

# **Budget Committee Bylaws**

(Approved 8/28/19)

## **Function**

The function of the Budget Committee is to make recommendations regarding policies, planning, and other matters related to the District's fiscal resources. The co-chairs forward recommendations from this governance group to the District Governance Senate. After consideration of input from the District Governance Senate, and other recommendations, the Superintendent/President makes the final recommendations that are either implemented or submitted to the Board of Trustees for approval.

## **Purpose**

- Make recommendations to District Governance Senate on policies, planning and other matters related to fiscal resources
- Review and revise budget assumptions that guide budget development
- Monitor the District's fiscal solvency
- Review the draft budget in its developmental stages
- Oversee, evaluate and assess the budget development process including making recommendations for Above-Base Funds and the District's Faculty Obligation Number
- Provide budget analysis to the District Governance Senate
- Develop and maintain a process for ensuring that resource allocations are linked to district planning
- Annually monitor justifications of how prior year's Above-Base Funds improved units' effectiveness in serving students or moved the District toward achieving a District Objective
- Review and discuss implementation of policies related to fiscal resources
- Serve as a forum for dialogue on ongoing fiscal activities, such as monthly and quarterly reports
- Review and share information on the state budget
- Conduct annual assessment of its own processes

## **Membership**

The Budget Committee membership is to be representative of all major constituency groups throughout the college district. As part of this charge, each member disseminates information back to their individual constituencies. Membership term is 2 years and any member can serve more than one term. Student and At Large members may be selected every year. Membership, which is in compliance with the Governance and Decision-Making Manual, is comprised of the

- Administrative co-chair appointed by superintendent/president or his designee
- Faculty or staff co-chair elected from among members

- Vice-President of Administrative Services
- Three administrators appointed by the superintendent/president or his/her designee
- Four full-time faculty appointed by Academic Senate
- One adjunct faculty appointed by the adjunct faculty
- Two classified employees appointed by the classified employees
- One confidential employee appointed by the superintendent/president or his/her designee
- Two student representatives appointed by the Student Senate
- Fiscal Services **Administrators or designees** (non-voting member)

Preferably, membership would include representation from all three campuses; Visalia, Tulare, and Hanford

The Budget Committee will be led by two co-chairs; one administrative co-chair which is appointed by the superintendent/president or his/her designee, and one faculty or staff co-chair elected from among the committee members on an annual basis. The Budget Committee has a single seat on District Governance Senate, to provide budget information, meeting minutes, recommendations and other actions taken by the Budget Committee. The budget committee will elect one co-chair to represent the committee at the District Governance Senate, and the co-chair representative will be a voting member.

## **Meeting**

The Budget Committee will meet twice per month preferably, but at least once per month, on the second and fourth Thursday from 3:00 p.m. to 5:00 p.m. during the academic year. Meeting schedule may be altered by the co-chairs, as needed.

## **Organization**

The Budget Committee will be led by the two co-chairs generally in conformance with Robert's Rules of Order. A majority of the currently appointed members need to be present at each meeting in order to have a quorum. Agenda and meeting minutes are prepared in coordination with co-chairs by the Administrative Assistant to the Vice President of Administrative Services or designee. The agenda and meeting minutes are distributed to all members at least two days prior to each meeting date by the co-chairs or designee.

Minutes (notes) of the meeting will include reporting of discussion items, information items and action items. Motions can be made by any voting member to initiate an action item. A vote is cast on action items by the voting members and results entered into the minutes. The majority opinion will be forwarded to the District Governance Senate as the official committee recommendation, along with the meeting minutes. The tally of votes "for" and "against" the recommendation will be included in the minutes. Dissenting opinions will be noted in the minutes.