

Mission Statement and Charter for the Financial Affairs Committee

Mission

The committee provides input for use in developing the annual internal operating budget of The Citadel. In this capacity, the committee may wish to review revenue forecasts, student fee data, Citadel Development Foundation grants, actual prior-year expense reports, Appropriations Act data, and other applicable financial reports available to the staff. Committee recommendations should not be limited to academic areas, and should consider the college's strategic planning objectives as well as program information such as new academic programs approved for implementation or decisions related to reduction or scope or elimination of specific programs.

The committee will also serve as the college faculty committee charged with examining issues involving the faculty as employees, including the area of salaries, fringe benefits, both provided by the State of South Carolina and by The Citadel, as well as working conditions and terms of employment. Selected committee members serve on the campus Equal Opportunity Committee and the Employee Grievance Committee. In pursuing its charge, the committee may cooperate as appropriate with similar faculty committees at other institutions of higher education as well as interact with other agencies of South Carolina Government tied to this area.

Charter

I. Membership

A. Representation

Representation on the committee is by academic school plus three at-large members assigned by the Executive Committee of the Faculty Senate. Academic faculty membership is restricted to tenured or tenure-track faculty members who have been employed at The Citadel for at least one full academic year at the time they begin committee service. In addition to the academic faculty members, the committee shall include an administrative liaison without voting privileges appointed by the Vice President for Finance.

B. Tenure

Academic faculty members serve three year rotating terms, staggered so that at all times two-thirds of the committee have a collective memory of past decisions. An academic faculty member may request a second consecutive three-year term; no faculty member may serve on the committee for more than six years consecutively. If a faculty member cannot complete a term, the Executive Committee will select another member to fill the un-expired term. Time spent

filling the term of another faculty member will not count toward the "six-year rule" outlined above.

II. Structure

A. Chair

The committee shall have a chair selected by committee vote at its first meeting of each calendar year. The term of the chair lasts until the next election. A member may not serve as committee chair for more than three years consecutively. The chair is responsible for scheduling and presiding over committee meetings, representing the committee before outside bodies, and producing an annual report of committee activities.

B. Senate Liaison

The committee shall have at least one member who is a sitting senator on the Faculty Senate. This person will coordinate pertinent information to and from the Faculty Senate. He or she may bring the committee reports and actions to the Senate, or bring another committee member to do so.

C. Subcommittees

The committee may form subcommittees to perform specific tasks. Subcommittee members do not need to be members of the standing committee. Subcommittees report their actions to the committee. The Senate Executive Committee may be asked to help staff the subcommittees.

D. Meeting

The committee must meet at least twice during the calendar year [once in the Fall and once in the Spring]. The chair must hold a meeting if requested in writing by at least one-third of the voting members. A quorum consists of one-half of the voting membership.

III. Activities

III.1 General Activities of Standing Committees

A. Information

The Financial Affairs Committee gathers, analyzes, and disseminates information relevant to finances at The Citadel. It is authorized to gather information by means of:

1. direct request to a college administrative department or activity; an academic department; another standing committee; or any group or association of Citadel faculty, staff or students
2. the development and use of questionnaires and surveys
3. the use of previously published information.

The committee analyzes information through statistical summaries, compilation of written material, or other established methods. The analysis may provide the college with information pertinent to a particular issue, or it may substantiate a recommendation for administrative action.

The committee disseminates information by means of:

1. a response (report) to a department or committee based upon a request for information
2. reports generated from within the committee
3. periodic status reports to the college as specified in its charter

B. Annual report

The Financial Affairs Committee will prepare an annual report summarizing its activities over the previous academic year. The report must include all decisions of the committee, excluding confidential matters. Copies of this report will be made accessible to all Citadel faculty, staff and students.

C. Other reports

The committee is responsible for the timely dissemination of all reports to the Citadel community. Committee reports shall be made available as directed by the Faculty Senate. Reports may contain recommendations or proposals. For the purposes of gathering information (see above), all reports are to be considered published information.

D. Tasks

The work of the Financial Affairs Committee consists of a series of tasks -- units of work involving the gathering, analysis, and dissemination of information. The committee assumes tasks through one of the following means:

1. Completion of tasks as articulated in the "Specific Activities" section of this charter.
2. Completion of a report which includes information requested by an administrative department or activity, an academic department, another committee, or the Faculty Senate. Requests of individual faculty members must be made through the Faculty Senate. Students or other individuals may not assign a task to the Financial Affairs Committee except through one of the above-mentioned bodies.
3. Tasks can be generated from within the committee. Any committee member may request that the committee study a topic or issue within its sphere of interest. The committee may also develop its own long-range projects or studies as part of its ongoing mission.

III.2 Specific Activities of the Financial Affairs Committee

1. At the beginning of each academic year the liaison from the office of the Vice President for Finance shall brief the committee on the status of funding from the State of South Carolina as well as advise the committee on the operating budget for the current fiscal year as approved by The Citadel Board of Visitors at its regularly scheduled annual meeting the previous June.
2. The committee will identify specific areas of interest to be addressed during the year and task committee members or the liaison to develop appropriate presentations or provide resource materials for consideration by the committee.
3. The committee will review the most current strategic planning document for approved goals/objectives which should be considered in the allocation of available resources of the college.
4. The committee will prepare appropriate recommendations for consideration by the Faculty Senate and the Administration in a timely manner so that recommendations can be considered for inclusion in both the budget preparation and the student fee determination cycles for the upcoming budget year.
5. The committee may invite other members of the faculty and staff to attend committee meetings and/or present reports to the committee on specific subjects when appropriate.
6. The committee will periodically review salary and benefit information affecting the faculty and provide input to the appropriate administrative units as needed. The committee will review comparative data from appropriate peer and aspirant institutions and provide input to the appropriate administrative units.
7. The committee will periodically review the level and allocation of research and development funding that is distributed to the academic schools to support faculty research and development.

IV. Autonomy

To ensure the efficiency and quality of committee work, the committee is granted a degree of autonomy over its own operations. Upon receiving a request from another college body, the committee will vote to accept or reject the request. A request for information can be rejected for the following reasons:

1. The request is unclear; the committee chair will ask the requesting body to clarify any ambiguities and resubmit the request.
2. The committee's workload is currently too great to perform the task in the requested time frame; the chair will return the request and suggest a date for re-submittal.
3. The task falls outside the scope or sphere of interest of the committee; the chair will ask the requesting body to either submit the request to another committee or (if the task falls within the scope of more than one committee) divide the task between the committees.
4. The committee does not have the resources or the authority to complete the task; the chair will explain which parts of the task cannot be completed, and the requesting body may resubmit a modified request.

V. Amending the Charter

The Financial Affairs Committee may modify its charter in consultation with the Senate Executive Committee, which negotiates the changes with the standing committee and with any affected administrative departments. Consensus requests are forwarded to the Faculty Senate for approval. In case of a lack of consensus, competing proposals may be sent to the Faculty Senate for consideration.

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