

## **PARTICIPATORY GOVERNANCE COUNCIL**

### **COMMITTEE DESCRIPTION AND PURPOSE**

- I. COMMITTEE NAME:** Budget Committee
- II. TYPE OF COMMITTEE:** Standing
- III. MEMBERSHIP (NUMBER OF MEMBERS, TERMS AND TERM LIMITS):**
  - a. 3 Students (Appointed by Associated Students Executive Board)
  - b. 3 Faculty (Appointed by Academic Senate)
  - c. 3 Classified Staff (Appointed by SEIU)
  - d. 3 Administration (Appointed by Chancellor, after consultation with Administrative Council)
  - e. 12 Alternates in total, 3 from each constituency group.
- IV. COMMITTEE CHAIR(S): (Appointed by the Chancellor)**
  - a. Committee Chair will be the Vice Chancellor of Finance and Administration.
  - b. Committee Chair will be responsible for setting meeting agendas and posting committee minutes with the assistance from the committee's executive assistant.
  - c. Committee Chair or designee will represent the Budget Committee to the Academic Senate, Classified Senate, Administrative Executive Council, Associated Students Executive Council, and the Participatory Governance Council.
- V. GOAL:**
  - a. This Committee meets as required to understand, discuss, evaluate and make recommendations on the District's annual budget, budget processes, and budget procedures.
- VI. PURPOSE AND RESPONSIBILITIES:**
  - a. Develop the annual budget calendar for recommendation to the Participatory Governance Council.
  - b. Receive annual statewide and District budget training during the Fall semester.
  - c. Understand the budget process at both the state, district, and center levels.
  - d. Review budget allocations and recommend budget processes for distribution of financial resources in light of the college's educational outcomes, goals and objectives and submit to the Participatory Governance Council.
  - e. Review financial reserve balances annually.
  - f. Review, prioritize and recommend disposition of appropriate financial resources and submit to the Participatory Governance Council.
  - g. Annually review institutional accomplishments based on established priorities and available resources and report to the Participatory Governance Council.
  - h. Annually review departmental base operational budgets and make recommendations of adjustments.
  - i. Provide opportunity for members of the college community to address the committee with budget questions and comments.
  - j. Review quarterly the District's financial condition through budget status reports and projections.
  - k. Review District's resource allocation guide and recommend updates as necessary.
  - l. Fulfill committee obligations as set forth in the annual board and college goals.
  - m. Fulfill committee obligations to college accreditation.
  - n. Convene meetings monthly or as needed.
- VII. ACCJC – ACCREDITATION STANDARDS TO WHICH COMMITTEE CONTRIBUTES:**

All standards, with particular responsibility for:

  - a. Standard 3DI:  
*Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development,*

*maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability.*

- b. Standard 3DII:  
*The institution's mission and goals are the foundation for financial planning, and financial planning is integrated with and supports all institutional planning. The institution has policies and procedures to ensure sound financial practices and financial stability. Appropriate financial information is disseminated throughout the institution in a timely manner.*
- c. Standard 3DIII:  
*The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.*
- d. Standard 3DVI:  
*Financial documents, including the budget, have a high degree of credibility and accuracy, and reflect appropriate allocation and use of financial resources to support student learning programs and services.*
- e. Standard 3DXII:  
*The institution plans for and allocates appropriate resources for the payment of liabilities and future obligations, including Other Post-Employment Benefits (OPEB), compensated absences, and other employee related obligations. The actuarial plan to determine Other Post-Employment Benefits (OPEB) is current and prepared as required by appropriate accounting standards.*

**VIII. MEETING DAY AND TIME:** 4th Tuesdays of the month, 1:00 to 3:00 pm.

**IX. MEETING FREQUENCY:** Monthly or as needed.