I. Introduction
Understanding interrelationships, dynamics and dependencies among the various university units is critical to the successful development of the university budget and management of the university’s resources. Work of the University Budget Council will provide for improved planning and managing of limited resources, greater transparency in the budgeting process, and heightened ownership for decisions made by the administration and Board of Regents.

II. Purpose of the University Budget Council (UBC)
Through a thorough understanding of the budget and of historic budgetary information, the University Budget Council (UBC) provides guidance and recommendations to the Board of Regents (BOR) on the budget processes, procedures, priorities, and goals during the development of the university budget. The University Budget Council is charged with:

a) Identifying and promoting a set of enduring principles and values that guide budgetary processes and decisions.
b) Incorporating strategic planning priorities in context with the budget process.
c) Assisting in the development of a balanced budget based on careful analysis of program, enrollment, market, compensation, and other relevant trends and that is consistent with long-range financial projections.
d) Recommending university macro budget and priorities based on information provided by the Budget Office and other sources.
e) Identifying standards and processes consistent with standard accounting practices to be followed by the areas responsible for budget development.
f) Providing channels for adequate communication about budgetary issues and procedures within the university community.

III. Membership
The University Budget Council (UBC) membership has been established to include representatives of divisions, colleges, and various constituent stakeholder groups; to enhance university-wide understanding of the budgetary process; to promote ownership for the principles which govern the university’s use of its resources; and to promote the well being and long-term success of the University. Voting membership is comprised of twenty-four faculty, staff, administrators, and students who serve two year terms. Additional non-voting members may be added when needs arise to assist with University Budget Council work. Members will be selected by their own constituent groups following appropriate procedures for each of those bodies. The University Chief Financial Officer shall be an ex-officio non-voting member of the UBC and shall serve as Chair in the absence of the elected UBC Chair.

Because of the importance of the tasks addressed by the University Budget Council, members must be able to attend regularly and provide information to their constituent groups. Each member on the UBC shall have an alternate representative, selected from the same unit by an appropriate process. The alternate shall serve with a vote at any meetings that the regular member needs to miss. The Chair shall be kept informed of the names of alternates.

Membership will reflect the following:

a) 2 student members
b) 8 faculty representatives appointed by the Faculty Senate for a total faculty representation of one third of the membership
c) 7 representatives from the colleges and Extended Programs (a representative from each college and 2 from CAS based on size)
d) 1 representative from the Provost’s Office
e) 1 representative from Institutional Strategic Planning Council
f) 5 representatives from remaining divisions and key units (1 each from Business and Finance division, Communications divisions, Academic and Student Affairs, Athletics, and Physical Plant)

IV. University Budget Council Meetings
The University Budget Council will meet regularly during the academic year at dates, times, and locations acceptable to the group. Input for agenda items will be provided in advance of council meetings by UBC subcommittees, Senate Budget Committee, and others as appropriate.

V. Role of University Budget Council Chair
The Chair of the UBC will be elected from its voting membership each fall and will be responsible for planning agendas, coordinating the work of subcommittees, and representing the UBC as required to facilitate the work of the group. The Chair will serve as a voting member of the UBC.

VI. Role of University Budget Office
The University Budget Office will support the work of the University Budget Council in a variety of ways including but not limited to:

a) Assisting with agenda-building
b) Providing reports and materials required by the UBC
c) Ensuring that the budget represents all major revenues and expenditures
d) Disseminating accurate, timely budget information as requested by the Council
e) Apprising the UBC of significant budget related issues

VII. Role of Senate Budget Committee

a) UBC and SBC will function independently of each other
b) SBC will have the right to request time on the UBC agenda.
c) To avoid overlap of efforts and to promote exchange of ideas, the SBC representative on UBC will serve as liaison between both committees.

VIII. Flow of information out of the University Budget Council
Communication with the Board of Regents will be handled by the Chair in consultation with the CFO. Council members will maintain communications with their constituents. Communications with the university community will be coordinated through the Chair and posted to the Budget Council website as applicable.