

Cañada Budget Committee Philosophy and Constitution

Adopted March 2009

Philosophy

Collegial consultation recognizes and, indeed, is predicated on the sincere commitment on the part of all participants to our students, our professions and to our institution. It is a complex process of consultation that demands from faculty, administrators, classified staff and students, a respect for divergent opinions, a sense of mutual trust and a willingness to work together for the good of the College. Collegial consultation embraces the basic objective that all key parties of interest should be given the opportunity to participate in jointly developing recommendations and priorities for the well-being of the institution.

Many individuals and groups participate in the budget development process according to their respective interests, responsibilities and expertise. Ultimate responsibility for the fiscal integrity of the College rests with the College President and the publicly elected Board of Trustees. The President, in turn, holds the College's management accountable for creating a realistic budget and adhering to it. Faculty, staff, and students are valuable participants in the budgeting process and help ensure that all needs of the College's instruction and student services programs are recognized.

Budgeting at Cañada College is an ongoing, dynamic, and complicated process. Budgets are essentially estimates of projected incomes and expenditures, and as such, they are subject to continuous revision, as new information becomes available. Many of the factors influencing the College's projected revenue and expenditures are difficult to assess and continually change, not only during the budgeted year, but also into future years.

Constitution

Article 1, Name

The name of this committee shall be the Cañada Budget Committee.

Article 2, Purpose

The purpose of this committee shall be to advise the College on matters including but not limited to budget development as expressed in the following Mission, Role, and Products statements

Mission

The Cañada Budget Committee, working in close collaboration with all College Planning bodies, seeks to improve college planning & decision making by providing evidenced-based recommendations that are responsive to emerging needs, inform program planning, and advance the mission and strategic goals of Cañada College.

Role

1. Recommends the process for the development of guidelines for preparation of budgets
2. Recommends to the College parameters that align the priorities of the college to budgets and institutional planning
3. Reviews revenue projections for each upcoming Fiscal Year based on reported and estimated FTES allocations from the District

4. Promotes awareness and understanding of Cañada College budgeting, our district budget and the state budget

Products

- Process for the development of the Guidelines for Budget Development
- Review the Budget Development Timeline
- Recommendations regarding alignment of budget to college priorities
- Recommends an annual fiscal plan to the College

Article 3, Membership

The membership of this committee shall consist of representatives from all campus constituencies as represented by the following:

- Vice President Instruction
- Vice President Student Services
- President of Academic Senate Governing Council
- One faculty member at large
- One faculty member representing AFT
- President or Vice President of Classified Senate
- One Classified staff member
- CSEA representative
- Two student representatives
- College Business Officer
- Director of planning , Research, and Student Success
- College President; ex-officio
- Director of Marketing; ex-officio

Total: 12 voting members, 2 ex-officio

Article 4, Chair Designation

Academic Senate President and Classified Senate President or Vice President shall preside as Co- Chairs.

Article 5, Amendments and Revisions to Constitution

Any member of the Committee may propose a change to the Constitution. The Constitution may be amended by the consent of the members of the Committee in consultation with their respective constituents.

Article 6, Rules of Procedure for Meetings

Recommendations: The President and College Planning Council rely upon the advice and judgment of the Budget Committee. The Budget Committee makes decisions democratically by polling appointed members to determine if general agreement has been reached, based upon the following levels of responses:

- a. I support the recommendation completely.
- b. I support the recommendation with reservations.
- c. I cannot support the recommendation.

A recommendation will be forwarded when 60% of members present is/are at any one level. Any member of Budget Committee can submit a brief rationale for his or her vote which will accompany the recommendation.

Article 7, Record Keeping and Agenda Building

Agenda, minutes, and additional information packets will be distributed by the President's office in advance of meetings to the college community (administration, faculty, classified staff, and Associated Students) through campus email, and will be posted on Inside Cañada. Minutes and Agendas will be created and processed by the Administrative Assistant to the President.

The College President and the Committee Co-Chairs will be responsible for developing and approving Committee agendas. Any committee member may request that an item be included on the agenda. The President and Co-Chairs will review with the Committee all requests not approved for agendas. The Committee may decide by consensus to include said items on a future agenda not approved by the President and Committee Co-Chairs. All agenda items will be given a time allotment as appropriate for the item.