

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Bonnie Ann Dowd				Date: 6/02; 5/7/02; 9/16/03; 10/7/03; 2/15/05,4/2/05 3/9/06; 4/17/08			
Proposed Name of Requested Group Finance & Administrative Services Planning Council (F&ASPC)							
X	Council	<input type="checkbox"/>	Committee	<input type="checkbox"/>	Subcommittee	<input type="checkbox"/>	Task Force
Action Requested:		<input type="checkbox"/>	Add	<input type="checkbox"/>	Delete	<input checked="" type="checkbox"/>	Change
Role, Products, Reporting Relationships:							
<p><u>Role:</u> The Finance & Administrative Services Planning Council (F&ASPC) annually reviews proposed budgets for all Finance & Administrative Services (F&AS) departments, ensuring alignment with the mission, goals, and objectives of the District’s existing Strategic Plan. F&ASPC reviews the Division’s operational processes and procedures to provide appropriate levels of service and compliance with state-mandated requirements, recommending corrective action, if necessary. F&ASPC is also responsible for developing, reviewing, and revising operational plans for all departments within F&AS for use in determining adequate staffing and resources to provide quality customer service to students, faculty and staff. In addition, F&ASPC reviews progress on Annual Implementation Plans (AIP) for submission to Strategic Planning Council (SPC). Committees reporting to the F&ASPC are: Bookstore Advisory Committee; Food Service Advisory Committee; Safety & Security Governance Committee; and Facilities Review Governance Committee. Members of the F&ASPC shall ensure communication of action and discussion items to their appropriate constituency groups.</p> <p><u>Products:</u></p> <ul style="list-style-type: none"> • Annually reviews the proposed budgets for the F&AS Division and submits them to SPC • Performs regular review of F&AS Division’s operational processes and procedures to ensure adequate customer service and compliance with state-mandated requirements • Develop, implement, and review operational plans to provide for adequate staffing and resources for the F&AS Division <p><u>Reporting Relationship:</u></p> <ul style="list-style-type: none"> • Strategic Planning Council • Committee members responsible for communicating F&ASPC information to appropriate constituency group 							
Meeting Schedule: 1 st & 3 rd Thursday from 2:00 – 3:30							
Chair & Council Member: Vice President, Finance and Administrative Services Planning Council							
Members:							
<ul style="list-style-type: none"> <li style="width: 50%;">• Two Faculty members appointed by Faculty Senate <li style="width: 50%;">• Director of Facilities (or designee) <li style="width: 50%;">• One Faculty member appointed by PFF <li style="width: 50%;">• Director of Business Services (or designee) <li style="width: 50%;">• Two Classified Employees appointed by CCE/AFT <li style="width: 50%;">• Director of Fiscal Services (or designee) <li style="width: 50%;">• One member appointed by CAST <li style="width: 50%;">• Director of Information Services (or designee) <li style="width: 50%;">• One student member appointed by ASG 							

9-16-03 - First Reading
10-7-03 - Approved

2-01-05 - First Reading
2-15-05 - Approved

04-17-08 – First Reading
05-06-08 - Approved