Co-chairs:	Dean appointed by the Executive Vice President
	Faculty member appointed by the Academic Senate Council and is, therefore, a non-voting member of the Academic Senate Council
	Classified Senate Vice-President or designee

Members:	One Dean appointed by the Executive Vice President
	Two faculty members from each Student Learning Division appointed by the Academic Senate Council
	Two classified staff members recommended by the SEIU and appointed by the College President
	One faculty member appointed by AFT
	One representative from Instructional Technology
	One student appointed by Associated Students who serves in an advisory role

2.1.2.5 Fiscal Planning Committee

Charter: The Fiscal Planning Committee makes recommendations on college-wide fiscal processes. The specific tasks of this committee are:

- Annually review the District Budget Allocation Model and make recommendations for changes as necessary
- Receive reports on the development of the college General Fund budget in alignment with District processes
- Review emergent budget needs and constraints, and
- Implement the annual Classified Hiring Prioritization process.

| Co-chairs: | Vice President of Business Services |
| | Academic Senate President or designee |

Members:	All Department Chairs and Coordinators or designees
	Director of Facilities, Maintenance, and Operations
	Three Deans appointed by the Executive Vice President
	Three classified representatives recommended by the SEIU and appointed by the President
	One faculty member appointed by AFT
	One Classified Supervisors representative
	One student appointed by Associated Students who serves in an advisory role
	Executive Vice President (ex-officio, non-voting)

2.1.2.6 Student Learning Outcomes Committee

Charter: The Student Learning Outcomes Committee promotes campus-wide understanding and integration of Student Learning Outcomes, facilitating campus dialogue to enhance institutional

3.2 College Budget Development Timeline

Month	District-wide Activity	College Budget Activity
January	Governor's state budget proposal made public	Monitors state budget forecast. Begin Budget Updates for Programs.
February	Monitors state budget forecast and continues district planning for Tentative Budget.	Conduct Town Hall meeting to apprise College of current forecast and implications. Updates Fiscal Planning Committee updated on the current forecast and implications. Discusses College priorities and College objectives. Begin planning for Tentative Budget Continue Budget Updates for Programs.
March	Work on Tentative Budget continues.	Work on Tentative Budget continues. Review Program Resource and Budget Requests made during Update meetings at VPC
April	Work on Tentative Budget continues.	Work on Tentative Budget continues. College budget planning synchronized with District budget planning operationally through the VP of Business and consultatively through DCAS.
May	Governor's May Budget Revise The Tentative Budget is reviewed at various levels at the College and the District, including a review by the College President, Administrative Council, Vice Presidents Council, the District Council on Administrative Services, and the Chancellor's Cabinet prior to being submitted for Board subcommittee, and full Board approval.	VP of Business balances and finalizes the Tentative Budget. Fiscal Planning Committee receives updates of Tentative Budget discussions as affected by the May Revise. Conduct Town Hall meeting to apprise College of changes in forecast and implications if needed.
June	Tentative Budget approved by the Board of Trustees. State law requires the Tentative Budget be in place by	

	the beginning of the new fiscal year on July 1.	
July	Preparation for the District Adoption Budget begins	VP of Business begins preparation of the Adoption Budget.
August	Preparation for the District Adoption Budget continues	
September	DCAS reviews final drafts of the Adoption Budget. Board Audit/Budget Subcommittee reviews Adoption Budget	Conduct Town Hall meeting to apprise College of final changes to the current budget, and forecast implications if needed.
October	Adoption Budget approved by the Board of Trustees	College receives Adoption Budget from District and Board of Trustees.
November	Begins to monitor state budget forecast for Coming Year	Begins to monitor state budget forecast for Coming Year.
December	Continues to monitor state budget for the Coming Year	Continues to monitor state budget for the Coming Year.

3.3   Development of the Annual Full-time Faculty Priority List

Month	Activities
September	Compile requests for full-time faculty positions from Program Plans.
October	In early October, copies of all Program Plans that include requests for full-time faculty positions are distributed to the Academic Senate Council and the Deans Council.

The requests for full-time faculty positions are reviewed by the members of the Academic Senate Council and the Deans Council within the context of that program's overall plan and college-wide needs.

In mid/late October, the *Joint Committee of the Academic Senate Council and the Deans Council* prepares a recommended priority list of full-time faculty positions to be hired based. |
| November | The joint recommendation is presented to the College President by the Academic Senate President for review and approval.   The joint recommendation memorandum includes a documentation and review of the process that engendered the priority list.

If the College President's ranking of full-time faculty positions differs from that of the Joint Committee, the College President reviews and discusses the differences with the Academic Senate Council and Deans Council prior to making a final decision. The President's final decision is communicated in writing, and includes the rationale for the final prioritization. Upon request, and at any point after the receipt of the Joint Committee's recommendation, the President meets with the Academic Senate Council to review relevant data points for decision-making. |

	The College President determines the number and timing of positions in compliance with the Full-time Faculty Obligation Number (FON) required by the State. The final list is announced and released for recruitment as soon as possible for Fall hires in the next academic year.

3.4 Development of the Annual Classified Staff Priority List

Month	Activities
September	Requested classified staff positions (positions that are permanent and ongoing, and may be full-time, part-time, or seasonal) are identified collaboratively by Student Learning Division deans, managers, faculty, and staff and documented in the Program Plans.
October/November	Complete compilation of classified staff requests in a list for use in prioritization. Members of the Fiscal Planning Committee receive copies of requests and justifications as presented in the Program Plans.
January/February	The requests for classified position are reviewed within the context of each program's overall plan and college-wide needs. Deans, Directors, and representatives of faculty and staff present justifications to the Fiscal Planning Committee. The Fiscal Planning Committee reviews requests and prepares prioritized list of classified positions. To ensure campus-wide communication, the prioritized list is distributed to Division/Departments/Programs campus wide.
February/March	The priority list is presented by the VP of Business Services to the College President for review and approval. The College President will consult with the Fiscal Planning Committee and other appropriate groups if the President's final decision differs from the Fiscal Planning committee recommendations. The College President will determine the number and timing of positions to be announced.