Budget Committee Membership

Ten (10) Voting Members:

- 1 Vice President of Administrative Services (Chair)
- 1 Academic Area Dean
- 1 Student Services Area Dean
- 3 Faculty
  - 2 Instructional
  - 1 Non-Instructional
- 3 Bargaining Unit Classified
  - 1 from Administration
  - 1 from Student Services
  - 1 from Academic Affairs
- 1 Student

**Secretary to the Committee**

Melissa McDonald, Executive Assistant to the VP of Administrative Services
1. **Scope and Function of the Budget Committee:**

   The role of the Budget Committee is to

   - Advise the College Council on fiscal impact of plans and recommendations.
   - Systematically assess the effective use of financial resources and use the results of the assessments as the basis for making recommendations to the College Council.
   - Ensure that the budget planning process is timely, accurate, participatory, and comprehensive.
   - Assure integration of fiscal planning into the college’s participatory planning process, specifically its inclusion in the development of strategic and educational planning.
   - Review state budget allocations and their impacts on the college.
   - Review tentative and final budgets for reasonableness of budget amounts and underlying assumptions.

   - **Wear the Shasta Hat!**

2. **Budget Committee Working Principles:**

   1. Keep student welfare and success foremost.
   2. Assure that recommendations are evidence-based (data-driven, realistic, and feasible).
   3. Support a budget system that is transparent, timely and objective.
   4. Promote participation by all members of the campus community. Specifically:
      a. In cooperation with the College Council, provide everyone in the campus community with an avenue for both getting information and giving input regarding budget issues.
      b. Periodically evaluate the budget building process to ensure and promote its understanding to the entire campus community.
      c. Provide educational budget workshops to the college community to promote a thorough understanding of the budgeting process.

3. **Meetings:**

   Meeting times will be established at the first meeting of the fall semester. Meetings will be scheduled twice a month by the Chair. Budget Committee meetings will be open to anyone who wishes to attend. Agendas will be made widely available a minimum of 72 hours in advance of meetings, and minutes will be published in a timely manner and made widely available: e.g. posted on a website.

4. **Agenda:**

   Items for the agenda are to be directed to the Budget Committee Chair for listing by a deadline set by the Committee. However, the agenda must be posted at least 72 hours prior to any official meeting.

5. **How Members are Chosen:**
In spring of each academic year, the Chair will announce the membership vacancies which will be given to the appropriate constituency group for final selection.

a. Management and Confidential Classified members will be appointed by the Superintendent/President.
b. Academic Senate will appoint faculty members in consultation with the Superintendent/President or designee.
c. CSEA will appoint classified members as per their collective bargaining agreement.
d. Student Senate will be responsible for selecting their student member in consultation with the Superintendent/President or designee.

6. Term Lengths of Members:

Term lengths will be three years except for members whose membership is contingent on their positions. The student member appointment will be one year terms. The multi-year terms will be staggered so all members do not change at one time. At the end of the three-year term a member may be reappointed by his/her constituency group. New members will be appointed in the early spring each year and will begin their term at the first Budget Committee meeting in the fall.

7. Member Responsibilities:

a. All members will be responsible for making regular reports to their constituency groups.
b. Any member unable to attend a meeting should notify the Chair. Members will give the Chair the name of their alternate prior to the meeting.
c. The alternate representative will have the right to take part in discussions and consensus-building.
d. Members are responsible for apprising their alternate with current Budget Committee information.

8. Responsibilities of Chair Include:

a. Prepare the agendas
b. Chair Budget Committee meetings
c. Ensure the conduct of the Budget Committee business is communicated to the college community in a timely manner.
d. Ensure timely response to requests for information from the College Council.
e. Announce the membership vacancies which will be given to the appropriate constituency group for appointment in spring of each year.

9. How the Budget Committee Conducts Business and Arrives at Recommendations:

a. Agendas will be published and posted on the web-site a minimum of 72 hours prior to meetings and will be widely distributed to the campus community.
b. All meetings will be open to any interested member of the college community.
c. A quorum of the voting membership of the Committee must be present to take formal action on any item.
d. Action items will be introduced twice when possible; once for information and publication, the second time for discussion and action.

e. When an agenda item is introduced for action, the committee will attempt to reach general agreement about a course of action. If agreement is not possible, the committee will decide by taking a vote. The formal motion will need a simple majority of the quorum to pass.

f. Minutes will reflect any actions taken.

g. Relevant material to be considered for action will be provided to each Budget Committee member 72 hours prior to meeting when possible.


10. Committee Self-evaluation Process:

Each May the Council will produce an annual report of its activities.

11. Budget Committee Bylaws:

a. Bylaws will be evaluated as determined necessary by the Budget Committee.
b. A two-thirds majority of the voting membership may amend a bylaw.
c. A two-thirds majority of the voting members present may suspend a bylaw for the purpose of a single meeting.
**ACTIVITY TIMELINES OF THE BUDGET COMMITTEE:**

*Mid September:* Budget Committee begins development of budget construction documents.

*Mid October:* 1. The Budget Committee receives copy of the actual expenditures from the prior fiscal year for its review. The actual expenditures will be treated as a study budget baseline for the following fiscal year.

2. Budget construction documents are finalized and distributed to the budget areas.

*November-March:* The Budget Committee reviews known budget changes, such as lease expenses, board election expenses, and Scheduled Maintenance expenses. The Study Budget includes all foreseen budget accretions known at that point.

*April:* The Budget Committee reviews and updates the Study Budget to include current data regarding retirements, staff turnover, step and column increases, savings and any prioritized requests for increases.

*Late April:* The Budget Committee sends the Study Budget to the College Council for review and recommendation to become the Tentative Budget.

*May:* College Council recommends the Tentative Budget to the President.

*Late June:* The Tentative Budget goes to the Governing Board.

*Mid August:* Budget Committee reviews adjustments made to the Tentative Budget and submits it to the College Council for review and recommendation to become the Adoption Budget.

*Mid September:* The Adoption Budget goes to the Board for approval.

*October:* The Budget Committee considers the potential impact of retiring faculty members on the budget and discusses changes in permanent staffing.