

1.0 District Budget Committee

- 1.1 A District budget committee shall participate in the budget planning process. The committee shall meet on a regular basis, but not less than twice a semester.
- 1.2 The committee shall be composed of representatives from each College and the District office as follows:

	<u>No. of Representatives</u>
(1) Three District Office and/or facilities management representatives appointed by the Chancellor,	3
(2) All College Presidents, or their designees,	4
(3) District Academic Senate President, or his/her designee,	1
(4) All College Academic Senate Presidents, or their designees,	4
(5) An additional faculty member appointed by each College Academic Senate President,	4
(6) All Classified Senate Presidents or designees appointed by the Classified Senate Presidents, and a classified representative representing District Office/facilities management,	5
(7) One representative (LRCEA, LRCFT, LRSA, SEIU, LRMA) appointed by the respective organization,	5
(8) Student representative	1
Total committee membership	27

- 1.3 The committee will have an administrative co-chair appointed by the Chancellor and a faculty co-chair appointed by the District Academic Senate President.
- 1.4 A member shall be appointed, if possible, to a minimum two year term. Membership period among the representatives shall be staggered in order to have some level of continuity among committee members each fiscal year.
- 1.5 The District Budget Committee shall meet at such times and recommendations developed in a timely manner as to not impede District decision making activities.
- 1.6 A College, at its option, may form a campus budget committee to provide recommendations to the College President regarding budget matters.

2.0 Committee Responsibilities:

- 2.1 Committee responsibilities shall include the review and recommendations regarding District-wide processes related to budget development which may have a major impact on College operations or allocations. Any budget committee recommendations related to District-wide processes shall be advisory to the Chancellor. Committee discussions or review may include the following during any budget year:
 - 2.1.1 Review of current, projected or proposed State financing proposals affecting California community colleges and the related financial impact on the District. State funding formulas may also be reviewed and recommendations developed for changes to the State financing formulas for forwarding to the Los Rios Community College District Chancellor and/or Board of Trustees.
 - 2.1.2 Review of District budgetary practices and operational guidelines, as needed, to ensure that procedures are responsive to strategic priorities, are balanced across the District and protect the financial well being of the District. Union issues which are typically conducted as part of labor negotiations are not in the purview of this committee.
 - 2.1.3 Review of budget allocation formulas used to appropriate funds by College/center or site which are typically funded with General Purpose/unrestricted funds.
 - 2.1.3.1 The review of allocation formulas by committee members shall be performed at the District-wide level only. Any formulas or processes used by a College or site shall follow the budget planning process that is established for that site.
 - 2.1.3.2 Formula reviews at a District-wide level may also include categorical funds such as Matriculation, Staff Development or Telecom & Technology Infrastructure Program (TTIP) and designated funds such as Partnership for Excellence.
 - 2.1.4 Review of State capital outlay funding criteria and related facility utilization formulas which are typically based upon information such as
 - 2.1.4.1 Enrollment growth projections,
 - 2.1.4.2 Projected capacity load,
 - 2.1.4.3 Least-cost-to-state concepts.
 - 2.1.4.4 Capital Outlay projects which are District funded may also be reviewed by the committee as part of the annual Program Development Funds (PDF) cycle.

3.0 Responsibilities of Committee Representatives

- 3.1 A College representative appointed by the site should understand or be actively involved in the College or site's planning process or budget committee.
- 3.2 A College/site representative and union representatives are responsible for disseminating or communicating relevant budget issues to/from his/her constituency group.
- 3.3 Any District Budget Committee recommendations related to District-wide processes shall be advisory to the Chancellor.

4.0 Committee Appointments

- 4.1 Representatives to the District Budget Committee shall be made or reaffirmed at the start of each fall semester.

5.0 Meeting Schedule

- 5.1 A minimum of two meetings shall be held each semester which shall be scheduled at an appropriate time to include a review of:
 - 5.1.1 The budget proposed by the Governor of the State of California which affects California community colleges;
 - 5.1.2 The District budget based upon proposed State financing issues related to community colleges;
 - 5.1.3 The proposed District's Program Development Fund (PDF) allocation for the current year;
 - 5.1.4 Any major changes to District-wide budget allocation models and the development of new models which may have a significant financial impact to the Colleges;
 - 5.1.5 The development of or major changes to the District-wide facility planning process

6.0 Conduct of meetings

- 6.1 The committee shall operate in a consensus mode and for most items, an official vote will not occur.
 - 6.1.1 If consensus is not reached, a simple majority of the committee members present would move a recommendation forward to the Chancellor.
 - 6.1.2 A minority position or statement may also be prepared and forwarded as determined by the Committee.

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- 6.1.3 Only votes of committee members present at a meeting shall be counted. No proxy votes (substitute votes) shall be counted.
- 6.2 A “quorum” will be determined based upon the number of committee members who are in attendance for that meeting.
- 6.3 Materials or information scheduled for review or discussion shall be mailed in advance of the meeting if possible.
- 6.4 As necessary, and as determined by the co-chairs, an on-line meeting may be scheduled for time sensitive or non-controversial items. Any member may object to the on-line meeting and ask that an open discussion meeting be held.
- 6.5 Sub-committees may be formed as determined by the co-chairs to review specific areas or topics. The results of such reviews shall be brought back to the District Budget Committee.
- 6.6 The District Budget Committee is a participatory (shared) governance committee as further described in Board Policy P-3411 and Administrative Regulation R-3412. The Committee is a standing committee and is advisory to the Chancellor. Two areas of constituency representation and their participation are further clarified in the following sections:
- 6.7 The Academic Senate
- 6.7.1 The Academic Senate, as a representative of faculty, makes recommendations to administration and to the Board of Trustees with respect to certain academic and professional matters. (Ca. Code Regs., tit. 5 § 53200 and following). One of the ten areas of “academic and professional matters” defined in California Code of Regulations, title 5, section 53200 is the processes for institutional planning and budget development.
- 6.7.2 The Academic Senate role is to help shape the processes used for development of plans and budgets. The Academic Senate does not have responsibility for the development of the District budgets.
- 6.7.3 With Senate participation on the District Budget Committee, the Senate retains its defined role and responsibility relating to the processes for planning and budget development as defined in California Code of Regulations, title 5 section 53200.
- 6.8 Collective bargaining representation
- 6.8.1 The District Budget Committee shall not address matters within the scope of collective bargaining.
- 6.8.2 A collective bargaining member on the District Budget Committee represents union interests and similar to all other committee members, is

responsible for communicating and disseminating information to his/her constituency. Issues related to collective bargaining matters shall be maintained external to this committee.

- 6.9 In conjunction with participatory (shared) governance principles, some of the District Budget Committee operational goals are:
 - 6.10 Understanding and acceptance of committee decisions
 - 6.11 Commitment to their implementation
 - 6.12 Understanding of, and commitment to, objectives
 - 6.13 Achieving less dissent with the participatory process
 - 6.13.1 Opportunities for discussions of issues
 - 6.13.2 Opportunities for information sharing
 - 6.13.3 Opportunities for conflict resolution
 - 6.14 Expanding leadership opportunities for participants and others

LRCCD

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Adm. Regulation Reviewed:
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