

Charge and Membership

Name of Committee or Task Force	Budget Advisory Committee (BAC)
Purpose	<p>The BAC is a standing committee created by the College Planning Committee (CPC). The committee represents the breadth of the college community, coordinates planning and budgeting processes through the following charge from the Superintendent/President and the Board of Trustees.</p>
Function	<p>Charge: (responsibilities, tasks)</p> <ul style="list-style-type: none"> • To develop an understanding of the College’s revenue and expenditures as a foundation for participating in the budget process • To use the college’s priorities (as outlined by the College Planning Committee and as may be designated by the President’s Cabinet) to prepare recommendations for budget development, including budget assumptions and priority lists for distribution of additional income • Identify underlying principles (practices) used when making decisions regarding reallocation of funds and facilitate the reallocation of existing resources based on institutional planning • To review the draft budget in its development stages • To present the adopted budget to the College Planning Committee for information and to the Superintendent/President for approval • To serve as a forum for on-going fiscal activities such as monthly and quarterly fiscal reports to the Board • To identify strategies which can be implemented to make the budget process more “user friendly” • To identify emerging trends and/or needs that have college-wide budgetary impact • To educate members of the college community on the process for developing the budget and to encourage feedback from them • To monitor and evaluate the budget process • To review and share information on the state budget and state budgeting process as it relates to California Community Colleges • To serve as a conduit for communicating the committee’s activities to its’ represented constituencies and to other college committees

<p>Annual Timeline of Outputs</p>	<p>Annual: Tentative Budget Adopted Budget</p> <p>Ongoing: Quarterly Financial Reports FTES Reports Apportionment Reports</p>
<p>Reporting</p>	<p>Recommendations from the BAC go to the Superintendent/President for approval and to CPC for information as well as submitting the information to the Board of Trustees.</p>
<p>Membership</p>	<p>Co-chairs: Executive Vice President of Finance, Facilities, and Technology Services Academic Senate Appointee</p> <p>Membership: 3 Academic Senate Representatives Classified Senate Representative Vice President Academic Affairs Vice President Human Resources Vice President Student Services CHI Representative Deans Representative Department Head Representative AFT Representative LBCCFA Representative ASB Representative</p> <p>Resources: Director, Fiscal Services Dean of Institutional Effectiveness Budget Officer</p> <p>It is expected that the committee will draw upon additional resources from the pool of knowledge, experience, and technical expertise as necessary.</p>
<p>Meeting Frequency and Schedule</p>	<p>BAC will schedule meetings as necessary but with an expected minimum of two meetings per semester. Meetings dates are scheduled to be at LAC and PCC, typically on Mondays between 3:00-4:30 pm, but subject to change.</p>
<p>Other</p>	