

**BUDGET PRIORITIES COMMITTEE**  
**University of Colorado Denver**  
**Organization, Goals, & Procedures**  
**February, 2013**

***BPC Organization and Procedures***

BPC advocates for and gives voice to faculty on the CU Denver campus. As the primary faculty advisory body to the Chancellor and Faculty Assembly on matters associated with budget creation and implementation as they affect both instructional and administrative programs, the Budget Priorities Committee (BPC) reviews the revenues and expenditures of all CU Denver units to evaluate the integrity and implementation of CU Denver's budget process. The BPC is included in preliminary discussions and decision making processes in order to recommend to the Chancellor timely short- and long-range adjustments to the budget and budget process as needed. Whenever appropriate, BPC works in concert with Staff Council and the Student Government Association on shared issues. In addition, the BPC

- (a) is consulted in advance of budget decisions, including those regarding the budgetary implications of new programs, faculty and administrative hiring plans, new resource allocations, and strategic investments;
- (b) reviews budget, expenditure, and revenue reports from the Budget Office for the campus and its academic and administrative units at CU Denver;
- (c) makes recommendations to the Chancellor, Provost, and Vice Chancellor for Administration and Finance about strategic fund allocations and budget processes; and
- (d) encourages the establishment and active functioning of college/school/library budget committees and supports collaborative, shared governance on budgetary matters at the college/school/library levels.

Voting members of BPC shall represent the colleges, schools, and libraries as set forth in the Faculty Assembly Bylaws. BPC follows the procedural standards outlined in the Faculty Assembly Bylaws and welcomes additional non-voting members and participation by faculty from all colleges, schools, and the library. BPC shall elect a chair (or co-chairs), a vice- chair and a secretary at the end of each academic year who will serve as BPC's Executive Committee the following academic year. Members of BPC's Executive Committee may serve multiple terms if so elected by the committee in accordance with Faculty Assembly Bylaws. The chair/co-chair of BPC shall serve as a member of Faculty Assembly and its Executive Committee. The vice-chair will serve as chair in the chair/co-chair's absence and may succeed the chair as needed. The secretary will record and preserve minutes, maintain a list of members, and administer committee officer elections. Further, the committee shall nominate faculty members to the Chair of Faculty Assembly to serve on parallel system committees as appropriate; these faculty members are not necessarily BPC members, although that is preferred.

The BPC shall establish a schedule such that it meets no fewer than 8 times per academic year, with the possibility of summer sessions and special sessions as the need arises for more frequent consultation. Moreover, the BPC's Executive Committee, which consists of its three officers,

will meet with administration as needed for consultation. The Chair of BPC shall serve as the de facto Treasurer of Faculty Assembly. In addition, the BPC shall develop and maintain working relations with pertinent CU Denver committees and administrators that share its focus of attention.

The BPC shall develop and maintain internal operating procedures that govern its formal and informal conduct of committee business and shall review and update these procedures as needed. These procedures shall take into account all of the specifications in the Constitution of the University of Colorado Denver Faculty and the Bylaws of the Faculty Assembly relevant to the considerations and actions of the committee.

### ***BPC Scope and Goals***

Related to the specifications in the Bylaws of the Faculty Assembly, the BPC focuses on and advocates for issues of concern to all faculty as specified in the Constitution of the University of Colorado Denver Faculty and the Bylaws of the Faculty Assembly.

To further its goals and maximize its service to the campus, the committee shall

- Develop annual goals, review and revise past goals, and discuss, develop, and implement long-term goals; all goals should guide the BPC's purposes as specified in the Bylaws of the Faculty Assembly.
- Recommend or develop budget-related policies, programs, or activities for Faculty Assembly and administrative bodies that help create and maintain an effective academic environment for faculty and the university.
- Invite the Provost, Vice Chancellor for Administration and Finance, and members of the Budget Office to attend all meetings and work collaboratively with those administrators on matters that affect faculty and the university.
- Encourage and support the preparation and presentation of budget and related data to assess the conditions, interests, and welfare of faculty and other members of the university.
- Review all proposed academic programs for budgetary implications, including library responsibilities, before programs move to the Regents for approval.
- Meet annually, at a minimum, with the Chancellor and present a set of recommendations regarding budget process and goals for the next fiscal year.
- Review the CU System Budget Committee membership with the Faculty Assembly's Executive Committee and assist in nominating members for election by the Faculty Assembly.

In addition, the committee shall perform the following activities as needed or requested

- Evaluate policies, activities, and programs that fall within the committee's purview as requested or as the BPC deems appropriate; these evaluative processes should be carried out collaboratively with academic-community bodies and members potentially affected by such evaluations with the goal of identifying problems related to budget-related practices and recommending solutions.

- Review the Faculty Assembly budget.
- Consult with other committees of Faculty Assembly on matters related to the BPC's purview.
- Review and assure that policies and procedures related to the committee's purview are fair and equitable and applied fairly and consistently to faculty and others as appropriate.
- Invite legal counsel to attend meetings that require legal review of the issues involved and work collaboratively with legal counsel to ensure the best outcomes for faculty and the university.
- Solicit suggestions for improvements in university policies and procedures that affect the financial health of faculty, programs, administrative operations, and students.
- Review university services for faculty and make recommendations for changes.
- Meet with school and college deans and the library director to maximize the effectiveness of shared governance at CU Denver.

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The following excerpts from the Faculty Assembly bylaws and constitution are FYI only, not for inclusion in our document. Some revisions to the bylaws might be necessary to align them to what the BPC is doing or should be doing.

From the 2003 Faculty Assembly Bylaws:

5. The Budget Priorities Committee (BPC) advises the Chancellor and reports regularly to Faculty Assembly. It monitors the revenues and expenditures of all UCD units to evaluate the integrity and implementation of UCD's budget process. The BPC recommends to the Chancellor timely short- and long-range adjustments to the budget and budget process as needed.

In addition, BPC shall:

- a. review monthly budget, expenditure, and revenue reports from the Office of Budget and Fiscal Planning for all units at UCD
- b. assess the performance of college/school/library budget committees and report such assessments to the Chancellor, the college/school/library, and Faculty Assembly
- c. review the operating performance of administrative units and make recommendations to the Chancellor
- d. make recommendations to the Chancellor about strategic fund allocations

From the 2003 Faculty Assembly Constitution:

6. In establishing and reviewing budget policies and plans for resource allocation, the faculty shall collaborate with the administration in the development of recommendations to the Chancellor for submission to the Board of Regents or its designee(s). This includes review of new academic degree program proposals, academic program review, and program discontinuance.