

Solano Community College District

FINANCIAL AND BUDGET PLANNING ADVISORY COUNCIL (FABPAC) ROLE, RESPONSIBILITIES, AND OPERATING PRINCIPLES

The Financial and Budget Planning Advisory Council (FABPAC) shall be a District standing committee.

Membership shall consist of the following:

Chairperson – Vice President of Finance & Administration (1)
Classified Managers (2)
Classified Staff (2-CSEA, 2-Local 39) Total (4)
Director of Fiscal Services – Staff support (1)
Educational Administrators (2)
Ethnic Minority Coalition (2)
Executive Director of Institutional Advancement (1)
Executive Vice President of Academic & Student Affairs (1)
Faculty/Academic Senate (6)
Solano College Faculty Assoc. (SCFA) (2)
Students (2)
TOTAL: 24

Official membership shall be limited to those persons appointed to FABPAC. Each member shall have one vote. Each of the 11 representative groups holding membership on FABPAC shall appoint at least one officially designated alternate. Designated alternates have full voting responsibility in the absence of the officially appointed member.

ROLE AND CHARGE OF FABPAC

FABPAC shall be charged with the responsibility of making recommendations to the Superintendent/President on District financial and budget planning issues. FABPAC shall be comprised of representatives from the Student Body, Faculty, Classified Staff, Management, and the Minority Coalition. A quorum shall consist of 50% plus 1 (13) with at least three of the above five constituent groups represented.

FABPAC is advisory in nature. Final staff level responsibility and accountability for budgetary allocations and priorities prior to Governing Board action, if required, is vested in the Superintendent/President. The Superintendent/President will make assurances to accept and follow the recommendations as made by FABPAC. He/She will report back and justify changes, if any, to FABPAC. The ultimate responsibility for fiscal and budgetary decisions rests with the Governing Board.

RESPONSIBILITIES

- (1) Be aware of all of the District's revenue sources, characteristics, and restrictions of same and major financial issues facing the Solano Community College District now and in the future. Review and recommend to the Superintendent/President, District budgetary expenditures and District budgetary expenditure priorities which are consistent with the

goals, core values, and operating priorities identified in the Solano Community College District Strategic Plan.

- (2) Prepare recommendations for planning and implementing expenditure budget reductions.
- (3) Meet regularly to participate in a constructive manner in the budget development process and disseminate information to appropriate constituent groups.
- (4) Review, recommend and advise on the adoption of the budget development calendar.
- (5) Offer advice on broad financial and fiscal policy issues, with a focus not on special interest, but on the district as a whole, such as:
 - Allocation Formulae
 - Budget Development Model
 - District Program Improvements
 - Reallocation of Funds
 - Equipment Repair and Replacement
- (6) Make recommendations for alternative sources of revenues for use by the District.
- (7) Make recommendations for alternative uses of unrestricted revenue (revenue which is not limited as to its use or disposition by its source, i.e. General Apportionment, which includes state income, student fees, and property taxes, or undesignated gifts or endowments) by the District. Uses may include but are not limited to:
 - Health and Safety
 - District Matching Funds
 - Staffing

PRINCIPLES

- (1) District Strategic Plan and Educational Master Plan shall provide the underlying guidelines for Budget Development and Institutional Planning.
- (2) Current revenues should finance current expenditures.
- (3) College district operating units, in consultation with unit staff, shall be responsible for planning, preparing, and administering their operational budgets.
- (4) Budget development and financial planning should be viewed as a year round activity.
- (5) The District's financial plan shall provide for contingencies and appropriate level of reserves as required by law and principles of sound fiscal management.
- (6) One-time income is to be used to fund one-time expenditures.
- (7) Restricted funds shall be used to fund continuing operating level expenditures only to the extent that such expenditures are compatible with the purposes and scope of the allocation, and there is some reasonable assurance of continuity of funding.

- (8) Focus of recommendations will be on using resources effectively to help students succeed.
- (9) Planning and budgeting shall be linked so that plans are implemented in accord with institutional priorities.
- (10) Programs, services, and staffing shall further the stated mission of the college.
- (11) A sense of good manners and respect shall exist in times of crises as well as in times of prosperity.
- (12) Grant and categorically funded projects shall be considered for their short and long-term impacts on the District.
- (13) FABPAC may request additional information necessary for a thorough and informed discussion on items under its consideration.

PROCEDURES

- (1) Regular meetings shall be scheduled as proposed and adopted by the membership.
- (2) Special meetings may be called by the Chairperson or at the request of no less than 12 members, at a time and place determined by the Chairperson.
- (3) Agendas are to be open until 12 noon on Wednesday prior to the meeting and will be distributed to FABPAC no later than the close of business on Monday.
- (4) The Supt/President's Cabinet has the option of making proposals, with suggested prioritization of the proposals, to FABPAC by the last FABPAC meeting in March of each academic year. Prioritization of the proposals is required since budgetary shortfalls may not allow funding of some of the proposals.
- (5) Voting for approval or rejection shall occur on each proposal submitted to FABPAC by the Supt/President's Cabinet. A simple majority vote of those present (quorum required) shall constitute a legitimate vote.

FABPAC members may make motions to change any of the priorities submitted to FABPAC by the Supt/President's Cabinet. A simple majority vote of those present (quorum required) shall constitute a legitimate vote on changing any of the priorities. Absent any motions to change any of the priorities submitted by the Supt/President's Cabinet, voting for approval or rejection of the priorities shall occur. A simple majority vote of those present (quorum required) shall constitute a legitimate vote.

Absent a majority vote on a particular proposal, or on the priorities, that proposal or those priorities shall be forwarded with the notation that majority support is lacking.

- (6) The Chair is responsible for appointing an acting chair to conduct the FABPAC meeting in his/her absence.