

## AP 6210 Planning and Budget Committee

Reference: *Board Resolution No. 11338, March 11, 1998*

*Approved by Planning and Budget Committee May 24, 2006*

1. The Planning and Budget Committee is responsible for ensuring broad campus participation in the development of recommendations concerning the budget made to the Superintendent/President. The Planning and Budget Committee is charged with the following responsibilities
  - a. Coordinate and integrate college plans and establish budget priorities consistent with the college's vision and mission statement, with recommendations, expressed in dollars, made to the Superintendent/ President.
  - b. Recommend budget priorities to the Superintendent/President; final recommending authority to the Board of Trustees rests with the Superintendent/President; final approval authority rests with the Board of Trustees.
  - c. Review the Tentative and Adopted budgets for consistency with annual institutional goals and objectives, college plans, and the Planning and Budget Philosophy.
  
2. Philosophy: Imperial Valley College's planning and budget process shall support student success. The vision and mission statements of the college shall drive the planning and budget process and funds will be allocated to support the priorities stated in the college plans. Financial planning takes into account long-range projections regarding programs, services, costs, and resources.
  - a. The college shall develop and submit plans and budgets according to the requirements of state and other agencies.
  - b. The college's planning and budget process shall involve broad participation by all segments of the college community and the Board of Trustees.
  - c. The college's planning and budget process shall employ open procedures that affirm collegiality through a spirit of mutual respect and trust.
  
3. Procedures of the Planning and Budget Committee: The Committee should ensure that the planning document be distributed throughout the college community prior to adoption by the Board of Trustees. Written comments should be incorporated into the revised planning document.
  - a. All meetings of the Planning and Budget Committee will be open to the public.
  - b. The planning document will be distributed to the Board and the Superintendent/President. If the Planning and Budget Committee cannot reach a consensus, a written majority and minority report may be submitted.
  - c. The Superintendent/President will consider the Planning and Budget Committee's recommendations as advisory in making his recommendations to the Board of Trustees.
  - d. Other procedures to be developed by the Planning and Budget Committee itself once membership is established.

4. Functions of the Planning and Budget Committee: Develop committee operating procedures and conduct an annual evaluation of the planning budget and process; if necessary, modify the process in a manner consistent with shared governance policy and law.
  - a. Establish planning guidelines consistent with the budget process.
  - b. Establish master and annual time lines to coordinate the planning and budget process.
  - c. Meet monthly to review, gather, and disseminate information on the college's planning processes and financial resources and expenditures.
  - d. Provide recommendations and guidance to groups responsible for college plans, such as Matriculation, Facilities, and VATEA.
  - e. Review, on an annual basis, college plans which state long-term goals and objectives of Imperial Valley College.
  - f. Meet annually with the Board of Trustees and Superintendent/President to establish planning and budget priorities through discussion of common goals and objectives.
  - g. Advise the Superintendent/President on the development of the Imperial Valley College budget.
  
5. Committee Membership:
  - a. Chief Business Officer
  - b. Academic Senate President
  - c. College Council Chairperson
  - d. One Administrative Representative appointed by the Superintendent/ President
  - e. Director of Fiscal Services
  - f. Two Faculty Representatives appointed by the Academic Senate
  - g. Two Classified Representative elected at-large
  - h. One representative of CMCA
  - i. One Student Representative appointed by the Associated Student Government , or an alternate
  
6. Alternates: In order to ensure that a quorum is possible, and that the business of the District can continue throughout the year, each member of the Planning and Budget Committee may designate an alternate, with voting privileges (if allowed by the body the member is representing).
  
7. Terms of Office:
  - a. The faculty and classified representatives will serve two-year terms with the understanding that for the initial term only, one representative from each group will serve one year and the other representative will serve two years in order to stagger their terms. In future, all representatives from these categories will serve a term of two years.
  - b. It is suggested that the student representative also serve a term of two years, while understanding that this may not always be possible.
  - c. All other members of the committee serve as a result of their position or title and as a result will continue to serve as long as they hold that position or title.
  
8. Meetings: All meetings will be open and consistent with the Brown Act, and any other applicable regulations.
  
9. Review and Revision: Changes to this policy shall be determined by mutual agreement of the Board of Trustees and the Academic Senate, consistent with Imperial Valley College's Shared Governance Policy and with California law pertaining to shared governance.