

I. Central Committees

PLANNING AND BUDGET COMMITTEE

College Council approved a revised composition on November 27, 2012. College Council approved a revised description on September 23, 2014.

Description: The role of the Planning and Budget Committee is to ensure that the district's budget supports the mission, Institutional Goals and Institutional Objectives, and integrated planning. The Planning and Budget Committee coordinates planning, ensuring broad participation from the district community and monitors the implementation of the educational and facilities master plans. In addition, the Planning and Budget Committee oversees the development and review of the annual operating budget. The Planning and Budget Committee is advisory to the Superintendent/President.

Recommendations requiring Board action are presented to the Board of Trustees through the Superintendent/President.

The Planning and Budget Committee is responsible to:

- Develop and monitor completion and implementation of the Educational and Facilities Master Plans;
- Develop and review budget income and expenditure assumptions;
- Develop expenditure options given increased funding and contingency reduction plans for addressing shortfalls;
- Develop prioritized list of funding requests using the Resource Allocation Rubric;
- Review the proposed final budget including any modifications that were made based on funding changes;
- Consider augmentations and shortfalls that occur during the year that may impact commitments and/or unmet needs;
- Evaluate funding levels for faculty positions, classified/management positions, instructional and non-instructional equipment, capital outlay projects, etc. as developed by Cabinet, College Council, or other designated groups;
- Evaluate the district's planning and decision-making processes and prepare the Planning and Decision-Making Assessment Report;
- Inform the various district constituent groups of the budget status; and receive reporting from specified Content Committees and evaluate annual assessments.

Chair Selection: Co-chairs will serve staggered two-year terms. The College President will select one co-chair from the Administrative/Management members of the committee. The other co-chairs, one faculty and one classified, will be selected from the faculty and classified members on the committee by those members. The co-chairs will be determined in the Spring semester, if possible.

Composition:

9 Faculty members
3 appointed by the CCFT

6 appointed by the Academic Senate

Superintendent/President (Non-Voting)
Vice President, Academic Affairs
Vice President, Student Services
and College Centers,
and Liaison to Cabinet
Vice President, Administrative
Services,
and Liaison to Cabinet
1 Dean, Academic Affairs
1 Academic Director
1 Classified Manager
Exec Director, Advancement/Foundation
or designee
1 Confidential Representative
5 Classified Representatives, appointed
by CCCUE
1 ASCC Representative