

Berkeley City College Participatory Governance Manual

COLLEGE ROUNDTABLE FOR PLANNING AND BUDGETING

CHAIR:	College President and Academic Senate President
MEMBERSHIP:	Vice President of Instruction Vice President of Student Services Deans Director of Business and Administrative Services Director of Student Activities and Campus Life Public Information Officer Executive Assistant to the President Faculty Senate President and 3 faculty appointees Classified Senate President and 3 classified staff appointees Department Chairs Council Representative Associated Students (ASBCC) – President or designee(s)
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 mission;
- 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 MISSION:

- 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 Participatory Governance structure.

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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 the college and 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 on Mondays during the academic year.