SAN DIEGO CITY COLLEGE
CHARGE TO THE RESOURCE ALLOCATION COMMITTEE
Proposed December 5, 2014

CHARGE:
As part of the integrated planning process for San Diego City College, the Resource Allocation Committee will ensure an open, equitable and orderly budget process is instituted and followed in establishing the operational budget of San Diego City College.

AUTHORITY:
Recommend a process for the development of the college budget. Review requests and prioritize budget recommendations.

The budget allocation process and recommendations will be shared as information items with the following constituency groups on a yearly basis:
- MPAROC
- Academic Senate
- Classified Senate
- Associated Student Government
- President’s Council

MEMBERSHIP:
The members of the Finance Committee will consist of the following positions:
- Four Administrators - Appointed by the College President
- Four Faculty - Appointed by Academic Senate
- Four Classified - Appointed by Classified Senate
- Two Students - Appointed by the Associated Student Government
- Accounting Supervisor, Business Services
- Chief Budget Officer (Ex-Officio)

Each member serves on the committee for one full academic year at minimum, to ensure continuity throughout the resource allocation cycle. A quorum is defined as more than half of appointed members to the committee.

Each appointed member will serve no more than three consecutive years on the Resource Allocation Committee.

Faculty members and administrators must be from different divisions or subjects.

The Finance Committee reserves the right to replace members who fail to attend three consecutive committee meetings. The Finance Committee will elect a chair at the first meeting of each academic year.
RESPONSIBILITIES:

1. Demonstrate knowledge about the college budget
2. Review and update the process for the development of the college budget
3. Document and communicate the budget process and yearly timeline to all campus constituency groups
4. Communicate information about changes or adjustments to the college budget to all campus constituency groups
5. Review all special categorical/grant allocations as needed
6. Review district and college priorities, including:
   - Board of Trustees’ Priorities
   - Chancellor’s Priorities
   - President’s Priorities
   - College Strategic Plan
7. Review requests and prioritize budget recommendations for the President’s approval
8. Maintain an ongoing sharing of information and recommendations with campus representatives on the District Budget Committee.
9. Review Accreditation Standards to ensure that the budget development process complies with the ACCJC Accreditation Standard III Section D.
   - Ensure allocation recommendations are supported by Program Review
   - Ensure compliance with the SDCC Integrated/Strategic Planning model
   - Establish annual committee goals by the 2nd meeting of the Academic Year
   - Complete an annual self-evaluation as a committee by the end of the Academic Year
   - Demonstrate the Resource Allocation Committee’s contributions to Institutional Effectiveness
10. Committee members will regularly report committee proceedings to their constituency groups