

BUDGET COMMITTEE CHARTER

The Budget Committee serves as an advisory and recommending body to the President on matters pertaining to the institutional operating budget for Winthrop University. The Committee helps define and oversees budget policies and procedures, and it ensures that financial resources are allocated in a manner that supports programs and services which further the institution's vision and goals. The Committee participates in the internal allocation and/or reallocation of funds during the regular annual budget process and in processes related to mandated budget reductions.

OPERATING PROCEDURES

1. Appointment:

Members are employees of Winthrop University who currently fill the positions/role associated with the approved membership list. Only those representing a "Voting" position may vote in deliberations.

2. Proxy Role and Procedure for Appointing Proxies:

Any voting member may appoint a proxy of their choosing to perform their role in the committee in their stead. The proxy shall have full voting rights when the voting member is not present at meeting. Once the voting member is present, the proxy may be dismissed or may continue in the meeting in a non-voting or observer role.

3. Meetings and Quorum:

Meetings shall generally be held each year according to the budget calendar. Meetings may be held virtually. Special meetings may be called by the Co-Chairs to consider time-critical issues. A meeting quorum will be a simple majority of the Voting Membership. The Co-Chairs shall jointly be responsible for recording meeting attendance and determining if a quorum is present.

4. Role of Committee Members:

Committee members shall maintain an enterprise-wide perspective on all budgetary matters discussed at meetings and presented in Meeting Materials (see below). The role of each Committee Member shall be to represent, and keep informed, their respective constituents in alignment with the guiding principles developed for each budget cycle and not to advocate for any specific budget request item(s).

5. Agenda:

The Co-Chairs will establish the agenda for each meeting.

6. Meeting Materials:

Reports and analyses shared with the Committee are meant for use by the Committee during the course of their committee work. Some sensitive data should not be shared without written permission of a Committee Co-Chair.

7. Meeting Open Comment Period:

All meetings of the Committee are open to all employees and students of Winthrop University to participate in an observer role. The Committee may elect to move into Executive Session solely for the purposes of discussing personnel and legal matters. Observers will not be allowed to observe an Executive Session. The Committee Co-Chairs will provide a summary of the Executive discussion to Observers at the end of an Executive Session. An observer may not participate in discussion nor vote on committee actions. Observers may make comments during

an open comment period prior to the close of each meeting. Co-Chairs may limit the time for each individual choosing to comment.

VOTING MEMBERSHIP

Co-Chairs

Provost and Vice President for Academic Affairs, ***Committee Co-Chair***
Vice President of Finance and Business Affairs, ***Committee Co-Chair***

Academic Deans

Dean of Arts and Sciences
Dean of Business Administration
Dean of Education, Sports and Human Sciences
Dean of Visual and Performing Arts

Faculty Conference

Chair

Staff Conference

Chair

Council of Student Leaders

President

Divisional Representation

One Employee appointed by the Vice President for Student Affairs
One Employee appointed by the Vice President for Enrollment Management and Marketing
One Employee appointed by the Vice President University Advancement
One Employee appointed by the Director of Athletics

NON-VOTING MEMBERSHIP

Associate Vice President of Financial Services
Senior Budget Analyst of Budget Services
Vice President of Human Resources

Reviewed & Approved by Budget Committee on 9/6/2024