



UNIVERSITY BUDGET COMMITTEE (UBC) CHARGE

The University Budget Committee (“UBC”) is charged with providing the President with advice and recommendations related to budget policy, planning, and review. The UBC is comprised of SF State faculty, staff, students, and administrators. 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. The UBC meets year- round, with a minimum of two meetings a semester plus additional meetings as needed.

I. Membership

All members of the University Budget Committee are voting members unless otherwise stated. A quorum shall be half plus one of the voting members. The University President and the Vice President of Administration and Finance/Chief Financial Officer (CFO) shall co-chair the committee.

Ex Officio Members:

1. University President or designee
2. CFO and Vice President of Administration & Finance or designee
3. Provost and Vice President of Academic Affairs or designee
4. Vice President of Student Affairs and Enrollment Management or designee
5. Vice President of Advancement or designee
6. Vice President of University Enterprises or designee
7. Chair of the SF State Academic Senate or designee
8. President, Associated Students or designee

Appointed Members:

The University President shall make all appointments after receiving recommendations

and nominations as described below. Every attempt shall be made to include representatives from across the six Colleges and the Library.

1. Six faculty members, nominated by the Academic Senate, serving three year terms. The terms shall be staggered so that two new appointees will be named each year.
2. One staff member, serving a two-year term. Nominations will be broadly solicited from the campus community through Campus Memo, union leadership and the Academic Senate.
3. One Dean chosen from the six (6) colleges and the Library, serving a two-year term. In order to ensure broad communication across campus, the appointed staff member and Dean may not come from the same college.

Non-voting members:

1. Executive Director, Budget Administration & Operations
2. Associate Vice President, Enrollment Management
3. Cabinet Budget Officers
4. Staff to Committee, Office of the VP & CFO, Administration & Finance

II. Attendance at UBC meetings:

Given that the committee may meet less than five times each year, attendance at the meetings is critical. If an appointed member misses more than one meeting without discussing the absence with the co-chairs in advance, the member may be replaced on the committee.

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.

Guests:

The UBC meetings are open to the public, and a ten-minute Open Forum provides an opportunity for interested members of the campus community to speak (3-minute limit per speaker). Guests must sign-in upon arrival at the meeting. If a portion of the meeting

is deemed confidential, the committee may enter into Executive Session, and all guests must leave the room for the duration of the session.

III. Meeting agenda and minutes

The agenda for the meeting will be posted on Campus Memo and provided to the committee members a week prior to a meeting. Once approved, the UBC minutes will be posted on the University's Administration and Finance website and the Academic Senate website.

This charge should be reviewed and updated if necessary every three years.

Revised 2.1.2018