

ELPS Budget Committee

Membership

The budget committee in the Department of Educational Leadership and Policy Studies is composed of three faculty members. Each serves a three year term, with starting and ending staggered such that a new member joins the committee each year. During the member's third year, that member will serve as the chair of the committee.

Purpose

The purpose of the committee is to be of assistance to the faculty and administration regarding decisions related to the budget. The committee will assist the departmental executive officer (DEO) in developing the budget on an annual basis. This will include deciding upon existing and any needed additional categories of allocations of funds available for the following fiscal year, and the amounts allocated to each. These decisions will be finalized following proposals made to the faculty by the committee chair during faculty meetings. Given the discussions among faculty members, and any agreed upon suggestions, alternative proposals will be considered by the committee and revisions as relevant will be made by the committee. These will be presented to the faculty.

In addition, revisions to the budget during the course of the budget year will be developed, if needed, by the committee. Proposed changes will be presented to the faculty by the committee chair for their deliberations and perceptions. If the timeline for revisions is so short as to pre-empt discussion by the faculty at large, the decisions will be made by the committee and the DEO. The decision(s) will then be explained by the committee chair and forwarded to all departmental faculty members. Discussions among faculty members related to these decisions will be made a part of the agenda during the immediately following departmental meeting.

Procedures - Budget planning

The budget planning process was discussed at some length. The following procedure was approved by the committee:

- a) Budget committee will develop a proposed budget for the department (704-06-51) and for office expense (701-06-51).
- b) The proposed budget will be presented to faculty for review and feedback.
- c) Revisions or modifications will be made as necessary, and the final proposed budget will be recommended to the department executive officer(s).

d) Once the budget is approved and adopted by the Dean's office, the budget committee will monitor the budget on a quarterly basis, with reports to the faculty as needed.

Meetings of the committee

The committee meets regularly each month. The agenda during the December meeting is to develop a proposed budget for the ensuing fiscal year to be presented to the faculty for their deliberations and requests-suggestions. During the March-April meeting, the following fiscal year's budget allocations and decisions will be finalized, and the informing document prepared and distributed among faculty. The agendas for the September and December meetings include discussions about expenditures, departmental needs and priorities, and how they might interface with the budget.

There may be additional meetings called by the DEO as certain emergencies arise creating a need to examine the budget and re-allocate funds. The DEO will notify the committee chair of such circumstances; the chair will arrange a meeting of the entire committee as soon as possible.

Finally, there may be times when the DEO will need to respond so quickly to legitimate administrative demands that discussion by the committee is preempted. In such cases, the committee will be brought together as soon as possible thereafter, to be informed of the decisions and to prepare ways to inform the faculty of the decision and its effect on the remainder of the budget.

Concerns

Any concerns faculty have about budget related issues are to be presented in writing to the chair of the budget committee. The chair will then assemble the committee to deliberate and plan ways to work with the DEO in addressing the issues and concerns the faculty identified.