

# ***SHASTA COLLEGE***

## Budget Committee Bylaws



Spring 2008  
(Revised May 2013)

## *Budget Committee Membership*

Ten (10) Voting Members:

- Vice President of Administrative Services (Chair)
- 2 Administrators
  - 1 Dean and the Comptroller preferred
- 3 Faculty Members
  - 2 Instructional and 1 Non-Instructional preferred
- 3 Classified Members
  - 1 Academic Affairs, 1 Administrative Services, and 1 Student Services preferred
- 1 Student

\*\*Secretary to the Committee

Executive Assistant to the Vice President of Administrative Services

## ***1. Scope and Function of the Budget Committee***

The role of the Budget Committee is to:

- Inform 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 per the Integrated Planning Manual.
- 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.
- Think from a district-wide perspective.

## ***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 updates 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. Administrative 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 in consultation with the Superintendent/President or designee.
- 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 (3) 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.
- c. Members may appoint an alternate when they are unable to attend a meeting. It is the member's responsibility to apprise their alternate with current Budget Committee information.
- d. Should a member need to be excused for a long term absence (1 semester) then an alternate shall be selected using Part 5 of these bylaws.
- e. Alternates and temporary replacements shall have the rights of voting members.

## ***8. Responsibilities of Chair***

- 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.
- e. 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 website 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 majority of the existing members 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 voting members present 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 existing members may amend a bylaw.