

# *San Diego Community College District*

Procedure  
0003.8

December 1, 2007 rev.

## **SHARED GOVERNANCE BUDGET DEVELOPMENT AND INSTITUTIONAL PLANNING ADVISORY COMMITTEE**

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### COMMITTEE RESPONSIBILITIES

In accordance with Title 5, the governing board of a community college district shall adopt policies for the appropriate delegation of authority and responsibility of to the Academic Senates. The governing board shall elect to rely primarily on the advice and judgment of the Academic Senates for the processes for institutional planning and budget development. The Budget Development and Institutional Planning Advisory Committee shall hereinafter be designated as the BDIPA Committee.

1. The BDIPA Committee shall be a district standing committee consisting of fourteen (14) members appointed\* by the Chancellor acting in an advisory capacity.
2. Membership shall consist of the following:
  - (1) Chairperson – Vice Chancellor - Business Services
  - (4) Academic Senate Presidents\* (Faculty members will be appointed by the Academic Senates).
  - (1) Classified Representative
  - (1) Student Representative
  - (5) Site Administrators as appointed by the Chancellor/Presidents
  - (2) District Business Services Staff

### ROLE AND CHARGE OF THE COMMITTEE:

The BDIPA Committee shall be entrusted with the task of making recommendations to the Chancellor on Districtwide budget and planning issues. This Committee shall be comprised of representatives from student, faculty, staff and administration. The Committee itself, shall not address matters which are negotiable. Specifically, the Committee:

1. Shall limit its charge to budget and fiscal matters only, and excludes Personnel matters, Board approved capital construction and contractual matters; and
2. Shall establish cooperative working relationships with other College District Standing Councils/Committees, as is necessary in order that it may carry out its prescribed functions and fulfill its prescribed responsibilities.

### RESPONSIBILITIES

1. Review and recommend to the Chancellor, Districtwide budgetary priorities, as stated in the Charge.
2. To meet, as required, and to encourage full participation of the Budget Development process.
3. Review, recommend, and advise on the Adoption of the Budget Development Calendar.

4. The Budget Committee shall have access to District financial information related to budget development and Institutional planning matters.
5. Committee to advise on broad Districtwide fiscal issues, such as:
  - a. Self-insurance Fund
  - b. Health and Welfare Cost
  - c. Allocation Formulas
  - d. Budget Development Model
  - e. Budget Calendar
  - f. Capital Outlay (Equipment and Deferred Maintenance Only) Districtwide Expenditures
  - g. Districtwide Program Improvements
  - h. Budget Improvement Requests
  - i. Centralization and Decentralization Issues
  - j. Analyze, Advise, and Review the Districtwide Educational and Strategic Master Plans Goals and Resource Allocations
6. Make recommendations on alternative sources of obtaining revenues from external sources.
7. Recommendation for adoption of new Districtwide educational programs, development of new centers and their budgetary and planning fiscal impact.

## PRINCIPLES

The main task of the Committee would be to make recommendations, based on the needs of the students, to the Chancellor on Districtwide fiscal issues such as:

1. District and College Educational Master Plans shall provide the underlying Guidelines for Budget Development and Institutional Planning.
2. Current revenues should finance current expenditures and general contingency reserves.
3. Districtwide budget development shall be a decentralized process, thus allowing maximum input in the budget development of the college community.
4. Operating units shall be responsible for preparing and budgeting their Operational Budgets.
5. Budget development and planning should be viewed as a year around activity.
6. The District's fiscal plans shall provide for contingencies and reserves as required by law and sound fiscal management.
7. New revenues derived from COLA and growth to be excluded from Committee consideration due to the impact of these resources on bargaining units' negotiations and personnel issues.
8. One-time income is to be used to fund one-time expenditures.
9. Restricted funds will not be used for continuing operating expenses.

## OPERATING GUIDELINES

### AGENDA

1. Items for the Committee may be proposed by any member of the Committee.
2. Meetings: Regular and Special: Time and Place
  - a. Regular meetings should be scheduled as proposed and adopted by the Committee's membership.
  - b. Special meetings may be called by the Chairperson or at the request of no less than seven (7) members, at a time and place determined by the Chairperson.
  - c. Regular and special meetings shall take place at the District office unless notice is given to the contrary.
  - d. The voting membership should be restricted or limited to those appointed persons.
  - e. The Board of Trustees approves the District Educational Master Plan and reviews Unit Operational Plans.
  - f. Each President and Vice Chancellor will develop the budget for his/her operating unit keyed to its operational plan, with documented faculty and classified staff participation.

- g. The Committee will receive the District's budget as soon as available each year.
- h. The Committee will review the operating unit priorities and identify those items that are Districtwide needs. Items that are site/unit specific, will be prioritized by the respective site/unit.
- i. The Committee will review the District needs list and recommend priorities in accordance with the Board approved District Educational Master Plan. The recommendations will be submitted to the Chancellor for review and action in accordance with the timelines specified by the budget calendar.

#### ACCOUNTABILITY

The Committee is responsible to the Chancellor to fully complete all the duties and charges required and to make appropriate recommendations on fiscal matters.

#### TERM OF OFFICE

All non-faculty members are appointed by the Chancellor and, as such, the membership shall be reviewed annually by the Chancellor.

#### FORMS/REFERENCES

1. [SDCCD Policy 0003 - Shared Governance](#)

SUPERSEDES: 11/28/06