

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Bonnie Ann Dowd		Date: 06/02; 05/07/02; 09/16/03; 10/07/03; 02/15/05; 04/02/05 03/09/06; 04/17/08; 11/20/08					
Proposed Name of Requested Group Finance & Administrative Services Planning Council (F&ASPC)							
<input checked="" type="checkbox"/>	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 Subcommittee; Food Service Advisory Subcommittee; 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"> Two Faculty members appointed by Faculty Senate One Faculty member appointed by PFF Two Classified Employees appointed by CCE/AFT One member appointed by CAST One student member appointed by ASG <ul style="list-style-type: none"> Director of Facilities (or designee) Director of Business Services (or designee) Director of Fiscal Services (or designee) Director of Information Services (or designee) 							

09/16/03 - First Reading
10/07/03 - Approved

02/01/05 - First Reading
02/15/05 - Approved

04/17/08 - First Reading/Approved
11/20/08 - First Reading/Approved