North Orange Continuing Education
Budget and Facility Planning Committee Charter

Purpose

The Budget and Facility Planning Committee is a subcommittee of the President's Cabinet. NOCE's mission and decision-making criteria shall be reviewed annually and approved by President's Cabinet. These two items shall be the basis for discussion and decisions related to the budget process. Funds shall be allocated to support the priorities of these plans.
The primary function of the Budget and Facility Planning Committee is to facilitate program plans reviewed by the President's Cabinet and establish priorities consistent with NOCE's mission and strategic plan and make recommendations to President's Cabinet regarding matters related to NOCE's fiscal resource allocation.

Procedures

- The Budget Committee shall establish budget parameters, guidelines, and timelines for budget development consistent with District timelines.
- Under the direction of the President, the planning process will consider **students' needs**, available resources, and staff allocations.
- NOCE programs shall identify budget priorities and send them to the Committee, which shall focus on the overall budget and student success.
- Proposed budget allocations and priorities shall be reviewed by the respective constituencies. Input from the representatives of these constituencies shall be considered prior to final recommendations.

Operational Functions

1. Develop committee operating practices and revise practices, if needed.
2. Recommend NOCE's preliminary budget.
3. Consider updated budget information and make final budget recommendations, if needed.
4. Review and approve budget allocation and funding requests for Lottery funds and Instructional Equipment funds.
5. Participate in the gathering and dissemination of financial resources and expenditures.
6. Review and prioritize proposed unbudgeted expenditure requests.
7. Develop a prioritized list of recommended additional expenditures should revenues exceed planned costs.
8. Develop a contingency plan, recommending expenditure reductions in the event of budget cuts.
9. Conduct a regular budget process evaluation; if necessary, modify the process in a manner consistent with shared governance policy and law.
10. Position management: identify and/or prioritize classified and management position needs and make recommendations to the President.
11. Serve as a forum for facility activities and reporting.

Composition

The membership composition has representation from multiple constituencies, including faculty, classified staff, management, and students.

Chair: Director, Administrative Services

Voting Membership:

- Vice President appointed by the President
- Two Managers appointed by the NOCE Management Team
- Two Classified Staff appointed by CSEA Executive Board
- Two Faculty Representatives of the NOCE Academic Senate
- One and up to two Student Representatives from the student leadership program

In the event of a vacancy, a new committee member will be appointed by the appropriate body.

Alternates: Any Committee member may designate an alternate to speak on behalf of the member when the member anticipates an absence. Notice of alternates must be sent by the member to the Director, Administrative Services prior to the Committee meeting. Alternates may participate in consensus activities.

Resource Personnel**:** Representatives from categorical programs and other staff with specialized knowledge or expertise. These are non-voting members.

All meetings are open to the entire NOCE community, and all are encouraged to participate in the discussion.

Term of Office: The term for Management (including Vice President), CSEA, and Faculty representatives will be two years. Student representatives will serve a one-year term on the committee. Reappointment of members who have served is allowed at the discretion of the appointing body.

Member Responsibilities

Committee members are responsible for disseminating and collecting information on meeting agenda items to appropriately represent the views of their respective constituent groups. Each Committee member will be assumed to be speaking for their constituent group unless an announcement to the contrary is made.

Member responsibilities at a minimum include:

- Attendance at all meetings or provision of an informed alternate
- Preparation for meetings (reading items distributed to members prior to the meeting)
- Completion of assignments made at the meetings
- Thorough and open communication with the constituent group being represented

The Chair of the Budget and Facility Planning Committee, in consultation with all members, shall establish the agenda. The chair will solicit input from all segments of the NOCE Division for planning and budget purposes.

To promote integration of planning and budget processes, the Director of Administrative Services shall attend Council on Budget and Facilities meetings (CBF).

Meetings

- Meets monthly on the last Wednesday of the month during the academic year from
- 3 p.m.-4:30 p.m. at the Anaheim Campus and via Zoom. Adjustments are made for holidays.
- Special business meetings shall be announced and held on campus as needed.

Decision-making

To start the voting process, quorum must be met. Quorum is met when one representative from each constituent group is present (i.e., 1 Academic Senate representative, 1 NOCE Management Team representative, 1 CSEA representative). Student representatives will serve and vote in an advisory capacity.

The committee will use the consensus method for decision-making. The process for consensus will be:

- **Thumb up/yes** – Agree
- **Thumb sideways/abstain** – Can live with the decision
- **Thumb down/no** – Disagree

If anyone is thumbs down, the discussion will continue. On the occasion when a total consensus is not reached, the committee chair will take the recommendation under consideration and make a decision, stating that the committee could not reach a consensus on the issue.

Communication

- To ensure that all employees can access information on the issues under consideration and are able to provide input or participate in meeting discussions, the Budget and Facility Planning Committee will maintain a SharePoint site. (Contact Director, Administrative Services for access)
- The Budget and Facility Planning Committee chair will provide updates to President's Cabinet.