

## 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 inform the University and community about budget matters, and bring concerns of the students, faculty and staff to the administration.

The UBC generally meets monthly, and holds additional meetings as needed.

All meetings are open to the public.

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

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

#### Ex Officio Members:

1. CFO and Vice President of Administration & Finance or designee
2. Provost and Vice President of Academic Affairs or designee
3. Vice President of Student Affairs and 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

#### 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. There shall be no restrictions on members serving multiple and consecutive terms.

1. Five faculty members, one of whom shall be a member of the Academic Senate of the CSU (ASCSU). All faculty shall have the opportunity to self-nominate during the normal Academic Senate elections process. The Senate shall rank the nominees and forward the entire list to the President for consideration. The three year terms shall be staggered so no more than two new appointees will be named each year.
2. Two staff members, serving a staggered two-year terms. Nominations will be broadly solicited from the campus community through CampusMemo, union leadership and the Academic Senate.

3. One Dean or University Librarian 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 members and Dean may not come from the same college.

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 to Committee, Office of the VP & CFO, Administration & Finance
6. Representative(s) from campus labor councils

## **II. Attendance at UBC meetings:**

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 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 on the University's Administration & Finance website.

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

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