***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 the identification of key indicators of the college’s fiscal health;
* 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

Vice President Instruction or Student Services (Standing Member) as appointed by College President

Dean (Standing Member) as appointed by VP of Instruction

Accountant/Auditor (Standing Member)

Three Reedley Faculty Representatives appointed by Academic Senate for alternating two year terms, plus one alternate

One Madera Center/Oakhurst Faculty Representative, appointed by Madera/Oakhurst Faculty Association

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

One Student Representatives appointed by ASG (one regular member and one alternate)

**Meeting Schedule:**

Meetings are currently held the Second and Fourth Thursday of each month from . 1:00 to 3:00 pm. Committee meetings are open to anyone that wishes to attend.

**Quorum**:

A quorum required for the committee to meet and conduct business will be a simple majority of the membership of the committee and/or designees of 50% + one. Vacant positions do not count towards quorum.

**Operating Procedures**:

The committee will meet a minimum ofone time per month ~~four times per year~~ 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 Goal(s):~~**

~~2.1, 7.1, 7.2, 7.3?????~~

**Reedley College Strategic Direction(s):**

~~Strategic Direction~~ 2.4Maintain a safe environment conducive to learning while providing services and activities that maximize the opportunity for educational and personal growth.

3.4 Ensure continuous integration and implementation of the colleges’ program Review and Student Learning Outcomes assessment to improve institutional effectiveness

4.1 Asses, maintain, and develop effective and relevant career technical education programs in collaboration with business and industry partners

4.2 nPursue continued support of signature programs, including infrastructure imporvements in order to align with industry standards

5.1 ~~2: Reedley College values growth in collegiality, diversity, personal development, open access and campus safety~~. 5.2 Ensure instruction and services for students are sufficient, equitable and consistent across locations.

~~Strategic Direction~~ 5.5 Develop and implement an integrated planning and resource allocation process that aligns with the Strategic Plan. ~~7: Reedley College utilizes human, physical and fiscal resources in order to meet the current and future operational needs of the college~~. 5.6 Utilize, improve and maintain technology and facility infrastructure to support academic success. 6.1 Engage in open and clear communication between Reedley College and the District. 6.2 Promote communication and collaboration about college programs, services and activities between Reedley, Madera, and Oakhurst.

**Other:**

**Subcommittees:**

Categorical Budget Committee