



## University Budget Committee Charge

### Charge:

Aligned with the SF State values of community and resilience, the University Budget Committee (“UBC”) is charged with providing the President with advice and consultation related to budget policy, planning, and review. Members of the UBC, with a shared commitment to fiscal transparency, serve to inform the University and community about budget matters, and bring to the administration concerns of the students, faculty and staff.

### Operation:

Specific matters to be addressed by UBC include, but are not limited to:

- i. Verification of compliance with applicable statutes, regulations and policies
- ii. Fiscally sound and sustainable budget plans and expenditure commitments
- iii. Controls for the safeguarding of assets and reliable financial reporting
- iv. Propriety of auxiliary organization expenditures

The current membership of UBC interprets its role in the above matters as follows:

- Long-Range Planning: The UBC may participate in periodic review of the University’s long-range resource plan, and assist in setting University priorities.
- Allocation of Resources: It is recommended that for a given year, an initial allocation of University funds be drafted by the President in consultation with the Vice Presidents and appropriate senior officers. The UBC review may consider the relation of the proposed allocations to institutional goals and priorities. Based on the information presented, the UBC may recommend to the President approval of the plans or suggest modifications.
- Establishment and Allocation of Reserves: UBC may verify that an adequate level of reserves be maintained and may make timely recommendations regarding major expenditures from those reserves.

- Monitoring of Allocation-Expenditure Patterns: Managers are responsible for planning, allocation, and expenditure of the resources of a unit. UBC has responsibility for remaining informed of the flow of all University resources and making comments and recommendations where appropriate.

## **Responsibilities and Structure:**

### **I. Responsibilities of the Committee:**

The UBC is responsible for understanding the key University issues related to budget policy, resource planning, and budget review. The Committee may address any and all issues related to long-term resource allocation and may propose policies and procedures for implementation related to these issues.

The UBC may review budget proposals and make an annual recommendation to the President for the funding level of the major units as well as the University Reserve.

### **II. Budget Process:**

#### **Budget Development:**

The President and the Vice Presidents submit annual budget requests for the units that report to them to the University's Budget Administration office. The Budget Administration office will present the campus budget roll-ups, and provide adequate information through which to inform the Committee's discussion.

#### **Reserves:**

The Chief Financial Officer establishes an appropriate level of University Reserves, as per CSU Policy 2001.00. The System Budget Officer will prepare a summary of the campus CSU operating funds reserve designations. Upon receipt of this summary, the CFO will present the information at the next scheduled UBC meeting.

#### **Support for New Programs:**

Responsibility for new programs shall reside with the major unit in which it resides. Support should be the responsibility of the appropriate program manager and shall be included in the budget request.

### III. Membership:

Membership will be limited to 19 members:

#### Quorum Members:

The UBC is comprised of SF State faculty, staff, students, and administrators who will have the authority to discuss all matters brought to the Committee. All members will be confirmed and appointed by the President:

#### Indefinite Term Appointments:

Eight individuals of the University community will be members by virtue of their holding the following positions. If they are not available, they may designate an alternative to serve in their place:

1. University President, who will co-chair the Committee
2. Vice President & CFO, Administration & Finance, who will co-chair the Committee
3. Vice President and Provost, Academic Affairs
4. Vice President, Student Affairs & Enrollment Management
5. Vice President, Advancement
6. Vice President, University Enterprises
7. Chair, Academic Senate
8. Associated Students representative

Their terms are indefinite. They shall serve as long as they occupy these positions.

### Four-Year Appointments:

Six faculty: Academic Senate will nominate new members every three years, or as needed: This will help to ensure at least three of the six faculty representatives will be experienced members of the Committee.

### Bi-Annual Two-Year Appointments:

1. One Academic Dean
2. One Staffmember
  - Self-nominations of interest will be solicited from the campus community via Campus Memo
  - Referred nominations are also welcome.
  - In order to ensure broad communication across campus, the appointed staff member and Dean may not come from the same college.

When members' appointments expire, after a period of one-year, they may again be nominated to membership.

### Supporting Members:

The following members will provide staffing and technical information to the Committee:

- Executive Director, Budget Administration & Operations
- Associate Vice President, Enrollment Management
- Associate Provost, Academic Affairs
- Cabinet Budget Officers
- Staff to Committee, Office of the VP & CFO, Administration & Finance

### Meeting Attendance:

- The UBC meets year-round, but typically twice a semester and once during the summer, with additional meetings as needed.

- The attendance of eight of the quorum members shall constitute a quorum. In the event the committee cannot resolve an issue by consensus, a vote shall be taken, a simple majority vote of those quorum members present will resolve the issue.
- The UBC is established by the President with the express purpose of advice and consultation. UBC meetings are open to the public, and a 10-minute Open Forum will provide opportunity for interested members of the campus community to speak (3-minute limit per speaker).
- Consistency in attendance is critical, given the nature of this committee. Inability to attend should be discussed with the Co-Chairs to determine whether a replacement is needed.
- It is understood that meetings held over summer may interrupt faculty summer break, but service on the committee may require a summer meeting to discuss the budget prior to the Fall semester, and membership is accepted with this understanding. Every effort shall be made to schedule meetings at convenient dates and times.

Meeting Location:

- Meetings are held in the ADM 560 NEC Room, unless noted otherwise for that meeting.

Meeting agenda:

- Each meeting agenda will be sent in advance.
- Each meeting agenda will review regularly scheduled work, and/or address issues, as listed in the Operation section, Page 1.

Posted Notices to Committee meetings:

- Notice will be posted in the Campus Memo prior to the meeting.
- Notice is also provided to the ASI representative prior to the meeting.

Attending guests:

- Notices of the meeting dates will be publicly posted on the Committee webpage and/or on Campus Memo prior to the meeting (Summer meetings when Campus Memo is on hiatus or impromptu meetings may not be posted).
- Guests can check meeting notices in Campus Memo for dates, times and topics. All guests must sign-in.
- The meetings in the NEC Room are accessible. If an interpreter is needed, said member or guest may arrange through DPRC and must advise meeting organizer in advance of the meeting.

Post Meeting Communications:

- Once approved, the UBC minutes are to be posted on the University's Administration & Finance website/A&F Committees/University Budget Committee webpage: <http://adminfin.sfsu.edu/content/university-budget-committee-ubc>
- In the unusual circumstance that some portion of the meeting is deemed confidential, it will be clarified in that moment. Otherwise, as noted in this charter document, members are expected to seek input and provide information to their respective constituent groups, at any stage of the discussion.
- Minutes remain posted for that academic year, and the year prior. The rest are archived in the office of the VP & CFO of Administration & Finance.

This Committee charge shall be reviewed every 4 years and updated as needed.

*Updated September 7, 2017*