General Faculty, below the level of Associate Dean, are eligible to run for membership; The runners-up in each year’s election will serve as alternates for one year, and will be used to fill vacated positions; Faculty may not serve more than two terms consecutively[[2]](#footnote-2);
* Vice Chancellor for Administration and Finance (ex-officio)
* Chief of Staff (ex-officio)

**Other Participants:**

The following individuals may be invited to participate in University Budget Advisory Committee Planning meetings as needed:

* Chancellor
* Vice Chancellor for Student Affairs
* Vice Chancellor for Academic Affairs
* Vice Chancellor for Advancement and External Affairs
* Director of Athletics
* Chief Information Officer
* Assistant Vice Chancellor of Planning and Effectiveness
* Director of Human Resources

**Chair**
The Chair will be elected from the voting membership of the committee at their first meeting of the academic year (which will be called by the Chancellor).

**Food for thought:**

Can we get a calendar together at a decent time in the fall for this group to meet with tuition and fees group; to meet with people about how local tuition will be used;

1. For the first election, 1 position will have a 1-year term; 2 positions will have a 2-year term; and 2 positions will have a 3-year term; [↑](#footnote-ref-1)
2. The 1-year term and 2-year term positions from the first election mentioned above will not considered in the “two consecutive terms” limitations (e.g. the person receiving the 1-year term may run for two additional consecutive 3-year terms). [↑](#footnote-ref-2)