**Berkeley City College Roundtable for Planning and Budgeting**

**Revised November 2016**

**Chairs:** College President and Academic Senate President

**Membership:** Vice President of Instruction

Vice President of Student Services

Deans (1 Instructional and 1 Student Services)

Director of Business and Administrative Services

~~Director of Student Activities and Campus Life~~

~~Director of Special Projects~~

Public Information Officer (Classified)

Executive Assistant to the President (Confidential)

Faculty Senate President and 4 faculty appointees

Classified Senate President and 5 classified staff appointments

Department Chairs Council Representative (Faculty)

Student Services Council Representative (Faculty)

ASBCC President or designee(s) and 1 student appointment

**Length of Term:**

By position – as long as position held

By appointment - Indeterminate

**How Selected:**

By position – by virtue of position held

By appointment - Appointed by respective bodies

**Purpose**

The charge of this committee is three-fold:

1. to address the college strategic missions;
2. to advise the administration on planning and budget issues by offering opportunities for college-wide participation and collecting recommendations; and
3. to ensure budget and planning integration and data-based decision making.

**Strategic Missions:**

* Inform the college about strategic goals and the activities of this committee;
* Discuss proposed changes in broad-based college processes before they are acted on or implemented by the College President;
* Examine and discuss issues of college-wide importance in depth with the goal of ensuring that the institution as a whole is true to its mission, clear in its identity, and effective in serving students;
* Assess and improve the effectiveness of the BCC Shared Governance Structure.

**College-Wide Input and Participation:**

* Create, review, and revise committees;
* Receive reports at least annually from all standing and ad hoc committees of the college;
* Receive reports from district governance committee representatives and provide advice to the representatives in response;
* Receive and review college procedural recommendations; adopt, and revise college procedures;
* Assess college needs to ensure systematic development of procedures;
* Obtain constituent opinions;
* Provide a venue for college-wide initiatives and provide a means of communication with the college community;
* Review, approve, and/or improve recommendations made by other bodies, as appropriate.

**Budget and Planning Integration:**

* Link planning documents to district missions and goals, strategic plans, and accreditation standards to inform budget decisions;
* Review programs planned and in place in order to make recommendations as to what resources are needed for those programs. Develop a framework or model for this;
* Prioritize resource allocation based on recommendations that are informed by defined criteria and outcomes;
* Consider budget and planning related issues brought forth from other bodies or from college constituencies before make a recommendation to the president.

**Recommends to:** College President

**Frequency of Meetings:** twice per month during the academic year