

NAME OF COMMITTEE	BUDGET COMMITTEE
COMMITTEE CHARGE	The Bakersfield College Budget Committee is a governance committee that supports the college mission, goals and values through the comprehensive evaluation of data relevant to the college annual planning process for resource allocation and development of strategies to maximize funding.
SCOPE OF AUTHORITY	All members regardless of individual interests will focus on budget processes and procedures, to ensure alignment of college-wide planning and budget allocations.
TASKS, GOALS AND OBJECTIVES	<ul style="list-style-type: none"> • Identify and acquire the necessary education to function effectively as committee members. • Recommend a timeline for budget development that takes into account district and state budget deadlines and time for review, response and changes in the proposed allocations before the final decisions are made. • Annually review and modify, and communicate the criteria that will be used in making budget decisions for the coming fiscal year. • Monitor funding formula terms to devise strategies to maximize funding. • Establish clearly articulated processes for reviewing budget requests. • Design and implement a mechanism that allows for timely college review, input, and modification to the proposed budget before it is submitted to the Board of Trustees for approval. • Review the budget input and development process and documents completed by department chairs and managers to improve processes and forms. Develop a communication plan to keep the college apprised of information that impacts the budget. • Meet at least once a month during the fall and spring semesters with possible meetings during the summer. Annually assess the budget development process. • Advocate for timely budget projections from the district office. • Make a recommendation for a Faculty Representative and Classified Representative for Districtwide Budget Committee.
ALIGNMENT WITH ACCREDITATION	<ul style="list-style-type: none"> • Standard III.D— Financial Resources • Standard IV.A.3— Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise. <p><u>Standard III: Infrastructure and Resources, specifically:</u></p> <ul style="list-style-type: none"> • <u>III.IV - The institution develops, maintains, and enhances its educational services and operational functions through the effective use of fiscal resources. Financial resources support and sustain the mission and promote equitable achievement of student success.</u> • <u>III.V - The institution develops, maintains, and enhances its educational services and operational functions through the effective use of fiscal resources. Financial resources support and sustain the mission and promote equitable achievement of student success.</u> • <u>III.VI - The institution ensures the integrity and responsible use of its financial resources and regularly evaluates its fiscal outcomes and financial management practices to promote institutional mission fulfillment.</u> • <u>III.VII - The institution ensures financial solvency. When making short-range financial plans, the institution considers its long-range financial priorities and future obligations to ensure sustained fiscal stability.</u>

	<ul style="list-style-type: none"> • <u>III.VIII - The institution constructs and maintains physical resources to support and sustain educational services and operational funds. The institution ensures safe and effective physical resources at all locations where it offers instruction, student services, and/or learning supports.</u> • <u>III.IX - The institution implements, enhances, and secures its technology resources to support and sustain educational services and operational functions. The institution clearly communicates requirements for the safe and appropriate use of technology to students and employees and employs effective protocols for network and data security.</u> <p><u>III.X - The institution has appropriate strategies for risk management and has policies and procedures in place to implement contingency plans in the vent of financial, environmental, or technological emergencies and other unforeseen circumstances.</u></p>
REPORTS OUT TO	College Council and Academic Senate
COMMUNICATES WITH	Faculty Chairs, Staff, and Students

MEMBERS	<p>The committee is chaired by the Vice President of Finance and Administrative Services and Faculty Co-Chair. Representatives as follows:</p> <ul style="list-style-type: none"> • College President • Vice President of Instruction • Vice President of Student Affairs • Academic Senate President • 1 dean or director. Term: 3 years • 5 faculty appointed by the Academic Senate. Term: 3 years (staggered). No two from the same department. • The CSEA President or classified designee from College Council • 3 classified staff representatives appointed by the CSEA. One representative each from Student Affairs, Finance and Administrative Services, and Instruction. Term: 3 years (staggered) • 1 or 2 Student Government Association representatives. Term: 1 year • 1 Program Review Committee Liaison • 2 Budget Analysts • Representatives from other committees or those with particular expertise may be brought in as needs arise for short-term consultation • Faculty Co-Chair will serve on KCCD District Wide Budget Committee
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Approved by Academic Senate, 11/14/18

Approved by College Council, 12/07/18

Reviewed by the Academic Senate, 10/30/19

Approved by College Council, 12/06/19

Approved by Academic Senate Executive Board, 10/28/20

Approved by Academic Senate, 11/04/20

Approved by College Council 12/14/20

Reviewed by Budget Committee 10/25/21

Revised by Budget Committee 10/31/22

Approved by Academic Senate 11/16/22

Approved by College Council 1/20/23