



Michigan Tech

University Senate

DATE: October 23, 2019
TO: Richard Koubek, President
FROM: Michael Mullins
University Senate President
SUBJECT: Proposal 49-19
COPIES: Jacqueline E. Huntoon, Provost & Senior VP for Academic Affairs

At its meeting on April 24, 2019, the University Senate approved Proposal 49-19, "Senate Budget Process". There have been some small editorial changes since April 2019. The Senate looks forward to approval of this proposal by the administration. Please keep me informed about the decision of the administration on this proposal and feel free to contact me if you have any questions.

The University Senate of Michigan Technological University

Proposal 49-19

(Voting Units: Full Senate)

Senate Budget Process

I. Introduction

On February 4, 2015, the first proposal was introduced, Proposal 27-15: Fixed vs. Variable Compensation for Senate Officers and Senate President as Financial Manager of the Senate's Budget. The proposal was referred back to committee on 4/15/15 and referred to the Finance Committee on 2/10/16.

The referral to the Finance Committee resulted in the development of Proposal 38-16: Restructuring the Senate Budget (on 4/4/16). This proposal was withdrawn by committee with the statement "they will work with the Provost directly."

The Senate Finance Committee working with the Provost increased the budget and eliminated the existing budget deficit. The Senate President was then made manager of the Senate's budget and a fixed compensation system for Senate officers was put in place, a response to Proposals 27-15 and 38-16.

In working with the Provost, the Senate Finance Committee summarized the result on October 19, 2016 (Senate meeting 583). The Senate tasked itself to develop a new budget implemented after negotiations between the Finance Committee and the Provost.

Since, the Provost has increased salaries and wages in the Senate Budget upward each year "based on the magnitude of the salary base budget increases pool." (Per communications with Provost 3/8/19)

This proposal is in response to the need for a defined process for Senate budget requests.

II. Budget Requests Process Justification

This proposal outlines a budget request process that:

1. Allows the Senate to follow the same budget development process timeline that the University follows.
2. Combines the knowledge of outgoing and incoming Senate leadership, including committee members, in reacting to Senate operating needs and fluxuating work-loads.
3. Supports the Finance and Institutional Planning Committee in creating continuity in the budget request process and ensures more accurate budgetary requests based on Senate operational needs.

III. Senate Budget Request Process

Budget Process

Spring Semester of Year X

- Executive Committee drafts budget request to Finance Committee for Year X+2



Fall Semester of Year X+1 (September)

- New Executive Committee Reviews recommendations for Senate Budget for Year X+2



Fall Semester of Year X+1 (October)

- Finance Committee revises if needed
- Propose to the senate body for approval



Fall Semester of Year X+1 (November 1)

- Submit Recommendation for Senate Budget for next Fiscal Year to University President (or designated representative) for Approval



Fall/Spring/Summer Semester of Year X+1 (Post November 1)

- Finance Committee addresses any of the President's concerns
 - Propose to the senate body for approval of revisions
- Resubmit as necessary revised recommended budget to University President (or designated representative) for approval

IV. Responsibilities

The approved and allocated budget will be managed by the Senate President. The Finance and Institutional Planning Committee will serve as auditor to these allocations. The Finance and Institutional Planning Committee will continue to serve as facilitator of the Senate Budget Request Process, working in collaboration with the University President or his appointed proxy to ensure timely completion of the process.