

Humboldt State University

Budget Review Process

Budget Process:

The proposed budget process is designed to provide an open, inclusive, and objective process by which to allocate Humboldt State University's resources. Allocation of resources should be consistent with the Strategic Plan for the campus.

The University Budget Committee (UBC):

Co-Chairs: Provost and Vice President for Academic Affairs (Non-voting)
Chair, Academic Senate (Votes to break tie)

Voting members: Chair, Senate Finance Committee
Faculty representative, Arts Humanities & Social Sciences
Faculty representative, Natural Resources and Sciences
Faculty representative, Professional Studies
Faculty representative, Non-College Affiliated Faculty
President, Associated Students or designee
Staff Representative, Division of Student Affairs
Staff Representative, Division of Administrative Affairs
Staff Representative, Division of Academic Affairs
Student Representative, 2-year term, appointed by Associated Students

Observers: Representative of the Labor Council
Vice President for Administrative Affairs
Vice President for Student Affairs
Administrative Vice President, Associated Students or designee

Ex Officio: University Budget Director
Academic Affairs Director of Budget and Institutional Data
Student Affairs budget officer
Administrative Affairs Director of Fiscal Affairs

Committee selection and voting process:

Faculty representatives shall be elected by a campus-wide vote of the faculty. Staff shall be selected in a manner agreed upon by staff. Committee members are expected to apply a University perspective to their budget deliberations and recommendations. Voting members of the committee shall be non-management.

Terms of office for voting committee members will be staggered, three-year terms (except 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.

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

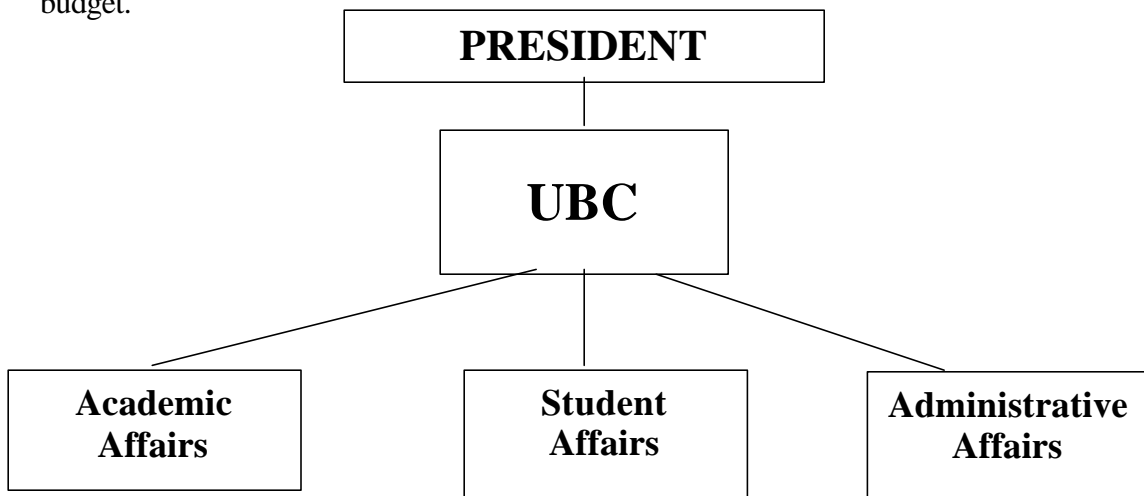
General process:

Each division is given a historically derived base budget, however, each base budget should be examined every year with adjustments made gradually. Deans and directors develop a budget in full consultation with department chairs and unit heads who in turn develop a unit budget in consultation with faculty/staff and submit any augmentation to base resource requests to dean/director. Auxiliary units will participate in the process as well as state-funded units. As part of this process, units will

- provide information on all sources of funds available to their unit
- describe how any funds allocated in the previous year's process were used
- explain year-end balances (surpluses or deficits).

Each college dean or division director prepares necessary resource planning forms to submit to the VP of the appropriate division for consideration through their divisional budget process. The details of the divisional budget process are to be determined by each division. Deans and directors consult with department/unit heads, who in turn consult with faculty/staff to determine final resource priorities for college/unit. Requests for augmentation to base budget will be sent forward for campus review. Requests for one-time funding may be approved at the divisional level, or forwarded for campus review.

UBC then holds open hearings for each division. These hearings are open to the entire campus community. The VP of each division explains and justifies the resource requests consistent with the strategic plan. UBC reviews VP's recommendations and makes a preliminary recommendation. This preliminary resource allocation recommendation is published for review and comment prior to a final recommendation to the President. The President consults with the University Budget Director, University Executive Committee, Academic Senate, and the President's Cabinet, Associated Students, and Staff Council. President then makes final decision about the budget.



Humboldt State University Budget Process Flow and Responsibilities

PRESIDENT

- Review University Budget Committee recommendations
- Consult with University Executive Committee, Academic Senate, President's Cabinet, Associated Students, Staff Council, University Budget Director
- Make final decision on budget allocations

University Budget Committee (UBC)

- Hold open hearings for each divisional budget request
- Review Divisional Unit Head recommendations
- Prioritize University budget requests within the scope of the strategic plan and mission of the University
- Publish preliminary prioritized recommendations for review and comment
- Make final prioritized recommendation to the President

Divisional Unit Head (President, Provost/Vice Presidents)

- Reexamine unit base budgets
- Develop and prioritize divisional budget requests in consultation with Deans/Directors
- Prepare, submit and present prioritized divisional budget requests to the UBC for consideration through the University budget process.
 - Provide information on all sources of funds available to their unit
 - Describe how any funds allocated in the previous year's process were used
 - Explain year-end balances (surpluses or deficits)
- Make recommendations to UBC for changes outside the scope of the divisional funding ability

Deans/ Directors

- Reexamine cost center base budgets
- Develop and prioritize unit budget requests in consultation with Unit Heads
- Prepare and submit necessary planning documents to appropriate divisional unit heads for consideration through each division's budget process
 - Provide information on all sources of funds available to their unit
 - Describe how any funds allocated in the previous year's process were used
 - Explain year-end balances (surpluses or deficits)
- Make recommendations to Divisional unit heads for changes outside the scope of Dean/Director funding ability

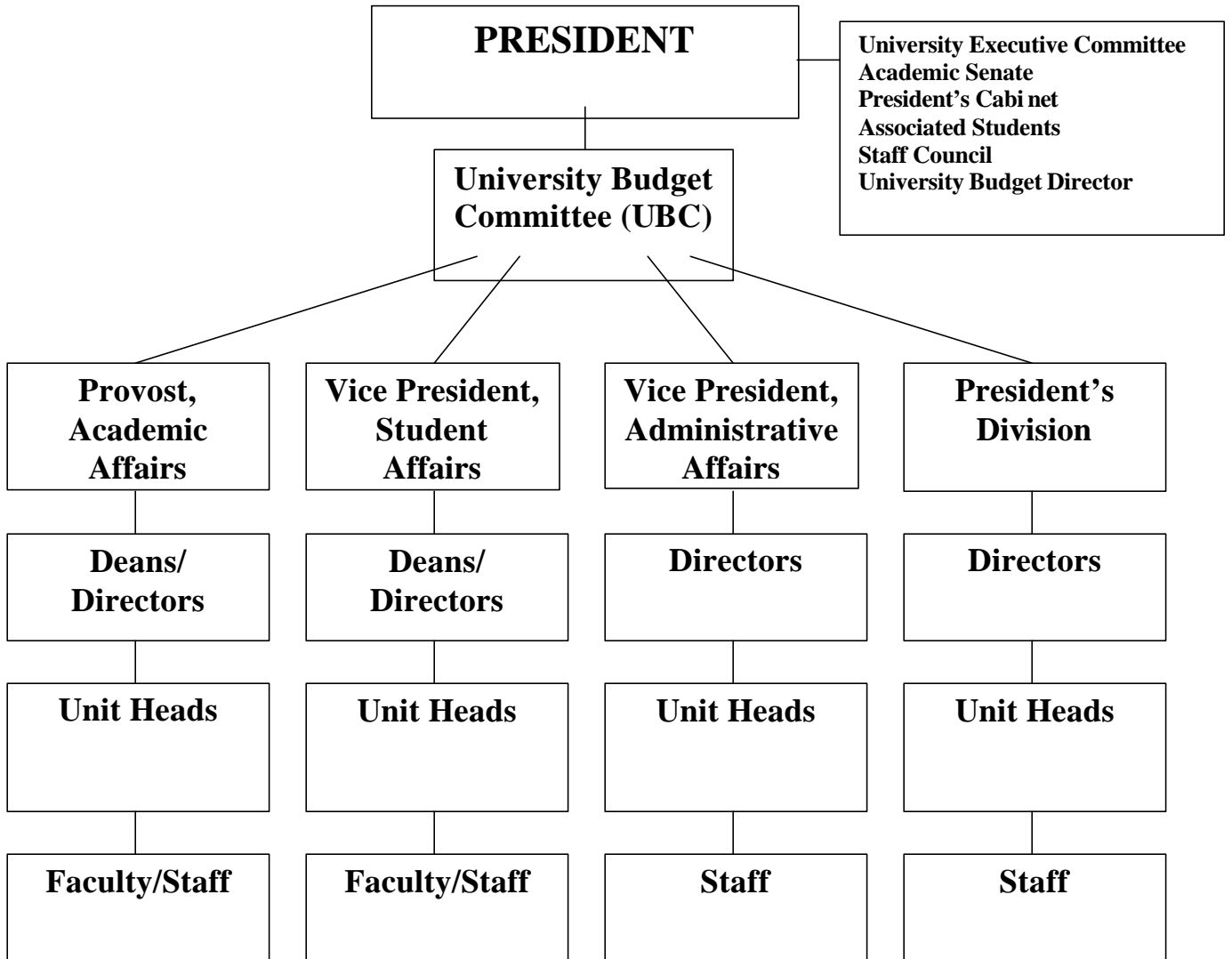
Unit Heads

- Reexamine cost center base budget
- Develop and prioritize unit budget in consultation with Faculty/Staff
- Make recommendations to Deans/Directors for changes

Faculty/Staff

- Reexamine cost center base budget
- Make recommendations to Unit heads for changes

Humboldt State University Budget Process Diagram



Humboldt State University

Budget Cycle: A Continuous Process

Month	Divisional Responsibilities/ Campus Schedule	CSU Schedule	State Schedule
July 1	Campus annual budget planning begins		
July -August		Initial discussion and review of CSU budget by Executive Council	Beginning of State Budget Cycle
August	Executive Committee with President sets calendar for annual process	Review of CSU budget by Systemwide Budget Advisory Committee	
September	President and executive leadership review HSU mission and strategic plan	BOT statement of CSU budget priorities	
September	President and executive leadership set HSU Priorities and communitie priorities and initial direction to campus		
October 14	Campus annual budget process begins		
October 15	Divisional leadership initiate unit budget processes	BOT approval of CSU budget	
November-December		CSU meet with Governor's Office and Department of Finance (DOF) staff	Legislative Analyst Office (LAO) issues Fiscal Outlook - Governor's Budget released
February 1-10	Executive Committee review of annual budget reductions/requests for funding		
February 10	Prioritized divisional budget requests due to University Budget Office (UBO)		
February 10-15	UBO compiles divisional budget requests		
February 1	University Budget Committee (UBC) reviews HSU mission and strategic operating plan and reviews evaluation plan for proposals	Feb. 5 - CSU provides preliminary campus budget allocations based on Governor's budget	
March 1	UBC begins review of campus budget requests -- holds open hearings		
April 1	UBC publishes preliminary prioritized funding recommendations for review and comment	Legislative Analyst Office (LAO) reviews preliminary campus budget	Legislative Analyst Office (LAO) reviews Governor's initiatives
April 15	UBC makes final recommendations to the President		
April - May	President confers with committees		Subcommittees confer on the Budget Bill
May 4	Budget Update to Executive Committee, Academic Senate, and campus community (or possibly request special Academic Senate meeting later) depending on status of State/CSU budget process		
May-mid			May Revision of Governor's budget is released
May-end		May revision of initial budget document	Subcommittees report to the full Budget Committee
May-late to June-early			Assembly and Senate debate versions of the Budget Bill -- Full Budget Committee, House Approval
June 1-14	Finalize budget based on the May Revise		Budget goes to Two House Conference Committee
June 15			Constitutional deadline for Conference Committee to pass Budget Act
June 30		Final budget allocation to campus	Constitutional deadline for Governor to consider line-item vitoes
July 1	Implement fiscal year budget as approved by the President		Budget Act takes effect.
September	Budget Update to Academic Senate and campus community		