

Humboldt State University Budget Review Process

Desired Outcomes:

The budget review process is designed to provide an open, inclusive, and objective process by which to allocate Humboldt State University's (HSU) resources.

Allocation of resources should:

- Be consistent with the HSU Mission and Strategic Plan, and the President's budget priorities for the campus,
- Meet the requirements set forth by the State of California and the California State University,
- Support appropriate and prudent, long term University fiscal stability and sustainability.

Scope:

All areas of the University, including state-funded units and auxiliaries, will participate in the annual budget process. The University President will approve the annual budget for all areas.

Composition of The University Budget Committee (UBC):

Chair: Provost (Votes to break ties)

Voting members: 3 faculty members - Appointed by Provost (in consultation with the College Deans and the Academic Senate)

1 Academic Affairs representative - Appointed by Provost

1 Academic Senate Finance Officer - Appointed by way of holding the position.

1 Student Affairs representative - Appointed by VP Student Affairs.

1 Administrative Affairs representative - Appointed by VP Administrative Affairs.

1 University Advancement representative - Appointed by VP University Advancement.

1 Staff representative - Selected by the Staff Council.

1 The Associated Students President or designee - Appointed by way of holding the position.

Observers: Observers are welcome at open meetings.

Ex Officio: University Budget Director

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Terms of office for voting committee members will be staggered, three-year terms (except the Academic Senate Finance Officer and the Associated Student's President). Of the original committee members, one-third will be replaced after the first year, one-third will be replaced after the second year, and one-third will be replaced after the third year.

UBC Charge:

The University Budget Committee is charged with the responsibility to:

- Advise the President/VPs on general budget policy issues that affect the University;
- Become informed regarding the annual budget of the University;
- Help plan for the upcoming year, not to manage current year expenditures;
- Determine a methodology to use to evaluate the budget plan;
- Review an annual budget plan from the President/VPs and highlight areas of agreement and recommend changes to the budget plan;
- Make recommendations regarding proposed budget allocations/de-allocations, including divisional plans to reduce services when budget reductions are required;
- Complete its deliberations on the budget for the coming year within 45 days after the Governor submits an annual budget to the Legislature;
- Review the divisional use of new funding initiatives from the prior year;
- Communicate university budget information to their colleagues; and
- Be able to reach consensus on issues. If significant differences cannot be resolved, the UBC should document the various perspectives for the President and the Vice Presidents.

Staff support for the committee will be provided by the University Budget Director's office.

Annual Budget Development Process:

Each year, HSU will develop and approve a balanced base budget for the next year describing the student enrollment forecast, the total state funds revenue estimate, the salary and benefits budget by division, and the operating expense budget by division. The University budget process and the funding source which is the focus for the University Budget Committee recommendations will be referred to as the HSU State Operating Fund. This fund includes the state appropriation and student fees, such as state university fee, non-resident tuition, course fees, application fee, mandatory student lab paper fee, and other administrative fees, such as returned check fee, late registration fee, etc. HSU will use the following general process:

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Initial Charge and Plan:

- In the fall, the President meets with the UBC to discuss the budget planning timeline approved by the Executive Committee, Campus strategic initiatives, and priorities.
- The UBC holds orientation meetings to review the UBC's roles and responsibilities and the planning calendar.

Development of the Budget Plan Package:

- From October to January, the Vice Presidents, in consultation with the President, meet to develop a budget plan for the University.
 - The University Budget Office provides support by assisting in developing a revenue budget, a historically derived base budget, and other support as requested by the Vice Presidents.
 - Each Vice President will consult with their division for input in preparing the budget. The details of the divisional budget process are to be determined and published by each division.
- The President and the Vice Presidents meet with the UBC to provide a briefing on the annual budget by late January.

UBC Committee Recommendations:

- The UBC develops its decision process to review the budget within the scope of the strategic plan and mission of HSU and the President's budget priorities.
- The UBC prioritizes budget requests using the decision process independently developed by the UBC.
- Based on the outcome of its decision process, the UBC delivers a written report to the President highlighting specific areas of agreement with the budget and may recommend changes to the budget.
- The UBC report is due to the President by the end of February.

Finalized Budget Plan:

- The President will review the budget plan and the UBC's written report.
- Additionally, to prepare the finalized budget, the President may seek advice from other colleagues, such as the: Vice Presidents, University Budget Director, University Executive Committee, Academic Senate, Associated Students, Staff Council, CSU Chancellor, and others.
- After carefully considering all the input from Campus stakeholders, the President may make adjustments to the budget plan, then approve and issue the finalized budget plan.
- The President will meet with the UBC to share the final budget plan and will issue a statement to the University releasing the finalized annual budget plan.

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- The UBC will reevaluate the annual budget process and make recommendations, if needed, to the President.

Humboldt State University Budget Process Diagram

