PLANNING AND RESOURCE ALLOCATION COMMITTEE
(Replaces previous committee charge in total)

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
1. Ensures that the College's planning process supports student success.
2. Aligns College plans and the budget process with Board goals and priorities.
3. 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.
4. 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.
5. Reviews and makes recommendations for long-term budget planning, revenue and expense assumptions, the tentative budget, and resource allocations, including from supplementary sources.
6. Reviews and makes recommendations for adjustments between approved funding and actual expenditures.

Responsibilities

Review and recommend new or revised Board Policies and Administrative Procedures related to institutional planning and resource allocation.

Planning:
1. Provides oversight for the development of the Strategic Plan including strategic objectives and action steps for each College priority
2. Reviews all College plans and other related or pertinent documents and forwards recommended changes to the Superintendent/President
3. Establishes appropriate timelines and processes, assessing success after the plans are implemented and reporting the activities and results
4. Provides oversight of the sub-committees and ad hoc committees of the Planning and Resource Allocation Committee
5. Forwards committee reports and resolutions to the College Superintendent/President as recommendations and to College Council as information items
6. Review and recommend new or revised planning and resource-related Board Policies and Administrative Procedures.

Resource Allocation:
1. Reviews and updates the process for the development of the tentative College budget and revenue and expense assumptions
   - Ensures compliance with the COM Resource Allocation/Strategic Planning model
   - Establishes annual committee goals by the 3rd meeting of the academic year
   - Completes an annual self-evaluation as a committee by the end of the academic year
2. Reviews prior year budgets and develops budget assumptions that forecast the available resources for the coming fiscal year
   - Becomes knowledgeable about the College budget including all appropriate funds and accounts
   - Documents and communicates the budget process and yearly timeline to all campus constituency groups
3. Uses documented assessment results to set funding priorities and recommend program improvements relating to all assets of the College: fiscal resources, facilities, equipment, and personnel
   a. Ensures allocation recommendations are supported by instructional, student services, and administrative program review
   b. Reviews requests and prioritizes budget recommendations as they relate to:
      - College Mission
      - Board of Trustees' priorities
      - President's priorities
      - College Strategic Plan
   c. Reviews Accreditation Standards to ensure that the budget development process complies with the ACCJC Accreditation Standard III Section D.
   d. Communicates information about changes or adjustments to the budget assumptions and expenditure recommendations to all campus constituency groups
4. Submits recommendations for the tentative budget and forwards the tentative budget to the Superintendent/President.

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 & Student Services, 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 & Student Services 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.

Budget Development Process - A Flowchart for Chairs, Deans, & Directors

Sept 1: Program Review Templates distributed to chairs, deans & directors		

Oct 15-30: Deans meet with Chairs to discuss:		
Data – assist in collecting and providing as necessary	Timeline for Completion	Approach to determining equipment/personnel/other needs

Nov 1-30: Deans check in with chairs	
Individually and as group	Process, emerging themes, priorities

Nov 15: Deans begin drafting divisional presentations to PRAC (templates to be provided)			
Overview of Division	Overview of Budgets	Overview of Planning	Connection to Strategic Plan, schedule, other priorities

Dec 1-15: Deans get mini-PR first drafts from chairs			
Reconcile Requests	Provide Feedback	Prioritize as a group	Prioritize with other deans

Jan 15-30: Deans meet as group to preview presentations to PRAC		
Themes	Consistency	Cross-references

Jan 30: PRs are submitted by Deans on behalf of chairs with materials for presentations after final review for:	
Accuracy of budgets (Fiscal)	Consistency of Priorities

Feb-Mar: Deans present to PRAC		
Desired	Detail	'Take away'

Budget Development Process - A Flowchart for PRAC

Oct-Nov: PRAC reviews current FY budget and assumptions used in constructing it

Nov-Jan: PRAC begins consideration of next FY budget assumptions		
Data – How current FY assumptions are playing out	Review of fixed cost items	Approach to determining assumptions

Feb: PRAC recommends budget assumptions	
Revenue Assumptions	Cost Assumptions

Feb-Mar: PRAC hears presentations from Deans			
Overview of Division	Overview of Budgets	Overview of Planning	Connection to Strategic Plan, schedule, other priorities

Mar-Apr: PRAC affirms Program Review Priorities			
Reconcile Requests	Provide Feedback	Consider in Aggregate	Recommendations contingent upon assumed funds available

Apr: PRAC reconciles Program Review priorities with Budget Assumptions		
Additional prioritization based on assumed funds available	Confirm recommendations support based on budget	Confirm recommendations support strategic and other institutional planning

Apr-May: PRAC makes recommendations to Superintendent/President	
Fiscal drafts tentative budget with inclusion of recommendations	PRAC's work concludes with time to review process and make recommended changes for next year

May-June: PRAC Tentative Budget sent to Board of Trustees		
Assumptions	Recommendations	July 1