**Number:** FIN-231

**Policy Number (if applicable):**

**Office of Primary Responsibility:** Fiscal Office

**Title of Procedure:** Budget Advisory Committee

**Effective Date:** 4/1/2018

**Revised Date:** 12/5/2023

**Reviewed Date:** 12/5/2023

**Purpose:**

The Budget Advisory Committee (BAC) is an advisory body to the President on budget related matters. Committee members are appointed by the President and are expected to serve as representatives of the entire Hocking College community. Committee members communicate to and provide feedback from the campus on matters that impact the financial health of the institution. The Committee Chair communicates BAC recommendations to the President. Subcommittees may be created according to institutional need.

**Procedures:**

Campus-wide input and involvement is encouraged. Prior to each BAC meeting, the meeting will be announced to the campus and input for agenda items will be requested. Annually, any membership openings within the BAC will be announced.

The BAC’s agenda will be comprised of agenda items proposed by the campus community, pertinent items as determined by the Chair, and requested items by members of the committee.

Minutes of BAC meetings will be kept by a fiscal services designee.

The BAC will be responsible for the following, as applicable:

* Providing insight to aid in the development of future year budgets and managing current year budgets;
* Reviewing budget-related processes and recommending improvements;
* Reviewing policies having a financial impact;
* Providing members with a broad base of knowledge about college finances so that members may better serve in their capacity and share that knowledge with their respective constituent groups;
* Allowing members to represent the broader campus, and allowing for the campus-community to drive discussion points within the committee through the request of agenda items;
* Helping ensure that the College’s budget, funding priorities, and fiscal policies are consistent with the College’s strategic plan;
* Advocating for continuous process improvement and seeking to lower costs and enhance revenues to better serve the strategic plan;

**Membership:**

The BAC should be comprised of members from diverse areas of the college, including but not limited to: faculty, staff, all bargaining units, and administration. If a certain area of the College is not represented, the College will announce membership openings on an annual basis to attempt to fill the vacancy. If no response is received from an area with vacancy, it will be assumed that the area has chosen to not participate in the BAC.

Membership may generally include representatives from the following functional areas: fiscal, academics, student affairs, information technology, athletics, facilities, grants, workforce development, and additional functional areas as deemed appropriate.

The council will be chaired by the Chief Financial Officer.

**Meetings:**

The Committee shall meet no less frequently than one time per academic year, and each

Meeting should allow ample time for purposeful discussion and analysis.