

Allocation Review Committee Charter

Responsibility:

The Allocation Review Committee (ARC) is responsible for evaluating support unit budget proposals and making recommendations to the Executive Budget Committee.

Review Components:

The committee reviews the budget for:

- Alignment with the Institution's mission
- Clearly stated strategic objectives
- Evidence of effective and efficient use of resources
- Adequate service level demand and agreements
- Efficient workforce plans

Timeline:

Support Unit submits annual operating budget in Adaptive Insights and provides a written report to OBF assessing unit alignment with strategic plan, service level performance and practice of adequate stewardship.	November 1 – December 10
Budget and Finance Office prepares reporting package for ARC review.	December 11 – January 5
ARC reviews reporting package and support unit documentation requests clarification (in writing and/or in meetings) as needed from Support Units.	January 6 – January 31
ARC provides recommendations to the Executive Budget Committee.	January 31

Membership:

Members will serve on a rotational three-year cycle with the exception of two fixed-term appointments from Finance & Administration. Each year, one of the two deans and one of the other three members (from faculty senate, an auxiliary unit, or a support unit) will rotate off the ARC. This will result in three returning and two new members each year. The two ex-officio members will serve as long as they are in a position that supports the ARC. The longest-serving dean and the ex-officio staff member from finance and administration will serve as co-chairs. All members of the committee will be appointed at the discretion of the Chancellor.

- Two college deans
- One faculty member appointed by faculty senate
- One representative from an auxiliary unit
- One representative from a support unit
- One ex-officio fixed appointment from budget and finance
- One ex-officio staff fixed appointment from finance and administration