

The University Budget Committee

- I. **Mission.** The University Budget Committee (UBC) shall receive, review, and make recommendations to the President concerning budgets, enrollments, and strategic and divisional plans at California State University, Dominguez Hills (“the university”).
- II. **Perspective and Scope of Responsibility.** In undertaking its work, the UBC shall apply university-wide rather than divisional perspectives in analyzing, considering, and recommending resource allocations.
 - A. The UBC will review university budget reports, including but not limited to prior year division budgets to actual expenditures, prior year commitments, and prior year carry-forward balances.
 - B. The UBC may consider whether resource allocation to existing areas should or should not be continued, as necessary. The UBC may request additional information from divisions as UBC determines appropriate to assist in decision-making (i.e., non-state funds, trust accounts, auxiliary fund, etc.).
 - C. The UBC recommendations regarding new baseline and one-time funding allocations and reallocation of existing resources shall consider: (1) budget information and projections provided by the Vice President for Administration and Finance/Chief Financial Officer; (2) university enrollment reports and forecasts; (3) divisional needs and priorities as articulated by division heads; (4) the university strategic plan; (5) academic plans as articulated by the Provost and Vice President of Academic Affairs; and (6) the university’s student success framework.
- III. **Procedures.** The UBC shall receive from each division head reports and forecasts related to expected revenues from all sources, mandatory and continuing expenditure commitments, proposals for priority expenditures on both multi-year baseline and one-time basis; proposed changes or additions to academic plans; and the university’s plans for student success.
 - A. Not later than April 1 each year, the UBC shall forward to the President recommendations for the university’s expenditure plan for the subsequent year, taking full account of the reports and presentations from each division head and the President and reflecting a university-wide perspective.
- IV. **Presidential Decisions.** Communication regarding the President’s decisions on the university’s expenditure plan shall be timely.
- V. **Representation and Membership.** The UBC shall include representatives from each division of the University and each constituent group, including, faculty, staff, students, and administrators. In specific:

- A. *Ex officio* members with all rights and privileges, including voting privileges, shall include the division heads (i.e., President, Provost and Vice President of Academic Affairs, Vice President for Administration and Finance, Vice President for Enrollment Management and Student Affairs, Vice President for Advancement, and the Vice President for Information Technology). *Ex officio* members, but no other members, may appoint in writing a designee. Designees shall have the authority to represent the respective *ex officio* member during university-wide budget deliberations and recommendations, and shall be granted all rights and privileges of full membership, including voting privileges. If a designee and an *ex officio* member are both present at a UBC meeting, only the *ex officio* member shall have a vote.
- B. In addition, as the respective division head determines necessary and appropriate, divisional budget/fiscal officers may attend UBC meetings, and may participate as non-voting members (unless explicitly designated by the respective division head as his/her designee).
- C. One faculty member shall be elected by each college and the University Library, each of whom shall serve a three-year term. In the event of a resignation from the UBC, the Academic Senate Executive Committee shall name a replacement member, who shall complete the term of the original member.

In order to provide continuity, faculty members shall serve staggered terms of three years. Therefore, upon initial constitution (FY 2013/14) of the UBC, the terms shall be as follows, with college alphabetical order providing the defining principle for these terms:

- 1. Serving three-year terms: One faculty representative from each: Arts & Humanities; Business and Public Policy; Extended and International Education.
 - 2. Serving two-year terms: One faculty representative from each: Education; Health, Human Services and Nursing.
 - 3. Serving two-year terms: One faculty representative from each: the University Library; Natural & Behavioral Sciences.
- D. The UBC shall include three voting student members. In addition to serving as a member of the UBC, the President of the Associated Students, Inc., shall appoint two student members, preferably one undergraduate student and one graduate student. All student members shall serve one year terms.
 - E. Following consulting with division heads and staff representatives on the Academic Senate, the President shall appoint one non-MPP staff member from eligible divisions to serve a two-year term. After a staff representative UBC service concludes, the division the staff member represents shall be ineligible to have a staff representative appointed to the UBC until a staff member from each

division has served a two-year term). The staff representative appointed by the President shall be a voting member of the UBC.

- VI. **Staff Support** to the UBC shall be provided by the Vice President for Administration and Finance.
- VII. **UBC Chair.** The President shall appoint a faculty member as the chair of the UBC after consulting with the Academic Senate Executive Committee and other groups as the President determines appropriate. Normally, an incoming UBC chair will be a continuing UBC member with at least one year of service as a UBC member. The UBC chair will serve a three-year term as chair and one year as past chair. Duties of the past chair are to assist the incoming chair as necessary. Both the chair and the past chair shall be voting members of the UBC.
- VIII. **Town Hall Meetings.** The President and Vice President for Administration and Finance/Chief Financial Officer shall hold open Budget Town Hall Meetings for the campus at least once a year to provide faculty, staff, and students an overview of the university budget.
- IX. **Budget Presentations/Information.** Budget presentations/information provided to the UBC shall be posted to the UBC web site. The UBC also may elect to post summaries of discussions held during UBC meetings to the web site.

Approved:



Willie J. Hagan, President
California State University, Dominguez Hills

Date:

9/19/14