Philosophy and Constitution
Cañada College Planning and Budget Committee

Philosophy

Collegial consultation recognizes and, indeed, is predicated on the sincere commitment on the part of all participants to our students, our professions and to our institution. It is a complex process of consultation that demands from faculty, administrators, classified staff and students, a respect for divergent opinions, a sense of mutual trust and a willingness to work together for the good of the College. Collegial consultation embraces the basic objective that all key parties of interest should be given the opportunity to participate in jointly developing recommendations and priorities for the well-being of the institution.

Planning:

Planning is an on-going and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation intentionally designed to verify and improve the effectiveness by which the institutional mission is accomplished. The College must use analyses of quantitative and qualitative data to document achievement of student learning and a commitment to continuous improvement. Planning processes must include staff, faculty, administrators, and students.

Budgeting:
Many individual and groups participate in the budget development process according to their respective interests, responsibilities and expertise. Ultimate responsibility for the fiscal integrity of the College rests with the College President and the publicly elected Board of Trustees. The President, in turn, holds the College's management accountable for creating a realistic budget and adhering to it. Faculty, staff, and students are valuable participants in the budgeting process and help ensure that all needs of the College's instruction and student services programs are recognized.

Budgeting at Cañada College is an ongoing, dynamic, and complicated process. Budgets are essentially estimates of projected incomes and expenditures, and they are subject to continuous revision, as new information becomes available. Many of the factors influencing the College's projected revenue and expenditures are difficult to assess and continually change, not only during the budged year, but also into future years.

Constitution

Article 1, Name
> The name of this committee shall be the Cañada College Planning and Budget Committee.

Article 2, Purpose
> The purpose of this committee shall be to advise the College Council on matters including but not limited to: Development of the Planning Process including Strategic Planning and Annual Planning, Budget Development

and Oversight, Identification of and Planning for Hiring, Communication
Regarding the Institutional Planning and Budgeting Processes.

Article 3, Membership
The membership of this committee shall consist of representatives from all
campus constituencies as represented by the following: Vice President Instruction, Vice
President Student Services, Chair and Vice-chair of the College Council, President of
Academic Senate Governing Council and one additional faculty member representing
AFT, President of Classified Senate and one additional Classified Council member
representing CSEA, two student representatives, College President; ex-officio, College
Business Officer; ex-officio, College Researcher; ex-officio.

Article 4, Chair Designation
Academic Senate President and Classified Senate President shall preside as Co-
Chairs.

Article 5, Amendments and Revisions to Constitution
Any member of the Committee may propose a change to the Constitution.
The Constitution may be amended by the consent of the members of the
Committee in consultation with their respective constituents.

Article 6, Rules of Procedure for Meetings
Recommendations by Consensus Method:
The President and College Council rely upon the advice and judgment of the
Planning and Budget Committee Shared Governance operates best in a climate of
collegiality and trust. Consensus building involves polling of appointed members
to determine if consensus has been reached based upon the following levels of
responses:

a. I can say an unqualified yes to the recommendation.
b. I find the recommendation perfectly acceptable.
c. I can live with the recommendation; however, I am not enthusiastic
   about it.
d. I do not fully agree and need to register my view; however, I do not
   choose to block the recommendation overtly or covertly. I am
   willing to support the recommendation.
e. I cannot support the recommendation.

Consensus is reached if no members are at level e. as noted above. If consensus is
not reached, a motion will be made, seconded and passed by the majority of
voting members in attendance. If a member has strong reservations regarding a
recommendation, a minority viewpoint will be included in the recommendation to
the President and/or College Council.
Quorum:
A quorum must be present in order to forward a specific recommendation to the
President. In the absence of a quorum, discussion may take place, but final action

must be taken at a later meeting when a quorum is present. For this purpose a quorum is defined as 50% plus one (1) of the Committee's voting members with ideally, at least one member from each of the four governance constituencies present.

Article 7, Record Keeping and Agenda Building

Agenda, minutes, and additional information packets will be distributed by the President's office in advance of meetings to the college community (administration, faculty, classified staff, and Associated Students) through campus email, and will be posted on Inside Cañada. Minutes and Agendas will be created and processed by the Administrative Assistant to the President.

The College President and the Committee Co-Chairs will be responsible for developing and approving Committee agendas. Any committee member may request that an item be included on the agenda. The President and Co-Chairs will review with the Committee all requests not approved for agendas. The Committee may decide by consensus to include said items on a future agenda not approved by the President and Committee Co-Chairs. All agenda items will be given a time allotment as appropriate for the item.