SHASTA COLLEGE

Budget Committee Bylaws

Last Updated: November 4, 2026

Budget Committee Membership

Chair:

- Vice President of Administrative Services (Non-Voting)

Ten (10) Voting Members:

- 3 Administrators
  - Appointed by President including 1 Co-Chair & 2 preferred rotating between Instruction, Student Services, and Extended Education & Community Partnerships

- 3 Faculty Members
  - 2 Instructional and 1 Non-Instructional

- 3 Classified Members
  - 1 Instructional, 2 Non-Instructional

- 1 Student

Secretary to the Committee:

- Executive Assistant to the Vice President of Administrative Services (Non-Voting)

1. Purpose and Function of the Budget Committee

- Reports to and is a sub-committee to the College Council
- Inform the College Council on fiscal impacts 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 Strategic Educational Master Plan.
- Assure integration of fiscal planning into the college's participatory planning process, specifically its inclusion in the development of Strategic Educational Master Plan.
- Review state budget allocations and their impacts on the college
- Review tentative and final budgets for reasonableness of budget amounts and underlying assumptions
- Reviews, analyzes, and makes recommendations with a district-wide perspective.

2. Budget Committee Working Principles

1. Maintain a focus on student welfare and success when making recommendations.
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 in advance of meetings, and committees minutes will be published in a timely manner and made widely available, posted on the District's website.

4. Agenda

Items for the agenda are to be directed to the Budget Committee Chair for listing preferably 24 hours before the 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. Membership and alternatives shall be established as follows:

a. Administrative members will be appointed by the Superintendent/President, including the selection of the Co-Chair.

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 Length 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 their 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 with as much notice as possible.

c. Members shall notify the Chair with as much notice as possible of an approved alternate if they are unable to attend a meeting.

d. Should a member need to be excused for a long-term absence (1 semester) then an alternate should 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 and content for meetings.

b. Chair Budget Committee meetings.

c. Ensure the conduct of the Budget Committee business is communicated to the college community in a timely manner.

d. Ensure timely response to requests for information from the College Council.

9. How the Budget Committee Conducts Business and Arrives at Recommendations

a. Agendas will be published on the website 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 have quorum and take formal action on any item.
d. Only voting members may make a motion.
e. A formal motion will need affirmative votes from a majority of seated voting members. Vacant seats are not counted when determining the required majority.
f. Electronic voting may be used between regularly scheduled meetings when timely action is needed, and no scheduled meeting would allow the Council to meet an urgent deadline. Electronic votes are intended to be used only in rare circumstances and require the same number of affirmative votes needed for a formal motion to pass, and the result will be recorded in the minutes of the next regular College Council meeting. For electronic votes conducted between meetings, quorum is not separately established; the action passes only if it receives the number of affirmative votes required for a formal motion.

g. Action items will be introduced twice when possible; once for information and publication, the second time for discussion and action.

h. 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.

i. Minutes will reflect any actions taken.

j. Relevant material to be considered for action will be provided to each Budget Committee member prior to meeting when possible.

10. Committee Self-Evaluation Process

Each May the Committee 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. The votes of seven (7) voting members are needed to amend a bylaw.

Budget Committee Bylaws
Adopted April 22, 2008
Revised May 1, 2013
Revised February 15, 2023
Revised May 7, 2025
Revised November 4, 2026