



APPROVED BY BRC 12.09.2015

**WEST CHESTER UNIVERSITY OF PENNSYLVANIA
BUDGET REVIEW COMMITTEE
BYLAWS**

ARTICLE I. NAME AND PURPOSE

Section I: Name

WCU Budget Review Committee

Section II: Purpose

To support the University Mission, Values Statement, Vision Statement, and Strategic Plan. The Budget Committee was formed in fall 2015 by the President to engage the campus community and to promote transparency in the University budgeting process.

The West Chester University Budget Review Committee is responsible for reviewing the University's preliminary annual budget and making recommendations to the President for revisions to the budget prior to finalization. The preliminary annual budget is prepared by the University's Cabinet based on anticipated revenues and expenditure. However, the Budget Review Committee may recommend changes to the preliminary budget, aligned with and including funding for Strategic Plan initiatives. Changes must be accompanied by a rationale and be within the limits of the estimated revenues for the fiscal year.

The charge of the West Chester University Budget Review Committee is as follow:

- Establish a process for prioritizing recommendations for new funding/reductions or reallocations of funds.
- Participate in activities to build a working knowledge of the University and State System budget and budgeting processes, including awareness of University fiscal conditions, constraints, and opportunities.
- Share information with committee constituencies regarding the Committee's process and outcomes, and solicit input that will inform their recommendations.
- Review all new block grant funding/reductions submitted to the Committee by the President and Cabinet.
- Present recommendations to the President regarding new block grant funding/reductions (the charge of the Committee is to make recommendations regarding the allocation of University funds)

- Committee recommendations for new or expanded initiatives will need to be accompanied by a cost estimate and an identified source of funding before they are forwarded to the appropriate Vice President who will present to the Cabinet and President for consideration.
- Budget Review Committee Chairpersons have the authority to appoint necessary key positions within the Committee, such as a secretary to keep minutes and subcommittee chairpersons.

This initial charge to the Budget Review Committee may be modified by the President as experience is gained and it becomes apparent that additions, deletions, or greater definitions are needed to allow the Committee to fulfill its role in advising the President on matters of the budget.

Section III: Role

The West Chester University Budget Review Committee's primary role is to review the University's preliminary annual budget. The Budget Review Committee may also make recommendations to the President for revisions to the budget prior to finalization. Members serving on the Budget Review Committee should bring a University-wide perspective to their role. While budget elements presented to the committee may address advocating for the needs of a particular division or unit, the role of Committee members is to make recommendations to the President and Cabinet that reflect the interests of the University as a whole. As such, the role of the member is not one of direct representation or advocacy of their particular constituency. In this context, the Budget Review Committee will review the draft University block grant budget/reductions as presented by Cabinet and the President. They will provide input to the President and Cabinet by either acknowledging concurrence or making recommendations for revisions based on their review.

ARTICLE II. MEETINGS

The entire committee will generally meet twice a month from September through April and may meet more or less frequently at the discretion of the Chairs. While face-to-face attendance at meetings is highly encouraged, participation via conference call or other means may be permitted under some circumstances, at the discretion of the Chairs.

Newly elected committee members will have orientation/training for their committee work, generally in August/September of the academic year.

Additional meetings may be scheduled in May through August when unusual budget issues arise, and the committee will make every effort to make participation possible if this should happen, including the use of technology to facilitate remote participation.

A summary of activity will be provided after each meeting, and the committee will vote to approve that summary at the next meeting.

A member may be replaced for lack of attendance of either the Budget Review Committee or Sub-Committee meetings. Lack of service to the Committee, Sub-Committee, or lack of responsiveness to email communications also constitutes grounds for replacement, at the discretion of the committee co-chairs.

ARTICLE III. MEMBERSHIP

Section I: Membership

MEMBERS	EMPLOYEE CATEGORY
Co-Chairs Appointed by the President <i>Appointed by President. Co-Chairs may or may not be appointed from the membership listed below.</i>	TBD
Vice Presidents (2), President as ex officio (1) <i>Selected by Cabinet</i>	Senior Executive
AVP for Finance, Budget, and Business Services, ex officio <i>Appointed</i>	Manager
Dean (2) elected by Deans <i>Selected by Deans</i>	Senior Executive
Faculty Senate, President or Designee <i>Selected by Faculty Senate</i>	Faculty
APSCUF (1)* <i>Selected by APSCUF</i>	Faculty/Coaches
Department Chairs (3)* Not more than (1) from any College <i>Call for self-nomination from Council of Chairs. Ballot election coordinated by APSCUF</i>	Faculty
Faculty/Coaches (3) <i>Call for self-nomination from units not represented by APSCUF designee and/or Department Chair selection. Ballot election coordinated by APSCUF</i>	Faculty/Coaches
President's Council (2) elected by peers, no more than (1) from any division <i>Self-nomination and then election of President's Council after VP's, Managers, and Deans are selected and announced</i>	Manager
Managers (2) elected by peers, no more than (1) from any Division <i>Self-nomination and then election by managers</i>	Manager
AFSCME (1) <i>Selected by AFSCME</i>	Staff
Staff (2) <i>Self-nomination from the other staff and then election. Ballot coordinated by AFSCME</i>	Staff
Presidential Appointments (2) <i>Appointed by President second week of September to insure equity</i>	TBD
Students -1 undergraduate elected by SGA, 1 graduate elected by GSA <i>Appointed by SGA and GSA</i>	Students

*At least 1 representative from each of the five colleges, and from the non-classroom faculty or coaches.

Membership by Employee Category:

Co-Chairs	Senior Executives	Faculty or Coaches	Managers	Staff	Students	Presidential Appointments	TOTAL
2*	4, 1 ex-officio	8	4	3	2	2	25

*If the co-chairs are appointed from the committee membership, the total membership of the committee may be less than 25.

Section II: – Term of Office:

Elected and appointed Committee members will serve a term of three (3) years¹ and can serve a maximum of two consecutive terms, unless otherwise indicated below. Terms will begin with the beginning of the academic year (generally in August), with elections taking place in the prior spring. If a seat on the committee is vacated for any reason, a replacement will be added to finish out that term through the process used to fill the seat originally (See Article II. Section I). To facilitate stability in the Committee and accommodate a regulated and equitable turnover of positions, initial terms will be adjusted. Please refer to Appendix A for initial committee terms.

Duties:

- Attend meetings and respond to email communications
- Participate in deliberations and decision making
- Make recommendations to the President
- Report back to constituency

ARTICLE IV. OFFICERS AND COMMITTEES

Co-Chairs: Are appointed by the President and will serve three year terms. They will:

1. Convene and monitor regularly scheduled meetings with the AVP for Finance, Budget, and Business Services
2. Send materials, including meeting summaries to committee members for their review, and subsequent approval
3. Present committee recommendations to Cabinet and President

Ad Hoc Committees:

1. The Budget Review Committee Chairs may establish an Ad Hoc Committee for accomplishing some specific task.
2. The Budget Review Committee Chairs will determine the number of people needed for the task, the charge to that Ad Hoc Committee, its Chair, and the timeline by which the task is to be accomplished.
 - a. If the Ad Hoc Committee has not completed its task within its timeline, its Chair might request an extension or the Ad Hoc Committee could be required to bring its progress on the task to the Committee for its consideration.
3. Upon completion of its task, the Ad Hoc Chair will submit a written report to the committee chairs and if requested, render an oral report to the Committee.
4. All Ad Hoc Committees dissolve when their task is complete.
5. No Ad Hoc Committee can assume the right to be a De Facto Standing Committee unless these bylaws are amended to include its presence as a standing committee.

¹ The Graduate Student Representative will serve a two-year term.

ARTICLE V. DECISION MAKING

The Committee should, whenever possible, strive for the highest level of agreement among committee members, but formal decisions will be made by a majority vote of the entire committee.

- The Committee may, by majority vote, establish a higher threshold for specific decisions, in which case there will be a 2/3 vote.
- Any Committee member can call for a vote.
- Decisions reached by a formal vote will be included in the meeting summary, and Committee members will have the option of writing a majority and minority report to document the rationale for the decision along with the rationale for dissenting views.

ARTICLE VI. AMENDMENTS

Amendments to the bylaws can be introduced by any member of the Committee, but must be passed by 3/4 vote of the entire Committee body and approved by the President.

ARTICLE VII. REGULATIONS

Nothing in this document may override or contradict any established policies or regulations set by WCU, PASSHE, Board of Governors, or the Commonwealth of Pennsylvania.

APPENDIX A

BRC Elections and Appointments Cycle						
Term Beginning:						
Seat	2015*	2016	2017	2018	Initial Member	
Co-Chair 1	A (2 years)	A (3 years)	A (3 years)	B (3 years)	Jen Bacon	
Co-Chair 2	B (3 years)				Ken Witmer	
Executive 1	A (3 years)	B (4 years)	A (3 years)	A (3 years)	Mark Mixner	
Executive 2	B (4 years)				Laurie Bernotsky	
Dean 1	A (3 years)	B (4 years)	A (3 years)	A (3 years)	Ken Witmer	
Dean 2	B (4 years)				Michelle Patrick	
Senate	A (3 years)	B (4 years)	A (3 years)	A (3 years)	Jim Brenner	
APSCUF	B (4 years)				Chris Stangl	
Chair 1	A (2 years)	A (3 years)	B (3 years)	B (3 years)	Jen Bacon	
Chair 2	B (3 years)				Orhan Kara	
Chair 3	C (4 years)				Heather Leaman	
Faculty 1	A (2 years)	A (3 years)	B (3 years)	A (3 years)	Trish Lenkowski	
Faculty 2	B (3 years)				Van Stiefel	
Faculty 3	C (4 years)				Sandi Walz	
Pres. Council 1	A (3 years)	B (4 years)	A (3 years)	A (3 years)	Hyoejin Yoon	
Pres. Council 2	B (4 years)				Pete Galloway	
Manager 1	A (3 years)	B (4 years)	A (3 years)	A (3 years)	Lisa Yannick	
Manager 2	B (4 years)				Mary Pat Werley	
AFSCME	A (3 years)	B (3 years)	C (3 years)	A (3 years)	Barbara Cooper	
Staff 1	B (2 years)				Leslie Ely	
Staff 2	C (3 years)				Josh Braid	
Pres. Appoint 1	A (2 years)	A (3 years)	B (3 years)	B (3 years)	Tim Brown	
Pres. Appoint 2	B (3 years)				Kevin Partridge	
Undergraduate	A (3 years)	B (2 years)	A (3 years)	A (3 years)	Colin Hoffmaster	
Graduate	B (2 years)				Yemisi Egbwole	
President, Ex-Officio				No term limit	Greg Weisenstein/ John Villela	
AVP for Finance, Ex-Officio				No term limit	Bernadette Hinkle/ Illene Mates	
* Initial committee terms have been adjusted, by consent of the members, in order to assure a staggered rotation going forward. Most terms, after the initial year, are for three years (with an exception for our graduate student representative, given that most graduate programs are completed in 2 years). Replacements for members who cannot complete a term, and the timing of new elections/appointments will occur in accordance with the committee By-laws.						

*Undergraduate appointments should be first or second year students, to avoid the selection of students who will graduate before their term expires. Graduate appointments should be first year students if at all possible, for the same reason.

^The President may change the terms of the at-large appointments in order to assure an equity of representation on the committee.