

Budget & Facilities Planning Committee Input in Roles and Responsibilities of College-Wide Governance

Suggested Committee Name: Resource Allocation and Facilities Committee

Consensus voting amongst the members attending the meeting. Special meetings will only be held if a majority of the membership is able to attend.

Suggested Committee Size *Include details about suggested committee membership, included recommended co(chairs) and potential ex-officio members, as well as a breakdown of constituency group representation.*

Suggested Committee Membership (Constituent Group Representation):

Chair – Vice President of College and Administrative Services

Co-Chair – Academic Senate Appointee

(3) Faculty, (4) Classified, (3) Students, (3) Administrators/Managers

Report Outs (Ex-Officio): Director of Facilities and Planning, ADA Liaison, Events/Facilities and Duplicating Manager

Subject Matter Experts (Ex-Officio) - VPI, VPSS

Suggested Committee Charges and Duties

- Resource allocation & budget development
- Knowledge regarding state, district, and college fiscal processes
- Knowledge regarding various funding sources, including unrestricted and restricted funds
- Facilities master planning, space utilization and Facilities TCO planning
- Develop a defined and documented process for resource allocation and facility planning driven by overall college plans
- Revisit planning structure and committee membership bi-annually for continual improvement
- ADA compliance and planning
- Make recommendations to College Council regarding committee charges and duties

Suggested Committee Member Responsibilities and Term Lengths

2 year term lengths

Responsibilities:

- Communication to and from constituent groups regarding activities at RAF (i.e. budget and expenditure information, allocation information, etc.)

Suggested Academic Year Meeting Schedule

Twice a month, 1st and 3rd Fridays 10:00 am – 12:00 pm