Budget Planning Committee Charge – PRELIMINARY DRAFT – For Discussion Only
2013-14 Meeting Cycle

Budget Planning Committee 2013-14 Planning Agenda:
The Budget Planning Committee (BPC) supports the District’s mission by:

- Acting as forum for sharing of financial information.
- Meeting on a regular schedule, but not less than four (4) times each year.
- Gathering a broad constituency of members to the committee to accept, review and prioritize budget funding requests from planning committees across the District.
- Acting as a central review function, so that funding requests are viewed in totality and across the District, so that cross-dependencies are considered, and so that a balancing of interests is obtained in the final prioritized funding recommendations to the President/Superintendent.

During the 2013-14 year, the committee will:

- Focus on refining existing review processes.
- Integrate facilities and technology subcommittees. The subcommittee chairs will develop a recommended membership roster and subcommittee procedures.

Committee Charge for 2013-14:
1. The BPC shall provide recommendations in a timely manner so as not to impede District obligations and timelines.
2. Agendas and meeting handouts shall be posted to the BPC webpage.
3. Recommendations will be by a majority vote of the committee and will be advisory to the Chief Business Officer and the President/Superintendent.
4. Annual Charge and Budget Calendar will be developed as guidance to committee members regarding timelines for meaningful input. At a minimum, the annual budget calendar shall include:
   a. Review the Governor’s budgets and legislatively adopted budgets on the District’s financial condition.
   b. Review a multiyear (minimum three years) student enrollment and budget forecast to maintain a minimum fund balance percentage as determined by the Board of Trustees.
   c. Review resource requests and requests from other appropriate sources and make recommendations.
   d. Consider the impact of recommendations on future commitments and the Total Cost of Ownership (TCO).
   e. Review budget policies, procedures, and related accreditation requirements.
   f. Close the loop on previous resource allocations as to effectiveness in meeting District goals.
   g. Evaluate the effectiveness of the Committee’s charge and make recommendations for the next year.

Accreditation, Compliance, and Other Considerations:
Members shall consider the following as the primary and overriding factors for all BPC recommendations:
1. Compliance with Accreditation Standard 3.D., specifically:
   a. Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness.
   b. District planning reflects realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.
   c. When making short-range plans, the District considers its long-range financial priorities to assure financial stability.
   d. The District clearly identifies, plans, and allocates resources for payment of liabilities and future obligations.
   e. The District has sufficient cash flow and reserves to maintain stability.
   f. The District plans for and allocates appropriate resources for the payment of liabilities and future obligations.

2. Compliance with legal mandates, codes, and other accreditation requirements.

3. Compliance with State Chancellor’s Office deadlines and rules, and Board Policies and Administrative Procedures (BPs and APs).

4. Maintaining the minimum fund balance percentage as determined by the Board of Trustees.

5. Additional factors related to the Mission, Strategic Plan, Education Master Plan and the Annual Institution Plan may also be considered.

6. BPC members shall communicate with their constituencies prior to the time the committee makes recommendations to the Chief Business Officer and the President/Superintendent.

7. BPC members are to communicate recommendations back to their constituents, so that those groups will be informed and able to provide input to the College Council and the Board.

**Resource Request Evaluation and Ranking Protocol:**

1. Potential impact on student learning, institutional operations, service levels, effectiveness/efficiencies, total cost of ownership, and accreditation, compliance and other considerations as noted above.

2. Documented linkage of the request to planning agendas and accreditation standards.

3. Availability of alternatives and potential for deferral.

4. Funding history of the unit/area.

5. Degree to which delay will cause larger expenditures in the future and the degree to which annual operating expenditures will be reduced as a result of approving the request.

6. Resource request ranking process:
   a. The BPC co-chairs will assign each resource request to a subcommittee for initial ranking. Certain items considered as regulatory mandates, legal requirements, or immediate life safety requirements of an urgent nature by the Chief Business Officer (CBO), will be included on the BPC report, but will not be ranked. The CBO will endeavor to keep this list to a minimum.
   b. Subcommittees will develop their review rubric, will review and analyze each request and will vote on a rank prioritization. To ensure clear feedback from each member, each
committee member will rank the resource requests, then the individual rankings will be consolidated to a subcommittee ranking recommendation.

c. The BPC will develop its review rubric and will rank order the subcommittee items. To ensure clear feedback from each member, each committee member will rank the resource requests, then the individual rankings will be consolidated to a BPC ranking recommendation.

d. The subcommittee’s relative rankings should not be altered by the BPC without sufficient justification.

e. The BPC may decide to categorize requests and priorities according to various expenditure categories and recommend levels of funding for various categories of expenditures.

f. The BPC will forward its ranking report recommendation to the President/Superintendent by the appropriate deadline.

**Budget Forecast Evaluation and Recommendation Protocol:**

1. The CBO will present a preliminary draft unrestricted general fund budget for the next year and a summarized budget for at least two subsequent years.
   a. The budget shall be based on conservative principles, such as reasonable enrollment growth forecast (generally not to exceed 3% in any single year), conservative increase in State funding per student and other revenue and expenditure items that recognize impacts based on recent trends.
   b. If there is a significant degree of uncertainty, then high and low scenarios may be prepared.

2. The BPC will review the forecast and the assumptions, and if necessary will propose reasonable increases to revenue and reasonable reductions to expenditures to ensure that the budget forecast maintains the minimum fund balance as required by Board Policy.

3. The BPC will recommend to the President/Superintendent a complete budget forecast that maintains the minimum fund balance requirement and that clearly meets Accreditation Standard 3.D and Eligibility Requirement 17. The BPC will forward this recommendation to the President/Superintendent by the appropriate deadline.
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Membership:
- Chief Business Officer or designee as the administrative co-chair.
- Faculty co-chair appointed by the Academic Senate.
- Other membership shall be determined by the President/Superintendent and including representation across divisions, employee groups, and student representation.
- Members are appointed by each of the constituency groups represented for a two year term.
- Membership is staggered for committee continuity.

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<tr>
<th>NAME</th>
<th>DESIGNATION</th>
<th>MEMBERSHIP TYPE</th>
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<tbody>
<tr>
<td>1  Michael Dennis, Co-Chair</td>
<td>Faculty</td>
<td>Senate appointment</td>
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<td>2  Lee Lindsey, Co-Chair</td>
<td>VP Administrative Services</td>
<td>Ex. Officio</td>
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<td>3  Keith Snow-Flamer</td>
<td>VP &amp; Enrollment Management Committee Chair</td>
<td>Ex. Officio</td>
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<td>4  Angelina Hill</td>
<td>Technology Subcommittee Chair</td>
<td>Ex. Officio</td>
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<td>5  Steven Roper</td>
<td>Facilities Subcommittee Chair</td>
<td>Ex. Officio</td>
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<td>6  Anita Janis</td>
<td>Manager or Director</td>
<td>President’s direct appointment</td>
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<td>7  MaryGrace McGovern</td>
<td>Managers Council Representative</td>
<td>Mgr’s Council appointment</td>
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<td>8  Tami Matsumoto</td>
<td>Faculty</td>
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<td>9  David Gonsalves</td>
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<td>15</td>
<td>Student</td>
<td>ASCR appointment</td>
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<td>16</td>
<td>Carla Spalding</td>
<td>Controller</td>
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<td>17</td>
<td>Doug Edgmon</td>
<td>Director, Accounting Services</td>
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Membership: 5 faculty, 2 managers, 1 staff, up to 3 students, and ex. officio