

PLANNING / BUDGET COMMITTEE

Description and Task Schedule

2001-2002

The Planning/Budget Committee at Skyline College is an advisory committee to the College President. This Committee was organized during the 1987-1988 academic year.

Membership of the Committee includes the College President, who acts as Chair, the Vice Presidents of Instruction and Student Services, one Instructional Dean or Academic Supervisor, one Student Services Dean or Supervisor, four faculty appointed by the Academic Senate, two classified employees appointed by Classified Council, and one student appointed by the Associated Students of Skyline College. The College Business Officer and Director of Planning, Research & Student Success sit as non-voting members of the Committee. The appointed members serve a three-year term with new appointments occurring on a rotation basis to provide continuity on the Committee.

Meetings are held twice monthly and are scheduled on the first and third Thursdays of the month. During budget deliberations, additional and/or extended meetings are held.

The Planning/Budget Committee task calendar for the current fiscal year is summarized below:

Fall Semester

The Committee

- ❖ Orients new Committee members on processes and procedures
- ❖ Reviews the District allocation and budget development process.
- ❖ Reviews the College final budget for the current year.
- ❖ Reviews categorical budgets, their method of allocation and use.
- ❖ Reviews Hiring Priorities, Instructional and Non-Instructional equipment priorities & Facilities and Capital Improvements projects (FCI's).
- ❖ Reviews the 2000-2001 Year End Report. The Year End Report compares the results of actual performance against goals established by the College during the previous academic year.
- ❖ Discusses criteria in establishing budget priorities to be used during the development of the 2002-03 budget.

Spring Semester

Divisions and Other Units

- ❖ Each Division and Management Unit develops their Goals and Objectives for the new year. These are embodied in the 2002-2003 Work plan.
- ❖ Each Division and Management Unit prepares budget worksheets to support budget requests for presentation to the Committee. Each requested increase to the previous years must be supported by a justification.

The Committee

- ❖ Reviews the College goals and planned activities enumerated in the 2002-2003 Work plan.
- ❖ Selects budget priorities from the Work plan. These priorities are used as guides for College units when developing their unit budget requests.
- ❖ Begins the budget allocation process for 2002-2003. Since the Committee usually begins its budget allocation discussions before the District has given the College its allocation, the Committee must develop assumptions and estimate what the College will receive.
- ❖ Meets with Deans to discuss their requests.
- ❖ Discusses Division and other unit requests, and then makes a budget recommendation to the President and Cabinet. The President does not attend these budget deliberation meetings.
- ❖ Develops a Contingency Plan if the College allocation is less than anticipated.
- ❖ Reviews and recommends revisions to the Committee's procedures where appropriate.

The President

- ❖ Reviews Committee recommendations and reports back to the Committee on any changes, then approves the College budget.

The Budget Office

- ❖ Enters the budget allocations on Banner.
- ❖ Distributes the final budget for the new year to the Committee, Divisions and other budget units.

The President's Office

- ❖ Prepares the Progress Report on the current year's Goals and Activities based on end-of-year reports submitted by "Persons or Groups Responsible" identified in the Work plan.