

**EAST TENNESSEE STATE UNIVERSITY  
BUDGET AND STRATEGIC PLANNING COMMITTEE**

***STATEMENT OF PURPOSE***

The purpose of the Budget and Strategic Planning Committee is to advise the President on the university operating budget and ensure its alignment with the strategic plan. The Committee operates as a Sub-Council of the University Council. The Committee provides the Council with the information and structure necessary to link the operating budget to the strategic plan of the university and its academic and administrative units.

***COMMITTEE CHARGE***

- Assist the President in annual unit budget hearings.
- Assist the President in implementation of the university strategic plan.
- Review and prioritize all budget requests in coordination with the strategic plan of the university and the unit.
- Review and assess the university's progress on the strategic plan and propose any necessary adjustments.
- Develop budget guidelines, timelines, and procedures for the campus.
- Report to the University Council on the implementation of the budget and progress on the strategic plan.
- Assist Campus Business Managers with coordination of unit strategic plans with operating and capital budgets.
- Receive and review comments for change to the strategic plan and budget model.

***MEMBERSHIP***

The committee shall be comprised of the following members

- President, Chair
- Chief Financial Officer, Vice-Chair
- Assistant Vice President for Budget and Financial Planning
- Associate Vice President for Institutional Research/Chief Planning Officer
- President of the Faculty Senate
- Past President of the Faculty Senate
- 1 College Business Manager from Academic Affairs appointed by the Vice President for Academic Affairs
- 1 College Business Manager from Health Affairs appointed by the Vice President for Health Affairs

## ***MEETINGS***

The committee will meet a minimum of twice per quarter.

More frequent meetings are required during the period of budget hearings in December and January.

Members are encouraged to attend all budget hearing meetings and are required to review all budget hearing materials.

The committee will hold regular meetings with the Campus Business Managers to inform members on the budget and strategic plan.

The committee will host an open forum annual to discuss the budget model and strategic plan with the campus community

## ***MEMBER DUTIES***

Review progress on the university and unit strategic goals.

Review the budget model annually.

Review and respond to university comments on the strategic plan and budget model.