

SAN JOSE CITY COLLEGE FINANCE COMMITTEE CHARGE

Charge: To ensure an open, equitable and orderly budget process within the institution and to establish the operational budget for San Jose City College.

Authority: Recommend a process for the development of the college budget to the College Advisory Council. Review requests and prioritize budget recommendations and submit to the College Advisory Council for review.

Membership: The Finance Committee (Committee) membership is comprised of the following:

- Three Administrators – Appointed by the College President
 - Three Faculty – Appointed by Academic Senate
 - Three Classified – Appointed by - CSEA
 - Three Students – Appointed by the Associated Student Government
 - Chief Budget Officer (non-voting, ex-officio)
- Each member serves on the committee for one full academic year at minimum, to ensure continuity throughout the resource allocation cycle (Fall and Spring semesters, respectively)
 - Committee members shall report to and from their respective constituency groups
 - A quorum is defined as more than half of appointed members to the committee
 - The Committee will elect a chair and co-chair at the first meeting of each academic year
 - The Committee may replace members who fail to attend three consecutive committee meetings without notice
 - The Committee does not allow proxy votes

Responsibilities:

- Become knowledgeable about the college budget
- Review and update the process for the development of the college budget
- Document and communicate the budget process and yearly timeline to all budget managers
- Communicate information about changes or adjustments to the college budget to all campus constituency groups
- Review district and college priorities, including:
 - Board of Trustees' Priorities
 - Chancellor's Priorities
 - President's Priorities
 - College Strategic Plan
- Review requests and prioritize budget recommendations, including the allocation of one-time funding, and submit to the College Advisory Council
- Maintain an ongoing sharing of information and recommendations with campus representatives on the District Budget Committee
- Review Accreditation Standards to ensure that the budget development process complies with the ACCJC Accreditation Standard III Section D
 - Ensure allocation recommendations are supported by Program Review
 - Ensure compliance with the SJCC Integrated/Strategic Planning model
 - Establish annual committee goals by the 2nd meeting of the Academic Year
 - Complete an annual self-evaluation as a committee by the end of the Academic Year
- Report regularly to College Advisory Council on committee proceedings