

# Budget Task Force

## Charter

As Snow College strives to remain one of the top community colleges in America, it is imperative that the College allocate its funds in a manner to help achieve continued excellence. The purpose of creating a College Budget Task Force (BTF) is to systematize a democratic methodology for making budget recommendations to the College President and to the Board of Trustees. These recommendations should align the annual financial assets of the College with the College Strategic Plan as well as other critical needs and operations of the College.

The BTF is being implemented to:

- Create an open and transparent budget development process that seeks a broad diversity of inputs;
- Create more accountability in ensuring that judicious decisions regarding the allocation of limited funds are in alignment with the College's Strategic Plan and Strategic Enrollment Management Plan;
- Receive additional informed recommendations for the deployment of the College's limited financial resources.

This charter creates the BTF as a standing entity of the College to provide, on an on-going basis, budget recommendations to the College President and Board of Trustees, with definable outcomes, in a transparent and open process, and with representative membership.

### **Budget Task Force Charge and Empowerment**

1. Implement a clear and open budget recommendation process which includes representative engagement and regular College updates.
2. Create long-term budget (i.e. 5 year horizon) needs which align to the success measures of the Strategic Plan.
3. Clarify the various sources of funds and allowable uses of each.
4. Create parallel processes for the base budget, capital budgets, and use of one-time funds.
5. Create a process to recommend amendments to the budget as needed to reflect changing conditions on a timely basis to the President and Board of Trustees.
6. Create a model for budget and revenue management that better meets the needs of Snow College.

### **Budget Task Force Membership**

The membership of the BTF shall consist of voting members. Each constituent group is responsible to provide their voting member. The voting members are responsible to attend all meetings of the BTF or send a replacement from their constituent group. The voting member is responsible to fully inform their replacement on all issues and so that they can vote when the voting member is absent.

The voting members and rotations shall be:

- V.P. Finance & Administrative Services or designee (ongoing)
- V.P. Academic Affairs or designee (ongoing)
- V.P. Student Success or designee (ongoing)
- Staff at large (even years)
- Faculty at large (odd years)
- Dean's Representative (even years)
- Faculty Senate Representative (even years)
- Department Chair Representative – different division than Dean Representative (odd years)
- HR/Facilities Representative (even years)
- Student Success Representative (odd years)
- Student Body Advocate Representative (annually)

In order to increase participation and to build retained knowledge on the BTF, each constituent group is to select a voting member who is willing to serve as their constituent's voting member for a two fiscal year term beginning on July 1. With the exception of the ongoing members, individuals can serve up to two terms, but not more. We need members who can give a large amount of time and can be focused on budget issues. We are an institution with two campuses, so at least one representative from each campus will be on the committee.

### **Staff Support**

The BTF will receive staff support for reports, data, record keeping, information, minutes, agendas, communications, etc. from the Finance, Budget, and Institutional Research Offices.

Following each meeting, the staff will provide to the College, through an appropriate communication channel, a copy of the approved minutes as well as any reports created by the BTF.

### **Time Frame and Commitments**

The BTF will meet monthly throughout the year with additional meetings added as needed. There will be considerable time between meetings for sub-committee involvement, email responses, research, and more.

### **Final Budget Approval**

The authority to approve all College budget recommendations and the Annual College Budget remains with the College President and its Board of Trustees.