Campus Budget and Planning Committee

Charge, Duties and Responsibilities

The Campus Budget and Planning Committee shall provide advice, and input to the NMHU's executive leadership team on short and long-term budget and campus improvements. The Campus Planning Committee's duties and responsibilities shall include the following:

1. Serve as the primary contributors on updates to the budget, capital planning, and campus master plan;
2. Serve on various qualification-based Request for Proposals (RFPs) for any professional services contract on any capital projects or major initiatives;
3. Serve on standing administrative, faculty, staff or student financial committees;
4. Review, recommend, and provide revised policies as necessary related to budget and capital planning;
5. Meetings must be recorded and minutes on action(s) taken must be approved by the next scheduled meeting and must be published on NMHU's website; and
6. Members shall be appointed for a 3 year period with stagnating terms, no more than 2 student appointments per year with the exception of student membership. These appointments will be for (1) year only.

Membership

Membership of the committee should be seven to nine (7 to 9). This membership should consist of a blend of administration, faculty, staff, students, and center leadership. Membership should be: Two (2) administration – appointed by the president; Two (2) faculty – selected by faculty senate; Two (2) staff – selected by staff senate; Two (2) student body representatives – selected by student senate [(1) undergraduate student and (1) graduate student]; and One (1) center leadership member – appointed by the president. The president shall appoint the chair of the committee. Other members may be appointed by the president for specific initiatives.

Meetings

Chair shall hold at least (1) meeting each quarter and any special meetings as needed. All meeting minutes and actions taken must be approved by the committee at the next scheduled meeting and must be published on NMHU's website.