

**Resolution on HSU Budget Process  
(#01-03/04-SF)**

- WHEREAS, Budgeting is an integral part of strategic planning; and
- WHEREAS, An effective method of budgeting based on resource priorities is necessary for the success of the strategic plan; and
- WHEREAS, Budget transparency is of utmost importance to faculty, staff, and students at HSU; and
- WHEREAS, The Fiscal and Governmental Affairs Committee of the CSU Academic Senate conducted a survey of campus budget advisory committees in 1998; and
- WHEREAS, The survey identified the following elements necessary for the effectiveness of a budget advisory committee
- Frequency of meetings
  - Membership structure and make-up of the committee
  - Meeting attendance and time devotion to meetings
  - Staff support for research
  - Connection to Academic Senate
  - Training of committee members
- ; and
- WHEREAS, The survey found strong faculty participation in fiscal planning crucial to the success of a budget advisory committee; and
- WHEREAS, The survey identified HSU as having the lowest faculty representation among the CSU campuses in the budget advisory committee; and
- WHEREAS, The survey found the leadership at the President or Provost level to be essential in smooth functioning of budget advisory committee; be it
- RESOLVED: That the Academic Senate of Humboldt State University recommend approval of the Ad hoc Budget Process Committee's proposal for the formation of a new University Budget Committee and the implementation of the budget process recommended in the attached document and amended by the Academic Senate of Humboldt State University; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommend that the budget process be coordinated with the enrollment cycle as much as possible; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommend that the budget process be reviewed during the Fall 2006 term.

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- WHEREAS, The survey found strong faculty participation in fiscal planning crucial to the success of a budget advisory committee; and
- WHEREAS, The survey identified HSU as having the lowest faculty representation among the CSU campuses in the budget advisory committee; and
- WHEREAS, The survey found the leadership at the President or Provost level to be essential in smooth functioning of budget advisory committee; be it
- RESOLVED: That the Academic Senate of Humboldt State University recommend approval of the attached document, prepared by the Ad hoc Budget Process Committee, for the formation of a new University Budget Committee and the implementation of the budget process recommended; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommend that the budget process be coordinated with the enrollment cycle as much as possible; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommend that the budget process be reviewed during the Fall 2006 term.

## **BUDGET REVIEW PROCESS PROPOSAL**

### **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 (added through senate resolution #01-03/04-SF)**
- 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.

