

<b>GOVERNANCE STRUCTURE GROUP REQUEST</b>
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<b>Request submitted by:</b> Bonnie Ann Dowd	<b>Date:</b> November 30, 2010
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**Proposed Name of Requested Group:** Finance & Administrative Services Planning Council

<input checked="" type="checkbox"/>	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	<input checked="" type="checkbox"/>	<b>Change</b>

**Role:** The Finance & Administrative Services Planning Council (FASPC) 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 and Master Plans. FASPC 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. FASPC is also responsible for ensuring the development, revision, and review of 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, FASPC annually reviews progress on the Division’s Annual Implementation Plans (AIP) for submission to Strategic Planning Council (SPC). Committees reporting to the FASPC are: Bookstore Subcommittee; Food Service Subcommittee; Safety & Security Committee; and Facilities Review Committee. FASPC also oversees the preparation and review of the District’s Technology Master Plan. Members of FASPC shall ensure communication of action and discussion items to their appropriate constituency groups.

**Products:**

- Annually reviews the proposed budgets for the F&AS Division tied to planning 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
- Review operational plans to provide for adequate staffing and resources for the F&AS Division
- Technology Master Plan prepared and reviewed in accordance with the District’s Planning Model Cycle

**Reporting Relationship:**

- Strategic Planning Council
- Committee members responsible for communicating F&ASPC information to appropriate constituency group

**Meeting Schedule:** Second and Fourth Thursday of the month from 2:00 p.m. to 3:30 p.m.

**Chair:** Vice President, Finance and Administrative Services

**Members:**

- Two Faculty representatives appointed by Faculty Senate
- One Faculty representative appointed by PFF
- Two Classified Unit Employee representatives appointed by CCE/AFT
- One Confidential and Supervisory Team representative appointed by CAST
- One student representative appointed by ASG
- Director of Facilities (or designee)
- Director of Business Services (or designee)
- Director of Fiscal Services (or designee)
- Director of Information Services (or designee)

Reviewed by Strategic Planning Council:  
 5-07-02 Revised      05-06-08 Revised      02-15-09 Revised  
 02/15/05 Revised      12-02-08 Revised      11-30-10 Revised