



**GOVERNANCE STRUCTURE GROUP REQUEST**

If change is requested, attach current structure and list proposed changes.

<b>Request Submitted by</b> Bonnie Ann Dowd				<b>Date: October 17, 2002</b> <b>Revised: 12/3/02; 9/20/05,</b> <b>2/28/06; 11/27/07</b>			
<b>Proposed Name of Requested Group</b> Budget Committee							
	<b>Council</b>	X	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	X	<b>Change</b>
<p><b>Role, Products, Reporting Relationships:</b></p> <p><u>Role:</u> The Budget Committee (BC) recommends the process for development of the guidelines for the preparation of the unrestricted and designated budgets. Through the development of annual fiscal plans, The BC recommends budgeting parameters that aligns the college's priorities to budgets and institutional planning. The committee reviews revenue projections for the upcoming fiscal year based upon estimated and reported FTES. In times of fiscal instability, the BC reviews and recommends to SPC reallocation and reductions of expenditures. Annually the BC, along with SPC, reviews budgets developed at the unit level and submitted through the appropriate planning council and makes recommendations as necessary. The BC members are responsible for communicating information related to budgeting to their appropriate constituency groups; however, Tentative and Adopted Budgets are approved by the Governing Board.</p> <p><u>Products:</u></p> <ul style="list-style-type: none"> <li>• Recommends process for development of Guidelines for Budget Development</li> <li>• Reviews annually the budget development timeline as proposed by Fiscal Services</li> <li>• Recommends budgeting parameters to align college priorities to annual budgets</li> <li>• Recommends an annual fiscal plan to SPC for its approval and implementation</li> </ul> <p><u>Process:</u></p> <ul style="list-style-type: none"> <li>• Reviews revenue estimates based upon reported FTES</li> <li>• Reviews budgets as developed at the unit level and submitted through appropriate planning council</li> </ul> <p><u>Reporting Relationship:</u></p> <ul style="list-style-type: none"> <li>• Strategic Planning Council (SPC)</li> <li>• Committee members responsible for communicating information to appropriate constituency group</li> </ul>							
<b>Meeting Schedule:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday 2:00 p.m.- 3:30 p.m.							
<p><b>Chair:</b></p> <ul style="list-style-type: none"> <li>• VP, Finance &amp; Administrative Services</li> </ul>							
<p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• President, Vice President and Secretary of the Faculty Senate (or designee)</li> <li>• Co-Presidents, PFF (or designees) and one PFF representative</li> <li>• Vice President, Instruction</li> <li>• Vice President, Student Services</li> <li>• Vice President, Human Resource Services</li> <li>• One Administrative Association Member</li> <li>• One Confidential/Supervisory Team Member</li> <li>• Five Classified Unit Employees (appointed by CCE/AFT)</li> <li>• One Student appointed by ASG</li> </ul>							

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Reviewed by Strategic Planning Council:

12/17/02 First Reading

2/18/03 Approved

05/20/05 Revisions Approved

10/04/05 Revisions Approved

DRAFT