UNIVERSITY BUDGET ADVISORY COMMITTEE (UBAC)
University Budget Advisory Committee Composition

The University Budget Committee (UBAC) is established by the President to provide input and recommendations to the President regarding the University’s General Operating Fund Budget. In order to secure broad representation and input as well as a variety of perspectives, the committee will be comprised of the following members:

University Staff and Administration: Four committee members selected from the University staff and administration appointed by the President (one-year terms).

Faculty: Four committee members that include one Department Chair recommended by the chairs to the Provost and appointed by the President (two-year term); three faculty members recommended by the Faculty Senate (staggered three-year terms). The Senate will advance at least three and up to five names annually to the President for consideration.

Students: Two students recommended by the President of the Associated Students Inc. (one-year terms).

The Associate Vice President for Budget, Planning and Administration (permanent member).

Ex-Officio Members/Staff: Budget Planning and Administration analysts.

A member of the University Budget Advisory Committee will be appointed by the President to serve as chair of the committee.

Charge to the University Budget Advisory Committee

The discussions and recommendations of the University Budget Advisory Committee shall be limited to issues outside the realm of exclusive collective bargaining representatives.

Working with the President and Vice Presidents, the University Budget Advisory Committee shall:

1. Participate in a highly transparent, informative, and participatory campus General Operating Fund budgeting process.
2. Participate in a budgeting process that integrates campus strategic goal setting, budget review and planning, and allocations set by the president.
3. Participate in the review of accomplishment of goals by vice-presidential divisions and other appropriate units and determine the levels of accountability in the proper use of funds.
4. Advise the President regarding the timing and content of annual budget calls.
5. Review, analyze, and advise the President regarding significant budget actions external to the campus that could impact the University’s Operating Fund; e.g. the initial CSU budget proposal and the Governor’s May Revise.
6. Review annually the alignment of enrollment targets to the proposed General Operating Fund Budget.

7. Provide annual recommendations to the President regarding the proposed budget allocations across the University’s several divisions in line with the University Strategic Plan.

8. Advise the President regarding the format for reporting annual budget data to the campus community in a thorough and consistent manner such that annual changes in the budget are easily tracked and understood.

9. Advise the President during the fiscal year regarding significant or unanticipated events that have a significant effect upon campus budget allocations.

Revised September 8, 2013
2014/15
University Budget Advisory Committee (UBAC)

http://www.csus.edu/aba/budget/UBAC/index.html

Faculty Members
Karen Davis-O’Hara
Marya Endriga
Christine Miller
Deidre Sessoms

Administration/Staff Members
Fred Baldini, UBAC Chair
Paul Edwards
Stacy Hayano
Greg Siino
LindaKay Soriano

Students
Michael Bloss, II
Simran Kaur

Support Staff to Committee
Norman Kwong
Angel Thayer
<table>
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<th>OCT-DEC</th>
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<th>APR-JUN</th>
<th>JUL-SEP</th>
<th>SEPT/OCT</th>
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| **STATE** | • Governor releases proposed budget for upcoming fiscal year  
  • LAO review of Governor's budget  
  • Legislative budget subcommittee hearings begin | • Legislative Analyst's Office releases May Revision of next fiscal year's revenue projections  
  • Legislature deliberates, sends Governor balanced budget. | • Governor redlines budget proposal from the Legislature and signs budget |
| **CSU** | • Board of Trustees approve CSU Budget for next budget year  
  • CSU meets with Governor's Office & DOF Staff | • BOT & Chancellor's Exec Committee begin deliberation on budget issues based on Governor's Budget. Chancellor's Office provides campuses with periodic updates. | • Chancellor's Office provides campuses with anticipated budget outcomes based on LAO "May Revise" |
| **SAC STATE** | • UBAC meetings for updates/discussions on current year funds, and discussions on anticipated budget issues for next budget year  
  • UBAC receives updates from on-going strategic planning process | • President sends Budget Call to Provost and VPs  
  • Budget Office receives Division Budget Call responses and provides UBAC with information  
  • UBAC has conversations with Provost and Vice Presidents on budget call proposals and begins developing balanced budget proposal for President's consideration | • UBAC finalizes balanced budget proposal for President by mid-April. Continues to meet and refine budget proposal though the end of June as new budget information at the State and CSU becomes available |
| **University Budget Advisory Committee (UBAC)** | • UBAC provides final budget recommendation to President after State/CSU budgets are finalized  
  • President decides campus budget allocations and notifies Provost/VPs and campus | • UBAC meets for updates/discussions on current year funds. | University Budget Office implements President's budget allocations |

### Budget Town Hall Meetings

| Provost/VPs | • On-going dialogue with Program Areas/Departments regarding budget issues | • Provost/VPs identify strategic initiatives for new budget year  
  • Divisions develop and implement internal budget process to identify priorities and budget needs  
  • Provost/VPs prepare responses to budget call - generally due by the end of February | • Provost/VPs monitor current year Division expenses and make adjustments to avoid excessive carry forward funds  
  • On-going dialogue with Cabinet, Divisions, and Program Areas/Departments regarding budget issues | • On-going dialogue with Cabinet, Divisions, and Program Areas/Departments regarding budget issues |
| **Colleges/Departments** | • On-going dialogue with Provost/VPs regarding budget issues  
  • College/departments identify budget concerns for next fiscal year based on current year operational issues | • College/Departments respond to Provost/VP request for priorities and budget needs  
  • College/Departments monitor current year expenses and make adjustments to avoid excessive carry forward funds | • On-going dialogue within division regarding budget issues | • University Budget Office implements Provost/VP's distribution of budget allocations |
|          |          |          |          |          |
State Budget Bill Process Guide

July-September 15:
State agencies and departments submit budget proposals for the upcoming fiscal year to the Department of Finance (DOF) by September 15th.

September-January:
The DOF analyzes proposals, meets with agencies to review requests, estimates state revenues and expenditures then finalizes a balanced budget plan for the governor approval. After the Governor has evaluated the proposed DOF budget, he/she releases it to the public and the legislature as the “Governor's Budget” by January 10th.

January-February:
The budget is introduced as identical bills to both the Assembly and the Senate. The Legislative Analyst will prepare an analysis of the bill, which includes background, projections and recommended revisions. This bill is the starting point for budget subcommittee hearings.

March-April:
In each house (Assembly and Senate), the bills are separated by subject matter and disseminated to the appropriate subcommittee for public hearings. Most changes to the bill are made in the subcommittees of each house because this is where representatives from agencies, DOF, and key stakeholders can be heard on budget items. Once the hearings are completed, each subcommittee votes and submits their report to the full budget committee.

May:
In May, revenue and expenditure estimates are revised, based on the most current information, so that it is reflected on the final Budget Bill. In mid-May, the governor releases the revisions to the Budget Bill in what is termed the “May Revise.” These revisions are incorporated into the draft amendments of the bills which are being discussed at the budget subcommittees for both houses. The Legislature usually waits for updates from the “May Revise” prior to any final budget decisions made on the major programs (e.g. education, corrections, health and human services).

May-June 15:
Once the subcommittee hearings are completed, the subcommittees of both houses will approve, revise, or disapprove certain detail of the Budget Bill. They will then submit a report to their respective budget committees. In each house, the full budget committee will adopt its subcommittees’ reports and send the revised Budget Bills to both the Assembly and Senate floors for amendments and votes. Each house will vote on their Budget Bill and then send it to the other house for concurrence. In the event either bill is not passed by the other house, then it’s sent to the Budget Conference Committee to settle the differences. The Conference Committee is comprised of three members from each house and their task is to settle differences between the two version of the Budget Bill (Assembly and Senate).

In the event the Conference Committee cannot reach a final agreement on the budget, then the “Big 5” which includes the governor, the President pro Tem of the Senate, the Speaker of the Assembly, and the minority leaders of both houses will meet to resolve the deadlock.
State Budget Bill Process Guide

After the Conference Committee distributes the report to the full Assembly and Senate, each caucus meets and is briefed on the final agreement. The committee report containing the Budget Bill cannot be amended. The Budget Bill must be approved by a simple majority vote in each house before it can be sent to the governor. However, a two-thirds vote is still required for the Legislature to raise taxes. The Constitution requires that the Legislature pass the Budget Bill and forward it to the governor by June 15th for his/her signature.

June 15-30:
After the governor has received the Budget Bill from the Legislature, he/she has 12 working days to sign or veto the bill. The governor may reduce or eliminate any appropriation before the budget bill is signed via the line-item veto. The legislature can override a line-item veto with a two-thirds vote in each house. Once the governor signs the Budget Bill, it goes into effect on July 1st. The new budget period runs from July 1st through June 30th.