

El Camino College

Planning and Budget Committee Charter

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
Total	13	

Each PBC member appoints an alternate member to participate in the meeting in case members cannot attend (ECCE president appoints alternates for classified). 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
Reviewer	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 ¹ to help ensure all areas are stewarding their budgets to make progress towards their annual goals
Safeguard	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
Recommender	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
Reporter	Report PBC's meetings key points to the campus community and other College committees.

Examples of tasks performed by the PBC may include:

- Provide feedback on the annual planning and budgeting process and calendar
- Provide feedback on proposed college-wide annual goals to ensure alignment with ECC's longer-term institutional priorities
- Establish annual goals for the PBC to ensure alignment of the committee's annual goals to longer-term institutional priorities
- Regularly assess progress toward the PBC's annual goals
- Recommend an institutional budget prioritization framework and principles for budget review and implementation
- Review tentative and final institutional annual budgets for alignment with institutional priorities and to support the college's fiscal stability
- Review ECC's total revenue and budget expenditures throughout the academic year
- Provide feedback to the implementation of Area Vice Presidents' plans and budgets to ensure area-level budget expenditures support institutional priorities

¹ 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. PBC Individual Members' Roles and Responsibilities

Roles	Responsibilities
Reviewer	Review all meeting materials and minutes prior to meetings
	Keep informed and be prepared for discussion around meeting agenda items
Reporter	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
Representative	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

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 unless the appointing President approves additional renewal.

Function	Amount	Constituency	Appointed by
Member	2	Academic Senate	Academic Senate President ²
Member	2	Management	Superintendent/President
Member	2	Classified Staff	ECC Classified Employees 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 /POA	Police Officers Association President
Member	1	Associated Student Organization/ASO	ASO President

2. Meeting Frequency

The Planning and Budget Committee meets monthly during the Fall (August through November) and Spring (February through June) semesters the third Thursday of the month at the start of College hour unless otherwise agreed by co-chairs and committee members.

² The Academic Senate representatives shall be appointed by and renewed in accordance with the Academic Senate constitution.

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 Order³ to conduct decision-making processes such as approving meeting agendas, minutes, a specific proposal/document, tabling a discussion, adjourning the meeting, etc.

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. Campus committees and stakeholders can consult PBC's information in two sites: the [Planning and Budget Committee webpage](#) (for general information and PBC's charter) and [Boardocs](#) (for PBC's agendas and minutes).

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.

³ For a simplified version of Robert's Rules of Order, please see appendix.

VI. Appendix

Robert's Rules of Order⁴

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.”

⁴ Adapted from https://iusd.org/sites/default/files/files/Ed_Services/SPED/Documents/robertsrulesoforder-handout3.pdf