

Senate Institutional Finance and Resource Allocation Committee (SIFRAC, Joint Committee with Staff Senate) - Discussion on Structure

**Snippet of Senate Rules Describing SIFRAC**

1.4.2 *STANDING COMMITTEES, GROUP 1*

*(Chaired by a member of the Senate with a majority of members who are elected Faculty Senators)*

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1.4.2.9 *Senate Institutional Finances and Resources Allocation Committee (SIFRAC)*

*[US: 2/8/2010]*

1.4.2.9.1 *Charge*

*The purpose of the Senate's Institutional Finances and Resource Allocation Committee (SIFRAC) shall be to function in an advisory capacity to the Office of Planning, Budget, and Policy Analysis and inform the University Senate Council and the Staff and University Senates on the present status of the prospective changes in the finances and other resources available to the University.*

*The SIFRAC shall analyze public budget documents, published reports about financial and other trends, shall routinely solicit an informational session by a University financial officer on annual budget proposals and prospective intraacademic year budget cuts or modifications prior to their submission on the Board of Trustees.*

*SIFRAC may receive specified directions from the University and Staff Senate chairs jointly on items relative to the current fiscal situation.*

*SIFRAC shall meet at least once a semester with the Vice President of Planning, Budget and Policy, and it shall meet as many times as deemed necessary by SIFRAC.*

1.4.2.9.2 *Composition*

*SIFRAC shall be composed equally of senators appointed by the Executive Committee of the Staff Senate and approved by a majority vote of the Staff Senate, together with members chosen by the University Senate at a maximum committee size of six (6), plus the chair. SIFRAC members optimally shall have financial and budgetary expertise relevant to University finances.*

*A Staff Senate member will preside as chair in even-numbered years, and a University Senate member will preside as chair in odd-numbered years.*

1.4.2.9.3 *Report*

*SIFRAC shall submit an annual report. Reports of the minority are also acceptable.*

*Neither the chair nor a majority of the SIFRAC members have to be elected members of the Senate.*

**Snippet of Staff Senate Standard Operating Procedures Describing SIFRAC**

5. *Institutional Finances and Resource Allocation Committee*

A. *The purpose of the Institutional Finances and Resource Allocation Committee shall be to:*

- i. *Function in an advisory capacity to the Office of Planning, Budget, and Policy Analysis and inform the University Senate Council and the Staff Senate on the present status of the prospective changes in the finances and other resources available to the University. The Committee shall analyze public budget documents, published reports about financial and other trends and shall consult appropriate officials in fulfilling this function. It shall also examine budgetary data concerning the allocation of available financial resources resulting from budget reductions. However, the Committee's concerns here shall not be focused on departmental, college or other particular interests, but on general concerns and procedures taken from the perspective of the entire University.*
- ii. *Routinely solicit an informational session by a university financial officer on annual budget proposals and prospective intra-academic year budget cuts or modifications prior to their submission to the Board of Trustees.*
- iii. *The committee may receive specified directions from the Senate chairs jointly on items relative to the current fiscal situation;*
- iv. *Minimally shall meet once a semester with the Vice President of Planning, Budget, and Policy; and*
- v. *Shall meet as many times as deemed necessary by the committee.*
  1. *Smaller meetings with university officials are allowed and encouraged. The EVPFA often attends meetings or arranges for others to attend. Agendas are typically set by IFRA and sent to the EVPFA and others attending.*
- vi. *A listserve is currently used for communications. The EVPFA is copied on those communications as are members of the Staff Senate Executive committee.*
- vii. *Generate recommendations to the Staff Senate for action on such issues.*

B. *Composition*

- i. *The Institutional Finances and Resource Allocation Committee shall be composed equally of Senators appointed by the Executive Committee and approved by a majority vote of the Staff Senate, together with members chosen by the University Senate at a maximum committee size of six (6), plus the chair. Committee members optimally shall have financial and budgetary expertise relevant to university finances.*
- ii. *A Staff Senate member will preside as chair in even-numbered years, and a University Senate member will preside as chair in odd-numbered years. In odd-numbered years a vice chair shall be chosen from the three (3) Staff Senate representatives and will serve as the representative to the Staff Senate Executive Committee.*