SHASTA COLLEGE

Budget Committee Bylaws

February 15th, 2023

Budget Committee Membership

Ten (10) Voting Members:

- Vice President of Administrative Services (Chair)

- 2 Administrators
  - o 1 Dean and the Director of Business Services preferred

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

- 3 Classified Members
  - o 1 Instruction, 1 Administrative Services, and 1 Student Services preferred

- 1 Student

Secretary to the Committee

Executive Assistant to the Vice President of Administrative Services

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 impact 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 Integrated Planning Manual

- Assure integration of fiscal planning into the college's participatory planning process, specifically its inclusion in the development of strategic and educational planning

- Review state budget allocations and their impacts on the college

- Review tentative and final budgets for reasonableness of budget amounts and underlying assumptions

- Think from a district-wide perspective

2. *Budget Committee Working Principles*

1. Keep student welfare and success foremost.

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 minutes will be published in a timely manner and made widely available: e.g. posted on a 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 alternates shall be established as follows:

a. Administrative members will be appointed by the Superintendent/President.

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 Lengths 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 his/her 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.

c. Members shall notify 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 shall 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

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.

e. Announce the membership vacancies which will be given to the appropriate constituency group for appointment in spring of each year.

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

a. Agendas will be published and posted 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 take formal action on any item.
d. Action items will be introduced twice when possible; once for information and publication, the second time for discussion and action.
e. 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.
f. Minutes will reflect any actions taken.
g. 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. A two-thirds majority of the existing members may amend a bylaw.

Budget Committee Bylaws
Adopted April 22, 2008
Revised May 1, 2013
Revised February 15, 2023