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

PRESIDENT

University Budget Committee (UBC)

Provost, Academic Affairs

Vice President, Student Affairs

Vice President, Administrative Affairs

President’s Division

Deans/ Directors

Deans/ Directors

Directors

Directors

Unit Heads

Unit Heads

Unit Heads

Unit Heads

Faculty/Staff

Faculty/Staff

Staff

Staff

University Executive Committee
Academic Senate
President’s Cabinet
Associated Students
Staff Council
University Budget Director
# Humboldt State University

## Budget Cycle: A Continuous Cycle

<table>
<thead>
<tr>
<th>Month</th>
<th>Divisional Responsibilities/ Campus Schedule</th>
<th>CSU Schedule</th>
<th>State Schedule</th>
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</thead>
<tbody>
<tr>
<td>July 1</td>
<td>Campus annual budget planning begins</td>
<td>Initial discussion and review of CSU budget by Executive Council</td>
<td>Beginning of State Budget Cycle</td>
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<tr>
<td>July - August</td>
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<td>Review of CSU budget by System-wide Budget Advisory Committee</td>
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<td>August - second week</td>
<td>Executive Committee with President sets calendar for annual process</td>
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<td>August - last week</td>
<td>Current Year Annual Budget presented to Academic Senate and campus community</td>
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<tr>
<td>September - second week</td>
<td>President and executive leadership review HSU mission and strategic plan and set priorities</td>
<td>BOT statement of CSU budget priorities</td>
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<tr>
<td>September third week</td>
<td>President and executive leadership communicate priorities and initial direction to campus</td>
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<tr>
<td>October - second week</td>
<td>Campus annual budget process begins</td>
<td>BOT approval of CSU budget</td>
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<td>October - December</td>
<td>Divisional leadership initiate unit budget processes</td>
<td>CSU meet with Governor's Office and Department of Finance (DOF) staff</td>
<td>Legislative Analyst Office (LAO) issues Fiscal Outlook - Governor's Budget released</td>
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<tr>
<td>January - first week</td>
<td>University Budget Committee (UBC) reviews HSU mission and strategic operating plan and develops evaluation plan for proposals</td>
<td>Governor's Budget released</td>
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<td>February - first week</td>
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<tr>
<td>February - second week</td>
<td>Prioritized divisional budget requests due to University Budget Office (UBO)</td>
<td>Second week - CSU provides preliminary campus budget allocations based on Governor's budget</td>
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<td>February - second week</td>
<td>UBO compiles divisional budget requests</td>
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<tr>
<td>February - second week</td>
<td>Executive Committee review of annual budget reductions/requests for funding</td>
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<td>March - first week</td>
<td>UBC hold open hearing where divisions will present their divisional budget request priorities</td>
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<td>March - second and third week</td>
<td>UBC deliberations of divisional budget presentations</td>
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<td>April - first week</td>
<td>UBC publishes preliminary prioritized funding recommendations for review and comment</td>
<td>Legislative Analyst Office (LAO) reviews preliminary campus budget</td>
<td>Legislative Analyst Office (LAO) reviews Governor's initiatives</td>
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<td>April - second week</td>
<td>Deadline for campus input of UBC recommendations on budget funding priorities</td>
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<tr>
<td>April - second week</td>
<td>UBC compiles final budget recommendations</td>
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<tr>
<td>April - third week</td>
<td>UBC recommendations presented to President and Executive Committee</td>
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<td>April - third week</td>
<td>Budget Update to Academic Senate (or possibly request special Academic Senate meeting later) depending on status of State/CSU budget process</td>
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<td>May - first week</td>
<td>Budget Update to campus community</td>
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<td>May-third week</td>
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<td>May Revision of Governor's budget is released</td>
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<td>May-fourth week</td>
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<td>Subcommittees report to the full Budget Committee</td>
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<td>May-late to June-early</td>
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<td>Assembly and Senate debate versions of the Budget Bill -- Full Budget Committee, House Approval</td>
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<td>June - second week</td>
<td>Finalize HSU budget based on the May Revise Budget</td>
<td>Budget goes to Two House Conference Committee</td>
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<td>June - second week</td>
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<td>Constitutional deadline for Conference Committee to pass Budget Act</td>
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<td>June - end of month</td>
<td>Final budget allocation to CSU campuses</td>
<td>Constitutional deadline for Governor to consider line-item vetoes</td>
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<tr>
<td>July 1</td>
<td>Implement fiscal year budget as approved by the President</td>
<td>Budget Act takes effect</td>
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