



San Francisco State University Chargeback Governance Committee Charter

I. Charge

The Vice President of Administration & Finance and CFO should create and convene a cross-divisional committee to focus on chargeback practices and procedures. The committee should also focus on intra-divisional delivery of products and services that advance SF State's academic mission.

II. Purpose

The University Budget Committee (UBC) has received two presentations regarding chargebacks (or recharges). These presentations have been helpful and the discussions during UBC meetings, UBC Steering Committee meetings, and UBC Office Hours have been productive and insightful.

From these presentations and discussions, the UBC has concluded there must be more transparency, collaboration, and cross-campus engagement around chargebacks and, more critically, the delineation, alignment, and understanding of products and services subject to chargebacks and products and services not subject to chargebacks. The campus must also understand how chargebacks costs are calculated, estimated, charged, and recorded.

The UBC firmly believes the creation and support of this committee's charge will advance SF State's commitment to budget transparency, literacy, and clarity.

III. Composition/Membership

Steering Committee (8 total):

- UBC Liaison
- Committee Chair (elected by committee)
- AVP Facilities Services
- Executive Director, Budget Administration & Operations
- Committee-elected member (4)
 - Dept Chair (1)
 - Building Coordinator (1)
 - Department Administrative Staff or AOC (1)
 - College Business Officer (1)

Full Committee

Role	Unit	Employee group
Executive sponsor (VP & CFO) *	A&F	MPP
UBC Liaison (1)	UBC	Faculty or Staff
Facilities Representative (AVP Facilities Services) *	A&F	MPP
Facilities Job Estimator/Billing (1)	A&F	Staff or MPP
Academic Building Coordinators (or similar role) (2)	Academic Affairs	Staff
Non-academic Building Coordinator (or similar) (2)	A&F, SAEM	Staff or MPP
College Business Officers (3)	Academic Affairs	MPP
Academic Office Coordinators (2)	Academic Affairs	Staff
SAEM Business Officer (1)	SAEM	Staff (MPP?)
Student Representative (1)	Associated Students	Student
Department Chairs (2)	Academic Affairs	Faculty
Faculty (2)	Academic Senate	Faculty
Dean (1)	Academic Affairs	MPP
Advancement Representative (1)	Advancement	Staff or MPP
CPDC Representative (1)	University Enterprises	Staff or MPP
ITS Representative (1)	A&F	MPP
Budget Administration (Executive Director) *	A&F	MPP
University Accounting (Controller)*	A&F	MPP

***Ex-officio members**

IV. Meetings

Meetings will take place quarterly or as determined to be needed by the Chargeback Steering Committee.

V. Policy Responsibilities

The committee's charge includes:

- Creation and maintenance of a policy and related practices for administering SF State's chargeback program.
- An annual review and approval of chargeback rates for products and services delivered between general operating fund units and other campus units (e.g. self-support units).
- Creation and maintenance of an overall campus process for aligning routine repairs and maintenance, deferred maintenance, instructional space renovation and modernization, non-instructional space renovation and modernization, and technology-specific initiatives that advance SF State's academic mission.
- A commitment to budget accountability and transparency: the committee should not advance or approve practices negatively affecting the campus's overall budget.

- An inclusive membership of students, faculty, staff, and administrators (see attached recommendation).
- An annual report and presentation to the UBC.