

Finance Committee

Committee Chair: Lead Budget Manager or designee

Purpose: Columbia College and the Yosemite Community College District practice transparency in their budgeting processes and outcomes. The Finance Committee provides oversight of and insight into the budget development, equipment prioritization, and resource allocation processes of the college. The Finance Committee makes recommendations to effectively braid multiple college funding sources to best serve the needs of the college and its students, employees, and the community at large. The committee is responsible for reviewing and making recommendations on issues of college-wide or significant scope. Specific matters for review and input include:

- Annual review of personnel expenses
- Annual review of restricted fund (fund 12) accounts
- Planning for and expenditure of annual and cumulative budgetary savings as outlined in the YCCD Resource Allocation Model (RAM)
- Braided funding for resource requests collected through program reviews, annual resource requests, and other sources, including
 - Instructional Equipment and Library Material (IELM) funds
 - Categorical funds (e.g. Strong Workforce, Student Equity and Achievement, one-time state funds)
 - Grant funds
 - Annual savings
- Review of general fund (fund 11) prior to sending to YCCD for implementation
- Other related issues

Special Guidelines, Parameters, and/or Resources:

- The committee promotes a culture of transparency and trust.
- Constituent group delegates to the committee are entrusted with sensitive, technical data and charged with keeping their constituencies informed of progress and rationale for decisions.
- Sensitive data (e.g. specific salary figures associated with specific employee names) will generally be reviewed by screen-sharing as opposed to emailed or publicly posted documents.
- To ensure transparency, committee members will be trained on YCCD fiscal tools (e.g. the CF File, Resource Allocation Model) and granted access to review relevant data

Meeting Schedule: The Finance Committee meets seasonally, approximately four to five times per year, aligned with annual resource planning and allocation activities, as below:

- Early Fall
 - Review and braided funding for resources requests identified in program reviews and other tools the previous spring
 - Annual review of restricted fund accounts
- Mid to Late Fall – Determination of spending priorities for annual and cumulative savings
- Early Spring – Review of annual personnel salary document for upcoming fiscal year
- Late Spring – Review of college general fund budget request prior to review by College Council and being sent to the YCCD for implementation

How Work Is Communicated: Members represent their constituents. The Committee Members are encouraged to express concerns and thoughts at the meetings. Committee members are reminded to share the discussion and recommendations with their constituents and approved minutes are posted on BoardDocs.

Recommendations Go To: The recommendations are brought forward to College Council and the ultimate decision is made by the President.

Agendas and Minutes: Posted in BoardDocs

Membership:

- College President
- Lead Budget Manager
- Vice President of Instruction
- Vice President of Student Services
- Dean of Arts, Sciences, and Human Performance
- Dean of Career Technical Education
- Dean of Student Services
- Two faculty representatives appointed by the Academic Senate
- Two classified professional representatives appointed by the Classified Senate
- Two student representatives

Because of the technical nature of the work of this committee, it is recommended that each Senate stagger their appointments and/or seek representatives with relevant skills willing to serve for multiple years.