



SCSU BUDGET COMMITTEE CHARTER

PURPOSE

The University Budget Committee (UBC) serves as a shared governance body that advises the President, Vice President for Finance & Administration and CFO, and the presidents leadership team on matters related to university budgeting, resource allocation, and financial planning. Its purpose is to:

- Promote transparency in university budget development and resource allocation.
- Provide a forum for shared governance in financial decision-making.
- Offer recommendations on priorities and strategies to align financial resources with the University's mission, strategic plan, and academic priorities.
- Serve as a communication bridge to disseminate budget-related information to the broader campus community.

Responsibilities

- Review and provide feedback on annual operating and capital budgets prior to their submission to the President.
- Examine and advise on the university budget to ensure alignment with academic priorities, student success, research commitments, and institutional sustainability.
- Offer input on strategic initiatives that require significant financial investment, including academic program proposals, capital projects, and technology enhancements.
- Review and provide guidance on long-term financial planning, including multi-year forecasts and resource trends.
- Facilitate communication by sharing committee discussions with the constituencies they represent, fostering campus-wide understanding of the university budget.

Membership

Membership is designed to reflect the shared governance structure of the university and to ensure broad representation. Committee members participate as representatives of their respective constituencies and contribute perspectives to inform recommendations. As an advisory body, the committee does not take formal votes; instead, it works toward consensus and provides collective input to the university leadership.

1. Chair: Vice President for Finance & Administration
2. University President
3. Provost and Vice President for Academic Affairs
4. Vice President, Institutional Advancement
5. Vice President, Enrollment Management



6. Vice President, Student Affairs
7. Vice President, Diversity, Equity and Inclusion
8. University Budget Director
9. Chief Human Resource Officer
10. Chief Information Officer
11. Associate Vice President for Capital Budgeting and Facilities Operations
12. (1) College Dean Representative (Provost Council)
13. (2) Faculty Senate Representatives
14. (1) Administrative Faculty Representative
15. (1) Undergraduate Student Representative
16. (1) Graduate student Representative
17. (1) Institutional Research Representative
18. (5) Union Representatives (1 from each union):
 - a. AAUP American Association of University Professors
 - b. NP-2 Maintenance & Service
 - c. NP-3 Clerical - Administrative Clerical
 - d. NP-5 Police
 - e. SUOAF

Meetings

- The UBC will meet in September, January and May for regular budget updates with additional meetings scheduled as needed during budget development season.
- Subcommittees may be formed to review specialized areas (e.g., capital planning).
- Meetings are advisory in nature, and recommendations are developed through discussion and consensus.

Reporting

The UBC provides advisory recommendations to the President, the CFO and the president's leadership team.

Review of Charter

This charter shall be reviewed every three years by the committee and recommended revisions submitted to the President for approval