

To: UW-River Falls campus community

From: Chancellor Maria Gallo

Date: May 1, 2023

Subject: New Administrative Committee Charge | University Budget Advisory Committee

Purpose and mission:

UW-River Falls is required to have a “well-developed process in place for budgeting and for monitoring its finances”. Our fiscal allocations must ensure that the institution’s “educational purposes are achieved” (HLC Accreditation Criteria 5.B). The Soaring to New Heights 2023-25 strategic plan also includes a goal for UWRF to become a leader “in enrollment, retention, and financial management to keep our institution stable and thriving”. The 2023-2028 University of Wisconsin System Strategic Plan includes a success measure to eliminate structural deficits at all universities.

To this end, and in the spirit of collaboration and transparency, I am hereby constituting the **University Budget Advisory Committee (UBAC)**. The purpose of the UBAC will be to serve in an advisory capacity to myself and the Executive Cabinet, helping to inform budget priorities, policies and processes and to help ensure alignment of resources with our academic mission and our strategic plan.

Reports to: Chancellor’s Executive Cabinet, via the co-chairs.

Operation:

The committee will meet monthly as needed. The Co-Chairs will present budget and financial updates on which UBAC input is requested and committee members will be provided opportunity to bring forth suggestions, ideas, improvements, innovations, efficiencies, etc. that contribute to the university’s financial stability.

The meetings will be open to the campus and time will be reserved for brief public Q&A.

Members are encouraged to communicate UBAC updates and discussions to the units that they represent.

Membership:

Membership of the UBAC is comprised of employees at all levels from across the institution as well as students. The UBAC membership list is designed to ensure that all major budgetary units are represented. Leaders of the units listed below should decide whether to participate directly or delegate attendance to the employee in their unit who is most familiar with the unit budget.

Members will serve 3-year terms, starting in August 2023.

UBAC MEMBERSHIP LIST

Provost/Vice Chancellor for Academic Affairs (co-chair)
Vice Chancellor for Finance and Administration (co-chair)

Administrative unit:

Chancellor's designee
Vice Chancellor for Strategic Enrollment
Associate/Assistant Provost
Human Resources
Controller
Budget Office
University Advancement
CAS Deans Office
CAFES Deans Office
CEBAH Deans Office
Dean of Students Office
DOTS
University Communications and Marketing
Institutional Research
Athletics
Facilities Management
Sustainability
Diversity, Inclusion, and Belonging

Shared governance representatives (at least two designees from each shared governance group will be appointed)

Academic Staff Council Executive Committee
Academic Staff Representative

University Staff Senate Executive Committee
University Staff Representative

Faculty Senate Executive Committee
Faculty, College of Arts and Sciences
Faculty, College of Agriculture Food and Environmental Sciences
Faculty, College of Education, Business and Allied Health

Student Government Association Executive Committee
Finance Committee, Student Government Association