

**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 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;

Reviewed by Chancellor's Cabinet Dec.3, 2012; Approved by Chancellor's Cabinet April 1, 2013

- Chair of District Strategic Planning Committee (DSPC) Jothany Blackwood as Dr. George Railey’s designee.
 - Chair of District Participatory Governance Committee (Official name to be determined). Tony Cantu
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 Robyn Hart and Bruce Hill
 - Two (2) from Reedley College Jim Gilmore & Richardson Fleuridor
 - Two (2) from any center that has applied for candidacy Arla Hill & Joseph Libby
4. AFT will appoint one (1) faculty representative Lacy Barnes
5. Three (3) classified representatives shall be appointed by the California School Employees Association (CSEA). Mikki Johnson, Jason Meyers, & Karen Ainsworth. Three (3) classified representatives shall be selected by the Classified Senates. Harry Zahlis, Melanie Highfill, & Brian Stamp.
6. Three (3) student representatives shall be appointed by their recognized student organizations as follows:
 - One (1) from Fresno City College Michael Wilson
 - One (1) from Reedley College Viviana Acevedo
 - One (1) from any center that has applied for candidacy Anacelly Hernandez
7. Administrators to be appointed by Chancellor’s Cabinet as follows:
 - One (1) from Fresno City College Cheryl Sullivan
 - One (1) from Reedley College Donna Berry
 - One (1) from any center that has applied for candidacy Lorrie Hopper
 - One (1) from the District Office Diane Clerou
 - Vice Chancellor Finance and Administration Ed Eng
 - Director of Finance Will Schofield

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;

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

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.
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. Insure 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

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;

Reviewed by Chancellor's Cabinet Dec.3, 2012; Approved by Chancellor's Cabinet April 1, 2013

4. Additional clerical support as required
 5. To communicate member absences (see above)
-
- 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. Qualified consensus cannot be called unless a quorum is present at the time of action. Qualified consensus is reached when a recommendation is deemed sufficiently agreeable such that no more than 2 members of the group oppose it. Dissenting means that you do not agree with the motion. Consensus cannot be called unless a quorum is present at the time of action. Dissenters are heard and if members are swayed, they can call for another motion.
 - G. The Committee uses a majority of members present at quorum for decision-making.
 - H. The DBRAAC meetings will be open to everyone.
 - I. 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.
 - J. 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.
 - K. Evaluation of the resource allocation model will be completed by October 31st 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.

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;

Reviewed by Chancellor's Cabinet Dec.3, 2012; Approved by Chancellor's Cabinet April 1, 2013