

UNIVERSITY BUDGET ADVISORY COMMITTEE

Bylaws

Revised Bylaws, Presented to UBAC Feb 19, 2025

February 2025

Status

The University Budget Advisory Committee (UBAC) is established as a standing University committee, advisory to the Chancellor and the Executive Leadership Team of UCCS per CU Regents Policy 5.A.1: Principle of Shared Governance.

Charge

With the goal of creating a responsible, transparent, and sustainable financial foundation for UCCS, UBAC shall provide recommendations and feedback to the Chancellor and Executive Leadership Team in detail concerning the University budget for the short-term and long-term budget cycles and planning. These recommendations should reflect the University's Statements of Mission and Vision, strategic planning goals, the deliberations and decisions of faculty and staff governance groups and other campus committees as well as the requests and actions of the CU Board of Regents, the President of CU, and the UCCS Chancellor. In addition to their advisory role to the Chancellor, UBAC representatives and UBAC meetings are core to the goal of creating and sustaining an engaged, informed, and transparent culture around budget discussions and decisions impacting all at the UCCS campus. UBAC Committee members should consider themselves to be representatives and ambassadors of information to the general campus community about the nature and state of the budget and the budget process.

Scope

The committee will provide advice and recommendations upon request considering all sources of revenue and expenditure, including but not limited to general funds, tuition, state appropriations, reserves, other cash, auxiliaries, and plant funds.

Operation

UBAC shall meet on a regular cadence from September to June to inform the campus and advise the Chancellor and Executive Leadership Team on current and future budget issues. UBAC will likely have fewer meetings in the Fall semester and more meetings in the Spring semester due to the CU budget cycle. Meetings shall be open to members of the UCCS campus. The Chancellor and members of the Executive Leadership Team will attend UBAC meetings when possible. The planning of meeting agendas and relevant budget discussions at UBAC will be the result of collaboration between UBAC, the Chancellor, and Executive Leadership Team.

Agendas, prior meeting minutes, and other relevant materials will be made available to UBAC and the campus prior to the meeting. After the meeting, these materials will continue to be available to UBAC and campus members on the MS Teams UBAC group. Formal UBAC meetings shall be recorded. UBAC may have informal discussions that are not recorded. UBAC should have at least one retreat to review the financial planning scenarios for the upcoming year's budget. Retreats will not be recorded but will be reported on in subsequent UBAC meetings.

When considered appropriate and/or requested, UBAC shall vote on recommendations as advisory to the Chancellor and Executive Leadership Team. Ideally, recommendations to be voted on will be announced at the meeting prior. When appropriate relevant materials for the vote will be provided prior to the meeting to when the vote will occur. Each voting member shall have one vote. Eligible voting constituents are listed in membership roster.

Staff support for the committee will be under the direction of the Vice Chancellor for Administration and Finance.

Bylaws Revision

UBAC shall consider any suggested revisions to these Bylaws at least once every three years. Revisions to the bylaws should be circulated to the Chancellor and Executive Leadership Team as well as the full UBAC. A UBAC vote to adopt any changes to the bylaws shall be advisory. The Chancellor will approve and affirm the decision to revise UBAC bylaws.

Membership

The Committee's membership structure is designed to provide for a continuity of expertise as well as an opportunity for new members to join each year. Member terms shall be staggered to ensure continuity of membership on UBAC. When possible, broad representation across campus is preferred. Among the 7 faculty representatives, each college and the library shall have a representative. Among the 6 staff representatives, comprised of 5 staff reps, and 1 President of Staff Council (or their designated representative), efforts shall be made to ensure representation from across the four Vice Chancellor divisions. The five staff members on UBAC should, whenever possible, include at least one classified staff, at least one university staff, and three other staff members from either category. For the process of selecting representatives, refer to the internal bylaws of the Faculty Representative Assembly, Faculty Assembly Committee on Budget, and Staff Council. In addition to the nineteen voting members of UBAC (listed below), members of the Executive Leadership Team and relevant staff support, such as representatives of the Budget Office, Institutional Research, and Enrollment Management are also considered ex-officio non-voting members of UBAC. For a given year or term, changes to the UBAC representative designations may be proposed and approved by a UBAC vote, which is advisory to the Chancellor. The Chancellor will approve and affirm the decision to alter UBAC representation for the given year or term.

All UBAC members are encouraged and expected to consider themselves to be representative of University of Colorado, Colorado Springs, rather than a narrower constituency. Representative members on UBAC shall attend all UBAC meetings and retreats as they are able. They shall be ambassadors of information and communication from UBAC to campus constituencies. They shall gather questions to ask and concerns to share from campus at the UBAC meetings as appropriate. Representatives can then provide responses back to campus via the MS Teams UBAC group or other means.

The committee will consist of 19 voting members, as follows:

# Members:	Category:	Length of Term:	Nominated by:
7	Faculty, one from each college and one from Library	3-year term	Faculty Rep. Assembly
5	Staff, at least one Classified, one University Staff, and three other staff members	3-year term	Staff Council
2	Students, ideally one undergrad and one grad student	1-year term	Student Government
1	Academic Dean	2-year term	Deans' Council
1	President, Fac. Assembly	1-year term	Faculty Governance
1	President, Staff Council, or a designated representative	1-year term	Staff Governance
1	Chair, Fac. Assembly Budget Comm.	1-year term	Appointed by Faculty Assembly President
1	Faculty Chair of UBAC	Determined by Chancellor	