

**University Planning Committee Proposal (UPC)
Senate Operations Review Committee (SORC)
March 25, 2010**

Introduction

Based on the Senate discussions on November 26, 2009 and February 18, 2010, Board of Trustees discussions on December 6, 2009 and March 6, 2010, SORC discussions on January 13, February 10, March 10 and March 15, 2010, and correspondence received, the following report and recommendations are presented for approval to the Senate on March 25, 2010.

The attached report includes:

3. The original proposal referred to SORC October 4, 2009, also on the web at www.queensu.ca/secretariat/senate/Oct22_09/UPC.pdf

Background

SORC reviewed feedback from the Board and Senate meetings, and correspondence at its meetings on March 10 and 15, when it met to finalize a set of UPC recommendations for approval by the Senate on March 25. The proposal will then be sent to the Board of Trustees for consideration at its meeting on April 30.

Analysis and discussion

The following changes are highlighted:

- Addition of a sunset clause of three years to evaluate the committee and decide whether to dissolve, continue or modify it;
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Recommendations

Recommendation #1

Accept the revisions to the mandate, terms of reference and composition of the UPC.

Recommendation #2

Dissolve the current Senate Budget Review Committee and add to Senate Procedures the requirement that annually or more frequently as required, the Principal ensure that there is a report to Senate about the development of the annual budget.

Respectfully submitted,

J. Stairs (Chair)

J. Brien

E. Culham

S. Goodspeed

T. Lin

A. Stevens

University Planning Committee

Mandate

The University Planning Committee (UPC) is a joint committee of the University Senate and the Board of Trustees. Its major responsibility is to ensure that academic planning and the management of resources (people, money, space) are fully integrated. It ensures that decisions reached in the academic sphere and initiatives from individual faculties and units are made with full knowledge of the fiscal and infrastructure implications for the University as a whole. Furthermore, it enables the Board of Trustees to have a full understanding of the academic endeavours of the University.

The UPC has two primary roles.

Its first role [I] is to review and comment, including making recommendations, on new and proposed plans of the Senate and the Board of Trustees, including the University Academic Plan.

Its second role [II] is to serve in an advisory capacity for the University's budget development process. The UPC will comment on whether the budget recommendations are congruent with the University Academic Plan.

Terms of Reference

The UPC shall review, comment, and make recommendations to the Board of Trustees and Senate regarding the impact of the following on overall University planning and budgeting:

Role I

- a) the University Academic Plan and any major initiatives that have significant resource implications;
- b) annual planning reports from the Faculties, Library and other units as prescribed by the Provost and Vice-Principal (Academic);
- c) reports from the Vice-Principal (Research) on the major operations, institutes, and initiatives that receive significant support from the budget of the Vice-Principal (Research), and on the anticipated impact of new funding opportunities;
- d) the annual report from the Vice-Principal (Advancement) and future fund-raising priorities, including their relationship to the University Academic Plan;
- e) the Campus Plan and other reports and updates from the Campus Planning and Development Committee.

7. Make recommendations to the Campus Planning and Development Committee of the Board of Trustees 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 Trustees, the annual report on campus planning, 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 Trustees, or delegate

Vice-Chair of the Board of Trustees, or delegate

Principal and Vice-Chancellor Vice-Chair of the8f57ed3 6(a4.912 0 0 12incip 90 1 an88.7601 (Acade[(itic) -

Budget Committee

Terms of Reference

The Budget Committee, a sub-committee of the UPC shall:

1. Review the budget framework prepared by the University administration in consultation with the Office of Institutional Research and Analysis; 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 Principal to the Finance Committee of the Board; and
5. Deliver budget recommendations to the Principal of the University for transmittal to the Finance Committee of the Board. Any comments of the University Planning Committee and Senate shall be included in the material for the Board, along with the Principal's own comments.

Composition of the Budget Committee

Members:

Three faculty members of UPC (one of whom shall serve as chair):

The staff member on the UPC

The Rector

Vice-Principal (Academic)

Associate Vice-Principal (Finance)

Principal