



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):

Representation	Appointment	Voting Status	Term of Appointment
Provost acts as Chair	Ex officio	Votes to break ties	Annual
Academic Affairs Representative	Appointed by Provost	Voting	3 years
Academic Senate Finance Officer	Ex officio	Voting	Annual
Student Affairs Representative	Appointed by VP Student Affairs	Voting	3 years
Administrative Affairs Representative	Appointed by VP Administrative Affairs	Voting	3 years
University Advancement Representative	Appointed by VP University Advancement	Voting	3 years
Staff Representative	Selected by Staff Council	Voting	3 years
Associated Students President or designee	Ex officio	Voting	Annual
University Budget Director	Ex officio	Non-voting	Annual

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

Staff support for the committee will be provided by the University Budget Director's office. An annual meeting calendar will be published in the fall of each fiscal year. Meetings are closed, unless otherwise noted in the annual meeting calendar. If open meetings are scheduled, observers are welcome to attend those meetings. Staff support will record informal meeting notes of each meeting and will maintain a UBC website with agendas and meeting notes.

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.

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, other mandatory student fees, application fee, and other administrative fees, such as returned check fee, late registration fee, etc. HSU will use the following general process:

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 expense 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 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 reviews the annual budget plan 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 by early April and will issue a statement to the University releasing the finalized annual budget plan.
- The UBC will reevaluate the annual budget process and make recommendations, if needed, to the President.

UBC Budget Review:

Annually, the UBC will review the following:

- The Vice President's written comments regarding the divisional use of new funding initiatives from the prior year, if any.
- A report on the budgets of HSU's auxiliaries.
- A report on initiatives funded from the University's contingency reserve and the President's University Reserve.

Humboldt State University Budget Process Diagram

