

## SUMMARY OF DECISIONS REGARDING THE UNIVERSITY BUDGET COMMITTEE

- The role of the UBC is to help plan for the upcoming year's budget, not to manage current expenditures.
- The UBC will receive regular budget reports to facilitate budget planning.
- Each year the UBC will review an annual budget proposal from the divisions of the Vice Presidents and President, regardless of whether we are facing reductions or have new funds to allocate. Then the UBC will highlight areas of agreement and recommend changes in the proposed plan to the President.
- The UBC will review the divisions' plans to reduce services when budget reductions are required and report findings to the President and the University Executive Committee.
- The membership of the UBC will consist of: three faculty members, appointed by the Provost in consultation with the College Deans and the Academic Senate, the Academic Senate Finance Officer, an Academic Affairs representative, a Student Affairs representative, an Administrative Affairs representative, a University Advancement representative, a staff representative selected by the Staff Council, and the Associated Students President or designee. None of the Vice Presidents will be members of the UBC. The University Budget Director and one Budget Analyst from each division will serve as advisors to the UBC. Facilitators will be used at the beginning of the year to help the UBC function as effectively as possible. Terms of office will be staggered; members will have three-year renewable terms. The Associated Students representative and the Academic Senate Finance Officer will be appointed annually.
- The university's Associate Vice President for Business Services will serve as the chair of the UBC. Staff support for the committee will be provided by the University Budget Director's office, as needed.
- The UBC should be able to reach consensus on issues. In cases where significant differences cannot be resolved, the UBC should document the various perspectives and their rationales for the President's consideration.
- The university will develop a budget time line that allows us to complete deliberations on a budget for the coming fiscal year within 45 days after the Governor submits his annual budget to the Legislature. Early in the fall semester of 2008/09 and thereafter, the UBC will review the use of re-allocated funds in the vice presidential areas.
- The campus will publish an annual line-item budget book.
- At the end of each budget planning year, the UBC will reevaluate the annual budget process and make recommendations for any changes to the President.