Introductory Statement:

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 advising the President on financial planning and budget allocation matters based on the University mission and strategic plans.

Members appointed to the UBAC have primary responsibility to represent the entire campus (faculty, staff, students and administration) in supporting the campus mission with particular attention to division level budgets. Members of UBAC receive their assignments through direct communication from the chair of UBAC.

Committee Charge:

The charge of the University Budget Advisory Committee (UBAC) shall be to (1) advise the president on matters of financial and other resource management and (2) consult with and inform the university community about budget and other resource issues. The Committee will review the prioritization of both short- and long-term goals and advise the President on the allocation of resources.

The Committee shall:

- Consist of the following membership, serving renewable terms of three years (with the exception of the chair and associate chair; see below;) Three-year appointments of initial membership (excluding the chair and associate chair) 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.
1 Chair. Two year Presidential appointment following a call for recommendations from the campus community. The chair is not a vice president and votes only in the case of a tie.

1 Associate Chair. Two year Presidential appointment. Non-voting member. Becomes Chair after two years.

University Budget Manager appointed as a non-voting member of the committee.

- Follow a voting process requiring a two-thirds majority. Voting cannot occur without a quorum, defined as greater than fifty percent of the members. Minority reports are permissible.

- 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 and action by the committee is needed.

- Be allocated a budget.

- Be supported as appropriate, e.g., assigned time, release time, etc., particularly during the initial phase following the restructure of the committee.

- Receive administrative support out of the President's Office.

- 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...

- Develop an agenda coordinated with the annual budget cycle and milestones. The agenda should be developed by the chair in consultation with other committee members and posted online and distributed with other committee one week in advance.

- Post minutes, videos and handouts online within one week following each meeting.
• Throughout the budget formulation process, receive regular briefings from Business and Finance as information becomes available. This information will be shared with the campus community.

• Schedule open and transparent meetings as often as the committee deems necessary.

• At the beginning of each academic year, hold a forum with the campus community and engage in a discussion of the prior year's expenditures.

• Coordinate with the President on communication plans regarding budget and planning.

• Meet at least once a semester with the President, either as part of the regular committee meetings or, as warranted, in addition.

• Meet at least once a semester with each vice-president to discuss macro level budget matters pertinent to the division he or she serves.

• Periodically solicit the views of campus and community stakeholders.

• Help refine the budgeting process by providing input on possible ways to improve it.

• At the beginning of spring semester, hold a forum with the campus community to receive input on the formulation of next year's budget.

• Keep the entire campus community informed on progress while fostering dialogue and soliciting input via timely website updates, emails, etc.

• Integrate to the best extent possible the campus strategic plan, and assist in developing long and short range plans to accomplish prioritized financial goals. This may involve meeting with strategic planning workgroup and other campus committees.

• Review the annual CSU budgets for the University and provide input on the prioritization and allocation of funds for the Divisions of the University.

• Evaluate information, including key performance indicators, and use them in the developments of the programmatic and resource priorities.

• At the end of the fiscal year after the books are closed, review the differences from that year's budgeted and actual expenditures, and issue a report on its analysis to the President and the campus community.
Mandated Five-Year Review

At the close of five years of operation, a formal assessment of UBAC’s strengths, weaknesses and overall effectiveness shall occur. A report of assessment results shall be made public and public comment shall be invited. The campus community shall be asked to advise the President concerning continuation of UBAC.

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