



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 during the academic year, 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. ASCSU Statewide Senator, designated by the Executive Committee of the Academic Senate
9. President, Associated Students or designee
10. Vice President of Finance, Associated Students or designee
11. One of the six College Business Officer selected by the college business officers.

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 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 three year terms. Nominations will be broadly solicited from the campus community through CampusMemo, Staff Council, 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. Chair of the Staff Council or designee
6. Committee coordinator, office of the CFO & VP of Administration & Finance
7. Representative(s) from campus unions

II. UBC Governance:

The UBC Steering Committee: The Steering Committee, convened by the co-chairs, will be 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 questions and concerns raised by the campus community
- additional duties needed, such as coordinating progress reports from any ad hoc UBC workgroups in progress.

Steering committee priorities: The top priority is creating the agenda for the next UBC meeting. This is grounded in an ongoing list of topics for UBC meetings, reflecting on prior UBC meetings, feedback from Office Hours, and other suggestions, questions, and input from the campus community to Steering Committee members.

The next priority is UBC governance and process. UBC does **not** set budget priorities, policy, or practice for the University. The UBC **should recommend** budget priorities, policies, and practices to the President for consideration. The Steering Committee leads the UBC's efforts for these recommendations.

The UBC Steering Committee, will consist of the following UBC members, as elected by the UBC voting members. The Steering Committee will serve a 1-year term and meets monthly and/or as needed.

- 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)

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 Open Forum, up to 20 minutes, 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:

Voting:

The attendance of half plus one present voting members shall constitute a quorum.

In the event the committee cannot resolve a voting item by consensus, a vote shall be taken. A simple majority vote of those members present will resolve the issue.

If consensus is not reached among voting members, UBC co-chairs will vote.

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, members, University President and UBC coordinator to produce meeting minutes.

This charge should be reviewed and updated as needed.

Last revised at the UBC Steering Committee meeting on May 22, 2023

Approved:

DocuSigned by:

Lynn Mahoney, President

06/12/2023 | 12:54 PM PDT
Date