University Budget Committee
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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 for all university funds including auxiliaries. 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 university administration.

The UBC is comprised of SFSU 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.

<u>Ex Officio (voting) Members:</u>

1. CFO & Vice President of Administration & Finance or designee
2. Provost & Vice President of Academic Affairs or designee
3. Vice President of Student Affairs or designee
4. Vice President of Advancement or designee
5. Vice President of University Enterprises or designee
6. Chair of the 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 of Associated Students or designee
10. Vice President of Finance of Associated Students or designee
11. College Business Officer, selected by the college business officers.

<u>Appointed (voting) Members:</u>

The University President shall make all appointments after receiving recommendations and nominations as described below, as advised by the UBC Steering Committee via memo. 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. Senate ExComm shall submit names to the UBC Steering Committee, to be appointed to UBC by the President. The three-year terms shall be staggered so ideally, no more than two new appointees will be named each year.
2. Five staff members; all shall have the opportunity to self-nominate during the normal UBC election process. 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 be appointed to UBC by the President. The three-year terms shall be staggered so ideally, no more than two new appointees will be named each year.
3. One College Dean or Librarian Dean, serving a three-year term. Dean's Council shall forward a nominee to the UBC Steering Committee for consideration.

<u>Ex Officio (non-voting) Members:</u>

1. University President or designee
2. Executive Director, Budget Administration & Operations
3. Senior Associate Vice President, Enrollment Management
4. Cabinet Budget Officers
5. Chair of the Staff Council or designee
6. Representative(s) from campus unions
7. Committee coordinator, office of the CFO & VP of Administration & Finance

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
- guiding new member appointments
- determining methods for public engagement
- hosting UBC Office Hours and bringing questions raised from the campus community to UBC
- reviewing UBC budget literacy efforts
- additional duties as needed

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 UBC Steering Committee leads efforts for these recommendations.

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

1) Dean of College or Library
2) One Staff representative
3) One Student representative
4) One Faculty representative
5) Academic Senate Chair

III. Member and Guest attendance at meetings:

Member attendance:

Member attendance at UBC meetings is critical.

If a member misses one meeting without notifying the UBC coordinator or co-chairs in advance, the coordinator will email them to verify an excused absence. If no reply is received after 5 workdays, a second attempt to contact will be made. If a second meeting is missed without notification, an email will be sent confirming the process for their replacement has begun, unless a discussion with either co-chair excuses both absences.

If any member needs to take a leave from the UBC, they should notify the UBC coordinator or co-chairs with as much notice as possible. The member will be replaced if the leave is longer than a semester.

If the member is to be replaced, the new member will begin a new term. Replacement will go back to their nominating body for prior nominee consideration or a new nomination process.

Summer meetings:
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.

UBC meetings are open to the public, and an Open Forum of up to 20 mins. provides an opportunity for campus community members to speak (3-min. 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.

A call for a vote may be added to the agenda by the UBC Steering Committee. Additionally, any member may make a motion for a vote during a UBC meeting. If motion is seconded, members will vote on adding the proposed vote to a subsequent meeting Agenda.

A simple majority of those voting members present will resolve an issue.

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

Reporting:

UBC meeting presentations, minutes and other documents will be posted to the UBC website after each meeting.

The results of all votes will be sent to the President, with notification sent to UBC members.

Additionally, a report will be created by the UBC co-chairs once per semester, approved by the UBC Steering Committee, detailing spending for external contractual consultants above $25,000 along with any other relevant information. This report will be shared with UBC members, the Academic Senate and Staff Council.

V. Meeting agenda and minutes

The meeting date will be posted in CampusMemo, and the agenda will be provided to UBC 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, President and UBC coordinator 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 recommendations.

Last revised on May 11, 2026.

Approved:

Lynn Mahoney
Lynn Mahoney (08/27/2026 10:27:36 PDT)

Lynn Mahoney, President

08/27/2026
Date

Jeff Wilson
Jeff Wilson (08/25/2026 21:52:44 PDT)

Jeff Wilson, CFO & Vice President, Administration and Finance

08/25/2026
Date

Amy Sueyoshi
Amy Sueyoshi (08/26/2026 12:13:43 PDT)

Amy Sueyoshi, Provost & Vice President, Academic Affairs

08/26/2026
Date