

## Resolution on Proposed Changes to the HSU Budget Process

#11-07-08-EX – April 1, 2008

RESOLVED: That the Academic Senate of Humboldt State University recommend the following changes to the *HSU Budget Process* be implemented at the beginning of the 2008/2009 fiscal year:

### **University Budget Committee (UBC) Composition**

*Recommendation:* The composition of the UBC should be structured as follows:

- 2 Facilitators: (To be determined by criteria recommended by ad hoc Budget Review Task Force) – non-voting
- Members:
- 3, Faculty representatives (1 from each College, to be elected by the General Faculty for staggered, renewable, three-year terms)
  - 1, Faculty member, appointed by the Provost in consultation with the Deans and the Senate Executive Committee
  - 1, Academic Senate Finance Officer
  - 1, Academic Affairs representative
  - 1, Student Affairs representative
  - 1, Administrative Affairs representative
  - 1, University Advancement representative
  - 1, Staff representative selected by Staff Council
  - 1, Associated Students President or designee
- Advisors:
- University Budget Director
  - One Budget Analyst from each division

### **UBC Process**

Recommend: That a consensus decision-making process be used (***agreeing with the ad hoc Budget Review TF report***), but also recommending that votes and their distribution should be recorded and forwarded with UBC recommendations to the President)

### **UBC Training**

Recommend: At a minimum, a binder of information and background should be prepared annually for all members and a “training program” should be developed for new members. (***agreeing with and expanding upon the ad hoc Budget Review TF report***)

### **UBC Role**

- 1 Recommend: That the UBC. develop a year-round oversight role for monitoring the campus budget (**agreeing with the ad hoc Budget Review Report**) and also recommending that this oversight process to include:
  - Division leaders should report annually what they achieved with the money allocated to them relative to their projected goals and objectives.
  - The UBC should know, on an annual basis, how all budgeted and unbudgeted funds were spent (for example, per the Report, such monitoring should include review of quarterly reports from the University Budget Office on budgeted revenues and expenditures relative to actuals of agreed-upon budget categories).
- 2 Recommend: The UBC should advise the President on general budget policy. (**agreeing with the ad hoc Budget Review Report**)
- 3 Recommend: Campus budget priorities should be linked to the university's strategic plan. (**agreeing with the ad hoc Budget Review Report**)
- 4 Recommend: The UBC. should recommend to the President allocation of unbudgeted funds, in accordance with the university's Strategic Plan priorities. (**agreeing with the ad hoc Budget Review Report**)
- 5 Recommend: The UBC should be included in discussions about how budget reductions are to be distributed (in terms of the principals to be used for budget reductions as well as percentage distributions among divisions) prior to division leaders developing plans to reduce their division budgets. (**expanding upon the ad hoc Budget Review Report recommendation**)
- 6 Recommend: The UBC. should review all division plans to reduce services when budget reductions are required, relative to the university strategic plan priorities, and report recommendations to the President and the University Executive Committee. (**agreeing with the ad hoc Budget Review Report**)
- 7 Recommend: That the campus undertake campus-wide program prioritization so the UBC will be able to make informed recommendations when reviewing division plans to reduce services when budget reductions are required. This would allow the U.B.C. to actually evaluate any division's priorities relative to all other division priorities. (**expanding upon the ad hoc Budget Review Report recommendation**)
- 8 Recommend: The UBC will provide timely communication to the campus community and improve its web site content (including quality of its minutes). (**agreeing with the ad hoc Budget Review Report**)
- 2 Recommend: It is an appropriate role for the Academic Senate to review the *HSU Budget Policy*, and its addendum, and recommend any needed changes or follow-up on

previous recommendations included in the Policy. The UBC. Should be one of many advising groups or individuals on campus who provide feedback to the Senate in this process. ***(disagreeing with the ad hoc Budget Review Report)***

### ***Other***

- 1 Recommend: That HSU should establish an Office of Institutional Research. ***(agreeing with the ad hoc Budget Review Report)***

*RATIONALE: The recommendations for changes are based upon the following series of events:*

- *Senate and President approval of the HSU Budget Process (October 2003) (see Attachments 1 and 2)*
- *Revision to the composition of the University Budget Committee (November 8, 2006) (see Attachment 3)*
- *Senate and President approval of formation of ad hoc task force to review the HSU Budget Process and the HSU Budget Policy (February 2007) (see Attachment 4)*
- *Receipt of "Budget Review Recommendations" (1/22/08) from ad hoc Budget Review Task Force (see Senate packet for January 29, 2008).*

*Following discussions at both Senate and Senate Executive Committee meetings, these recommendations were prepared by an ad hoc subcommittee (Mark Larson and Saeed Mortazavi) and amended following the open Senate discussion of March 11, 2008.*