

IMPERIAL VALLEY COLLEGE  
Standing Rules of the  
Budget and Fiscal Planning Committee

**MEETINGS:** Meetings will be held the fourth Wednesday of the month during the Fall and Spring semesters.

**AGENDA:** The agenda will be prepared by the Chair of the Committee from items submitted by committee members. The agenda will be made available to members of the committee and to the campus community via e-mail consistent with the Brown Act (72 hours in advance of a meeting) when possible, but no later than 24 hours prior to the meeting. The agenda and back-up material, as well as minutes of prior meetings will be available on the College web-site.

**OPERATIONS**

A quorum must be present to take action on any item on the agenda.

All meetings will be open and consistent with the Brown Act, and any other applicable regulations.

Members will work to achieve consensus. If the committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

**PROCEDURES**

1. The committee will ensure that the budget planning document be distributed throughout the college community prior to adoption by the Board of Trustees. Written comments should be incorporated into a revised planning document.
2. All meetings of the Committee will be open to the public.
3. The Superintendent/President will consider the Committee's recommendations as advisory in making his recommendations to the Board of Trustees.

**PHILOSOPHY**

1. Imperial Valley College's budget and fiscal planning process shall support student success.
2. The vision and mission statements of the college shall drive the budget and fiscal planning process and funds will be allocated to support the priorities stated in the college plans. Financial planning takes into account long-range projections regarding programs, services, costs and resources.
3. The college shall develop and submit plans and budgets according to the requirements of state and other agencies.
4. The college's budget and fiscal planning process shall involve broad participation by all segments of the college community and the Board of Trustees.
5. The college's budget and fiscal planning process shall employ open procedures that affirm collegiality through a spirit of mutual respect and trust.

**PURPOSE**

1. Coordinate and integrate college plans and establish budget priorities consistent with the college's vision and mission statements, with recommendations, expressed in dollars, made to the Superintendent/President.

2. Recommend budget priorities to the Superintendent/President; final recommending authority to the Board of Trustees rests with the Superintendent/President; final approval authority rests with the Board of Trustees.
3. Review the Tentative and Adopted budgets for consistency with annual institutional goals and objectives, college plans, and the Planning and Budget Philosophy.

## **FUNCTIONS**

1. Develop committee operating procedures and conduct an annual evaluation of the planning and budget process; if necessary, modify the process in a manner consistent with shared governance policy and law.
2. Establish planning guidelines consistent with the budget process.
3. Establish master and annual time lines to coordinate the planning and budget process.
4. Meet monthly (during the Fall and Spring semesters) to review, gather, and disseminate information on the college's planning processes and financial resources and expenditures.
5. Provide recommendations and guidance to groups responsible for college plans.
6. Review, on an annual basis, college plans which state long-term goals and objectives of Imperial Valley College.
7. Meet annually with the Board of trustees and Superintendent/President to establish planning and budget priorities through discussion of common goals and objectives.
8. Advise the Superintendent/President on the development of the Imperial Valley College budget.

## **STRUCTURE**

Chair: Vice President for Business Services  
Academic Senate President  
College Council Chairperson  
1 administrative representative appointed by the Superintendent/President  
Director of Fiscal Services  
2 faculty representatives appointed by the Senate  
2 Classified Representatives elected at-large  
1 student representative appointed by the Student Senate, or an alternate  
1 CMCA representative

Vice President for Academic Services (non-voting member)

## **TERMS OF OFFICE**

The faculty and classified representatives will serve two-year terms with the understanding that for the initial term only, one representative from each group will serve one year and the other representative will serve two years in order to stagger their terms. In future, all representatives from these categories will serve a term of two years.

It is suggested that the student representative also serve a term of two years, while understanding that this may not always be possible.

All other members of the committee serve as a result of their position or title, and as a result will continue to serve as long as they hold that position or title.

**REVIEW AND REVISION:** Changes to these rules shall be determined by mutual agreement of the Board of Trustees and the Academic Senate, consistent with Imperial Valley College's Shared Governance Policy and with California law pertaining to shared governance.