

Tasks, Goals and Objectives

- Identify and acquire the necessary training to function effectively as committee members.
- Recommend a timeline for budget development that takes into account district and state budget deadlines and time for review, response and changes in the proposed allocations before the final decisions are made.
- Annually review and modify, and communicate the criteria that will be used in making budget decisions for the coming fiscal year.
- Establish clearly articulated processes for reviewing budget requests.
- Design and implement a mechanism that allows for timely college review, input, and modification to the proposed budget before it is submitted to the Board of Trustees for approval.
- Review the budget input and development process and documents completed by department chairs and managers to improve processes and forms.
- Develop a communication plan to keep the college apprised of information that impacts the budget.
- Meet at least once a month during the fall and spring semesters with possible meetings during the summer.
- Annually assess the budget development process. Advocate for timely budget projections from the district office.
- Provide a representative to participate in the district's Budget Allocation Model review.