A. OPERATING RULES

1. Membership
   a) President of the Academic Senate
      Term is consistent with term as President of the Academic Senate
   b) Vice President of the Academic Senate
      Term is consistent with term as Vice President of the Academic Senate
   c) Two Elected representatives from the Classified Staff
      (1) Two members shall be appointed by the Classified Senate.
      (2) Two-year staggered terms
      (3) Terms begin July 1
   d) Appointed representative from the Associated Students
      (1) One-year term
      (2) Term starts on July 1, every year
      (3) Representative shall be appointed by the Associated Student Legislature
   e) Elected representative from the Management Association
      (1) Two-year term
      (2) Term starts on July 1, on odd years
      (3) Representative shall be elected through vote of the entire membership of the
            Management Association
   f) Vice President for Learning
      Permanent member
   g) Vice President for Student Services
      Permanent member
   h) Vice President for Administration
      Permanent non-voting (advisory position)
   i) Director of Business Services
      Permanent non-voting (advisory position)
   j) Vice President for Planning & Information
      Permanent non-voting (advisory position)

2. Chair of the Committee
   a) The chair of the Planning & Budget Committee shall be elected from the membership of
      the Planning & Budget Committee by a quorum of the committee and will serve a one-year
      term beginning July 1.

3. Duties of Committee Members
   a) Attend scheduled meetings.
   b) Learn the budgeting and planning processes.
   c) Support the role of the committee as outlined in Section 2 of this document.
   d) Use a “District” perspective as well as a “constituent” perspective in discussions and in
      decision-making activities.
   e) As appropriate, communicate and explain recommendations of the committee, as well as
      the status of the budget and associated planning processes to respective constituent
      groups.
4. **Meetings**
   a) Substitutions of members/representatives at meetings are not allowed.
   b) A “quorum” exists when the following conditions have been met:
      1) A simple majority of members are present,
      2) One of the faculty member representatives is present (i.e., either the President or the Vice President of the Academic Senate), and
      3) One of the executive management members is present (i.e., either the Vice President for Learning or the Vice President for Student Services).
   c) Observers may attend open Planning & Budget Committee meetings.

5. **Recommendations of the Committee**
   a) Recommendations may be made by the committee during any meeting in which:
      1) Members were sent notification of the meeting date, time and place,
      2) A quorum exists, and
      3) A simple majority of those members present are in agreement with the recommendations.
   b) All recommendations of the committee will be delivered to the President which may be accepted for implementation, forwarded to the Board of Trustees for approval as appropriate, or not accepted at this time according to the discretion of the President.
   c) All recommendations of the committee regarding changes to the Planning & Budget Committee Charter must be approved by the President.

**B. ROLE OF THE PLANNING & BUDGET COMMITTEE**

1. **General**
   a) A participatory governance process
   b) A value-added process
   c) Informs and enhances the existing management decision-making process
   d) Integrates budgeting with strategic planning
   e) Expedites the decision-making process
   f) Allows for accountability
   g) Provides oversight for the budget process in times of augmentation or reduction
   h) A recommending committee to the President
   i) Serve as steering committee for the District strategic plan and strategic direction
   j) Reviews benchmarks and outcomes

2. **Front-end involvement in planning**
   a) The Planning & Budget Committee will:
      1) As appropriate, review important District planning documents (e.g., Educational Master Plan, Technology Master Plan, Facilities Master Plan, etc.) to guide its subsequent input into planning for the allocation/reduction process.
      2) Annually review the prior year’s Board Budget Criteria and makes recommendations for continuation or changes to the President for consideration by the Board.
      3) Annually make recommendations to the President concerning Budget Planning Guidelines for the upcoming year.
      4) Annually be advised about the activities of the Enrollment Management Committee relevant to FTES planning.
      5) Annually review the Committee’s progress and performance to assess the effectiveness of the budget process and, if necessary, propose modifications to the President.
      6) Periodically review financial documents.
b) Organizational Process of Budgeting

(1) The planning and budgeting process will take place throughout the organizational structure of the campus. The President will give guidance to the vice presidents, the vice presidents will give guidance to the deans and directors, and then the deans, department chairs, coordinators, and directors will guide the department level planning process. Guidance will be given top-down, and then plans will be created and submitted bottom-up in accordance with the established guidelines. The Planning & Budget Committee will review the recommendations for the allocation/reduction of on-going and one-time funds that come through the organizational process.

3) Back-end Involvement in Reviewing and Recommending the Proposed Plans

1) After the President’s Leadership Team reviews, discusses and prioritizes the needs of the institution identified through the organizational process described above, their recommendation in prioritized order will be forwarded to the Planning & Budget Committee. The Planning & Budget Committee will review and make recommendations to the President regarding the President’s Leadership Team’s draft prioritization plan. The Planning & Budget Committee will review this information based upon all the planning documents and criteria discussed above. The President will review and respond to the Planning & Budget Committee’s recommendations.

2) Be advised about the planning process for special and major new categorical programs.

3) Conduct campus-wide forums to inform the campus community about the budget and the status of the process.

4) Annually meet with the Director of the Foundation to be informed about plans to seek external resources.

5) Be apprised of any changes necessary to the adopted priority list throughout the year.

4) Mid-year Allocation of One-Time Dollars from Reserves

After the budget year has begun, if one-time dollars are needed from the unrestricted reserves, the Budget Committee will:

(a) Review requests for one-time appropriations from the President’s Leadership Team for over $50,000 and make recommendations to the President. A summary of such allocations will be provided to the committee at the end of the year.