

McMaster University University Planning Committee

The University Planning Committee is a joint committee of both the University Senate and the Board of Governors. It is McMaster's senior planning committee and is, because of its relationship to both governing bodies, unique among Canadian universities with bicameral governing structures. The University Planning Committee has two primary roles, although in both roles its major responsibility is to ensure that academic planning and the management of resources (people, money, space) are fully integrated. In its first, and more formal, role the University Planning Committee is a critical step in the development and approval of plans. Its second role is to serve in an advisory capacity to the senior administration of the University.

The Chair of the University Planning Committee is the Provost & Vice-President (Academic).

Terms of Reference

The University Planning Committee shall:

1. review the Plan for the University annually, and recommend revisions to it as necessary, for approval by the Senate and the Board of Governors;
2. review, for recommendation to the Senate and the Board of Governors, major initiatives (including those which are part of submissions to external agencies) that have significant resource implications, providing comment on how the proposals fit within the University Plan;
3. review and approve annual planning reports as prescribed by the Provost from the Faculties, the School of Graduate Studies, the Associate Vice-President (Academic), the Associate Vice-President (Student Affairs), the University Registrar, the University Librarian, and other units (as appropriate) that report directly to the Provost, providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;
4. review and approve annual planning reports as prescribed by the Vice-President (Administration) from those administrative and service units that report directly to the Vice-President (Administration), providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;
5. review and approve annually a report from the Vice-President (Research & International Affairs) on the major operations, institutes, and initiatives that receive significant support from the budget envelope of the Vice-President (Research & International Affairs), and on the anticipated impact of new funding opportunities (from

federal, provincial, or private agencies or businesses) as they arise. Approved plans are to be reported to the Senate and the Board of Governors for information;

6. receive annually from the Vice-President (Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board of Governors, future fund-raising priorities and their relationship to the University Plan;
7. make recommendations to the Planning and Building Committee of the Board of Governors on capital projects and other expenditures that fall outside the annual budget (such as those encompassed by the Capital Renewals process). For all major projects, the University Planning Committee will be provided with a total impact analysis that assesses the ongoing costs of maintenance, utilities, etc.;
8. review, for recommendation to the Senate and the Board of Governors, the annual report on the *McMaster University Campus Master Plan*, including any updates, amendments and elaborations; and
9. report to the Senate any matters of concern formally identified as such by a majority of the Committee.

Composition of the University Planning Committee

Ex Officio

Chancellor
Chair of the Board of Governors, or delegate
Vice-Chair of the Board of Governors, or delegate
President and Vice-Chancellor
Provost and Vice-President (Academic) - Chair of the University Planning Committee
Vice-President (Administration)
Vice-President (Research & International Affairs)
Dean of Graduate Studies

Elected

5 faculty members, no more than two to be from any one Faculty, elected for staggered 3-year terms
1 Faculty Dean elected annually (by and from the 6 Faculty Deans);
1 staff member, elected for a 2-year term;
1 graduate student, elected for a 2-year term; and
1 undergraduate student, elected for a 2-year term.

Observers

Dean and Vice-President (Health Sciences) or delegate, unless elected
Associate Vice-President (Student Affairs)
Chair of Undergraduate Council

Vice-President, University Advancement

Budget Committee - Terms of Reference

The Budget Committee shall:

1. review the budget framework prepared by the University administration in consultation with the Office of Analysis and Budgeting; this framework (including the models and projections upon which it is based) will be provided to the Joint Administration/Faculty Association Committee to Consider Matters and to Discuss and Negotiate Matters Related to Terms and Conditions of Employment of Faculty (The Joint Committee) as will updates to the framework should these arise;
2. receive and respond to budget submissions from all Faculties, areas, and units;
3. make budget recommendations available to the University Planning Committee during development of the recommendations, for comment on whether those recommendations are congruent with the University Plan; deliver the final budget to the University Planning Committee in a timely fashion to ensure that it is in a position to make comments in advance of the budget being transmitted to other deliberative bodies;
4. make budget recommendations available to the University Senate for comment before they are transmitted by the President to the Finance Committee of the Board of Governors; and
5. deliver budget recommendations to the President of the University for transmittal to the Finance Committee of the Board of Governors. Any comments of the University Planning Committee and Senate shall be included in the material for the Board of Governors, along with the President's own comments.

Composition of the Budget Committee

The membership of the Budget Committee shall be drawn from the membership of the University Planning Committee as follows:

Ex Officio Members

- President and Vice-Chancellor
- Provost and Vice-President (Academic)
- Vice-President (Administration)

Other Members

- 3 faculty members, one of whom shall serve as Chair
- 1 staff member
- 1 undergraduate student
- 1 graduate student

The Chair of the Budget Committee shall be elected by the University Planning Committee from among the faculty members on the University Planning Committee, following nomination by the Chair of the University Planning Committee and a call for further nominations. The other two faculty members on the Budget Committee shall be selected subsequently by and from the five faculty on the University Planning Committee, for service beginning July 1 or immediately following a vacancy. The Chair may vote on all issues.

The quorum at meetings at which a vote is taken on the final budget shall require attendance of all but two of the current membership. If more than two members are absent, the vote may be taken but shall be confirmed by a mail ballot.

(The terms of reference and compositions of the University Planning Committee and the Budget Committee are contained in the Report of the *Ad Hoc* Senate Committee to Review the University Planning Committee and the Budget Committee. They were approved by the Senate on March 12, 2003 and by the Board of Governors on March 27, 2003.)