

# District Budget Advisory Committee

The objective of the District Budget Advisory Committee is to share budget information with identified constituencies. It is intended to provide a forum for budget discussion and input. It is also a committee where explanations of Board action can be discussed. The committee is neither a decision-making body nor is it intended to undermine or replace the budget allocation processes of the colleges. Responsibilities include, but are not limited to the following.

## Charge

- Review and evaluation of current, projected or proposed Federal, State and local funding affecting California Community Colleges and SBCCD.
- Review of budgetary policies, administrative procedures, allocation model formulas and guidelines, and the financial well-being of the District. (Union issues which are conducted as a part of labor negotiations are not a part of this Committee's responsibility.)
- Review of both general fund unrestricted and restricted revenue sources, enrollment growth projections, and other workload measures.
- Review and make recommendations to Chancellor's Council regarding budget assumptions (revenues, allocations, COLA and growth).
- Promote budget awareness and communicate budget issues.

1<sup>st</sup> Thursday, 2 p.m. via Zoom, Non-Brown Act

Members will:

## Meetings

- Honor agenda and be prepared to participate in the entire meeting.
- Keep discussions focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Encourage full and open participation by all DBAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

Members will:

## Representation

- Maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Communicate a clear understanding of the issues and any DBAC recommendations to their constituency.
- Solicit input from and disseminate information to their respective constituency group.
- Base interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the DBAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

- 50%+1 of appointed voting members (not 50% of appointed members plus vacancies), and
- Two members from each site (CHC, SBVC, and DSO members), and
- Three out of the four Constituent Groups represented (students, classified, faculty, management).

Subcommittees quorum structure (if needed, not mandatory) will be unique and established by the overriding advisory committee. Advisory committees can adjust as they see fit.

## Quorum

## Membership

- Executive Vice Chancellor, Chair
- Management Rep from each campus appointed by College Presidents
- 2 Faculty Reps from each campus appointed by Academic Senate Presidents
- VP of Admin Services from each campus
- Associated Student Government President or designee from each campus
- Director of Fiscal Services
- Business Manager
- Chief Technology Officer
- Classified Staff Rep from each campus appointed by Classified Senate Presidents
- CSEA Treasurer
- CTA Rep
- CSEA Rep from the DSO appointed by CSEA
- Black Faculty & Staff Rep
- Latino Faculty & Staff Rep

