



University of Maine & University of Maine at Machias Budget Advisory Committee

Last Modified: November 30, 2023

I. Short Description

- A. The Budget Advisory Committee of the University of Maine exists to provide a comprehensive group of key stakeholders advisory to the President of the University of Maine in developing a strategic, multi-year budget aligned with the University's strategic planning and mission statement.
- B. The Budget Advisory Committee is an instrument of shared governance across the institution, recognizing the importance of collaborative budget planning to educate the greater university community and reinforce strategic decision-making across the University of Maine and its regional campus, the University of Maine at Machias.
- C. The Budget Advisory Committee is recognized as a steadfast partner in the budget planning process by the President. There shall be a commitment to open, collaborative communication and support. While the President typically is not involved in the ongoing meetings of the Budget Advisory Committee, they will emphasize the importance of the work, set particular goals that align with the institution's strategic planning initiatives, and stress the importance of confidentiality prior to communicating and finalizing the budget with stakeholders.

II. Duties & Responsibilities (Charge)

- A. The Budget Advisory Committee has a responsibility to:
 - 1. Become familiar with the university's major strategic planning documents, the University of Maine System's Strategic Plan, and the President's guiding principles and priorities.

2. Examine E&G and Auxiliary budgets with sufficient detail to provide a deep understanding of each budget without revealing confidential information.
 3. Examine budgets through the lens of alignment with UMS and UMaine strategic planning and adherence to our institutional mission.
 4. Review and prioritize proposals for efficiencies, assessing the impact on faculty, staff, and students.
 5. Review and prioritize proposals for investment, assessing business cases for incremental revenue enhancement or program growth.
 6. Review recommendations and provide input for changes to the University's tuition and fee structure.
 7. Serve as ambassadors across the University community for the annual budget planning process and budget context.
- B. The Budget Advisory Committee will meet at least three times per semester, usually for at least two hours. A proposed timetable each year shall include, but not be limited to:
1. September – review of the previous year’s budget; review of current year’s budget; charge from the President regarding institutional priorities reflected in strategic planning.
 2. October – review census data; develop context around next year’s revenue with Finance, Enrollment Management, OIRA, and others.
 3. November – multi-year financial planning context; examination of fixed costs; overview of capital plans
 4. December* –efficiencies and business case proposal review for next year; prioritize and provide feedback to colleges/units.
 5. February – budget hearings overview; review staffing plans and provide feedback.
 6. March – First draft of budget based on campus requests; preparation for a campus-wide town hall.
 7. April – Final review of budget based on campus requests; respond to campus feedback; welcome new members; committee report to President and wrap-up.

**Committee will begin here in December 2023.*

III. Membership & Oversight

- A. The President of the University of Maine shall serve as the official chair of the Budget Advisory Committee, though regular meetings of the committee shall be chaired by the Vice President for Finance and Administration & Chief Business Officer of the University of Maine as the President's designee.

- B. Committee Members shall include the following and be appointed by the President:
 - 1. Two members of the President's Cabinet, nominated by the President.
 - 2. Associate Provost for Academic Affairs & Faculty Development or designee, nominated by the Provost.
 - 3. One College or Unit Dean, nominated by the Provost.
 - 4. One Research Center or Institute Director, nominated by the Vice President for Research.
 - 5. Three UM faculty members to be nominated by the UMaine Faculty Senate, with consideration for equity across faculty ranks and colleges/departments.
 - 6. One UMM faculty member to be nominated by the UMM Faculty Assembly.
 - 7. Three student members, one nominated by each of the UM Undergraduate Student Government, UMM Student Senate, and UM Graduate Student Government.
 - 8. Three staff members, one nominated by each of the Professional Employee Advisory Council (PEAC) and Classified Employee Advisory Council (CEAC), and one at UMM nominated by the UMM Dean & Campus Director.

- C. The committee shall be staffed by a Senior Financial Analyst within the Office of Financial Planning and Analysis.

D. Ex Officio (non-voting) members of the Budget Advisory Committee shall include:

1. Chief of Staff to the President
2. President of the Faculty Senate (*if not a member above*)
3. Vice President for Enrollment Management (*or designee*)
4. Assistant Provost for Institutional Research & Assessment
5. Office of Financial Planning and Analysis Staff

E. The members in III-B will serve in two-year staggered terms so that more faculty, staff, and student members are involved and familiar with the budget planning process over the course of time.

1. During the initial creation of the Budget Advisory Committee, the organizations in III-B will choose half of their appointments to serve a two-year term and half to serve a one-year term.
2. The organizations in III-B will select new members to be appointed to the Budget Advisory Committee by March of each year. When possible, these members will be invited to the April meeting to be welcomed and briefed to allow for a transition period.
3. Members may be reappointed once, after which they must step down for a two-year period. The President may approve exceptions to this subsection but shall notify the committee in advance.

F. Oversight of the Budget Advisory Committee shall be led by an executive steering committee chaired by the Vice President for Finance and Administration & Chief Business Officer. Members of the executive steering committee may attend Budget Advisory Committee meetings in an *ex officio* capacity. This executive steering committee shall include:

1. Executive Vice President for Academic Affairs & Provost
2. Vice President for Research & Dean of the Graduate School
3. Vice President for Student Life and Inclusive Excellence & Dean of Students
4. Vice President for Strategic Partnerships, Innovation, Resources, and Engagement

IV. Reporting

- A. The Budget Advisory Committee shall report to the President of the University of Maine.

- B. The committee shall engage quarterly with the President in the following manner:
 - a. September – Receive the President’s annual charge and discuss strategic priorities, guiding principles, and general context.
 - b. December – Provide a summary of preliminary ideas on business cases or efficiency opportunities.
 - c. March – Provide feedback on the preliminary budget and messaging for a campus-wide town hall on budget.
 - d. May – Provide an annual report on the committee’s work to the President no later than May 31st.