



Strategic Planning and Budget Committee

Name:	Strategic Planning and Budget Committee (SPBC)
Purpose:	The committee exists to advise the Executive Council on the strategic appropriation of financial resources to accomplish the goals of the institution. The SPBC takes a college view, as opposed to a division or department view, in its deliberations and recommendations. The SPBC will be guided by the college's strategic plan.
Status:	Proposed Administrative Committee
Membership:	Two faculty members appointed by Dean's Council serving 3-year staggered terms, one department chair appointed by academic deans serving 2 years. Two staff members appointed by Dean of Student Success serving 3-year staggered terms. One administrator who is not a member of the Executive Council, appointed by Dean of Student Success and serving 2 years. Kettering Health Main Campus CFO or designee. The Chair of College Technology committee as an invitee. Others may attend or be invited to attend for specific topics.
Appointment:	As defined in membership
Term:	As defined in membership
Chair:	KC Director of Finance and Administration
Meeting Frequency:	Monthly during Academic Year
Minutes:	Recorded and distributed by a voted member
Input From:	Executive Council & Dean's Council
Reports To:	Executive Council
To Act:	<ol style="list-style-type: none"> 1. Annually provide rolling 3-year capital needs prioritization 2. Annually project rolling 5-year financial forecast 3. Approve class and miscellaneous fees
To Recommend:	<ol style="list-style-type: none"> 1. Annual operating budget to College President 2. New personnel (FTE) requests to Executive Council 3. Tuition rates, housing fees and program fees to College President 4. Quarterly financial report presented to the Board of Directors 5. Mid-year budget adjustments to achieve institutional goals
Committee Procedures:	<ol style="list-style-type: none"> 1. Review comparative information from peer and competitor institutions 2. Monthly review of financial operating results against goals 3. Annually review individual department budget
Date of Origin:	October 25, 2022
Last Reviewed:	October 25, 2022
Replaces:	Administrative Council
Approved By:	College Council
Effective Date:	January 1, 2023