

**PARTICIPATORY GOVERNANCE COUNCIL**  
**STANDING COMMITTEE DESCRIPTION AND PURPOSE**

Last update: <month year> [KC1]

- I. COMMITTEE NAME:** Budget Committee
- II. TYPE OF COMMITTEE:** Standing Committee of the Participatory Governance Council
- 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)- 1 AFT & 2 Academic Senate
- c. 3 Classified Staff (Appointed by SEIU)
- d. 3 Administrators (Appointed by Chancellor, after consultation with Administrative Council)
- e. 12 Alternates in total, (3 from each constituency group listed above).

Term limits subject to appointing body.

- IV. COMMITTEE CHAIR(S):** (Appointed by the Chancellor) Appointment is at the discretion of the Chancellor; traditionally the Vice Chancellor for Finance and Administration.
- 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, budget procedures and reviews and recommends the Annual Budget to the PGC Council.

- 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. **Reviews and makes a recommendation to the PGC Council on the tentative and Final Budget.**
- i. Annually review departmental base operational budgets and make recommendations of adjustments.
- j. Provide opportunity for members of the college community to address the committee with budget questions and comments.
- k. Review quarterly the District's financial condition through budget status reports and projections.
- l. Review District's resource allocation guide and recommend updates as necessary.
- m. Fulfill committee obligations as set forth in the annual board and college goals.
- n. Fulfill committee obligations to college accreditation.
- o. 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. [KC2]~~

**3.4. The institution develops, maintains, and enhances its educational services and operational functions through the effective use of fiscal resources. Financial resources support and sustain the mission and promote achievement of success for all students. (ER 18)**

**3.5. The institution's mission and goals are the foundation for financial planning. Financial information is disseminated to support effective planning and decision-making and provide opportunities for stakeholders to participate in the development of plans and budgets.**

**3.6. The institution ensures the integrity and responsible use of its financial resources and regularly evaluates its fiscal outcomes and financial management practices to promote institutional mission fulfillment.**

**3.7. The institution ensures financial solvency. When making short-range financial plans, the institution considers its long-range financial priorities and future obligations to ensure sustained fiscal stability. (ER 18)**

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

Additional special meetings are needed in order to accommodate the calendar of both the PGC Council and the Board of Trustees prior to the presentation of the Tentative and the Final Annual Budgets at the Board meeting.

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