

Academic Senate •1000 E. Victoria • Carson, CA 90747 • WH-A420 • (310) 243-3312

**EXEC Resolution 17-19**

**Increasing Faculty Involvement in the University Budgeting Process**

**Amending PM 2014-04**

**M/S/P February 28, 2018**

**RESOLVED**: That the Academic Senate of California State University, Dominguez Hills calls upon the President and the Executive Cabinet to strengthen shared governance on the University Budget Committee through increased transparency and accountability of the budgeting process; and be it further,

**RESOLVED**: That PM 2014-04 be amended as follows:

**III. Procedures**. The UBC shall receive from each division head reports and forecasts related to expected revenues from all sources, mandatory and continuing expenditure commitments, proposals for priority expenditures on both multi-year baseline and one­ time basis; proposed changes or additions to academic plans; and the university's plans for student success.

The UBC shall meet each year in the Fall and Spring semesters with regularly scheduled meeting times and purposes as outlined below and include additional items and meetings at the discretion of the UBC Chair and committee members.

Fall semester:

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| A | “Introduction to the Budget” training and overview of the actual current fiscal year allocations. | |
| B | Comparison between the previous years’ approved budget and actual expenditures for each division and college. | |
| C | Division Goals & Priorities; Enrollment, Census & Budget Allocation | |
| Spring semester: | |
| D | Review of preliminary projected budget for Dominguez Hills for subsequent year based on Governor’s January Budget proposal; Review enrollment projections. | |
| E | Presentation of cabinet priorities and funding requests. | |
|  |  | |
| G | Preliminary recommendations to President based on a university-wide perspective by May and shared with the Senate. | |
| H | Final budget based on Governor’s May Revision distributed to UBC members and shared with Senate. | |

**RESOLVED**: **V. Representation and Membership**.

1. Ex officio members with all rights and privileges, including voting privileges, shall include the division heads (i.e., President, Provost and Vice President of Academic Affairs, Vice President for Administration and Finance, Vice President for Student Affairs, Vice President for University Advancement, Vice President for Information Technology and Chief Information Officer). Ex officio members may appoint in writing a designee. Designees shall have the authority to represent the respective ex officio member during university-wide budget deliberations and recommendations, and shall be granted all rights and privileges of full membership, including voting privileges. If a designee and an ex officio member are both present at a UBC meeting, only the ex officio member shall have a vote.
2. In addition, as the respective division head determines necessary and appropriate, divisional and college budget/fiscal officers may attend UBC meetings, and may participate as non-voting members (unless explicitly designated by the respective division head as his/her designee).
3. That one faculty member shall be elected by faculty from each stateside college and the University Library, each of whom shall serve a three-year term. In the event of a resignation from the UBC, the college faculty shall elect a replacement member, who shall complete the term of the original member. Faculty representatives may appoint in writing a designee. Designees shall have the authority to represent the respective faculty member during university-wide budget deliberations and recommendations, and shall be granted all rights and privileges of full membership, including voting privileges. Faculty representatives will provide regular updates to their respective unit.
4. That the Academic Senate Chair (or, the Chair being unable to serve, a Senate Executive Committee designee) serve on the UBC to represent the Senate as a voting member. The Senate Chair (or Senate Executive designee) does not represent any individual college or the University Library. The Senate representative will provide regular updates to the Academic Senate.

**RESOLVED**: **VII. UBC Chair**. The President shall appoint a faculty member as the chair of the UBC and will notify the Academic Senate Executive Committee and other groups as the

President determines appropriate. Normally, an incoming UBC chair will be a continuing UBC member with at least one year of service as a UBC member. The UBC chair will serve a three-year term and serve an additional year as past chair. The chair shall be a voting member of the UBC. The past chair shall be an ex officio non-voting member. The UBC chair will also represent their college while chairing UBC but not when serving as past chair. Duties of the past chair are to assist the incoming chair as necessary.

**RESOLVED**: **VIII. Town Hall Meetings**. The Vice President for Administration and

Finance/Chief Financial Officer shall hold open Budget Town Hall Meetings for the campus at least once a year to provide faculty, staff, and students an overview of the university budget.

**RESOLVED**: **IX. Budget Presentations/Information**. Budget presentations/information provided to the UBC shall be posted and made publically accessible on the UBC website. Information relevant to UBC decision-making will be provided at least five (5) business days before the UBC meetings. Additionally, summary minutes of each UBC meeting should be posted one week prior to the next scheduled meeting on the UBC website.

***Rationale***

Recommendations from the August 2017 Academic Senate Retreat highlighted the need for Academic Senate representation on the UBC. We appreciate that faculty from the stateside colleges and University Library are represented. However, the University Budget Committee is arguably one of the most important committees on campus, and Senate representation is essential for strong shared governance and is practiced on a number of sister CSUs, especially in the L.A. region.[[1]](#footnote-1) Representation of the Academic Senate also aligns well with the representation of the Associated Students Incorporated (ASI), the representative body for student participation in shared governance, which includes the ASI President who appoints two additional student members.

The Academic Senate Executive Committee also recognizes the current UBC Chair has worked to establish the desired timeliness in the distribution of materials to committee members, scheduled regular meetings throughout the fall semester, and created agendas to more fully address the perspective and scope of the UBC as outlined in PM 2014-04 Section II. The work of the current committee addresses concerns brought forward to Senate leadership regarding strengthening access of all UBC members to materials and information needed. This resolution seeks to institutionalize these important changes that have strengthened budget transparency and consistency in the practices of shared governance both for the members of the UBC as well as the larger campus.

1. CSUF <http://studylib.net/doc/18286110/academic-senate-committee-list---california-state-university>; CSUN (<http://www.csun.edu/provost/university-planning-and-budget-group-upbg>); CSULA <http://www.calstatela.edu/academicsenate/handbook/ch2d>; CSUB <http://www.csub.edu/budget/_files/usp-bac_membership.pdf>; CSUS <http://www.csus.edu/aba/budget/documents/ubac/ubac-composition-and-charge.pdf>; SJSU <https://docs.google.com/viewer?url=http%3A%2F%2Fwww.sjsu.edu%2Fsenate%2Fdocs%2FF15-9.pdf>; SSU <http://web.sonoma.edu/uaffairs/policies/facultyconsultbudget.htm>. [↑](#footnote-ref-1)