PLANNING AND RESOURCE ALLOCATION COMMITTEE

The Planning and Resource Allocation Committee provides oversight and makes recommendations for institutional planning and resource allocation, linking program reviews and strategic planning to the resources needed to accomplish college goals. The committee reviews all plans and recommendations made by participatory governance committees and ensures their compliance with board policy and planning priorities.

Charge
- Ensures that the college’s planning process supports student success.
- Aligns Board goals and priorities with college plans and the budget process.
- Ensures that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.
- Reviews and makes recommendations for the tentative budget for resources including all assets of the college: its fiscal resources, facilities, equipment, and personnel resources.
- Prepares planning recommendations and decisions consistent with the Education Code, the mission, vision and values of the college, accreditation standards and strategic institutional planning priorities.
- Using the forecast of available resources provided by Fiscal Services, works with the Program Review Committee to set parameters for program reviews and administrative work plans.
- Recommends budget resource allocations based upon the strategic plan and requests presented in the instructional program reviews, student services reviews, and administrative program reviews.
- Makes recommendations for long-term budget planning, revenue and expense assumptions.
- Recommends allocations from supplementary resources.
- Reviews and makes recommendations for adjustments between approved funding and actual expenditures.

Responsibilities

The Planning and Resource Allocation Committee is responsible for:
- Establishing appropriate timelines and processes, assessing success after the plans are implemented and reporting the activities and results.
- Following the timeline and processes described in the Integrated Planning Manual for the review of programs and the allocation of resources.
- Reviewing all college plans and other related or pertinent documents and forwarding recommended changes to the president/superintendent.
- Making recommendations for the tentative budget and forwarding the tentative budget to the superintendent/president.
- Using documented assessment results to set funding priorities and recommend program improvements.
- Providing oversight of the sub-committees and ad hoc committees of the Planning and Resource Allocation Committee.
- Analyzing the recommendations in the Educational Master Plan and setting the college’s long term priorities.
- Providing oversight for the development of the Strategic Plan including strategic objectives and action steps for each college priority.
- Providing oversight for instructional program reviews, student services reviews, and administrative unit reviews.
• Forwarding committee reports and resolutions to the college Superintendent/President as recommendations and to College Council as information items.
• Reviewing prior year budgets and developing budget assumptions that forecast the available resources for the coming fiscal year.

Composition

Seven (7) faculty appointed by the Academic Senate
Three (3) classified staff appointed by the official appointing body for classified staff
Two (2) students appointed by the Student Senate
Two (2) managers appointed by the Superintendent/President
The Vice President of Student Learning, who will serve as a non-voting co-chair except in the case of a tie
The President of the Academic Senate (or designee), who will serve as a non-voting co-chair except in the case of a tie
One (1) staff resource from Fiscal Services who is a non-voting member
One (1) staff resource from Planning, Research and Institutional Effectiveness who is a non-voting member

Co-chair Responsibilities

• The Vice President of Student Learning and the President of the Academic Senate will serve as co-chairs.
• Co-chairs will work together to set agendas and conduct meetings.
• Co-chairs will be non-voting except in the case of a tie vote by the committee in which case the co-chairs will have a total of one vote with which to break the tie. If they cannot agree to vote together to break the tie with their one vote, they will refer the matter to the Superintendent/President.