Imperial Community College District
Fiscal and Facilities Committee Bylaws

CHARGE

It is the committee's charge to coordinate and integrate college budget and facilities plans and establish budget priorities consistent with the college's vision and mission statements. An annual review of the Tentative and Adopted budgets will be completed for consistency with annual institutional goals and objectives, college plans, and the planning and budget philosophy. The committee will also formulate plans to move the College towards continuous improvement in building appearances, including classrooms, offices, service areas, common areas, parking lots and grounds, in addition to new facility development and construction. Recommended plans and action will be presented to the Integrated Consultation Council.

Scope and Function of the Committee:

The role of the Committee is to:

- Advise the Integrated Consultation Council on fiscal impact of plans and recommendations.
- Systematically assess the effective use of financial resources and use the results of the assessments as the basis for making recommendations to the College Council.
- Ensure the budget planning process is timely, accurate, participatory, and comprehensive.
- Assure integration of fiscal planning into the college's participatory planning process, specifically its inclusion in the development of strategic and educational planning.
- Review state budget allocations and their impact on the college.
- Review tentative and final budgets for reasonableness of budget amounts and underlying assumptions.
- Serve as a center to share information and discuss facility projects and plans.
- Study the physical appearance and sustainability of all campus facilities and grounds, to formulate policy and procedures for its growth, cleanliness, beautification, and development.
- Identify and recommend specific actions and strategic plans to move the College towards continuous improvement in building appearances, including classrooms, offices, service areas, common areas, parking lots and grounds.
- Collaborate with on-campus and off-campus stakeholders to implement sustainable actions and plans.

Committee Working Principles:

- Support mission and strategic goals: student success, excellence in education, develop resources, and increase institutional effectiveness.
- Transparency: as evidenced by college community, access to policies related to facilities planning, budgeting processes and budgets via website.
- Broad participation: as evidenced by representation from all segments of the shared governance campus community.
- Balanced: as evidenced by draft and final budgets

- Conservative: plans and projections are made for revenues, reserves and expenses
- Complete and thoroughness: as evidenced by a final budget that incorporates all departments and services areas as well as facilities plans that account for all aspects of the project.

MEETINGS

The Fiscal and Facilities Committee will meet the 2nd Wednesday of the month at 2:30 p.m. for Fall and Spring Semesters. Committee meetings will be open to anyone who wishes to attend and will be consistent with the Brown Act and any other applicable regulations. Agendas will be made widely available in advance to the meetings, and minutes will be published in a timely manner and made widely available on committee meeting platform.

AGENDA

Items for the agenda are to be directed to the Committee Chair for listing by a deadline set by the Committee. However, the agenda must be posted prior to any official meeting.

Member Selection:

In Spring/Fall of each academic year, the Chair will announce the membership vacancies which will be given to the appropriate constituency group for final selection.

- Three administrators appointed by the College Leadership Council, with at least one member being a Classified Manager.
- The Academic Senate will appoint faculty members.
- CSEA will appoint classified members as per their collective bargaining agreement.
- The Associated Students Government will be responsible for selecting their student members in consultation with the Superintendent/President or designee.

Term Length of Members:

Term lengths will be two years except for members whose membership is contingent on their positions. The student appointment may serve a term of two years, while understanding that this is not always possible. The multi-year terms will be staggered so all members do not change at one time. At the end of the two-year term a member may be reappointed by his/her constituency group. New members will be appointed in the early spring each year and will begin their term at the first Committee meeting in the fall.

Chair Elections:

The Chair of the Fiscal and Facilities Committee shall be the Director of Fiscal Services. The Co-Chair shall be elected for a two-year term by the members of the committee. The election shall take place in odd-numbered years of the last regular meeting of that fiscal year. This term shall commence on July 1st of that calendar year. The Co-Chair may not serve more than two consecutive terms. In accordance with the Integration Consultation Council bylaws, the Co-Chair must be a classified representative.

STRUCTURE

Voting Members:

- 3 Administrative Representatives
- 3 Faculty Representatives
- 3 Classified Representatives
- 2 Associated Students Government Representatives

- ❖ Terms for faculty, classified, classified managers/confidential, fiscal and facilities consultants and administrators shall be for two years.
- ❖ Terms for student representatives may be up to two years.

Consulting Members:

- Vice President of Administrative Services
- Director of Maintenance, Operations and Facilities

A consulting member may serve as a tie-breaking vote in the event it is needed. If appointed by the IVC Superintendent/President, a consulting member could also serve as an administrative representative or committee chair.

*Secretary/Recorder to the Committee – Executive Assistant for Administrative Services

Co-Chairs Responsibilities:

1. Prepare the agendas.
2. Chair Committee meetings.
3. Ensure the conduct of the Committee business is communicated to the college community in a timely manner.
4. Ensure timely responses to requests for information received from the Integrated Consultation Council
5. Announce the membership vacancies which will be given to the appropriate constituency groups for appointments in spring of each year.

Member Responsibilities:

1. All members will be responsible for making regular reports to their constituency groups.
2. Any member unable to attend a meeting should notify the Chair. Members will give the Chair the name of their alternate prior to the meeting.
3. The alternative representative will have the right to take part in discussions and consensus-building.
4. Members are responsible for appraising their alternate with current Committee information.

OPERATIONS

- All meetings will be open to any interested member of the college community.
- A quorum of the voting membership of the Committee must be present to take formal action on any item.
- A quorum is considered to be two-thirds of voting members.
- Action items will be introduced twice when possible; once for information and publication, the second time for discussion and action.
- When an agenda item is introduced for action, the committee will attempt to reach general agreement about a course of action. If agreement is not possible, the committee will decide by agreement about a course of action. If agreement is not possible, the committee will decide by taking a vote. The formal motion will need a simple majority of the quorum to pass.
- Minutes will reflect any actions taken.

Committee Self-Evaluation Process:
Each May, the Committee will produce an evaluation report of its activities.

Fiscal and Facilities Committee Bylaws:

1. Bylaws will be evaluated as determined necessary by the Fiscal and Facilities Committee.
2. A two-thirds majority of the voting membership may amend a bylaw.
3. A two-thirds majority of the voting members present may suspend a bylaw for the purpose of a single meeting.