

## Charge and Membership

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

<p><b>Annual Timeline of Outputs</b></p>	<p>Annual: Tentative Budget Adopted Budget</p> <p>Ongoing: Quarterly Financial Reports FTES Reports Apportionment Reports</p>
<p><b>Reporting</b></p>	<p>The Budget Advisory Committee reports to the College Planning Council.</p>
<p><b>Membership</b></p>	<p>Co-chairs: Vice President of Business Services Faculty At-Large appointed by Academic Senate</p> <p>Membership: 3 Faculty At-Large appointed by Academic Senate Classified Senate Representative Vice President of Academic Affairs Vice President of Human Resources Vice President of Student Services CHI Representative Deans Representative Department Head Representative appointed by Academic Senate 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><b>Meeting Frequency and Schedule</b></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><b>Other</b></p>	