

Budget Subcommittee Responsibilities - DRAFT

The budget subcommittee:

1. Evaluates previous year's budget (revenue projections, actuals, etc.), timelines, and process and reports findings to College Council.
2. Contextualizes institutional information in respect to the budget. Information to include:
 - a. Institution-set standards
 - b. Education Master Plan/institutional goals and objectives updates
 - c. Program reflections summary
 - d. Program review updates and action plans
3. Reviews and/or analyzes budget information, including:
 - a. The Superintendent's/President's planning assumptions
 - b. The Governor's budget information
 - c. The college's enrollment trends/revenue projections
4. Distributes budget packets (including relevant institutional information) to the campus community through electronic means.
5. Offers budget workshops to help inform campus community about budget construction and process.
6. Reviews the budget at May revise, affirming revenue assumptions.
7. Reviews the budget again (if needed) prior to recommending the budget to College Council.