



# El Camino College

## Planning and Budget Committee Charter

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### I. Planning and Budget Committee Mission

According to the *Making Decisions* Document 2020-25, the mission of the Planning and Budget Committee (PBC) is to assure that campus-wide annual planning and budgeting are integrated and evaluated while driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC also makes recommendations to the Superintendent/President on all campus-wide annual planning and budgeting issues.

### II. Planning and Budget Committee Membership

According to the *Making Decisions* Document 2020-25, the College constituencies that compose PBC's membership are the following:

Function	Amount	Constituency
Co-Chair	1	Vice President of Administrative Services
Co-Chair	1	Director of Institutional Research & Planning
Member	2	Academic Senate
Member	2	Management
Member	2	Classified Staff
Member	1	ECC Federation of Teachers
Member	1	ECC Classified Employees/ECCE
Member	1	Confidential employees
Member	1	Police Officers Association/POA
Member	1	Associated Student Organization/ASO
<b>Total</b>	<b>13</b>	

Each PBC member appoints an alternate member to participate in the meeting in case members cannot attend. Additionally, each co-chair appoints two support members.



### III. Planning and Budget Committee’s Roles and Responsibilities

The roles and responsibilities listed below pertain to the PBC as a body of El Camino College.

Roles	Responsibilities
<b>Reviewer</b>	Develop an understanding of the College’s institutional planning processes, revenue, and expenditures as a foundation for participating in the planning and budgeting process
	Identify emerging trends and/or needs that have a College-wide budgetary impact
	Review the tentative and final annual budgets in its development stages
	Review annual budget implementation updates <sup>1</sup> to help ensure all areas are stewarding their budgets to make progress towards their annual goals
<b>Safeguard</b>	Ensure that the College’s annual budget is driven by institutional-level plans and is directed to achieve institutional goals
	Ensure that annual planning, resource allocation, and budgeting are linked
<b>Recommender</b>	Make recommendations regarding the College’s annual budget to the Superintendent/President
	Make recommendations to the Superintendent/President regarding the progress of annual plan implementation
<b>Reporter</b>	Report PBC’s meetings key points to the campus community and other College committees.

### IV. PBC Individual Members’ Roles and Responsibilities

Roles	Responsibilities
<b>Reviewer</b>	Review all meeting materials and minutes prior to meetings
	Keep informed and be prepared for discussion around meeting agenda items
<b>Reporter</b>	Report PBC’s meetings key points to the constituent group represented
	Bring to PBC meetings annual planning and budgeting issues brought up by the constituent group represented
<b>Representative</b>	Make recommendations regarding matters of annual planning and budgeting in the best interest of the broader College while considering the interests of their constituent group

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<sup>1</sup> The basis for PBC’s reviewer role is an update on an annual budget implementation that members of Executive Cabinet (President/Superintendent and four Vice Presidents) would offer in regards the area they lead.



## IV. Planning and Budget Committee Operating Guidelines

### 1. Length of Member's Term

The stakeholders listed in the table below are in charge of appointing PBC members. Members' term lasts two years. The appointment is renewable once.

Function	Amount	Constituency	Appointed by
Member	2	Academic Senate	Academic Senate President
Member	2	Management	Superintendent/President
Member	2	Classified Staff	Classified Staff Union President
Member	1	ECC Federation of Teachers	ECC Federation of Teachers President
Member	1	ECC Classified Employees/ECCE	ECC Classified Employees President
Member	1	Confidential employees	Superintendent/President
Member	1	Police Officers Association/POA	Chief of Police
Member	1	Associated Student Organization/ASO	ASO President

### 2. Meeting Frequency

The Planning and Budget Committee meets monthly between September and July the third Thursday of the month at the start of College hour unless otherwise agreed by co-chairs and committee members.

### 3. Quorum

A quorum must be present to initiate PBC's meetings and conduct business. A quorum is defined as a majority of all voting members (50% plus 1, which equals 7 voting members). In the absence of a quorum, the meeting must adjourn. A quorum is required to vote on action items.

### 4. Proposal of Agenda Topic

Co-chairs determine the agenda for each meeting. Any PBC member may submit agenda items to the co-chairs via email five working days prior to the agenda being distributed. The Assistant to the Vice President of Administrative Services (co-chair) distributes the meeting agenda to PBC members 24 hours prior to the meeting.

### 5. Decision-Making Process (voting)

The Planning and Budget Committee follows Robert's Rules of Order<sup>2</sup> to conduct decision-making processes such as approving meeting agendas, minutes, a specific proposal/document, tabling a discussion, adjourning the meeting, etc.

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<sup>2</sup> For a simplified version of Robert's Rules of Order, please see appendix.



## 6. Communication to the ECC Community

PBC's members communicate to their constituency groups key points discussed at monthly meetings. At the end of every meeting, PBC's co-chairs voice these key points. PBC's agendas and minutes are published in the [Planning and Budget Committee webpage](#) for other campus committees and stakeholders to consult.

## 7. Procedure to evaluate processes for governance, decision making, and communication

The Planning and Budget Committee uses an annual self-evaluation survey to assess its governance, decision-making, and communication processes. The results of the survey serve to measure PBC's effectiveness and set annual goals for the incoming year.

## V. Planning and Budget Committee Tasks Based on Annual Planning and Budgeting Calendar

The following are key tasks that PBC is required to perform at the different stages of the annual planning and budgeting process:

Planning & Budgeting Calendar Stage	Co-chairs/Guest Speakers Tasks	PBC Member Tasks
<i>September</i>	<ul style="list-style-type: none"> <li>Co-chairs present institutional goals and incoming year annual Area objectives</li> </ul>	<ul style="list-style-type: none"> <li>PBCs check for alignment between institutional goals and Area objectives</li> </ul>
<i>Sep-Dec</i> Units/divisions, Offices/programs develop annual plans	<ul style="list-style-type: none"> <li>Co-chairs present annual planning and budgeting process and calendar</li> </ul>	<ul style="list-style-type: none"> <li>PBC members bring questions about the annual planning process and help their constituents engage with the annual planning process</li> </ul>
<i>Jan &amp; Mar</i> Fiscal Services distributes budget worksheets; areas, units/divisions, offices/programs review budget	<ul style="list-style-type: none"> <li>VPs present progress of current year Area objectives implementation</li> <li>Co-chairs present progress on PBC annual goals</li> </ul>	<ul style="list-style-type: none"> <li>PBC members bring questions about the budget process and help their constituents understand the budget process</li> <li>PBC reviews and makes recommendations on the progress of annual Area objectives implementation and the progress of PBC annual goals</li> </ul>
<i>Jan-April</i> Area and Unit/Division managers prioritize budget requests	<ul style="list-style-type: none"> <li>Co-chairs update PBC on:               <ul style="list-style-type: none"> <li>Current year budget implementation</li> <li>Report on Governor's proposed budget</li> <li>Incoming year Area budget prioritization process (budget requests)</li> </ul> </li> <li>Co-chairs share PBC's recommendations with College Council and/or Executive Cabinet (see bullet points in PBC Member Tasks column).</li> </ul>	<ul style="list-style-type: none"> <li>PBC crafts recommendations in regards to <u>current</u> year budget implementation, if needed</li> <li>PBC crafts recommendations in regards to <u>next</u> year budget based on what PBC thinks the College priorities should be for funding in the upcoming year.</li> </ul>



Planning & Budgeting Calendar Stage	Co-chairs/Guest Speakers Tasks	PBC Member Tasks
<p><i>May</i> Executive Cabinet prioritizes budget requests; Fiscal Services enters revised budgets into Colleague</p>	<ul style="list-style-type: none"> <li>○ Co-chairs present Executive Cabinet budget prioritization process and Governor’s Budget May Revise</li> </ul>	<ul style="list-style-type: none"> <li>○ PBC members bring questions about Governor’s Budget May Revise and entering revised budgets into Colleague</li> </ul>
<p><i>June</i> BoT reviews tentative budget</p>	<ul style="list-style-type: none"> <li>○ Co-chairs present institutional goals report and tentative budget</li> <li>○ Co-chairs shares PBC self-evaluation survey link</li> </ul>	<ul style="list-style-type: none"> <li>○ PBC reviews tentative budget and crafts recommendations, if needed, to ensure alignment with institutional goals</li> <li>○ PBC takes self-evaluation survey</li> </ul>
<p><i>July-September</i> Fiscal Services prepares final budget</p>	<ul style="list-style-type: none"> <li>○ Co-chairs present update on Governor’s Budget</li> </ul>	<ul style="list-style-type: none"> <li>○ PBC members bring questions about update on Governor’s Budget</li> </ul>
<p><i>Sept</i> Superintendent/President communicates to staff and faculty BoT approved annual College budget; annual planners adjust plans in Nuventive based on approved budget requests</p>	<ul style="list-style-type: none"> <li>○ Co-chairs present BoT approved annual College budget and approved budget requests</li> </ul>	<ul style="list-style-type: none"> <li>○ PBC members bring questions about BoT approved annual College budget, approved budget requests, adjustment of plans</li> <li>○ PBC sets PBC annual goals</li> </ul>



## VI. Appendix

### Robert's Rules of Order<sup>3</sup>

#### *Guiding Principles*

- All individuals have the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one item (motion) can be discussed at a time.
- A motion is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the chair of the committee, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

#### *How to Do Things (Some Examples)*

- *If a committee member wants to bring up a new idea before the group:* After recognition by the chair of the committee, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.
- *If a committee member wants to change some of the wording in a motion under discussion:* After recognition by the chair of the committee, move to amend by adding words, striking words or striking and inserting words.
- *If a committee member wants more time to study the proposal being discussed:* "Move to postpone to a definite time or date."
- *If a committee member thinks the committee has heard enough discussion:* "Move to close the debate."
- *If a committee member wants to postpone a motion until some later time:* "Move to table the motion."

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<sup>3</sup> Adapted from [https://iusd.org/sites/default/files/files/Ed\\_Services/SPED/Documents/robertsrulesoforder-handout3.pdf](https://iusd.org/sites/default/files/files/Ed_Services/SPED/Documents/robertsrulesoforder-handout3.pdf)