

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.

Talking Points For Discussion Regarding Planning Responsibilities:

P & B would be responsible for the oversight and monitoring of annual and strategic and strategic planning on campus. They would report to College Council, advise the College President, and report to and deliberate with their respective constituencies.

College Council would be responsible to approve and implement planning activities. They would advise the College President, and report to and deliberate with their respective constituencies.

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 budgeted year, but also into future years.

Talking Points For Discussion Regarding Budget Responsibilities:

P & B would be responsible for budget planning, analysis and oversight. They would use the College Mission Vision and Planning as well as things like Program Review to analyze areas like expenditures, program and hiring. They would advise the College President and report to College Council. They also report to and deliberate with their constituencies.

College Council would analyze fiscal information presented by the P & B Committee and advise the College President. They would also report to and deliberate with their constituencies.

Constitution

Article 1, Name

The name of this committee shall be the Cañada College Planning and Budget Committee.

Talking Points For Discussion Regarding Name:

The present Committee members feel that the overarching focus of the P & B Committee should be on planning and ensuring that fiscal decisions always fit in with the Colleges Strategic Plans, Vision and Goals.

Article 2, Purpose

The purpose of this committee shall be to advise the College President 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. The committee shall report its recommendations to the College Council.

Talking Points For Discussion Regarding Advising:

Currently the President directly seeks council from Presidents Cabinet, the College Chief Business Officer, College Council, and Academic Senate Governing Council. In addition there are Classified Council, Associated Students Governing Council, ad hoc committees, our labor unions, and Presidents Advisory Council.

The Committee recommends that areas of planning and budget, that the Planning and Budget Committee advise the President directly while simultaneously reporting to College Council. The Committee feels this is appropriate because it is a representational group and because of the nature of in-depth discussion that occurs during Committee meetings at which the President is present. This in no way diminishes the role of College Council, rather it provides an additional mechanism for information analysis and sharing. This has been occurring in a less formal way until now, but with the transformation of Planning & Budget away from an ad hoc committee to a standing committee the committee members feel it is appropriate and necessary.

Article 3, Membership

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

Talking Points For Discussion Regarding Membership:

The P & B Committee recommend making the Co-Chairs of College Council members of P & B. This would need a change to College Council that states that the Co-Chairs of College Council would be 1 Faculty member and 1 Classified Senate member.

The Planning and Budget Committee recommends expanding the P & B Committee in the following ways: Changing from 1 to 2 students, adding the College Researcher: ex-officio, what to do with the Business Officer?

Totals: 3 Classified/CSEA reps, 3 faculty reps, 2 student reps, 2 management reps, the Chief Business Officer, the College Researcher, the President.

Article 4, Chair Designation

Academic Senate President and Classified Senate President shall preside as Co-Chairs.

Talking Points For Discussion Regarding Chair Designation:

Historically the Chair was chosen each year by the Committee.

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.

Talking Points For Discussion Regarding Articles 5, 6, & 7:

This is a formalization of process where there was previously no process.