

**DISTRICT BUDGET AND RESOURCE ALLOCATION ADVISORY COMMITTEE  
(DBRAAC)  
OPERATING AGREEMENT**

**I. SCOPE**

The District Budget and Resource Allocation Advisory Committee (DBRAAC) is the district’s highest-level financial resource planning body. Its purpose is to recommend an allocation plan for the distribution of district resources and to provide input into financial matters of the district. This includes, but is not limited to, cost savings strategies, revenue generation strategies, and resource allocation modifications.

**II. DUTIES AND FUNCTIONS**

- A. Recommend to Chancellor’s Cabinet a fair and equitable distribution plan of district resources.
- B. Recommend to Chancellor’s Cabinet cost savings and revenue strategies to assist in the preparation of the annual budget.
- C. Evaluate and recommend to Chancellor’s Cabinet a priority of proposed districtwide initiatives.
- D. Recommend ad hoc committees essential to district budget and resource planning and implementation.
- E. Continual evaluation of the current plan to address the dynamic allocation of funds and recommend changes to the plan as appropriate to achieve the individual strategic plan goals of the district, colleges, and centers.

**III. REPRESENTATION AND MEMBERSHIP**

**A. MEMBERSHIP**

1. The DBRAAC is composed of the following voting members:

– Administrators	6
– Classified Staff	6
– Faculty	7
– <u>Students</u>	<u>3</u>
Total	22

2. Ex-officio Members (Non-Voting Resource Members)

Reviewed and revised by DRAMT March 2, 2012; March 30, 2012; April 13, 2012; April 27, 2012; May 11, 2012; May 29, 2012; July 26, 2012; August 24, 2012; Nov. 16, 2012; Nov. 20, 2012; Jan. 11, 2013.

Reviewed by Communications Council May 29, 2012; Sept. 25, 2012; Dec. 4, 2012; Dec. 6, 2016

Reviewed by Chancellor’s Cabinet Dec.3, 2012; Approved by Chancellor’s Cabinet April 1, 2013; Dec. 5, 2016

Revised by DBRAAC: Dec. 5, 2014; Oct. 14, 2016

- Chair of District Strategic Planning Committee (DSPC)
- 3. Any change in the membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by all constituent groups.

#### B. SELECTION OF DBRAAC MEMBERS

1. Representatives will be selected by their constituencies.
2. The following is recommended when appointing members:
  - The colleges appoint a minimum of one (1) representative, if possible, from a center.
3. The Academic Senates will appoint six (6) faculty representatives as follows:
  - Two (2) from Fresno City College
  - Two (2) from Reedley College
  - Two (2) from Clovis Community College
4. AFT will appoint one (1) faculty representative
5. Three (3) classified representatives shall be appointed by the California School Employees Association (CSEA). Three (3) classified representatives shall be selected by the Classified Senates.
6. Three (3) student representatives shall be appointed by their recognized student organizations as follows:
  - One (1) from Fresno City College
  - One (1) from Reedley College
  - One (1) from Clovis Community College
7. Administrators to be appointed by Chancellor's Cabinet as follows:
  - One (1) from Fresno City College
  - One (1) from Reedley College
  - One (1) from Clovis Community College
  - One (1) from the District Office
  - Vice Chancellor Finance and Administration
  - Director of Finance

#### C. TERMS OF MEMBERSHIP

1. Members will serve a two-year term. Students will serve a one-year term.
2. Designees/alternates are allowed voting privileges if the regular member is not present.

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3. Members are expected to attend meetings regularly. Constituencies will be notified when a member misses two consecutive meetings, and can, at the discretion of the constituency, be grounds for removal from the committee. Missing more than four meetings per academic year can also be grounds for dismissal, at the discretion of the relevant constituency.
4. Constituent group representatives are responsible for reporting Committee actions back to their groups.
5. Each member of the DBRAAC needs to come to meetings prepared to discuss topics identified on the agenda.

#### **IV. COMMUNICATION NORMS BETWEEN DBRAAC COLLEGES/CENTERS\* AND THE DISTRICT OFFICE**

1. The DBRAAC role is to work with colleges/centers in a collegial manner.
2. Committee representatives are the main communication vehicles between their constituencies and the DBRAAC.

#### **V. MANAGEMENT**

- A. The Chair of the DBRAAC Committee will be the Vice Chancellor of Finance and Administration. A Co-Chair will be elected by the committee. Clerical support will be provided from the Office of Vice Chancellor of Finance and Administration.
- B. The duties and responsibilities of the chair shall include:
  1. Call meetings to order
  2. Develop and post agendas at least 72 hours in advance of a meeting
  3. Ensure all Committee materials are recorded and posted appropriately
  4. Facilitate meetings
  5. Report Committee recommendations to the Chancellor's Cabinet
  6. Submit required annual reports
- C. The duties and responsibilities of the clerical support shall include:
  1. Type and post the Agenda
  2. Prepare and distribute Minutes
  3. Archive documents
  4. Additional clerical support as required
  5. To communicate member absences (see above)

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- D. Meetings will be conducted a minimum of once a month during the academic year or as determined by the Chair. Additional meetings will be scheduled when deemed necessary by the DBRAAC.
- E. The meeting calendar for the incoming academic year will be set prior to the last meeting of the current year.
- F. Quorum is established if majority [50%+1] of the membership is in attendance. A vote cannot be called unless a quorum is present at the time of action. A supermajority of three-fourths is required for a proposal to be accepted. The supermajority is based on the quorum that is present at the time of the vote.
- G. The DBRAAC meetings will be open to everyone.
- H. An archive for the DBRAAC will be established and maintained through the Office of the Vice Chancellor Finance and Administration. The archive will contain all agendas, minutes, and formal correspondence pertaining to DBRAAC business. This information will be accessible through the district's website.
- I. The Committee will evaluate this operating agreement on an annual basis. Any change to any aspect of this operating agreement must be reviewed by the District Communications Council prior to final approval by Chancellor's Cabinet.
- J. Evaluation of the resource allocation model will be completed by October 31<sup>st</sup> of each year. This will include an evaluation of the effectiveness and compliance of the resource allocation model. Suggestions for revisions to the resource allocation model will be provided annually to all constituent groups as an information item.

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