

MEMORANDUM

TO: Cynthia Morton, CJC Faculty Senate Chair

FROM: John Wright, Chair, Budget and Long Range Planning Committee

Date: April 27, 2015

As a result of our work this year, the members of the 2014-15 College's Budget and Long Range Planning Committee (BLRPC) agree on and propose the following procedure for the future:

- In the third or fourth week of the semester, the chair of the BLRPC will meet with the Faculty Senate to receive any charge from the Senators, including any budget issues they wish to be discussed.
- Following that meeting, by the end of the fourth week of the semester, the chair will send an email to all faculty members, asking for input and ideas related to the College budget.
- After receiving this input, and no later than the eighth week of the semester, the chair will contact the dean and associate dean to request a meeting. The purpose of the meeting will be to determine if the College administration has any budget matters they wish to have the committee discuss, and to communicate to the deans the budget topics the committee will be discussing during the academic year. This will provide another method upward flow of communication to the administration and allow the deans another means of positive engagement with faculty on budget matters.
- At the second or third meeting of the College's Technology Committee, the chair or another member of the BLRPC will attend a portion of the meeting to receive input from TC members regarding budget issues. This will allow the BLRPC to complement the work of the TC and work harmoniously on these important budget matters.