



Procedures Manual

Budget Advisory Committee Procedure

Number: FIN-231

Office of Primary Responsibility: Office of VP of Financial Services – C.F.O.

Effective Date: Spring 2018

Purpose:

The Budget Advisory Committee (BAC) is an advisory body to the President on current and multi-year budget issues, funding priorities and policies having a financial impact. Committee members are appointed by the President and are expected to serve as representatives of the entire Hocking College community as they conduct committee business. They communicate to and provide feedback from the campus on matters that impact the long-term financial health of the institution. The Chair and Vice-Chairs communicate BAC recommendations to the President. Subcommittees may be created according to institutional need.

Definitions:

1. “Subcommittee” refers to group of employees brought together to work in a specific area. The goals and expected outcomes of each subcommittee will be set by the Vice President of Campus and Community Relations or their designee.

Procedures:

Campus-wide input and involvement is necessary. The agenda will be comprised of the review of institutional budget for the upcoming year.

Minutes of Budget Advisory Committee meetings will be kept by a fiscal services designee.

The Budget Advisory Committee will collaborate with the Vice President of Fiscal Services - CFO to discuss and provide insight to help the CFO best advise the President on the distribution of institutional revenues and expenditures for the upcoming fiscal year. The full responsibilities of the Budget Advisory Council are as follows:

- a) Current and multi-year budget issues;
- b) Funding priorities;
- c) Policies having a financial impact;

- d) Attend meetings faithfully in order to gain a broad-base of knowledge about college finances with which to better serve in this capacity;
- e) To provide input to the creation of the annual budget;
- f) To represent the campus to this council;
- g) To have a working knowledge of strategic plan and insure that budget, funding priority and fiscal policy recommendations are consistent with that plan;
- h) To provide recommendations regarding external fee charges and internal fee charges upon which the budget is based
- i) To hear annual budget presentations by college budget units and make recommendations regarding the approval and prioritization of additional funding requests;
- j) To be leading advocates in continuous process improvement which seeks to lower costs and enhance revenues to better serve the strategic plan;
- k) To make data-driven recommendations based on internal and external data and benchmarks;
- l) To be innovative in thinking; and
- m) To challenge conventional thought and one another in a respectful and civil manner.

Membership:

The Budget Advisory Committee is comprised of members from diverse areas of the college: faculty, staff, all bargaining units, administration, Logan educational site (where applicable), Perry Campus Site (where applicable), and student experience. The council is chaired by the Vice President of Financial Services and Chaired by the Chief of Staff. The Chair and Vice-Chair communicate the Budget Advisory Committee's recommendations. The recommendations are incorporated into the college budget in alignment with strategic priorities and available resources.

Specific Duties of the Committee:

In carrying out its responsibilities, the Committee shall:

1. Discuss and prioritize items for the upcoming budget year
2. Regularly review pertinent data and other information.
3. Monitor the College's strategies and align them with the current expenditure trends.
4. Ensure full confidentiality of all information discussed during each committee meeting.

Meetings:

The Committee shall meet no less frequently than one time each academic year, and each meeting's agenda should allow ample time for purposeful discussion and analysis.