

## **Budget Committee Operating Agreement**

### **Purpose:**

Coordinate budget planning in a manner that assists the institution in effectively utilizing its fiscal resources in the pursuit of the college mission.

The committee:

- establishes an annual budget planning calendar within the parameters of strategic and integrated college planning;
- utilizes program reviews and budget requests in the budget planning process; recommends institutional fiscal priorities within funding parameters;
- informs the college community of overall budget matters including, but not limited to: the identification of key indicators of the college's fiscal health and categorical programs' funding;
- annually assess and evaluate the budget process, including calendar and worksheets;
- evaluates the fiscal impact of proposed institutional plans and other policy-level actions at the request of the President or College Council;
- identifies patterns of change in the college operating environment that may have a significant impact on college budget planning or fiscal operations;
- identifies potential areas for analysis of cost savings or effective use of resources; and assists in the development of plans for acquiring additional college resources.

### **Jurisdiction:**

Budget committee is a college committee that coordinates, oversees, and reports on functions and programs common to all Reedley College locations.

### **Product:**

Dissemination of current Federal, State, District and College budget information to our represented constituent groups; recommendations regarding College budget matters as appropriate to College Council.

### **Composition:**

- Co-chair, Vice President, appointed by President
- Two Administrators, appointed by President
- Accountant/Auditor (Standing Member)
- Madera Accountant (Standing Member)
- Three Reedley Faculty Representatives appointed by Academic Senate for alternating two year terms, plus one alternate
- One Madera Faculty Representative appointed by Academic Senate in consultation with MOFA
- One Faculty Representative appointed by SCFT for alternating two year terms
- Co-chair, Faculty member, appointed by Committee
- Two: one Reedley and one Madera, Classified Representatives appointed by Classified Senate for alternating two year terms

- Two Classified Representatives appointed by CSEA for alternating two year terms
- Two: one Reedley and one Madera; Student Representatives appointed by respective ASG

### **Meeting Schedule:**

Meetings are currently held the Second and Fourth (Optional) Thursday of each month from 2:30 p.m. to 4:30 pm. Committee meetings are open to anyone that wishes to attend. In the late fall semester and early spring semesters, additional meetings and meeting times are necessary for the committee to complete the total budget allocation recommendations.

### **Quorum:**

A quorum required for the committee to meet and conduct business will be a majority of the membership of the committee. Vacant positions do not count towards quorum.

### **Operating Procedures:**

The committee will meet a minimum of one time per month and more often as may be deemed appropriate. Members of the committee may make recommendations in the form of a motion and motions must be acted upon by a majority of those members present at the meeting. Any recommendations formulated during the meetings of this committee will be prepared in writing and forwarded for consideration to the College Council.

The Chair will keep a record of all proceedings and recommendations of this committee at each meeting. The records of the meetings will be made available to all members of the college community.

### **Reedley College Strategic Goals**

1. Excellence in Education
2. Institutional Effectiveness
3. Leadership in Higher Education and Community Collaboration
4. Accreditation of Madera Community College Center

### **Other:**

### **Subcommittees:**

Approved by College Council 10.24.12  
 Approved by College Council 11.06.13  
 Re- Assessed Budget Committee 08.2014  
 Re-Assessed Budget Committee 09.08.2016  
 Approved by College Council 11.02.16  
 Re-Assessed by Budget Committee 09.14.2017  
 Approved by Budget Committee 10.18.2017  
 Approved by College Council 10.18.17