



UNIVERSITY BUDGET COMMITTEE CHARGE

The University Budget Committee (“UBC”) is charged with serving as a deliberative body that provides the San Francisco State University President with ongoing advice and recommendations related to budget policy, planning, and assessment. The UBC aims to ensure that the University’s priorities are reflected in its budget through coordinated consultation, discussion, education, and outreach to the University community.

Members of the UBC, with a shared commitment to transparency in fiscal decision-making, serve to advise the University and community about budget matters, and bring concerns of the students, faculty and staff to the administration.

The UBC is comprised of SF State faculty, staff, students and administrators.

The UBC generally meets monthly, and holds additional meetings as needed. All meetings are open to the public.

I. Membership of the University Budget Committee

All members of the University Budget Committee are voting members, unless otherwise indicated on the Membership roster as Ex Officio (non-voting) advisory members.

A quorum shall be half plus one of the voting members.

The Chief Financial Officer (CFO) & Vice President of Administration & Finance and the Provost & Vice President of Academic Affairs shall co-chair the committee.

Ex Officio (voting) Members:

1. CFO & Vice President of Administration & Finance or designee
2. Provost & Vice President of Academic Affairs or designee
3. Vice President of Student Affairs & Enrollment Management or designee
4. Vice President of Advancement or designee
5. Vice President of University Enterprises or designee
6. Chair of the SF State Academic Senate or designee
7. Chair of the Strategic Issues Committee of the Academic Senate or designee
8. President, Associated Students or designee
9. Vice President of Finance, Associated Students or designee
10. ASCSU Statewide Senator, designated by the Executive Committee of the Academic Senate

Appointed (voting) Members:

The University President shall make all appointments after receiving recommendations and nominations as described below, as advised by the UBC Steering Committee. Every attempt shall be made to include diversity of representatives from across the six Colleges, the Library, Cabinet divisions, ranks and constituent preferences. There shall be no restrictions on members serving multiple and consecutive terms, if member agrees or no other representative is available.

1. Five faculty members; all shall have the opportunity to self-nominate during the normal Academic Senate elections process. The Senate ExCom shall compile the nominees and forward the entire list to the UBC Steering committee for consideration. The three year terms shall be staggered so ideally, no more than two new appointees will be named each year.
2. Five staff members, ideally serving staggered two-year terms. Nominations will be broadly solicited from the campus community through CampusMemo, union leadership and the Academic Senate. Nominations will be forwarded to the UBC Steering Committee to select a pool of candidates for the President to choose from.
3. One College Dean or University Librarian, serving a two-year term. Dean's Council shall forward nominee(s) to the UBC Steering Committee for consideration.

Ex Officio (non-voting) Members:

1. University President or designee
2. Executive Director, Budget Administration & Operations
3. Associate Vice President, Enrollment Management
4. Cabinet Budget Officers
5. Staff support to Committee, Office of the CFO & VP of Administration & Finance
6. Representative(s) from campus labor councils

II. UBC Governance:

The UBC Steering Committee:

The UBC Steering Committee, convened by the co-chairs, will consist of the following UBC members, as elected by the UBC voting members during the first meeting after election processes have been completed, typically at the May UBC meeting. The current and new Steering Committee can meet (as needed) for transition and to help plan the year ahead.

- 1) Dean of College or Library
- 2) One Staff representative
- 3) One Student representative
- 4) One Faculty representative
- 5) One other voting member (staff, faculty, or student)

The Steering Committee will responsible for:

- developing meeting agendas
- advising the co-chairs regarding UBC business and governance
- consulting on processes
- guiding new member appointments
- determining methods for public engagement
- identifying materials for distribution to UBC members before the meeting
- bringing to the Steering Committee questions and concerns raised by the campus community
- additional duties needed, such as coordinating progress reports from any ad hoc UBC workgroups currently in progress.

III. Member and Guest attendance at meetings:

Member attendance:

Member 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 member 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 and the Open Forum:

Guests must sign-in upon arrival at physical meetings, or if held virtually, must show their full name on their participant screen.

The UBC meetings are open to the public, and a 20-minute Open Forum provides an opportunity for interested members of the campus community to speak (3-minute limit per speaker).

To the extent feasible within the time limit and the complexities of the issues involved, the co-chairs will endeavor to provide responses to questions posed in the public comment period. This will require balancing the commitment to providing information and the desire to offer all guests who wish to do so, the opportunity to speak in the given time.

Questions may be submitted to the UBC Steering Committee at least 48 hours ahead of the meeting to allow for responses to be developed. If the co-chairs, or others in attendance, cannot provide a response during the meeting, due to the complexity of a question asked, responses may be provided at a later date directly, or at the next regularly scheduled meeting of the UBC, if appropriate.

If a portion of the meeting is deemed confidential, the committee may enter into Executive Session, and all guests must depart for the duration of the session.

IV. Discussion and Decision procedures (pending; Steering Committee to determine)

Defining the process for bringing items to the committee, having discussions, soliciting feedback, and making recommendations to the President.

V. Meeting agenda and minutes

The meeting date will be posted in CampusMemo, and the agenda will be provided to the committee members prior to a meeting. Once approved, meeting minutes will be posted on the UBC webpage, located within the University's Administration & Finance website.

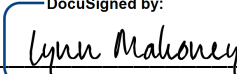
Meeting recordings are for the exclusive use of UBC co-chairs, University President and support staff to produce meeting minutes.

This charge should be reviewed and updated as needed.

Some parts of this document are provisional, based on UBC Steering Committee's recommendations.

Last revised at the UBC meeting on April 29, 2021.

Approved:

DocuSigned by:

Lynn Mahoney, President

05/06/2021 | 3:46 PM PDT
Date