
Chapter 1

UNIVERSITY BUDGET ADVISORY COMMITTEE (UBAC)

Committee Charge
Committee Membership



University Budget Advisory Committee

Charge, Membership, & Processes

Charge:

The University Budget Advisory Committee (UBAC) is an important and integral contributor to the planning and decision-making process that supports the mission of the University. Trust and confidence in the work of UBAC will support success in achieving our mission. The University Budget Advisory Committee is a campus-wide advisory committee to the President charged with: 1) advising the President on financial planning, prioritization and budget allocation matters based on the University mission and strategic plans; 2) listening, consulting with, eliciting feedback and informing the university community about budget and other resource issues. Members appointed to the UBAC have the primary responsibility to represent the entire campus (faculty, staff, students and administration) in supporting the campus mission with particular attention to division level budgets.

Membership Roles & Responsibilities

Consist of the following membership, serving renewable terms of three years (with the exception of the co-chairs; see below). The three-year appointments of the membership shall be staggered.

- 3 Faculty Members, including one member of FBAC, selected by the Committee on Committees.
- 2 Student Members selected by the standard ASI process.
- 2 Staff Members selected via a call for nominations/self-nominations from among staff only.
- 2 MPP Members, including one dean, not a vice president, given that the committee will be evaluating budget proposals from vice presidents.
- 2 Co-chairs, the Vice President of Business & Finance and the Provost and VP of Academic Affairs, ex officio non-voting members.
- Vice President of Strategic Planning, Enrollment Management, and Innovation, ex officio non-voting member.
- University Budget Manager, ex officio non-voting member.

Operating Guidelines

1. Meeting Schedule

- At the end of each spring semester, appoint a subcommittee of members representing each of the committee's constituencies. The subcommittee will be available over the summer in the event that a quorum of the full committee is not available for any needed action by the committee.
- Develop an agenda coordinated with the annual budget cycle and milestones. The co-chairs should develop the agenda, post it online and distribute to committee members one week in advance.

2. Communication

- Schedule open meetings, post minutes and handouts online within one week following each meeting.
- Hold a forum with the campus community each fall semester and engage in a discussion of the prior year's expenditures.
- Hold a forum with the campus community during spring semester to receive input on the formulation of next year's budget.

- Meet with the President at least once a semester and coordinate with the President on communication plans regarding budget and planning.
 - Keep the entire campus community informed on progress while fostering dialogue and soliciting input via timely website updates, emails, etc.
3. Committee Budget Deliberation Process
- Review the differences from the prior-year budgeted and actual expenditures, and report information to the campus community.
 - Be introduced to the components of the state budget process as it relates to the CSU budgets and the local CSU Stanislaus budget. This training could be in the form of presentations, locally or CSU developed training, or materials provided to the committee for reference.
 - Have timely access to and receive all of the University's non- confidential budgetary and actual financial information, including General Fund, UEE, Contracts and Grants, lottery funds, base funding and one-time monies, etc...
 - Throughout the budget formulation process, receive regular briefings from Business and Finance as information becomes available and share the information with the campus community.
 - Help refine the budgeting process by providing input on possible ways to improve it.
 - The committee is to receive updates of the on-going assessment of key performance indicators in relation to the University Strategic Plan.
 - The committee will make recommendations to the president regarding the support budget following a voting process requiring a two- thirds majority with the presence of a quorum, defined as greater than fifty percent of the members. Minority reports are permissible.

Mandated Five - Year Review

Periodic review of UBAC's processes shall occur. The results shall be made public and public comment shall be invited.